



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, DECEMBER 13, 2012 – 6:00 P. M.**

**Amended:
12/11/12**

**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

EXECUTIVE SESSION: Per Section 19.85(1)(g), Wis. Stats. to Confer with Legal
Counsel Regarding Potential Litigation
and
Per Section 19.85(1)(e), Wis. Stats. Update
on Collective Bargaining

The Board will Reconvene in Open Session at Approximately 6:45 P.M.

5. APPROVAL OF MINUTES – NOVEMBER 5, 2012, NOVEMBER 7, 2012,
NOVEMBER 13, 2012 AND NOVEMBER 15, 2012
6. PUBLIC HEARING
 - A. Repealing and Recreating the Rock County Code of Ordinances (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointments to Arrowhead Library System Board
 - B. Appointments to Disabled Parking Enforcement Assistance Council
 - C. Appointments to Council on Aging/Council on Aging Nutrition Advisory Council
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY
SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS

ROCK COUNTY BOARD OF SUPERVISORS

DECEMBER 13, 2012

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12. NEW BUSINESS

A. Supplementary Appropriations and Budget Changes - Roll Call

- 1) Accepting Prevention Grant and Amending the 2013 Rock County Health Department Budget
- 2) Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds for Armored Rescue Vehicle and Authorizing Memorandum of Understanding with Cities of Beloit and Janesville
- 3) Authorizing Funding to Pay for Gasoline for Sheriff Vehicles
- 4) Authorizing Acceptance of Community Foundation Grant
- 5) Authorizing Additional Contingency Funding and Amending Budget for Rock Haven Facility

NOTE: Item 12.A.5. will be considered by the Finance Committee on December 13, 2012

- 6) Authorizing Contract with the Department of Administration in the Amount of \$381,000 and Entering into Agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant

NOTE: Item 12.A.6. will be considered by the Planning and Development Committee and Finance Committee on December 13, 2012

- B. Bills Over \$10,000 – No Roll Call
C. Encumbrances Over \$10,000 – Roll Call
D. Contracts – Roll Call

- 1) Petitioning the Secretary of Transportation for Airport Improvement Aid
- 2) Agency Agreement and Federal Block Grant Owner Assurances
- 3) Retaining Engineering Firm to Complete a Courthouse Security System Upgrade Assessment
- 4) Authorizing Purchase of Vehicles per State of Wisconsin Contract for the Rock County Sheriff's Office
- 5) Awarding Bid for Spectratek Recording Equipment
- 6) Approval to Purchase Specialized Transit Vehicles

NOTE: Item 12.D.6. will be considered by the Education, Veterans and Aging Services Committee on December 13, 2012

- 7) Awarding Contract for Food Services at the Youth Services Center

ROCK COUNTY BOARD OF SUPERVISORS

DECEMBER 13, 2012

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12. NEW BUSINESS

- 8) Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC

NOTE: Items 12.D. 7 and 12.D.8. will be considered by the Human Services Board on December 12, 2012 and Finance Committee on December 13, 2012

- 9) **Approve Purchase of Used Emergency Response Vehicle for Southern Wisconsin Regional Airport**

NOTE: Item 12.D. 9. will be considered by the Public Works Committee and Finance Committee on December 13, 2012

- E. Amending the County's Personnel Ordinance (Second Reading and Adoption)
F. Authorizing Agreement with City of Beloit for the Acquisition and Sale of Tax Delinquent Property Located at 202 Shirland Avenue in the City of Beloit, in Accordance with Section 75.365 of the Wisconsin Statutes
G. Authorizing Agreement with City of Janesville for the Acquisition and Sale of Tax Delinquent Property Located at 1114 Rockport Road in the City of Janesville, in Accordance with Section 75.365 of the Wisconsin Statutes
H. Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds

NOTE: Item 12.H. will be considered by the Public Works Committee on December 11, 2012

- I. Proclaiming December 2012 Impaired Driving Prevention Month
J. Recognizing Barb Mauerman for Service to Rock Haven

NOTE: Item 12.J. will be considered by the County Board Staff Committee on December 11, 2012

- K. Recognizing Rita Leyes
L. Recognizing Cyndy Garcia

NOTE: Items 12.K. and 12.L. will be considered by the County Board Staff Committee on December 11, 2012 and Human Services Board on December 12, 2012

- M. Urging State Legislators to Vote in Favor of Transportation Dollars for Transportation

NOTE: Item 12.M. will be considered by the County Board Staff Committee on December 11, 2012 and Public Works Committee on December 13, 2012

12. NEW BUSINESS

N. Approval of Expansion to Turtleville Cemetery Plat

NOTE: Item 12.N. will be considered by the Planning and Development Committee on
December 13, 2012

13. ADJOURNMENT

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

COUNTY BOARD STAFF
COMMITTEE
INITIATED BY

COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY



JEROME A. LONG
DRAFTED BY

OCTOBER 8, 2012
DATE DRAFTED

REPEALING AND RECREATING THE ROCK COUNTY CODE OF ORDINANCES

- 1 The Rock County Board of Supervisors at its regular meeting this ___ day of _____
- 2 20___, does ordain as follows:
- 3
- 4 I. The Rock County Code Of Ordinances is hereby repealed and recreated to read as attached
- 5 hereto as Exhibit I.
- 6
- 7 II. This Code of Ordinances shall be effective upon publication.

RESPECTFULLY SUBMITTED:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzini
J. Russell Podzini, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Eva Arnold

Henry Brill
Henry Brill

Betty Jo Bussie
Betty Jo Bussie

Marlynn Jensen
Marlynn Jensen

Mary Mawhinney
Mary Mawhinney

Louis Peer
Louis Peer

Kurtis L. Yankee
Kurtis Yankee

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes §§ 59.02(1) and (2) and 66.0103.

Jerome A. Long
Jerome A. Long
Deputy Corporation Counsel

FISCAL NOTE:

No fiscal impact.

Sherry Oja
Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

12-12A-190

APPOINTMENTS TO ARROWHEAD LIBRARY SYSTEM BOARD

POSITION: Members of the Arrowhead Library System Board

AUTHORITY: Wis. Stats. 43.19 and County Board Resolution 73-7-64

TERM: Three Years Ending December 31, 2015

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBER: Doreen Dalman
Janet Haag

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Doreen Dalman
1401 Emerson Street
Beloit, WI 53511

Janet Haag
710 Wil-O-Del Court
Clinton, WI 53525

EFFECTIVE DATE: December 13, 2012

**APPOINTMENTS TO DISABLED PARKING
ENFORCEMENT ASSISTANCE COUNCIL**

POSITION: Members 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, 2015

PER DIEM: No

PRESENT MEMBERS: James E. Bausch Kathy Noreen
Roger W. Spenle Gloria Rice

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: James E. Bausch Kathy Noreen
2404 Galahad Way 546 N. Pine
Janesville, WI 53548 Janesville, WI 53548

Roger W. Spenle Gloria Rice
1217 Vine Street 1007 N. Bowers Lake Rd.
Beloit, WI 53511 Milton, WI 53563

James S. Bahler
404 N. Washington Street
Janesville, WI 53548

EFFECTIVE DATE: December 13, 2012

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Tim Banwell, EH Director
DRAFTED BY

Board of Health
SUBMITTED BY

November 13, 2012
DATE DRAFTED

Accepting Prevention Grant and Amending the 2013 Rock County Health Department Budget

1 WHEREAS, the Rock County Health Department monitors the quality of ground water used for
 2 drinking water in our community; and,
 3
 4 WHEREAS, the Health Department's role is to identify public health risks and educate citizens on how
 5 to protect their health from these risks; and,
 6
 7 WHEREAS, the Health Department applied for and was awarded a grant from the State of Wisconsin
 8 Department of Health Services in the amount of \$9,445 to identify environmental health concerns
 9 impacting ground water in one town and make recommendations to prevent or ameliorate environmental
 10 health hazards.
 11
 12 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled
 13 on this _____ day of _____, 2012 does hereby authorize the Rock County Health
 14 Department to accept this grant from the State of Wisconsin Department of Health Services in the amount
 15 of \$9,445, and amend the 2013 Rock County Health Department Budget as follows:

<u>Account Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/13</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3001-0000-42100			
Federal Aid	\$211,775	\$9,445	\$221,220
31-3001-0000-63110			
Administrative Expense	\$211,775	\$9,445	\$221,220

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Richard Bostwick
Richard Bostwick

Absent
Dr. Aaron Best, M.D.

Connie Winter
Dr. Connie Winter, D.D.S.

James Rooney
James Rooney

Louis Peer
Louis Peer, Vice Chair

Mike Rundle
Mike Rundle

Dean Peterson
Dr. Dean Peterson, DVM

Judith Wade
Judith Wade

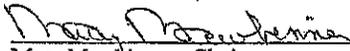
12-12A-191

Accepting Prevention Grant and Amending the 2013 Rock County Health Department Budget

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FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 5-0.



Mary Mawhinney, Chair

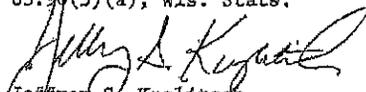
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$9,445 in Federal Aid for the Health Department's water quality program. 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 2013 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.


Craig Knutson
County Administrator

**Accepting Prevention Grant and Amending the
2013 Rock County Health Department Budget**

EXECUTIVE SUMMARY

The Rock County Health Department applied for and was awarded a \$9,445 Prevention Grant from the State of Wisconsin Department of Health Services to identify and make recommendations to ameliorate environmental health risks to the ground water in one town in Rock County.

Of the approximately 13,000 private wells in Rock County, estimates indicate only 1 to 2% are tested for bacteria and nitrates each year. Of these wells, 15% test unsafe for bacteria and 25% test unsafe for nitrates. Cost-effective solutions exist to remedy each concern. Educating the public of these risks and providing them with practical options to reduce these risks is an important role of the Rock County Health Department.

While the main effort is to help provide a safe drinking water supply, identification of the environmental issues of concern to the citizens and policymakers in the community is the first step to their awareness of these concerns. Rock County Health Department provides local services (radon test kits, water analysis, lead testing) that can help citizens characterize the risk in their built environment. To increase interest and motivate citizens to take advantage of these opportunities, the results of previous tests through the health department will be entered into the GIS program to provide a visual representation of the risks in the community.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Robert D. Spoden, Sheriff
INITIATED BY



Capt. Todd Christiansen
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 14, 2012
DATE DRAFTED

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds for
Armored Rescue Vehicle and
Authorizing Memorandum of Understanding with Cities of Beloit and Janesville

1 WHEREAS, federal law authorizes the Attorney General to share federally forfeited property with
2 participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture
3 Program; and,
4

5 WHEREAS, equitably shared funds are required to be used by law enforcement agencies for law
6 enforcement purposes only; and,
7

8 WHEREAS, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant
9 the recipient's appropriated operating budget; and,
10

11 WHEREAS, for their participation in the program, the Sheriff's Office received funds in the amount of
12 \$40,000; and,
13

14 WHEREAS, the Sheriff's Office plans to use the funds to jointly acquire an armored rescue vehicle
15 (ARV) with the Cities of Beloit and Janesville; and,
16

17 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
18 this _____ day of _____, 2012 that the 2012 budget be amended as follows:
19

<u>Account/Description</u>	<u>Budget</u> <u>10/01/12</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
21-2195-0000-46000			
Contributions	\$142,439.00	\$40,000.00	\$182,439.00
<u>Use of Funds</u>			
21-2195-0000-67171			
Capital Assets-\$1,000/More	\$46,974.00	\$40,000.00	\$86,974.00

20
21
22
23
24
25
26
27
28
29 BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors and the
30 Sheriff of Rock County are hereby directed to execute a Memorandum of Understanding with the
31 Cities of Beloit and Janesville that specifies the parties' rights and responsibilities for the acquisition,
32 operation, and use of an Armored Rescue Vehicle.

Respectfully submitted,
Public Safety and Justice Committee

Ivan Collins
Ivan Collins, Chair

Finance Committee Endorsement
Reviewed and approved on a vote of
5-0

Henry Brill
Henry Brill

Mary Mawhinney
Mary Mawhinney, Chair

Mary Beaver
Mary Beaver

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

12-12A-192

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds for Armored Rescue Vehicle and
Authorizing Memorandum of Understanding with Cities of Beloit and Janesville
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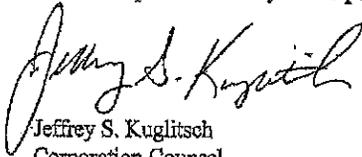
FISCAL NOTE:

This resolution authorizes a transfer in from the Sheriff's Trust Account, FBI Forfeitures, A/C 00-0000-0070-29637, which has a current balance of \$50,755.


Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 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.


Craig Knutson
County Administrator

Executive Summary
Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds for
Armored Rescue Vehicle and
Authorizing Memorandum of Understanding with Cities of Beloit and Janesville

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

For their participation in the program, the Sheriff's Office received funds in the amount of \$40,000. The Sheriff's Office plans to use the funds to jointly acquire an armored rescue vehicle (ARV) with the Cities of Beloit and Janesville.

The City of Beloit has negotiated for the purchase of an ARV from LENCO Armored Vehicles for a purchase price of \$160,000.00. The ARV is 2009 model year Bearcat Rescue Vehicle reconditioned by the factory. The estimated delivery date is January 2013.

The City of Beloit will advance all of the funds for the initial acquisition of the ARV. The City of Janesville and the County of Rock will each reimburse the City of Beloit \$40,000 upon delivery of the ARV to the City of Beloit.

An Armored Rescue Vehicle is the primary platform for public safety tactical units to utilize for officer and citizen rescue situations. The ARV is the platform that is consistent with best practices of SWAT teams in the United States.

The ARV provides the safety needed for officers to safely manage situations involving persons that are typically armed and barricaded, or are engaging in high risk behavior in the community with a weapon, and are typically armed with higher capacity weapons and often have prior military experience.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 13, 2012
DATE DRAFTED

Authorizing Funding to Pay for Gasoline for Sheriff Vehicles

1 WHEREAS, the Sheriff's Office budgeted \$300,000 for Gasoline and Other Fuel in 2012; and,
2
3 WHEREAS, gasoline was budgeted at \$3.00 per gallon; and,
4
5 WHEREAS, the average price for gasoline for the past three months was \$3.56 per gallon; and,
6
7 WHEREAS, actual expenses in Gasoline and Other Fuel are projected to exceed budget by \$46,000; and,
8
9 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
10 this _____ day of _____, 2012, that the 2012 budget be amended as follows:
11
12

13	Account/Description	Budget 11/01/12	Increase (Decrease)	Amended Budget
16	Source of Funds			
17	19-1921-0000-47010			
18	Supplemental Appropriation			
19	From General Fund	\$3,000	\$46,000	\$49,000
20				
21	Use of Funds			
22	21-2100-0000-63501	\$300,000	\$46,000	\$346,000
23	Gasoline and Other Fuel			
24				

12-12A-193

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement

Ivan Collins
Ivan Collins, Chair

Reviewed and approved on a vote of
50

Mary Beaver
Mary Beaver

Mary Mawhinney
Mary Mawhinney, Chair

Henry Brill
Henry Brill

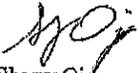
Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

Authorizing Funding to Pay for Gasoline for Sheriff Vehicles
Page 2

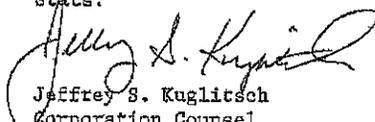
FISCAL NOTE:

This resolution authorizes a \$46,000 transfer from the General Fund to the Sheriff's Office budget for gasoline. The audited, unassigned General Fund balance at January 1, 2012 was \$19,865,358.


Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 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.


Craig Knutson
County Administrator

Executive Summary**Authorizing Funding to Pay for
Gasoline for Sheriff Vehicles**

The Sheriff's Office has the responsibility of patrolling throughout Rock County. The Sheriff's Office uses gasoline and other fuel for the operation of patrol squads, command vehicles, transport vans, boats, snowmobiles, and a bus.

The Sheriff's Office budgeted \$300,000 for gasoline and other fuel in 2012. The budget was based on 100,000 gallons at \$3.00 per gallon. The average price for gasoline for the past three months was \$3.56 per gallon. The average usage per month was 8,500 gallons per month. Based on the average price of fuel and the average gallons used, we project a budget shortage of \$46,000.

The Sheriff's Office is requesting that the 2012 budget be amended to transfer \$46,000 from the General Fund to the account Gasoline and Other Fuel in the amount of \$46,000.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 9, 2012
DATE DRAFTED

AUTHORIZING ACCEPTANCE OF COMMUNITY FOUNDATION GRANT

1 WHEREAS, the Karl A. and Bernice E. Samek Charitable Fund is a component of the Community
2 Foundation of Southern Wisconsin, Inc.; and,
3

4 WHEREAS, the Karl A. and Bernice E. Samek Charitable Fund is a resource for area nonprofit
5 organizations whose programs and services are working for the betterment of our communities; and,
6

7 WHEREAS, the Rock County Sheriff's Office is eligible to receive a grant of \$1,000 from the Samek
8 Charitable Fund; and,
9

10 WHEREAS, the grant funds will be used to support the Rock County Education and Criminal
11 Addiction Program (RECAP) garden project.
12

13 NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this
14 _____ day of _____ 2012, that the Rock County Sheriff is authorized to accept funds from the
15 Community Foundation; and,
16

17 BE IT FURTHER RESOLVED, that the 2012 budget be amended as follows:
18

19	Account Description	Budget at	Amount	Amended
20	<u>Account Number</u>	<u>01/01/12</u>	<u>Incr (Decr)</u>	<u>Budget</u>
21				
22	<u>Source of Funds</u>			
23	Other Grants and Contracts			
24	21-2143-2012-46002	\$0	\$1,000	\$1,000
25				
26	<u>Use of Funds</u>			
27	Sundry Expense			
28	21-2143-2012-64904	\$0	\$1,000	\$1,000

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins
Ivan Collins, Chair

Mary Beaver
Mary Beaver

Henry Brill
Henry Brill

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote
of 5-0

Mary Mawhinney
Mary Mawhinney, Chair

12-12A-194

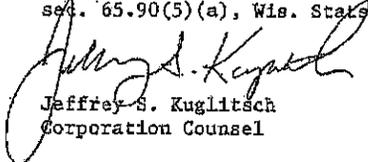
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of a \$1,000 grant from the Samek Charitable Fund. 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 2012 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.


Craig Knutson
County Administrator

**Executive Summary
Authorizing Acceptance of
Community Foundation Grant**

The Rock County Sheriff's Office has received a grant from the Karl A. and Bernice E. Samek Charitable Fund, a component of the Community Foundation of Southern Wisconsin, Inc. The Karl A. and Bernice E. Samek Charitable Fund is a resource for area nonprofit organizations whose programs and services are working for the betterment of our communities.

The grant is for \$1,000 and will be used to support the Rock County Education and Criminal Addiction Program (RECAP) garden project. Various tools, supplies, and building materials will be purchased with the funds.

The RECAP garden provides food to local food pantries, county facilities, Echo, Salvation Army, senior centers, and community centers. The garden is maintained by volunteers and RECAP participants from the Rock County Jail. In 2012 the RECAP participants harvested over 15,000 pounds of produce.

RECAP participants gain valuable skills as they assist in maintaining, cultivating, and harvesting produce from the garden. The participants take pride in their hard work and are afforded an opportunity to fulfill their community service requirements.

No local match is required.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Randy Terronez
INITIATED BY



Randy Terronez
DRAFTED BY

GENERAL SERVICES
COMMITTEES
SUBMITTED BY

December 4, 2012
DATE DRAFTED

**AUTHORIZING ADDITIONAL CONTINGENCY FUNDING AND AMENDING BUDGET
FOR ROCK HAVEN FACILITY REPLACEMENT PROJECT**

1 WHEREAS, the County awarded the Rock Haven Facility Replacement Project to C. G. Schmidt, Inc.
2 and established contingency funds to cover unforeseen conditions and necessary changes that may arise
3 throughout the course of the project as contained in Resolution #11-9A-455; and,
4

5 WHEREAS, two separate contingency funds were established, one to address the soil conditions in the
6 amount of \$515,900, and the other to address unforeseen conditions and owner-directed changes in the
7 amount of \$773,850; and,
8

9 WHEREAS, both contingency accounts were depleted and approval was given at the November 15,
10 2012 Rock County Board of Supervisors meeting increasing the fund by \$31,842 (refer to Resolution
11 #12-11D-181); and,
12

13 WHEREAS, the new facility is scheduled for substantial completion on or before January 31, 2013 with
14 occupancy scheduled for March 18, 2013; and,
15

16 WHEREAS, pending change orders and other project-related costs will result in a need for additional
17 funding as recommended by the Samuels Group; and,
18

19 WHEREAS, funding is available from unallocated funds in the Rock Haven Project budget in the
20 amount of \$31,061 and the balance of \$255,000 from the Net Assets (fund balance) of the Rock Haven
21 Operations account, the latter will require a budget adjustment.
22

23 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
24 assembled this _____ day of _____, 2012, does hereby increase the project
25 contingency in the amount of \$255,000 with funds to come from the Rock Haven Net Assets and that the
26 2012 budget be amended as follows:
27

<u>Account/Description</u>	<u>Budget</u> <u>11/01/12</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
29 Source of Funds			
30 00-0000-0050-46400			
31 Net Assets - Rock Haven	- 0 -	\$255,000	\$31,095,000
32			
33 Use of Funds			
34 18-1851-0000-67200			
35 Capital Project-Rock Haven	\$30,840,000	\$255,000	\$31,095,000
36			
37			

38 BE IT FURTHER RESOLVED, that the project contingency be increased by an additional \$31,061
39 with funds to come from the unallocated funds in the Rock Haven Project budget.
40

41 BE IT FINALLY RESOLVED, that the General Services Committee be delegated the authority to
42 approve all change orders for the Rock Haven Facility Replacement Project and report any change
43 orders over \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meetings.

