

ROCK COUNTY, WISCONSIN



Board of Supervisors  
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Janesville, WI 53545  
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www.co.rock.wi.us

**ROCK COUNTY BOARD OF SUPERVISORS' MEETING  
THURSDAY, NOVEMBER 17, 2011 – 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
6. PUBLIC HEARING
  - A. Ordinance Revision – Repeal and Re-Creation of the Rock County Land Division Regulations (Chapter 15, Code of Ordinance, Rock County) as the Rock County Land Division and Development Ordinance (Chapter 38 – Code of Ordinances, Rock County) (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
  - A. Appointment to City of Janesville Joint Review Board for TIF District #25
  - B. Confirmation of Appointment of Finance Director
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. Amending Local Emergency Planning Committee Budget to Accept Additional EPCRA Planning Grant Funds
    2. Amending the Sheriff's Office Budget for Snowmobile Purchase
    3. Authorizing Acceptance of 2012 Highway Safety Project Grants

**ROCK COUNTY BOARD OF SUPERVISORS**

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**12. NEW BUSINESS**

4. Amending the 2011 Rock County Human Services Department Budget to Accept Additional Funding for the Provision of Economic Support Services
5. Authorizing Receipt of Additional Community Development Block Grant – Emergency Assistance Funds, Authorization Revision to Grant Periods, and Amending the 2011 Planning & Development Agency Budget
6. Authorizing Demolition of Buildings on the Buck Property and Amending the 2011 Countywide Budget
7. Amending the 2011 Rock County Human Services Department Budget to Reallocate Funding for Child Care Administration and Operations

NOTE: Items 12.A.5., 12.A.6. and 12.A.7. will be considered by the Finance Committee on November 17, 2011

8. Authorizing Upgrade of the Courts Video Conferencing System and Amending the 2011 Budget

NOTE: Items 12.A.8. will be considered by the Finance Committee and Public Safety and Justice Committee on November 17, 2011

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

1. Amending Architect Reimbursable Expenses – Construction Document Stage with Eppstein Uhen for the Rock Haven Facility Replacement Project
2. Awarding Contract for Weapons Screening Services at the Rock County Courthouse for 2012-2014
3. Authorizing Purchase of Network Infrastructure Equipment
4. Approving Reinsurance Contract for Stop-Loss Coverage
5. Authorizing Purchase of Replacement Roof at the Department of Public Works' Office
6. Rock County Planning, Economic & Community Development Agency Products and Services Contract with the Town of Magnolia and Town of Center: Town Zoning Ordinance Update and Revision
7. Purchase of Analog/Digital Voice Radio Communications Equipment
8. Awarding Contract for Uniforms, Shop Towels and Walk-Off Mats – Department of Public Works Airport, Parks, Highway 2012 - 2014

NOTE: Item 12.D.5., 12.D.6., 12.D.7. and 12.D.8. will be considered by the Finance Committee on November 17, 2011

- E. Amending the County's Personnel Ordinance (Second Reading and Adoption)

**ROCK COUNTY BOARD OF SUPERVISORS**

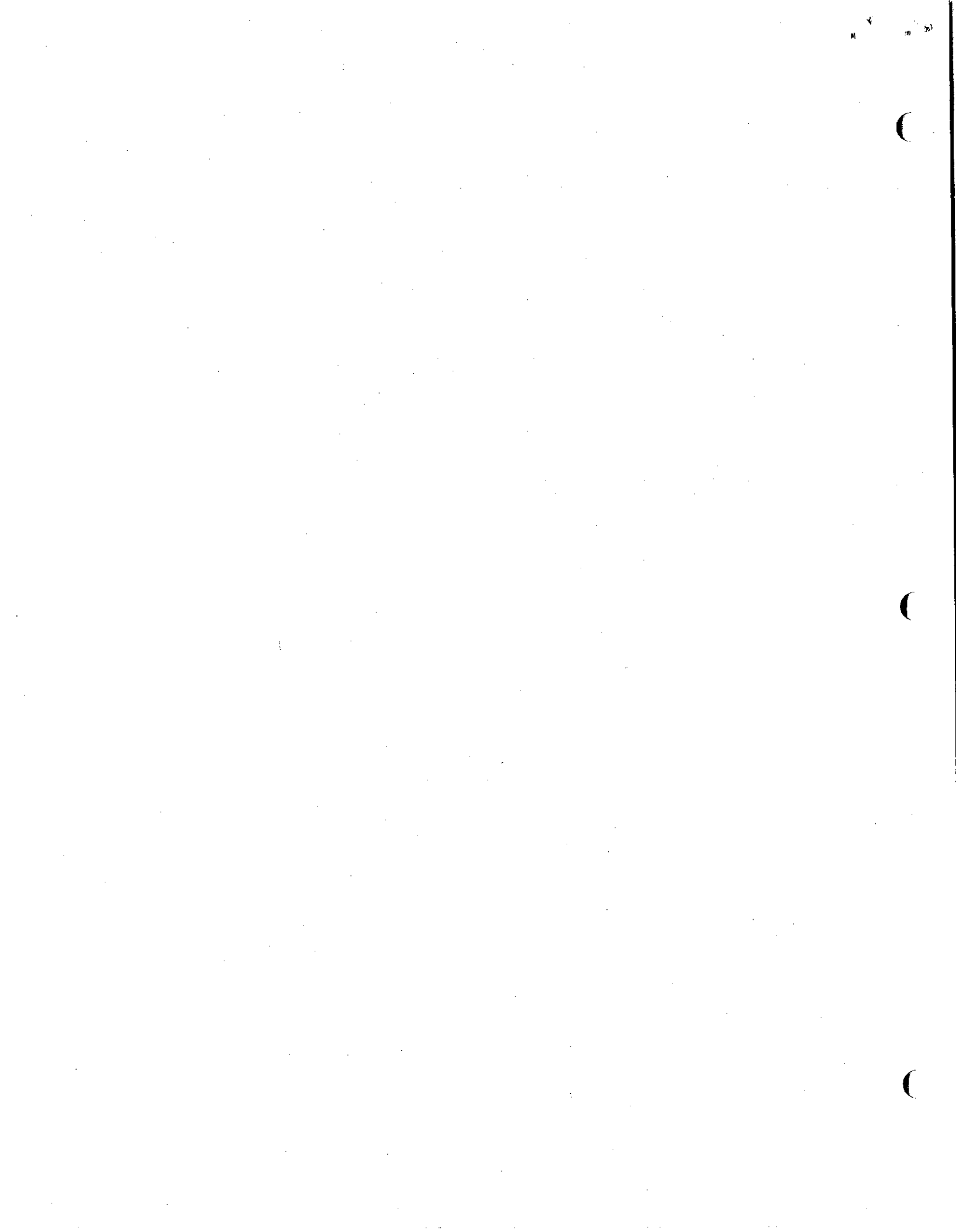
**November 17, 2011**

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12. NEW BUSINESS

- F. Authorize the Renaming of the Juvenile Detention Center to the Youth Services Center
- G. Amendment #1 to Land Loan #1 Resolution – Advance Land Acquisition Loan & Responsibility and Performance Notes Dated April 22, 2010
- H. Amending Resolution No. 10-4C-014 Responsibility and Performance Note Dated April 22, 2010
- I. Authorizing Overlap of Position for Department of Public Works, Highway Division
- J. Authorizing Application with Focus on Energy for Grant Funds for Department of Public Works Energy Improvements
- K. Supporting a Wisconsin Community Justice Reinvestment Act
- L. Recognizing Thomas Berner for Service to Rock County Health Care Center/Rock Haven
- M. Recognizing Nancy Terrill for Service to Rock County Health Care Center/Rock Haven
- N. Recognizing Janice Hellpap for Service to Rock Haven
- O. **EXECUTIVE SESSION:** Per Section 19.85(1)(e), Wis. Stats. – Update on Collective Bargaining

13. ADJOURNMENT



**ORDINANCE**  
**ROCK COUNTY BOARD OF SUPERVISORS**

PLANNING & DEVELOPMENT  
COMMITTEE  
 INITIATED BY



WADE THOMPSON  
 DRAFTED BY

PLANNING & DEVELOPMENT  
COMMITTEE  
 SUBMITTED BY

OCTOBER 19, 2011  
 DATE DRAFTED

**ORDINANCE REVISION – REPEAL AND RE-CREATION OF THE ROCK COUNTY LAND  
 DIVISION REGULATIONS (CHAPTER 15, CODE OF ORDINANCES, ROCK COUNTY)  
 AS THE ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE  
 (CHAPTER 38 – CODE OF ORDINANCES, ROCK COUNTY)**

- 1 **WHEREAS**, pursuant to Sections 59.69 (4), 59.692, 87.30, 236.45, 281.31, and 703.115, Wisconsin Statutes, the  
 2 Rock County Board of Supervisors adopted the *Rock County Land Division Regulations (Chapter 15, Code of*  
 3 *Ordinances, Rock County)* on August 1, 1969, and;  
 4
- 5 **WHEREAS**, the Rock County Planning, Economic & Community Development Agency (“Agency”) utilizes said  
 6 Rock County Land Division Regulations (“Ordinance”) to guide the land division and development process in  
 7 unincorporated areas of the County, ensuring land division and development occur in an orderly, economical, and  
 8 environmentally responsible manner, and;  
 9
- 10 **WHEREAS**, the Ordinance was last revised on April 8, 1982, and to ensure consistency with the *Rock County*  
 11 *Comprehensive Plan 2035*, promotion of inter-governmental cooperation, and land division and development  
 12 continuing to occur in the aforementioned manner, the Agency initiated and coordinated the process to revise the  
 13 Ordinance and in said process have proposed the Ordinance be re-titled and re-codified as the *Rock County Land*  
 14 *Division and Development Ordinance (Chapter 38, Code of Ordinances, Rock County)*; and,  
 15
- 16 **WHEREAS**, the Agency notified parties interested in and affected by the Ordinance revision, via written  
 17 correspondence in April of 2010, of the rationale for Ordinance revision, major issues to be addressed in the  
 18 revision, and a general timeline for completion of the revision; and,  
 19
- 20 **WHEREAS**, the Agency held three Public Listening Sessions in April of 2010 and February and July of 2011,  
 21 and a Town Clerks Workshop in May of 2011, in which the Agency informed all interested and affected parties  
 22 of the rationale for Ordinance revision, major issues to be addressed in the revision, and a general timeline for  
 23 completion of the revision, and also presented a draft of the Ordinance revision for review and comment; and,  
 24
- 25 **WHEREAS**, the Agency held a Public Open House in August of 2011 in which the Agency provided other  
 26 additional information on the Ordinance revision to all interested and affected parties, and offered said parties  
 27 an opportunity to review and comment on the Ordinance revision and revision process; and,  
 28
- 29 **WHEREAS**, the Rock County Planning & Development Committee (“Committee”) held a Public Hearing on  
 30 August 25, 2011, which included an Agency presentation on the Ordinance revision and offered an opportunity  
 31 for interested and affected parties to review and comment on the Ordinance revision and revision process, with  
 32 the Committee subsequently taking action at the Hearing to recommend the draft of the Ordinance revision to  
 33 the Rock County Board of Supervisors for adoption; and,  
 34
- 35 **WHEREAS**, the aforementioned Public Listening Sessions, Town Clerks Workshop, Public Open House, and  
 36 Public Hearing were noticed appropriately and in accordance with legal requirements in media outlets throughout  
 37 Rock County, including newspapers and the Rock County Government website, with all interested and affected  
 38 parties also notified by the Agency of these events via written correspondence; and,  
 39
- 40 **WHEREAS**, comments and input received from Town governments and other interested and affected parties,  
 41 including business/non-profit interests and residents of Rock County, as gathered through the aforementioned  
 42 Public Listening Sessions, Town Clerks Workshop, Public Open House, and Public Hearing, have been considered  
 43 and, when appropriate, incorporated into the Ordinance revision; and,  
 44

11-11C-499

45 WHEREAS, the Rock County Board of Supervisors held a Public Hearing on November 17, 2011, which  
46 included an Agency presentation on the Ordinance revision and offered an opportunity for interested and  
47 affected parties to review and comment on the Ordinance revision and revision process,  
48

49 NOW, THEREFORE, the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of  
50 \_\_\_\_\_, 2011, do ordain as follows:


51  
52 I. The *Rock County Land Division Regulations (Chapter 15, Code of Ordinances, Rock County)* are  
53 hereby repealed and re-created as the *Rock County Land Division and Development Ordinance (Chapter 38, Code*  
54 *of Ordinances, Rock County)* and all Articles, Sections, and Sub-sections contained therein, as previously placed  
55 on file with the Rock County Clerk.

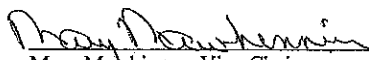
56  
57 II. If a court of competent jurisdiction adjudges any section, clause, provision or portion of this  
58 Ordinance unconstitutional or invalid, the remainder of this Ordinance shall not be affected thereby.

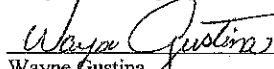
59  
60 III. This Ordinance shall be effective upon publication.

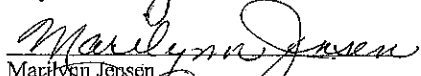
Respectfully submitted:

PLANNING & DEVELOPMENT COMMITTEE

  
Alan Sweeney, Chair

  
Mary Mawhinney, Vice-Chair

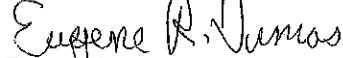
  
Wayne Gustina

  
Marilyn Jensen

  
Phillip Owens


LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes Sections 59.02, 59.69(4), 59.692, 87.30, 236.45, 281.31 and 703.115.

  
Eugene R. Dumas  
Deputy Corporation Counsel


FISCAL NOTE:

No Fiscal Impact.

  
Sherry Oja  
Senior Accountant/Assistant to Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

**Chapter 38 – Land Division and Development – Code of Ordinances, Rock County**

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**Article I. INTRODUCTION**

**Sec. 38-1. AUTHORITY**

This Ordinance is adopted by the Rock County Board of Supervisors pursuant to Sections 59.69 (4), 236.45, 281.31, and 703.115, Wisconsin Statutes.

**Sec. 38-2. TITLE AND EFFECTIVE DATE**

This Ordinance shall hereafter be known, cited, and referred to as the *Rock County Land Division and Development Ordinance* and shall be effective August 1, 1969 and as revised April 8, 1982 and [DATE OF THIS REVISION], after adoption by the Rock County Board of Supervisors.

[Note: This Ordinance has been amended on April 14, 1994, December 14, 2000, April 28, 2005, and August 28, 2008 with said amendments incorporated herein.]

**Sec. 38-3. INTENT AND PURPOSE**

The intent and purpose of this Ordinance is to identify the process and requirements for regulation of all land division and other development activity in unincorporated areas of Rock County so as to maintain and advance the public health, safety, and general welfare of the County, its communities, and its residents, including the administration of certain Town land division, other development, and related activity standards and regulations in accordance with Memorandums of Agreement ("MOAs") between Rock County and said Town(s), all as defined in Sec. 38-7. of this Ordinance, by ensuring the following:

- (1) Orderly, economical, efficient, equitable, and environmentally-sound layout and use of land, including siting and construction of buildings, accessory buildings, and improvements, and other earth-disturbing activities, protection and preservation of Environmentally Sensitive Areas ("ESA"), cultural resources, productive agricultural soils, woodlands, and open space, promotion of a regional land use and community planning and development vision, and enhancement of community character;
- (2) Prevention and minimization of hazards to life or property, including but not limited to those related to overcrowding of land, congestion, pollution, fire, flood, disease, noise, soil, bedrock formation, topography, drainage, steep slope, erosion, sewage treatment and disposal, water supply, and all other utilities;
- (3) Adequate public improvements and associated services, including but not limited to those related to transportation, sewage treatment and disposal, water supply, all other utilities, drainage, and outdoor recreation;
- (4) Adequate and safe lot ingress and egress;
- (5) Uniform, consistent, and accurate monumenting, mapping, and legal description of lots;
- (6) Consistency with the most current versions of the *Rock County Comprehensive Plan*, *Rock County Farmland Preservation Plan*, or any similar successive and other relevant County plan or document, Town, City, and Village comprehensive plans, Town, City, Village, and County zoning ordinances, and Sections 236 and 703, Wisconsin Statutes;

**Sec. 38-4. COMPLIANCE WITH OTHER ORDINANCES, STATUTES, REGULATIONS, AND PLANS**

Any land division or other development activity, including any activity stipulated in a Memorandum of Agreement ("MOA") and subject to this Ordinance, in accordance with Sec. 38-8. herein, shall also be subject to and consistent with the following:



- (1) Chapters 236 and 703, Wisconsin Statutes and Chapters COMM. 83 and 85, TRANS. 233, and N.R. 115, 116, and 121, Wisconsin Administrative Code;
- (2) All other applicable Rock County ordinances and regulations, and the most current versions of the *Rock County Comprehensive Plan*, *Rock County Farmland Preservation Plan*, or any similar successive and other relevant County plan or document;
- (3) All applicable Town, City, or Village ordinances, regulations, and plans;
- (4) All other applicable ordinances, rules, regulations, standards, statutes, or other provisions of law;

Sec. 38-5.     INTERPRETATION, ABROGATION AND GREATER RESTRICTIONS, SEVERABILITY, AND REPEAL

- (1) Interpretation. The provisions of this Ordinance shall be interpreted to be minimum requirements and shall be liberally construed in favor of Rock County and shall not be deemed a limitation or repeal of any other power granted by Wisconsin Statutes.
- (2) Abrogation and greater restrictions. This Ordinance is not intended to interfere with, abrogate, or annul any other ordinance, rule, regulation, standard, statute, or other provision of law. Where any provision of this Ordinance imposes a restriction similar to those imposed by any other provision of this Ordinance or any other ordinance, rule, regulation, standard, statute, or other provision of law, whichever is more restrictive or imposes higher standards shall control.
- (3) Severability. Each Article, Section, Sub-section, paragraph, sentence, clause, word, and provision of this Ordinance is severable. If any of the aforementioned components of this Ordinance are held unconstitutional or invalid for any reason, such decision shall not affect the remainder of said Ordinance.
- (4) Repeal. All other ordinances or parts of ordinances of Rock County inconsistent or conflicting with this Ordinance, to the extent of the inconsistency only, are hereby repealed.

Sec. 38-6.     REVISION AND AMENDMENT

This Ordinance may be revised and amended by the Rock County Board of Supervisors. The Rock County Planning & Development Committee ("Committee") shall hold a public hearing on all proposed revisions and amendments to this Ordinance, in accordance with Sections 59.02 and 236.45, Wisconsin Statutes, to review and provide recommendation on said revisions and amendments to the Rock County Board of Supervisors. After this public hearing, the Rock County Board of Supervisors shall also hold a public hearing to adopt any Ordinance revisions or amendments recommended by the Committee.

Any land division or other development activity, including any activity stipulated in a Memorandum of Agreement ("MOA") and subject to this Ordinance, in accordance with Sec. 38-8. herein, shall be reviewed for compliance with this Ordinance in the manner it exists at the time of submission to the Administrator of the application for preliminary land division, other development activity, or an activity stipulated in a MOA.

Sec. 38-7.     DEFINITIONS

The following terms shall, for the purpose of this Ordinance, have the definition stated in this Sec. Any other term contained in this Ordinance not defined in this Sec. but vital to the interpretation of this Ordinance shall be construed to have a legal definition:

**Accessory building** – Any structure affixed to the land and built for support, shelter, or enclosure of persons, animals, chattel, or other movable property, not requiring either a connection to a public sanitary sewer system or installation of a private onsite wastewater treatment system (“POWTS”)

**Adjacent Land Sale or Transfer** – The act or process of conveyance by a landowner of a portion of an existing lot to an adjacent landowner/lot in which no new, additional lots are created and the modified lots are not reduced below the minimum size and dimension required by law

**Administrator** – Staff of the Rock County Planning, Economic & Community Development Agency (“Agency”) designated by the Rock County Planning & Development Committee (“Committee”) to administer and enforce this Ordinance

**Agency** – The Rock County Planning, Economic & Community Development Agency, authorized by the Rock County Board of Supervisors, in accordance with Sec. 59.69 (2) Wisconsin Statutes, to develop and implement policies and procedures related to specific aspects of community planning and development in Rock County, with oversight provided by the Rock County Planning & Development Committee (“Committee”)

**Alley** – A public or private right-of-way primarily serving or designated to serve as a secondary vehicular access to a lot

**Applicant** – A landowner requesting review of and action on an application for land division, other development activity, or land division and development activity stipulated in a Memorandum of Agreement (“MOA”), or agent of said landowner(s) having gained legal consent of the landowner(s) on which the aforementioned activity will take place

**Arterial street** – A public right-of-way, including but not limited to Federal and State highways, primarily serving or designated to serve the rapid movement of concentrated volumes of vehicular traffic over relatively long distances and providing for movement between, rather than within, activity areas

**Block** – A group of lots within well-defined and fixed boundaries, including but not limited to those boundaries provided by streets, public parks, cemeteries, rail lines, shorelines, or general purpose districts, and having a designation through which it may be identified

**Board** – The Rock County Board of Adjustment, authorized by the Rock County Board of Supervisors, in accordance with Sec. 59.694, Wisconsin Statutes, to hear and take action on requests by an applicant for variances to and appeals of administration and enforcement of this Ordinance

**Building** – Any structure affixed to the land and built for support, shelter, or enclosure of persons, animals, chattel, or other movable property, requiring either a connection to a public sanitary sewer system or installation of a private onsite wastewater treatment system (“POWTS”)

**Building envelope** – The area of a lot in which building and accessory building sites are allowed

**Building setback line** – A line located at the front, rear, and on all sides of a lot between which lines and the lot lines, building and accessory building sites are prohibited

**Building Site Permit (“BSP”)** – A document issued by the Administrator specifying the allowance of a building or accessory building site on a lot, so classified in this Ordinance as either a Rock County Building Site Permit or a Town Building Site Permit

**Building site plan** – A document prepared and submitted by an applicant if a building or accessory building site is proposed for construction or location on a lot, so classified in this Ordinance as either a Rock County building site plan or a Town building site plan

**Centerline** – A line parallel to the boundary lines of a street or right-of-way, bisecting said street or right-of-way into equal parts and separating vehicular or other traffic moving in opposite directions

**Certified Survey Map (“CSM”)** – A map of a minor land division, or identifying lands subject to a lot combination or an adjacent land sale or transfer, prepared by a land surveyor in accordance with Sec. 236.34, Wisconsin Statutes and submitted by an applicant in both a preliminary and final form

**Cluster development** – A planned development and minor land division consisting of lots of reduced size and specifying building and accessory building sites so as to provide for protection and preservation of Environmentally Sensitive Areas (“ESA”), cultural resources, productive agricultural soils, woodlands, and/or open space

**Collector street** – A public right-of-way primarily serving or designated to serve moderate amounts of vehicular traffic between local and arterial streets, providing access to lots and for movement within, rather than between, activity areas

**Committee** – The Rock County Planning & Development Committee, authorized by the Rock County Board of Supervisors in accordance with Sec. 59.69 (2), Wisconsin Statutes, to administer and enforce this Ordinance

**Condominium** – A building(s), accessory building(s), and the associated grounds in which units of property, such as apartments, are owned by individuals and common parts of property, such as the building(s) and grounds, are owned jointly by all unit owners

**Condominium instrument** – The declaration, plats, and plans of a condominium together with any attached exhibits or schedules, prepared and submitted by an applicant

**Condominium plat** – A map of condominium units on a lot, prepared by a land surveyor in accordance with Sec. 703.11, Wisconsin Statutes, and submitted by the applicant as a component of a condominium instrument

**Conservation development** – A planned development and major land division (sub-division) consisting of lots of reduced size and specifying building and accessory building sites so as to provide for protection and preservation of Environmentally Sensitive Areas (“ESA”), cultural resources, productive agricultural soils, woodlands, and/or open space

**Conservation easement** – A document, in accordance with Sec. 700.40, Wisconsin Statutes, prohibiting building and accessory building sites, and earth-disturbing activity detrimental to the intent and purpose of the document, in Environmentally Sensitive Areas (“ESA”), cultural resources, productive agricultural soils, woodlands, and/or open space

**Corner lot** – A lot abutting two or more streets at their intersection, provided the corner of such intersection has an angle of one hundred and thirty five (135) degrees or less measured on the lot side

**Cul-de-sac** – A local street with a singular vehicular outlet containing an appropriate terminal for the safe and convenient reversal of traffic movement

**Cultural resources** – Any building or structure, archaeological or cultural site, or historical marker in the State of Wisconsin Historical Society's Architecture and History Program, Archaeological Sites Inventory Program, or Historical Markers Program, or any building, structure, site, or marker so identified as a cultural resource in any Rock County cultural resources inventory, plan, or program

**Double frontage lot** – A lot whose front yard and rear yard both abut a street

**Drainageway** – A naturally-occurring or constructed channel designated to collect and disperse stormwater runoff so as to minimize potential occurrences of flooding, sedimentation, and erosion

**Driveway** – A public or private right-of-way primarily serving or designated to serve as a vehicular access to a lot from a public street

**Easement** – A non-fee simple interest in land either allowing use of the land by an individual or party other than the landowner and/or restricting use of the land by the landowner

**Environmentally Sensitive Areas ("ESA")** – Natural resource features listed in accordance with Sec. 38-9. (3) of this Ordinance (Certain said features were previously termed in all relevant Rock County plans, documents, and regulations as Environmentally Significant Open Space Areas (ESOSA).)

**Extra-Territorial Plat Approval Jurisdiction ("ETJ") area** – Any lands within one and one half (1 ½) miles of the boundary of a village or fourth-class city, or within three (3) miles of the boundary of a first, second, or third-class city, in accordance with Sec. 62.05 (1) and 236.02 (5), Wisconsin Statutes, in which said cities and villages may review and approve or object to land divisions, provided each have enacted an official map or sub-division control ordinance

**Flag lot** – A lot whose width at the building site far exceeds its street frontage, containing both a "pole", a long, narrow strip of land utilized solely to provide vehicular access to the building site, and a "flag", containing the building site

**Foundation survey** – A map prepared by a land surveyor and submitted by an applicant as a component of the building site plan, identifying lot lines, building setback lines, a building and/or accessory building foundation or footings, and the distance from the lot lines to the foundation or footings, and floodplain

**Frontage** – The length of the front lot line of a lot abutting a street and/or the length of the rear lot line of a lot abutting a surface water feature

**Front yard** – The area of a lot between the building setback line at the front of the lot and the adjacent boundary of the street upon which the lot abuts, in which building and accessory building sites are prohibited (A corner lot shall have two (2) front yards.)

**Full width** – The distance between the parallel boundaries of a street or right-of-way, measured perpendicular from said boundaries

**General planned development** – A planned development consisting of lots of reduced size and specifying building and accessory building sites so as to provide for protection and preservation of Environmentally Sensitive Areas ("ESA"), cultural resources, productive agricultural soils, woodlands, and/or open space

**General purpose district** – A unit of government, including Counties, Towns, Cities, and Villages, providing a wide array of vital services to residents living within their borders

**Grade** – The slope of a street specified in percent

**Half width** – One-half (1/2) of a street or right-of-way measured perpendicular from the street or right-of-way boundary to its centerline

**Household** – A building capable of serving as a residence, and occupied or otherwise inhabited

**Improvements** – Any building, accessory building, or construction activity or product on a lot intended to increase the value of the lot

**Land division** – The act or process of dividing an existing lot into two (2) or more lots normally for the purpose of ownership transfer or building construction or location, so classified in this Ordinance as either minor or major (sub-division), or the land area thereof

**Landowner** – Any individual or party having legal title to land subject to a land division or other development activity, including any activity stipulated in a Memorandum of Agreement (“MOA”)

**Landscape plan** – A document prepared and submitted by an applicant as a component of a final land division, at the applicant’s option and for a major land division (sub-division) only, detailing preservation, establishment, and maintenance of vegetation on the land division, including trees, shrubs, grasses, and other groundcover

**Land surveyor** – A person registered and licensed in the State of Wisconsin to perform land surveys

**Local street** – A public right-of-way of limited continuity primarily serving or designated to serve vehicular traffic over relatively short distances, providing access to abutting properties within neighborhoods and to collector streets

**Lot** – A land area created by a land division or otherwise permitted by law to be sold or used as a building site and containing adequate size and dimension to meet all Rock County, Town, State, and any other applicable standards and regulations

**Lot area** – The total square footage or acreage of a lot, excluding any public or private right-of-way or surface water feature

**Lot combination** – The act or process of consolidating two (2) or more lots into a single lot, with the lots subject to consolidation contiguous at more than a corner and under identical ownership in accordance with Rock County Tax Records

**Lot lines** – The boundary lines of a lot

**Major land division (Sub-division)** – A land division requiring a Sub-division Plat, creating five (5) or more new, additional lots of any size concurrently or by successive land division within five (5) years of the recordation date of the first lot created (A parent lot subject to a major land division and not included in a Sub-division Plat shall require a Plat of Survey (“POS”) or Certified Survey Map (“CSM”), in accordance with the definition of parent lot as stated in this Sec.)

**Memorandum of Agreement (“MOA”)** – A voluntary agreement executed by a Town and Rock County providing for the County to administer and enforce standards and regulations for specified land division, other development, and related activities within the Town, as set forth in the MOA

**Minor land division** – A land division requiring either a Plat of Survey (“POS”) or a Certified Survey Map (“CSM”), creating any of the following:

- (1) One (1) to four (4) new, additional lots with each lot larger than thirty five (35) acres, created concurrently or by successive land division within five (5) years of the recordation date of the first lot created – POS required.
- (2) One (1) to four (4) new, additional lots with each lot thirty five (35) acres or smaller, created concurrently or by successive land division within five (5) years of the recordation date of the first lot created – CSM required.
- (3) A public dedication or reservation

(A parent lot subject to a minor land division shall require a POS or CSM in accordance with the definition of parent lot as stated in this Sec.)

**Municipality** – A general purpose district having incorporated status, including a City or Village

**Neighborhood development** – A planned development and major land division (sub-division) consisting of lots of reduced size, increased building densities, and mixed land uses (residential, commercial/business, governmental/quasi-governmental, and outdoor recreation/open space) in close proximity, so as to provide for protection and preservation of Environmentally Sensitive Areas (“ESA”), cultural resources, productive agricultural soils, woodlands, and/or open space

**Open space** – A land area largely devoid of buildings, accessory buildings, or other visible, intensive construction activities or products, intended to provide outdoor recreation opportunities and/or maintain and enhance ecosystem health

**Ordinance** – This Ordinance, the *Land Division and Development Ordinance (Chapter 38 – Land Division and Development, Code of Ordinances, Rock County)*

**Other development activity** – An act or process that alters the natural landscape through a construction activity or product, or changes the dimensions or ownership interests of a lot

**Outlot** – A land area, other than a lot or block, not to be utilized as a building or accessory building site and so designated on a Plat of Survey (“POS”), Certified Survey Map (“CSM”), or Sub-division Plat

**Parent lot** – An existing lot from which a new, additional lot is created through a land division, not to include the new, additional lot and requiring either a Plat of Survey (“POS”) or Certified Survey Map (“CSM”) in accordance with the following:

- (1) Parent lot larger than thirty five (35) acres – CSM or POS not required;
- (2) Parent lot thirty five (35) acres or smaller – CSM required;
- (3) Parent lot larger than thirty five (35) acres that may require a re-zone, in accordance with a Town zoning ordinance, as a result of the land division – POS required;

**Pedestrian way** – A public or private right-of-way whose primary purpose is conveyance of foot traffic

**Planned development** – A major land division (sub-division) entailing a minimum of five (5) acres in which building and improvement sites and construction are planned and undertaken as a single project, incorporating a variety of land uses and not subject to standard development design requirements

**Plat of Survey ("POS")** – A map of a minor land division, or identifying lands subject to an adjacent land sale or transfer, prepared by a land surveyor and submitted by an applicant in both a preliminary and final form

**Private onsite wastewater treatment system ("POWTS")** – A sanitary sewer treatment and disposal system consisting of a septic tank and soil absorption field, or similar improvements or infrastructure, serving a building(s) and located either on the same or a different lot than said building(s), and not owned by a general purpose district

**Productive agricultural soils** – Soils so identified in the *Rock County Farmland Preservation Plan: 2011 Update* or any similar successive Rock County plan or document

**Public dedication or reservation** – The act or process by which a landowner conveys land to a general or special purpose district for uses, including but not limited to streets, parks, and outdoor recreation, or the act or process by which said districts retain land for said uses

**Public improvement** – Any building, accessory building, or construction activity or product on a lot intended to increase the value of the lot and which a general purpose or special purpose district may ultimately assume operation and maintenance responsibility

**Public improvement plan** – A document prepared by an applicant and submitted as a component of a final land division, detailing design, construction, and maintenance of all public improvements on the land division, with all costs of construction to be borne by the applicant, so classified in this Ordinance as either a Rock County public improvement plan or a Town public improvement plan

**Public sanitary sewer system** – Sanitary sewer treatment and disposal infrastructure constructed and maintained by a general or special purpose district to serve the sewage treatment and disposal needs of residents living within their boundaries

**Public water supply system** – Water supply infrastructure constructed and maintained by a general or special purpose district to serve the clean water supply needs of residents living within their boundaries

**Public way** – A right-of-way owned by a general or special purpose district, including but not limited to a street or pedestrian way, primarily serving or designated to serve the conveyance of vehicular, bi-pedal, foot, or other traffic

**Rear yard** – The area of a lot opposite the front yard and between the building setback line at the rear of the lot and its rear lot line, in which building and accessory building sites are prohibited (A corner lot shall have its rear yard opposite the street from which the driveway providing access to the building is located.)

**Right-of-way** – A public or private land area primarily serving or designated to serve as the location of a street, pedestrian way, rail line, or utility line

**Roadway** – The portion of a street under pavement or other surface

**Rock County Comprehensive Plan** – A document developed in accordance with Sec. 66.1001, Wisconsin Statutes and adopted by the Rock County Board of Supervisors to guide specified aspects of community planning and development in the County

**Sewer service area** – A land area in which a general or special purpose district is able to provide public sanitary sewer system service given existing infrastructure and capacity, as delineated in either an Areawide Water Quality Management Plan (per Sec. NR 121, Wisconsin Administrative Code) general purpose district comprehensive plan, or special purpose district plan or document

**Side yard** – The area of a lot between the building setback line on all sides of the lot and the adjacent side lot line(s), in which building and accessory building sites are prohibited

**Special purpose district** – A unit of government providing a single or few focused services to residents living within its borders

**Street (Road)** – A public or private right-of-way, not including driveways, primarily serving or designated to serve vehicular traffic and provide access within and/or between activity areas

**Stormwater management and erosion control plan** – A document prepared by an applicant and submitted as a component of a final land division, detailing measures to be taken by the applicant on the land division to ensure adequate stormwater management and minimization of erosion during and after improvement construction and associated earth-disturbing activity, in accordance with *Article II – Stormwater Management* and *Article III – Construction Site Erosion Control, Chapter 16 – Environment, Code of Ordinances, Rock County* (Administered by the Rock County Land Conservation Department)

**Sub-division Plat** – A map of a major land division (sub-division) prepared by a land surveyor in accordance with Sections 236.11 and 236.20, Wisconsin Statutes and submitted by an applicant in both a preliminary and final form

**Surface water feature** – A river, lake, stream, or any other navigable water body, in accordance with Sec. 30.10, Wisconsin Statutes

**Town** – Any of the twenty (20) Towns located in Rock County, including the Town Board, Town Clerk, or any other designated Town Committee

**Town zoning ordinance** – The current zoning ordinance of any of the twenty (20) Towns located in Rock County, adopted by said Town Board

**Unit** – A part of a condominium, such as an apartment, owned by an individual and not jointly by all other condominium owners

**Utility easement** – A public or private right-of-way reserved for the location of utility lines and other utility infrastructure

**Woodlands** – Lands comprising five (5) acres or more of contiguous deciduous and/or coniferous vegetation, as delineated by the Agency

## Article II. GENERAL PROVISIONS

### Sec. 38-8. APPLICABILITY

- (1) Jurisdiction. This Ordinance shall apply only to land division and other development activity, including any activity stipulated in a Memorandum of Agreement (“MOA”), in unincorporated areas of Rock County. In those Towns where a duly adopted Town land division and development ordinance exists and is more restrictive than this Ordinance, the Town’s greater restrictions shall apply.



The Committee may review, and approve or object to, any Sub-division Plat located in a municipality if said plat conflicts with parks, parkways, expressways, major highways, airports, drainageways, schools or other planned public development, in accordance with Sec. 236.12 (2) (b), Wisconsin Statutes.

- (2) Activities regulated. This Ordinance shall apply to all of the following:
- (a) Land division creating a lot of any size;
  - (b) Rock County Building Site Permit ("Rock County BSP") issuance;
  - (c) Public dedication or reservation;
  - (d) Adjacent land sale or transfer, lot combination, public improvement design, construction, and maintenance, Environmentally Sensitive Areas ("ESA"), cultural resources, productive agricultural soils, woodlands, and/or open space protection and preservation, Town Building Site Permit ("Town BSP") issuance, and any other related activity, all only if stipulated in an MOA;
- (3) Activities not regulated. This Ordinance shall not apply to any of the following:
- (a) Transfers of interest in land by will or pursuant to court order;
  - (b) Mortgages, easements, or leases for a term not to exceed ten (10) years;
  - (c) Cemetery plats or assessor's plats created under Sec. 70.27, Wisconsin Statutes;
  - (d) The re-survey of an existing lot which does not result in a land division;

Sec. 38-9. SUITABILITY

- (1) Hazards and conditions. Land division or other development activity, including any activity stipulated in a MOA, shall not occur on lands the Committee deems uninhabitable due to hazards of life or property, including but not limited to those related to fire, flood, disease, noise, soil, bedrock formation, topography, erosion, drainage, steep slope, sewage treatment and disposal, water supply, and all other utilities, or on lands possessing any other conditions rendering them uninhabitable, unless the hazards and conditions have been eliminated or adequate methods to correct said hazards and conditions are developed by the applicant to the satisfaction of the Committee.
- (2) Non-conformance. Land division or other development activity, including any activity stipulated in a MOA, shall not occur in a manner the Committee deems would increase an existing instance of non-conformance of a building, accessory building, construction activity or product, lot, or land use with this Ordinance or any other applicable ordinance, rule, regulation, standard, statute, or other provision of law, nor shall land division or other development activity, including any activity stipulated in a MOA, be allowed in a manner the Committee deems would create a new instance of non-conformance of a building, accessory building, construction activity or product, lot, or land use.
- (3) Environmentally Sensitive Areas. The Committee shall encourage land division or other development activity, including any activity stipulated in a MOA, to occur in a manner which the Committee deems will not significantly degrade or deplete, or compromise the function or integrity, of any Environmentally Sensitive Areas ("ESA"). The location of ESA shall reflect the most current and best data and information available to the Agency at the time of administration and enforcement of this Ordinance. ESA shall include all of the following:

- (a) Floodplain – Lands identified as floodplain by the Federal Emergency Management Agency (FEMA), as delineated in accordance with the most current FEMA floodplain maps adopted by the Rock County Board of Supervisors;
  - (b) Groundwater protection areas – Lands identified as groundwater protection areas, as delineated by the Agency;
  - (c) Hydric soils – Lands with soils identified as hydric, as delineated by the Agency;
  - (d) Kettles and depressional topography – Lands identified as kettles and/or depressional topography, as delineated by the Agency;
  - (e) Natural areas – Lands with scores of five (5) or higher, in accordance with the *Rock County Natural Areas Survey – 2001*;
  - (f) Shallow bedrock – Lands identified with bedrock within twenty (20) inches of the surface, as delineated by the Agency;
  - (g) Shorelands – Lands identified within seventy-five (75) feet of the ordinary high water mark of a surface water feature, as delineated in accordance with *Chapter 44 – Zoning, Code of Ordinances, Rock County*;
  - (h) Steep slopes – Lands identified with slopes sixteen percent (16%) and greater, as delineated by the Agency;
  - (i) Wetland – Lands identified as wetland, as delineated by the Wisconsin Department of Natural Resources or another qualified entity;
  - (j) Wetland buffers – Lands identified within fifty (50) feet of wetlands, as delineated by the Agency;
- (4) Cultural resources, productive agricultural soils, and woodlands. The Committee shall encourage land division or other development activity, including any activity stipulated in a MOA, to occur in a manner which the Committee deems will not significantly degrade or deplete, or compromise the function or integrity, of any cultural resources, productive agricultural soils, or woodlands. The location of cultural resources, productive agricultural soils, and woodlands shall reflect the most current and best data and information available to the Agency at the time of administration and enforcement of this Ordinance.
- (5) Determination of suitability. If the Committee prohibits a land division or other development activity, including any activity stipulated in a MOA, in accordance with (1), (2), (3), or (4) of this Sec., the Committee shall state this determination of land suitability at a public meeting, through an action of denial with findings of an application for preliminary land division, or other development activity, and forward this action in writing to the applicant within five (5) business days of said action.

### Article III. LAND DIVISION PROCEDURE

#### Sec. 38-10. OVERVIEW

- (1) Classification. Land divisions are classified in this Ordinance as follows:

- (a) Minor land division – A land division requiring either a Plat of Survey (“POS”) or a Certified Survey Map (“CSM”), creating any of the following:
1. One (1) to four (4) new, additional lots with each lot larger than thirty five (35) acres, created concurrently or by successive land division within five (5) years of the recordation date of the first lot created – POS required;
  2. One (1) to four (4) new, additional lots with each lot thirty five (35) acres or smaller, created concurrently or by successive land division within five (5) years of the recordation date of the first lot created – CSM required;
  3. A public dedication or reservation in accordance with Sec. 38-18. of this Ordinance – CSM required.
- (b) Major land division (sub-division) – A land division requiring a Sub-division Plat, creating five (5) or more new, additional lots of any size concurrently or by successive land division within five (5) years of the recordation date of the first lot created;
- (c) A parent lot subject to a major or minor land division (sub-division) and not included in a Sub-division Plat shall require a POS or CSM in accordance with the following:

1. Parent lot larger than thirty five (35) acres – CSM or POS not required;
  2. Parent lot thirty five (35) acres or smaller – CSM required;
  3. Parent lot larger than thirty five (35) acres that may require a re-zone, in accordance with a Town zoning ordinance, as a result of the land division – POS required;
- (2) Process. Land divisions shall be processed by the Administrator at the direction of the Committee. The procedure for a minor land division requires submittal of an application for preliminary land division and a final land division, and recordation and alteration and modification (if applicable). The process for a major land division (sub-division) requires all those components as listed previously for a minor land division, in addition to a consultation in accordance with Sec. 38-11. of this Ordinance.

