ROCK COUNTY BOARD OF SUPERVISORS’ MEETING
THURSDAY, DECEMBER 15, 2016 – 6:00 P.M.
COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES - November 7, 2016, November 9, 2016, November 15, 2016, and November 17, 2016
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
   A. Appointment to the 911 Communications Commission
   B. Appointments to the Council on Aging Advisory Board / Council on Aging Nutrition Advisory Council
   C. Appointments to the Disabled Parking Enforcement Assistance Council
   D. Appointment to the Transportation Coordinating Committee
   E. Appointment to Veterans Service Commission
9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
   A. Recognizing Kris Mills
   B. Recognizing Jocelyn “Jolly” Lamb for her Service to Rock County
   C. Recognizing John Hanewall
   
   NOTE: Items 9.B. and 9.C. will be considered by the County Board Staff Committee on December 13, 2016 and Developmental Disabilities Board on December 14, 2016

   D. Thanking the Rock County Election Officials Involved in the 2016 Presidential Election Recount
   
   NOTE: Item 9.D. will be considered by the Finance Committee on December 15, 2016

   E. Recognizing Randy Leyes
   F. Recognizing Deputy County Treasurer Denise Cole
   G. Recognizing Vicki Brown for Service to Rock County
   
   NOTE: Items 9.D., 9.E., 9.F. and 9.G. will be considered by the County Board Staff Committee on December 13, 2016 and Finance Committee on December 15, 2016
10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE

11. REPORTS

12. NEW BUSINESS

A. Supplementary Appropriations and Budget Changes - Roll Call
   1) Amending the 2016 Human Services Department Budget to Accept Funding for Adult Protective Services

   NOTE: Item 12.A.1. will be considered by the Human Services Committee on December 14, 2016 and Finance Committee on December 15, 2016

   2) Amending the 2017 Council on Aging Budget to Adjust State 85.21 and State Alzheimer’s Family Caregiver Support Program Allocations

   NOTE: Item 12.A.2. will be considered by the Education, Veterans and Aging Services Committee and the Finance Committee on December 15, 2016

   3) Accepting Asthma Capacity Program Grant Amendment to the Consolidated Contracts and Amending the 2016 Rock County Public Health Department Budget

   4) Authorizing Purchase of Replacement Passenger Vehicle and Amending the 2016 Motor Pool Budget

   NOTE: Items 12.A.3. and 12.A.4. will be considered by the Finance Committee on December 15, 2016


   NOTE: Item 12.A.5. will be considered by the Finance Committee on December 15, 2016 and General Services Committee on December 15, 2016

B. Contracts – Roll Call
   1) Awarding Contract for Rock County’s Outdoor Warning Siren System – Preventative Maintenance Program

   2) Awarding Contract for Soil Finisher

   NOTE: Item 12.B.2. will be considered by the Agriculture and Extension Education Committee on December 14, 2016
12. NEW BUSINESS

3) Awarding Contract for Driver Recruitment Services for Rock County Council on Aging, Rock County Transit Program

NOTE: Item 12.B.3. will be considered by the Education, Veterans and Aging Services Committee on December 15, 2016

4) Awarding a Contract for Shop Boiler Replacement at the Main Shop

5) Authorizing Road Reconstruction Project and Jurisdictional Transfer Agreement – County Trunk Highway MM, City of Janesville

NOTE: Item 12.B.5. will be considered by the County Board Staff Committee on December 13, 2016

C. Amending the County’s Personnel Ordinance (Second Reading and Adoption)
D. Moving the Administration of the Birth-to-Three Program from the Developmental Disabilities Board to Human Services Department
E. Authorizing Self-Insurance of Dental Coverage
F. Agency Agreement and Federal Block Grant Owner Assurances
G. Petitioning the Secretary of Transportation for Airport Improvement Aid

NOTE: Items 12.F. and 12.G. will be considered by the Public Works Committee on December 13, 2016

H. Rock County Agricultural Preservation Plan 2013 Update Map Amendment

NOTE: Item 12.H. will be considered by the Planning and Development Committee on December 15, 2016

I. Authorization to Approve the Sale of County Property Located at 460 Community Drive, Town of Beloit, Beloit, WI
J. Amendment to Rules of Procedure for the Rock County Board of Supervisors

NOTE: Items 12.I and 12.J. will be considered by the County Board Staff Committee on December 13, 2016

K. Creating the County CCOP Advisory Committee

NOTE: Item 12.K. will be considered by the County Board Staff Committee on December 13, 2016 and Human Services Board on December 14

L. Approval to Begin the Acquisition Process for the 2016 PACE Program (Donation)
M. Approval to Begin Acquisition Process for Selected 2016 PACE Program Applications (Federally Funded)
12. NEW BUSINESS

N. Approval to Begin Acquisition Process for Selected 2016 PACE Program Applications (Non-Federally Funded)

O. Continued Opposition to the Great Lakes Basin Transportation, Inc. Rail Project Impacting Rock County’s Agricultural and Natural Resources

NOTE: Item 12.O. will be considered by the Rail Transit Commission on December 15, 2016

P. Amending the Rock County Land Information Plan

NOTE: Item 12.P. will be considered by the Finance Committee on December 15, 2016

13. ADJOURNMENT
APPOINTMENT TO THE 911 COMMUNICATIONS COMMISSION

POSITION: Member of the 911 Communications Commission

AUTHORITY: County Board Resolution #91-7A-053

TERM: Unexpired Term Ending November 15, 2018

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

PRESENT MEMBER: Chief Steven Kopp, Town of Beloit Police

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Chief Ronald L. Northrop Jr.
Town of Beloit Police Department
1133 Inman Parkway
Beloit, WI 53511

EFFECTIVE DATE: December 15, 2016
POSITION: Member of the Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council

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

TERM: Terms Ending 12/31/2019

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

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Jo Ann Koltyk  
Jenny Schmidt  
Chuck Wilson  

Cherie Scholz-Baker  
Pam Strom

NEW APPOINTMENTS: JoAnn Koltyk  
202 S. Franklin St.  
Janesville, WI 53546

Cherie Scholz-Baker  
2824 Mackintosh Dr.  
Janesville, WI 53548

Jenny Schmidt  
110 Garfield Ave.  
Evansville, WI 53536

Pam Strom  
427 Highland Park Ave.  
Clinton, WI 53525

Chuck Wilson  
808 Johnson St.  
Beloit, WI 53511

DATE: December 15, 2016
APPOINTMENT TO DISABLED PARKING
ENFORCEMENT ASSISTANCE COUNCIL

POSITION: Member 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, 2019

PER DIEM: No

PRESENT MEMBER: Janet McCarthy
Jay J. Buswell
Robert D. Mills

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: David Brown Sr.
600 Rockshire Dr.
Janesville, WI 53546

Jay J. Buswell
1052 Morningside Drive
Janesville, WI 53546

Robert D. Mills
827 Sentinel Drive
Janesville, WI 53546

EFFECTIVE DATE: December 15, 2016
APPOINTMENT TO THE TRANSPORTATION COORDINATING COMMITTEE

POSITION: Member of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-1B-241

TERM: Unexpired Term Ending 12/31/2018

PER DIEM: For County Board Supervisors Only (Per Board Rule IV.J.)

PRESENT MEMBERS: Molly Nolte

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENT: Ryan Booth
Mobility Manager
Council on Aging

EFFECTIVE DATE: December 15, 2016
APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Chapter 449, Wisconsin Statutes 45.81

TERM: Three Years – 1/1/17-12/31/19

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

PRESENT MEMBER: Albert Funk

CONFIRMATION: No, For Information Only

NEW APPOINTMENT: Albert Funk
1800 Excalibur Drive
Janesville, WI 53546

EFFECTIVE DATE: December 15, 2016
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY

RESOLUTION NO. 16-12A-166

AGENDA NO. 9.A.

RECOGNIZING KRIS MILLS

WHEREAS, Kris Mills has served the citizens of Rock County for the past 35 ½ years as a
dedicated and valued employee, and is retiring effective December 31, 2016; and

WHEREAS, Kris Mills began her career with Rock County on July 8, 1981 as a Health Care
Center Seasonal - Personnel Clerk, back when the Health Care Center had its own Human Resource
office; and

WHEREAS, on November 30, 1981, Kris accepted the position of Building Service Clerk in the
Health Care Center maintenance office; and

WHEREAS, Kris Mills has served the staff and residents of Rock Haven and the Health Care Center
managing many different initiatives during her 35 ½ years with Rock County; and

WHEREAS, Kris Mills has always stepped up to help each and every person efficiently and with a
smile; and

WHEREAS, the Rock County Board of Supervisors representing the citizens of Rock County,
wishes to recognize Kris Mills for her long, dedicated and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors at its
regular meeting this __ day of ________, 2016, directs that a sincere expression of recognition
be given to Kris Mills for her 35 ½ years of service and expresses to her best wishes for the future.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair
Absent

Jason Heidenreich, Vice Chair

Jeremy Jazac
Absent

Bob Yeomans

David Homan

COUNTY BOARD STAFF COMMITTEE

Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Chenock

Eva Chenock

Henry Brill

Betty Jo Russie

Mary Mawhinney

Louis Pen

Alan Sweeney

Terry Thomas
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

John Hanewall
INITIATED BY

Developmental Disabilities Board
SUBMITTED BY

November 14, 2016
DATE DRAFTED

Recognizing Jocelyn “Jolly” Lamb for her Service to Rock County

WHEREAS, Jocelyn “Jolly” Lamb has served the citizens of Rock County for the past 29 years as a dedicated and valuable employee; and,

WHEREAS, Jolly began her employment with Rock County on December 2, 1987 as a Clerk Typist II-Nursing Services with the Health Care Center and, as an employee, has served Rock County well, in various position including, Time Clerk Nursing Services, Clerk Steno III-Health Department and on January 1, 2013 moved to the Developmental Disabilities Department and assumed the role of Clerk Typist and has served diligently and productively in that position until her retirement effective December 30, 2016; and,

WHEREAS, Jolly has performed in the capacity of Clerk Typist II-DD Board in an efficient and dependable manner and she has consistently done an outstanding job; and,

WHEREAS, Jolly has conducted herself in a professional and respectful manner at all times; interacting positively with affiliated agency personnel, co-workers, visitors, callers and the clients served by the Developmental Disabilities Board; and

WHEREAS, Jolly is considered a valuable employee whose skills, knowledge and professional approach to those with whom she comes in contact, will be greatly missed.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this day of __________ day of __________, 2016 does hereby recognize Jocelyn “Jolly” Lamb for 29 years of service and extends its best wishes to her in all future endeavors.

Respectfully Submitted

DEVELOPMENTAL DISABILITIES BOARD

Louis Peer, Chair

Becky Heimerl,

Ed Brandsey

Lynda Olson

Karl Dommershausen

Cheryl Drozdowicz

Wayne Gustina

Bridget Rolek

Nancy Lannert, Vice Chair
Recognizing Jocelyn “Jolly” Lamb for her Service to Rock County

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Bussie

Mary Mawhinney
Louis Peer
Alan Sweeney
Terry Thomas
RECOGNIZING JOHN HANEWALL

1 WHEREAS, John Hanewall was hired by Rock County as a Master Social Worker on September 8, 1987, and was promoted to the Rock County Developmental Disabilities Deputy Director on March 9, 2009, and was hired as Developmental Disabilities Director on May 15, 2011, serving in that role until his retirement on December 31, 2016; and,

2 WHEREAS, during John’s 20-plus years as a social worker at the Health Care Center and Rock Haven, he received numerous commendations for the care he provided to residents; and,

3 WHEREAS, John exhibited care not only for residents, but also for his colleagues through his service as a union representative; and,

4 WHEREAS, John advocated for the rights of Developmental Disabilities Board (DD Board) clients and contributed his extensive knowledge and expertise in the fields of developmental disabilities and behavioral health; and,

5 WHEREAS, John provided oversight in the development of quality programs for individuals with developmental disabilities and managed complex budget decisions through challenging fiscal years; and,

6 WHEREAS, John fostered positive working relationships between Rock County, clients, the State of Wisconsin, and contracted service providers; and,

7 WHEREAS, John led the DD Board through the Family Care Transition; and,

8 WHEREAS, John will be greatly missed for his sense of humor, wisdom, comradery, and fairness.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of ________, 2016 does hereby recognize John Hanewall for his service and extends best wishes in his future endeavors.

Respectfully submitted,

DEVELOPMENTAL DISABILITIES BOARD

Louis Peer, Chair

Wayne Gustina

Nancy Lannert, Vice Chair

Becky Heimerl

Ed Brandsey

Lynda Olson

Karl Dommershausen

Bridget Rolek

Cheryl Drozdowicz
<table>
<thead>
<tr>
<th>COUNTY BOARD STAFF COMMITTEE</th>
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<tbody>
<tr>
<td>J. Russell Podzilni, Chair</td>
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<tr>
<td>Sandra Kraft, Vice Chair</td>
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<tr>
<td>Eva Arnold</td>
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<td>Henry Brill</td>
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<tr>
<td>Betty Jo Bussie</td>
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THANKING ROCK COUNTY ELECTION OFFICIALS INVOLVED IN THE 2016 PRESIDENTIAL ELECTION RECOUNT

WHEREAS, Rock County was required, along with all counties, in Wisconsin to undertake a first ever recount of a presidential election; and

WHEREAS, the state-imposed timeline required the support, coordination, and cooperation of governmental and community organizations throughout Rock County; and

WHEREAS, residents of our community have chosen to take time out of their demanding lives to contribute to the civil well-being of the recount process in Rock County; and

WHEREAS, recount workers for Rock County understand that voter confidence and trust depends on them and that they influence the public’s confidence and trust in the transparent administration of elections in Wisconsin; and

WHEREAS, Rock County is extremely fortunate to have residents committed to being trained and willing to work as recount workers; and

WHEREAS, the recount process began on Monday, November 28th and was completed on Monday, December 12th, and required the dedication, commitment, focus, and patience of those directly involved in the recount; and

WHEREAS, it is most appropriate to recognize the contributions of everyone involved in the recount process, making the recount a success; and

WHEREAS, a substantial support team, including municipal clerks, Board of Canvass, recount workers, law enforcement, and County staff, remained on target and contributed to the recount’s success.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _______, 2016 does hereby recognize the significant efforts of the municipal clerks, Board of Canvass, recount workers, law enforcement, and County staff involved in the 2016 presidential election recount, and express their sincere gratitude on behalf of Rock County and its residents for the outstanding service provided by all parties involved in the 2016 presidential election recount.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Brent Fox

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver
RECOGNIZING RANDY LEYES

1 WHEREAS, Randy Leyes was appointed to the office of Register of Deeds by Governor Tommy Thompson on April 29, 1996 to fill the vacant Register of Deeds position. He competed in both a primary and general election later that year. He was successful in those elections. Randy was elected to 6 two-year terms and 2 four-year terms; and,

2 WHEREAS, the Register of Deeds has seen many changes over the last 21 years. Vital Records and Land Records were two separate offices down the hall from each other. With the completion of the 1999 courthouse remodel, the two offices were merged into one. Staff and work load were able to be consolidated and shared; and,

3 WHEREAS, in 2006, Fidlar’s state of the art software was installed which allowed for images to be scanned, indexed, and searched immediately after being received. This system has streamlined office workflow and allowed for a reduction in staff. Records are able to be searched and viewed online. Documents are able to be recorded electronically. 33% of all recordings are now filed electronically. Title companies are able to search the records online from their office through subscriptions and the public is able to purchase a copy of their deed at any time; and,

4 WHEREAS, in 2011, the State Vital Records began using a new software system. Instead of sending through the mail, the hospitals submit birth records directly into the system online. In 2013, funeral homes started submitting death certificates directly. In 2015, marriage certificates were submitted electronically. The Vital Records program is continually evolving; and,

