

ROCK COUNTY, WISCONSIN



Board of Supervisors
51 S. Main Street
Janesville, WI 53545
Phone: 608/757-5510
FAX: 608/757-5511
www.co.rock.wi.us

**Amended
12/13/16**

**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

ROCK COUNTY BOARD OF SUPERVISORS

DECEMBER 15, 2016

Page 2

- 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

- 5) **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**

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

ROCK COUNTY BOARD OF SUPERVISORS

DECEMBER 15, 2016

Page 3

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)

ROCK COUNTY BOARD OF SUPERVISORS

DECEMBER 15, 2016

Page 4

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

**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



Brent Sutherland-Director
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

Oct 27, 2016
DATE DRAFTED

RECOGNIZING KRIS MILLS

- 1 **WHEREAS**, Kris Mills has served the citizens of Rock County for the past 35 ½ years as a
- 2 dedicated and valued employee, and is retiring effective December 31, 2016; and
- 3
- 4 **WHEREAS**, Kris Mills began her career with Rock County on July 8, 1981 as a Health Care
- 5 Center Seasonal - Personnel Clerk, back when the Health Care Center had its own Human Resource
- 6 office; and
- 7
- 8 **WHEREAS**, on November 30, 1981, Kris accepted the position of Building Service Clerk in the
- 9 Health Care Center maintenance office; and
- 10
- 11 **WHEREAS**, Kris Mills has served the staff and residents of Rock Haven and the Health Care Center
- 12 managing many different initiatives during her 35 ½ years with Rock County; and
- 13
- 14 **WHEREAS**, Kris Mills has always stepped up to help each and every person efficiently and with a
- 15 smile; and
- 16
- 17 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County,
- 18 wishes to recognize Kris Mills for her long, dedicated and faithful service.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors at its
- 21 regular meeting this ____ day of _____, 2016, directs that a sincere expression of recognition
- 22 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
Henry Brill, Chair

Absent
Jason Heidenreich, Vice Chair

Jeremy Zajac
Jeremy Zajac

Absent
Bob Yeomans

David Homan
David Homan

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Eva M. Arnold
Eva M. Arnold

Henry Brill
Henry Brill

Betty Jo Bussie
Betty Jo Bussie

Mary Mawhinney
Mary Mawhinney

Louis Peer
Louis Peer

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

16-12A-166

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

John Hanewall
INITIATED BY



John Hanewall
DRAFTED BY

Developmental Disabilities Board
SUBMITTED BY

November 14, 2016
DATE DRAFTED

Recognizing Jocelyn "Jolly" Lamb for her Service to Rock County

- 1 **WHEREAS**, Jocelyn "Jolly" Lamb has served the citizens of Rock County for the past 29 years as a
- 2 dedicated and valuable employee; and,
- 3
- 4 **WHEREAS**, Jolly began her employment with Rock County on December 2, 1987 as a Clerk Typist II-
- 5 Nursing Services with the Health Care Center and, as an employee, has served Rock County well, in
- 6 various position including, Time Clerk Nursing Services, Clerk Steno III-Health Department and on
- 7 January 1, 2013 moved to the Developmental Disabilities Department and assumed the role of Clerk
- 8 Typist and has served diligently and productively in that position until her retirement effective December
- 9 30, 2016; and,
- 10
- 11 **WHEREAS**, Jolly has performed in the capacity of Clerk Typist II-DD Board in an efficient and
- 12 dependable manner and she has consistently done an outstanding job; and,
- 13
- 14 **WHEREAS**, Jolly has conducted herself in a professional and respectful manner at all times; interacting
- 15 positively with affiliated agency personnel, co-workers, visitors, callers and the clients served by the
- 16 Developmental Disabilities Board; and
- 17
- 18 **WHEREAS**, Jolly is considered a valuable employee whose skills, knowledge and professional approach
- 19 to those with whom she comes in contact, will be greatly missed.
- 20
- 21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 22 this day of _____ day of _____, 2016 does hereby recognize Jocelyn "Jolly" Lamb for 29
- 23 years of service and extends its best wishes to her in all future endeavors.

16-12A-167

Respectfully Submitted

DEVELOPMENTAL DISABILITIES BOARD

Louis Peer, Chair

Cheryl Drozdowicz

Becky Heimerl,

Wayne Gustina

Ed Brandsey

Bridget Rolek

Lynda Olson

Nancy Lannert, Vice Chair

Karl Dommershausen

Recognizing Jocelyn "Jolly" Lamb for her Service to Rock County
Page 2

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

Developmental Disabilities Board
INITIATED BY

Developmental Disabilities Board
SUBMITTED BY



Nick Osborne
DRAFTED BY

December 1, 2016
DATE DRAFTED

RECOGNIZING JOHN HANEWALL

1 **WHEREAS**, John Hanewall was hired by Rock County as a Master Social Worker on September 8, 1987,
2 was promoted to the Rock County Developmental Disabilities Deputy Director on March 9, 2009, and was
3 hired as Developmental Disabilities Director on May 15, 2011, serving in that role until his retirement on
4 December 31, 2016; and,
5
6 **WHEREAS**, during John's 20-plus years as a social worker at the Health Care Center and Rock Haven, he
7 received numerous commendations for the care he provided to residents; and,
8
9 **WHEREAS**, John exhibited care not only for residents, but also for his colleagues through his service as a
10 union representative; and,
11
12 **WHEREAS**, John advocated for the rights of Developmental Disabilities Board (DD Board) clients and
13 contributed his extensive knowledge and expertise in the fields of developmental disabilities and behavioral
14 health; and,
15
16 **WHEREAS**, John provided oversight in the development of quality programs for individuals with
17 developmental disabilities and managed complex budget decisions through challenging fiscal years; and,
18
19 **WHEREAS**, John fostered positive working relationships between Rock County, clients, the State of
20 Wisconsin, and contracted service providers; and,
21
22 **WHEREAS**, John led the DD Board through the Family Care Transition; and,
23
24 **WHEREAS**, John will be greatly missed for his sense of humor, wisdom, comradery, and fairness.
25
26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
27 this _____ day of _____, 2016 does hereby recognize John Hanewall for his service and extends
28 best wishes in his future endeavors.

16-12A-168

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

Recognizing John Hanewall
Page 2

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

Lisa Tollefson
INITIATED BY



Randy Terronez
DRAFTED BY

Finance Committee
SUBMITTED BY

December 7, 2016
DATE DRAFTED

**THANKING ROCK COUNTY ELECTION OFFICIALS INVOLVED IN THE
2016 PRESIDENTIAL ELECTION RECOUNT**

- 1 **WHEREAS**, Rock County was required, along with all counties, in Wisconsin to undertake a first ever
- 2 recount of a presidential election; and
- 3
- 4 **WHEREAS**, the state-imposed timeline required the support, coordination, and cooperation of
- 5 governmental and community organizations throughout Rock County; and
- 6
- 7 **WHEREAS**, residents of our community have chosen to take time out of their demanding lives to contribute
- 8 to the civil well-being of the recount process in Rock County; and
- 9
- 10 **WHEREAS**, recount workers for Rock County understand that voter confidence and trust depends on them
- 11 and that they influence the public's confidence and trust in the transparent administration of elections in
- 12 Wisconsin; and
- 13
- 14 **WHEREAS**, Rock County is extremely fortunate to have residents committed to being trained and willing
- 15 to work as recount workers; and
- 16
- 17 **WHEREAS**, the recount process began on Monday, November 28th and was completed on Monday,
- 18 December 12th, and required the dedication, commitment, focus, and patience of those directly involved in
- 19 the recount; and
- 20
- 21 **WHEREAS**, it is most appropriate to recognize the contributions of everyone involved in the recount
- 22 process, making the recount a success; and
- 23
- 24 **WHEREAS**, a substantial support team, including municipal clerks, Board of Canvass, recount workers,
- 25 law enforcement, and County staff, remained on target and contributed to the recount's success.
- 26
- 27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 28 this _____ day of _____, 2016 does hereby recognize the significant efforts of the municipal
- 29 clerks, Board of Canvass, recount workers, law enforcement, and County staff involved in the 2016
- 30 presidential election recount, and express their sincere gratitude on behalf of Rock County and its residents
- 31 for the outstanding service provided by all parties involved in the 2016 presidential election recount.

16-12A-169

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Brent Fox

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY



Sandra Disrud, Deputy Register of Deeds
DRAFTED BY

December 1, 2016
DATE DRAFTED

RECOGNIZING RANDY LEYES

1 **WHEREAS**, Randy Leyes was appointed to the office of Register of Deeds by Governor Tommy
2 Thompson on April 29, 1996 to fill the vacant Register of Deeds position. He competed in both a primary
3 and general election later that year. He was successful in those elections. Randy was elected to 6 two-
4 year terms and 2 four-year terms; and,
5
6 **WHEREAS**, the Register of Deeds has seen many changes over the last 21 years. Vital Records and Land
7 Records were two separate offices down the hall from each other. With the completion of the 1999
8 courthouse remodel, the two offices were merged into one. Staff and work load were able to be
9 consolidated and shared; and,
10
11 **WHEREAS**, in 2006, Fidlar's state of the art software was installed which allowed for images to be
12 scanned, indexed, and searched immediately after being received. This system has streamlined office
13 workflow and allowed for a reduction in staff. Records are able to be searched and viewed online.
14 Documents are able to be recorded electronically. 33% of all recordings are now filed electronically. Title
15 companies are able to search the records online from their office through subscriptions and the public is
16 able to purchase a copy of their deed at any time; and,
17
18 **WHEREAS**, in 2011, the State Vital Records began using a new software system. Instead of sending
19 through the mail, the hospitals submit birth records directly into the system online. In 2013, funeral homes
20 started submitting death certificates directly. In 2015, marriage certificates were submitted electronically.
21 The Vital Records program is continually evolving; and,
22
23 **WHEREAS**, Randy has always been receptive to advancing the efficiency of the office through
24 modernization. He often participated in the testing phase of new programs, embracing new technology;
25 and,
26
27 **WHEREAS**, on the Real Estate side, Randy has modernized record access. In 2013, he initiated a project
28 that scanned more than 600,000 documents from paper and microfilm, including deeds dating back to the
29 1830's. The tract books were also scanned. These documents are now available at the touch of a button;
30 and,
31
32 **WHEREAS**, Randy has served in various organizations including: Rock County Land Information
33 Council, Wisconsin Land Information Association, Wisconsin County Constitutional Officers
34 Association, and the Wisconsin Register of Deeds Association (serving as a board member, District
35 Chair and on numerous committees); and,
36
37 **WHEREAS**, through it all, the office has been self-sufficient through fees and services. After covering
38 expenses, the office has been able to contribute to the County's General Fund, to Land Records and to the
39 State; and,
40
41 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
42 this _____ day of _____, 2016 does hereby recognize Randy Leyes for his service and extends best
43 wishes in his future endeavors.

16-12A-170

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



Treasurer Vicki Brown
DRAFTED BY

Finance Committee
SUBMITTED BY

December 1, 2016
DATE DRAFTED

RECOGNIZING DEPUTY COUNTY TREASURER DENISE COLE

- 1 **WHEREAS**, Denise Cole has served the citizens of Rock County for the past 17½ years as a
- 2 dedicated and valued County employee; and
- 3
- 4 **WHEREAS**, Denise began her career with Rock County on August 2, 1999 as the Account Clerk
- 5 II/Collection Clerk in the Rock County Treasurer’s Office; and
- 6
- 7 **WHEREAS**, Denise accepted the position of Deputy County Treasurer on July 2, 2011, serving in
- 8 this position until her retirement, effective January 3, 2017; and
- 9
- 10 **WHEREAS**, Denise’s knowledge of the office, attention to detail, organizational skills, and
- 11 investigative abilities, most notably with the tax lien foreclosure process, are second to none; and
- 12
- 13 **WHEREAS**, Denise’s caring, creative, generous, and outgoing personality will be greatly missed
- 14 by many of her coworkers, as well as her laughter, storytelling, cutout cookies, delicious filled
- 15 cupcakes, birthday pizzas, and mechanical skills; and
- 16
- 17 **WHEREAS**, the Rock County Treasurer, the Rock County Finance Committee, with the Rock
- 18 County Board of Supervisors, representing the citizens of Rock County, wish to recognize Denise
- 19 Cole for her significant contributions to the Treasurer’s Office and to the citizens of Rock County,
- 20 and to thank her for her many years of wholehearted service.
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors at its
- 23 regular meeting this ____ day of _____, 2016, does hereby recognize Denise Cole for her
- 24 17½ years of dedicated service and extends its sincere expression of appreciation to Denise along
- 25 with best wishes for her future.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Sandra Kraft, Vice Chair

Mary Beaver

Eva M. Arnold

Brent Fox

Henry Brill

J. Russell Podzilni

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

16-12A-171

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Randy Terronez
DRAFTED BY

Finance Committee
SUBMITTED BY

December 5, 2016
DATE DRAFTED

RECOGNIZING VICKI BROWN FOR SERVICE TO ROCK COUNTY

- 1 **WHEREAS**, Vicki Brown began employment as a seasonal clerk in the County Treasurer’s Office before
- 2 becoming full-time on March 1, 1994 as an Account Clerk, then transferring to the Human Services
- 3 Department in various accounting positions beginning in 1999; and,
- 4
- 5 **WHEREAS**, Vicki Brown served as Treasurer for the Town of Janesville from 1999 to 2002; and,
- 6
- 7 **WHEREAS**, Vicki Brown was elected County Treasurer of Rock County on November 5, 2002 and
- 8 assumed office in January 2003 and will be officially retiring as County Treasurer as of January 3, 2017;
- 9 and,
- 10
- 11 **WHEREAS**, Ms. Brown has held leadership roles in the Wisconsin County Treasurers’ Association
- 12 (WCTA) having served at its legislative chair from 2006 to 2010 and president in 2010-2011; Ms.
- 13 Brown also served on the Wisconsin Counties Association (WCA) Board of Directors from 2012 –
- 14 2014; and,
- 15
- 16 **WHEREAS**, Ms. Brown was recognized by the WCTA by being awarded the inaugural WCTA
- 17 County Treasurer Special Recognition Award in 2014 and was only the 3rd County Treasurer in the
- 18 state to be certified as a Master County Treasurer through the UW Green Bay ; and,
- 19
- 20 **WHEREAS**, Ms. Brown was instrumental in the passage of legislation that created greater efficiencies
- 21 and clarification of property tax administration such as Act 171 of 2009 Wisconsin Acts regarding
- 22 chargeback of rescinded or refunded property taxes, Act 87 of 2013 Wisconsin Acts that relieved the
- 23 County from reimbursing local units of government for costs of demolishing buildings, and Acts 190
- 24 and 210 of 2007 Wisconsin Acts improving the distribution of property tax credits; and,
- 25
- 26 **WHEREAS**, Vicki Brown introduced a variety of service enhancements to the County Treasurer’s
- 27 Office including developing the 1st formal county investment policy that led to contracting of an
- 28 outside independent investor, and implemented a third-party credit card processing agent to handle
- 29 over \$25 million of on-line tax payments annually; and,
- 30
- 31 **WHEREAS**, Vicki Brown led the Office through the post 2008 housing crisis that saw a record
- 32 number of foreclosures that greatly increased staff workload with no increase in staff; and,
- 33
- 34 **WHEREAS**, Ms. Brown, after 22 cumulative years, will retire as County Treasurer of Rock County on
- 35 January 3, 2017, and has faithfully and impartially discharged the duties of County Treasurer in
- 36 accordance with the appropriate Wisconsin State Statutes; and,
- 37
- 38 **WHEREAS**, the County Treasurer’s Office staff and the Finance Committee wishes to recognize Vicki
- 39 Brown for service and significant contributions to Rock County.
- 40
- 41 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 42 this _____ day of _____, 2016, does hereby recognize Vicki Brown for her 22 cumulative
- 43 years of faithful service and extends its best wishes to her in her future endeavors.

16-12A-172

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**

Human Services Board
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Services Board
SUBMITTED BY

November 11, 2016
DATE DRAFTED

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

1 **WHEREAS**, the Wisconsin Department of Health Services (DHS) increases Adult Protective Services
2 (APS) funding in those counties where Family Care and IRIS programs are expanded; and,
3

4 **WHEREAS**, Family Care/IRIS was implemented in Rock County on July 1, 2016. Rock County Human
5 Services will begin receiving additional APS funds-prorated the first year of Family Care/IRIS
6 implementation, and thereafter in the amount of \$184,253; and,
7

8 **WHEREAS**, these funds are used to support the ongoing responsibility of the Rock County APS unit to
9 support the health and safety of vulnerable adults in Rock County.
10

11 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
12 this _____ day of _____, 2016, does hereby authorize the acceptance of the Adult Protective
13 Services funds.
14

15 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2016 be amended
16 as follows:
17

Account Description	Budget	Increase	Amended
<u>Source of Funds</u>	<u>12/1/16</u>	<u>(Decrease)</u>	<u>Budget</u>
36-3685-0000-42200	\$0	\$53,739	\$53,739
State Aid			
<u>Use of Funds</u>			
36-3685-0000-68206	\$0	\$53,739	\$53,739
Allocated LTS			

16-12A-173

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

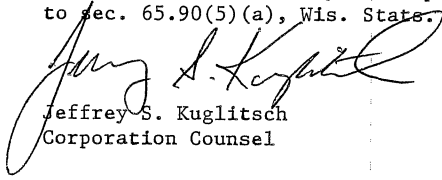
FINANCE COMMITTEE ENDORSEMENT

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(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

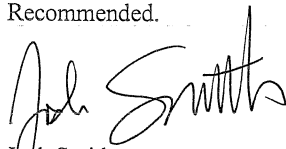
FISCAL NOTE:

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



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED 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**

1 **WHEREAS**, the Council on Aging receives funds from the Greater Wisconsin Agency on Aging
2 Resources and the Wisconsin Department of Transportation that are estimated during the budget
3 preparation process; and,
4
5 **WHEREAS**, the most recent 2017 allocations have been received from the Greater Wisconsin Agency on
6 Aging Resources and the Wisconsin Department of Transportation.
7
8 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
9 this _____ day of _____, 2016 does hereby amend the 2017 Rock County Council on Aging
10 budget as follows:

<u>Account/Description</u>	<u>Budget at 01/01/2017</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Elderly & Handicapped Transportation</u>			
<u>Source of Funds</u>			
30-3905-0000-42200 State Aid	408,909	(1,442)	407,467
<u>Use of Funds</u>			
30-3905-0000-64629 Other Transportation Expense	25,928	(1,442)	24,486
<u>Alzheimer's Family Caregiver Support Program</u>			
<u>Source of Funds</u>			
30-3920-0000-42200 State Aid	85,267	(16,031)	69,236
<u>Use of Funds</u>			
30-3920-0000-64615 Client Related Costs	70,828	(16,031)	54,797

16-12A-174

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

FINANCE COMMITTEE
ENDORSEMENT

Rick Richard, Chair

Reviewed and approved on a vote of

Jeremy Zajac, Vice Chair

Mary Mawhinney, Chair

Phil Owens

Norvain Pleasant

Kathy Schulz

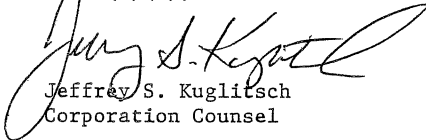
FISCAL NOTE:

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


Sherry Oja
Finance Director

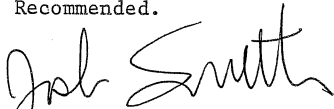
LEGAL NOTE:

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. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


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



Marie-Noel Sandoval
DRAFTED BY

Board of Health
SUBMITTED 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**

1 **WHEREAS**, Asthma is a chronic lung condition that affects 15 percent of adults and 10 percent of
 2 children in Wisconsin; and,
 3
 4 **WHEREAS**, Rock County Health Department was awarded a consolidated contract grant amendment
 5 from the Wisconsin Department of Health Services for Asthma Capacity; and,
 6
 7 **WHEREAS**, this is a twelve month consolidated grant amendment of \$23,000, beginning September 1,
 8 2016 and ending August 31, 2017; and,
 9
 10 **WHEREAS**, this consolidated grant amendment will provide Asthma health promotion and coordination
 11 with local health care providers, and other partners with the purpose of improving asthma rates in Rock
 12 County.