Sec. 38-11. CONSULTATION

Prior to submission of an application for preliminary land division, the applicant shall schedule and attend a consultation with the Administrator, Town, and City/Village (if land division is within City/Village Extra-Territorial Plat Approval Jurisdiction (“ETJ”) area) for all major land divisions (sub-division) to ensure the applicant has an adequate understanding of all Rock County, Town, City/Village (if applicable), State, and Federal standards and requirements.

At the consultation, the applicant shall provide a map at 24”x36” or larger, at a convenient scale not to exceed one hundred (100) feet to the inch, and containing all of the following:

- (1) Two (2) foot contour intervals on the land division (if required by Administrator), approximate location and dimension of all property owned by the applicant on and adjacent to the land division, approximate location, dimension (if applicable), and name (if applicable) of all existing and/or proposed utilities within three hundred (300) feet, and all existing and/or proposed public or quasi-public buildings, land ownership, government boundaries, streets, alleys, public ways, rail lines, easements, vegetative land cover types, ESA, cultural resources, productive agricultural soils, woodlands, and surface water features within one thousand (1,000) feet, of any lot line of the land division;

- (2) A title containing the proposed major land division name, landowner and/or applicant's last name and the text "DEVELOPMENT MAP – MAJOR LAND DIVISION";
- (3) A scale, north arrow, and date of creation;
- (4) The name, address, and telephone number of the landowner and applicant;

Sec. 38-12.     PRELIMINARY LAND DIVISION

- (1) Application submission requirements. The applicant shall submit to the Administrator an application for preliminary land division. Application information and forms are available at the office of the Administrator and on the Rock County website. The application shall include:
  - (a) A POS or CSM clearly marked "PRELIMINARY CSM or POS" for a minor land division or a Sub-division Plat clearly marked "PRELIMINARY PLAT" for a major land division (sub-division), displaying the land division at a convenient scale not to exceed five hundred (500) feet to the inch for a POS or CSM and one hundred (100) feet to the inch for a Sub-division Plat, with the POS, CSM, or Sub-division Plat pages numbered in sequence if more than one (1) page is required, and total number of POS, CSM, or Sub-Division Plat pages identified on each page. A copy of said POS, CSM, or Sub-division Plat shall also be provided in electronic format in a manner compatible with the Agency's Geographic Information System (GIS). The POS, CSM, or Sub-division Plat shall contain all of the following:
    - 1. The location of the land division by section, township, and range, approximate location and dimension of all property lines on and adjacent to the land division, to include ownership, and existing and proposed County, Town, and City/Village (if applicable) zoning designations on the land division;
    - 2. The approximate location and dimension of all existing and/or proposed lots, outlots, units, and blocks numbered for reference, and indication of lot, outlot, unit, or block use if other than single-family residential, on the land division;
    - 3. The approximate location, dimension (if applicable), and name (if applicable) of all existing and/or proposed buildings, accessory buildings, streets, alleys, public ways, rail lines, private water wells or public water supply systems, POWTS or public sanitary sewer systems, any other utilities, easements, vegetative land cover types, ESA, cultural resources, productive agricultural soils, woodlands, surface water features, drainageways, detention or retention areas, cemeteries, bridges/culverts, and rock outcroppings on the land division, and any other information required by the Administrator;
    - 4. The approximate location, dimension, and name (if applicable) of all proposed dedicated public parks or outdoor recreation lands, or other public or private dedication or reservation, with designation of the purpose thereof and any conditions of the dedication or reservation, as well as the location of proposed utility, drainageway, and pedestrian way easements, on the land division;
    - 5. A preliminary concept for connection with an existing public sanitary sewer and water supply system or an alternative means of providing treatment and disposal of sewage and water supply, on the land division;
    - 6. A preliminary concept for collecting and discharging stormwater on the land division;

7. Topography with two (2) foot contour interval on the land division (Sub-division Plats only);
  8. A scale, north arrow, and date of creation;
  9. Any other information as required in accordance with Sec. 236.34 and 236.11, Wisconsin Statutes;
- (b) A proposed timeline for submission of a Rock County public improvement plan (if applicable);
- (c) An application form to include the name, address, and telephone number of the landowner, applicant, and land surveyor/developer, proposed name of the land division (major land division (sub-division) only), and signature of the applicant. The proposed name of a major land division (sub-division) shall not duplicate or too closely approximate phonetically the name of any other major land division (sub-division) in Rock County and if the Committee determines this is the case, the Committee shall have final authority to designate the name of any major land division (sub-division), to be determined when the application for preliminary land division is approved by the Committee, in accordance with (7) of this Sec.;
- (d) An application fee;
- (2) Application submission requirements: Optional landscape plan. The applicant may submit a landscape plan to the Administrator as a component of an application for preliminary land division. The plan shall be submitted at the option of the applicant and for major land divisions (sub-divisions) only, with said plan providing for preservation, establishment, and maintenance of vegetation on the land division, including trees, shrubs, grasses, and other groundcover, to minimize soil erosion, screen and buffer differing land uses, and stabilize and enhance ecosystem health and community character.

The landscape plan shall encourage and promote landscaping that maintains and/or establishes large, contiguous areas of native vegetation that preserve, establish, or enhance scenic viewsheds and are located adjacent to stormwater and retention ponds, at the periphery of exterior lots, and in areas where differing land uses interface.

Each lot subject to the landscape plan shall require a minimum of one hundred (100) landscape points for each one thousand (1,000) square feet of impervious surface on the lot, to include any land under buildings, accessory buildings, and paved surfaces. In calculating required landscape points, all areas and distances on which calculations are based shall be rounded up to the nearest whole number. Landscape points are dependent on a vegetation category/type's typical growth rate, mature height, and classification as deciduous or conifer. Vegetation shall be of a minimum dimension at installation in order to be eligible for landscape points. Existing vegetation may be eligible for landscape points if said vegetation is non-invasive, a desirable species as determined by the Administrator, and will be preserved during construction activity. **Figure I** identifies Vegetation Category, Landscape Points, Minimum Installation Dimension, and Vegetation Type specifications for a landscape plan. The Administrator is authorized to award landscape points for any vegetation type identified in a landscape plan and not listed in **Figure I** if said vegetation type provides a landscape function similar to those vegetation types identified in **Figure I**.

**Figure I: Landscape Plan –  
Vegetation Category, Landscape Points, Minimum Installation Dimension, and Vegetation Type**

| Vegetation Category    | Landscape Points | Minimum Installation Dimension | Vegetation Type                         |
|------------------------|------------------|--------------------------------|---|
| Climax tree            | 75               | 2 inch caliber                 |   |
|                        |                  |                                | Sugar Maple                             |
|                        |                  |                                | Ginkgo                                  |
|                        |                  |                                | Oak: Red, White, and Pin                |
| Tall deciduous tree    | 30               | 1 inch caliber                 |   |
|                        |                  |                                | Maple: Red, Silver, and Norway          |
|                        |                  |                                | Honeylocust                             |
|                        |                  |                                | Bigtooth Aspen                          |
|                        |                  |                                | Linden: Basswood and Littleleaf         |
| Medium deciduous tree  | 15               | 6 feet tall                    |   |
|                        |                  |                                | Birch: River and Paper                  |
|                        |                  |                                | Cherry: Choke and Pin                   |
|                        |                  |                                | Willow                                  |
| Low deciduous tree     | 10               | 4 feet tall                    |   |
|                        |                  |                                | Serviceberry                            |
|                        |                  |                                | Hawthorn: Cockspur and Downy            |
|                        |                  |                                | Crabapple                               |
| Tall conifer tree      | 40               | 5 feet tall                    |   |
|                        |                  |                                | White Fir                               |
|                        |                  |                                | Pine: Red, White, and Scots             |
|                        |                  |                                | Canada Hemlock                          |
| Medium conifer tree    | 20               | 4 feet tall                    |   |
|                        |                  |                                | American Arborvitae                     |
| Short conifer tree     | 12               | 3 feet tall                    |   |
|                        |                  |                                | Juniper: Mountbatten and Red Cedar      |
|                        |                  |                                | Arborvitae: Pyramidal and Techny        |
| Tall deciduous shrub   | 5                | 3 feet tall                    |   |
|                        |                  |                                | Dogwood: Grey and Pagoda                |
|                        |                  |                                | Lilac: Chinese and Hyacinth             |
|                        |                  |                                | Viburnum: Arrowwood and Wayfaringtree   |
| Medium deciduous shrub | 3                | 2 feet tall                    |   |
|                        |                  |                                | American Filbert and Hazelnut Americana |
|                        |                  |                                | Cotoneaster                             |
|                        |                  |                                | Forsythia: Border, Early, and Weeping   |
|                        |                  |                                | Rose: Virginia and Rugosa               |

**Figure I: Landscape Plan –  
Vegetation Category, Landscape Points, Minimum Installation Dimension, and Vegetation Type**

| Vegetation Category   | Landscape Points | Minimum Installation Dimension | Vegetation Type                         |
|-----------------------|------------------|--------------------------------|---|
| Short deciduous shrub | 1                | 1 ½ foot tall                  |   |
|                       |                  |                                | Shrubby St. Johnswort                   |
|                       |                  |                                | Spirea: Froebel and Snowmound           |
| Medium conifer shrub  | 5                | 1 ½ foot tall/wide             |   |
|                       |                  |                                | Pfitzer Juniper:                        |
|                       |                  |                                | Japanese Yew                            |
| Short conifer shrub   | 3                | 1 foot tall/wide               |   |
|                       |                  |                                | Juniper: Sargent, Creeping, and Andorra |

The landscape plan shall contain all of the following:

(a) A map at 24"x36" or larger, prepared by the applicant or a qualified landscape professional at a convenient scale not to exceed one hundred (100) feet to the inch and containing all of the following:

1. Approximate location and dimension of all lots in the land division;
2. Approximate location, dimension, and vegetation category/type (if applicable) of existing woodlands and other vegetative land cover types (to include designation of Preservation or Removal), ESA, productive agricultural soils, cultural resources, and surface water features or other water bodies within one thousand (1,000) feet of any lot line of the land division;
3. Approximate location and quantity of any deciduous trees greater than three (3) inch caliper and conifer trees ten (10) feet high or greater in the land division;
4. Approximate location, dimension, quantity, and vegetation category/type of all proposed vegetation on the land division, including trees, shrubs, grasses, and other groundcover, and schedule for installation within one (1) year of the date of issuance of an occupancy permit for any building on the lot(s);
5. A landscape point total, per **Figure I**, of not less than one hundred (100) points for each 1,000 square feet on a lot, for each lot in the land division, identifying the landscape points for each existing/proposed vegetation species/types;
6. An estimate of landscape plan implementation costs, to include both vegetation installation and replacement for a two (2) year period, with all of said costs to be borne by the applicant;
7. A statement to the effect that two (2) years after the initial vegetation installation date, maintenance and replacement of all vegetation on the lot(s) as identified in the landscape plan shall be the responsibility of the lot owner and maintenance and replacement requirements shall run with the lot and be binding upon all future lot owners;
8. A scale, north arrow, date of creation, and major land division (sub-division) name;

9. The name, address, and telephone number of the landowner and applicant;
- (3) Incomplete or inaccurate application. Failure by the applicant to submit a complete application for preliminary land division or submittal of an inaccurate application, both in accordance with (1), and (2) if applicable, of this Sec. shall be cause for the application to be returned by the Administrator to the applicant, with the application not subject to any further review or action until the applicant has submitted a complete and accurate application.
- (4) Other reviewing parties. The Administrator shall provide the application for preliminary land division to other reviewing parties for comment, to include:
- (a) Rock County Public Works, Health, Land Conservation, and Land Records Departments, and the Rock County Surveyor;
  - (b) Town Board and Planning and Zoning Committee/Commission;
  - (c) City and/or Village if land division is within said City and/or Village ETJ area;
  - (d) Any applicable utility entity;
  - (e) Wisconsin Department of Transportation if land division is adjacent to a State road;

Any comments by other reviewing parties shall be provided to the Administrator within ten (10) business days of receipt of the application by the party from the Administrator. Failure by any other reviewing party to provide comments to the Administrator within the aforementioned timeline shall indicate said party(s) has no comment.

- (5) Administrator review. The Administrator shall review the application for preliminary land division for compliance with this Ordinance, as well as the comments from all other reviewing parties. To facilitate timely review of the application, field inspection and staking along the center-line of all proposed streets in the land division by the Administrator may be required at the discretion of the Committee. After review, the Administrator shall provide an application recommendation, either approval, approval with conditions, or denial with findings, to other reviewing parties as stated in (4) (a), (b), (c), (d) and (e) of this Sec. within ten (10) business days of receipt of the application by the Administrator.
- (6) Town and City/Village review and action. The application for preliminary land division, comments of all other reviewing parties, the Administrator's recommendation, and any other relevant information shall be provided by the Administrator to the Town and the City/Village (only if the land division is to take place within the ETJ of said City/Village) for their respective review at a public meeting. The Town and City/Village (if applicable), at their discretion, shall take action and approve, approve with conditions, or deny the application.
- (7) Committee review and action. The Committee shall review the application for preliminary land division, comments of all other reviewing parties, the Administrator's recommendation, Town review and action, City/Village review and action (if applicable), and any other relevant information at a public meeting. The Committee shall take action only after (1) – (6) of this Sec. have been completed and shall approve, approve with conditions, or deny with findings the application within ninety (90) days of receipt of the application by the Administrator, unless this timeline is extended by mutual agreement between the Committee and the applicant, with the exception that if Town and City/Village (if applicable) action is not expected to occur prior to said ninety (90) day timeline, the Committee shall take action on said application. One (1) copy of the application review form, containing the Committee action, either approval, approval with conditions, or denial with findings, and the action date



shall be provided to the applicant within five (5) business days of said action. If the Committee fails to take action on the application within the aforementioned ninety (90) day timeline, and unless this timeline is extended by mutual agreement between the applicant and all required parties, said application shall be deemed approved by the Committee.

- (a) If the application for a preliminary land division is a minor land division requiring a POS, in accordance with Sec. 38-10. (1) of this Ordinance, said application shall not require Committee review and action as stated in (7) of this Sec. and the Administrator shall review and take action on this application in the manner described in (7) of this Sec.;
- (8) Effectiveness of Administrator or Committee approval or approval with conditions. An application for a preliminary land division approved or approved with conditions by the Committee or Administrator in accordance with (7) of this Sec. shall be effective for twelve (12) months for a POS or CSM, and thirty six (36) months for a Sub-division Plat, from the Committee or Administrator action date, at the end of which approval of a final land division, in accordance with Sec. 38-13. of this Ordinance, must be obtained by the applicant from the Administrator. Any application not receiving Administrator approval as a final land division within the aforementioned timeline shall be null and void and the applicant shall be required to submit a new application if wishing to proceed with the land division. Extension of the aforementioned timeline may be applied for by the applicant prior to expiration of effectiveness and granted by the Committee at their discretion upon findings that delays are beyond the control of the applicant and that no material change in the land division, as stated in the application, has occurred or is reasonably expected to occur.

#### Sec. 38.13. FINAL LAND DIVISION

- (1) Submission requirements. Following the approval or approval with conditions of the application for preliminary land division by the Committee or Administrator, the applicant shall submit the final land division to the Administrator for approval. The final land division shall conform with the application for preliminary land division, application conditions of approval as required by the Administrator, Committee, Town, and City/Village (if applicable), and State and Federal standards and regulations, and contain all of the following:
- (a) A POS or CSM for a minor land division and a Sub-division Plat for a major land division (sub-division) displaying the land division at a convenient scale not to exceed five hundred (500) feet to the inch for a POS or CSM and one hundred (100) feet to the inch for a Sub-division Plat, with the POS, CSM, or Sub-division Plat pages numbered in sequence if more than one (1) page is required, and total number of POS, CSM, or Sub-division Plat pages identified on each page. A copy of the POS, CSM, or Sub-division Plat shall also be provided in electronic format in a manner compatible with the Agency's GIS. The POS, CSM or Sub-division Plat shall contain all of the following:
1. All information specified in accordance with Sections 236.20, 236.21, and 236.34, Wisconsin Statutes, including but not limited to:
    - a. A notarized certificate by the landowner in substantially the form found in Sec. 236.21 (2) (a), Wisconsin Statutes indicating the landowner has caused the land to be mapped, surveyed, divided, and/or dedicated;
    - b. The location of the land division in accordance with Sec. 236.20 (3), Wisconsin Statutes;
  2. A note identifying restrictions or limitations on specified lots if the lots have physical characteristics that may limit or restrict the opportunity for building, accessory building, or POWTS sites, as required by the Committee or Administrator;

3. Public way access control restrictions as required by the Committee and/or in accordance with *Article V – Trunk Highway Access Control, Chapter 42 – Traffic and Vehicles, Code of Ordinances, Rock County*, and other covenants and restrictions previously reviewed and approved by the Administrator;
- (b) A Rock County public improvement plan with any and all maps contained in the plan at 24"x36" and at a scale not to exceed fifty (50) feet to the inch, illustrating a functional scheme for public improvement design, construction, and maintenance;
  - (c) Results of a soil and site evaluation for all lots designed to contain a POWTS, in accordance with COMM. 85, Wisconsin Administrative Code;
  - (d) A stormwater management and erosion control plan submitted in accordance with *Article II – Stormwater Management, Chapter 16 – Environment* and *Article III – Construction Site Erosion Control, Chapter 16 – Environment, Code of Ordinances, Rock County*;
  - (e) A landscape plan, if submitted by the applicant as a component of the application for preliminary land division and in accordance with Sec. 38-12, (2) of this Ordinance;
  - (f) Written assurance and documentation from all applicable utility entities that all necessary utilities are installed and paid for, with said entities also guaranteeing restoration of lots to pre-installation condition, as required at the discretion of the Administrator;
  - (g) Applicable covenants and/or restrictions if the applicant intends to create a homeowners association in conjunction with the land division, to be submitted a minimum of fourteen (14) days before the date of action on the final land division by the Administrator, in accordance with (5) of this Sec.;
- (2) Administrator review. The Administrator shall review the final land division to ensure compliance with this Ordinance and the application for preliminary land division, including all conditions of approval. This review shall include the Rock County public improvement, stormwater management and erosion control, and landscape plans (if applicable), and the Administrator shall either approve the plans or provide the applicant with required modifications, with the exception of the Rock County public improvement plan which is reviewed for illustrative purposes only to ensure a functional scheme for public improvement. This review may also include a field inspection by the Administrator to ensure all erosion measures, improvements, dedications, easements, and landscaping are provided for as indicated in said plans. The Committee may direct the Rock County Surveyor to field check the land division according to State standards for survey accuracy, monumenting, legality and completeness of maps, to verify consistency between the POS, CSM or Sub-division Plat with those contained in the application for preliminary land division, or to review the POS, CSM or Sub-division Plat for compliance with this Ordinance and Sec. 236.15, Wisconsin Statutes.
- (3) Objecting agency review. The Administrator or applicant shall provide the final land division, not to include any final land division requiring a POS, to all of the following objecting agencies, in accordance with Sec. 236.12, Wisconsin Statutes, within two (2) days of receipt of the final land division by the Administrator from the applicant:
- (a) Wisconsin Department of Administration for any major land division (sub-division);
  - (b) Wisconsin Department of Transportation for any land division abutting or adjoining a State road or connecting road;

- (c) Wisconsin Department of Safety and Professional Services for any land division lacking access to a connection to a public sanitary sewer system, or any local official designated by said department to act as their agent in accordance with Sec. 236.12 (2) (a), Wisconsin Statutes;

Objecting agencies shall review the final land division and provide to the Administrator or applicant any objections, stated on the face of the CSM or Sub-division Plat, within twenty (20) business days of receipt of the final land division from the Administrator or applicant. Failure by any objecting agency to provide objections to the Administrator or applicant within the aforementioned timeline shall indicate said agencies have no objections.

- (4) Town and City/Village review and action. The final land division shall be provided by the applicant to the Town and City/Village (only if the land division is located within the ETJ area of said City/Village) for their respective review and action at a public meeting. The Town and City/Village (if applicable), at their discretion, shall take action and approve or deny the final land division.
- (5) Administrator action. The Administrator shall take action and approve or deny with findings the final land division only after Town and City/Village review and action, in accordance with (4) of this Sec., and shall provide written notice of action to the applicant within sixty (60) days of receipt of the final land division, with said timeline to commence only after Town and City/Village have completed said review and the Administrator is in receipt of the final land division. The Administrator shall approve a final land division if all objections by objecting agencies have been cleared and if the final land division complies and conforms substantially to the Committee-approved application for preliminary land division and conditions of approval for said application. If the Administrator fails to provide notice of approval or denial action to the applicant within the aforementioned timeline, and an agreement between the Administrator and applicant has not extended this timeline, and if all objections filed by objecting agencies have been cleared, the final land division shall be deemed approved by the Administrator.
- (6) Statement of payment of property taxes. The applicant shall provide to the Rock County Treasurer the final land division approved by the Administrator along with the following text:

Rock County Treasurer,

I hereby certify that the property taxes on the parent lot are current and have been paid as of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Rock County Treasurer;

Sec. 38-14. RECORDATION

The final land division approved by the Administrator shall be recorded by the applicant with the Rock County Register of Deeds within twenty four (24) months of Committee approval of the application for preliminary land division and within six (6) months of Administrator approval of the final land division for a CSM, or within thirty six (36) months of Committee approval of the application for preliminary land division and within twelve (12) months of Administrator approval of the final land division for a Sub-division plat, all in accordance with Sections 236.34 and 236.25, Wisconsin Statutes. A final land division approved by the Administrator shall be filed by the applicant with the Rock County Surveyor within twenty four (24) months of Administrator approval of the application for preliminary land division and within six (6) months of Administrator approval of the final land division for a POS.

Title may not be transferred for a lot created under this Ordinance without recordation of the land division with the Rock County Register of Deeds or filing of the land division with the Rock County Surveyor, nor without approval by the Committee or Administrator of the application for preliminary land division and approval by the Administrator of the final land division.

Sec. 38-15. ALTERATION OR MODIFICATION

- (1) Procedure. Alteration or modification of a land division recorded with the Rock County Register of Deeds may be undertaken only if such alteration or modification does not affect any area of the land division dedicated or reserved to the public and said alteration or modification shall be subject to applicable provisions of this Ordinance and Sections 236.36 through 236.445, Wisconsin Statutes.
- (2) Recordation. After Administrator approval of the final land division in accordance with this Ordinance, the altered or modified final land division shall be re-recorded in the Rock County Register of Deeds Office in accordance with Sec. 38-14. of this Ordinance, along with a copy of the original unmodified and unaltered land division indicating the area of the original land division so modified or altered.

**Article IV. LAND DIVISION DEVELOPMENT DESIGN AND PUBLIC DEDICATION AND RESERVATION REQUIREMENTS**

Sec. 38-16. STANDARD DEVELOPMENT DESIGN

- (1) Design. All land divisions shall be designed to achieve the intent and purpose of this Ordinance, as stated in Sec. 38-3. herein, and shall be appropriately coordinated with and related to existing land uses, future land uses as delineated in applicable comprehensive plans and official maps, the natural landscape, and County, Town, and City/Village (if applicable) zoning ordinances.
- (2) Lots. Lot size, dimension, configuration, orientation, and building setback lines shall be appropriate for the location of the land division and the land use proposed. Lots shall generally be proportionate in length and width and the use of flag lots shall be discouraged. If flag lots are utilized, they shall be in accordance with (e) of this Sub-sec. Minimum lot size shall be appropriately increased to provide for a building envelope consistent with County, Town, and City/Village (if applicable) zoning ordinances.
  - (a) Residential lots without access to a connection to a public sanitary sewer system shall have a minimum size of forty thousand (40,000) square feet for a single family residential building and fifty five thousand (55,000) square feet for a two (2) family residential building. Each residential building shall utilize a POWTS and water well, and the lot shall contain an adequate POWTS area, to include a primary area and replacement area. Each lot shall contain a building envelope of two thousand (2,000) square feet excluding front, rear, and side yards in accordance with applicable building setback lines, ESA, and cultural resources, with said building envelope not to be located closer than ten (10) feet from any part of the POWTS area. Each lot shall also contain useable open space of not less than seventy percent (70%) of the gross area of the lot, entailing the gross square footage of the lot, less three thousand (3,000) square feet for potential building, driveway, or parking use, less fifty percent (50%) of the POWTS area. The minimum lot width at the front yard building setback line for these lots, in accordance with applicable Town and County building setback lines, or (g) of this Sub-sec., shall be one hundred (100) feet.
  - (b) Residential lots with access to a connection to a public sanitary sewer system shall have a minimum size of six thousand (6,000) square feet except in the Rock County Shoreland Overlay Zoning District, in accordance with *Chapter 44 – Zoning, Code of Ordinances*,

*Rock County*, where the minimum size shall be fifteen thousand (15,000) square feet. The minimum lot width at the front yard building setback line for these lots, in accordance with applicable Town and County building setback lines, or (g) of this Sub-sec., shall be fifty (50) feet.

- (c) Commercial, industrial, and other non-residential lots shall be of adequate size, dimension, configuration, and orientation to provide for off-street parking and loading facilities required for the type of proposed use.
  - (d) Lot configuration shall recognize topography and other natural landscape conditions. Lot lines shall abut at right angles or radial to streets, when feasible. Lot frontage on a public street shall be at least one hundred (100) feet for all lots without access to a connection to a public sanitary sewer system and at least fifty (50) feet for all lots with access to a connection to said system or fronting a cul-de-sac. Double frontage lots shall be avoided except for corner lots where they may be required to separate residential land uses from arterial streets or in order to overcome topography, other landscape conditions, or orientation disadvantages. Dimensions of corner lots shall adhere to front yard building setback lines, in accordance with Town building setback lines or (g) of this Sub-sec., from both streets that bound the lot.
  - (e) Flag lots shall be allowed only in special circumstances when various factors render creation of a more proportionate lot, in length and width, unachievable. The "pole" of a flag lot shall not exceed two hundred fifty (250) feet in length unless additional length is needed to either avoid significant degradation or depletion of ESA, cultural resources, productive agricultural soils, and/or woodlands, or disruption of efficient agricultural operations. The "pole" shall be used exclusively for vehicular access with specified improvements including landscaping, fencing, utilities, mailboxes, and signs also permitted on the "pole". The "pole" shall maintain a minimum width of one hundred (100) feet for all lots without access to a connection to a public sanitary sewer system, and fifty (50) feet for all lots with access to a connection to said system, for the entire length of the "pole". No "pole" shall be located within two hundred (200) feet of another on the same side of the street unless said "poles" utilize a joint driveway.
  - (f) Lot orientation shall be in a manner so as to obtain maximum solar access and energy conservation, with the lot length being north to south and block length being east to west when feasible.
  - (g) Front yard building setback lines as stated in this paragraph (g) shall be applicable only on those lots adjacent to a Rock County road and not within the Rock County Shoreland Overlay Zoning District. Front yard building setback lines from arterial and collector streets shall be one hundred and fifteen (115) feet from the street centerline or seventy five (75) feet from the right-of-way, whichever is greater. Front yard building setback lines from local streets shall be fifty (50) feet from the right-of-way for those lots without access to a connection to a public sanitary sewer system and twenty five (25) feet from the right-of-way for those lots with access to a connection to said system. Building setback lines less than those stated in the aforementioned may be permitted by the Administrator in cases of unusual topography or landscape conditions, existing patterns of lesser building setback lines on nearby properties, varying alignment of streets, or in accordance with Town zoning ordinances.
- (3) Driveways. Driveways shall access lots from a public street, and if in close proximity to an intersection, with a minimum distance to the intersection in the manner delineated in **Figure II:**

**Figure II: Driveway Distance to Intersection**

| Intersection  | Driveway Distance to Intersection |
|---|-----------------------------------|
| Local Street – Local Street (Both with posted speeds 25 m.p.h. or less)   | 25 feet                           |
| Local Street – Local Street (Any with posted speeds 25 m.p.h. or greater) | 75 feet                           |
| Local, Collector, or Arterial Street – Collector or Arterial Street       | 100 feet                          |

Driveways shall access double frontage or corner lots via the street having the lowest functional classification. All driveways shall be spaced from another in accordance with the *County Trunk Highway Access Control, Chapter 42 – Traffic and Vehicles, Rock County, Code of Ordinances* and *Rock County Driveway Access Policy* or any similar successive County ordinance, regulation, policy, plan, or document.

- (4) Utilities. The applicant shall ensure all necessary utilities other than a POWTS are available to all lots in a land division.
- (a) An easement, entailing a minimum of eight (8) feet on each side of all rear lot lines or side lot lines, running across lots or along front lot lines where necessary, shall be required for the installation of utility facilities. If required, such easements shall be noted as "Utility Easement" on the CSM or Sub-division Plat. Prior to the Administrator's approval of the final land division, the Administrator shall provide the land division to the applicable utility entity for review and comment on the location and width of the Utility Easement. The utility entity shall have ten (10) business days from receipt of the application from the Administrator in which to review said land division. Failure by any utility entity to provide comments to the Administrator within the aforementioned timeline shall indicate said agency has no comments.
- (b) Underground installation of utilities, including but not limited to telephone lines, electric lines under 15,000 volts, and cable television lines, shall be required within the Utility Easement. Underground installation of said utilities shall not be required if any of the following conditions apply:
1. Location, topography, soil conditions, trees, or other circumstances would render excessive cost for underground installation;
  2. Temporary overhead utility facilities are necessary to serve a construction site or due to severe weather conditions, with such overhead facilities to be removed within a reasonable time period after installation of permanent underground utility facilities;
  3. Associated above-ground utility facilities are necessary for the proper operation and maintenance of underground utilities, said above-ground facilities including but not limited to substations, pad-mounted transformers, and pedestal mounted terminal boxes;
  4. Utilities are located in non-residential zoning districts;
- (c) Written assurance and documentation from all applicable utility entities that all necessary utilities are installed and paid for, with said entities also guaranteeing restoration of lots to pre-installation condition, shall be required at the discretion of the Administrator.

- (5) Sanitary sewer facilities. All lots shall have either the capacity for a POWTS, or access to a connection to a public sanitary sewer system, to adequately provide for treatment and disposal of sewage generated on said lots.
- (a) If the lot has access to a connection to a public sanitary sewer system, the applicant shall connect the lot with said system and provide sewers accessible to each lot. If the lot does not have access to said system and the lot is within the boundary of a sewer service area, the lot may utilize a POWTS.
  - (b) Public sanitary sewer facilities shall connect with the public sanitary sewer system, installed by the applicant to serve each lot, to grades and sizes required by relevant agencies. Individual or group POWTS or treatment plants shall be permitted when found to be in compliance with COMM. 83 and 85, Wisconsin Administrative Codes, and assurances are provided to the Administrator by the applicant that said POWTS or treatment plant will be maintained into perpetuity.
- (6) Stormwater management and erosion control. All lots shall be designed so as to ensure stormwater runoff occurring as a result of the land division, and any construction and earth-disturbing activities on the land division, shall be adequately diverted and accommodated in the downstream area and erosion and sedimentation will not increase in comparison to conditions prior to the land division, in accordance with *Article II - Stormwater Management* and *Article III - Construction Site Erosion Control, Chapter 16 - Environment, Code of Ordinances, Rock County*.
- (7) Landscaping. All major land divisions (sub-divisions) may be subject to a landscape plan, at the option of the applicant and in accordance with Sec. 38-12. (2) of this Ordinance, that promotes and encourages landscaping that maintains and/or establishes large contiguous areas of native trees and vegetation that preserve, establish, or enhance scenic viewsheds, located adjacent to stormwater and retention ponds, at the periphery of exterior lots, and in areas where differing land uses interface.
- (8) Monuments. The applicant shall place survey monuments on the land division as required by the Committee and in accordance with Sec. 236.15, Wisconsin Statutes.

#### Sec. 38-17. PLANNED DEVELOPMENT DESIGN

To provide for greater flexibility and efficiency in meeting the intent and purpose of this Ordinance as stated in Sec. 38-3. herein, the provisions of Sec. 38-16. of this Ordinance may be waived by the Committee for planned developments provided said developments appropriately coordinate with and relate to existing land uses, future land uses as delineated in applicable comprehensive plans and official maps, and the natural landscape, and are not in conflict with this Ordinance's intent and purpose nor any other applicable standard or regulation. All planned developments shall be consistent with and adhere to all other applicable provisions of this Ordinance, County, Town, and City/Village (if applicable) comprehensive plans and zoning ordinances, and any State or Federal standard or regulation. Planned developments are classified in this Ordinance as a general planned development, cluster development, conservation development, and neighborhood development.

- (1) General planned development. A general planned development allows for creation of five (5) or more lots from a lot five (5) acres or greater. A conditional use permit shall be obtained from the Town by an applicant wishing to undertake a general planned development.

The new, additional lots shall be located in accordance with Sec. 38-9. of this Ordinance, with at least one (1) of the lot lines of said lots contiguous with the same of another and with a minimum of two (2) of said lots having two (2) lot lines contiguous with another (Streets for the purposes of Sec. 38-17. only shall not interrupt contiguity.).

- (2) Cluster development. A cluster development allows for creation of one (1) to four (4) lots from a lot forty (40) acres or greater. A conditional use permit shall be obtained from the Town by an applicant wishing to undertake a cluster development.

Cluster developments shall require designation of a Development Area and a Conservation Area. The Development Area shall consist of the new, additional lots designated for residential use. The Conservation Area shall consist of the parent lot, possessing ESA, cultural resources, productive agricultural soils, woodlands, and/or open space, and shall be restricted from further land division, and specified building and accessory building construction or location, by a Natural Resources and Open Space, Cultural Resources, or Agricultural Resources Conservation Easement in accordance with (6) of this Sec.

The new, additional lots shall be located in the Development Area in accordance with Sec. 38-9. of this Ordinance, with at least one (1) of the lot lines of said lots contiguous with the same of another and with a minimum of two (2) of said lots having two (2) lot lines contiguous with another (Streets for the purposes of Sec. 38-17. only shall not interrupt contiguity). Residential unit density in a cluster development, to include both the Development Area and the Conservation Area, shall not exceed one (1) residential unit per twenty (20) acres. Residential acreage ratio in a cluster development, to include both the Development Area and the Conservation Area, shall not exceed one (1) residential acre for every twenty (20) of agricultural or open space acreage. All acreage in the Development Area shall be considered residential acreage whereas no acreage in the Conservation Area shall be considered residential acreage.

- (3) Conservation development. A conservation development allows for creation of five (5) or more lots from a lot with a residential or planned unit development, or similar, zoning designation in accordance with Town zoning ordinances. A conditional use permit shall be obtained from the Town by an applicant wishing to undertake a conservation development.

Conservation developments shall require designation of a Development Area and a Conservation Area. The Development Area shall consist of the new, additional lots, designated for residential use and shall not exceed sixty percent (60%) of the total acreage of the conservation development. The Conservation Area shall consist of the parent lot, possessing ESA, cultural resources, productive agricultural soils, woodlands, and/or open space and shall be restricted from further land division, and specified building and/or accessory building construction or location, by a Natural Resources and Open Space, Cultural Resources, and/or Agricultural Resources Conservation Easement in accordance with (6) of this Sec., or shall be dedicated to the public as outdoor recreation or open space land in accordance with Sec. 38-18. (2) of this Ordinance (Said easement shall also restrict further land division in the Development Area.). The Conservation Area shall not exceed forty percent (40%) of the total acreage of the conservation development.

The new, additional lots shall be located in the Development Area in accordance with Sec. 38-9. of this Ordinance, with at least one (1) of the lot lines of said lots contiguous with the same of another and with a minimum of two (2) of said lots having two (2) lot lines contiguous with another (Streets for the purposes of Sec. 38-17. only shall not interrupt contiguity). Residential unit density in a conservation development, to include only the Development Area, shall not exceed two (2) residential units per one (1) acre in areas in which public sanitary sewer service and facilities are not readily available and shall not exceed eight (8) residential units per one (1) acre in areas in which public sanitary sewer service and facilities are readily available.

- (4) Neighborhood development. A neighborhood development allows for the creation of lots from a lot twenty (20) acres or greater in an area in which public sanitary sewer service and facilities are readily available, with traditional neighborhood development, planned unit



development, or a similar, zoning designation in accordance with Town zoning ordinances. A conditional use permit shall be obtained from the Town by an applicant wishing to undertake a neighborhood development.

Neighborhood developments shall require designation of a Development Area, to include Residential, Commercial and Business, Public, and Mixed Use Sectors, and an Outdoor Recreation and Open Space Area. The Outdoor Recreation and Open Space Area shall consist exclusively of outdoor recreation, open space, and associated land uses. Within the Development Area, the Residential Sector shall consist exclusively of residential and associated land uses, the Commercial and Business Sector shall consist exclusively of commercial, business, and associated land uses, the Public Sector shall consist exclusively of governmental, quasi-governmental, and associated land uses, and the Mixed Use Sector shall consist of a mixture of the aforementioned land uses.

The Development Area shall not exceed ninety percent (90%) of the total acreage of the neighborhood development. Block length within a Development Area shall not exceed six hundred (600) feet nor be less than four hundred (400) feet. Lots within the Residential Sector shall not be less than six thousand (6,000) square feet or more than ten thousand (10,000) square feet each nor collectively exceed fifty percent (50%) of the total acreage of the Development Area. Eighty percent (80%) of lots within the Residential Sector shall be within one-quarter (1/4) mile of a Commercial and Business, Public, or Mixed Use Sector. A Commercial and Business Sector shall be within one-quarter (1/4) mile of a Public or Mixed Use Sector, and all lots within the Commercial and Business Sector shall not exceed ten percent (10%) of the total acreage of the Development Area. A Public Sector shall be within one-quarter (1/4) mile of a Commercial and Business or Mixed Use Sector, and all lots within the Public Sector shall not exceed five percent (5%) of the total acreage of the Development Area. A Mixed Use Sector shall be within one-quarter (1/4) mile of a Commercial and Business or Public Sector, and all lots within the Mixed Use Sector shall not exceed ten percent (10%) of the total acreage of the Development Area. The lots shall be located in the Development Area in accordance with Sec. 38-9. of this Ordinance. Street right-of-ways within a Development Area shall not exceed twenty five percent (25%) of the total acreage of the Development Area.

Neighborhood developments shall also require designation of an Outdoor Recreation and Open Space Area, consisting of lands possessing ESA, cultural resources, woodlands, and/or open space, and contain a minimum of ten percent (10%) of the total acreage of the neighborhood development dedicated to the public as outdoor recreation or open space land, in accordance with Sec. 38-18. (2) of this Ordinance.

- (5) Cluster development CSM and general planned, conservation, and neighborhood development Sub-division Plat. A cluster development shall require a CSM and a general planned, conservation, and neighborhood development shall require a Sub-division Plat, in accordance with Sec. 38-10. (1) of this Ordinance. Said CSM or Sub-division Plat shall require all information in accordance with Sec. 38-12. (1) (a) and 38-13. (1) (a) of this Ordinance in addition to the following:
  - (a) Identification and approximate location and dimension of Development Areas (and Residential, Commercial and Business, Public, and Mixed Use Sectors if applicable) and either Conservation Areas or Outdoor Recreation and Open Space Areas;
  - (b) Notice of restriction of further land division and specified building and accessory building construction or location in the Cluster and Conservation Development - Conservation Areas, and further land division in the Conservation Development - Development Area, and reference to a conservation easement on the Conservation Areas;

- (6) Natural Resources and Open Space, Cultural Resources, and Agricultural Resources Conservation Easement. A cluster development and a conservation development shall both require a Natural Resources and Open Space, Cultural Resources, or Agricultural Resources Conservation Easement as prepared by the Administrator in accordance with Sec. 700.40, Wisconsin Statutes, and recorded with the Rock County Register of Deeds as a component of a final land division, in accordance with Sec. 38-14. of this Ordinance. Where applicable, said easement shall:
- (a) Restrict further land division of any lots in the Conservation Development - Development Area;
  - (b) Restrict further land division and specified building and accessory building construction or location in any Conservation Area;
  - (c) Allow for access to the Conservation Development – Conservation Area and use by any member of the conservation development landowners or similar association;
  - (d) Stipulate easement grantor can continue in the current or a similar conforming use of the Conservation Area but any land within said area cannot be divided, nor be subject to residential building and accessory building construction or location, for a twenty (20) year period for all cluster developments and into perpetuity for all conservation developments, unless, for cluster developments only, said land is annexed by a municipality in which case the easement will become null and void;

Sec. 38-18. PUBLIC DEDICATION AND RESERVATION

- (1) Offers. All offers of public dedication and reservation by the applicant shall be irrevocable and offer title free and clear of all liens and encumbrances.
- (2) Outdoor recreation, open space and other public lands. If a land division contains all or part of lands designated in a County, Town, or City/Village comprehensive plan or official map as a future park, outdoor recreation area, school, or other public area other than streets or drainageways, said lands shall be made part of the final land division and either dedicated to the public or reserved for acquisition by an appropriate general purpose or special purpose district at undeveloped land costs for two (2) years from the date of Administrator action of approval of the final land division. If said land is not acquired by such district within the aforementioned timeline, the land shall be released to the applicant.

Any major land division (sub-division) with at least five hundred (500) feet of frontage on a surface water feature that the Committee determines has a serious lack of public access facilities may require dedication of lands for a public access facility at a continuous width of at least seventy (70) feet from the ordinary median high-water mark to the nearest public street. This provision shall not apply to water bodies not designated as a surface water feature, in accordance with this Ordinance, or to water bodies created in conjunction with the land division and located entirely within the land division.