12-12A-195

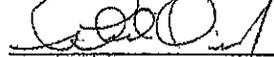
**AUTHORIZING ADDITIONAL CONTINGENCY FUNDING AND AMENDING BUDGET
FOR ROCK HAVEN FACILITY REPLACEMENT PROJECT**

12.A.5.(2)

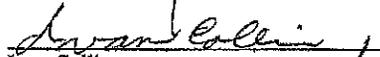
Page 2

Respectfully Submitted,

General Services Committee:


Phillip Owens, Chair


Henry Brill, Vice Chair


Ivan Collins


Jason Heidenreich


Edwin Nash

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

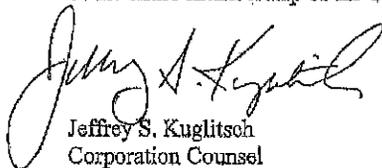
FISCAL NOTE:

This resolution authorizes a transfer of \$255,0000 from Rock Haven 's Net Assets to the Rock Haven capital project account. Rock Haven's Net Assets are estimated to be \$4,070,900 at 12/31/12. This resolution also authorizes the project contingency funding be increased by \$31,081 using currently budgeted, but unallocated project funding.


Sherry Oja
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & sec. 59.51 WI Stats. As an amendment to the adopted 2012 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

ADMINISTRATOR'S NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

12.A.5.(3)

In September 2011 the County awarded the Rock Haven Facility Replacement project bid to C.G. Schmidt, Milwaukee, WI in the amount of \$25,685,000 with funding from two separate bonds.

The resolution (#11-9A-455) awarding the project also established two contingency accounts:

1. \$515,900 addressed the soil conditions and
2. \$773,850 addressed unforeseen conditions (other than soils) and necessary changes that were discovered throughout the course of the project recommended by the project team—including staff from Rock Haven and County Administration—that in their opinion were necessary to improve the project's functionality.

Last month, the Rock County Board approved Program Request #20 in the amount of \$96,416.44. This action depleted the remaining \$64,574.54 of Contingency funding and required \$31,841.90 from unallocated funds available in the Rock Haven Project budget. (Refer to Resolution #12-11D-181.)

Please note that the project to date has identified \$191,000 in construction credits that have been applied back to the project.

In regard to the Soils, the project contingency will be exceeded by \$107,000.

The original project schedule had substantial completion at September 30, 2012 but due in part to coordination issues, substantial completion is now targeted at January 31, 2013. Actual occupancy of residents is scheduled for March 18, 2013.

In order to keep the project on target for completion on or before January 31, 2013, it is necessary to request additional funding. Based upon a projection from the Samuel's Group, a pending change order and other project related costs required to keep the project on schedule will amount to \$255,000 and consist of the following major items:

<u>Item</u>	<u>\$ Amount</u>
A. Program Request #21 -including:	
1. Fire stopping walls	
2. Soil conditions	
3. Plumbing fixtures	
4. Mezzanine Plans & Stairs	
5. Other	
6. Credits - Stone Sill Substitute	
7. Credits - Existing parking Lot	
Total Program Request #21	\$193,985
B. Other	
1. Professional Services -- Soil Testing	5,000
2. Builders Risk Insurance -- 2 nd Year	37,376
3. Fire Damper -- Commons	14,359
4. Fire Dampers -- Other	4,280
Total -- Other	\$ 61,015
Grand Total	\$255,000

In regard to the Builders Risk coverage, the 2nd year's premium of \$37,376 is due. Upon the County occupying the facility, the coverage will be cancelled and the County will receive a refund of \$15,675. Consequently, the net premium will be \$21,701, representing 6.6 months or 58.1% of a full year coverage.

Funding is available from the Net Assets (fund balance) of the Rock Haven Operations account. The latter will require a budget adjustment. The Rock Haven Net Assets are projected to grow by \$639,000 at the end of 2012.

As there may be further project costs that need to be addressed over the next several weeks, it is recommended that the remaining balance of unallocated funds \$31,061 in the Rock Haven Project budget also be added to the project contingency.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning and Development Agency
INITIATED BY



Paul Benjamin
DRAFTED BY

Planning and Development Agency
SUBMITTED BY

November 27, 2012
DATE DRAFTED

Authorizing Contract with the Department of Administration in the amount of \$381,000 and entering into agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant

1 WHEREAS, the Wisconsin Department of Administration offers Community Development Block Grant
2 (CDBG) capital expenditure funding for the purpose of constructing physical facilities that will add or
3 prevent the loss of basic services that benefit low-and moderate income persons and are perceived to
4 enhance a community's quality of life. This funding is made available only to local units of government
5 in non-entitlement areas of the State of Wisconsin; and,
6

7 WHEREAS, Edgerton Community Outreach (ECO) provides programs and services to low income
8 families in northern Rock County and works to improve funding and services for all human service
9 agencies in Rock County; and,
10

11 WHEREAS, the City of Edgerton, through the adoption of the Downtown Master plan and the creation
12 of the Downtown Redevelopment District, a Redevelopment Authority and a TIF district, has invested
13 significant time and resources into downtown redevelopment. Two stated objectives of the City of
14 Edgerton Downtown Master Plan are, to preserve the historic tobacco warehouses, and to retain
15 institutional uses in the downtown. Edgerton Community Outreach, located in a tobacco warehouse
16 which was donated to them by the City, is an invaluable local institution providing services to northern
17 Rock County citizens and vibrancy to Edgerton's downtown; and,
18

19 WHEREAS, on February 10, 2012 the Rock County Planning and Development Agency received a
20 request by the City of Edgerton and Edgerton Community Outreach, Inc. to submit a CDBG Public
21 Facilities grant application as part of ECO's process to renovate the building at 106 South Main Street;
22 and,
23

24 WHEREAS, CDBG funds will be utilized to renovate the historic tobacco warehouse into usable space
25 to expand the Food Pantry, Client Service offices, and Thrift Store as well as to make the building
26 accessible according to the Americans with Disabilities Act; and,
27

28 WHEREAS, in a letter dated July 3, 2012, the Wisconsin Department of Administration informed
29 Rock County that it was awarding Rock County \$381,000 for the above mentioned project; and,
30

31 WHEREAS, ECO has partnered with Cedar Corporation, an agency with extensive knowledge of the
32 CDBG Program, to write the grant application and to assist with all aspects of the grant administration to
33 minimize expenses incurred by Rock County. Rock County will not be held responsible for
34 compensating Cedar Corporation; and,
35

36 WHEREAS, ECO agrees that it shall administer the CDBG grant in accordance with the terms and
37 conditions of the CDBG grant contract between the Department of Administration and Rock County and
38 that this includes ECO ensuring that it fulfills the responsibilities described in the DOA/County contract
39 at its own expense and holds the County harmless from any additional expenses, expected and unexpected
40 arising from the implementation of the funded projects, in addition to other conditions specified in the
41 Memorandum of Understanding including the right to inspection and periodic audit of the project.
42

43 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
44 this _____ day of _____, 2012, does hereby authorize its County Board Chairperson and
45 County Clerk to sign a contract with the Department of Administration for the receipt and administration,

12-12A-196

Authorizing Contract with the Department of Administration in the amount of \$381,000 and entering into agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant

Page 2

46 in accordance with the Department of Administration Implementation Manual, of a Public Facilities
47 Grant in the amount of \$381,000 for the renovation of the building at 106 South Main Street, Edgerton
48 owned by Edgerton Community Outreach and amend the 2013 Planning Department Budget as follows:
49

50 Account No.	Budget at	Increase	Amended
51 Description	01/01/13	(Decrease)	Budget
52			
53 <u>Source of Funds</u>			
54 64-6414-0000-42100			
55 Federal Aid	-0-	\$381,000	\$381,000
56			
57 <u>Use of Funds</u>			
58 64-6414-0000-63110			
59 Administration Expense	-0-	\$5,200	\$5,200
60			
61 64-6414-0000-64604			
62 Program Expense	-0-	\$375,800	\$375,800
63			

64 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk are also hereby
65 authorized to sign a Memorandum of Understanding between Rock County and Edgerton Community
66 Outreach so that Edgerton Community Outreach may act as the agent for Rock County in administering
67 the above mentioned Public Facilities Grant.

Respectfully submitted,

Rock County Planning and Development Committee

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wayne Gustina

Marilyn Jensen

Phillip Owens

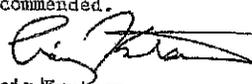
PURCHASING PROCEDURAL ENDORSEMENT and
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended.


Craig Kautson
County Administrator

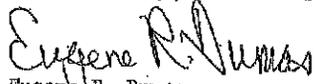
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$381,000 in Federal Aid for the rehabilitation of one of the City of Edgerton's historic warehouses. The resolution also authorizes an MOU between the County and Edgerton Community Outreach, Inc for the administration of the grant.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes sections 59.01, 59.51(2) and 59.52(19).


Eugene R. Dumas
Deputy Corporation Counsel

Executive Summary
Rock County/Edgerton Community Outreach Public Facilities Grant
Contract with the State of Wisconsin, Department of Administration/Wisconsin Economic
Development Corporation

Rock County has been awarded \$381,000 of Community Development Block Grant funds to be used to help complete the rehabilitation of one of the City of Edgerton's historic tobacco warehouses. The County will pass funds on to Edgerton Community Outreach (ECO), owner of the warehouse and a non-profit that helps low and moderate income persons in need. Its services include the provision of a food pantry, thrift clothing store, emergency housing assistance and providing counseling and guidance to its clients who are located throughout northern Rock County.

The City of Edgerton supports the adaptive reuse of its few remaining historic warehouses. The warehouse that is the subject of this grant award at 106 South Main Street was at one time in jeopardy of being demolished for its materials. The City purchased the building to prevent that from happening and found in Edgerton Community Outreach the perfect user for the building. The City of Edgerton then donated the tobacco warehouse to ECO. Within the past few years, ECO invested substantially in upgrading the building's structural and mechanical systems and put on new roofing. ECO did some modest rehab work inside to create space for the food pantry, thrift store, and a few offices. The demand for ECO's services has increased greatly, necessitating the need for rehabbing remaining 12,000 square feet of its building to provide space for its expanding operations.

This grant requires matching funds. ECO has raised funds and will continue to do so through an active fund-raising campaign, the honorary chairperson of which is professional golfer and Edgerton native Steve Stricker. No Rock County funds will be involved in this project. Rock County Planning, Community and Economic Development will receive a small administration of \$5,200 for accounting work.

2012...

Rock County - Production

12/04/12

APPROVAL OF BILLS OVER \$10,000.00

ROCK COUNTY, WISCONSIN

Page 1

RESOLUTION NO. 12-12A-197

AGENDA NO. 12.B.(1)

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE

DATE: DEC 06 2012

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING BILLS OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 13 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

Vendor Name	Fund Name	Department Name	Program Name	Amount	Claim Amount
ARAMARK CORRECTIONAL SERVICES IN GENERAL FUND		SHERIFF	CORR.FACILITY 1114000591	41,025.02	41,025.02
DELL	ISF-CS	INFORMATION T	LW RCRDS MGT XJ14J2XF4	13,430.99	
DELL	ISF-CS	INFORMATION T	LW RCRDS MGT XJ1606FD5	14,347.44	
					27,778.43
DUNGARVIN WISCONSIN LLC	SRF-DD BOARD	DD BOARD	D.D.BOARD 43469	10,595.80	
					10,595.80
NAMI WAUKESHA INC	SRF-GRANTS	SHERIFF	JAG CIT GRANT 20120930	13,505.22	
					13,505.22
PICTOMETRY INTERNATIONAL CORP	ISF-CS	INFORMATION T	INFORMATION T INV007297	43,637.50	43,637.50

12-12A-197

2012...

Rock County - Production

12/04/12

APPROVAL OF BILLS OVER \$10,000.00

ROCK COUNTY, WISCONSIN

CLAIMS IN THE AMOUNT OF 136,541.97

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

Mary Masterson

P. Kraft

Mar Beames

Russ Posh...

P. Kraft

LEGAL NOTE::

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00

Jeffrey S. Kuglitsch
JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Sherry Oja
SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE

RECOMMENDED

Craig Knutson
CRAIG KNUTSON
COUNTY ADMINISTRATOR

RESOLUTION NO. 12-12A-198 AGENDA NO. 12.C.(1)

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE
DATE: DEC 06 2012

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 13 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
ROCK COUNTY GENERAL SERVICES	CPF-GS	GENERAL SERVICES	ROCK HAVEN PROJ	R1203810	37,376.00
CLAIMS IN THE AMOUNT OF		37,376.00			

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

Mary M... ..

B. K... ..

Mar Beaver

Duss B... ..

Burt Fox

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00

Jeffrey S. Kuglitsch
JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Sherry Oja
SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE

RECOMMENDED

Craig Knutson
CRAIG KNUTSON
COUNTY ADMINISTRATOR

12-12A-198

2013. . . Page 1

Rock County - Production 12/04/12 APPROVAL OF ENCUMBRANCES OVER \$10,000.00

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE

DATE: DEC 06 2012

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE, BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 13 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
ALLIANT ENERGY/WP&L	ISF-HCC BLDG COM	GENERAL SERVICES	HCC BLDG.COMPLEX	R1300005	112,276.08
HENDRICKS COMMERCIAL PROPERTIES LLC	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1300159	134,119.74
KONICA MINOLTA	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1300066	11,276.64
MIDLAND PAPER	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1300046	20,000.00
OFFICE PRO	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1300047	75,000.00
PETERSON CLEANING INC	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1300153	198,071.36
PETERSON CLEANING INC	ISF-HCC BLDG COM	GENERAL SERVICES	HCC BLDG.COMPLEX	R1300007	88,704.00
SGTS INC	GENERAL FUND	GENERAL SERVICES	COMM.CTR.OPER.	R1300155	18,210.00
SIEMENS INDUSTRY INC	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1300156	11,352.00
STAPLES ADVANTAGE	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1300049	130,000.00
UNITED STATES POSTAL SERVICE	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1300157	180,000.00
WATSON SECURITY SERVICE INC	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1300158	67,000.00

2013...

Rock County - Production

12/04/12

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

CLAIMS IN THE AMOUNT OF 1,046,009.82

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00

[Signature]
JEFFREY S. KUHLITSCH
CORPORATION COUNSEL

ADMINISTRATIVE NOTE

RECOMMENDED

[Signature]
CRAIG KNUTSON
COUNTY ADMINISTRATOR

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

[Signature]
SHERRY OJA
FINANCE DIRECTOR

2013. . .

Rock County - Production 12/04/12 APPROVAL OF ENCUMBRANCES OVER \$10,000.00

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE

DATE: DEC 06 2012

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET,

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 13 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
ABILITIES INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300052	191,441.00
ALPHA HOMES OF WI INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300053	691,781.00
BROTLOC SOUTH INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300054	72,806.00
CATHOLIC CHARITIES INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300055	1,937,399.00
CESA 2	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300056	717,552.00
CESA 2 VOA	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300057	417,630.00
CREATIVE COMMUNITY LIVING SERVICES INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300050	2,466,189.00
DUNGARVIN WISCONSIN LLC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300051	956,645.00
EPILEPSY FOUNDATION OF SOUTHERN WISCONSI	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300058	132,300.00
GOOD HOPE MANOR MILWAUKEE LLC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300059	110,940.00
GROUP LIVING HOME INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300060	152,000.00
HOMES FOR INDEPENDENT LIVING OF WISCONSI	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300061	417,083.00
INDEPENDENT DISABILITY SERVICE	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300062	875,603.00
INDEPENDENT JOURNEYS INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300064	130,614.00
INFINITE ABILITY INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300063	108,635.00
KANDU INDUSTRIES INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300065	2,207,408.00
LUTHERAN SOCIAL SERVICES	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300067	1,062,348.00
PRODUCTIVE LIVING SYSTEMS INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300068	796,510.00
REHAB RESOURCES INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300069	132,000.00
REM WISCONSIN II INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300071	4,343,353.00
REM WISCONSIN III INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300072	460,219.00
REM WISCONSIN INC	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300070	373,141.00
RIVERFRONT INC.	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300073	2,865,728.00
SECURED LIVING	SRF-DD BOARD	DD BOARD	D.D.BOARD	R1300074	508,748.00

Rock County - Production

12/04/12

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

CLAIMS IN THE AMOUNT OF 22,127,073.00

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

Mary Bowler

P. Kuyt

Mar Beany

Dave Poch

Paul Top

LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00

Jeffrey S. Kuglitsch

JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Sherry Oja

SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE

RECOMMENDED

Craig Knutson

CRAIG KNUTSON
COUNTY ADMINISTRATOR

PURCHASE ORDER NUMBER P1103172 PEID 051278**PRE-APPROVED ENCUMBRANCE AMENDMENT FORM**

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 11-27-12DEPARTMENT GENERAL SERVICESCOMMITTEE GENERAL SERVICESVENDOR NAME CG SCHMIDTACCOUNT NUMBER 18-1851-0000-67200FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECTAMOUNT OF INCREASE \$ 96,416.44INCREASE FROM \$ 17,470,305.96 TO \$ 17,566,722.40ACCOUNT BALANCE AVAILABLE \$ 235,571.34 SB 11/28/12REASON FOR AMENDMENT CHANGE ORDER #27**APPROVALS**

GOVERNING COMMITTEE

Chair

Date

FINANCE COMMITTEE

Chair

Date

(If over \$10,000)

COUNTY BOARD

Resolution #

Adoption Date

(If over \$10,000)

PURCHASE ORDER NUMBER P1200494 PEID 039742

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 11/30/12

DEPARTMENT Sheriff

COMMITTEE PS & J

VENDOR NAME Aramark

ACCOUNT NUMBER 21-2200-0000-64125

FUNDS DESCRIPTION Board of Prisoners - Correctional Facility

AMOUNT OF INCREASE \$ 12,000.00

INCREASE FROM \$ 520,700.00 TO \$ 532,700.00

ACCOUNT BALANCE AVAILABLE \$ 12,514.35 Pending transfer SB 12/03/12

REASON FOR AMENDMENT Average daily inmate population was higher than anticipated.

APPROVALS

GOVERNING COMMITTEE *[Signature]* 12-3-2012
Chair Date

FINANCE COMMITTEE *[Signature]* 12-6-12
(If over \$10,000) Chair Date

COUNTY BOARD _____
(If over \$10,000) Resolution # Adoption Date

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ronald D. Burdick, Airport Director
DRAFTED BY

October 30, 2012
DATE DRAFTED

PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

1 WHEREAS, the County Board of Supervisors, Rock County, Wisconsin hereinafter referred
2 to as the Sponsor, being a municipal Body Corporate of the State of Wisconsin, is authorized by
3 law (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

"PETITION FOR AIRPORT PROJECT"

9
10
11 WHEREAS, airport users have been consulted in formulation of the improvements included
12 in this Resolution, and
13

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

18 THEREFORE, BE IT RESOLVED, By the Sponsor that a petition for Federal and (or) State
19 Aid in the following form is hereby approved:
20

21 The petitioner, desiring to sponsor an airport development project with Federal and State Aid
22 or State Aid only, in accordance with the applicable State and Federal laws, respectfully
23 represents 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 2. The character, extent, and kind of improvements desired under the project are as follows:
29
30 Purchase replacement snow removal vehicle; Update the Airport Improvement Plan
31 including surveying and clearing the approaches; Construct deicing containment system;
32 replace Airport Rescue and Fire Fighting vehicle; Reconstruct the terminal area access
33 roads and auto parking; Reconstruct the southwest apron.
34
- 35 3. That the airport project, which your petitioner desires to sponsor, is necessary for the
36 following reasons: to meet the existing and future needs of the airport.
37
38

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

12-12A-199

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; and
49

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

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

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

69 FURTHER, the Sponsor requests that the Secretary provide, per Section 114.33(8)(a) of the Wis.
70 Stats., that the Sponsor may acquire the required land or interests in land that the Secretary shall find
71 necessary to complete the aforesaid project.
72

73 "AIRPORT OWNER ASSURANCES"
74

75 AND BE IT FURTHER RESOLVED that the Sponsor agrees to maintain and operate the airport in
76 accordance with certain conditions established in Chapter Trans 55, Wisconsin Administrative Code, or
77 in accordance with Sponsor assurances enumerated in a Federal Grant Agreement.
78

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

83 CERTIFICATION
84

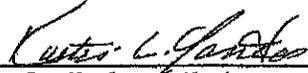
85 I, _____, Clerk of Rock County, Wisconsin, do hereby certify that the foregoing
86 is a correct copy of a Resolution introduced at a _____ meeting of the _____
87 on _____, 2012, adopted by a majority vote, and recorded in the minutes of said
88 meeting.
89

90 _____
91 Clerk
92

PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

Respectfully submitted,

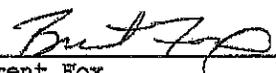
PUBLIC WORKS COMMITTEE


Kurtis L. Yankee, Chair


Betty Jo Bussie, Vice-Chair

Absent
Eva Arnold

Absent
David Brown


Brent Fox

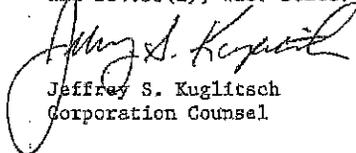
FISCAL NOTE:

If any of the petitioned projects are granted, Rock County would be responsible for the local share, which could be 2 1/2% to 20% of the projects cost, depending upon the type of Federal and/or State grant funding available for the project.