13
 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 15 this _____ day of _____, 2016 does hereby authorize the Rock County Health
 16 Department to accept this Consolidated Contract amendment in the amount of \$23,000, and amend the
 17 2016 Rock County Public Health Department Budget as follows:

Account/Description	Budget	Increase	Amended
Source of Funds	1/1/16	(Decrease)	Budget
31-3033-2017-42100			
Federal Aid	\$-0-	\$23,000	\$23,000
Use of Funds			
31-3033-2017-63110			
Administrative Expense	\$-0-	\$23,000	\$23,000

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Richard Bostwick
Richard Bostwick

Louis Peer
Louis Peer, Vice Chair

Linda Garrett
Linda Garrett

Dr. Keith Konkol, MD

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade
Judith Wade

Eric Gresens

16-12A-176

Accepting Asthma Capacity Program Grant Amendment to the Consolidated Contracts and Amending the
2016 Rock County Public Health Department Budget
Page 2

FISCAL NOTE:

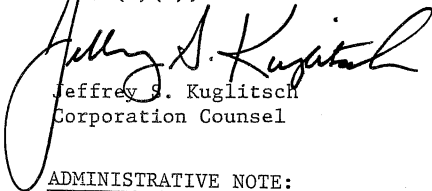
This resolution accepts \$23,000 in federal aid for asthma health promotion. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

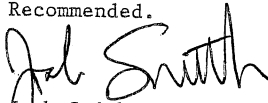
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 63.90(5)(a), Wis. Stats.



Jeffrey S. 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**



Public Works Committee
INITIATED BY

Ben Coopman, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 16, 2016
DATE DRAFTED

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

1 **WHEREAS**, a Motor Pool passenger vehicle (2014 Chevy Impala) assigned to the Human Services
2 Department Crisis Intervention Unit was damaged in a crash on October 31, 2016 and declared a total
3 loss by our insurance carrier; and,
4

5 **WHEREAS**, the Purchasing Ordinance does allow Rock County to purchase vehicles through a
6 cooperative purchasing agreement with the State of Wisconsin under contract #505ENT-M17-
7 2017VEHICS-02; and,
8

9 **WHEREAS**, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State Contract for
10 vehicles; and,
11

12 **WHEREAS**, the staff of Public Works did review the State of Wisconsin bid specifications and
13 recommends purchasing a 2017 4-Door Ford Fusion from Ewald Automotive to replace the demolished
14 vehicle.
15

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2016, authorizes the purchase through the State
18 Contract of a 2017 Ford Fusion from Ewald Automotive of Oconomowoc, Wisconsin, in the amount of
19 \$17,610 and an additional \$600 for setup costs of the new vehicle by the Department of Public Works.
20

21 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance by the
22 Public Works Director.
23

24 **BE IT FINALLY RESOLVED**, that the Motor Pool 2016 budget be amended to authorize funds for the
25 purchase as follows:
26

<u>Account/Description</u>	<u>Budget at 11/1/16</u>	<u>Increase/Decrease</u>	<u>Amended Budget</u>
<u>Use of Funds:</u>			
New Equipment			
41-4290-4290-67105	\$281,824	\$18,210	\$300,034
<u>Source of Funds:</u>			
Allocated Capital Equipment	(\$281,824)	(\$18,210)	(\$300,034)
41-4290-4290-68109			

Respectfully submitted,

PUBLIC WORKS COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Betty Jo Bussie
Betty Jo Bussie, Chair

Reviewed and approved on a vote of: _____

Brent Fox
Brent Fox, Vice Chair

Mary Mawhinney, Chair Date

Absent
Eva M. Arnold

Brenton Driscoll
Brenton Driscoll

Rick Richard
Rick Richard

16-12A-191

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

Page 2

FISCAL NOTE:

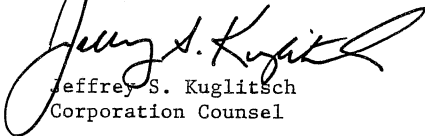
This resolution amends the motor pool budget to replace a vehicle that was totaled in an accident. Insurance will cover the cost of the replacement vehicle, less a \$2,500 deductible.



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
2 funds to help reduce gas and electric use in the State of Wisconsin; and,
3
4 WHEREAS, Focus on Energy has a program offering incentives to facilities to reduce their
5 usage by completing building re-commissioning with a maximum dollar amount of \$200,000 per
6 building and \$400,000 per entity per year; and,
7
8 WHEREAS, Facilities Management Director submitted an application and assessment to Focus
9 on Energy and was approved for \$146,000 for the Jail Audit and \$135,263 for the Courthouse
10 Audit; and,
11
12 WHEREAS, Focus on Energy will pay 75% of the audit up front and 100% of the audit and
13 implementation once implementation has been completed. The audit will start December 19,
14 2016 and be completed late Summer 2017, with implementation being completed in December,
15 2017 at a cost not to exceed \$200,000 for each buildings for both the audit and implementation;
16 and,
17
18 WHEREAS, 75% of the audit for the Jail is \$109,500 and 75% of the audit for the Courthouse is
19 \$101,447 for a total of \$210, 947; and,
20
21 WHEREAS, 25% of the Jail audit is \$36,500 and 25% of the Courthouse audit is \$33,816 for a
22 total of \$70,316; and,
23
24 WHEREAS, implementation cost of \$54,000 for the jail and \$64,737 for the Courthouse with a
25 total cost of \$118,737.
26
27 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
28 assembled this ____ day of _____, 2016 does hereby approve and authorizes
29 acceptance of these incentives.
30

31 BE IT FURTHER RESOLVED, that the Facilities Management 2016 and 2017 budget be
32 amended as follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>12/15/16</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>2016</u> <u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1818-0000-42228 Focus on Energy	0	\$109,500	\$109,500
<u>Use of Funds:</u>			
18-1818-0000-62400 Repair & Maintenance Services	\$305,414	\$109,500	\$414,914

16-12A-194

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
Page 2

43				2016
44		BUDGET	INCREASE/	AMENDED
45	<u>ACCOUNT/DESCRIPTION</u>	<u>12/15/16</u>	<u>(DECREASE)</u>	<u>BUDGET</u>
46	<u>Source of Funds</u>			
47	18-1810-0000-42228			
48	Focus on Energy	0	\$101,447	\$101,447
49				
50	<u>Use of Funds:</u>			
51	18-1810-0000-62400			
52	Repair & Maintenance Services	\$50,852	\$101,447	\$152,299
53				
54				2017
55		BUDGET	INCREASE	AMENDED
56	<u>ACCOUNT/DESCRIPTION</u>	<u>12/15/17</u>	<u>(DECREASE)</u>	<u>BUDGET</u>
57	<u>Source of Funds</u>			
58	18-1818-0000-42228			
59	Focus on Energy	0	\$90,500	\$90,500
60				
61	<u>Use of Funds:</u>			
62	18-1818-0000-62400			
63	Repair & Maintenance Services	\$40,000	\$90,500	\$130,500
64				
65	<u>Source of Funds</u>			
66	18-1810-0000-42228			
67	Focus on Energy	0	\$98,553	\$98,553
68				
69	<u>Use of Funds:</u>			
70	18-1810-0000-62400			
71	Repair & Maintenance Services	\$50,000	\$98,553	\$148,553

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Hank Brill, Chair

Reviewed and approved on a vote of _____

Jason Heidenreich, Vice Chair

Mary Mawhinney, Chair

Robert Yeomans

David Homan

Jeremy Zajac

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
Page 3

FISCAL NOTE:

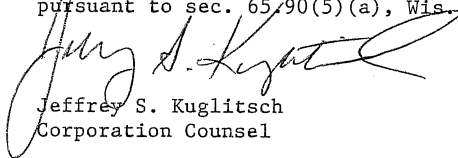
This resolution amends the 2016 and 2017 budgets to accept and expend Focus on Energy funds.
These funds will be used for an energy audit and for the implementation of the audit's findings.



Sherry Oja
Finance Director

LEGAL NOTE:

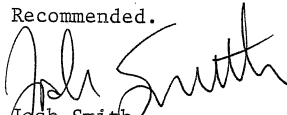
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19),
Wis. Stats. As an amendment to the adopted 2016 and 2017 County Budget, this
Resolution requires a 2/3 vote of the entire membership of the County Board
pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh 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 programming controls getting the building to operate at peak energy efficiency.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Sergeant Shena Kohler
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

November 22, 2016
DATE DRAFTED

**AWARDING CONTRACT FOR ROCK COUNTY'S
OUTDOOR WARNING SIREN SYSTEM - PREVENTATIVE MAINTENANCE PROGRAM**

- 1 **WHEREAS**, Rock County Emergency Management recognizes the need for preventative maintenance
- 2 of the outdoor warning system located in Rock County due to the age of the 40 sirens; and,
- 3
- 4 **WHEREAS**, Rock County wants to establish a three-year preventative maintenance cycle for the siren
- 5 system; and,
- 6
- 7 **WHEREAS**, Rock County Purchasing Department did advertise and solicit bids for the preventative
- 8 maintenance of the sirens (summary attached); and,
- 9
- 10 **WHEREAS**, the bids received were reviewed by Rock County Emergency Management and the Rock
- 11 County Purchasing Manager with the recommendation that a contract be awarded to the lowest, most
- 12 responsive and responsible bidder, Bandt Communications.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 15 assembled this _____ day of _____, 2016 that a contract be awarded to Bandt
- 16 Communications of Janesville, Wisconsin for maintenance of the 40 sirens over the next three years at a
- 17 cost of \$3,510 for 2017, \$3,780 for 2018, and \$3,510 for 2019.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Phil Owens
Phil Owens

16-12A-175

AWARDING CONTRACT FOR ROCK COUNTY'S OUTDOOR WARNING SIREN SYSTEM - ^{12.B.1.(2)}
PREVENTATIVE MAINTENANCE PROGRAM

Page 2

FISCAL NOTE:

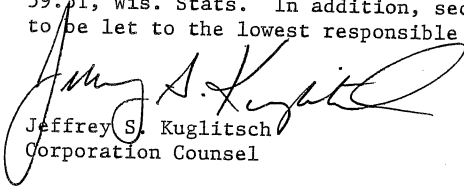
Funds have been included in the 2017 budget and will need to be included in future budgets for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

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

**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:

2017	\$3,510.00 for maintenance of 13 sirens
2018	\$3,780.00 for maintenance of 14 sirens
2019	\$3,510.00 for maintenance of 13 sirens

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

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



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

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

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

Chief Deputy Barbara J. Barringer-Tillman
SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:

Mark Beas
CHAIR

50
VOTE

12/5/16
DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Nick Baker
INITIATED BY

Agriculture & Extension Education Committee
SUBMITTED BY



Nick Baker
DRAFTED BY

December 5, 2016
DATE DRAFTED

Awarding Contract for Soil Finisher

- 1 **WHEREAS**, the Rock County Farm Capital Improvement Account has sufficient funds in the 2017
- 2 budget for updating the current tillage equipment; and,
- 3
- 4 **WHEREAS**, the current tillage equipment has been used beyond the repairable and usable life making
- 5 improvements to it cost prohibitive for the age of the equipment; and,
- 6
- 7 **WHEREAS**, it has been determined that updating the existing tillage equipment with a cost effective
- 8 used replacement will meet the needs of research and farming operations while being the most
- 9 economically feasible option; and,
- 10
- 11 **WHEREAS**, the Rock County Agriculture Extension Agent has solicited quotes for a suitable
- 12 replacement soil finisher and was able to find one suitable quote which is attached, being the lowest quote
- 13 meeting the needs while providing the highest trade value for existing outdated equipment.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2016, issue a Purchase Order to Mid-State Equipment,
- 17 Janesville, WI, in the amount of \$12,000.00 to purchase a Soil Finisher to be utilized at the Rock County
- 18 Farm.

Respectfully submitted,

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

Richard Bostwick, Chair

Wes Davis, Vice Chair

Brenton Driscoll

Alan Sweeney

Kara Hawes

16-12A-177

Awarding Contract for Soil Finisher
Page 2

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:

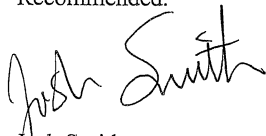
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



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.



www.midstateequipment.com

W1115 Bristol Rd.
Columbus, WI 53925
920-623-4020

4323 E US Hwy 14
Janesville, WI 53546
608-754-8450

8841 Antioch Rd

PO Box 10
Salem, WI 53168
262-843-2326

S9711 Hwy 12
Prairie Du Sac, WI 53578
608-643-3307

355 Transit Dr. RENTALS
Columbus, WI 53925
920-623-4300

CUSTOMER INVOICE

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

Date 11.10.16
Customer Acct# _____
Phone# _____
Cell# Nick Baker 262.949.6948
Fax# _____
Email _____

PAYMENT TYPE
 Cash Internal charge JD note Mastercard Customer Clearing
 Farm Plan Check# _____ JDCRP Visa Other PO

EQUIPMENT INFORMATION

New	Usd	Make	Model	Description	Hrs	Tag#	Serial#	Amount	GWV (lbs.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sunflower	6220	18' Finisher		118595	6295184	\$16,000.00	12,000
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

EQUIPMENT DESCRIPTION / NOTES	Amount	Freight and Delivery
	\$16,000.00	Subtotal
	\$4,000.00	Less Trade
		Convenience Fee
	\$12,000.00	Subtotal
		Sales Tax %
10% Non-Refundable down payment required prior to ordering of Special ordered and NonStocked items.		Payoff Amount

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

Year	Mke	Model	Description	Hrs	Tag#	Serial#	Trade Value	Amount	Total Cash price
	CIH	4800	21.5' FC			JAG0058468	\$4,000.00	\$12,000.00	

WARRANTY INFORMATION
 New Extended Manufacture
 Used No Warranty Other/See below
 Warranty doesn't cover delivery fee/service calls

Term _____ Hours _____
 Term _____ Hours _____

All known defects of trades have been disclosed to Mid-State Representative prior to agreement. _____ (Customer Initials)

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 11.10.16
 MID-STATE SALES REPRESENTATIVE DATE Auth, Dealer Signature

Quote Expiration Date: _____ **Thank you for your business!** Rev. 02/18/2015

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

Education, Veterans & Aging
Services Committee
SUBMITTED BY

November 18, 2016
DATE DRAFTED

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

- 1 **WHEREAS**, the Rock County Transit Program operates a program to provide accessible transportation
- 2 to residents of Rock County who have disabilities and for older adults; and,
- 3
- 4 **WHEREAS**, the County utilizes contracted drivers to provide these services; and,
- 5
- 6 **WHEREAS**, Purchasing did solicit proposals for Driver Recruitment services for the period of January 1,
- 7 2017 through December 31, 2019, with the possibility of two one-year extensions, not to exceed five
- 8 years, with one firm responding; and,
- 9
- 10 **WHEREAS**, the Council on Aging Director and the Purchasing Manager did review the proposal
- 11 received and recommend acceptance of the Manpower proposal.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2016 does hereby approve entering into a Driver Recruitment
- 15 Contract with Manpower of Janesville, Wisconsin under the terms set forth in Request for Proposal
- 16 #2017-20, and authorizes the County Board Chair to approve the contract developed from the above
- 17 project.

16-12A-178

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:

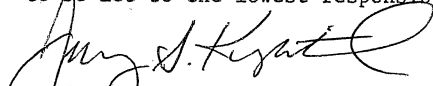
This resolution awards the transit driver services contract to Manpower. These services are included in the 2017 budget and funded by state aid and a 20% County match.



Sherry Oja
Finance Director

LEGAL NOTE:

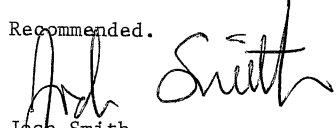
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh 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.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER #2017-20
PROJECT NAME TRANSIT DRIVER SERVICES
PROJECT DUE DATE NOVEMBER 8, 2016 – 12:00 NOON
DEPARTMENT COUNCIL ON AGING, TRANSIT PROGRAM

	MANPOWER JANESVILLE WI
2017 HOURLY BILL RATE	\$16.42
2018 HOURLY BILL RATE	\$16.75
2019 HOURLY BILL RATE	\$17.08

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

Joyce Miller 11/18/2016
Signature Date

GOVERNING COMMITTEE APPROVAL:

Chair Vote Date

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Ben Coopman, Director of Public Works
DRAFTED BY

Public Works Committee
SUBMITTED 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
- 2 the Main Shop on Newville Road; and,
- 3
- 4 **WHEREAS**, the DPW, in conjunction with the Rock County Purchasing Division, solicited bids for
- 5 the shop boiler replacement at DPW's Main Shop; and,
- 6
- 7 **WHEREAS**, there was \$25,000 budgeted for this project; and,
- 8
- 9 **WHEREAS**, the lowest responsible bid came in over the budgeted amount (\$45,240); and,
- 10
- 11 **WHEREAS**, there were several other buildings and grounds projects that were accomplished under
- 12 budget, which allows for the remaining balance of \$20,240 available to be used for the boiler
- 13 replacement project at the DPW Main Shop.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 16 assembled this ____ day of _____, 2016 does award the bid for the shop boiler replacement
- 17 at DPW's Main Shop to the lowest responsible bidder, TRI-COR Mechanical of Janesville, WI with a
- 18 total bid of \$45,240.

16-12A-192

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice Chair

Absent
Eva M. Arnold

Brenton Driscoll
Brenton Driscoll

Rick Richard
Rick Richard

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

FISCAL NOTE:

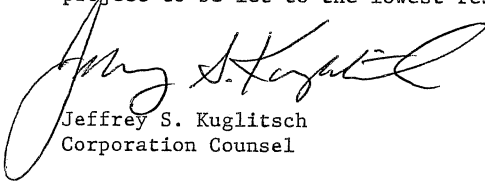
Sufficient funds are available in the Public Works Building and Grounds Cost Pool for the cost of this project. This project is being fund by \$25,000 carried over from the 2015 budget for this purpose and by \$20,240 in cost savings from various other Public Works capital projects.



Sherry Oja
Finance Director

LEGAL NOTE:

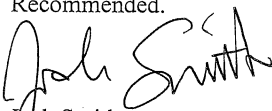
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



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 than 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

	TRI-COR MECHANICAL JANESVILLE WI	JC HEATING JANESVILLE WI	ILLINGWORTH KILGUST WEST ALLIS WI	H & H INDUSTRIES MADISON WI
BASE BID	\$ 45,240.00	\$ 47,030.00	\$ 51,238.00	\$ 56,500.00
START DATE	8 WEEKS AFTER AWARD	1/23/17	12/15/16	2/1/17
COMPLETION	14 WEEKS AFTER AWARD	2/1/17	1/31/17	3/5/17

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. Chapman, Jr. 11-29-16
 DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR /s/ Betty Jo Bussie VOTE 4-0 DATE 12/8/16

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 29, 2016
DATE DRAFTED _____

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

1 **WHEREAS**, the Department of Public Works (DPW) has applied for and been approved for
2 federal aid to design a reconstruction project for CTH MM (Ruger Avenue, City of Janesville);
3 and,
4
5 **WHEREAS**, the DPW intends to apply for federal aid in the 2017-2022 funding cycle for the
6 construction of CTH MM (Ruger Avenue) between Wright Road and USH 14; and,
7
8 **WHEREAS**, Section 83.035, Wis. Stats, allows the County, through its highway committee or
9 other designated county official or officials, to enter into contracts with cities, villages and towns
10 within the county borders to enable the county to construct and maintain streets and highways in
11 such municipalities; and,
12
13 **WHEREAS**, Rock County and the City of Janesville shall fund the local share of design and
14 construction of CTH MM (Ruger Avenue) based on percentages of responsibilities; and,
15
16 **WHEREAS**, the functional/jurisdictional relationship of present County and Local Highway
17 Systems have been cooperatively reviewed by the City of Janesville and Rock County; and,
18
19 **WHEREAS**, Rock County and the City of Janesville have cooperated in developing this
20 jurisdictional change upon completion of the road project; and,
21
22 **WHEREAS**, Section 83.025(1)(a), Wis. Stats, allows the County Board to make changes to the
23 County Trunk Highway system with the approval of the governing body of the communities in
24 which the proposed changes are located; and,
25
26 **WHEREAS**, in anticipation of this transfer, design of the road project is anticipated to begin in
27 2017 with construction scheduled in state fiscal year 2019.
28
29 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
30 assembled this ____ day of _____, 2016 does hereby authorize this road project and
31 accept respective federal aid; and,
32
33 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors approves the
34 following segments of highway be removed from the County highway system and transferred to
35 the City of Janesville:
36
37 Existing CTH MM (Ruger Avenue) from a point at the intersection of Wright Road,
38 thence easterly approximately 1.0 mile to a point at the intersection of USH 14.
39
40 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the
41 County Board Chair to execute the Jurisdictional Transfer Agreement with the City of Janesville
42 upon completion of the reconstruction project.

16-12A-193

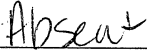
AUTHORIZING ROAD RECONSTRUCTION PROJECT AND JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY MM, CITY OF JANESVILLE
Page 2

Respectfully submitted,

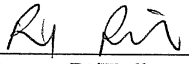
PUBLIC WORKS COMMITTEE


Betty Jo Bussie, Chair


Brent Fox, Vice-Chair


Eva Arnold


Brenton Driscoll


~~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

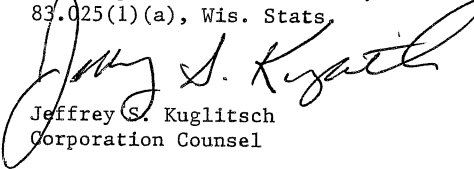
FISCAL NOTE:

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

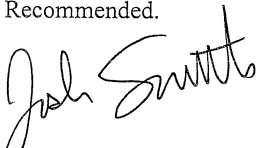
LEGAL NOTE:

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


Jeffrey S. 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.

