



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, NOVEMBER 21, 2013 – 6:00 P. M.**

**COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST**

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES – October 24, 2013, November 4, 2013, November 6, 2013 and November 12, 2013
6. PUBLIC HEARING
 - A. Amending the County's Personnel Ordinance (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointment to the Board of Health
 - B. Appointment to Local Emergency Planning Committee
 - C. Appointments to the Transportation Coordinating Committee
 - D. Appointments as Alternates to the Transportation Coordinating Committee
 - E. Appointment to Veterans Service Commission
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 1. Accepting Additional Community Transportation Grant Funding and Amending the 2013 Rock County Health Department Budget
 2. Accepting Back-to-Sleep and Cribs for Kids Mini-Grants and Amending the 2013 Rock County Health Department Budget

ROCK COUNTY BOARD OF SUPERVISORS

November 21, 2013

Page 2

12. NEW BUSINESS

3. Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

NOTE: Item 12.A.3. will be considered by the Finance Committee on November 21, 2013

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

1. Transfer of Property to Rock Residential Foundation Inc. for the Purpose of Building a Residence Hall on the UW Rock County Campus

NOTE: Item 12.D.15. will be considered by the General Services Committee on November 19, 2013 and County Board Staff Committee on November 21, 2013

2. Additions to Alarm System for Public Safety Radio Infrastructure
3. Awarding Contract for Bohn Refrigeration System Replacements at the Rock County Jail
4. Blackhawk Tech Law and Fire Radio Receiver Sites
5. Authorizing Purchase of Vehicles per State of Wisconsin Contract for the Rock County Sheriff's Office
6. Awarding Bid to Aramark Uniform Services for Laundry Services at the Rock County Jail
7. Awarding Bid to Pomp's Tire Service, Inc. of Janesville, WI for Servicing Vehicles at the Rock County Sheriff's Office
8. Leadership Development Training Program

NOTE: Items 12.D.3., 12.D.4., 12.D.5., 12.D.6., 12.D.7. and 12.D.8. will be considered by the Public Safety & Justice Committee on November 18, 2013

9. Awarding Contracts for Secure Hallway Flooring Project at Rock County Jail
10. Awarding Contract for Cleaning Services at General Services Locations

NOTE: Items 12.D.9. and 12.D.10. will be considered by the General Services Committee on November 19, 2013

11. Approving Dental Insurance Contract

NOTE: Item 12.D.11. will be considered by the Finance Committee on November 21, 2013

12. Authorizing Property Purchase through Community Development Block Grant – Emergency Assistance Program

ROCK COUNTY BOARD OF SUPERVISORS

November 21, 2013

Page 3

12. NEW BUSINESS

- 13. Awarding Contract for Waste Collection Services for the Rock County Department of Public Works
 - 14. Authorizing Award of Contract for Gibbs Lake Park Shelter
 - 15. Awarding Contract for Cleaning at Various Human Services Buildings
- E. Declaring the Month of November "Pancreatic Cancer Awareness Month" in Rock County
- F. Designating a Qualified Newspaper for all Rock County Legal Publications for 2014
- G. Approval of Seventh Addition to Fassett Cemetery Plat

13. ADJOURNMENT

**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 13, 2013
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, 2014.

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16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
17 _____ day of _____, 2013 does hereby amend Chapter XVIII, the County's Personnel
18 Ordinance as follows:

19
20 **CHAPTER XVIII**
21 **PERSONNEL ORDINANCE**
22 **SECTION 1**
23 **OBJECTIVES AND SCOPE**

24
25
26 18.101 Authority.

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28 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.
29

30 18.102 Purposes.

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32 The purposes of this Ordinance shall be to:

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34 A. Establish a clear understanding of responsibilities in the establishment and maintenance of a
35 personnel program for Rock County.
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38 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and
39 maintain an effective and responsive workforce for the County. The Ordinance shall be based
40 on the following objectives:

41 (a) To recruit, select and advance employees on the basis of their relative knowledge,
42 skills, and abilities.
43

44 (b) To provide internally equitable and externally competitive compensation for all
45 employees.
46

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- 47 (c) To recognize good job performance, reward exceptional performance and correct
48 inadequate performance in a fair and timely manner.
49
50 (d) To assure fair treatment of all applicants and employees in all aspects of personnel
51 administration without regard to political affiliation or beliefs, race, color, national
52 origin or ancestry, sex, age, religion, disability, sexual identity and orientation,
53 genetic information, or any other cause for discrimination as defined by law, and
54 with proper regard for their rights as citizens.
55
56 (e) To protect employees against coercive political activities and to prohibit the use of
57 official authority for the purpose of interfering with or affecting the result of an
58 election or a nomination for office.
59
60 C. Provide a system of standardized titles and standardized class descriptions for the effective
61 administration of personnel activities such as: manpower planning and budgeting, standards
62 of job performance, fair and equitable pay, valid selection and recruitment programs, training
63 programs and career development.
64
65 D. Provide a system to recruit and select the most qualified persons for positions in County
66 service. Recruitment and selection shall be conducted in an affirmative manner to ensure
67 open competition, provide equal employment opportunity, prohibit discrimination because
68 of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age,
69 disability, sexual identity and orientation, genetic information, or any other cause for
70 discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly
71 represented in the County workforce.
72
73 E. Provide an effective career development plan for qualified employees through promotional
74 opportunities in an environment free of discrimination.
75

18.103

Scope.

76 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The
77 provisions of this Ordinance do not vary or modify the at will employment relationship between
78 the employee and the County. Any individual may voluntarily cease employment upon proper
79 notice and may be terminated by Rock County at any time and for any reason. Any oral or written
80 statements of promises to the contrary are expressly disallowed and should not be relied upon by
81 any prospective or existing employee. The contents of this ordinance are subject to change at any
82 time by action of the County Board.
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86 This Ordinance shall govern personnel administration for all employees and departments of the
87 County of Rock except:
88

- 89 (a) members of the Rock County Board of Supervisors;
90
91 (b) elected County Officials;
92
93 (c) members of boards, commissions, and committees (including citizens);
94
95 (d) persons employed to conduct temporary and special inquiry, investigation or examination
96 on behalf of the County Board, a committee thereof, or the County Administrator;
97
98 (e) persons employed by employment services agreements or purchase of service contracts,
99 unless expressly included in said contract or agreement;
100
101 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which
102 shall be handled by the Public Safety and Justice Committee of the Rock County Board of
103 Supervisors in accordance with statute.
104

105 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected
106 Department Heads.
107

18.104

Collective Bargaining Agreements.

108 This Ordinance applies to employees not covered by collective bargaining agreements
109 (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue,
110 or otherwise do not apply to the contrary.
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113

- 114 18.105 Human Resources Section of the Administrative Policies and Procedures Manual
 115
 116 The Human Resource Department shall develop a standard set of policies and procedures to
 117 administer the personnel system based upon the Policies established in this Ordinance. These
 118 policies and procedures shall be a part of the County's Administrative Policies and Procedures
 119 Manual. The Human Resource Policies and Procedures shall be subject to review and
 120 approval by the County Board Staff Committee.
 121
 122 The Ordinance shall take precedence over the Human Resource Policies and Procedures.
 123
- 124 18.106 Department Work Rules.
 125
 126 Nothing herein shall preclude an Appointing Authority from promulgating Department Work
 127 Rules covering topics not covered by this Ordinance or the Human Resource Department's
 128 Policies and Procedures. Work rules so promulgated must be consistent with this Ordinance and
 129 Human Resource Policies and Procedures.
 130
- 131 18.107 Non Elected Department Heads.
 132
 133 Any non elected Department Head hired shall be employed pursuant to a personal employment
 134 contract of up to two (2) years. Non elected Department Heads serving on the date of adoption of
 135 this section may voluntarily negotiate a personal employment contract of up to two (2) years. Non
 136 elected Department Heads shall continue to be at will employees and may be removed at the
 137 pleasure of the County Administrator. Removal of the Corporation Counsel by the County
 138 Administrator requires the concurrence of the County Board. The County Administrator shall
 139 remain the appointing authority for non elected Department Heads. The personal employment
 140 contract covering the initial appointment of a non elected Department Head is subject to approval
 141 by the County Board after action by the appropriate Governing Committee.
 142
- 143 18.108 Administrator Position.
 144
 145 The position of the County Administrator shall be included under the coverage of this Ordinance,
 146 except where there are exclusions or where this Ordinance conflicts with the resolution
 147 establishing the administrator form of government. In the case of any such conflict, the resolution
 148 shall control.
 149
- 150 18.109 Sheriff's Office Command Staff.
 151
 152 In addition to the benefits provided to other unilateral employees, if the following provisions of
 153 the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are
 154 modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9,
 155 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31,
 156 2008).
 157
 158 • Education
 159 • Health insurance for retirees*
 160 • Life insurance
 161 • Retirement
 162 • Sick Leave Accumulation
 163 • Sick leave payout
 164 • Sick leave payment
 165 • Uniform allowance
 166 • Worker's compensation
 167
 168 *For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall
 169 pay 100% of the health insurance premiums for the applicable coverage for the retired and
 170 eligible dependents thru the end of the month before they turn 65.
 171
- 172 18.110 Amendments.
 173
 174 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner
 175 as adopted.
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- 177 18.111 Management Rights.
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 179 The management of Rock County and the direction of the workforce is vested exclusively in the
 180 County, including but not limited to the right to:
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- 1) Hire, promote, demote, suspend, discipline, and discharge;
- 2) Decide job qualifications for hiring;
- 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:

- (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:

- (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.
- (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.
- (3) perform other related duties as assigned by the County Board.

C. County Board Governing Committees. Each Governing Committee shall:

- (1) review all appointments made by the County Administrator as provided in Section 18.112(d)(1) and make such recommendations to the Board as appropriate.

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- D. County Administrator. Except as prohibited by State and Federal law, the County Administrator shall:
- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.
 - (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
 - (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
 - (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
 - (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
 - (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.
- E. Human Resources Director. The Human Resources Director under the authority of the County Administrator shall:
- (1) administer the Personnel Ordinance adopted by the County Board.
 - (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
 - (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.
 - (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
 - (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.

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- (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
 - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
 - (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
 - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
 - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
 - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
 - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
 - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
 - (23) develop such regulations as necessary to carry out the intent of this Ordinance.
 - (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
 - (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.

356 F. Department Heads. Department Heads shall:

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- (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.

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- (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
- (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

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- 18.201 Development and Administration.
- The Human Resources Director shall be responsible for the overall development and administration of the Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate resources. The County Administrator position shall be an unclassified position.
- 18.202 Position Description.
- Each employee shall have an accurate position description that describes the knowledge, skills and abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the goals; and identifies the essential job functions.
- 18.203 Allocation of New Positions.
- The Human Resources Director shall allocate new positions that have been approved by the County Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the Human Resources Director shall establish a new classification. An appropriate pay range for the classification shall be assigned subject to the approval of the County Board Staff Committee, and confirmation of the County Board unless otherwise established through the budgetary process.
- 18.204 Abolition of Unnecessary Classifications.
- When it is determined that a classification or classifications are no longer useful or appropriate, the Human Resources Director shall inform the County Board Staff Committee that such classes have been abolished.
- 18.205 Reclassification Requests.

- 451 A reclassification is the re assignment of a position from one existing class to another class to
 452 recognize a change in the duties and responsibilities of a position.
 453 Reclassification requests shall normally be contained within the annual budget. In such situations,
 454 prior to approval of the budget, the Human Resources Department shall audit the position and
 455 make a written recommendation to the County Administrator who shall then recommend approval
 456 or denial of reclassification requests. If a reclassification request is denied, the position shall not
 457 be reconsidered for reclassification until there is a significant change in the duties and
 458 responsibilities of the position. If, in exceptional cases, duties of a position change during a
 459 budget year, the County Board may approve a reclassification request upon the performance of an
 460 audit and the recommendation of the Human Resources Director and County Administrator and
 461 with the confirmation of the County Board Staff Committee.
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- 464 18.206 Reallocation Requests.
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 466 A reallocation is the re assignment of a position from one pay range to another pay range to
 467 correct an error in the original assignment, to reflect changing labor market conditions, or to
 468 reflect significant changes over a period of time in the duties and the responsibilities of the
 469 position.
 470
 471 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they
 472 will become effective the first day of the fiscal year. Persons in positions reallocated shall
 473 normally be advanced to the step with the next highest dollar amount in the new pay range. ~~With~~
 474 ~~approval of the Human Resources Director and the County Administrator, an employee may be~~
 475 ~~advanced a step over and above the next highest dollar amount. In unusual circumstances, the~~
 476 ~~reallocated individual may be placed in a higher step upon approval of the Human Resources~~
 477 ~~Director and the County Administrator.~~
 478
 479 When a position becomes vacant and it is determined by the Human Resources Director and the
 480 County Administrator that a reallocation of the position is necessary for recruitment purposes,
 481 such reallocation may occur outside the budget process upon the confirmation of the County
 482 Board Staff Committee and approval of the County Board.
 483
- 484 18.207 Reorganization of Department.
 485
 486 Each time a department or division of a department is reorganized, class descriptions for all
 487 affected employees shall be submitted to the Human Resources Director for review and approval
 488 as part of such reorganization.
 489
- 490 18.208 Position Description Questionnaires.
 491
 492 The Human Resources Director may require departments or employees to submit Position
 493 Description Questionnaires when vacancies occur, any time there is reason to believe that there
 494 has been a significant change in the duties and responsibilities of one or more positions, or as part
 495 of a position audit conducted by the Human Resources Department.
 496
- 497 18.209 Review of Classification Plan.
 498
 499 At least every three years, or as often as may be appropriate, the Human Resources Director shall
 500 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
 501 bilities and market conditions. The Human Resources Director shall take whatever action is
 502 appropriate to amend and update the Classification Plan, subject to the review of the County
 503 Board Staff Committee and approval of the County Board.
 504
- 505 18.210 Underslotting.
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 507 As a vacancy occurs, the Department Head may recommend the position not be filled at the
 508 existing level. With the concurrence of the Human Resources Director and County Administrator,
 509 the position may be filled at a lower classification.
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- 511 18.211 Upgrade.
 512
 513 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human
 514 Resources Department shall audit the position and make a written recommendation to the County
 515 Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade
 516 request is denied, the position shall not be reconsidered for upgrade until there is a significant
 517 change in the duties and responsibilities of the position.
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When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be subject to guidelines established by the Human Resources Director.

SECTION 3

RECRUITMENT AND SELECTION

18.301

Recruitment.

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.

586 An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable
 587 commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile
 588 to Rock County may be eligible for a contribution toward moving expenses, if it is determined,
 589 upon recommendation of the County Administrator and approval of the County Board Staff
 590 Committee, to be in the best interest of Rock County to offer such contribution. An employee
 591 receiving a contribution toward moving expenses shall remain a resident and employee of Rock
 592 County for not less than three (3) years. Failure to meet this requirement will result in the
 593 repayment of said moving expense on a pro rata basis.
 594

595 18.303 Selection.

596
 597 The selection process shall maximize reliability, objectivity, and validity through a practical and
 598 job related assessment of applicant attributes necessary for successful job performance and career
 599 potential. The selection process shall also be balanced to provide promotional opportunities as
 600 well as open competitive opportunities at all levels of County employment.
 601

602 (a) Selection Devices.

603
 604 The Human Resources Director shall be responsible for determining when formal
 605 selection devices are to be used to screen applicants for job vacancies which may include,
 606 but need not be limited to a review of training and experience, work sample and
 607 performance tests, practical written tests, physical fitness examinations, and background
 608 and reference inquiries. In the development of selection devices, the Human Resources
 609 Director shall confer with Department Heads, consultants, or others familiar with the
 610 knowledge, skills and abilities required and specific devices to best measure these factors.
 611

612 (b) Confidentiality.

613
 614 Formal selection materials shall be known only to the Human Resources Director and to
 615 other individuals designated by the Human Resources Director. Every precaution shall be
 616 exercised by all persons participating in the development and maintenance of materials to
 617 ensure the highest level of integrity and confidentiality.
 618

619 18.304 Eligibility Lists.

620
 621 The Human Resources Director shall be responsible for establishing and maintaining eligibility
 622 lists as may be necessary or desirable.
 623

624 (a) Layoff List for unilateral employees.

625
 626 An employee laid off or demoted in lieu of layoff may be considered for re-employment
 627 when a vacancy occurs for which he/she is qualified. Human Resources shall notify said
 628 employee of any vacancy arising in the same job from which the employee was laid off.
 629 Said employee shall make application for the vacant position. Once application is made,
 630 the laid off employee shall participate in a competitive hiring process and, if most
 631 qualified, shall be required to accept an offer of employment for the position within 10
 632 days of said offer. Failure to make application or accept an offer of employment for the
 633 position from which the employee was laid off shall result in the forfeiture of notification
 634 rights for future openings.
 635

636 (b) Open Competitive and Promotional Eligibility.

637
 638 The Human Resources Director may establish and maintain such open competitive and
 639 promotional eligibility lists of applicants who have qualified for a particular job or class
 640 of County positions.
 641

642 (c) Duration of Eligibility Lists.

643
 644 The duration of eligibility lists shall be not less than one year, or as provided for in a
 645 Department's Work Rules.
 646

647 (d) Removal of Candidates from Eligibility Lists.

648
 649 The Human Resources Director may remove candidates from an eligibility list if the
 650 candidate:
 651

- 652 (1) receives a regular appointment to a position in the same class or another class
 653 having the same or higher pay grade.

- 654
655
656 (2) files a written statement indicating unwillingness to accept appointment.
657 (3) declines an offer of employment under such conditions previously indicated by
658 the candidate as acceptable.
659
660 (4) fails to respond within a specified time period to any official written inquiry
661 regarding relative availability.
662
663 (5) fails to report for an interview or for duty at the time specified by the Human
664 Resources Director or appointing authority.
665
666 (6) is disqualified for employment under County policies or state law.
667
668 (7) factors covered under Section 18.301.
669
670 (e) The Human Resources Director shall notify each candidate in writing of his/her removal
671 from an eligibility list. The candidate may appeal his/her removal from an eligibility list
672 and, at the discretion of the Human Resources Director, the candidate may be reinstated.
673

674 18.305 Certification and Appointment.
675

676 Whenever a vacancy in County employment is to be filled, the appointing authority
677 shall submit a request to the Human Resources Director to provide names of eligible
678 candidates.
679

680 Appointment of Eligible Candidates.
681

682 The appointing authority shall make an appointment from among the names submitted by the
683 Human Resources Director. The appointing authority shall justify to the Human Resources
684 Director each candidate's unsuitability if they are bypassed on the list. Such justification must be
685 acceptable to the Human Resources Director.
686

687 The date upon which a new employee commences employment shall be jointly determined by the
688 Human Resources Director and Department Head.
689

690 18.306 Probationary Period.
691

692 Except for Department Heads and the County Administrator, original appointments to all
693 positions shall be made with a Probationary Period of one (1) calendar year.
694

695 The length of the Probationary Period shall be specified in the written offer of
696 employment, which will be written by the Human Resources Department.
697

- 698 (1) Regular status begins on the first workday following completion of the
699 Probationary Period.
700
701 (2) The Probationary Period may be extended for a period of time not to exceed six
702 (6) months, with prior approval of the Human Resources Director. This request
703 must be made in writing citing the reason for the request.
704
705 (3) An employee shall automatically be appointed at the end of the prescribed
706 Probationary Period, unless the appointing authority, with approval of the Human
707 Resources Director, notifies the probationary employee of the extension, or the
708 unsuccessful completion of the Probationary Period at which time the employee
709 shall have their Probationary Period extended or be dismissed.
710
711 (4) Dismissal of an employee during the initial Probationary Period shall be at the
712 sole discretion of the employer and without recourse to the grievance procedures
713 herein provided.
714
715 (5) An employee appointed to a position in an acting capacity by the County
716 Administrator and subsequently selected as the regular employee in that position
717 shall have his/her total time of continuous employment, including the time spent
718 in an interim capacity, counted for seniority purposes, but shall serve at least a six
719 month Probationary Period after regular appointment.
720

- 721 (6) Probationary employees will not be permitted to apply for other positions until
 722 they have completed after six months of employment. In unusual circumstances,
 723 this requirement may be waived by the Department Head and Human Resources
 724 Director.
 725
 726 (7) Completion of the Probationary period does not guarantee continued employment
 727 for any specified period of time, nor does it modify or change the employee's at
 728 will status.
 729

730 18.307 Part-time and Seasonal Employment.
 731

732 When possible, employment shall be on a full time year round basis. However, when it is
 733 determined to be in the best interest of the County, part-time and seasonal employees may be
 734 hired.
 735

736 18.308 Temporary Appointments.
 737

738 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
 739 available or if the eligible candidates are not available for temporary work, the Human Resources
 740 Director may authorize the appointment of a qualified individual. The acceptance or refusal by an
 741 eligible candidate of a temporary appointment shall not affect the candidate's standing on the
 742 eligibility list for regular appointment.
 743

744 18.309 Overlap of Positions.
 745

746 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
 747 Board. This would include cases where the Department Head requests an overlap of personnel for
 748 more than one payroll period in order to train the new employee. The request should be approved
 749 by the governing committee and County Board Staff Committee prior to submission to the Board.
 750

751 18.310 Other Appointments May Follow Ordinance.
 752

753 Nothing herein shall preclude an appointing authority from filling those positions not covered by
 754 this Ordinance in a manner consistent with it.
 755
 756

757 SECTION 4

758 SALARY ADMINISTRATION

759 18.401 Pay Plan.
 760

761 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees
 762 covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin
 763 Statutes Section 111.70.
 764

765 Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps.
 766 The objectives of the Pay Plan shall be:
 767

- 768 (a) To provide an appropriate salary structure, to recruit and retain an adequate number of
 769 competent employees; and,
 770
 771 (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.
 772

773 The pay plan schedules described above shall be contained in the County's Administrative Policy
 774 and Procedures Manual.
 775

776 18.402 Development and Administration.
 777

778 The Human Resources Director shall be responsible for the development and administration of the
 779 Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of
 780 pay. When appropriate, the Human Resources Director shall recommend necessary amendments
 781 to the County Board Staff Committee, which shall become effective upon approval of the County
 782 Board.
 783

784 18.403 Linkage.
 785
 786

787 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle
 788 of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to
 789 such factors as: uniformity of pay for each class, relative difficulty, complexity, and
 790 responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and
 791 private service, changes in cost of living indices, and the financial policies of the County.
 792

793 18.404 Entrance Pay Rate.

794
 795 The entrance pay rate for new County employees shall normally be the minimum rate of the pay
 796 range prescribed for the class. A Department Head may recommend that a particular appointment
 797 be made above the entrance pay rate. Such requests must be made in writing, approved in advance
 798 by the Human Resources Director in recognition of relevant experience and /or exceptional
 799 qualifications.
 800

801 Elected Department Heads that wish to appeal the decision for placement of a new County
 802 employee made by the Human Resources Director and/or County Administrator may do so in
 803 writing to the County Board Staff Committee, whose decision shall be final.
 804

805 18.405 In Range Increment.