5 WHEREAS, Randy has always been receptive to advancing the efficiency of the office through modernization. He often participated in the testing phase of new programs, embracing new technology; and,

6 WHEREAS, on the Real Estate side, Randy has modernized record access. In 2013, he initiated a project that scanned more than 600,000 documents from paper and microfilm, including deeds dating back to the 1830’s. The tract books were also scanned. These documents are now available at the touch of a button; and,

7 WHEREAS, Randy has served in various organizations including: Rock County Land Information Council, Wisconsin Land Information Association, Wisconsin County Constitutional Officers Association, and the Wisconsin Register of Deeds Association (servings as a board member, District Chair and on numerous committees); and

8 WHEREAS, through it all, the office has been self-sufficient through fees and services. After covering expenses, the office has been able to contribute to the County’s General Fund, to Land Records and to the State; and,

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2016 does hereby recognize Randy Leyes for his service and extends best wishes in his future endeavors.
Recognizing Randy Leyes
Page 2

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Brent Fox

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Treasurer Vicki Brown
INITIATED BY

Finance Committee
SUBMITTED BY

December 1, 2016
DATE DRAFTED

RECOGNIZING DEPUTY COUNTY TREASURER DENISE COLE

WHEREAS, Denise Cole has served the citizens of Rock County for the past 17½ years as a dedicated and valued County employee; and

WHEREAS, Denise began her career with Rock County on August 2, 1999 as the Account Clerk II/Collection Clerk in the Rock County Treasurer’s Office; and

WHEREAS, Denise accepted the position of Deputy County Treasurer on July 2, 2011, serving in this position until her retirement, effective January 3, 2017; and

WHEREAS, Denise’s knowledge of the office, attention to detail, organizational skills, and investigative abilities, most notably with the tax lien foreclosure process, are second to none; and

WHEREAS, Denise’s caring, creative, generous, and outgoing personality will be greatly missed by many of her coworkers, as well as her laughter, storytelling, cutout cookies, delicious filled cupcakes, birthday pizzas, and mechanical skills; and

WHEREAS, the Rock County Treasurer, the Rock County Finance Committee, with the Rock County Board of Supervisors, representing the citizens of Rock County, wish to recognize Denise Cole for her significant contributions to the Treasurer’s Office and to the citizens of Rock County, and to thank her for her many years of wholehearted service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors at its regular meeting this _____ day of __________, 2016, does hereby recognize Denise Cole for her 17½ years of dedicated service and extends its sincere expression of appreciation to Denise along with best wishes for her future.

Respectfully submitted,

FINANCE COMMITTEE

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

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva M. Arnold
Henry Brill
Betty Jo Bussie
Mary Mawhinney
Louis Peer
Alan Sweeney
Terry Thomas
RESOLUTION NO. 16-12A-172

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

December 5, 2016
DATE DRAFTED

Randy Terronez
DRAFTED BY

Finance Committee
SUBMITTED BY

RECOGNIZING VICKI BROWN FOR SERVICE TO ROCK COUNTY

WHEREAS, Vicki Brown began employment as a seasonal clerk in the County Treasurer’s Office before becoming full-time on March 1, 1994 as an Account Clerk, then transferring to the Human Services Department in various accounting positions beginning in 1999; and,

WHEREAS, Vicki Brown served as Treasurer for the Town of Janesville from 1999 to 2002; and,

WHEREAS, Vicki Brown was elected County Treasurer of Rock County on November 5, 2002 and assumed office in January 2003 and will be officially retiring as County Treasurer as of January 3, 2017; and,

WHEREAS, Ms. Brown has held leadership roles in the Wisconsin County Treasurers’ Association (WCTA) having served as its legislative chair from 2006 to 2010 and president in 2010-2011; Ms. Brown also served on the Wisconsin Counties Association (WCA) Board of Directors from 2012 – 2014; and,

WHEREAS, Ms. Brown was recognized by the WCTA by being awarded the inaugural WCTA County Treasurer Special Recognition Award in 2014 and was only the 3rd County Treasurer in the state to be certified as a Master County Treasurer through the UW Green Bay; and,

WHEREAS, Ms. Brown was instrumental in the passage of legislation that created greater efficiencies and clarification of property tax administration such as Act 171 of 2009 Wisconsin Acts regarding chargeback of rescinded or refunded property taxes, Act 87 of 2013 Wisconsin Acts that relieved the County from reimbursing local units of government for costs of demolishing buildings, and Acts 190 and 210 of 2007 Wisconsin Acts improving the distribution of property tax credits; and,

WHEREAS, Vicki Brown introduced a variety of service enhancements to the County Treasurer’s Office including developing the 1st formal county investment policy that led to contracting of an outside independent investor, and implemented a third-party credit card processing agent to handle over $25 million of on-line tax payments annually; and,

WHEREAS, Vicki Brown led the Office through the post 2008 housing crisis that saw a record number of foreclosures that greatly increased staff workload with no increase in staff; and,

WHEREAS, Ms. Brown, after 22 cumulative years, will retire as County Treasurer of Rock County on January 3, 2017, and has faithfully and impartially discharged the duties of County Treasurer in accordance with the appropriate Wisconsin State Statutes; and,

WHEREAS, the County Treasurer’s Office staff and the Finance Committee wishes to recognize Vicki Brown for service and significant contributions to Rock County.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of __________, 2016, does hereby recognize Vicki Brown for her 22 cumulative years of faithful service and extends its best wishes to her in her future endeavors.
Respectfully submitted:

FINANCE COMMITTEE

Mary Mawhinney, Chair
Brent Fox

Sandra Kraft, Vice Chair
J. Russell Podzilni

Mary Beaver

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Mary Mawhinney

Sandra Kraft, Vice Chair
Louis Peer

Eva Arnold
Alan Sweeney

Henry Brill
Terry Thomas

Betty Jo Bussie


Amending the 2016 Human Services Department Budget
To Accept Funding for Adult Protective Services

WHEREAS, the Wisconsin Department of Health Services (DHS) increases Adult Protective Services (APS) funding in those counties where Family Care and IRIS programs are expanded; and,

WHEREAS, Family Care/IRIS was implemented in Rock County on July 1, 2016. Rock County Human Services will begin receiving additional APS funds-prorated the first year of Family Care/IRIS implementation, and thereafter in the amount of $184,253; and,

WHEREAS, these funds are used to support the ongoing responsibility of the Rock County APS unit to support the health and safety of vulnerable adults in Rock County.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of ____________, 2016, does hereby authorize the acceptance of the Adult Protective Services funds.

BE IT FURTHER RESOLVED, that the Human Services Department budget for 2016 be amended as follows:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Budget</th>
<th>Increase</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>36-3685-0000-42200</td>
<td>12/1/16</td>
<td>$53,739</td>
<td>$53,739</td>
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<td>State Aid</td>
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<td></td>
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<tr>
<td>36-3685-0000-68206</td>
<td>$0</td>
<td>$53,739</td>
<td>$53,739</td>
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</tr>
</tbody>
</table>
Amending the 2016 Human Services Department Budget to Accept Funding For Adult Protective Services

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Karl Dommershausen

Terry Fell

Linda Garrett

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

FINANCE COMMITTEE ENDORSEMENT

Approved on a vote of ________________.

Mary Mawhinney, Chair

Date

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 2016 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 S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $53,739 in State Aid for the Adult Protective Services Program. No County matching funds are required.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans & Aging Services Committee
INITIATED BY

Education, Veterans & Aging Services Committee
SUBMITTED BY

Joyce Lubben
DRAFTED BY

December 6, 2016
DATE DRAFTED

AMENDING THE 2017 COUNCIL ON AGING BUDGET TO ADJUST STATE 85.21 AND STATE ALZHEIMER’S FAMILY CAREGIVER SUPPORT PROGRAM ALLOCATIONS

WHEREAS, the Council on Aging receives funds from the Greater Wisconsin Agency on Aging Resources and the Wisconsin Department of Transportation that are estimated during the budget preparation process; and,

WHEREAS, the most recent 2017 allocations have been received from the Greater Wisconsin Agency on Aging Resources and the Wisconsin Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of ____________, 2016 does hereby amend the 2017 Rock County Council on Aging budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget at 01/01/2017</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elderly &amp; Handicapped Transportation Source of Funds</td>
<td>30-3905-0000-42200</td>
<td>408,909</td>
<td>(1,442)</td>
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<td>State Aid</td>
<td>30-3905-0000-64629</td>
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<tr>
<td>Alzheimer’s Family Caregiver Support Program Source of Funds</td>
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<td>(16,031)</td>
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<td>Other Transportation Expense</td>
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<td></td>
<td>Client Related Costs</td>
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</tr>
</tbody>
</table>
AMENDING THE 2017 COUNCIL ON AGING BUDGET TO ADJUST STATE 85.21 AND STATE ALZHEIMER’S FAMILY CAREGIVER SUPPORT PROGRAM ALLOCATIONS

PAGE 2

Respectfully submitted,

EDUCATION, VETERANS AND AGING SERVICES COMMITTEE

__________________________________________
Rick Richard, Chair

__________________________________________
Jeremy Zajac, Vice Chair

__________________________________________
Phil Owens

__________________________________________
Norvain Pleasant

__________________________________________
Kathy Schulz

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

__________________________________________
Mary Mawhinney, Chair

FISCAL NOTE:

This resolution amends the Council on Aging’s 2017 budget to match actual awards. No County matching funds are required.

\(\text{\text{[Signature]}\text{\newline}}\)
Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2017 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65290(5)(a), Wis. Stats.

\(\text{\text{[Signature]}\text{\newline}}\)
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

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

During the budget preparation process, the amount of federal and state funding is estimated. Actual amounts are not available until notification is received from the Greater Wisconsin Agency on Aging Resources, the area agency on aging, and the Wisconsin Department of Transportation.

Adjustments are being made in the level of State 85.21 funding that supports the cost of Rock County Transit and to the state allocation for the Alzheimer’s Family Caregiver Support Program.

No county tax levy is required.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY
Board of Health
SUBMITTED BY

Marie-Noel Sandoval
DRAFTED BY
November 17, 2016
DATE DRAFTED

Accepting Asthma Capacity Program Grant Amendment to the Consolidated Contracts and Amending the 2016 Rock County Public Health Department Budget

WHEREAS, Asthma is a chronic lung condition that affects 15 percent of adults and 10 percent of children in Wisconsin; and,

WHEREAS, Rock County Health Department was awarded a consolidated contract grant amendment from the Wisconsin Department of Health Services for Asthma Capacity; and,

WHEREAS, this is a twelve month consolidated grant amendment of $23,000, beginning September 1, 2016 and ending August 31, 2017; and,

WHEREAS, this consolidated grant amendment will provide Asthma health promotion and coordination with local health care providers, and other partners with the purpose of improving asthma rates in Rock County.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of , 2016 does hereby authorize the Rock County Health Department to accept this Consolidated Contract amendment in the amount of $23,000, and amend the 2016 Rock County Public Health Department Budget 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>31-3033-2017-42100</td>
<td>1/1/16</td>
<td>$-0-</td>
<td>$23,000</td>
</tr>
<tr>
<td>Federal Aid</td>
<td></td>
<td>$23,000</td>
<td>$23,000</td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-3033-2017-63110</td>
<td></td>
<td>$23,000</td>
<td>$23,000</td>
</tr>
<tr>
<td>Administrative Expense</td>
<td>$-0-</td>
<td>$23,000</td>
<td>$23,000</td>
</tr>
</tbody>
</table>

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair
Richard Bostwick

Dr. Keith Konkol, MD
Dr. Connie Winter, DDS

Eric Gresens

Louis Beer, Vice Chair
Linda Garrett

Dr. Dean Peterson, DVM
Judith Wade

16-12A-176
FISCAL NOTE:
This resolution accepts $23,000 in federal aid for asthma health promotion. 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 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 59.90(5)(a), Wis. Stats.

Jeffrey J. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator

FINANCE COMMITTEE ENDORSEMENT
Reviewed and approved on a vote of ________.

Mary Mawhinney, Chair Date
Executive Summary

Asthma is a chronic lung condition that affects 15 percent of adults and 10 percent of children in Wisconsin. The burden of asthma in Wisconsin is not equally shared, with certain minority groups, age groups and geographic regions disproportionately affected. Rock County has had consistently high asthma emergency department visit and asthma hospitalization rates over the past decade. Too many people with asthma in Wisconsin struggle to thrive at work or school and are subject to reduced quality of life because their asthma remains poorly controlled. A variety of factors are known to trigger asthma episodes (attacks), including allergens (e.g., pollen, dust mites and mold), viral infections, irritants (e.g., chemicals, tobacco smoke and air pollution) and other factors, such as exercise, cold air and stress. This complex, multi-faceted condition requires a comprehensive approach to effective management at both the individual and population levels. Comprehensive asthma care includes a seamless alignment of the full array of services across the public health and health care continuum. The National Asthma Education and Prevention Program Expert Panel Report outlines four components of care including routine health care visits, pharmacological treatment to effectively manage and control symptoms, patient education, and an environment that minimizes exposure to asthma triggers. This grant will serve to improve asthma rates in Rock County.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 16-12A-191

AUTHORIZING PURCHASE OF REPLACEMENT PASSENGER VEHICLE AND AMENDING THE 2016 MOTOR POOL BUDGET

WHEREAS, a Motor Pool passenger vehicle (2014 Chevy Impala) assigned to the Human Services Department Crisis Intervention Unit was damaged in a crash on October 31, 2016 and declared a total loss by our insurance carrier; and,

WHEREAS, the Purchasing Ordinance does allow Rock County to purchase vehicles through a cooperative purchasing agreement with the State of Wisconsin under contract #505ENT-M17-2017VEHICS-02; and,

WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State Contract for vehicles; and,

WHEREAS, the staff of Public Works did review the State of Wisconsin bid specifications and recommends purchasing a 2017 4-Door Ford Fusion from Ewald Automotive to replace the demolished vehicle.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ______, 2016, authorizes the purchase through the State Contract of a 2017 Ford Fusion from Ewald Automotive of Oconomowoc, Wisconsin, in the amount of $17,610 and an additional $600 for setup costs of the new vehicle by the Department of Public Works.

BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and acceptance by the Public Works Director.

BE IT FINALLY RESOLVED, that the Motor Pool 2016 budget be amended to authorize funds for the purchase as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget at 11/1/16</th>
<th>Increase/Decrease</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Equipment</td>
<td>$281,824</td>
<td>$18,210</td>
<td>$300,034</td>
</tr>
<tr>
<td>Source of Funds:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocated Capital Equipment</td>
<td>($281,824)</td>
<td>($18,210)</td>
<td>($300,034)</td>
</tr>
</tbody>
</table>

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty J. Bussie, Chair

Brent Fox, Vice Chair

Eva M. Arnold

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of: ______

Mary Mawhinney, Chair

Date
FISCAL NOTE:

This resolution amends the motor pool budget to replace a vehicle that was totaled in an accident. Insurance will cover the cost of the replacement vehicle, less a $2,500 deductible.

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. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
- Executive Summary -

On October 31, 2016, a Motor Pool assigned to the Human Services Department Crisis Intervention Unit (2014 Chevrolet Impala Vehicle #12) was involved in a traffic crash. Due to the age and condition of our vehicle, the County’s insurance company declared the vehicle a total loss.

The purpose of this resolution is to amend the Motor Pool budget to authorize the purchase of a similar replacement vehicle plus additional setup costs of that vehicle (estimated at $18,210). Any insurance proceeds will come back to the Motor Pool fund and largely offset the purchase cost.