- (3) Easements. The Committee may require public dedication of easements for utilities, drainageways, pedestrian ways, preservation of scenic viewsheds, and other public purposes on property owned by a general purpose or special purpose district, or a landowners association. The applicant shall dedicate a natural drainageway when said drainageway traverses the land division or construct a drainageway, if the stormwater management and erosion control plan indicates a need thereof, to specifications contained in said plan. The Committee at its discretion may determine whether the natural or constructed drainageway is to be dedicated as a drainageway easement or as outdoor recreation or open space land in accordance with (2) of this Sec.

**Article V. OTHER DEVELOPMENT ACTIVITY PROCEDURE****Sec. 38-19. CONDOMINIUM INSTRUMENT**

- (1) Application submission requirements. An applicant shall submit an application for condominium instrument to the Administrator. Application information and forms are available at the office of the Administrator and on the Rock County website. The application shall require an application form and fee, and a condominium plat prepared in accordance with Sec. 703.11 Wisconsin Statutes. All condominium instruments, to include the condominium plat, shall be submitted by the applicant to the Administrator for review in accordance with Sec. 703.11, Wisconsin Statutes.
- (2) Review and action. The application for condominium instrument shall be reviewed in accordance with Sec. 703.115, Wisconsin Statutes and applicable components of 38-12. (3), (4), (5), and (6) of this Ordinance. The Administrator shall then take action and approve or deny the application, in accordance with Sec. 703.115, Wisconsin Statutes, within ten (10) business days of receipt of the application by the Administrator, and the Administrator shall notify the applicant of same within the aforementioned time period. If the applicant is not notified by the Administrator within the aforementioned time period, the application shall be deemed approved by the Administrator.
- (3) Recordation. The condominium instrument shall be recorded by the applicant with the Rock County Register of Deeds within twelve (12) months of the action of approval of the application for condominium instrument by the Administrator and in accordance with Sections 703.07 and 703.095, Wisconsin Statutes.
- (4) Land division. If a land division, as defined in Sec. 38-7. of this Ordinance, is a component of a condominium instrument, the condominium instrument shall be subject to all applicable provisions of the Ordinance.

**Sec. 38-20. ROCK COUNTY BUILDING SITE PERMIT**

- (1) Application submission requirements. An applicant shall submit an application for a Rock County Building Site Permit ("Rock County BSP") to the Administrator if a building or accessory building is being proposed for construction or location on a lot adjacent to a County road or within the Rock County Floodplain, Shoreland Overlay, or Airport Overlay Zoning Districts, in accordance with *Chapter 44 – Zoning, Code of Ordinances, Rock County*. Application information and forms are available at the office of the Administrator and on the Rock County website. The application shall require an application form and fee, and a Rock County building site plan. The Rock County building site plan shall identify all of the following (if applicable): construction activities and products, approximate location and dimension of lot lines, building setback lines, building/accessory building, driveway, and bounding streets, building/accessory building use, bounding streets name and type, approximate location of Environmentally Sensitive Areas ("ESA"), cultural resources, productive agricultural soils, and woodlands, and a building envelope not to include any front, rear, or side yards, ESA, cultural resources, and required POWTS area and open space in accordance with Sec. 38-16. (2) (a) of this Ordinance.
- (2) Administrator review. The Administrator shall review the application for a Rock County BSP for compliance with this Ordinance. The review shall be undertaken in accordance with Sec. 38-12. (3) of this Ordinance and completed by the Administrator within ten (10) business days of receipt of the application by the Administrator.
- (3) Administrator action. After review, the Administrator shall take action and approve or deny with findings the application for a Rock County BSP within ten (10) business days of receipt of the application by the Administrator and shall notify the applicant of same within the

aforementioned time period. If the applicant is not notified by the Administrator within the aforementioned time period, the application shall be deemed approved by the Administrator.

- (4) Approval and issuance. If the Administrator approves the application for a Rock County BSP, a Rock County BSP shall be issued to the applicant within ten (10) business days of receipt of an application by the Administrator. Said Rock County BSP shall contain the Rock County building site plan, with all construction activities and products completed to specifications identified therein within twelve (12) months of issuance of the Rock County BSP to the applicant by the Administrator. Approval and issuance of a Rock County BSP shall be subject to the following conditions:
- (a) Building and accessory building sites shall adhere to the front yard building setback line in accordance with 38-16. (2) (g) of this Ordinance and any other applicable building setback line;
  - (b) Building and accessory building sites, if on a lot located within the Rock County Floodplain, Shoreland Overlay, or Airport Overlay Zoning Districts in accordance with *Chapter 44 – Zoning, Code of Ordinances, Rock County*, shall adhere to all requirements of said zoning districts;
  - (c) Erosion control measures are in place on the lot in accordance with a stormwater management and erosion control plan;
  - (d) The Rock County Health Department has issued a sanitary permit for the lot or a connection to a public sanitary sewer system has been approved for the lot;
  - (e) The Rock County Public Works Department or Town has issued a driveway/access control permit for the lot;
  - (f) The lot has been reviewed and approved by the Committee and Administrator in accordance with this Ordinance, or is otherwise permitted by law to be sold or used as a building site, containing adequate size and dimension to meet all Rock County, Town, State, and any other applicable standards and regulations;
  - (g) Building and accessory building sites, as identified on the Rock County building site plan, less than ten (10) feet from the front yard building setback line on lots adjacent to a County road, or less than ten (10) feet from the front, rear, or side yard building setback line on lots within the Rock County Floodplain or Shoreland Zoning Overlay Districts, shall require a foundation survey provided by the applicant to the Administrator. The foundation survey shall identify the lot lines, building setback lines, and building and/or accessory building's foundation or footings, and the distance from the lot lines to said foundation or footings, and floodplain. The foundation survey shall be submitted to the Administrator within thirty (30) days of construction of the foundation or footings. This timeline may be extended in cases of extenuating circumstances at the discretion of the Administrator and upon submittal of a written extension request from the applicant to the Administrator.
- (5) Completion. The applicant's Rock County BSP obligations shall be fulfilled only if all of the following conditions have been met within twelve (12) months of issuance of the Rock County BSP:
- (a) Construction of the building and/or accessory building is substantially completed;
  - (b) All stormwater management and erosion control, landscaping, and final grading activities over which Rock County has review authority, in accordance with this Ordinance and any other applicable ordinances, statutes, regulations, and plans, are completed;

- (6) Extension. If (5) (a) and (b) of this Sec. are not completed within twelve (12) months of issuance of the Rock County BSP to the applicant by the Administrator, a Rock County BSP extension shall be required if the applicant wishes to complete (5) (a) and (b). The applicant shall request a Rock County BSP extension from the Administrator and the Administrator shall issue said extension only if all of the following conditions have been met:
- (a) Applicant requests the Rock County BSP extension prior to twelve (12) months from the date the BSP was issued;
  - (b) Applicant provides to the Administrator reasonable information regarding the need for the Rock County BSP extension, demonstrating that events leading to the extension request are beyond the control of the applicant and that no material change in the Rock County building site plan has or is reasonably expected to occur during the duration of the extension;
  - (c) The Committee reviews the information per (b) of this Sub-sec., finds the information sufficient, and approves the Rock County BSP extension at a public meeting;

A Rock County BSP extension may not exceed twelve (12) months unless the Committee approves an additional extension on a month-to-month basis for no longer than six (6) months, at the request of the applicant.

## **ARTICLE VI. MEMORANDUMS OF AGREEMENT WITH TOWNS – LAND DIVISION AND OTHER DEVELOPMENT ACTIVITY PROCEDURE AND REQUIREMENTS**

### Sec. 38-21. OVERVIEW

The Agency, at the direction and with the approval of the Committee, shall enter into Memorandums of Agreement (“MOA”) with Towns to achieve the intent and purpose of this Ordinance as stated in Sec. 38-3. herein. A MOA shall be entered into voluntarily by both the Agency and the Town and shall be executed by the Town and the Committee. The MOA shall stipulate the Agency administer and enforce standards and regulations for any or all of the following land division, other development, or related activities:

- (1) Adjacent land sale or transfer;
- (2) Lot combination;
- (3) Public improvement design, construction, and maintenance;
- (4) Environmentally Sensitive Areas (“ESA”), cultural resources, productive agricultural soils, and woodlands protection and preservation;
- (5) Town Building Site Permit (“Town BSP”) issuance;
- (6) Any other land division, other development, or related activity so desired by the Town and the Agency, not to include stormwater management and erosion control activities which shall remain subject to *Article II – Stormwater Management* and *Article III – Construction Site Erosion Control, Chapter 16 – Environment, Code of Ordinances, Rock County*;

The Agency shall administer and enforce standards and regulations for land division, other development, and related activities identified in (1) – (6) of this Sec. in accordance with Sections 38-22., 38-23., 38-24., 38-25., and 38-26. of this Ordinance or as stipulated in a MOA.

Sec. 38-22. ADJACENT LAND SALE OR TRANSFER

- (1) Application submission requirements. An applicant shall submit an application for preliminary adjacent land sale or transfer to the Administrator. Application information and forms are available at the offices of the Town and Administrator and on the Town and Rock County websites. The application shall require an application form and fee, and a preliminary adjacent land sale or transfer CSM prepared and submitted in accordance with this Ordinance and Sec. 236.34 Wisconsin Statutes. The CSM shall be required for the purpose of verifying that additional lots are not thereby created and the lots resulting therefrom are not reduced below the minimum size and dimension required by law. The Administrator may waive the requirement for a CSM if all of the following conditions are met:
- (a) The new lot line has been staked by a land surveyor;
  - (b) A POS, containing a deed restriction, is filed with the applicable deed in the Rock County Register of Deeds Office with said restriction permanently prohibiting the grantee and all successors in interest from conveying the sold or transferred land separately from the adjacent lot owned by the grantee;
  - (c) The applicant provides to the Rock County Treasurer a POS approved by the Administrator, along with the following text:  
 Rock County Treasurer,  
 I hereby certify that the property taxes on the parent lot are current and have been paid as \_\_\_\_\_, 20\_\_\_\_.  
 \_\_\_\_\_  
 Rock County Treasurer;
- (2) Review and action. The application for preliminary adjacent land sale or transfer shall be reviewed, with actions taken, in accordance with Sec. 38-12. (3), (4), (5), and (6) of this Ordinance. The Administrator shall then take action and approve, or deny with findings, the application. If the application is denied, the applicant shall be notified in accordance with Sec. 38-12. (7) of this Ordinance. If the application is approved, a final adjacent land sale or transfer POS or CSM shall be prepared and submitted by the applicant to the Administrator in accordance with this Ordinance and Sec. 236.34 Wisconsin Statutes, if applicable. The final adjacent land sale or transfer shall be reviewed, with actions taken, in accordance with applicable components of Sec. 38-13. (2), (4), and (5) of this Ordinance.
- (3) Recordation. The final adjacent land sale or transfer CSM approved by the Administrator shall be recorded by the applicant with the Rock County Register of Deeds within six (6) months of Administrator approval, or a final adjacent land sale or transfer POS approved by the Administrator shall be filed with the Rock County Surveyor within the aforementioned time period.

Sec. 38-23. LOT COMBINATION

- (1) Application submission requirements. An applicant shall submit an application for preliminary lot combination to the Administrator. Application information and forms are available at the offices of the Town and Administrator and on the Town and Rock County websites. The application shall require an application form and fee, and a preliminary lot combination CSM prepared and submitted in accordance with this Ordinance and Sec. 236.34 Wisconsin Statutes. The lots subject to combination shall be contiguous at more than a corner and under identical ownership in accordance with Rock County Tax Records.

- (2) Review and action. The application for preliminary lot combination shall be reviewed, with actions taken, in accordance with Sec. 38-12. (3), (4), (5), and (6) of this Ordinance. The Administrator shall then take action and approve, or deny with findings, the application. If the application is denied, the applicant shall be notified in accordance with Sec. 38-12. (7) of this Ordinance. If the application is approved, a final lot combination CSM shall be prepared and submitted by the applicant to the Administrator in accordance with this Ordinance and Sec. 236.34 Wisconsin Statutes, if applicable. The final lot combination shall be reviewed, with actions taken, in accordance with applicable components of Sec. 38-13. (2), (4), and (5) of this Ordinance.
- (3) Recordation. The lot combination final CSM shall be recorded by the applicant with the Rock County Register of Deeds within six (6) months of the action of Administrator approval and in accordance with Sec. 236.34 (2) Wisconsin Statutes.

Sec. 38-24. PUBLIC IMPROVEMENT DESIGN, CONSTRUCTION, AND MAINTENANCE

- (1) Blocks. Block length shall not exceed one thousand five hundred (1,500) feet nor be less than four hundred (400) feet, except as the Town deems necessary to secure the efficient use of land or desired features of street layout. Block width shall be wide enough to allow two tiers of lots of sufficient depth to provide an adequate building envelope on each lot. The Town may approve block widths consisting of a single tier of lots when said lots front a major street or when topography or size prevents two tiers. If a single tier block is approved by the Town, an adequate area to screen and buffer differing land uses shall be provided and vehicular access from an abutting major street prohibited.

A pedestrian way may be required by the Town near the center of a block, and entirely across those blocks which exceed nine hundred (900) feet in length, to connect dead-end streets or to provide access to parks, schools, shopping areas, or other similar facilities. If a pedestrian way is required, a minimum ten (10) foot right-of-way shall be set aside with an eight (8) foot pavement (or other cover type as approved by the Town) width, at a grade not steeper than fifteen percent (15%), unless steps of adequate design are approved by the Town. A note shall be placed on the Sub-division Plat stating by whom such pedestrian way shall be maintained.

- (2) Streets. All streets shall meet applicable jurisdictional construction standards and regulations. All streets shall be designed to appropriately coordinate with and relate to existing land uses, future land uses as delineated in applicable comprehensive plans and official maps, the natural landscape, street systems, dedicated rights-of-way, population densities, special vehicular traffic generators such as commercial, business, and industrial districts, institutional facilities, and other social gathering areas. In areas to be utilized predominately for non-residential uses, streets shall be planned in coordination with building groupings, rail facilities, alleys, and truck loading and maneuvering areas, and pedestrian ways and parking areas shall be adequately provided and located so as to minimize conflict between various types of traffic. Streets shall normally intersect, as nearly as possible, at right angles and shall avoid a combination of steep grades and curves. Streets shall be arranged to provide access to lots and building and accessory building sites at or above street grade. Street design in a major land division (sub-division) shall provide for the continuation of existing streets in adjacent areas at the same or greater width as said existing streets, unless the Town deems such continuation undesirable for reasons of topography or design.

All streets shall be public unless the Town, prior to approval of the application for preliminary land division, agrees to the use of private streets. Private streets will be considered by the Town only in those instances where an association or other legal entity is established by covenant with capability and responsibility for maintenance of said streets.

- (a) Street width shall be as delineated in **Figure III**:

**Figure III: Street Width**

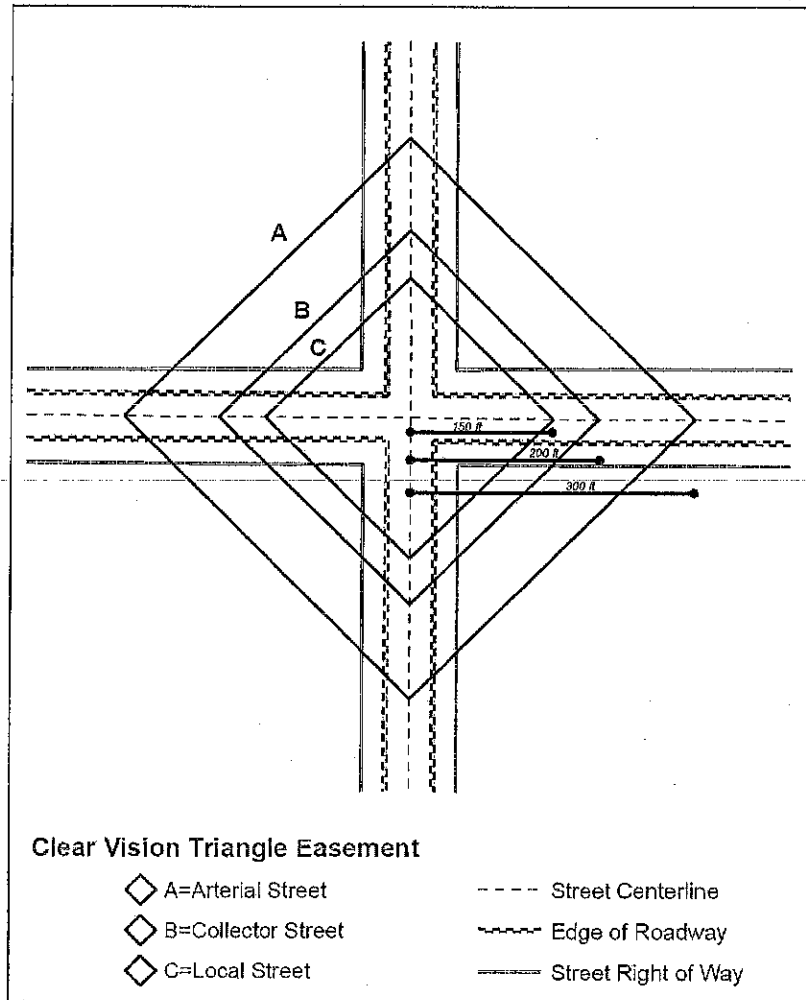
|            | Arterial Street | Collector Street | Local Street |
|------------|-----------------|------------------|--------------|
| Full Width | 100 feet        | 80 feet          | 66 feet      |
| Half Width | 50 feet         | 40 feet          | 33 feet      |

- (b) Street gradient shall not exceed nine percent (9%), nor eleven percent (11%), with approval of the Town, in areas of extreme topography. Gradient shall not exceed one point four percent (1.4%) for a minimum distance of fifty (50) feet from the intersection of street centerlines. Streets may be constructed diagonally across contours in areas of extreme topography and shall traverse the slope with minimum street grade, driveway grade, and earth movement.
- (c) Cul-de-sac use shall not be encouraged, and if utilized, cul-de-sacs shall not be longer than six hundred (600) feet unless approved by the Town and shall terminate in a circular open space having a diameter at the outside of the right-of-way of at least one hundred forty (140) feet. Temporary cul-de-sacs may be permitted by the Town, to be constructed to the lot line and provided with a temporary circular or "T" shaped turn-around.
- (d) Frontage or access streets shall be required in those instances where a major land division (sub-division) abuts or contains an existing or proposed arterial street on which traffic volume and vehicular speeds warrant special safety precautions to ensure no lots front arterial streets.
- (e) A street approximately parallel to a rail line, expressway, freeway, or parkway right-of-way shall be required if the land division adjoins such facility for a considerable distance, with consideration given to the distance required for approach grades to future grade separations.
- (f) A clear vision triangle ("triangle"), in each quadrant of every public street or rail line intersection, shall be maintained, bounded by the street centerlines and a line connecting points on said centerlines at a specified distance from their point of intersection, in the manner illustrated in **Figure IV** as contained herein, with the exception that a triangle shall be maintained for twenty five (25) feet from the right-of-way for any intersection in a Sub-division Plat. The triangle shall be cleared of all vegetation less than six (6) inches in diameter. Vegetation greater than six (6) inches in diameter may remain in the triangle at the discretion of the Town. Any vegetation remaining in the triangle shall require trimming up to eight (8) feet above the ground.
- (g) Grading, base course, surface course, marking and signing, landscaping, and stormwater management shall be in accordance with *Article II – Stormwater Management, Chapter 16 – Environment, Code of Ordinances, Rock County* and all other applicable Rock County ordinances, with all costs related to these activities borne by the applicant. The applicant shall come to terms with the Town on a method of financing to assure surface course is applied to the street. Surface course is to be applied approximately twelve (12) months after the base course is constructed. Financing and timing for application of surface course shall be a condition of approval of the application for preliminary land division.
- (h) Bridges of primary benefit to the applicant shall be constructed at the expense of the applicant without reimbursement from the Town. Cost sharing for construction of



bridges not of primary benefit to the applicant can be fixed by special agreement between the State, Rock County or Town and the applicant as a condition of approval of the application for preliminary land division. Said costs shall be charged by Rock County or Town to the applicant pro-rata as the acreage of the land developed so served.

**Figure IV: Clear Vision Triangle**



- (3) Town public improvement plan. All public improvements shall be designed, constructed, and maintained by the applicant in accordance with (1) and (2) of this Sec. and a Town public improvement plan. The Town public improvement plan shall be submitted by the applicant to the Administrator in accordance with 38-13. (1) (b) of this Ordinance. The Administrator shall review the plan and either approve the plan or provide the applicant with required modifications. The plan shall contain all of the following:
- (a) Elevation profiles of the centerline of all existing and proposed streets;
  - (b) Elevation profile of the centerline of all existing streets that intersect with a proposed street, within six hundred (600) feet of said intersection;
  - (c) Approximate radii of all curves, lengths of tangents, and central angles on all existing streets;
  - (d) Cross-sections of all proposed streets at one hundred (100) foot stations superimposed on existing topography (the Town may require cross-sections every fifty (50) feet in

areas in excess of nine percent (9%) slope), and the location and cross-section of street pavements including drainage easements, right-of-ways, and street signs;

- (e) Location, dimension, and invert elevations of existing and proposed sanitary sewers, stormwater drainageways, drainage control facilities, and fire hydrants, identification of connections to any existing or proposed utility, and the location and size of all water, gas, or other underground utilities or structures;
- (f) Location, dimension, and name (if applicable) of all streets and improvements designated for public dedication, and all necessary utilities;
- (g) Any other special requirements deemed necessary by the Town to ensure the land division is in compliance with the Town comprehensive plan, *Rock County Comprehensive Plan*, or any similar successive and other relevant plan or document, and any applicable construction standard and regulation;
- (h) Notation of approval on the cover page as follows:

|               |      |
|---------------|------|
| Landowner     | Date |
| Administrator | Date |

- (4) Financial guarantee. A written financial guarantee in a sum sufficient to pay the cost of construction of all public improvements shall be provided by the applicant to the Town, for all improvements as stated in the Town public improvement plan not constructed at the time of Administrator approval of the final land division, complying with all conditions of approval of the application for preliminary land division and assuring the construction and performance of all necessary improvements. Said financial guarantee shall take one of the following forms:
  - (a) An insurance contract from a bonding agency;
  - (b) An irrevocable letter of credit from a recognized financial institution;
  - (c) An escrow account in a recognized financial institution;

The monetary amount of said guarantee shall be limited to the cost of the current phase of improvement construction, in accordance with Sec. 236.13 (2) (a), Wisconsin Statutes.

- (5) Inspection. The Administrator shall provide for inspection of public improvements during construction to ensure completion satisfactory to the Town. If the Administrator finds the improvements have not been constructed in accordance with the Town public improvement plan, the applicant shall be responsible for taking corrective measures to ensure said improvements are constructed to the satisfaction of the Administrator or Town and in accordance with said plan.
- (6) Maintenance. The applicant shall be required to maintain all public improvements and services associated with ensuring the adequate performance of all said improvements until acceptance of improvements by the applicable general or special purpose district, or homeowners association, including but not limited to snow removal on streets. The applicable special or general purpose district may on notice plow streets or affect emergency repairs and charge same to applicant. Utility entities shall be responsible for accurate replacement of all lot corners and monuments destroyed while installing utilities, within a reasonable time period after installation.

- (7) Timeline. Public improvements shall be constructed by the applicant within twelve (12) months of the action of Administrator approval of the final land division, in accordance with Sec. 38-13. (5) of this Ordinance. Extensions to the aforementioned timeline may be applied for by the applicant prior to expiration of said timeline and granted by the Town upon findings that delays are beyond the control of the applicant and that no material change in standards or conditions of the final land division has occurred or is reasonably expected to occur.

Sec. 38-25. ENVIRONMENTALLY SENSITIVE AREAS, CULTURAL RESOURCES, PRODUCTIVE AGRICULTURAL SOILS, AND WOODLANDS PROTECTION AND PRESERVATION

Environmentally Sensitive Areas ("ESA"), cultural resources, productive agricultural soils and woodlands (collectively "Resources") shall be protected and preserved throughout the land division and development process, and land division and development shall not occur in a manner which significantly degrades or depletes any Resources, nor compromises their function or integrity, in accordance with Sec. 38-9. (3) and (4) of this Ordinance, Town comprehensive plans and zoning ordinances, *Chapter 44 – Zoning, Code of Ordinances, Rock County*, the *Rock County Comprehensive Plan*, or any similar successive ordinances, plans, or documents. Protection and preservation of Resources throughout the land division and development process shall be ensured utilizing any or all of the mechanisms identified in (1), (2), (3), and (4) of this Sec.

- (1) Town building site plan. Any lot subject to a land division, or on which a building or accessory building is proposed for construction or location, shall require a Town building site plan identifying all of the following (if applicable): construction activities and products, approximate location and dimension of lot lines, building setback lines, building/accessory building, driveway, and bounding streets, building/accessory building use, bounding streets name and type, identification and approximate location of Environmentally Sensitive Areas ("ESA"), cultural resources, productive agricultural soils, and woodlands, and a building envelope not to include any front, rear, or side yards, ESA, cultural resources, and required POWTS area and open space in accordance with Sec. 38-16. (2) (a) of this Ordinance. The plan shall be required either as a condition of approval of an application for preliminary land division, or at the time of Town building permit or Town Building Site Permit ("Town BSP") application, in accordance with Sec. 38-26. of this Ordinance.

Building setback lines as identified on a Town building site plan shall be in accordance with the following:

- (a) Front yard building setback lines from arterial and collector streets shall be one hundred and fifteen (115) feet from the street centerline or seventy five (75) feet from the right-of-way, whichever is greater, for all lots. Front yard building setback lines from local streets shall be fifty (50) feet from the right-of-way for those lots without access to a connection to a public sanitary sewer system and twenty five (25) feet from the right-of-way for those lots with access to a connection to said system.
- (b) Rear yard building setback lines shall be twenty five (25) feet from the rear lot line on all lots not abutting a surface water feature. Rear yard building setback lines on all lots abutting a surface water feature shall be seventy five (75) feet from the ordinary median high-water mark of said feature.
- (c) Side yard building setback lines shall be fifteen (15) feet from the side lot line on lots without access to a connection to a public sanitary sewer system and eight (8) feet from the side lot line, with a minimum of twenty (20) feet between buildings, on lots with access to a connection to said system.

- (d) Building setback lines less than those stated in (a), (b), and (c) of this Sec. may be permitted by the Town in cases of unusual topography or landscape conditions, existing patterns of lesser building setback lines on nearby properties, varying alignment of streets, or in accordance with Town zoning ordinances.
- (e) Building setback lines, as stated in (b), (c), and (d) of this Sec. shall apply to all flag lots, applied exclusively on the "flag" of the lot. Front yard building setback lines shall apply to flag lots in the following manner. Front yard building setback lines from arterial and collector streets shall be one hundred and fifteen (115) feet from the street centerline or seventy five (75) feet from the right-of-way, whichever is greater, and twenty-five (25) feet from the front lot line of the "flag", for all flag lots. Front yard building setback lines from local streets shall be fifty (50) feet from the right-of-way and twenty five (25) feet from the front lot line of the "flag" for flag lots without access to a connection to a public sanitary sewer system, and twenty five (25) feet from the right-of-way and twenty five (25) feet from the front lot line of the "flag" for flag lots with access to a connection to said system.
- (2) Note on final land division or deed restriction. Any lot subject to a land division, or on which a building or accessory building is proposed for construction or location, thirty five (35) acres or smaller and containing specified Resources, shall require either a note on the final land division POS, CSM, or Sub-division Plat, or a deed restriction, identifying specified Resources and prohibiting building and accessory building sites, and earth-disturbing activity that would significantly degrade or deplete or compromise the function or integrity of said Resources as identified therein. The note shall be required as a condition of approval of an application for preliminary land division, or the deed restriction shall be filed with the applicable deed in the Rock County Register of Deeds Office with said restriction required at the time of Town building permit or Town BSP issuance, in accordance with Sec. 38-26. of this Ordinance.
- (3) Conservation easement. Any lot subject to a land division, or on which a building or accessory building is proposed for construction or location, thirty five (35) acres or smaller and containing specified Resources, shall require a conservation easement. The conservation easement shall be required either as a condition of approval of an application for preliminary land division, or at the time of Town building permit or Town BSP issuance, in accordance with Sec. 38-26. of this Ordinance, and shall be recorded with the Rock County Register of Deeds. Said easement shall:
- (a) Identify the land area subject to the easement and prohibit building and accessory building sites, and earth-disturbing activity detrimental to the intent and purpose of the easement, in/on any specified Resources as identified therein;
- (b) Designate the owner of the lot subject to the easement as grantor therein and either Rock County, the Town, or some combination thereof, as grantee therein;
- (c) Contain any additional information deemed appropriate by the Town, Agency, or Rock County Corporation Counsel;
- (4) Utilization or modification of Sec. 38-25 (1) (2) (3) of this Ordinance in a MOA. Any provision of Sec. 38-25. (1) (2) or (3) of this Ordinance may be utilized in conjunction with any other provision of said Sec. in a MOA, and any of said provisions may be modified in any manner so as to ensure protection and preservation of Resources throughout the land division and development process.

Sec. 38-26. TOWN BUILDING SITE PERMIT

- (1) Application submission requirements. A Town Building Site Permit ("Town BSP") shall be required if a building or accessory building is proposed for construction or location on a lot. Application information and forms are available at the offices of the Town and Administrator, and on the Town and Rock County websites. The application shall require an application form and fee and a Town Building Site Plan prepared in accordance with Sec. 38-25. (1) of this Ordinance.
- (2) Administrator review. The Administrator shall review an application for a Town BSP for compliance with this Ordinance. The review shall be undertaken in accordance with Sec. 38-12. (3) of this Ordinance and completed by the Administrator within ten (10) business days of receipt of the application by the Administrator.
- (3) Administrator action. After review, the Administrator shall take action and approve or deny with findings the application for a Town BSP within ten (10) business days of receipt of the application by the Administrator and shall notify the applicant of same within the aforementioned time period. If the applicant is not notified by the Administrator within the aforementioned time period, the application shall be deemed approved by the Administrator.
- (4) Approval and issuance. If the Administrator approves the application for a Town BSP, a Town BSP shall be issued to the applicant within ten (10) business days of receipt of an application by the Administrator. Said Town BSP shall contain the Town building site plan in accordance with Sec. 38-25. (1) of this Ordinance, with all construction activities and products to be completed to specifications contained therein within twelve (12) months of issuance of the Town BSP to the applicant by the Administrator. Approval and issuance of a Town BSP shall be subject to the following conditions:
  - (a) Building, accessory building, and earth-disturbing activity sites as identified in the Town building site plan shall not be in/on any specified Resources and either a deed restriction in accordance with 38-25. (2) of this Ordinance, or a conservation easement in accordance with 38-25. (3) of this Ordinance, shall be placed on the lot;
  - (b) Erosion control measures are in place on the lot in accordance with a stormwater management and erosion control plan;
  - (c) The Rock County Health Department has issued a sanitary permit for the lot or a connection to a public sanitary sewer system has been approved for the lot;
  - (d) The Rock County Public Works Department or applicable Town has issued a driveway/access control permit for the lot;
  - (e) The lot has been reviewed and approved by the Town and Administrator in accordance with this Ordinance, or is otherwise permitted by law to be sold or used as a building site and containing adequate size and dimension to meet all Rock County, Town, State, and any other applicable standards and regulations;
  - (f) Building and accessory building sites, as identified in the Town building site plan, less than ten (10) feet from any building setback line, in accordance with Sec. 38-25. (2) (a), (b), (c), (d), and (e) of this Ordinance, shall require a foundation survey, provided by the applicant to the Administrator. The foundation survey shall identify lot lines, building setback lines, and a building and/or accessory building's existing foundation or footings, and the distance from the lot lines to said foundation or footings, and floodplain. The foundation survey shall be submitted to the Administrator within thirty (30) days of construction of the foundation or footings. This aforementioned timeline may be

extended in cases of extenuating circumstances at the discretion of the Administrator and upon submittal of a written extension request from the applicant to the Administrator;

- (5) Completion. The applicant's Town BSP obligations shall be fulfilled only if all of the following conditions have been met within twelve (12) months of issuance of the Town BSP:
  - (a) Construction of the building and/or accessory building is substantially completed;
  - (b) All stormwater management, erosion control, landscaping, and final grading activities over which the Town and Rock County have review authority, in accordance with any applicable ordinances, statutes, regulations, and plans, are completed;
- (6) Extension. If (5) (a) and (b) of this Sec. are not completed within twelve (12) months of issuance of the Town BSP to the applicant by the Administrator, a Town BSP extension shall be required if the applicant wishes to complete (5) (a) and (b). The applicant shall request a Town BSP extension from the Town and the Town shall issue said extension only if all of the following conditions have been met:
  - (a) Applicant requests the Town BSP extension prior to twelve (12) months from the date the Town BSP was issued;
  - (b) Applicant provides to the Town reasonable information regarding the need for the Town BSP extension, demonstrating that events leading to the extension request are beyond the control of the applicant and that no material change in the Town building site plan has or is reasonably expected to occur during the duration of the extension;
  - (c) The Town reviews the information per (b) of this Sub-sec., finds the information sufficient, and approves the Town BSP extension at a public meeting;

A Town BSP extension may not exceed twelve (12) months, unless the Town approves an additional extension on a month-to-month basis, at the request of the applicant.

**Article VII. ADMINISTRATION AND ENFORCEMENT**

**Sec. 38-27. ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE AND ADMINISTRATOR**

The Rock County Board of Supervisors, in accordance with Sec. 59.69 (2), Wisconsin Statutes, delegates the authority to administer and enforce this Ordinance to the Rock County Planning and Development Committee ("Committee"). In administering and enforcing this Ordinance, the Committee shall have the following powers and responsibilities without limitation by reason of enumeration:

- (1) Require submission of a complete and accurate application for preliminary land division and final land division, and any additional information necessary to make a reasonable evaluation of said application and final land division;
- (2) Attach conditions of approval on an application for preliminary land division for improvements, development design, public dedication and reservation, and use restrictions, and inspect land division and improvements;
- (3) Approve, approve with conditions, or deny with findings applications for preliminary land division and final land divisions;

- (4) Require submission of a complete and accurate application for condominium instrument and Rock County BSP, and any additional information necessary to make a reasonable evaluation of said applications;
- (5) Approve or deny with findings applications for condominium instruments and Rock County BSP;
- (6) Maintain records of land division and other development activity approvals, conditions of approval, denials with findings, inspections, and all other official actions;
- (7) Execute MOA's with Towns for Agency administration of standards and regulations for land division, other development, and related activities as stipulated in said MOA's;
- (8) Ensure that all land divisions or other development activity, including any activity stipulated in a MOA, maintain and advance the intent and purpose of this Ordinance as stated in Sec. 38-03. herein;
- (9) Delegate the responsibilities of administration and enforcement of this Ordinance to the Administrator;

Sec. 38-28. ROCK COUNTY BOARD OF ADJUSTMENT AND VARIANCE AND APPEAL

The Rock County Board of Supervisors, in accordance with Sec. 59.694, Wisconsin Statutes, delegates the authority to hear and render action on any variance to or appeal of any provision of this Ordinance by any individual or party aggrieved by administration and enforcement thereof, to the Rock County Board of Adjustment ("Board").

- (1) Application for variance or appeal. Any individual or party aggrieved by administration and enforcement of this Ordinance may submit an application for a variance or appeal to the Board within thirty (30) days of the Committee and/or Administrator action causing the grievance.
- (2) Board action. The Board shall take action on the application for variance or appeal at a public hearing, in accordance with Sec. 59.694, Wisconsin Statutes. The Board may approve an application if all findings have been made by the Board in accordance with Sec. 14.09. (4) of the *Rock County Board of Adjustment Rules and Procedures*.
- (3) Approval conditions. In approving an application for variance or appeal, the Board may require conditions which will, in its judgment, substantially secure the intent and purpose of this Ordinance, as stated in Sec. 38-03. herein.

Sec. 38-29. VIOLATIONS AND PENALTIES

- (1) Liable parties. Landowners or property owners, occupiers of land or premises, and agents of owners or occupiers, including but not limited to, building contractors, surveyors, engineers, architects, planners, plumbers, installers, soil technicians, road builders, grading and excavating contractors and their agents, lending institutions and their agents, and insurers and their agents, are responsible for compliance with this Ordinance which bear upon their area of competency and responsibility.
- (2) Violations. All of the following shall be a violation of this Ordinance and any individual or party who violates this Ordinance or aids or abets in any of the following shall be liable to prosecution or remedial actions:
  - (a) Undertaking a land division or other development activity, including any activity stipulated in a MOA, not in compliance with this Ordinance or any other applicable ordinance, rule, regulation, standard, statute, or other provision of law, or with any

condition placed upon an approval, variance, or appeal granted in due course under this Ordinance;

- (b) Undertaking a land division or an offer or contract to convey a land division or any lot within a land division without first having the land division reviewed by the Committee and Administrator, approved by the Committee and/or Administrator, and recorded with the Rock County Register of Deeds or filed with the Rock County Surveyor, except that an offer or contract to convey may be made or entered into if said offer or contract states on its face that it is contingent upon Committee and Administrator approval of all land divisions necessary to effect the transaction and that the offer or contract shall be void if such approval is not granted;
  - (c) Recordation of a CSM or Sub-division or Condominium Plat with the Rock County Register of Deeds without having said CSM or plats reviewed by the Committee and/or Administrator, and approved by the Committee and/or Administrator, or filing of a POS, subject to this Ordinance, with the Rock County Surveyor without having said POS reviewed and approved by the Administrator;
  - (d) Failure, by the landowner, to place monuments or construct land division improvements as prescribed in the POS, CSM, or Sub-division or Condominium Plat as approved by the Committee and/or Administrator;
- (3) Notification of violation. The Administrator is responsible for inspecting and investigating compliance of land divisions or other development activity, including any activity stipulated in a MOA, with this Ordinance. If, upon such inspection or investigation, the Administrator becomes aware of a condition which he or she concludes is or is likely to become a violation as defined in (2) of this Sec. the Administrator shall immediately provide notification of violation to the individual or party to the situation deemed to be responsible and potentially liable of the detected violation. Such notification shall consist of a written enforcement demand to said individual or party that the condition that is alleged to constitute the present or potential violation be halted, prevented from occurring, or remedied.
- (4) Complaint and demand for prosecution. If a written enforcement demand is issued to the responsible individual or party, in accordance with (3) of this Sec., and is not complied with by said individual or party, and unless an administrative appeal has commenced and a stay order has been issued by the Rock County Circuit Court, the Rock County Corporation Council shall forthwith issue to the individual or party a complaint and demand for prosecution. Such complaint and demand shall consist of a written enforcement statement that a complaint on the condition and demand for prosecution has been or will be transmitted to the Rock County District Attorney's Office, enforcement officials, and State agencies.
- (5) Injunction. If a written enforcement statement is issued to the responsible individual or party in accordance with (4) of this Sec., and is not complied with by said individual or party, an injunction restraining the individual or party from continuance of the violating condition shall be requested by the Rock County Corporation Council or the Rock County District Attorney's Office from the Rock County Circuit Court.
- (6) Citation. The Administrator is authorized to issue an Ordinance citation, in accordance with *Article VII - Citations, Chapter 2 - Administration, Code of Ordinances, Rock County*, to any individual or party engaging in activities that are in violation of this Ordinance, in accordance with (2) of this Sec. Each day of violation, and each Ordinance section violated, shall be considered a separate offense and subject to additional enforcement action, including but not limited to, the issuance of additional Ordinance citations. Issuing a citation shall not release the individual or party from full compliance with this Ordinance nor from prosecution for Ordinance violation.



- (7) Conviction: Any individual or party who violates this Ordinance shall, upon conviction, thereof forfeit those amounts as established by reference in Rock County Resolution 08-8A-054 and any subsequent amendments thereto.

Sec. 38-30. FEES

- (1) Fees for land division and other development activity, including any activity stipulated in a Memorandum of Agreement ("MOA"), are determined by the Rock County Board of Supervisors to ensure adequate resources to administer and enforce this Ordinance and shall be paid in full by the applicant to the Agency. The effective land division and other development activity fee schedule is available at the office of the Administrator and on the Rock County website. The following activities shall be subject to fees:
- (a) Review of application for preliminary land division;
  - (b) Review of final land division;
  - (c) Review of applications for condominium instruments and Rock County BSP;
  - (d) Review of application for variance to and appeal of this Ordinance;
  - (e) Review of application for adjoining land sale or transfer and lot combination, public improvement design, construction, and maintenance, Environmentally Sensitive Areas ("ESA"), cultural resources, productive agricultural soils, and woodlands protection and preservation, and Town BSP issuance and extension, if said activities are identified in an MOA;
  - (f) Any other land division and other development activity, as agreed upon by the Agency and the Town and identified in a MOA;

**APPOINTMENT TO THE CITY OF JANESVILLE JOINT REVIEW BOARD  
FOR TAX INCREMENTAL FINANCING DISTRICT NO. 25**

**POSITION:** Member of TIF District No. 25

**AUTHORITY:** Wis. Stats. 66.1105(4)

**TERM:** Indefinite

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

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** David Diestler  
5832 Glenmoor Lane  
Janesville, WI 53548

**EFFECTIVE DATE:** November 17, 2011

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Lori Pope  
DRAFTED BY

Finance Committee  
SUBMITTED BY

November 10, 2011  
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF  
FINANCE DIRECTOR**

- 1 WHEREAS, the position of Finance Director will be vacant effective January 7, 2012; and,
- 2
- 3 WHEREAS, the County has conducted a recruitment effort to fill the job of Finance Director; and,
- 4
- 5 WHEREAS, the candidates were screened with the most qualified being interviewed; and,
- 6
- 7 WHEREAS, the County Administrator has appointed Sherry L. Oja, who has been recommended by the
- 8 Finance Committee.
- 9
- 10 NOW THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this
- 11 \_\_\_\_\_ day of \_\_\_\_\_, 2011, confirms the appointment of Sherry L Oja, as Finance Director in
- 12 accordance with the attached conditions of employment and enters into the attached Employment Services
- 13 Agreement.

