



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – MARCH 22, 2016 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – March 8, 2016
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. Recognizing Robert Leu
 - B. Recognizing Patricia Leuzinger for Service to Rock County
 - C. Establishing the Salary for the Rock County Clerk, Register of Deeds, and Treasurer for the 2017-2020 Term
 - D. Renaming the General Services Department and Director Title
 - E. Proclaiming April 2016 National County Government Month
6. Update on the Buck Property
7. Claim
8. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Pending Litigation
9. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-63107	PUBL & LEGAL	P1600186	02/29/2016	JANESVILLE GAZETTE INC	548.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	1,055.40	0.00	548.20	23,396.40
08-1420-0000-64200	TRAINING EXP	P1601043	02/02/2016	BEST EVENTS	500.00
		P1601264	02/26/2016	KELLY LEADERSHIP GROUP LLC	1,700.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	4,736.68	6,564.07	2,200.00	6,499.25
08-1420-0000-64417	RH EXPENSES	P1600186	02/29/2016	JANESVILLE GAZETTE INC	723.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	1,316.15	0.00	723.50	6,460.35
HUMAN RESOURCES PROG TOTAL				3,471.70	

I have examined the preceding bills and encumbrances in the total amount of **\$3,471.70**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 21 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1914-0000-62104	CONSULTING SERV	P1600203	02/29/2016	TE BRENNAN COMPANY	786.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00	0.00	0.00	786.75	14,213.25
RISK MANAGEMENT PROG TOTAL				786.75	
19-1932-0000-64904	SUNDRY EXPENSE	P1601287	03/03/2016	JANESVILLE JETS HOCKEY CLUB	725.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,469.00	70.85	1,753.15	725.00	5,920.00
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL				725.00	

I have examined the preceding bills and encumbrances in the total amount of **\$1,511.75**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 27 2016**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY



Nick Osborne
DRAFTED BY

General Services Committee
SUBMITTED BY

March 1, 2016
DATE DRAFTED

RECOGNIZING ROBERT LEU

1 **WHEREAS**, Robert (Rob) Leu was hired by Rock County as a Planner/Engineer on February 20, 1978; and
2

3 **WHEREAS**, Rob was hired as the Rock County General Services Director on January 19, 1981 and served
4 in that role until his retirement on April 29, 2016; and
5

6 **WHEREAS**, during Rob's career of more than 38 years with Rock County he played a significant role in
7 many major County construction projects, including:
8

- 9 - Jail Construction in 1986
- 10 - Juvenile Detention Center construction in 1994-95, later renamed the Youth Service Center
- 11 - Communications Center construction in 1992 and addition/renovation in 2005
- 12 - Courthouse addition/renovation in 1999
- 13 - Glen Oaks Renovation in 1995
- 14 - Job Center Renovation in 1997
- 15 - Eclipse Center Renovation in 2009-10; and
16

17 **WHEREAS**, Rob has guided and overseen the development and expansion of many of the facilities on the
18 UW-Rock County campus, including:
19

- 20 - Wells Cultural Center in 1980-81
- 21 - Williams Hall addition/renovation in 1998
- 22 - Engineering Center in 2007
- 23 - Library - Allen Hall in 2009; and
24

25 **WHEREAS**, Rob played a key role in establishing, developing, and managing numerous County functions
26 during his career that included facility maintenance, lease negotiations, purchasing, central duplicating, mail
27 operations, and the contract review process; and
28

29 **WHEREAS**, Rob's expertise and institutional knowledge of Rock County facilities will be greatly missed.
30

31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
32 this _____ day of _____, 2016 does hereby recognize Rob Leu for his 38 plus years of service and
33 extends best wishes in his future endeavors.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

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**

Sherry Oja, Finance Director
INITIATED BY



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY

March 7, 2016
DATE DRAFTED

Recognizing Patricia Leuzinger for Service to Rock County

- 1 **WHEREAS**, Patricia Leuzinger has served the citizens of Rock County for over 25 years as a dedicated
- 2 and valued employee; and,
- 3
- 4 **WHEREAS**, Patricia Leuzinger began her career with Rock County as an Administrative Assistant in
- 5 General Services on January 28, 1991; and,
- 6
- 7 **WHEREAS**, Patricia Leuzinger worked in that capacity until being promoted to an Account Clerk II in
- 8 the Human Services Department on October 2, 1995; and,
- 9
- 10 **WHEREAS**, Patricia Leuzinger was promoted to an Account Clerk III on June 23, 2003 in the Human
- 11 Services Department and transferred to Financial Services on June 5, 2006; and,
- 12
- 13 **WHEREAS**, Patricia Leuzinger has worked diligently and faithfully in that position until her retirement
- 14 on March 25, 2016; and,
- 15
- 16 **WHEREAS**, the Financial Services' staff and all who have worked with her will greatly miss her smile
- 17 and sense of humor; and,
- 18
- 19 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 20 recognize Patricia Leuzinger for her contributions to the County and to thank her for her many years of
- 21 faithful service.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 24 this ____ day of _____, 2016, does hereby recognize Patricia Leuzinger for her 25 years of
- 25 service to the citizens of Rock County and extends its best wishes to her in her future endeavors.
- 26
- 27 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of
- 28 this resolution to Patricia Leuzinger.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Betty Jo Bussie