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.


Craig Kirtson
County Administrator

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ronald D. Bardick
DRAFTED BY

October 30, 2012
DATE DRAFTED

AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

1 WHEREAS, Rock County, Wisconsin, hereinafter referred to as the Sponsor, desires to
2 sponsor an airport development project to be constructed with federal aid and/or state aid, specifically,
3 the Southern Wisconsin Regional Airport project to:
4

5 Purchase replacement snow removal vehicle; Update the Airport Improvement Plan
6 including surveying and clearing the approaches; Construct deicing containment system; replace
7 Airport Rescue and Fire Fighting vehicle; Reconstruct the terminal area access roads and auto
8 parking; Reconstruct the southwest apron.
9

10
11 WHEREAS, the Sponsor adopted a resolution on _____, 2012, a
12 copy of which is attached and the prescribed terms and conditions of which are fully incorporated into
13 this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set
14 forth in the Resolution, and agreeing to maintain and operate the airport in accordance with certain
15 conditions; and

AGENCY AGREEMENT

16
17
18
19 WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the
20 Sponsor until financial closing of this project;
21

22 NOW THEREFORE, the Sponsor and the Secretary do mutually agree that the Secretary
23 shall act as the Sponsor's agent in the matter of the airport development as provided by law and as set
24 forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal
25 services to the Sponsor.
26

27 Secretary of Transportation

28
29
30
31
32
33 David M. Greene, Director
34 Bureau of Aeronautics

35 Date: _____
36
37

12-12A-200

38
39
40
41
42
43
44
45
46**FEDERAL BLOCK GRANT OWNER ASSURANCES**

WHEREAS, the Sponsor does agree to the conditions established in Trans 55, Wisconsin Administrative Code, and for projects receiving federal aid, to the attached Federal Sponsor Assurances which are a condition of a Federal Grant of Funds.

The Federal Block Grant Owner Assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the Finding;

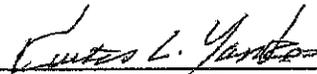
ACCEPTANCE:

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

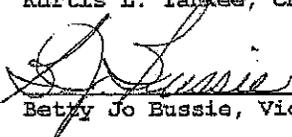
**SPONSOR
Rock County, Wisconsin**_____
Name_____
Name_____
Title_____
Title_____
Date_____
Date

Respectfully submitted,

PUBLIC WORKS COMMITTEE



Kurtis L. Yankee, Chair



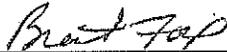
Betty Jo Bussie, Vice-Chair

Absent

Eva Arnold

Absent

David Brown



Brent Fox

FISCAL NOTE:

If any of the petitioned projects are granted, Rock County would be responsible for the local share, which could be 2 1/4% to 20% of the projects cost, depending upon the type of Federal and/or State grant funding available for the project.



Sherry Oja
Finance Director

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

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 21, 2012
DATE DRAFTED

**Retaining Engineering Firm to Complete a
Courthouse Security System Upgrade Assessment**

- 1 WHEREAS, the Courthouse addition was completed 14 years ago; and,
- 2
- 3 WHEREAS, security cameras, recording, door controls and duress alarms were installed into the
- 4 building, and were considered state of the art for that time; and,
- 5
- 6 WHEREAS, the security systems in place are becoming difficult to repair, and should be replaced with
- 7 new technology; and,
- 8
- 9 WHEREAS, the first step towards upgrading the security systems is the completion of an engineering
- 10 assessment with option development.
- 11
- 12 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2012, that Arnold & O'Sheridan of Madison be retained to
- 14 complete a Security System Upgrade Assessment for the Courthouse in the amount of \$15,000.00.

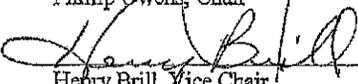
12-12A-201

Respectfully submitted,

General Services Committee:



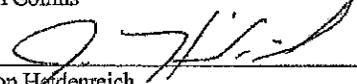
Phillip Owens, Chair



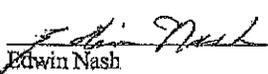
Henry Brill, Vice Chair



Ivan Collins



Jason Heidenreich



Edwin Nash

Retaining Engineering Firm to Complete a Courthouse Security System Upgrade Assessment
Page 2

FISCAL NOTE:

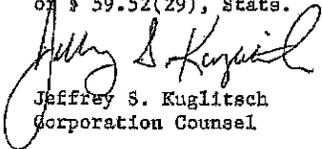
The 2013 budget includes \$550,000 in account 18-1855-0000-67200 for Courthouse security system assessment and improvements.



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. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Completing a Courthouse Security System Upgrade Assessment

As stated in the resolution, the security systems in the Courthouse are becoming obsolete due to their age and advances in technology. Before upgrading and expanding the systems in place, an engineering assessment is needed. The goals include replacing outdated equipment, increasing life safety, and increasing security.

Video surveillance, security door control, mass notification, and digital intercom, are among the systems that will be studied. The engineering firm will provide upgrade options and cost estimates. The County can then decide what options will be implemented, as one project, or in phases. At that point, the engineering firm will be re-hired to write the technical specifications needed for bidding and implementation. The timeframe leading up to implementation will depend upon a number of factors that include: assessing the needs of the user groups, and the time needed to decide what options will be implemented. Funding is in place for system implementation to begin in 2013.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert Spoden
INITIATED BY

Capt. Gary Groelle
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY



November 27, 2012
DATE DRAFTED

AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN
CONTRACT FOR THE ROCK COUNTY SHERIFF'S OFFICE

- 1 WHEREAS, funds are included in the 2013 budget for the purchase of vehicles to be used by the
- 2 Rock County Sheriff's Office; and,
- 3
- 4 WHEREAS, Section 19.08(4) of the Purchasing Ordinance does allow Rock County to purchase
- 5 these vehicles through a cooperative purchasing agreement with the State of Wisconsin under
- 6 Contract #15-07006-201; and,
- 7
- 8 WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State contract for
- 9 Chevrolet Impalas, Dodge Chargers, and Dodge Grand Caravans; and,
- 10
- 11 WHEREAS, The Sheriff's Office and Purchasing staff have reviewed the State of Wisconsin bid
- 12 specifications and recommend purchasing one Chevrolet Impala, ten Dodge Chargers, and one
- 13 Dodge Grand Caravan from Ewald Automotive.
- 14
- 15 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this
- 16 _____ day of _____, 2012, that a Purchase Order be issued as follows:
- 17
- 18 \$20,808.50 to Ewald Automotive for 1 Chevrolet Impala
- 19 \$22,008.50 to Ewald Automotive for 1 Dodge Charger
- 20 \$206,815.50 to Ewald Automotive for 9 Dodge Chargers
- 21 \$21,522.50 to Ewald Automotive for 1 Dodge Grand Caravan
- 22
- 23 BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and
- 24 acceptance by the Rock County Sheriff.

12-12A-202

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

PURCHASING PROCEDURAL
ENDORSEMENT

Ivan Collins
Ivan Collins, Chair

Mary Mawhinney
Mary Mawhinney, Chair

Mary Beaver
Mary Beaver

50 126-12
Vote Date

Henry Brill
Henry Brill

Absent
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN CONTRACT
FOR THE ROCK COUNTY SHERIFF'S OFFICE
Page 2

FISCAL NOTE:

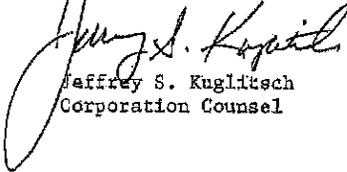
\$311,000 is included in the Sheriff's Vehicles 2013 budget, A/C 21-2190-0000-67105, for the purchase of replacement vehicles.



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.



Craig Kuitson
County Administrator

EXECUTIVE SUMMARY

Funds are included in the 2013 budget for the purchase of vehicles to be used by the Rock County Sheriff's Office. Under Section 19.08(4) of the Purchasing Ordinance, Rock County can utilize State of Wisconsin bids to purchase vehicles through cooperative purchasing agreement #15-07006-201.

The Sheriff's Office and the Purchasing Staff reviewed the State of Wisconsin bid specifications to verify that they meet the Sheriff's Office's needs. The total cost breakdown for the vehicles is as follows:

\$20,808.50	1 Chevrolet Impala
\$22,008.50	1 Dodge Charger
\$206,815.50	9 Dodge Chargers
<u>\$21,522.50</u>	1 Dodge Grand Caravan

\$271,155.00

We are expecting trade in allowances to be approximately \$22,000.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Sgt. Aaron Burdick
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 27, 2012
DATE DRAFTED

Awarding Bid for Spectratek Recording Equipment

1 **WHEREAS**, the Sheriff's Office's current recording/transmitting equipment was tested by General
2 Communications for suitability with the new digital radio system implemented throughout Rock County;
3 and,
4

5 **WHEREAS**, General Communications found the current recording/transmission equipment was not
6 compatible with the new digital radio system; and,
7

8 **WHEREAS**, Spectratek equipment will replace the current recording/transmitting device currently used
9 by the Sheriff's Office; and,
10

11 **WHEREAS**, the Rock County Purchasing Division did advertise and solicit bids for the equipment with
12 the results attached.
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
15 this day of _____ day of _____, 2012, issue a purchase Order to TeamIntel LLC of
16 Stevensville, Michigan, the lowest bidder, in the amount of \$10,273 to provide the equipment.
17

Respectfully submitted,

Public Safety and Justice Committee

Purchasing Procedural Endorsement

Ivan Collins
Ivan Collins, Chair

SO

Mary Beaver
Mary Beaver

[Signature]

Henry Brill
Henry Brill

Absent
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

12-12A-203

Awarding Bid for Spectratek Recording Equipment
Page 2

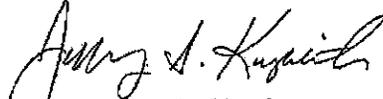
FISCAL NOTE:

In 2011 a Purchase Order for \$335,263 was issued to General Communications for the purchase of necessary mobile and portable radio equipment for various County departments as part of the Digital Radio Project. The Sheriff's Office recording/transmitting equipment was included in that original Purchase Order. Therefore, the TeamIntel equipment will be paid for using refunds received from General Communications.


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


Craig Knutson
County Administrator

Executive Summary

Awarding Bid for Spectratek Recording Equipment

The Sheriff's Office's current recording/transmitting equipment was tested by General Communications for suitability with the new digital radio system implemented throughout Rock County. General Communication's technician stated that the current recording/transmission equipment was not compatible with the new digital radio system.

The purchase of the Spectratek equipment will replace the current recording/transmitting device currently owned by the Rock County Sheriff's Office.

The low bidder for the Spectratek recording equipment was TeamIntel LLC with a bid of \$10,273.00.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

 ORIGINAL

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5515



BID SUMMARY

PROJECT NUMBER 2012-79
PROJECT NAME SPECTRATEK RECORDING EQUIPMENT
BID DUE DATE OCTOBER 18, 2012 - 1:30 P.M.
DEPARTMENT SHERIFF'S OFFICE

	TEAM INTEL LLC STEVENSVILLE, MI	SPECTRATEK LET LLC CAMPBELL, CA
SPECTRATEK #20	\$ 3,994.00	\$ 3,995.00
SPECTRATEK #235	\$ 5,494.00	\$ 5,495.00
ATT CELLULAR SERVICES	\$ 750.00	\$ 750.00
SHIPPING & HANDLING	\$ 35.00	\$ 75.00
TOTAL BID PRICE	\$ 10,273.00	\$ 10,315.00
WARRANTY PERIOD	ONE YEAR	ONE YEAR

Invitation to Bid was advertised in the Janesville Gazette and on the Internet.

SpectraTek #20 is a Covert Cellular Recording Device.
SpectraTek #235 is a Cellular/VHF Repeater Command Unit.

PREPARED BY:

Alan Dransfield
SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION:

Team Intel

SIGNATURE

Sheriff Robert Spoden

11-27-12
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

Arwan Collins

4-0
VOTE

12-3-2012
DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

Mary Mowbray

5-0
VOTE

12-6-12
DATE

**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 26, 2012
DATE DRAFTED

APPROVAL TO PURCHASE SPECIALIZED TRANSIT VEHICLES

- 1 **WHEREAS**, the Council on Aging received a 5310 Capital Acquisition grant from the
- 2 Wisconsin Department of Transportation to purchase three buses for the Specialized Transit
- 3 fleet; and,
- 4
- 5 **WHEREAS**, the vehicles were purchased through the Wisconsin Department of Transportation
- 6 contract # 406955; which was awarded to Atlas Bus Sales; and,
- 7
- 8 **WHEREAS**, federal funds pay for 80% of the vehicles with a 20% local match; and,
- 9
- 10 **WHEREAS**, additional costs are required for vehicle titles and conversion costs.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 13 assembled this _____ day of _____, 2012 does approve that Purchase Orders be
- 14 issued to the State of Wisconsin in the amount of \$25,117.20 for the local match and to Atlas
- 15 Bus Sales in the amount of \$21,273.75 for vehicle titles and conversion costs for three
- 16 specialized transit vehicles.
- 17
- 18 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and
- 19 acceptance by the Rock County Council on Aging Director.

12-12A-204

Respectfully submitted,

Education, Veterans & Aging Services

Purchasing Procedural Endorsement

Terry Thomas, Chair

Mary Mawhinney
Mary Mawhinney, Chair

Dave Brown

50 12-6-12
Vote Date

Wayne Gustina

Steve Howland

Edwin Nash

APPROVAL TO PURCHASE SPECIALIZED TRANSIT VEHICLES

Page 2

FISCAL NOTE:

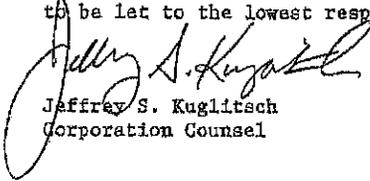
Sufficient funding is available in Council on Aging's Elderly and Handicapped Transportation motor vehicle account, A/C 30-3905-0000-67105, for the local match and the conversion costs. The local match and the conversion costs are being funded by a transfer from the E&H Vehicle Trust Fund, which has a current balance of \$91,946.



Sherry Oja
Finance Director

LEGAL NOTE:

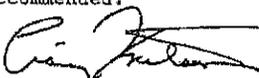
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Rock County Council on Aging was awarded a federal 5310 grant to purchase three new Specialized Transit buses through a bidding process conducted by the Wisconsin Department of Transportation (contract # 406955). This grant provides 80% of the funding for the purchase of each vehicle, with the 20% local match and conversion costs coming from the E&H Trust Fund.

Conversion costs include: additional wheelchair position with wheelchair securements, a more durable driver's seat, a Ricon wheelchair lift, foldaway seats to make room for the additional wheelchair position, signage, an upgraded suspension system and a seat belt extension.

Cost breakdown for the vehicles:

\$100,468.80	(\$33,489.60 each)	– Federal 5310 funding
25,117.20	(\$8,372.40 each)	– 20% local match from the E&H Trust Fund
<u>21,273.75</u>	<u>(\$7,091.25 each)</u>	– vehicle title and conversion costs from the E&H Trust Fund
\$146,859.75	(\$48,953.25 each)	

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Sara Mooren
DRAFTED BY

November 27, 2012
DATE DRAFTED

Awarding Contract for Food Services at the Youth Services Center

- 1 WHEREAS, the Youth Services Center will provide an estimated 21,000 meals and 7,000 snacks in
- 2 2012; and,
- 3
- 4 WHEREAS, Rock County requested sealed proposals from qualified vendors for contracted food
- 5 services with meals made off-site and delivered to the Youth Services Center; and,
- 6
- 7 WHEREAS, each meal needs to meet the minimum requirements as to the nutritional content as
- 8 specified by the National School Lunch Program and School Breakfast Program Meal Patterns; and,
- 9
- 10 WHEREAS, two vendors responded to RPP #2013-09 but only one could be considered (see attached
- 11 results); and,
- 12
- 13 WHEREAS, Human Services Department staff did review the application from Aramark and
- 14 determined they did meet the required qualifications; and,
- 15
- 16 WHEREAS, Aramark has significant expertise and experience in delivering high quality, cost
- 17 effective food service operations.
- 18
- 19 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors, duly assembled
- 20 this _____ day of _____, 2012, that a contract for food services commencing January 1, 2013,
- 21 be awarded to Aramark of Downers Grove, Illinois for comprehensive food service operations for the
- 22 Youth Services Center.
- 23
- 24 BE IT FURTHER RESOLVED, that it be a one-year contract with an option for four additional one-
- 25 year renewal periods upon the approval of the Human Services Board.

12-12A-205

Awarding Contract for Food Services and the Youth Services Center

Page 2

Respectfully submitted,

Human Services Board

PURCHASING PROCEDURAL
ENDORSEMENT

Brian Knudson, Chair

Reviewed and approved on a vote of
_____.

Sally Jean Weaver-Landers, Vice-Chair

Mary Mawhinney, Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

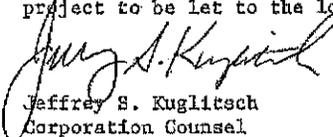
FISCAL NOTE:

Sufficient funding is included in the 2013 Human Services Department Budget for the cost of this contract.


Sherry Oja
Finance Director

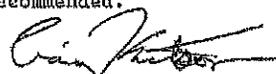
LEGAL NOTE:

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 E. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

Awarding Contract for Food Services at the Youth Services Center

The Human Services Department contracts for food services for the Youth Services Center (YSC). The Youth Services Center will provide an estimated 21,000 meals and 7,000 snacks in 2012. Meals need to be prepared off-site and delivered to YSC 365 days a year for breakfast, lunch, and dinner.

The Youth Services Center is enrolled in the National School Lunch and Severe Need Breakfast Programs, which are administered by the United States Department of Agriculture and the Wisconsin Department of Public Instruction. Each meal needs to meet the minimum requirements as to the nutritional content as specified by the National School Lunch Program/School Breakfast Program (NSLP/SBP) Meal Patterns to receive the authorized reimbursement rates for weekday lunch, breakfast and snacks.

Rock County Purchasing requested sealed proposals from qualified vendors for contracted food services. Two vendors responded. However, one vendor submitted a proposal contingent upon being awarded the Jail food service contract. Since they were not awarded that contract, their proposal could not be considered.

Billing for food services is based on "cost per meal". The total annual cost will be based on the actual number of meals and snacks served in 2013. Aramark was the successful applicant with a \$3.844 cost per meal and \$.50 cost per snack. Meals will be made on-site at the Rock County Jail and delivered to YSC.

Human Services Department staff did review the proposal from Aramark for both qualifications and cost. Aramark has significant expertise and experience in delivering high quality, cost effective food service operations. Aramark is the current provider of food services to YSC. This will be a one-year contract with the option to renew for up to four additional one-year periods.

COUNTY OF ROCK

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROJECT: CONTRACTED FOOD SERVICES
 PROJECT #: 2013-09
 PROPOSAL DUE DATE: OCTOBER 18, 2012 - NOON
 DEPARTMENT: HUMAN SERVICES - YOUTH SERVICES CENTER

	ARAMARK DOWNERS GROVE IL
COST PER MEAL-BREAKFAST / LUNCH / DINNER	3.844
COST PER MEAL-SNACK	.50

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Seven additional vendors were solicited that did not respond. One vendor submitted a Proposal contingent upon being awarded the Jail food service contract. Since they were not awarded that contract, their Proposal could not be considered.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ARAMARK FOOD SERVICES

Charmian J. Hylle
 SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR _____ VOTE _____ DATE _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY

Human Services Board,
General Services Committee,
Finance Committee
SUBMITTED BY



Phil Boutwell
& Jennifer Thompson
DRAFTED BY

December 5, 2012
DATE DRAFTED

Awarding Contract for Construction of Renovated Space in the Job Center for the
ADRC

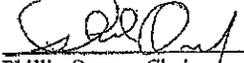
- 1 WHEREAS, the State of Wisconsin has asked that all counties have an Aging and Disabilities Resource
- 2 Center (ADRC) and is willing to reimburse counties for the actual cost of construction of their ADRC;
- 3 and,
- 4
- 5 WHEREAS, in September 2012, the Rock County Board of Supervisors authorized an Application to the
- 6 State to operate an ADRC; and,
- 7
- 8 WHEREAS, the design team for renovating space in the Job Center for the ADRC, composed of the
- 9 architectural firm of Angus Young and Associates, the owner's representatives from the Samuel's Group,
- 10 and staff from the Rock County Human Services Department completed construction documents for the
- 11 projects; and,
- 12
- 13 WHEREAS, bids were solicited for the project; and,
- 14
- 15 WHEREAS, seven general contractors submitted bids for the project that were reviewed by the
- 16 Purchasing Division and Human Services; and,
- 17
- 18 WHEREAS, Scherrer of Burlington, Wisconsin, was determined to be the lowest qualified bidder; and,
- 19
- 20 WHEREAS, contingency funds are included in the project budget to cover unforeseen conditions and
- 21 necessary changes that may arise throughout the course of the project.
- 22
- 23 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly
- 24 assembled this _____ day of _____, 2012 does hereby award a contract for renovation of space
- 25 in the Job Center for the ADRC to the lowest qualified bidder, Scherrer of Burlington, Wisconsin, in the
- 26 amount of \$181,688; and,
- 27
- 28 BE IT FURTHER RESOLVED, that progress payments be made to the vendor upon approval of the
- 29 Human Services Board; and,
- 30
- 31 BE IT FINALLY RESOLVED, that the General Services Committee be delegated authority to approve
- 32 all change orders for the renovation of space in the Job Center.