The Public Works Department solicited quotations on like vehicles (e.g., 2017 Ford Fusion) from the State of Wisconsin’s vehicle procurement bid. Therefore, it is recommended that the vehicle be acquired from the current best bid on the State vehicle bid program, through Ewald Automotive of Oconomowoc, Wisconsin.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY
General Services Committee
SUBMITTED BY

Brent Sutherland –
Director of Facilities Management
DRAFTED BY
December 12, 2016
DATE DRAFTED

Authorizing the Acceptance for Focus on Energy Incentives for
Retro-commissioning the Courthouse and the Jail Buildings Heating and Ventilation
Systems and Amending 2016 and 2017 Facilities Management Operating Budget

1. WHEREAS, Focus on Energy is a State of Wisconsin run program where the utilities put in funds to help reduce gas and electric use in the State of Wisconsin: and,

2. WHEREAS, Focus on Energy has a program offering incentives to facilities to reduce their usage by completing building re-commissioning with a maximum dollar amount of $200,000 per building and $400,000 per entity per year; and,

3. WHEREAS, Facilities Management Director submitted an application and assessment to Focus on Energy and was approved for $146,000 for the Jail Audit and $135,263 for the Courthouse Audit; and,

4. WHEREAS, Focus on Energy will pay 75% of the audit up front and 100% of the audit and implementation once implementation has been completed. The audit will start December 19, 2016 and be completed late Summer 2017, with implementation being completed in December, 2017 at a cost not to exceed $200,000 for each buildings for both the audit and implementation; and,

5. WHEREAS, 75% of the audit for the Jail is $109,500 and 75% of the audit for the Courthouse is $101,447 for a total of $210,947; and,

6. WHEREAS, 25% of the Jail audit is $36,500 and 25% of the Courthouse audit is $33,816 for a total of $70,316; and,

7. WHEREAS, implementation cost of $54,000 for the jail and $64,737 for the Courthouse with a total cost of $118,737.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of ___________, 2016 does hereby approve and authorizes acceptance of these incentives.

BE IT FURTHER RESOLVED, that the Facilities Management 2016 and 2017 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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-1818-0000-42228</td>
<td>12/15/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Focus on Energy</td>
<td>0</td>
<td>$109,500</td>
<td>$109,500</td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-1818-0000-62400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair &amp; Maintenance Services</td>
<td>$305,414</td>
<td>$109,500</td>
<td>$414,914</td>
</tr>
</tbody>
</table>
Respectfully submitted,

GENERAL SERVICES COMMITTEE

Hank Brill, Chair

Jason Heidenreich, Vice Chair

Robert Yeomans

David Homan

Jeremy Zajac

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of ______

Mary Mawhinney, Chair
FISCAL NOTE:

This resolution amends the 2016 and 2017 budgets to accept and expend Focus on Energy funds. These funds will be used for an energy audit and for the implementation of the audit’s findings.

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 2016 and 2017 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

J. Smith
County Administrator
Executive Summary

Authorizing the Acceptance for Focus on Energy Incentives for Retro-commissioning the Courthouse and the Jail Buildings Heating and Ventilation Systems and Amending 2016 and 2017 Facilities Management Operating Budget

The resolution before you authorizes acceptance of Focus on Energy funds for building recommissioning of the Jail and the Courthouse for 75% of the audit cost totaling $210,947.00. Upon completion of the audit in late summer of 2017 additional funds in the amount of $189,053.00 will be available for implementation of the findings. Implementation is scheduled to be completed in December, 2017.

The resolution approves amending the 2016 Facilities Management operating budget to account for the audit cost and revenue of the focus incentive funds.

The resolution also approves amending the 2017 Facilities Management operating budget to account for the implementation costs and revenue from Focus on Energy Incentives.

Re-commissioning a building is making adjustments and programing controls getting the building to operate at peak energy efficiency.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

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

WHEREAS, Rock County Emergency Management recognizes the need for preventative maintenance of the outdoor warning system located in Rock County due to the age of the 40 sirens; and,

WHEREAS, Rock County wants to establish a three-year preventative maintenance cycle for the siren system; and,

WHEREAS, Rock County Purchasing Department did advertise and solicit bids for the preventative maintenance of the sirens (summary attached); and,

WHEREAS, the bids received were reviewed by Rock County Emergency Management and the Rock County Purchasing Manager with the recommendation that a contract be awarded to the lowest, most responsive and responsible bidder, Bandt Communications.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ______, 2016 that a contract be awarded to Bandt Communications of Janesville, Wisconsin for maintenance of the 40 sirens over the next three years at a cost of $3,510 for 2017, $3,780 for 2018, and $3,510 for 2019.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair
Henry Brill, Vice Chair
Terry Fell
Brian Knudson
Phil Owens
AWARDING CONTRACT FOR ROCK COUNTY’S OUTDOOR WARNING SIREN SYSTEM
PREVENTATIVE MAINTENANCE PROGRAM

FISCAL NOTE:

Funds have been included in the 2017 budget and will need to be included in future budgets for the cost of this contract.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglisch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
AWARDING CONTRACT FOR ROCK COUNTY'S
OUTDOOR WARNING SIREN SYSTEM - PREVENTATIVE MAINTENANCE PROGRAM

EXECUTIVE SUMMARY

Bids were requested from qualified contractors to establish a 3-year cycle of Preventative Maintenance for the county-wide 40-siren system. The 3-year cycle will split the 40 sirens between three years with 13 or 14 sirens being completed each calendar year.

Preventative maintenance for each siren will consist of the following components:

- Siren Site Observation and Inspection;
- Siren Control;
- Remote Terminal Unit Inspection, Testing and Parts Replacement;
- Siren Head Inspection and Testing
- Software Testing (where applicable)
- System Testing and Calibration
- Annual Report identifying areas of concern and recommendations.

The bids were reviewed by Rock County Emergency Management and Rock County Purchasing Manager for compliance with the specifications. The recommendation is to award the contract to Bandt Communications of Janesville, Wisconsin.

The award will be made as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$3,510.00</td>
<td>for maintenance of 13 sirens</td>
</tr>
<tr>
<td>2018</td>
<td>$3,780.00</td>
<td>for maintenance of 14 sirens</td>
</tr>
<tr>
<td>2019</td>
<td>$3,510.00</td>
<td>for maintenance of 13 sirens</td>
</tr>
</tbody>
</table>

Funds will come from the existing department budget for siren maintenance.
BID SUMMARY FORM

PROJECT NUMBER  #2017-06
PROJECT NAME  PREVENTATIVE MAINTENANCE PROGRAM
               WEATHER ALERT SIREN SYSTEM
BID DUE DATE  OCTOBER 27, 2016 – 1:30 P.M.
DEPARTMENT  EMERGENCY MANAGEMENT

<table>
<thead>
<tr>
<th></th>
<th>BANDT COMMUNICATIONS JANESVILLE WI</th>
<th>EMERGENCY COMMUNICATION SYSTEMS FREEDOM WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 COST-13 SIRENS</td>
<td>3,510.00</td>
<td>3,900.00</td>
</tr>
<tr>
<td>2018 COST-14 SIRENS</td>
<td>3,780.00</td>
<td>4,200.00</td>
</tr>
<tr>
<td>2019 COST-13 SIRENS</td>
<td>3,510.00</td>
<td>3,900.00</td>
</tr>
<tr>
<td>TOTAL 3 YEAR COST</td>
<td>$10,800.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>PER LABOR HOUR COST</td>
<td>$ 90.00</td>
<td>$ 95.00</td>
</tr>
<tr>
<td>FOR ADDITIONAL WORK</td>
<td>PLUS .57 PER MILE OUTSIDE OF</td>
<td></td>
</tr>
<tr>
<td>OR REPAIRS</td>
<td>JANESVILLE</td>
<td></td>
</tr>
<tr>
<td>PARTS DISCOUNT</td>
<td>20%</td>
<td>18%</td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Janesville Gazette and on the internet. Three additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Bandt

SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Agriculture & Extension Education Committee

RESOLUTION

WHEREAS, the Rock County Farm Capital Improvement Account has sufficient funds in the 2017 budget for updating the current tillage equipment; and,

WHEREAS, the current tillage equipment has been used beyond the repairable and usable life making improvements to it cost prohibitive for the age of the equipment; and,

WHEREAS, it has been determined that updating the existing tillage equipment with a cost effective used replacement will meet the needs of research and farming operations while being the most economically feasible option; and,

WHEREAS, the Rock County Agriculture Extension Agent has solicited quotes for a suitable replacement soil finisher and was able to find one suitable quote which is attached, being the lowest quote meeting the needs while providing the highest trade value for existing outdated equipment.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of __________, 2016, issue a Purchase Order to Mid-State Equipment, Janesville, WI, in the amount of $12,000.00 to purchase a Soil Finisher to be utilized at the Rock County Farm.

Respectfully submitted,

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

Richard Bostwick, Chair

Wes Davis, Vice Chair

Brenton Driscoll

Alan Sweeney

Kara Hawes
FISCAL NOTE:

Sufficient funds are included in the 2017 budget for the purchase of the soil finisher. This purchase is being funded by a combination of sales tax revenue and proceeds from the sale of farm equipment.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary

Awarding the Purchase Order to Mid-State Equipment, Janesville WI for the Purchase of a Soil Finisher to be Utilized at the Rock County Farm

The current tillage equipment at the Rock County Farm has been used beyond the repairable and usable life making it cost prohibitive to make any further repairs. Quotes have been solicited to find a suitable used replacement soil finisher to meet the tillage equipment needs of the Rock County Farm.

One quote was received for a soil finisher that will meet the needs of the Rock County farm, the purchase price was within the amount available in the farm capital account and also gave the highest trade value for the outdated equipment currently at the farm.

It is recommended that awarding a purchase order to Mid-State Equipment of Janesville WI for $12,000 to purchase a used Sunflower Soil Finisher will meet the tillage equipment needs for the Rock County Farm. The purchase will be made out of the Farm Capital Improvements Account with 2017 funds.
CUSTOMER INVOICE

Customer Name: Rock County Extension
Address: 51 S MAIN ST
City: Janesville
State: WI
Zip: 53545
County: Rock County Extension

Date: 11.10.16

Payable Type:
- Cash
- Farm Plan
- Check#
- Mastercard
- Visa
- Customer Clearing
- Other PO

EQUIPMENT INFORMATION

<table>
<thead>
<tr>
<th>New</th>
<th>Make</th>
<th>Model</th>
<th>Description</th>
<th>Hrs</th>
<th>Tag#</th>
<th>Serial#</th>
<th>Amount</th>
<th>GVV (lbs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Sunflower</td>
<td>6220</td>
<td>18' Finisher</td>
<td>118595</td>
<td>6295184</td>
<td>$16,000.00</td>
<td>12,000</td>
<td></td>
</tr>
</tbody>
</table>

EQUIPMENT DESCRIPTION / NOTES
- Freight and Delivery
- Subtotal: $16,000.00
- Less Trade: $4,000.00
- Convenience Fee: $12,000.00
- Subtotal: $12,000.00
- Sales Tax: 5%
- Payoff Amount: $12,000.00
- Total Cash Price: $12,000.00

TRADE INFORMATION: ALLOWANCE ON TRADE IN OF THE FOLLOWING WHICH I CERTIFY FREE FROM ALL ENCUMBRANCES

<table>
<thead>
<tr>
<th>Year</th>
<th>Mke</th>
<th>Model</th>
<th>Description</th>
<th>Hrs</th>
<th>Tag#</th>
<th>Serial#</th>
<th>Trade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>CIH</td>
<td>4800 21' FC</td>
<td>JAG0058488</td>
<td>$4,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WARRANTY INFORMATION
- New
- Extended
- Manufacture
- Used
- No Warranty
- Other/See below
- Warranty doesn't cover delivery fees/service calls
- Term: Hours
- Farm: Hours

I CERTIFY THAT THE PROPERTY ABOVE IS ☑ IS NOT ☐ EXEMPT FROM WISCONSIN SALES TAX BECAUSE IT WILL BE USED OR LEASED IN PRODUCTION OF AGRICULTURE.

ALL INVOICES DUE UPON RECEIPT. A FINANCE CHARGE computed by the periodic rate of 1.5% per month which is an ANNUAL RATE of 18% will be applied to the adjusted balance that has become more than 30 days past due as of the billing date shown on the statement.

CUSTOMER SIGNATURE: ___________________________  Peter Jordan  MID-STATE SALES REPRESENTATIVE  11.10.16  DATE:  Auth, Dealer Signature

Quote Expiration Date: ___________________________  Thank you for your business!

ALL WARRANTIES, IF ANY, MADE WITH RESPECT TO THIS EQUIPMENT ARE THOSE WARRANTIES MADE BY THE MANUFACTURE. DEALER MAKES NO WARRANTIES EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans, & Aging Services Committee
INITIATED BY
Joyce Lubben
DRAFTED BY
November 18, 2016
DATE DRAFTED

AWARDING CONTRACT FOR DRIVER RECRUITMENT SERVICES FOR ROCK COUNTY COUNCIL ON AGING, ROCK COUNTY TRANSIT PROGRAM

WHEREAS, the Rock County Transit Program operates a program to provide accessible transportation to residents of Rock County who have disabilities and for older adults; and,

WHEREAS, the County utilizes contracted drivers to provide these services; and,

WHEREAS, Purchasing did solicit proposals for Driver Recruitment services for the period of January 1, 2017 through December 31, 2019, with the possibility of two one-year extensions, not to exceed five years, with one firm responding; and,

WHEREAS, the Council on Aging Director and the Purchasing Manager did review the proposal received and recommend acceptance of the Manpower proposal.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _______ day of __________, 2016 does hereby approve entering into a Driver Recruitment Contract with Manpower of Janesville, Wisconsin under the terms set forth in Request for Proposal #2017-20, and authorizes the County Board Chair to approve the contract developed from the above project.

Respectfully submitted,

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

Rick Richard, Chair

Jeremy Zajac, Vice Chair

Phil Owens

Norvain Pleasant, Jr.

Kathy Schulz
AWARDING CONTRACT FOR DRIVER RECRUITMENT SERVICES FOR ROCK COUNTY COUNCIL ON AGING, ROCK COUNTY TRANSIT PROGRAM
Page 2

FISCAL NOTE:
This resolution awards the transit driver services contract to Manpower. These services are included in the 2017 budget and funded by state aid and a 20% County match.

Sherry Oja
Finance Director

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

Jeffrey R. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Joan Smith
County Administrator
Executive Summary

The County receives state 85.21 funding to provide accessible transportation services for older adults and people with disabilities. The Rock County Transit Program is administered through the Rock County Council on Aging.

The program operates lift-equipped vehicles to provide transportation throughout the county for medical, nutrition, work-related, and personal activities. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. The County also contracts with the Cities of Janesville and Beloit to provide additional ADA hours for transportation on weekdays and Saturdays.

The County contracts for drivers of the Rock County Transit vehicles. The contractor is responsible for providing payroll functions, payment of FICA, and maintenance of worker's compensation insurance on drivers. All other functions; including intake, scheduling, dispatching, supervision of daily operations, and van maintenance; are the responsibility of the County.
**PROJECT NUMBER** | #2017-20
---|---
**PROJECT NAME** | TRANSIT DRIVER SERVICES
**PROJECT DUE DATE** | NOVEMBER 8, 2016 – 12:00 NOON
**DEPARTMENT** | COUNCIL ON AGING, TRANSIT PROGRAM

<table>
<thead>
<tr>
<th>MANPOWER</th>
<th>JANESVILLE WI</th>
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<td>2018 HOURLY BILL RATE</td>
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<td>2019 HOURLY BILL RATE</td>
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Request for Proposal was advertised in the Janesville Gazette and on the Internet. One additional agency was solicited that did not respond.

