

ROCK COUNTY, WISCONSIN

**NOTE: Location,
Time & Date**



**COUNTY BOARD STAFF COMMITTEE
THURSDAY – SEPTEMBER 26, 2019 – 5:50 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – September 10, 2019
5. Transfers
6. Resolutions
 - A. Recognizing Ronald DeWar
 - B. Accepting the USDA-NRCS Staffing Grant and Amending the 2019 Land Conservation Department Budget to Add a New 1.0 FTE Senior Conservation Specialist Position
7. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



COUNTY BOARD STAFF COMMITTEE
Minutes – September 10, 2019

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Podzilni, Brill, Bostwick, Bussie, Peer, Sweeney and Thomas.

Committee Members Excused: Supervisors Mawhinney and Yeomans.

Staff Members Present: Josh Smith, County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Sherry Oja, Finance Director; Terri Carlson, Risk Manager; Jodie Surber, Analyst, County Administrator's Office; Robert Buchanan, Public Works Department; Carla Quirk, Child Support Office.

Others Present: Supervisor Tom Brien; Barry Irmien, Medical Examiner Director of Operations.

Approval of Agenda. Supervisor Bostwick moved approval of the agenda as presented, second by Supervisor Bussie. ADOPTED.

Citizen Participation, Communications and Announcements. Mr. Buchanan, here on behalf of AFSCME 1077, said he was here regarding the resolution on "Just Cause" and hoped they would move it on to the County Board as they feel this will bring things in the open more.

Ms. Quirk said she had great feedback on the health insurance meetings and thanked the Committee.

Chair Podzilni said the 7.F. resolution, Amending Section 18.607 of the Rock County Personnel Ordinance, will be on the September 26th County Board meeting.

Mr. Smith introduced Jodie Surber as the new Analyst and gave a brief history of her background.

Supervisor Thomas handed around a flyer on some upcoming meeting regarding Council on Aging and ADRC programs. Chair Podzilni suggested having copies handed out at the September 12th County Board meeting.

Approval of Minutes – August 27, 2019. Supervisor Bussie moved approval of the minutes of August 27, 2019 as presented, second by Supervisor Peer. ADOPTED.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Resolutions.

To Recognize Stacey Speich for Service to the Human Services Department

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ___ day of _____, 2019 does hereby recognize Stacey Speich for her over 33 years of service and extend best wishes to her in her future endeavors.”

Supervisor Thomas moved approval of the above resolution, second by Supervisor Sweeney. ADOPTED.

Recognizing Mary Olsen for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby recognize Mary Olsen for her 34 years, 5 months of service and extend their best wishes to her in her future endeavors.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Bussie. ADOPTED.

Recognizing Anne Jester for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby recognize Anne Jester for her 33 years, 10 months of service and extend their best wishes to her in her future endeavors.”

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Sweeney. ADOPTED.

Authorizing Overlap of Payroll Manager Position and Amending the 2019 Financial Services Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby authorize temporarily overlapping the Payroll Manager position, not to exceed two months, and amends the Financial Services budget as follows:

...”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

Creating a 0.4 FTE Administrative Assistant Position and Deleting a 0.4 FTE Medical Examiner’s Office Clerical Worker Position

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby approve the creation of a 0.4 FTE Administrative Assistant position and deletion of a 0.4 FTE Medical Examiner’s Office Clerical Worker position in the Rock County Medical Examiner’s Office budget.”

Supervisor Brill moved approval of the above resolution, second by Supervisor Bostwick.

Mr. Irmen and Mr. Smith explained the need to fill this position before the budget process.

ADOPTED.

Amending Section 18.607 of the Rock County Personnel Ordinance (Adding “Just Cause” as the Standard for Discipline)

“The County Board Supervisors of the County of Rock does ordain as follows:

1. Chapter 18, Section 6 of the Rock County Ordinances shall be amended to read as follows (new language underscored, ~~deleted language struck through~~):

18.607 – Discipline/Investigations

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. All staff must notify their immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to complete the essential functions of their position.

