

**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – November 13, 2012**

**Call to Order.** Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Podzilni, Kraft, Brill, Bussie, Jensen, Mawhinney, Peer, and Yankee.

**Committee Members Absent:** Supervisor Arnold.

**Staff Members Present:** Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sherry Oja, Finance Director; Jeff Kuglitsch, Corporation Counsel; Eugene Dumas and Jerry Long, Deputy Corporation Counsel; James Otterstein, Economic Development Manager; Sherry Oja, Finance Director; Dave O’Connell, Human Resources Director; Amy Spoden, Human Resources Manager; Jim Stute, Agriculture and Extension Director; Paul Benjamin, Planning Director; David Somppi, Community Development Manager; Ben Coopman, Public Works Director.

**Others Present:** None.

**Approval of Agenda.** Mr. Knutson said there is an additional transfer for County Board. Supervisor Peer moved approval of the agenda with this addition, second by Supervisor Yankee. ADOPTED.

**Approval of Minutes.** Supervisor Jensen moved approval of the minutes of October 23, 2012 as presented, second by Supervisor Bussie. ADOPTED.

**Citizen Participation, Communications and Announcements.** None.

**Bills/Encumbrances.**

County Board/County Administrator - Prepaid	\$	6,293.73
County Board		2,555.20
Corporation Counsel		1,122.00
Human Resources		4,095.65

Supervisor Mawhinney moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Kraft. ADOPTED.

**Transfer**

**County Board**

**FROM**

**Account #**

**Amount**

**TO**

**Account #**

**Amount**

03-1110-0000-61300	\$ 800	03-1110-0000-64201	\$ 800
Per Diem		Convention Expense	
03-1110-0000-61300	1,700	03-1110-0000-64904	1,700
Per Diem		Sundry	

Supervisor Mawhinney moved approval of the above Transfers for the County Board, second by Supervisor Brill. ADOPTED.

**Pre-Approved Encumbrances** None.

**Resolutions.**

**Recognizing Don Barnes for His Service to Rock County**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 does hereby recognize Don Barnes for his 37 years of service to the citizens of Rock County and extends its best wishes to him in his future endeavors.

**BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this resolution to Don Barnes.”

Supervisor Jensen moved approval of the above resolution, second by Supervisor Mawhinney. ADOPTED.

**Recognizing Lynn C. Rasmussen for Her Service to Rock County**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, does hereby recognize Lynn C. Rasmussen for her 33 1/3 years of faithful service and recommends that a sincere expression of appreciation be given to Lynn C. Rasmussen along with best wishes for the future.

**BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this resolution to Lynn C. Rasmussen.”

Supervisor Bussie moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

**Repealing and Recreating the Rock County Code of Ordinances**

“The Rock County Board of Supervisors at its regular meeting this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ does ordain as follows:

I. The Rock County Code of Ordinances is hereby repealed and recreated to read as attached hereto as Exhibit 1.

II. This Code of Ordinances shall be effective upon publication.”

Supervisor Kraft moved approval of the above resolution, second by Supervisor Peer.

Mr. Long said the changes made are mostly to help citizens navigate their way through the document.

Mr. Long handed out a “To Do” list of the chapters to be reviewed.

Mr. Kuglitsch said the Code of Ordinances, if approved, will be going to the County Board for a first reading on December 13, 2012 and in January for a second reading and adoption.

ADOPTED.

**Authorization to Approve the GOEX Corporation Option to Purchase 5 Acres of the Rock County Farm**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this 15th day of November, 2012, that GOEX Corporation is given an option, to be exercised no later than December 31, 2013 to purchase 5 acres (MOL) of the Rock County Farm South (more completely described on the attached exhibit which is incorporated herein by reference) at a price of \$46,000 per acre and such other terms and conditions as shall be agreed upon at time of sale.

**BE IT FURTHER RESOLVED** that the County be assured of an easement across the demised premises, at no cost to the County, securing access to the future rail spur that will connect back to the existing main railroad line.

**BE IT FURTHER RESOLVED** that if this transaction is completed within the appropriate timeframes, the County will place the purchase price of \$46,000 per acre in the PDR/PACE Program Account.”

Supervisor Jensen moved approval of the above resolution, second by Supervisor Peer.

Mr. Otterstein said there will be a \$700 per acre fee for any crop damage during construction.

ADOPTED.

**Approving Easement with Alliant Energy on County Farm Property**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, approves the Alliant Energy easement request.”