**PREPARED BY:** Jodi L. Millis  
Purchasing Manager

**DEPARTMENT HEAD RECOMMENDATION:** Manpower

Signature: [Signature]  
Date: 11/18/2016

**GOVERNING COMMITTEE APPROVAL:**

<table>
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<tr>
<th>Chair</th>
<th>Vote</th>
<th>Date</th>
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</table>
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY

Ben Coopman, Director of Public Works
DRAFTED BY

November 11, 2016
DATE DRAFTED

AWARDING A CONTRACT FOR SHOP BOILER REPLACEMENT AT THE MAIN SHOP

1. WHEREAS, the Department of Public Works (DPW) budgeted for a shop boiler replacement at the Main Shop on Newville Road; and,

2. WHEREAS, the DPW, in conjunction with the Rock County Purchasing Division, solicited bids for the shop boiler replacement at DPW’s Main Shop; and,

3. WHEREAS, there was $25,000 budgeted for this project; and,

4. WHEREAS, the lowest responsible bid came in over the budgeted amount ($45,240); and,

5. WHEREAS, there were several other buildings and grounds projects that were accomplished under budget, which allows for the remaining balance of $20,240 available to be used for the boiler replacement project at the DPW Main Shop.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this day of , 2016 does award the bid for the shop boiler replacement at DPW’s Main Shop to the lowest responsible bidder, TRI-COR Mechanical of Janesville, WI with a total bid of $45,240.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

[Signatures]

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva M. Arnold

Brenton Driscoll

Rick Richard
AWARDING A CONTRACT FOR SHOP BOILER REPLACEMENT AT THE MAIN SHOP
Page 2

FISCAL NOTE:

Sufficient funds are available in the Public Works Building and Grounds Cost Pool for the cost of this project. This project is being fund by $25,000 carried over from the 2015 budget for this purpose and by $20,240 in cost savings from various other Public Works capital projects.

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. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
- Executive Summary -

The Department of Public Works (DPW) Building currently utilizes a boiler system to heat the tire shop.

The shop boiler to be replaced is original to the building and is failing to the point that it is no longer reliable or effective to use. There are concerns with water leaks and the aged condition of the boiler.

Many existing heating units within the main shop are gas burning forced air furnaces. The existing boiler system is not only failing but is inconsistent with other heating systems within the facility. Installing a similar gas burning forced air furnace in the tire shop to replace the boiler system provides a level of consistency to the heating systems at the facility.

This project was previously bid and one bid was received. The bid was significantly higher that the budgeted amount. Changes were made to the specifications and the project was re-bid.

Staff is recommending the award of a contract to lowest responsible bidder, TRI-COR Mechanical of Janesville, WI for the total bid in the amount of $45,240.00, and to reallocate unspent funds within the buildings and grounds budget. $25,000 is budgeted for the project. There is adequate funding available within the buildings and grounds budget to cover the remaining $20,240.00 without postponing any projects.
## BID SUMMARY FORM

**BID NUMBER**: 2016-59  
**BID NAME**: SHOP BOILER REPLACEMENT - REBID  
**BID DUE DATE**: NOVEMBER 7, 2016 – 1:30 P.M.  
**DEPARTMENT**: PUBLIC WORKS

<table>
<thead>
<tr>
<th></th>
<th>TRI-COR MECHANICAL JANESVILLE WI</th>
<th>JC HEATING JANESVILLE WI</th>
<th>ILLINGWORTH KILGUST WEST ALLIS WI</th>
<th>H &amp; H INDUSTRIES MADISON WI</th>
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<td><strong>BASE BID</strong></td>
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<td><strong>COMPLETION</strong></td>
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Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Seven additional vendors were solicited that did not respond.

**PREPARED BY**: JODI MILLIS, PURCHASING MANAGER  
**DEPARTMENT HEAD RECOMMENDATION**: Tri-Cor Mechanical - $45,240.

**SIGNATURE**

Benjamin J. Coppman, Jr.

**DATE**: 11-29-16

**GOVERNING COMMITTEE APPROVAL:**

/s/ Betty Jo Bussie  
**4-0  12/8/16**

**CHAIR**

**VOTE**

**DATE**
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

INTITIATED BY
Public Works Committee

DRAFTED BY
Ben Coopman, Director of Public Works

SUBMITTED BY
Public Works Committee

DATE DRAFTED
November 29, 2016

AUTHORIZING ROAD RECONSTRUCTION PROJECT AND JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY MM, CITY OF JANESVILLE

WHEREAS, the Department of Public Works (DPW) has applied for and been approved for federal aid to design a reconstruction project for CTH MM (Ruger Avenue, City of Janesville); and,

WHEREAS, the DPW intends to apply for federal aid in the 2017-2022 funding cycle for the construction of CTH MM (Ruger Avenue) between Wright Road and USH 14; and,

WHEREAS, Section 83.035, Wis. Stats, allows the County, through its highway committee or other designated county official or officials, to enter into contracts with cities, villages and towns within the county borders to enable the county to construct and maintain streets and highways in such municipalities; and,

WHEREAS, Rock County and the City of Janesville shall fund the local share of design and construction of CTH MM (Ruger Avenue) based on percentages of responsibilities; and,

WHEREAS, the functional/jurisdictional relationship of present County and Local Highway Systems have been cooperatively reviewed by the City of Janesville and Rock County; and,

WHEREAS, Rock County and the City of Janesville have cooperated in developing this jurisdictional change upon completion of the road project; and,

WHEREAS, Section 83.025(1)(a), Wis. Stats, allows the County Board to make changes to the County Trunk Highway system with the approval of the governing body of the communities in which the proposed changes are located; and,

WHEREAS, in anticipation of this transfer, design of the road project is anticipated to begin in 2017 with construction scheduled in state fiscal year 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of _________, 2016 does hereby authorize this road project and accept respective federal aid; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors approves the following segments of highway be removed from the County highway system and transferred to the City of Janesville:

Existing CTH MM (Ruger Avenue) from a point at the intersection of Wright Road, thence easterly approximately 1.0 mile to a point at the intersection of USH 14.

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair to execute the Jurisdictional Transfer Agreement with the City of Janesville upon completion of the reconstruction project.
Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair
Brent Fox, Vice-Chair
Eva Arnold
Brenton Driscoll
Rick Richard

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Bussie
Mary Mawhinney
Louis Peer
Alan Sweeney
Terry Thomas

FISCAL NOTE:

This resolution authorizes construction on a portion of CTH MM. Funding for this project will need to be approved in a future budget. This resolution also approves the transfer of approximately 1 mile of CTH MM to the City of Janesville. Minimal maintenance cost savings are anticipated with this transfer.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to §§ 59.01, 59.51 and 83.025(1)(a), Wis. Stats.

Jeffrey C. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

The Department of Public Works (DPW) has observed deterioration in CTH MM (Ruger Avenue, City of Janesville) between Wright Road and USH 14. The level of deterioration has prompted DPW to plan for reconstruction of CTH MM (Ruger Avenue).

DPW has applied for and been approved for federal funding for the design of this project in the 2015-2020 federal funding cycle. DPW intends to apply for federal funding, in the 2017-2022 federal funding cycle, for the construction of CTH MM (Ruger Avenue).

This segment is currently under Rock County maintenance jurisdiction but entirely within the corporate limits of the City of Janesville. DPW has worked with the City of Janesville to draft a County-Municipal Agreement to split the remaining local share costs for design and construction of the project based on prorated percentages of respective responsibilities and to jurisdictionally transfer the roadway to the City of Janesville upon completion of the CTH MM (Ruger Avenue) reconstruction project between Wright Road and USH 14.

Rock County has agreed to sponsor the project. The City of Janesville, in conjunction with Rock County, will administer the project. With this reconstruction of CTH MM (Ruger Avenue) between Wright Road and USH 14, the roadway will become an urban corridor with curb & gutter, sidewalk, on-street parking, and storm sewer.

This resolution authorizes the road project, accepts respective federal aid, agrees to partnering with the City of Janesville and authorizes a Jurisdictional Transfer Agreement turning CTH MM (Ruger Avenue) between Wright Road and USH 14 over to the City of Janesville.

The Jurisdictional Transfer Agreement is contingent on State approval. The City has agreed in concept to the transfer and is expected to pass a similar resolution and enter the agreement.
AMENDING THE COUNTY'S PERSONNEL ORDINANCE

WHEREAS, Rock County has an established Personnel Ordinance; and,

WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and

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

WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at 12:01 a.m. January 1, 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of , 2016 does hereby amend Chapter XVIII, the County’s Personnel Ordinance as follows:

CHAPTER XVIII

Section 1: Objectives and Scope

Authority

18.101

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

Purposes

18.102

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:

1. To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.

2. To provide internally equitable and externally competitive compensation for all employees.

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

4. 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 orientation, gender identity, gender expression, genetic information, pregnancy, creed, arrest/conviction record, marital status, military services, or outside use of lawful products or any other cause for discrimination as
defined by law, except as allowable as a bonafide occupational requirement
and with proper regard for their rights as citizens.

(5) 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 ef-
fective administration of personnel activities such as: manpower planning and
budgeting, standards of job performance, fair and equitable pay, valid selection and
recruitment programs, training programs and career development.

D. Provide a system to recruit and select the most qualified persons for positions in
County service. Recruitment and selection shall be conducted in an affirmative
manner to ensure open competition, provide equal employment opportunity, prohibit
discrimination based on the categories identified above to ensure that persons of
disadvantaged groups are fairly represented in the County workforce.

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

Scope

18.103

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.

Collective Bargaining Agreements

18.104

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

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

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 Ordinances 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 remain the appointing authority for non-elected Department Heads. The personal employment contract covering the initial appointment of a non-elected Department Head is subject to approval by the County Board after action by the appropriate Governing Committee.

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 (Resolution 93-12A-118); Commanders (Resolution 91-11D-118); and Captains (Resolution 91-1B-189).

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

*For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents thru the end of the month before they turn 65.
Correctional Supervisor
18.109(a)
In addition to the benefits provided to other unilateral employees, if the retirement provision of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modification shall be extended to the Correctional Supervisor.

Amendments
18.110
This Ordinance may be amended by the Rock County Board of Supervisors in the same manner as adopted.

Management Rights
18.111
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.

Responsibilities and Authority
18.112
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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(10) develop and maintain the Classification Plan.

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

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

(13) monitor temporary and overtime assignments.

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

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

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

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

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

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

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

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

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

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

(24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
(25) develop and maintain the County wide training program within budgetary limitations.

(26) administer and manage the County's Worker's Compensation program.

(27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

(1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.

(2) adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.

(3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.

(4) maintain an employee service record for each employee.

(5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.

(6) keep employees informed of current personnel policies.

(7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.

(8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.

(9) in collaboration with the Human Resources Director, develop employee orientation and in service training programs.

(10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.

(11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis

(12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).

(13) develop and monitor department budget.

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

(1) interview and recommend applicants for appointments to and removal from subordinate positions.

(2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.

(3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
(4) administer discipline to employees as necessary.
(5) conduct first step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

Section 2: Classification Plan

Development and Administration
18.201
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
18.202
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
18.203
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
18.204
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
18.205
A reclassification is the reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position. Reclassification requests shall normally be contained within the annual budget. In such situations, prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of reclassification requests. If a reclassification request is denied, the position shall not be reconsidered for reclassification until there is a significant change in the duties and responsibilities of the position.
If, in exceptional cases, duties of a position change during a budget year, the County Board may approve a reclassification request upon the performance of a job audit and the recommendation of the Human Resources Director and County Administrator and with the confirmation of the County Board Staff Committee.

Reallocation Requests
18.206
A reallocation is the reassignment of a position from one pay range to another pay range to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the 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. Future step increases will be paid according to the employee’s new employee group or pay grid. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

If the employee’s current rate of pay is greater than the maximum of the new range, the employee will be red-circled in accordance with section 18.411.

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.

Reorganization of Department
18.207

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.

Position Description Questionnaires/Job Audits
18.208

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 job audit conducted by the Human Resources Department.

Review of Classification Plan
18.209

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.

Underslotting
18.210

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.

Upgrade
18.211

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

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

Section 3: Recruitment and Selection
18.301

The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.
Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

(a) **Job Announcements and Publicity.**

The Human Resources Director shall issue job announcements and otherwise publicize vacancies as may be appropriate. Job vacancies shall be formally announced for a minimum of five working days prior to the closing date for filing applications. Depending upon the vacancy and the scope of the recruitment process, this period may be longer adjusted accordingly. 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, with or without a reasonable accommodation, as permitted under applicable State and Federal laws.
4. has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.
5. is not within the legal age limits prescribed for the position or for County employment.
6. has established an unsatisfactory employment record, which demonstrates unsuitability for the position.
7. is a member of an organization, which advocates the violent overthrow of the government of the United States.
8. based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

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

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

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

(g) Applicants that are not selected for a position have the ability to review their individual results. Candidates who do not agree with their recruitment process results may request the Human Resources Director to review the results.

Relocation Expense

18,302
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.

Selection

18.303

The selection process shall maximize reliability, objectivity, and validity through a practical and job related assessment of applicant attributes necessary for successful job performance and career potential. The selection process shall also be balanced to provide promotional opportunities as well as open competitive opportunities at all levels of County employment.

(a) Selection Devices.

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

(b) Confidentiality.

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

Eligibility Lists

18.304

The Human Resources Director shall be responsible for establishing and maintaining eligibility lists as may be necessary or desirable upon authorization of the department. An established eligibility list will be used to fill future vacancies for the same position. Before the next candidate on the eligibility list will be considered, internal vacancies or new positions will be posted on bulletin boards throughout the county. In filling job vacancies or new positions, employees within the department with the vacancy will be given consideration. Both internal and external candidates may be considered. All candidates must successfully complete a reference and background screen before final selection.

(a) Layoff List for unilateral employees.

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

(b) Open Competitive and Promotional Eligibility.

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

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

(d) **Removal of Candidates from Eligibility Lists.**

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

1. receives a regular appointment to a position in the same class or another class having the same or higher pay grade.
2. files a written statement indicating unwillingness to accept appointment.
3. declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
4. fails to respond within a specified time period to any official written inquiry regarding relative availability.
5. fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.
6. is disqualified for employment under County policies or state law.
7. factors covered under Section 18.301.

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

Certification and Appointment

18.305

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

Appointment of Eligible Candidates.

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

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

Probationary Period

18.306

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

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

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

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

(4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.

(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. When an employee is in an acting capacity, the employee will continue to receive step increases as provided under Section 18.405.

(6) Probationary employees, with the exception of Pool Staff, Relief Staff, and Project Staff, will not be permitted to apply for other positions until they have completed twelve months of employment. An employee who has completed at least six months of their probationary period, may sign for a lateral transfer in the same classification with in the same division. In unusual circumstances, this requirement may be waived in advance and in writing by the current Department Head and Human Resources Director.

(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 Double Fill 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 Plans

The Pay Plans shall include the schedules of pay ranges for all County employees.

Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps. The objectives of the Pay Plans 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/or exceptional qualifications.

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

In Range Increment

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

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

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

Seasonal Employment

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

Temporary Employment

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

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

Pay Rate Adjustments

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

(a) Transfer

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

(b) Promotion

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

(c) Demotion

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

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

(e) Compensation During Temporary Assignment

In a situation where an employee is assigned all of 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. Payment for hours over 8 in a day or 40 a week will be paid according to the FLSA status of the higher 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.

Overtime
18.410

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

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

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

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

Red Circled Classifications
18.411

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

Holidays
18.501

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
Any additional holiday granted by the County Board.
The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

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

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

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

Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time and one half.

Any Youth Services Center Supervisors or Relief Supervisor who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one half.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of. If the holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay.

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

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 a.m. of January 1st of each year. Employees need to use the floating holiday before December 31st of each calendar year. If the floating holiday is not used by December 31st, the floating holiday will be forfeited. During their first year of employment, Employees hired after November 30th, will have until January 31st of the following year to use their floaters from the previous year.

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

Health and Dental Insurance
18.502

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

B. For non-represented employees hired after September 1, 2009 into positions with an FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage health insurance. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a pro-rated share of the premium difference between single coverage and the coverage of their choice based on their FTE [CB Resolution 14-12A-170].