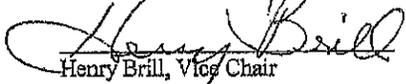
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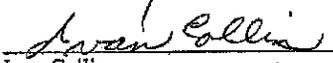
Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC
Page 2

Respectfully submitted,

General Services Committee


Phillip Owens, Chair


Henry Brill, Vice Chair


Ivan Collins


Jason Heidenreich


Edwin Nash

Human Services Board

Brian Knutson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grahm

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

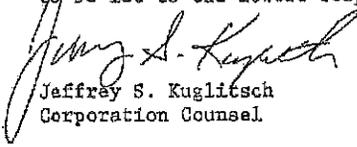
Purchasing Procedural Endorsement

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

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

FISCAL NOTE:

Sufficient funds are available in the 2013 ADRC capital improvement account, A/C 36-3683-0000-67200, for the cost of this contract.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

This resolution awards a construction contract to the lowest qualified bidder to renovate space within the Rock County Job Center. Bids were due November 29th and seven (7) contractors submitted bids. Scherrer from Burlington, Wisconsin submitted the low bid. The total amount of the bid award is \$181,688. That figure includes the base bid of \$178,600 and the alternate of \$3,088. The alternate replaces the florescent light fixtures called for in the base bid with L.E.D. light fixtures. The L.E.D. fixtures provide better light, lower energy costs, and longer life (less maintenance).

The finished ADRC will encompass approximately 3,600 square feet of renovated space. Included in the renovation are offices or cubicles for 15 staff, 2 vacant cubicles for future expansion, a storage room, a reception area, 2 rooms to meet with customers, a unisex bathroom, and a canopy over the front entrance. Funding to pay for the construction is included in the 2013 County Budget.

The project will start early in January 2013 and should be completed by early March. It is an aggressive project schedule. County staff will work closely with the Architect, the Contractor and the Committees of the County Board to stay on track.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

BID SUMMARY FORM

BID NUMBER 2012-72
 BID NAME AGING & DISABILITY RESOURCE CENTER
 BID DUE DATE NOVEMBER 29, 2012 - 1:30 P.M.
 DEPARTMENT HUMAN SERVICES - JOB CENTER

	SCHERRER BURLINGTON WI	DRAEVING BELOIT WI	BAUER & RAETHER MADISON WI	CREATIVE CONSTRUCTORS MENOMONEE FALLS, WI	CORPORATE CONTRACTORS BELOIT WI	GILBANK BELOIT WI	MAGILL ELKHORN WI
BASE BID	178,600.00	182,900.00	188,000.00	193,500.00	196,500.00	207,400.00	207,900.00
ALTERNATE E-1	3,088.00	2,900.00	3,200.00	3,200.00	2,900.00	3,100.00	3,231.00
TOTAL BID	\$ 181,688.00	\$ 185,800.00	\$ 191,200.00	\$ 196,700.00	\$ 199,400.00	\$ 210,500.00	\$ 211,131.00
BID BOND	YES	YES	YES	YES	YES	YES	YES
ADDENDA	YES	YES	YES	YES	YES	YES	YES
START DATE	1/2/13	1/2/13	1/2/13	1/2/13	1/2/13	1/1/13	1/2/13
COMPLETION DATE	3/7/13	3/1/13	3/1/13	3/1/13	3/1/13	3/1/13	3/1/13

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Alternate E-1: Provide LED light fixtures in lieu of Type A fluorescent light fixtures.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL: _____

CHAIR _____ VOTE _____ DATE _____

PURCHASING PROCEDURAL ENDORSEMENT: _____

CHAIR _____ VOTE _____ DATE _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Benjamin Coopman, Jr.
DRAFTED BY

December 11, 2012
DATE DRAFTED

APPROVING PURCHASE OF USED EMERGENCY RESPONSE VEHICLE FOR SOUTHERN WISCONSIN REGIONAL AIRPORT

- 1 **WHEREAS**, Rock County owns an airport known as the Southern Wisconsin Regional
- 2 Airport; and,
- 3
- 4 **WHEREAS**, the 2012 Department of Public Works' Budget authorized the replacement of
- 5 the emergency response vehicle at the Southern Wisconsin Regional Airport; and,
- 6
- 7 **WHEREAS**, the Rock County Department of Public Works (DPW) did research on used
- 8 vehicle sites and advertisements for used emergency response vehicles throughout the
- 9 Midwest; and,
- 10
- 11 **WHEREAS**, the Airport Director and DPW Shop Superintendent did review all listings to
- 12 select vehicle(s) of any interest and did inspect the recommended emergency response vehicle
- 13 as the most cost effective and best value for Rock County.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 16 assembled on this ____ day of _____, 2012, that a purchase order be issued to the
- 17 Wilmington, Illinois Fire Department in the amount of \$20,500.00 for a used 2004 Ford-
- 18 Horton emergency response vehicle; and,
- 19
- 20 **BE IT FURTHER RESOLVED**, that payment may be made to the vendor upon
- 21 acceptance by the Director of Public Works.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

PURCHASING PROCEDURAL
ENDORSEMENT:

Kurtis L. Yankee, Chair

Chair: _____

Eva Arnold

Vote: _____ Date: _____

Betty Jo Bussie

Dave Brown

Brent Fox

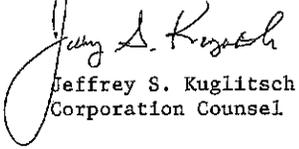
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APPROVING PURCHASE OF USED EMERGENCY RESPONSE VEHICLE FOR SOUTHERN
WISCONSIN REGIONAL AIRPORT

Page 2

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

FISCAL NOTE:

Sufficient funding remains in the 2012 Department of Public Works Cost Pool
Capital Equipment account, A/C 41-4350-4280-67110, for the cost of this purchase.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

Executive Summary

Rock County's Southern Wisconsin Regional Airport has a 1969 GMC van it uses as an emergency response vehicle at the airport. This vehicle is equipped to hold rescue tools and other equipment used to respond to aircraft emergencies and other mass casualty responses. Because of its age, this vehicle has become unreliable and is difficult to find repair parts for. Money to replace this vehicle was approved in the 2012 County Budget.

The Airport Director and Department of Public Works' Shop Superintendent have been searching dealers, advertisements and web sites throughout the Midwest that may have newer vehicles available. The main sources of this type of vehicle are fire departments, rescue squads and ambulance companies.

At least four used vehicles were located and investigated. No units were available in Wisconsin or Minnesota. Several units were found in eastern Ohio or central to southern Illinois. Rather than buying a unit from an advertisement, the list of available units was shortened and some units in central Illinois were inspected.

The Airport Director and Shop Superintendent inspected the recommended used ambulance from the Wilmington, Illinois Fire Department. Staff feels this is the best value available at this time. The purchase price is \$20,500. This exceeds the amount budgeted by \$500. The difference will be covered by reallocation of savings on other vehicles and equipment purchases within the DPW budget.

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell
INITIATED BY

Dave O'Connell, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 14, 2012
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter
2 111.70 of Wisconsin Statutes; and,
3
4 **WHEREAS**, those changes significantly impacted the County's Personnel Ordinance (Chapter XVIII) and the
5 bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,
6
7 **WHEREAS**, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with
8 the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance
9 covering unilateral employees; and,
10
11 **WHEREAS**, certain additional changes have been suggested by Department managers; and,
12
13 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
14 12:01 a.m. January 1, 2013.
15
16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
17 _____ day of _____, 2012 does hereby amend Chapter XVIII, the County's Personnel
18 Ordinance as follows:

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

18.101 **Authority.**

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

18.102 **Purposes.**

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:
 - (a) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
 - (b) To provide internally equitable and externally competitive compensation for all employees.

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- (c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner
 - (d) 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 identity and orientation, genetic information, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.
 - (e) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.
- C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.
- D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination because of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly represented in the County workforce.
- E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

18.103

Scope.

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

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

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- (a) members of the Rock County Board of Supervisors;
 - (b) elected County Officials;
 - (c) members of boards, commissions, and committees (including citizens);
 - (d) persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a committee thereof, or the County Administrator;
 - (e) persons employed by employment services agreements or purchase of service contracts, unless expressly included in said contract or agreement;
 - (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which shall be handled by the Public Safety and Justice Committee of the Rock County Board of Supervisors in accordance with statute.

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

18.104

Collective Bargaining Agreements.

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

- 115 18.105 Human Resources Section of the Administrative Policies and Procedures Manual
 116
 117 The Human Resource Department shall develop a standard set of policies and procedures to
 118 administer the personnel system based upon the Policies established in this Ordinance. These
 119 policies and procedures shall be a part of the County's Administrative Policies and Procedures
 120 Manual. The Human Resource Policies and Procedures shall be subject to review and
 121 approval by the County Board Staff Committee.
 122
 123 The Ordinance shall take precedence over the Human Resource Policies and Procedures
 124
- 125 18.106 Department Work Rules.
 126
 127 Nothing herein shall preclude an Appointing Authority from promulgating Department Work
 128 Rules covering topics not covered by this Ordinance or the Human Resource Department's
 129 Policies and Procedures. Work rules so promulgated must be consistent with this Ordinance and
 130 Human Resource Policies and Procedures.
 131
- 132 18.107 Non-Elected Department Heads.
 133
 134 Any non-elected Department Head hired shall be employed pursuant to a personal employment
 135 contract of up to two (2) years. Non-elected Department Heads serving on the date of adoption of
 136 this section may voluntarily negotiate a personal employment contract of up to two (2) years.
 137 Non-elected Department Heads shall continue to be at-will employees and may be removed at the
 138 pleasure of the County Administrator. Removal of the Corporation Counsel by the County
 139 Administrator requires the concurrence of the County Board. The County Administrator shall
 140 remain the appointing authority for non-elected Department Heads. The personal employment
 141 contract covering the initial appointment of a non-elected Department Head is subject to approval
 142 by the County Board after action by the appropriate Governing Committee.
 143
- 144 18.108 Administrator Position.
 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
 148 establishing the administrator form of government. In the case of any such conflict, the resolution
 149 shall control.
 150
- 151 18.109 Sheriff's Office Command Staff
 152
 153 In addition to the benefits provided to other unilateral employees, if the following provisions of
 154 the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are
 155 modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9,
 156 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31,
 157 2008).
 158
 159 Education
 160 Health insurance for retirees
 161 Life insurance
 162 Retirement
 163 Sick Leave Accumulation
 164 Sick leave payout
 165 Sick leave payment
 166 Uniform allowance
 167 Worker's compensation
 168
- 169 18.110 Amendments.
 170
 171 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner
 172 as adopted.
 173
- 174 18.111 Management Rights
 175
 176 The management of Rock County and the direction of the workforce is vested exclusively in the
 177 County, including but not limited to the right to:
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 179 1) Hire, promote, demote, suspend, discipline, and discharge;
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 181 2) Decide job qualifications for hiring;
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- 3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate reasons;
 - 4) Subcontract for economic reasons or when it is not feasible for county employees to perform the work;
 - 5) Abolish or create positions,
 - 6) Create job descriptions and determine the composition thereof;
 - 7) Plan and schedule work
 - 8) Determine the methods and processes and manner of performing work;
 - 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
 - 10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
 - 11) Plan and schedule any training programs,
 - 12) Create, promulgate and enforce reasonable work rules;
 - 13) Determine and enforce regulations governing conduct and safety;
 - 14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

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

18.112

Responsibilities and Authority.

A. County Board. The County Board shall:

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- (1) approve the annual County budget, including requests for personnel adjustments.
 - (2) review and approve County Personnel Ordinance and amendments.
 - (3) confirm department head appointments made by the County Administrator.
 - (4) delegate such duties to the County Board Staff Committee as necessary.
 - (5) hear grievance appeals as outlined in Section 18.806.

B. County Board Staff Committee. The County Board Staff Committee shall:

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- (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:

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- (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:

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- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.

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- (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.
- (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.

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- (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
- (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
- (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
- (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
- (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
- (23) develop such regulations as necessary to carry out the intent of this Ordinance.
- (24) establish a safety program to reduce the incidence of work-related injuries and promote safety awareness.
- (25) develop and maintain the County-wide training program within budgetary limitations.
- (26) administer and manage the County's Worker's Compensation program.
- (27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

- (1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.
- (2) adopt such additional Department Work rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.
- (3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.
- (4) maintain an employee service record for each employee.
- (5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.
- (6) keep employees informed of current personnel policies.
- (7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.
- (8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.
- (9) in collaboration with the Human Resources Director, develop employee orientation and in-service training programs.
- (10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.
- (11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.

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- (12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).
- G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors shall:
- (1) interview and recommend applicants for appointments to and removal from subordinate positions.
 - (2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.
 - (3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
 - (4) administer discipline to employees as necessary.
 - (5) conduct first step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

SECTION 2

CLASSIFICATION PLAN

- 410
411
412 18.201 Development and Administration.
413
414 The Human Resources Director shall be responsible for the overall development and
415 administration of the Classification Plan, in cooperation with Department Heads, key staff
416 employees and other appropriate resources. The County Administrator position shall be an
417 unclassified position.
418
419 18.202 Position Description.
420
421 Each employee shall have an accurate position description that describes the knowledge, skills
422 and abilities necessary to do the work of that position; goals of the position and job tasks to
423 accomplish the goals; and identifies the essential job functions.
424
425 18.203 Allocation of New Positions.
426
427 The Human Resources Director shall allocate new positions that have been approved by the
428 County Board to one of the classifications in the Classification Plan. If a suitable class does not
429 exist, the Human Resources Director shall establish a new classification. An appropriate pay
430 range for the classification shall be assigned subject to the approval of the County Board Staff
431 Committee, and confirmation of the County Board unless otherwise established through the
432 budgetary process.
433
434 18.204 Abolition of Unnecessary Classifications.
435
436 When it is determined that a classification or classifications are no longer useful or appropriate,
437 the Human Resources Director shall inform the County Board Staff Committee that such classes
438 have been abolished.
439
440 18.205 Reclassification Requests.
441
442 A reclassification is the re-assignment of a position from one existing class to another class to
443 recognize a change in the duties and responsibilities of a position.
444
445 Reclassification requests shall normally be contained within the annual budget. In such situations,
446 prior to approval of the budget, the Human Resources Department shall audit the position and
447 make a written recommendation to the County Administrator who shall then recommend approval
448 or denial of reclassification requests. If a reclassification request is denied, the position shall not
449 be reconsidered for reclassification ~~for one year, or until the next budget~~ there is a significant
450 change in the duties and responsibilities of the position. If, in exceptional cases, duties of a
451 position change during a budget year, the County Board may approve a reclassification request

452 upon the performance of an audit and the recommendation of the Human Resources Director and
 453 County Administrator and with the confirmation of the County Board Staff Committees.

454
 455 18.206 Reallocation Requests.

456
 457 A reallocation is the re-assignment of a position from one pay range to another pay range to
 458 correct an error in the original assignment, to reflect changing labor market conditions, or to
 459 reflect significant changes over a period of time in the duties and responsibilities of the position.
 460

461 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they
 462 will become effective the first day of the fiscal year. Persons in positions reallocated shall
 463 normally be advanced to the step with the next highest dollar amount in the new pay range. With
 464 approval of the Human Resources Director and the County Administrator, an employee may be
 465 advanced a step over and above the next highest dollar amount.
 466

467 When a position becomes vacant and it is determined by the Human Resources Director and the
 468 County Administrator that a reallocation of the position is necessary for recruitment purposes,
 469 such reallocation may occur outside the budget process upon the confirmation of the County
 470 Board Staff Committee and approval of the County Board.
 471

472 18.207 Reorganization of Department.

473
 474 Each time a department or division of a department is reorganized, class descriptions for all
 475 affected employees shall be submitted to the Human Resources Director for review and approval
 476 as part of such reorganization.
 477

478 18.208 Position Description Questionnaires.

479
 480 The Human Resources Director may require departments or employees to submit Position
 481 Description Questionnaires when vacancies occur, any time there is reason to believe that there
 482 has been a significant change in the duties and responsibilities of one or more positions, or as part
 483 of a position audit conducted by the Human Resources Department.
 484

485 18.209 Review of Classification Plan.

486
 487 At least every three years, or as often as may be appropriate, the Human Resources Director shall
 488 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
 489 bilities and market conditions. The Human Resources Director shall take whatever action is
 490 appropriate to amend and update the Classification Plan, subject to the review of the County
 491 Board Staff Committee and approval of the County Board.
 492

493 18.210 Underslotting.

494
 495 As a vacancy occurs, the Department Head may recommend the position not be filled at the
 496 existing level. With the concurrence of the Human Resources Director and County Administrator,
 497 the position may be filled at a lower classification.
 498

499 18.211 Upgrade.

500
 501 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human
 502 Resources Department shall audit the position and make a written recommendation to the County
 503 Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade
 504 request is denied, the position shall not be reconsidered for upgrade until the next budget cycle
 505 there is a significant change in the duties and responsibilities of the position.
 506

507 ~~An upgrade may occur after a re-evaluation of the duties of a position indicate that a higher level~~
 508 ~~of skills or duties is required to perform the duties of the position. An upgrade may be to an~~
 509 ~~existing classification or position or require the creation of a new classification or position. When~~
 510 ~~a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring~~
 511 ~~procedures for approved upgraded positions shall be subject to guidelines established by the~~
 512 ~~Human Resources Director and will be consistent with merit selection hiring.~~
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514 SECTION 3

515 RECRUITMENT AND SELECTION

516
 517 18.301 Recruitment.
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The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.

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

(a) Job Announcements and Publicity.

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

(b) Application Form.

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

(c) Rejection of Applications.

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

- (1) does not meet the minimum qualifications established for the position
- (2) provides any false or misleading information in the application process
- (3) is physically, mentally or otherwise unable to perform the duties of the position, as permitted under applicable state and federal laws
- (4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable state and federal laws
- (5) is not within the legal age limits prescribed for the position or for County employment
- (6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position
- (7) is a member of an organization, which advocates the violent overthrow of the government of the United States
- (8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied

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

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

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

18.302

Relocation Expense.

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

586 18.303

Selection.

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18.304

Eligibility Lists.

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

(a) Selection Devices.

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

(b) Confidentiality.

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

Eligibility Lists.

The Human Resources Director shall be responsible for establishing and maintaining eligibility lists as may be necessary or desirable.

(a) Layoff List for unilateral employees.

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

(b) Open Competitive and Promotional Eligibility.

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

(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

- (1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade.
- (2) files a written statement indicating unwillingness to accept appointment.
- (3) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
- (4) fails to respond within a specified time period to any official written inquiry regarding relative availability.