11-11C-500

Respectfully Submitted,

FINANCE COMMITTEE

/s/Mary Mawhinney  
Mary Mawhinney, Chair

/s/Sandra Kraft  
Sandra Kraft

/s/Mary Beaver  
Mary Beaver

Absent  
David Diestler

/s/J. Russell Podzilni  
J. Russell Podzilni

CONFIRMATION OF APPOINTMENT OF  
FINANCE DIRECTOR  
PAGE 2

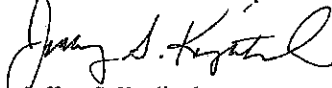
FISCAL NOTE:

There are sufficient funds in the Finance Director's Budget.

  
Jeffrey A. Smith  
Finance Director


LEGAL NOTE:

This action is authorized pursuant to sec. 59.18(2)(b) and 59.22(2)(a), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

## ROCK COUNTY, WISCONSIN

County Administrator  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510  
Fax (608)757-5511



November 10, 2011

Ms. Sherry L. Oja  
3112 Windsor Lane  
Janesville, WI 53546

Dear Sherry:

This will confirm my verbal offer to you of the position of Finance Director with Rock County. This offer is contingent upon County Board approval and is based on the following conditions:

- Date of Employment: January 7, 2012
- Fringe Benefits: All benefits granted employees covered by the Unilateral Pay Plan in accordance with the Rock County Personnel Ordinance and as modified by your Employment Services Agreement.

After our conversation on November 9, 2011, we are prepared to offer you Step 2, Pay Range 38, \$44.75 per hour (\$93,438.00 annually). These rates are as of December 31, 2011.

There is a bill that has been passed by the Legislature and signed by the Governor. This means you will be responsible for a pre-tax contribution to the Wisconsin Retirement Program. At the present time, this is 5.8% and has the potential for adjustment. If you have any questions on this matter, please contact me.

I would appreciate receiving a written acceptance of the above conditions at your earliest convenience. I hope you enjoy your employment with Rock County.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Knutson", is written over a horizontal line.

Craig Knutson  
County Administrator

Cc: David J. O'Connell, Human Resources Director  
Personnel File  
Payroll

# COUNTY OF ROCK, WISCONSIN

## Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Sherry L. Oja (hereinafter, "EMPLOYEE"),

### WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of EMPLOYEE to serve as Rock County Finance Director;

WHEREAS EMPLOYEE, whose current address is 3112 Windsor Lane, Janesville, WI 53546, is able and willing to serve as Rock County Finance Director;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 2 years,  
54 commencing at 12:01 a.m., Saturday, January 7, 2012, and expiring as of Midnight, January 6, 2014,  
55 unless earlier terminated under other provisions of this agreement or by operation of law.  
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered  
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County  
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give  
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,  
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to  
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County  
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to  
64 exceed 3 months, pending renewal of this agreement.  
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at  
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,  
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in  
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the  
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times  
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the  
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information  
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.  
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall  
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly  
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in  
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.  
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to  
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term  
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which  
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,  
84 subject to prior approval of the County Administrator.  
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from  
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE  
88 shall have as a condition of employment a job to perform and shall work such hours as are  
89 necessary to accomplish the tasks assigned to EMPLOYEE.  
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her  
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives  
93 for both EMPLOYEE and EMPLOYER.  
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not  
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly  
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.  
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay  
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,  
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the  
102 EMPLOYEE.  
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER  
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in  
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided  
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and  
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences  
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and  
111 ordinances applicable to managerial employees employed by the EMPLOYER.  
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in  
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall  
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of  
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and  
117 professional employees of EMPLOYER.  
118

119 17. VACATION. EMPLOYEE shall receive vacation pursuant to the Rock County Personnel  
120 Ordinance. Carry-over of unused vacation shall be allowed under such conditions as are contained  
121 in the Rock County Personnel Ordinance.  
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR  
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall  
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to  
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will  
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed  
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible  
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.  
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR  
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to  
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be  
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for  
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted  
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to  
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.  
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO  
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under  
141 this agreement may be suspended, by the County Administrator at any time during its term, in the  
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee  
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and  
144 including discharge.  
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;  
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County  
148 Administrator and be accomplished by the County Administrator.  
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.  
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the  
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any  
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether  
154 EMPLOYEE consents thereto.  
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or  
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is  
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and  
159 obligations.  
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are  
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.  
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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

**FOR EMPLOYER:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Craig Knutson, Rock County Administrator

**BY EMPLOYEE:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Sherry L. Oja, Employee

**WITNESS:**

Date: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Shirley Connors  
INITIATED BY  
Public Safety & Justice  
Committee  
SUBMITTED BY



Shirley Klipstein  
DRAFTED BY  
October 21, 2011  
DATE DRAFTED

Amending Local Emergency Planning Committee Budget to Accept Additional EPCRA Planning Grant Funds

1 WHEREAS, Rock County Emergency Management budgeted \$39,284 in its LEPC Grant Program for  
2 the period October 1, 2011 to September 30, 2012; and,  
3

4 WHEREAS, the State has increased the amount available under that Program to \$39,353, which  
5 represents an increase of \$69 in the total allocation for the 2012 EPCRA Planning Grant; and,  
6

7 WHEREAS, the increased State Aid will be used to offset the cost of supporting LEPC activities in  
8 Federal Fiscal Year 2012.  
9

10 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled  
11 this \_\_\_\_\_ day of \_\_\_\_\_ 2011, does approve and authorize the increase of \$69 in State Aid and  
12 amends the 2011 Local Emergency Planning Committee Budget as follows:  
13

| <u>Account/Description</u>             | <u>Budget at</u><br><u>10/1/2011</u> | <u>Increase</u><br><u>(Decrease)</u> | <u>Amended</u><br><u>Budget</u> |
|--|--------------------------------------|--------------------------------------|---------------------------------|
| <u>Source of Funds</u>                 |                                      |                                      |                                 |
| 26-2562-0000-42200/<br>State Aid       | \$39,284                             | \$69                                 | \$39,353                        |
| <u>Use of Funds</u>                    |                                      |                                      |                                 |
| 26-2562-0000-68000/<br>Cost Allocation | 9,323                                | 69                                   | 9,392                           |

Respectfully Submitted

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins  
Ivan Collins, Chair

Larry Wiedenfeld  
Larry Wiedenfeld, Vice Chair

Mary Beaver  
Mary Beaver

Henry Brill  
Henry Brill

Brian Knudson  
Brian Knudson

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of  
5-0

Mary Mawhinney  
Mary Mawhinney, Chair

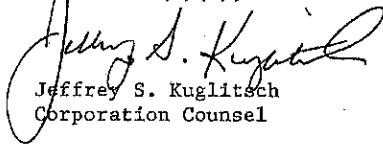
11-11C-501

**Amending Local Emergency Planning Committee Budget to Accept Additional EPCRA Planning Grant Funds**

Page 2

LEGAL NOTE:

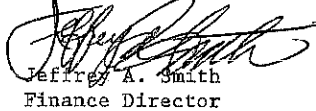
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:

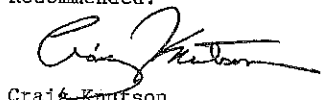
This resolution amends Emergency Management's 2011-2012 LEPC Grant by an additional \$60 in State Aid. No County matching funds are required.



Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

Rock County Local Emergency Planning Committee (LEPC) received an increase from Wisconsin Emergency Management for the 2012 EPCRA Planning Grant. The LEPC portion of the Emergency Management office works on a federal fiscal year that overlaps two calendar years. Thus, twenty-five percent covers the 2011 allocation and seventy-five percent covers the 2012 allocation.

The new fiscal year that this program covers starts October 2011 and runs through September 2012.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

**Sheriff Robert D. Spoden**  
INITIATED BY



**Diane Michaelis**  
DRAFTED BY

**Public Safety and Justice  
Committee**  
SUBMITTED BY

**October 26, 2011**  
DATE DRAFTED

**Amending the Sheriff's Office Budget for Snowmobile Purchase**

1 **WHEREAS**, the Rock County Sheriff's Office has partnered with the Wisconsin Department of Natural  
2 Resources (DNR) to help make snowmobiling a safer sport in Rock County; and,  
3

4 **WHEREAS**, the Sheriff's Office Snowmobile Patrol Team is responsible for patrolling the trails in  
5 Rock County, enforcing the state laws, responding to snowmobile crashes, and responding to road  
6 accidents during major snow events; and,  
7

8 **WHEREAS**, in return for providing snowmobile patrols during the 2011 season, the DNR reimbursed  
9 the Sheriff's Office in the amount of \$9,195.00; and,  
10

11 **WHEREAS**, the Sheriff's Office requests to use the \$9,195.00 as a source of funds to purchase and outfit  
12 a new snowmobile in 2011.  
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
15 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 that the Sheriff's Office budget for 2011 be  
16 amended as follows:  
17

| <u>Account/<br/>Description</u>                         | <u>Budget<br/>10/01/10</u> | <u>Increase<br/>(Decrease)</u> | <u>Amended<br/>Budget</u> |
|---|----------------------------|--------------------------------|---------------------------|
| <u>Source of Funds</u>                                  |                            |                                |                           |
| 21 21-2100-0000-42200<br>22 State Aid                   | \$0.00                     | \$9,195.00                     | \$9,195.00                |
| <u>Use of Funds</u>                                     |                            |                                |                           |
| 24 21-2100-0000-67171<br>25 Capital Assets-\$1,000/More | \$67,546.00                | \$9,195.00                     | \$76,741.00               |

Respectfully submitted,

**Public Safety and Justice Committee**

**Finance Committee Endorsement**

Reviewed and approved on a vote of

Ivan Collins  
Ivan Collins, Chair

50

Larry Wiedenfeld  
Larry Wiedenfeld, Vice Chair

Mary Mawhinney  
Mary Mawhinney, Chair

Mary Beaver  
Mary Beaver

Henry Brill  
Henry Brill

Brian Knudson  
Brian Knudson

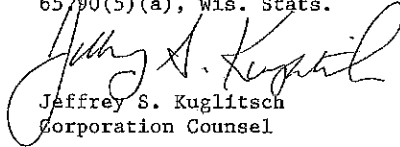
11-11G-502

**Amending the Sheriff's Office Budget for Snowmobile Purchase**

Page 2

LEGAL NOTE:

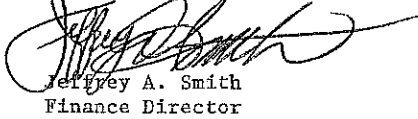
As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:

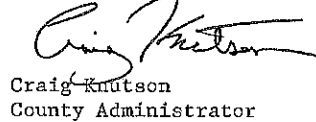
This resolution amends the Sheriff's 2011 budget to recognize \$9,195 in State Aid which is appropriated for the purchase of a snowmobile.



Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

### **Executive Summary**

The Rock County Sheriff's Office has partnered with the Wisconsin Department of Natural Resources (DNR) to help make snowmobiling a safer sport in Rock County and to assist with the DNR's mission of protecting, enhancing, and promoting the safe and wise use of our natural resources.

The Rock County Sheriff's Office formed a Recreational Safety Team in 2008, which consists of twelve deputies and four sergeants. Team members are trained and specialized in water search and rescue techniques, ATV operations, as well as boat and snowmobile patrol to offer greater services to the citizens of Rock County.

The Sheriff's Office Snowmobile Patrol Team is responsible for patrolling the trails in Rock County. The Snowmobile Patrol Deputies respond to crashes, injuries, and property damage complaints. The Snowmobile Patrol Team investigates snowmobile crashes and enforces state laws regarding snowmobiling. The Snowmobile Patrol Team also responds to road accidents during major snow events.

In return for providing snowmobile patrols during the 2011 season, the DNR reimbursed the Sheriff's Office in the amount of \$9,195.50. This was a non-budgeted revenue.

The Sheriff's Office requests to use the \$9,195.50 as a source of funds to purchase and outfit a new snowmobile in 2011 (make and model still to be determined). The current snowmobile fleet consists two 2002 Arctic Cat Z570ESR snowmobiles, which were purchased from the Federal Surplus 1033 Program.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden  
INITIATED BY



Diane Michaelis  
DRAFTED BY

Public Safety and Justice  
Committee  
SUBMITTED BY

October 24, 2011  
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF  
2012 HIGHWAY SAFETY PROJECT GRANTS**

1 WHEREAS, the Wisconsin Department of Transportation, Bureau of Transportation Safety makes  
2 Federal Highway Safety funds available to local law enforcement agencies for various traffic safety  
3 programs; and,  
4

5 WHEREAS, these funds are earmarked to allow law enforcement agencies to provide additional traffic  
6 enforcement patrols directed at improving traffic safety by speed enforcement, alcohol enforcement, and  
7 seatbelt enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of  
8 injury or fatal accidents; and,  
9

10 WHEREAS, the Rock County Sheriff's Office is eligible to receive a grant of \$90,000 to participate in  
11 these programs; and,  
12

13 WHEREAS, grant funds in the amount of \$80,002 will be used for overtime wages and related benefits;  
14 and,  
15

16 WHEREAS, grant funds in the amount of \$9,998 will be used to purchase in-squad video cameras with  
17 accessories, from Dell using the State of Wisconsin Contract #45ABZ contract pricing; and,  
18

19 WHEREAS, these grants require a local match of 25%; and,  
20

21 WHEREAS, the match may be an in-kind match or a hard match.  
22

23 NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this  
24 \_\_\_\_ day of \_\_\_\_\_ 2011, that the Rock County Sheriff is authorized to accept funds under the  
25 Highway Safety Project Grants; and,  
26

27 BE IT FURTHER RESOLVED, that the 2011 budget be amended as follows:  
28

| Account Description<br><u>Account Number</u> | Budget at<br><u>10/01/11</u> | Amount<br><u>Incr (Decr)</u> | Amended<br><u>Budget</u> |
|--|------------------------------|------------------------------|--------------------------|
| <u>Source of Funds</u>                       |                              |                              |                          |
| Federal Aid                                  |                              |                              |                          |
| 21-2120-2012-42100                           | \$0                          | \$90,000                     | \$90,000                 |
| <u>Use of Funds</u>                          |                              |                              |                          |
| Overtime Wages                               |                              |                              |                          |
| 21-2120-2012-61210                           | \$0                          | \$80,002                     | \$80,002                 |
| Capital Assets - \$1,000/More                |                              |                              |                          |
| 21-2120-2012-67171                           | \$0                          | \$ 9,998                     | \$ 9,998                 |

11-11C-503



## AUTHORIZING ACCEPTANCE OF 2012 HIGHWAY SAFETY PROJECT GRANTS

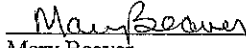
Page 2

Respectfully submitted,

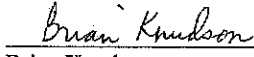
**Public Safety and Justice Committee**

  
Ivan Collins, Chair

  
Larry Wiedenfeld, Vice Chair

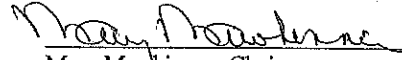
  
Mary Beaver

  
Henry Brill

  
Brian Knudson

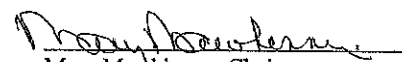
**Finance Committee Endorsement**

Reviewed and approved on a vote  
of 5-0

  
Mary Mawhinney, Chair

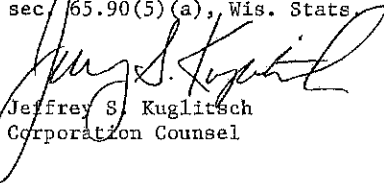
**Purchasing Procedural Endorsement**

Reviewed and approved on a vote  
of 5-0

  
Mary Mawhinney, Chair

**LEGAL NOTE:**

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel


**FISCAL NOTE:**

This resolution authorizes the acceptance and expenditure of \$90,000 in Federal Aid for the Sheriff's Highway Safety Programs. Sufficient funding is included in the Sheriff's 2011 and 2012 budgets for the 25% safety grant matching funds.

  
Jeffrey A. Smith  
Finance Director

**ADMINISTRATIVE NOTE:**

Recommended.

  
Craig Knutson  
County Administrator

**Executive Summary  
Authorizing Acceptance of  
2012 Highway Safety Project Grants**

The Wisconsin Department of Transportation, Bureau of Transportation Safety, makes funds available each year to various local law enforcement agencies for highway safety programs. The intent of this program is to provide additional traffic enforcement patrols directed at improving traffic safety by speed enforcement, alcohol enforcement, and seatbelt enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents.

In Wisconsin, during 2010, speed-related crashes were listed as a contributing factor in 18.3% of all crashes, and almost 32.5% of all fatal crashes. One hundred sixty-eight people died in these crashes.

In Wisconsin, during 2010, alcohol was listed as a contributing factor in 5.2% of all crashes. Forty-one point four percent of all vehicle crash fatalities in 2010 were alcohol-related, resulting in 220 deaths.

In 2010, 48% of persons killed and 25% of persons sustaining incapacitating injuries in Wisconsin crashes were not wearing safety belts. Many of these people were ejected from their vehicle. It has been estimated that safety belt use by motor vehicle occupants in Wisconsin prevents more than 200 traffic related fatalities and more than 8,000 serious injuries annually.

The 2012 grants are for \$90,000. Grant funds in the amount of \$80,002 will be used for wages and related benefits. Grant funds in the amount of \$9,998 will be used to purchase in-squad video cameras with accessories, from Dell using the State of Wisconsin Contract #45ABZ contract pricing.

A local match of 25% (\$22,500) is required. The match may be an in-kind (soft) match or a hard match.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

October 19<sup>th</sup>, 2011  
DATE DRAFTED

**Amending the 2011 Rock County Human Services Department Budget to Accept  
Additional Funding for the Provision of Economic Support Services**

1 **WHEREAS**, the Human Services Department annually receives sum-sufficient funding through the  
2 Wisconsin Department of Health Services and the Department Children and Families for Emergency  
3 Assistance, Medical Assistance Transportation, and the Funeral and Cemetery Aids Program; and,  
4

5 **WHEREAS**, these funding sources provide eligible Rock County residents financial assistance in the  
6 case of an emergency that may result in homelessness, transportation to Medicaid covered services, and  
7 reimbursement of funeral and cemetery costs; and,  
8

9 **WHEREAS**, the Human Services Department anticipates the 2011 expenditures to exceed the 2011  
10 Budget by \$170,962; and,  
11

12 **WHEREAS**, the Human Services Department will receive additional funding of \$170,962 from the  
13 Department of Health Services and the Department of Children and Families to offset additional  
14 expenditures.  
15

16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly  
17 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does accept \$170,962 in additional funds and  
18 amends the 2011 Rock County Human Services Department budget as follows:  
19

| 20                            | Budget          | Increase          | Amended       |
|-------------------------------|-----------------|-------------------|---------------|
| 21                            | <u>10/19/11</u> | <u>(Decrease)</u> | <u>Budget</u> |
| 22 <u>Account/Description</u> |                 |                   |               |
| 23 <u>Source of Funds</u>     |                 |                   |               |
| 24 36-3622-0000-42100         | \$127,984       | \$24,022          | \$152,006     |
| 25 Federal Aid                |                 |                   |               |
| 26 36-3622-0000-42200         | \$248,440       | \$146,940         | \$395,380     |
| 27 State Aid                  |                 |                   |               |
| 28 <u>Use of Funds</u>        |                 |                   |               |
| 29 36-3622-0000-64604         | \$376,424       | \$170,962         | \$547,386     |
| Program Expense               |                 |                   |               |

11-11C-504

**Amending the 2011 Rock County Human Services Department Budget to Accept Additional Funding for the Provision of Economic Support Services**

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

Robert Pizzell  
Robert Pizzell

Kathy Kelm  
Kathy Kelm

Vacant

Phillip Owens  
Phillip Owens

Terry Thomas  
Terry Thomas

Absent  
Marvin Wopat

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of  
5-0

Mary Mawhinney  
Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance of an additional \$170,962 in Federal Aid and State Aid for the Human Services' Economic Support Services. No additional County matching funds are required.

Sherry Oja  
Sherry Oja  
Senior Accountant / Assistant to the Finance Director

LEGAL NOTE:

As an amendment to the adopted 2011 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.

Eugene R. Dumas  
Eugene R. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended  
Craig Knutson  
Craig Knutson  
County Administrator

## Executive Summary

### **Amending the 2011 Rock County Human Services Department Budget to Accept Additional Funding for the Provision of Economic Support Services**

This resolution amends the 2011 Human Services Department budget to accept \$170,962 in additional economic support related funds. The Human Services Department annually receives sum-sufficient funding through the Wisconsin Department of Health Services and the Department Children and Families for Emergency Assistance, Medical Assistance Transportation, and the Funeral and Cemetery Aids Program.

- Emergency Assistance provides financial assistance to eligible Rock County residents with a child to help keep them in their home. Families must have a current emergency of impending homelessness, homelessness, energy crisis, fire, flood or natural disaster.
- Medical Assistance (MA) Transportation provides reimbursement for transportation to and from MA covered services, such as a medical appointment, for clients receiving MA. This funding ended June 30<sup>th</sup>, 2011 and all appointments are now scheduled through a transportation broker identified by the State.
- The Funeral and Cemetery Aids Program reimburses funeral and cemetery expenses for eligible clients already receiving specific sources of public assistance in the event of a death.

**No additional County dollars are required to accept these funds.**

Thank you for your consideration.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

ROCK COUNTY PLANNING &  
DEVELOPMENT AGENCY  
INITIATED BY



PAUL BENJAMIN DAVID SOMPEI  
DRAFTED BY

PLANNING & DEVELOPMENT  
COMMITTEE  
SUBMITTED BY

OCTOBER 14, 2011  
DATE DRAFTED

1 **AUTHORIZING RECEIPT OF ADDITIONAL COMMUNITY DEVELOPMENT BLOCK GRANT --**  
2 **EMERGENCY ASSISTANCE FUNDS, AUTHORIZATION REVISION TO GRANT**  
3 **PERIODS, AND AMENDING THE 2011 PLANNING & DEVELOPMENT AGENCY BUDGET**  
4

5 **WHEREAS**, upon approval of the County of Rock Board of Supervisors at the meeting of September  
6 10, 2009, the County of Rock entered into a grant agreement with the State of Wisconsin for the  
7 purpose of funding approved activities to provide assistance with repair, acquisition and demolition to  
8 lower income households whose properties were damaged during the flood event of June-July, 2008,  
9 within approved Federal, State and Local guidelines; and,  
10

11 **WHEREAS**, the State of Wisconsin has forwarded an amendment to this grant agreement that  
12 provides the County of Rock with additional funds for these purposes; and,  
13

14 **WHEREAS**, the amendment provides that the grant period be extended from December 31, 2011 to  
15 December 31, 2012; and,  
16

17 **WHEREAS**, acquiring these funds will have the benefit of reimbursing the Town of Avon for repairs  
18 needed due to the storms and flooding of June-July, 2008, and will allow Rock County additional time  
19 to conduct projects that will address damage to properties that were damaged by the storms and  
20 flooding of June-July, 2008; and,  
21

22 **WHEREAS**, acquiring these funds is in accordance with the goals and objectives of the Hazard  
23 Mitigation Plan for Rock County; and,  
24

25 **WHEREAS**, Rock County will conduct this project in accordance with the provisions of the  
26 Comprehensive Plan for Rock County, Rock County Hazard Mitigation Plan, and appropriate local, State  
27 and Federal requirements.  
28

29 **NOW THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors on this \_\_\_\_\_  
30 day of \_\_\_\_\_, 2011 hereby accepts the amendment to the Community Development Block  
31 Grant (CDBG) Emergency Assistance Program Grant Agreement for an additional \$37,000 from the  
32 Wisconsin Department of Administration – Division of Housing Assistance; and,  
33

34 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County  
35 Board Chair to sign, on behalf of Rock County, the respective Grant Agreement amendment with the  
36 State of Wisconsin; and,  
37

38 **BE IT FURTHER RESOLVED**, that the 2011 County Budget be amended as follows:  
39

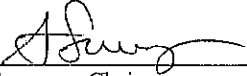
| <u>Source of Funds:</u> | <u>Budget At</u>  | <u>Amount of</u>         | <u>Amended</u> |
|-------------------------|-------------------|--------------------------|----------------|
|                         | <u>06/30/2011</u> | <u>Increase/Decrease</u> | <u>Budget</u>  |
| 64-6411-0000-42200      |                   |                          |                |
| State Aid               | \$ 2,256,291      | + \$ 37,000              | \$ 2,293,291   |
| <br>                    |                   |                          |                |
| <u>Use of Funds:</u>    |                   |                          |                |
| 64-6411-0000-64913      |                   |                          |                |
| Project Expense         | \$ 1,990,690      | + \$ 37,000              | \$ 2,027,690   |

11-11C-505

Respectfully Submitted:

Planning & Development Committee

Finance Committee Endorsement

  
Alan Sweeney, Chair

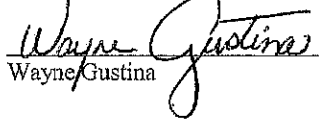
Reviewed and approved on a vote of

  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

  
Marilynn Jensen

  
Phillip Owens

  
Wayne Gustina

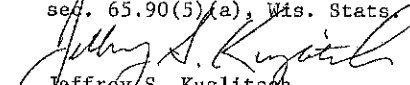
FISCAL NOTE:

This resolution authorizes the acceptance of an additional \$37,000 in State Aid to reimburse the Town of Avon for flood damaged property. No County matching funds are required to accept these grant funds.

  
Jeffrey A. Smith  
Finance Director


LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 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

**AUTHORIZING RECEIPT OF  
ADDITIONAL COMMUNITY DEVELOPMENT BLOCK GRANT –  
EMERGENCY ASSISTANCE FUNDS,  
AUTHORIZATION TO ENTER INTO GRANT AGREEMENTS, AND  
AMENDING THE 2011 PLANNING & DEVELOPMENT AGENCY BUDGET**

**EXECUTIVE SUMMARY**

The County of Rock, has received an additional allocation of Community Development Block Grant – Emergency Assistance Program funds from the State of Wisconsin. These funds were received to provide assistance to local governments and lower income households that were affected by the flood event of June-July, 2008.

This allocation will reimburse the Town of Avon for \$37,000 for project costs related to a culvert restoration project on Nelson Road that was incurred in May, 2009.



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

**Randy Terronez**  
INITIATED BY



**Randy Terronez**  
DRAFTED BY

**County Board Staff Committee**  
SUBMITTED BY

**November 3, 2011**  
DATE DRAFTED

**Authorizing Demolition of Buildings on the Buck Property and Amending the 2011  
Countywide Budget**

- 1 **WHEREAS**, Rock County acquired an abandoned property at 9238 North County Road F, in the
- 2 Indianford area, commonly known as the Buck Property; and,
- 3
- 4 **WHEREAS**, there are several dilapidated buildings on the property; and,
- 5
- 6 **WHEREAS**, it is desirable to remove these items in order to clean up the site; and,
- 7
- 8 **WHEREAS**, the Public Works Department can demolish the buildings and remove the debris using its
- 9 own equipment and personnel.

10  
 11 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
 12 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 that the DPW is authorized to perform the Buck Property  
 13 demolition project in the amount not to exceed \$15,000 and amend the 2011 Countywide budget as  
 14 follows:

| 16 Account/<br>17 Description                          | Budget at<br>11/01/10 | Increase<br>(Decrease) | Amended<br>Budget |
|--|-----------------------|------------------------|-------------------|
| 18 <u>Source of Funds</u>                              |                       |                        |                   |
| 19 19-1921-0000-47010/<br>20 General Fund Transfer In  | \$4,235               | \$15,000               | \$19,235          |
| 21   |                       |                        |                   |
| 22 <u>Use of Funds</u>                                 |                       |                        |                   |
| 23 19-1950-0000-67200/<br>24 Buck Property Restoration | - 0 -                 | \$15,000               | \$15,000          |

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

*J. Russell Podzilni*  
J. Russell Podzilni, Chair

*Sandra Kraft*  
Sandra Kraft, Vice Chair

*Eva Arnold*  
Eva Arnold

*Hank Brill*  
Hank Brill

*Betty Jo Bussie*  
Betty Jo Bussie

*Ivan Collins*  
Ivan Collins

*Marilynn Jensen*  
Marilynn Jensen

*Louis Peer*  
Louis Peer

*Kurtis L. Yankee*  
Kurtis Yankee

11-11C-506

**Authorizing Demolition of Buildings on the Buck Property and Amending the 2011 Countywide Budget**  
Page 2

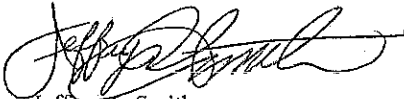
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

FISCAL NOTE:

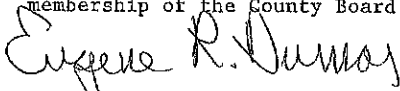
This resolution authorizes a \$15,000 transfer from the General Fund to demolish buildings on the Buck Property. The audited, undesignated General Fund balance at January 1, 2011 was \$16,965,422.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes 59.01, 59.51 and 59.52(29) and by the Rock County Purchasing Ordinance. As an amendment to the adopted 2011 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.



Eugene R. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

### Executive Summary

In 2008, Rock County was donated approximately 3.31 acres of land at 9238 North County Road F, in the Indianford area. It is immediately adjacent to the Rock River, above the dam at Indianford.

Over the years, the land has been used for many commercial ventures and contains dilapidated buildings. The previous owners were unable to sell the property and donated the site to the County.

The removal of a small amount of asbestos materials found inside the building has been properly remediated in advance by a licensed contractor.

This resolution authorizes the Public Works Department to do necessary demolition and dispose of debris at the Janesville Landfill.

The resolution also transfers \$15,000 to cover the project expenses.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

November 1, 2011  
DATE DRAFTED

**Amending the 2011 Rock County Human Services Department Budget to Reallocate Funding for Child Care Administration and Operations**

- 1 **WHEREAS**, the Rock County Human Services Department annually receives funding for administration
- 2 of Child Care Programs through the Wisconsin Department of Children and Families; and,
- 3
- 4 **WHEREAS**, administration of Child Care Programs consists of inspecting, licensing, and investigating
- 5 child care providers and benefit recipients; and,
- 6
- 7 **WHEREAS**, the Wisconsin Department of Children and Families combined the contract for
- 8 administration of Child Care Programs with the contract for Child Care Eligibility; and,
- 9
- 10 **WHEREAS**, Child Care Eligibility funds are used for staff time to determine eligibility, the
- 11 administration of Wisconsin Shares, and child care provider certification.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 14 this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby amend the 2011 Rock County Human
- 15 Services Department budget as follows:

| Account/Description                                       | Budget<br><u>11/1/11</u> | Increase<br>(Decrease) | Amended<br>Budget |
|---|--------------------------|------------------------|-------------------|
| <u>Source of Funds</u>                                    |                          |                        |                   |
| 36-3610-0000-42100<br>Federal Aid                         | \$317,946                | \$205,729              | \$523,675         |
| 36-3726-0000-42100<br>Federal Aid                         | \$205,729                | (\$205,729)            | \$0               |
| <u>Use of Funds</u>                                       |                          |                        |                   |
| 36-3610-0000-68201<br>Allocated Economic Support Services | \$317,946                | \$205,729              | \$523,675         |
| 36-3726-0000-68201<br>Allocated Economic Support Services | \$205,729                | (\$205,729)            | \$0               |

11-11C-507

**Amending the 2011 Rock County Human Services Department Budget to Reallocate Funding for Child Care Administration and Operations**

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

Robert Fizzell  
Robert Fizzell

Kathy Kelm  
Kathy Kelm

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Mawhinney, Chair

Vacant  
Phillip Owens  
Phillip Owens

Terry Thomas  
Terry Thomas

ABSENT  
Marvin Wopat

FISCAL NOTE:

This resolution combines two Federal Aid funded programs into one cost center. No net fiscal impact.

Jeffrey A. Smith  
Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.  
Craig Knutson  
Craig Knutson  
County Administrator

LEGAL NOTE:

As an amendment to the adopted 2011 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.

Eugene R. Dumas  
Eugene R. Dumas  
Deputy Corporation Counsel

## Executive Summary

### **Amending the 2011 Rock County Human Services Department Budget to Reallocate Funding for Child Care Administration and Operations**

The Rock County Human Services Department (HSD) annually receives funding for administration of Child Care Programs through the Wisconsin Department of Children and Families (DCF). In the past HSD was awarded two separate contracts. The first was for the administration of Child Care Programs, which consists of inspecting, licensing, and investigating child care providers and benefit recipients. The second was for Child Care Eligibility, which funds staff time to determine eligibility, the administration of Wisconsin Shares, and child care provider certification.

In 2011 DCF combined the both allocations into one contract. The Human Services Department had still included them as two separate amounts in two cost centers. This resolution amends the 2011 HSD Budget to reallocate funding to combine both contract amounts into the Child Care Administration Budget (36-3610-0000-42100).

No additional county funds are required.

Thank you for your consideration.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Judge James P. Daley  
INITIATED BY



Mickey Crittenden, IT Director  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

November 8, 2011  
DATE DRAFTED

**AUTHORIZING UPGRADE OF THE COURTS VIDEO CONFERENCING SYSTEM AND  
AMENDING THE 2011 BUDGET**

1 **WHEREAS**, the State of Wisconsin Supreme Court has issued updated guidelines for the use of video  
2 conferencing technology within courtroom operations; and,

3  
4 **WHEREAS**, the video conferencing system in use by the Rock County Courts needs to be upgraded in  
5 order to be in compliance with the State of Wisconsin Supreme Court guidelines; and,

6  
7 **WHEREAS**, the Information Technology Department staff did specify upgraded video conferencing  
8 components for use by the Rock County Courts; and,

9  
10 **WHEREAS**, the specified video conferencing components will be purchased using the pricing and  
11 terms of the University of Wisconsin Madison contracts #10-5174 and #10-5658.

12  
13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
14 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 that a Purchase Order for video conferencing equipment  
15 be issued to AVI Systems in the amount of \$59,410 and does hereby amend the 2011 budget as  
16 follows:

| <u>Account/Description</u> | <u>Budget at<br/>11/1/2011</u> | <u>Increase<br/>(Decrease)</u> | <u>Amended<br/>Budget</u> |
|----------------------------|--------------------------------|--------------------------------|---------------------------|
| <u>Source of Funds</u>     |                                |                                |                           |
| 19-1921-0000-47010         | \$ 76,235                      | \$ 13,910                      | \$ 90,145                 |
| Transfer In                |                                |                                |                           |
| <u>Use of Funds</u>        |                                |                                |                           |
| 22-1202-0000-67171         |                                |                                |                           |
| Capital Assets Video Conf. | 45,500                         | 13,910                         | 59,410                    |

Respectfully submitted,

**Public Safety and Justice Committee**

**Finance Committee Endorsement**

\_\_\_\_\_  
Ivan Collins, Chair

\_\_\_\_\_  
Finance Committee Chair    Vote    Date

\_\_\_\_\_  
Larry Wiedenfeld, Vice Chair

**Purchasing Procedural Endorsement**

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Finance Committee Chair    Vote    Date

\_\_\_\_\_  
Hank Brill

\_\_\_\_\_  
Brian Knudson


11-11C-508

**AUTHORIZING UPGRADE OF THE COURTS VIDEO CONFERENCING SYSTEM AND  
AMENDING THE 2011 BUDGET**

Page 2

FISCAL NOTE:

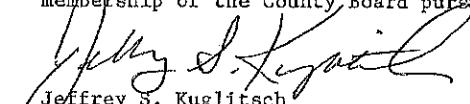
This resolution authorizes a \$13,910 transfer from the General Fund to the Video Conferencing Technology Capital Project. This project was originally funded by County sales tax proceeds. The audited, undesignated General Fund balance at January 1, 2011 was \$16,965,422.



Jeffrey A. Smith  
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. As an amendment to the adopted 2011 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator



## **Executive Summary for the Purchase of Upgrading the Courts Video Conferencing System**

During the past few years the State of Wisconsin Supreme Court's Planning and Policy Advisory Committee has substantially refined its "standards of good practice" related to the use of video conferencing technology within the state court system. The committee has also set forth guidelines and specific functionality requirements associated with this technology in the justice system in order to encourage greater courtroom use of the technology while ensuring the rights of litigants.

In Rock County the use of video conferencing in the Courts has made better use of taxpayer resources by:

- Reducing travel requirements for all courtroom participants,
- Saving prisoner and patient transportation costs,
- Improving courthouse security, and
- Increasing efficiency of legal proceedings.

In order to remain in compliance with the refined "standards of good practice", the current video conferencing system in use by the Rock County Courts needs to be upgraded to include 'split-screen' technology, better cameras, and improved overall viewership capability. The County's Information Technology Department, in tandem with the Courts and the County's primary video conferencing vendor, has identified the components in need of upgrading.

The upgraded components will be located in Courtroom A, Courtroom C, the Jail, and the Juvenile Detention Center. The cost of the system upgrade is \$59,410 and it will be purchased from AVI Systems using the pricing and terms of the University of Wisconsin Madison contracts #10-5174 and #10-5658.

RESOLUTION NO. 11-11C-509

AGENDA NO. 12.B.(1)

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE

DATE:

NOV 10 2011

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 17 2011, 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 |
|----------------------------------|--------------|-----------------|--------------------------|-----------|--------------|
| BLACKHAWK TECHNICAL COLLEGE      | GENERAL FUND | SHERIFF         | RECAP OPERATI S0192538   | 12,372.79 | 12,372.79    |
| BOARD OF REGENTS                 | GENERAL FUND | UW EXTENSION    | U.W.EXTENSION EXT0187774 | 85,822.00 | 85,822.00    |
| LOCAL GOVERNMENT PROPERTY INSURA | CPF-GS       | GENERAL SERVI   | ROCK HAVEN PR 23500      | 37,376.00 | 37,376.00    |
| MID AMERICA BUSINESS SYSTEMS     | GENERAL FUND | CLK OF CTS      | CLK.OF CTS. 718860       | 20,531.50 | 20,531.50    |
| UNITRENDS CORP                   | ISF-CS       | INFORMATION T   | IT CAPITAL PR 38420      | 68,411.00 | 68,411.00    |

11-11C-509

CLAIMS IN THE AMOUNT OF 224,513.29

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

*Donna M. ...*

*A. Kraft*

*D. D. ...*

*Marlene ...*

*Quess Godzuli*

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

ADMINISTRATIVE NOTE

FISCAL NOTE

RECOMMENDED

*Craig Knutson*

CRAIG KNUTSON  
COUNTY ADMINISTRATOR

ALL LISTED CLAIMS ARE FULLY FUNDED.

*Jeffrey Smith*  
JEFFREY SMITH  
FINANCE DIRECTOR

RESOLUTION NO. 11-11C-510

AGENDA NO. 12.C.(1)

SUBMITTED BY: FINANCE COMMITTEE

DATE: **NOV 10 2011**

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON **NOV 17 2011**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

| Vendor Name                       | Fund Name  | Department Name  | Program Name     | PR Number | Claim Amount |
|-----------------------------------|------------|------------------|------------------|-----------|--------------|
| ACADEMY SERVICE GROUP LLC         | CPF-GS     | GENERAL SERVICES | JAIL/HCC COMPLEX | R1103903  | 11,192.00    |
| VEOLIA ES TECHNICAL SOLUTIONS LLC | SRF-GRANTS | LAND CONSERV.    | HH CLEAN SWEEP   | R1103852  | 14,608.52    |

CLAIMS IN THE AMOUNT OF 25,800.52

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

LEGAL NOTE:

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

*[Signature]*

JEFFREY S. KUGLITSCH  
CORPORATION COUNSEL

ADMINISTRATIVE NOTE

RECOMMENDED

*[Signature]*

CRAIG KNUTSON  
COUNTY ADMINISTRATOR

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

*[Signature]*

JEFFREY SMITH  
FINANCE DIRECTOR

11-11-11

PURCHASE ORDER NUMBER P1100243 PEID 014260

**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 send 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).

DEPARTMENT DD Board

COMMITTEE Rock Co. DD Board

VENDOR NAME Lutheran Social Services

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 16,546

INCREASE FROM \$ 177,668 TO \$ 194,214

ACCOUNT BALANCE AVAILABLE \$ 5,221,959 <sup>95</sup> <sub>100000</sub>

REASON FOR AMENDMENT One new client from a Family Care ~~Center~~ <sup>County</sup> moving into Residential Services at Crosby Group Home

**APPROVALS**

GOVERNING COMMITTEE Marilynn Jensen 10-26-2011  
Chair Date

FINANCE COMMITTEE Mary Mowbray 11-3-11  
(if over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1001806 PEID \_\_\_\_\_

### 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 send 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).

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL ACCOUNT

AMOUNT OF INCREASE \$ 15,340.65

INCREASE FROM \$ 4,690,797.80 TO \$ 4,706,138.45

ACCOUNT BALANCE AVAILABLE \$ 451,831.73 *SB 10/26/11*

REASON FOR AMENDMENT CHANGE ORDER #36 - PER ATTACHED

### APPROVALS

GOVERNING COMMITTEE *[Signature]* 11/1/11  
Chair Date

FINANCE COMMITTEE *[Signature]* 11-3-11  
(if over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE  
YELLOW- PURCHASING  
PINK - DEPARTMENT

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee  
INITIATED BY

Randy Terronez  
Assistant to County Administrator  
DRAFTED BY



General Services Committee  
SUBMITTED BY

August 25, 2011  
DATE DRAFTED

**AMENDING ARCHITECT REIMBURSABLE EXPENSES - CONSTRUCTION  
DOCUMENT STAGE WITH EPPSTEIN UHEN FOR THE ROCK HAVEN FACILITY  
REPLACEMENT PROJECT**

- 1 **WHEREAS**, the County wishes to build a new nursing home to continue caring for Rock County
- 2 citizens with chronic mental illness, developmental disabilities and health concerns; and,
- 3
- 4 **WHEREAS**, the County has contracted with Eppstein Uhen Architects/Engineers for the replacement
- 5 of the Rock Haven Nursing Home from the initial study phase to Construction Document; and,
- 6
- 7 **WHEREAS**, the County placed a maximum \$17,000 for reimbursable expenses under the
- 8 Construction Document stage per Resolution #11-5A-365; and,
- 9
- 10 **WHEREAS**, the Architect incurred additional expenses for additional printing, meetings, etc. totaling
- 11 \$2,806.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 14 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize payment of additional
- 15 reimbursable expenses as allowed under the contract with Eppstein Uhen of Milwaukee, Wisconsin in
- 16 the amount of \$2,806 relating to the Construction Document stage of the construction of a replacement
- 17 Rock Haven Nursing Home facility.