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

Amy Spoden, Human Resource Manager
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 2, 2016
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Rock County has an established Personnel Ordinance; and,
 2
 3 **WHEREAS**, it is good practice to review the personnel ordinance language on an annual basis; and
 4
 5 **WHEREAS**, certain additional changes have been suggested by Employees and Department Managers; and,
 6
 7 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
 8 12:01 a.m. January 1, 2017.
 9
 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
 11 _____ day of _____, 2016 does hereby amend Chapter XVIII, the County's Personnel
 12 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

16-11D-148
841-11-9

48 defined by law, except as allowable as a bonafide occupational requirement
49 and with proper regard for their rights as citizens.

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

54
55 C. Provide a system of standardized titles and standardized class descriptions for the ef-
56 fective administration of personnel activities such as: manpower planning and
57 budgeting, standards of job performance, fair and equitable pay, valid selection and
58 recruitment programs, training programs and career development.

59
60 D. Provide a system to recruit and select the most qualified persons for positions in
61 County service. Recruitment and selection shall be conducted in an affirmative
62 manner to ensure open competition, provide equal employment opportunity, prohibit
63 discrimination based on the categories identified above to ensure that persons of
64 disadvantaged groups are fairly represented in the County workforce.

65
66 E. Provide an effective career development plan for qualified employees through
67 promotional opportunities in an environment free of discrimination.
68

69 Scope

70 18.103

71

72 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The
73 provisions of this Ordinance do not vary or modify the at will employment relationship between the
74 employee and the County. Any individual may voluntarily cease employment upon proper notice and
75 may be terminated by Rock County at any time and for any reason. Any oral or written statements of
76 promises to the contrary are expressly disallowed and should not be relied upon by any prospective or
77 existing employee. The contents of this ordinance are subject to change at any time by action of the
78 County Board.
79

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

82

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

84

85 (b) elected County Officials;

86

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

88

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

92

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

95

96 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,
97 which shall be handled by the Public Safety and Justice Committee of the Rock
98 County Board of Supervisors in accordance with statute.
99

100 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected
101 Department Heads.

102

103 Collective Bargaining Agreements

104 18.104

105

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

109

110 Human Resources Section of the Administrative Policies and Procedures Manual

111 18.105

112

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

118

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

121

122 Department Work Rules

123 18.106

124

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

129

130 Non-Elected Department Heads

131 18.107

132

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

142

143 Administrator Position

144 18.108

145

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

149

150 Sheriff's Office Command Staff

151 18.109

152

153 In addition to the benefits provided to other unilateral employees, if the following provisions of the
154 labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such
155 modifications shall be extended to the Chief Deputy (Resolution 93-12A-118); Commanders
156 (Resolution 91-11D-118); and Captains (Resolution 09-1B-189).

157

- 158 • Education
- 159 • Health insurance for retirees*
- 160 • Life insurance
- 161 • Retirement
- 162 • Sick Leave Accumulation
- 163 • Sick leave payout
- 164 • Sick leave payment
- 165 • Uniform allowance
- 166 • Worker's compensation

167

168 *For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay
169 100% of the health insurance premiums for the applicable coverage for the retired and eligible
170 dependents thru the end of the month before they turn 65.

171

172 Correctional Supervisor173 18.109(a)

174

175 In addition to the benefits provided to other unilateral employees, if the retirement provision of the
 176 labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such
 177 modification shall be extended to the Correctional Supervisor.

178

179 Amendments180 18.110

181

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

184

185 Management Rights186 18.111

187

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

190

- 191 1) Hire, promote, demote, suspend, discipline, and discharge;
- 192
- 193 2) Decide job qualifications for hiring;
- 194
- 195 3) Transfer or layoff because of lack of work, discontinuance of services, or other
 196 legitimate reasons;
- 197
- 198 4) Subcontract for economic reasons or when it is not feasible for county employees to
 199 perform the work;
- 200
- 201 5) Abolish or create positions;
- 202
- 203 6) Create job descriptions and determine the composition thereof;
- 204
- 205 7) Plan and schedule work;
- 206
- 207 8) Determine the methods and processes and manner of performing work;
- 208
- 209 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 210
- 211 10) Determine the location, operation and type of physical structures, facilities,
 212 equipment of the county;
- 213
- 214 11) Plan and schedule any training programs,
- 215
- 216 12) Create, promulgate and enforce reasonable work rules;
- 217
- 218 13) Determine and enforce regulations governing conduct and safety;
- 219
- 220 14) Determine what constitutes good and efficient county service, and all other
 221 functions of management and direction.

222

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

225

226 Responsibilities and Authority227 18.112

228

229 A. County Board. The County Board shall:

230

- 231 (1) approve the annual County budget, including requests for personnel
 232 adjustments.
- 233
- 234 (2) review and approve County Personnel Ordinance and amendments.

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- (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.

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- (5) notify the payroll section of all relevant changes.
- (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
- (7) maintain complete employment and performance records of all County employees.
- (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
- (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
- (10) develop and maintain the Classification Plan.
- (11) develop and administer the recruitment and selection program.
- (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
- (13) monitor temporary and overtime assignments.
- (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.
- (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
- (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
- (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
- (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
- (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
- (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
- (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
- (23) develop such regulations as necessary to carry out the intent of this Ordinance.
- (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

- 360 (25) develop and maintain the County wide training program within budgetary
 361 limitations.
 362
 363 (26) administer and manage the County's Worker's Compensation program.
 364
 365 (27) insure that Department Work Rules are fairly designed and administered.
 366

367 F. Department Heads. Department Heads shall:

- 368
 369 (1) enforce the Personnel Ordinance, and the Human Resource Policies and
 370 Procedures in their respective department.
 371
 372 (2) adopt such additional Department Work Rules as required by law and/or
 373 necessary for the operations of the Department subject to approval of the
 374 Human Resources Director.
 375
 376 (3) initiate and process personnel transactions affecting their employees using
 377 forms provided by the Human Resources Director.
 378
 379 (4) maintain an employee service record for each employee.
 380
 381 (5) notify the Human Resources Director of all changes in permanent
 382 personnel records including change of address, insurance coverage and
 383 other relevant information.
 384
 385 (6) keep employees informed of current personnel policies.
 386
 387 (7) conduct second step grievance procedures hearings as may be necessary
 388 under Section 18.805, and adjust such grievances as may be appropriate.
 389
 390 (8) appoint and remove employees to positions subject to Section 18.304 and
 391 18.806, and consistent with applicable State Statutes and inform governing
 392 committee of said appointments.
 393
 394 (9) in collaboration with the Human Resources Director, develop employee
 395 orientation and in service training programs.
 396
 397 (10) administer discipline and delegate such authority to supervisory personnel
 398 as appropriate subject to Section 18.806.
 399
 400 (11) conduct performance reviews of all immediate subordinate employees on
 401 no less frequent than an annual basis
 402
 403 (12) obtain prior approval of the County Administrator when taking vacation
 404 days, or when traveling out of the County on County business. (This
 405 provision does not apply to elected County Officials.) The memo making
 406 the request should include a designated department contact person, as
 407 well as a phone number where the Department Head can be reached (if
 408 possible).
 409
 410 (13) develop and monitor department budget.

411
 412 G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors
 413 shall:

- 414
 415 (1) interview and recommend applicants for appointments to and removal
 416 from subordinate positions.
 417
 418 (2) implement the Personnel Ordinance, HR Policies and Procedures and
 419 Department Work Rules in their unit.
 420
 421 (3) conduct performance reviews of all immediate subordinate employees on
 422 no less frequent than an annual basis.

- 423
424 (4) administer discipline to employees as necessary.
425
426 (5) conduct first step grievance hearings as may be necessary under Section
427 18.806, and adjust such grievances as may be appropriate.
428

Section 2: Classification Plan

Development and Administration

18.201

433

434 The Human Resources Director shall be responsible for the overall development and administration of the
435 Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate
436 resources. The County Administrator position shall be an unclassified position.
437

Position Description

18.202

440

441 Each employee shall have an accurate position description that describes the knowledge, skills and
442 abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the
443 goals; and identifies the essential job functions.
444

Allocation of New Positions

18.203

447

448 The Human Resources Director shall allocate new positions that have been approved by the County
449 Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the
450 Human Resources Director shall establish a new classification. An appropriate pay range for the
451 classification shall be assigned subject to the approval of the County Board Staff Committee, and
452 confirmation of the County Board unless otherwise established through the budgetary process.
453

Abolition of Unnecessary Classifications

18.204

456

457 When it is determined that a classification or classifications are no longer useful or appropriate, the
458 Human Resources Director shall inform the County Board Staff Committee that such classes have been
459 abolished.
460

Reclassification Requests

18.205

463

464 A reclassification is the re assignment of a position from one existing class to another class to
465 recognize a change in the duties and responsibilities of a position.
466 Reclassification requests shall normally be contained within the annual budget. In such situations,
467 prior to approval of the budget, the Human Resources Department shall audit the position and make a
468 written recommendation to the County Administrator who shall then recommend approval or denial of
469 reclassification requests. If a reclassification request is denied, the position shall not be reconsidered
470 for reclassification until there is a significant change in the duties and responsibilities of the position.
471 If, in exceptional cases, duties of a position change during a budget year, the County Board may
472 approve a reclassification request upon the performance of a job audit and the recommendation of the
473 Human Resources Director and County Administrator and with the confirmation of the County Board
474 Staff Committee.
475

Reallocation Requests

18.206

478

479 A reallocation is the re assignment of a position from one pay range to another pay range to correct an
480 error in the original assignment, to reflect changing labor market conditions, or to reflect significant
481 changes over a period of time in the duties and the responsibilities of the position.
482

483 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will
484 become effective the first day of the fiscal year. Persons in positions reallocated shall normally be

485 advanced to the step with the next highest dollar amount in the new pay range. Future step increases
 486 will be paid according to the employee's new employee group or pay grid. In unusual circumstances,
 487 the reallocated individual may be placed in a higher step upon approval of the Human Resources
 488 Director and the County Administrator.

489
 490 If the employee's current rate of pay is greater than the maximum of the new range, the employee will
 491 be red-circled in accordance with section 18.411.

492
 493 When a position becomes vacant and it is determined by the Human Resources Director and the
 494 County Administrator that a reallocation of the position is necessary for recruitment purposes, such
 495 reallocation may occur outside the budget process upon the confirmation of the County Board Staff
 496 Committee and approval of the County Board.

497
 498 Reorganization of Department
 499 18.207

500
 501 Each time a department or division of a department is reorganized, class descriptions for all affected
 502 employees shall be submitted to the Human Resources Director for review and approval as part of such
 503 reorganization.

504
 505 Position Description Questionnaires/Job Audits
 506 18.208

507
 508 The Human Resources Director may require departments or employees to submit Position Description
 509 Questionnaires when vacancies occur, any time there is reason to believe that there has been a
 510 significant change in the duties and responsibilities of one or more positions, or as part of a job audit
 511 conducted by the Human Resources Department.

512
 513 Review of Classification Plan
 514 18.209

515
 516 At least every three years, or as often as may be appropriate, the Human Resources Director shall
 517 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
 518 bilities and market conditions. The Human Resources Director shall take whatever action is
 519 appropriate to amend and update the Classification Plan, subject to the review of the County Board
 520 Staff Committee and approval of the County Board.

521
 522 Underslotting
 523 18.210

524
 525 As a vacancy occurs, the Department Head may recommend the position not be filled at the existing
 526 level. With the concurrence of the Human Resources Director and County Administrator, the position
 527 may be filled at a lower classification.

528
 529 Upgrade
 530 18.211

531
 532 ~~Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human~~
 533 ~~Resources Department shall audit the position and make a written recommendation to the County~~
 534 ~~Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade~~
 535 ~~request is denied, the position shall not be reconsidered for upgrade until there is a significant change~~
 536 ~~in the duties and responsibilities of the position.~~
 537 ~~When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring~~
 538 ~~procedures for approved upgraded positions shall be subject to guidelines established by the Human~~
 539 ~~Resources Director.~~

540
 541 **Section 3: Recruitment and Selection**

542
 543 Recruitment
 544 18.301

545
 546 The Human Resources Director shall develop and conduct an active recruitment program designed to
 547 meet current and projected County manpower needs.

548

549 Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield
550 qualified candidates.

551

552 (a) Job Announcements and Publicity.

553

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

561

562 (b) Application Form.

563

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

567

568 (c) Rejection of Applications.

569

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

571

572 (1) does not meet the minimum qualifications established for the position.

573

574 (2) provides any false or misleading information in the application process.

575

576 (3) is physically, mentally or otherwise unable to perform the duties of the
577 position, with or without a reasonable accommodation, as permitted under
578 applicable State and Federal laws.

579

580 (4) has been convicted of a crime, which renders him/her unsuitable for the
581 position, as permitted under applicable State and Federal laws.

582

583 (5) is not within the legal age limits prescribed for the position or for County
584 employment.

585

586 (6) has established an unsatisfactory employment record, which demonstrates
587 unsuitability for the position.

588

589 (7) is a member of an organization, which advocates the violent overthrow of
590 the government of the United States.

591

592 (8) based on job related factors, is found by the Human Resources Director to
593 be clearly unsuitable for the position for which he/she has applied.

594

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

597

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

600

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

603

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

607

608 Relocation Expense

609 18.302

610

611 An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable
 612 commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile to
 613 Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon
 614 recommendation of the County Administrator and approval of the County Board Staff Committee, to
 615 be in the best interest of Rock County to offer such contribution. An employee receiving a contribution
 616 toward moving expenses shall remain a resident and employee of Rock County for not less than three
 617 (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a
 618 pro rata basis.

619
 620 Selection
 621 18.303
 622

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

627
 628 (a) Selection Devices.
 629

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

636
 637 (b) Confidentiality.
 638

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

643
 644 Eligibility Lists
 645 18.304
 646

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

654
 655 (a) Layoff List for unilateral employees.
 656

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

667
 668 (b) Open Competitive and Promotional Eligibility.
 669

670 The Human Resources Director may establish and maintain such open competitive
 671 and promotional eligibility lists of applicants who have qualified for a particular
 672 job or class of County positions.
 673

- 674 (c) Duration of Eligibility Lists.
 675
 676 The duration of eligibility lists shall be not less than one year, or as provided for in
 677 a Department's Work Rules.
 678
 679 (d) Removal of Candidates from Eligibility Lists.
 680
 681 The Human Resources Director may remove candidates from an eligibility list if
 682 the candidate:
 683
 684 (1) receives a regular appointment to a position in the same class or another
 685 class having the same or higher pay grade.
 686
 687 (2) files a written statement indicating unwillingness to accept appointment.
 688
 689 (2) declines an offer of employment under such conditions previously
 690 indicated by the candidate as acceptable.
 691
 692 (4) fails to respond within a specified time period to any official written
 693 inquiry regarding relative availability.
 694
 695 (5) fails to report for an interview or for duty at the time specified by the
 696 Human Resources Director or appointing authority.
 697
 698 (6) is disqualified for employment under County policies or state law.
 699
 700 (7) factors covered under Section 18.301.
 701
 702 (e) The Human Resources Director shall notify each candidate in writing of his/her
 703 removal from an eligibility list. The candidate may appeal his/her removal from
 704 an eligibility list and, at the discretion of the Human Resources Director, the
 705 candidate may be reinstated.
 706

707 Certification and Appointment
 708 18.305

709
 710 Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a
 711 request to the Human Resources Director to provide names of eligible candidates.
 712

713 Appointment of Eligible Candidates.

714
 715 The appointing authority shall make an appointment from among the names submitted by the Human
 716 Resources Director. The appointing authority shall justify to the Human Resources Director each
 717 candidate's unsuitability if they are bypassed on the list. Such justification must be acceptable to the
 718 Human Resources Director.
 719

720 The date upon which a new employee commences employment shall be jointly determined by the
 721 Human Resources Director and Department Head Hiring Manager.
 722

723 Probationary Period
 724 18.306

725
 726 Except for Department Heads and the County Administrator, original appointments to all positions shall
 727 be made with a Probationary Period of one (1) calendar year.
 728

729 The length of the Probationary Period shall be specified in the written offer of employment, which will be
 730 written by the Human Resources Department.
 731

- 732 (1) Regular status begins on the first workday following completion of the
 733 Probationary Period.
 734
 735 (2) The Probationary Period may be extended for a period of time not to
 736 exceed six (6) months, with prior approval of the Human Resources

- 737 Director. This request must be made in writing citing the reason for the
738 request.
739
- 740 (3) An employee shall automatically be appointed at the end of the prescribed
741 Probationary Period, unless the appointing authority, with approval of the
742 Human Resources Director, notifies the probationary employee of the
743 extension, or the unsuccessful completion of the Probationary Period at
744 which time the employee shall have their Probationary Period extended or
745 be dismissed.
746
- 747 (4) Dismissal of an employee during the initial Probationary Period shall be at the
748 sole discretion of the employer and without recourse to the grievance
749 procedures herein provided.
750
- 751 (5) An employee appointed to a position in an acting capacity by the County
752 Administrator and subsequently selected as the regular employee in that
753 position shall have his/her total time of continuous employment, including
754 the time spent in an interim capacity, counted for seniority purposes, but
755 shall serve at least a six month Probationary Period after regular
756 appointment. When an employee is in an acting capacity, the employee
757 will continue to receive step increases as provided under Section 18.405.
758
- 759 (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and
760 Project Staff, will not be permitted to apply for other positions until they
761 have completed twelve months of employment. An employee who has
762 completed at least six months of their probationary period, may sign for a
763 lateral transfer in the same classification with in the same division. In
764 unusual circumstances, this requirement may be waived in advance and in
765 writing by the current Department Head and Human Resources Director.
766
- 767 (7) Completion of the Probationary period does not guarantee continued
768 employment for any specified period of time, nor does it modify or change the
769 employee's at will status.
770

771 Part-time and Seasonal Employment

772 18.307

773
774 When possible, employment shall be on a full time year round basis. However, when it is determined
775 to be in the best interest of the County, part-time and seasonal employees may be hired.
776

777 Temporary Appointments

778 18.308

779
780 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
781 available or if the eligible candidates are not available for temporary work, the Human Resources
782 Director may authorize the appointment of a qualified individual. The acceptance or refusal by an
783 eligible candidate of a temporary appointment shall not affect the candidate's standing on the eligibility
784 list for regular appointment.
785

786 Overlap Double Fill of Positions

787 18.309

788
789 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
790 Board. This would include cases where the Department Head requests an overlap of personnel for
791 more than one payroll period in order to train the new employee. The request should be approved by
792 the governing committee and County Board Staff Committee prior to submission to the Board.
793

794 Other Appointments May Follow Ordinance

795 18.310

796
797 Nothing herein shall preclude an appointing authority from filling those positions not covered by this
798 Ordinance in a manner consistent with it.
799

Section 4: Salary Administration

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Pay Plans 18.401

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 18.402

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 18.403

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 18.404

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 18.405

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.

860 Productivity/Incentive Awards861 18.406

862

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

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879

(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.

880 Seasonal Employment881 18.407

882

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

885

886 Temporary Employment887 18.408

888

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

891

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

896

897 Pay Rate Adjustments898 18.409

899

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

901

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921

(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.