No disciplinary action will be taken until a thorough investigation has been completed. Employees under investigation shall have the right to representation during the investigatory process. 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 active Employee's personnel file. Records of suspension shall remain in the active 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.

An employee may only be suspended, demoted, or terminated for just cause. In determining whether just cause exists, the following standards must be applied to the extent applicable:

- (a) Whether the employee could reasonably be expected to have had knowledge of the likely consequences of the alleged conduct
- (b) Whether the rule or order that the employee allegedly violated is reasonable.
- (c) Whether the County made a reasonable effort to investigate and discover whether the employee did in fact violate a rule or order.
- (d) Whether the investigation was fair and objective.
- (e) Whether the County discovered substantial evidence that the employee violated the rule or order
- (f) Whether the County is applying the rule or order fairly and without discrimination against the employee.
- (g) Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and the employee's record of service with the County."

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Thomas.

Supervisor Brien read the changes and his explanation of these changes. Mr. Greenlee and the Committee asked if he wished to have these explanations added to the resolution. Supervisor Brien replied no, he was just trying to further explain the changes but did not want the explanations in the resolution.

ADOPTED.

Updates and Possible Action.

Proposed Changes to the Rock County Administrative Policy 5.31 Overtime, Flex and After Hours Payments Ms. Mikula explained that each time there is a vacancy they look at the Policies to see if any changes are needed. In this case, because the Payroll Manager position has supervisory duties it should be a Unilateral C.

Supervisor Sweeney moved approval of the changes to Policy 5.31, second by Supervisor Peer. ADOPTED.

Executive Session: Supervisors Bostwick and Sweeney moved to go into Executive Session at 4:34 P.M. per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Potential Litigation. ADOPTED on a roll call vote with the following: Ayes – Supervisors Sweeney, Bostwick, Thomas, Bussie, Brill, Peer and Podzilni. Absent – Supervisors Mawhinney and Yeomans.

Supervisor Bussie moved to go out of Executive Session at 4:42 P.M., second by Supervisor Thomas. ADOPTED.

Adjournment. Supervisor Brill moved adjournment at 4:42 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY _____



Duane M. Jorgenson Jr.,
Director of Public Works
DRAFTED BY _____

Public Works Committee
SUBMITTED BY _____

August 26, 2019
DATE DRAFTED _____

RECOGNIZING RONALD DeWAR

- 1 **WHEREAS**, Ronald DeWar began his career at the Rock County Department of Public Works as a
- 2 Mechanic on August 14, 1978, has held positions as Patrolman, Patrol Worker, Leader for Bridge
- 3 Crew, and retires as Bridge Crew; and
- 4
- 5 **WHEREAS**, Mr. DeWar has served the citizens of Rock County for over forty-one years as a
- 6 dedicated and valued employee of Rock County, and will retire from public service effective
- 7 September 6, 2019; and
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,
- 10 wishes to recognize Mr. DeWar for his long, faithful and dedicated service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors, at its
- 13 regular meeting this ____ day of _____, 2019, directs that a sincere expression of recognition
- 14 be given to Mr. DeWar his over forty-one years of service and expresses to him best wishes for the
- 15 future.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Betty Jo Bussie, Chair

J. Russell Podzilni, Chair

Brent Fox, Vice Chair

Mary Mawhinney, Vice Chair

Brenton Driscoll

Richard Bostwick

Rick Richard

Henry Brill

Jeremy Zajac

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Comm.
INITIATED BY



Thomas Sweeney
DRAFTED BY

Land Conservation Comm.
SUBMITTED BY

August 19, 2019
DATE DRAFTED

**ACCEPTING THE USDA-NRCS STAFFING GRANT AND
AMENDING THE 2019 LAND CONSERVATION DEPARTMENT BUDGET
TO ADD A NEW 1.0 FTE SENIOR CONSERVATION SPECIALIST POSITION**