Brent Fox
Brent Fox

Eva Arnold

J. Russell Podzilni
J. Russell Podzilni

Mary Mawhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

March 8, 2016
DATE DRAFTED

**ESTABLISHING THE SALARY FOR THE ROCK COUNTY CLERK, REGISTER OF DEEDS,
AND TREASURER FOR THE 2017-2020 TERM**

1 **WHEREAS**, the Rock County Board of Supervisors sets the compensation for the Rock County Clerk, Register
2 of Deeds, and Treasurer for the 2017-2020 term of office; and
3
4 **WHEREAS**, the County Board Staff Committee has considered the issue of compensation for the Rock County
5 Clerk, Register of Deeds, and Treasurer.
6
7 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
8 _____ day of _____, 2016, set the increase in salary for the Rock County Clerk, Register of Deeds, and
9 Treasurer as per the below schedule: 2.0%, effective January 1, 2017, 2.0%, effective January 1, 2018, 1.5%,
10 effective January 1, 2019, and 1.5%, effective January 1, 2020, said salary to be paid over a period of 26 or 27
11 regular pay periods throughout each year.
12

	<u>01/01/2017</u>	<u>01/01/2018</u>	<u>01/01/2019</u>	<u>01/01/2020</u>
13 County Clerk	\$74,980.75	\$76,480.37	\$77,627.58	\$78,791.99
14 Register of Deeds	\$74,980.75	\$76,480.37	\$77,627.58	\$78,791.99
15 Treasurer	\$74,980.75	\$76,480.37	\$77,627.58	\$78,791.99

16
17
18
19 **BE IT FURTHER RESOLVED**, that the aforementioned County elected officials are entitled to participate in
20 the Wisconsin Retirement System in accordance with law and the County shall pay only its share of
21 contributions required by law; and
22
23 **BE IT FURTHER RESOLVED** that the aforementioned County elected officials are entitled to participate in
24 the County's health insurance program subject to the terms and conditions of the program, which may be
25 modified from time to time, under the same terms and conditions as the health insurance coverage offered to
26 non-represented managerial County employees who are not law enforcement managerial employees or non-
27 represented managerial employees described in Wis. Stat. Section 111.70(1)(mm).

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

ESTABLISHING THE SALARIES FOR THE ROCK COUNTY CLERK, REGISTER OF DEEDS, AND
TREASURER FOR THE 2017-2020 TERM

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FISCAL NOTE:

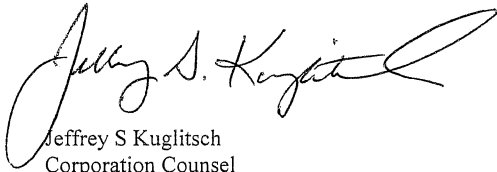
Sufficient funds will need to be included in the 2017-2020 budgets for the cost of these positions.



Sherry Oja
Finance Director

LEGAL NOTE:

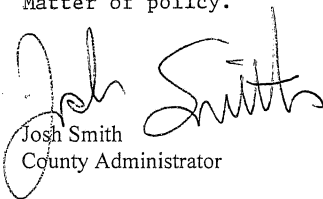
The County Board is authorized to take this action pursuant to § 59.22(1), Wis. Stats.



Jeffrey S Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

Executive Summary

The elected positions of County Clerk, Register of Deeds, and Treasurer are up for election in 2016 for the 2017-2020 term. Wisconsin Statutes 59.22 (1) require the Board to establish the annual compensation for these positions prior to the time nomination papers are filed in April 2016.

In 2014 a decision was made to align the salary for the Clerk of Courts, 2015 through 2018 term, with the County Clerk, Register of Deeds, and the Treasurer. As a result of this decision the salaries for 2015 and 2016 are consistent across all four of these positions.

A decision was made at the County Board Staff meeting on March 8, 2016 to continue with this alignment and increase the salary for the 2017 and 2018 years to match the Clerk of Courts at 2%. For 2019 and 2020 the increase percent was decreased to 1.5%. This is consistent with increases approved in comparable counties.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Josh Smith
DRAFTED BY

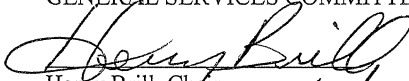
March 8, 2016
DATE DRAFTED

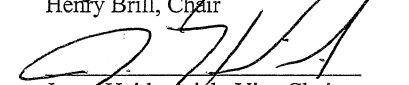
Renaming the General Services Department and Director Title

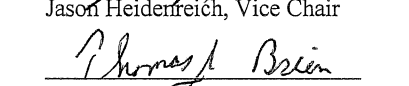
- 1 **WHEREAS**, the General Services Director is retiring, necessitating a recruitment process to fill the position;
 2 and,
 3
 4 **WHEREAS**, the General Services Department is currently responsible for maintaining County facilities that
 5 total approximately 1.2 million square feet valued at about \$285 million, representing a significant
 6 investment of time and financial resources; and,
 7
 8 **WHEREAS**, over the years changes have been made to the responsibilities of the department to reflect an
 9 increased focus on facilities management; and,
 10
 11 **WHEREAS**, changing the name of the department and the director position to more accurately describe the
 12 focus on facilities management will assist in recruiting qualified candidates and improve the understanding
 13 of potential candidates and the public regarding the department's responsibilities.
 14
 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 16 this _____ day of _____, 2016 does hereby change the name of the General Services Department
 17 to the Facilities Management Department and the name of the director position from General Services
 18 Director to Facilities Management Director.