922 (d) Reinstatement

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943

944 Overtime

945 18.410

946

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

948

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

950

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

953

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

956

957 Red Circled Classifications

958 18.411

959

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

965

966

Section 5: Fringe Benefits

967 Holidays

968 18.501

969

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

972

973

(a) New Year's Day

974

(b) Spring Holiday to be observed the Friday immediately preceding
975 Easter

976

(c) Memorial Day

977

(d) July 4th

978

(e) Labor Day

979

(f) Thanksgiving Day

980

(g) Friday following Thanksgiving

981

(h) Day before Christmas

982

(i) Christmas Day

983

(j) One Floating Holiday

- 984 (k) Any additional holiday granted by the County Board.
 985 (l) The County Administrator may designate additional holidays in
 986 unusual circumstances with the approval of the County Board
 987 Chair and/or Vice Chair.
 988

989 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be
 990 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be
 991 observed.
 992

993 For employees not working the standard work schedule see the HR Policies and Procedures.
 994

995 ~~The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Roek~~
 996 ~~Haven who are required to work a holiday, will be paid or granted compensatory time off at a rate of~~
 997 ~~time and one half and receive an additional day in lieu thereof.~~
 998

999 Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time
 1000 off at a rate of time and one half and receive an additional day in lieu thereof.
 1001

1002 Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time
 1003 and one half.
 1004

1005 ~~Any Youth Services Center Supervisors or Relief Supervisor who are required to work a holiday, will~~
 1006 ~~be paid or granted compensatory time off at a rate of time and one half.~~
 1007

1008 For supervisors working at the 911 Communication Center, who are required to work on a holiday,
 1009 they will be paid or granted compensatory time off at a rate of time and one half for all hours worked
 1010 between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours
 1011 of holiday time in lieu of. ~~If the holiday falls on an employee's scheduled day off, the employee shall~~
 1012 ~~be entitled to a compensatory day off with pay.~~
 1013

1014 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be
 1015 granted in lieu thereof.
 1016

1017 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.
 1018

1019 ~~Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be~~
 1020 ~~granted in lieu thereof~~
 1021

1022 Regular part-time employees who normally work sixteen or more hours per week shall be paid for
 1023 holidays which fall on days for which they would otherwise be scheduled to work, according to the
 1024 number of hours for which they would be scheduled to work on that day.
 1025

1026 When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.
 1027

1028 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for
 1029 the holiday.
 1030

1031 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4
 1032 hours the regular workday before and not less than 4 hours the regular workday after the holiday,
 1033 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.
 1034

1035 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).
 1036

1037 The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of
 1038 January 1st of each year. Employees need to use the floating holiday before December 31 of each
 1039 calendar year. If the floating holiday is not used by December 31, the floating holiday will be
 1040 forfeited. During their first year of employment, Employees hired after November 30, will have until
 1041 January 31 of the following year to use their floater from the previous year.
 1042

1043 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request
 1044 will normally be approved, however, it may be denied by the Department Head, even with a 7 day
 1045 advance notice, if granting the request would put the department, division, unit, or shift below the
 1046 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7

1047 day notice may be granted in an emergency circumstance at the discretion of the Department Head or
 1048 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last
 1049 payroll period of the calendar year.

1050
 1051 Health and Dental Insurance

1052 18.502

- 1053
 1054 A. The County shall pay that portion of the employee's health insurance as is approved by the
 1055 County Board.
 1056
 1057 B. For non-represented employees hired after September 1, 2009 into positions with an
 1058 FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage
 1059 health insurance. If the employee chooses to select employee and spouse, employee
 1060 and child, or family coverage, the employee will pay a pro-rated share of the premium
 1061 difference between single coverage and the coverage of their choice based on their FTE
 1062 [CB Resolution 14-12A-170].
 1063
 1064 C. Part-time employees who are normally scheduled to work less than twenty hours per week
 1065 are not eligible for County health and dental benefits. Employees who normally work
 1066 twenty hours or more per week are eligible to receive dental insurance and health benefits.
 1067 Part-time employees may participate in vision insurance at their own cost provided it is
 1068 allowable under the plan rules in effect at the time of participation.
 1069
 1070 D. Employees retiring from the County who are eligible for a WRS annuity may retain their
 1071 insurance coverage under the County's group policy if they pay the premium.
 1072
 1073 E. Dental coverage will be provided consistent with coverage and copayments as set by the
 1074 County Board. Eligibility for coverage shall be governed by the policy issued by the
 1075 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
 1076 cost available plan and the employee shall pay the remainder of the applicable premium.
 1077

1078 Life Insurance

1079 18.503

1080
 1081 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest
 1082 thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the
 1083 premium shall be deducted monthly from their regular salary as approved by the County Board. Regular
 1084 part-time employees are also eligible if they work enough hours in a year to qualify for Wisconsin
 1085 Retirement System coverage.
 1086

1087 Retirement

1088 18.504

1089
 1090 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits
 1091 are governed by applicable State statutes and regulations.
 1092

1093 Unemployment Compensation

1094 18.505

1095
 1096 County employment is covered by Wisconsin Unemployment Compensation laws.
 1097

1098 Vacation

1099 18.506

- 1100
 1101 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1102 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1103 for each year of continuous employment to a maximum of twenty two days. Employees
 1104 shall continue to earn vacation until the employee's length of service would provide
 1105 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1106 schedule.
 1107
 1108 (b) ~~Starting with their anniversary date in 2016,~~ Unilateral employees hired after January 1,
 1109 2008, shall earn vacation according to the following schedule:

1110

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	11 Days	15 Days
3 Years	12 Days	15 Days
4 Years	13 Days	15 Days
5 Years	14 Days	20 Days
6 Years	15 Days	"
7 Years	16 Days	"
8 Years	17 Days	"
9 Years	18 Days	"
10 Years	19 Days	25 Days
11 Years	20 Days	"
12 Years	21 Days	"
13 Years	22 Days	"
14 Years	22 Days	"
15 Years	22 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

1111

1112 Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six
 1113 months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six
 1114 months. Any time used between six (6) months and one year, will result in a
 1115 reduction of the days available after one year. (Example: a Unilateral A employee uses 2 days after six
 1116 months but prior to his one year anniversary date, that person would have 8 days to use after completing
 1117 one year of service. $10 - 2 = 8$.)
 1118

1118

1119 (c) Vacation schedules for those non unilateral employees ~~covered by a bargaining agreement~~
 1120 ~~that has limited bargaining rights as of January 1, 2012~~ are contained in the HR Policies
 1121 and Procedures manual.
 1122

1122

1123 (d) Credit for years of service may be awarded to an employee based on years of prior related
 1124 experience plus years of service with the County. Prior related experience shall be
 1125 determined by the Human Resources Director and the Corporation Counsel, and will only
 1126 be awarded for service in jobs that are substantially related to the work performed for the
 1127 County. This service credit shall be awarded at the time of initial employment, or at the
 1128 time promoted into a new employee group.
 1129

1129

1130 (e) An employee shall take earned vacation time within the twelve month period immediately
 1131 following eligibility. Earned vacation time not taken within the designated twelve month
 1132 period shall be forfeited, unless the Department Head and Human Resources Director
 1133 specifically approves the carryover of an employee's vacation, in writing, due to an
 1134 inability of the employee to utilize the time requested to be carried over because of work
 1135 requirements or other legitimate reasons; or paid out according to HR Policy and
 1136 Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by
 1137 the employee in writing prior to his or her anniversary date, or within ten weeks of his or
 1138 her anniversary date, and shall state with specificity the reason for the request. Failure to
 1139 make a timely request shall result in the vacation being forfeited.
 1140

1140

1141 (f) The amount of vacation days deferred shall not exceed the number of vacation days that
 1142 the employee earns on that anniversary date. Vacation may be granted in advance only
 1143 upon the approval of the Department Head and the Human Resources Director.
 1144

1144

1145 Department Heads shall establish work and vacation schedules with the first consideration
 1146 to be given to the efficient operation of the department. Senior employees in terms of
 1147 length of service shall be given vacation schedule preferences when practicable. Deferral

- 1148 of vacation for the County Administrator shall be at the discretion of the County Board
 1149 Staff Committee.
- 1150
- 1151 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
 1152 time on a pro rata basis directly proportionate to the amount of time worked in relation to
 1153 the normal full time employment period. Part-time employees whose regular workweek is
 1154 less than sixteen hours shall not earn vacation credits.
- 1155
- 1156 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits
 1157 to cover the period of absence, earned vacation time may be used for this purpose if the
 1158 employee or employer so elects.
- 1159
- 1160 (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued
 1161 vacation credits provided the employee has completed six consecutive months of service,
 1162 except as modified by the rules governing resignation without sufficient notice.
- 1163
- 1164 (j) An employee who moves from one position to another in the County service, by
 1165 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
 1166 leave in the new position.
- 1167
- 1168 (k) An employee who moves from one an employee group to another employee group in the
 1169 County service, by transfer, promotion or re-assignment, will have their vacation
 1170 entitlement determined by a number of factors (i.e. years of service, FTE previously
 1171 worked, entitlement under new employee group, etc.).
- 1172
- 1173 (l) An employee, whose appointment status is changed from temporary to regular status
 1174 without a break in service, shall receive vacation credits from the date of his/her original
 1175 appointment to temporary status.
- 1176
- 1177 (m) No credit for vacation leave shall be granted for time worked by an employee in excess of
 1178 his/her normal workweek.
- 1179
- 1180 (n) Vacation credits shall not be earned by an employee during a leave of absence without
 1181 pay, a suspension without pay, or when the employee is otherwise in a non-compensable
 1182 status, should such period without pay exceed thirty working days in any calendar year.
- 1183
- 1184 (o) There shall be charged against accrued vacation only those days on which an employee
 1185 normally would have worked. In the event a legal holiday falls within the vacation
 1186 period, the holiday shall not be charged against vacation.
- 1187
- 1188 (p) Use of vacation time must be approved in advance by the Department Head or his or her
 1189 designee. Use of vacation by appointed Department Heads must be approved in advance
 1190 by the County Administrator.
- 1191
- 1192 (q) All vacation shall be utilized in not less than thirty minute increments.
- 1193
- 1194 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have
 1195 their vacation allotment frozen at current level until the employee's length of service
 1196 would provide additional vacation under the Unilateral "A" schedule.

1198

1199 Workers Compensation

1200 18.507

1201

1202 Worker compensation benefits will be provided in accordance with applicable statutory provisions and
 1203 administrative codes.

1204

1205 Rock County strives to insure all work assignments are performed safely and work areas are
 1206 maintained in a safe manner. The County promotes a light duty program for injured employees on
 1207 worker compensation. All on the job accidents must be reported to the Human Resources Director or
 1208 his/her designee immediately and proper forms must be completed in full.

1209

1210 Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient
 1211 sick leave or vacation to make up the difference between the worker's compensation payment and his/
 1212 her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall
 1213 receive worker's compensation payments only. If an employee is on worker's compensation for a
 1214 period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the
 1215 employee asks for deferral of vacation payout in writing.

1216
 1217 ~~Workers compensation supplemental benefits will be provided in accordance with HR Policy and~~
 1218 ~~Procedures.~~

1219
 1220 Leave of Absence Policy (Non FMLA)
 1221 18.508

1222
 1223 The County Administrator or the Department Head after consulting with the Human
 1224 Resources Director, may grant a regular employee leave without pay for a period up to one year except for
 1225 an educational leave, subject to the following conditions:

1226
 1227 (1) Leave without pay may be granted when it is in the best interest of the
 1228 County to do so. Requests for leave of absence shall be approved prior to
 1229 the taking of such leave. When such leave is requested as an extension of
 1230 sick leave, an acceptable physician's certificate shall be required.

1231
 1232 (2) At the expiration of a leave without pay, the employee shall be reinstated
 1233 to the position he/she vacated or to an equivalent position which is vacant
 1234 at the time, provided the employee meets the stated qualifications. If there
 1235 is not a suitable vacancy available, the employee's name shall be placed on
 1236 an appropriate reinstatement list.

1237
 1238 (3) Credit toward vacation and sick leave shall not be earned after 30 days
 1239 while an employee is on leave without pay. Insurance benefits may be
 1240 retained according to HR Policy and Procedure.

1241
 1242 (4) Leave without pay shall not constitute a break in service; however, if the
 1243 employee is absent more than thirty days during a calendar year, it shall
 1244 change the employee's anniversary date.

1245
 1246 When a leave of more than thirty (30) consecutive days is taken, the
 1247 employee's anniversary date shall be moved ahead by the total number of
 1248 days of the leave.

1249
 1250 (5) A return to work earlier than the scheduled termination of leave date may
 1251 be arranged by the supervisor and the employee, with the approval of the
 1252 Human Resources Director.

1253
 1254 (6) Employees on leave of absence from the County may not be employed
 1255 full time elsewhere. Employees holding employment elsewhere during a
 1256 leave of absence shall be deemed to have voluntarily resigned from
 1257 employment with Rock County.

1258
 1259 (7) If an employee is unable to return to work on the date stipulated, he/she
 1260 may submit a written request to extend the leave of absence, subject to the
 1261 approval of the County Administrator or Department Head and the HR
 1262 Director. If, on the date following the expiration of the leave of absence, an
 1263 extension is not requested and granted and the employee has not returned
 1264 to his/her position, the employee shall be considered to have voluntarily
 1265 resigned from County employment.

1266
 1267 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1268 circumstances for unauthorized absence, and due consideration shall be
 1269 given each case. However, an employee who is absent from duty without
 1270 approval shall receive no pay for the duration of the absence, and shall be
 1271 subject to disciplinary action, which may include dismissal.

1272

1273 Bereavement Leave1274 18.509

1275

1276 In the event of a death in an employee's immediate family, he/she may be excused from work without loss
1277 of pay for up to a maximum of thirty-two (32) hours annually for the purpose of according to the
1278 following schedule to attending the a wake, visitation, memorial service, funeral, or make necessary
1279 arrangements regarding the death, within a reasonable time from after the occurrence. Immediate family
1280 shall not include former "in-laws" due to divorce.

1281 The appointing authority may require documentation to substantiate the leave.

1282

1283 a. Up to three days (24 hours) for any member of the employees' immediate family as
1284 defined in section 18.1025.

1285

1286 For those employees working a non-traditional schedule they will only be able to use 8 hours per day
1287 and will have to make up the other hours per day through other benefit time (other benefit time does
1288 not include sick leave). For example, someone working a 4 ten hour a day schedule will only have one
1289 day (8 hours) in the case of a sister-in-law and the employee will have to make up the extra 2 hours for
1290 that day.

1291

1292 If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use
1293 accumulated vacation, holiday or comp-time. Sick leave cannot be used.

1294

1295 In the event that an employee is required to act as a pallbearer for a funeral not otherwise eligible for
1296 funeral leave, he/she shall be granted up to one day to serve without the loss of pay.

1297

1298 Bereavement leave cannot be accrued from one year to the next.

1299

1300 Bereavement leave can be used in increments of quarter hours.

1301

1302 All leaves under this section shall be prorated based upon the employee's FTE.

1303

1304 Jury Duty1305 18.510

1306

1307 Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from
1308 his/her regular and normal daily schedule of working hours with pay, for such jury service provided
1309 such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and
1310 further provided that no claim for overtime pay or compensatory time off shall be made by such
1311 employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a
1312 jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on
1313 the same calendar day. If the employee does not remit the fee, he/she shall be considered to be on
1314 leave of absence without pay while performing jury duty. The County shall pay a reasonable amount
1315 for the difference if the employee has to pay parking fees and reimbursement from the Court does not
1316 fully cover the fee.

1317

1318 Should an employee not be selected to serve on a jury panel, the employee will report back to work
1319 within one hour of dismissal by the court.

1320

1321 If the employee chooses not to return to work, they may use available benefit time to take the rest of the
1322 day off. Sick Leave cannot be used.

1323

1324 Medical Leave1325 18.511

1326

1327 Employees requiring a leave of absence for a period of medical disability shall request the leave in
1328 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with
1329 applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section
1330 will run concurrently with State and Federal FMLA.

1331

1332 Military Leave1333 18.512

1334

1335 An employee who leaves the service of the County to join the military forces of the United States
 1336 during time of war or other national emergency, or who is drafted into the military service at any time,
 1337 shall be granted military leave without pay, such leave to extend through a date ninety days after being
 1338 relieved from such service. Proof must be filed with the Human Resources Director. Such employee
 1339 shall be restored to the position which he/she vacated or to a comparable position with full rights and
 1340 without loss of seniority or benefits accrued and not taken while serving in the position he/she
 1341 occupied at the time the leave was granted, provided that application is made to the Human Resources
 1342 Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection,
 1343 and is physically and mentally capable of performing the work of his/her former position. Failure of an
 1344 employee to notify the County within this time period of his/her intention to return to work shall be
 1345 considered as a termination of his/her employment. Leave will be granted in compliance with State
 1346 and Federal law.

1347
 1348 Military Reserve Leave

1349 18.513

- 1350
 1351 (1) An employee who, by reason of membership in the United States Military Reserve, or
 1352 ordered by the appropriate authorities to attend a training or encampment under the
 1353 supervision of the United States Armed Forces, or by reason of membership in the
 1354 National Guard, is required by the authorities thereof to do so, shall be granted a
 1355 leave of absence from his/her position without loss of pay for a period not to exceed
 1356 fifteen working days in any calendar year. It is intended that this shall be done
 1357 without financial penalty to the employee. The County will therefore pay such
 1358 employee for this time lost in an amount equaling the difference between his/her
 1359 daily military pay and the employee's normal County daily wage. To receive such
 1360 leave, the employee must file a copy of his/her orders with the Human Resources
 1361 Director as far in advance as is reasonable under the circumstances (preference is at
 1362 least two weeks advance notice) prior to date such training or encampment leave is
 1363 to commence.
- 1364
 1365 (2) An employee who has active membership in the U.S. Military Reserve or
 1366 National Guard and who is ordered to active duty in the U.S. Armed Forces shall be
 1367 granted military leave with supplemental pay equal to the difference between the
 1368 employee's basic military pay and his/her normal County daily wage. Supplemental
 1369 pay granted under this section is provided for the duration of an employee's military
 1370 service, not to exceed 5 years. Proof must be filed with the Human Resources
 1371 Director. To receive compensation the employee must submit a copy of his/her
 1372 Military Leave & Earnings statement to the County Payroll Office on a monthly
 1373 basis. The net pay to an employee may be an estimate with final pay reconciliation
 1374 by the County's Payroll Office after receipt of the employee's military pay vouchers,
 1375 either during the course of military service or after completion. Accrual of seniority
 1376 and benefits, and reinstatement rights and limitations, shall be consistent with those
 1377 outlined in section (d) and as required by law. An employee who voluntarily
 1378 extends his/her military service shall not be granted supplemental pay, but may apply
 1379 for additional unpaid military leave under section (d). The effect of this subsection
 1380 is retroactive to January 1, 2004, and is subject to the rights of the various unions
 1381 representing County employees to object to said compensation policy prior to
 1382 implementation and request that this subsection be subject to the collective
 1383 bargaining process.
- 1384
 1385 (3) Any employee described in subsection (2) shall also be entitled to continue paid
 1386 coverage under the County's group medical plan for four (4) weeks.

1387
 1388 Non Work Related Witness or Personal Litigation

1389 18.514

1390
 1391 A leave of absence without pay shall be granted to an employee upon his/her request to appear under
 1392 subpoena or in his/her own behalf in litigation involving personal or private matters

1393
 1394 Sick Leave

1395 18.515

1396
 1397 Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

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- (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.

1461 The Department Head or Human Resources Director may require an
 1462 employee to take a medical examination on returning from sick leave or on
 1463 such occasions that it is in the best interest of the County. The medical
 1464 examination shall be given by a physician designated by the Human
 1465 Resources Director.

1466
 1467 The Department Head or the HR Director may investigate the alleged
 1468 illness of an employee absent from work on sick leave. False or fraudulent
 1469 use of sick leave shall be cause for disciplinary action against the
 1470 employee, up to and including dismissal.

1471
 1472 (6) An employee on vacation who presents an acceptable medical certificate
 1473 giving the dates of illness may have that portion of his/her vacation leave
 1474 converted to sick leave.

1475
 1476 (7) Sick leave shall be debited in no less than quarter hour units.

1477
 1478 (8) No credit for sick leave shall be granted for time worked by an employee in
 1479 excess of his/her normal workweek.

1480
 1481 (9) A regular employee who moves from one department to another by
 1482 transfer, promotion or demotion shall have his/her total sick leave credits
 1483 transferred to the new department.

1484
 1485 (10) Unilateral employees who resign or retire with ten or more years of con-
 1486 tinuous service shall be paid for one half of the accumulated sick leave
 1487 days, not to exceed a total of sixty-five days. In the event of the death of
 1488 an employee, the County shall make the same sick leave payment to the
 1489 employee's estate. In the event of a discharge, the employee will not
 1490 receive this benefit.

1491

1492 Subpoenaed Witness

1493 18.516

1494

1495 When subpoenaed to appear before a court, public body, or commission in connection with County
 1496 business on regular work time, the employee shall be paid at his/her regular rate of pay and the employee
 1497 shall remit his/her fee to the County.

1498

1499 Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment
 1500 shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by
 1501 the court to be present in court for time over and above the minimum, the employee will be paid at the
 1502 rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court
 1503 appearances required under this provision. Employees shall sign and turn over to the County any and all
 1504 fees and reimbursements paid because of court appearances resulting from their work assignment.

1505

1506 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not
 1507 notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time
 1508 scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a
 1509 maximum of two (2) canceled subpoenas per day.

1510

1511 Training/Educational Leave

1512 18.517

1513

1514 Employees may be granted a full time leave of absence without pay to further their education for a period
 1515 not to exceed eighteen months if it is determined to be in the best interest of the County.

1516

1517 At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an
 1518 equivalent position if one is available and if it is determined to be in the best interest of the County.

1519

1520 For language covering leaves with pay, see HR Policies and Procedures.

1521

1522 Voluntary Public Service Leave1523 18.518

1524

1525 County employees may be allowed time off with pay to serve on public or nonprofit boards, committees,
1526 or commissions if such service received the prior approval of the County Board Staff Committee.

1527

1528 Voting1529 18.519

1530

1531 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be
1532 allowed time off with pay to cast his/her ballot in all legally constituted elections.