11-11C-511

Respectfully Submitted,

**General Services Committee**

Phillip Owens, Chair

Henry Brill, Vice Chair

Absent  
Ronald Combs

Jason Heidenreich

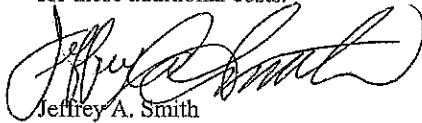
Mary Mawhinney

**AMENDING ARCHITECT REIMBURSABLE EXPENSES – CONSTRUCTION  
DOCUMENT STAGE WITH EPPSTEIN UHEN FOR THE ROCK HAVEN FACILITY  
REPLACEMENT PROJECT**

Page 2

FISCAL NOTE:

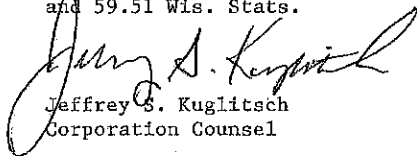
Sufficient funds are available in the Rock Haven Building Project Capital A/C 18-1851-0000-67200 for these additional costs.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01, 59.03 and 59.51 Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator



**- EXECUTIVE SUMMARY -**

**AMENDING ARCHITECT SERVICES – REIMBURSEABLE EXPENSES –  
CONSTRUCTION DOCUMENT STAGE WITH EPPSTEIN UHEN FOR THE ROCK  
HAVEN FACILITY REPLACEMENT PROJECT**

The County has contracted with Eppstein Uhen, Architects/Engineers as the Architect/Engineer for the Rock Haven Facility replacement project. The firm has completed the Construction Document stage and is now contracted to undertake the Construction phase.

Resolution #11-5A-365 covered the Construction Document stage and contained a maximum for reimbursable expenses of \$17,000. The Architect has incurred additional expenses for additional permit fees, printing costs and mileage with a breakdown as follows:

|                          |                 |
|--------------------------|-----------------|
| Permits and Fees:        | \$12,236.00     |
| Reproductions:           | \$5,365.68      |
| Mileage/Travel:          | \$2,098.63      |
| <u>Postage/Shipping:</u> | <u>\$105.11</u> |
| Total                    | \$19,805.42     |

The contract with Eppstein Uhen allows the architect to be reimbursed for such expenses.

(Note – The Architect exceeded the Schematic Design stage original budget of \$5,000 for reimbursable expenses by \$1,400. Refer to 1-27-11 County Board minutes.)

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee  
INITIATED BY

The General Services Committee  
SUBMITTED BY



Robert Leu  
DRAFTED BY  
October 24, 2011  
DATE DRAFTED

**Awarding Contract for Weapons Screening Services at the Rock County Courthouse for 2012-2014**

- 1 **WHEREAS**, in October, 1993, the County Board passed a resolution endorsing the concept plan for the
- 2 Courthouse addition, including placement of the weapons screening station on the second floor, and;
- 3
- 4 **WHEREAS**, the County contracts with a private company to provide weapons screening at the
- 5 Courthouse, and;
- 6
- 7 **WHEREAS**, specifications were prepared, and bids solicited for 2012, 2013, and 2014.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this \_\_\_\_\_ day of \_\_\_\_\_, 2011, that a contract for weapons screening at the
- 11 Courthouse be awarded to the low bidder, Watson Security Services Inc. of Rockton Ill. based on the
- 12 terms and conditions set forth in the Contract and Invitation to Bid
- 13 #2012-05.

Respectfully submitted,

General Services Committee

Phillip Owens, Chair

Henry Brill, Vice Chair

Absent  
Ronald Combs

Jason Heidenreich

Mary Mawhinney

Purchasing Procedural Endorsement:

Mary Mawhinney      Date      Vote

ADMINISTRATIVE NOTE:

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. Keglitsch  
Corporation Counsel


FISCAL NOTE:

Sufficient funds are included in General Services' 2012 budget for this contract. It is anticipated that sufficient funds will be included in the 2013 and 2014 budgets for the duration of this contract.

Jeffrey A. Smith  
Finance Director

11-11C-512

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

 ORIGINAL

PURCHASING DIVISION



PROJECT NUMBER #2012-05  
PROJECT NAME WEAPONS SCREENING  
BID DUE DATE OCTOBER 12, 2011 - 1:30 P.M.  
DEPARTMENT GENERAL SERVICES

|                             | WATSON<br>ROCKTON IL | JBM PATROL<br>MADISON WI | DIAMOND<br>CHICAGO HEIGHTS IL | PER MAR<br>MADISON WI | GAS<br>MILWAUKEE WI  |
|-----------------------------|----------------------|--------------------------|-------------------------------|-----------------------|----------------------|
| 2012 HOURLY RATE-GUARD      | 14.52                | 14.65                    | 14.98                         | 14.44                 | 22.05                |
| 2012 HOURLY RATE-SUPERVISOR | 14.52                | 14.65                    | 14.98                         | 15.45                 |                      |
| 2012 OT RATE-GUARD          | 14.52                | 14.65                    | 21.72                         | 20.51                 | 30.87                |
| 2012 OT RATE-SUPERVISOR     | 14.52                | 14.65                    | 21.72                         | 21.94                 |                      |
| <b>2012 CONTRACT</b>        | <b>63,888.00</b>     | <b>64,460.00</b>         | <b>65,912.00</b>              | <b>65,758.00</b>      | <b>97,020.00</b>     |
| 2013 HOURLY RATE-GUARD      | 14.74                | 14.94                    | 15.28                         | 14.87                 | 22.60                |
| 2013 HOURLY RATE-SUPERVISOR | 14.74                | 14.94                    | 15.28                         | 15.91                 |                      |
| 2013 OT RATE-GUARD          | 14.74                | 14.94                    | 22.16                         | 21.12                 | 31.64                |
| 2013 OT RATE-SUPERVISOR     | 14.74                | 14.94                    | 22.16                         | 22.59                 |                      |
| <b>2013 CONTRACT</b>        | <b>64,856.00</b>     | <b>65,736.00</b>         | <b>67,332.00</b>              | <b>67,730.74</b>      | <b>99,420.00</b>     |
| 2014 HOURLY RATE-GUARD      | 15.03                | 15.36                    | 15.58                         | 15.32                 | 23.17                |
| 2014 HOURLY RATE-SUPERVISOR | 15.03                | 15.36                    | 15.58                         | 16.39                 |                      |
| 2014 OT RATE-GUARD          | 15.03                | 15.36                    | 22.59                         | 21.75                 | 32.43                |
| 2014 OT RATE-SUPERVISOR     | 15.03                | 15.36                    | 22.59                         | 23.27                 |                      |
| <b>2014 CONTRACT</b>        | <b>66,132.00</b>     | <b>67,584.00</b>         | <b>68,552.00</b>              | <b>69,762.66</b>      | <b>101,948.00</b>    |
| <b>TOTAL 3 YEARS</b>        | <b>\$ 194,876.00</b> | <b>\$ 197,780.00</b>     | <b>\$ 201,796.00</b>          | <b>\$ 203,251.40</b>  | <b>\$ 298,388.00</b> |

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

PREPARED BY:

Jodi L. Millis  
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION:

Low Bid - Watson Security

Signature

[Signature]  
10/24/11  
Date

GOVERNING COMMITTEE APPROVAL:

Chair

Vote Date

PURCHASING PROCEDURAL ENDORSEMENT:

Chair

Vote Date

[Signature]

5-0 11-3-11

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Mickey Crittenden  
DRAFTED BY

Finance Committee  
SUBMITTED BY

October 25, 2011  
DATE DRAFTED

**AUTHORIZING PURCHASE OF NETWORK INFRASTRUCTURE EQUIPMENT**

- 1 **WHEREAS**, the improvement and upgrade of the County's network infrastructure is an active
- 2 Information Technology strategic initiative and Capital Improvement Program project; and,
- 3
- 4 **WHEREAS**, the replacement of older and less capable network components is a key factor for
- 5 meeting the current and future network performance requirements associated with the County systems;
- 6 and,
- 7
- 8 **WHEREAS**, the Information Technology Capital Projects Account provides funding for network
- 9 infrastructure improvements; and,
- 10
- 11 **WHEREAS**, the Information Technology Department staff did specify the network infrastructure
- 12 improvement components; and,
- 13
- 14 **WHEREAS**, the specified network infrastructure components will be purchased using the pricing and
- 15 terms of the State of Wisconsin contract #15-20664-501.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 that a Purchase Order for network infrastructure
- 19 equipment be issued to Core BTS in the amount of \$99,628.64.

11-11C-513

Respectfully submitted,

**FINANCE COMMITTEE**

**PURCHASING PROCEDURAL ENDORSEMENT**

Mary Mawhinney  
Mary Mawhinney, Chair

Mary Mawhinney 5-0 11-3-11  
Finance Committee Chair Vote Date

Sandra Kraft  
Sandra Kraft, Vice Chair

J. Russell Podzilni  
J. Russell Podzilni

David Diestler  
David Diestler

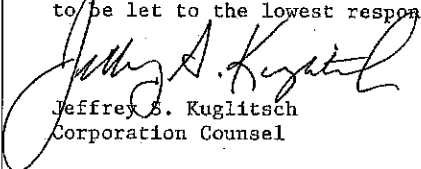
Mary Beaver  
Mary Beaver

**AUTHORIZING PURCHASE OF NETWORK INFRASTRUCTURE EQUIPMENT**

Page 2

LEGAL NOTE:

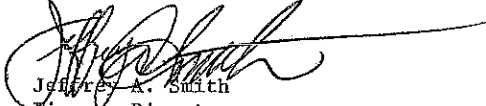
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:

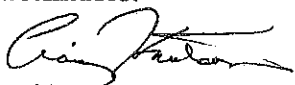
This resolution authorizes the purchase of infrastructure equipment for Information Technology's Capital Projects, A/C 07-1444-0000-67171, which has a current unencumbered, unexpended balance of \$106,834. This capital project is mostly funded by the 2011 debt issue.



Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## Executive Summary for the Purchase of Network Infrastructure Equipment

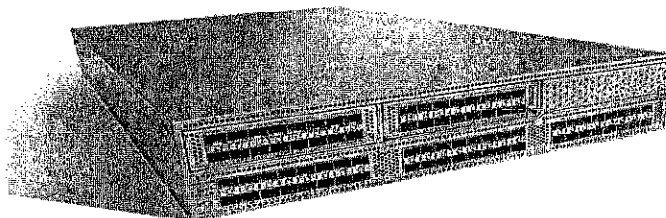
As a Capital Improvement Program project, this project is focused on improving the County's network infrastructure for the purpose of delivering faster network speeds and enhancing network security for all County systems and users. After the replacement of the County's two primary network core routers, County users will notice markedly better system response times, and more refined network security features will be implemented.

The purchase is for 2 Cisco Nexus 5596UP network routers and associated components.

These network infrastructure items will replace equipment that is now over 11 years old and no longer capable of providing the desired level of network throughput, functionality, and security. The replacement routers are projected to have a similar life-span of approximately 10 years.

One replacement routers will be located in the HCC Data Center, and the other replacement router will be located in the HCC PBX communications room.

The network infrastructure equipment will cost \$99,628.64 and be purchased from Core BTS using the pricing and terms of the State of Wisconsin contract #15-20664-501.



RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee  
INITIATED BY

Jeffrey A. Smith, Finance Dir.  
DRAFTED BY

Finance Committee  
SUBMITTED BY



November 8, 2011  
DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

- 1 WHEREAS, Willis of Wisconsin, Inc., Rock County's Insurance Consultant, solicited proposals from
- 2 Stop-Loss carriers; and,
- 3
- 4 WHEREAS, five carriers responded to the request for proposal; and,
- 5
- 6 WHEREAS, Standard Life is the most competitive option for Stop-Loss coverage for Rock County; and,
- 7
- 8 WHEREAS, the Finance Committee has reviewed the options and selected a Stop-Loss retention level of
- 9 \$175,000 for monthly premiums of \$28.05 per single plan and \$72.11 for a family plan, which represents
- 10 a 7.3% decrease over the 2011 premium rates.
- 11
- 12 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
- 13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 hereby authorizes the execution of a contract with
- 14 Standard Life for administration of the County's Stop-Loss Coverage effective January 1, 2012, and
- 15 that the initial deposit premium be remitted to Standard Life upon execution of the contract, if necessary.

11-11C-514

Respectfully submitted,

**FINANCE COMMITTEE**

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

David Diestler

J. Russell Podzilni

**FISCAL NOTE:**

Sufficient funds are available in the 2012 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 346 Single Plans and 852 Family Plans, the annual stop-loss premium would be \$853,716.

Jeffrey A. Smith  
Finance Director

**LEGAL NOTE:**

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

Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

Craig Knutson  
County Administrator



County of Rock  
January 1, 2012  
Summary of Stop Loss Renewal  
11/9/2011

- Standard Life & Accident Insurance company, place through GlenCairn, is the incumbent reinsurance carrier. Initial renewal presented a 17% (\$156,000) increase in fixed costs.
- Through October 2011, Standard Life paid \$271,121 in claims for 3 claimants. In total there are 15 claimants with large claims in excess of 50% of the specific deductible (\$87,500)
- Willis of Wisconsin, The County of Rock's insurance consultant, approached a total of 10 reinsurance markets in an attempt to reduce the expected increase in stop loss premium. Four carriers presented competitive rates.
- Berkley and Optum health presented renewal options 5% and 7% *below* current premium rates. These quotes were contingent upon October claims information.
- Negotiations took place between Optum and Standard Life based upon updated claims. The result of these negotiations was a revised proposal from Standard Life which came inline with Optum health – a 7.3% decrease in stop loss premiums. This is year over year savings of \$67,356.
- Based upon the complete due diligence exercise and the negotiations that took place, we recommend the County renew with GlenCairn / Standard Life under the current contract terms (\$175,000 Specific Deductible)

**County of Rock**  
**SELF-FUNDED MEDICAL BENEFIT/COST ANALYSIS**  
 Effective: 01/01/2012



| Medical/TPA<br>Reinsurance Carrier       | Current  |                        | Revised Renewal       |                        | Option 1              |                             | Option 2              |                       | Option 3              |                       | Option 4              |                       |
|--|--|------------------------|-----------------------|------------------------|-----------------------|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|  | PBA  | Glencain/Standard Life | PBA                   | Glencain/Standard Life | PBA                   | Berkley Accident and Health | PBA                   | OptumHealth           | PBA                   | Chartis               | PBA                   | ING/Reliastar         |
| Medical Administration                   | \$12.50  | \$12.75                | \$12.75               | \$12.75                | \$12.75               | \$12.75                     | \$12.75               | \$12.75               | \$12.75               | \$12.75               | \$12.75               | \$12.75               |
| COBRA                                    | \$1.00   | \$1.15                 | \$1.15                | \$1.15                 | \$1.15                | \$1.15                      | \$1.15                | \$1.15                | \$1.15                | \$1.15                | \$1.15                | \$1.15                |
| PPO Access Fee - PPO #1                  | \$0.35   | \$0.35                 | \$0.35                | \$0.35                 | \$0.35                | \$0.35                      | \$0.35                | \$0.35                | \$0.35                | \$0.35                | \$0.35                | \$0.35                |
| Monthly Administration Costs             | \$16,592.00  | \$17,074.50            | \$17,074.50           | \$17,074.50            | \$17,074.50           | \$17,074.50                 | \$17,074.50           | \$17,074.50           | \$17,074.50           | \$17,074.50           | \$17,074.50           | \$17,074.50           |
| <b>Total Annual Administration Costs</b> | <b>\$199,107.60</b>                                      | <b>\$204,858.00</b>    | <b>\$204,858.00</b>   | <b>\$204,858.00</b>    | <b>\$204,858.00</b>   | <b>\$204,858.00</b>         | <b>\$204,858.00</b>   | <b>\$204,858.00</b>   | <b>\$204,858.00</b>   | <b>\$204,858.00</b>   | <b>\$204,858.00</b>   | <b>\$204,858.00</b>   |
| <b>Percent of Cost Difference</b>        |  | <b>2.9%</b>            | <b>2.9%</b>           | <b>2.9%</b>            | <b>2.9%</b>           | <b>2.9%</b>                 | <b>2.9%</b>           | <b>2.9%</b>           | <b>2.9%</b>           | <b>2.9%</b>           | <b>2.9%</b>           | <b>2.9%</b>           |
| Contract Type                            | 12/18  | 12/18                  | 12/18                 | 12/18                  | 12/18                 | 12/18                       | 12/18                 | 12/18                 | 12/18                 | 12/18                 | 12/18                 | 12/18                 |
| Spec Deductible                          | \$175,000  | \$175,000              | \$175,000             | \$175,000              | \$175,000             | \$175,000                   | \$175,000             | \$175,000             | \$175,000             | \$175,000             | \$175,000             | \$175,000             |
| Specific Annual/Lifetime Maximum*        | \$2,000,000/Unlimited                                    | \$2,000,000/Unlimited  | \$2,000,000/Unlimited | \$2,000,000/Unlimited  | \$2,000,000/Unlimited | \$2,000,000/Unlimited       | \$2,000,000/Unlimited | \$2,000,000/Unlimited | \$2,000,000/Unlimited | \$2,000,000/Unlimited | \$2,000,000/Unlimited | \$2,000,000/Unlimited |
| Specific Premium                         | Medical/Rx   | Medical/Rx             | Medical/Rx            | Medical/Rx             | Medical/Rx            | Medical/Rx                  | Medical/Rx            | Medical/Rx            | Medical/Rx            | Medical/Rx            | Medical/Rx            | Medical/Rx            |
| Single                                   | \$31.00  | \$28.05                | \$28.05               | \$28.05                | \$27.54               | \$27.54                     | \$30.67               | \$30.67               | \$27.73               | \$27.73               | \$29.66               | \$29.66               |
| Family                                   | \$77.50  | \$72.11                | \$72.11               | \$72.11                | \$73.99               | \$73.99                     | \$71.04               | \$71.04               | \$77.25               | \$77.25               | \$76.51               | \$76.51               |
| Monthly Specific Premium                 | \$76,756.00  | \$71,143.02            | \$71,143.02           | \$71,143.02            | \$72,568.32           | \$72,568.32                 | \$71,137.90           | \$71,137.90           | \$75,411.58           | \$75,411.58           | \$75,448.88           | \$75,448.88           |
| Annual Specific Premium                  | \$921,072.00   | \$853,716.24           | \$853,716.24          | \$853,716.24           | \$870,819.84          | \$870,819.84                | \$853,654.80          | \$853,654.80          | \$904,938.96          | \$904,938.96          | \$905,386.56          | \$905,386.56          |
| <b>Total Annual Stop Loss Costs</b>      | <b>\$921,072.00</b>                                      | <b>\$853,716.24</b>    | <b>\$853,716.24</b>   | <b>\$853,716.24</b>    | <b>\$870,819.84</b>   | <b>\$870,819.84</b>         | <b>\$853,654.80</b>   | <b>\$853,654.80</b>   | <b>\$904,938.96</b>   | <b>\$904,938.96</b>   | <b>\$905,386.56</b>   | <b>\$905,386.56</b>   |
| <b>Percent of Cost Difference</b>        |  | <b>-7.3%</b>           | <b>-7.3%</b>          | <b>-7.3%</b>           | <b>-5.5%</b>          | <b>-5.5%</b>                | <b>-7.3%</b>          | <b>-7.3%</b>          | <b>-1.8%</b>          | <b>-1.8%</b>          | <b>-1.7%</b>          | <b>-1.7%</b>          |
| <b>Total Annual Fixed Costs</b>          | <b>\$1,120,179.60</b>                                    | <b>\$1,058,574.24</b>  | <b>\$1,058,574.24</b> | <b>\$1,058,574.24</b>  | <b>\$1,075,677.84</b> | <b>\$1,075,677.84</b>       | <b>\$1,058,512.80</b> | <b>\$1,058,512.80</b> | <b>\$1,109,796.96</b> | <b>\$1,109,796.96</b> | <b>\$1,110,244.56</b> | <b>\$1,110,244.56</b> |
| <b>Percent of Cost Difference</b>        |  | <b>-5.5%</b>           | <b>-5.5%</b>          | <b>-5.5%</b>           | <b>-4.0%</b>          | <b>-4.0%</b>                | <b>-5.5%</b>          | <b>-5.5%</b>          | <b>-0.9%</b>          | <b>-0.9%</b>          | <b>-0.9%</b>          | <b>-0.9%</b>          |
| NOTES:                                   | Admin fee includes PHC-Strand First Health Wrap Networks |                        |                       |                        |                       |                             |                       |                       |                       |                       |                       |                       |
| LASERS:                                  | Subject to review of claims through 10/31/11             |                        |                       |                        |                       |                             |                       |                       |                       |                       |                       |                       |
|  | Subject to review of claims through 10/31/11             |                        |                       |                        |                       |                             |                       |                       |                       |                       |                       |                       |
|  | Subject to review of claims through 10/31/11             |                        |                       |                        |                       |                             |                       |                       |                       |                       |                       |                       |
|  | Subject to review of claims through 10/31/11             |                        |                       |                        |                       |                             |                       |                       |                       |                       |                       |                       |
|  | Subject to review of claims through 10/31/11             |                        |                       |                        |                       |                             |                       |                       |                       |                       |                       |                       |

\* Please review medical summary plan description to ensure that the annual maximum matches up with the carrier annual maximum. Failing to do so could result in a gap in coverage.

This comparison is intended to illustrate the carrier's proposed services and rates and should not be relied upon to fully determine benefits and rates. Refer to the carrier's renewal/proposal for a complete representation coverage terms and conditions.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS



Public Works Committee
INITIATED BY

Ben Coopman, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

October 28, 2011
DATE DRAFTED

AUTHORIZING PURCHASE OF REPLACEMENT ROOF AT THE
DEPARTMENT OF PUBLIC WORKS' OFFICE

- 1 WHEREAS, the Department of Public Works (DPW) budgeted for replacing the roof on its
2 administrative office on Newville Road; and,
3
4 WHEREAS, DPW staff prepared specifications and the county Purchasing Division solicited
5 bids for replacing the roof.
6
7 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
8 assembled this \_\_\_ day of \_\_\_\_\_ 2011, does authorize the award of a contract of
9 \$57,166 for replacing the roof to the lowest responsible bidder, McDermaid Roofing &
10 Insulating Company of Rockford, Illinois.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

[Signature]
Kurtis Yankee, Chair

[Signature]
Betty Jo Bussie, Vice Chair

[Signature]
Eva M. Arnold

[Signature]
David Diestler

Absent
Brent Fox

Purchasing Procedural Endorsement:
Reviewed and approved on a vote of \_\_\_\_\_

Mary Mawhinney, Chair

FISCAL NOTE:

Sufficient funds are available in the
Department of Public Works Highway
Building and Grounds Cost Pool, A/C 41-
4350-4270-67171, Capital Assets over
\$1,000, for this contract.

[Signature]
Jeffrey A. Smith
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.

[Signature]
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

[Signature]
Craig Knutson
County Administrator

11-11C-515

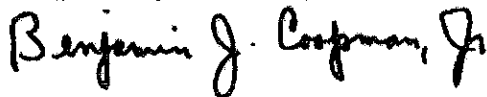
**- Executive Summary -**

The Department of Public Works was approved for replacing the roof on the Department's administrative office on Newville Road as part of the 2011 budget. The roof is 21 years old and is experiencing leaks. Building insulation is below today's code requirements for insulation value.

The Department, in conjunction with the county Purchasing Division, solicited bids to remove and replace the roof. Additional insulation will be added before the new roof system is installed. This should make the building more environmentally friendly and reduce heating costs.

Staff is recommending the award of a contract to McDermaid Roofing & Insulating Company of Rockford, Illinois in the amount of \$57,166 for the work. They were the lowest responsible bidder on the project. They also have successfully completed a recent project for the Department on the Main Shop & Garage roofs in 2010.

Respectfully submitted,



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

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

ORIGINAL

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



RECEIVED

OCT 27 2011  
ROCK COUNTY  
PUBLIC WORKS

PROJECT NUMBER 2011-87  
PROJECT NAME PUBLIC WORKS OFFICE ROOF REPLACEMENT  
BID DUE DATE OCTOBER 25, 2011 - 1:30 P.M.  
DEPARTMENT PUBLIC WORKS

| BID PRICE   | START DATE | COMPLETION DATE | MCDERMAID<br>ROCKFORD IL | CHRISTIANSEN<br>ROCKFORD IL | HC ANDERSON<br>ROCKTON IL | ALOIS ROOFING<br>WEST ALLIS WI | PHD ROOF DOC<br>FREDONIA WI | WALSDORF<br>KIEL WI |
|-------------|------------|-----------------|--------------------------|-----------------------------|---------------------------|--------------------------------|-----------------------------|---------------------|
| \$57,166.00 | 11/14/11   | 12/1/11         | \$59,550.00<br>11/28/11  | \$62,088.00<br>11/30/11     | \$64,150.00<br>12/21/11   | \$74,380.00<br>TBD             | \$84,900.00<br>ASAP         |                     |
|             |            |                 |                          |                             |                           |                                |                             | TBD                 |

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

PREPARED BY: Jack A Miller, Purchasing Manager  
DEPARTMENT HEAD RECOMMENDATION: McDermaid Roofing - Rockford \$57,166.  
Benjamin J. Cooper, Jr. 10-28-11 DATE

GOVERNING COMMITTEE APPROVAL:

Kristen L. Spitzer  
CHAIR VOTE 4-0 DATE 10-10-11

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

PLANNING & DEVELOPMENT  
COMMITTEE  
INITIATED BY



WADE THOMPSON  
DRAFTED BY

PLANNING & DEVELOPMENT  
COMMITTEE  
SUBMITTED BY

NOVEMBER 3, 2011  
DATE DRAFTED

**ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
PRODUCTS AND SERVICES CONTRACTS WITH THE TOWN OF MAGNOLIA AND  
TOWN OF CENTER: TOWN ZONING ORDINANCE UPDATE AND REVISION**

- 1 **WHEREAS**, the Town of Magnolia and the Town of Center ("Towns") desire the services of the Rock County
- 2 Planning, Economic & Community Development Agency ("Agency") to update and revise the Town's Zoning
- 3 Ordinances, including re-certification of the Town's Farmland Preservation Zoning Ordinances with the State
- 4 of Wisconsin Department of Agriculture, Trade & Consumer Protection ("DATCP"); and,
- 5
- 6 **WHEREAS**, the Agency is able and willing to provide these services to the Towns, and providing of these
- 7 services is allowable pursuant to Sec. 66.0301, Wisconsin Statutes; and,
- 8
- 9 **WHEREAS**, the Towns and Agency have agreed upon all terms and conditions of these services, and the
- 10 products resultant, both as delineated in the Agency's *PRODUCTS AND SERVICES CONTRACT WITH THE*
- 11 *TOWN OF MAGNOLIA: TOWN ZONING ORDINANCE UPDATE AND REVISION* and the Agency's
- 12 *PRODUCTS AND SERVICES CONTRACT WITH THE TOWN OF CENTER: TOWN ZONING ORDINANCE*
- 13 *UPDATE AND REVISION* ("Contracts"); and,
- 14
- 15 **WHEREAS**, the Contracts are mutually exclusive with and distinguished from all previous agreements
- 16 between the Towns and the Agency, and are complete and effective upon the execution of the Contracts by both
- 17 parties.
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 20 \_\_\_\_\_ day of \_\_\_\_\_, 2011, do by enactment of this Resolution:
- 21
- 22 I. Authorize the Contracts and the terms and conditions stated therein.
- 23
- 24 II. If a court of competent jurisdiction adjudges any section, clause, provision or portion of this
- 25 Resolution unconstitutional or invalid, the remainder of this Resolution shall not be affected
- 26 thereby.

11-11C-516

Respectfully submitted:

PLANNING & DEVELOPMENT COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Alan Sweeney, Chair

Reviewed and approved on a vote of \_\_\_\_\_

Mary Mawhinney, Vice Chair

Mary Mawhinney, Chair

Wayne Gustina

Marilynn Jensen

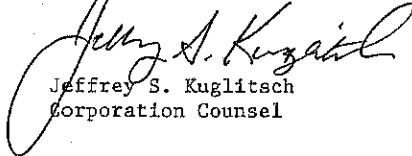
Phillip Owens

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
PRODUCTS AND SERVICES CONTRACTS WITH THE TOWN OF MAGNOLIA AND TOWN  
OF CENTER: TOWN ZONING ORDINANCE UPDATE AND REVISION

Page 2

LEGAL NOTE:

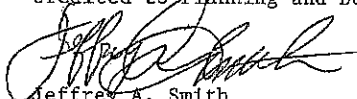
The County Board is authorized to take this action pursuant to secs.  
59.04, 59.51 and 66.0301, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:

The contract fees Town of Magnolia (\$3,500) and Town of Center (\$4,500) are to be  
credited to Planning and Development's budget.



Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY:

This resolution proposes authorization of the Rock County Planning, Economic & Community Development Agency's PRODUCTS AND SERVICES CONTRACT WITH THE TOWN OF MAGNOLIA and TOWN OF CENTER: TOWN ZONING ORDINANCE UPDATE AND REVISION. The contracts (2) state the Rock County Planning, Economic & Community Development Agency ("Agency") will update and revise both the Town of Magnolia and Town of Center Zoning Ordinances, including re-certification of the Town's Farmland Preservation Zoning Ordinances with the State of Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP), subject to the terms and conditions stated therein. The contracts also state the Town of Magnolia shall compensate the Agency in the amount of \$3,500.00, and the Town of Center shall compensate the Agency in the amount of \$4,500.00, for products and services rendered.



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety and Justice  
INITIATED BY



David Sleeter  
DRAFTED BY

Public Safety and Justice  
SUBMITTED BY

October 24, 2011  
DATE DRAFTED

**PURCHASE OF ANALOG/DIGITAL VOICE RADIO COMMUNICATIONS  
EQUIPMENT**

- 1 **WHEREAS**, the Rock County 911 Communications Center is responsible for the operation of the public
- 2 safety voice radio communications infrastructure within Rock County; and,
- 3
- 4 **WHEREAS**, continuous interoperable radio communications between the first responders of Rock
- 5 County and the 911 Communications Center are essential to providing the most efficient public safety
- 6 services to the citizens of Rock County; and,
- 7
- 8 **WHEREAS**, the Federal Communications Commission (FCC) has mandated that most analog radio
- 9 frequencies be "narrow-banded" by January 1, 2013; and,
- 10
- 11 **WHEREAS**, Rock County public safety currently communicates on analog voice radio frequencies; and,
- 12
- 13 **WHEREAS**, a digital mode public safety voice communications system better positions public safety
- 14 voice communications users for future radio technology upgrades, meets the FCC "narrow-banding"
- 15 mandate, and improves interoperability opportunities; and,
- 16
- 17 **WHEREAS**, converting the existing Rock County voice radio system to a digital mode will also improve
- 18 radio coverage without adding any additional tower site locations; and,
- 19
- 20 **WHEREAS**, the cost of converting the Rock County public safety analog voice radio system to operate
- 21 in a digital mode has been included in the 2011 budget; and,
- 22
- 23 **WHEREAS**, the Rock County Sheriff's Office and certain other County departments utilizing voice
- 24 radio communications equipment will need to re-program their existing mobile and portable radios for
- 25 narrow-band operations or purchase analog/digital capable radio equipment; and,
- 26
- 27 **WHEREAS**, the funding necessary to re-program or replace the existing Sheriff's Office and other
- 28 County department's mobile and portable radios was included in the 2011 budget; and,
- 29
- 30 **WHEREAS**, the necessary Rock County mobile and portable radio equipment can be purchased off of
- 31 the WSCA contract (Contract #02702) at a cost of \$335,263 through General Communications, Inc., of
- 32 Madison, Wisconsin.
- 33
- 34 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 35 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 that a contract in the amount of \$335,263 be awarded to
- 36 General Communications, Inc., of Madison, Wisconsin for the purchase of the necessary mobile and
- 37 portable radio equipment of the Rock County Sheriff's Office and certain other County departments to
- 38 efficiently communicate on the analog/digital Rock County public safety voice radio infrastructure.

11-11C-517

**PURCHASE OF ANALOG/DIGITAL VOICE RADIO COMMUNICATIONS EQUIPMENT**

Page 2

Respectfully submitted,

**Public Safety and Justice Committee**

Ivan Collins  
Ivan Collins, Chair

Larry Wiedenfeld  
Larry Wiedenfeld, Vice Chair

Mary Beaver  
Mary Beaver

Hank Brill  
Hank Brill

Brian Knudson  
Brian Knudson

Purchasing Procedural Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

LEGAL NOTE:

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

Jeffrey S. Kuglitsch  
Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:

This purchase is for the 911 Communication Center's Digital Radio Project A/C 23-2417-0000-67200, which has a current unencumbered, unexpended balance of \$357,715. This capital project is funded by unused sales tax proceeds from the Jail/HCC Capital Project, A/C 18-1849-0000-67200.

Jeffrey A. Smith  
Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson  
Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

The Rock County Communications Center is directly responsible for the operation and maintenance of the public safety radio communications infrastructure throughout Rock County. Continuous interoperable voice radio communications between public safety agencies of Rock County and the 911 Communications Center are essential to providing the most efficient public safety services to the citizens of Rock County.

In 2008, Rock County and the cities of Janesville and Beloit contracted for a County-wide Interoperable Communications Study for the purposes of future public safety communications planning. To improve countywide public safety interoperability, and also meet the Federal Communications Commission (FCC) mandate for "narrow-banding", the Study recommended that Rock County public safety voice communications move to a hybrid VHF-UHF digital trunked voice radio system. Rock County then contracted with a grant-writing vendor in an attempt to secure grant funding for the recommended digital trunked voice radio system. As of this date, no grant sources have been located for digital trunked infrastructure.

As mentioned above, the Federal Communication Commission (FCC) has announced that certain portions of radio frequency spectrum would be required to be "narrow-band" by January 1, 2013. This unfunded mandate applied to all public safety voice radio frequencies used within Rock County. "Narrow-banding" is the reduction of radio spectrum that each applicable radio frequency holds a license for. This mandate will result in a loss of radio coverage area for Rock County public safety (especially for portable radio equipment). Additionally, the FCC is expected to announce a further "narrow-banding" mandate in the near future. Further "narrow-banding" of the existing analog public safety radio frequencies would require a very large increase in the amount of voice radio infrastructure equipment and tower sites, thus making the system very expensive to operate.

Rock County public safety officials thoroughly researched the issue of future public safety voice radio communications. Their recommendation is for Rock County public safety to convert the existing analog voice radio communications system to a digital mode by January 1, 2013. This conversion will increase radio coverage within the County without requiring any additional tower site locations. The conversion will ultimately position Rock County public safety voice radio communications to meet near future expectations.

The County will fund the conversion of the existing public safety voice radio infrastructure, 911 Communications Center radio equipment, and other County departments utilizing voice radio equipment. Each public safety agency will be responsible for their respective analog to digital conversion costs of their field

radio equipment. Although federal funding is not available for "narrow-banding" radio infrastructure reimbursements, an Assistance to Firefighters grant application is pending in an effort to assist Rock County fire/EMS agencies with the cost of their radio field equipment.

A significant amount of the existing public safety radio infrastructure can be modified to operate in digital mode with the purchase of specialized Internet Protocol equipment offered by the vendor RAYTHEON. Other non-specialized equipment can be purchased off of the State of Wisconsin WSCSA contract. The RAYTHEON dealer in our area is General Communications, Inc., of Madison, WI. General Communications has been the Rock County public safety infrastructure maintenance vendor for the last seventeen years.

The Rock County Sheriff's Office and certain other County departments utilizing voice radio communications equipment will need to re-program their existing mobile and portable radios for narrow-band operations or purchase analog/digital capable radio equipment. The funding necessary to re-program or replace the existing Sheriff's Office and other County department's mobile and portable radios was included in the 2011 budget and totals \$335,263.

RESOLUTION NO. 11-11C-518

AGENDA NO. 12.D.8.(1)

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

PUBLIC WORKS COMMITTEE  
INITIATED BY

JODI MILLIS  
PURCHASING MANAGER  
DRAFTED BY

PUBLIC WORKS COMMITTEE  
SUBMITTED BY

OCTOBER 20, 2011  
DATE DRAFTED



T I T L E

AWARDING CONTRACT FOR UNIFORMS, SHOP TOWELS AND WALK-OFF MATS  
DEPARTMENT OF PUBLIC WORKS  
AIRPORT, PARKS, HIGHWAY  
2012-2014

1 WHEREAS, funds are incorporated into the budget each year for the rental of  
 2 uniforms, shop towels and walk-off mats that are used by all three divisions of  
 3 the Department of Public Works; and,  
 4  
 5 WHEREAS, specifications were prepared and solicited with three vendors  
 6 submitting bids (results attached); and,  
 7  
 8 WHEREAS, the bids were reviewed by Purchasing and Public Works staff with the  
 9 recommendation to accept the low bid from Aramark Uniform Services of Madison,  
 10 Wisconsin.  
 11  
 12 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly  
 13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, that a contract for  
 14 uniforms, shop towels and walk-off mats be awarded to Aramark Uniform Services,  
 15 of Madison, Wisconsin based on the terms and conditions set forth in the  
 16 contract and Invitation to Bid #2012-07; and,

11-11C-518

RESPECTFULLY SUBMITTED

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee  
Kurtis Yankee, Chair

Eva Arnold  
Eva Arnold

Betty Jo Bussie  
Betty Jo Bussie

David Diestler  
David Diestler

Absent  
Brent Fox

LEGAL NOTE:

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

Jeffrey S. Kuglitsch  
Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:

Sufficient funds available in the 2012 budget for this contract.

Jeffrey A. Smith  
Jeffrey A. Smith  
Finance Director

PURCHASING PROCEDURAL ENDORSEMENT

Chair

Vote

Date

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson  
Craig Knutson  
County Administrator

**EXECUTIVE SUMMARY****DEPARTMENT OF PUBLIC WORKS  
UNIFORMS, SHOP TOWELS AND WALK-OFF MATS**

All three divisions of the Rock County Department of Public Works (Airport, Parks, Highway) contract with a private vendor to provide employee uniforms, shop towels and walk-off mats. Bids were solicited from seven vendors with two responding. The lowest, most responsible and responsive bid was received from Aramark Uniform Services of Madison, Wisconsin.

The contract will begin January 1, 2012 and terminate December 31, 2012. The Department of Public works may opt to renew the contract for two additional years, 2013 and 2014. The total contract shall not exceed three years.

**ORIGINAL**

**ROCK COUNTY, WISCONSIN**

**FINANCE DEPARTMENT  
PURCHASING DIVISION**



**PROJECT NUMBER** #2012-07  
**PROJECT NAME** UNIFORMS, SHOP TOWELS & WALK-OFF MATS  
**DEPARTMENT** PUBLIC WORKS – HIGHWAY, AIRPORT, PARKS  
**BID DUE DATE** OCTOBER 18, 2011 – 1:30 P.M.

|                               | ARAMARK<br>MADISON WI | CINTAS<br>ROCKFORD IL | ALSCO<br>WAUWATOSA WI |
|-------------------------------|-----------------------|-----------------------|-----------------------|
| 2012 PARKS                    | 546.00                | 858.00                | 3,120.00              |
| 2012 AIRPORT                  | 1,543.36              | 2,436.20              | 4,819.36              |
| 2012 HIGHWAY                  | 4,594.20              | 6,032.00              | 17,466.80             |
| <b>2012 TOTAL</b>             | <b>\$ 6,683.56</b>    | <b>\$ 9,326.20</b>    | <b>\$ 25,406.16</b>   |
| 2013 PARKS                    | 546.00                | 858.00                | 3,276.00              |
| 2013 AIRPORT                  | 1,543.36              | 2,436.20              | 5,060.32              |
| 2013 HIGHWAY                  | 4,594.20              | 6,032.00              | 18,340.14             |
| <b>2013 TOTAL</b>             | <b>\$ 6,683.56</b>    | <b>\$ 9,326.20</b>    | <b>\$ 26,676.46</b>   |
| 2014 PARKS                    | 546.00                | 858.00                | 3,439.80              |
| 2014 AIRPORT                  | 1,543.36              | 2,436.20              | 5,313.33              |
| 2014 HIGHWAY                  | 4,594.20              | 6,032.00              | 19,257.14             |
| <b>2014 TOTAL</b>             | <b>\$ 6,683.56</b>    | <b>\$ 9,326.20</b>    | <b>\$ 28,010.27</b>   |
| <b>3 YEAR TOTAL - PARKS</b>   | <b>1,638.00</b>       | <b>2,574.00</b>       | <b>9,835.80</b>       |
| <b>3 YEAR TOTAL – AIRPORT</b> | <b>4,630.08</b>       | <b>7,308.60</b>       | <b>15,193.01</b>      |
| <b>3 YEAR TOTAL – HIGHWAY</b> | <b>13,782.60</b>      | <b>18,096.00</b>      | <b>55,064.08</b>      |
| <b>TOTAL 3 YEAR CONTRACT</b>  | <b>\$ 20,050.68</b>   | <b>\$ 27,978.60</b>   | <b>\$ 80,092.89</b>   |

The Invitation to Bid 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: Aramark \$6,683.56 → 2012  
Benjamin J. Chapman, Jr. 10-24-11  
 Signature Date

GOVERNING COMMITTEE APPROVAL: Kurtis L. Yantec ~~10-10-11~~ 10-10-11  
 Chair Vote Date

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_  
 Chair Vote Date

**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 4, 2011  
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 impact the County's Personnel Ordinance and bargaining agreements with the ten  
 5 unions representing Rock County Employees;  
 6  
 7 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this  
 8 \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby amend Chapter XVIII, the County's Personnel  
 9 Ordinance as follows:

**CHAPTER XVIII**

**PERSONNEL ORDINANCE**

**SECTION 1**

**OBJECTIVES AND SCOPE**

18.101 Authority.

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

18.102 Purposes.

The purposes of this Ordinance shall be to:

- A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.
- B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:
  - (a) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
  - (b) To provide internally equitable and externally competitive compensation for all employees.
  - (c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner
  - (d) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, handicapping condition, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.