806
 807 In range increments shall be based on satisfactory work performance and length of service in a
 808 class. Such increments shall not be granted automatically. Whenever an employee is promoted,
 809 their annual pay increments (step increase) shall be based on the length of service in that range or
 810 class. The employee shall have an overall performance evaluation of "satisfactory" or "meets
 811 expectations" or higher in order for an in range increment to be granted. If the rater plans to
 812 recommend the denial of an in grade salary increment, the report shall be discussed with the
 813 Human Resources Director prior to review with the employee. The performance of the employee
 814 will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.
 815

816 18.406 Productivity/Incentive Awards.

817
 818 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
 819 performance in addition to an employee's regular pay. Recommendations for such pay shall be
 820 initiated by the employee's supervisor and/or Department Head, reviewed and approved by the
 821 Human Resources Director, County Administrator, appropriate Governing Committee and the
 822 County Board Staff Committee. Specific guidelines for the administration of the
 823 Productivity/Incentive Awards Program shall be the responsibility of the Human Resources
 824 Director to establish and maintain subject to approval by the County Administrator and County
 825 Board Staff Committee. Such requests shall be in writing and supported by evidence of the
 826 following:
 827

- 828 (a) The employee has personally conceived and suggested a procedure or device which has
 829 resulted in substantially greater operating efficiency or in a marked decrease in operating
 830 expenses; or,
 831
 832 (b) The employee has performed extensive collateral duties or has continually completed
 833 difficult work assignments, which significantly increased the efficiency and effectiveness
 834 of his/her department's program or the County service.
 835

836 18.407 Seasonal Employment.

837
 838 Seasonal employees shall be compensated on an hourly basis at a rate established within the
 839 parameters of the annual budget as determined annually by the Human Resources Director.
 840

841 18.408 Temporary employment

842
 843 Temporary employees shall be compensated by placing them on a step in the appropriate salary
 844 schedule.
 845

846 Should a non regular employee be reclassified as a regular employee in the same job, He/she
 847 shall be advanced in pay to the appropriate salary rate of his/her classified position. His/her
 848 total time of continuous employment including his/her temporary employment, shall be counted
 849 as part of his/her probationary period.
 850

851 18.409 Pay Rate Adjustments.

852
 853 The following actions shall affect the pay status of an employee:
 854

- 855 (a) Transfer.
 856
 857 When an employee is transferred from one class to another with a common pay range,
 858 he/she shall continue to receive the same pay rate.
 859
- 860 (b) Promotion.
 861
 862 When an employee is promoted from one class to another having a higher pay range,
 863 he/she shall normally advance to the pay step in the new range which is immediately
 864 above his/her former rate of pay. In unusual circumstances, the promoted individual may
 865 be placed in a higher step upon approval of the Human Resources Director and the
 866 County Administrator.
 867
- 868 (c) Demotion.
 869
 870 When an employee is demoted for any reason, the Human Resources Director shall
 871 consult with the supervisor(s) involved to decide the pay for the re-assignment. In no
 872 case will it exceed the maximum of the pay range of the job to which the employee is
 873 demoted.
 874
- 875 (d) Reinstatement.
 876
 877 When an employee is reinstated to his/her former job he/she shall normally be paid the
 878 same pay step as before leaving. When the employee is reinstated to a job with a lower
 879 pay range, the Human Resources Director shall decide on the new pay rate in accordance
 880 with the employee's experience and qualifications. In no case, will it exceed the
 881 maximum of the pay range to which the employee is assigned.
 882
- 883 (e) Compensation During Temporary Assignment.
 884
 885 In a situation where an employee is assigned the duties of a higher classification
 886 anticipated to be for a period in excess of ten (10) consecutive working days, the
 887 employee will be assigned a temporary pay rate in the range of the higher classified
 888 position. Such pay will be for the period of the temporary assignment. Temporary
 889 assignments must be approved by the Human Resources Director. An employee who is
 890 temporarily assigned to a position with a lower pay range, for any period, shall not
 891 receive a reduction in pay. No such temporary assignment shall exceed six months unless
 892 approved by the County Administrator upon recommendation of the Human Resources
 893 Director.
 894
- 895 18.410 Overtime.
 896
 897 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.
 898
 899 "Unilateral B" employees earn overtime at straight time over 40 hours per week.
 900
 901 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA),
 902 do not earn overtime.
 903
 904 For additional policies and procedures regarding overtime for unilaterals and other employees
 905 see the HR Policy and Procedure Manual.
 906
 907
- 908 18.411 Red Circled Classifications.
 909
 910 Employees in classifications that are to be red circled will be frozen at their current salary until the
 911 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees
 912 with ten years of service, whose classification has been red circled, shall receive one half of the
 913 across the board increase granted to employees on the Unilateral Pay Plan until the salary of the
 914 pay range to which they are assigned equals or exceeds their rate of pay.
 915

916 **SECTION 5**

917 **FRINGE BENEFITS**

918

919 18.501

Holidays.920
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The following holidays are observed by the County and shall be granted to regular employees with pay and to temporary employees without pay, unless such employees are required to be on scheduled work:

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

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 who are required to work a holiday; will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

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 Communication Center, who are required to work on 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.

985 The floating holiday may be taken upon at least twenty-four (24) hours notice prior to the
 986 beginning of the shift. A floating holiday with less than twenty-four (24) hours notice may be
 987 taken in an emergency circumstance at the discretion of the Department Head or his/her designee.
 988

989 18.502 Health and Dental Insurance.

- 990
 991 A. The County shall pay that portion of the employee's health insurance as is approved by the County
 992 Board.
 993
 994 B. For part-time unilateral employees who are in a .5 or higher FTE position and hired after
 995 September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of
 996 the position they hold. [CB resolution – September 2009.]
 997
 998 C. Part-time employees who are normally scheduled to work less than twenty hours per week are not
 999 eligible for County health and dental benefits. Employees who normally work twenty hours or
 1000 more per week are eligible to receive dental insurance and health benefits. Part-time employees
 1001 may participate in vision insurance at their own cost provided it is allowable under the plan rules
 1002 in effect at the time of participation.
 1003
 1004 D. Employees retiring from the County who are eligible for a WRS annuity may retain their in-
 1005 surance coverage under the County's group policy if they pay the premium.
 1006
 1007 E. Dental coverage will be provided consistent with coverage and co payments as set by the County
 1008 Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator.
 1009 The employer shall pay 60% of applicable premium of the lowest cost available plan and the
 1010 employee shall pay the remainder of the applicable premium.
 1011

1012 18.503 Life Insurance.

1013
 1014 Regular full-time employees are eligible for group life insurance in an amount equal to the next
 1015 highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a
 1016 portion of the premium shall be deducted monthly from their regular salary as approved by the
 1017 County Board. Regular part-time employees are also eligible if they work enough hours in a year
 1018 to qualify for Wisconsin Retirement System coverage.
 1019

1020 18.504 Retirement.

1021
 1022 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The
 1023 benefits are governed by applicable State statutes and regulations.
 1024

1025 18.505 Unemployment Compensation.

1026
 1027 County employment is covered by Wisconsin Unemployment Compensation laws.
 1028

1029 18.506 Vacation.

- 1030
 1031 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1032 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1033 for each year of continuous employment to a maximum of twenty two days. Employees
 1034 shall continue to earn vacation until the employee's length of service would provide
 1035 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1036 schedule.
 1037
 1038 (b) Unilateral employees hired after January 1, 2008, shall earn vacation according
 1039 to the following schedule:
 1040

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	10 Days	15 Days
3 Years	10 Days	15 Days
4 Years	10 Days	15 Days
5 Years	11 Days	20 Days
6 Years	12 Days	"
7 Years	13 Days	"
8 Years	14 Days	"

9 Years	15 Days	"
10 Years	16 Days	25 Days
11 Years	17 Days	"
12 Years	18 Days	"
13 Years	19 Days	"
14 Years	20 Days	"
15 Years	21 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

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

- (c) Vacation schedules for those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.
- (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 (1) hour or more 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

- 1097 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
 1098 leave in the new position.
 1099
 1100 (k) An employee, whose appointment status is changed from temporary to regular
 1101 status without a break in service, shall receive vacation credits from the date of his/her
 1102 original appointment to temporary status.
 1103
 1104 (l) No credit for vacation leave shall be granted for time worked by an employee in
 1105 excess of his/her normal workweek.
 1106
 1107 (m) Vacation credits shall not be earned by an employee during a leave of absence
 1108 without pay, a suspension without pay, or when the employee is otherwise in a non
 1109 compensable status, should such period without pay exceed thirty working days in any
 1110 calendar year.
 1111
 1112 (n) There shall be charged against accrued vacation only those days on which an
 1113 employee normally would have worked. In the event a legal holiday falls within the vacation
 1114 period, the holiday shall not be charged against vacation.
 1115
 1116 (o) Use of vacation time must be approved in advance by the Department Head or his
 1117 or her designee. Use of vacation by appointed Department Heads must be
 1118 approved in advance by the County Administrator.
 1119
 1120 (p) All vacation shall be utilized in not less than ~~one hour~~ thirty minute increments.
 1121

1122 18.507 Workers Compensation.

1123
 1124 Worker compensation benefits will be provided in accordance with applicable statutory provisions
 1125 and administrative codes.
 1126

1127 Rock County strives to insure all work assignments are performed safely and work areas are
 1128 maintained in a safe manner. The County promotes a light duty program for injured employees on
 1129 worker compensation. All on the job accidents must be reported to the Human Resources
 1130 Director or his/her designee immediately and proper forms must be completed in full.
 1131

1132 Any employee, who is receiving worker's compensation, may at the employee's option, take
 1133 sufficient sick leave or vacation to make up the difference between the worker's compensation
 1134 payment and his/ her regular wage. When the employee's sick leave and/or vacation account is
 1135 exhausted, he/she shall receive worker's compensation payments only. If an employee is on
 1136 worker's compensation for a period of twelve (12) months, that employee shall have his/her earned
 1137 vacation paid out, unless the employee asks for deferral of vacation payout in writing.
 1138

1139 Workers compensation supplemental benefits will be provided in accordance with HR Policy and
 1140 Procedures.
 1141

1142 18.508 Leave Of Absence Policy (Non FMLA).

1143
 1144 The County Administrator or the Department Head after consulting with the Human
 1145 Resources Director, may grant a regular employee leave without pay for a period up to
 1146 one year except for an educational leave, subject to the following conditions:
 1147

- 1148 (1) Leave without pay may be granted when it is in the best interest of the County to
 1149 do so. Requests for leave of absence shall be approved prior to the taking of such
 1150 leave. When such leave is requested as an extension of sick leave, an acceptable
 1151 physician's certificate shall be required.
 1152
 1153 (2) At the expiration of a leave without pay, the employee shall be reinstated to the
 1154 position he/she vacated or to an equivalent position which is vacant at the time,
 1155 provided the employee meets the stated qualifications. If there is not a suitable
 1156 vacancy available, the employee's name shall be placed on an appropriate
 1157 reinstatement list.
 1158
 1159 (3) Credit toward vacation and sick leave shall not be earned after 30 days while an
 1160 employee is on leave without pay. Insurance benefits may be retained according
 1161 to HR Policy and Procedure.
 1162

- 1163 (4) Leave without pay shall not constitute a break in service; however, if the
 1164 employee is absent more than thirty days during a calendar year, it shall change
 1165 the employee's anniversary date.
 1166
 1167 When a leave of more than thirty (30) consecutive days is taken, the employee's
 1168 anniversary date shall be moved ahead by the total number of days of the leave.
 1169
 1170 (5) A return to work earlier than the scheduled termination of leave date may be
 1171 arranged by the supervisor and the employee, with the approval of the Human
 1172 Resources Director.
 1173
 1174 (6) Employees on leave of absence from the County may not be employed
 1175 full time elsewhere. Employees holding employment elsewhere
 1176 during a leave of absence shall be deemed to have voluntarily resigned
 1177 from employment with Rock County.
 1178
 1179 (7) If an employee is unable to return to work on the date stipulated, he/she may
 1180 submit a written request to extend the leave of absence, subject to the approval of
 1181 the County Administrator or Department Head and the HR Director. If, on the
 1182 date following the expiration of the leave of absence, an extension is not
 1183 requested and granted and the employee has not returned to his/her position, the
 1184 employee shall be considered to have voluntarily resigned from County
 1185 employment.
 1186
 1187 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1188 circumstances for unauthorized absence, and due consideration shall be given
 1189 each case. However, an employee who is absent from duty without approval
 1190 shall receive no pay for the duration of the absence, and shall be subject to
 1191 disciplinary action, which may include dismissal.
 1192

18.509

Bereavement Leave.

1196 In the event of a death in an employee's immediate family, he/she may be excused
 1197 from work without loss of pay according to the following schedule to attend the
 1198 funeral, make necessary arrangements, or grieve for the loved one. Immediate family
 1199 shall not include former "in-laws" due to divorce. The appointing authority may
 1200 require an obituary to substantiate the leave.
 1201

- 1202
 1203 a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child,
 1204 parent, mother-in-law, father-in-law, brother, or sister.
 1205
 1206 b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.
 1207
 1208 c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law,
 1209 daughter-in-law, aunt, uncle, niece or nephew.
 1210

1211
 1212 If additional time is required, an employee may request to use accumulated vacation,
 1213 holiday or comp-time. Sick leave cannot be used.
 1214

1215 In the event that an employee is required to act as a pallbearer for a funeral not
 1216 otherwise eligible for funeral leave, he/she shall be granted up to one day to serve without the
 1217 loss of pay.
 1218

1219 All leaves under this section shall be prorated based upon the employee's FTE.
 1220

18.510

Jury Duty.

1221 Any employee called for jury duty in any court of competent jurisdiction shall be granted time
 1222 off from his/her regular and normal daily schedule of working hours with pay, for such jury
 1223 service provided such employee shall remit to Employer all fees received from the Clerk of
 1224 Courts for such service, and further provided that no claim for overtime pay or compensatory
 1225 time off shall be made by such employee as a result of his/her jury services. If the employee
 1226 does not remit the fee, he/she shall be considered to be on leave of absence without pay while
 1227 performing jury duty. The County shall pay a reasonable amount for the difference if the
 1228 employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.
 1229
 1230

- 1231 18.511 Medical Leave.
 1232
 1233 Employees requiring a leave of absence for a period of medical disability shall request the leave in
 1234 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance
 1235 with applicable Federal and State laws and HR Policy and Procedures. Any leave granted under
 1236 this section will run concurrently with State and Federal FMLA.
 1237
- 1238 18.512 Military Leave.
 1239
 1240 An employee who leaves the service of the County to join the military forces of the
 1241 United States during time of war or other national emergency, or who is drafted into
 1242 the military service at any time, shall be granted military leave without pay, such leave to extend
 1243 through a date ninety days after being relieved from such service. Proof must be filed with the
 1244 Human Resources Director. Such employee shall be restored to the position which he/she vacated
 1245 or to a comparable position with full rights and without loss of seniority or benefits accrued and
 1246 not taken while serving in the position he/she occupied at the time the leave was granted, provided
 1247 that application is made to the Human Resources Director within ninety days after the date of
 1248 his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable
 1249 of performing the work of his/her former position. Failure of an employee to notify the County
 1250 within this time period of his/her intention to return to work shall be considered as a termination
 1251 of his/her employment. Leave will be granted in compliance with State and Federal law.
 1252
- 1253 18.513 Military Reserve Leave.
 1254
 1255 (1) An employee who, by reason of membership in the United States Military Reserve, or ordered
 1256 by the appropriate authorities to attend a training or encampment under the supervision of
 1257 the United States Armed Forces, or by reason of membership in the National Guard, is
 1258 required by the authorities thereof to do so, shall be granted a leave of absence from his/her
 1259 position without loss of pay for a period not to exceed ~~ten~~ fifteen working days in any
 1260 calendar year. It is intended that this shall be done without financial penalty to the
 1261 employee. The County will therefore pay such employee for this time lost in an amount
 1262 equaling the difference between his/her daily military pay and the employee's normal
 1263 County daily wage. To receive such leave, the employee must file a copy of his/her orders
 1264 with the Human Resources Director at least two weeks prior to date such training or
 1265 encampment leave is to commence.
 1266
 1267
 1268 (2) An employee who has active membership in the U.S. Military Reserve or
 1269 National Guard and who is ordered to long-term active duty of 30 days or more in the U.S.
 1270 Armed Forces shall be granted military leave with supplemental pay equal to the difference
 1271 between the employee's basic military pay and his/her normal County daily wage.
 1272 Supplemental pay granted under this section is provided for the duration of an employee's
 1273 military service, not to exceed 5 years. Proof must be filed with the Human Resources
 1274 Director. To receive compensation the employee must submit a copy of his/her Military
 1275 Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay
 1276 to an employee may be an estimate with final pay reconciliation by the County's Payroll
 1277 Office after receipt of the employee's military pay vouchers, either during the course of
 1278 military service or after completion. Accrual of seniority and benefits, and reinstatement
 1279 rights and limitations, shall be consistent with those outlined in section (d) and as required
 1280 by law. An employee who voluntarily extends his/her military service shall not be granted
 1281 supplemental pay, but may apply for additional unpaid military leave under section (d). The
 1282 effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the
 1283 various unions representing County employees to object to said compensation policy prior
 1284 to implementation and request that this subsection be subject to the collective bargaining
 1285 process.
 1286
 1287 (3) Any employee described in subsection (2) shall also be entitled to
 1288 continue paid coverage under the County's group medical plan for four (4)
 1289 weeks.
 1290
- 1291 18.514 Non Work Related Witness or Personal Litigation.
 1292
 1293 A leave of absence without pay shall be granted an employee upon his/her request to appear under
 1294 subpoena or in his/her own behalf in litigation involving personal or private matters
 1295
- 1296 18.515 Sick Leave.
 1297
 1298 Sick leave pay shall commence on the first day of any period of illness due to

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accident, injury or disease.

- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
- (2) Sick leave shall be granted after six months continuous service when an employee is required to be absent from work because of:
- (a) illness of the employee.
 - (b) illness of an employee's spouse or domestic partner (as defined by the State of Wisconsin).
 - (c) illness of a minor child (includes stepchild, current foster child, or any other child they are legally responsible for) or a child who meets the definition of a disabled adult child.
 - (d) illness of a parent (includes stepparents and current foster parents).
 - (e) contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
 - (f) reasonable medical or dental attention that cannot be scheduled during non working hours.

(3) Sick leave shall accrue to a maximum of one hundred thirty days.

(4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.

(5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to: when:

- a) it occurs before or after a holiday,
- b) it occurs before or after a scheduled day off,
- c) an employee takes ~~for~~ sick leave in excess of three days which has not been reported to FMLA, or
- d) ~~when an~~ the employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

Once a potential problem with sick leave usage has been identified the supervisor shall meet with the employee to discuss the reason(s) for the absences. The goal of the meeting is to gather information, counsel the employee and if there is an admitted problem, have the employee change his/her behavior.

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

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.

The 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.

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[Note: numbers 5 and 6 have been combined so the other paragraphs 7 – 11 need to be renumbered.]

- (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.

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.

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.

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.

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.

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.

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

18.518 Voluntary Public Service Leave.

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

18.519 Voting.

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.

SECTION 6

CONDITIONS OF EMPLOYMENT

- 1434 18.601 Communications and Confidentiality.
 1435
 1436 Communication is a joint responsibility shared by the County and all employees. No
 1437 information, which is confidential in nature, concerning the internal operations of the County,
 1438 including but not limited to the release of records of the County, may occur except through, and
 1439 with the permission of, the County Administrator or individual Department Head if designated
 1440 by the County Administrator.
 1441
 1442 If requests for information are received by employees, whether on or off duty, from any person,
 1443 then the employee is required to politely decline to provide such information and to direct that
 1444 individual to the County Administrator or Department Head for a response to that inquiry.
 1445
 1446 Because of an employee's responsibilities at the County, an employee may have access to
 1447 confidential County, resident, personnel or other sensitive information. This may include
 1448 information concerning a resident's financial status, the County's business practices including
 1449 purchasing and negotiating strategies, and employee records. This sensitive information can not
 1450 be disclosed to any personnel who do not have a legitimate business need to know such
 1451 information or to persons outside of the County without the determination of the County
 1452 Administrator or Department Head designated by the Administrator. All employees are
 1453 responsible for protecting the confidentiality of this information.
 1454
 1455 The County acknowledges the right of its employees, as citizens in a democratic society, to
 1456 speak out on issues of public concern. When those issues are related to the County, however,
 1457 the employee's expression must be balanced against the interests of the County. In situations in
 1458 which the employee is not engaged in the performance of professional duties, the employee
 1459 should state clearly that his or her expression represents personal views and not necessarily
 1460 those of the County.
 1461
- 1462 18.602 Conflict of Interest.
 1463
 1464 Except for the salary or compensation received from the County, no County employee shall use
 1465 his/her office or position for personal financial gain or the financial gain of his/her family. No
 1466 employee shall engage in his/her own business activity, accept private employment or render
 1467 services for private interests when such employment, business activity or service is incompatible
 1468 with the proper discharge of the employees official duties or would impair his/her independence
 1469 or judgment or action in the performance of the employee's official duties. Such employment,
 1470 business activity or service shall not be engaged in or promoted during normal working hours for
 1471 which such employee is being remunerated by the County and such employment, business activity
 1472 or service shall not involve the use of County facilities or materials. No employee shall use or
 1473 disclose "privileged information" gained in the course of or by reason of the employee's official
 1474 position or activities. Failure to comply with these conditions shall be considered grounds for
 1475 discipline up to and including immediate dismissal.
 1476
- 1477 18.603 County Administrator (Tenure).
 1478
 1479 The County Administrator shall hold his/her position at the pleasure of the County Board. The
 1480 action of the County Board in removing the County Administrator shall be final. Dismissal
 1481 actions against the County Administrator may be initiated by individual supervisors as per County
 1482 Board rules.
 1483
- 1484 18.604 County Equipment (return of).
 1485
 1486 Employees leaving County employment must return County identification cards, keys, tools and
 1487 equipment on or before their last day of work.
 1488
- 1489 18.605 County Residence.
 1490
 1491 Key County officials, as determined by the County Administrator, shall reside in the County.
 1492
- 1493 18.606 Demotions.
 1494
 1495 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be
 1496 voluntary. Demotions must be approved in advance by the Human Resources Director.
 1497
- 1498 18.607 Discipline /Investigations.
 1499
 1500 The purpose of discipline is correcting job behavior and performance problems of employees.
 1501 Employees shall be informed of standards of conduct and performance. No disciplinary action

1502 will be taken until a thorough investigation has been completed. Employees may be placed on a
 1503 Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be
 1504 consistently applied. Penalties shall be uniform and shall match the infraction. Persons
 1505 administering corrective discipline shall systematically document the case. Records of written
 1506 reprimands, suspensions, demotions and terminations shall be provided to Human Resources and
 1507 kept in the employee's personnel file. Written reprimands will remain in effect for a period not to
 1508 exceed one year, and at the end of such period shall be removed from the employee's personnel
 1509 file. Records of suspension shall remain in the Employee's personnel file for a period of two
 1510 years and at the end of such period shall be removed from the Employee's personnel file.