Supervisor Bussie moved approval of the above resolution, second by Supervisor Mawhinney. ADOPTED.

**Authorizing Overlap of Positions for Department of Public Works, Highway Division**

**“NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 does hereby authorize temporarily overlapping two Patrolworker positions, not to exceed six months.”

Supervisor Yankee moved approval of the above resolution, second by Supervisor Bussie. ADOPTED.

**Worker’s Compensation Loss Control Consulting Services for 2013 and 2014**

**“NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, hereby contracts with Willis of Wisconsin for loss control consulting services for 2013 and 2014 at the rate of \$30,000 per year.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Brill. ADOPTED.

**Review and Possible Action on Personnel Ordinance.** Mr. O’Connell went over the changes to the Personnel Ordinance as follows:

Pages 10-12 – 18.205, 18.206 and 18.211 - cleaning up language on Reclassification, Reallocation and Upgrade for clarity of budget process.

Page 15 – 18.306 - change the probationary period to one year so all, other than Department Heads and the County Administrator, will be the same.

Page 16 – 18.306(5) – clean up language.

Page 18 – 18.405 – this is already in the Policy and Procedure Manual.

Page 21 – 18.501 – adding Youth Services Center Supervisors and 911 Communications Center Supervisors to receive time and one half for working on holidays.

Page 22 – 18.501 – to give new employees hired after November 30<sup>th</sup> an extra month to use their floating holiday. The second change is that the floating holiday may be taken with at least 24 hours notice. Supervisor Bussie requested that in case of an emergency for the employee to be able to use with less than 24 hours notice. Mr. O’Connell said this could be written in that in case of an emergency it could be used at the discretion of the Department Head.

Page 24 – 18.506(e) – this change was requested by payroll.

Page 26 – 18.508 – changing month to 30 days due to differing number of days in each month.

Page 27 – 18.509 – clean up language stating bereavement leave does not include former “in-laws” due to a divorce. Supervisor Peer asked to have “due to divorce” changed to “after a divorce”.

Page 28 – 18.510 – to add that the County shall pay a reasonable amount for the difference if the employee has to pay for parking while on jury duty.

Page 30 – 18.515(2)(c) – this is to make the definition of minor child consistent with definitions we use elsewhere.

Page 30 – 18.515(5) – this change helps with sick leave abuse.

Pages 33-34 – 18.607 – to update language on investigations and remove “verbal reprimands” as they are now replaced with “written counselings”.

Page 36 – 18.613 – update layoff language to indicate two additional times when a layoff could occur.

Page 38 – 18.621 – rewording of language on political activity, no change in content.

Pages 38-39 – 18.623 - brought the language back to what it was about five-to-six years ago for clarification purposes on the amount of notice needed to receive earned benefits on separation from County service.

Page 39 – 18.623 – for clarification.

Page 40 – 18.626 – at the request of payroll for clarification of “itemized” meal receipts.

Page 45 – 18.806 Step 4(a) and (b) – change made to bring our policy on independent hearing examiner in line with other municipalities around us.

Pages 49-55 – Definitions – added definitions to conform to other changes.

Supervisor Bussie asked when the changes would be effective. Mr. O’Connell said he would like to have them effective January 1, 2013

Mr. O’Connell asked the Committee if they would like the first reading of the Personnel Ordinance to be November 15<sup>th</sup> with the second reading on December 13<sup>th</sup> or if they would like to suspend the rules and have both readings on December 13<sup>th</sup>.

Supervisor Brill moved to have the first reading on November 15<sup>th</sup> and second reading on December 13<sup>th</sup> with the changes discussed, second by Supervisor Bussie. ADOPTED.

**Executive Session:** Supervisors Mawhinney and Kraft moved to go into Executive Session at 5:00 P.M. per Section 19.85(1)(g) Wis. Stats. Conferring with Legal Counsel Regarding Potential Litigation. ADOPTED on a roll call vote with the following: Ayes – Supervisors Brill, Bussie, Jensen, Kraft, Mawhinney, Peer, Podzilni, and Yankee. Absent Supervisor Arnold.

Chair Podzilni announced that the Committee would meet in closed session per Section 19.85(1)(g) Wis. Stats. Conferring with Legal Counsel Regarding Potential Litigation.

Supervisor Mawhinney moved to go out of Executive Session at 5:26 P.M., second by Supervisor Brill. ADOPTED.

**Adjournment.** Supervisor Jensen moved adjournment at 5:26 P.M., second by Supervisor Mawhinney. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**