11-11A-496



- 47 (e) To protect employees against coercive political activities and to prohibit the use of  
 48 official authority for the purpose of interfering with or affecting the result of an  
 49 election or a nomination for office.  
 50  
 51 C. Provide a system of standardized titles and standardized class descriptions for the effective  
 52 administration of personnel activities such as: manpower planning and budgeting, standards  
 53 of job performance, fair and equitable pay, valid selection and recruitment programs, training  
 54 programs and career development.  
 55  
 56 D. Provide a system to recruit and select the most qualified persons for positions in County  
 57 service. Recruitment and selection shall be conducted in an affirmative manner to ensure  
 58 open competition, provide equal employment opportunity, prohibit discrimination because  
 59 of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age,  
 60 handicapping condition, or any other cause for discrimination as defined by law, to ensure  
 61 that persons of disadvantaged groups are fairly represented in the County workforce.  
 62  
 63 E. Provide an effective career development plan for qualified employees through promotional  
 64 opportunities in an environment free of sexual harassment discrimination.  
 65

66 18.103 Scope.

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

75 This Ordinance shall govern personnel administration for all employees and departments of the  
 76 County of Rock except:  
 77

- 78  
 79 (a) members of the Rock County Board of Supervisors;  
 80  
 81 (b) elected County Officials;  
 82  
 83 (c) members of boards, commissions, and committees (including citizens);  
 84  
 85 (d) persons employed to conduct temporary and special inquiry, investigation or examination  
 86 on behalf of the County Board, a committee thereof, or the County Administrator;  
 87  
 88 (e) persons employed by ~~personal employment contracts~~ employment services agreements or  
 89 purchase of service contracts, unless expressly included in said contract or agreement;  
 90  
 91 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which  
 92 shall be handled by the Public Safety and Justice Committee of the Rock County Board of  
 93 Supervisors in accordance with statute.  
 94

95 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected  
 96 Department Heads.  
 97

98 18.104 Collective Bargaining Agreements.

99  
 100 This Ordinance applies to employees not covered by collective bargaining agreements  
 101 (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue,  
 102 or otherwise do not apply to the contrary.  
 103

104 18.105 The Human Resources Section of the Administrative Policies and Procedures Manual

105  
 106 The Human Resource Department shall develop a standard set of policies and procedures to  
 107 administer the personnel system based upon the Policies established in this Ordinance. These  
 108 policies and procedures shall be a part of the County's Administrative Policies and Procedures  
 109 Manual. The Human Resource Policies and Procedures shall be subject to review and  
 110 approval by the County Board Staff Committee.  
 111

112 The Ordinance shall take precedence over the Human Resource Policies and Procedures  
 113

114 18.106 Department Work Rules.

115

116

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

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18.107 Non-Elected Department Heads.

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

18.108 Administrator Position.

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

18.109 Sheriff's Office Command Staff

In addition to the benefits provided to other unilateral employees, if the following provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9, 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31, 2008).

Education

Health insurance for retirees

Life insurance

Retirement

Sick Leave Accumulation

Sick leave payout

Sick leave payment

Uniform allowance

Worker's compensation

18.110 Amendments.

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

18.111 Management Rights

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

- 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;

- 181 7) Plan and schedule work
- 182
- 183 8) Determine the methods and processes and manner of performing work;
- 184
- 185 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 186
- 187 10) Determine the location, operation and type of physical structures, facilities, equipment of
- 188 the county;
- 189
- 190 11) Plan and schedule any training programs.
- 191
- 192 12) Create, promulgate and enforce reasonable work rules;
- 193
- 194 13) Determine and enforce regulations governing conduct and safety;
- 195
- 196 14) Determine what constitutes good and efficient county service, and all other functions of
- 197 management and direction.
- 198

199 The County shall have the right to operate and manage its affairs in all respects in accordance

200 with its rights, duties, and responsibilities.

201

202 18.112 Responsibilities and Authority.

203

204 A. County Board. The County Board shall:

205

- 206 (1) approve the annual County budget, including requests for personnel adjustments
- 207
- 208 (2) review and approve County Personnel Ordinance and amendments
- 209
- 210 (3) confirm department head appointments made by the County Administrator
- 211
- 212 (4) delegate such duties to the County Board Staff Committee as
- 213 necessary
- 214
- 215 (5) ~~conduct~~ hear grievance hearings appeals as outlined in Section ~~18.805 and 18.806~~
- 216 18.806
- 217

218

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

220

- 221 (1) advise the County Administrator on matters concerning implementation of
- 222 Personnel Ordinance
- 223
- 224 (2) review proposed Personnel Ordinance and amendments as developed and
- 225 recommended by the Human Resources Director and make recommendations to
- 226 the County Board for consideration and legislative action
- 227
- 228 (3) perform other related duties as assigned by the County Board
- 229
- 230 ~~(4) — conduct grievance hearings as outlined in Section 18.805 and 18.806~~
- 231

232

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

234

- 235 (1) review all appointments made by the County Administrator as provided in
- 236 Section ~~18.302(d)(1)~~ 18.112(d)(1) and make such recommendations to the Board
- 237 as appropriate
- 238

239 D. County Administrator. Except as prohibited by State and federal law, the County

240 Administrator shall:

241

- 242 (1) appoint and remove all Department Heads, subject to the provisions of Section
- 243 ~~18.106-18.107~~
- 244
- 245 (2) advise the Governing Committee of the final interview schedule of the best-
- 246 qualified applicants. The Governing Committee may participate in the scheduled
- 247 interviews
- 248

- 249 (3) submit terms of employment for Department Heads to the Governing Committee  
 250 for review before submission to the County Board  
 251  
 252 (4) approve Personnel Ordinance prior to submittal to the County Board Staff  
 253 Committee and the County Board  
 254  
 255 ~~(5) conduct fourth step grievance hearings as may be necessary under Section~~  
 256 ~~18.805, and adjust such grievances as may be appropriate~~  
 257  
 258 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to  
 259 subordinate employees  
 260  
 261 ~~(6) approve all reclassifications of positions outside the budget process arising~~  
 262 ~~through the grievance process as may be appropriate pursuant to Section 18.405~~  
 263 ~~18.204~~  
 264  
 265 (6) approve new positions, reallocations, and upgrades of existing positions subject  
 266 to County Board approval  
 267  
 268 E Human Resources Director. The Human Resources Director under the authority of the  
 269 County Administrator shall:  
 270  
 271 (1) administer the Personnel Ordinance adopted by the County Board  
 272  
 273 (2) establish, maintain and coordinate personnel transactions and records  
 274 management for all County employees and positions  
 275  
 276 (3) establish and maintain a central personnel file for each County employee  
 277 showing name, title, salary, change in status, annual performance ratings and  
 278 such pertinent information as may be necessary for effective personnel  
 279 administration and for compliance with Federal and State laws  
 280  
 281 (4) advise and assist Department Heads on all County Personnel transactions and  
 282 records management systems and procedures  
 283  
 284 (5) notify the payroll section of all relevant changes  
 285  
 286 (6) review appointments and removal of personnel to County positions pursuant to  
 287 Section 18.1498. 18.607.  
 288  
 289 (7) maintain complete employment and performance records of all County  
 290 employees  
 291  
 292 (8) establish and maintain a roster of all employees in the County service which shall  
 293 include the class title, pay status, and other pertinent data  
 294  
 295 (9) make such reports and investigations to the County Administrator, County Board  
 296 Staff Committee and the County Board as required  
 297  
 298 (10) develop and maintain the Classification Plan  
 299  
 300 (11) develop and administer the recruitment and selection program  
 301  
 302 (12) establish and maintain lists of persons eligible and qualified for appointment and  
 303 promotion to positions within the County service when, in the judgment of the  
 304 Human Resources Director, it is advantageous to the County  
 305  
 306 (13) monitor temporary and overtime assignments  
 307  
 308 (14) approve and monitor layoffs due to lack of funds, work, or the abolition of  
 309 positions or material changes in duties and organization, encourage the re-  
 310 employment of laid-off employees in other appropriate County positions  
 311  
 312 (15) develop, operate and coordinate programs to improve employee effectiveness,  
 313 training and career counseling  
 314  
 315 (16) establish an Affirmative Action Program designed to increase the participation at  
 316 all levels of the County workforce persons of disadvantaged groups, including,

- 317 but not limited to women, minorities and the physically and mentally  
 318 handicapped  
 319  
 320 (17) establish standards and procedures to ensure uniformity in the application of  
 321 discipline and the processing of employee grievances  
 322  
 323 (18) conduct third step grievance hearings as may be necessary under Section ~~18.805~~  
 324 18.806, and adjust such grievances as may be appropriate  
 325  
 326 (19) prepare and implement such forms, reports and procedures necessary to carry out  
 327 the County human resources program  
 328  
 329 (20) disseminate information regarding the personnel program, fringe benefits and  
 330 conditions of employment to all employees and departments  
 331  
 332 (21) lead the County's negotiations with labor representatives, unless otherwise  
 333 delegated by the County Board  
 334  
 335 (22) investigate unemployment compensation claims and represent the County at  
 336 unemployment compensation hearings  
 337  
 338 (23) develop such regulations as necessary to carry out the intent of this Ordinance  
 339  
 340 (24) establish a safety program to reduce the incidence of work-related injuries and  
 341 promote safety awareness  
 342  
 343 (25) ~~develop and maintain the County-wide training program within budgetary~~  
 344 ~~limitations~~  
 345  
 346 (26) administer and manage the County's Worker's Compensation program  
 347  
 348 (27) Insure that Department Work Rules are fairly designed and administered.  
 349

350  
 351 F. Department Heads. Department Heads shall:

- 352  
 353 (1) enforce the Personnel Ordinance, ~~rules and regulations~~ and the Human Resource  
 354 Policies and Procedures in their respective department  
 355  
 356 (2) adopt such additional ~~rules or regulations~~ Department Work rules as required by  
 357 law and/or necessary for the operations of the Department subject to approval of  
 358 the Human Resources Director  
 359  
 360 (3) initiate and process personnel transactions affecting their employees using forms  
 361 provided by the Human Resources Director  
 362  
 363 (4) maintain an employee service record for each employee  
 364  
 365 (5) notify the Human Resources Director of all changes in permanent personnel  
 366 records including change of address, insurance coverage and other relevant  
 367 information  
 368  
 369 (6) keep employees informed of current personnel policies  
 370  
 371 (7) conduct second step grievance procedures hearings as may be necessary under  
 372 Section 18.805, and adjust such grievances as may be appropriate  
 373  
 374 (8) appoint and remove employees to positions subject to Section ~~18.605~~ 18.304 and  
 375 ~~18.1108~~ 18.806, and consistent with applicable State Statutes and inform  
 376 governing committee of said appointments  
 377  
 378 (9) in collaboration with the Human Resources Director, develop employee  
 379 orientation and in-service training programs  
 380  
 381 (10) administer discipline and delegate such authority to supervisory personnel as  
 382 appropriate subject to Section ~~18.1108~~ 18.806.  
 383

- 384 (11) conduct performance reviews of all immediate subordinate employees on no less  
385 frequent than an annual basis  
386  
387 (12) obtain prior approval of the County Administrator when taking vacation days,  
388 or when traveling out of the County on County business. (This provision does  
389 not apply to elected County Officials.) The memo making the request should  
390 include a designated department contact person, as well as a phone number  
391 where the Department Head can be reached (if possible).  
392  
393 G. Supervisory Personnel. To the extent Department Heads delegate authority to them,  
394 supervisors may shall:  
395  
396 (1) interview and recommend applicants for appointments to and removal from  
397 subordinate positions  
398  
399 (2) implement the Personnel Ordinance, HR Policies and Procedures and Department  
400 Work Rules in their unit  
401  
402 (3) conduct performance reviews of all immediate subordinate employees on no less  
403 frequent than an annual basis  
404  
405 (4) administer discipline to employees as necessary  
406  
407 (5) conduct first step grievance hearings as may be necessary under Section 18.805  
408 18.806, and adjust such grievances as may be appropriate.  
409  
410

#### SECTION 4.2

#### CLASSIFICATION PLAN

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

451 Director and County Administrator and with the confirmation of the County Board Staff  
 452 Committee. Reclassifications that arise through the grievance process shall be adjudicated  
 453 pursuant to authority granted in Section 18.302(d)(5) and Section 18.302(d)(7).  
 454

455 18.206 Reallocation Requests.

456  
 457 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they  
 458 will become effective the first day of the fiscal year. Persons in positions reallocated shall  
 459 normally be advanced to the step with the next highest dollar amount in the new pay range. With  
 460 approval of the Human Resources Director and the County Administrator, an employee may be  
 461 advanced a step over and above the next highest dollar amount.  
 462

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

468 18.207 Reorganization of Department.

469  
 470 Each time a department or division of a department is reorganized, class descriptions for all  
 471 affected employees shall be submitted to the Human Resources Director for review and approval  
 472 as part of such reorganization.  
 473

474 18.208 Request of Human Resources Director, Position Description Questionnaires.

475  
 476 The Human Resources Director may require departments or employees to submit Position  
 477 Description Questionnaires when vacancies occur, any time there is reason to believe that there  
 478 has been a significant change in the duties and responsibilities of one or more positions, or as part  
 479 of a position audit conducted by the Human Resources Department.  
 480

481 18.209 Review of Classification Plan.

482  
 483 At least every three years, or as often as may be appropriate, the Human Resources Director shall  
 484 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-  
 485 bilities and market conditions. The Human Resources Director shall take whatever action is  
 486 appropriate to amend and update the Classification Plan, subject to the review of the County  
 487 Board Staff Committee and approval of the County Board.  
 488

489 18.210 Underslotting.

490  
 491 As a vacancy occurs, the Department Head may recommend the position not be filled at the  
 492 existing level. With the concurrence of the Human Resources Director and County Administrator,  
 493 the position may be filled at a lower classification.  
 494

495 18.211 Upgrade.

496  
 497 An upgrade may occur after a re-evaluation of the duties required to perform a job task of a  
 498 position indicating that a higher level of skills or duties are is required to perform that task the  
 499 duties of the position. An upgrade may be to an existing classification or position or require the  
 500 creation of the a new classification or position. When a position is upgraded, an open recruitment  
 501 shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be  
 502 subject to guidelines established by the Human Resources Director and will be consistent with  
 503 merit selection hiring. Upgrades shall be part of the annual budget process. Prior to approval of  
 504 the budget, the Human Resources Department shall audit the position and make a written  
 505 recommendation to the County Administrator who shall then recommend approval or denial of  
 506 upgrade request. If an upgrade request is denied, the position shall not be reconsidered for  
 507 upgrade until the next budget cycle.  
 508  
 509

510

### SECTION 6 3

511

### RECRUITMENT AND SELECTION

512

513 18.301 Recruitment.

514

515

516

517

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

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

520 (a) Job Announcements and Publicity.

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

527 (b) Application Form.

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

531 (c) Rejection of Applications.

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

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

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

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

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

553 18.302 Relocation Expense.

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

562 18.303 Selection.

563 The selection process shall maximize reliability, objectivity, and validity through a practical and  
 564 job-related assessment of applicant attributes necessary for successful job performance and career  
 565



- 586 potential. The selection process shall also be balanced to provide promotional opportunities as  
 587 well as open competitive opportunities at all levels of County employment.  
 588
- 589 (a) Selection Devices.  
 590  
 591 The Human Resources Director shall be responsible for determining when formal  
 592 selection devices are to be used to screen applicants for job vacancies which may include,  
 593 but need not be limited to a review of training and experience, work sample and  
 594 performance tests, practical written tests, physical fitness examinations, and background  
 595 and reference inquiries. In the development of selection devices, the Human Resources  
 596 Director shall confer with Department Heads, consultants, or others familiar with the  
 597 knowledge, skills and abilities required and specific devices to best measure these factors.  
 598
- 599 (b) Confidentiality.  
 600  
 601 Formal selection materials shall be known only to the Human Resources Director and to  
 602 other individuals designated by the Human Resources Director. Every precaution shall be  
 603 exercised by all persons participating in the development and maintenance of materials to  
 604 ensure the highest level of integrity and confidentiality.  
 605
- 18.304 Eligibility Lists.  
 607  
 608 The Human Resources Director shall be responsible for establishing and maintaining eligibility  
 609 lists as may be necessary or desirable.  
 610
- 611 (a) Layoff List for unilateral employees.  
 612  
 613 An employee laid-off or demoted in lieu of layoff may be considered for re-employment  
 614 when a vacancy occurs for which he/she is qualified. Human Resources shall notify said  
 615 employee of any vacancy arising in the same job from which the employee was laid-off.  
 616 Said employee shall make application for the vacant position. Once application is made,  
 617 the laid-off employee shall participate in a competitive hiring process and, if most  
 618 qualified, shall be required to accept an offer of employment for the position within 10  
 619 days of said offer. Failure to make application or accept an offer of employment for the  
 620 position from which the employee was laid-off shall result in the forfeiture of notification  
 621 rights for future openings.  
 622
- 623 (b) Open Competitive and Promotional Eligibility.  
 624  
 625 The Human Resources Director shall may establish and maintain such open competitive  
 626 and promotional eligibility lists of applicants who have qualified for a particular job or  
 627 class of County positions.  
 628  
 629
- 630 (c) Duration of Eligibility Lists.  
 631  
 632 The duration of eligibility lists shall be not less than one year, ~~unless exhausted,~~ or as  
 633 provided for in a Department's Work Rules.  
 634  
 635
- 636 (d) Removal of Candidates from Eligibility Lists.  
 637  
 638 The Human Resources Director may remove candidates from an eligibility list if the  
 639 candidate:  
 640
- 641 (1) receives a regular appointment to a position in the same class or another class  
 642 having the same or higher pay grade
  - 643
  - 644 (2) files a written statement indicating unwillingness to accept appointment  
 645
  - 646 (3) declines ~~two~~ an offers of employment under such conditions previously indicated  
 647 by the candidate as acceptable  
 648
  - 649 (4) fails to respond within a specified time period to any official written inquiry  
 650 regarding relative availability  
 651
  - 652 (5) fails to report for an interview or for duty at the time specified by the Human  
 653 Resources Director or appointing authority

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662
- (6) is disqualified for employment under County policies or state law
- (7) factors covered under Section 18.602(e)-18.301.
- (e) The Human Resources Director shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

663 18.305 Certification and Appointment.

664  
665 Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a  
666 request to the Human Resources Director to provide names of eligible candidates.

667 Appointment of Eligible Candidates.

668  
669 The appointing authority shall make an appointment from among the names submitted by the  
670 Human Resources Director. The appointing authority shall justify to the Human Resources  
671 Director each candidate's unsuitability if they are bypassed on the list. Such justification must be  
672 acceptable to the Human Resources Director.  
673

674  
675 The date upon which a new employee commences employment shall be jointly determined by the  
676 Human Resources Director and Department Head.  
677

678 18.306 Probationary Period.

679  
680 Except for Department Heads and the County Administrator, original appointments to  
681 regular positions shall be made with a Probationary Period of six calendar months, except  
682 when by the nature of the work an employee cannot be evaluated effectively in six  
683 months, the Probationary Period may be for a period of one year.  
684

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

688 (1) Regular status begins on the first workday following completion of the  
689 Probationary Period.  
690

691 (2) The Probationary Period may be extended for a period of time not to exceed three  
692 ~~(3)~~ six (6) months, with prior approval of the Human Resources Director. This  
693 request must be made in writing citing the reason for the request.  
694

695 (3) An employee shall automatically be appointed at the end of the prescribed  
696 Probationary Period, unless the appointing authority, with approval of the Human  
697 Resources Director, notifies the probationary employee of the extension, or the  
698 unsuccessful completion of the Probationary Period at which time the employee  
699 shall have their Probationary Period extended or be dismissed.  
700

701 (4) Dismissal of an employee during the initial Probationary Period shall be at the  
702 sole discretion of the employer and without recourse to the grievance procedures  
703 herein provided.  
704

705  
706 (5) An employee appointed to a position in an acting capacity by the County  
707 Administrator and subsequently selected as the regular employee in that position  
708 shall have his/her total time of continuous employment, including the time spent  
709 in an interim capacity, counted for seniority purposes, but shall serve at least a  
710 six-month Probationary Period after regular appointment, except as noted under  
711 Section 18.605(b) 18.304.  
712

713 (6) Probationary employees will be permitted to apply for other positions after six  
714 months.  
715

716 (7) Completion of the Probationary period does not guarantee continued employment  
717 for any specified period of time, nor does it modify or change the employee's at-  
718 will status.

- 719 18.307 Part-time and Seasonal Employment.  
 720  
 721 When possible, employment shall be on a full-time year round basis. However, when it is  
 722 determined to be in the best interest of the County, part-time and seasonal employees may be  
 723 hired.  
 724  
 725 ~~Compensation for seasonal employees shall be pursuant to the schedule for such purposes;~~  
 726 ~~established and maintained by the Human Resources Director and approved by the County~~  
 727 ~~Administrator. Seasonal employees are not eligible to receive fringe benefits. Seasonal~~  
 728 ~~employees shall not work more than six months in a calendar year.~~  
 729  
 730 18.308 Temporary Appointments.  
 731  
 732 Temporary appointments ~~shall~~ may be made from appropriate eligibility lists. If no eligibility list  
 733 is available or if the eligible candidates are not available for temporary work, the Human  
 734 Resources Director may authorize the appointment of a qualified individual. The acceptance or  
 735 refusal by an eligible candidate of a temporary appointment shall not affect the candidate's  
 736 standing on the eligibility list for regular appointment.  
 737  
 738 18.309 Overlap of Positions for Training  
 739  
 740 Any request for hiring in excess of the budgeted personnel roster must be approved by the County  
 741 Board. This would include cases where the Department Head requests an overlap of personnel for  
 742 more than one payroll period in order to train the new employee. The request should be approved  
 743 by the governing committee and County board Staff Committee prior to submission to the Board.  
 744  
 745 18.310 Other Appointments May Follow Ordinance.  
 746  
 747 Nothing herein shall preclude an appointing authority from filling those positions not covered by  
 748 this Ordinance in a manner consistent with it.  
 749  
 750

#### SECTION 5- 4

#### SALARY ADMINISTRATION

- 752  
 753  
 754 18.401 Pay Plan.  
 755  
 756 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees  
 757 covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin  
 758 Statutes Section 111.70.  
 759  
 760 Schedules shall consisting of minimum and maximum rates of pay and the intermediate pay steps.  
 761 for all classes of positions in the classified service. The objectives of the Pay Plan shall be:  
 762  
 763 (a) To provide an appropriate salary structure, to recruit and retain an adequate number of  
 764 competent employees; and,  
 765  
 766 (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.  
 767  
 768 (e) The County Administrator position shall not be included in the Pay Plan. Its  
 769 compensation shall be separately established by the County Board.  
 770  
 771 The pay plan schedules described above shall be contained in the County's Administrative Policy  
 772 and Procedures Manual.  
 773  
 774 18.402 Development and Administration.  
 775  
 776 The Human Resources Director shall be responsible for the development and administration of the  
 777 Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of  
 778 pay. When appropriate, the Human Resources Director shall recommend necessary amendments  
 779 to the County Board Staff Committee, which shall become effective upon approval of the County  
 780 Board.  
 781  
 782 18.403 Linkage.  
 783  
 784

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

791 18.404 Entrance Pay Rate.

792  
 793 The entrance pay rate for new County employees shall normally be the minimum rate of the pay  
 794 range prescribed for the class. A Department Head may recommend that a particular appointment  
 795 be made above the entrance pay rate; ~~however, appointments may not ordinarily be made above~~  
 796 ~~the mid-point of the range.~~ Such requests must be made in writing, approved in advance by the  
 797 Human Resources Director in recognition of relevant experience and /or exceptional  
 798 qualifications.  
 799

800 ~~In unusual circumstances, and upon agreement of the Department Head and the Human Resources~~  
 801 ~~Director, appointment above the mid-point of the range may be made with the approval of the~~  
 802 ~~County Administrator. Such appointments shall be reported to the County Board Staff~~  
 803 ~~Committee.~~  
 804

805 Elected Department Heads that wish to appeal the decision for placement of a new County  
 806 employee made by the Human Resources Director and/or County Administrator may do so in  
 807 writing to the County Board Staff Committee, whose decision shall be final.  
 808

809 18.405 In-Range Increment.

810  
 811 In-range increments shall be based on satisfactory work performance and length of service in a  
 812 class. Such increments shall not be granted automatically. Whenever an employee is promoted,  
 813 their annual pay increments (step increase) shall be based on the length of service in that range or  
 814 class. The employee shall have an overall performance evaluation of "satisfactory" or "meets  
 815 expectations" or higher in order for an in-range increment to be granted. The performance of the  
 816 employee will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.  
 817

818 18.406 Productivity/Incentive Awards.

819  
 820 Extraordinary productivity/incentive awards may be granted in recognition of exceptional  
 821 performance in addition to an employee's regular pay. Recommendations for such pay shall be  
 822 initiated by the employee's supervisor and/or Department Head, reviewed and approved by the  
 823 Human Resources Director, County Administrator, appropriate Governing Committee and the  
 824 County Board Staff Committee. Specific guidelines for the administration of the  
 825 Productivity/Incentive Awards Program shall be the responsibility of the Human Resources  
 826 Director to establish and maintain subject to approval by the County Administrator and County  
 827 Board Staff Committee. Such requests shall be in writing and supported by evidence of the  
 828 following:  
 829

- 830 (a) The employee has personally conceived and suggested a procedure or device which has  
 831 resulted in substantially greater operating efficiency or in a marked decrease in operating  
 832 expenses; or,  
 833  
 834 (b) The employee has performed extensive collateral duties or has continually completed  
 835 difficult work assignments, which significantly increased the efficiency and effectiveness  
 836 of his/her department's program or the County service.  
 837

838 18.407 Seasonal Employment.

839  
 840 Seasonal employees shall be compensated on an hourly basis at a rate established within the  
 841 parameters of the annual budget as determined annually by the Human Resources Director.  
 842  
 843

844 18.408 Temporary employment

845  
 846 Temporary employees shall be compensated by placing them on a step in the appropriate salary  
 847 schedule.  
 848  
 849

850 18.409 Pay Rate Adjustments.

851  
 852 The following actions shall affect the pay status of an employee:

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(a) Transfer.

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

(b) Promotion.

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

(c) Demotion.

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

(d) Reinstatement.

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

(e) Compensation During Temporary Assignment.

In a situation where an employee is assigned the duties of a higher classification anticipated to be for a period in excess of 20 ~~ten~~ (10) consecutive working days, the employee will be assigned a temporary pay rate in the range of the higher classified position. Such pay will be for the period of the temporary assignment. Temporary assignments must be approved by the Human Resources Director. An employee who is temporarily assigned to a position with a lower pay range, for any period, shall not receive a reduction in pay. No such temporary assignment shall exceed six months unless approved by the County Administrator upon recommendation of the Human Resources Director.

## 18.410 Overtime

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

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

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

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

(a) ~~No FLSA-exempt employee, except as provided for in paragraphs (b) and (c) below, shall be eligible for overtime, unless provided by a personal contract.~~

(b) ~~Employees in the following classifications shall be eligible for overtime compensation on a straight time basis over forty hours per week in compensatory time or cash payment upon request of the employee and subject to budgetary and work scheduling limitations and the approval of the Department Head:~~

~~Assistant to the Information Technology Director  
County Engineer  
Communications Center Shift Supervisor  
Computer Programmer/Analyst I  
Computer Programmer/Analyst II  
Construction Superintendent~~

|     |   |
|-----|---|
| 921 | Detention Center Supervisor   |
| 922 | Developmental Disabilities Office Manager   |
| 923 | GEO Application Specialist  |
| 924 | Highway Superintendent  |
| 925 | Housing Specialist  |
| 926 | Instructor/Support Specialist   |
| 927 | Materials & Environmental Services Manager  |
| 928 | Network Support Administrator   |
| 929 | Office Manager  |
| 930 | Payroll Coordinator/Manager   |
| 931 | Planner-I   |
| 932 | Planner-II  |
| 933 | Planner-III   |
| 934 | Public Health Nursing Supervisor  |
| 935 | Public Safety Systems Manager   |
| 936 | Public Works Accounting Supervisor  |
| 937 | Sanitarian-I  |
| 938 | Sanitarian-II   |
| 939 | Senior Buyer  |
| 940 | Senior Conservation Specialist  |
| 941 | Senior Planner  |
| 942 | Senior Planner/GIS Manager  |
| 943 | Shop Superintendent   |
| 944 | Support Services Supervisor   |
| 945 | Telecommunication Specialist  |
| 946 | User Support Specialist   |
| 947 | Victim/Witness Coordinator  |
| 948 | Victim/Witness Specialist   |
| 949 |   |
| 950 | <del>(e) Employees in the following job classifications and all other employees not covered by</del>  |
| 951 | <del>Section 18.509 (a) or (b) are eligible for overtime compensation on a time and one-half</del>    |
| 952 | <del>basis over forty hours per week, unless otherwise specified in a contract, in compensatory</del> |
| 953 | <del>time off or in cash payment upon the request of the employee and subject to appropriate</del>    |
| 954 | <del>federal laws, budgetary and work scheduling limitations and approval of the Department</del>     |
| 955 | <del>Head.</del>  |
| 956 |   |
| 957 | Assistant Food Service Manager  |
| 958 | Food Services Manager   |
| 959 | Head Nurse  |
| 960 | Nursing Supervisor  |
| 961 |   |
| 962 | <del>(e) Unilateral Highway Department employees shall receive time and one-half compensation</del>   |
| 963 | <del>as above when operating snow removal equipment outside his or her normal work</del>              |
| 964 | <del>schedule.</del>  |
| 965 |   |
| 966 | <del>(e) The accumulation of compensatory time off shall not exceed eighty hours. No more than</del>  |
| 967 | <del>twenty (20) hours shall be carried over into the next calendar year.</del>                       |
| 968 |   |
| 969 | <del>(f) Overtime shall be approved in advance by a Department Head or supervisor and reviewed</del>  |
| 970 | <del>periodically by the Human Resources Director. Overtime shall be kept to a minimum and</del>      |
| 971 | <del>shall be utilized to relieve specific occasional peak workloads or emergencies.</del>            |
| 972 |   |
| 973 | <del>(g) Overtime shall be scheduled as fairly and equally as practicable among employees based</del> |
| 974 | <del>on their qualifications to perform the job.</del>  |
| 975 |   |
| 976 | <del>(h) Employees in the classification of Social Work Supervisor I, Juvenile Probation</del>        |
| 977 | <del>Supervisor and Juvenile Detention Superintendent, Community Support Supervisor and</del>         |
| 978 | <del>Crisis Intervention Supervisor assigned after hours on call responsibility for Child</del>       |
| 979 | <del>Protective Services or Mental Health Services oversight shall receive one hour of pay or</del>   |
| 980 | <del>compensatory time for each weekday and two hours for each 24-hour period for weekend</del>       |
| 981 | <del>coverage. For purposes of this section, "weekend coverage" shall include Friday,</del>           |
| 982 | <del>Saturday, and/or Sunday.</del>   |
| 983 |   |
| 984 | <del>(i) The Communication Center Operations Manager and the Information Technology</del>             |
| 985 | <del>employee who is on call for the Communication Center shall receive four hours of pay for</del>   |
| 986 | <del>each week of on call coverage.</del>   |
| 987 |   |

988 ~~(j) Employees in the classification of Head Nurse and Nursing Supervisor shall be eligible~~  
 989 ~~for overtime compensation on a time and one-half basis over eight (8) hours per day, forty~~  
 990 ~~(40) hours per week in compensatory time off, or in cash payment upon the request of the~~  
 991 ~~employee and subject to appropriate federal laws, budgetary and work scheduling~~  
 992 ~~limitations and approval of the Department Head.~~

993  
 994 ~~(k) Employees in the classification of Head Nurse and Nursing Supervisor shall receive shift~~  
 995 ~~differential equal to the amount received by Registered Nurses in accordance with the~~  
 996 ~~provisions as outlined in the labor agreement.~~

997  
 998  
 999 18.411 Red-Circled Classifications.

1000  
 1001 Employees in classifications that are to be red-circled will be frozen at their current salary until  
 1002 the salary of the pay range to which they are assigned equals or exceeds their rate of pay.  
 1003 Employees with ten years of service, whose classification has been red-circled, shall receive one-  
 1004 half of the across-the-board increase granted to employees on the Unilateral Pay Plan until the  
 1005 salary of the pay range to which they are assigned equals or exceeds their rate of pay.  
 1006  
 1007

#### SECTION 10- 5

#### FRINGE BENEFITS

1008  
 1009  
 1010  
 1011 18.501 Holidays.

1012  
 1013 The following holidays are observed by the County and shall be granted to regular employees  
 1014 with pay and to temporary employees without pay, unless such employees are required to be on  
 1015 scheduled work:  
 1016

- 1017  
 1018 (a) New Year's Day  
 1019 (b) Spring Holiday to be observed the Friday immediately preceding Easter  
 1020 (c) Memorial Day  
 1021 (d) July 4th  
 1022 (e) Labor Day  
 1023 (f) Thanksgiving Day  
 1024 (g) Friday following Thanksgiving  
 1025 (h) Day before Christmas  
 1026 (i) Christmas Day  
 1027 (j) One Floating Holiday of the employees' choice.  
 1028  
 1029 (k) Any additional holiday granted by the County Board.  
 1030 (l) The County Administrator may designate additional holidays in unusual circumstances  
 1031 with the approval of the County Board Chair and/or Vice Chair.

1032  
 1033 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be  
 1034 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall  
 1035 be observed.

1036  
 1037 For employees not-working the standard work schedule see the HR Policies and Procedures.

1038  
 1039 Employees normally granted time and one-half, the Director of Nurses, the Assistant Director of  
 1040 Nurses Head Nurses, and Nursing Supervisors working in the Nursing Home Rock Haven, who  
 1041 are required to work a holiday, shall will be paid or granted compensatory time off at a rate of  
 1042 time and one-half.

1043  
 1044 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

1045  
 1046 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall  
 1047 be granted in lieu thereof.  
 1048

1049 Regular part-time employees who normally work sixteen or more hours per week shall be paid for  
 1050 holidays which fall on days for which they would otherwise be scheduled to work, according to  
 1051 the number of hours for which they would be scheduled to work on that day.  
 1052

1053 When a holiday falls within a period of leave with pay, the employee shall receive pay for the  
 1054 holiday.

- 1055  
1056  
1057 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay  
1058 for the holiday.  
1059  
1060 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4  
1061 hours the regular workday before and not less than 4 hours the regular workday after the holiday,  
1062 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.  
1063  
1064 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).  
1065  
1066 The floating holiday shall accrue to the employee effective any work shift starting on or after 4  
1067 a.m. of January 1<sup>st</sup> of each year. The floating holiday may be taken upon at least one-hour notice  
1068 prior to the beginning of the shift.
- 1069 18.502 Health and Dental Insurance.  
1070  
1071 A. The County shall pay that portion of the employee's health insurance as is approved by the County  
1072 Board.  
1073  
1074 ~~Employees on official leaves of absence without pay may elect to continue insurance coverage~~  
1075 ~~during the period they are on leave. In these cases, the employee will be responsible for~~  
1076 ~~reimbursing the County for the full amount of the premium.~~  
1077  
1078 B. For part time unilateral employees who are in a .5 or higher FTE position and hired after  
1079 September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of  
1080 the position they hold. [CB resolution – September 2009.]  
1081  
1082 C. Part-time employees who are normally scheduled to work less than twenty hours per week are not  
1083 eligible for County health and dental benefits. Employees who normally work twenty hours or  
1084 more per week are eligible to receive dental insurance and health benefits. Other fringe benefits  
1085 shall be available on a pro-rata basis. Part-time employees may participate in vision insurance at  
1086 their own cost provided it is allowable under the plan rules in effect at the time of participation.  
1087  
1088 D. Employees retiring from the County who are eligible for a WRS annuity may retain their in-  
1089 surance coverage under the County's group policy if they pay the premium.  
1090  
1091 E. Dental coverage will be provided consistent with coverage and co-payments as set by the County  
1092 Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator.  
1093 The employer shall pay 60% of applicable premium of the lowest cost available plan and the  
1094 employee shall pay the remainder of the applicable premium.
- 1095  
1096 18.503 Life Insurance.  
1097  
1098 Regular full-time employees are eligible for group life insurance in an amount equal to the next  
1099 highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a  
1100 portion of the premium shall be deducted monthly from their regular salary as approved by the  
1101 County Board. Regular part-time employees are also eligible if they work ~~more than six hundred~~  
1102 hours in a year enough hours in a year to qualify for Wisconsin Retirement System coverage.  
1103
- 1104 18.504 Retirement.  
1105  
1106 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The  
1107 benefits are governed by applicable State statutes and regulations.
- 1108  
1109 18.505 Unemployment Compensation.  
1110  
1111 County employment is covered by Wisconsin Unemployment Compensation laws.  
1112
- 1113 18.506 Vacation.  
1114  
1115 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after  
1116 one year of continuous service. Thereafter, he/she shall earn one additional day per year  
1117 for each year of continuous employment to a maximum of twenty-two days. Employees  
1118 shall continue to earn vacation until the employee's length of service would provide  
1119 additional vacation under paragraph (b) below, at which time they shall be placed on that  
1120 schedule.  
1121



- 1122 (b) Unilateral Employees hired after January 1, 2008 2012, shall earn vacation according to the  
 1123 following schedule:  
 1124  
 1125  
 1126

| Completed<br>Years of<br>Service | FLSA-Non-Exempt<br>&<br>FLSA Exempt<br>Eligible for<br>Overtime | FLSA-Exempt<br>Not Eligible for<br>Overtime |
|----------------------------------|---|---|
|                                  | Unilateral A & B  | Unilateral C                                |
| 6 Months                         | 5 Days  | 7.5 Days                                    |
| 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   | "   |

1127  
 1128 Unilateral A & B Employees may use up to 5 of their 10 days after they  
 1129 have been with the County for six months. Unilateral C employees may  
 1130 use 7.5 of their 15 days after they have been with the County for six  
 1131 months. Any time used between 6 months and one year, will result in a  
 1132 reduction of the days available after one year. (Example: a Unilateral B  
 1133 employee uses 2 days after six months but prior to his one year  
 1134 anniversary date, that person would have 8 days to use after completing  
 1135 one year of service. 10 - 2 = 8.)  
 1136

- 1137 (c) Vacation schedules for those employees covered by a bargaining agreement that has limited  
 1138 bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures  
 1139 manual.  
 1140

- 1141 (d) Credit for years of service may be awarded to an employee based on years of prior related  
 1142 experience plus years of service with the County. Prior related experience shall be  
 1143 determined by the Human Resources Director and the Corporation Counsel, and will only be  
 1144 awarded for service in jobs that are substantially related to the work performed for the  
 1145 County.  
 1146

- 1147 (e) An employee shall take earned vacation time within the twelve-month period immediately  
 1148 following eligibility. Earned vacation time not taken within the designated twelve month  
 1149 period shall be forfeited, unless the Department Head and Human Resources Director  
 1150 specifically approves the carry-over of an employee's vacation, in writing, due to an inability  
 1151 of the employee to utilize the time requested to be carried over because of work requirements  
 1152 or other legitimate reasons; or paid out according to HR Policy and Procedures. Deferral or  
 1153 carry-over of vacation shall be requested by the employee in writing prior to his or her  
 1154 anniversary date, or within ten weeks of his or her anniversary date, and shall state with  
 1155 specificity the reason for the request. Failure to make a timely request shall result in the  
 1156 vacation being forfeited.  
 1157

- 1158 (f) The amount of vacation days deferred shall not exceed the number of vacation days that the  
 1159 employee earns on that anniversary date. Vacation may be granted in advance only upon the  
 1160 approval of the Department Head and the Human Resources Director.  
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~~Prior to April 1 of each year~~, Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.

- (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro-rata basis directly proportionate to the amount of time worked in relation to the normal full-time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.
- (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.
- (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.
- (k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.
- (l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (m) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed ten thirty working days in any calendar year.
- (n) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.
- (o) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.

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

18.507

Workers Comp

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

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

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

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

18.508

Leave Of Absence Policy.

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(a) Policy.

The County Administrator ~~or the Department Head~~ upon the recommendation of ~~after consulting with~~ the Human Resources Director, may grant a regular employee leave without pay for a period ~~from one month up to one year~~ except for an educational leave, subject to the following conditions:

- (1) Leave without pay ~~shall may be granted only~~ when it is in the best interest of the County to do so. ~~The interests of the employee shall be considered when the employee has shown by his/her record to be of more than average value to the County and when it is desirable to return the employee to County service even at some sacrifice.~~ Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.
- (2) At the expiration of a leave without pay, the employee shall be reinstated to the position he/she vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate reinstatement list.
- (3) Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay, ~~but~~ insurance benefits may be retained if they are paid in full by the employee according to HR Policy and Procedure.
- (4) Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.  
  
When a leave of more than one calendar month is taken, the employee's anniversary date shall be moved ahead by the same number of days that the leave exceeds thirty days
- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director
- (6) Employees on leave of absence from the County may not be employed fulltime elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have voluntarily resigned from County employment

(b) Short-Term Leave.

~~Leaves of absence without pay for periods of less than one calendar month may be approved by the appropriate Department Head.~~

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

18.509

Funeral Bereavement Leave.