- 654 (5) fails to report for an interview or for duty at the time specified by the Human
655 Resources Director or appointing authority.
656
657 (6) is disqualified for employment under County policies or state law.
658
659 (7) factors covered under Section 18.301.
660
661 (e) The Human Resources Director shall notify each candidate in writing of his/her removal
662 from an eligibility list. The candidate may appeal his/her removal from an eligibility list
663 and, at the discretion of the Human Resources Director, the candidate may be reinstated.
664

665 18.305 Certification and Appointment.
666

667 Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a
668 request to the Human Resources Director to provide names of eligible candidates.
669

670 Appointment of Eligible Candidates.
671

672 The appointing authority shall make an appointment from among the names submitted by the
673 Human Resources Director. The appointing authority shall justify to the Human Resources
674 Director each candidate's unsuitability if they are bypassed on the list. Such justification must be
675 acceptable to the Human Resources Director.
676

677 The date upon which a new employee commences employment shall be jointly determined by the
678 Human Resources Director and Department Head.
679

680 18.306 Probationary Period.
681

682 Except for Department Heads and the County Administrator, original appointments to all regular
683 positions shall be made with a Probationary Period of ~~six (6)~~ calendar months year, except when
684 ~~by the nature of the work an employee cannot be evaluated effectively in six months, the~~
685 ~~Probationary Period may be for a period of one year.~~
686

687 The length of the Probationary Period shall be specified in the written offer of employment, which
688 will be written by the Human Resources Department.
689

- 690 (1) Regular status begins on the first workday following completion of the
691 Probationary Period.
692
693 (2) The Probationary Period may be extended for a period of time not to exceed six
694 (6) months, with prior approval of the Human Resources Director. This request
695 must be made in writing citing the reason for the request.
696
697 (3) An employee shall automatically be appointed at the end of the prescribed
698 Probationary Period, unless the appointing authority, with approval of the Human
699 Resources Director, notifies the probationary employee of the extension, or the
700 unsuccessful completion of the Probationary Period at which time the employee
701 shall have their Probationary Period extended or be dismissed.
702
703 (4) Dismissal of an employee during the initial Probationary Period shall be at the
704 sole discretion of the employer and without recourse to the grievance procedures
705 herein provided.
706
707 (5) An employee appointed to a position in an acting capacity by the County
708 Administrator and subsequently selected as the regular employee in that position
709 shall have his/her total time of continuous employment, including the time spent
710 in an interim capacity, counted for seniority purposes, but shall serve at least a
711 six-month Probationary Period after regular appointment, ~~except as noted under~~
712 ~~Section 18.304.~~
713
714 (6) Probationary employees will be permitted to apply for other positions after six
715 months.
716
717 (7) Completion of the Probationary period does not guarantee continued employment
718 for any specified period of time, nor does it modify or change the employee's at-
719 will status.
720

721	18.307	<u>Part-time and Seasonal Employment.</u>
722		
723		When possible, employment shall be on a full-time year round basis. However, when it is
724		determined to be in the best interest of the County, part-time and seasonal employees may be
725		hired.
726		
727	18.308	<u>Temporary Appointments.</u>
728		
729		Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
730		available or if the eligible candidates are not available for temporary work, the Human Resources
731		Director may authorize the appointment of a qualified individual. The acceptance or refusal by an
732		eligible candidate of a temporary appointment shall not affect the candidate's standing on the
733		eligibility list for regular appointment.
734		
735	18.309	<u>Overlap of Positions.</u>
736		
737		Any request for hiring in excess of the budgeted personnel roster must be approved by the County
738		Board. This would include cases where the Department Head requests an overlap of personnel for
739		more than one payroll period in order to train the new employee. The request should be approved
740		by the governing committee and County board Staff Committee prior to submission to the Board.
741		
742	18.310	<u>Other Appointments May Follow Ordinance.</u>
743		
744		Nothing herein shall preclude an appointing authority from filling those positions not covered by
745		this Ordinance in a manner consistent with it.
746		
747		<u>SECTION 4</u>
748		<u>SALARY ADMINISTRATION</u>
749		
750	18.401	<u>Pay Plan.</u>
751		
752		The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees
753		covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin
754		Statutes Section 111.70.
755		
756		Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps.
757		The objectives of the Pay Plan shall be:
758		
759		(a) To provide an appropriate salary structure, to recruit and retain an adequate number of
760		competent employees; and,
761		
762		(b) To provide appropriate pay incentives for satisfactory or outstanding job performance.
763		
764		The pay plan schedules described above shall be contained in the County's Administrative Policy
765		and Procedures Manual.
766		
767	18.402	<u>Development and Administration.</u>
768		
769		The Human Resources Director shall be responsible for the development and administration of the
770		Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of
771		pay. When appropriate, the Human Resources Director shall recommend necessary amendments
772		to the County Board Staff Committee, which shall become effective upon approval of the County
773		Board.
774		
775	18.403	<u>Linkage.</u>
776		
777		The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle
778		of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to
779		such factors as: uniformity of pay for each class, relative difficulty, complexity, and
780		responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and
781		private service, changes in cost of living indices, and the financial policies of the County.
782		
783	18.404	<u>Entrance Pay Rate.</u>
784		
785		The entrance pay rate for new County employees shall normally be the minimum rate of the pay
786		range prescribed for the class. A Department Head may recommend that a particular appointment
787		be made above the entrance pay rate. Such requests must be made in writing, approved in

788 advance by the Human Resources Director in recognition of relevant experience and /or
789 exceptional qualifications.

790
791 Elected Department Heads that wish to appeal the decision for placement of a new County
792 employee made by the Human Resources Director and/or County Administrator may do so in
793 writing to the County Board Staff Committee, whose decision shall be final.

794
795 18.405 In-Range Increment.
796

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

805
806 18.406 Productivity/Incentive Awards.
807

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

- 817
818 (a) The employee has personally conceived and suggested a procedure or device which has
819 resulted in substantially greater operating efficiency or in a marked decrease in operating
820 expenses; or,
821
822 (b) The employee has performed extensive collateral duties or has continually completed
823 difficult work assignments, which significantly increased the efficiency and effectiveness
824 of his/her department's program or the County service.
825

826 18.407 Seasonal Employment.
827

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

830
831 18.408 Temporary employment
832

833 Temporary employees shall be compensated by placing them on a step in the appropriate salary
834 schedule.
835

836 18.409 Pay Rate Adjustments.
837

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

839
840 (a) Transfer.
841

842 When an employee is transferred from one class to another with a common pay range,
843 he/she shall continue to receive the same pay rate.
844

845 (b) Promotion.
846

847 When an employee is promoted from one class to another having a higher pay range,
848 he/she shall normally advance to the pay step in the new range which is immediately
849 above his/her former rate of pay. In unusual circumstances, the promoted individual may
850 be placed in a higher step upon approval of the Human Resources Director and the
851 County Administrator.
852

853 (c) Demotion.
854

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

859
 860 (d) Reinstatement.

861
 862 When an employee is reinstated to his/her former job he/she shall normally be paid the
 863 same pay step as before leaving. When the employee is reinstated to a job with a lower
 864 pay range, the Human Resources Director shall decide on the new pay rate in accordance
 865 with the employee's experience and qualifications. In no case, will it exceed the
 866 maximum of the pay range to which the employee is assigned.

867
 868 (e) Compensation During Temporary Assignment.

869
 870 In a situation where an employee is assigned the duties of a higher classification
 871 anticipated to be for a period in excess of ten (10) consecutive working days, the
 872 employee will be assigned a temporary pay rate in the range of the higher classified
 873 position. Such pay will be for the period of the temporary assignment. Temporary
 874 assignments must be approved by the Human Resources Director. An employee who is
 875 temporarily assigned to a position with a lower pay range, for any period, shall not
 876 receive a reduction in pay. No such temporary assignment shall exceed six months unless
 877 approved by the County Administrator upon recommendation of the Human Resources
 878 Director.

879
 880 18.410 Overtime

881
 882 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

883
 884 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

885
 886 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA),
 887 do not earn overtime.

888
 889 For additional policies and procedures regarding overtime for unilaterals and other employees
 890 see the HR Policy and Procedure Manual.

891
 892 18.411 Red-Circled Classifications.

893
 894 Employees in classifications that are to be red-circled will be frozen at their current salary until
 895 the salary of the pay range to which they are assigned equals or exceeds their rate of pay.
 896 Employees with ten years of service, whose classification has been red-circled, shall receive one-
 897 half of the across-the-board increase granted to employees on the Unilateral Pay Plan until the
 898 salary of the pay range to which they are assigned equals or exceeds their rate of pay.
 899

900 SECTION 5

901 FRINGE BENEFITS

902
 903 18.501 Holidays.

904
 905 The following holidays are observed by the County and shall be granted to regular employees
 906 with pay and to temporary employees without pay, unless such employees are required to be on
 907 scheduled work:

- 908
 909 (a) New Year's Day
 910 (b) Spring Holiday to be observed the Friday immediately preceding Easter
 911 (c) Memorial Day
 912 (d) July 4th
 913 (e) Labor Day
 914 (f) Thanksgiving Day
 915 (g) Friday following Thanksgiving
 916 (h) Day before Christmas
 917 (i) Christmas Day
 918 (j) One Floating Holiday of the employees' choice.
 919 (k) Any additional holiday granted by the County Board.
 920 (l) The County Administrator may designate additional holidays in unusual circumstances
 921 with the approval of the County Board Chair and/or Vice Chair.

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

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

Employees normally granted time and one-half; the Director of Nurses, the Assistant Director of Nurses, and Nursing Supervisors working in Rock Haven; and the Youth Services Center Supervisors who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one-half.

For supervisors working at the 911 Communications Center, who are required to work a holiday, they will be paid or granted compensatory time off at a rate of time and one-half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday.

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

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

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

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

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

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

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

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. During their first year of employment, Employees hired after November 30, will have until January 31 of the following year to use their Floater from the previous year.

The floating holiday may be taken upon at least twenty-four hours one-hour notice prior to the beginning of the shift. A Floating Holiday with less than 24 hours notice may be taken in an emergency circumstance at the discretion of the Department Head or his/her designee.

18.502 Health and Dental Insurance.

- A. The County shall pay that portion of the employee's health insurance as is approved by the County Board.
- B. For part time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution -- September 2009.]
- C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.
- D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.
- E. Dental coverage will be provided consistent with coverage and co-payments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of applicable premium of the lowest cost available plan and the employee shall pay the remainder of the applicable premium.

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- (d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County.
- (e) An employee shall take earned vacation time within the twelve-month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carry-over of an employee's vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry-over of one hour or more vacation shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.
- (f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.
- Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.
- (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro-rata basis directly proportionate to the amount of time worked in relation to the normal full-time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.
- (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.
- (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.
- (k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.
- (l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (m) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed thirty working days in any calendar year.
- (n) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.
- (o) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.

All vacation shall be utilized in not less than one-hour increments.

18.507 Workers Comp

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

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1104 Rock County strives to insure all work assignments are performed safely and work areas are
1105 maintained in a safe manner. The County promotes a light-duty program for injured employees
1106 on worker compensation. All on-the-job accidents must be reported to the Human Resources
1107 Director or his/her designee immediately and proper forms must be completed in full.
1108

1109 Any employee, who is receiving worker's compensation, may at the employee's option, take
1110 sufficient sick leave or vacation to make up the difference between the worker's compensation
1111 payment and his/ her regular wage. When the employee's sick leave and/or vacation account is
1112 exhausted, he/she shall receive worker's compensation payments only. If an employee is on
1113 worker's compensation for a period of twelve (12) months, that employee shall have his/her earned
1114 vacation paid out, unless the employee asks for deferral of vacation payout in writing.
1115

1116 Workers compensation supplemental benefits will be provided in accordance with HR Policy and
1117 Procedures.
1118

1119 18.508 Leave Of Absence Policy (Non-FMLA)
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1121 The County Administrator or the Department Head after consulting with the Human Resources
1122 Director, may grant a regular employee leave without pay for a period up to one
1123 year except for an educational leave, subject to the following conditions:
1124

- 1125 (1) Leave without pay may be granted, when it is in the best interest of the County to
1126 do so. Requests for leave of absence shall be approved prior to the taking of such
1127 leave. When such leave is requested as an extension of sick leave, an acceptable
1128 physician's certificate shall be required.
1129
- 1130 (2) At the expiration of a leave without pay, the employee shall be reinstated to the
1131 position he/she vacated or to an equivalent position which is vacant at the time,
1132 provided the employee meets the stated qualifications. If there is not a suitable
1133 vacancy available, the employee's name shall be placed on an appropriate
1134 reinstatement list.
1135
- 1136 (3) Credit toward vacation and sick leave shall not be earned after 30 days while an
1137 employee is on leave without pay. Insurance benefits may be retained according
1138 to HR Policy and Procedure.
1139
- 1140 (4) Leave without pay shall not constitute a break in service; however, if the
1141 employee is absent more than thirty days during a calendar year, it shall change
1142 the employee's anniversary date.
1143

1144 When a leave of more than ~~one calendar month~~ thirty consecutive days is taken,
1145 the employee's anniversary date shall be moved ahead by the ~~same number of~~
1146 ~~days that the leave exceeds thirty days~~ total number of days of the leave.
1147

- 1148 (5) A return to work earlier than the scheduled termination of leave date may be
1149 arranged by the supervisor and the employee, with the approval of the Human
1150 Resources Director
1151
- 1152 (6) Employees on leave of absence from the County may not be employed
1153 fulltime elsewhere. Employees holding employment elsewhere
1154 during a leave of absence shall be deemed to have voluntarily resigned
1155 from employment with Rock County.
1156
- 1157 (7) If an employee is unable to return to work on the date stipulated, he/she may
1158 submit a written request to extend the leave of absence, subject to the approval of
1159 the County Administrator or Department Head and the HR Director. If, on the
1160 date following the expiration of the leave of absence, an extension is not
1161 requested and granted and the employee has not returned to his/her position, the
1162 employee shall be considered to have voluntarily resigned from County
1163 employment
1164
- 1165 (8) Unauthorized Absence. It is recognized that there may be extenuating
1166 circumstances for unauthorized absence, and due consideration shall be given
1167 each case. However, an employee who is absent from duty without approval
1168 shall receive no pay for the duration of the absence, and shall be subject to
1169 disciplinary action, which may include dismissal.
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18.509

Bereavement Leave.

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the funeral ~~and or~~ make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" after a divorce. The appointing authority may require an obituary to substantiate the leave.

- a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.
- b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.
- c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

If additional time is required, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

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

All leaves under this section shall be pro-rated based upon the employee's FTE.

18.510

Jury Duty.

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with pay, for such jury service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

18.511

Medical Leave.

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

18.512

Military Leave.

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

18.513

Military Reserve Leave.

- (1) An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed ten working days in any calendar year. It is intended that this shall be done without financial penalty to the employee. The County will therefore pay such employee for this time lost in an amount

1239 equaling the difference between his/her daily military pay and the employee's normal
 1240 County daily wage. To receive such leave, the employee must file a copy of his/her orders
 1241 with the Human Resources Director at least two weeks prior to date such training or
 1242 encampment leave is to commence.
 1243

1244 (2) An employee who has active membership in the U.S. Military Reserve or
 1245 National Guard and who is ordered to long-term active duty of 30 days or more in the U.S.
 1246 Armed Forces shall be granted military leave with supplemental pay equal to the difference
 1247 between the employee's basic military pay and his/her normal County daily wage.
 1248 Supplemental pay granted under this section is provided for the duration of an employee's
 1249 military service, not to exceed 5 years. Proof must be filed with the Human Resources
 1250 Director. To receive compensation the employee must submit a copy of his/her Military
 1251 Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay
 1252 to an employee may be an estimate with final pay reconciliation by the County's Payroll
 1253 Office after receipt of the employee's military pay vouchers, either during the course of
 1254 military service or after completion. Accrual of seniority and benefits, and reinstatement
 1255 rights and limitations, shall be consistent with those outlined in section (d) and as required
 1256 by law. An employee who voluntarily extends his/her military service shall not be granted
 1257 supplemental pay, but may apply for additional unpaid military leave under section (d). The
 1258 effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the
 1259 various unions representing County employees to object to said compensation policy prior
 1260 to implementation and request that this subsection be subject to the collective bargaining
 1261 process.
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1263 (3) Any employee described in subsection (2) shall also be entitled to
 1264 continue paid coverage under the County's group medical plan for four (4)
 1265 weeks.
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1267 18.514 Non Work Related Witness or Personal Litigation.
 1268

1269 A leave of absence without pay shall be granted an employee upon his/her request to appear under
 1270 subpoena or in his/her own behalf in litigation involving personal or private matters
 1271

1272 18.515 Sick Leave.
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1274 Sick leave pay shall commence on the first day of any period of illness due to
 1275 accident, injury or disease.
 1276

1277 (1) all full-time employees shall earn one sick leave day per month of continuous
 1278 employment. All part-time employees whose regular workweek is sixteen hours
 1279 or more shall earn one sick leave day on a pro-rata basis directly in relation to the
 1280 normal full-time employment period. All part-time employees, who work less
 1281 than sixteen hours per week, shall not earn sick leave. Temporary and seasonal
 1282 employees are not eligible for sick leave
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1284 (2) sick leave shall be granted after six months continuous service when an employee
 1285 is required to be absent from work because of:
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1287 (a) illness of the employee
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1289 (b) illness of an employee's spouse or domestic partner (as defined by the
 1290 State of Wisconsin)
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1292 (c) illness of a child through age 26 (includes step-child, current foster
 1293 child, or any other child they are legally responsible for) or a child who
 1294 meets the definition of a disabled adult child.
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1296 (d) illness of a parent (includes step-parents and current foster parents)
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1298 (e) contact with or exposure to a contagious disease rendering the
 1299 employee's presence hazardous to fellow workers
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1301 (f) reasonable medical or dental attention that cannot be scheduled during
 1302 non-working hours
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1304 (3) sick leave shall accrue to a maximum of one hundred-thirty days
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- (4) employees who are absent from duty 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 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 from sick leave when: a) it occurs before or after a holiday, b) it occurs before or after a scheduled day off, c) for sick leave in excess of three days which has not been reported to FMLA, or d) when an employee has a record of repetitious usage history of using short amounts of sick leave repeatedly over an extended period of time. The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director
 - (6) A Department Head or the HR Director may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action against the employee, up to and including dismissal
 - (7) an employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave
 - (8) sick leave shall be debited in no less than quarter hour units
 - (9) no credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek
 - (10) a regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department
 - (11) Unilateral employees who resign or retire with ten or more years of continuous service shall be paid for one-half of the accumulated sick leave days, not to exceed a total of sixty-five days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge, the employee will not receive this benefit.

18.516

Subpoenaed Witness.

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

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

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

18.517

Training/Educational Leave.

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

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

1374		For language covering leaves with pay, see HR Policies and Procedures.
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1376	18.518	<u>Voluntary Public Service Leave.</u>
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1378		County employees may be allowed time off with pay to serve on public or non-profit boards, committees, or commissions if such service received the prior approval of the County Board Staff Committee.
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1382	18.519	<u>Voting.</u>
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1384		Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.
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1387		SECTION 6
1388		<u>CONDITIONS OF EMPLOYMENT</u>
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1390	18.601	<u>Communications and confidentiality.</u>
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1392		Communication is a joint responsibility shared by the County and all employees. No information, which is confidential in nature, concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the County Administrator or individual Department Head if designated by the County Administrator.
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1398		If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the County Administrator or Department Head for a response to that inquiry.
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1402		Because of an employee's responsibilities at the County, an employee may have access to confidential County, resident, personnel or other sensitive information. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information can not be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the County Administrator or Department Head designated by the Administrator. All employees are responsible for protecting the confidentiality of this information.
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1411		The County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of the County. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the County.
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1418	18.602	<u>Conflict of Interest.</u>
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1420		Except for the salary or compensation received from the County, no County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of the employees official duties or would impair his/her independence or judgment or action in the performance of the employee's official duties. Such employment, business activity or service shall not be engaged in or promoted during normal working hours for which such employee is being remunerated by the County and such employment, business activity or service shall not involve the use of County facilities or materials. No employee shall use or disclose "privileged information" gained in the course of or by reason of the employee's official position or activities. Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.
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1433	18.603	<u>County Administrator (Tenure).</u>
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- 1435 The County Administrator shall hold his/her position at the pleasure of the County Board. The
 1436 action of the County Board in removing the County Administrator shall be final. Dismissal
 1437 actions against the County Administrator may be initiated by individual supervisors as per County
 1438 Board rules.
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- 1440 18.604 County Equipment (return of).
 1441
 1442 Employees leaving County employment must return County identification cards, keys, tools and
 1443 equipment on or before their last day of work.
 1444
- 1445 18.605 County Residence.
 1446
 1447 Key County officials, as determined by the County Administrator, shall reside in the County.
 1448
- 1449 18.606 Demotions.
 1450
 1451 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be
 1452 voluntary. Demotions must be approved in advance by the Human Resources Director.
 1453
- 1454 18.607 Discipline (Corrective)/Investigations.
 1455
 1456 The purpose of discipline is correcting job behavior and performance problems of employees.
 1457 Employees shall be informed of standards of conduct and performance. No disciplinary action
 1458 will be taken until a thorough investigation has been completed. Employees may be placed on a
 1459 Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be
 1460 consistently applied. Penalties shall be uniform and shall match the infraction. Persons
 1461 administering corrective discipline shall systematically document the case. Records of ~~verbal~~
 1462 reprimands, written reprimands, suspensions, demotions and terminations shall be provided to
 1463 Human Resources and kept in the employee's personnel files. Written reprimands will remain in
 1464 effect for a period not to exceed one year, and at the end of such period shall be removed from the
 1465 employee's personnel file. Records of suspension shall remain in the Employee's personnel file
 1466 for a period of two years and at the end of such period shall be removed from the Employee's
 1467 personnel file.
 1468
 1469 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director
 1470 or the County Administrator before such actions are taken. In the event that the immediate
 1471 dismissal action is required and the HR Director or the County Administrator cannot be reached,
 1472 the employee shall be suspended with pay pending investigation.
 1473
- 1474 18.608 Disciplinary Action (Grounds for).
 1475
 1476 The following shall be grounds for disciplinary action ranging from a written reprimand to
 1477 immediate discharge depending upon the seriousness of the offense in the judgment of
 1478 management:
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- 1480 (a) Dishonesty or falsification of records.
 1481
 1482 (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal
 1483 drugs while on Rock County premises or while conducting business-related activities
 1484 off Rock County premises. The legal use of prescribed drugs is permitted on the job
 1485 only if it does not impair an employee's ability to perform the essential functions of the
 1486 job effectively and in a safe manner that does not endanger other individuals in the
 1487 workplace.
 1488
- 1489 (c) Unauthorized use or abuse of County equipment or property.
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 1491 (d) Theft or destruction of County equipment or property.
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 1493 (e) Work stoppages such as strikes or slow-downs.
 1494
 1495 (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
 1496
 1497 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws
 1498 ordinances and regulations.
 1499
 1500 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.
 1501
 1502 (i) Use of official position or authority for personal or political profit or advantage.

