

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510

**COUNTY BOARD STAFF COMMITTEE**

**TUESDAY – JULY 13, 2010 – 4:00 P.M.**

**CONFERENCE ROOM N-1 – FIFTH FLOOR**

**ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Approval of Minutes – June 24, 2010 and June 28, 2010
3. Citizen Participation, Communications and Announcements
4. Approval of Bills
5. Resolutions
  - A. Recognizing Linda Milligan
  - B. Commending Administrative Assistant Jeannette Johnson
  - C. Recognizing Joseph Kleinhenz
  - D. Authorizing Issuance of Access Permit and Executing a Memorandum of Understanding with the City of Janesville for Access onto County Trunk Highway J for a Commercial Development Project by SARA Real Estate Investments, LLC.
6. Semi-Annual Departmental Out-of-State Training and Conference Reports
  - A. County Administrator
  - B. Corporation Counsel
  - C. Human Resources
7. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Conferring with Legal Counsel Regarding Pending Litigation  
  
Per Section 19.85(1)(e), Wis. Stats.  
Update on Collective Bargaining
8. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	18,000.00	33.3%	6,010.18	0.00	11,989.82	
	P1000639-PO# 07/13/10 -VN#013607						JANESVILLE GAZETTE INC
							1,849.79
							CLOSING BALANCE
							10,140.03
							1,849.79
	COUNTY BOARD						PROG-TOTAL-PO
							1,849.79

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,849.79 INCURRED BY COUNTY BOARD. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 13 2010** DATE \_\_\_\_\_ CHAIR



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Craig Knutson  
County Administrator  
INITIATED BY



Philip Boutwell  
Assistant to the County Administrator  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

June 14, 2010  
DATE DRAFTED

**Recognizing Linda Milligan**

- 1   **WHEREAS**, Linda Milligan began her employment with Rock County December 18, 1989 as a
- 2   Secretary/Secretary II in the Rock County Administrator's Office; and,
- 3
- 4   **WHEREAS**, Linda Milligan was promoted to Confidential Administrative Assistant on January 9,
- 5   2006; and,
- 6
- 7   **WHEREAS**, she has served the citizens of Rock County as a dedicated and valued employee of the
- 8   Rock County Administrator's Office over the past 20 years 7 months; and,
- 9
- 10   **WHEREAS**, the County Administrator's staff will greatly miss Linda's friendly style, welcoming
- 11   approach, and problem solving skills in her contacts with the public, media, county employees and
- 12   Supervisors; and,
- 13
- 14   **WHEREAS**, the County Board and its many governing committees have benefited from Linda's first
- 15   hand role in supporting the official functions and duties of those governing bodies as she has patiently
- 16   and diligently served them throughout her career; and,
- 17
- 18   **WHEREAS**, Linda Milligan will retire effective July 31, 2010 and those who work closely with Linda
- 19   will greatly miss her.
- 20
- 21   **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 22   assembled this \_\_\_\_ day of \_\_\_\_\_, 2010, does hereby recognize Confidential Administrative
- 23   Assistant Linda Milligan for her 20 years 7 months of faithful service and extends its sincere expression
- 24   of appreciation to Linda Milligan along with best wishes for the future; and,
- 25
- 26   **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of
- 27   this resolution to Linda Milligan.