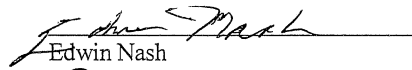
Respectfully submitted,

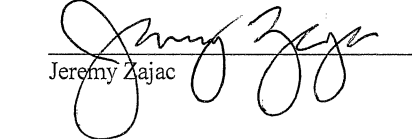
GENERAL SERVICES COMMITTEE


Henry Brill, Chair


Jason Heidenreich, Vice Chair


Thomas J. Brien


Edwin Nash


Jeremy Zajac

COUNTY BOARD STAFF COMMITTEE

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Terry Thomas

Renaming the General Services Department and Director Title
Page 2

FISCAL NOTE:

No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

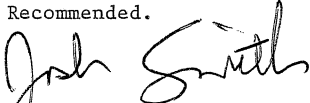
The County Board is authorized to take this action pursuant to sec. 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The retirement of the General Services Director necessitates a recruitment to fill the position. Changing the name of the department to the Facilities Management Department and the title of the position to Facilities Management Director will aid in the recruitment process by making it clearer to potential applicants what the responsibilities of the department and the position are.

The County's investment in its facilities is significant, with the General Services Department managing nearly 1.2 million square feet of space valued at about \$285 million. In 2016 the department's budget totaled nearly \$5 million and included 22.6 FTE staff.

In addition, over the last several years changes have been made to the responsibilities of the department to increase the focus on its role in managing facilities. It is anticipated that an additional resolution will be forthcoming within the next several months to continue this trend by moving responsibility for oversight of the central duplicating and mail operations out of the General Services Department and into the Finance Department.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

County Board Staff Committee
INITIATED BY



Nick Osborne/NACo
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

March 16, 2016
DATE DRAFTED

PROCLAIMING APRIL 2016 NATIONAL COUNTY GOVERNMENT MONTH

- 1 **WHEREAS**, the nation's 3,069 counties serving more than 300 million Americans provide essential
- 2 services to create healthy, safe, vibrant and economically resilient communities; and
- 3
- 4 **WHEREAS**, Rock County takes pride in our responsibility to protect and enhance the health, well-being and
- 5 safety of our residents in efficient and cost-effective ways; and
- 6
- 7 **WHEREAS**, through National Association of Counties' (NACo) Safe and Secure Counties initiative, NACo
- 8 is encouraging counties to focus on strengthening the safety and security of their communities; and
- 9
- 10 **WHEREAS**, to remain healthy, vibrant, safe, and economically competitive, America's counties provide
- 11 justice and emergency management services that play a key role in everything from residents' daily life to
- 12 disaster response; and
- 13
- 14 **WHEREAS**, the Rock County Sheriff's Office has demonstrated the continued success of innovative
- 15 programs such as the Rock County Addictions Program (RECAP), and Workender programs; and
- 16
- 17 **WHEREAS**, the Rock County Sheriff's Office is at the forefront of many new initiatives including
- 18 Evidence Based Decision Making, and through its partnership with other agencies, has been a state model for
- 19 implementing the Treatment Alternatives and Diversion Grant (Drug Court) which averted 73,774 jail bed
- 20 days from 2007-2014; and
- 21
- 22 **WHEREAS**, the Rock County Sheriff's Office- Bureau of Emergency Management organizes disaster
- 23 response training for local first response agencies and coordinates community resources such as the Local
- 24 Emergency Planning Committee and the Rock County Hazardous Material Response Team through the City
- 25 of Janesville; and
- 26
- 27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 28 this _____ day of _____, 2016 does hereby proclaim April 2016 as National County Government
- 29 Month and encourages all county officials, employees, schools, and residents to participate in county
- 30 government celebration activities.

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



MEMORANDUM

TO: County Board Staff Committee
FROM: Jeffrey S. Kuglitsch, Corporation Counsel
DATE: March 10, 2016
RE: Notice of Claim

CLAIMANT: Jenna Mangold
DATE OF INCIDENT: March 2, 2016
DATE OF NOTICE OF CLAIM: March 9, 2016
AMOUNT CLAIMED: \$6,125.99
NATURE OF CLAIM: Auto accident damage to Ms. Mangold's vehicle. Ms. Mangold admits she was stopped 15 feet behind a County plow. The plow backed up and hit the front of Ms. Mangold's vehicle. State Statute Section 346.915(3) requires a 20 foot distance from a snowplow stopped at an intersection.
RECOMMENDATION: Denial.