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

D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.

E. Dental coverage will be provided consistent with coverage and copayments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of applicable premium of the lowest cost available plan and the employee shall pay the remainder of the applicable premium.

Life Insurance
18.503

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
18.504

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

Unemployment Compensation
18.505

County employment is covered by Wisconsin Unemployment Compensation laws.

Vacation
18.506

(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) Starting with their anniversary date in 2016, Unilateral employees hired after January 1, 2008, 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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Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: A Unilateral A employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service. 10 – 2 = 8.)

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

(d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County. This service credit shall be awarded at the time of initial employment, or at the time promoted into a new employee group.

(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 carryover of an employee’s vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.

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

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

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

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

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

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

(k) An employee who moves from one an employee group to another employee group in the County service, by transfer, promotion or re-assignment, will have their vacation entitlement determined by a number of factors (i.e. years of service, FTE previously worked, entitlement under new employee group, etc.).

(l) 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.

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

(n) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed thirty working days in any calendar year.

(o) 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.

(p) 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.

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

(r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have their vacation allotment frozen at current level until the employee's length of service would provide additional vacation under the Unilateral "A" schedule.

Workers Compensation
18.507

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

Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner. The County promotes a light duty program for injured employees on worker compensation. All on the job accidents must be reported to the Human Resources Director or his/her designee immediately and proper forms must be completed in full.
Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient
sick leave or vacation to make up the difference between the worker's compensation payment and his/
her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall
receive worker's compensation payments only. If an employee is on worker's compensation for a
period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the
employee asks for deferral of vacation payout in writing.

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

Leave of Absence Policy (Non FMLA)

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

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

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

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

(4) Leave without pay shall not constitute a break in service; however, if the
employee is absent more than thirty days during a calendar year, it shall
change the employee's anniversary date.

When a leave of more than thirty (30) consecutive days is taken, the
employee's anniversary date shall be moved ahead by the total number of
days of the leave.

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

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

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

(8) Unauthorized Absence. It is recognized that there may be extenuating
circumstances for unauthorized absence, and due consideration shall be
given each case. However, an employee who is absent from duty without
approval shall receive no pay for the duration of the absence, and shall be
subject to disciplinary action, which may include dismissal.
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 for up to a maximum of thirty-two (32) hours annually for the purpose of attending the wake, visitation, memorial service, funeral, or make necessary arrangements regarding the death, within a reasonable time from after the occurrence. Immediate family shall not include former "in-laws" due to divorce.

The appointing authority may require documentation to substantiate the leave.

a. Up to three days (24 hours) for any member of the employee's immediate family as defined in Section 18.1025.

For those employees working a non-traditional schedule they will only be able to use 8 hours per day and will have to make up the other hours per day through other benefit time (other benefit time does not include sick leave). For example, someone working a 4 ten hour a day schedule will only have one day (8 hours) in the case of a sister-in-law and the employee will have to make up the extra 2 hours for that day.

If additional time is required beyond the thirty-two (32) hours annually, 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.

Bereavement leave cannot be accrued from one year to the next.

Bereavement leave can be used in increments of quarter hours.

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

Jury Duty

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with pay, for such jury service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on the same calendar day. 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.

Should an employee not be selected to serve on a jury panel, the employee will report back to work within one hour of dismissal by the court.

If the employee chooses not to return to work, they may use available benefit time to take the rest of the day off. Sick Leave cannot be used.

Medical Leave

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

Military Leave

18.512
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.

**Military Reserve Leave**

18.513

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

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

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

**Non Work Related Witness or Personal Litigation**

18.514

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

**Sick Leave**

18.515

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

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

(a) Illness of the employee.
(b) Illness of an employee’s spouse
(c) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.
(d) Illness of a parent (includes stepparents and current foster parents).
(e) Contact with or exposure to a contagious disease rendering the employee’s presence hazardous to fellow workers.
(f) Reasonable medical or dental attention that cannot be scheduled during non-working hours.

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

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

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

a) It occurs before or after a holiday,
b) It occurs before or after a scheduled day off,
c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

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

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.
The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director.

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

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

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

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

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

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

Subpoenaed Witness
18.516

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
18.517

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

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

For language covering leaves with pay, see HR Policies and Procedures.
Voluntary Public Service Leave

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

Voting

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

Section 6: Conditions of Employment

Communications and Confidentiality

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

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

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

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

Conflict of Interest

Except for the salary or compensation received from the County, no County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of the employees official duties or would impair his/her independence or judgment or action in the performance of the employee's official duties. Such employment, business activity or service shall not be engaged in or promoted during normal working hours for which such employee is being remunerated by the County and such employment, business activity or service shall not 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. Dismissal actions against the County Administrator may be initiated by individual supervisors as per County Board rules.
County Equipment (return of) 18.604

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

County Residence 18.605

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

Demotions 18.606

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.

Discipline/Investigations 18.607

The purpose of discipline is correcting job behavior and performance problems of employees.

Employees shall be informed of standards of conduct and performance. No disciplinary action will be taken until a thorough investigation has been completed. Employees under investigation shall have the right to union representation during the investigatory process. If a local union does not choose to represent the employee, the employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee. Unilateral employees other than Department Heads shall be allowed to have a representative of their choice who has equal or less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee’s personnel file. Written reprimands will remain in effect for a period not to exceed one year, and at the end of such period shall be removed from the employee’s personnel file. Records of suspension shall remain in the Employee’s personnel file for a period of two years and at the end of such period shall be removed from the Employee’s personnel file. (This section does not necessarily apply if the employee is represented by an attorney.)

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

Disciplinary Action (Grounds for) 18.608

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

(a) Dishonesty or falsification of records.

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

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

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

(e) Work stoppages such as strikes or slowdowns.
(f) Insubordination or refusal to comply with the proper order of an authorized supervisor.

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

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

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

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

(k) Incompetence, unprofessional or poor work performance.

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

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

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

(o) Sleeping during scheduled work hours.

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

(q) Failure to exercise good professional judgment and/or failure to conform to the County’s or your Department’s goals and mission.

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

Exit Interview

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

Gifts and Gratuities

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

Harassment

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

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

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

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

Employees included in Sections 48.40918.1002, 48.40418.011, and 48.404 18.1020 are considered salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take the entire day off without pay.

Layoffs

The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for any reason (e.g. lack of work, lack of funds, abolition 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 or d) when an employee can no longer perform the essential functions of the job.

In situation (a) above, no regular employees shall be laid off while there are temporary or probationary employees serving in the same classification, in the same department. Layoffs shall be based on the needs of the County.

The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall receive at least thirty (30) calendar days’ notice prior to layoff in situation a) above. 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.

Lunch Periods and Break Time

(a) Lunch Periods.

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

(b) Break Time.

Employees may leave their workstation and return fifteen minutes later for two breaks in an eight hour shift, one during the first four hours of their first shift, and the second during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday. Breaks must be used in 15 minute increments.

Lunch periods and break times are to be arranged between the employee and his/her supervisor or Department Head. Since most County offices remain open continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head’s responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.
Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall follow Department Work Rules for lunches and breaks.

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

More than One County Position

18.615

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

Nepotism

18.616

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.

Outside Employment

18.617

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

Outside Services

18.618

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

Payday

18.619

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

Pre-Employment Physicals

18.620

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.

Political Activity

18.621

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

- Use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

- 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

- Be a candidate for partisan elective office.

Professional Liability Insurance

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

Resignations

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

Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County employment shall submit a resignation in writing to their Department Head at least two weeks in advance of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four weeks in advance of their planned departure.

Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after they reach their next anniversary date, unless such requirement is waived by the Human Resources Director. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

Safety

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

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

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

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

The first report of injury form must be in filled out completely, usually the day of the incident, if not, as soon as possible.
The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

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

**Telephone**

**18.625**

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

**Travel**

**18.626**

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. *Out of County meals will be reimbursed at the IRS allowed rates. Receipts are required for all meals.* 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 also required for air, train, bus or taxi travel, hotels or motels, meals, conference registration and all other items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This reimbursement is taxable to the employee.)

**Meals allowed while in travel status:**

- Breakfast—up to $8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30 a.m.
- Lunch—up to $10.00 including tip, may be claimed when the employee is out of the County between 10:30 a.m. and 2:30 p.m. on county business.
- Dinner—up to $20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.

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

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

**Section 7: Performance Evaluation**

**Policy**

**18.701**
The performance evaluation program is used to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve. Performance evaluation reports shall be considered in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions, dismissal, order of layoff, reemployment, and training.

Administration

18.702

Each employee shall be evaluated at the following periods:

(a) **Probationary Period.**

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

(b) **Annual.**

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

(c) **Special.**

A special performance evaluation shall be completed:

1. Whenever there is a 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.
3. When an employee has accepted a new position with in Rock County, the current supervisor should complete a performance evaluation for the employee if they have not received a performance evaluation in the last six months.

Rater

18.703

The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for completing a performance evaluation in 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

18.704

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

Human Resources Director

18.705

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.
Employee 18.706

If the employee does not agree with any information contained in the performance report, a removal or correction of that information may be mutually agreed upon by the employee and the rater. If an agreement cannot be reached, the employee may submit a written statement explaining the employee’s position to the Human Resources Director. The Human Resources Director shall attach the employee’s statement to the disputed portion of the performance report.

Performance Improvement Plan 18.707

The Performance Improvement Plan (PIP) is a great way to give struggling employees the opportunity to succeed while still holding them accountable for past performance. The PIP may be done in conjunction with a performance evaluation or as a stand alone assessment. The goal of the PIP is to improve performance and provide guidance to the employee, and the documentation helps put the employee back on track. The employee may need more training or help in understanding what is expected of them in order to be successful in meeting the criteria of the PIP. The supervisor should document the areas of the employee’s performance that need improvement, as well as establish a provisional action plan for improvement. The employee is expected to demonstrate continued improvement. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP and may take additional disciplinary action, if warranted, through the progressive discipline process, up to and including termination at any time.

Section 8: Grievance Procedure

Policy 18.801

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

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

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

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

Definitions 18.802

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

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

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

“Termination” means a separation from employment, but does not include job loss resulting from a reduction in force.

“Workplace safety” shall include violations of state and federal laws and regulations on health and safety.

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

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

Administration

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

Filing a Grievance

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

Limitations:

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

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

3. A grievance filed outside of the specified time lines in 18.806 will be denied. The
employee will forfeit all rights to participate in the grievance procedure as
spelled out in 18.806.

Discussion of Problem with Immediate Supervisor

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

Grievance Procedure

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

STEP 1. Supervisor.

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

STEP 2. Department Head.
In the event that the immediate supervisor’s decision is not satisfactory to the employee or the immediate supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in writing within five (5) calendar days.

STEP 3. Human Resources Director.

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

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

STEP 4. Impartial Hearing Officer (IHO).

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

a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing Officer. The Impartial Hearing Officer must not be an employee of the County. The Impartial Hearing Officer may be a lawyer, a professional mediator/arbitrator or other qualified individual as determined by the County Administrator.

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

c. The Human Resources Director will contact the hearing officer and schedule a meeting with the employee and the IHO to discuss the hearing. This meeting shall occur within two weeks of the date the Human Resource Director receives the request for the hearing. If the employee does not respond to the HR Director’s attempt to schedule the meeting or does not attend a scheduled meeting, the request for a hearing shall be considered withdrawn and the decision of the HR Director shall stand.

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

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

f. The employee has a right to be represented at the hearing (at the employee’s expense) by a person of the employee’s choosing.

g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.

h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.

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

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

l. The Impartial Hearing Officer 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 officer deems appropriate.

m. The Impartial Hearing Officer shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The Impartial Hearing Officer 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 officer'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 Impartial Hearing Officer 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 sixty (60) calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.

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

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

e. The employee and the employee's representative, and the person speaking on behalf of the County, will be excluded from any closed session during the County Board's discussion or deliberation.

f. The County Board's consideration of the appeal will be limited to a review of the Impartial Hearing Officer'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 officer, 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 officer, or (3) the hearing officer made an error in fact or law.

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

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

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

**Grievance of Termination**

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

**Section 9: Transactions and Records Management**

**Policy**

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

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

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

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

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

**Public Inspection**

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

Employee service records shall be kept for seven years after separation from County employment. Applications and examinations will be destroyed after two years.

Reports

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

Section 10: Definitions

Accrued Benefits

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

Administrative Personnel

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

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

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

Allocation

The assignment of a position to a pay range.

Anniversary Date

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

Appointing Authority

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

Board

The Rock County Board of Supervisors.

Class

One or more positions which are substantially alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedures and the same pay range.
Class Description
18.1008
A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of duties performed, and minimum qualifications required.

Class Title
18.1009
The official designation or name of the class as stated in the class description. The class title shall be used on all personnel records and other official personnel actions.

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

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

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

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

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

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

Eligible Candidate
18.1016
A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.

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

Employee
18.1018
An individual who is employed by the County and is paid in part or in whole through the County payroll.
Entrance Pay Rate
18.1019
The rate of pay a newly hired employee is assigned at commencement of employment.

Executive Personnel
18.1020
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 full time employees or their equivalent.
(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.

Flexible Time
18.1021
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)
18.1022
A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

Grievance
18.1023
A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

Human Resources Director
18.1024
The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.

Immediate Family
18.1025
Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

In Range Increment
18.1026
A pay step within a pay range.
Layoff
18.1027

The involuntary separation of an employee because of 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 or d) when an employee no longer perform the essential functions of the job.

Limited Term Employee (LTE)
18.1028

An employee who is hired to perform a job for a determinate amount of time with a specific ending date at the time of hire and who meets all of the qualifications to perform the job. Limited Term 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. Employees working as a Limited Term Employee may not work more than 25 hours per week.

Part-time Employees
18.1029

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.

Pay Plan Grid
18.1030

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

Pay Range
18.1031

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.

Pool
18.1032

An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Pool duties are contained within Departmental Work Rules. Pool 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. Employees working as a Pool may not work more than 25 hours per week. If a current FTE employee wished to become a pool employee, he/she must resign from his/her regular employment with Rock County and reapply as a pool employee.

Position
18.1033

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.

Position Description
18.1034

A written document that describes the individual employee’s duties and responsibilities and is specific to that position.
Probationary Employee
18.1035

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
18.1036

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

Promotion
18.1037

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

Reallocation
18.1038

The reassignment of a position from one pay range to another to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position (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
18.1039

The reassignment of a position from one existing class to another existing or newly created class to recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.

If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted to fill the position.

Regular Appointment
18.1040

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

Regular Employee
18.1041

A person who has been properly appointed to a regular Rock County position and has successfully completed the Probationary Period.

Reinstatement
18.1042

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

Relief
18.1043

An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Relief duties are contained within Departmental Work Rules. Relief staff 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.

Employees working as a Relief Staff may not work more than 25 hours per week. If a current FTE
employee wished to become a pool employee, he/she must resign from his/her regular employment with Rock County and reapply as a pool employee.

Retiree
18.1044

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

Seasonal Employee
18.1045

An employee who is hired for a period of time to do a specific function (example: cut the grass), which cannot cumulatively exceed a period of nine 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. Employees working as a Seasonal employee may not work more than 25 hours per week.

Selection Device
18.1046

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

Seniority
18.1047

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

Supervisor
18.1048

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

Temporary Appointment
18.1049

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

Termination
18.1050

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

Transfer
18.1051

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

Travel Status
18.1052

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

Unilateral Employees

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

Upgrade

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

Work Schedule

The standard typical 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. Work schedule and hours of work may be determined by the operational needs of the department.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

Russell Podzimni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Birtch
Betty Jo Bussie
Mary Mawhinney

Louis Pen
Alan Sweeney
Terry Thomas
AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 46

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

Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
Executive Summary

Rock County has a Personnel Ordinance that establishes a uniform personnel program for Rock County. The ordinance is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee and the County Board.