Respectfully submitted,

**COUNTY BOARD STAFF COMMITTEE**

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

\_\_\_\_\_  
Ivan Collins

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Marilynn Jensen

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

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

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

\_\_\_\_\_  
Kurtis L. Yankee

\_\_\_\_\_  
Betty Jo Bussie

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN  
INITIATED BY

PUBLIC SAFETY & JUSTICE  
SUBMITTED BY



CHIEF DEPUTY  
BARBARA J. TILLMAN  
DRAFTED BY

June 23, 2010  
DATE DRAFTED

COMMENDING ADMINISTRATIVE ASSISTANT JEANNETTE JOHNSON

- 1 WHEREAS, Jeannette Johnson began her employment with Rock County in 1993 as a Seasonal Public
- 2 Safety Utility Clerk in the Rock County Sheriff's Office; and,
- 3
- 4 WHEREAS, Jeannette Johnson was promoted to Administrative Assistant assigned to the Jail Division
- 5 having worked under four Sheriffs over the course of her career: Sheriffs Joseph Black, Howard
- 6 Erickson, Eric Runaas, Robert Spoden; and,
- 7
- 8 WHEREAS, she has diligently served the citizens of Rock County as a dedicated and valued employee
- 9 of the Rock County Sheriff's Office over the past 17 years; and,
- 10
- 11 WHEREAS, Jeannette Johnson will retire from public service, effective August 2, 2010.
- 12
- 13 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
- 14 assembled this \_\_\_\_ day of \_\_\_\_\_, 2010, does hereby recognize Administrative Assistant
- 15 Jeannette Johnson for her 17 years of faithful service and recommends that a sincere expression of
- 16 appreciation be given to Jeannette Johnson along with best wishes for the future.
- 17
- 18 BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of
- 19 this resolution to Jeannette Johnson.

Respectfully submitted,

**PUBLIC SAFETY & JUSTICE COMMITTEE**

**COUNTY BOARD STAFF COMMITTEE**

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

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

\_\_\_\_\_  
Larry Wiedenfeld

\_\_\_\_\_  
Sandra Kraft, Vice Chair

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

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

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

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

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

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Betty Jo Bussie

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Ivan Collins

\_\_\_\_\_  
Marilynn Jensen

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

\_\_\_\_\_  
Kurtis L. Yankee

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY \_\_\_\_\_



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

Public Works Committee  
SUBMITTED BY \_\_\_\_\_

June 14, 2010  
DATE DRAFTED \_\_\_\_\_

### RECOGNIZING JOSEPH KLEINHENZ

- 1 WHEREAS, Joseph Kleinhenz has served the citizens of Rock County over the past thirty-four
- 2 plus years as a dedicated and valued employee of the Rock County Department of Public Works;
- 3 and,
- 4
- 5 WHEREAS, Joseph Kleinhenz will retire from public service effective July 13, 2010; and,
- 6
- 7 WHEREAS, the Rock County Board of Supervisors representing the citizens of Rock County,
- 8 wishes to recognize Mr. Kleinhenz for his long and faithful service.
- 9
- 10 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors at its
- 11 regular meeting this \_\_\_\_ day of \_\_\_\_\_, 2010, that a sincere expression of recognition be
- 12 given to Joseph Kleinhenz for his thirty-four plus years of service and best wishes for the future;
- 13 and,
- 14
- 15 BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a
- 16 copy of this resolution to Mr. Kleinhenz.

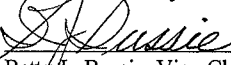
Respectfully submitted,

PUBLIC WORKS COMMITTEE

COUNTY BOARD STAFF COMMITTEE

  
Kurtis L. Yankee, Chair


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

  
Betty Jo Bussie, Vice-Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

  
Eva M. Arnold

\_\_\_\_\_  
Eva M. Arnold

  
David Diestler

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

  
Brent Fox

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Ivan Collins

\_\_\_\_\_  
Marilynn Jensen

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

\_\_\_\_\_  
Kurtis L. Yankee

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY \_\_\_\_\_

Public Works Committee  
SUBMITTED BY \_\_\_\_\_



Ben Coopman, Public Works Director  
DRAFTED BY \_\_\_\_\_

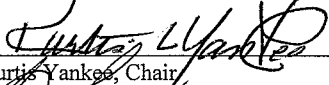
June 30, 2010  
DATE DRAFTED \_\_\_\_\_

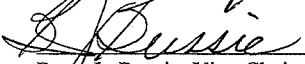
Authorizing Issuance of Access Permit and  
Executing a Memorandum of Understanding with the  
City of Janesville for Access onto County Trunk Highway J for a  
Commercial Development Project by SARA Real Estate Investments, LLC.