- 1 **WHEREAS**, the Land Conservation Department (LCD) made an staffing grant application to the USDA-
- 2 Natural Resource Conservation Service (NRCS) in early 2019; and,
- 3
- 4 **WHEREAS**, the grant application identified three priorities that are currently out of reach with the
- 5 current LCD staff and associated workload, those being: Improve surface and groundwater quality in
- 6 targeted watersheds through the development of Nine Key Element (9KE) Plans, implement BMP's in
- 7 select watershed to reduce runoff/infiltration impacts to surface and groundwater resources, provide
- 8 assistance to UWEX for the formation and fostering of Producer-Led Watershed Groups, and provide
- 9 technical assistance to NRCS to reduce the current backlog in the Environmental Quality Incentive
- 10 Program (EQIP); and,
- 11
- 12 **WHEREAS**, the NRCS has confirmed that the LCD has been awarded the staffing grant in the sum of
- 13 \$380,000 over a span of four years, with a fifth year funding option, to commence on September 30, 2019
- 14 and with a completion date of September, 30 2024; and,
- 15
- 16 **WHEREAS**, the LCD will commence with the development of 9KE Plans, for selected hydrologic unit
- 17 code (HUC10) watersheds in Rock County. The plans require comprehensive land use inventories,
- 18 running complex hydrologic models, identifying specific water quality areas needing treatment, the
- 19 development of a schedule of technical and financial needs, and establishment of a monitoring component
- 20 for the watershed being studied; and,
- 21
- 22 **WHEREAS**, the LCD shall complete the 9KE plans in a timely manner. The completed/approved plans
- 23 are a requirement for water quality program implementation grant from the WDNR and NRCS, which the
- 24 LCD intends to make application for in the future; and,
- 25
- 26 **WHEREAS**, the LCD will provide assistance to UWEX for the development of Producer-Led
- 27 Watershed Groups in selected watersheds. The groups are part of the solution to improve soil and water
- 28 resource quality by encouraging conservation decision making and developing solutions at the users'
- 29 level. This activity leads to additional funding opportunities for the implementation of BMPs in select
- 30 watersheds; and,
- 31
- 32 **WHEREAS**, the NRCS is experiencing a large workload backlog (70) in the following three programs:
- 33 CRP, CSP, and EQIP and as part of the grant LCD will provide technical assistance to the NRCS to
- 34 reduce the aforesaid backlog.
- 35
- 36 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 37 this ____ day of _____, 2019, accepts the USDA-NRCS staffing grant, creates a new 1.0
- 38 FTE Senior Conservation Specialist position in the Land Conservation Department and amends the Land
- 39 Conservation Department's budget as follows:

ACCEPTING THE USDA-NRCS STAFFING GRANT AND AMENDING THE 2019 LAND CONSERVATION DEPARTMENT BUDGET TO ADD A NEW 1.0 FTE SENIOR CONSERVATION SPECIALIST POSITION

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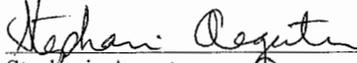
<u>A/C DESCRIPTION</u>	<u>BUDGET AT 08/01/2019</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds:</u>			
62-6200-0000-42100 Federal Aid	\$0	\$ 7,213	\$ 7,213
<u>Use of Funds:</u>			
62-6200-0000-61100 Regular Wages	\$350,429	\$ 5,014	\$355,443
62-6200-0000-61400 FICA	\$ 26,856	\$ 383	\$ 27,239
62-6200-0000-61610 Health Insurance	\$ 85,541	\$ 1,417	\$ 86,928
62-6200-0000-61510 Retirement-Employers	\$ 23,155	\$ 338	\$ 23,493
62-6200-0000-6120 Dental Insurance	\$ 866	\$ 54	\$ 920
62-6200-0000-61630 Life Insurance	\$ 196	\$ 7	\$ 203