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 185 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2016.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled.

These changes are summarized below and a full version of the Ordinance language is included with the resolution.

Summary

18.105 – Add that the Personnel Ordinance takes precedence over Department Work Rule

18.206 – Clarified how future step increases will be paid on a reallocation

18.211 – Deletion of upgrade language

18.301-18.310-Changed Human Resource Director to Human Resources

18.301 -Provided additional flexibility for recruitment timelines; eliminated the requirement to wait six months for retaking of written exams.

18.305 – Changed department head to hiring manager

18.306 – Updated language to reflect current process.

18.309– Retitled section

18.411 –Eliminated ten year requirement for red circled employees.

18.501 – Provide guidance on how Unilateral “A” positions will be paid after working a holiday.

18.506 –Removed outdated language; Added language when employees move between Unilateral “A” and Unilateral “C”.

18.507 – Removed reference to supplemental benefits.

18.509 – Simplified the bereavement leave policy

18.510 – Added language for second and third shift employees.

18.607 – Removed out dated language.

18.612 – Updated reference sections due to numbering.

18.613 – Updated language to reflect current practice.

18.614–Clarified that breaks are in 15 minute increments only.

18.626-Updated language from resolution passed in early 2016.

18.702-Provide guidance as to when performance evaluations need to be completed
18.707-New language for Performance Improvement Plans
18.804-Clarified grievance timelines
18.1020-Updated language to reflect Fair Labor Standards Act
18.1027-Updated layoff definition
18.1032-Updated language to reflect current practice
18.1039-Updated definition to reflect combination of reclassification and upgrade language
18.1043-Updated language to reflect current practice
18.1055-Removed upgrade language to reflect combination of reclassification and upgrade
18.1056-Updated to reflect current practice.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Developmental Disabilities Board
INITIATED BY

Developmental Disabilities Board
SUBMITTED BY

Nick Osborne
DRAFTED BY

November 7, 2016
DATE DRAFTED

Moving the Administration of the Birth-to-Three Program from the Developmental Disabilities Board to Human Services Department

WHEREAS, the State of Wisconsin mandates that all counties operate the Birth-to-Three program; and,

WHEREAS, the Developmental Disabilities Board has contracted with CESA-2 to run the program; and,

WHEREAS, the Birth-to-Three program will remain as a required county function after the transition to Family Care; and,

WHEREAS, the 2017 Recommended Budget transfers all budget authority and contract management responsibilities to the Human Services Department; and,

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2016 does hereby transfer administration, budget authority and contract management responsibilities of the Birth-to-Three Program from the Developmental Disabilities Board to Human Services Department effective January 1, 2017.

Respectfully submitted,

DEVELOPMENTAL DISABILITIES BOARD

Louis Peer, Chair
Nancy Lannert, Vice Chair
Karl Dommershausen
Cheryl Drozdowicz
Wayne Justina
Becky Heimer
Linda Olson
Bridget Rolek

HUMAN SERVICES BOARD

Brian Knudson, Chair
Sally Ann Weaver-Landers, Vice Chair
Karl Dommershausen
Absent
Terry Felt
Linda Garrett
Ashley Kleen
Kathy Schmitz
Terry Thomas
Shirley Williams
Moving the Administration of the Birth-to-Three Program from the Developmental Disabilities Board to Human Services Department
Page 2

FISCAL NOTE:

No fiscal impact.

\[Signature\]
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.

\[Signature\]
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

\[Signature\]
John Smith
County Administrator
EXECUTIVE SUMMARY

For many years, the Developmental Disabilities Board has managed the contract with CESA-2 to run the state mandated Birth-to-Three program. With the transition to Family Care, this program will still be a County responsibility. This resolution transfers the administration, budget authority, and contract monitoring functions to the Human Services Department. This is consistent with what is outlined in the 2017 Recommended Budget and meets the State’s request that the Rock County Board approve the transfer of the Birth-to-Three contract from DD to HSD.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

FINANCE COMMITTEE
INITIATED BY

JEFFREY S. KUGLITSCH
DRAFTED BY

NOVEMBER 15, 2016
DATE DRAFTED

FINANCE COMMITTEE
SUBMITTED BY

AUTHORIZING SELF-INSURANCE OF DENTAL COVERAGE

1. WHEREAS, Delta Dental Plan of Wisconsin currently administers the County Dental Insurance
   Program; and

2. WHEREAS, Rock County offers dental plans with both “high” and “low” coverage options for all
   of its employees, with the County contribution being 60% of the premium for the lowest cost, or “low”
   plan, regardless of which coverage option is selected; and

3. WHEREAS, the County has determined it is in their best interest to provide the same coverage
   under a self-insured dental plan; and

4. WHEREAS, this option will save the County the cost of service and processing fees; and

5. WHEREAS, the County will continue to provide the same level of dental coverage as currently
   exist for both the “high” and “low” plans.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly
assembled this 15th day of December, 2016 that:

1. They authorize the County’s dental plan to be self-insured and subject to all appropriate state
   laws and regulations effective January 1, 2017;

2. That the dental coverage provided will continue to be the same as is currently authorized;

3. That the monthly premiums will be as follows:
   a) “Low” Plan - $31.25 single and $92.44 family
   b) “High” Plan - $55.58 single and $153.71 family

4. The County contribution will continue to be 60% of the premium for the lowest cost of the
   “low” plan, regardless of which coverage is selected.

Respectfully submitted:

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Absent

Mary Beaver

Brent Fox

Russell Podzilni
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(1)(c), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

Effective 1/1/17, the County will move to a self-insured dental plan. Dental premiums paid by the County and employees will be deposited to the Dental Insurance account and used to fund dental claims. Delta Dental will be the plan administrator.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY

Ronald D. Burdick
DRAFTED BY

November 15, 2016
DATE DRAFTED

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:

Expand/improve/rehabilitate snow removal equipment building, including wash bay;
reconstruct south end of Runway 18/36 and grove per RSAT; reconstruct Runway 04/22;
construct east side hangar development; security improvements, including gates, card reader
and lighting; and any necessary related work.

WHEREAS, the Sponsor adopted a resolution on ________________, 2016, 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 request, the Secretary is authorized by law to act as agent for the Sponsor until financial closing of this project;

NOW, THEREFORE, BE IT RESOLVED, 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. Greene, Director
Bureau of Aeronautics

Date: ___________________
FEDERAL BLOCK GRANT OWNER ASSURANCES

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, (except for land projects, which shall run in perpetuity);

ACCEPTANCE:

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

SPONSOR

ROCK COUNTY, WISCONSIN

Name

Title

Date

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice-Chair

Eva Arnold

Brenton Driscoll

Rick Richard

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 C. Kuglitsch
Corporation Counsel

FISCAL NOTE:
This resolution states the County will follow the Wisconsin Administrative Code and federal rules if we accept federal block grant funding. If any projects are approved for federal block grant funding then a budget amendment, including the County’s share, would be required.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
Executive Summary

Petitioning the Secretary of Transportation
for Airport Improvement Aid

This Resolution petitions the State of Wisconsin and/or the Federal Government for the necessary improvements to meet the existing and future needs of the Southern Wisconsin Regional Airport.

This Resolution also outlines the state and federal requirements for applying to obtain funding assistance. This Resolution is important for the future planning and timely execution of development as it becomes necessary.

The Resolution does not require county funds to be available, however should a part or all of the projects become eligible, and state and or federal aid become available, a request would be brought to the county board through future airport capital improvement budgets to provide the sponsor share for each project.

If approved, this Resolution and the Airport Owner Assurances signed by the County Board Chair and County Clerk will be forwarded to the State of Wisconsin, Bureau of Aeronautics for their approval.

Respectfully Submitted,

Ronald D. Burdick
Airport Director
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY

Ronald D. Burdick, Airport Director
DRAFTED BY

November 15, 2016
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

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

Expand/improve/rehabilitate snow removal equipment building, including wash bay; reconstruct south end of Runway 18/36 and groove per RSAT; reconstruct Runway 04/22; construct east side hangar development; security improvements, including gates, card reader and lighting; and any necessary related work.

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
referred 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; in the event the sponsor unilaterally terminates the project, all
reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the Sponsor is required by law Wis. Stat. §114.32(5) 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"

NOW, 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, force account 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 any assurances 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 Wis. Stat. §114.33(8)(a), that the
Sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find
necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

BE IT FURTHER RESOLVED that the Sponsor agrees to maintain and operate the airport in
accordance with certain conditions established in Wisconsin Administrative Code §55, or in
accordance with Sponsor assurances enumerated in a federal grant agreement.

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
_____________, 2016, 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

Betty Jo Bussie, Chair

Brent Fox, Vice-Chair

Eva Arnold

Brenton Driscoll

Rick Richard

FISCAL NOTE:
This resolution outlines the state and federal requirements for applying for funding. If any projects are approved for federal and/or state funding then a budget amendment, including the County’s share, would be required.

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.

Josh Smith
County Administrator
PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

Executive Summary

Petitioning the Secretary of Transportation for Airport Improvement Aid

This Resolution petitions the State of Wisconsin and/or the Federal Government for the necessary improvements to meet the existing and future needs of the Southern Wisconsin Regional Airport.

This Resolution also outlines the state and federal requirements for applying to obtain funding assistance. This Resolution is important for the future planning and timely execution of development as it becomes necessary.

The Resolution does not require county funds to be available, however should a part or all of the projects become eligible, and state and or federal aid become available, a request would be brought to the county board through future airport capital improvement budgets to provide the sponsor share for each project.

If approved, this Resolution and the Airport Owner Assurances signed by the County Board Chair and County Clerk will be forwarded to the State of Wisconsin, Bureau of Aeronautics for their approval.

Respectfully Submitted,

Ronald D. Burdick
Airport Director
RESOLUTION NO. 16-12A-183  
AGENDA NO. 12.B. (1)

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Planning and Development Agency  
INITIATED BY  
Colin Byrnes  
DRAFTED BY

Planning & Development Committee  
SUBMITTED BY  
December 6, 2016  
DATE DRAFTED

ROCK COUNTY AGRICULTURAL PRESERVATION PLAN 2013 UPDATE  
MAP AMENDMENT

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

WHEREAS, the Rock County Board of Supervisors, through Resolution 14-11D-158 (November 20, 2014), adopted the Rock County Agricultural Preservation Plan 2013 Update as an element of the Rock County Comprehensive (Plan), and through Resolution 15-12A-439 (December 10, 2015) amended the Rock County Agricultural Preservation Plan 2013 Update; and,

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

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

WHEREAS, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) has requested changes to the Farmland Preservation Plan Map for consistency between the Plan and Town Zoning Ordinances; and,

WHEREAS, The Wisconsin Department of Agriculture, Trade and Consumer Protection issued an order certifying the Farmland Preservation Plan Text and Map Amendment under s. 91.16 Wis. Stats. Through December 31, 2024; and,

WHEREAS, a Public Hearing will be held on December 15, 2016 by the Rock County Planning and Development Committee.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of ________, 2016 does hereby amend the Rock County Agricultural Preservation Plan 2013 Update Plan Map.

Respectfully submitted,

PLANNING AND DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wayne Gustina

Jason Heidenreich

Wes Davis
FISCAL NOTE:
No direct fiscal impact to County operations.

Sherry Oja
Finance Director

LEGAL NOTE:
Rock County is authorized to take this action pursuant to secs. 59.01, 59.51 and 91.10, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

The Rock County Agricultural Preservation Plan 2013 Update was adopted November 20, 2014 and a Plan Map Amendment was adopted on December 10, 2015 by the Rock County Board. The purpose of an agricultural preservation plan is to help preserve our high quality agricultural lands and to help farmland owners qualify for the Wisconsin Farmland Preservation Program. The plan was drafted in accordance with the Wisconsin Statutes Chapter 91 Farmland Preservation which requires it, among other things, to “Clearly identify areas that the county plans to preserve for agricultural use and agriculture related uses, which may include undeveloped natural resource and open space areas but may not include any area that is planned for nonagricultural development within 15 years after the date on which the plan is adopted.”

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

In order for a Town to be certified for Farmland Preservation tax credits, the Town Zoning Map and the Rock County Farmland Preservation Plan Map must be consistent with respect to eligible and non-eligible parcels for tax credits. During the Town Zoning certification process, areas of inconsistency were noted. Typically, as the Town reviews their Zoning Map, specific issues arise and changes are made. This potentially creates an inconsistency with previously adopted Rock County Farmland Preservation Plan Map. In order to resolve these inconsistencies, the Rock County Planning, Economic and Community Development Agency is recommending an amendment to the Farmland Preservation Plan Map.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Randy Terronez
INITIATED BY
County Board Staff
Committee
SUBMITTED BY

Randy Terronez
DRAFTED BY

December 6, 2016
DATE DRAFTED

AUTHORIZATION TO APPROVE THE SALE OF COUNTY PROPERTY LOCATED AT 460 COMMUNITY DRIVE, TOWN OF BELOIT, BELOIT, WI.

1 WHEREAS, the County of Rock owns approximately 0.22 acres of improved land at 460 Community Drive in the Town of Beloit, more commonly known as the Reid property; and,

2 WHEREAS, the County solicited sealed bids for the property and the high bidder is Mr. Scott Brickson who bid $15,600.00.

3 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ___ day of __________, 2016, approves the sale of approximately 0.22 acres (MOL) of the Rock County property located at 460 Community Drive in the Town of Beloit to Mr. Scott Brickson in the amount of $15,600 and such other terms and conditions as shall be agreed upon at time of sale.

4 BE IT FURTHER RESOLVED that from the sale proceeds, expense of sale costs be reimbursed to the appropriate county account.

5 BE IT FURTHER RESOLVED that the buyer is required to pay additional monies to the County of Rock for the closing such as taxes owed (current and delinquent) and any other liens/assessments (including but not limited to the Town of Beloit delinquent sewer assessment).

6 BE IT FURTHER RESOLVED that upon completion of the sale, the County will place the remaining balance to the repayment of the CDBG Housing Rehab Loan Program – Project #20342D-1.

7 BE IT FURTHER RESOLVED that the County Board Chair and County Clerk are hereby authorized to sign a deed to transfer the property to Mr. Scott Brickson as well as any other documents necessary to complete the transaction.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

Betty Jo Bussie
AUTHORIZATION TO APPROVE THE SALE OF COUNTY PROPERTY LOCATED AT 460 COMMUNITY DRIVE, TOWN OF BELOIT, BELOIT, WI.

Page 2

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 59.52(6), Wis. Stats.

[Signature]
Jeffrey S. Kuglisch
Corporation Counsel

FISCAL NOTE:

This resolution authorizes the sale of 0.22 acres of County property. Proceeds of the sale (less expense of sale) will repay a portion of a CDBG Housing Rehab loan.

[Signature]
Sherry Oka
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

[Signature]
Josh Smith
County Administrator
Authorization to Approve the Sale of County Property at 460 Community Drive, Town of Beloit, Beloit, WI.

Executive Summary

Through a Court proceeding, the Susan Reid estate transferred property ownership to the County due to the County being owed a housing rehab loan in the amount of $18,949.50. The County solicited sealed bids and 6 bids were received. Mr. Scott Brickson is the successful bidder in the amount of $15,600.00.

This resolution authorizes the sale of approximately 0.22 acres of county property located at 460 Community Drive, in the Township of Beloit, Beloit, WI.

Per the bid specifications, the buyer is responsible for all taxes, etc.

