

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Comm.  
INITIATED BY



Thomas Sweeney  
DRAFTED BY

Land Conservation Comm.  
SUBMITTED BY

December 12, 2018  
DATE DRAFTED

**AMENDING THE 2019 LAND CONSERVATION DEPARTMENT BUDGET TO  
INCREASE THE CLERK TYPIST III POSITION FROM 0.75 FTE TO 1.0 FTE**

1 **WHEREAS**, the Land Conservation Department (LCD) has employed a 0.75 FTE Clerk Typist since  
2 1999. Prior to 1999, the clerk typist position was a 1.0 FTE status; and,  
3

4 **WHEREAS**, with the pending retirement of the current Clerk Typist III, the LCD is requesting that the  
5 position migrate from a 0.75 FTE to a 1.0 FTE; and,  
6

7 **WHEREAS**, since 1999, the LCD has grown from 3.75 FTE to 5.75 FTE to service additional  
8 programing such as Clean Sweep, Yahara WINs, Wisconsin Land and Water Resource Management  
9 Program, Nutrient Management Program, Conservation Reserve Enhancement Program, the Rock County  
10 PACE Program, and the Groundwater Nitrate project; and,  
11

12 **WHEREAS**, with the addition of the aforesaid programs, staff completes various duties that are  
13 traditionally completed by an office assistant; i.e.; Clerk Typist III; and,  
14

15 **WHEREAS**, examples of issues that have been identified include but are not limited to the following, the  
16 need for the LCD to develop Nine Key Element Plans for Rock County's watersheds which are required  
17 to be approved by the Wisconsin Department of Natural Resources to be eligible for Targeted Runoff  
18 Management (TRM) grants, which are used to reduce/abate runoff to the surface and groundwater  
19 systems; and,  
20

21 **WHEREAS**, to address the current surface and groundwater quality issues that Rock County faces and  
22 the limited amount of available funding to address the issues, the LCD must complete these Nine Key  
23 Element Plans in a timely manner and commence with grant applications to increase available funding for  
24 water quality programming; and,  
25

26 **WHEREAS**, the additional cost to increase the current position from 0.75 FTE to the proposed 1.0 FTE  
27 is considered marginal from the stand point that additional costs will be directly associated with salary,  
28 since the position is currently eligible for benefits;  
29

30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
31 this 10<sup>th</sup> day of January, 2019, approve the increase in the Clerk Typist III position in the  
32 Land Conservation Department from 0.75 FTE to 1.0 FTE amends the Land Conservation Department's  
33 budget as follows:

| <u>A/C DESCRIPTION</u>                     | <u>BUDGET AT<br/>01/01/2019</u> | <u>INCREASE<br/>(DECREASE)</u> | <u>AMENDED<br/>BUDGET</u> |
|--|---------------------------------|--------------------------------|---------------------------|
| <b>Source of Funds:</b>                    |                                 |                                |                           |
| 19-1922-0000-64904<br>Contingency Fund     | \$80,000                        | (\$5,390)                      | \$ 74,610                 |
| <b>Use of Funds:</b>                       |                                 |                                |                           |
| 62-6200-0000-61100<br>Regular Wages        | \$345,863                       | \$ 4,566                       | \$350,429                 |
| 62-6200-0000-61400<br>FICA                 | \$ 25,928                       | \$ 349                         | \$ 26,277                 |
| 62-6200-0000-61510<br>Retirement-Employers | \$ 22,199                       | \$ 299                         | \$ 22,498                 |
| 62-6200-0000-61620<br>Dental Insurance     | \$ 438                          | \$ 428                         | \$ 866                    |
| 62-6200-0000-61630<br>Life Insurance       | \$ 229                          | (\$ 33)                        | \$ 196                    |


19-1A-159


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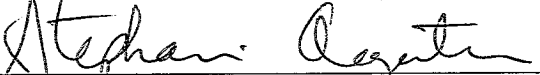
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Respectfully submitted:

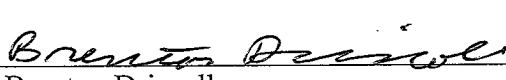
LAND CONSERVATION COMMITTEE

  
Richard Bostwick, Chair

  
Alan Sweeney, Vice Chair

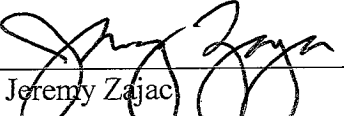
  
Stephanie Aegerter

  
Wes Davis

  
Brenton Driscoll

  
Robert Potter


  
James Quade, USDA-FSA

  
Jeremy Zajac

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

5-0

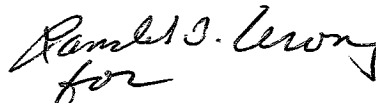
  
Mary Mawhinney, Chair

1-4-19

Date

ADMINISTRATIVE NOTE:

Recommended.

  
for  
Josh Smith  
County Administrator

FISCAL NOTE:

A transfer from the contingency fund is requested to fund the additional FTE.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2019 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.

  
Richard Greenlee  
Corporation Counsel

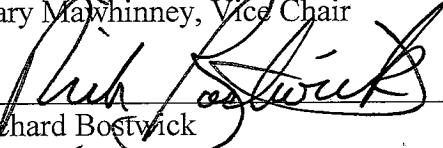
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COUNTY BOARD STAFF COMMITTEE

  
\_\_\_\_\_  
J. Russell Podzilni, Chair

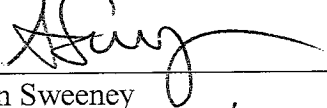
  
\_\_\_\_\_  
Mary Mawhinney, Vice Chair

  
\_\_\_\_\_  
Richard Bostwick

  
\_\_\_\_\_  
Henry Brill

*Absent*  
\_\_\_\_\_  
Betty Jo Bussie

*Louis Peer*  
\_\_\_\_\_  
Louis Peer

  
\_\_\_\_\_  
Alan Sweeney

*Terry Thomas*  
\_\_\_\_\_  
Terry Thomas

  
\_\_\_\_\_  
Bob Yeomans

AMENDING THE 2019 LAND CONSERVATION DEPARTMENT BUDGET TO INCREASE THE CLERK  
TYPIST III POSITION FROM 0.75 FTE TO 1.0 FTE

**EXECUTIVE SUMMARY**

The Land Conservation Department Clerk Typist III has decided to retire after 13 years of service. This position was considered 1 FTE prior to 1999, when an interim County Conservationist downgraded the position to 0.75 FTE. Since 1999, the LCD has added numerous programs and deleted only one. The programs added include; Clean Sweep, Yahara WINs, Wisconsin Land and Water Resource Management Program, Nutrient Management Program, Conservation Reserve Enhancement Program, the Rock County PACE Program, and the Groundwater Nitrate project, and the program that was deleted was the Spring Creek Watershed. Also, since 2000 two staff members were added to administer the additional programs. Since 2018, the need for an increase in FTE status has been warranted, but funding lacked.

If the additional FTE status is granted, the staff will be able to work on projects that have been put on hold due to a lack of available staff time and other short term priorities. The first project will be the development of the needed Nine Key Element Plan which is the gateway to apply for grants for Targeted Runoff Management (TRM) grants. These grants are used to cost share Best Management Practices in the agricultural community to reduce/abate impacts from runoff to the surface and groundwater systems.

Also, the current Land and water Resource Management Plan must be rewritten in 2019. Rock County is scheduled to complete the first draft of this plan in August of 2019 with final approval scheduled for December 2019. This plan outlines the all approaches to be used to combat water quality impacts and sets very specific benchmarks. This plan, once approved is the driving force to the LCD's ability to secure grants from Department of Agriculture Trade and Consumer Protection for staff costs and cost share funding. Also, the plan allows for the LCD to make application to the Department of Natural Resources for specialized funding for water quality work.

This requested amendment to the 2019 Land Conservation Department Budget is in the best interest of the citizens of Rock County.