In the event of a death in an employee's immediate family, he/she may be excused from work ~~for up to three working days~~ without loss of pay according to the following schedule to attend the funeral and ~~or make necessary arrangements.~~ The appointing authority may require an obituary to substantiate the leave.

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

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

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

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

18.511 Maternity-Medical Leave.

Employees requiring a leave of absence for pregnancy a period of medical disability shall request the leave in accordance with HR Policy and Procedure, ~~report such pregnancy to the Department Head as soon as practicable.~~ Employees are entitled to maternity medical leave without pay, but not to exceed six months. ~~Maternity leaves of absence will be granted in accordance with applicable Federal and State laws and HR Policy and Procedures.~~ Any leave granted under this section will run concurrently with State and Federal FMLA.

18.512 Military Leave.

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

18.513 Military Reserve Leave.

- (1) An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed ten working days in any calendar year. It is intended that this shall be done without financial penalty to the employee. The County will therefore pay such employee for this time lost in an amount equaling the difference between his/her daily military pay and the employee's normal County daily wage. To receive such leave, the employee must file a copy of his/her orders with the Human Resources Director at least two weeks prior to date such training or encampment leave is to commence.

- 1366 (2) An employee who has active membership in the U.S. Military Reserve or  
 1367 National Guard and who is ordered to long-term active duty of 30 days or more in the U.S.  
 1368 Armed Forces shall be granted military leave with supplemental pay equal to the difference  
 1369 between the employee's basic military pay and his/her normal County daily wage.  
 1370 Supplemental pay granted under this section is provided for the duration of an employee's  
 1371 military service, not to exceed 5 years. Proof must be filed with the Human Resources  
 1372 Director. To receive compensation the employee must submit a copy of his/her Military  
 1373 Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay  
 1374 to an employee may be an estimate with final pay reconciliation by the County's Payroll  
 1375 Office after receipt of the employee's military pay vouchers, either during the course of  
 1376 military service or after completion. Accrual of seniority and benefits, and reinstatement  
 1377 rights and limitations, shall be consistent with those outlined in section (d) and as required  
 1378 by law. An employee who voluntarily extends his/her military service shall not be granted  
 1379 supplemental pay, but may apply for additional unpaid military leave under section (d). The  
 1380 effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the  
 1381 various unions representing County employees to object to said compensation policy prior  
 1382 to implementation and request that this subsection be subject to the collective bargaining  
 1383 process.  
 1384
- 1385 (3) Any employee described in subsection (2) shall also be entitled to  
 1386 continue paid coverage under the County's group medical plan for four (4)  
 1387 weeks.  
 1388
- 1389
- 1390 ~~(f) Civic Duty Leave.~~
- 1391
- 1392
- 1393 18.514 Non Work Related Witness or Personal Litigation. A leave of absence without pay shall be  
 1394 granted an employee upon his/her request to appear under subpoena or in his/her own behalf in  
 1395 litigation involving personal or private matters  
 1396
- 1397
- 1398 18.515 Sick Leave.  
 1399 Sick leave pay shall commence on the first day of any period of illness due to  
 1400 accident, injury or disease.  
 1401
- 1402
- 1403 (1) all full-time employees shall earn one sick leave day per month of continuous  
 1404 employment. All part-time employees whose regular workweek is sixteen hours  
 1405 or more shall earn one sick leave day on a pro-rata basis directly in relation to the  
 1406 normal full-time employment period. All part-time employees, who work less  
 1407 than sixteen hours per week, shall not earn sick leave. Temporary and seasonal  
 1408 employees are not eligible for sick leave  
 1409
- 1410 (2) sick leave shall be granted after six months continuous service when an employee  
 1411 is required to be absent from work because of:  
 1412
- 1413 (a) illness of the employee  
 1414
- 1415 (b) ~~illness of a member of the employee's immediate family or household~~  
 1416 ~~requiring the employee's care and attention~~ an employee's spouse or  
 1417 domestic partner (as defined by the State of Wisconsin)  
 1418
- 1419 (c) illness of a child (includes step-child, current foster child, or any other  
 1420 child they are legally responsible for)  
 1421
- 1422 (d) illness of a parent (includes step-parents and current foster parents)  
 1423
- 1424 (e) contact with or exposure to a contagious disease rendering the  
 1425 employee's presence hazardous to fellow workers  
 1426
- 1427 (f) reasonable medical or dental attention that cannot be scheduled during  
 1428 non-working hours  
 1429
- 1430 (3) sick leave shall accrue to a maximum of one hundred-thirty days  
 1431

- 1432 (4) employees who are absent from duty for reasons which entitle them to sick leave  
 1433 shall notify their supervisor as close to their regular starting time as possible in  
 1434 accordance with Department Work Rules.  
 1435  
 1436 (5) a Department Head or the Human Resources Director may require the employee  
 1437 to submit a medical statement, stating the specific illness, period of treatment,  
 1438 and date that the employee may return to work from sick leave when it occurs  
 1439 before or after a holiday or scheduled day off, for sick leave in excess of three  
 1440 days or when an employee has a record of repetitious usage of short amount of  
 1441 sick leave over an extended period of time. The Department Head or Human  
 1442 Resources Director may require an employee to take a medical examination on  
 1443 returning from sick leave or on such occasions that it is in the best interest of the  
 1444 County. The medical examination shall be given by a County physician  
 1445 designated by the Human Resources Director  
 1446  
 1447 (6) A Department Head or the Personnel HR Director may investigate the alleged  
 1448 illness of an employee absent from work on sick leave. False or fraudulent use of  
 1449 sick leave shall be cause for disciplinary action against the employee, up to and  
 1450 including dismissal  
 1451  
 1452 (7) an employee on vacation who presents an acceptable medical certificate giving  
 1453 the dates of illness may have that portion of his/her vacation leave converted to  
 1454 sick leave  
 1455  
 1456 (8) sick leave shall be debited in no less than quarter hour units  
 1457  
 1458 (9) no credit for sick leave shall be granted for time worked by an employee in  
 1459 excess of his/her normal workweek  
 1460  
 1461 (10) a regular employee who moves from one department to another by transfer,  
 1462 promotion or demotion shall have his/her total sick leave credits transferred to the  
 1463 new department  
 1464  
 1465 (11) Unilateral employees who resign or retire with ten or more years of continuous  
 1466 service shall be paid for one-half of the accumulated sick leave days, not to  
 1467 exceed a total of sixty-five days. In the event of the death of an employee, the  
 1468 County shall make the same sick leave payment to the employee's estate. In the  
 1469 event of a discharge, the employee will not receive this benefit.  
 1470

1471  
 1472 18.516 Subpoenaed Witness. When subpoenaed to appear before a court, public body, or commission in  
 1473 connection with County business on regular work time, the employee shall be paid at his her  
 1474 regular rate of pay and the employee shall remit his/her fee to the County  
 1475

1476 Employees who are off duty and are subpoenaed to appear in court as a result of their work  
 1477 assignment shall receive a minimum of two hours pay at the rate of time and one-half. If the  
 1478 employee is required by the court to be present in court for time over and above the minimum,  
 1479 the employee will be paid at the rate of time and one-half. Employees shall be reimbursed for  
 1480 mileage costs incurred because of court appearances required under this provision. Employees  
 1481 shall sign and turn over to the County any and all fees and reimbursements paid because of  
 1482 court appearances resulting from their work assignment.  
 1483

1484 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off-duty time and are  
 1485 not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to  
 1486 the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay.  
 1487 There shall be a maximum of two (2) canceled subpoenas per day.  
 1488

1489  
 1490 18.517 Training/Educational Leave.  
 1491

1492 Employees may be granted a full time leave of absence without pay to further their education for  
 1493 a period not to exceed eighteen months one year, as provided under Section (a) above. ~~It is~~  
 1494 ~~understood that there is neither an obligation on the part of the County to reinstate the person to~~  
 1495 ~~his/her former or any other position nor on the part of the employee to return to County~~  
 1496 ~~employment if it is determined to be in the best interest of the County.~~  
 1497

1498 At the expiration of the leave, the employee may be reinstated to his/her position if it is available  
 1499 or an equivalent position if one is available and if it is determined to be in the best interest of the  
 1500 County.

1501  
 1502 For language covering leaves with pay, see HR Policies and Procedures.

1503  
 1504  
 1505 18.518 Voluntary Public Service Leave.

1506  
 1507 County employees may be allowed time off with pay to serve on public or non-profit boards,  
 1508 committees, or commissions if such service received the prior approval of the County Board  
 1509 Staff Committee.

1510  
 1511  
 1512 18.519 Voting.

1513  
 1514 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours  
 1515 shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.

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1519 **SECTION 14 6**

1520 **CONDITIONS OF EMPLOYMENT**

1521  
 1522 18.601 Communications and confidentiality.

1523  
 1524 Communication is a joint responsibility shared by the County and all employees. No  
 1525 information, which is confidential in nature, concerning the internal operations of the County,  
 1526 including but not limited to the release of records of the County, may occur except through, and  
 1527 with the permission of, the County Administrator or individual Department Head if designated  
 1528 by the County Administrator.

1529  
 1530 If requests for information are received by employees, whether on or off duty, from any person,  
 1531 then the employee is required to politely decline to provide such information and to direct that  
 1532 individual to the County Administrator or Department Head for a response to that inquiry.

1533  
 1534 Because of an employee's responsibilities at the County, an employee may have access to  
 1535 confidential County, resident, personnel or other sensitive information. This may include  
 1536 information concerning a resident's financial status, the County's business practices including  
 1537 purchasing and negotiating strategies, and employee records. This sensitive information can not  
 1538 be disclosed to any personnel who do not have a legitimate business need to know such  
 1539 information or to persons outside of the County without the determination of the County  
 1540 Administrator or Department Head designated by the Administrator. All employees are  
 1541 responsible for protecting the confidentiality of this information.

1542  
 1543 The County acknowledges the right of its employees, as citizens in a democratic society, to  
 1544 speak out on issues of public concern. When those issues are related to the County, however,  
 1545 the employee's expression must be balanced against the interests of the County. In situations in  
 1546 which the employee is not engaged in the performance of professional duties, the employee  
 1547 should state clearly that his or her expression represents personal views and not necessarily  
 1548 those of the County.

1549  
 1550  
 1551 18.602 Conflict of Interest.

1552  
 1553 Except for the salary or compensation received from the County, no County employee shall use  
 1554 his/her office or position for personal financial gain or the financial gain of his/her family. No  
 1555 employee shall engage in his/her own business activity, accept private employment or render  
 1556 services for private interests when such employment, business activity or service is incompatible  
 1557 with the proper discharge of the employees official duties or would impair his/her independence  
 1558 or judgment or action in the performance of the employee's official duties. Such employment,  
 1559 business activity or service shall not be engaged in or promoted during normal working hours for  
 1560 which such employee is being remunerated by the County and such employment, business activity  
 1561 or service shall not involve the use of County facilities or materials. No employee shall use or  
 1562 disclose "privileged information" gained in the course of or by reason of the employee's official  
 1563 position or activities. Failure to comply with these conditions shall be considered grounds for  
 1564 discipline up to and including immediate dismissal.

- 1565  
1566 18.603 County Administrator (Tenure).  
1567  
1568 The County Administrator shall hold his/her position at the pleasure of the County Board. The  
1569 action of the County Board in removing the County Administrator shall be final. Dismissal  
1570 actions against the County Administrator may be initiated by individual supervisors as per County  
1571 Board rules.  
1572
- 1573 18.604 County Equipment (return of).  
1574  
1575 Employees leaving County employment must return County identification cards, keys, tools and  
1576 equipment on or before their last day of work.  
1577
- 1578 18.605 County Residence.  
1579  
1580 Key County officials, as determined by the County Administrator, shall reside in the County.  
1581
- 1582 18.606 Demotions.  
1583  
1584 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be  
1585 voluntary. Demotions must be approved in advance by the Human Resources Director.  
1586
- 1587 18.607 Discipline (Corrective).  
1588  
1589 The purpose of discipline is correcting job behavior and performance problems of employees.  
1590 Employees shall be informed of standards of conduct and performance. Rules and standards shall  
1591 be consistently applied. Penalties shall be uniform and shall match the infraction. Persons  
1592 administering corrective discipline shall systematically document the case. Records of verbal  
1593 reprimands, written reprimands, suspensions, demotions and terminations shall be provided to  
1594 Human Resources and kept in the employee's personnel files. Written reprimands will remain in  
1595 effect for a period not to exceed one year, and at the end of such period shall be removed from the  
1596 employee's personnel file. Records of suspension shall remain in the Employee's personnel file  
1597 for a period of two years and at the end of such period shall be removed from the Employee's  
1598 personnel file.  
1599
- 1600 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director  
1601 or the County Administrator before such actions are taken. In the event that the immediate  
1602 dismissal action is required and the ~~Personnel~~-HR Director or the County Administrator cannot be  
1603 reached, the employee shall be suspended with pay pending investigation.  
1604
- 1605 18.608 Disciplinary Action (Grounds for).  
1606  
1607 The following shall be grounds for disciplinary action ranging from a ~~verbal-written~~ reprimand to  
1608 immediate discharge depending upon the seriousness of the offense in the judgment of  
1609 management:  
1610
- 1611 (a) Dishonesty or falsification of records.  
1612
- 1613 (b) Intemperate use of alcoholic beverages or drugs, which affect job performance. Use,  
1614 possession, distribution, selling, or being under the influence of alcohol or illegal drugs  
1615 while on Rock County premises or while conducting business-related activities off  
1616 Rock County premises. The legal use of prescribed drugs is permitted on the job only  
1617 if it does not impair an employee's ability to perform the essential functions of the job  
1618 effectively and in a safe manner that does not endanger other individuals in the  
1619 workplace.  
1620
- 1621 (c) Unauthorized use or abuse of County equipment or property.  
1622
- 1623 (d) Theft or destruction of County equipment or property.  
1624
- 1625 (e) Work stoppages such as strikes or slow-downs.  
1626
- 1627 (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.  
1628
- 1629 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws  
1630 ordinances and regulations.  
1631
- 1632 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.



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- (i) Use of official position or authority for personal or political profit or advantage.
- (j) Disregard or repeated violations of safety rules and regulations.
- (k) Incompetence or poor work performance.
- (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual orientation, or any other grounds prohibited by State or federal law.
- (m) Violations of section 18.601 "Communications and Confidentiality".
- Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.
- 18.609 Exit Interview.
- An exit interview shall be conducted when possible with every employee who is separating from County employment regardless of his/ her length of service, position or circumstances or separation.
- 18.610 Gifts And Gratuities.
- No County employee shall use their position to solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.
- 18.611 Harassment
- It is the policy of Rock County that all employees should be able to enjoy a work environment free from all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose both themselves and the County to potential legal liability. Consequently, Rock County will not condone or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected officials, vendors, or members of the public, if that conduct violates the right of someone else to be free from harassment. County employees who violate this policy will be subject to appropriate discipline, up to and including termination. (See HR Policies and Procedures for a detailed description of the procedures employees should follow in regard to this policy.)
- 18.612 Hours of Work.
- The normal workweek for County employees shall be forty hours per week, ~~except in those departments where the nature of work requires more than forty hours.~~ Most County employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. ~~Because~~ However, since some certain essential County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule on a twenty-four-hour basis, some County employees may have different work schedules which are designated in Department work rules.
- Non-standard work schedules may be approved by a Department Head, when doing so is in the interest of County operations. Notice of non-standard work schedules shall be made to Human Resources and payroll ~~pursuant to 18.224.~~
- Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.
- Non-Standard-Work Schedule.
- ~~The standard work schedule consisting of 8 a.m. to 5 p.m. M-F, may be modified when it is determined by the Department Head that such modification of work schedule is in the best interest of the County. Modification of a Standard Work Schedule can be made by the Department Head at his or her discretion. Immediately upon approval of a Non-Standard Work Schedule, the Department Head shall notify Human Resources and Payroll in writing, indicating the schedule to be worked by the employee, except for short term or incidental modifications in schedule.~~

1701 Employees included in Sections ~~18.201, 18.217 and 18.509 (b)~~ 18.1010, 18.1018, and 18.410.6  
 1702 are considered salaried exempt employees. These employees must cover a partial day taken off  
 1703 with paid vacation, sick leave or comp time (where applicable). If the employee has  
 1704 insufficient paid time to cover the entire day off, the employee must take the entire day off  
 1705 without pay.

1706  
 1707 18.613 Layoffs.

1708  
 1709 The appointing authority may layoff an employee whenever it is necessary to reduce the  
 1710 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.). No  
 1711 regular employees, however, shall be laid-off while there are temporary or probationary  
 1712 employees serving in the same classification, in the same department. Layoffs shall be based on  
 1713 the needs of the County.

1714  
 1715 The appointing authority shall notify each person laid-off of all his/her rights. Regular employees  
 1716 shall receive at least ~~ten~~ thirty calendar days notice prior to layoff. Layoff plans shall be approved  
 1717 by the Human Resources Director before they are implemented.

1718  
 1719 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of  
 1720 service, but in no case longer than two years.

1721  
 1722 18.614 Lunch Periods and Break Time.

1723  
 1724 (a) Lunch Periods.

1725  
 1726 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall  
 1727 not be longer than one hour nor shorter than thirty minutes.

1728  
 1729 (b) Break Time.

1730  
 1731 Employees may leave their workstation and return fifteen minutes later for two breaks in  
 1732 an eight-hour shift, one during the first four hours of their first shift, and the second  
 1733 during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be  
 1734 accumulated or used to extend lunch periods or to shorten the workday.

1735  
 1736 Lunch periods and break times are to be arranged between the employee and his/her  
 1737 supervisor or Department Head. Since most County offices remain open continuously on  
 1738 normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's  
 1739 responsibility to assure that lunch periods and breaks are scheduled so that adequate staff  
 1740 coverage is provided at all times.

1741  
 1742 Employees who are on a non-standard work schedule or work 2nd or 3<sup>rd</sup> shift shall  
 1743 follow Department Work Rules for lunches and breaks.

1744  
 1745  
 1746 18.615 More than one County Position

1747  
 1748 No person shall hold more than one full or part-time County position at the same  
 1749 time without written consent of the County Administrator.

1750  
 1751  
 1752 18.616 Nepotism.

1753  
 1754 Members of immediate families shall not be hired or transferred into a position that would create a  
 1755 direct or indirect superior-subordinate relationship. This policy does not include situations where  
 1756 the superior-subordinate relationship would be incidental.

1757  
 1758  
 1759 18.617 Outside Employment.

1760  
 1761 The County's policy on outside duties or employment shall be as follows:

1762  
 1763 (a) County employees may engage in outside employment, unless such employment conflicts  
 1764 with or affects the performance of their duties. Prior to engaging outside employment, the  
 1765 County employee must give written assurance prescribed by the Human Resources  
 1766 Director that said employment does not violate Section ~~18.1302~~ 18.602 of the Rock  
 1767 County Personnel Policy Ordinance. This written assurance shall not be binding in any  
 1768 management disciplinary decision.

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18.618

Outside Services

(b) 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. ~~except, during those times when they are actually providing services to the County, and it shall not apply to the reimbursement or actual and necessary expenses incurred under such circumstances.~~ 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 bi-weekly 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 Medicals- 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 pre-employment physicals are required, they shall be conducted by a licensed physician at the County's expense.

18.621

Political Activity.

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

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

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

18.622

Professional Liability Insurance.

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

18.623

Resignations.

Non-FLSA exempt employees wishing to leave Rock County employment shall submit a resignation in writing to their Department Head at least two weeks in advance of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four weeks in advance of their planned departure. Employees who do not give sufficient notice shall lose accrued benefits, unless such requirement is waived by the Human Resources Director. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

1837 18.624

Safety.

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

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

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

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

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

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

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building.
- Do not re-enter the building until instructed to do so.
- Employees must know the location of fire extinguishers, emergency exits and first aid kits.

1873 18.625

Telephone.

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

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Travel.

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

Meals Allowed While Traveling. In Travel Status.

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

1905 • Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the County  
 1906 after 6:00 p.m. on county business  
 1907  
 1908 The above are maximums and it is not the intent that the employees should always spend the  
 1909 maximum allowed.

1910 Meals are allowed when you are an employee is on County business out of Rock County.  
 1911 Receipts for all meals are required. No reimbursement shall be authorized for alcoholic  
 1912 beverages.  
 1913

- 1914
- 1915 • The breakfast rate will be paid for meals prior to 10:30 a.m.
  - 1916
  - 1917 • The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.
  - 1918
  - 1919 • The dinner rate will be paid for meals after 2:30 p.m.
  - 1920

1921 ~~18.1112~~ Workrules:

1922  
 1923 ~~The County as a whole and individual departments reserve the right to establish reasonable~~  
 1924 ~~workrules.~~

1925

1926 **SECTION 7**  
 1927 **PERFORMANCE EVALUATION**

1928

1929

1930 ~~18.701~~ Policy:

1931  
 1932 The performance evaluation program is used to assess an employee's work effectiveness and to  
 1933 suggest constructive actions on how he/she may improve. Performance evaluation reports shall be  
 1934 considered in decisions affecting placement, salary advancement, overtime assignment,  
 1935 promotions, demotions, dismissal, order of layoff, re-employment, and training.  
 1936

1937 ~~18.702~~ Administration:

1938 Each employee shall be evaluated at the following periods:

1939 (a) Probationary Period.

1940  
 1941 Each employee shall be evaluated ~~no less frequently than every three months~~ midway  
 1942 through their Probationary Period and one month prior to the completion of the  
 1943 Probationary Period.  
 1944

1945 (b) Annual.

1946  
 1947 Each employee shall receive an annual performance evaluation ~~one month prior~~ close to  
 1948 his/her anniversary date, or at another specified time if the Department Head elects to  
 1949 evaluate members of a classification or the whole department together at one time.  
 1950

1951 (c) Special.

1952 A special performance evaluation shall be completed:

1953 (1) whenever there is significant change in the employee's performance, ~~but no~~  
 1954 ~~sooner than three months after the prior evaluation~~

1955 (2) whenever a supervisor permanently leaves his/her position, in which case, the  
 1956 supervisor shall complete a performance report on each employee under his/her  
 1957 supervision that has not been evaluated within six months prior to the date the  
 1958 supervisor expects to leave  
 1959

1960 ~~18.703~~ Rating Officer Rater.

1961 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible  
 1962 for completing a performance evaluation on forms prescribed by the Human Resources Director  
 1963 report at the time prescribed for each employee under his/her supervision. The Human Resources  
 1964 Director, upon approval of the County Administrator, may also initiate rating procedures and  
 1965 mechanisms involving the Governing Committee, peers and/or subordinates.  
 1966  
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| 1972 |        |  |
| 1973 |        | The County Administrator shall be evaluated by the County Board Staff Committee.   |
| 1974 |        |  |
| 1975 | 18.704 | <u>Review of Performance Report.</u>   |
| 1976 |        |  |
| 1977 |        | Supervisors serving as raters shall review all performance reports with Department Heads before discussing the report with the employee and before the report is filed in the employee's personnel folder. If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee.  |
| 1978 |        |  |
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| 1980 |        |  |
| 1981 |        |  |
| 1982 | 18.705 | <u>Human Resources Director.</u>   |
| 1983 |        |  |
| 1984 |        | The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs and shall advise and assist employees, raters and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this Chapter Section.  |
| 1985 |        |  |
| 1986 |        |  |
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| 1988 |        |  |
| 1989 |        |  |
| 1990 |        | SECTION 8  |
| 1991 |        | <u>EMPLOYEE GRIEVANCE PROCEDURE</u>  |
| 1992 | 18.801 | <u>Policy.</u>   |
| 1993 |        |  |
| 1994 |        | <u>This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.</u>   |
| 1995 |        |  |
| 1996 |        |  |
| 1997 |        | It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment, which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular County employee without fear of reprisal. Nothing contained herein alters the "at-will" status of those employees.  |
| 1998 |        |  |
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| 2004 |        | The County Administrator shall not have access to the grievance procedure.   |
| 2005 |        |  |
| 2006 |        | <u>Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section 59.18 (2)(b).</u>   |
| 2007 |        |  |
| 2008 |        |  |
| 2009 |        |  |
| 2010 | 18.802 | <u>Definitions</u>   |
| 2011 |        |  |
| 2012 |        | <u>"Arbitrary and capricious" means a decision which was made on unreasonable grounds or without any proper consideration of circumstances.</u>  |
| 2013 |        |  |
| 2014 |        |  |
| 2015 |        |  |
| 2016 |        | <u>"Grievance" means a formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.</u>   |
| 2017 |        |  |
| 2018 |        |  |
| 2019 |        | <u>"Employee discipline" shall include written reprimands, suspensions without pay, and demotions.</u>   |
| 2020 |        |  |
| 2021 |        |  |
| 2022 |        | <u>"Termination" means a separation from employment, but does not include job loss resulting from a reduction in force.</u>  |
| 2023 |        |  |
| 2024 |        |  |
| 2025 |        | <u>"Workplace safety" shall include violations of state and federal laws and regulations on health and safety.</u>   |
| 2026 |        |  |
| 2027 |        |  |
| 2028 |        | <u>The following personnel actions shall not be subject to the grievance process: oral or written evaluations; counseling; job coaching; placing an employee on paid administrative leave pending an internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties due to physical or medical limitations; and loss of required licensure, certification or other requirement necessary to perform the job.</u> |
| 2029 |        |  |
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| 2031 |        |  |
| 2032 |        |  |
| 2033 |        |  |
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| 2035 |        |  |
| 2036 |        | <u>"Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.</u>   |
| 2037 |        |  |
| 2038 |        |  |

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|------|--------|--|
| 2039 |        |  |
| 2040 | 18.803 | <u>Administration.</u>   |
| 2041 |        |  |
| 2042 |        | The Human Resources Director shall supervise and administer the grievance process. Supervisors                   |
| 2043 |        | and Department Heads shall keep the Human Resources Director informed of all grievances in                       |
| 2044 |        | process.   |
| 2045 |        |  |
| 2046 | 18.804 | <u>Filing a Grievance</u>  |
| 2047 |        |  |
| 2048 |        | <u>This grievance procedure is available to all unilateral County employees (except Department</u>               |
| 2049 |        | <u>Heads and elected County Officials), members of a bargaining unit that previously contained a</u>             |
| 2050 |        | <u>grievance procedure, seasonal and temporary employees of the County.</u>                                      |
| 2051 |        |  |
| 2052 |        | <u>Limitations:</u>  |
| 2053 |        |  |
| 2054 |        | 1. <u>A grievance that may be brought by or on behalf of a law enforcement officer using the</u>                 |
| 2055 |        | <u>procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.</u>                  |
| 2056 |        |  |
| 2057 |        | 2. <u>A grievance that may be brought by or on behalf of an employee under a grievance</u>                       |
| 2058 |        | <u>procedure that is contained in a collective bargaining agreement may not be brought under</u>                 |
| 2059 |        | <u>this section.</u>   |
| 2060 |        |  |
| 2061 |        |  |
| 2062 | 18.805 | <u>Discussion of Problems with Immediate Supervisor.</u>   |
| 2063 |        |  |
| 2064 |        | Any employee having a problem regarding his/her employment shall first discuss the problem                       |
| 2065 |        | with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and              |
| 2066 |        | is a grievance according to Section <del>18.803</del> <u>18.802</u> , the employee may present his/her grievance |
| 2067 |        | according to Section <del>18.805</del> <u>18.806</u> .   |
| 2068 |        |  |
| 2069 | 18.806 | <u>Grievance Procedure.</u>  |
| 2070 |        |  |
| 2071 |        | A formal grievance of an employee shall be handled in accordance with the following procedure.                   |
| 2072 |        |  |
| 2073 |        | <u>STEP 1. Supervisor.</u>   |
| 2074 |        |  |
| 2075 |        | The employee shall, within seven working days of the event giving rise to the grievance or within                |
| 2076 |        | ten working days of the date he/she could reasonably be expected to have knowledge of the                        |
| 2077 |        | grievance, present his/her formal grievance in writing <u>on the form designated by the County</u> to            |
| 2078 |        | his/her immediate supervisor unless the immediate supervisor is the subject matter of the                        |
| 2079 |        | grievance, in which case, the employee may immediately proceed to Step 2. If the Department                      |
| 2080 |        | Head is the subject matter of the grievance, the employee may immediately proceed to Step 3.                     |
| 2081 |        | The supervisor shall within three working days meet and discuss the grievance with the employee                  |
| 2082 |        | and then reply in writing within three working days.   |
| 2083 |        |  |
| 2084 |        | <u>STEP 2. Department Head.</u>  |
| 2085 |        |  |
| 2086 |        | In the event that the immediate supervisor's decision is not satisfactory to the employee or the                 |
| 2087 |        | immediate supervisor is the subject matter of the grievance, the employee may within seven                       |
| 2088 |        | working days, present the grievance in writing to his/her Department Head. The Department                        |
| 2089 |        | Head, <u>or his/her designee</u> , shall, within five working days, meet and discuss the grievance with the      |
| 2090 |        | employee and then reply in writing within five working days.   |
| 2091 |        |  |
| 2092 |        | <u>STEP 3. Human Resources Director.</u>   |
| 2093 |        |  |
| 2094 |        | In the event that the Department Head's decision does not satisfy the employee's grievance or if                 |
| 2095 |        | the Department Head is the subject matter of the grievance, the employee may, within seven                       |
| 2096 |        | working days, present the grievance in writing to the Human Resources Director. The Human                        |
| 2097 |        | Resources Director shall arrange to meet within ten working days of receipt of the grievance with                |
| 2098 |        | the employee, his/her representative, if any, and any other person the Human Resources Director                  |
| 2099 |        | deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to                  |
| 2100 |        | ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After                |
| 2101 |        | the hearing, the Human Resources Director shall respond to the grievance in writing to the                       |
| 2102 |        | employee within five working days.   |
| 2103 |        |  |
| 2104 |        | <u>By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3</u>               |
| 2105 |        | <u>may be extended.</u>  |
| 2106 |        |  |

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STEP 4. Impartial Hearing Examiner.

In the event the decision of the Human Resources Director does not satisfy the employee resolve the grievance, the employee may, within seven working days, present the formal grievance in writing to the County Administrator. The County Administrator shall review the written record of the case and where warranted, meet within ten working days with the employee, Human Resources Director, representatives and witnesses called by either party. The County Administrator shall reply in writing to the employee within fifteen working days after hearing the grievance. The decision of the County Administrator shall be final, except in cases involving dismissal or in exceptional circumstances, the County Board Staff Committee may grant a hearing or otherwise review the matter upon the written request of the complainant, request a hearing before an impartial hearing examiner and pay the filing fee (if one is established ) by the County Board.

- a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with a list of hearing examiners. The employee may, within 10 calendar days rank the hearing examiners in order of preference and return the list to the HR Director.
- b. The HR Director will contact the hearing examiners in order of the employee's preference and schedule a hearing. If the employee does not return the list or rank the hearing examiners, the HR Director may select one from the list.
- c. The hearing examiner shall be impartial and may not have any prior knowledge of the grievance.
- d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.
- e. The hearing examiner, with the consent of both parties, may use his/her best efforts to mediate the grievance.
- f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee's choosing.
- g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.
- h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
- i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
- j. Formal rules of civil procedure will not be followed.
- k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.
- l. The hearing examiner shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing examiner deems appropriate.
- m. The hearing examiner shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The hearing examiner may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.



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STEP Five. 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, include (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 include a copy of the hearing transcript or exhibits, or both, but 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 for a period no longer than twenty minutes 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.
- 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 10 calendar days following the County Board's decision.
- k. The County Board's decision is final and may not be appealed.

18.806 Department Head Grievances:

Department Heads who wish to grieve a disciplinary action of the County Administrator short of termination, may file such grievance in writing with the County Board Staff Committee which

- 2243 will either grant a hearing or review the written facts of the grievance and will issue a written  
 2244 response to the grievant no later than one calendar month after the filing of the grievance.  
 2245
- 18.807 Input from Governing Committee:  
 2246  
 2247  
 2248 In cases when a County employee is dissatisfied with the resolution of his/her grievance at the  
 2249 fourth step and has requested a hearing before the County Board Staff Committee, the employee's  
 2250 Governing Committee shall be notified of the details of the grievance in order that it may be in a  
 2251 position to offer advice on the matter to the Staff Committee.  
 2252
- 18.808 Employee Representation:  
 2253  
 2254  
 2255 Each employee shall be afforded an opportunity to be represented in each of the steps in the  
 2256 grievance procedure. At all steps of the grievance procedure, the employee may be accompanied  
 2257 by a representative of his/her choice. Employees shall contact and discuss their problems with  
 2258 their representative only during break periods, lunch hour, before or after work, or any time when  
 2259 they are not on duty. However, grievance hearings normally shall be held during regular County  
 2260 work hours.  
 2261
- 18.807 Grievances of Termination.  
 2262  
 2263  
 2264 All grievances regarding termination shall be initiated at the third step of the grievance procedure,  
 2265 except as noted in 18.806.  
 2266
- 18.810 Violation of Grievance Procedure:  
 2267  
 2268  
 2269 Any employee, who does not first attempt to resolve a grievance in accordance with this Section,  
 2270 may be subject to disciplinary action. However, nothing in this chapter shall abrogate any legal  
 2271 means of redress to the courts available to all employees.  
 2272  
 2273
- 2274 **SECTION 9**
- 2275 **TRANSACTIONS AND RECORDS MANAGEMENT**
- 18.901 Policy.  
 2276  
 2277  
 2278  
 2279 The development and maintenance of an effective personnel transaction procedure and personnel  
 2280 records management system is essential to a sound personnel program. All appointments,  
 2281 separations, and other personnel transactions shall be made on forms designated by the Human  
 2282 Resources Director. The primary purpose of these systems and procedures shall be to:  
 2283
- (a) Establish and maintain clear lines of authority for the processing of personnel transactions  
 2284 and management of personnel records.  
 2285
- (b) Establish and maintain uniform, easily accessible and complete employment records of all  
 2286 County employees and employee transactions.  
 2287
- The Payroll Unit shall convert data from personnel transactions to payroll records and shall  
 2288 maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll  
 2289 records and data shall be developed in cooperation with the Human Resources Director and  
 2290 Finance Director to provide current and meaningful personnel and position information, sum-  
 2291 maries and statistics.  
 2292
- All employees shall be responsible for notifying their supervisor of any changes, which affect  
 2293 their personal status.  
 2294
- 18.902 Public Inspection.  
 2295  
 2296  
 2297  
 2298  
 2299 Information as to the name, class title and salary of employees and former employees is available  
 2300 for public inspection at times in accordance with procedures prescribed by the Human Resources  
 2301 Director. Other information shall be considered confidential and shall be available as authorized  
 2302 by State and federal law.  
 2303
- 18.903 Destruction Of Records.  
 2304  
 2305  
 2306 Employee service records shall be kept for seven years. Applications and examinations may be  
 2307 destroyed after two years.  
 2308  
 2309

2310  
 2311 18.904 Reports.  
 2312  
 2313 The Human Resources Director shall provide the Board and the County Board Staff Committee  
 2314 with reports and information relating to personnel actions upon request or as may be appropriate.  
 2315

2316 **SECTION 2- 10**

2317 **DEFINITIONS**

2318  
 2319 18.1001 Administrative Personnel.  
 2320  
 2321 Administrative employees act as an advisor, limited function department head, or a specialist in a  
 2322 management or supportive service who meet all the following criteria:  
 2323

- 2324 (a) A primary duty of the employee includes the performance of office or non-manual work  
 2325 directly related to the management or general business operations of the County or its  
 2326 citizens.  
 2327  
 2328 (b) A primary duty of the employee includes the exercise of discretion and independent  
 2329 judgment with respect to matters of significance.  
 2330

2331  
 2332 18.1002 Allocation.  
 2333  
 2334 The assignment of a position to a pay range.  
 2335

2336 18.1003 Anniversary Date.  
 2337  
 2338 The date an employee begins County employment. The anniversary date may be modified by  
 2339 subsequent personnel actions -- leave of absence and layoff.  
 2340

2341 18.1004 Appointing Authority.  
 2342  
 2343 A County official who has the authority to appoint and remove individuals to and from positions  
 2344 in the County service.  
 2345

2346 18.1005 Board.  
 2347  
 2348 The Rock County Board of Supervisors.  
 2349

2350 18.1006 Class.  
 2351  
 2352 One or more positions which are substantially alike in duties and responsibilities to warrant using  
 2353 the same title, similar qualifications, selection procedures and the same pay range.  
 2354

2355 18.1007 Class Description.  
 2356  
 2357 A written description of a class containing the class title, a general statement of the duties and  
 2358 responsibilities, examples of duties performed, and minimum qualifications required.  
 2359

2360 18.1008 Class Title.  
 2361  
 2362 The official designation or name of the class as stated in the class description. The class title shall  
 2363 be used on all personnel records and other official personnel actions.  
 2364

2365 18.1009 Classification Plan.  
 2366  
 2367 The sum total of all job class descriptions in the County service and a system showing salary and  
 2368 classification relationships.  
 2369

2370 18.1010 County Administrator.  
 2371  
 2372 The person hired by the Rock County Board of Supervisors as the chief administrative officer for  
 2373 the County.  
 2374

|      |         |  |
|------|---------|--|
| 2375 | 18.1011 | <u>Demotion.</u>   |
| 2376 |         |  |
| 2377 |         | The assignment of an employee from one class to another class with a lower pay range.                    |
| 2378 |         |  |
| 2379 |         |  |
| 2380 | 18.1012 | <u>Department Head.</u>  |
| 2381 |         |  |
| 2382 |         | A County official with the responsibility for the operation of a County department.                      |
| 2383 |         |  |
| 2384 |         |  |
| 2385 | 18.1013 | <u>Disciplinary Action.</u>  |
| 2386 |         |  |
| 2387 |         | <u>The action taken to discipline an employee, including: written reprimand, suspension without pay,</u> |
| 2388 |         | <u>demotion, and discharge.</u>  |
| 2389 |         |  |
| 2390 |         |  |
| 2391 | 18.1014 | <u>Eligible Candidate.</u>   |
| 2392 |         |  |
| 2393 |         | A person certified by the Human Resources Director as meeting the training and experience                |
| 2394 |         | requirements and as successfully completing all parts of the selection process when formal               |
| 2395 |         | selection devices are used.  |
| 2396 |         |  |
| 2397 | 18.1015 | <u>Eligibility List.</u>   |
| 2398 |         |  |
| 2399 |         | A list of Eligible Candidates to fill positions in a particular job class.                               |
| 2400 |         |  |
| 2401 | 18.1016 | <u>Employee.</u>   |
| 2402 |         |  |
| 2403 |         | An individual who is employed by the County and is paid in part or in whole through the County           |
| 2404 |         | payroll.   |
| 2405 |         |  |
| 2406 | 18.1017 | <u>Entrance Pay Rate.</u>  |
| 2407 |         |  |
| 2408 |         | The rate of pay a newly hired employee is assigned at commencement of employment.                        |
| 2409 |         |  |
| 2410 | 18.1018 | <u>Executive Personnel.</u>  |
| 2411 |         |  |
| 2412 |         | An executive employee is an administrator who meets all of the following criteria:                       |
| 2413 |         |  |
| 2414 |         | (a) The employee's primary duty consists of management of the County or a customarily                    |
| 2415 |         | recognized department or division of the County.   |
| 2416 |         |  |
| 2417 |         | (b) The employee customarily and regularly directs the work of two or more other employees.              |
| 2418 |         |  |
| 2419 |         | (c) The employee has the authority to hire or fire other employees, or their recommendations             |
| 2420 |         | as to the hiring, firing, advancement, promotion or any other change of status of other                  |
| 2421 |         | employees is given particular weight.  |
| 2422 |         |  |
| 2423 | 18.1019 | <u>Flexible Time.</u>  |
| 2424 |         |  |
| 2425 |         | Time off allowed at the discretion of the Department Head, in recognition of excess hours worked         |
| 2426 |         | by an FLSA exempt employee not receiving straight-time overtime, consistent with the                     |
| 2427 |         | Administrative HR Policy and Procedures Manual.  |
| 2428 |         |  |
| 2429 | 18.1020 | <u>Full Time Equivalent (FTE)</u>  |
| 2430 |         |  |
| 2431 |         | <u>A way to measure the amount of time a person assigned to a county position is scheduled to</u>        |
| 2432 |         | <u>work. An FTE of 1.0 means that the position is equivalent to a full-time position, while an FTE</u>   |
| 2433 |         | <u>of 0.5 means that the position is only half-time. FTE is measured in tenths from 0.1 to 1.0.</u>      |
| 2434 |         |  |
| 2435 | 18.1021 | <u>Grievance.</u>  |
| 2436 |         |  |
| 2437 |         | <u>A formal complaint by an employee concerning: employee discipline, employee termination,</u>          |
| 2438 |         | <u>or workplace safety.</u>  |
| 2439 |         |  |
| 2440 | 18.1022 | <u>Human Resources Director.</u>   |
| 2441 |         |  |