Proceeds, less the expense of sale costs, would be applied to the outstanding CDBG Housing Rehab Program Loan – Project #20342D-1.
BID SUMMARY FORM

BID NUMBER: 2016-61
BID NAME: SALE OF COUNTY PROPERTY
BID DUE DATE: NOVEMBER 30, 2016 – 2:00 P.M.
DEPARTMENT: ADMINISTRATION

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<tr>
<td>SCOTT BRICKSON</td>
<td>$15,600.00</td>
</tr>
<tr>
<td>DANIEL BOUTELLE</td>
<td>$12,200.00</td>
</tr>
<tr>
<td>GERALDINE FAULK-MCCAA</td>
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</tr>
<tr>
<td>PATRICIA NICHOLS</td>
<td>$9,000.00</td>
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<tr>
<td>THOMAS GILBANK</td>
<td>$6,105.00</td>
</tr>
<tr>
<td>KELIA TILLMAN</td>
<td>$5,500.00</td>
</tr>
</tbody>
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Invitation to Bid was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Scott Brickson

SIGNATURE: Smith

DATE: 12-6-16

GOVERNING COMMITTEE APPROVAL:

CHAIR: VOTE DATE: 
RESOLUTION NO. 16-12A-185

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

COUNTY BOARD STAFF
INITIATED BY
JEFFREY S. KUGLITSCH
DRAFTED BY
COUNTY BOARD STAFF
SUBMITTED BY
DECEMBER 6, 2016
DATE DRAFTED

AMENDMENT TO RULES OF PROCEDURE FOR THE
ROCK COUNTY BOARD OF SUPERVISORS

1. WHEREAS, as part of Rock County’s transition to Family Care, services for developmentally
disabled individuals in Rock County will be handled as part of that program; and

2. WHEREAS, the adopted 2017 Rock County Budget eliminated the Developmental Disabilities
Board as a Department, with remaining services not provided through the Family Care program being
merged into the Human Services Department; and

3. WHEREAS, the Rock County Board Rules of Procedure make several references to the
Developmental Disabilities Board as a standing committe; and

4. WHEREAS, all references to the Developmental Disabilities Board should be removed from the
Rock County Board Rules of Procedure because it will no longer serve as as standing committee.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly
assembled this 15th day of December, 2016, in response to the County’s transition to Family Care and the
elimination of the Developmental Disabilities Board as a department from the County Budget that the
following portions of the Rock County Board Rules of Procedure be deleted:

1.) Rule II (B)

2. In the absence of, or disability of both the Chair and Vice Chair, the Committee Chair, if a
Supervisor, becomes the temporary acting Board chair based on the following precedence:
Public Safety and Justice, Agricultural/Land Conservation, Board of Health, Developmental
Disabilities, Education, Veterans and Aging Services, Finance, General Services, Health
Services, Human Services, Planning and Development, Public Works and Rail Transit.

2.) Rule V (A)

RULE V - STANDING COUNTY BOARD COMMITTEES, DUTIES, MEMBERSHIP AND
RESPONSIBILITIES

A. The following shall be the standing committees of the County Board of Supervisors and
shall have the general duties and responsibilities stated in Rule IV, shall approve all contracts,
claims and demands and causes of action less than $10,000 and shall review the prior month’s
payments against the accounts under their jurisdiction. Upon request from department heads
and review by the County Administrator, or a designated agent, standing committees reallocate
amounts more than $5,000 and up to $10,000 between detail accounts or create new detail
accounts of an individual county office or department within their jurisdiction. With review by
the County Finance Director, the County Administrator or the Administrator’s designee may
approve reallocation requests of $5,000 or less, or create detail accounts for any transfer of
$5,000 or less without further committee action.

- Agricultural/Land Conservation Committee
- Board of Health
- County Board Staff Committee
- Developmental Disabilities Board
- Education, Veterans and Aging Services Committee
- Finance Committee
AMENDMENT TO RULES OF PROCEDURE FOR THE
ROCK COUNTY BOARD OF SUPERVISORS
Page 2

3.) Rule V (E)

E. Developmental Disabilities Board

(1) The Developmental Disabilities Board shall consist of three supervisors and six other
members required by law and/or confirmed by the County Board. Members shall be
appointed by the County Board Chair subject to confirmation of the County Board.

(2) The Developmental Disabilities Board shall be responsible for all program elements required
by Wis. Stats. 51.437 subject to State law and County Board policy.

(3) The Developmental Disabilities Board shall coordinate its activities with the Health Services
Committee and the County Administrator to insure a coordinated service system.

BE IT FURTHER RESOLVED THAT the remaining portions of Rule V, sections F through N
be relettered to make up for the deletion of the Developmental Disabilities Board.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

LEGAL NOTE:
Pursuant to Rule X(C) of the Rock County
Board of Supervisors Rules of Procedure, the
Rules of Procedure may be amended by a 2/3
Vote of all members present.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:
No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY

Phil Boutwell
DRAFTED BY

December 7, 2016
DATE DRAFTED

Creating the County CCOP Advisory Committee

WHEREAS, Rock County Human Services accepts Children's Community Options Program (CCOP) funding to provide services for children who have physical, developmental and/or emotional disabilities; and,

WHEREAS, the Human Services Department must submit a five-year plan to the state that explains how the County intends to offer quality services for the children and families who meet the eligibility requirements; and,

WHEREAS, one component of the plan requires the County to create an advisory committee to develop and monitor the program; and,

WHEREAS, the County created a Coordinated Services Team (CST) Advisory Committee in 2012, and state rules allow the role of the CST Advisory Committee and the CCOP Advisory Committee to overlap because they serve the same population; and,

WHEREAS, the CCOP and CST will work with the Behavioral Health Redesign Committee to ensure that there is an effective Children's system of care coordinating structure in Rock County.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ___ day of ___________, 2016, does hereby establish an 11 member CCOP Advisory Committee whose membership overlaps the 21 member CST Advisory Committee and designates the Rock County Human Services Department as the administering agency; and,

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors be authorized to appoint individuals to serve on the CCOP Advisory Committee, membership of which shall include the following representatives: Parents/guardians of children with disabilities, and county agency representatives including a member from Public Health.

BE IT FURTHER RESOLVED, that the County Board Chair shall appoint CCOP members to serve concurrent terms commencing on January 1, 2017 with the County Board confirmed CST appointments, with all subsequent appointments be for a term of three years, except that any person appointed to fill a concurrent vacant position shall be appointed for the remainder of the term of the position to which appointed; and,

BE IT FURTHER RESOLVED, that the County Board Chair appoint a concurrent member of the CCOP Advisory Committee to serve as a temporary chair until such time that the Committee establishes a method for electing and elects a chair from its membership.
Respectfully submitted,

**HUMAN SERVICES BOARD**

Brian Knudson, Chair
Sally Jean Weaver-Landers, Vice Chair
Karl Dommershausen
Terry Fell
Linda Garrett
Ashley Kleven
Kathy Schulz
Terry Thomas
Shirley Williams

**COUNTY BOARD STAFF COMMITTEE**

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Bussie
Mary Mawhinney
Louis Peer
Alan Sweeney
Terry Thomas

**FISCAL NOTE:**
No fiscal impact.

Susan Balog
Assistant to Finance Director

**LEGAL NOTE:**
The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats., as well as Rule IV-C of the County Board Rules.

Josh Timmerman
Deputy Corporation Counsel

**ADMINISTRATIVE NOTE:**
Recommended.

Josh Smith
County Administrator
Executive Summary

Creating the County CCOP Advisory Committee

The Children’s Community Options Program (CCOP) Advisory Committee will meet the second Friday of each month and be part of the Coordinated Services Team (CST) Advisory Committee. The Committees guide the system of care in Rock County for children who have physical, developmental and/or emotional disabilities. They work in the context of a larger system of care under the oversight of the County’s Behavioral Health Redesign Steering Committee.

The CCOP Advisory Committee members will need to learn about the Program, how it operates, and its outreach role in the community. It will have the primary responsibility to oversee the development and continued monitoring of the Program. Community partners include the Health Department, agencies and individual providers who serve children with disabilities, and parents of children with disabilities. The goals are to provide quality service for children who qualify, increase community capacity and advocacy.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Land Conservation Committee
INITIATED BY

Thomas Sweeney
DRAFTED BY

Land Conservation Committee
SUBMITTED BY

November 17, 2016
DATE DRAFTED

APPROVAL TO BEGIN THE ACQUISITION PROCESS FOR THE 2016 PACE PROGRAM (DONATION)

1 WHEREAS, the Rock County Board of Supervisors officially approved the Rock County Purchase of Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE Program Manual, identifying and outlining all aspects of Program development and implementation, on January 13, 2011; and,

2 WHEREAS, the Rock County Board of Supervisors officially authorized staff to accept applications to the PACE Program for the full donation of an Agricultural Conservation Easement and process applications according to the PACE program policies and procedures, on June 13, 2013; and,

3 WHEREAS, the Program works to achieve its mission by acquiring agricultural conservation easements (Easements) on eligible lands throughout unincorporated Rock County; and,

4 WHEREAS, the application was submitted by the landowners to the Program in 2016, with said application reviewed and approved by Rock County Land Conservation Department (LCD) staff, the Rock County PACE Council, and the Rock County Land Conservation Committee (LCC), all in accordance with the Rock County PACE Program Manual; and,

5 WHEREAS, application approval by the LCC authorizes the LCD to begin the Easement acquisition process on properties identified in said applications, subject to the consent of the landowners, as follows:

6 1. Larry and Katherine Oberdeck Property (Donation) - Rock County tax parcel number 6-16-707 Section 12, Township 4N, Range 13E, Porter Township (approximately 31 acres).

7 WHEREAS, to move towards completion of the Easement acquisition process, the owners of the aforementioned Property, Rock County, and Brabazon Title Company, Inc. will sign and execute an Agricultural Conservation Easement Conveyance Agreement document, identifying and outlining all aspects of the Easement acquisition process, including but not limited to, the following activities, subject to all terms and conditions as stated therein:

8 1. Opening escrow with Brabazon Title Company, Inc. and securing a Minimum Title Insurance Commitment of $15,000 (Title Report) for each Property - County Activity;

9 2. Landowner depositing three thousand five hundred dollars ($3,500) in the established escrow account

10 3. Rock County contracting with an appraiser to determine the fair market value of an Easement on the Property; and,

11 NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this day of , 2016, do by enactment of this Resolution approve an Agricultural Conservation Easement Conveyance Agreement for the Property, authorizing the LCD to undertake activities identified therein and obligate all necessary funds to complete said activities.
Respectfully submitted:

LAND CONSERVATION COMMITTEE

Richard Bestwick, Chair

Alan Sweeney, Vice Chair

Wes Davis

Brenton Driscoll

Absent

Anders Dowd

Kara Hawes

David Rebout, USDA-FSA

Jeremy Dajac

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds are available in the Land Conservation Department’s PACE budget for the estimated appraisal and related costs necessary to accept the Agricultural Easement donation.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 700.40, Wis. Stats.
EXECUTIVE SUMMARY

This resolution authorizes the Land Conservation Department (LCD) to finalize acquisition of the Agricultural Conservation Easement under the Purchase of Agricultural Conservation Easement program (PACE) for the Oberdeck Property, which will be the second Easement acquired through the full donation component of the Program.

Acquisition of easements such as this is intended to protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, intergovernmental cooperation, and a regional land use vision throughout the County.

For this aspect of the PACE Program, of the value of the Easement will be determined by a qualified Real Estate Appraiser utilizing IRS approved standards and criteria. Conducting this appraisal process allows the landowner to deduct the value of the easement from their income taxes as a non-cash charitable donation.

If this resolution is approved, the LCD will complete the Easement acquisition process on the Oberdeck Property.
RESOLUTION NO. 16-12A-188

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

LAND CONSERVATION
COMMITTEE INITIATED BY

THOMAS SWEENEY
DRAFTED BY

NOVEMBER 17, 2016
DATE DRAFTED

AGENDA NO. 12 M. (1)

APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2016 PACE PROGRAM APPLICATIONS (FEDERALLY FUNDED)

WHEREAS, the Rock County Board of Supervisors officially approved the Rock County Purchase of Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE Program Manual, identifying and outlining all aspects of Program development and implementation, on January 13, 2011; and,

WHEREAS, the Program works to achieve the mission by acquiring agricultural conservation easements (Easements) on eligible lands throughout unincorporated Rock County; and,

WHEREAS, two applications were submitted by landowners for the USDA-NRCS assisted purchase component of the Program in 2016; and,

WHEREAS, the applications have been reviewed by Rock County Land Conservation Department (LCD) staff, the Rock County PACE Council, and the Rock County Land Conservation Committee (LCC), all in accordance with the Rock County PACE Program Manual; and,

WHEREAS, the LCC voted to approve the PACE applications and begin Easement acquisition process, which are located within a Primary Target Acquisition Area:

1. McNall Property - Rock County tax parcel number 6-9-259, Part of the W 1/2 of NE 1/4 and W 1/2 of SE 1/4 Section 30, Township 3 N, Range 14 E, Johnstown Township (approximately 114 acres)

2. Lux/Pulera Property - Rock County tax parcel number 6-7-389, Part of the E 1/2 of SE 1/4 of Section 36, Township 3 N, Range 13 E, Harmony Township (approximately 75 total acres)

WHEREAS, to proceed with the Easement acquisition process, the LCD will submit Easement acquisition funding applications for the aforementioned properties to the USDA-Natural Resources Conservation Service ("NRCS"), which, if approved, provides funding for fifty percent of the Easement value; and,

WHEREAS, the NRCS requires, as a component of its application process, a signed purchase agreement between Rock County and the owners of the aforementioned properties; and,

WHEREAS, the agreement will be based on an estimated value of the Easement and is contingent on a final value being determined by an appraisal, which will be contracted by Rock County only if the property is selected by the NRCS for funding; and,

WHEREAS, to formalize the Easement acquisition process, each of the owners of the aforementioned Properties, Rock County, and Brabazon Title Company, Inc. will sign and execute an Agricultural Conservation Easement Conveyance Agreement document, which will include the estimated purchase price and will outline all aspects of the Easement acquisition process, including but not limited to, the following activities, subject to all terms and conditions as stated therein:

1. Opening an escrow with Brabazon Title Company, Inc. and securing a minimum Title Insurance Commitment of $15,000 (Title Report) for each Property

2. Landowner depositing three thousand five hundred dollars ($3,500) in the established escrow account

3. LCD submitting an application to the NRCS for the federal portion of the purchase funding

4. If selected for funding by the NRCS, Rock County contracting with an appraiser to determine the fair market value of the Easement; and,
WHEREAS, final acquisition of any or all of the Easements will take place only after future action by the County Board.

NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this day of __________, 2016, does by enactment of this Resolution approve an Agricultural Conservation Easement Conveyance Agreement for each Property, authorizing the LCD to undertake activities identified therein and obligate all necessary funds to complete said activities.

Respectfully submitted:

LAND CONSERVATION COMMITTEE

Richard Botwick, Chair

Alan Sweeney, Vice Chair

Wes Davis

Absent

Anders Dowd

Brenton Driscoll

Kara Hawes

David Rebout, USDA-FSA

Jeremy Lajoie

FISCAL NOTE:

Sufficient funds are available in the Land Conservation Department’s PACE budget for the escrow, estimated appraisal and related costs necessary to begin the acquisition process for Agricultural Conservation Easement Conveyances on these two properties. Once we have estimated purchase prices, sufficiency of available funding will need to be determined. Purchase of these easements is subject to funding from the Natural Resources Conservation Service.

Sherry Opl
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 93.73, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2016 PACE PROGRAM APPLICATIONS (FEDERALLY FUNDED)

This resolution authorizes the County to enter into an Agricultural Conservation Easement Conveyance Agreement (Agreement) with landowners and Brabazon Title Company for TWO PACE applications located in unincorporated Rock County. The Agreement identifies and outlines the agricultural conservation easement (Easement) acquisition process to be undertaken by the Rock County PACE Program. The first steps in the process include establishing an escrow account to be held by Brabazon Title Company, purchasing title insurance, submitting applications to the USDA-NRCS funding of a portion of the easement value and contracting for appraisals if approved for funding by the USDA-NRCS. Acquisition of the easements by Rock County is contingent upon funding from the USDA-NRCS and will be finalized only after future action by the County Board.