- 1503
1504 (j) Disregard or repeated violations of safety rules and regulations.
1505
1506 (k) Incompetence or poor work performance.
1507
1508 (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual
1509 orientation, or any other grounds prohibited by State or federal law.
1510
1511 (m) Violations of section 18.601 "Communications and Confidentiality".
1512
1513 Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.
1514
1515 18.609 Exit Interview.
1516
1517 An exit interview shall be conducted when possible with every employee who is separating from
1518 County employment regardless of his/ her length of service, position or circumstances or
1519 separation.
1520
1521 18.610 Gifts And Gratuities.
1522
1523 No County employee shall use their position to solicit or accept for himself/herself or another
1524 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,
1525 entertainment, loan or any other thing of monetary value. This does not include acceptance of
1526 loans from banks or other financial institutions on customary terms of finance for personal use,
1527 such as home mortgage loans, the acceptance of unsolicited advertising or promotional material,
1528 such as pens and calendars, and acceptance of an award for meritorious public or personal
1529 contributions or achievements.
1530
1531 18.611 Harassment
1532
1533 It is the policy of Rock County that all employees should be able to enjoy a work environment
1534 free from all forms of harassment. Employees who engage in harassment not only hurt others,
1535 but they also expose both themselves and the County to potential legal liability. Consequently,
1536 Rock County will not condone or tolerate any conduct in the workplace on the part of its
1537 employees (whatever their positions), elected officials, vendors, or members of the public, if
1538 that conduct violates the right of someone else to be free from harassment. County employees
1539 who violate this policy will be subject to appropriate discipline, up to and including
1540 termination. (See HR Policies and Procedures for a detailed description of the procedures
1541 employees should follow in regard to this policy.)
1542
1543 18.612 Hours of Work.
1544
1545 The normal workweek for County employees shall be forty hours per week. Most County
1546 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some
1547 County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m.
1548 schedule, some County employees may have different work schedules which are designated in
1549 Department work rules.
1550
1551 Non-standard work schedules may be approved by a Department Head, when doing so is in the
1552 interest of County operations. Notice of non-standard work schedules shall be made to Human
1553 Resources and payroll.
1554
1555 Staffing needs and operational demands may necessitate variations in starting and ending times,
1556 days of the week worked, as well as variations in the total hours that may be scheduled each
1557 day and week.
1558
1559 Employees included in Section 18.1001, 18.1010, and 18.1018 are considered salaried exempt
1560 employees. These employees must cover a partial day taken off with paid vacation, sick leave
1561 or comp time (where applicable). If the employee has insufficient paid time to cover the entire
1562 day off, the employee must take the entire day off without pay.
1563
1564 18.613 Layoffs.
1565
1566 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the
1567 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b)
1568 when an employee has exhausted all available leave options and is unable to return to work, or c)
1569 when an employee has failed to successfully complete their probationary period after a promotion.
1570

1571 In situation (a) above, no regular employees, however, shall be laid-off while there are temporary
 1572 or probationary employees serving in the same classification, in the same department. Layoffs
 1573 shall be based on the needs of the County.

1574
 1575 The appointing authority shall notify each person laid-off of all his/her rights. Regular employees
 1576 shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be
 1577 approved by the Human Resources Director before they are implemented.

1578
 1579 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of
 1580 service, but in no case longer than two years.

1581
 1582 18.614 Lunch Periods and Break Time.

1583
 1584 (a) Lunch Periods.

1585
 1586 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall
 1587 not be longer than one hour nor shorter than thirty minutes.

1588
 1589 (b) Break Time.

1590
 1591 Employees may leave their workstation and return fifteen minutes later for two breaks in
 1592 an eight-hour shift, one during the first four hours of their first shift, and the second
 1593 during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be
 1594 accumulated or used to extend lunch periods or to shorten the workday.

1595
 1596 Lunch periods and break times are to be arranged between the employee and his/her
 1597 supervisor or Department Head. Since most County offices remain open continuously on
 1598 normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's
 1599 responsibility to assure that lunch periods and breaks are scheduled so that adequate staff
 1600 coverage is provided at all times.

1601
 1602 Employees who are on a non-standard work schedule or work 2nd or 3rd shift shall
 1603 follow Department Work Rules for lunches and breaks.

1604
 1605 18.615 More than one County Position

1606
 1607 No person shall hold more than one full or part-time County position at the same
 1608 time without written consent of the County Administrator.

1609
 1610 18.616 Nepotism.

1611
 1612 Members of immediate families shall not be hired or transferred into a position that would create a
 1613 direct or indirect superior-subordinate relationship. This policy does not include situations where
 1614 the superior-subordinate relationship would be incidental.

1615
 1616 18.617 Outside Employment.

1617
 1618 The County's policy on outside duties or employment shall be as follows: County employees may
 1619 engage in outside employment, unless such employment conflicts with or affects the performance
 1620 of their duties. Prior to engaging outside employment, the County employee must give written
 1621 assurance prescribed by the Human Resources Director that said employment does not violate
 1622 Section 18.602 of the Rock County Ordinance. This written assurance shall not be binding in any
 1623 management disciplinary decision.

1624
 1625 18.618 Outside Services

1626
 1627 All fees, gratuities, honorarium or any other form of compensation for outside services performed
 1628 during normal County work hours or while being paid by the County shall be turned over to the
 1629 County and any such activities for which said compensation is paid shall be reported to the
 1630 County Board Staff Committee. This subsection shall not be construed to apply to activities
 1631 performed after regular work hours, or while an employee is on a bona fide vacation, or taking a
 1632 floating or other holidays, or to part-time employees. Failure to comply with these
 1633 conditions shall be considered grounds for discipline up to and including immediate dismissal.

1634
 1635 18.619 Payday

1636
 1637 Employees shall be paid bi-weekly on alternate Fridays, except when those days fall on a
 1638 holiday in which case employees shall receive their pay on the day preceding the holiday. If an

1639 employee is on vacation or leave of absence, his/her pay shall be mailed to him/her upon
1640 request. (See HR Policy and Procedures.)

1641
1642 18.620 Pre-Employment Physicals.
1643

1644 New full-time and regular part-time employees may be required to pass a physical examination
1645 before they are employed. Such exams shall measure the individual's physical capabilities in
1646 terms of the job to be performed. When pre-employment physicals are required, they shall be
1647 conducted by a licensed physician at the County's expense.

1648
1649 18.621 Political Activity.
1650

1651 ~~No Employees are is precluded from engaging in political activity provided that such activity does~~
1652 ~~not interfere with their normal work performance and or is not conducted during hours for which~~
1653 ~~such the employee is being remunerated paid by the County. Employees may not for actually~~
1654 ~~performing his/her duties and does not involve the not use of County equipment or property for~~
1655 ~~political purposes.~~ Employees are specifically prohibited from using their County position or
1656 their official authority with the County for the purpose of directly or indirectly coercing any
1657 person to hold or contribute monetary or other types of assistance to any political candidate, party
1658 or purpose.

1659
1660 Under provisions of the federal Hatch Act, employees who are principally employed in an activity
1661 which is financed in whole or in part by federal loans or grants cannot:

- 1662
1663 (a) use his/her official authority or influence for the purpose of interfering
1664 with or affecting the result of an election or nomination for office;
1665
1666 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
1667 or local officer or employee to pay, lend or contribute anything of value to a
1668 party, committee, organization, agency or person for political purposes; or
1669
1670 (c) be a candidate for partisan elective office.

1671
1672 18.622 Professional Liability Insurance.
1673

1674 The County shall provide professional liability insurance for employees for performance of
1675 their duties within the scope of their employment.

1676
1677 18.623 Resignations.
1678

1679 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing
1680 to leave Rock County employment shall submit a resignation in writing to their Department Head
1681 at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17
1682 or higher, shall submit their resignation in writing at least four weeks in advance of their planned
1683 departure (see Unilateral Pay Grid).

1684
1685 Non-FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock
1686 County employment shall submit a resignation in writing to their Department Head at least two
1687 weeks in advance of their planned departure. FLSA exempt employees shall submit their
1688 resignation in writing at least four weeks in advance of their planned departure.

1689
1690 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for
1691 use after they reach their next anniversary date, unless such requirement is waived by the Human
1692 Resources Director. It is expected that employees will give as much notice as possible in order to
1693 facilitate recruitment and orientation of new staff members. A resignation, once accepted, may
1694 not be rescinded.

1695
1696 18.624 Safety.
1697

1698 Safety is very important to each employee and Rock County. Employees must conduct
1699 themselves carefully at all times. All employees must act in a safe manner and practice good
1700 safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools and
1701 equipment are to be kept clean and in good repair.

1702
1703 The employer will comply with all applicable safety laws and regulations in order to provide a
1704 safe and secure workplace for its employees and clients.
1705

1706 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an
 1707 employee's supervisor immediately for action. If the unsafe condition can be corrected
 1708 immediately as to avoid any additional hazard, then the employee should implement the
 1709 corrective action.

1710
 1711 Any employee who is injured or becomes ill while performing service related to his or her
 1712 employment must contact his or her supervisor immediately on the same day the injury or
 1713 illness occurs and report the incident. If necessary the employee should secure the necessary
 1714 medical attention on the job site to the extent practicable.

1715
 1716 The first report of injury form must be in filled out completely, usually the day of the incident,
 1717 if not as soon as possible.

1718
 1719 The employer has established the following protocols for evacuation of the premises. When
 1720 employees are advised to evacuate the building, the employees should:

- 1721
- 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 re-enter the building until instructed to do so.
 - Employees must know the location of fire extinguishers, emergency exits and first aid kits.

1731
 1732 18.625 Telephone.

1733
 1734 As a condition of employment, Employees must have a telephone or a place of telephone
 1735 contact. Employees shall be requested to notify the Department Head of any change of name,
 1736 address, telephone number or contact place.

1737
 1738 18.626 Travel.

1739
 1740 The County shall reimburse employees for actual necessary and reasonable itemized travel costs
 1741 incurred while on official authorized County business. Commuting expenses between an
 1742 employee's residence and normal place of employment are not reimbursable. All travel must be
 1743 authorized by the Department Head in order to be eligible for reimbursement. Department Heads
 1744 shall inform the County Administrator of any out-of-County travel plans. There will be no
 1745 reimbursement for meals within the County, except as authorized by the Board Chair or Vice-
 1746 Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized
 1747 travel in their personal automobile. Employees shall be required to complete an expense voucher
 1748 before reimbursement will be made. All automobile allowances in all County departments shall
 1749 be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train,
 1750 bus or taxi travel, hotels or motels, meals, conference registration and all other items (except tolls)
 1751 in excess of five dollars. Clerical employees who are required to return to work to take minutes at
 1752 evening meetings shall be reimbursed for mileage to and from their residence. (This
 1753 reimbursement is taxable to the employee.)

1754
 1755 Meals Allowed While In Travel Status.

- 1756
- Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County
 1757 prior to 7:00 a.m. on county business
 - Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County
 1758 between 11:00 a.m. and 2:00 p.m. on county business
 - Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the County
 1759 after 6:00 p.m. on county business

1760
 1761 The above are maximums and it is not the intent that the employees should always spend the
 1762 maximum allowed.

1763
 1764 Meals are allowed when an employee is on County business out of Rock County. An itemized
 1765 receipt from the point of purchase showing the details for what was purchased shall be required
 1766 for reimbursement for all meals are required. No reimbursement shall be authorized for alcoholic
 1767 beverages.

1768
 1769
 1770
 1771
 1772
 1773

- 1774 • The breakfast rate will be paid for meals prior to 10:30 a.m.
- 1775
- 1776 • The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.
- 1777
- 1778 • The dinner rate will be paid for meals after 2:30 p.m.
- 1779
- 1780

SECTION 7
PERFORMANCE EVALUATION

- 1781
- 1782
- 1783 18.701 Policy.
- 1784
- 1785 The performance evaluation program is used to assess an employee's work effectiveness and to
- 1786 suggest constructive actions on how he/she may improve. Performance evaluation reports shall be
- 1787 considered in decisions affecting placement, salary advancement, overtime assignment,
- 1788 promotions, demotions, dismissal, order of layoff, re-employment, and training.
- 1789
- 1790 18.702 Administration.
- 1791
- 1792 Each employee shall be evaluated at the following periods:
- 1793
- 1794 (a) Probationary Period.
- 1795
- 1796 Each employee shall be evaluated midway through their Probationary Period and one
- 1797 month prior to the completion of the Probationary Period.
- 1798
- 1799 (b) Annual.
- 1800
- 1801 Each employee shall receive an annual performance evaluation close to his/her
- 1802 anniversary date, or at another specified time if the Department Head elects to evaluate
- 1803 members of a classification or the whole department together at one time.
- 1804
- 1805 (c) Special.
- 1806
- 1807 A special performance evaluation shall be completed:
- 1808
- 1809 (1) whenever there is significant change in the employee's performance,
- 1810
- 1811 (2) whenever a supervisor permanently leaves his/her position, in which case, the
- 1812 supervisor shall complete a performance report on each employee under his/her
- 1813 supervision that has not been evaluated within six months prior to the date the
- 1814 supervisor expects to leave
- 1815
- 1816 18.703 Rater.
- 1817
- 1818 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible
- 1819 for completing a performance evaluation on forms prescribed by the Human Resources Director at
- 1820 the time prescribed for each employee under his/her supervision. The Human Resources Director,
- 1821 upon approval of the County Administrator, may also initiate rating procedures and mechanisms
- 1822 involving the Governing Committee, peers and/or subordinates.
- 1823
- 1824 The County Administrator shall be evaluated by the County Board Staff Committee.
- 1825
- 1826 18.704 Review of Performance Report.
- 1827
- 1828 Supervisors serving as raters shall review all performance reports with Department Heads before
- 1829 discussing the report with the employee and before the report is filed in the employee's personnel
- 1830 folder. If the rater plans to recommend the denial of an in-grade salary increment, the report shall
- 1831 be discussed with the Human Resources Director prior to review with the employee.
- 1832
- 1833 18.705 Human Resources Director.
- 1834
- 1835 The Human Resources Director shall be responsible for the overall administration of the
- 1836 employee performance evaluation programs and shall advise and assist employees, raters and
- 1837 Department Heads to ensure that performance evaluation procedures are handled according to the
- 1838 provisions of this Section.
- 1839
- 1840

1841

SECTION 8

1842

GRIEVANCE PROCEDURE

1843

18.801

Policy.

1844

1845

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.

1846

1847

1848

1849

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1853

1854

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.

1855

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

1856

1857

1858

1859

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

1860

18.802

Definitions

1861

1862

1863

1864

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

1865

1866

1867

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

1868

1869

1870

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

1871

1872

1873

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

1874

1875

1876

1877

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

1878

1879

1880

1881

1882

1883

1884

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

1885

1886

1887

1888

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

1889

18.803

Administration.

1890

1891

1892

1893

1894

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

1895

18.804

Filing a Grievance

1896

1897

1898

1899

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

1900

1901

1902

Limitations:

1903

1904

1905

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

1906 2. A grievance that may be brought by or on behalf of an employee under a grievance
 1907 procedure that is contained in a collective bargaining agreement may not be brought under
 1908 this section.
 1909

1910 18.805 Discussion of Problems with Immediate Supervisor.
 1911

1912 Any employee having a problem regarding his/her employment shall first discuss the problem
 1913 with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and
 1914 is a grievance according to Section 18.802, the employee may present his/her grievance according
 1915 to Section 18.806.
 1916

1917 18.806 Grievance Procedure.
 1918

1919 A formal grievance of an employee shall be handled in accordance with the following procedure.
 1920

1921 STEP 1. Supervisor.
 1922

1923 The employee shall, within seven working days of the event giving rise to the grievance or within
 1924 ten working days of the date he/she could reasonably be expected to have knowledge of the
 1925 grievance, present his/her formal grievance in writing on the form designated by the County to
 1926 his/her immediate supervisor unless the immediate supervisor is the subject matter of the
 1927 grievance, in which case, the employee may immediately proceed to Step 2. If the Department
 1928 Head is the subject matter of the grievance, the employee may immediately proceed to Step 3.
 1929 The supervisor shall within three working days meet and discuss the grievance with the employee
 1930 and then reply in writing within three working days.
 1931

1932 STEP 2. Department Head.
 1933

1934 In the event that the immediate supervisor's decision is not satisfactory to the employee or the
 1935 immediate supervisor is the subject matter of the grievance, the employee may within seven
 1936 working days, present the grievance in writing to his/her Department Head. The Department
 1937 Head, or his/her designee, shall, within five working days, meet and discuss the grievance with the
 1938 employee and then reply in writing within five working days.
 1939

1940 STEP 3. Human Resources Director.
 1941

1942 In the event that the Department Head's decision does not satisfy the employee's grievance or if
 1943 the Department Head is the subject matter of the grievance, the employee may, within seven
 1944 working days, present the grievance in writing to the Human Resources Director. The Human
 1945 Resources Director shall arrange to meet within ten working days of receipt of the grievance with
 1946 the employee, his/her representative, if any, and any other person the Human Resources Director
 1947 deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to
 1948 ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After
 1949 the hearing, the Human Resources Director shall respond to the grievance in writing to the
 1950 employee within five working days.
 1951

1952 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3
 1953 may be extended.
 1954

1955 STEP 4. Impartial Hearing Examiner.
 1956

1957 In the event the decision of the Human Resources Director does not resolve the grievance, the
 1958 employee may, within seven working days, request a hearing before an impartial hearing examiner
 1959 and pay the filing fee (if one is established) by the County Board.
 1960

1961 a. The Human Resources Director shall upon receipt of a written hearing request, provide the
 1962 employee with a list of hearing examiners. ~~The employee may, within 10 calendar days~~
 1963 ~~rank the hearing examiners in order of preference and return the list to the HR Director~~ the
 1964 name of a hearing examiner.
 1965

1966 b. The HR Director will contact the hearing examiners ~~in order of the employee's preference~~
 1967 ~~and schedule a hearing. If the employee does not return the list or rank the hearing~~
 1968 ~~examiners, the HR Director may select one from the list.~~
 1969

1970 c. The hearing examiner shall be impartial and may not have any prior knowledge of the
 1971 grievance.
 1972

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2040
- d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.
 - e. The hearing examiner, with the consent of both parties, may use his/her best efforts to mediate the grievance.
 - f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee's choosing.
 - g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.
 - h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
 - i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
 - j. Formal rules of civil procedure will not be followed.
 - k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.
 - l. The hearing examiner shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing examiner deems appropriate.
 - m. The hearing examiner shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The hearing examiner may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.
- STEP 5. County Board.
- An employee or the County, within ten (10) calendar days of receipt of the hearing examiner's decision, may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
- a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the county's response to the grievance, and (4) a copy of the hearing examiner's decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.
 - b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than 60 calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.
 - c. The employee has the right to representation by a person of the employee's choosing and at the employee's request. The employee and the employee's representative may attend the closed session.
 - d. The employee or the employee's representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.

- 2041 e. The employee and the employee's representative, and the person speaking on behalf of
- 2042 the County, will be excluded from any closed session during the county board's
- 2043 discussion or deliberation.
- 2044
- 2045 f. The County Board's consideration of the appeal will be limited to a review of the
- 2046 impartial hearing examiners written decision, the appealing party's reason(s) as to why
- 2047 the decision is wrong, and the response by the other party along with any oral
- 2048 presentations made by the parties.
- 2049
- 2050 g. Should the County Board Chair become aware of some relevant piece of information
- 2051 that could have had a significant impact on the decision of the impartial hearing
- 2052 examiner, that neither party was aware of, or could have been expected to be aware of,
- 2053 prior to the impartial hearing officer's decision, the County Board Chair, with the
- 2054 advice of the Corporation Counsel, may take whatever action he/she deems appropriate
- 2055 so as not to disadvantage either party, and report such action to the County Board,
- 2056
- 2057 h. The County Board shall give due deference to the decision and recommendation of the
- 2058 Impartial Hearing Officer and his/her decision shall not be overturned unless the Board
- 2059 finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there
- 2060 was fraud or corruption on the part of the hearing examiner, or (3) the hearing
- 2061 examiner made an error in fact or law.
- 2062
- 2063 i. In the event the County Board does not sustain the Impartial Hearing Officer's
- 2064 decision, then the Board may render a new decision and remedy, or take other action as
- 2065 appropriate.
- 2066
- 2067 j. The County Board Chair shall prepare and sign a written determination reflecting the
- 2068 County Board decision. The County Board Chair may enlist the assistance of the
- 2069 Corporation Counsel in preparing the determination. A copy of the determination will
- 2070 be provided to the employee within 10 calendar days following the County Board's
- 2071 decision.
- 2072
- 2073 k. The County Board's decision is final and may not be appealed.
- 2074

18.807 Grievances of Termination.

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

SECTION 9

TRANSACTIONS AND RECORDS MANAGEMENT

18.901 Policy.

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

- (a) Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.
- (b) Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions.

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

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

18.902 Public Inspection.

Information as to the name, class title and salary of employees and former employees is available for public inspection at times in accordance with procedures prescribed by the Human Resources

2108 Director. Other information shall be considered confidential and shall be available as authorized
2109 by State and federal law.