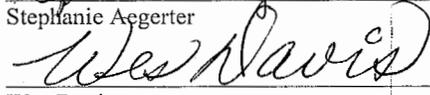
Respectfully submitted,

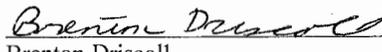
LAND CONSERVATION COMMITTEE

 Richard Bostwick, Chair

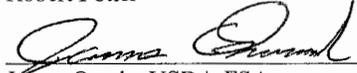
- Absent -

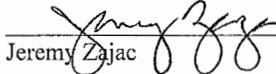
Alan Sweeney, Vice Chair

 Stephanie Aegerter


 Wes Davis


 Brenton Driscoll

- Absent -

Robert Potter

 James Quade, USDA-FSA


 Jeremy Zajac

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

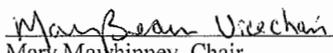
Alan Sweeney

Terry Thomas

Bob Yeomans

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 4:0

 9/19/19
 Mary Mawhinney, Chair Date

ACCEPTING THE USDA-NRCS STAFFING GRANT AND AMENDING THE 2019 LAND
CONSERVATION DEPARTMENT BUDGET TO ADD A NEW 1.0 FTE SENIOR
CONSERVATION SPECIALIST POSITION

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FISCAL NOTE:

This resolution authorizes acceptance of a 4 year USDA-NRCS staffing grant, creates 1.0 FTE Senior Conservationist Specialist position to be funded by the grant and amends the Land Conservation Department's budget for the FY 2019 portion of the grant. A 40% match is required. The match requirement will be met using office space, staff support, phone, etc.



Sherry Oja
Finance Director

LEGAL NOTE:

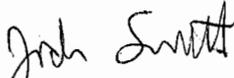
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Land Conservation Department made a staffing grant application to the USDA-Natural Resource Conservation Service (NRCS) in the spring of 2019 to begin efforts that address the high nitrates being found in the County's groundwater and develop a more concentrated effort that addresses the surface water quality issues. The NRCS notified the LCD in late June 2019 that Rock County's application will receive the grant. NRCS staff stated that four years of funding is currently available and an option to fund the fifth year is included in the grant. If funding is made available in the future, the LCD and NRCS will amend the award to include the fifth year option.

As part of the grant application, the LCD identified three priorities: Improve surface and groundwater quality in targeted watersheds through the development of Nine Key Element (9KE) Plans, implement Best Management Practices (BMP) in targeted watersheds to reduce runoff/nitrate infiltration impacts to surface and groundwater resources, provide assistance to UWEX for the formation and fostering of Producer-Led Watershed Groups, and provide technical assistance to NRCS to reduce the current backlog (70) of best management practices in the Conservation Reserve Program (CRP), the Conservation Stewardship Program (CSP) and the Environmental Quality Incentive Program (EQIP).

The LCD highlighted the need to develop and gain WDNR approval for 9KE Plans for targeted watersheds, as identified by the Groundwater Nitrate Workgroup. The current workload in the LCD prohibits the development of these plans. If approved, the new staff member's primary responsibility will be the development of the aforesaid plans and seek WDNR's approval. Once the plans are approved by the DNR, they will become an integral part of water quality management implementation grant applications, which in turn leads to funding for BMP implementation. Currently, water quality management granting agencies (WDNR and NRCS) require 9KE plans to be considered for implementation funding.

The 9KE plans include comprehensive land use/farming practice inventories, results from running hydrologic models that identify specific water quality areas needing additional treatment for the water resource under consideration, the development of a schedule of technical and financial needs, and establishment of a monitoring component for the targeted watersheds.

The LCD will also assist UWEX with the development of Producer-Led Watershed Groups in the selected/targeted watersheds. These groups are now considered an integral part of the solution to improve soil and water resource quality by encouraging conservation decision making and developing solutions at the users' level. This activity leads to additional funding opportunities for the implementation of BMPs in selected watersheds.

And finally the last priority addresses the current backlog in the NRCS funded aforesaid programs. These programs provide producers incentives (cost sharing) to implement and maintain BMPs that reduce or eliminate impacts to water quality. Currently the NRCS has a back log of 70 specific funded BMPs.