- 1 **WHEREAS**, SARA Real Estate Investments, LLC (SARA) of Janesville has proposed  
2 construction of a new office related use and incrementally other future commercial building  
3 ventures to be located in the City of Janesville on approximately seven (7) acres of land at the  
4 southeast corner of State Road 11 (E. Racine Street) and County Trunk Highway J (CTH J) (S.  
5 Wright Road); and,  
6  
7 **WHEREAS**, SARA has applied for access to its site from County Trunk Highway J (CTH J)  
8 which is owned, maintained and regulated by Rock County; and,  
9  
10 **WHEREAS**, there are now, and may be in the future, costs to construct and maintain the  
11 requested access and modifications to CTH J for this and other possible developments in the  
12 area; and,  
13  
14 **WHEREAS**, The County expects the costs of these current and future improvements be paid by  
15 the developers when they are needed; and,  
16  
17 **WHEREAS**, The City of Janesville can regulate infrastructure improvements and recover costs  
18 of them from the developers, while the County cannot do so.  
19  
20 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly  
21 assembled this \_\_\_\_ day of \_\_\_\_\_ 2010, that the Rock County Department of Public  
22 Works issue the requested access permit subject to the conditions of the permit and satisfactory  
23 execution of a Memorandum of Understanding outlining additional terms of agreement; and,  
24  
25 **BE IT FURTHER RESOLVED**, that the County Board Chair and County Clerk are authorized  
26 to execute the Memorandum of Understanding on behalf of Rock County.

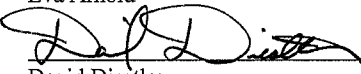
Respectfully submitted,

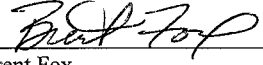
PUBLIC WORKS COMMITTEE

  
Kurtis Yankee, Chair

  
Betty Jo Bussie, Vice-Chair

  
Eva Arnold

  
David Diestler

  
Brent Fox

COUNTY BOARD STAFF COMMITTEE

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

\_\_\_\_\_  
Sandra Kraft, Vice-Chair

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Ivan Collins

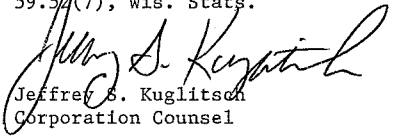
\_\_\_\_\_  
Marilynn Jensen

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Louis Peer

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Kurtis L. Yankee

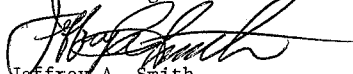
LEGAL NOTE:

The County Board is authorized to take this action under sections 59.03, 59.52(6) and 59.52(7), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel


FISCAL NOTE:

As stated in the Resolution and Executive Summary costs for modifications and improvements for the proposed access to CTH J are to be paid for by the City of Janesville. The City has the legal option of recovering these costs from the developers.

  
Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator



**- Executive Summary -**

SARA Real Estate Investments, LLC (SARA) has approached the City of Janesville for approval to construct a new office facility at the southeast corner of State Road 11 (E. Racine St.) and County Trunk Highway J (CTH J, also known as S. Wright Road). SARA Real Estate Investments, LLC, has requested an access onto CTH J. The County owns, maintains and controls access to CTH J in that area.

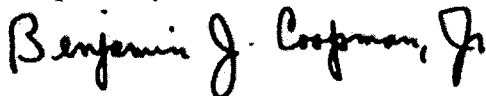
SARA has agreed to pay for the initial work necessary at this time. However, they also plan to do additional phases of construction and it is not known at this time whether more access improvements/modifications to CTH J access point may be needed. Additionally, they own some vacant, commercially zoned property directly adjacent to this development.

This development could require additional modifications to CTH J at some time in the future. These future projects could be quite costly. Timing is unknown.

The County desires to minimize its exposure to these costs due to development that it cannot control or regulate within the City. State statute does not allow Counties to assess for improvements or otherwise command payment, if a future project need arises. Cities can do that, either by Developer's Agreements or by Special Assessments against the property.