1533

1534 **Section 6: Conditions of Employment**

1535

1536 Communications and Confidentiality1537 18.601

1538

1539 Communication is a joint responsibility shared by the County and all employees. No information,
1540 which is confidential in nature, concerning the internal operations of the County, including but not
1541 limited to the release of records of the County, may occur except through, and with the permission of,
1542 the County Administrator or individual Department Head if designated by the County Administrator.

1543

1544 If requests for information are received by employees, whether on or off duty, from any person, then
1545 the employee is required to politely decline to provide such information and to direct that individual to
1546 the County Administrator or Department Head for a response to that inquiry.

1547

1548 Because of an employee's responsibilities at the County, an employee may have access to confidential
1549 County, resident, personnel or other sensitive information. This may include information concerning a
1550 resident's financial status, the County's business practices including purchasing and negotiating
1551 strategies, and employee records. This sensitive information cannot be disclosed to any personnel who
1552 do not have a legitimate business need to know such information or to persons outside of the County
1553 without the determination of the County Administrator or Department Head designated by the
1554 Administrator. All employees are responsible for protecting the confidentiality of this information.

1555

1556 The County acknowledges the right of its employees, as citizens in a democratic society, to speak out
1557 on issues of public concern. When those issues are related to the County, however, the employee's
1558 expression must be balanced against the interests of the County. In situations in which the employee is
1559 not engaged in the performance of professional duties, the employee should state clearly that his or her
1560 expression represents personal views and not necessarily those of the County.

1561

1562 Conflict of Interest1563 18.602

1564

1565 Except for the salary or compensation received from the County, no County employee shall use his/her
1566 office or position for personal financial gain or the financial gain of his/her family. No employee shall
1567 engage in his/her own business activity, accept private employment or render services for private
1568 interests when such employment, business activity or service is incompatible with the proper discharge
1569 of the employees official duties or would impair his/her independence or judgment or action in the
1570 performance of the employee's official duties. Such employment, business activity or service shall not
1571 be engaged in or promoted during normal working hours for which such employee is being
1572 remunerated by the County and such employment, business activity or service shall not involve the use
1573 of County facilities or materials. No employee shall use or disclose "privileged information" gained in
1574 the course of or by reason of the employee's official position or activities. Failure to comply with these
1575 conditions shall be considered grounds for discipline up to and including immediate dismissal.

1576

1577 County Administrator (Tenure)1578 18.603

1579

1580 The County Administrator shall hold his/her position at the pleasure of the County Board. The action
1581 of the County Board in removing the County Administrator shall be final. Dismissal actions against
1582 the County Administrator may be initiated by individual supervisors as per County Board rules.

1583

1584 County Equipment (return of)1585 18.604

1586

1587 Employees leaving County employment must return County identification cards, keys, tools and
1588 equipment on or before their last day of work.

1589

1590 County Residence1591 18.605

1592

1593 Key County officials, as determined by the County Administrator, shall reside in the County.

1594

1595 Demotions1596 18.606

1597

1598 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.

1599 Demotions must be approved in advance by the Human Resources Director.

1600

1601 Discipline/Investigations1602 18.607

1603

1604 The purpose of discipline is correcting job behavior and performance problems of employees.
1605 Employees shall be informed of standards of conduct and performance. No disciplinary action will be
1606 taken until a thorough investigation has been completed. Employees under investigation shall have the
1607 right to union representation during the investigatory process. ~~If a local union does not choose to~~
1608 ~~represent the employee,~~ The employee will be allowed to have a representative of their choice who is
1609 not a supervisor or manager within Rock County. The representative will be limited to listening and
1610 advising the employee but will not be allowed to speak in place of the employee. Unilateral employees
1611 other than Department Heads shall be allowed to have a representative of their choice who has equal or
1612 less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during
1613 the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and
1614 shall match the infraction. Persons administering corrective discipline shall systematically document
1615 the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to
1616 Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect
1617 for a period not to exceed one year, and at the end of such period shall be removed from the
1618 employee's personnel file. Records of suspension shall remain in the Employee's personnel file for a
1619 period of two years and at the end of such period shall be removed from the Employee's personnel file.
1620 (This section does not necessarily apply if the employee is represented by an attorney.)

1621

1622 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the
1623 County Administrator before such actions are taken. In the event that the immediate dismissal action is
1624 required and the HR Director or the County Administrator cannot be reached, the employee shall be
1625 suspended with pay pending investigation.

1626

1627 Disciplinary Action (Grounds for)1628 18.608

1629

1630 The following shall be grounds for disciplinary action ranging from a written reprimand to immediate
1631 discharge depending upon the seriousness of the offense in the judgment of management:

1632

- 1633 (a) Dishonesty or falsification of records.
- 1634
- 1635 (b) Use, possession, distribution, selling, or being under the influence of alcohol or
1636 illegal drugs while on Rock County premises or while conducting business
1637 related activities off Rock County premises. The legal use of prescribed drugs is
1638 permitted on the job only if it does not impair an employee's ability to perform
1639 the essential functions of the job effectively and in a safe manner that does not
1640 endanger other individuals in the workplace.
- 1641
- 1642 (c) Unauthorized use or abuse of County equipment or property.
- 1643
- 1644 (d) Theft or destruction of County equipment or property.
- 1645
- 1646 (e) Work stoppages such as strikes or slowdowns.

- 1647
1648
1649 (f) Insubordination or refusal to comply with the proper order of an authorized
1650 supervisor.
1651 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent
1652 laws, ordinances and regulations.
1653
1654 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or
1655 repeated attempts to use unpaid leave when the employee does not have benefit
1656 time available.
1657
1658 (i) Use of official position or authority for personal or political profit or advantage.
1659
1660 (j) Disregard or repeated violations of safety rules and regulations.
1661
1662 (k) Incompetence, unprofessional or poor work performance.
1663
1664 (l) Discrimination because of race, color, creed, national origin, marital status, sex,
1665 sexual orientation, or any other grounds prohibited by State or Federal law.
1666
1667 (m) Violations of Section 18.601 "Communications and Confidentiality".
1668
1669 (n) Failure to call in or report to work.
1670
1671 (o) Sleeping during scheduled work hours.
1672
1673 (p) Being disrespectful or bullying in dealing with fellow employees or the general
1674 public.
1675
1676 (q) Failure to exercise good professional judgment and/or failure to conform to the
1677 County's or your Department's goals and mission.
1678

1679 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.
1680

1681 Exit Interview

1682 18.609

1683
1684 An exit interview shall be conducted when possible with every employee who is separating from County
1685 employment regardless of his/ her length of service, position or circumstances of separation.
1686

1687 Gifts and Gratuities

1688 18.610

1689
1690 No County employee shall use their position to solicit or accept for himself/herself or another person any
1691 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan
1692 or any other thing of monetary value. This does not include acceptance of loans from banks or other
1693 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the
1694 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance
1695 of an award for meritorious public or personal contributions or achievements.

1696 Harassment

1697 18.611

1698
1699 It is the policy of Rock County that all employees should be able to enjoy a work environment free from
1700 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose
1701 both themselves and the County to potential legal liability. Consequently, Rock County will not condone
1702 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected
1703 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free
1704 from harassment. County employees who violate this policy will be subject to appropriate discipline, up
1705 to and including termination. (See HR Policies and Procedures for a detailed description of the
1706 procedures employees should follow in regard to this policy.)
1707

1708 Hours of Work1709 18.612

1710

1711 The normal workweek for County employees shall be forty hours per week. Most County employees
 1712 work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are
 1713 provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees
 1714 may have different work schedules which are designated in Department work rules.

1715

1716 Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of
 1717 County operations. Notice of nonstandard work schedules shall be made to Human Resources and
 1718 payroll.

1719

1720 Staffing needs and operational demands may necessitate variations in starting and ending times, days of
 1721 the week worked, as well as variations in the total hours that may be scheduled each day and week.

1722

1723 Employees included in Sections ~~18.100~~ 18.1002, ~~18.101~~ 18.011, and ~~18.1018~~ 18.1020 are considered
 1724 salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick
 1725 leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day
 1726 off, the employee must take the entire day off without pay.

1727

1728 Layoffs1729 18.613

1730

1731 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for
 1732 any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has
 1733 exhausted all available leave options and is unable to return to work, ~~or~~ c) when an employee has failed
 1734 to successfully complete their probationary period after a promotion or d) when an employee can no
 1735 longer perform the essential functions of the job.

1736

1737 In situation (a) above, no regular employees shall be laid off while there are temporary or probationary
 1738 employees serving in the same classification, in the same department. Layoffs shall be based on the needs
 1739 of the County.

1740

1741 The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall
 1742 receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be
 1743 approved by the Human Resources Director before they are implemented.

1744

1745 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but
 1746 in no case longer than two years.

1747

1748 Lunch Periods and Break Time1749 18.614

1750

1751 (a) Lunch Periods.

1752

1753 Lunch periods are normally scheduled midway in an eight hour shift. Lunch
 1754 periods shall not be longer than one hour nor shorter than thirty minutes.

1755

1756 (b) Break Time.

1757

1758 Employees may leave their workstation and return fifteen minutes later for two
 1759 breaks in an eight hour shift, one during the first four hours of their first shift, and
 1760 the second during the last four hours of their shift. Breaks not taken are lost.
 1761 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
 1762 workday. Breaks must be used in 15 minute increments.

1763

1764 Lunch periods and break times are to be arranged between the employee and
 1765 his/her supervisor or Department Head. Since most County offices remain open
 1766 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
 1767 Department Head's responsibility to assure that lunch periods and breaks are
 1768 scheduled so that adequate staff coverage is provided at all times.

1769

1770 Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall
 1771 follow Department Work Rules for lunches and breaks.

1772
 1773 (c) The Lunch Period and Break Times cannot be combined to the start or end of the
 1774 shift in order to come in late or leave early.
 1775

1776 More than One County Position

1777 18.615

1778
 1779 No person shall hold more than one full or part-time County position at the same time without written
 1780 consent of the County Administrator.

1781

1782 Nepotism

1783 18.616

1784

1785 Members of immediate families shall not be hired or transferred into a position that would create a direct
 1786 or indirect superior subordinate relationship. This policy does not include situations where the superior
 1787 subordinate relationship would be incidental.

1788

1789 Outside Employment

1790 18.617

1791

1792 The County's policy on outside duties or employment shall be as follows: County employees may engage
 1793 in outside employment, unless such employment conflicts with or affects the performance of their duties.
 1794 Prior to engaging outside employment, the County employee must give written assurance prescribed by
 1795 the Human Resources Director that said employment does not violate Section 18.602 of the Rock County
 1796 Ordinance. The fact that an employee has reported outside employment does not mean that management
 1797 has given its approval to that employment.

1798

1799 Outside Services

1800 18.618

1801

1802 All fees, gratuities, honorarium or any other form of compensation for outside services performed during
 1803 normal County work hours or while being paid by the County shall be turned over to the County and any
 1804 such activities for which said compensation is paid shall be reported to the County Board Staff
 1805 Committee. This subsection shall not be construed to apply to activities performed after regular work
 1806 hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
 1807 time employees. Failure to comply with these conditions shall be considered grounds for discipline up to
 1808 and including immediate dismissal.

1809

1810 Payday

1811 18.619

1812

1813 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which
 1814 case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or
 1815 leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)
 1816

1817

1817 Pre-Employment Physicals

1818 18.620

1819

1820 New full time and regular part-time employees may be required to pass a physical examination before
 1821 they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to
 1822 be performed. When pre-employment physicals are required, they shall be conducted by a licensed
 1823 physician at the County's expense.

1824

1825 Political Activity

1826 18.621

1827

1828 Employees are precluded from engaging in political activity that interferes with their normal work per-
 1829 formance or is conducted during hours for which the employee is being paid by the County. Employees
 1830 may not use County equipment or property for political purposes. Employees are specifically prohibited
 1831 from using their County position or their official authority with the County for the purpose of directly or

1832 indirectly coercing any person to hold or contribute monetary or other types of assistance to any political
 1833 candidate, party or purpose.

1834
 1835 Under provisions of the federal Hatch Act, employees who are principally employed in an activity which
 1836 is financed in whole or in part by federal loans or grants cannot:

- 1837
 1838 (a) Use his/her official authority or influence for the purpose of interfering
 1839 with or affecting the result of an election or nomination for office;
 1840
 1841 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
 1842 or local officer or employee to pay, lend or contribute anything of value to a
 1843 party, committee, organization, agency or person for political purposes; or
 1844
 1845 (c) Be a candidate for partisan elective office.

1846
 1847 Professional Liability Insurance

1848 18.622

1849
 1850 The County shall provide professional liability insurance for employees for performance of their duties
 1851 within the scope of their employment.

1852
 1853 Resignations

1854 18.623

1855
 1856 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing to
 1857 leave Rock County employment shall submit a resignation in writing to their Department Head at least
 1858 two weeks in advance of their planned departure. Employees in positions in Pay Range 17 or higher, shall
 1859 submit their resignation in writing at least four weeks in advance of their planned departure (see
 1860 Unilateral Pay Grid).

1861
 1862 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County
 1863 employment shall submit a resignation in writing to their Department Head at least two weeks in advance
 1864 of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four
 1865 weeks in advance of their planned departure.

1866
 1867 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after
 1868 they reach their next anniversary date, unless such requirement is waived by the Human Resources
 1869 Director. It is expected that employees will give as much notice as possible in order to facilitate
 1870 recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

1871
 1872 Safety

1873 18.624

1874
 1875 Safety is very important to each employee and Rock County. Employees must conduct themselves
 1876 carefully at all times. All employees must act in a safe manner and practice good safety procedures.
 1877 Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept
 1878 clean and in good repair.

1879
 1880 The employer will comply with all applicable safety laws and regulations in order to provide a safe and
 1881 secure workplace for its employees and clients.

1882
 1883 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's
 1884 supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any
 1885 additional hazard, then the employee should implement the corrective action.

1886
 1887 Any employee who is injured or becomes ill while performing service related to his or her employment
 1888 must contact his or her supervisor immediately on the same day the injury or illness occurs and report the
 1889 incident. If necessary the employee should secure the necessary medical attention on the job site to the
 1890 extent practicable.

1891
 1892 The first report of injury form must be in filled out completely, usually the day of the incident, if not, as
 1893 soon as possible.

1894

1895 The employer has established the following protocols for evacuation of the premises. When employees
 1896 are advised to evacuate the building, the employees should:

- 1897
- 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.

1907
 1908 Telephone

1909 18.625

1910
 1911 As a condition of employment, employees must have a telephone or a place of telephone contact.
 1912 Employees shall be requested to notify the Department Head of any change of name, address, telephone
 1913 number or contact place.

1914
 1915 Travel

1916 18.626

1917
 1918 The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred
 1919 while on official authorized County business. Commuting expenses between an employee's residence and
 1920 normal place of employment are not reimbursable. All travel must be authorized by the Department Head
 1921 in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of
 1922 any out of County travel plans. There will be no reimbursement for meals within the County, except as
 1923 authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed
 1924 rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS
 1925 allowed rate for all authorized travel in their personal automobile. Employees shall be required to
 1926 complete an expense voucher before reimbursement will be made. All automobile allowances in all
 1927 County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also
 1928 required for air, train, bus or taxi travel, hotels or motels, meals, conference registration and all other
 1929 items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to
 1930 take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This
 1931 reimbursement is taxable to the employee.)

1932
 1933 Meals allowed while in travel status:

- 1934
- ~~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.~~

1944
 1945 ~~The above are maximums and it is not the intent that the employees should always spend the maximum~~
 1946 ~~allowed.~~

1947
 1948 ~~Meals are allowed when an employee is on County business out of Rock County. An itemized receipt~~
 1949 ~~from the point of purchase showing the details for what was purchased shall be required for~~
 1950 ~~reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.~~

1951
 1952 **Section 7: Performance Evaluation**

1953 Policy

1954 18.701

1955

1956 The performance evaluation program is used to assess an employee's work effectiveness and to suggest
 1957 constructive actions on how he/she may improve. Performance evaluation reports shall be considered
 1958 in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions,
 1959 dismissal, order of layoff, reemployment, and training.

1960
 1961 Administration

1962 18.702

1963

1964 Each employee shall be evaluated at the following periods:

1965

1966 (a) Probationary Period.

1967

1968 Each employee shall be evaluated ~~midway through~~ during their probationary
 1969 period and one month prior to the completion of the probationary period.

1970

1971 (b) Annual.

1972

1973 Each employee shall receive an annual performance evaluation close to his/her
 1974 anniversary date, or at another specified time if the Department Head elects to
 1975 evaluate members of a classification or the whole department together at one time.

1976

1977 (c) Special.

1978

1979 A special performance evaluation shall be completed:

1980

1981 (1) Whenever there is significant change in the employee's performance,

1982

1983 (2) Whenever a supervisor permanently leaves his/her position, in which case,
 1984 the supervisor shall complete a performance report on each employee
 1985 under his/her supervision that has not been evaluated within six months
 1986 prior to the date the supervisor expects to leave.

1987

1988 (3) When an employee has accepted a new position with in Rock County, the
 1989 current supervisor should complete a performance evaluation for the
 1990 employee if they have not received a performance evaluation in the last six
 1991 months.

1992

1993 Rater

1994

1995 18.703

1996

1997 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for
 1998 completing a performance evaluation on forms prescribed by the Human Resources Director at the time
 1999 prescribed for each employee under his/her supervision. The Human Resources Director, upon
 2000 approval of the County Administrator, may also initiate rating procedures and mechanisms involving
 2001 the Governing Committee, peers and/or subordinates.

2002

2003 The County Administrator shall be evaluated by the County Board Staff Committee.

2004

2005 Review of Performance Report

2006

2007 18.704

2008

2009 Supervisors serving as raters shall review all performance reports with Department Heads before
 2010 discussing the report with the employee and before the report is filed in the employee's personnel folder.
 2011 If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed
 2012 with the Human Resources Director prior to review with the employee.

2013

2014 Human Resources Director

2015

2016 18.705

2017

2018 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.

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2067
2068
2069
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2076
2077
2078
2079
2080

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

2081 internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work
 2082 when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties
 2083 due to physical or medical limitations; and loss of required licensure, certification or other requirement
 2084 necessary to perform the job.

2085
 2086 "Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary
 2087 weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair
 2088 and impartial mind to one side of the issue rather than the other.

2089
 2090 Administration

2091 18.803

2092
 2093 The Human Resources Director shall supervise and administer the grievance process. Supervisors and
 2094 Department Heads shall keep the Human Resources Director informed of all grievances in process.

2095
 2096 Filing a Grievance

2097 18.804

2098
 2099 This grievance procedure is available to all unilateral County employees (except Department Heads
 2100 and elected County Officials), members of a bargaining unit that previously contained a grievance
 2101 procedure, seasonal and temporary employees of the County.

2102
 2103 Limitations:

- 2104
 2105 1. A grievance that may be brought by or on behalf of a law enforcement officer using
 2106 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
 2107 section.
 2108
 2109 2. A grievance that may be brought by or on behalf of an employee under a grievance
 2110 procedure that is contained in a collective bargaining agreement may not be brought
 2111 under this section.
 2112
 2113 3. **A grievance filed outside of the specified time lines in 18.806 will be denied. The**
 2114 **employee will forfeit all rights to participate in the grievance procedure as**
 2115 **spelled out in 18.806.**

2116
 2117 Discussion of Problem with Immediate Supervisor

2118 18.805

2119
 2120 Any employee having a problem regarding his/her employment shall first discuss the problem with
 2121 his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a
 2122 grievance according to Section 18.802, the employee may present his/her grievance according to
 2123 Section 18.806.

2124

2125 Grievance Procedure

2126 18.806

2127

2128 A formal grievance of an employee shall be handled in accordance with the following procedure.

2129

2130 STEP 1. Supervisor.

2131

2132 The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten
 2133 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,
 2134 present his/her formal grievance in writing on the form designated by the County to his/her immediate
 2135 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the
 2136 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the
 2137 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)
 2138 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)
 2139 calendar days.

2140

2141 STEP 2. Department Head.

2142

2143 In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate
 2144 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,
 2145 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,
 2146 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in
 2147 writing within five (5) calendar days.

2148
 2149 STEP 3. Human Resources Director.
 2150

2151 In the event that the Department Head's decision does not satisfy the employee's grievance or if the
 2152 Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar
 2153 days, present the grievance in writing to the Human Resources Director. The Human Resources Director
 2154 shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her
 2155 representative, if any, and any other person the Human Resources Director deems necessary. If, in the
 2156 judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the
 2157 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director
 2158 shall respond to the grievance in writing to the employee within ten (10) calendar days.

