

**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – December 13, 2016**

**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, Kraft, Arnold, Brill, Bussie, Mawhinney, Peer, Sweeney and Thomas.

**Committee Members Absent:** None.

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Annette Mikula, Human Resources Director; Ben Coopman, Public Works Director; Duane Jorgenson, Assistant to the Public Works Director; Vicki Brown, County Treasurer; Kate Luster, Human Services Director; Tera O'Connor, Human Services Program Manager.

**Others Present:** None.

**Approval of Agenda.** Chair Podzilni said item 6.J. should be deleted. Supervisor Arnold moved approval of the agenda with the deletion of item 6.J., second by Supervisor Thomas. ADOPTED.

**Citizen Participation, Communications and Announcements.** Supervisor Kraft reminded everyone of John Hanewall's retirement party the next day from 1:30 to 3:30 P.M., Vicki Brown and Denise Cole's retirement party on December 22 from 11 A.M. to 2 P.M. in the Courthouse Conference Center, and Randy Leyes' retirement party on December 16 from 11 A.M. to 2 P.M. in the Courthouse Conference Center.

**Approval of Minutes – November 8, 2016.** Supervisor Bussie moved approval of the minutes of November 8, 2016, second by Supervisor Peer. ADOPTED.

**Transfers.** None.

**Review of Payments.** The Committee accepted the report.

**Resolutions.**

**Recognizing Randy Leyes**

“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.”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Arnold. ADOPTED.

**Recognizing Vicki Brown for Service 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.”

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

**Recognizing Deputy County Treasurer Denise Cole**

“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 17 ½ years of dedicated service and extends its sincere expression of appreciation to Denise Cole along with best wishes for her future.”

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

**Recognizing John Hanewall**

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

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

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

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ 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.”

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

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

“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.”

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

Supervisor Mawhinney asked when this project will be starting. Mr. Coopman said it could be as early as 2018 but most likely in 2019.

Supervisory Mawhinney asked if the portion of CTH MM and CTH F, already started, would be completed in 2017. Mr. Coopman replied yes.

ADOPTED.

**Amendment to Rules of Procedure for Rock County Board of Supervisors**

**“NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled this 15<sup>th</sup> 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)

B. 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
- General Services Committee
- Health Services Committee
- Human Services Board
- Planning & Development Committee
- Public Safety & Justice Committee
- Public Works Committee
- Rail Transit Commission

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.”

Supervisor Kraft moved approval of the above resolution, second by Supervisor Mawhinney. ADOPTED

**Authorized to Approve the Sale of County Property Located at 460 Community Drive, Town of Beloit, Beloit, WI**

**“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.

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

**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).

**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.

**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.”

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

Mr. Kuglitsch said the property was obtained through the court and when we went for title insurance the title company found a mortgage from 2007. He said we need to look into this before we close and may need to postpone the closing. Mr. Kuglitsch added that when the remaining owner passed away in 2013 no one came forward with a claim on the property.

Supervisor Sweeney amended the motion to be contingent on a satisfaction of the lien, second by Supervisor Mawhinney. ADOPTED.

ADOPTED.

**Creating the County CCOP Advisory Committee**

**“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 appointment 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. "

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

**Review and Possible Action on Updates to the Administrative Policy & Procedure Manual.** Ms. Mikula went over the changes being made with the Committee.

Supervisor Kraft moved approval of the updated copy of the changes, second by Supervisor Mawhinney. ADOPTED.

**Update on Merit Pay Proposal.** Ms. Mikula explained this is in regards to the resolution from Supervisor Richard. She said we are still working on the County Pay Plan, which was put on hold during the budget, but are now back working on the County Pay Plan and evaluation system.

Supervisor Brill asked if tax dollars could be used for merit pay. Ms. Mikula said she would gather information to make a decision on this.

**Adjournment.** Supervisor Arnold moved adjournment at 4:35 P.M., second by Supervisor Bussie. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**