The City of Janesville has expressed a willingness to assume this liability by guaranteeing the work will get done and be paid for by the City, if and when needed. They will then exercise their legal options to recover the costs from the developers. To do this, a Memorandum of Understanding has been chosen as the legal method to accomplish the goals without costs to the County.

Respectfully submitted,



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

**Rock County Department of Public Works  
Division of Highways – Issue Paper**

**ISSUE** - Consider Driveway Modifications on Controlled Access Highway (CTH J) for SARA Investments, LLC.

**DISCUSSION** - SARA Investments is a project developer. They seek to build a medical services related building on property they control on the southeast corner CTH J (Wright St.) and STH 11 in the City of Janesville. The route is a controlled access highway and is managed by Rock County.

The developers seek to move an existing driveway into the parcel about one-hundred feet (100') south, build road tapers to facilitate traffic flow and construct a driveway to facilitate opening the building later this year.

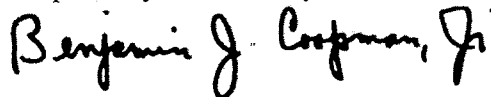
Moving the driveway better aligns it with a service drive into the Dean/St. Mary's Medical Complex across the road. It will still be in conformance with the controlled ordinance as to frequency and spacing of drives. It will further be placed to facilitate future traffic improvements to CTH J, if they should become necessary. These could include islands, traffic signals or a roundabout.

A previous Traffic Impact Analysis (TIA) for the entire area assumed land uses generating higher vehicle turnover and traffic than are currently being proposed or contemplated. A revised TIA is underway.

Significant roadway improvements could be needed in an indeterminable timeframe. To preclude the County having to pay for these improvements resulting from these two developments, the County is requesting a Memorandum of Understanding (MOU) with the City to assure payment to the County for any possible improvements. The City will in turn execute Developer's Agreements to assure all government agencies that these costs can be collected from the developers. This agreement would be mirrored after a previously approved MOU with the City for the Dean/St. Mary's Project. The draft MOU is pending preparation by the City of Janesville. It is hoped that it will be received shortly.

**RECOMMENDATION** – Issue a temporary, revocable driveway modification permit for one year. If a satisfactory conclusion to the MOU is not reached in that time, the permit shall be cancelled. If there is use occurring of the temporary drive, the Permittee shall cease use and remove the entrance in its entirety.

Respectfully submitted by,




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

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**MEMORANDUM**

**DATE:** July 6, 2010  
**TO:** County Board Staff Committee  
**FROM:** Craig Knutson, County Administrator   
**SUBJECT:** Out-of-State Training and Conferences

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As required by Resolution #06-9A-087, which requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one in the County Administrator's Office has attended any training, conferences or conventions that exceed \$1,000 per event, per employee during the first six months of 2010.

CK/mb

MEM.OUT-OF-STATE


ROCK COUNTY, WISCONSIN



Corporation Counsel Office  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5530  
Fax: (608) 757-5511

**MEMORANDUM**

**TO:** County Board Staff Committee

**FROM:** Jeffrey S. Kuglitsch  
Corporation Counsel 

**DATE:** June 17, 2010

**RE:** Out-of-State Training and Conferences

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Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from my department has attended or will attend any training, conventions and conferences that exceed costs of \$1,000 per event, per employee during the first six months of 2010.

cc: Craig Knutson

ROCK COUNTY, WISCONSIN



Human Resources Dept.  
Rock County Courthouse  
51 South Main Street  
Janesville, WI 53545  
Phone: (608) 757-5520  
FAX: (608) 757-5512

**MEMORANDUM**

TO: Chair J. Russell Podzilni and Members  
of the County Board Staff Committee

FROM: Lori Pope *Lori Pope*  
Acting Human Resources Director

DATE: June 18, 2010

RE: Semi-Annual Report – Attendance at Convention/Conferences

The Human Resources Staff attended no in-state or out-of-state training, conferences, or conventions exceeding total costs of \$1,000 per event, per employee in the last six months.

LP/dr

cc: Craig Knutson, County Administrator