Acquisition of Easements will protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, and intergovernmental cooperation.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Land Conservation Committee
INITIATED BY

Thomas Sweeney
DRAFTED BY

November 17, 2016
DATE DRAFTED

AGENDA NO. 12.N. (1)

APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2016 PACE PROGRAM APPLICATIONS (NON-FEDERALLY FUNDED)

WHEREAS, the Rock County Board of Supervisors officially approved the Rock County Purchase of Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE Program Manual, identifying and outlining all aspects of Program development and implementation, on January 13, 2011; and,

WHEREAS, the Rock County Board of Supervisors adopted resolution 16-9A-092 which officially approved an amendment to the PACE Program, which allowing the County to purchase agricultural conservation easements with or without USDA-NRCS funding, on September 26, 2016; and,

WHEREAS, the Program works to achieve the mission by acquiring agricultural conservation easements (Easements) on eligible lands throughout unincorporated Rock County; and,

WHEREAS, two applications were submitted by landowners for the Non-USDA-NRCS assisted purchase component of the Program in 2016 both of which were submitted to the USDA-NRCS for federal funding during the 2015 application cycle. Both applications were denied federal funding due to a budget shortfall; and,

WHEREAS, the applications have been reviewed by Rock County Land Conservation Department (LCD) staff, the Rock County PACE Council, and the Rock County Land Conservation Committee (LCC), all in accordance with the Rock County PACE Program Manual; and,

WHEREAS, the LCC voted to approve the PACE applications and begin Easement acquisition process, which are located within a Primary Target Acquisition Area:

1. Francis - Rock County tax parcel number 6-20-162, Part of the SW 1/4 of Section 20, Township 4N, Range 10E, Union Township (approximately 112.5 total acres)

2. Oberdeck - Rock County tax parcel number 6-6-50, Part of the E ½ of the W ½ of Section 7, Township 4N, Range 12E, Fulton Township (approximately 124 total acres); and,

WHEREAS, to proceed with the Easement acquisition process, the LCD develop a purchase agreement between Rock County and the owners of the aforementioned properties; and,

WHEREAS, the agreement will be based on an appraisal of the Easements, which was contracted by Rock County during the USDA-NRCS application process; and,

WHEREAS, to formalize the Easement acquisition process, each of the owners of the aforementioned properties, Rock County, and Brabazon Title Company, Inc. will sign and execute an Agricultural Conservation Easement Conveyance Agreement document, which will include the estimated purchase price and will outline all aspects of the Easement acquisition process, including but not limited to, the following activities, subject to all terms and conditions as stated therein:

1. Opening an escrow with Brabazon Title Company, Inc. and securing a minimum Title Insurance Commitment of $15,000 (Title Report) for each Property

2. Landowner depositing three thousand five hundred dollars ($3,500) in the established escrow account

WHEREAS, final acquisition of any or all of the Easements will take place only after future action by the County Board.

NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this day of ____________, 2016, does by enactment of this Resolution approve an Agricultural Conservation Easement Conveyance Agreement for each Property, authorizing the LCD to undertake activities identified therein and obligate all necessary funds to complete said activities.
Respectfully submitted:

LAND CONSERVATION COMMITTEE

Richard Bogwick, Chair

Alan Sweeney, Vice Chair

Wes Davis

Anders Dowd

Brenton Driscoll

Kara Hawes

David Rebout, USDA-FSA

Jeremy Kajac

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith

County Administrator

FISCAL NOTE:

Sufficient funds are available in the Land Conservation Department’s PACE budget for the escrow, estimated appraisal and related costs necessary to begin the acquisition process for Agricultural Conservation Easement Conveyances on these two properties. Once we have estimated purchase prices, sufficiency of available funding will need to be determined.

Sherry Oja

Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 93.73, Wis. Stats.

Jeffrey S. Koglitisch

Corporation Counsel
EXECUTIVE SUMMARY

APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2016 PACE PROGRAM APPLICATIONS (NON-FEDERALLY FUNDED)

This resolution authorizes the County to enter into an Agricultural Conservation Easement Conveyance Agreement (Agreement) with landowners and Brabazon Title Company for two PACE applications located in unincorporated Rock County. The Agreement identifies and outlines the agricultural conservation easement (Easement) acquisition process to be undertaken by the Rock County PACE Program. The first steps in the process include establishing an escrow account to be held by Brabazon Title Company, purchasing title insurance. Acquisition of the easements by Rock County is contingent upon action by the County Board.

Acquisition of Easements will protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, and intergovernmental cooperation.
RESOLUTION NO. 16-12A-190

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

LAND CONSERVATION
COMMITTEE
INITIATED BY

THOMAS Sweeney
DRAFTED BY
NOVEMBER 16, 2016
DATE DRAFTED

AGENDA NO. 12.0 (1)

CONTINUED OPPOSITION TO THE GREAT LAKES BASIN TRANSPORTATION, INC.
RAIL PROJECT IMPACTING ROCK COUNTY’S
AGRICULTURAL AND NATURAL RESOURCES

WHEREAS, Resolution 16-5A-026 titled Opposition To The Proposed Great Lakes Basin
Transportation, Inc. Rail Project passed County Board on May 12, 2016 which opposed the Great Lakes
Basin Transportation, Inc. proposal to construct a new rail project in the eastern section of Rock County,
which commenced east of the City of Milton and headed south to and east until it reached the most
southeastern corner of Rock County dissecting some of Rock County’s most prime farmland; and,

WHEREAS, the Great Lakes Basin Transportation, Inc. has since amended said preferred route
commencing east of City of Milton traveling in a southerly direction and then westerly crossing the
Rock River, just south of West Beloit Rock Townline Rd. and then in a south westerly direction to the
State Line, west of the City of Beloit. The amended route continues to transect Rock County’s prime
farmland; and,

WHEREAS, the Great Lakes Basin Transportation, Inc. continues to state their intent is to purchase a
two hundred foot wide corridor over the project route, approximately thirty (30) miles, which is
estimated to remove approximately six hundred and twenty six (626) acres of prime farmland from
production increasing the potential loss of farmland by 56 acres over the previous route, also the loss of
woodlots increases to over sixty three (63) acres; and,

WHEREAS, the Rock County Board of Supervisors continues their commitment to the preservation of
Farmland with in Rock County by virtue of the adoption of the Rock County Purchase of Agricultural
Conservation Easements Program (PACE) in 2011 and adoption of the Farmland Preservation Plan in
1977 and all its’ amendments to present. The County Board has also granted yearly allocations of
financial resources for the implementation and continuation of these programs; and,

WHEREAS, the Land Conservation (LCC) and the Planning and Development Committees continues to
support the preservation of farmland by participating in the Wisconsin Farmland Preservation Program
since 1977. This program has allowed the development of zoning ordinances within the townships of the
county for the long term protection of the County’s farmland; and,

WHEREAS, the County Board supports all the aforementioned activities associated with the
preservation of farmland within the county’s boundaries with the understanding that agriculture is a vital
component of the total Rock County Economy. According to University of Wisconsin Extension Service
the loss of agricultural production and loss to the agriculture service sector associated with the amended
route is estimated at six hundred seventy eight thousand seven hundred and eighty one dollars ($678,781)
annually (2016 dollars); and,

WHEREAS, the LCC understands the construction of the proposed rail line will not only remove the
estimated prime farmland from production but will also fragment numerous farms and fields leading to
an increase in production costs of agricultural commodities to those impacted; and,

WHEREAS, the amended mapped route of the rail line will also impact the established surface and
subsurface drainage networks that keeps thousands of acres of prime farmland productive, resulting in an
untold number of surface and subsurface drainage systems needing to be updated; and,
CONTINUED OPPOSITION TO THE GREAT LAKES BASIN TRANSPORTATION, INC. RAIL PROJECT IMPACTING ROCK COUNTY’S AGRICULTURAL AND NATURAL RESOURCES
Page 2

WHEREAS, there are numerous negative impacts that haven’t been considered, including but not limited
to the fragmentation of woodlots, impacts to wetlands, impacts to wildlife habitat resources, and impacts
to the surface and groundwater resources of the county; and,

WHEREAS, all the towns that will be directly impacted by the initial proposed rail project, Milton,
Johnstown, Bradford, and Clinton have gone on official record in opposition to the proposed rail line and
the townships impacted by the amended route, Milton, Johnstown, La Prairie, Turtle and Beloit have also
gone on record in opposition to the rail line; and,

WHEREAS, Rock County has been a member of the Wisconsin River Rail Transit Commission
(WRRTC) since 1982 with nine other counties in Southern Wisconsin and the WRRTC is the owner and
is responsible for safe and reliable local rail service of the existing infrastructure that the proposed rail
line will connect into; and,

WHEREAS, Rock County along with nine other Counties have invested over five hundred thousand
dollars ($500,000) each for capital improvements for the safe and efficient local rail service; and,

WHEREAS, the WRRTC and Wisconsin Department of Transportation is under a lease agreement with
the Wisconsin Southern Railroad for use and maintenance of all WRRTC infrastructure; and,

WHEREAS, the WRRTC has expressed concern regarding the costs associated with the needed rail
improvements with the proposed increase in rail traffic which will force the commission to upgrade the
current rail from a Class I to a Class II system with an estimated cost of nine hundred thousand
($900,000) per mile of rail. The Rail Commission estimates approximately 40 miles needing this upgrade
at a total cost to exceed thirty six million dollars ($36,000,000); and,

WHEREAS, The Rock County Board of Supervisors sent a letter date June 3, 2016 to the Surface
Transportation Board regarding the Great Lakes Basin Transportation, Inc. Rail Project which identifies a
desired alternative route by expanding the Chicago’s CREATE program rail initiatives north to directly
connect to Class I rail operators and the Port of Milwaukee.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
assembled this ______ day of __________, 2016, goes on record in opposition to the Great Lakes Basin
Transportation, Inc., rail project or any amendments to the proposed routes that will impact the Rock
County’s agricultural sector, its untold impacts to the County’s natural resources and the financial
implications to Rock County for upgrading the existing rail infrastructure. The County continues to
support the alternative route by expanding the Chicago’s CREATE program rail initiatives north; and,

BE IT FURTHER RESOLVED that the County Clerk forward this Resolution to Wisconsin Governor
Scott Walker; Secretary of the Department of Natural Resources, Cathy Stepp; Secretary of the
Department of Agriculture Trade and Consumer Protection, Ben Brancel; Senator Steven Nass;
Senator Janis Ringhand; Representative Don Vruwink; Representative Deb Kolste;
Representative Amy Loudenbeck; Representative Mark Spreitzer; US Senator Ron Johnson;
U.S. Senator Tammy Baldwin; U.S. Representative Mark Pocan, U.S. Representative Paul Ryan, and
Dave Navecky, Office of Environmental Analysis, Surface Transportation Board.
Respectfully submitted:

LAND CONSERVATION COMMITTEE

Richard Bestwick, Chair

Alan Sweeney, Vice Chair

Wes Davis

Absent

Anders Dowd

Brenton Driscoll

Kara Hawes

David Rebout, USDA-FSA

Jeremy Zajac

RAIL TRANSIT COMMISSION

Terry Thomas, Chair

Wayne Gustina

Alan Sweeney

LEGAL NOTE:

Advisory only.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.

Josh Smith
County Administrator

FISCAL NOTE:

No fiscal impact at this time.

Sherry Oja
Finance Director
EXECUTIVE SUMMARY

This resolution is advisory.

The Land Conservation Committee remains opposed to the construction of the proposed Great Lakes Rail project through Rock County due to impacts on Agriculture community. Rock County has a rich history in the protection of farmland through participation in the following programs, the Wisconsin Farmland Preservation Program and the Rock County PACE Program. Even though the programs differ in their approach to the protection of farmland the net result is that productive farmland is protected from development.

The loss in production from converting over 626 acres of crop land to the rail corridor is estimated by UWEX Ag Agent Nick Baker. Per Mr. Baker the estimate is based on the following information. The typical crop Rotation of 2 years corn 1 year soybeans and using the Rock County average revenue as a base bench mark the expected minimum revenue per acre would be $769.50. This would be an immediate economic reduction to any farm that the proposed Rail would cross through. Using the proposed map of the most updated route there would be a loss of over 626 acres of crop land from production in Rock County, with a loss of revenue exceeding $481,707 annually in the form of reduced crop production. It should be noted that actual yields and revenue could higher and that these values are a baseline county average representing the minimum expected losses to Agriculture Production in Rock County. Mr. Baker also noted that the loss of revenue from the Agriculture service industry is estimated at $197,074. This estimate includes losses associated with providing seed, fertilizer, herbicide, agronomy services, fuel, equipment and financial support to the acres removed from production. Using the United States average operating costs of $356.92 per acre of corn and $180.65 per acre of soybean production the additional economic impact in losses to local businesses would exceed $197,074 annually in lost sales and services. The total estimated impact in loss revenue from the farmland conversion is estimated to be $678,781 annually (2016 dollars).

Numerous environmental impacts that include but not limited to the fragmentation of woodlots, impact to wetlands, and impacts to wildlife habitat resources. The construction of the rail line as proposed will fragment large tracks of woodlots resulting in further fragmentation the existing blocks of wildlife habitat in the immediate area of the line. Studies have shown that as land is divided by manmade structures, various terrestrial wildlife population shrink. The rail line will intercept numerous large and small wetland complexes within the County. The filling of wetlands leads to reductions in many valuable functions, including retaining stormwater, filtering pollutants, protecting shorelands, and providing habitats for fish and wildlife.

The Wisconsin River Rail Transit Commission (WRRTC) has expressed concern of the financial impacts the proposed Great Lakes rail line will have on the existing rail infrastructure. The net result of the proposal will be a cost of approximately $900,000 per mile of rail to change from a Class I to a Class II rail to accommodate the expected increase in traffic. This cost will be born to the WRRTC and hence the tax payers of the state.

The Land Conservation Committee continues to support the expansion of Chicago’s CREATE Program to the North to directly connect to Class I rail operators and an opportunity to access the Port of Milwaukee.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Land Records Committee
INITIATED BY

Finance Committee
SUBMITTED BY

Michelle Schulz, Land Info Officer
DRAFTED BY
December 13, 2016
DATE DRAFTED

AMENDING THE ROCK COUNTY LAND INFORMATION PLAN

WHEREAS, Resolution 11-9B-471 approved the updated Rock County Land Records Modernization Plan; and,

WHEREAS, the Rock County Land Records Modernization Plan in accordance with Wisconsin Land Information Program guidelines is now referred to as the Rock County Land Information Plan; and,

WHEREAS, the Plan is developed to comply with the Wisconsin Land Information Program requirements which allow Rock County to further develop, refine or modify the plan as needed in the effort to integrate and automate land records; and,

WHEREAS, significant public investment has been made in the Geographical Information System (GIS) that contains Rock County’s Land Records information, resulting in a valuable resource for those who wish to utilize the information for public and private benefit; and,

WHEREAS, the fee structure contained in the appendix of the Plan was last updated in 2011 and the Land Records Office recommends updating the fee structure, which will facilitate greater access to GIS data which will benefit the citizens of Rock County; and,

WHEREAS, the revenue generated from the sale of maps and digital data will be used to offset the future costs of maintaining, improving and updating the information contained in the GIS.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ________, 2016 does hereby amend the Rock County Land Information Plan and replace the existing fee schedule with an updated fee schedule; and,

BE IT FURTHER RESOLVED, that the updated fee schedule becomes effective upon passage of this resolution.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni
FISCAL NOTE:
The changes to the fee structure will have minimal impact on annual revenue collections.

\[Signature\]
Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.51 and 59.72, Wis. Stats.

\[Signature\]
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

\[Signature\]
Jean Smith
County Administrator