2159
 2160 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be
 2161 extended.
 2162

2163 STEP 4. Impartial Hearing Officer (IHO).
 2164

2165 In the event the decision of the Human Resources Director does not resolve the grievance, the employee
 2166 may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the
 2167 filing fee (if one is established) by the County Board. The cost of the impartial hearing officer shall be
 2168 equally shared by the parties.
 2169

- 2170
 2171 a. The Human Resources Director shall upon receipt of a written hearing request,
 2172 provide the employee with the name of an Impartial Hearing Officer. The Impartial
 2173 Hearing Officer must not be an employee of the County. The Impartial Hearing
 2174 Officer may be a lawyer, a professional mediator/arbitrator or other qualified
 2175 individual as determined by the County Administrator.
 2176
 2177 b. The Impartial Hearing Officer shall be impartial and may not have any prior
 2178 knowledge of the grievance.
 2179
 2180 c. The Human Resources Director will contact the hearing officer and schedule a
 2181 meeting with the employee and the IHO to discuss the hearing. This meeting shall
 2182 occur within two weeks of the date the Human Resource Director receives the
 2183 request for the hearing. If the employee does not respond to the HR Director's
 2184 attempt to schedule the meeting or does not attend a scheduled meeting, the request
 2185 for a hearing shall be considered withdrawn and the decision of the HR Director
 2186 shall stand.
 2187
 2188 d. The Impartial Hearing Officer may decide the case on the existing record or may
 2189 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt
 2190 of the hearing request and filing fee. The Impartial Hearing Officer may reschedule
 2191 the hearing with permission of both parties.
 2192
 2193 e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best
 2194 efforts to mediate the grievance.
 2195
 2196 f. The employee has a right to be represented at the hearing (at the employee's
 2197 expense) by a person of the employee's choosing.
 2198
 2199 g. The County has the burden of proof in a reprimand, suspension or termination
 2200 grievance to show that its actions were not arbitrary or capricious. The employee
 2201 has the burden of proof in a workplace safety grievance.
 2202
 2203 h. The standard required of the party with the burden of proof in all cases is a
 2204 preponderance of the evidence.
 2205

- 2206 i. The hearing shall be recorded by a court reporter, who will make a record of the
2207 proceedings, and the costs will be shared equally by the parties.
2208
- 2209 j. Formal rules of civil procedure will not be followed.
2210
- 2211 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be
2212 sworn to tell the truth.
2213
- 2214 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)
2215 calendar days following the close of the record. The written decision should
2216 include a case caption; the parties and appearances; a statement of the issues,
2217 findings of fact; any necessary conclusions of law; the final decision and order; and
2218 any other information the hearing officer deems appropriate.
2219
- 2220 m. The Impartial Hearing Officer shall have the power to sustain or deny the
2221 grievance. He or she shall have the power to order only the following remedies:
2222 withdrawal of a written reprimand, reduction of suspension, transfer to original
2223 position from demoted position, reinstatement with or without some or all back
2224 pay. The Impartial Hearing Officer may recommend other remedies, however, all
2225 other remedial authority shall be subject to the determination and approval of the
2226 County Board, and shall be addressed by the County Board in the event the
2227 grievance is sustained.
2228

2229 STEP 5. County Board.
2230

2231 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,
2232 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
2233

- 2234 a. The written notice of appeal must contain: (1) a statement explaining the reason
2235 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
2236 County's response to the grievance, and (4) a copy of the Impartial Hearing
2237 Officer decision. The notice of appeal may not contain any information that was
2238 not admitted into evidence at the hearing.
2239
- 2240 b. The appeal will be placed on the agenda for a County Board meeting that is held
2241 at no longer than sixty (60) calendar days after the County Clerk receives a
2242 written notice of appeal. The appeal will be noticed for consideration in closed
2243 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,
2244 licensing, or suspension of a public employee. The County Clerk will provide a
2245 copy of the meeting notice to the employee, and the employee may request that
2246 an open session be held.
2247
- 2248 c. The employee has the right to representation by a person of the employee's
2249 choosing and at the employee's request. The employee and the employee's
2250 representative may attend the closed session.
2251
- 2252 d. The employee or the employee's representative and a representative of the
2253 County may address the County Board for an equal period to be determined by
2254 the County Board Chair. The appealing party will go first and may reserve a part
2255 of his/her time for rebuttal. The responding party will go second. The appealing
2256 party may present a rebuttal, if he/she has reserved any time and not used it.
2257
- 2258 e. The employee and the employee's representative, and the person speaking on
2259 behalf of the County, will be excluded from any closed session during the
2260 County Board's discussion or deliberation.
2261
- 2262 f. The County Board's consideration of the appeal will be limited to a review of
2263 the Impartial Hearing Officer's written decision, the appealing party's reason(s)
2264 as to why the decision is wrong, and the response by the other party along with
2265 any oral presentations made by the parties.
2266
- 2267 g. Should the County Board Chair become aware of some relevant piece of
2268 information that could have had a significant impact on the decision of the

2269 impartial hearing officer, that neither party was aware of, or could have been
 2270 expected to be aware of, prior to the impartial hearing officer's decision, the
 2271 County Board Chair, with the advice of the Corporation Counsel, may take
 2272 whatever action he/she deems appropriate so as not to disadvantage either party,
 2273 and report such action to the County Board.
 2274

2275 h. The County Board shall give due deference to the decision and recommendation
 2276 of the Impartial Hearing Officer and his/her decision shall not be overturned
 2277 unless the Board finds by a simple majority vote that: (1) the hearing was not
 2278 conducted fairly, (2) there was fraud or corruption on the part of the hearing
 2279 officer, or (3) the hearing officer made an error in fact or law.
 2280

2281 i. In the event the County Board does not sustain the Impartial Hearing Officer's
 2282 decision, then the Board may render a new decision and remedy, or take other
 2283 action as appropriate.
 2284

2285 j. The County Board Chair shall prepare and sign a written determination
 2286 reflecting the County Board decision. The County Board Chair may enlist the
 2287 assistance of the Corporation Counsel in preparing the determination. A copy of
 2288 the determination will be provided to the employee within ten (10) calendar days
 2289 following the County Board's decision.
 2290

2291 k. The County Board's decision is final and may not be appealed.
 2292

2293 Grievance of Termination

2294 18.807

2295
 2296 All grievances regarding termination shall be initiated at the third step of the grievance procedure.
 2297

2298 **Section 9: Transactions and Records Management**

2299 Policy

2300 18.901

2301
 2302
 2303 The development and maintenance of an effective personnel transaction procedure and personnel records
 2304 management system is essential to a sound personnel program. All appointments, separations, and other
 2305 personnel transactions shall be made on forms designated by the Human Resources Director. The
 2306 primary purpose of these systems and procedures shall be to:
 2307

2308 (a) Establish and maintain clear lines of authority for the processing of personnel
 2309 transactions and management of personnel records.
 2310

2311 (a) Establish and maintain uniform, easily accessible and complete employment
 2312 records of all County employees and employee transactions.
 2313

2314 The Payroll Unit shall convert data from personnel transactions to payroll records and shall maintain
 2315 cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll records and data
 2316 shall be developed in cooperation with the Human Resources Director and Finance Director to provide
 2317 current and meaningful personnel and position information, summaries and statistics.
 2318

2319 All employees shall be responsible for notifying their supervisor of any changes, which affect their
 2320 personal status.
 2321

2322 Public Inspection

2323 18.902

2324
 2325 Information as to the name, class title and salary of employees and former employees is available for
 2326 public inspection at times in accordance with procedures prescribed by the Human Resources Director.
 2327 Other information shall be considered confidential and shall be available as authorized by State and
 2328 Federal law.
 2329

2330 Destruction of Records2331 18.903

2332

2333 Employee service records shall be kept for seven years after separation from County employment.

2334 Applications and examinations will be destroyed after two years.

2335

2336 Reports2337 18.904

2338

2339 The Human Resources Director shall provide the Board and the County Board Staff Committee with

2340 reports and information relating to personnel actions upon request or as may be appropriate.

2341

2342

Section 10: Definitions

2343

2344 Accrued Benefits2345 18.1001

2346

2347 This refers to vacation benefits that the employees are accumulating which they will only be able to use

2348 once they reach their next anniversary date.

2349

2350 Administrative Personnel2351 18.1002

2352

2353 Administrative employees act as an advisor, limited function department head, or a specialist in a

2354 management or supportive service who meet all the following criteria:

2355

2356 (a) A primary duty of the employee includes the performance of office or non-manual
2357 work directly related to the management or general business operations of the
2358 County or its citizens.

2359

2360 (b) A primary duty of the employee includes the exercise of discretion and independent
2361 judgment with respect to matters of significance.

2362

2363 Allocation2364 18.1003

2365

2366 The assignment of a position to a pay range.

2367

2368 Anniversary Date2369 18.1004

2370

2371 The date an employee begins County employment. The anniversary date may be modified by

2372 subsequent personnel actions – leave of absence and layoff.

2373

2374 Appointing Authority2375 18.1005

2376

2377 A County official who has the authority to appoint and remove individuals to and from positions in the

2378 County service.

2379

2380 Board2381 18.1006

2382

2383 The Rock County Board of Supervisors.

2384

2385 Class2386 18.1007

2387

2388 One or more positions which are substantially alike in duties and responsibilities to warrant using the

2389 same title, similar qualifications, selection procedures and the same pay range.

2390

- 2391 Class Description
2392 18.1008
2393
2394 A written description of a class containing the class title, a general statement of the duties and
2395 responsibilities, examples of duties performed, and minimum qualifications required.
2396
2397 Class Title
2398 18.1009
2399
2400 The official designation or name of the class as stated in the class description. The class title shall be
2401 used on all personnel records and other official personnel actions.
2402
2403 Classification Plan
2404 18.1010
2405
2406 The sum total of all job class descriptions in the County service and a system showing salary and
2407 classification relationships.
2408
2409 County Administrator
2410 18.1011
2411
2412 The person hired by the Rock County Board of Supervisors as the chief administrative officer for the
2413 County.
2414
2415 Demotion
2416 18.1012
2417
2418 The assignment of an employee from one class to another class with a lower pay range.
2419
2420 Department Head
2421 18.1013
2422
2423 A County official with the responsibility for the operation of a County department.
2424
2425 Disciplinary Action
2426 18.1014
2427
2428 The action taken to discipline an employee, including: written reprimand, suspension without pay,
2429 demotion, and discharge.
2430
2431 Earned Benefits
2432 18.1015
2433
2434 Those benefits that employees have on the books which are currently available to use (i.e. vacation
2435 after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).
2436
2437 Eligible Candidate
2438 18.1016
2439
2440 A person certified by the Human Resources Director as meeting the training and experience
2441 requirements and as successfully completing all parts of the selection process when formal selection
2442 devices are used.
2443
2444 Eligibility List
2445 18.1017
2446
2447 A list of Eligible Candidates to fill positions in a particular job class.
2448
2449 Employee
2450 18.1018
2451
2452 An individual who is employed by the County and is paid in part or in whole through the County
2453 payroll.

2454

2455 Entrance Pay Rate2456 18.1019

2457

2458 The rate of pay a newly hired employee is assigned at commencement of employment.

2459

2460 Executive Personnel2461 18.1020

2462

2463 An executive employee is an administrator who meets all of the following criteria:

2464

2465 (a) The employee's primary duty consists of management of the County or a customarily
2466 recognized department or division of the County.

2467

2468 (b) The employee customarily and regularly directs the work of two or more other
2469 employees full time employees or their equivalent.

2470

2471 (c) The employee has the authority to hire or fire other employees, or their
2472 recommendations as to the hiring, firing, advancement, promotion or any other
2473 change of status of other employees is given particular weight.

2474

2475 Flexible Time2476 18.1021

2477

2478 Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by
2479 an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.

2480

2481 Full Time Equivalent (FTE)2482 18.1022

2483

2484 A way to measure the amount of time a person assigned to a county position is scheduled to work. An
2485 FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that
2486 the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

2487

2488 Grievance2489 18.1023

2490

2491 A formal complaint by an employee concerning: employee discipline, employee termination, or
2492 workplace safety.

2493

2494 Human Resources Director2495 18.1024

2496

2497 The Director of the Rock County Human Resources Department and the person responsible for
2498 implementing all County Personnel Policies and Procedures.

2499

2500 Immediate Family2501 18.1025

2502

2503 Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the
2504 sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law
2505 (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-
2506 in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or
2507 mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of
2508 one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

2509

2510 In Range Increment2511 18.1026

2512

2513 A pay step within a pay range.

2514

2515 Layoff2516 18.1027

2517

2518 The involuntary separation of an employee ~~because of~~ a) whenever it is necessary to reduce the
 2519 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an
 2520 employee has exhausted all available leave options and is unable to return to work, ~~or~~ c) when an
 2521 employee has failed to successfully complete their probationary period after a promotion or d) when an
 2522 employee no longer perform the essential functions of the job.

2523

2524 Limited Term Employee (LTE)2525 18.1028

2526

2527 An employee who is hired to perform a job for a determinant amount of time with a specific ending
 2528 date at the time of hire and who meets all of the qualifications to perform the job. Limited Term
 2529 Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to
 2530 work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees
 2531 working as a Limited Term Employee may not work more than 25 hours per week.

2532

2533 Part-time Employees2534 18.1029

2535

2536 Employees shall be considered part-time when they are normally scheduled to work less than 40 hours
 2537 per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.

2538

2539 Pay Plan Grid2540 18.1030

2541

2542 A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective
 2543 Bargaining Agreement.

2544

2545 Pay Range2546 18.1031

2547

2548 A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step
 2549 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be
 2550 compensated at one of the steps contained in the pay range to which the position is assigned.

2551

2552 Pool2553 18.1032

2554

2555 An employee who is hired to perform a certain job and who meets all of the qualifications to perform
 2556 the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of
 2557 work hours. Specific rules and guidelines for the completion of Pool duties are contained within
 2558 Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin
 2559 Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System
 2560 coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE
 2561 employee wished to become a pool employee, he/she must resign from his/her regular employment
 2562 with Rock County and reapply as a pool employee.

2563

2564 Position2565 18.1033

2566

2567 A grouping of duties and responsibilities to be performed by an employee. A position may be filled or
 2568 vacant, full time or part-time, regular or temporary.

2569

2570 Position Description2571 18.1034

2572

2573 A written document that describes the individual employee's duties and responsibilities and is specific
 2574 to that position.

2575

2576 Probationary Employee2577 18.1035

2578

2579 A person who has been properly appointed to a regular Rock County position and who is serving in
2580 his/her Trial Period to determine if he/she can do the job.

2581

2582 Probationary Period2583 18.1036

2584

2585 The probationary period is a try out time for the employee. It is also used for determination of certain
2586 benefits.

2587

2588 Promotion2589 18.1037

2590

2591 The assignment of an employee from one class to another class with a higher pay range.

2592

2593 Reallocation2594 18.1038

2595

2596 The reassignment of a position from one pay range to another to correct an error in the original
2597 assignment, to reflect changing labor market conditions, or to reflect significant changes over a period
2598 of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager
2599 position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position
2600 shall move with the position.

2601

2602 Reclassification2603 18.1039

2604

2605 The reassignment of a position from one existing class to another existing or newly created class to
2606 recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned
2607 as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with
2608 the position if they are qualified for the position.

2609

2610 If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted
2611 to fill the position.

2612

2613 Regular Appointment2614 18.1040

2615

2616 An assignment of an eligible candidate to a budgeted County position.

2617

2618 Regular Employee2619 18.1041

2620

2621 A person who has been properly appointed to a regular Rock County position and has successfully
2622 completed the Probationary Period.

2623

2624 Reinstatement2625 18.1042

2626

2627 To restore or be placed back into a former or substantially equivalent position.

2628

2629 Relief2630 18.1043

2631

2632 An employee who is hired to perform a certain job and who meets all of the qualifications to perform
2633 the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.
2634 Specific rules and guidelines for the completion of Relief duties are contained within Departmental
2635 Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if
2636 anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.
2637 Employees working as a Relief Staff may not work more than 25 hours per week. . If a current FTE

2638 employee wished to become a pool employee, he/she must resign from his/her regular employment
2639 with Rock County and reapply as a pool employee.

2640
2641 Retiree
2642 18.1044

2643
2644 An employee who terminates employment with the County to immediately and actively draw an
2645 annuity from the Wisconsin Retirement System (WRS).

2646
2647 Seasonal Employee
2648 18.1045

2649
2650 An employee who is hired for a period of time to do a specific function (example: cut the grass), which
2651 cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not
2652 eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours
2653 in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal
2654 employee may not work more than 25 hours per week.

2655
2656 Selection Device
2657 18.1046

2658
2659 A formal measurement device used to evaluate and/or rank applicants for County positions.

2660
2661 Seniority
2662 18.1047

2663
2664 Seniority is continuous length of service as a County employee. Seniority shall, upon completion of
2665 the Probationary Period, begin with the original date of continuous employment subject to the con-
2666 ditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

2667
2668 Supervisor
2669 18.1048

2670
2671 The person responsible for the assignment, direction and evaluation of the work of another employee,
2672 usually a full time County employee.

2673
2674 Temporary Appointment
2675 18.1049

2676
2677 An appointment of an individual who meets the qualifications for a position appointed to fill that position
2678 for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

2679
2680 Termination
2681 18.1050

2682
2683 The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal,
2684 resignation, retirement or death.

2685
2686 Transfer
2687 18.1051

2688
2689 The assignment of an employee from one position to another in the same class or to a class with the
2690 same pay range.

2691
2692 Travel Status
2693 18.1052

2694
2695 An employee shall be considered to be in "travel status" when he or she is on County business outside
2696 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
2697 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.

2698

2699 Underslotting

2700 18.1053

2701

2702 The filling of a vacant position at a lower classification.

2703

2704 Unilateral Employees

2705 18.1054

2706

2707 Those County employees who are not covered by a collective bargaining agreement, excluding the
2708 County Elected Officials and the County Administrator. The Unilaterals are divided into three groups
2709 for purposes of overtime and vacation:

2710

2711

- 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.

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Upgrade

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18.1055

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2729 The reassignment of a position from one existing class to a current or newly created class to recognize
2730 a change in the duties and responsibilities of a position. When a position is upgraded, an open
2731 recruitment shall be conducted to fill the position (e.g. HR Secretary to HR Office Coordinator).

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Work Schedule

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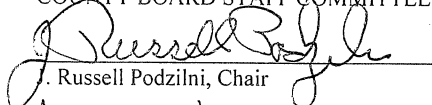
18.1056

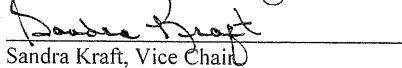
2735


2736 The standard typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.
2737 with a one hour lunch period. All full time employees are expected to work at least 40 hours per week
2738 unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise. Work schedule and
2739 hours of work may be determined by the operational needs of the department.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

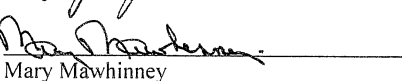

J. Russell Podzilni, Chair

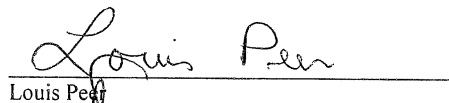

Sandra Kraft, Vice Chair

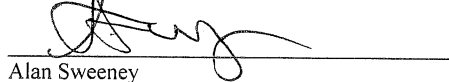

Eva Arnold

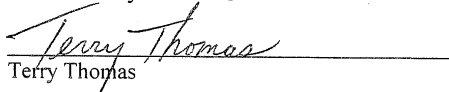

Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Pelt


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:

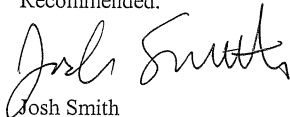
Minimal fiscal impact.



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.

Proposed Personnel Ordinance Changes

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



Nick Osborne
DRAFTED BY

Developmental Disabilities Board
SUBMITTED BY

November 7, 2016
DATE DRAFTED

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

- 1 **WHEREAS**, the State of Wisconsin mandates that all counties operate the Birth-to-Three program; and,
- 2
- 3 **WHEREAS**, the Developmental Disabilities Board has contracted with CESA-2 to run the program; and,
- 4
- 5 **WHEREAS**, the Birth-to-Three program will remain as a required county function after the transition to
- 6 Family Care; and,
- 7
- 8 **WHEREAS**, the 2017 Recommended Budget transfers all budget authority and contract management
- 9 responsibilities to the Human Services Department; and,
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 12 this _____ day of _____, 2016 does hereby transfer administration, budget authority and
- 13 contract management responsibilities of the Birth-to-Three Program from the Developmental Disabilities
- 14 Board to Human Services Department effective January 1, 2017.