2110
2111 18.903 Destruction Of Records.

2112
2113 Employee service records shall be kept for seven years. Applications and examinations may be
2114 destroyed after two years.

2115
2116 18.904 Reports.

2117
2118 The Human Resources Director shall provide the Board and the County Board Staff Committee
2119 with reports and information relating to personnel actions upon request or as may be appropriate.

2120

2121 SECTION 10

2122 DEFINITIONS

2123 18.1001 Accrued benefits.

2124
2125 This refers to vacation benefits that the employees are accumulating which they will only be able
2126 to use once they reach their next anniversary date.

2127
2128 18.1002 Administrative Personnel.

2129
2130 Administrative employees act as an advisor, limited function department head, or a specialist in a
2131 management or supportive service who meet all the following criteria:

2132
2133 (a) A primary duty of the employee includes the performance of office or non-manual work
2134 directly related to the management or general business operations of the County or its
2135 citizens.

2136
2137 (b) A primary duty of the employee includes the exercise of discretion and independent
2138 judgment with respect to matters of significance.

2139
2140 18.1003 Allocation.

2141
2142 The assignment of a position to a pay range.

2143
2144 18.1004 Anniversary Date.

2145
2146 The date an employee begins County employment. The anniversary date may be modified by
2147 subsequent personnel actions -- leave of absence and layoff.

2148
2149 18.1005 Appointing Authority.

2150
2151 A County official who has the authority to appoint and remove individuals to and from positions
2152 in the County service.

2153
2154 18.1006 Board.

2155
2156 The Rock County Board of Supervisors.

2157
2158 18.1007 Class.

2159
2160 One or more positions which are substantially alike in duties and responsibilities to warrant using
2161 the same title, similar qualifications, selection procedures and the same pay range.

2162
2163 18.1008 Class Description.

2164
2165 A written description of a class containing the class title, a general statement of the duties and
2166 responsibilities, examples of duties performed, and minimum qualifications required.

2167
2168 18.1009 Class Title.

2169
2170 The official designation or name of the class as stated in the class description. The class title shall
2171 be used on all personnel records and other official personnel actions.

2172		
2173	18.1010	<u>Classification Plan.</u>
2174		
2175		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2176		
2177		
2178	18.1011	<u>County Administrator.</u>
2179		
2180		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2181		
2182		
2183	18.1012	<u>Demotion.</u>
2184		
2185		The assignment of an employee from one class to another class with a lower pay range.
2186		
2187		
2188	18.1013	<u>Department Head.</u>
2189		
2190		A County official with the responsibility for the operation of a County department.
2191		
2192		
2193	18.1014	<u>Disciplinary Action.</u>
2194		
2195		The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.
2196		
2197		
2198	18.1015	<u>Earned Benefit</u>
2199		
2200		<u>Those benefits that employees have on the books which are currently available to use (i.e. vacation after reaching an anniversary date, sick leave earned a day a month, etc.).</u>
2201		
2202		
2203	18.1016	<u>Eligible Candidate.</u>
2204		
2205		A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.
2206		
2207		
2208		
2209	18.1017	<u>Eligibility List.</u>
2210		
2211		A list of Eligible Candidates to fill positions in a particular job class.
2212		
2213	18.1018	<u>Employee.</u>
2214		
2215		An individual who is employed by the County and is paid in part or in whole through the County payroll.
2216		
2217		
2218	18.1019	<u>Entrance Pay Rate.</u>
2219		
2220		The rate of pay a newly hired employee is assigned at commencement of employment.
2221		
2222	18.1020	<u>Executive Personnel.</u>
2223		
2224		An executive employee is an administrator who meets all of the following criteria:
2225		
2226		(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
2227		
2228		
2229		(b) The employee customarily and regularly directs the work of two or more other employees.
2230		
2231		(c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.
2232		
2233		
2234		
2235	18.1021	<u>Flexible Time.</u>
2236		
2237		Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.
2238		

2239		
2240	18.1022	<u>Full Time Equivalent (FTE)</u>
2241		
2242		A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full-time position, while an FTE of 0.5 means that the position is only half-time. FTE is measured in tenths from 0.1 to 1.0.
2243		
2244		
2245		
2246	18.1023	<u>Grievance.</u>
2247		
2248		A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.
2249		
2250		
2251	18.1024	<u>Human Resources Director.</u>
2252		
2253		The Director of the Rock County Human Resources Department and the person responsible for implementing all county personnel policies and procedures.
2254		
2255		
2256	18.1025	<u>Immediate Family.</u>
2257		
2258		Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouse's sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. <u>Immediate family shall not include former "in-laws" after a divorce.</u>
2259		
2260		
2261		
2262		
2263		
2264		
2265		
2266	18.1026	<u>In-Range Increment.</u>
2267		
2268		A pay step within a pay range.
2269		
2270	18.1027	<u>Layoff.</u>
2271		
2272		The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
2273		
2274		
2275	18.1028	<u>Limited Term Employee (LTE).</u>
2276		
2277		An employee who meets the qualifications to perform a job, who is hired to perform that job for a determinate amount of time with a specific ending date at the time of hire. LTEs may be eligible for benefits.
2278		
2279		
2280		
2281	18.1029	<u>Part-time Employees.</u>
2282		
2283		Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week, or on a regular 5-2/5-3 work rotation on a 15 day work cycle.
2284		
2285		
2286	18.1030	<u>Pay Plan.</u>
2287		
2288		A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.
2289		
2290		
2291	18.1031	<u>Pay Range.</u>
2292		
2293		A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.
2294		
2295		
2296		
2297	18.1032	<u>Position.</u>
2298		
2299		A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, regular or temporary.
2300		
2301		
2302	18.1033	<u>Position Description.</u>
2303		
2304		A written document that describes the individual employee's duties and responsibilities and is specific to that position.
2305		

2306		
2307	18.1034	<u>Probationary Employee.</u>
2308		
2309		A person who has been properly appointed to a regular Rock County position and who is serving
2310		in his/her Trial Period to determine if he/she can do the job.
2311		
2312	18.1035	<u>Probationary Period.</u>
2313		
2314		The probationary period is a try out time for the employee. It is also used for determination of
2315		certain benefits.
2316		
2317	18.1036	<u>Promotion.</u>
2318		
2319		The assignment of an employee from one class to another class with a higher pay range.
2320		
2321	18.1037	<u>Reallocation.</u>
2322		
2323		The re-assignment of a position from one pay range to another to correct an error in the original
2324		assignment or, to reflect changing labor market conditions, or to reflect significant changes over a
2325		period of time in the duties and the responsibilities of the position (eg. moving the Medical
2326		Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The
2327		incumbent in the position shall move with the position.
2328		
2329	18.1038	<u>Reclassification.</u>
2330		
2331		The re-assignment of a position an individual from one existing class to another class to recognize
2332		a change in the duties and responsibilities of a position or to correct an error in the original
2333		assignment (eg. a position is currently assigned as a Planner III and is reclassified to a Senior
2334		Planner). The incumbent in the position shall move with the position if they are qualified for the
2335		position.
2336	18.1039	<u>Regular Appointment.</u>
2337		
2338		An assignment of an eligible candidate to a budgeted County position.
2339		
2340	18.1040	<u>Regular Employee.</u>
2341		
2342		A person who has been properly appointed to a regular Rock County position and has successfully
2343		completed the Probationary Period.
2344		
2345	18.1041	<u>Reinstatement.</u>
2346		
2347		To restore or be placed back into a former or substantially equivalent position.
2348		
2349	18.1042	<u>Retiree.</u>
2350		
2351		An employee who terminates employment with the County to immediately and actively draw an
2352		annuity from the Wisconsin Retirement System (WRS).
2353		
2354	18.1043	<u>Seasonal Employee.</u>
2355		
2356		An employee who is hired for a limited term, which cannot cumulatively exceed a period of six
2357		months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other
2358		than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin
2359		Retirement System coverage.
2360		
2361	18.1044	<u>Selection Device.</u>
2362		
2363		A formal measurement device used to evaluate and/or rank applicants for County positions.
2364		
2365	18.1045	<u>Seniority.</u>
2366		
2367		Seniority is continuous length of service as a County employee. Seniority shall, upon completion
2368		of the Probationary Period, begin with the original date of continuous employment subject to the
2369		conditions of 18.1003(a)(4). Seniority shall be used to determine accrual of vacation and sick
2370		leave.
2371		
2372	18.1046	<u>Supervisor.</u>
2373		

2374		The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full-time County employee.
2375		
2376		
2377	18.1047	<u>Temporary Appointment.</u>
2378		
2379		An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.
2380		
2381		
2382	18.1048	<u>Termination.</u>
2383		
2384		The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.
2385		
2386		
2387	18.1049	<u>Transfer.</u>
2388		
2389		The assignment of an employee from one position to another in the same class or to a class with the same pay range.
2390		
2391		
2392	18.1050	<u>Travel Status.</u>
2393		
2394		An employee shall be considered to be in "travel status" when he or she is on county business outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 a.m. and 2:00 p.m.
2395		
2396		
2397		
2398	18.1051	<u>Underslotting.</u>
2399		
2400		The filling of a vacant position at a lower classification.
2401		
2402	18.1052	<u>Unilateral Employees</u>
2403		
2404		Those County employees who are not covered by a collective bargaining agreement, excluding the County Elected Officials and the County Administrator. The Unilaterals are divided into three groups for purposes of overtime and vacation;
2405		
2406		
2407		
2408		• 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.
2409		
2410		• Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.
2411		
2412		
2413		• Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to "flex" their time in accordance with HR Policy and Procedure.
2414		
2415		
2416		
2417		
2418		
2419		
2420		
2421	18.1053	<u>Upgrade.</u>
2422		
2423		The re-assignment of a position from one existing class to a current or newly created class to recognize a change in the duties and responsibilities of a position. When a position is upgraded, an open recruitment shall be conducted to fill the position. (eg. HR Secretary to HR Office Coordinator).
2424		
2425		
2426		
2427		
2428		The result of a re-evaluation of the duties of a position that indicates that a higher level of skills or duties are required to perform the duties of a classification or position.
2429		
2430		
2431	18.1054	<u>Work Schedule.</u>
2432		
2433		The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a one-hour lunch period. All full-time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.
2434		
2435		
2436		
2437		

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 38

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/J. Russell Podzilni
J. Russell Podzilni, Chair

/S/Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Eva Arnold

/S/Henry Brill
Henry Brill

/S/Betty Jo Bussie
Betty Jo Bussie

/S/Marilynn Jensen
Marilynn Jensen

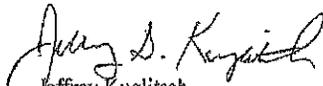
/S/Mary Mawhinney
Mary Mawhinney

/S/Louis Peer
Louis Peer

/S/Kurtis Yankee
Kurtis Yankee

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.


Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

Minimal fiscal impact.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Kuttsen
County Administrator

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

FINANCE COMMITTEE
INITIATED BY



EUGENE R. DUMAS
DRAFTED BY

FINANCE COMMITTEE
SUBMITTED BY

NOVEMBER 29, 2012
DATE DRAFTED

AUTHORIZING AGREEMENT WITH CITY OF БЕЛОIT FOR THE ACQUISITION AND SALE OF TAX DELINQUENT PROPERTY LOCATED AT 202 SHIRLAND AVENUE IN THE CITY OF БЕЛОIT, IN ACCORDANCE WITH SECTION 75.365 OF THE WISCONSIN STATUTES

1 WHEREAS, sec. 75.365 of the Wisconsin Statutes provides that counties may enter into
2 agreements with any local municipality for the purpose, among other things, of limiting the liability of the
3 County in taking tax title to lands or otherwise acting pursuant to such agreement; and
4

5 WHEREAS, the above-described property is believed to be contaminated with hazardous
6 substances, as defined in section 292.01(5), Wis. Stats.; and
7

8 WHEREAS, the property taxes on this parcel are delinquent and Rock County has initiated tax
9 lien foreclosure proceedings against this parcel, but obtained a stay of judgment as to this parcel, prior to
10 obtaining judgment of title, pursuant to Rock County's established policies regarding contaminated tax
11 delinquent properties; and
12

13 WHEREAS, the City of Beloit and Rock County have reached an agreement whereby the County
14 shall obtain title to the property and convey the same to the City of Beloit for \$10,552.90 which amount
15 reflects the payments made by the County to the City of Beloit in settlement of delinquent property taxes
16 owed for the years, 2007-2011, inclusive; and
17

18 WHEREAS, as further consideration for said property, the City of Beloit agrees to cancel all
19 outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed
20 against said parcel, and to indemnify, hold harmless, and defend Rock County from any and all liability
21 including claims, legal expenses and costs of every kind related to the taking of tax title to the property
22 and the sale of the property to the City of Beloit;
23

24 NOW, THEREFORE, IT IS HEREBY RESOLVED by the Rock County Board of Supervisors
25 duly assembled this ____ day of _____, 2012, that the County Board Chair and County Clerk are
26 hereby authorized to enter into the attached Agreement with the City of Beloit for the acquisition and sale
27 of the property located in the City of Beloit and described as 202 Shirland Avenue, Beloit, Wisconsin,
28 (Rock County Tax ID Number 206 13540020), more particularly described as,
29

30 "LOTS 150, 151 & 152 GOODHUE SUB, ALSO COM 3 FT ELY OF T
31 HE NE CORNER L 152, TH CONT ELY 50.21 FT M/L, THSLY 100
32 Rock County, Wisconsin, according to the recorded plat thereof.
33 Beginning at the Northwest corner of said Lot 15, running thence North
34 79°20' East, 60.00 feet to a point; thence South 13°42'05" E. 113.31 feet
35 to an iron pipe on the South line of said Lot 15; thence West, along the
36 South line of said Lot 15, 85.79 feet to an iron pipe at the southwest
37 corner of said Lot 15; thence North, along the West line of said Lot 15,
38 98.98 feet to the place of beginning.
39

12-12A-207

AUTHORIZING AGREEMENT WITH CITY OF BELOIT FOR THE ACQUISITION
AND SALE OF TAX DELINQUENT PROPERTY LOCATED AT 202 SHIRLAND
AVENUE IN THE CITY OF BELOIT, IN ACCORDANCE WITH SECTION 75.365
OF THE WISCONSIN STATUTES

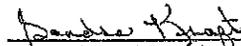
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Page 2

Respectfully submitted,

FINANCE COMMITTEE


Mary Mawhinney, Chair


Sandra Kraft, Vice Chair


Mary Beaver


Brent Fox


J. Russell Podzilni

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes Section 75.365.


Eugene R. Dumas
Deputy Corporation Counsel

FISCAL NOTE:

This resolution authorizes the sale of a foreclosed property to the City of Beloit.
Proceeds will be used to settle the delinquent taxes.


Sherry Cja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

AGREEMENT

REGARDING THE PURCHASE OF THE PROPERTY LOCATED AT:

202 Shirland Avenue, Beloit, Wisconsin
(Rock County Tax Parcel No. 206 13540020)

THIS AGREEMENT is made between the County of Rock, a political subdivision of the State of Wisconsin, with its principal place of business at 51 S. Main Street, Janesville, Wisconsin 53545 (hereinafter "County") and the City of Beloit, a municipal corporation with its principal place of business at 100 State Street, Beloit, Wisconsin 53511 (hereinafter "City").

1. The following described property (hereinafter "Property"), is currently subject to foreclosure by the County for unpaid taxes, plus applicable interest and penalties: 202 Shirland Avenue, Beloit, Wisconsin (Rock County Tax Parcel No. 206 13540020)

2. The City and the County are advised and do believe that the Property was contaminated with hazardous substances, as defined in section 292.01(5), Wis. Stats.; and

3. The County has the right to judgment vesting title to the property in the County, pursuant to sec. 75.521(8), Wis. Stats. However, in the past the County has stayed proceedings with regard to the Property in accordance with its policies directed at avoiding any possible liabilities which may be imposed on parties having an ownership interest in contaminated properties.

4. The City would like to acquire the property from the County pursuant to the applicable provisions of section 75.365, Wis. Stats., and has requested the County to acquire title to the property for the purpose of selling it to the City.

THEREFORE, the City and County agree as follows:

1. Upon final disposition of the foreclosure process, the County will sell the Property to the City for a total sum of \$10,552.90, which amount reflects the payments made by the County to the City in settlement of the City's local share of delinquent property taxes owed for the years, 2007-2011, inclusive.

2. The City agrees to cancel all outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed against said parcel, and indemnify, hold harmless, and defend the County from any and all liability including claims, awards, damages, demands, settlement costs, legal expenses and costs of every kind related to the taking of tax title to the property and the sale of the property to the City, pursuant to this Agreement.

3. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein, and no Agreements or promises shall be recognized which are not embodied in this Agreement.

CITY OF BELOIT

By: [Signature]
Larry N. Axt, City Manager

Dated: 11-21, 2012

Attest:

By: [Signature]
Rebecca S. Houseman, City Clerk

Dated: 11-26, 2012

ROCK COUNTY

By: _____
J. Russell Podzilni, County Board Chair

Dated: _____, 2012

Attest:

By: _____
Lori Stottler, County Clerk

Dated: _____, 2012

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

FINANCE COMMITTEE
INITIATED BY



EUGENE R. DUMAS
DRAFTED BY

FINANCE COMMITTEE
SUBMITTED BY

DECEMBER 5, 2012
DATE DRAFTED

AUTHORIZING AGREEMENT WITH CITY OF JANESVILLE FOR THE ACQUISITION AND SALE OF TAX DELINQUENT PROPERTY LOCATED AT 1114 ROCKPORT ROAD IN THE CITY OF JANESVILLE, IN ACCORDANCE WITH SECTION 75.365 OF THE WISCONSIN STATUTES

1 WHEREAS, sec. 75.365 of the Wisconsin Statutes provides that counties may enter into
2 agreements with any local municipality for the purpose, among other things, of limiting the liability of the
3 County in taking tax title to lands or otherwise acting pursuant to such agreement; and
4

5 WHEREAS, the above-described property is believed to be contaminated with hazardous
6 substances, as defined in section 292.01(5), Wis. Stats.; and
7

8 WHEREAS, the property taxes on this parcel are delinquent and Rock County has initiated tax
9 lien foreclosure proceedings against this parcel, but obtained a stay of judgment as to this parcel, prior to
10 obtaining judgment of title, pursuant to Rock County's established policies regarding contaminated tax
11 delinquent properties; and
12

13 WHEREAS, the City of Janesville and Rock County have reached an agreement whereby the
14 County shall obtain title to the property and convey the same to the City of Janesville for \$859.73 which
15 amount reflects the payments made by the County to the City of Janesville in settlement of delinquent
16 property taxes owed for the years, 2000-2011, inclusive; and
17

18 WHEREAS, as further consideration for said property, the City of Janesville agrees to cancel all
19 outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed
20 against said parcel, and to indemnify, hold harmless, and defend Rock County from any and all liability
21 including claims, legal expenses and costs of every kind related to the taking of tax title to the property
22 and the sale of the property to the City of Janesville;
23

24 NOW, THEREFORE, IT IS HEREBY RESOLVED by the Rock County Board of Supervisors
25 duly assembled this ____ day of _____, 2012, that the County Board Chair and County Clerk are
26 hereby authorized to enter into the attached Agreement with the City of Janesville for the acquisition and
27 sale of the property located in the City of Janesville and described as 1114 Rockport Road, Janesville,
28 Wisconsin, (Rock County Tax ID Number 241 0135300129), more particularly described as,
29

30 "CITY OF JANESVILLE SMITH'S ADD. L 12, 13, 14, & 15 B2
31 EX. R.R.R.Y. LP: 1114 ROCKPORT RD"

12-12A-208

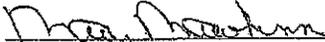
AUTHORIZING AGREEMENT WITH CITY OF JANESVILLE FOR THE ACQUISITION AND SALE OF TAX DELINQUENT PROPERTY LOCATED AT 1114 ROCKPORT ROAD IN THE CITY OF JANESVILLE, IN ACCORDANCE WITH SECTION 75.365 OF THE WISCONSIN STATUTES

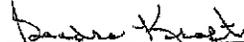
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Page 2

Respectfully submitted,

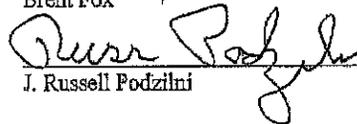
FINANCE COMMITTEE


Mary Mawhinney, Chair


Sandra Kraft, Vice Chair

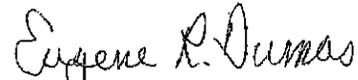

Mary Beaver


Brent Fox


J. Russell Podzilni

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes Section 75.365.


Eugene R. Dumas
Deputy Corporation Counsel

FISCAL NOTE:

This resolution authorizes the sale of a foreclosed property to the City of Janesville. Proceeds will be used to settle the delinquent taxes.


Sherry Gja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

AGREEMENT

REGARDING THE PURCHASE OF THE PROPERTY LOCATED AT:
1114 Rockport Road, Janesville, Wisconsin
(Rock County Tax Parcel No. 241 0135300129)

THIS AGREEMENT is made between the County of Rock, a political subdivision of the State of Wisconsin, with its principal place of business at 51 S. Main Street, Janesville, Wisconsin 53545 (hereinafter "County") and the City of Janesville, a municipal corporation with its principal place of business at 18 North Jackson Street, Janesville, Wisconsin 53548 (hereinafter "City").

1. The following described property (hereinafter "Property"), is currently subject to foreclosure by the County for unpaid taxes, plus applicable interest and penalties

1114 Rockport Road, Janesville, Wisconsin
(Rock County Tax Parcel No. 241 0135300129)

2. The City and the County are advised and do believe that the Property was contaminated with hazardous substances, as defined in section 292.01(5), Wis. Stats.; and

3. The County has the right to judgment vesting title to the property in the County, pursuant to sec. 75.521(8), Wis. Stats. However, in the past the County has stayed proceedings with regard to the Property in accordance with its policies directed at avoiding any possible liabilities which may be imposed on parties having an ownership interest in contaminated properties.

4. The City would like to acquire the property from the County pursuant to the applicable provisions of section 75.365, Wis. Stats., and has requested the County to acquire title to the property for the purpose of selling it to the City.

THEREFORE, the City and County agree as follows:

1. Upon final disposition of the foreclosure process, the County will sell the Property to the City for a total sum of \$859.73, which amount reflects the payments made by the County to the City in settlement of the City's local share of delinquent property taxes owed for the years, 2000-2011, inclusive.

2. The City agrees to cancel all outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed against said parcel, and indemnify, hold harmless, and defend the County from any and all liability including claims, awards, damages, demands, settlement costs, legal expenses and costs of every kind related to the taking of tax title to the property and the sale of the property to the City, pursuant to this Agreement.

3. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein, and no Agreements or promises shall be recognized which are not embodied in this Agreement.

CITY OF JANESVILLE

ROCK COUNTY

By: _____
Eric J. Levitt, City Manager

By: _____
J. Russell Podzilni, County Board Chair

Dated: _____, 2012

Dated: _____, 2012

Attest:

Attest:

By: _____
Jean Wulf, Clerk-Treasurer

By: _____
Lori Stottler, County Clerk

Dated: _____, 2012

Dated: _____, 2012

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
Initiated by



Lori Williams, Parks Director
Drafted by

Public Works Committee
& Parks Advisory Committee
Submitted by

November 30, 2012
Date Drafted

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF
NATURAL RESOURCES COUNTY FISH AND GAME PROJECT GRANT FUNDS**

1. **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation
2. to the respective counties in that state on an acreage basis for the county fish and game projects,
3. including conservation of resources and habitat, on the condition that the counties match the state
4. allocation; and,
- 5.
6. **WHEREAS**, Rock County made application to participate in county fish and game projects
7. pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by county board
8. resolution 12-7A-081; and,
- 9.
10. **WHEREAS**, matching grant funds totaling \$3,000 are available from the Wisconsin DNR and a
11. resolution accepting the same is required by the County.
- 12.
13. **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
14. assembled this ____ day of _____, 2012 does hereby approve the acceptance of these funds.
- 15.
16. **BE IT FURTHER RESOLVED** that the Parks Director be authorized and directed to sign the
17. grant agreements and that these documents be submitted to the Wisconsin Department of Natural
18. Resources.
- 19.
20. **BE IT FURTHER RESOLVED**, that the Parks Director be authorized to file all necessary
21. documents for administration and reimbursement of this program.

12-12A-209

Respectfully submitted,

PUBLIC WORKS COMMITTEE

PARKS ADVISORY COMMITTEE

Kurtis Yankee, Chair

Tom Presny

Betty Jo Bussie, Vice Chair

Floyd Finney

Eva M. Arnold

Dean Paynter

Brent Fox

Dave Brown

ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES COUNTY FISH AND
GAME PROJECT GRANT FUNDS

Page 2

FISCAL NOTE:

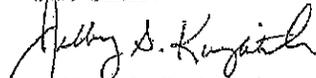
This resolution authorizes the acceptance of \$3,000 in DNR grant funds for County fish and game projects. The grant is included in the Parks' 2013 budget appropriations. The match requirement will be met using in-kind sources. No additional County funding is required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19),
Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

- EXECUTIVE SUMMARY -

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY FISH AND GAME PROJECT GRANT FUNDS**

Each Wisconsin County is allocated a certain amount of money annually to fund small projects on a 50/50 match basis. Rock County was originally allotted \$1,927 in 2013, but additional funds were distributed on a first come, first serve basis. Rock County Parks applied for an additional \$1,073, for a total grant of \$3,000.

Parks plans to access this funding source to help pay for invasive species control at Carver-Roehl Park. Though this funding source requires a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources, may be used as in-kind match. The Friends of Carver-Roehl Park and the Sheriff Department's Workender Program (people who owe community service) have assisted with this project in the past and have expressed a strong interest in continuing the effort.

The main species to be targeted using this grant is garlic mustard. For the past two years, the contractor hired has also treated dames rocket, and last year they discovered and treated a few Japanese barberry plants.

For the past few years, we have used these funds for garlic mustard control in Carver-Roehl Park, and we're starting to achieve a noticeable reduction of the invasive species. However, we still have a long way to go in eradicating this invasive in Carver-Roehl Park, so it is imperative that we continue these control efforts at Carver-Roehl, especially now that it is a State Natural Area.

Respectfully submitted by,



Lori Williams, Director
Rock County Parks

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Criminal Justice Coordinating Council
INITIATED BY

Public Safety & Justice Committee
SUBMITTED BY



Elizabeth Pohlman McOuillea/National Center for
DWI Courts (NCDC)
DRAFTED BY

November 15, 2012
DATE DRAFTED

PROCLAIMING DECEMBER 2012 IMPAIRED DRIVING PREVENTION MONTH

- 1 WHEREAS, impaired driving kills thousands of individuals every year; and,
- 2
- 3 WHEREAS, research has shown that repeat drunk drivers pose the greatest risk of death on our roads;
- 4 and,
- 5
- 6 WHEREAS, OWI Courts target the repeat drunk driver; and,
- 7
- 8 WHEREAS, OWI Courts are an effective tool in the criminal justice system for saving money and
- 9 reducing impaired driving by the repeat drunk driver by addressing the underlying addiction; and,
- 10
- 11 WHEREAS, OWI Courts facilitate community-wide partnerships, bringing together public safety and
- 12 public health professionals in the fight against alcohol and drug abuse and impaired driving; and,
- 13
- 14 WHEREAS, results of several studies have yielded important evidence that OWI Courts significantly
- 15 improve substance-abuse treatment outcomes, substantially reducing alcohol abuse and repeat drunk
- 16 driving and do so at less expense than any other justice strategy; and,
- 17
- 18 WHEREAS, OWI Courts demonstrate that when one person rises out of alcohol, drugs, and crime, we
- 19 ALL RISE; and,
- 20
- 21 WHEREAS, the time has come to put an OWI Court within reach of every eligible person in need; and,
- 22
- 23 WHEREAS, Rock County started its OWI Court in October 2012 for third offense OWI offenders; and,
- 24
- 25 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
- 26 assembled this _____ day of December 2012 declares that Impaired Driving Prevention Month be
- 27 established during the month of December 2012; and,
- 28
- 29 BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors recognizes the significant
- 30 contributions OWI Courts have made toward reducing substance abuse and impaired driving, while
- 31 saving valuable resources.

12-12A-210

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins
Ivan Collins, Chair

Henry Brill
Henry Brill, Vice Chair

Mary Beaver
Mary Beaver

Absent
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

RESOLUTION

ROCK COUNTY BOARD



OF SUPERVISORS

Health Services Committee
INITIATED BY

Sherry Gunderson
DRAFTED BY

Health Services Committee
SUBMITTED BY

October 30, 2012
DATE DRAFTED

TITLE

RECOGNIZING BARB MAUERMAN FOR SERVICE TO ROCK HAVEN

1. WHEREAS, Barb Mauerman has served the citizens of Rock County over the past 22
 2. years, 9 months as a dedicated and valued employee of Rock County; and,
 - 3.
 4. WHEREAS, Barb Mauerman began her career with Rock County Health Care Center/Rock
 5. Haven on March 20, 1990 as a Registered Nurse on Rock Haven fourth floor. She
 6. spent the next 10 years there until the closing of that unit. At that time she
 7. was reassigned to the Health Care Center; and,
 - 8.
 9. WHEREAS, Barb Mauerman worked in the Health Care Center as a Registered Nurse
 10. until all nursing home residents were moved to Rock Haven in 2005 and when she
 11. moved with the residents to Rock Haven second floor; and,
 - 12.
 13. WHEREAS, Barb Mauerman has worked diligently in that position until her
 14. retirement on January 4, 2013; and,
 - 15.
 16. WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock
 17. County, wishes to commend Barb Mauerman for her long and faithful service.
 - 18.
 19. NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
 20. assembled this _____ of _____, 2012 does hereby recognize Barb
 21. Mauerman for her 22 years, 9 months of service and extend their best wishes to
 22. her in her future endeavors; and,
- BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Barb Mauerman.

12-12A-211

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

J. Russell Podzinski, Chair

Mary Beaver
Mary Beaver, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell
Terry Fell

Betty Jo Bussie

Billy Bob Grabn
Billy Bob Grabn

Eva Arnold

Steve Howland
Steve Howland

Mary Mawhinney

Marilynn Jensen

Kurtis Yankee

Hank Brill

Louis Peer

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Service Board
SUBMITTED BY

December 5, 2012
DATE DRAFTED

RECOGNIZING RITA LEYES

WHEREAS, Rita Leyes has served the citizens of Rock County for over thirty-seven (37) years as a dedicated and valued employee of Rock County; and,

WHEREAS, Rita Leyes began her career on July 21, 1975 as a limited term employee working in the guardianship program. After a brief six-months in that role, Ms. Leyes took a position in the Adult Services Division working in the Supportive Homecare Program. While working in this program, Ms. Leyes received intake calls and made referrals to the homemakers for the program. Her German speaking background helped in one specific case where she was able to translate for a German-speaking client and helped her receive the home care services she needed from the program. Ms. Leyes also performed welfare checks on individuals who were on the home care program, thereby assuring the health and safety of the clients. In addition to this full-time position, Ms. Leyes worked additional hours by taking the after-hours pager and accepting calls to help children in need of county services. In the early 1980's Ms. Leyes took her final position in the County as the Adult Family Home Coordinator. Starting with a program of approximately only 10 homes, Ms. Leyes reached out into the community and promoted this worthy program. The Rock County Adult Family Home program now has over 80 certified homes and has the capability to serve over 140 adults. Ms. Leyes extensive knowledge of the Adult Family Homes has been an invaluable asset to the Rock County staff she works with, to the homes she certifies, and to the clients who benefit from the program. Ms. Leyes has helped to match hundreds of clients to good homes in Rock County and has encouraged long-lasting relationships. Ms. Leyes has supported the work of Adult Family Home owners through trainings, seminars, coordinator meetings, and "simple" telephone conversations. The Rock County Adult Family Home program is what it is today because of Ms. Leyes passion to make this program larger, her devotion to advocate for both residents and Adult Family Homes, and her love of the job. Ms. Leyes will be retiring from Rock County Department of Human Services on December 28, 2012; and,

WHEREAS, Rita Leyes has proven herself to be a compassionate and caring employee, advocating on behalf of Rock County residents; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Rita Leyes for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2012, does hereby recognize Rita Leyes for her 37 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Rita Leyes.

12-12A-212

RECOGNIZING RITA LEYES
Page 2

Rock County Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORSCharlisa Klyve
INITIATED BYJennifer Thompson
DRAFTED BYHuman Service Board
SUBMITTED BYDecember 5, 2012
DATE DRAFTEDRECOGNIZING CYNDY GARCIA

WHEREAS, Cyndy Garcia has served the citizens of Rock County for over twenty-six (26) years as a dedicated and valued employee of Rock County; and,

WHEREAS, Cyndy Garcia began her career on October 7, 1986 as a nurse in the Rock Haven Nursing Home. After a brief time there, Ms. Garcia began her career path working with individuals with mental illness as a psychiatric nurse in the Long-term Psychiatric Unit in the Health Care Center. Ms. Garcia assisted with group therapy, care plans, medications, and provided one-on-one care to individuals living at the facility. In 1989, Ms. Garcia changed her role and moved to the 5th floor to work with individuals with acute mental illness, often being held on emergency detentions. In addition, Ms. Garcia assisted the Adult Services Division by completing the COP assessments on individuals referred due to a mental illness and/or drug and alcohol addictions. After one year in that role, Ms. Garcia took another position in the Acute Psychiatric Unit as a Charge Nurse meeting with the psychiatric teams to develop care plans for discharge and making referrals to the community for resources. Two years later, Ms. Garcia moved to the Beloit Community Support Program to assist mental health clients with medication administration. Ms. Garcia worked in the Community Support Program for three years before taking a position in the Juvenile Detention Facility in 1994 to work with children in the facility who presented symptoms of illness. She also had infection control functions in the Acute Psychiatric Unit by administering TB tests, assisting with physicals and managing quality assurance with staff. In June 2002, when the Psychiatric Hospital closed, Ms. Garcia transitioned into the Detox Unit to assist individuals through their addictions and direct them to services. Ms. Garcia continued in this role until the Detox Unit was closed in 2006 and then moved to the Long Term Support Division to work with elderly and physically disabled clients with severe medical conditions.

Ms. Garcia advocated and worked on behalf of her clients; going above and beyond her role at times, to search for services and provide good care for her clients. Ms. Garcia's passion to help and understand individuals with chronic mental illness has benefited hundreds of people in the community. Ms. Garcia will be retiring from Rock County Department of Human Services on January 1, 2013; and,

WHEREAS, Cyndy Garcia has proven herself to be a compassionate and caring employee, advocating on behalf of Rock County residents; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Cyndy Garcia for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this _____ day of _____, does hereby recognize Cyndy Garcia for her 26 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Cyndy Garcia.

12-12A-213

RECOGNIZING CYNDY GARCIA

Page 2

Rock County Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahm

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION

ROCK COUNTY PUBLIC WORKS COMMITTEE

Public Works Committee
INITIATED BY



Benjamin J. Coopman, Jr., P.E.,
Director of Public Works
DRAFTED BY

Public Works Committee
SUBMITTED BY

December 5, 2012
DATE DRAFTED

URGING STATE LEGISLATORS TO VOTE IN FAVOR OF TRANSPORTATION DOLLARS FOR TRANSPORTATION

1 WHEREAS, Wisconsin's transportation infrastructure is a fundamental component of its ability to
2 attract and retain business and produce jobs; and,
3
4 WHEREAS, gas tax and vehicle registration fees comprise over 85% of the state's segregated
5 transportation account. Revenues from these two user fees have been declining and are inadequate
6 to meet the existing transportation needs in this state; and,
7
8 WHEREAS, Wisconsin's past practice of transferring money from the segregated transportation
9 fund to the general fund has eroded the public's confidence that the "user fees" they pay through the
10 state gasoline tax and vehicle registration fees will be used for their intended purpose; and,
11
12 WHEREAS, Wisconsin's practice of replacing the dollars transferred from the state's segregated
13 transportation fund with General Obligation (GO) bonds put our state in the precarious position of
14 bonding to fund ongoing operations; and,
15
16 WHEREAS, the debt service for these bonds are being paid for out of the state's general fund which
17 hinders its ability to fund other programs like Shared Revenue, Youth Aids, Community Aids and
18 courts in the future; and,
19
20 WHEREAS, Rock County placed an advisory referendum on the November 2010 ballot asking
21 "Should the Wisconsin Constitution be amended to prohibit any further transfers or lapses from the
22 segregated transportation fund?"; and,
23
24 WHEREAS, the people of Rock County voted overwhelmingly in favor of this constitutional
25 amendment -- just over 70% "yes"; and,
26
27 WHEREAS, Fifty-three other counties in Wisconsin also asked the same advisory referendum
28 question and the support was similar across the state with an average "yes" vote of 70%; and,
29
30 WHEREAS, first consideration of this constitutional amendment passed the Wisconsin State
31 Legislature overwhelmingly last session, on a bipartisan basis; and,
32
33 WHEREAS, the 2012-13 session of the Wisconsin State Legislature has the opportunity to pass
34 second consideration of this constitutional amendment and in so doing will give the citizens of the
35 entire state the opportunity to vote for amending the state constitution to ensure transportation
36 revenues are spent for transportation purposes; and,
37
38 WHEREAS, providing constitutional protection for transportation user fees will align Wisconsin
39 with our neighbors in Minnesota, Iowa and Michigan.
40
41 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors strongly
42 urges our state representatives to vote in favor of second consideration of the joint resolution to
43 protect the transportation fund, thereby giving voters across this state the opportunity to vote on a
44 binding referendum to amend the constitution and ensure the transportation user fees they pay will
45 be spent for transportation purposes.

12-12A-214

**URGING STATE LEGISLATORS TO VOTE IN FAVOR OF TRANSPORTATION
DOLLARS FOR TRANSPORTATION**

Page Two

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis Yankee, Chair

Betty Jo Bussie, Vice Chair

Eva M. Arnold

Brent Fox

Dave Brown

FISCAL NOTE:

This resolution addresses a legislative policy issue and has no direct fiscal impact on Rock County operations in and by itself.


Sherry Oja
Finance Director

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilym Jensen

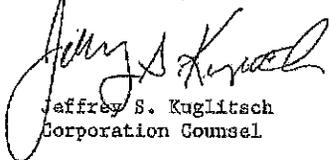
Mary Mawhinney

Louis Peer

Kurtis Yankee

LEGAL NOTE:

Advisory only.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.


Craig Knutson
County Administrator

- EXECUTIVE SUMMARY -
Support for Second Consideration of the
Constitutional Amendment to protect the Transportation fund

WCHA continues to work with TDA to garner support for passage of second consideration of the constitutional amendment to protect the transportation fund. This has been a top priority of both associations and working together 54 counties placed advisory referenda on the 2010 ballot. Another 10 counties passed resolutions of support. As a result of the overwhelming support by the public to the advisory referenda – 70% statewide – the legislature responded positively last session.

First consideration of the constitutional amendment (SJR 23) passed 82-11 in the Assembly and 26-6 in the Senate. If this legislature passes the same resolution under second consideration then a binding referendum question will be placed on a statewide ballot asking voters if they want to amend the constitution to protect the transportation fund. It is up to the legislature as to which general election the question would appear on the ballot. The earliest possible date would be the April 2013 general election. If that would be the desired choice for the legislature they would have to pass the joint resolution out before January 28th. The legislature could pass the joint resolution out any other time during the legislative session after that date and have the question placed on the ballot in either the spring or fall general election in 2014.

The Rock County Board of Supervisors passed a similar resolution of support on September 9, 2010. Passage of this second resolution of support will assure our state legislators of our continued interest and support for this funding guarantee effort.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Paul Benjamin
INITIATED BY



Steve Schraufnagel, Planner III
DRAFTED BY

PLANNING & DEVELOPMENT
COMMITTEE
SUBMITTED BY

November 1, 2012
DATE DRAFTED

APPROVAL OF EXPANSION TO TURTLEVILLE CEMETERY PLAT

1 **WHEREAS**, Section 157.07 of the Wisconsin Statutes provides that "no cemetery plat or map shall be
2 recorded unless laid out and platted to the satisfaction of the County Board of such County"; and,
3

4 **WHEREAS**, the proposed "Expansion to Turtleville Cemetery Plat" in the Town of Turtle is adjacent to
5 the south and east of existing Turtleville Cemetery Plat on Creek Road is consistent with cemetery design
6 standards, and the County Comprehensive Development Plan; and,
7

8 **WHEREAS**, the proposed "Expansion to Turtleville Cemetery Plat" provides the necessary platting
9 information as provided in S.157.07 of the Wisconsin Statutes; and,
10

11 **WHEREAS**, the proposed "Expansion to Turtleville Cemetery Plat" will provide needed cemetery plots
12 for current and future generations.
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
15 on this ____ day of _____, 2012 does hereby approve the "Expansion to Turtleville Cemetery
16 Plat", primarily located in the S.E. ¼ of the S.W. ¼ of Section 4, & Part of N.E. ¼ of Section 9, T.1 N, R.
17 13 E. of the 4th P.M., Turtle Township, Rock County, Wisconsin.

12-12A-215

Planning and Development Committee

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Phil Owens

Marilynn Jensen

Wayne Gustina

FISCAL NOTE:

No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 157.07(1), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

EXPANSION TO TURTLEVILLE CEMETERY PLAT

November 1, 2012

The Town of Turtle is herein requesting the Rock County Board of Supervisors to review and approve the "Expansion to Turtleville Cemetery", which is an addition to the existing Turtleville Cemetery. The Turtleville Cemetery and the proposed addition are located in portions of Section 4 & 9 in the Town of Turtle, Rock County, Wisconsin. The proposed cemetery expansion includes 8,562 sq. ft.

Section 157.07 of the Wisconsin State Statutes requires all land to be used for cemeteries be platted by a registered land surveyor, reviewed and approved by the County Board, prior to being recorded in the Register of Deeds Office.

The Rock County Planning and Development Agency Staff have reviewed the "Expansion to Turtleville Cemetery" located in Section 4 & 9 of the Town of Turtle. The staff finds the "Turtleville Cemetery Addition" consistent with cemetery design standards, and the Rock County Comprehensive Development Plan. The Planning and Development Committee has reviewed and recommends this Turtleville Cemetery Expansion for approval by the Rock County Board of Supervisors.