1512 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director
 1513 or the County Administrator before such actions are taken. In the event that the immediate
 1514 dismissal action is required and the HR Director or the County Administrator cannot be reached,
 1515 the employee shall be suspended with pay pending investigation.

1517 18.608 Disciplinary Action (Grounds for).

1518 The following shall be grounds for disciplinary action ranging from a written reprimand to
 1519 immediate discharge depending upon the seriousness of the offense in the judgment of
 1520 management:

- 1521
- 1522 (a) Dishonesty or falsification of records.
- 1523
- 1524 (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal
 1525 drugs while on Rock County premises or while conducting business related activities
 1526 off Rock County premises. The legal use of prescribed drugs is permitted on the job
 1527 only if it does not impair an employee's ability to perform the essential functions of the
 1528 job effectively and in a safe manner that does not endanger other individuals in the
 1529 workplace.
- 1530
- 1531 (c) Unauthorized use or abuse of County equipment or property.
- 1532
- 1533 (d) Theft or destruction of County equipment or property.
- 1534
- 1535 (e) Work stoppages such as strikes or slow downs.
- 1536
- 1537 (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
- 1538
- 1539 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws,
 1540 ordinances and regulations.
- 1541
- 1542 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated
 1543 attempts to use unpaid leave when the employee does not have benefit time available.
- 1544
- 1545 (i) Use of official position or authority for personal or political profit or advantage.
- 1546
- 1547 (j) Disregard or repeated violations of safety rules and regulations.
- 1548
- 1549 (k) Incompetence, unprofessional or poor work performance.
- 1550
- 1551 (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual
 1552 orientation, or any other grounds prohibited by State or Federal law.
- 1553
- 1554 (m) Violations of Section 18.601 "Communications and Confidentiality".
- 1555
- 1556 (n) Failure to call in or report to work.
- 1557
- 1558 (o) Sleeping during scheduled work hours.

1559 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.

1560

1561 18.609 Exit Interview.

1562 An exit interview shall be conducted when possible with every employee who is separating from
 1563 County employment regardless of his/ her length of service, position or circumstances or
 1564 separation.

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1568

- 1569 18.610 Gifts And Gratuities.
 1570
 1571 No County employee shall use their position to solicit or accept for himself/herself or another
 1572 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,
 1573 entertainment, loan or any other thing of monetary value. This does not include acceptance of
 1574 loans from banks or other financial institutions on customary terms of finance for personal use,
 1575 such as home mortgage loans, the acceptance of unsolicited advertising or promotional material,
 1576 such as pens and calendars, and acceptance of an award for meritorious public or personal
 1577 contributions or achievements.
 1578
- 1579 18.611 Harassment.
 1580
 1581 It is the policy of Rock County that all employees should be able to enjoy a work environment
 1582 free from all forms of harassment. Employees who engage in harassment not only hurt others,
 1583 but they also expose both themselves and the County to potential legal liability. Consequently,
 1584 Rock County will not condone or tolerate any conduct in the workplace on the part of its
 1585 employees (whatever their positions), elected officials, vendors, or members of the public, if
 1586 that conduct violates the right of someone else to be free from harassment. County employees
 1587 who violate this policy will be subject to appropriate discipline, up to and including
 1588 termination. (See HR Policies and Procedures for a detailed description of the procedures
 1589 employees should follow in regard to this policy.)
 1590
- 1591 18.612 Hours of Work.
 1592
 1593 The normal workweek for County employees shall be forty hours per week. Most County
 1594 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some
 1595 County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m.
 1596 schedule, some County employees may have different work schedules which are designated in
 1597 Department work rules.
 1598
 1599 Non standard work schedules may be approved by a Department Head, when doing so is in the
 1600 interest of County operations. Notice of non standard work schedules shall be made to Human
 1601 Resources and payroll.
 1602
 1603 Staffing needs and operational demands may necessitate variations in starting and ending times,
 1604 days of the week worked, as well as variations in the total hours that may be scheduled each
 1605 day and week.
 1606
 1607 Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried exempt
 1608 employees. These employees must cover a partial day taken off with paid vacation, sick leave
 1609 or comp time (where applicable). If the employee has insufficient paid time to cover the entire
 1610 day off, the employee must take the entire day off without pay.
 1611
- 1612 18.613 Layoffs.
 1613
 1614 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the
 1615 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b)
 1616 when an employee has exhausted all available leave options and is unable to return to work, or c)
 1617 when an employee has failed to successfully complete their probationary period after a promotion.
 1618
 1619 In situation (a) above, no regular employees shall be laid off while there are temporary or
 1620 probationary employees serving in the same classification, in the same department. Layoffs shall
 1621 be based on the needs of the County.
 1622
 1623 The appointing authority shall notify each person laid off of all his/her rights. Regular employees
 1624 shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be
 1625 approved by the Human Resources Director before they are implemented.
 1626
 1627 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of
 1628 service, but in no case longer than two years.
 1629
- 1630 18.614 Lunch Periods and Break Time.
 1631
 1632 (a) Lunch Periods.
 1633
 1634 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall
 1635 not be longer than one hour nor shorter than thirty minutes.
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(b) Break Time.

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

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

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

(c) The Lunch Period and Break Times can not be combined to the start or end of the shift in order to come in late or leave early.

18.615 More Than One County Position.

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

18.616 Nepotism.

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

18.617 Outside Employment.

The County's policy on outside duties or employment shall be as follows: County employees may engage in outside employment, unless such employment conflicts with or affects the performance of their duties. Prior to engaging outside employment, the County employee must give written assurance prescribed by the Human Resources Director that said employment does not violate Section 18.602 of the Rock County Ordinance. ~~This written assurance, by the employee, shall not be binding in any on management if a conflict arises, disciplinary decision. The fact that an employee has reported outside employment does not mean that management has given its approval to that employment.~~

18.618 Outside Services.

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

18.619 Payday.

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

18.620 Pre-Employment Physicals.

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

1704	18.621	<u>Political Activity.</u>
1705		
1706		Employees are precluded from engaging in political activity that interferes with their normal work
1707		performance or is conducted during hours for which the employee is being paid by the County.
1708		Employees may not use County equipment or property for political purposes. Employees are
1709		specifically prohibited from using their County position or their official authority with the County
1710		for the purpose of directly or indirectly coercing any person to hold or contribute monetary or
1711		other types of assistance to any political candidate, party or purpose.
1712		
1713		Under provisions of the federal Hatch Act, employees who are principally employed in an activity
1714		which is financed in whole or in part by federal loans or grants cannot:
1715		
1716		(a) use his/her official authority or influence for the purpose of interfering
1717		with or affecting the result of an election or nomination for office;
1718		
1719		(b) directly or indirectly coerce, attempt to coerce, command, or advise a state
1720		or local officer or employee to pay, lend or contribute anything of value to a
1721		party, committee, organization, agency or person for political purposes; or
1722		
1723		(c) be a candidate for partisan elective office.
1724		
1725	18.622	<u>Professional Liability Insurance.</u>
1726		
1727		The County shall provide professional liability insurance for employees for performance of
1728		their duties within the scope of their employment.
1729		
1730	18.623	<u>Resignations.</u>
1731		
1732		Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing
1733		to leave Rock County employment shall submit a resignation in writing to their Department Head
1734		at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17
1735		or higher, shall submit their resignation in writing at least four weeks in advance of their planned
1736		departure (see Unilateral Pay Grid).
1737		
1738		Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock
1739		County employment shall submit a resignation in writing to their Department Head at least two
1740		weeks in advance of their planned departure. FLSA exempt employees shall submit their
1741		resignation in writing at least four weeks in advance of their planned departure.
1742		
1743		Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for
1744		use after they reach their next anniversary date, unless such requirement is waived by the Human
1745		Resources Director. It is expected that employees will give as much notice as possible in order to
1746		facilitate recruitment and orientation of new staff members. A resignation, once accepted, may
1747		not be rescinded.
1748		
1749	18.624	<u>Safety.</u>
1750		
1751		Safety is very important to each employee and Rock County. Employees must conduct
1752		themselves carefully at all times. All employees must act in a safe manner and practice good
1753		safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools
1754		and equipment are to be kept clean and in good repair.
1755		
1756		The employer will comply with all applicable safety laws and regulations in order to provide a
1757		safe and secure workplace for its employees and clients.
1758		
1759		Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an
1760		employee's supervisor immediately for action. If the unsafe condition can be corrected
1761		immediately as to avoid any additional hazard, then the employee should implement the
1762		corrective action.
1763		
1764		Any employee who is injured or becomes ill while performing service related to his or her
1765		employment must contact his or her supervisor immediately on the same day the injury or
1766		illness occurs and report the incident. If necessary the employee should secure the necessary
1767		medical attention on the job site to the extent practicable.
1768		
1769		The first report of injury form must be in filled out completely, usually the day of the incident,
1770		if not, as soon as possible.
1771		

- 1772 The employer has established the following protocols for evacuation of the premises. When
 1773 employees are advised to evacuate the building, the employees should:
 1774
- Stop all work immediately.
 - Contact outside emergency response agencies, if needed.
 - Shut off all electrical equipment and machines, if possible.
 - Walk to the nearest exit, including emergency exit doors.
 - Exit quickly, but do not run. Do not stop for personal belongings.
 - Proceed, in an orderly fashion, to a parking lot near the building.
 - Do not reenter the building until instructed to do so.
 - Employees must know the location of fire extinguishers, emergency exits and first aid kits.
- 1784
- 1785 18.625 Telephone.
- 1786
- 1787 As a condition of employment, employees must have a telephone or a place of telephone
 1788 contact. Employees shall be requested to notify the Department Head of any change of name,
 1789 address, telephone number or contact place.
 1790
- 1791 18.626 Travel.
- 1792
- 1793 The County shall reimburse employees for actual necessary and reasonable itemized travel costs
 1794 incurred while on official authorized County business. Commuting expenses between an
 1795 employee's residence and normal place of employment are not reimbursable. All travel must be
 1796 authorized by the Department Head in order to be eligible for reimbursement. Department Heads
 1797 shall inform the County Administrator of any out of County travel plans. There will be no
 1798 reimbursement for meals within the County, except as authorized by the Board Chair or Vice
 1799 Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized
 1800 travel in their personal automobile. Employees shall be required to complete an expense voucher
 1801 before reimbursement will be made. All automobile allowances in all County departments shall
 1802 be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train,
 1803 bus or taxi travel, hotels or motels, meals, conference registration and all other items (except
 1804 tolls) in excess of five dollars. Clerical employees who are required to return to work to take
 1805 minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This
 1806 reimbursement is taxable to the employee.)
 1807
 1808
- 1809 Meals allowed while in travel status:
- 1810
- Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County
 1811 prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to
 1812 10:30 a.m.
 - Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County
 1813 between 10:30 a.m. and 2:30 p.m. on county business.
 1814
 - Dinner - up to \$20.00 including tip, may be claimed when the employee is out of
 1815 the County after 6:00 p.m. on county business. The dinner rate will be paid for
 1816 meals after 2:30 p.m.
 1817
- 1818
- 1819 The above are maximums and it is not the intent that the employees should always spend the
 1820 maximum allowed.
 1821
- 1822
- 1823 Meals are allowed when an employee is on County business out of Rock County. An itemized
 1824 receipt from the point of purchase showing the details for what was purchased shall be required
 1825 for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.
 1826
- ~~The breakfast rate will be paid for meals prior to 10:30 a.m.~~
 - ~~The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.~~
 - ~~The dinner rate will be paid for meals after 2:30 p.m.~~
- 1830
- 1831
- 1832
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- 1835
- 1836

1837

SECTION 7

1838

PERFORMANCE EVALUATION

1839

1840 18.701

Policy.

1841

1842

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

1843

1844

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1846

1847 18.702

Administration.

1848

Each employee shall be evaluated at the following periods:

1849

1850

1851

(a) Probationary Period.

1852

1853

1854

1855

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

1856

1857

(b) Annual.

1858

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1873 18.703

Rater.

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1883 18.704

Review of Performance Report.

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1890 18.705

Human Resources Director.

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SECTION 8

1899

GRIEVANCE PROCEDURE

1900 18.801

Policy.

1901

1902 This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute
 1903 Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

1904
 1905 It is the policy of the County to treat all employees equitably and fairly in matters affecting their
 1906 employment. Each employee of the County shall be provided ample opportunity to understand
 1907 and resolve matters affecting employment, which the employee believes to be unjust. The
 1908 presentation of a formal grievance shall be considered to be the right of each regular County
 1909 employee without fear of reprisal. Nothing contained herein alters the "at will" status of those
 1910 employees.

1911
 1912 The County Administrator shall not have access to the grievance procedure.

1913
 1914 Department Heads shall not have access to the grievance process based on Wisconsin Statutes
 1915 Section 59.18 (2)(b).

1916
 1917 18.802 Definitions.

1918
 1919 "Arbitrary and capricious" means a decision which was made on unreasonable grounds or
 1920 without any proper consideration of circumstances.

1921
 1922
 1923 "Grievance" means a formal complaint by an employee concerning: employee discipline,
 1924 employee termination, or workplace safety.

1925
 1926 "Employee discipline" shall include written reprimands, suspensions without pay, and
 1927 demotions.

1928
 1929 "Termination" means a separation from employment, but does not include job loss
 1930 resulting from a reduction in force.

1931
 1932 "Workplace safety" shall include violations of state and federal laws and regulations on
 1933 health and safety.

1934
 1935 The following personnel actions shall not be subject to the grievance process: oral or
 1936 written evaluations; counseling; job coaching; placing an employee on paid
 1937 administrative leave pending an internal investigation; change in job assignments;
 1938 voluntary quits; layoff or failure to return to work when recalled; retirement; job
 1939 abandonment or failure to report to work; inability to perform job duties due to
 1940 physical or medical limitations; and loss of required licensure, certification or other
 1941 requirement necessary to perform the job.

1942
 1943 "Preponderance of the evidence" means the greater weight of the evidence - superior
 1944 evidentiary weight, that, though not sufficient to free the mind wholly from doubt, is still
 1945 sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

1946
 1947 18.803 Administration.

1948
 1949 The Human Resources Director shall supervise and administer the grievance process. Supervisors
 1950 and Department Heads shall keep the Human Resources Director informed of all grievances in
 1951 process.

1952
 1953 18.804 Filing a Grievance

1954
 1955 This grievance procedure is available to all unilateral County employees (except Department
 1956 Heads and elected County Officials), members of a bargaining unit that previously contained a
 1957 grievance procedure, seasonal and temporary employees of the County.

1958
 1959 Limitations:

- 1960
 1961 1. A grievance that may be brought by or on behalf of a law enforcement officer using the
 1962 procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.
 1963
 1964 2. A grievance that may be brought by or on behalf of an employee under a grievance
 1965 procedure that is contained in a collective bargaining agreement may not be brought under
 1966 this section.
 1967
 1968

1969	18.805	<u>Discussion of Problem with Immediate Supervisor.</u>
1970		
1971		Any employee having a problem regarding his/her employment shall first discuss the problem with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and
1972		is a grievance according to Section 18.802, the employee may present his/her grievance according
1973		to Section 18.806.
1974		
1975		
1976		
1977	18.806	<u>Grievance Procedure.</u>
1978		
1979		A formal grievance of an employee shall be handled in accordance with the following procedure.
1980		
1981		<u>STEP 1. Supervisor.</u>
1982		
1983		The employee shall, within seven (7) working <u>calendar</u> days of the event giving rise to the
1984		grievance or within ten working <u>calendar</u> days of the date he/she could reasonably be expected to
1985		have knowledge of the grievance, present his/her formal grievance in writing on the form
1986		designated by the County to his/her immediate supervisor unless the immediate supervisor is the
1987		subject matter of the grievance, in which case, the employee may immediately proceed to Step 2.
1988		If the Department Head is the subject matter of the grievance, the employee may immediately
1989		proceed to Step 3. The supervisor shall within three working <u>calendar</u> days meet and discuss the
1990		grievance with the employee and then reply in writing within three working <u>calendar</u> days.
1991		
1992		<u>STEP 2. Department Head.</u>
1993		
1994		In the event that the immediate supervisor's decision is not satisfactory to the employee or the
1995		immediate supervisor is the subject matter of the grievance, the employee may within seven (7)
1996		<u>calendar</u> working <u>days</u> , present the grievance in writing to his/her Department Head. The
1997		Department Head, or his/her designee, shall, within five (5) <u>calendar</u> working <u>days</u> , meet and
1998		discuss the grievance with the employee and then reply in writing within five (5) <u>calendar</u>
1999		working <u>days</u> .
2000		
2001		<u>STEP 3. Human Resources Director.</u>
2002		
2003		In the event that the Department Head's decision does not satisfy the employee's grievance or if
2004		the Department Head is the subject matter of the grievance, the employee may, within seven (7)
2005		<u>calendar</u> working <u>days</u> , present the grievance in writing to the Human Resources Director. The
2006		Human Resources Director shall arrange to meet within ten (10) <u>calendar</u> working <u>days</u> of receipt
2007		of the grievance with the employee, his/her representative, if any, and any other person the Human
2008		Resources Director deems necessary. If, in the judgment of the Human Resources Director, a
2009		hearing is necessary to ascertain the facts surrounding the dispute, one shall be scheduled as soon
2010		as practicable. After the hearing, the Human Resources Director shall respond to the grievance in
2011		writing to the employee within five (5) <u>calendar</u> working <u>days</u> .
2012		
2013		By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3
2014		may be extended.
2015		
2016		
2017		<u>STEP 4. Impartial Hearing Examiner.</u>
2018		
2019		In the event the decision of the Human Resources Director does not resolve the grievance, the
2020		employee may, within seven (7) <u>calendar</u> working <u>days</u> , request a hearing before an impartial
2021		hearing examiner and pay the filing fee (if one is established) by the County Board.
2022		
2023		
2024		a. The Human Resources Director shall upon receipt of a written hearing request, provide the
2025		employee with the name of a hearing examiner.
2026		
2027		b. The Human Resources Director will contact the hearing examiner and schedule a hearing.
2028		
2029		c. The hearing examiner shall be impartial and may not have any prior knowledge of the
2030		grievance.
2031		
2032		d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and
2033		filing fee. The hearing examiner may reschedule the hearing with permission of both
2034		parties.
2035		

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2103
- 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.
 - e. The employee and the employee's representative, and the person speaking on behalf of the County, will be excluded from any closed session during the County Board's discussion or deliberation.

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- f. The County Board's consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party's reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.
 - g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.
 - h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.
 - i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
 - j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board's decision.
 - k. The County Board's decision is final and may not be appealed.

2136 18.807 Grievances of Termination.

2137
2138 All grievances regarding termination shall be initiated at the third step of the grievance procedure.
2139
2140

2141 SECTION 9

2142 TRANSACTIONS AND RECORDS MANAGEMENT

2143
2144 18.901 Policy.

2145 The development and maintenance of an effective personnel transaction procedure and personnel
2146 records management system is essential to a sound personnel program. All appointments,
2147 separations, and other personnel transactions shall be made on forms designated by the Human
2148 Resources Director. The primary purpose of these systems and procedures shall be to:
2149

- 2150
2151 (a) Establish and maintain clear lines of authority for the processing of personnel transactions
2152 and management of personnel records.
2153
2154 (b) Establish and maintain uniform, easily accessible and complete employment records of all
2155 County employees and employee transactions.
2156

2157 The Payroll Unit shall convert data from personnel transactions to payroll records and shall
2158 maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll
2159 records and data shall be developed in cooperation with the Human Resources Director and
2160 Finance Director to provide current and meaningful personnel and position information, sum-
2161 maries and statistics.
2162

2163 All employees shall be responsible for notifying their supervisor of any changes, which affect
2164 their personal status.
2165

2166 18.902 Public Inspection.

2167 Information as to the name, class title and salary of employees and former employees is available
2168 for public inspection at times in accordance with procedures prescribed by the Human Resources
2169 Director. Other information shall be considered confidential and shall be available as authorized
2170 by State and Federal law.
2171

2172		
2173	18.903	<u>Destruction Of Records.</u>
2174		
2175		Employee service records shall be kept for seven years. Applications and examinations may be
2176		destroyed after two years.
2177		
2178	18.904	<u>Reports.</u>
2179		
2180		The Human Resources Director shall provide the Board and the County Board Staff Committee
2181		with reports and information relating to personnel actions upon request or as may be appropriate.
2182		
2183		<u>SECTION 10</u>
2184		<u>DEFINITIONS</u>
2185		
2186	18.1001	<u>Accrued benefits.</u>
2187		
2188		This refers to vacation benefits that the employees are accumulating which they will only be able
2189		to use once they reach their next anniversary date.
2190		
2191	18.1002	<u>Administrative Personnel.</u>
2192		
2193		Administrative employees act as an advisor, limited function department head, or a specialist in a
2194		management or supportive service who meet all the following criteria:
2195		
2196		(a) A primary duty of the employee includes the performance of office or non-manual work
2197		directly related to the management or general business operations of the County or its
2198		citizens.
2199		
2200		(b) A primary duty of the employee includes the exercise of discretion and independent
2201		judgment with respect to matters of significance.
2202		
2203	18.1003	<u>Allocation.</u>
2204		
2205		The assignment of a position to a pay range.
2206		
2207	18.1004	<u>Anniversary Date.</u>
2208		
2209		The date an employee begins County employment. The anniversary date may be modified by
2210		subsequent personnel actions – leave of absence and layoff.
2211		
2212	18.1005	<u>Appointing Authority.</u>
2213		
2214		A County official who has the authority to appoint and remove individuals to and from positions
2215		in the County service.
2216		
2217	18.1006	<u>Board.</u>
2218		
2219		The Rock County Board of Supervisors.
2220		
2221	18.1007	<u>Class.</u>
2222		
2223		One or more positions which are substantially alike in duties and responsibilities to warrant using
2224		the same title, similar qualifications, selection procedures and the same pay range.
2225		
2226	18.1008	<u>Class Description.</u>
2227		
2228		A written description of a class containing the class title, a general statement of the duties and
2229		responsibilities, examples of duties performed, and minimum qualifications required.
2230		
2231	18.1009	<u>Class Title.</u>
2232		
2233		The official designation or name of the class as stated in the class description. The class title shall
2234		be used on all personnel records and other official personnel actions.
2235		
2236	18.1010	<u>Classification Plan.</u>
2237		

2238		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2239		
2240		
2241	18.1011	<u>County Administrator.</u>
2242		
2243		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2244		
2245		
2246	18.1012	<u>Demotion.</u>
2247		
2248		The assignment of an employee from one class to another class with a lower pay range.
2249		
2250	18.1013	<u>Department Head.</u>
2251		
2252		A County official with the responsibility for the operation of a County department.
2253		
2254		
2255	18.1014	<u>Disciplinary Action.</u>
2256		
2257		The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.
2258		
2259		
2260		
2261	18.1015	<u>Earned Benefits.</u>
2262		
2263		Those benefits that employees have on the books which are currently available to use (ie. vacation after reaching an anniversary date, sick leave earned a day a month, etc.).
2264		
2265		
2266	18.1016	<u>Eligible Candidate.</u>
2267		
2268		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.
2269		
2270		
2271		
2272	18.1017	<u>Eligibility List.</u>
2273		
2274		A list of Eligible Candidates to fill positions in a particular job class.
2275		
2276	18.1018	<u>Employee.</u>
2277		
2278		An individual who is employed by the County and is paid in part or in whole through the County payroll.
2279		
2280		
2281	18.1019	<u>Entrance Pay Rate.</u>
2282		
2283		The rate of pay a newly hired employee is assigned at commencement of employment.
2284		
2285	18.1020	<u>Executive Personnel.</u>
2286		
2287		An executive employee is an administrator who meets all of the following criteria:
2288		
2289		(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
2290		
2291		
2292		(b) The employee customarily and regularly directs the work of two or more other employees.
2293		
2294		(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.
2295		
2296		
2297		
2298	18.1021	<u>Flexible Time.</u>
2299		
2300		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.
2301		
2302		
2303	18.1022	<u>Full Time Equivalent (FTE).</u>
2304		

2305		A way to measure the amount of time a person assigned to a county position is scheduled to
2306		work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE
2307		of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.
2308		
2309	18.1023	<u>Grievance.</u>
2310		
2311		A formal complaint by an employee concerning: employee discipline, employee termination, or
2312		workplace safety.
2313		
2314	18.1024	<u>Human Resources Director.</u>
2315		
2316		The Director of the Rock County Human Resources Department and the person responsible for
2317		implementing all County Personnel Policies and Procedures.
2318		
2319	18.1025	<u>Immediate Family.</u>
2320		
2321		Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law
2322		(the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother),
2323		brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's
2324		spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic
2325		partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the
2326		wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt),
2327		niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.
2328		
2329	18.1026	<u>In Range Increment.</u>
2330		
2331		A pay step within a pay range.
2332		
2333	18.1027	<u>Layoff.</u>
2334		
2335		The involuntary separation of an employee because of lack of work, lack of funds, or the
2336		abolishment of a position.
2337		
2338	18.1028	<u>Limited Term Employee (LTE).</u>
2339		
2340		An employee who meets the qualifications to perform a job, who is hired to perform that job for a
2341		determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible
2342		for benefits.
2343		
2344	18.1029	<u>Part-time Employees.</u>
2345		
2346		Employees shall be considered part-time when they are normally scheduled to work less than 40
2347		hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.
2348		
2349	18.1030	<u>Pay Plan.</u>
2350		
2351		A schedule of pay ranges for all classes of positions in the County that are not covered by a
2352		Collective Bargaining Agreement.
2353		
2354	18.1031	<u>Pay Range.</u>
2355		
2356		A salary range to which positions are assigned, consisting of a minimum wage rate, designated as
2357		"Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall
2358		be compensated at one of the steps contained in the pay range to which the position is assigned.
2359		
2360	18.1032	<u>Position.</u>
2361		
2362		A grouping of duties and responsibilities to be performed by an employee. A position may be
2363		filled or vacant, full time or part-time, regular or temporary.
2364		
2365	18.1033	<u>Position Description.</u>
2366		
2367		A written document that describes the individual employee's duties and responsibilities and is
2368		specific to that position.
2369		
2370	18.1034	<u>Probationary Employee.</u>
2371		

2372		A person who has been properly appointed to a regular Rock County position and who is serving
2373		in his/her Trial Period to determine if he/she can do the job.
2374		
2375	18.1035	<u>Probationary Period.</u>
2376		
2377		The probationary period is a try out time for the employee. It is also used for determination of
2378		certain benefits.
2379		
2380	18.1036	<u>Promotion.</u>
2381		
2382		The assignment of an employee from one class to another class with a higher pay range.
2383		
2384	18.1037	<u>Reallocation.</u>
2385		
2386		The reassignment of a position from one pay range to another to correct an error in the original
2387		assignment, to reflect changing labor market conditions, or to reflect significant changes over a
2388		period of time in the duties and the responsibilities of the position (eg. moving the Medical
2389		Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The
2390		incumbent in the position shall move with the position.
2391		
2392	18.1038	<u>Reclassification.</u>
2393		
2394		The reassignment of a position from one existing class to another class to recognize a change in
2395		the duties and responsibilities of a position (eg. a position is currently assigned as a Planner III
2396		and is reclassified to a Senior Planner). The incumbent in the position shall move with the
2397		position if they are qualified for the position.
2398		
2399	18.1039	<u>Regular Appointment.</u>
2400		
2401		An assignment of an eligible candidate to a budgeted County position.
2402		
2403	18.1040	<u>Regular Employee.</u>
2404		
2405		A person who has been properly appointed to a regular Rock County position and has successfully
2406		completed the Probationary Period.
2407		
2408	18.1041	<u>Reinstatement.</u>
2409		
2410		To restore or be placed back into a former or substantially equivalent position.
2411		
2412	18.1042	<u>Retiree.</u>
2413		
2414		An employee who terminates employment with the County to immediately and actively draw an
2415		annuity from the Wisconsin Retirement System (WRS).
2416		
2417	18.1043	<u>Seasonal Employee.</u>
2418		
2419		An employee who is hired for a limited term, which cannot cumulatively exceed a period of six
2420		months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other
2421		than Wisconsin Retirement if anticipated to work in enough hours in a year to qualify for
2422		Wisconsin Retirement System coverage.
2423		
2424	18.1044	<u>Selection Device.</u>
2425		
2426		A formal measurement device used to evaluate and/or rank applicants for County positions.
2427		
2428	18.1045	<u>Seniority.</u>
2429		
2430		Seniority is continuous length of service as a County employee. Seniority shall, upon completion
2431		of the Probationary Period, begin with the original date of continuous employment subject to the
2432		conditions of 18.1003. Seniority shall be used to determine accrual of vacation and sick leave.
2433		
2434	18.1046	<u>Supervisor.</u>
2435		
2436		The person responsible for the assignment, direction and evaluation of the work of another
2437		employee, usually a full time County employee.

2438		
2439	18.1047	<u>Temporary Appointment.</u>
2440		
2441		An appointment of an individual who meets the qualifications for a position appointed to fill that
2442		position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.
2443		
2444	18.1048	<u>Termination.</u>
2445		
2446		The removal of an employee from the payroll for voluntary or involuntary reasons, including
2447		dismissal, resignation, retirement or death.
2448		
2449	18.1049	<u>Transfer.</u>
2450		
2451		The assignment of an employee from one position to another in the same class or to a class with
2452		the same pay range.
2453		
2454	18.1050	<u>Travel Status.</u>
2455		
2456		An employee shall be considered to be in "travel status" when he or she is on County business
2457		outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of
2458		a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 <u>10:30</u> a.m. and 2:00
2459		<u>2:30</u> p.m.
2460		
2461	18.1051	<u>Underslotting.</u>
2462		
2463		The filling of a vacant position at a lower classification.
2464		
2465		
2466	18.1052	<u>Unilateral Employees</u>
2467		
2468		Those County employees who are not covered by a collective bargaining agreement, excluding
2469		the County Elected Officials and the County Administrator. The Unilaterals are divided into
2470		three groups for purposes of overtime and vacation:
2471		
2472		• Unilateral A's are "Non-Exempt". This means that they are subject to the
2473		requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that
2474		requires, among other things, that employees who work more than 40 hours in a week
2475		get paid time and one half for any overtime hours.
2476		
2477		• Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their
2478		position. However, the County has chosen to pay them straight time overtime after 40
2479		hours a week even though the County is not required to do this by federal law.
2480		
2481		• Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their
2482		position. Employees in these positions do not receive any form of overtime but are
2483		allowed to "flex" their time in accordance with HR Policy and Procedure.
2484		
2485	18.1053	<u>Upgrade.</u>
2486		
2487		The reassignment of a position from one existing class to a current or newly created class to
2488		recognize a change in the duties and responsibilities of a position. When a position is upgraded, an
2489		open recruitment shall be conducted to fill the position (eg. HR Secretary to HR Office
2490		Coordinator).
2491		
2492		
2493	18.1054	<u>Work Schedule.</u>
2494		
2495		The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.
2496		with a one hour lunch period. All full time employees are expected to work at least 40 hours per
2497		week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.
2498		
2499		
2500		

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 39

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

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

/S/Sandra Kraft
Sandra Kraft, Vice Chair

/S/Eva Arnold
Eva Arnold

Absent
Henry Brill

/S/Betty Jo Bussie
Betty Jo Bussie

/S/Marilynn Jensen
Marilynn Jensen

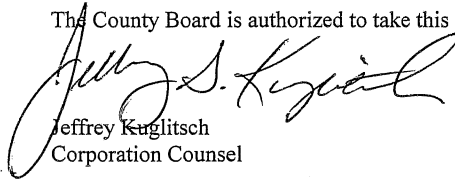
/S/Mary Mawhinney
Mary Mawhinney

/S/Louis Peer
Louis Peer

/S/Kurtis Yankee
Kurtis Yankee

LEGAL NTOE:

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 Knutson
County Administrator

APPOINTMENT TO THE BOARD OF HEALTH

POSITION: Member of the Board of Health

AUTHORITY: Wis. Stats. 251.03(4)

TERMS: Unexpired Term Ending March 31, 2015

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

PRESENT MEMBERS: Dr. Aaron Best

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Dr. Keith Konkol
Mercy Clinic West
1000 Mineral Point Avenue
Janesville, WI 53546

EFFECTIVE DATE: November 21, 2013

APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE

POSITION: Member of the Local Emergency Planning Committee

AUTHORITY: Wis. Stats. 59.54(8)
County Board Resolution #95-7A-042

TERM: Unexpired Term Ending 7/31/2014

PER DIEM: For County Board Supervisors Only
Yes, Per Board Rule IV.J.

PRESENT MEMBERS: Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Robert Swenarski
Emergency Preparedness Administrator
St. Mary's Hospital - Janesville
3400 E. Racine Street
Janesville, WI 53546

EFFECTIVE DATE: November 21, 2013

APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE

POSITION: Members of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-1B-241

TERM: Terms Ending December 31, 2016

PER DIEM: For County Board Supervisors Only
(Per Board Rule IV.J.)

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS:

Rob Wilkinson AARP/GWAAR 633 Milton Avenue Janesville, WI 53545	Joyce Lubben Council on Aging
Jennifer Anselmi Human Services Dept.	Patty Hansberry RSVP 2433 S. Riverside Drive, Ste B Beloit, WI 53511
Karl Shulte Brown Cab Services Inc. PO Box 66 Fort Atkinson, WI 53538	

EFFECTIVE DATE: November 21, 2013

**APPOINTMENTS AS ALTERNATES TO THE TRANSPORTATION
COORDINATING COMMITTEE**

POSITION: Alternate Members of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-4B-315

TERM: Terms Ending December 31, 2016

PER DIEM: For County Board Supervisors Only
(Per Board Rule IV.J.)

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS:

Elaine Mueske (for Rob Wilkinson) 2026 N. Sumac Janesville, WI 53545	Robert Harlow (for Patty Hansberry) 2433 S. Riverside Dr., Suite B Beloit, WI 53511
Melissa Kooiman (for Jennifer Anselmi) Human Services Dept.	Dave Lowe (for Karl Schulte) 4021 Sandstone Drive Janesville, WI 53545

EFFECTIVE DATE: November 21, 2013

APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Chapter 449, Wisconsin Statutes 45.81

TERM: Three Years – 1/1/14-12/31/16

PER DIEM: Yes, Per Chapter 449, Wis. Stats. 45.15

PRESENT MEMBER: Albert L. Funk

CONFIRMATION: No, For Information Only

NEW APPOINTMENT: Albert L. Funk
1800 Excalibur Drive
Janesville, WI 53545

EFFECTIVE DATE: January 1, 2014

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Geri Waugh, Account Clerk II
DRAFTED BY

Board of Health
SUBMITTED BY

October 4, 2013
DATE DRAFTED

Accepting Additional Community Transformation Grant Funding and Amending the 2013 Rock County Health Department Budget

1 **WHEREAS**, Rock County has been identified as a county with significant health concerns; and,
 2
 3 **WHEREAS**, Rock County Health Department is a member of the Transform Rock County Coalition,
 4 an organization whose goal is to improve the health of Rock County citizens; and,
 5
 6 **WHEREAS**, Rock County Health Department was awarded a Community Transformation Grant in the
 7 amount of \$450,000 in 2012 from the Transform Wisconsin Program to transform the health of Rock
 8 County citizens; and,
 9
 10 **WHEREAS**, Rock County Health Department has been awarded additional funds in the amount of
 11 \$3,000 to implement activities for the Transform Wisconsin Active School Evaluation 2013-2014
 12 and assist with any related evaluation activities.
 13
 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
 15 assembled on this _____ day of _____, 2013 does hereby authorize the Rock
 16 County Health Department to accept the additional Rock County Community Transformation Grant funds
 17 and amend the 2013 Rock County Health Department Budget as follows:
 18

13-11D-442

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>10/4/13</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3161-0000-42100			
Federal Aid	\$453,500	\$3,000	\$456,500
<u>Use of Funds</u>			
31-3161-0000-63110			
Administrative Expense	\$453,500	\$3,000	\$456,500

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Richard Bostwick
Richard Bostwick

Vacant

Dr. Connie Winter, DDS
Dr. Connie Winter, DDS

Eric Gresens
Eric Gresens

Louis Peer
Louis Peer, Vice Chair

Mike Rundle
Mike Rundle

Dr. Dean Peterson, DVM
Dr. Dean Peterson, DVM

Judith Wade
Judith Wade

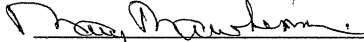
Accepting Additional Community Transformation Grant Funding and Amending the 2013 Rock County Health Department Budget 12.A.1.(2)

Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

4-0


Mary Mawhinney, Chair


FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$3,000 in additional Federal Aid for the Health Department's Community Transformation program. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to secs. 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 Additional Community Transformation Grant Funding and
Amending the 2013 Rock County Health Department Budget**

EXECUTIVE SUMMARY

Rock County Health Department is a member of the 'Transform Rock County' coalition, and was awarded a Transform Wisconsin grant in 2012 in the amount of \$450,000.

In August, 2013 Rock County Health Department had been awarded an additional \$3,500 in funding for this grant.

In September, 2013 Rock County Health Department was again awarded an additional \$3,000 in funding for this grant, to be used to implement the Active School Evaluation tools and activities in grade 5 for 2013-2014.

Salary and benefits for the project manager, all supplies, equipment, mileage, training, and miscellaneous expenses are being reimbursed by the grant. The grant allows for mini-grants or subcontracting to coalition members who will assist in meeting the goals of the grant.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Gerri Waugh, Account Clerk II
DRAFTED BY

Board of Health
SUBMITTED BY

October 11, 2013
DATE DRAFTED

Accepting Back-To-Sleep and Cribs for Kids Mini-Grants and Amending the 2013 Rock County Health Department Budget

1 **WHEREAS**, the Rock County Health Department has received contributions from SSM Health
 2 Care and Mercy Health Systems Corporation totaling \$2,500 for a Back-to-Sleep mini-grant; and
 3
 4 **WHEREAS**, Rock County Health Department has also received a Cribs for Kids mini-grant for baby
 5 cribs and crib sheets amounting to \$2,500 in value; these baby cribs and crib sheets will be sent
 6 directly to Rock County Health Department; and
 7
 8 **WHEREAS**, Rock County Health Department will utilize the monetary \$2,500 contributions to purchase
 9 baby cribs for families in Rock County who cannot afford to purchase a baby crib for their infant.
 10
 11 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
 12 on this _____ day of _____, 2013, does hereby authorize the Rock County Health
 13 Department to accept the \$2,500 SSM Health Care and Mercy Health Systems Corporation mini-grant,
 14 and the \$2,500 Cribs for Kids mini-grant, and amend the 2013 Rock County Health Department Budget
 15 as follows:

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>10/11/13</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3009-0000-46000			
Contributions	-0-	\$5,000	\$5,000
<u>Use of Funds</u>			
31-3009-0000-63110			
Administrative Expense	-0-	\$5,000	\$5,000

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Richard Bostwick
Richard Bostwick

Vacant

Dr. Connie Winter, DDS
Dr. Connie Winter, DDS

Eric Gresens
Eric Gresens

Louis Peer
Louis Peer, Vice Chair

Mike Rundle
Mike Rundle

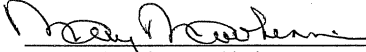
Dr. Dean Peterson, DVM
Dr. Dean Peterson, DVM

Judith Wade
Judith Wade

13-11D-443

ACCEPTING BACK-TO-SLEEP AND CRIBS FOR KIDS MINI-GRANTS AND AMENDING THE
2013 ROCK COUNTY HEALTH DEPARTMENT BUDGET

Page 2

FINANCE COMMITTEE ENDORSEMENTReviewed and approved on a vote of 5-0.

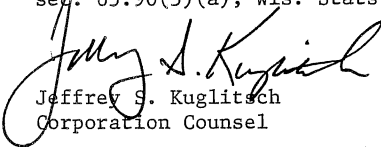
Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$2,500 in monetary contributions from SSM Health Care and Mercy Health Systems Corporation. This resolution also authorizes the acceptance of \$2,500 worth of cribs and crib sheets from Cribs for Kids. No County funds are required.

Sherry Oja
Finance DirectorLEGAL 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 CounselADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

**ACCEPTING BACK-TO-SLEEP AND CRIBS FOR KIDS MINI-GRANTS AND
AMENDING THE 2013 ROCK COUNTY HEALTH DEPARTMENT BUDGET**

EXECUTIVE SUMMARY

The Rock County Health Department is a strong advocate for the safe sleeping habits of infants, and the department's public health nurses continually strive to educate the families of Rock County to ensure safe sleeping habits for their infants, along with a safe sleeping environment for their infants.

In order to further promote safe sleeping for infants, the Rock County Health Department has accepted a \$1,250 contribution each from SSM Health Care and Mercy Health Systems Corporation (totaling \$2,500) for a Back-to-Sleep mini-grant. Rock County Health Department also applied for and was awarded a \$2,500 Cribs for Kids mini-grant. The Cribs for Kids mini-grant will provide baby cribs and crib sheets directly to Rock County Health Department.

The \$2,500 monetary mini-grant will be utilized to purchase new, safe baby cribs and crib sheets. These baby cribs and crib sheets, along with those from the Cribs for Kids mini-grant, will be provided to families in Rock County that cannot afford to purchase a baby crib for their infant.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

November 4, 2013
DATE DRAFTED

**Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending
the 2013 Human Services Department Budget**

1 **WHEREAS**, the Wisconsin Department of Children and Families has awarded the Human Services
2 Department additional funding, above what was expected, for the third year of grant funding through
3 the Family Foundations Comprehensive Home Visitation Program; and,
4

5 **WHEREAS**, the Human Services Department partners with the Rock County Home Visit Network to
6 enhance and expand home visiting services for underserved at-risk children and families; and,
7

8 **WHEREAS**, research has shown that home visiting programs can improve outcomes for children and
9 families, including improving maternal and child health, reducing child maltreatment, increasing
10 parental employment, and improving the rate at which children reach developmental milestones.
11

12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
13 this _____ day of _____, 2013, does hereby authorize the acceptance of an additional
14 \$88,069 for the Family Foundations Comprehensive Home Visitation Program; and,
15

16 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2013 be amended
17 as follows:
18

Account/Description	Budget <u>11/1/13</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3637-0000-42100	\$321,565	\$88,069	\$409,634
Federal Aid			
<u>Use of Funds</u>			
36-3637-0000-62119	\$236,610	\$107,419	\$344,029
Other Contracted Services			
36-3637-0000-64200	\$0	\$1,735	\$1,735
Training			
36-3637-0000-64604	\$5,650	\$9,447	\$15,097
Program Expense			
36-3637-0000-68204	\$79,305	(\$30,532)	\$48,773
Allocated Child Protective Services			

13-11D-444

Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

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

Terry Fell
Terry Fell

William Grahn
William Grahn

Ashley Klevan
Ashley Klevan

Phillip Owens
Phillip Owens

Terry Thomas
Terry Thomas

Shirley Williams
Shirley Williams

Marvin Wopat
Marvin Wopat

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$88,069 in Federal Aid for the Human Services Home Visitation program. No County matching funds are required.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept 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
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.
Craig Knutson
Craig Knutson
County Administrator

Executive Summary

Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

This resolution authorizes acceptance of \$88,069 through the Family Foundations Comprehensive Home Visitation Program grant administered by the Wisconsin Department of Children and Families. The resolution also amends the 2013 HSD Budget.

This grant funding is awarded on a federal fiscal year and this is the start of the third year of funding. The HSD was awarded funds above what was expected for this grant year.

With this funding the Human Services Department has partnered with the Rock County Home Visit Network and local agencies to enhance and expand home visiting services for underserved at-risk children and families.

Home visiting programs promote positive parent-child interactions and healthy child development as well as connect families to local services that help children learn and thrive. Research has shown that home visiting programs can improve outcomes for children and families, including improving maternal and child health, reducing child maltreatment, increasing parental employment, and improving the rate at which children reach developmental milestones.

RESOLUTION NO. 13-11D-445

AGENDA NO. 12.B.

SUBMITTED BY: FINANCE COMMITTEE

DATE: **NOV 07 2013**

INITIATED: FINANCE DIRECTOR

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 NOV 21 2013, 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
ADVANCED CORRECTIONAL HEALTHCARE GENERAL FUND	GENERAL FUND	SHERIFF	CORR.FACILITY 31261	12,494.98	12,494.98
BLACKHAWK TECHNICAL COLLEGE	GENERAL FUND	SHERIFF	RECAP OPERATI S0215538	11,698.37	11,698.37

CLAIMS IN THE AMOUNT OF 24,193.35

RESPECTFULLY SUBMITTED,

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

May Hawthorne
D. Kraft
Brent Top
Mark Beaman
Russ Bogulski

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 KNOTSON
 COUNTY ADMINISTRATOR

13-11D-445

PURCHASE ORDER NUMBER P1300433 PEID 042174

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 October 23, 2013

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Alpha Homes of Wisconsin, Inc.

ACCOUNT NUMBER 33-3310-0000-62620

FUNDS DESCRIPTION CIP 1A

AMOUNT OF INCREASE \$ 10,363

INCREASE FROM \$ 117,950 TO \$ 128,313

ACCOUNT BALANCE AVAILABLE \$ 91,715.41 SB 10/23/13

REASON FOR AMENDMENT This change is the result of extra care for one current CIP 1A client.

APPROVALS

GOVERNING COMMITTEE *Lou Peen* 10/23/13
Chair Date

FINANCE COMMITTEE *Donna* 11-7-13
(If over \$10,000) Chair Date

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

13-11D-446

PURCHASE ORDER NUMBER P1300433 PEID 042174**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 October 23, 2013DEPARTMENT DD BoardCOMMITTEE Rock County DD BoardVENDOR NAME Alpha Homes of Wisconsin, Inc.ACCOUNT NUMBER 33-3310-0000-62604FUNDS DESCRIPTION CIP 1BAMOUNT OF INCREASE \$ 94,279INCREASE FROM \$ 573,831 TO \$ 668,110ACCOUNT BALANCE AVAILABLE \$ 1,444,101.82 SB 10/23/13

REASON FOR AMENDMENT This change is the result of one current CIP 1B client moving into residential services from another facility and adding additional funding to maintain scheduled day services for two CIP 1B clients.