Respectfully submitted,

DEVELOPMENTAL DISABILITIES BOARD

Louis S. Peer
Louis Peer, Chair

Nancy Lannert
Nancy Lannert, Vice Chair

Ed Brandsey
Ed Brandsey

Karl Dommershausen
Karl Dommershausen

Cheryl Drozdowicz
Cheryl Drozdowicz

Wayne Gustina
Wayne Gustina

Becky Heimerl
Becky Heimerl

Lynda Olson
Lynda Olson

Bridget Rolek
Bridget Rolek

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

Absent
Karl Dommershausen

Absent
Terry Felt

Linda Garrett
Linda Garrett

Ashley Kleven
Ashley Kleven

Kathy Scholz
Kathy Scholz

Terry Thomas
Terry Thomas

Shirley Williams
Shirley Williams

16-12A-179

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

Page 2

FISCAL NOTE:

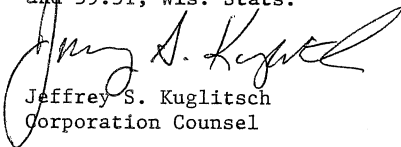
No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

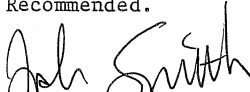
The County Board is authorized to take this action pursuant to §§ 59.01
and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh 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

FINANCE COMMITTEE
SUBMITTED BY

NOVEMBER 15, 2016
DATE DRAFTED

AUTHORIZING SELF-INSURANCE OF DENTAL COVERAGE

1 WHEREAS, Delta Dental Plan of Wisconsin currently administers the County Dental Insurance
2 Program; and
3

4 WHEREAS, Rock County offers dental plans with both "high" and "low" coverage options for all
5 of its employees, with the County contribution being 60% of the premium for the lowest cost, or "low"
6 plan, regardless of which coverage option is selected; and
7

8 WHEREAS, the County has determined it is in their best interest to provide the same coverage
9 under a self-insured dental plan; and
10

11 WHEREAS, this option will save the County the cost of service and processing fees; and
12

13 WHEREAS, the County will continue to provide the same level of dental coverage as currently
14 exist for both the "high" and "low" plans.
15

16 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly
17 assembled this 15th day of December, 2016 that:
18

- 19 1) They authorize the County's dental plan to be self-insured and subject to all appropriate state
20 laws and regulations effective January 1, 2017;
- 21 2) That the dental coverage provided will continue to be the same as is currently authorized;
- 22 3) That the monthly premiums will be as follows:
23 a) "Low" Plan - \$31.25 single and \$92.44 family
24 b) "High" Plan - \$55.58 single and \$153.71 family
25
- 26 4) The County contribution will continue to be 60% of the premium for the lowest cost of the
27 "low" plan, regardless of which coverage is selected.
28
29

Respectfully submitted:

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

16-12A-180

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

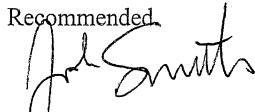
Effective 1/1/17, the County will move to a self-insured dental plan. Dental premiums paid by the County and employees will be deposited to the Dental Insurance account and used to fund dental claims. Delta Dental will be the plan administrator.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Ronald D. Burdick
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 15, 2016
DATE DRAFTED

AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

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

- 4
- 5 Expand/improve/rehabilitate snow removal equipment building, including wash bay;
- 6 reconstruct south end of Runway 18/36 and groove per RSAT; reconstruct Runway 04/22;
- 7 construct east side hangar development; security improvements, including gates, card reader
- 8 and lighting; and any necessary related work.
- 9

10 **WHEREAS**, the Sponsor adopted a resolution on _____, 2016, a copy of
11 which is attached and the prescribed terms and conditions of which are fully incorporated into this
12 agreement, designating the Secretary as its agent and requesting the Secretary to act as set forth
13 in the Resolution, and agreeing to maintain and operate the airport in accordance with certain
14 conditions; and

AGENCY AGREEMENT

15

16

17

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

20

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

25

26 Secretary of Transportation

27

28

29

30

31

32 _____
33 David M. Greene, Director
34 Bureau of Aeronautics

35 Date: _____

16-12A-181

FEDERAL BLOCK GRANT OWNER ASSURANCES

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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

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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

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice-Chair

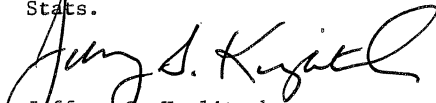
Eva Arnold

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 S. Kuglitsch
Corporation Counsel

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



Ronald D. Burdick, Airport Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 15, 2016
DATE DRAFTED

PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT
IMPROVEMENT AID

1 WHEREAS, the County Board of Supervisors, Rock County, Wisconsin hereinafter referred to
2 as the Sponsor, being a municipal Body Corporate of the State of Wisconsin, is authorized by law
3 (sec. 114.11, Wis. Stats.) to acquire, establish, construct, own, control, lease, equip, improve,
4 maintain, and operate an airport, and
5

6 WHEREAS, the Sponsor desires to develop or improve the Southern Wisconsin Regional
7 Airport, Rock County, Wisconsin,
8

9 "PETITION FOR AIRPORT PROJECT"
10

11 WHEREAS, airport users have been consulted in formulation of the improvements included in
12 this Resolution, and
13

14 WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with
15 Chapter §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition,
16 and
17

18 NOW, THEREFORE, BE IT RESOLVED, by the Sponsor that a petition for federal and (or)
19 state aid in the following form is hereby approved:
20

21 The petitioner, desiring to sponsor an airport development project with federal and state aid or
22 state aid only, in accordance with the applicable state and federal laws, respectfully represents
23 and states:
24

- 25 1. That the airport, which it is desired to develop, should generally conform to the
26 requirements for a General Aviation type airport as defined by the Federal Aviation
27 Administration.
28
- 29 2. The character, extent, and kind of improvements desired under the project are as follows:
30
31 Expand/improve/rehabilitate snow removal equipment building, including wash bay;
32 reconstruct south end of Runway 18/36 and groove per RSAT; reconstruct Runway 04/22;
33 construct east side hangar development; security improvements, including gates, card
34 reader and lighting; and any necessary related work.
35
- 36 3. That the airport project, which your petitioner desires to sponsor, is necessary for the
37 following reasons: to meet the existing and future needs of the airport.
38

39 WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually
40 or collectively as funds are available, with specific project costs to be approved as work is authorized,
41 the proportionate cost of the airport development projects described above which are to be paid by the
42 Sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter

16-12A-182

PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

43 referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and
44 unspent balance after the project is completed is to be returned to the Sponsor by the Secretary; the
45 Sponsor will make available any additional monies that may be found necessary, upon request of the
46 Secretary, to complete the project as described above; the Secretary shall have the right to suspend or
47 discontinue the project at any time additional monies are found to be necessary by the Secretary, and
48 the Sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all
49 reasonable federal and state expenditures related to the project shall be paid by the sponsor; and
50

51 **WHEREAS**, the Sponsor is required by law Wis. Stat. §114.32(5) to designate the Secretary as its
52 agent to accept, receive, receipt for and disburse any funds granted by the United States under the
53 Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its
54 agent for other purposes.
55

56 "DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"
57

58 **NOW, THEREFORE, BE IT RESOLVED**, by the Sponsor that the Secretary is hereby designated as
59 its agent and is requested to agree to act as such in matters relating to the airport development project
60 described above, and is hereby authorized as its agent to make all arrangements for the development
61 and final acceptance of the completed project whether by contract, agreement, force account or
62 otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies,
63 either public or private, for the acquisition, construction, improvement, maintenance and operation of
64 the airport; and, to acquire property or interest in property by purchase, gift, lease, or eminent domain
65 under Chapter 32 of the Wisconsin Statutes; and, to supervise the work of any engineer, appraiser,
66 negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or
67 other documents required or requested by any agency of the federal government and to comply with all
68 federal and state laws, rules, and regulations relating to airport development projects.
69

70 **FURTHER**, the Sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the
71 Sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find
72 necessary to complete the aforesaid project.
73

74 "AIRPORT OWNER ASSURANCES"
75

76 **BE IT FURTHER RESOLVED** that the Sponsor agrees to maintain and operate the airport in
77 accordance with certain conditions established in Wisconsin Administrative Code §55, or in
78 accordance with Sponsor assurances enumerated in a federal grant agreement.
79

80 **BE IT FURTHER RESOLVED** that the County Board Chair and County Clerk be authorized to sign
81 and execute the Agency Agreement and Federal Block Grant "Owner Assurances" authorized by this
82 Resolution.
83

84 **CERTIFICATION**
85

86 I, _____, Clerk of Rock County, Wisconsin, do hereby certify that the foregoing is
87 a correct copy of a Resolution introduced at a _____ meeting of the _____ on
88 _____, 2016, adopted by a majority vote, and recorded in the minutes of said
89 meeting.
90

91
92 _____
93 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:

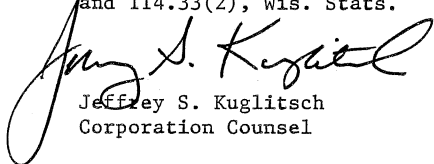
This resolution outlines the state and federal requirements for applying for funding. If any projects are approved for federal and/or state funding then a budget amendment, including the County's share, would be required.



Sherry Oja
Finance Director

LEGAL NOTE:

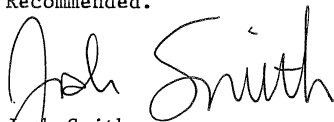
The County Board is authorized to take this action pursuant to secs. 59.02 and 114.33(2), Wis. Stats.



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
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

- 1 **WHEREAS**, the Wisconsin legislature adopted the Chapter 91 Farmland Preservation Act as an incentive
- 2 for property owners to preserve agricultural land; and,
- 3
- 4 **WHEREAS**, the Rock County Board of Supervisors, through Resolution 14-11D-158 (November 20,
- 5 2014), adopted the Rock County Agricultural Preservation Plan 2013 Update as an element of the Rock
- 6 County Comprehensive (Plan), and through Resolution 15-12A-439 (December 10, 2015) amended the
- 7 Rock County Agricultural Preservation Plan 2013 Update; and,
- 8
- 9 **WHEREAS**, the Plan is a comprised of the Towns' land use plans then prepared by Rock County Planning
- 10 and Development Department; and,
- 11
- 12 **WHEREAS**, the Plan will help to facilitate Farmland Preservation for the benefit of the citizens and the
- 13 economy of Rock County; and,
- 14
- 15 **WHEREAS**, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) has
- 16 requested changes to the Farmland Preservation Plan Map for consistency between the Plan and Town
- 17 Zoning Ordinances; and,
- 18
- 19 **WHEREAS**, The Wisconsin Department of Agriculture, Trade and Consumer Protection issued an order
- 20 certifying the Farmland Preservation Plan Text and Map Amendment under s. 91.16 Wis. Stats. Through
- 21 December 31, 2024; and,
- 22
- 23 **WHEREAS**, a Public Hearing will be held on December 15, 2016 by the Rock County Planning and
- 24 Development Committee.
- 25
- 26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 27 this _____ day of _____, 2016 does hereby amend the Rock County Agricultural Preservation
- 28 Plan 2013 Update Plan Map.

16-12A-183

Respectfully submitted,

PLANNING AND DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wayne Gustina

Jason Heidenreich

Wes Davis

Rock County Agricultural Preservation Plan 2013 Update Map Amendment
Page 2

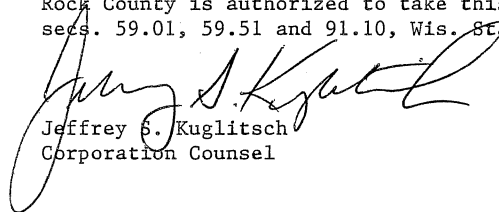
FISCAL NOTE:

No direct fiscal impact to County operations.


Sherry Oja
Finance Director

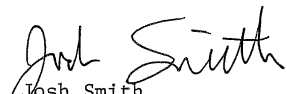
LEGAL NOTE:

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



Randy Terronez
DRAFTED BY

County Board Staff
Committee
SUBMITTED 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
- 2 Drive in the Town of Beloit, more commonly known as the Reid property; and,
- 3
- 4 **WHEREAS**, the County solicited sealed bids for the property and the high bidder is Mr. Scott Brickson
- 5 who bid \$15,600.00.
- 6
- 7 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 8 this ____ day of _____, 2016, approves the sale of approximately 0.22 acres (MOL) of the Rock
- 9 County property located at 460 Community Drive in the Town of Beloit to Mr. Scott Brickson in the
- 10 amount of \$15,600 and such other terms and conditions as shall be agreed upon at time of sale.
- 11
- 12 **BE IT FURTHER RESOLVED** that from the sale proceeds, expense of sale costs be reimbursed to the
- 13 appropriate county account.
- 14
- 15 **BE IT FURTHER RESOLVED** that the buyer is required to pay additional monies to the County of
- 16 Rock for the closing such as taxes owed (current and delinquent) and any other liens/assessments
- 17 (including but not limited to the Town of Beloit delinquent sewer assessment).
- 18
- 19 **BE IT FURTHER RESOLVED** that upon completion of the sale, the County will place the remaining
- 20 balance to the repayment of the CDBG Housing Rehab Loan Program – Project #20342D-1.
- 21
- 22 **BE IT FURTHER RESOLVED** that the County Board Chair and County Clerk are hereby authorized to
- 23 sign a deed to transfer the property to Mr. Scott Brickson as well as any other documents necessary to
- 24 complete the transaction.

Respectfully Submitted,

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


16-12A-184

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.


Jeffrey S. Kuglitsch
Corporation Counsel

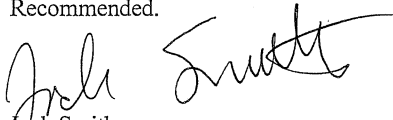
FISCAL NOTE:

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.


Sherry Oya
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


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.

 ORIGINAL

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



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

BIDDER	FIRM BID
SCOTT BRICKSON	\$ 15,600.00
DANIEL BOUTELLE	\$ 12,200.00
GERALDINE FAULK-MCCAA	\$ 10,200.00
PATRICIA NICHOLS	\$ 9,000.00
THOMAS GILBANK	\$ 6,105.00
KELIA TILLMAN	\$ 5,500.00

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

John Smith

12-6-16

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

**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
2 disabled individuals in Rock County will be handled as part of that program; and
3

4 WHEREAS, the adopted 2017 Rock County Budget eliminated the Developmental Disabilities
5 Board as a Department, with remaining services not provided through the Family Care program being
6 merged into the Human Services Department; and
7

8 WHEREAS, the Rock County Board Rules of Procedure make several references to the
9 Developmental Disabilities Board as a standing committee; and
10

11 WHEREAS, all references to the Developmental Disabilities Board should be removed from the
12 Rock County Board Rules of Procedure because it will no longer serve as as standing committee.
13

14 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly
15 assembled this 15th day of December, 2016, in response to the County’s transition to Family Care and the
16 elimination of the Developmental Disabilities Board as a department from the County Budget that the
17 following portions of the Rock County Board Rules of Procedure be deleted:
18

19 1.) Rule II (B)

20 B. In the absence of, or disability of both the Chair and Vice Chair, the Committee Chair, if a
21 Supervisor, becomes the temporary acting Board chair based on the following precedence:
22 Public Safety and Justice, Agricultural/Land Conservation, Board of Health, ~~Developmental~~
23 ~~Disabilities~~, Education, Veterans and Aging Services, Finance, General Services, Health
24 Services, Human Services, Planning and Development, Public Works and Rail Transit.
25
26

27 2.) Rule V (A)

28
29 RULE V - STANDING COUNTY BOARD COMMITTEES, DUTIES, MEMBERSHIP AND
30 RESPONSIBILITIES
31

32 A. The following shall be the standing committees of the County Board of Supervisors and
33 shall have the general duties and responsibilities stated in Rule IV, shall approve all contracts,
34 claims and demands and causes of action less than \$10,000 and shall review the prior month’s
35 payments against the accounts under their jurisdiction. Upon request from department heads
36 and review by the County Administrator, or a designated agent, standing committees reallocate
37 amounts more than \$5,000 and up to \$10,000 between detail accounts or create new detail
38 accounts of an individual county office or department within their jurisdiction. With review by
39 the County Finance Director, the County Administrator or the Administrator’s designee may
40 approve reallocation requests of \$5,000 or less, or create detail accounts for any transfer of
41 \$5,000 or less without further committee action.
42

- 43 -Agricultural/ Land Conservation Committee
- 44 -Board of Health
- 45 -County Board Staff Committee
- 46 -~~Developmental Disabilities Board~~
- 47 -Education, Veterans and Aging Services Committee
- 48 -Finance Committee

16-12A-185

- 49 -General Services Committee
- 50 -Health Services Committee
- 51 -Human Services Board
- 52 -Planning & Development Committee
- 53 -Public Safety & Justice Committee
- 54 -Public Works Committee
- 55 -Rail Transit Commission

56

57 ...

58 3.) Rule V (E)

59

60 E. Developmental Disabilities Board

61

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

65

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

68

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

71

72 BE IT FURTHER RESOLVED THAT the remaining portions of Rule V, sections F through N
73 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

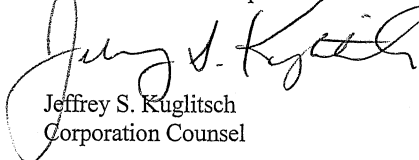
Louis Peer

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

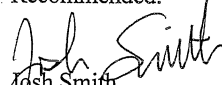
FISCAL NOTE:

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



Phil Boutwell
DRAFTED BY

Human Services Board
SUBMITTED BY

December 7, 2016
DATE DRAFTED

Creating the County CCOP Advisory Committee

1 **WHEREAS**, Rock County Human Services accepts Children’s Community Options Program (CCOP)
2 funding to provide services for children who have physical, developmental and/or emotional disabilities;
3 and,
4

5 **WHEREAS**, the Human Services Department must submit a five-year plan to the state that explains how
6 the County intends to offer quality services for the children and families who meet the eligibility
7 requirements; and,
8

9 **WHEREAS**, one component of the plan requires the County to create an advisory committee to develop
10 and monitor the program, and;
11

12 **WHEREAS**, the County created a Coordinated Services Team (CST) Advisory Committee in 2012, and
13 state rules allow the role of the CST Advisory Committee and the CCOP Advisory Committee to overlap
14 because they serve the same population; and,
15

16 **WHEREAS**, the CCOP and CST will work with the Behavioral Health Redesign Committee to ensure
17 that there is an effective Children’s system of care coordinating structure in Rock County.
18

19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2016, does hereby establish an 11 member CCOP Advisory
21 Committee whose membership overlaps the 21 member CST Advisory Committee and designates the
22 Rock County Human Services Department as the administering agency; and,
23

24 **BE IT FURTHER RESOLVED**, that the Chair of the Rock County Board of Supervisors be authorized
25 to appoint individuals to serve on the CCOP Advisory Committee, membership of which shall include
26 the following representatives: Parents/guardians of children with disabilities, and county agency
27 representatives including a member from Public Health.
28

29 **BE IT FURTHER RESOLVED**, that the County Board Chair shall appoint CCOP members to serve
30 concurrent terms commencing on January 1, 2017 with the County Board confirmed CST appointments,
31 with all subsequent appointments be for a term of three years, except that any person appointed to fill a
32 concurrent vacant position shall be appointed for the remainder of the term of the position to which
33 appointed; and,
34

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

16-12A-186

Creating the County CCOP Advisory Committee
Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

Brian Knudson, Chair

J. Russell Podzilni, Chair

Sally Jean Weaver-Landers, Vice Chair

Sandra Kraft, Vice Chair

Karl Dommershausen

Eva Arnold

Terry Fell

Henry Brill

Linda Garrett

Betty Jo Bussie

Ashley Kleven

Mary Mawhinney

Kathy Schulz

Louis Peer

Terry Thomas

Alan Sweeney

Shirley Williams

Terry Thomas

FISCAL NOTE:

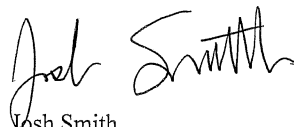
No fiscal impact.



Susan Balog
Assistant to Finance Director

ADMINISTRATIVE NOTE:

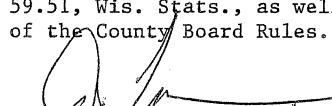
Recommended.



Josh Smith
County Administrator

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.