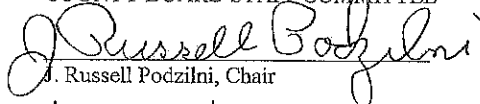
|      |         |  |
|------|---------|--|
| 2442 |         | <u>The Director of the Rock County Human Resources Department and the person responsible for</u>           |
| 2443 |         | <u>implementing all county personnel policies and procedures.</u>  |
| 2444 |         |  |
| 2445 | 18.1023 | <u>Immediate Family.</u>   |
| 2446 |         |  |
| 2447 |         | Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law       |
| 2448 |         | <u>(the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother),</u>    |
| 2449 |         | brother-in-law <u>(the brother of one's spouse or the husband of one's sister, or the husband of one's</u> |
| 2450 |         | <u>spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic</u>  |
| 2451 |         | <u>partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the</u>  |
| 2452 |         | <u>wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt),</u>  |
| 2453 |         | <u>niece, and nephew.</u>  |
| 2454 |         |  |
| 2455 | 18.1024 | <u>In-Range Increment.</u>   |
| 2456 |         |  |
| 2457 |         | A pay step within a pay range.   |
| 2458 |         |  |
| 2459 | 18.1025 | <u>Layoff.</u>   |
| 2460 |         |  |
| 2461 |         | The involuntary separation of an employee because of lack of work, lack of funds, or the                   |
| 2462 |         | abolishment of a position.   |
| 2463 |         |  |
| 2464 | 18.1026 | <u>Limited Term Employee (LTE).</u>  |
| 2465 |         |  |
| 2466 |         | An employee who meets the qualifications to perform a job, who is hired to perform that job for a          |
| 2467 |         | determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible           |
| 2468 |         | for benefits.  |
| 2469 |         |  |
| 2470 | 18.1027 | <u>Part-time Employees.</u>  |
| 2471 |         |  |
| 2472 |         | Employees shall be considered part-time when they are normally scheduled to work less than 40              |
| 2473 |         | hours per calendar week, or on a regular 5-2/5-3 work rotation on a 15 day work cycle.                     |
| 2474 |         |  |
| 2475 | 18.1028 | <u>Pay Plan.</u>   |
| 2476 |         |  |
| 2477 |         | A schedule of pay ranges for all classes of positions in the County that are not covered by a              |
| 2478 |         | Collective Bargaining Agreement.   |
| 2479 |         |  |
| 2480 | 18.1029 | <u>Pay Range.</u>  |
| 2481 |         |  |
| 2482 |         | A salary range to which positions are assigned, consisting of a minimum wage rate, designated as           |
| 2483 |         | "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall           |
| 2484 |         | be compensated at one of the steps contained in the pay range to which the position is assigned.           |
| 2485 |         |  |
| 2486 | 18.1030 | <u>Position.</u>   |
| 2487 |         |  |
| 2488 |         | A grouping of duties and responsibilities to be performed by an employee. A position may be                |
| 2489 |         | filled or vacant, full-time or part-time, regular or temporary.  |
| 2490 |         |  |
| 2491 | 18.1031 | <u>Position Description.</u>   |
| 2492 |         |  |
| 2493 |         | <u>A written document that describes the individual employee's duties and responsibilities and is</u>      |
| 2494 |         | <u>specific to that position.</u>  |
| 2495 |         |  |
| 2496 | 18.1032 | <u>Probationary Employee.</u>  |
| 2497 |         |  |
| 2498 |         | A person who has been properly appointed to a regular Rock County position and who is serving              |
| 2499 |         | in his/her <u>Trial Period</u> to determine if he/she can do the job.                                      |
| 2500 |         |  |
| 2501 |         |  |
| 2502 | 18.1033 | <u>Probationary Period.</u>  |
| 2503 |         |  |
| 2504 |         | <u>A period of employment during which time an employee is required to demonstrate capability for</u>      |
| 2505 |         | <u>regular employment. The probationary period is a try out time for the employee. It is also used for</u> |
| 2506 |         | <u>determination of certain benefits.</u>  |
| 2507 |         |  |
| 2508 | 18.1034 | <u>Promotion.</u>  |
| 2509 |         |  |

|      |         |  |
|------|---------|--|
| 2510 |         | The assignment of an employee from one class to another class with a higher pay range.   |
| 2511 |         |  |
| 2512 | 18.1035 | <u>Reallocation.</u>   |
| 2513 |         |  |
| 2514 |         | The re-assignment of a position from one pay range to another to correct an error in the original assignment or to reflect changing labor market conditions.   |
| 2515 |         |  |
| 2516 |         |  |
| 2517 | 18.1036 | <u>Reclassification.</u>   |
| 2518 |         |  |
| 2519 |         | The re-assignment of an individual from one existing class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.  |
| 2520 |         |  |
| 2521 |         |  |
| 2522 | 18.1037 | <u>Regular Appointment.</u>  |
| 2523 |         |  |
| 2524 |         | An assignment of an eligible candidate to a budgeted County position.  |
| 2525 |         |  |
| 2526 |         |  |
| 2527 | 18.1038 | <u>Regular Employee.</u>   |
| 2528 |         |  |
| 2529 |         | A person who has been properly appointed to a regular Rock County position and has successfully completed the Probationary Period.   |
| 2530 |         |  |
| 2531 |         |  |
| 2532 | 18.1039 | <u>Reinstatement.</u>  |
| 2533 |         |  |
| 2534 |         | To restore or be placed back into a former or substantially equivalent position.   |
| 2535 |         |  |
| 2536 | 18.1040 | <u>Retiree.</u>  |
| 2537 |         |  |
| 2538 |         | An employee who terminates employment with the County to immediately and actively draw an annuity from the Wisconsin Retirement System (WRS).  |
| 2539 |         |  |
| 2540 |         |  |
| 2541 | 18.1041 | <u>Seasonal Employee.</u>  |
| 2542 |         |  |
| 2543 |         | An employee who is hired for a limited term, which cannot cumulatively exceed a period of six months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work <del>in excess of 600 hours</del> enough hours in a year to qualify for Wisconsin Retirement System coverage. |
| 2544 |         |  |
| 2545 |         |  |
| 2546 |         |  |
| 2547 |         |  |
| 2548 | 18.1042 | <u>Selection Device.</u>   |
| 2549 |         |  |
| 2550 |         | A formal measurement device used to evaluate and/or rank applicants for County positions.  |
| 2551 |         |  |
| 2552 | 18.1043 | <u>Seniority.</u>  |
| 2553 |         |  |
| 2554 |         | Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1003(a)(4). Seniority shall be used to determine accrual of vacation and sick leave.  |
| 2555 |         |  |
| 2556 |         |  |
| 2557 |         |  |
| 2558 |         |  |
| 2559 | 18.1044 | <u>Supervisor.</u>   |
| 2560 |         |  |
| 2561 |         | The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full-time County employee.  |
| 2562 |         |  |
| 2563 |         |  |
| 2564 | 18.1045 | <u>Temporary Appointment.</u>  |
| 2565 |         |  |
| 2566 |         | An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.   |
| 2567 |         |  |
| 2568 |         |  |
| 2569 | 18.1046 | <u>Termination.</u>  |
| 2570 |         |  |
| 2571 |         | The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.   |
| 2572 |         |  |
| 2573 |         |  |
| 2574 | 18.1047 | <u>Transfer.</u>   |
| 2575 |         |  |
| 2576 |         | The assignment of an employee from one position to another in the same class or to a class with the same pay range.  |
| 2577 |         |  |

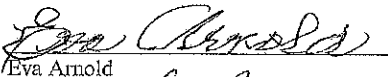
2578  
 2579 18.1048 Travel Status.  
 2580  
 2581 An employee shall be considered to be in "travel status" when he or she is on county business  
 2582 outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of  
 2583 a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 a.m. and 2:00 p.m.  
 2584  
 2585 18.1049 Underslotting.  
 2586  
 2587 The filling of a vacant position at a lower classification.  
 2588  
 2589  
 2590 18.1050 Unilateral Employees  
 2591  
 2592 Those County employees who are not covered by a collective bargaining agreement, excluding  
 2593 the County Elected Officials and the County Administrator. The Unilaterals are divided into  
 2594 three groups for purposes of overtime and vacation: Unilateral A's, Unilateral B's, and  
 2595 Unilateral C's.  
 2596  
 2597 18.1051 Upgrade.  
 2598  
 2599 The result of a re-evaluation of the duties required to perform a job task of a position that  
 2600 indicatinges that a higher level of skills or duties are required to perform that task the duties of a  
 2601 classification or position.  
 2602  
 2603 18.1052 Work Schedule.  
 2604  
 2605 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.  
 2606 with a one-hour lunch period. All full-time employees are expected to work at least 40 hours per  
 2607 week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.  
 2608  
 2609

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

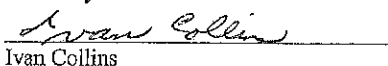
  
 J. Russell Podzilni, Chair

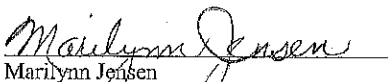
  
 Sandra Kraft, Vice Chair

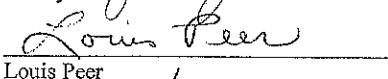
  
 Eva Arnold

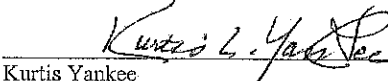
  
 Hank Brill

  
 Betty Jo Bussie

  
 Ivan Collins

  
 Marilyn Jensen


  
 Louis Peer

  
 Kurtis Yankee

AMENDING THE COUNTY'S PERSONNEL ORDINANCE  
Page 41

LEGAL NTOE:

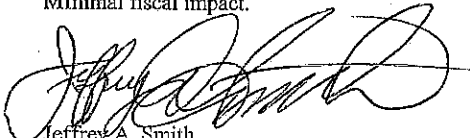
The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.



Jeffrey Kuglitsch  
Corporation Counsel

FISCAL NOTE:


Minimal fiscal impact.



Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Phil Boutwell, HSD Deputy Director  
DRAFTED BY

Human Services Board  
SUBMITTED BY

October 6, 2011  
DATE DRAFTED

**Authorize the Renaming of the Juvenile Detention Center  
to the Youth Services Center**

- 1 **WHEREAS**, the Rock County Juvenile Detention Center falls under the Juvenile Justice and Preventive
- 2 Services (JJPS) Division of the Human Services Department; and,
- 3
- 4 **WHEREAS**, the Rock County Juvenile Detention Center (JDC) was built in the mid-1990's and has
- 5 historically served two roles that included a state licensed secure detention center for youth detained for
- 6 criminal activity and a state licensed shelter facility for youth; and,
- 7
- 8 **WHEREAS**, it has been well publicized that the JJPS has undergone significant changes over the
- 9 previous two years including new programming initiatives at the JDC; and,
- 10
- 11 **WHEREAS**, one of those initiatives is a collaboration with the Mental Health Division to implement a
- 12 Behavioral Stabilization Program in shelter care to keep at-risk youth close to their families and reduce
- 13 mental health institutional costs; and,
- 14
- 15 **WHEREAS**, another initiative is planning for an alternative to the State Juvenile Correctional Institutes
- 16 by placing them in secure detention in order to keep youth close to their families, offer better
- 17 programming, reduce recidivism and reduce institutional cost; and
- 18
- 19 **WHEREAS**, the Rock County Juvenile Detention has moved away from a "jail" model to a "youth
- 20 development" model and youth placed at the Juvenile Detention Center (JDC) now receive programming
- 21 to address the reasons for their placement at the JDC; and,
- 22
- 23 **WHEREAS**, it is the desire of the Department and the Human Services Board to rename the Juvenile
- 24 Detention Center to the Youth Services Center, which more appropriately reflect the broader mission of
- 25 the facility.
- 26
- 27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 28 this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby authorize the renaming of the Juvenile
- 29 Detention Center to the Youth Services Center.
- 30

11-11C-519

**Authorize the Renaming of the Juvenile Detention Center to the  
Youth Services Center**

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

Robert Fizzell  
Robert Fizzell

Kathy Kelm  
Kathy Kelm

Vacant  
Phillip Owens  
Phillip Owens

Terry Thomas  
Terry Thomas

Absent  
Marvin Wopac

**County Board Staff Committee**

J. Russell Podzilni  
J. Russell Podzilni, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

Eva Arnold  
Eva Arnold

Henry Brill  
Henry Brill

Betty Jo Bussie  
Betty Jo Bussie

Ivan Collins  
Ivan Collins

Marilynn Jensen  
Marilynn Jensen

Louis Peer  
Louis Peer

Kurtis Yankee  
Kurtis Yankee

FISCAL NOTE:

This resolution has no fiscal impact in and of itself.

Sherry Oja  
Sherry Oja  
Senior Accountant / Assistant to the Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knudson  
Craig Knudson  
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes 59.02(1) and 59.52(6)(b). Resolution No. 79-12B-422 provides that naming or renaming of County property requires a 3/4 vote of the County Board.

Eugene R. Dumas  
Eugene R. Dumas  
Deputy Corporation Counsel

## **Executive Summary**

Following an evaluation by the Wisconsin Council on Children & Families of the Rock County Juvenile Detention Center (JDC) numerous improvements have occurred at the JDC. One such improvement is the implementation of a behavioral management program to better supervise and work with youth placed in the facility. In addition to programmatic changes, significant staff training has occurred to better prepare the Youth Specialists to meet the complex needs of the youth placed there. As a result of these strategic innovations in the JDC it is appropriate that the title of the detention facility reflect those changes.

---

**RESOLUTION**  
**ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee  
INITIATED BY



Ronald D. Burdick  
Airport Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

October 20, 2011  
DATE DRAFTED

Amendment #1 to Land Loan #1  
Resolution - Advance Land Acquisition Loan &  
Responsibility and Performance Notes  
Dated April 22, 2010

1 **RESOLVED**, by the County of Rock, Wisconsin, hereinafter referred to as Sponsor that;  
2  
3 **WHEREAS**, it is deemed to be in the best interest of the County of Rock to amend the application for a  
4 State loan to acquire land or interests in land for improvement of the Southern Wisconsin Regional  
5 Airport; and  
6

7 **WHEREAS**, the Sponsor respectfully requests the following changes to the RESOLUTION--  
8 **ADVANCE LAND ACQUISITION LOAN** and/or the **RESPONSIBILITY AND PERFORMANCE**  
9 **NOTE**.

- 10  
11 1. If, and when, these parcels are included in a federal an/or state aid grant, such grant funds  
12 will be used to reimburse this loan promptly upon receipt of such funds. Interest is not  
13 reimbursable with grant funds.  
14  
15 2. In the absence of a federal and/or state aid project, the sponsor will pay interest accrued as  
16 of December 31 of each year and the remaining balance to be specified in the loan  
17 Promissory Note on February 1, 2016.

18  
19 The recommended repayment schedule for this loan is as follows:

20  
21 \$960,000.00 plus accrued interest as of December 31, 2015  
22

23 The total amount of the loan, plus interest, will be repaid to the State, in full, within five years of the  
24 original loan. Repayment may be made by annual budget appropriations, or project appropriations of  
25 the County, State and FAA, or a combination of both methods acceptable to the Secretary of  
26 Transportation and the applicant.  
27

28 **NOW, THEREFORE, BE IT FURTHER RESOLVED**, you are requested to take such action as  
29 may be deemed necessary by the facts presented.

\_\_\_\_\_  
J. Russell Podzilni, Chair  
Rock County Board of Supervisors

Introduced: Date \_\_\_\_\_

Passed: Date \_\_\_\_\_

11-11C-520

Amendment #1 to Land Loan #1 Resolution - Advance Land Acquisition  
 Loan & Responsibility and Performance Notes  
 Dated April 22, 2010  
 Page 2

I do hereby certify that the above and foregoing is a true, accurate, and complete copy of the original resolution No. \_\_\_\_\_, introduced and passed by the County Board on \_\_\_\_\_, 2011.

\_\_\_\_\_  
 Lorena R. Stottier, Rock County Clerk

Respectfully submitted,

PUBLIC WORKS COMMITTEE

\_\_\_\_\_  
 Kurtis Yankee, Chair

\_\_\_\_\_  
 Betty Jo Bussie, Vice Chair

\_\_\_\_\_  
 Eva Arnold

\_\_\_\_\_  
 David Diestler

\_\_\_\_\_  
 Brent Fox

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Wisconsin Statutes secs. 59.01, 59.51, 59.52(19), 59.58 and numerous sections of Chapter 114.

\_\_\_\_\_  
 Jeffrey S. Kuglitsch  
 Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

\_\_\_\_\_  
 Craig Knutson  
 County Administrator

FISCAL NOTE:

Resolution 10-4C-014 adopted April 22, 2010 authorized the County to enter into a land loan for the purchase of three parcels of land contiguous to the airport. The original loan agreement required the repayment of the loan by annual appropriations. This resolution amends the original resolution to allow annual payment of the interest only with a lump sum (balloon) payment of the principal on February 1, 2016.

\_\_\_\_\_  
 Jeffrey A. Smith  
 Finance Director

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY

Public Works Committee  
SUBMITTED BY



Ronald D. Burdick  
Airport Director  
DRAFTED BY

October 20, 2011  
DATE DRAFTED

Amending Resolution No. 10-4C-014  
Responsibility and Performance Note  
Dated April 22, 2010

- 1 WHEREAS, it is deemed to be in the best interest of the County of Rock to amend
- 2 Resolution No. 10-4C-014 Responsibility and Performance Note to read as follows:
- 3
- 4 **BORROWER'S PROMISE TO PAY.** In return for a loan received, the promisor (sponsor)
- 5 promises and agrees to pay to the order of the State of Wisconsin, Department of
- 6 Transportation, promisee, its successors and assigns, at its offices in Madison, Wisconsin, the
- 7 principal sum of Nine Hundred Sixty Thousand Dollars U.S., (\$960,000.00) this amount is
- 8 called "principal."
- 9
- 10 **INTEREST.** Interest will be charged on the unpaid principal balance until the full amount
- 11 has been paid. Interest will be calculated at the yearly rate of four percent (4%).
- 12
- 13 **PAYMENTS.** Annual interest payments will be due beginning February 1<sup>st</sup> of the calendar
- 14 year immediately following the first disbursement of loan funds. A final payment of principal
- 15 and interest is due on February 1, 2016.
- 16
- 17 All outstanding principal and interest will become due and payable, at the option of the holder
- 18 of this instrument, immediately following receipt of federal or state project aid which includes
- 19 an allocation for engineering, planning, incidental and acquisition cost of parcel (s) of land
- 20 otherwise acquired via the proceeds of this note.
- 21
- 22 **BORROWER'S RIGHT TO PREPAY** Borrower has the right to make prepayments or
- 23 partial prepayment of principal at any time without prepayment charge.
- 24
- 25 **BORROWER'S FAILURE TO PAY AS REQUIRED.** If payments are not received in
- 26 the full amount on the due date, the loan will be in default. The borrower has ninety (90) days
- 27 from the due date to pay overdue payments or the entire principal and accrued interest shall
- 28 become due and payable. Failure to exercise this option shall not constitute a waiver of the
- 29 right to exercise it at any other time.
- 30
- 31 **ADVANCED LAND ACQUISITION LOAN.** That a duly adopted resolution, dated April
- 32 22, 2010, authorized promisor's participation in the advance Land Acquisition Loan Program,
- 33 that said Resolution is incorporated herein by reference to evidence that this instrument is a
- 34 legal obligation of the promisor, its successors and assigns, and that the Bureau of
- 35 Aeronautics is authorized to execute this note on behalf of the promisor.
- 36
- 37 **WAIVER.** All remedies provided in this instrument are distinct and cumulative to any other
- 38 rights or remedies afforded by law or equity, and may be exercise concurrently,
- 39 independently, or successively. If any clause or clauses herein are hereafter declared
- 40 unconstitutional or in violation of Wisconsin Statutes, it shall not affect the validity of the
- 41 remaining portions of this instrument.
- 42

11-11C-521

Amending Resolution No. 10-4C-014 Responsibility and Performance Note

Dated April 22, 2010

Page 2

Executed at Janesville, Rock County, Wisconsin, this \_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_  
J. Russell Podzilni  
Title: Chair, Rock County Board of Supervisors  
Address: \_\_\_\_\_

State of Wisconsin  
County of Rock

This instrument was acknowledged before me on \_\_\_\_\_ by  
\_\_\_\_\_ as Clerk of Rock County.

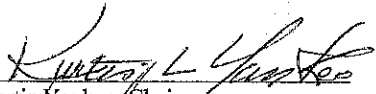
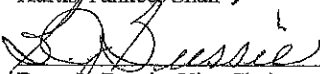
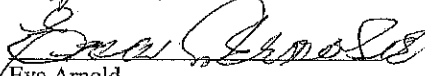
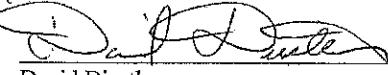
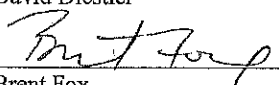
\_\_\_\_\_  
Notary Public, State of Wisconsin

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Commission Expires

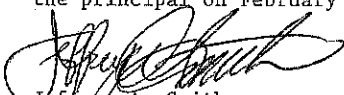
Respectfully submitted,

PUBLIC WORKS COMMITTEE

  
Kurtis Yankee, Chair  
  
Betty Bussie, Vice Chair  
  
Eva Arnold  
  
David Diestler  
  
Brent Fox

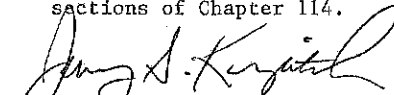
FISCAL NOTE:

Resolution 10-4C-014 adopted April 22, 2010 authorized the County to enter into a land loan for the purchase of three parcels of land contiguous to the airport. The original loan agreement required the repayment of the loan by annual appropriations. This resolution amends the original resolution to allow annual payment of the interest only with a lump sum (balloon) payment of the principal on February 1, 2016.

  
Jeffrey A. Smith  
Finance Director

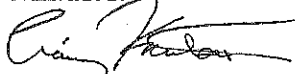
LEGAL NOTE:

The County Board is authorized to take this action pursuant to Wisconsin Statutes secs. 59.01, 59.51, 59.52(19), 59.58 and numerous sections of Chapter 114.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

Executive Summary  
For  
Resolutions  
Resolution to Amend Resolution No. 10-4C-013 Advance Land Acquisition Loan  
and  
Resolution to Amend Resolution No. 10-4C-014 Responsibility and Performance Note

In 2010 the County Board approved entering into the advance Land Acquisition Loan Program to purchase 3 parcels located within the Runway Protection Zone for Runway 32. This program is administered by the Wisconsin Department of Transportation, Bureau of Aeronautics and was setup by the State to loan funds to airport sponsors to acquire land needed for preserving and improving a safe and efficient air transportation system. Simple interest is charged at a rate of 4 percent on the unpaid balance. The land loan functions much like a short-term loan to cover the expenses incurred until the federal funding is available for reimbursement.

The Amendment changes the five-year installment payments of the principal to a balloon payment at the end of the land loan term. It is anticipated that federal funds would be secured prior to the end of the five year land loan period, and that those funds would be used for repayment of the land loan principal. Interest on any outstanding balance will be calculated as of December 31<sup>st</sup> each year of the land loan agreement and the interest payment will be due each year on the following February 1<sup>st</sup>. The final year of this five year land loan agreement ends on December 31, 2015. The payment for 2015 will be due on February 1<sup>st</sup>, 2016 and will consist of any outstanding balance plus interest calculated as of December 31<sup>st</sup> 2015.

Respectfully Submitted,

Ronald D. Burdick  
Airport Director



# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Ben Coopman, Public Works Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

October 24, 2011  
DATE DRAFTED

### AUTHORIZING OVERLAP OF POSITION FOR DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION

- 1 **WHEREAS**, the Department of Public Works, Highway Division currently has four
- 2 Patrolworker positions assigned on Interstate Highways in Rock County; and,
- 3
- 4 **WHEREAS**, one of those assigned workers is off work for medical reasons and may not
- 5 return to those duties for a long time; and,
- 6
- 7 **WHEREAS**, having a limited number of staff is causing difficulty adequately maintaining
- 8 the Interstate Highways and will create even greater difficulties with the upcoming winter
- 9 season; and,
- 10
- 11 **WHEREAS**, temporarily overlapping another Patrolworker position insures that the
- 12 temporary new hire will be adequately trained prior to the winter season; and,
- 13
- 14 **WHEREAS**, the Department has sufficient funds available for this position.
- 15
- 16 **NOW THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors
- 17 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize
- 18 temporarily overlapping a Patrolworker position, not to exceed six months.

11-11C-522

Respectfully submitted,

**PUBLIC WORKS COMMITTEE**

Kurtis L. Yankee  
Kurtis L. Yankee, Chair

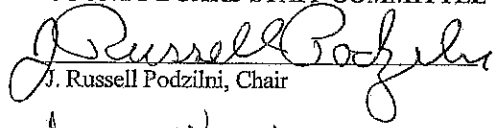
Betty Jo Bussie  
Betty Jo Bussie, Vice-Chair

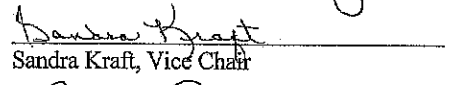
Eva Arnold  
Eva Arnold

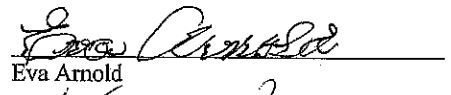
David Diestler  
David Diestler

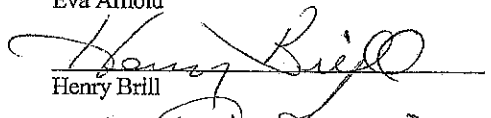
Brent Fox  
Brent Fox

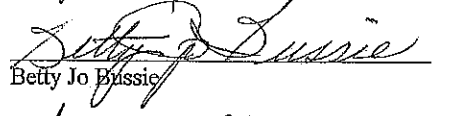
COUNTY BOARD STAFF COMMITTEE

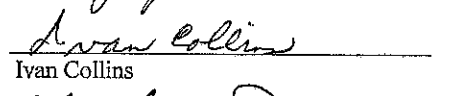
  
J. Russell Podzilni, Chair

  
Sandra Kraft, Vice Chair

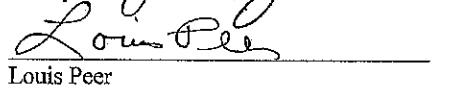
  
Eva Arnold

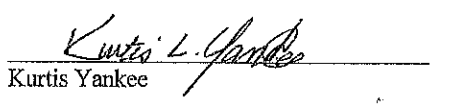
  
Henry Brill

  
Betty Jo Bussie

  
Ivan Collins

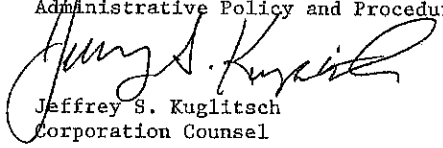
  
Marilynn Jensen

  
Louis Peer

  
Kurtis Yankee

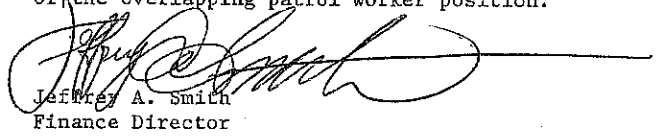
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.22(2), 59.01, and 59.51, Wis. Stats., in addition to Administrative Policy and Procedure No. 5.30.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

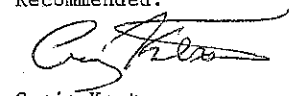
FISCAL NOTE:

Sufficient funds are available in the DPW-Highway's 2011 and 2012 budgets for the cost of the overlapping patrol worker position.

  
Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

- Executive Summary -

For the past several years, the Highway Division of the Public Works Department has been downsizing its staff through attrition. These have been done mostly in the Patrolworker position. There have also been several employees who have been injured on the job or otherwise become physically unable to work. At least two Patrolworker retirements are anticipated in January of 2012. Vacancies/absences at any one time are at least six employees.

It has been difficult at times to deploy a full complement of plow drivers in winter storms, especially on the two Interstate Highways in the County. The Wisconsin Department of Transportation also expects that service on these two roads should be provided twenty-four hours per day during these storms. Temporary shifting of work hours is regularly done to provide this service. This further reduces the available workforce for snow storms.

One of our Patrolworkers is returning from medical leave, but is restricted from doing Patrolworker duties. This is not anticipated to change for many weeks, surely throughout this winter. This resolution seeks to temporarily fill the gap in covering his duties with a new hire.

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Ben Coopman  
Public Works Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

November 1, 2011  
DATE DRAFTED

### AUTHORIZING APPLICATION WITH FOCUS ON ENERGY FOR GRANT FUNDS FOR DEPARTMENT OF PUBLIC WORKS ENERGY IMPROVEMENTS

- 1 **WHEREAS**, the Focus On Energy, a utility administered grant program, is making available grant funds
- 2 through its Whole-Building Lighting Program for schools & government facilities; and,
- 3
- 4 **WHEREAS**, this program evaluates alternatives to standard lighting design and uses advanced design
- 5 strategies to improve lighting levels and increase energy efficiency; and,
- 6
- 7 **WHEREAS**, Rock County desires to participate in upgrading the whole building lighting at the Public
- 8 Works facility which was constructed in 1981.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors on this
- 11 \_\_\_\_\_ day of \_\_\_\_\_ 2011, hereby authorizes the Rock County Public Works Director to act
- 12 on behalf of Rock County in applying for the Focus on Energy grant funds that may be available and to
- 13 sign documents and take other actions necessary to complete the application.
- 14

11-11G-523

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis Yankee  
Kurtis Yankee, Chair

Betty Jo Bussie  
Betty Jo Bussie, Vice-Chair

Eva Arnold  
Eva Arnold

David Diestler  
David Diestler

Absent  
Brent Fox

AUTHORIZING APPLICATION WITH FOCUS ON ENERGY FOR GRANT FUNDS FOR  
DEPARTMENT OF PUBLIC WORKS ENERGY IMPROVEMENTS

Page 2

FISCAL NOTE:

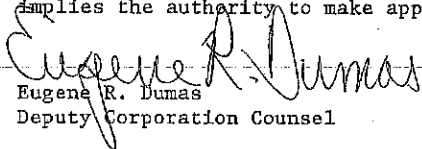
This resolution only authorizes an application for a grant and, therefore, has no fiscal impact at this time. If a grant is awarded a subsequent resolution would be required to accept the grant and amend the budget.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

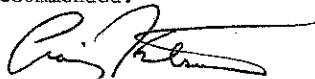
The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.



Eugene R. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

**EXECUTIVE SUMMARY**  
**AUTHORIZING APPLICATION WITH**  
**FOCUS ON ENERGY FOR GRANT FUNDS**

The Department of Public Works' (DPW) office, shop and garage on Newville Road was constructed in 1981. The lighting fixtures and controls were state of the art for that time. By today's standards, they are now very energy inefficient, costly to maintain and offer poor light quality.

The 2011 DPW budget included a project to design and replace many of the lighting fixtures and update the lighting controls in the shop and garage areas. Another phase to do the office area is included in the 2012 budget request of the Department to complete the entire building. As part of the initial design phase, it has been determined that the project work would be eligible for grant funding under the Focus On Energy program. The amount of the reimbursement grant is estimated to be \$8,758.

This resolution authorized the Director of Public Works to file the necessary application and provide related documentation for receiving this grant.

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Criminal Justice Coordinating Council  
INITIATED BY



Elizabeth Pohlman McQuillen  
DRAFTED BY

Public Safety & Justice Committee  
SUBMITTED BY

October 18, 2011  
DATE DRAFTED

SUPPORTING A WISCONSIN COMMUNITY JUSTICE REINVESTMENT ACT

- 1 **WHEREAS**, the State of Wisconsin will spend over a billion dollars on inmates sentenced to prison
- 2 terms in 2011; and,
- 3
- 4 **WHEREAS**, one approach to decrease the prison population and save money is through a community
- 5 reinvestment program through which judges could have more options in sentencing defendants to local
- 6 treatment, thereby reducing the prison population and Department of Corrections costs and having
- 7 counties share equally in savings to the state; and,
- 8
- 9 **WHEREAS**, in early 2011, the Milwaukee District Attorney proposed a Wisconsin Community Justice
- 10 Reinvestment Act in which the state would reimburse counties \$15,000 for every offender not committed
- 11 to prison, which costs the state approximately \$30,000 per person per year; and,
- 12
- 13 **WHEREAS**, the Dane County Board of Supervisors adopted a resolution Supporting A Wisconsin
- 14 Community Justice Reinvestment Act on May 19, 2011 and was subsequently approved by the County
- 15 Executive on June 1, 2011; and,
- 16
- 17 **WHEREAS**, such an Act benefits the State by lessening the number of people sent to prison and the
- 18 costs associated therein, permits counties to have more effective local treatment options and increased
- 19 public safety, and allows offenders to have a greater opportunity for success in reentering their local
- 20 communities; and,
- 21
- 22 **WHEREAS**, the Criminal Justice Coordinating Council is recommending that Rock County endorse a
- 23 Wisconsin Community Justice Reinvestment Act.
- 24
- 25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 26 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby endorse a Wisconsin Community Justice
- 27 Reinvestment Act to provide judges with more effective local treatment options for offenders and to
- 28 reduce the prison population.
- 29
- 30 **BE IT FURTHER RESOLVED** that the County Clerk be directed to send a copy of this Resolution to
- 31 the Governor, Rock County's Legislative Delegation, the Secretary of the Wisconsin Department of
- 32 Corrections, and the Wisconsin Counties Association.

11-11C-524

Respectfully submitted,

**PUBLIC SAFETY & JUSTICE COMMITTEE**

Ivan Collins  
Ivan Collins, Chair

Brian Knudson  
Brian Knudson

Larry Wiedenfeld  
Larry Wiedenfeld, Vice Chair

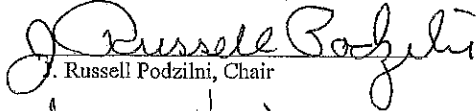
Henry Brill  
Henry Brill

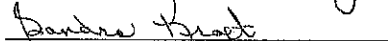
Mary Beaver  
Mary Beaver

SUPPORTING A WISCONSIN COMMUNITY JUSTICE REINVESTMENT ACT


Page 2

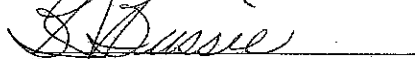
COUNTY BOARD STAFF COMMITTEE

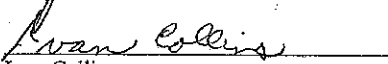
  
Russell Podzilni, Chair

  
Sandra Kraft, Vice Chair

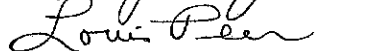
  
Eva Arnold

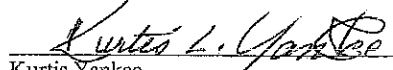
  
Hank Brill

  
Betty Jo Busstie

  
Ivan Collins


  
Marilyn Jensen

  
Louis Peer

  
Kurtis Yankee

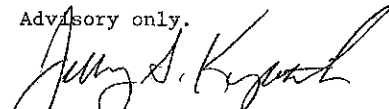
FISCAL NOTE:

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

  
Jeffrey A. Smith  
Finance Director

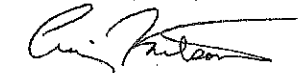
LEGAL NOTE:

Advisory only.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.

  
Craig Knutson  
County Administrator



## Executive Summary

### **SUPPORTING A WISCONSIN COMMUNITY JUSTICE REINVESTMENT ACT**

The State of Wisconsin will spend approximately \$1.2 billion this year on about 23,000 inmates sentenced to prison terms. Early 2011, the Milwaukee County District Attorney backed "a new partnership between the state and counties to finance evidence-based community services that reduce reliance upon state correctional facilities" through a proposed Community Justice Reinvestment Act. Under such an approach, judges would have more options in sentencing defendants to local treatment, thereby reducing the prison population and Department of Corrections costs and having counties share equally in savings to the state. The District Attorney proposed that under such an Act, the state would reimburse counties \$15,000 for every offender not committed to prison, which costs the state approximately \$30,000 per person per year. Such an Act benefits the State by lessening the number of people sent to prison and the costs associated therein, permits counties to have more effective local treatment options and increased public safety, and allows offenders to have a greater opportunity for success in reentering their local communities.

The Criminal Justice Coordinating Council is recommending that Rock County endorse a Wisconsin Community Justice Reinvestment Act and encourage the State Legislature and Governor to enact the legislation and adequately fund initiatives under such an Act.

# RESOLUTION

**ROCK COUNTY BOARD**



**OF SUPERVISORS**

Health Services Committee  
INITIATED BY

Sherry Gunderson  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

October 17, 2011  
DATE DRAFTED

## TITLE

RECOGNIZING THOMAS BERNER FOR SERVICE TO ROCK COUNTY HEALTH CARE CENTER/ROCK HAVEN

1. WHEREAS, Thomas Berner has served the citizens of Rock County over the
2. past 33 years, 1 month as a dedicated and valued employee of Rock County;
3. and,
- 4.
5. WHEREAS, Thomas Berner began his career with the Rock County Health Care
6. Center/Rock Haven as Credit and Collections Manager on October 23, 1978.
7. He then moved into an Accountant position on January 22, 1979; and
- 8.
9. WHEREAS, He served as Acting Materials Manager from July 18, 1994 until
10. August 22, 1994 when he became Materials Manager. On January 1, 2005 he
11. assumed the additional duties of managing the Environmental Services
12. Department and has worked in that capacity until his retirement on
13. December 9, 2011; and,
- 14.
15. WHEREAS, Thomas Berner has been an active member of the Rock Haven Senior
16. Management Team, Safety and Quality Assurance Committees and has
17. graciously assisted with Employee Recognition, United Way and special
18. resident events; and
- 19.
20. WHEREAS, the Rock County Board of Supervisors, representing the citizens
21. of Rock County, wishes to commend Thomas Berner for his long and faithful
22. service.
- 23.
24. NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors
25. duly assembled this \_\_\_\_\_ of \_\_\_\_\_, 2011 does hereby
26. recognize Thomas Berner for his 33 years, 1 month of service and extend
27. their best wishes to him in his future endeavors; and,
- 28.
29. BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed
30. to furnish a copy of this resolution to Thomas Berner.

11-11C-525

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Betty Jo Bussie  
Betty Jo Bussie, Chair

Anna Marie Johnson  
Anna Marie Johnson, Vice Chair

Robert Fizzell  
Robert Fizzell

Brent Fox  
Brent Fox

Mary Beaver  
Mary Beaver

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni  
J. Russell Podzilni, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

Betty Jo Bussie  
Betty Jo Bussie

Eva Arnold  
Eva Arnold

Ivan Collins  
Ivan Collins

Marilynn Jensen  
Marilynn Jensen

Kurtis Yankee  
Kurtis Yankee

Henry Brill  
Henry Brill

Louis Peer  
Louis Peer

# RESOLUTION

ROCK COUNTY BOARD



OF SUPERVISORS

Health Services Committee  
INITIATED BY

Sherry Gunderson  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

October 17, 2011  
DATE DRAFTED

## TITLE

### RECOGNIZING NANCY TERRILL FOR SERVICE TO ROCK COUNTY HEALTH CARE CENTER/ROCK HAVEN

1. WHEREAS, Nancy Terrill has served the citizens of Rock County over the past 40
2. years, 7 months as a dedicated and valued employee of Rock County; and,
- 3.
4. WHEREAS, Nancy Terrill began her career with Rock County Health Care Center as a
5. Food Service Worker on May 1, 1971; and,
- 6.
7. WHEREAS, Nancy Terrill worked in that position until taking a position as a Linen
8. Supply clerk on October 22, 1986; and,
- 9.
10. WHEREAS, Nancy Terrill moved into the position of Linen Distributor on April 9,
11. 1990; and,
- 12.
13. WHEREAS, Nancy Terrill held that position until August 9, 1998 when she assumed
14. the position of Clerk Receptionist; and,
- 15.
16. WHEREAS, Nancy Terrill performed these duties in a conscientious manner--
17. artfully decorating the Rock Haven Lobby each season, assisting staff with small
18. projects, cheerfully greeting guests and families and interacting with residents
19. until her retirement on December 2, 2011; and,
- 20.
21. WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock
22. County, wishes to commend Nancy Terrill for her long and faithful service.
- 23.
24. NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
25. assembled this \_\_\_\_\_ of \_\_\_\_\_, 2011 does hereby recognize Nancy
26. Terrill for her 40 years, 7 months of service and extend their best wishes to her
27. in her future endeavors; and,
28. BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to
29. furnish a copy of this resolution to Nancy Terrill.

11-11C-526

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Betty Jo Bussie  
Betty Jo Bussie, Chair

Vac  
Anna Marie Johnson, Vice Chair-

Robert Fizzell  
Robert Fizzell -V- Chair

Brent Fox  
Brent Fox

Mary Beaver  
Mary Beaver

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni  
J. Russell Podzilni, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

Betty Jo Bussie  
Betty Jo Bussie

Eva Arnold  
Eva Arnold

Ivan Collins  
Ivan Collins

Marilynn Jensen  
Marilynn Jensen

Kurtis L. Yankee  
Kurtis Yankee

Henry Brill  
Henry Brill

Louis Peer  
Louis Peer

# RESOLUTION

ROCK COUNTY BOARD



OF SUPERVISORS

Health Services Committee  
INITIATED BY

Sherry Gunderson  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

October 17, 2011  
DATE DRAFTED

## TITLE

### RECOGNIZING JANICE HELLPAP FOR SERVICE TO ROCK HAVEN

1. WHEREAS, Janice Hellpap has served the citizens of Rock County over the
2. past 21 years, 4 months as a dedicated and valued employee of Rock
3. County; and,
- 4.
5. WHEREAS, Janice Hellpap began her career with Rock Haven as a Beautician
6. on August 29, 1990; and,
- 7.
8. WHEREAS, Janice Hellpap has worked in that position, lending an ear and
9. offering friendly advice, until her retirement on January 3, 2012; and,
- 10.
11. WHEREAS, Janice Hellpap also worked as a Rock Haven volunteer,
12. accompanying residents to dine-outs and other events; and,
- 13.
14. WHEREAS, the Rock County Board of Supervisors, representing the citizens
15. of Rock County, wishes to commend Janice Hellpap for her long and
16. faithful service.
- 17.
18. NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors
19. duly assembled this \_\_\_\_\_ of \_\_\_\_\_, 2011 does hereby
20. recognize Janice Hellpap for her 21 years, 4 months of service and extend
21. their best wishes to her in her future endeavors; and,
- 22.
23. BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed
24. to furnish a copy of this resolution to Janice Hellpap.
- 25.

11-11C-527

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Betty Jo Bussie  
Betty Jo Bussie, Chair

Anna Marie Johnson  
Anna Marie Johnson, Vice Chair

Robert Fizzell  
Robert Fizzell

Brent Fox  
Brent Fox

Mary Beaver  
Mary Beaver

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni  
J. Russell Podzilni, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

Betty Jo Bussie  
Betty Jo Bussie

Eva Arnold  
Eva Arnold

Ivan Collins  
Ivan Collins

Marilynn Jensen  
Marilynn Jensen

Kurtis Yankee  
Kurtis Yankee

Henry Brill  
Henry Brill

Louis Peer  
Louis Peer