APPROVALSGOVERNING COMMITTEE *Lou Peen* 10/23/13
Chair DateFINANCE COMMITTEE *Joe Newberry* 11-7-13
(If over \$10,000) Chair DateCOUNTY BOARD _____
(If over \$10,000) Resolution # Adoption Date

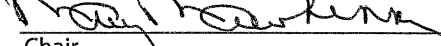
PURCHASE ORDER NUMBER P1300522 PEID 035083**PRE-APPROVED ENCUMBRANCE AMENDMENT FORM**

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 10/25/2013DEPARTMENT Rock HavenCOMMITTEE Health ServicesVENDOR NAME MJ Care IncACCOUNT NUMBER 32-7260-7400-62180FUNDS DESCRIPTION RH Contract Services T-18 Physical TherapyAMOUNT OF INCREASE \$ 19,500INCREASE FROM \$ 105,000 TO \$ 124,500ACCOUNT BALANCE AVAILABLE \$ 19,500 (after transfer of \$19,500) SB 10/31/13REASON FOR AMENDMENT Higher PT usage for T-18 patients**APPROVALS**GOVERNING COMMITTEE /s/Betty Jo Bussie 11/13/13
Chair DateFINANCE COMMITTEE  11-7-13
(If over \$10,000) Chair DateCOUNTY BOARD _____
(If over \$10,000) Resolution # Adoption Date

PURCHASE ORDER NUMBER P1300522PEID 035083**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 10/25/2013DEPARTMENT Rock HavenCOMMITTEE Health ServicesVENDOR NAME MJ Care IncACCOUNT NUMBER 32-7260-7400-62185FUNDS DESCRIPTION RH Contract Services T-18 Occupational TherapyAMOUNT OF INCREASE \$ 19,500INCREASE FROM \$ 90,000 TO \$ 109,500ACCOUNT BALANCE AVAILABLE \$ 19,500 (after transfer of \$19,500) SB 10/31/13REASON FOR AMENDMENT Higher OT usage for T-18 patients**APPROVALS**GOVERNING COMMITTEE /s/Betty Jo Bussie 11/12/13
Chair DateFINANCE COMMITTEE  11-7-13
(If over \$10,000) Chair DateCOUNTY BOARD _____
(If over \$10,000) Resolution # Adoption Date

PURCHASE ORDER NUMBER P1300447 PEID 034035

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 November 12, 2013

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Productive Living Systems Inc

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 33,174

INCREASE FROM \$ 914,308 TO \$ 947,482

ACCOUNT BALANCE AVAILABLE \$ 1,307,253 SB 11/12/13

REASON FOR AMENDMENT This increase is the result of an increase in care rate for two current residential clients.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

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

PURCHASE ORDER NUMBER P1300521PEID 032926**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 10/25/2013DEPARTMENT Rock HavenCOMMITTEE Health ServicesVENDOR NAME Kalamber MD, Robert LACCOUNT NUMBER 32-8000-9700-62174FUNDS DESCRIPTION Support Service Medical StaffAMOUNT OF INCREASE \$ 15,000INCREASE FROM \$ 40,000 TO \$ 55,000ACCOUNT BALANCE AVAILABLE \$ 79,145 (after transfer of \$50,000) SB 11/05/13REASON FOR AMENDMENT Higher need for physician coverage**APPROVALS**

GOVERNING COMMITTEE

Chair

Letty J. Dussie

Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

PURCHASE ORDER NUMBER P1300530 PEID 044418**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 10/25/2013DEPARTMENT Rock HavenCOMMITTEE Health ServicesVENDOR NAME West MD, William PeterACCOUNT NUMBER 32-8000-9700-62174FUNDS DESCRIPTION Support Service Medical StaffAMOUNT OF INCREASE \$ 30,000INCREASE FROM \$ 130,000 TO \$ 160,000ACCOUNT BALANCE AVAILABLE \$ 59,145 (after transfer of \$50,000) SB 11/05/13REASON FOR AMENDMENT Higher need for physician coverage**APPROVALS**

GOVERNING COMMITTEE

Chair

Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

UW ROCK COUNTY
FOUNDATION
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

NOVEMBER 13, 2013
DATE DRAFTED

COUNTY BOARD STAFF
COMMITTEE AND GENERAL
SERVICES COMMITTEE
SUBMITTED BY

TRANSFER PROPERTY TO ROCK RESIDENTIAL FOUNDATION, INC., FOR THE PURPOSE OF BUILDING A RESIDENCE HALL ON THE UW ROCK COUNTY CAMPUS

- 1 WHEREAS, the County of Rock has been approached by UW Rock County and the Rock
- 2 Residential Foundation, Inc., to donate approximately 2 acres of land on the south end of campus; and
- 3
- 4 WHEREAS, the purpose of the land would be to place a residence hall in this area and build an
- 5 additional roadway to the proposed building; and
- 6
- 7 WHEREAS, if the Rock Residential Foundation, Inc., failed within two years of the actual
- 8 transfer of the property from the County to complete the residence hall, the land would revert back to the
- 9 County of Rock; and
- 10
- 11 WHEREAS, time is of the essence in this matter in that the Board of Regents need to approve the
- 12 amending of the lease agreement with Rock County to exclude this land and allow this transaction to
- 13 occur at their December 5, 2013 meeting; and
- 14
- 15 WHEREAS, this matter has been reviewed and recommended by the General Services Committee
- 16 and the County Board Staff Committee.
- 17
- 18 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors in session
- 19 this 21st day of November, 2013 that they hereby approve the transfer of approximately 2 acres of land to
- 20 the Rock Residential Foundation, Inc., for the purpose of building a residence hall on the UW Rock
- 21 County campus.
- 22
- 23 BE IT FURTHER RESOLVED that all transaction expenses be paid for by Rock Residential
- 24 Foundation, Inc., and there will be no infrastructure costs charged to the County for this transaction and
- 25 proposed building site;
- 26
- 27 BE IT FURTHER RESOLVED that the County Board Chair and County Clerk are hereby
- 28 authorized to sign a deed to transfer the property to the Rock Residential Foundation, Inc., as well as any
- 29 other documents necessary to complete the transaction including the amending of Rock County's existing
- 30 lease agreement with the UW Board of Regents.

13-11D-447

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

GENERAL SERVICES COMMITTEE

J. Russell Podzilni, Chair

Phillip Owens, Chair

Sandra Kraft, Vice Chair

Henry Brill, Vice Chair

Eva Arnold

Ivan Collins

Henry Brill

Jason Heidenreich

Betty Jo Bussie

Edwin Nash

Marilyn Jensen

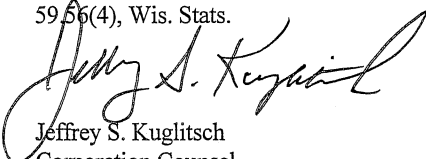
Mary Mawhinney

Louis Peer

Kurtis Yankee

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51, 59.52(6)(c), and 59.56(4), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

This resolution transfers approximately two (2) acres of land to the Rock Residential Foundation, Inc. for the purpose of building a residence hall. All transaction costs to be paid by Rock Residential Foundation, Inc.

Sherry Oja
Finance Director

EXECUTIVE SUMMARY

In October of this year, UW Rock County Foundation approached the County of Rock to inquire whether or not the County would donate approximately 2 acres of land on the south end of the campus to place the residence hall facility.

The proposal is that a new nonprofit, I.R.C. § 501(c)(3) entity called the Rock Residential Foundation, Inc., would be formed to take the land and place a residence hall on the property. It is the understanding of the County of Rock that CD Smith Construction Services would construct the building and an outside management firm would be hired by the Foundation to manage the day-to-day operation of the residence hall.

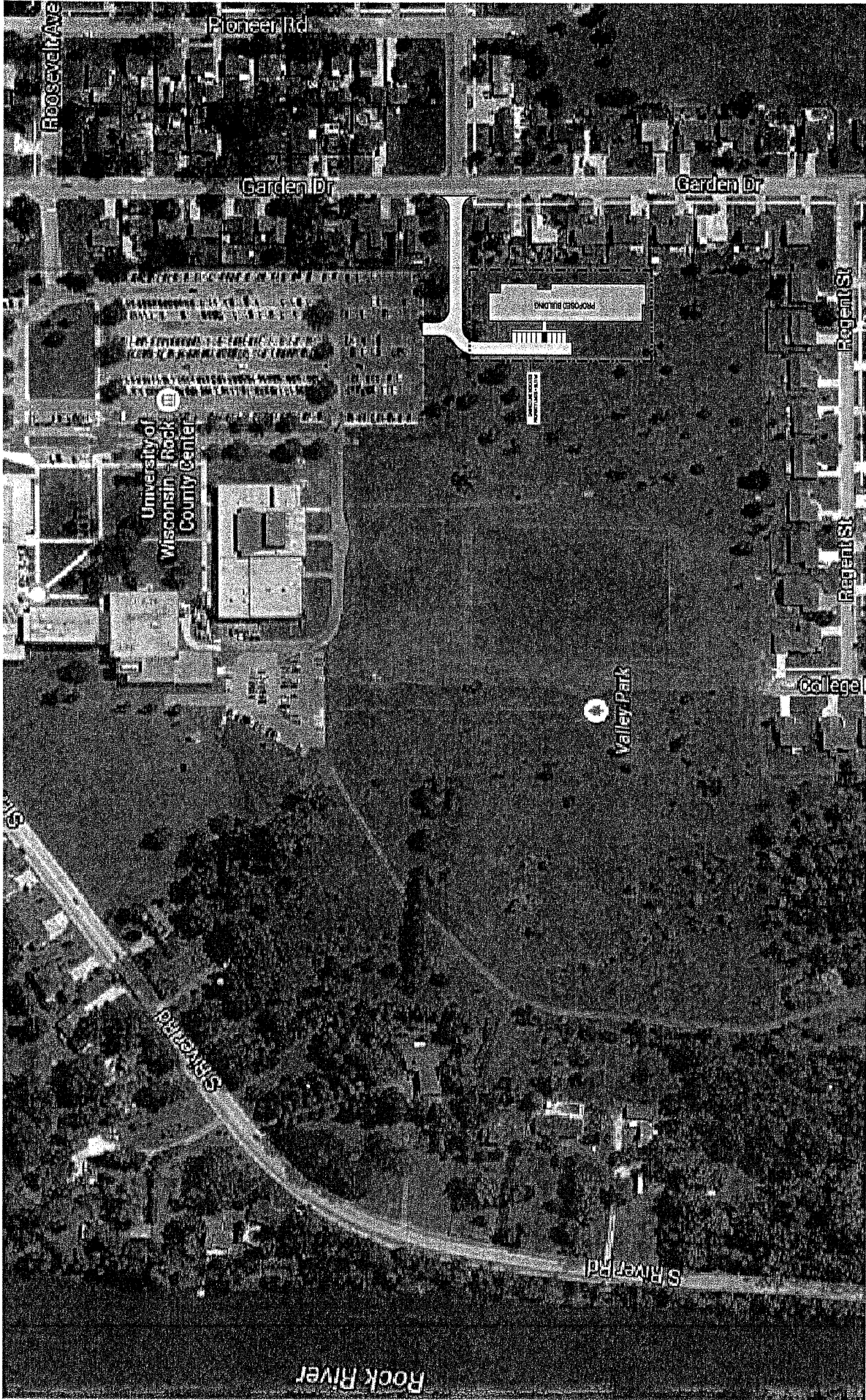
This resolution would approve donating the land from the County of Rock to the Rock Residential Foundation, Inc. It would also authorize amending the County of Rock's existing lease arrangement with the UW Board of Regents to allow this project. Time is of the essence, since the Board of Regents meets in early December 2013.

There are to be no costs to the County for either the land transfer or for the infrastructure needed to build the building and its access within the City limits.

University of Wisconsin - Rock County
Residence Hall



prad
PLUNKETT RAYSICH
ARCHITECTS, LLP



SITE PLAN SCALE: 1/8"=1'-0"

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety and Justice
INITIATED BY



Kathren Sukus, Director
DRAFTED BY

Public Safety and Justice
SUBMITTED BY

October 16, 2013
DATE DRAFTED

ADDITIONS TO ALARM SYSTEM FOR PUBLIC SAFETY RADIO INFRASTRUCTURE

- 1 **WHEREAS**, the 911 Communications Center is responsible for the continuous operation of the public safety
- 2 radio communications infrastructure in Rock County; and,
- 3
- 4 **WHEREAS**, failures of the public safety communications infrastructure can negatively impact the
- 5 communications between the 911 Communications Center and first responders; and,
- 6
- 7 **WHEREAS**, the three main Rock County public safety transmitter towers and receiver sites are equipped with
- 8 highly sophisticated alarm systems installed by General Communications, Inc. of Madison, Wisconsin to
- 9 proactively prevent system failures (radio equipment failures, fire hazards, heating and cooling failures, security
- 10 breaches, etc); and,
- 11
- 12 **WHEREAS**, additional tower sites and a digital radio system network were added to the Communications Center's
- 13 infrastructure in 2013; and,
- 14
- 15 **WHEREAS**, these additional sites and the network are not currently alarmed; and,
- 16
- 17 **WHEREAS**, equipping these locations with alarms would greatly reduce the chance of a public safety
- 18 communications infrastructure failure; and,
- 19
- 20 **WHEREAS**, programming and integration of these alarms into the existing infrastructure must be completed
- 21 by an authorized P25 Raytheon dealer; and,
- 22
- 23 **WHEREAS**, General Communications, Inc. is the sole Raytheon dealer in Wisconsin; and,
- 24
- 25 **WHEREAS**, funding is available for the purchase of the additional alarm modules in the Communications
- 26 Center's Capital Project account.
- 27
- 28 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this
- 29 _____ day of _____, 2013 that a contract be awarded to General Communications, Inc. of
- 30 Madison, Wisconsin, in the amount of \$39,600 to purchase additional alarm modules for the public safety
- 31 digital radio system.

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins
Ivan Collins, Chair

Henry Brill
Henry Brill, Vice Chair

Mary Beaver
Mary Beaver

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

13-11D-448

ADDITIONS TO ALARM SYSTEM FOR PUBLIC SAFETY RADIO INFRASTRUCTURE

Page 2

FISCAL NOTE:

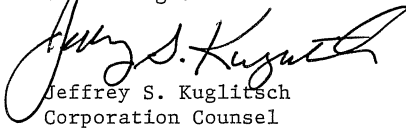
Sufficient funds are available in the Communications Center capital projects account, A/C 23-2400-0000-67171, for the cost of this project.



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. Because General Communications, Inc., is the sole source provider of this alarm equipment in Wisconsin, this resolution complies with the County's Purchasing Ordinance.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

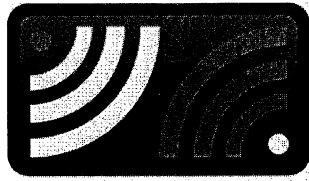
The 911 Communications Center is responsible for the continuous operation of the public safety radio communications infrastructure in Rock County under any type of conditions. Experience has shown that failures of the public safety communications infrastructure can negatively impact the vital communications between the 911 Communications Center and first responders.

In an effort to bolster the radio infrastructure reliability, highly sophisticated alarm systems for the County's main tower and receiver sites were previously installed by General Communications, Inc. of Madison, Wisconsin to proactively prevent system failures (radio equipment failures, fire hazards, heating and cooling failures, security breaches, etc). This alarm system is monitored continuously at the Communications Center and has proven to reduce failures of the radio communications system transmitter equipment.

In 2013 the Communications Center added the City of Beloit, City of Janesville, and SWR Airport infrastructures to the public safety digital radio system. It is important to add these locations into the existing alarm system so that radio problems can be identified before total failure.

Because the alarm system software interacts with the Raytheon hardware, it must be programmed and installed by an authorized Raytheon dealer. General Communications is the sole Raytheon dealer in Wisconsin and also the sole maintenance provider for the County's radio system infrastructure.

A total of \$39,600 is required to complete the programming and installation of these additional alarms. The Communications Center was approved to purchase a backup server for the digital radio system for 2013, but it was determined that the server was no longer necessary. Therefore a portion of the \$88,000 approved for the server is currently available to cover this project if approved.



GENERAL COMMUNICATIONS

your safety is our business

October 16, 2013

Rock Co. Communications Center
Attn: Kathren Sukus
3636 N. County Trunk Hwy F
Janesville, WI 53545

RE: Alarms and Radio system Network Management Quote

<u>Qty</u>	<u>Description</u>	<u>Cost</u>	<u>Ext Cost</u>
1	Janesville water tower site Alarms	\$ 2,295.00	\$ 2,295.00
1	Beloit Gateway water tower site Alarms	\$ 2,295.00	\$ 2,295.00
1	Beloit Mill ST water tower site Alarms	\$ 2,755.00	\$ 2,755.00
1	Southern Wisconsin Airport site Alarms	\$ 2,755.00	\$ 2,755.00
1	Network Management system for the Radio system	\$ 29,500.00	\$ 29,500.00
Sub Total:		\$ 39,600.00	\$ 39,600.00

If you have any questions please call 608-310-7127 or e-mail rwestgard@gencomm.com.

Sincerely,

Richard Westgard

Richard Westgard
Assistant Service Manager

Madison
5157 Anton Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

www.gencomm.com

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

JPS Communications, Inc.

a subsidiary of Raytheon Company

5800 Departure Drive
Raleigh NC 27616
(919) 865 1054
cell: (919) 413 0816
arthur.powers@raytheon.com

October 18, 2013

Gary Pelletier
General Communications Inc.
5157 Anton Drive
Madison, Wisconsin 53719

Dear Gary,

This is to confirm that General Communications Inc. is currently the only authorized JPS P25 dealer in the State of Wisconsin.



Arthur Powers
Vice President – Contracts & Corporate Development

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 7, 2013
DATE DRAFTED

**Awarding Contract for Bohn Refrigeration System
Replacements at the Rock County Jail**

- 1 **WHEREAS**, the refrigeration units that serve the walk-in freezer and the two walk-in coolers at the Jail
- 2 are original to the building; and,
- 3
- 4 **WHEREAS**, the refrigeration units that serve the two coolers and one freezer are beyond their useful life
- 5 and need to be replaced; and,
- 6
- 7 **WHEREAS**, specifications were prepared and bids solicited for the work.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this _____ day of _____, 2013, that a contract for replacement of the refrigeration units
- 11 serving the walk-in freezer and two walk-in coolers be awarded to the low bidder, Illingworth-Kilgust
- 12 Mechanical of Madison, WI, in the amount of \$45,278.00, under Bid # 2013-51; and
- 13
- 14 **BE IT FURTHER RESOLVED**, that an allowance of \$2,000.00 be established to cover the possible
- 15 rental of a back-up cooler, needed during construction; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that a contingency of \$5,000 be established to cover any change orders
- 18 as authorized by the General Services Facilities Superintendent.

13-11D-449

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funding is available in the Jail Capital Improvements account, A/C 18-1837-0000-67200, for the cost of this contract.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

Awarding Contract for Replacement of Refrigeration Units Serving the Jail's Walk-in Freezer and Two Walk-in Coolers.

Specifications were prepared and bids solicited to replace the refrigeration units that serve the walk-in freezer and two walk-in coolers at the Jail. The actual walk-in units are still in good shape, but the refrigeration systems that serve them have reached the end of their useful lives. Once ordered, the equipment lead time is estimated at 4-6 weeks. Installation will be completed by January 31, 2014.

Due to downtime, a portable may be needed. An allowance for rental is being set at \$2,000.

A contingency of \$5,000 is being requested to cover any unforeseen work as authorized by the General Services Facilities Superintendent.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

PROJECT NUMBER 2013-51
PROJECT NAME BOHN REFRIGERATION SYSTEM REPLACEMENT
BID DUE DATE NOVEMBER 7, 2013 - 1:30 P.M.
DEPARTMENT GENERAL SERVICES - JAIL

	ILLINGWORTH-KILGUST MECHANICAL MADISON, WI
TOTAL PROJECT COST	\$ 45,278.00

Invitation to Bid was advertised in the Beloit Daily News and on the Internet.

Four additional vendors were solicited with three no responses and one No Bid.

PREPARED BY: Alan Dransfield
SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Illingworth-Kilgust

Robert Gen
SIGNATURE

11/11/13
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety and Justice
INITIATED BY



Kathren Sukus, Director
DRAFTED BY

Public Safety and Justice
SUBMITTED BY

October 16, 2013
DATE DRAFTED

BLACKHAWK TECH LAW AND FIRE RADIO RECEIVER SITES

- 1 **WHEREAS**, the 911 Communications Center is responsible for the continuous operation of the public safety
- 2 radio communications infrastructure in Rock County; and,
- 3
- 4 **WHEREAS**, the Communications Center, through its public safety work groups, has identified radio
- 5 communication deficiencies within the Towns of Beloit and Rock along South Highway 51; and,
- 6
- 7 **WHEREAS**, research indicates that the communication deficiencies in these areas would be reduced and/or
- 8 eliminated by the nearby placement of radio receiver equipment for the County Main and Rock Fire Main
- 9 frequencies; and,
- 10
- 11 **WHEREAS**, Blackhawk Technical College, 6004 South County Trunk G, Town of Rock, has authorized
- 12 placement of radio receiver equipment on their existing tower along with providing storage of equipment inside
- 13 of their building; and,
- 14
- 15 **WHEREAS**, two proposed receiver sites would directly benefit all public safety responders communicating on
- 16 portable radios in this area; and,
- 17
- 18 **WHEREAS**, General Communications, Inc. of Madison, Wisconsin is the sole maintenance provider and
- 19 Raytheon equipment dealer for the Rock County public safety radio system infrastructure; and,
- 20
- 21 **WHEREAS**, the total cost for equipment and installation of both receiver sites is \$78,853.10; and,
- 22
- 23 **WHEREAS**, the funding to purchase the receiver equipment is currently available in the Communications
- 24 Center's 2013 budget.
- 25
- 26 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this
- 27 _____ day of _____, 2013 that a contract be awarded to General Communications, Inc. of
- 28 Madison, Wisconsin, in the amount of \$78,853.10 to purchase and install two radio receivers for placement at
- 29 Blackhawk Technical College.

13-11D-450

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld

BLACKHAWK TECH LAW AND FIRE RADIO RECEIVER SITES

Page 2

FISCAL NOTE:

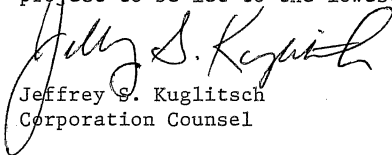
Sufficient funding is available in the Communications Center's capital asset account, A/C 23-2400-0000-67171, for the cost of this project.



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 Communications Center is solely responsible for the infrastructure, operation, and maintenance of the public safety digital radio system. After the narrow-banding and digital conversion of our main public safety radio frequencies, it was determined that the portable radio coverage for Rock County law enforcement and fire/EMS agencies had been reduced in the areas of the Rock River, Rockvale Mobile Home Park, and Blackhawk Technical College.

While some of these areas had scratchy coverage when they were analog, the combination of narrow-banding and digitalization has caused the signals to be inaudible at times. Narrow-banding reduced the signal strength and the digital transmission reacts differently than analog and does not get scratchy, it simply drops the transmission (similar to how a digital cell phone works when out of range of a cell tower).

In order to improve portable coverage for these areas, it is necessary to add two new receivers sites for both County Main and Rock Fire Main. These additional receiver sites would be located at Blackhawk Technical College.

This item was budgeted for 2014, but because the 9-1-1 Telephone System upgrade was under budget by approximately \$100,000, there are funds currently available in the Communications Center's 2013 budget to complete this project early.

The quote from General Communications is \$78,853.10 total, which includes parts and labor for both receivers. This is a sole source situation in that General Communications is the only certified JPS (Raytheon) service provider in Wisconsin and they hold the maintenance contract for the public safety radio system in Rock County (see attached letter from JPS Communications, Inc.).

JPS Communications, Inc.

a subsidiary of Raytheon Company

5800 Departure Drive
Raleigh NC 27616
(919) 865 1054
cell: (919) 413 0816
arthur.powers@raytheon.com

October 18, 2013

Gary Pelletier
General Communications Inc.
5157 Anton Drive
Madison, Wisconsin 53719

Dear Gary,

This is to confirm that General Communications Inc. is currently the only authorized JPS P25 dealer in the State of Wisconsin.



Arthur Powers
Vice President – Contracts & Corporate Development



GENERAL COMMUNICATIONS

your safety is our business

October 16, 2013

Rock Co. Communications Center
Attn: Kathren Sukus
3636 N. County Trunk Hwy F
Janesville, WI 53545

RE: Here is a Quote to add two receivers Sheriff's main and Rock Fire main to the Blackhawk technical college building located in the Sheriff's office

1	Master 3 Receiver Shelf with two Receivers	Total:	\$18,140.00
		WSCA 26%	<u>-\$4,716.40</u>
		Discount	
		Total:	\$13,423.60
1	JPS P25 upgrade	\$49,232.00	\$49,232.00
1	Receiver MultiCouplers	\$2,600.00	\$2,600.00
1	Cabinet	\$0.00	\$0.00
2	1/2" Super flex Jumpers	\$120.00	\$240.00
1	DB224 Antenna	\$890.00	\$890.00
1	Mount	\$205.00	\$205.00
150	1/2" Hardline Cable	\$2.75	\$412.50
2	1/2" Connectors	\$25.00	\$50.00
2	Ground Kits, 1/2"	\$30.00	\$60.00
1	Power Strip	\$400.00	\$400.00
1	Miscellaneous Grounding Cable & Split Bolts	\$150.00	\$150.00
1	PolyPhaser	\$100.00	\$100.00
6	Network Cables	\$15.00	\$90.00
1	Shop Programming and Configuration	\$3,000.00	\$3,000.00
1	Installation, at site	\$5,000.00	\$5,000.00
1	Installation Antenna and cable	\$3,000.00	<u>\$3,000.00</u>
		Sub Total:	\$65,429.50
		Total:	\$78,853.10

If you have any questions please call 608-310-7127 or e-mail rwestgard@gencomm.com.

Sincerely,

Richard Westgard

Richard Westgard
Assistant Service Manager

Madison
5157 Anton Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

RESOLUTION NO. 13-11D-451

AGENDA NO. 12.D.5.(1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert Spoden
INITIATED BY

Capt. Gary Groelle
DRAFTED BY



Public Safety and Justice
Committee
SUBMITTED BY

November 11, 2013
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 2014 budget for the purchase of vehicles to be used by the
2 Rock County Sheriff's Office; and,
3

4 **WHEREAS**, Section 22.18(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 Dodge Chargers, Dodge Grand Caravan and Chevrolet Express Vans; and,
10

11 **WHEREAS**, the Sheriff's Office and Purchasing staff have reviewed the State of Wisconsin bid
12 specifications and recommend purchasing six (6) Dodge Chargers, a Dodge Grand Caravan and
13 a Chevrolet Express Van from Ewald Automotive.
14

15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board duly assembled this
16 _____ day of _____, 2013, that a Purchase Order be issued as follows:
17

- 18 \$ 26,213.00 to Ewald Automotive for 1 Chevrolet Express Van (15-passenger)
- 19 \$139,823.00 to Ewald Automotive for 6 Dodge Chargers
- 20 \$21,470.00 to Ewald Automotive for 1 Dodge Caravan
- 21

22 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and
23 acceptance by the Rock County Sheriff.

RESPECTFULLY SUBMITTED,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld

13-11D-451

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

Page 2

FISCAL NOTE:

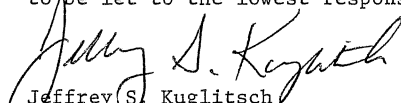
\$243,500 is included in the Sheriff's Vehicles 2014 budget, A/C 21-2190-0000-67105, for the purchase of replacement vehicles.



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 Knutson
County Administrator

EXECUTIVE SUMMARY

Funds are included in the 2014 budget for the purchase of vehicles to be used by the Rock County Sheriff's Office. Under Section 22.18(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:

\$ 26,213.00 to Ewald Automotive for 1 Chevrolet Express Van (15-passenger)
\$139,823.00 to Ewald Automotive for 6 Dodge Chargers
\$ 21,470.00 to Ewald Automotive for 1 Dodge Caravan
\$187,506.00

We are expecting trade in allowances to be approximately \$53,500.00.



BID SUMMARY FORM

BID NUMBER 2014-03
 BID NAME VEHICLE SERVICE
 BID DUE DATE OCTOBER 4, 2013 - 1:30 P.M.
 DEPARTMENT SHERIFF'S OFFICE

	POMP'S JANESVILLE WI	FRANK BOUCHER C-D-J JANESVILLE WI	BURTNESS CHEVROLET ORFORDVILLE WI
OIL CHANGE-FILTER, GREASE AND FLUID LEVEL CHECK PER MANUFACTURERS SPECIFICATIONS - PARTS & LABOR	STANDARD OIL 28.60 SYNTHETIC OIL 39.90	29.95	39.95
TIRE ROTATION	NO CHARGE	18.95	INCLUDED IN OIL CHANGE
MINOR REPAIR WORK-FLAT RATE COST	85.00	85.00	78.00
TUNE-UP COUNTY FURNISHES PARTS 6 CYLINDER - LABOR ONLY	140.00	102.00	70.83
TUNE-UP COUNTY FURNISHES PARTS 8 CYLINDER - LABOR ONLY	187.00	127.50	78.95
BRAKES COUNTY FURNISHES PARTS LABOR ONLY	PER AXLE 85.00	127.50	45.00
TURN ROTORS - COST EACH	10.00	25.00	20.00
TURN DRUMS - COST EACH	10.00	25.00	20.00
TRANSMISSION & TORQUE CONVERTER FLUID & FILTER CHANGE - PARTS & LABOR	178.95	150.00	135.00
FLEET PICK-UP/DELIVERY COST	NO CHARGE	NO CHARGE	NO CHARGE
PARTS DISCOUNT	25%	20%	10%
YEARS IN BUSINESS	74 YEARS	DID NOT SUPPLY	92 YEARS
STAFF & EXPERIENCE	13 STAFF WITH UP TO 40 YEARS EXPERIENCE	16 CERTIFIED CHRYSLER TECH'S WITH OVER 400 YEARS COMBINED EXPERIENCE	13 SERVICE/PARTS PERSONEL WITH OVER 260 YEARS COMBINED EXPERIENCE

	POMP'S JANESVILLE WI	FRANK BOUCHER C-D-J JANESVILLE WI	BURTNESS CHEVROLET ORFORDVILLE WI
HOURS OF SERVICE	M-F 7:30 - 5:00 SAT 7:30 - NOON CLOSED SUNDAY	M-F 7:00 - 5:30 SAT 7:30 - 1:30 CLOSED SUNDAY	M-F 7:30 - 6:00 SAT 8:00 - 3:00 CLOSED SUNDAY
REFERENCES	SCHULTZ CAR QUEST ROCK COUNTY PUBLIC WORKS ADVANCED AUTO PARTS GORDIE BOUCHER FORD	DID NOT SUPPLY	BUDGET AUTO BODY LAKE SOMMERSET ASSOCIATION VILLAGE OF ORDFORDVILLE

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Nine additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Ramps -

SIGNATURE *Robert Spahr* DATE 11-12-13

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in vehicle tune-ups, oil changes and vehicle repairs for Rock County Sheriff's Department Fleet vehicles as needed to maintain the integrity and good running order of these vehicles. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2014. Proposals will remain in effect for the 2014 -2016 calendar years.

Work on this contract will consist of oil changes, tune-ups and non-warranty repairs. The Bids were reviewed by the Sheriff's Department and by Purchasing Staff for compliance with the specifications and Pomp's of Janesville as the successful vendor.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

SHERIFF ROBERT D.SPODEN
INITIATED BY

CMDR. ERIK CHELLEVOLD
DRAFTED BY

PUBLIC SAFETY & JUSTICE
COMMITTEE
SUBMITTED BY



NOVEMBER 08, 2013
DATE DRAFTED

**AWARDING BID TO ARAMARK UNIFORM SERVICES
FOR LAUNDRY SERVICES AT THE ROCK COUNTY JAIL**

- 1 **WHEREAS**, funds have been incorporated into the 2014 Budget to contract with a private firm for
- 2 providing laundry services at the Rock County Jail; and,
- 3
- 4 **WHEREAS**, the Rock County Sheriff's Office is committed to the safe, efficient and cost
- 5 effective operation of the Rock County Jail; and,
- 6
- 7 **WHEREAS**, Purchasing did solicit bids from laundry services vendors for laundry services with
- 8 the results attached; and,
- 9
- 10 **WHEREAS**, Sheriff's and Purchasing's staff did review all bids submitted and samples supplied
- 11 for compliance with the specifications and determined that Aramark Uniform Services is the
- 12 most responsive and responsible bidder.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
- 15 assembled this _____ day of _____, 2013, that a Contract be issued to Aramark
- 16 Uniform Services of Madison, WI, for providing laundry services to the Rock County Jail.

13-11D-452

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld

AWARDING BID TO ARAMARK UNIFORM SERVICES FOR LAUNDRY SERVICES AT THE ROCK COUNTY JAIL

Page 2

FISCAL NOTE:


Sufficient funds are available in the Correctional Facility's Laundry Services account, A/C 21-2200-0000-62163, for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Kautson
County Administrator

**AWARDING BID TO ARAMARK UNIFORM SERVICES
FOR LAUNDRY SERVICES AT THE ROCK COUNTY JAIL**

EXECUTIVE SUMMARY

The 2014 budget contains funds for the provision of laundry services at the Rock County Jail. This contract runs from 2014-2016, with options to renew for two one-year terms.

The Purchasing Division solicited bids from laundry services vendors for providing laundry services. Two vendors submitted complete bids. Cmdr. Chellevold and Capt. Strouse reviewed the bids for compliance with the bid specifications and conducted a site tour at Aramark.

Based on the information provided the recommendation of the Sheriff's Office is to contract with Aramark Uniform Services as the vendor for laundry services.

 ORIGINAL

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROJECT NUMBER: 2014-19
 PROJECT NAME: LAUNDRY SERVICES
 PROPOSAL DUE DATE: OCTOBER 14, 2013 -12:00 NOON
 DEPARTMENT: ROCK COUNTY JAIL

	ARAMARK UNIFORM MADISON WI	MADISON UNITED HEALTHCARE LINEN MADISON WI
PRICE PER POUND-LINENS	.32	.40
PRICE PER POUND-SPECIALS	.32	.35
PRICE PER POUND-UNIFORMS & BLANKETS	.30	.35
PERCENT INCREASE 2017	0%	2.4%
PERCENT INCREASE 2018	0%	2.4%

Proposal was advertised in the Beloit Daily News and on the Internet.

PREPARED BY: Jodi R. Millis
 Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: ARAMARK UNIFORM

Signature: Sheriff Robert Spodis Date: 11-6-13

GOVERNING COMMITTEE APPROVAL:

Chair _____ Vote _____ Date _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY

Capt. Gary Groelle
DRAFTED BY

Public Safety & Justice
Committee
SUBMITTED BY



November 11, 2013
DATE DRAFTED

**AWARDING BID TO POMP'S TIRE SERVICE, INC. OF JANESVILLE, WI
FOR SERVICING VEHICLES AT THE ROCK COUNTY SHERIFF'S OFFICE**

- 1 **WHEREAS**, funds have been incorporated into the 2014 Budget for service of the fleet of vehicles
- 2 at the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, the Rock County Sheriff's Office is committed to the efficient and cost effective
- 5 operation of vehicles on the road; and,
- 6
- 7 **WHEREAS**, Purchasing did solicit bids from vehicle service vendors for fleet maintenance
- 8 service with the results attached; and,
- 9
- 10 **WHEREAS**, Sheriff's and Purchasing's staff did review all bids submitted for compliance with
- 11 the specifications and determined that Pomp's is the most responsive and responsible bidder.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board duly assembled this
- 14 _____ day of _____, 2013, that a Contract be issued to Pomp's Tire Service, Inc. of
- 15 Janesville, WI, for maintaining the vehicle fleet at the Rock County Sheriff's Office.

13-11D-453

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

FISCAL NOTE:

Ivan Collins, Chair

Sufficient funds are available in the Sheriff's Repair and Maintenance account, A/C 21-2100-0000-62410, for the cost of this contract.

Mary Beaver

Sherry Oja
Finance Director

Henry Brill

Brian Knudson

ADMINISTRATIVE NOTE:

Larry Wiedenfeld

Recommended.

Craig Knutson
County Administrator

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

EXECUTIVE SUMMARY

AWARDING BID TO POMP'S TIRE SERVICE, INC. OF JANESVILLE, WI
FOR SERVICING VEHICLES AT THE ROCK COUNTY SHERIFF'S OFFICE

The 2014 budget contains funds for the provision of vehicle maintenance at the Rock County Sheriff's Office. This is a one-year contract with the option to renew for two additional one-year periods. The contract period will begin on January 1, 2014, and will remain in effect for the 2014-2016 calendar years.

The Purchasing Division solicited bids from vehicle maintenance vendors for providing service for the fleet at the Rock County Sheriff's Office. Three vendors submitted complete bids. Capt. Groelle reviewed the bids for compliance with the bid specifications.

Based on the information provided, the recommendation of the Sheriff's Office is to contract with Pomp's Tire Service, Inc. as the vendor for vehicle maintenance.



BID SUMMARY FORM

BID NUMBER 2014-03
 BID NAME VEHICLE SERVICE
 BID DUE DATE OCTOBER 4, 2013 - 1:30 P.M.
 DEPARTMENT SHERIFF'S OFFICE

	POMP'S JANESVILLE WI	FRANK BOUCHER C-D-J JANESVILLE WI	BURTNESS CHEVROLET ORFORDVILLE WI
OIL CHANGE-FILTER, GREASE AND FLUID LEVEL CHECK PER MANUFACTURERS SPECIFICATIONS - PARTS & LABOR	STANDARD OIL 28.60 SYNTHETIC OIL 39.90	29.95	39.95
TIRE ROTATION	NO CHARGE	18.95	INCLUDED IN OIL CHANGE
MINOR REPAIR WORK-FLAT RATE COST	85.00	85.00	78.00
TUNE-UP COUNTY FURNISHES PARTS 6 CYLINDER - LABOR ONLY	140.00	102.00	70.83
TUNE-UP COUNTY FURNISHES PARTS 8 CYLINDER - LABOR ONLY	187.00	127.50	78.95
BRAKES COUNTY FURNISHES PARTS LABOR ONLY	PER AXLE 85.00	127.50	45.00
TURN ROTORS - COST EACH	10.00	25.00	20.00
TURN DRUMS - COST EACH	10.00	25.00	20.00
TRANSMISSION & TORQUE CONVERTER FLUID & FILTER CHANGE - PARTS & LABOR	178.95	150.00	135.00
FLEET PICK-UP/DELIVERY COST	NO CHARGE	NO CHARGE	NO CHARGE
PARTS DISCOUNT	25%	20%	10%
YEARS IN BUSINESS	74 YEARS	DID NOT SUPPLY	92 YEARS
STAFF & EXPERIENCE	13 STAFF WITH UP TO 40 YEARS EXPERIENCE	16 CERTIFIED CHRYSLER TECH'S WITH OVER 400 YEARS COMBINED EXPERIENCE	13 SERVICE/PARTS PERSONEL WITH OVER 260 YEARS COMBINED EXPERIENCE

	POMP'S JANESVILLE WI	FRANK BOUCHER C-D-J JANESVILLE WI	BURTNESSE CHEVROLET ORFORDVILLE WI
HOURS OF SERVICE	M-F 7:30 - 5:00 SAT 7:30 - NOON CLOSED SUNDAY	M-F 7:00 - 5:30 SAT 7:30 - 1:30 CLOSED SUNDAY DID NOT SUPPLY	M-F 7:30 - 6:00 SAT 8:00 - 3:00 CLOSED SUNDAY
REFERENCES	SCHULTZ CAR QUEST ROCK COUNTY PUBLIC WORKS ADVANCED AUTO PARTS GORDIE BOUCHER FORD		BUDGET AUTO BODY LAKE SOMMERSET ASSOCIATION VILLAGE OF ORFORDVILLE

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Nine additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL: _____

CHAIR _____ VOTE _____ DATE _____

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in vehicle tune-ups, oil changes and vehicle repairs for Rock County Sheriff's Department Fleet vehicles as needed to maintain the integrity and good running order of these vehicles. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2014. Proposals will remain in effect for the 2014 -2016 calendar years.

Work on this contract will consist of oil changes, tune-ups and non-warranty repairs. The Bids were reviewed by the Sheriff's Department and by Purchasing Staff for compliance with the specifications and Pomp's Tire Service, Inc., as the successful vendor.

Vendor

Repair type		Pomps	Boucher	Burtness
January- September 2013				
Oil change				
Reg	275	7,865.00	8,236.25	10,986.25
Tune up V8	5	935.00	637.50	394.75
Brakes	54	4,590.00	6,885.00	2,430.00
Trans	23	4,115.85	3,450.00	3,105.00
Turn rotors	39	390.00	975.00	780.00
<u>Parts discount</u>				
Tires \$218 X 72	15,696	11,772.00	12,556.80	14,126.40
Battery \$318	3180	2,385.00	2,544.00	2,862.00
Labor	28	2,380.00	2,380.00	2,184.00
Vendor totals		34,432.85	37,664.55	36,868.40

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

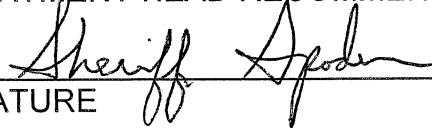
PROJECT #: 2014-05
PROJECT: VEHICLE ALIGNMENT
DUE DATE: OCTOBER 2, 2013 – 1:30 P.M.
DEPARTMENT: SHERIFF'S OFFICE

	POMP'S TIRE JANESVILLE WI	BEELINE ALIGNMENT JANESVILLE WI
ALIGNMENT 2-WHEEL	\$ 39.95 – CAR	\$ 45.50 - CAR
ALIGNMENT 4-WHEEL	\$ 59.95	\$ 64.50
GENERAL INSPECTION	NO CHARGE	NO CHARGE
COMPLETE TIRE ROTATION	NO CHARGE	NO CHARGE W/BALANCING
TIRE BALANCING-PER TIRE	\$ 8.00	\$ 8.00/CAR \$9.00/TRUCK
MINOR REPAIR WORK	\$ 85.00 PER HOUR	\$ 62.00 FLAT RATE
PARTS DISCOUNT	25% PARTS STORE	25% PARTS STORE 5% OEM MANUFACTURER
PICKUP/DELIVERY COST	NO CHARGE	WILL SUPPLY VEHICLE
YEARS IN BUSINESS	74 YEARS	55 YEARS
STAFF/EXPERIENCE	13 STAFF 1-40 YEARS EXPERIENCE	4 STAFF 15-47 YEARS EXPERIENCE
REFERENCES	SCHULTZ CAR QUEST ADVANCE AUTO PARTS GORDIE BOUCHER ROCK CO PUBLIC WORKS	DAVIS CITGO NAPA AUTO PARTS DENNY'S AUTO REPAIR
HOURS OF SERVICE	M-F 7:30 AM – 5:00 PM SAT 7:30 AM – NOON	M-F 7:30 AM – 5:00 PM

This project was advertised in the Beloit Daily News and on the Internet. Five additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYERDEPARTMENT HEAD RECOMMENDATION: Pomps

SIGNATURE

11-13-13

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in vehicle alignments for Rock County Sheriff's Office Fleet vehicles as needed to maintain the integrity of these vehicles. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2014. Bids will remain in effect for the 2014-2016 calendar years.

Rock County Sheriff's Department averages between 50 and 70 alignments per year on fleet vehicles. The number of alignments in any given year will vary due to mileage driven and road conditions.

Bids were solicited from seven companies involved in this type of work with only two vendors responding. The Bids were reviewed by the Sheriff's Office and Purchasing Staff for compliance with the specifications and recommend Pomps Tire as the successful vendor.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Cmdr. Troy Knudson
DRAFTED BY

**Public Safety and Justice
Committee**
SUBMITTED BY

November 13, 2013
DATE DRAFTED

LEADERSHIP DEVELOPMENT TRAINING PROGRAM

1 **WHEREAS**, the Sheriff's Office plans to purchase a training program for leadership development;
2 and,
3

4 **WHEREAS**, the International Academy of Public Safety has developed a web based training program
5 called the Law Enforcement Center for Leadership Development; and,
6

7 **WHEREAS**, the Law Enforcement Center for Leadership Development program is intended to be an
8 important part of the Sheriff's Office succession plan; and,
9

10 **WHEREAS**, the comprehensive leadership training program will be available to Sheriff's Office
11 employees at all levels; and,
12

13 **WHEREAS**, the International Academy of Public Safety is the developer and sole source provider for
14 this training program.
15

16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2013 that a purchase order for the training program, Law
18 Enforcement Center for Leadership Development, be issued to International Academy of Public Safety, in
19 the amount of \$25,000.
20

21 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Public Safety
22 and Justice Committee.

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld

13-11D-454

LEADERSHIP DEVELOPMENT TRAINING PROGRAM

Page 2

FISCAL NOTE:

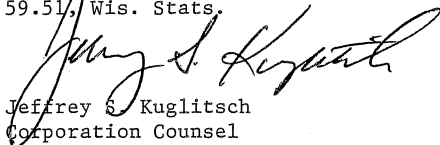
Sufficient funding is available in the 2013 and 2014 Sheriff's budgets for the cost of this training program. Since the training program will not be rolled out until 2014, the 2013 funds set aside for this purchase will need to be carried forward to 2014.



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

LEADERSHIP DEVELOPMENT TRAINING PROGRAM

Page 3

Executive Summary

The Sheriff's Office plans to purchase a training program for leadership development. The program was developed by the International Academy of Public Safety.

The web-based program is called Law Enforcement Center for Leadership Development. The program covers thirty modules of character, ethics, leadership, and emotional intelligence. Comprehensive leadership training will be available to Sheriff's Office employees at all levels.

This program is intended to be an important part of the Sheriff's Office succession plan. Currently, command staff personnel are sent to extensive leadership training programs such as the FBI National Academy or Northwestern Staff and Command training; however, very little leadership training is available for line personnel. This has been determined to be a significant shortcoming considering that these staff members must be able to function as leaders in emergency situations and must begin preparing themselves for future leadership roles within the Sheriff's Office as current agency leaders retire.

The general leadership training program is set by the International Academy of Public Safety and is presented by retired or current FBI, academic, federal, state and local law enforcement instructors. The training addresses topics such as ethics, character, communication, change, and emotional intelligence.

Additionally, the training is customized, and a portion of the training will be presented (via video) by Sheriff's Office command staff. This aspect of the training is important to ensure that the training is compatible with the Rock County Sheriff's Office philosophy and perspective on law enforcement and corrections.

From a financial perspective, this program is much more economical than individually sending officers away for training. This flexible, online program will allow nearly all Sheriff's Office personnel to receive this training while they are at work, avoiding the usual training expenses of replacement staff, food, and lodging. The program provides more than forty hours of training for each employee. As there are more than two hundred employees at the Sheriff's Office, that would result in approximately eight thousand hours of training, with a final cost of slightly more than three dollars per training hour.

The Rock County Sheriff's Office plans to roll out the program with the Dane County Sheriff's Office in early January, 2014. Rock County will receive a discount of \$5,000 for rolling out the program with Dane County. The cost of the program is \$25,000 after the discount.

The program will be funded as follows:

2013	\$10,000	21-2200-0000-64904	Sundry – Correctional Facility
2013	\$2,500	21-2200-0000-64200	Training – Correctional Facility
2013	\$2,500	21-2100-0000-64200	Training – LES
2014	\$5,000	21-2200-0000-64200	Training – Correctional Facility
2014	\$5,000	21-2100-0000-64200	Training – LES

Readiness Network, Inc., dba the International Academy of Public Safety, is the sole developer and the sole source for the customized Law Enforcement Center for Leadership Development program.



November 8, 2013

Sheriff Robert D. Spoden
 Rock County Sheriff's Office
 200 E US Highway 14
 Janesville, WI 53545

Sheriff Spoden,

I am writing this letter to formally certify that Readiness Network, Inc., dba International Academy of Public Safety is the sole developer and sole source of the following customized on-line Center for Leadership Development program:

Program Content

Core 1 Modules (15 hrs.)

1. Induction to leadership program
2. Leadership Principles and Concepts
3. Lincoln on Leadership
4. Personal Leadership
5. 1st Line Supervision
6. Mid-Level Supervision
7. Leadership and Change
8. Ethics and Leadership
9. It's Your Ship
10. Leadership and Power
11. Leadership Theories & DISC
12. Active Listening
13. Effective Communication
14. Military leadership
15. Conclusion

Core 2 Modules (15 hrs.)

16. Founding Fathers on Leadership
17. Good to Great / Problem Based Leadership
18. Practical Emotional Intelligence
19. Conflict Management
20. Communication in the Heat of Chaos
21. It's Our Ship
22. Cultural Sensitivity Awareness
23. Action Leadership
24. Reflective Leadership
25. Start with Why
26. Generations
27. Legacy Leadership
28. Succession Planning
29. Human Capital Management
30. Conclusion

Delivery

The content is delivered through a SCORM Certified secure and confidential On-Line Academy that sits outside of the agency with full customization, registration, grading, compliance and certification features.

Sincerely,

Mitch Javidi, Ph.D.
 President

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 7, 2013
DATE DRAFTED

Awarding Contracts for Secure Hallway Flooring Project at Rock County Jail

- 1 **WHEREAS**, the Sheriff's Office has requested that the floor tile in the secure hallway at the Jail be
- 2 removed and left as polished bare concrete; and,
- 3
- 4 **WHEREAS**, the current VCT tile dates back to 1986, is worn, curled in places, and difficult to maintain;
- 5 and,
- 6
- 7 **WHEREAS**, bids were solicited for the plumbing work, with removal of existing tile and restoration to
- 8 polished concrete awarded to a flooring contractor under a state contract.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 11 this _____ day of _____, 2013, that:
- 12 -a contract for plumbing work be awarded to the low bidder, Degarmo Plumbing of Janesville, in
- 13 the amount of \$10,630.00.
- 14 -a contract to convert the concrete floor to a polished concrete surface be awarded to Halverson
- 15 Flooring Center of Janesville, in the amount of \$16,226.00, based on Wisconsin State Flooring
- 16 Contract #11-36020-900; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that a contingency account in the amount of \$5,000 be established to
- 19 cover the possible rent of a generator for 3 Phase power, and other unforeseen work as approved by the
- 20 Facilities Superintendent.

13-11D-455

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

FISCAL NOTE:

Sufficient funding is available in the Jail Capital Improvement account, A/C 18-1837-0000-67200, for the cost of this project.

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

Awarding Contracts for Flooring Renovations in the Secure Hallway at the Jail.

This resolution awards contracts to remove the vinyl tile and return the floor to a polished concrete surface. Halverson Flooring will remove the tile. Degarmo Plumbing will then lower the 10 sanitary sewer cleanout fixtures. Halverson Flooring will perform the grinding, leveling, and polishing.

Captain Strouse from the Sheriff's Office writes:

"The secure hall is a 24/7 high traffic area designated for the movement of jail staff, professional visitors and inmates. This area is maintained by inmate labor and the VCT tiles are over 25 years old. The tiles are worn and beginning to curl. Several areas have been pieced together after maintenance projects, but because of the overall condition of the VCT tiles the entire floor needs to be replaced. The option for polished concrete is a more practical option for a jail setting. Polished concrete is basically maintenance free and will not show wear in the future."

ORIGINAL

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

PROJECT NUMBER 2013-33
 PROJECT NAME LOWERING 10 CLEAN OUT FIXTURES
 BID DUE DATE JULY 2, 2013 - 10:30 A.M.
 DEPARTMENT GENERAL SERVICES - JAIL

DEGARMO PLUMBING JANESVILLE WI	
FIRM BID	\$ 10,630.00
START DATE	AUGUST 12, 2013
COMPLETE DATE	AUGUST 15, 2013

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Ten additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: DeGarmo Plumbing

Robert Sen 11/11/14
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 12, 2013
DATE DRAFTED

Awarding Contract for Cleaning Services at General Services Locations

- 1 **WHEREAS**, every three years, bids are solicited for cleaning services at the Courthouse, Sheriff's
- 2 Office/Jail, Diversion, Youth Services Center, 911 Communications Center, Health Department/Council
- 3 on Aging, Health Care Center, and offices in the Beloit Eclipse Center; and,
- 4
- 5 **WHEREAS**, specifications were prepared and bids solicited covering 2014, 2015, & 2016.
- 6
- 7 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 8 this _____ day of _____, 2013, that a three year contract for Cleaning Services at various
- 9 General Services locations be awarded to the lowest qualified overall bidder, Diversified Building
- 10 Maintenance of Janesville, for years 2014, 2015, & 2016, at \$335,114.00, \$336,584.00 and \$338,205.00
- 11 respectively.

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

13-11D-456

Awarding Contract for Cleaning Services at General Services Locations

Page 2

FISCAL NOTE:

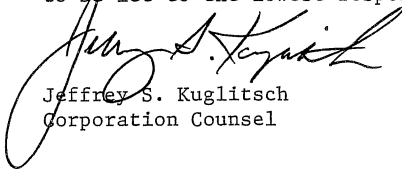
Sufficient funds are available in the various departments' 2014 budgets and will need to be included in the 2015 and 2016 budgets for the cost of this contract. This resolution is awarding the cleaning contracts for all listed buildings to one vendor for a total of \$1,009,903 for the three years. If the contract was awarded to the lowest bidder on a building by building basis, the total cost would be \$884,875.71 for the three years. This results in a savings of \$125,027.29. The Request for Proposal states the County may award the contract to one vendor or multiple vendors, whatever is in the best interest of the County.



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

Executive Summary for Committee Action

Awarding Contract for Cleaning Services at Various General Services Locations

The resolution before you awards a three-year contract for cleaning services at the Courthouse, Sheriff's Office, Diversion, Youth Services Center, 911 Communications, Health Department/Council on Aging, Health Care Center and County offices at the Eclipse Center in Beloit.

The low bidder for the three years is Diversified Building Maintenance of Janesville. Diversified held the County Contract for many years in the '80's and 90's and did excellent work. The three-year contract total equals \$1,009,903.00.

Year one of the contract will begin January 1, 2014.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROJECT NUMBER 2014-08
PROJECT NAME CLEANING SERVICES
PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
DEPARTMENT GENERAL SERVICES

	DIVERSIFIED JANESVILLE WI	PETERSON ROCKFORD IL	SERVICEMASTER JANESVILLE WI	CLEAN POWER MADISON WI
EVALUATOR 1	100	95	95	70
EVALUATOR 2	96	92	85	74
TOTAL SCORE	196	187	180	144
2014 COURTHOUSE	134,500.00	133,284.00	128,550.00	122,571.25
2015 COURTHOUSE	134,600.00	137,282.52	132,437.00	122,571.25
2016 COURTHOUSE	134,700.00	141,400.99	136,439.00	123,796.96
TOTAL-COURTHOUSE	\$ 403,800.00	\$ 411,967.51	\$ 397,426.00	\$ 368,939.46
2014 911 CENTER	17,316.00	16,920.00	11,000.00	13,826.81
2015 911 CENTER	17,516.00	17,427.60	11,500.00	13,826.81
2016 911 CENTER	17,716.00	17,950.42	11,900.00	13,965.08
TOTAL-911 CENTER	\$ 52,548.00	\$ 52,298.02	\$ 34,400.00	\$ 41,618.70
2014 HEALTH/COA	16,896.00	16,920.00	17,000.00	14,613.59
2015 HEALTH/COA	17,196.00	17,427.60	17,300.00	14,613.59
2016 HEALTH/COA	17,396.00	17,950.42	17,500.00	14,759.72
TOTAL-HEALTH/COA	\$ 51,488.00	\$ 52,298.02	\$ 51,800.00	\$ 43,986.90
2014 YOUTH SERVICES	11,869.00	12,672.00	11,700.00	10,830.24
2015 YOUTH SERVICES	12,069.00	13,052.16	12,000.00	10,830.24
2016 YOUTH SERVICES	12,269.00	13,443.72	12,200.00	10,938.54
TOTAL-YOUTH SERVICES	\$ 36,207.00	\$ 39,167.88	\$ 35,900.00	\$ 32,599.02
2014 SHERIFFS OFFICE	43,500.00	33,600.00	44,000.00	23,697.58
2015 SHERIFFS OFFICE	43,750.00	34,608.00	45,000.00	23,697.58
2016 SHERIFFS OFFICE	44,150.00	35,646.24	46,000.00	23,934.55
TOTAL-SHERIFFS OFFICE	\$ 131,400.00	\$ 103,854.24	\$ 135,000.00	\$ 71,329.71
2014 DIVERSION	11,400.00	10,920.00	13,000.00	12,283.60
2015 DIVERSION	11,500.00	11,247.60	14,000.00	12,283.60
2016 DIVERSION	11,600.00	11,585.02	15,000.00	12,406.43
TOTAL-DIVERSION	\$ 34,500.00	\$ 33,752.62	\$ 42,000.00	\$ 36,973.63
2014 HCC	86,704.00	87,600.00	86,000.00	135,404.78
2015 HCC	86,994.00	90,228.00	87,000.00	135,404.78
2016 HCC	87,394.00	92,934.84	88,000.00	136,758.83
TOTAL-HCC	\$ 261,092.00	\$ 270,762.84	\$ 261,000.00	\$ 407,568.39
2014 VETS/UW-EXT BELOIT	2,405.00	3,168.00	2,400.00	2,129.44
2015 VETS/UW-EXT BELOIT	2,405.00	3,263.04	2,500.00	2,129.44
2016 VETS/UW-EXT BELOIT	2,405.00	3,360.93	2,600.00	2,150.73
TOTAL-VETS/UW-EXT BELOIT	\$ 7,215.00	\$ 9,791.97	\$ 7,500.00	\$ 6,409.61
2014 HEALTH BELOIT	4,210.00	4,224.00	11,300.00	2,278.15

	DIVERSIFIED JANESVILLE WI	PETERSON ROCKFORD IL	SERVICEMASTER JANESVILLE WI	CLEAN POWER MADISON WI
2015 HEALTH BELOIT	4,230.00	4,350.72	11,500.00	2,278.15
2016 HEALTH BELOIT	4,240.00	4,481.24	11,800.00	2,300.93
TOTAL-HEALTH BELOIT	\$ 12,680.00	\$ 13,055.96	\$ 34,600.00	\$ 6,857.23
2014 HSD BELOIT	6,314.00	8,448.00	5,100.00	8,931.71
2015 HSD BELOIT	6,324.00	8,701.44	5,450.00	8,931.71
2016 HSD BELOIT	6,335.00	8,962.48	5,850.00	9,021.03
TOTAL-HSD BELOIT	\$ 18,973.00	\$ 26,111.92	\$ 16,400.00	\$ 26,884.45
2014 TOTAL CONTRACT	\$ 335,114.00	\$ 327,756.00	\$330,050.00	\$ 346,567.15
2015 TOTAL CONTRACT	\$ 336,584.00	\$ 337,588.68	\$ 338,687.00	\$ 346,567.15
2016 TOTAL CONTRACT	\$ 338,205.00	\$ 347,716.30	\$ 347,289.00	\$ 350,032.80
TOTAL 3 YEAR CONTRACT	\$ 1,009,903.00	\$ 1,013,060.98	\$ 1,016,026.00	\$ 1,043,167.10

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee _____
INITIATED BY

Finance Committee _____
SUBMITTED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

October 31, 2013
DATE DRAFTED

APPROVING DENTAL INSURANCE CONTRACT

- 1 **WHEREAS**, Delta Dental Plan of Wisconsin currently administers the County’s dental insurance program; and
- 2
- 3 **WHEREAS**, Delta Dental is a preferred provider for the Alliance, a consortium of Employers who purchase
- 4 services together in order to reduce costs; and
- 5
- 6 **WHEREAS**, Rock County offers dental plans with both “high” and “low” coverage options for all its
- 7 employees, with the County’s contribution being 60% of the premium for the lowest cost, or “low” plan,
- 8 regardless of which coverage option is selected; and
- 9
- 10 **WHEREAS**, Delta Dental has quoted a two year rate guarantee, January 1, 2014 thru December 31, 2015 , and;
- 11
- 12 **WHEREAS**, Delta Dental has provided a quote for family coverage for the “low” option at \$92.44 per month
- 13 and has provided a quote for single coverage for the “low” at \$31.25 per month for two years;
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 16 _____ day of _____, 2013 does hereby authorize the execution of a contract with Delta Dental
- 17 for the County’s dental insurance for the period of January 1, 2014 through December 31, 2015.

13-11D-457

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

LEGAL NOTE:

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

Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

Based upon the current census of 323 single and 704 family plans for employees, the County’s 60% share of annual dental premiums would be \$541,235 per year. Sufficient funds are included in the departmental 2014 budget requests for these premiums.

Sherry Oja
Finance Director

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Rock County Planning &
Development Agency
INITIATED BY



Colin Byrnes, David Somppi
DRAFTED BY

Planning & Development
Committee
SUBMITTED BY

October 25, 2013
DATE DRAFTED

**AUTHORIZING PROPERTY PURCHASE THROUGH COMMUNITY
DEVELOPMENT BLOCK GRANT – EMERGENCY ASSISTANCE PROGRAM**

1 **WHEREAS**, the United States Government through the Housing and Community Development Act of
2 1974, as amended, has established a program of Community Development Block Grants (CDBG) and has
3 allowed each State to elect to administer CDBG funds for its non-entitlement areas, subject to certain
4 conditions; and,
5

6 **WHEREAS**, the State of Wisconsin has elected to administer CDBG Housing funds for its non-
7 entitlement areas through the Wisconsin Department of Commerce – (now Department of
8 Administration) – Division of Housing & Community Development, for the purpose of approved
9 activities to provide flooding repair, acquisition and demolition to lower income households, within
10 approved Federal, State and Local guidelines; and,
11

12 **WHEREAS**, the Rock County Board of Supervisors, at its meeting on December 11, 2008, approved a
13 resolution authorizing the 2008 Community Development Block Grant – Emergency Assistance Program
14 grant with the State of Wisconsin; and,
15

16 **WHEREAS**, Rock County entered into a grant agreement with the State of Wisconsin for administering
17 this program; and,
18

19 **WHEREAS**, Rock County and the State of Wisconsin approved an amendment to this grant agreement
20 on January 14, 2010, which approved the use of CDBG-EAP funds for the acquisition/demolition of
21 identified eligible flood damaged homes in Rock County outside of the Cities of Beloit and Janesville in
22 accordance with State and Federal requirements; and,
23

24 **WHEREAS**, per State and Federal requirements, Rock County had an appraisal conducted to determine
25 the current value of the subject property, located at 1805 Road Four East, Edgerton, WI, Parcel 6-13-
26 948, described as: Lots 41 and 42, Block 8, Mallwood Estates, in the Town of Milton, Rock County,
27 Wisconsin; and,
28

29 **WHEREAS**, per State and Federal regulations, the appraisal was used to establish the current property
30 value for the subject property at \$116,000, respectively; and,
31

32 **WHEREAS**, the property value, minus flood benefits, was used to establish an offer to purchase for the
33 property of \$116,000; and,
34

35 **WHEREAS**, the owner of the property accepted the offer to purchase; and,
36

37 **WHEREAS**, Rock County proposes to remove structures on the property and make use or dispose of the
38 property in accordance with the Housing Procedures Manual for Rock County, and appropriate State and
39 Federal requirements.

13-11D-458

**Authorizing Property Purchase Through Community Development Block Grant –
Emergency Assistance Program**

Page 2


40 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
41 this _____ day of _____, 2013, hereby approves and authorizes the purchase by the County
42 of Rock of the two (2) subject properties using Community Development Block Grant – Emergency
43 Assistance Program funds from the State of Wisconsin; and,

44
45 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County
46 Board Chair and County Clerk to sign the respective documents on behalf of the County of Rock; and,

47
48 **BE IT FURTHER RESOLVED**, that authority is hereby granted to the Rock County Planning &
49 Development Committee and Rock County Board Staff Committee to take the necessary steps to develop
50 proposals and enter into agreements needed to purchase and dispose of the structures on the site and to
51 determine the final disposition of the property.

Respectfully submitted,

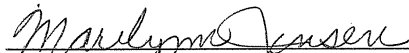
Planning & Development Committee




Alan Sweeney, Chair



Mary Mawhinney, Vice Chair



Marilynn Jensen

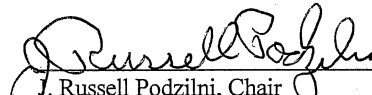


Phillip Owens



Wayne Gustina

County Board Staff Committee



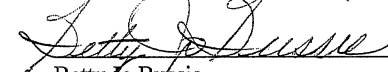
J. Russell Podzilni, Chair



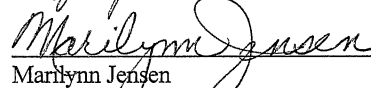
Sandra Kraft, Vice Chair



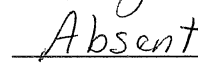
Eva Arnold



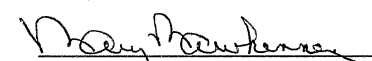
Betty Jo Bussie



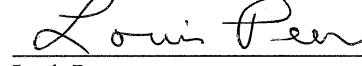
Marilynn Jensen



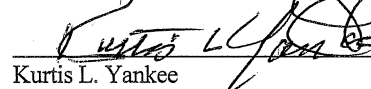
Absent
Henry Brill



Mary Mawhinney



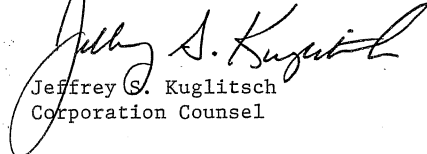
Louis Peer



Kurtis L. Yankee

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 59.01, 59.51 and 59.52(6), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:


Recommended.



Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funding is available in the CDBG-EAP grant account, A/C 64-6411-0000-64913, for the purchase of these properties. No County funds are required.



Sherry Oja
Finance Director

EXECUTIVE SUMMARY

RESOLUTION AUTHORIZING PROPERTY PURCHASE THROUGH COMMUNITY DEVELOPMENT BLOCK GRANT – EMERGENCY ASSISTANCE PROGRAM

The County of Rock has received grant funds from the State of Wisconsin – Community Development Block Grant – Emergency Assistance Program. The Rock County Board of Supervisors approved the Grant Agreement receipt of the Grant at its meeting on December 11, 2008.

A total of \$440,245 in program and administrative funds were made available for this Program to purchase qualifying properties from qualifying owners of those properties that were damaged during the 2008 flood event. No Rock County General Revenue funds are required or will be used for this purchase.

Per State requirements, Rock County had an appraisal conducted to determine the current value of the subject property: 1805 Road Four East, Edgerton, WI, Parcel 6-13-948, described as Lots 41 and 42, Block 8, Mallwood Estates, in the Town of Milton, Rock County, Wisconsin, owned by Peggy J. Welhouse. The appraisal has been used to establish the current value of the subject property. The property value, minus flood benefits, was used to establish the offer to purchase for the property.

The value of the subject property, that was valued at \$116,000, was used to establish an offer to purchase. The owner of the property has accepted the offer to purchase. Per State and Federal requirements, the purchase of the property is contingent on approval by the Rock County Board of Supervisors.

Per the Housing Procedures Manual for Rock County, the Planning & Development Committee and Planning & Development Agency have been working to implement the provisions of the Grant. Arranging for the purchase of the property has been done in accordance with State and Federal regulations and requirements.

The Planning & Development Committee and Agency will comply with Federal requirements for demolishing structures on the property, conduct site restoration activities, and conduct final grading and seeding. Upon completion of this work, final disposition of the property will be determined.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Ben Coopman, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 6, 2013
DATE DRAFTED

Awarding Contract for Waste Collection Services for the Rock County Department of Public Works

- 1 **WHEREAS**, funds are included in the budget each year to contract with a company for waste
- 2 collection services for the Rock County Public Works Department - Parks, Airport and Highway
- 3 Divisions; and,
- 4
- 5 **WHEREAS**, the current contract with Advanced Disposal Services (formerly Veolia), of Fort
- 6 Atkinson, WI, will expire December 31, 2013; and,
- 7
- 8 **WHEREAS**, the Public Works Department prepared the specifications and Rock County
- 9 Purchasing Division did solicit proposals from various waste collection companies (results
- 10 attached); and,
- 11
- 12 **WHEREAS**, the Rock County Department of Public Works administrative staff did review the
- 13 proposals and are recommending the lowest qualified bidder.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 16 assembled this _____ day of _____, 2013, that a three-year contract be
- 17 awarded to Advanced Disposal Services of Fort Atkinson for the Airport Division totaling
- 18 \$2,030 and Highway Division totaling \$7,936.00; and to Rock Disposal of Janesville for Parks
- 19 Division totaling \$36,620.68 based on the terms and conditions set forth in the bid documents
- 20 and contracts for a total amount of \$46,586.68; and,
- 21
- 22 **BE IT FURTHER RESOLVED** that periodic payments may be made to the vendors upon
- 23 approval of the Public Works Committee.

13-11D-459

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair

Betty Jo Bussie, Vice Chair

Eva M. Arnold

Brent Fox

Rick Richard

Awarding Contract for Waste Collection Services for the Rock County Department of
Public Works

Page 2

FISCAL NOTE:

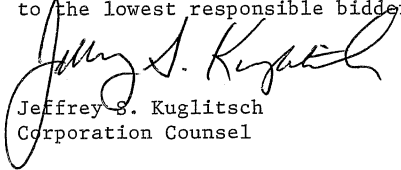
Sufficient funds are available in the Department of Public Works budget for the cost of these contracts.



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
Awarding Contract for Waste Collection Services
for the Rock County Department of Public Works

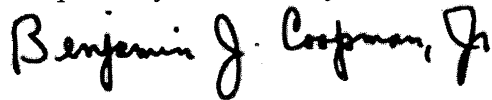
Every three years, the waste collection services contract is rebid. We are recommending awarding contracts to the low bidder for each division.

New Bids	Parks	Highway	Airport
2014	11,835.88	2,580.00	660.00
2015	12,188.66	2,645.00	677.00
2016	<u>12,596.14</u>	<u>2,711.00</u>	<u>693.00</u>
Totals	36,620.68	7,936.00	2,030.00

Three-year total is \$46,586.68.

These new bids are within the estimated requested amounts in the 2014 budget.

Respectfully submitted by,



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

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

PROJECT NUMBER 2014-12
 PROJECT NAME WASTE COLLECTION SERVICES
 BID DUE DATE OCTOBER 15, 2013 – 1:30 P.M.
 DEPARTMENT PUBLIC WORKS – AIRPORT - PARKS

PARKS

LOCATION	ROCK JANESVILLE WI	ADVANCED FT ATKINSON WI	WASTE MGMT JANESVILLE WI
2014	11,835.88	13,338.00	35,332.61
2015	12,188.66	13,671.45	36,487.92
2016	12,596.14	14,013.24	37,576.20
TOTAL PARKS	36,620.68	\$ 41,022.69	\$ 109,396.73

HIGHWAY

LOCATION	ROCK JANESVILLE WI	ADVANCED FT ATKINSON WI	WASTE MGMT JANESVILLE WI
2014	2,839.20	2,580.00	3,692.04
2015	2,952.52	2,645.00	3,802.80
2016	3,042.18	2,711.00	3,916.88
TOTAL HIGHWAY	\$ 8,833.90	\$ 7,936.00	\$ 11,411.72

AIRPORT

LOCATION	ROCK JANESVILLE WI	ADVANCED FT ATKINSON WI	WASTE MGMT JANESVILLE WI
2014	880.84	660.00	863.16
2015	907.22	677.00	889.06
2016	934.44	693.00	915.73
TOTAL AIRPORT	2,722.50	2,030.00	\$ 2,667.95
TOTAL 3 YEAR CONTRACT	\$ 48,177.08	\$ 50,988.69	\$ 123,476.40

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. One vendor submitted a No Bid.

PREPARED BY: Alan Dransfield
SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Rock Disposal - Park \$36,620.68
Advanced Disposal - HWY & Airport \$9,966.00

Benjamin J. Coopman, Jr. 11-6-13
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

Kurtis L. Yates 5-0 11-14-2013
CHAIR VOTE DATE

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Lori Williams, Parks Director
INITIATED BY

Lori Williams, Parks Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

October 25, 2013
DATE DRAFTED



AUTHORIZING AWARD OF CONTRACT FOR GIBBS LAKE PARK SHELTER

- 1 **WHEREAS**, the Rock County Board of Supervisors approved the purchase of park shelter
- 2 structure to be installed at Gibbs Lake Park, with 50% matching funds from the Multi-Use
- 3 Trail Group, in the 2013 County Budget; and,
- 4
- 5 **WHEREAS**, Rock County Purchasing requested proposals for the shelter structure purchase
- 6 and installation; and,
- 7
- 8 **WHEREAS**, Purchasing and Parks staff reviewed all proposals received and are
- 9 recommending that the contract be awarded to the low bidder, DBR Builders.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors
- 12 duly assembled on this _____ day of _____, 2013, does hereby authorize that
- 13 a contract be awarded to DBR Builders of Beloit, WI in the amount of \$33,237 for the
- 14 purchase and installation of shelter structure at Gibbs Lake County Park.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee
Kurtis L. Yankee, Chair

Betty Jo Bussie
Betty Jo Bussie, Vice Chair

Absent
Eva M. Arnold

Brent Fox
Brent Fox

Rick Richard
Rick Richard

FISCAL NOTE:

Sufficient funds are available in the Parks Capital Projects account, A/C 41-4592-4800-67200, for the cost of this project.

Sherry Oja
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. Kuglitsen
Jeffrey S. Kuglitsen
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

13-11D-460

EXECUTIVE SUMMARY
AUTHORIZING AWARD OF CONTRACT FOR
GIBBS LAKE PARK SHELTER

This resolution provides final authorization to award the contract for installation of park shelter structure at Gibbs Lake County Park in the amount of \$33,237. This resolution awards the contract to DBR Builders, who was selected because they met the bid specifications, and were the lowest bidder.

Rock County Parks Division and the Multi-Use Trail Group will be purchasing shelter structure and installation with 50/50 matching funds. The site preparation groundwork will be completed by the Rock County Department of Public Works to the bidder's requirements. Once the work is complete, Rock County Parks will invoice the Multi-Use Trail Group for their half of the total cost.

Project will be funded through the Parks Capital Improvement Account (Account 41-4592-4800-67200). Staff feels this is the best value available at this time including electricity. The contract price is \$33,237. This exceeds the amount budgeted by \$3,237. The difference will be covered by reallocation of savings on other projects within the Parks Capital Improvement Account.

Respectfully submitted,



Lori Williams
Parks Director

PURCHASING DIVISION

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR



BID SUMMARY FORM

PROJECT NUMBER 2013-46
PROJECT NAME GIBBS LAKE PARK SHELTER
BID DUE DATE OCTOBER 14, 2013 - 1:30 P.M.
DEPARTMENT PUBLIC WORKS - PARKS

	D.B.R BUILDERS BELOIT, WI	GILBANK CONST CLINTON, WI	PAULSON KIMBALL JANESVILLE, WI	CCI BELOIT, WI	TOP NOTCH CONST. JANESVILLE, WI	ROCK RIVER CONST BELOIT, WI	CARROLL ELECTRIC JANESVILLE, WI
BASE BID	28,637.00	29,000.00	35,437.00	46,610.00	48,335.00	49,657.00	NO BID
ALT #1	4,600.00	7,000.00	7,544.00	9,377.00	NO BID	12,920.00	6,528.00
TOTAL	\$ 33,237.00	\$ 36,000.00	\$ 42,981.00	\$ 55,987.00	\$ 48,335.00 BUILDING ONLY	\$ 62,577.00	\$ 6,528.00 ELECTRICAL ONLY
ADDENDA RCVD	YES	YES	YES	YES	YES	YES	YES

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Sixteen additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER *MBR Builders for a total cost of \$33,237.00*

DEPARTMENT HEAD RECOMMENDATION: *Blawie J. Cooperman, Jr* 10-24-13
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL: *Kurtis G. Gault* 4-0 11/14/2013
CHAIR VOTE DATE

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Timothy Zuehlke
HSD Controller
DRAFTED BY

November 1, 2013
DATE DRAFTED

Awarding Contract for Cleaning at Various Human Services Buildings

- 1 **WHEREAS**, Human Services is responsible for coordinating contract cleaning services at the Rock
- 2 County Job Center and Franklin St.; and,
- 3
- 4 **WHEREAS**, Rock County prepared specifications and requested sealed proposals for 2014, 2015, and
- 5 2016, from qualified vendors to provide cleaning services for the Human Services locations; and,
- 6
- 7 **WHEREAS**, the Rock County Human Services fiscal staff did review the proposals and are
- 8 recommending the most qualified bidder of RFP #2014-06.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 11 this _____ day of _____, 2013, that a contract for cleaning services at the Rock County Job
- 12 Center be awarded to ServiceMaster of Janesville, WI in the amount of \$42,793 for 2014; and,
- 13
- 14 **BE IT FURTHER RESOLVED**, that a contract for cleaning services at 113 Franklin St. be awarded to
- 15 CleanPower of Madison, WI in the amount of \$11,637 for 2014; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that it be a one-year contract with an option for two additional one-
- 18 year renewal periods upon the approval of the Human Services Board.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

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

Terry Fell
Terry Fell

William Grahn
William Grahn

Ashley Kleven
Ashley Kleven

Phillip Owens
Phillip Owens

Terry Thomas
Terry Thomas

Shirley Williams
Shirley Williams

Marvin Wopat
Marvin Wopat

FISCAL NOTE:

Sufficient funds are available in the Human Services 2014 budget for the cost of these contracts.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Sec. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(19), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended
Craig Knutson
Craig Knutson
County Administrator

13-11D-461

Executive Summary

The purpose of this resolution is to award the 2014 contract for cleaning services at the Job Center and 113 Franklin St. Bids were solicited for the years 2014, 2015 and 2016. The resolution gives the Human Services Board the authority to award contracts for 2015 and 2016.

Four bids were received for the Job Center, with the lowest, most qualified and responsible bid coming from ServiceMaster of Janesville. Four bids were received for 113 Franklin St., with the lowest, most qualified and responsible bid coming from Clean Power of Madison.

ServiceMaster and Clean Power have provided cleaning services for the past three years for these locations and have met the requirements of the contract.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-06
PROJECT NAME CLEANING SERVICES
PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
DEPARTMENT HUMAN SERVICES – FRANKLIN STREET

MONDAY THROUGH FRIDAY

	CLEAN POWER MADISON WI	SERVICEMASTER JANESVILLE WI	DIVERSIFIED JANESVILLE WI	PETERSON ROCKFORD IL
RATER 1	96	77	76	67
RATER 2	85	70	60	65
TOTAL	181	147	136	132
2014	11,637.22	11,850.00	15,496.00	13,200.00
2015	11,637.22	11,950.00	15,996.00	13,596.00
2016	11,753.59	12,050.00	16,496.00	14,003.88
TOTAL	\$ 35,028.03	\$ 35,850.00	\$ 47,988.00	\$ 40,799.88

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (20 POINTS MAXIMUM)
 - Completeness and thoroughness
 - Proposers Proof of Responsibility
 - Copy of Training Program
 - List of Current Contracts Held/Reference
2. Organization, personnel and experience (40 POINTS MAXIMUM)
 - Qualification of personnel assigned to Rock County
 - Experience of personnel assigned to Rock County
 - Experience of firm
3. Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: CLEAN POWER

J. Millis 11/5/13
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

Brian Knudson 11-13-13
CHAIR VOTE DATE

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-06
PROJECT NAME CLEANING SERVICES
PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
DEPARTMENT HUMAN SERVICES – JOB CENTER

MONDAY THROUGH FRIDAY

	SERVICEMASTER JANESVILLE WI	CLEAN POWER MADISON WI	PETERSON ROCKFORD IL	DIVERSIFIED JANESVILLE WI
RATER 1	82	81	77	76
RATER 2	75	70	70	55
TOTAL	157	151	147	131
2014	42,793.00	52,698.06	45,480.00	52,700.00
2015	44,077.00	52,698.06	46,844.40	53,700.00
2016	45,400.00	53,225.04	48,249.73	54,700.00
TOTAL	\$ 132,270.00	\$ 158,621.16	\$ 140,574.13	\$ 161,100.00

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (20 POINTS MAXIMUM)
 - Completeness and thoroughness
 - Proposers Proof of Responsibility
 - Copy of Training Program
 - List of Current Contracts Held/Reference
2. Organization, personnel and experience (40 POINTS MAXIMUM)
 - Qualification of personnel assigned to Rock County
 - Experience of personnel assigned to Rock County
 - Experience of firm
3. Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: SERVICEMASTER

[Signature] 11/5/13
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

[Signature] 11-13-13
CHAIR VOTE DATE

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Lori Bienema
INITIATED BY



Pancreatic Cancer Action Network
DRAFTED BY

Board of Health
SUBMITTED BY

October 17, 2013
DATE DRAFTED

DECLARING THE MONTH OF NOVEMBER "PANCREATIC CANCER AWARENESS MONTH" IN ROCK COUNTY

1 **WHEREAS**, in 2013, an estimated 45,220 people will be diagnosed with pancreatic cancer in the
2 United States and 38,460 will die from the disease; and,
3

4 **WHEREAS**, pancreatic cancer is one of the deadliest cancers, is the fourth leading cause of cancer
5 death in the United States, and is the only major cancer with a five-year relative survival rate in the
6 single digits at just six percent; and,
7

8 **WHEREAS**, when symptoms of pancreatic cancer present themselves, it is usually too late for an
9 optimistic prognosis, and 73 percent of pancreatic cancer patients die within the first year of their
10 diagnosis while 94 percent of pancreatic cancer patients die within the first five years; and,
11

12 **WHEREAS**, approximately 770 deaths will occur in Wisconsin in 2013; and,
13

14 **WHEREAS**, the incidence and death rate for pancreatic cancer are increasing and pancreatic cancer is
15 anticipated to move from the fourth to the second leading cause of cancer death in the U.S. by 2020;
16

17 **WHEREAS**, the U.S. Congress passed the Recalcitrant Cancer Research Act last year, which calls on
18 the National Cancer Institute to develop a scientific frameworks, or strategic plans, for pancreatic
19 cancer and other deadly cancers, which will help provide the strategic direction and guidance needed to
20 make true progress against these diseases; and,
21

22 **WHEREAS**, the Pancreatic Cancer Action Network is the national organization serving the pancreatic
23 cancer community in Rock County and nationwide through a comprehensive approach that includes
24 public policy, research funding, patient services, and public awareness and education related to
25 developing effective treatments and a cure for pancreatic cancer; and,
26

27 **WHEREAS**, the Pancreatic Cancer Action Network and its affiliates in Rock County support those
28 patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease,
29 and are committed to nothing less than a cure; and,
30

31 **WHEREAS**, the good health and well-being of the residents of Rock County are enhanced as a direct
32 result of increased awareness about pancreatic cancer and research into early detection, causes, and
33 effective treatments; therefore be it.
34

35 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
36 assembled on this _____ day of _____, 2013, does hereby designate the month of
37 November 2013 as "Pancreatic Cancer Awareness Month" in Rock County.

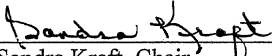
Respectfully submitted,

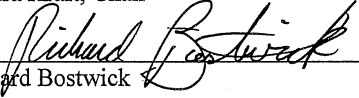
13-11D-462

DECLARING THE MONTH OF NOVEMBER "PANCREATIC CANCER AWARENESS MONTH" IN ROCK COUNTY

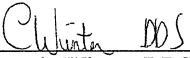
Page 2

BOARD OF HEALTH



Sandra Kraft, Chair

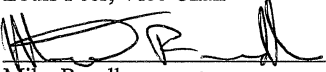

Richard Bostwick

Vacant

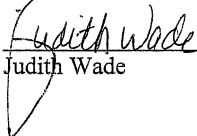

Dr. Connie Winter, DDS

Eric Gresens


Louis Peer, Vice Chair


Mike Rundle


Dr. Dean Peterson, DVM


Judith Wade

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lori Stottler
INITIATED BY

Lori Stottler
DRAFTED BY

Finance Committee
SUBMITTED BY



October 11, 2013
DATE DRAFTED

DESIGNATING A QUALIFIED NEWSPAPER FOR ALL ROCK COUNTY LEGAL PUBLICATIONS FOR 2014

- 1 **WHEREAS**, per Wisconsin State Statute. 985.03(1)(a), the Rock County Board may designate a
- 2 qualified newspaper as certified by the Department of Administration having a general circulation in the
- 3 county as its official newspaper; and,
- 4
- 5 **WHEREAS**, the Rock County Board of Supervisors designated one official newspaper for all legal
- 6 publications beginning in 2003 in accordance with County policy stating that legal publications are to
- 7 be published in the Beloit Daily News in odd years and Janesville Gazette in even years, alternating
- 8 publishing years between the two newspapers; and,
- 9
- 10 **WHEREAS**, Rock County's budgeted expense for legal notices is reduced with the designation of an
- 11 official county newspaper; and,
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this ____ day of _____, 2013, does hereby designate the Janesville Gazette as the official
- 15 county newspaper for all county legal publications for 2014.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

J. Russell Podzilni
J. Russell Podzilni

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

FISCAL NOTE:

This resolution designates the Janesville Gazette as the County's official newspaper 2014. Designating one newspaper results in publication cost savings.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 985.05(1), Wis Stats.

Jeffrey S. Kuglitsch
Jeffrey Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

13-11D-463

EXECUTIVE SUMMARY

POLICY ON ALTERNATING NEWSPAPERS FOR PUBLICATION OF LEGAL NOTICES

It has been the County's policy in the case of the Beloit Daily News and Janesville Gazette to alternate publishing years between the two newspapers.

Where more than one newspaper publishes in the same community in Rock County, it is the policy of the County to publish in one newspaper each year in that community, and alternate to a different newspaper for the following year provided they have met the criteria set by the Wisconsin Department of Administration and qualifications under Wis.Stats. 985.03(1)(a)

The maximum rates Certified Wisconsin newspapers may charge to publish legal notices required by Wisconsin statutes are adjusted every two years by the Wisconsin Department of Administration and/or as needed due to changes in font or column width. Ordering instructions and other details are published as State Bureau of Procurement Contract 15-99955-135, "Legal Notices in Newspapers Other than the Official State Newspaper".
http://vendornet.state.wi.us/vendornet/wais/bulldocs/2903_0.pdf

DEPARTMENT OF ADMINISTRATION NO. 15-99955-135
 NEWSPAPER CERTIFICATION PROGRAM – 2013

UPDATED - OCTOBER 8, 2013

Beloit Daily News

149 State Street
 Beloit, WI 53511

County: Rock

Telephone: (608) 365-8811

Fax: (608) 365-1420

Email: advertising@beloitdailynews.com

Web: www.beloitdailynews.com

Comments:

Day(s) Published: M Tu W Th F Sa

Paid Circulation: 10,884

Circulation: 15%

Font(s)	Point Size	Alphabet Length (pts)	Column Width (picas)	Base Rate	ADJUSTED RATES	
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Arial	7	90	30.60	1.7591	2.0230	1.5893
Arial	7	90	41.00	2.3570	2.7105	2.1295
Arial	7	90	51.60	2.9663	3.4113	2.6800
Arial	7	90	62.00	3.5642	4.0988	3.2202
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Arial Bold	7	98	41.00	2.1646	2.4892	1.9556
Arial Bold	7	98	51.60	2.7242	3.1328	2.4612
Arial Bold	7	98	62.00	3.2732	3.7642	2.9573

The Gazette

One S Parker Drive
PO Box 5001
Janesville, WI 53547-5001

County: Rock
Telephone: (608) 755-8354
Fax: (608) 754-8038
Email: legals@gazetteextra.com
Web: www.gazetteextra.com

Day(s) Published: SuMTuWThFSa
Paid Circulation: 18,087
Circulation: 45%

Comments:

Font(s)	Point Size	Alphabet Length (pts)	Column Width (picas)	Base Rate	ADJUSTED RATES	
					First Insert	Subsequent Inset
Arial Bold	6.5	92	10.60	0.5961	0.8644	0.6791
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Arial Bold	8	112	44.30	2.0464	2.9673	2.3312
Arial Bold	8	112	55.60	2.5684	3.7242	2.9259
Arial Bold	8	112	66.90	3.0904	4.4811	3.5205
Arial Bold	10	140	10.60	0.3917	0.5680	0.4462
Arial Bold	10	140	14.30	0.5285	0.7663	0.6020
Arial Bold	10	140	21.90	0.8093	1.1735	0.9220
Arial Bold	10	140	29.30	1.0828	1.5701	1.2335
Arial Bold	10	140	33.00	1.2195	1.7683	1.3892
Arial Bold	10	140	44.30	1.6371	2.3739	1.8650
Arial Bold	10	140	55.60	2.0547	2.9794	2.3407
Arial Bold	10	140	66.90	2.4723	3.5849	2.8164
Arial Bold	12	168	10.60	0.3264	0.4733	0.3719
Arial Bold	12	168	14.30	0.4404	0.6386	0.5017
Arial Bold	12	168	21.90	0.6744	0.9779	0.7683
Arial Bold	12	168	29.30	0.9023	1.3084	1.0279
Arial Bold	12	168	33.00	1.0163	1.4736	1.1577
Arial Bold	12	168	44.30	1.3643	1.9782	1.5542
Arial Bold	12	168	55.60	1.7123	2.4828	1.9506
Arial Bold	12	168	66.90	2.0603	2.9874	2.3470

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Agency
INITIATED BY



Steve Schraufnagel, Planner III
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

October 23, 2013
DATE DRAFTED

APPROVAL OF SEVENTH ADDITION TO FASSETT 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 "Seventh Addition to Fasset Cemetery Plat" in the City of Edgerton is
5 adjacent to the east of existing Fasset Cemetery Plat Fifth Addition on County Road F is consistent with
6 cemetery design standards, and the County Comprehensive Development Plan; and,
7

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

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

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors on this ____
15 day of _____, 2013 does hereby approve the "Seventh Addition of Fasset Cemetery Plat",
16 primarily located in the NW. ¼ of the S E. ¼ of Section 9, T.4 N., R. 12 E. of the 4th P.M., City of
17 Edgerton, Rock County, Wisconsin.

Respectfully Submitted,

Planning and Development Committee

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Phil Owens

Wayne Gustina

Marilynn Jensen

FISCAL NOTE:

No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

LEGAL NOTE:

The County plat may not be recorded unless approved by the County Board pursuant to sec. 157.97(1), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

13-11D-464

EXECUTIVE SUMMARY

SEVENTH ADDITION TO FASSETT CEMETERY

October 23, 2013

The City of Edgerton is herein requesting the Rock County Board of Supervisors to review and approve the "Seventh Addition to Fasset Cemetery", which is an addition to the existing Fasset Cemetery. The Fasset Cemetery and the proposed addition are located in Section 9 in the City of Edgerton, Rock County, Wisconsin. The proposed cemetery platted area includes 9.76 acres, and provides additional un-platted land for future cemetery plots.

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 Staff and Committee have reviewed the "Seventh Addition to Fasset Cemetery" located in Section 9 of the City of Edgerton. The staff finds the "Seventh Addition to Fasset Cemetery" consistent with cemetery design standards, and the Rock County Comprehensive Development Plan. The Planning and Development Committee has reviewed and recommends this Addition for approval by the Rock County Board of Supervisors.