Jodi Timmerman
Deputy Corporation Counsel

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
2 Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE
3 Program Manual, identifying and outlining all aspects of Program development and implementation, on
4 January 13, 2011; and,
5

6 **WHEREAS**, the Rock County Board of Supervisors officially authorized staff to accept applications to the PACE
7 Program for the full donation of an Agricultural Conservation Easement and process applications according to the
8 PACE program policies and procedures, on June 13, 2013; and,
9

10 **WHEREAS**, the Program works to achieve its mission by acquiring agricultural conservation easements
11 (Easements) on eligible lands throughout unincorporated Rock County; and,
12

13 **WHEREAS**, the application was submitted by the landowners to the Program in 2016, with said application
14 reviewed and approved by Rock County Land Conservation Department (LCD) staff, the Rock County PACE
15 Council, and the Rock County Land Conservation Committee (LCC), all in accordance with the Rock County
16 PACE Program Manual; and,
17

18 **WHEREAS**, application approval by the LCC authorizes the LCD to begin the Easement acquisition process on
19 properties identified in said applications, subject to the consent of the landowners, as follows:
20

- 21 1. Larry and Katherine Oberdeck Property (Donation) - Rock County tax parcel number 6-16-107
22 Section 12, Township 4N, Range 13E, Porter Township (approximately 31 acres).
23

24 **WHEREAS**, to move towards completion of the Easement acquisition process, the owners of the aforementioned
25 Property, Rock County, and Brabazon Title Company, Inc. will sign and execute an *Agricultural Conservation*
26 *Easement Conveyance Agreement* document, identifying and outlining all aspects of the Easement acquisition
27 process, including but not limited to, the following activities, subject to all terms and conditions as stated therein:
28

- 29 1. Opening escrow with Brabazon Title Company, Inc. and Securing a Minimum Title Insurance
30 Commitment of \$15,000 (Title Report) for each Property - County Activity;
- 31 2. Landowner depositing three thousand five hundred dollars (\$3,500) in the established escrow account
- 32 3. Rock County contracting with an appraiser to determine the fair market value of an Easement on the
33 Property; and,
34

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

16-12A-187

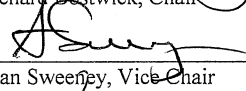
APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2016 PACE PROGRAM APPLICATIONS (DONATION)

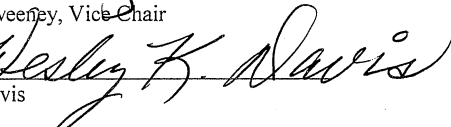
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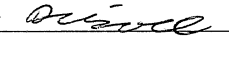
Respectfully submitted:

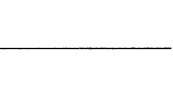
LAND CONSERVATION COMMITTEE


Richard Bostwick, Chair


Alan Sweeney, Vice Chair


Wesley K. Davis
Wes Davis


Brenton Driscoll


Anders Dowd


Kara Hawes


David Rebut, USDA-FSA

Jeremy Zajac

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.


Jeffrey S. Kuglitsch
Corporation Counsel

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, 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
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 ACQUISITION PROCESS FOR SELECTED 2016 PACE PROGRAM
APPLICATIONS (FEDERALLY FUNDED)**

- 1 **WHEREAS**, the Rock County Board of Supervisors officially approved the Rock County Purchase of
2 Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE
3 Program Manual, identifying and outlining all aspects of Program development and implementation, on
4 January 13, 2011; and,
5
6 **WHEREAS**, the Program works to achieve the mission by acquiring agricultural conservation easements
7 (Easements) on eligible lands throughout unincorporated Rock County; and,
8
9 **WHEREAS**, two applications were submitted by landowners for the USDA-NRCS assisted purchase component
10 of the Program in 2016; and,
11
12 **WHEREAS**, the applications have been reviewed by Rock County Land Conservation Department (LCD) staff,
13 the Rock County PACE Council, and the Rock County Land Conservation Committee (LCC), all in accordance
14 with the Rock County PACE Program Manual; and,
15
16 **WHEREAS**, the LCC voted to approve the PACE applications and begin Easement acquisition process, which are
17 located within a Primary Target Acquisition Area:
18
19 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
20 SE 1/4 Section 30, Township 3 N, Range 14 E, Johnstown Township (approximately 114 acres)
21
22 2. Lux/Pulera Property - Rock County tax parcel number 6-7-389, Part of the E 1/2 of SE 1/4 of Section
23 36, Township 3 N, Range 13 E, Harmony Township (approximately 75 total acres)
24
25 **WHEREAS**, to proceed with the Easement acquisition process, the LCD will submit Easement acquisition
26 funding applications for the aforementioned properties to the USDA-Natural Resources Conservation Service
27 ("NRCS"), which, if approved, provides funding for fifty percent of the Easement value; and,
28
29 **WHEREAS**, the NRCS requires, as a component of its application process, a signed purchase agreement between
30 Rock County and the owners of the aforementioned properties; and,
31
32 **WHEREAS**, the agreement will be based on an estimated value of the Easement and is contingent on a final value
33 being determined by an appraisal, which will be contracted by Rock County only if the property is selected by the
34 NRCS for funding; and,
35
36 **WHEREAS**, to formalize the Easement acquisition process, each of the owners of the aforementioned Properties,
37 Rock County, and Brabazon Title Company, Inc. will sign and execute an *Agricultural Conservation Easement*
38 *Conveyance Agreement* document, which will include the estimated purchase price and will outline all aspects of
39 the Easement acquisition process, including but not limited to, the following activities, subject to all terms and
40 conditions as stated therein:
41
42 1. Opening an escrow with Brabazon Title Company, Inc. and securing a minimum Title Insurance
43 Commitment of \$15,000 (Title Report) for each Property
44 2. Landowner depositing three thousand five hundred dollars (\$3,500) in the established escrow account
45 3. LCD submitting an application to the NRCS for the federal portion of the purchase funding
46 4. If selected for funding by the NRCS, Rock County contracting with an appraiser to determine the fair
47 market value of the Easement; and,

16-12A-188

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

Page 2

48 WHEREAS, final acquisition of any or all of the Easements will take place only after future action by the County
49 Board.

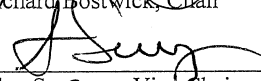
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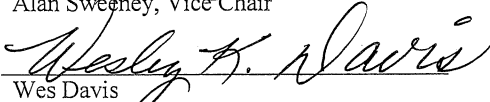
51 NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this
52 _____ day of _____, 2016, does by enactment of this Resolution approve an *Agricultural*
53 *Conservation Easement Conveyance Agreement* for each Property, authorizing the LCD to undertake activities
54 identified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

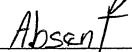
Respectfully submitted:

LAND CONSERVATION COMMITTEE


Richard Postwick, Chair


Alan Sweeney, Vice Chair


Wesley H. Davis
Wes Davis


Absent
Anders Dowd


Brenton Driscoll


Kara Hawes


David Rebut, USDA-FSA


Jeremy Zajac

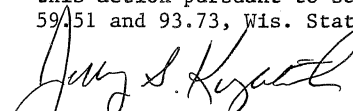
FISCAL NOTE:

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 Oja
Finance Director

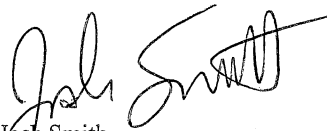
LEGAL NOTE:

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


Jeffrey S. 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

Land Conservation Committee
SUBMITTED BY

November 17, 2016
DATE DRAFTED

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

1 **WHEREAS**, the Rock County Board of Supervisors officially approved the Rock County Purchase of
2 Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE
3 Program Manual, identifying and outlining all aspects of Program development and implementation, on
4 January 13, 2011; and,
5
6 **WHEREAS**, the Rock County Board of Supervisors adopted resolution 16-9A-092 which officially approved
7 an amendment to the PACE Program, which allowing the County to purchase agricultural conservation
8 easements with or without USDA-NRCS funding, on September 26, 2016; and,
9
10 **WHEREAS**, the Program works to achieve the mission by acquiring agricultural conservation easements
11 (Easements) on eligible lands throughout unincorporated Rock County; and,
12
13 **WHEREAS**, two applications were submitted by landowners for the Non-USDA-NRCS assisted purchase
14 component of the Program in 2016 both of which were submitted to the USDA-NRCS for federal funding during
15 the 2015 application cycle. Both applications were denied federal funding due to a budget shortfall; and,
16
17 **WHEREAS**, the applications have been reviewed by Rock County Land Conservation Department (LCD) staff,
18 the Rock County PACE Council, and the Rock County Land Conservation Committee (LCC), all in accordance
19 with the Rock County PACE Program Manual; and,
20
21 **WHEREAS**, the LCC voted to approve the PACE applications and begin Easement acquisition process, which are
22 located within a Primary Target Acquisition Area:
23
24 1. Francis - Rock County tax parcel number 6-20-162, Part of the SW 1/4 of Section 20, Township 4N,
25 Range 10E, Union Township (approximately 112.5 total acres)
26
27 2. Oberdeck - Rock County tax parcel number 6-6-50, Part of the E 1/2 of the W 1/2 of Section 7, Township
28 4N, Range 12E, Fulton Township (approximately 124 total acres); and,
29
30 **WHEREAS**, to proceed with the Easement acquisition process, the LCD develop a purchase agreement between
31 Rock County and the owners of the aforementioned properties; and,
32
33 **WHEREAS**, the agreement will be based on an appraisal of the Easements, which was contracted by Rock County
34 during the USDA-NRCS application process; and,
35
36 **WHEREAS**, to formalize the Easement acquisition process, each of the owners of the aforementioned properties,
37 Rock County, and Brabazon Title Company, Inc. will sign and execute an *Agricultural Conservation Easement*
38 *Conveyance Agreement* document, which will include the estimated purchase price and will outline all aspects of
39 the Easement acquisition process, including but not limited to, the following activities, subject to all terms and
40 conditions as stated therein:
41
42 1. Opening an escrow with Brabazon Title Company, Inc. and securing a minimum Title Insurance
43 Commitment of \$15,000 (Title Report) for each Property
44 2. Landowner depositing three thousand five hundred dollars (\$3,500) in the established escrow account
45
46 **WHEREAS**, final acquisition of any or all of the Easements will take place only after future action by the County
47 Board.
48
49 **NOW, THEREFORE, BE IT RESOLVED**, the Rock County Board of Supervisors duly assembled this
50 _____ day of _____, 2016, does by enactment of this Resolution approve an *Agricultural*
51 *Conservation Easement Conveyance Agreement* for each Property, authorizing the LCD to undertake activities
52 identified therein and obligate all necessary funds to complete said activities.

16-12A-189

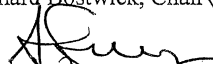
APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2016 PACE PROGRAM APPLICATIONS (NON-FEDERALLY FUNDED)

Page 2

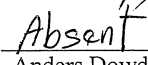
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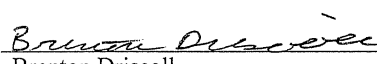
LAND CONSERVATION COMMITTEE



Richard Bostwick, Chair



Alan Sweeney, Vice Chair

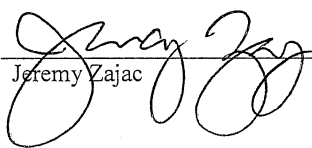

Wes Davis


Anders Dowd


Brenton Driscoll

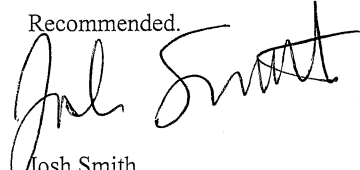

Kara Hawes


David Rebout, USDA-FSA


Jeremy Zajac


ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

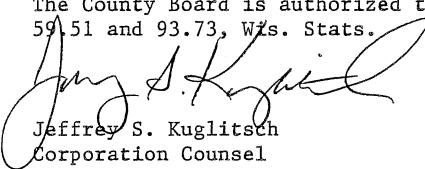
FISCAL NOTE:

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. Kuglitsch
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
ROCK COUNTY BOARD OF SUPERVISORS**

LAND CONSERVATION
COMMITTEE
INITIATED BY



THOMAS SWEENEY
DRAFTED BY

NOVEMBER 16, 2016
DATE DRAFTED

LAND CONSERVATION
COMMITTEE
SUBMITTED BY

**CONTINUED OPPOSITION TO THE GREAT LAKES BASIN TRANSPORTATION, INC.
RAIL PROJECT IMPACTING ROCK COUNTY'S
AGRICULTURAL AND NATURAL RESOURCES**

- 1 **WHEREAS**, Resolution 16-5A-026 titled Opposition To The Proposed Great Lakes Basin
- 2 Transportation, Inc. Rail Project passed County Board on May 12, 2016 which opposed the Great Lakes
- 3 Basin Transportation, Inc. proposal to construct a new rail project in the eastern section of Rock County,
- 4 which commenced east of the City of Milton and headed south to and east until it reached the most
- 5 southeastern corner of Rock County dissecting some of Rock County's most prime farmland; and,
- 6
- 7 **WHEREAS**, the Great Lakes Basin Transportation, Inc. has since amended said preferred route
- 8 commencing east of City of Milton traveling in a southerly direction and then westerly crossing the
- 9 Rock River, just south of West Beloit Rock Townline Rd. and then in a south westerly direction to the
- 10 State Line, west of the City of Beloit. The amended route continues to transect Rock County's prime
- 11 farmland; and,
- 12
- 13 **WHEREAS**, the Great Lakes Basin Transportation, Inc. continues to state their intent is to purchase a
- 14 two hundred foot wide corridor over the project route, approximately thirty (30) miles, which is
- 15 estimated to remove approximately six hundred and twenty six (626) acres of prime farmland from
- 16 production increasing the potential loss of farmland by 56 acres over the previous route, also the loss of
- 17 woodlots increases to over sixty three (63) acres; and,
- 18
- 19 **WHEREAS**, the Rock County Board of Supervisors continues their commitment to the preservation of
- 20 Farmland with in Rock County by virtue of the adoption of the Rock County Purchase of Agricultural
- 21 Conservation Easements Program (PACE) in 2011 and adoption of the Farmland Preservation Plan in
- 22 1977 and all its' amendments to present. The County Board has also granted yearly allocations of
- 23 financial resources for the implementation and continuation of these programs; and,
- 24
- 25 **WHEREAS**, the Land Conservation (LCC) and the Planning and Development Committees continues to
- 26 support the preservation of farmland by participating in the Wisconsin Farmland Preservation Program
- 27 since 1977. This program has allowed the development of zoning ordinances within the townships of the
- 28 county for the long term protection of the County's farmland; and,
- 29
- 30 **WHEREAS**, the County Board supports all the aforementioned activities associated with the
- 31 preservation of farmland within the county's boundaries with the understanding that agriculture is a vital
- 32 component of the total Rock County Economy. According to University of Wisconsin Extension Service
- 33 the loss of agricultural production and loss to the agriculture service sector associated with the amended
- 34 route is estimated at six hundred seventy eight thousand seven hundred and eighty one dollars (**\$678,781**)
- 35 annually (2016 dollars); and,
- 36
- 37 **WHEREAS**, the LCC understands the construction of the proposed rail line will not only remove the
- 38 estimated prime farmland from production but will also fragment numerous farms and fields leading to
- 39 an increase in production costs of agricultural commodities to those impacted; and,
- 40
- 41 **WHEREAS**, the amended mapped route of the rail line will also impact the established surface and
- 42 subsurface drainage networks that keeps thousands of acres of prime farmland productive, resulting in an
- 43 untold number of surface and subsurface drainage systems needing to be updated; and,

16-12A-190

CONTINUED OPPOSITION TO THE GREAT LAKES BASIN TRANSPORTATION, INC. RAIL
PROJECT IMPACTING ROCK COUNTY'S AGRICULTURAL AND NATURAL RESOURCES

Page 2

44 **WHEREAS**, there are numerous negative impacts that haven't been considered, including but not limited
45 to the fragmentation of woodlots, impacts to wetlands, impacts to wildlife habitat resources, and impacts
46 to the surface and groundwater resources of the county; and,
47

48 **WHEREAS**, all the towns that will be directly impacted by the initial proposed rail project, Milton,
49 Johnstown, Bradford, and Clinton have gone on official record in opposition to the proposed rail line and
50 the townships impacted by the amended route, Milton, Johnstown, La Prairie, Turtle and Beloit have also
51 gone on record in opposition to the rail line; and,
52

53 **WHEREAS**, Rock County has been a member of the Wisconsin River Rail Transit Commission
54 (WRRTC) since 1982 with nine other counties in Southern Wisconsin and the WRRTC is the owner and
55 is responsible for safe and reliable local rail service of the existing infrastructure that the proposed rail
56 line will connect into; and,
57

58 **WHEREAS**, Rock County along with nine other Counties have invested over five hundred thousand
59 dollars (\$500,000) each for capital improvements for the safe and efficient local rail service; and,
60

61 **WHEREAS**, the WRRTC and Wisconsin Department of Transportation is under a lease agreement with
62 the Wisconsin Southern Railroad for use and maintenance of all WRRTC infrastructure; and,
63

64 **WHEREAS**, the WRRTC has expressed concern regarding the costs associated with the needed rail
65 improvements with the proposed increase in rail traffic which will force the commission to upgrade the
66 current rail from a Class I to a Class II system with an estimated cost of nine hundred thousand
67 (\$900,000) per mile of rail. The Rail Commission estimates approximately 40 miles needing this upgrade
68 at a total cost to exceed thirty six million dollars (\$36,000,000); and,
69

70 **WHEREAS**, The Rock County Board of Supervisors sent a letter date June 3, 2016 to the Surface
71 Transportation Board regarding the Great Lakes Basin Transportation, Inc. Rail Project which identifies a
72 desired alternative route by expanding the Chicago's CREATE program rail initiatives north to directly
73 connect to Class I rail operators and the Port of Milwaukee.
74

75 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
76 assembled this ____ day of _____, 2016, goes on record in opposition to the Great Lakes Basin
77 Transportation, Inc., rail project or any amendments to the proposed routes that will impact the Rock
78 County's agricultural sector, its untold impacts to the County's natural resources and the financial
79 implications to Rock County for upgrading the existing rail infrastructure. The County continues to
80 support the alternative route by expanding the Chicago's CREATE program rail initiatives north; and,
81

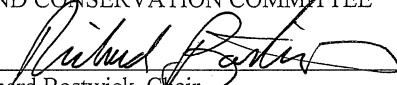
82 **BE IT FURTHER RESOLVED** that the County Clerk forward this Resolution to Wisconsin Governor
83 Scott Walker; Secretary of the Department of Natural Resources, Cathy Stepp; Secretary of the
84 Department of Agriculture Trade and Consumer Protection, Ben Brancel; Senator Steven Nass;
85 Senator Janis Ringhand; Representative Don Vruwink; Representative Deb Kolste;
86 Representative Amy Loudenberg; Representative Mark Spreitzer; US Senator Ron Johnson;
87 U.S. Senator Tammy Baldwin; U.S. Representative Mark Pocan, U.S. Representative Paul Ryan, and
88 Dave Navecky, Office of Environmental Analysis, Surface Transportation Board.

CONTINUED OPPOSITION TO THE GREAT LAKES BASIN TRANSPORTATION, INC. RAIL PROJECT IMPACTING ROCK COUNTY'S AGRICULTURAL AND NATURAL RESOURCES

Page 3

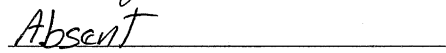
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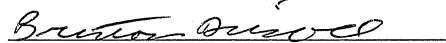
LAND CONSERVATION COMMITTEE

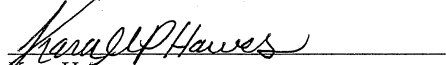

Richard Bostwick, Chair


Alan Sweeney, Vice Chair


Wesley K. Davis
Wesley 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



Michelle Schultz, Land Info Officer
DRAFTED BY

Finance Committee
SUBMITTED BY

December 13, 2016
DATE DRAFTED

AMENDING THE ROCK COUNTY LAND INFORMATION PLAN

- 1 **WHEREAS**, Resolution 11-9B-471 approved the updated Rock County Land Records Modernization
- 2 Plan; and,
- 3
- 4 **WHEREAS**, the Rock County Land Records Modernization Plan in accordance with Wisconsin Land
- 5 Information Program guidelines is now referred to as the Rock County Land Information Plan; and,
- 6
- 7 **WHEREAS**, the Plan is developed to comply with the Wisconsin Land Information Program
- 8 requirements which allow Rock County to further develop, refine or modify the plan as needed in the
- 9 effort to integrate and automate land records; and,
- 10
- 11 **WHEREAS**, significant public investment has been made in the Geographical Information System
- 12 (GIS) that contains Rock County's Land Records information, resulting in a valuable resource for those
- 13 who wish to utilize the information for public and private benefit; and,
- 14
- 15 **WHEREAS**, the fee structure contained in the appendix of the Plan was last updated in 2011 and the
- 16 Land Records Office recommends updating the fee structure, which will facilitate greater access to GIS
- 17 data which will benefit the citizens of Rock County; and,
- 18
- 19 **WHEREAS**, the revenue generated from the sale of maps and digital data will be used to offset the
- 20 future costs of maintaining, improving and updating the information contained in the GIS.
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 23 assembled this _____ day of _____, 2016 does hereby amend the Rock County Land
- 24 Information Plan and replace the existing fee schedule with an updated fee schedule; and,
- 25
- 26 **BE IT FURTHER RESOLVED**, that the updated fee schedule becomes effective upon passage of
- 27 this resolution.

16-12A-195

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

AMENDING THE ROCK COUNTY LAND INFORMATION PLAN
Page 2

FISCAL NOTE:

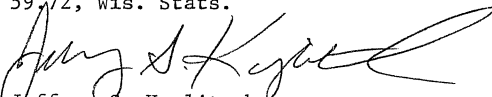
The changes to the fee structure will have minimal impact on annual revenue collections.



Sherry Oja
Finance Director

LEGAL NOTE:

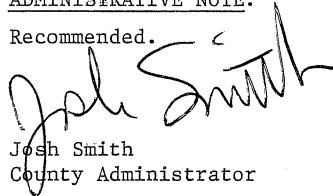
The County Board is authorized to take this action pursuant to secs. 59.51 and 59.72, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator