

- Agenda -



Sauk County Board Of Supervisors

Tuesday, October 16, 2007

6:00 p.m.

West Square Building, 505 Broadway, Rm. #326
Baraboo, Wisconsin 53913

- Special Meetings:

Finance Committee: 5:50 p.m., @ Gallery of County Board Room #326A, to consider:

- 1.) Approval of County vouchers.

Law Enforcement & Judiciary Committee: 5:50 p.m., @ Gallery of County Board Room #326A, to consider:

- 1.) *Possible* Resolution No. -07 To Create an Additional Full-Time Position of Deputy Clerk of Court for the Sauk County Clerk of Courts Office Effective January 1, 2008.
- 2.) *Possible* Resolution No. -07 To Create the Part-Time Position of Law Clerk For the Sauk County Circuit Courts Effective January 1, 2008.

- **Call to order, and certify compliance with Open Meeting Law.**

- **Roll call.**

- **Invocation and pledge of allegiance.**

- **Adoption of agenda.**

- **Approval of minutes of previous meeting.**

- **Scheduled appearances:**

- 1.) Pat Schramm, Executive Director of the Workforce Development Board.
- 2.) Brad Viegut, Robert W. Baird & Co., regarding financing plan for skilled nursing facility.

- **Public comment.**

- **Communications:**
 - 1.) Summons & Complaint from James Thieding Construction, Inc., regarding contract claim in the amount of \$111,096.00. **(pages 7 - 13)**
 - 2.) Letter from Dane County Planning and Development Department regarding notice of Public Hearing on November 27, 2007: Amending the Dane County Farmland Preservation Plan by Adopting Amendments to the Town of Oregon Land Use Plan. **(pages 14 & 15)**
 - 3.) Letter from Steve Hilgenberg, 51st Assembly District State Representative, regarding Assembly Bill 438 and the proposal to reduce the number of counties in the state. **(page 16)**
 - 4.) Letter from State of Wisconsin Department of Corrections regarding 2007 Annual Jail Inspection. **(pages 17 - 23)**

- **Bills & referrals.**

- **Claims.**

- **Appointments:**
 - 1.) Reappointment of Richard Goddard to the **Pink Lady Transit Commission**. 2 year term expires 10/31/2009.

- **Unfinished Business.**

- **Reports** (informational - no action required):
 1. Beverly J. Mielke, Sauk County Clerk, rezoning petitions received per Wisconsin State Statutes 59.69(5)(e):
 - ♦ **Petition #16-07** Rezoning request, Township of Honey Creek; From: Exclusive Agricultural, Single-Family Residential, Commercial TO: rural Community. Filed by Township of Honey Creek, c/o Marcus J. Wenzel, Chair. **(pages 24 - 29)**
 - ♦ **Petition #17-07** Subdivision Plat-York Estate, Township of Excelsior, filed by Mark Carlson, Applicant. **(pages 30 - 33)**
 - ♦ **Petition #18-07** Subdivision Plat-Murray Estate, Township of Dellona, filed by Mark Carlson, Applicant. **(pages 34 - 38)**
 2. Supervisor Fordham, Chair, Continuum of Care Committee.
 3. Supervisor Ashford, Vice-Chair, Executive & Legislative Committee.
 4. Marty Krueger, County Board Chair
 5. Kathryn Schauf, Administrative Coordinator

• **Consent Agenda:**

Page # Committee:

EXECUTIVE & LEGISLATIVE COMMITTEE:

39 Resolution No. 110-07 Recognizing Leave A Legacy Day.

HEALTH CARE CENTER BOARD OF TRUSTEES:

40 Resolution No. 111-07 Commending Janice Nachtigal for 16 Years of Faithful Service To the People of Sauk County.

PROPERTY & INSURANCE COMMITTEE:

41 Resolution No. 112 -07 Approving Application For Urban Forestry Grant Program.

TRANSPORTATION & PARKS COMMITTEE:

42 Resolution No. 113-07 Requesting Governor and State Legislators Enact Legislation to Reemphasize the Transportation User Fee Concept Thus Segregating Fuel Tax Revenues and Vehicle Registration Fees Specifically For the Transportation Fund.

• **Resolutions & Ordinances:**

Page # COMMITTEE:

EXECUTIVE & LEGISLATIVE COMMITTEE:

43 Resolution No. 114-07 Authorizing Contracting With MSA Professional Services For Groundwater and Leachate Monitoring Services at the Sauk County Solid Waste Site.

LAW ENFORCEMENT & JUDICIARY COMMITTEE:

44 Resolution No. 115-07 Approving A Request To Apply For Aid to Law Enforcement With Wisconsin Ho-Chunk Lands Within Sauk County.

PERSONNEL COMMITTEE, FINANCE COMMITTEE and COMMISSION ON AGING COMMITTEE:

45 - 49 Resolution No. 116-07 To Create One (1) Full-time Nutrition and Prevention Specialist Position For the Sauk County Commission On Aging, Effective January 1, 2008.

50 & 51 Resolution No. 117-07 To Commit Sauk County To Participation In The Creation And Implementation Of An Aging And Disability Resource Center (Currently Known As Commission On Aging Department) In Conjunction With Long Term Care Reform.

PERSONNEL COMMITTEE, FINANCE COMMITTEE and HUMAN SERVICES BOARD:

- 52 - 63 Resolution No. 118-07 To Commit Sauk County To Participating In Managed Long Term Care Reform.
- 64 - 71 Resolution No. 119-07 To Establishing Two (2) Regular Full-Time Positions Within The Long Term Support Unit Of Sauk County Human Services and The Elimination of Two Project Positions.

PERSONNEL COMMITTEE, FINANCE COMMITTEE, and LAW ENFORCEMENT & JUDICIARY COMMITTEE :

- 72 - 76 Resolution No. 120-07 To Create an Additional Full-Time Position of Deputy Clerk of Court for the Sauk County Clerk of Courts Office Effective January 1, 2008.
- 77 - 80 Resolution No. 121-07 To Create the Part-Time Position of Law Clerk For the Sauk County Circuit Courts Effective January 1, 2008.
- 81 - 83 Resolution No. 122-07 To Create An Additional Twelve (12) Deputy Sheriff-Security Project Positions, One (1) Jail Administrator Project Position, One (1) Clerk Project Position, and One (1) Half-Time (.5) Jail and Occupational Health Nurse Project Position For the Sauk County Sheriff's Department.

PLANNING, ZONING & LAND RECORDS COMMITTEE:

- 84 - 90 Ordinance No. 123-07 Approving The Rezoning Of Lands In The Town Of Excelsior From A Resource Conservancy-5 To A Single-Family Residential Zoning District Filed Upon Virginia Alt, Property Owner, petition #11-2007.
- 91 - 94 Resolution No. 124-07 Denying An Ordinance Amendment To Chapter 22, Land Division and Subdivision Regulations Ordinance, Sauk County Code Of Ordinances, petition #14-2007.
- 95 - 98 Ordinance No. 125-07 Amending Chapter 25 of the Sauk County Code of Ordinances Private Sewage System Ordinance; Definitions, petition #15-2007.
- 99 - 101 Ordinance No. 126-07 Repealing Chapter 9, Sauk Co. Code And Recreating Chapter 9 Sauk Co. Code Pertaining To Floodplain Zoning, petition #12-2007. *(Full proposed ordinance mailed to County Board members by the Planning & Zoning Department; and is available for review in the office of the County Clerk.)*

102 - 104 Ordinance No. 127-07 Repealing Chapter 24 Sauk Co. Code and Recreating Chapter 24 Sauk Co. Code Pertaining To Non-Metallic Mining, petition #13-2007. *(Full proposed ordinance mailed to County Board members by the Planning & Zoning Department; and is available for review in the office of the County Clerk.)*

PROPERTY & INSURANCE COMMITTEE:

105 - 108 Resolution No. 128-07 Ordering County Clerk to Issue Tax Deeds On Unredeemed Certificates.

109 & 110 Ordinance No. 129-07 Adopting A New Smoking Policy For Sauk County Buildings and Grounds and Adopting Sauk Co. Code § 30.20.

TRANSPORTATION & PARKS COMMITTEE:

111 Resolution No. 130-07 Purchase of Highway Equipment For Sauk County.

- **Presentation of proposed 2008 Annual Sauk County Budget:** Finance Committee; Kerry Beghin, CPA, Controller; and Kathy Schauf, Administrative Coordinator.

At this time, it is appropriate and customary for the Chair to entertain a motion certifying the proposed 2008 Sauk County Budget **for publication**, and to set the time and date for the Public Hearing on the proposed budget. This begins the budget review process for the County as a whole.

- **Adjournment to a date certain:** November 13, 2007. (The Annual meeting date is set by State Statutes - the Tuesday after the second Monday of November in each year for the purpose of transacting business and the adoption of the budget.)

Respectfully submitted,



Marty Krueger
County Board Chair

✓ **ATTENTION - County Board members, County staff, & public:**

Materials handed out at Sauk County Board of Supervisors meetings are required to be placed on file with the official records of the Proceedings of the Sauk County Board of Supervisors. **Furnish the County Clerk a copy of:**

- 1.) informational handouts distributed to Board members; and
- 2.) original letters/communications presented to the Board.

✓ **ATTENTION - County Board members:** Stop in the Office of the County Clerk prior to each Board meeting to sign original resolutions/ordinances approved by committees to be brought to the full County Board.

Any person who has a qualifying disability that requires the meeting or materials at the meeting to be in an accessible location or format should contact Sauk County at 608.355.3269, or TTY at 608.355.3490, between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.

www.co.sauk.wi.us

Agenda mail date via United States Postal Service: Thursday, October 11, 2007

Agenda preparation: Marty Krueger, County Board Chairman, with the assistance of Kathryn Schauf, Administrative Coordinator and Beverly J. Mielke, County Clerk

s:/everyone/admin/agdraft.lwp

COPY

STATE OF WISCONSIN

CIRCUIT COURT
Branch _____

JUDGE EVENSON SAUK COUNTY

RECEIVED

JAMES THIEDING CONSTRUCTION, INC.
250 Main Street
Loganville, WI 53943

SEP 12 2007

SAUK COUNTY CLERK
BARABOO, WISCONSIN

Plaintiff,

Case No. 07CV598
Case Code: 30301
Money Judgment

COPY

v.

SAUK COUNTY, WISCONSIN
505 Broadway
Baraboo, WI 53913

FILED

SEP 19 2007

Sauk Co., WI Circuit Court

RECEIVED

SEP 25 2007

SAUK COUNTY CLERK
BARABOO, WISCONSIN

Defendant.

SUMMONS

THE STATE OF WISCONSIN

To each party named above as a defendant:

COPY

You are hereby notified that the plaintiff named above has filed a lawsuit or other legal action against you. The complaint, which is attached, states the nature and basis of the legal action.

Within forty-five (45) days of receiving this summons, you must respond with a written answer, as that term is used in Chapter 802 of the Wisconsin Statutes, to the complaint. The court may reject or disregard an answer that does not follow the requirements of the statutes. The answer must be sent or delivered to the court, whose

cc: *Corp C*
Carl Gruber

address is Clerk of Circuit Court, 515 Oak Street, Baraboo, WI 53913, and to Axley Brynelson, LLP, plaintiff's attorneys, whose address is 2 East Mifflin Street, Post Office Box 1767, Madison, WI 53701-1767. You may have an attorney help or represent you.

If you do not provide a proper answer within forty-five (45) days, the court may grant judgment against you for the award of money or other legal action requested in the complaint, and you may lose your right to object to anything that is or may be incorrect in the complaint. A judgment may be enforced as provided by law. A judgment awarding money may become a lien against any real estate you own now or in the future, and may also be enforced by garnishment or seizure of property.

Dated this 14th day of September, 2007.

AXLEY BRYNELSON, LLP



Charles V. Sweeney

State Bar No. 1019039

Saul C. Glazer

State Bar No. 1011747

James Thieding Construction, Inc.

2 East Mifflin Street, Suite 200

P.O. Box 1767

Madison, WI 53701-1767

(608) 257-5661

COPY

STATE OF WISCONSIN

CIRCUIT COURT

SAUK COUNTY

Branch ____

JAMES THIEDING CONSTRUCTION, INC.
250 Main Street
Loganville, WI 53943

Plaintiff,

Case No. 07CV598
Case Code: 30301
Money Judgment

v.

SAUK COUNTY, WISCONSIN
505 Broadway
Baraboo, WI 53913

FILED

SEP 19 2007

Sauk Co., WI Circuit Court

Defendant.

COMPLAINT

Plaintiff, James Thieding Construction, Inc., by its attorneys, Axley Brynson, LLC, and as a claim for damages against the Defendant states to the Court as follows:

PARTIES

1. The Plaintiff, James Thieding Construction, Inc., is a Wisconsin corporation with its principal place of business at 250 Main Street Loganville, WI 53943.

2. The Defendant, Sauk County, Wisconsin, is a body politic and a municipal corporation with its principal place of business at 505 Broadway Baraboo, WI 53913.

NATURE OF ACTION

3. Plaintiff was hired by Defendant to perform work relating to the Sauk County Landfill project.

4. Throughout the project there were ongoing communications between John Carrol of Sauk County and Mike Wilcox of James Thieding Construction, Inc. on changes to the contract related to the project.

5. To date, Plaintiff has not been compensated for \$111,096.00 for the changes arising out of the project.

6. The additional compensation of \$111,096.00 is for work performed by Plaintiff for the project while trying to achieve densities on the foundry sand material. The density that was initially required was never achieved.

7. Plaintiff spent considerable time, effort and money researching the foundry sand permeability issue, going as far as hiring an independent testing firm to help determine the factors that prevented Plaintiff from achieving the necessary parameters for acceptance.

8. Plaintiff notified the engineer for the project and Sauk County of the problems at the onset and requested a Contract Change Order. Plaintiff was told by Sauk County Landfill head John Carrol to keep track of the additional time and expense and was also told words to the effect that "we [Sauk County] will take care of it."

9. The engineer for the project recognized problems on compaction and adjusted the requirements for density and moisture in the soil while still meeting the goals of the Wisconsin Department of Natural Resources. The majority of the additional costs were incurred by Plaintiff based on clear direction from the engineer.

10. Plaintiff met with Sauk County in an attempt to resolve this payment dispute, but Sauk County has refused to compensate Plaintiff for this additional work.

11. Plaintiff filed a timely Wis. Stat. § 893.80 Notice of Claim with Sauk County on or about April 11, 2007, and this Notice of Claim was rejected by Sauk County on or about July 17, 2007.

BREACH OF CONTRACT

12. Plaintiff restates and incorporates paragraphs 1 through 11 above as if fully set forth herein.

13. Defendant agreed to pay Plaintiff for the above-described work on a time and materials basis.

14. Defendant has failed to pay Plaintiff the \$111,096.00 that is due and owing.

15. Defendant's failure to pay for all the work and materials provided to Defendant by Plaintiff constitutes a breach of contract.

QUANTUM MERUIT

16. Plaintiff restates and incorporates paragraphs 1 through 15 above as if fully set forth herein.

17. Defendant requested that the Plaintiff perform the additional services described above.

18. Plaintiff complied with Defendant's request

19. The services were valuable to the Defendant.

20. Defendant has not paid Plaintiff the \$111,096.00 for the additional services.

UNJUST ENRICHMENT

21. Plaintiff restates and incorporates paragraphs 1 through 20 above as if fully set forth herein.

22. Plaintiff has conferred upon Defendant the benefits of the additional work.

23. Defendant had knowledge or appreciation of the benefits conferred by the Plaintiff.

24. Defendant has accepted and retained such benefits under such circumstances that it would be inequitable for Defendant to retain the benefits without paying Plaintiff the value thereof.

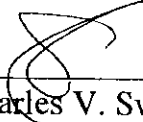
25. Plaintiff is entitled to full compensation of \$111,096.00 from Defendant for the benefits conferred.

WHEREFORE, the Plaintiff, James Thieding Construction, Inc., requests judgment in its favor as follows:

1. Awarding Plaintiff damages against the Defendant in the amount of \$111,096.00, plus interest;
2. Awarding Plaintiff its costs and fees in this action; and
3. For such other relief as the Court may deem just and equitable.

Dated this 14th day of September, 2007.

AXLEY BRYNELSON, LLP



Charles V. Sweeney

State Bar No. 1019039

Saul C. Glazer

State Bar No. 1011747

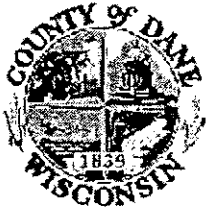
James Thieding Construction, Inc.

2 East Mifflin Street, Suite 200

P.O. Box 1767

Madison, WI 53701-1767

(608) 257-5661



Dane County Planning and Development Department

Room 116, City-County Building, Madison, Wisconsin 53703

Fax (608) 267-1540

www.countyofdane.com/plandev

RECEIVED

Community Development
(608)261-9781, Rm. 362

Planning
(608)266-4251, Rm. 116

Records & Support
(608)266-4251, Rm. 116

Zoning
(608)266-4266, Rm. 116

SEP 25 2007

DATE: 9/17/2007

TO: All Cities, Towns and Villages in Dane County
Counties of Columbia, Dodge, Green, Jefferson, Rock and
Sauk

RE: Public Hearing: Amending the Dane County Farmland Preservation Plan
by Adopting Amendments to the Town of Oregon Land Use Plan

The Town of Oregon has adopted the attached resolution as an amendment to its Land Use Plan and has requested its adoption by Dane County as part of the *Dane County Farmland Preservation Plan*. The amendment removes the Groundwater Protection Overlay District and attendant policies from the town plan. According to procedures of the Department of Agriculture, Trade and Consumer Protection, Dane County must notify all local government jurisdictions within the county and all surrounding counties, giving them a 60-day review period prior to the county public hearing.

The public hearing of the County Zoning and Land Regulation Committee on this item has been scheduled for November 27, 2007. Please return any comments concerning the plan amendment by that date to:

Dane County Department of Planning and Development
Room 116, City-County Building
Madison, WI 53703.

If you have any questions regarding the plan amendment or process, please contact me by phone at (608) 267-2536, or email at allan@co.dane.wi.us.

Sincerely,

Majid Allan, Senior Planner
Dane County Planning and Development Department

COPY

enclosure

**Town of Oregon, Dane County, Wisconsin
Resolution Number 02-2007**

**RE: RESOLUTION AMENDING TOWN OF OREGON LAND USE PLAN TO
SUSPEND GROUNDWATER PROTECTION OVERLAY POLICY**

WHEREAS, the Town of Oregon has an existing land use plan, which was adopted more than a decade ago, before the adoption of the comprehensive planning law;

WHEREAS, the Town has undertaken the process of preparing a comprehensive plan under the new law, and is working through the process of completing that plan;

WHEREAS, while the comprehensive plan is under consideration, some property owners continue to propose zoning changes and land divisions, and should not be required to wait for the final action on the comprehensive plan;

WHEREAS, the existing land use plan includes a policy known as the groundwater protection overlay which restricts residential development in a large portion of the Town by imposing stringent requirements on development, requirements which contradict the Town's policy on lot splits;

WHEREAS, the Town has not applied the groundwater policy for more than five years, and has approved a significant number of zoning changes, land divisions and subdivisions which are not consistent with the groundwater policy, and the County has concurred in these actions;

WHEREAS, the Town does not intend to continue the groundwater protection overlay in the new comprehensive plan, and believes the policy should be suspended pending completion of the comprehensive plan;

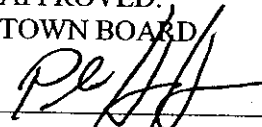
AND, WHEREAS, the Town's existing land use plan may be amended without the formality of the procedures contained in the comprehensive planning statute because the existing plan is not a comprehensive plan, and an interim amendment seems appropriate to address this issue in the interim until the comprehensive plan is adopted;

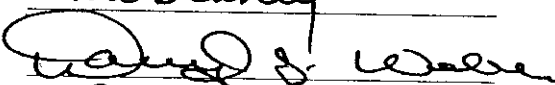
NOW, therefore, be it resolved, that the Groundwater Protection Overlay policy contained in the existing is hereby suspended, and that all provisions of the existing land use plan which reference the groundwater protection overlay policy shall be deemed amended to reflect that the policy is suspended.


AND BE IT FINALLY RESOLVED that the Town requests Dane County to accept this Resolution and the amendment of the Town's land use plan.

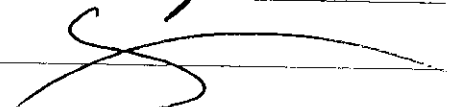
Dated this 24th day of September, 2007.

APPROVED,
TOWN BOARD



Ken Beasley


David J. Weber


Curtis Johnson




STATE REPRESENTATIVE
Steve Hilgenberg



State Capitol
PO Box 8952
Madison, WI 53708

51ST ASSEMBLY DISTRICT
rep.hilgenberg@legis.wi.gov

(608) 266-7502
FAX: (608) 282-3651
Toll-free: 1-888-534-0051

September 28, 2007

Beverly J. Mielke
505 Broadway, Room #144
Baraboo, Wisconsin 53913

RECEIVED

OCT -2 2007

**SAUK COUNTY CLERK
BARABOO, WISCONSIN**

Dear Beverly,

Thank you for contacting me with your concern regarding Assembly Bill 438 and the proposal to reduce the number of counties in the state. Our office has been looking into this issue and I appreciate your feedback.

While it may be revealing to investigate the pros and cons of reducing the number of counties in the state, I agree that Wisconsin may be better served by allocating resources to other more pressing issues – such as remedying the school funding formula and addressing rising health care costs. And as you point out, there are already studies like the Kettl Commission that have devoted a great deal of resources to rethinking the state and local government partnership.

I also agree that if this task force is created, it must pay attention to relevant issues like existing labor contracts between existing counties and its unions, zoning authority and land use issues, and the economic impact of such a county reduction. The Kettl Commission would be a good resource to look into issues like these.

I will continue to investigate this matter and I look forward to discussing this issue with colleagues. I have your contact information in case I need more relevant information.

Again, thanks for contacting me. If you have any additional questions, comments or concerns about this or any other state issue, please feel free to contact me at any time.

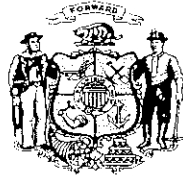
Sincerely,

Steve Hilgenberg
State Representative
51st Assembly District

COPY

Jim Doyle
Governor

Rick Raemisch
Secretary



Office of Detention Facilities
3099 E. Washington Ave.
PO Box 7925
Madison, WI 53707-7925
Telephone (608) 240-5050
Fax (608) 240-3305

State of Wisconsin
Department of Corrections

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OCT - 5 2007

SAUK COUNTY CLERK
BARABOO, WISCONSIN

October 2, 2007

Sheriff Randy Stammen
Sauk County Sheriff's Department
1300 Lange Court
Baraboo, WI 53913

Re: 2007 Annual Jail Inspection

COPY

Dear Sheriff Stammen:

Pursuant to Wisconsin Statute §301.37(3), an inspection of the Sauk County Jail was conducted on September 5th, 2007. The inspection compared the facility to the Department of Corrections Administrative Code, Chapter DOC 350 and applicable State Statutes. In addition, the inspection included a review of records and practices as well as a walkthrough of the detention area to assess the sanitation and adequacy of the facility. This correspondence will summarize the findings of the inspection.

SUMMARY OF FACILITY

The Sauk County Jail was originally constructed in 2003 and consists of six (6) podular remote housing units and two (2) Huber sections. The facility has a maximum rated capacity of 369 detainees and is not approved to hold juvenile offenders. On the date of the inspection, there were 244 inmates at the jail and 7 offenders on electronic monitoring (for a total of 251).

SUMMARY OF FACILITY IMPROVEMENTS/INITIATIVES

The following is a list of operational improvements made since the last inspection:

- Combining progressive housing and preclass into one unit.
- Expanding Parenting skills into Fatherhood.
- Inmate art is now posted in the visitation area for families to observe.

The following is a list of current/recent initiatives for CY07:

- Opening up housing unit A.
- Ad Hoc Committee to examine alternatives to incarceration.
- Continuing to update the policy and procedure manual.

SUMMARY OF INSPECTION

I met with Sauk County administrative, security, and nursing staff to conduct the annual inspection. The inspection included a review of facility records and documentation as well as a walkthrough of the detention area. The following details my findings/observations:

PHYSICAL ENVIRONMENT

- The overall appearance of the facility was in excellent condition. There were no apparent signs of graffiti or property defacing. A spot check of cell and housing unit mechanical devices revealed no deficiencies.
- After a walkthrough of the entire detention area, there were very few complaints from inmates regarding conditions of confinement or staff supervision. Jail administration and staff are to be commended for the overall positive inmate climate.

HEALTHCARE & SCREENING

- A walkthrough of the health services area revealed a clean and organized unit. Staff coverage at the facility is as follows:
 - ✓ Nursing coverage – Sheriff's Department staff (12 hours/day, 5 days/week, on-call weekends).
 - ✓ Physician coverage – Health Professionals Limited, Inc. (onsite once a week up to six hours, on-call 24/7).
 - ✓ Mental health coverage – Sauk County Department of Human Services (onsite 5 days/week for a combined minimum of two hours, crisis on-call 24/7).
- The aforementioned healthcare staff had 10,922 inmate visits in CY06. Utilizing a straight-line projection with YTD figures, the facility is on pace for 14,622 inmate visits this calendar year (a projected increase of 34%).
- The inmate medical co-pay for seeing a nurse or physician is \$5.00.
- Security staff is updated by medical personnel at each shift change.
- There will be two (2) nursing interns from Edgewood College working at the jail this fall.
- Administrative Code DOC 350.18(1) requires a healthcare screening form to be developed in conjunction with healthcare professionals and used at admission. A spot check of records revealed the healthcare assessment form is being completed upon admission.

- Administrative Code DOC 350.09(3) requires medical records to be maintained in a confidential manner in accordance with §146.81 and §146.83, Wis. Stats. and other applicable laws. In compliance with those provisions, and recommendations by both the National Commission on Correctional Health Care (NCCHC) and the American Correctional Association (ACA), access to jail healthcare records/information is being controlled by health services staff.
- The nurses are primarily responsible for medication preparation and officers are responsible for delivering them to inmates (med pass occurs two times a day or as directed). Administrative Code DOC 350.09(4) requires any medication kept at the jail to be stored in a locked cabinet that is not accessible to inmates. Medications are stored in a locked med cart within the health services unit. Medication administration records and the med cart are reviewed on a weekly basis.

FOOD SERVICE

- Food service is provided by the Consolidated Management Company. Meals are prepared onsite by both inmate workers and Consolidated food service staff. On the date of the inspection, the overall appearance of the kitchen was in excellent condition. Food in the coolers and freezer appeared to be properly stored and labeled.
- Just as a reminder, Administrative Code HFS 190.09(9) requires close-fitting metal or plastic covers for kitchen garbage cans (unless otherwise protected from flies and insects).
- Administrative Code DOC 350.09(6) requires inmates to be served nutritionally balanced meals. On the date of the inspection, I received a copy of the food service menu which is cycled through every four (4) weeks. A letter from a Registered Dietician (Peterson, RD, LDN #914139) verified that food content, appearance, and nutritional needs are appropriate. It was reported that the average daily caloric intake is approximately 2850. Inmates with special nutritional needs (e.g. medical, religious, pregnancy, etc.) are screened by the jail nurse.

FIRE SAFETY

- Administrative Code DOC 350.10(1) requires each facility to have and properly maintain fire alarms, smoke and thermal detectors, fire extinguishers, fire attack equipment and self-contained breathing apparatuses (SCBA) which operate for at least 30 minutes. In addition to having SCBA's in the facility, I observed a staff member properly using the equipment.
- Administrative Code DOC 350.10(4) requires each facility to arrange for fire inspection services at least every six (6) months with documentation of such inspection in the facility files. Documentation from the Baraboo Fire Department revealed compliance in this area with the last two inspections completed on 11/15/06 and 5/2/07. The only noted violation was immediately addressed. I was also provided documentation of the following:
 - 1) SCBA Testing by 5 Alarm Fire and Safety Equipment, Inc. (April 2007).
 - 2) Semi-annual maintenance and certification of automatic kitchen fire suppression system (Fire & Safety II, Inc. 10/5/06 & 4/10/07).

RECORDS AND REPORTING

- Just as a reminder, staff should contact my office (608-240-5050) within 48 hours to report any of the following occurrences in the detention area:
 - 1) An inmate dies; or
 - 2) An inmate attempts suicide and is admitted to a hospital or is provided medical treatment for a life-threatening injury incurred as a result of the suicide attempt.

In addition, it would be greatly appreciated if our office was made aware of any significant incident which compromised the safety and security of the facility (e.g. group disturbance/riot, escape, inmate on staff assault, etc.).

SECURITY

- Administrative Code DOC 350.07(7) states that when inmates are locked in their cells, jail staff shall physically observe each inmate in all areas of the jail containing double occupancy cells at least once every 60 minutes at irregular intervals. A spot check of the jail log for six (6) different dates revealed compliance in this area. Based on the dates reviewed, it appears jail staff are conducting security checks approximately twice an hour (during lockdown hours). It was reported administration frequently reviews the jail log.
- Administrative Code DOC 350.07(9) states if a jail uses cells for double occupancy in a housing unit, the dayrooms in that housing unit may not be used for sleeping purposes. A walkthrough of the entire detention area revealed compliance.
- Administrative Code DOC 350.12(1) requires jail staff to conduct physical inspections of each inmate in all areas of the jail occupied by inmates at frequent and irregular intervals, during the day or night, to ensure that inmates are in custody and are safe. Inmates who have been identified by jail staff as having a special medical or mental health problem shall be physically observed at more frequent intervals. Each inspection shall be documented. A spot check of the shift log report for six (6) different dates revealed compliance in this area.

A spot check of four (4) close observation/suicide watch records revealed several inconsistencies. While some staff appear to be doing a thorough job in conducting and documenting safety checks, others demonstrated some issues in this area. Some of the records revealed safety checks exceeding the designated timeframe (contrary to jail policy and best correctional practices); incomplete documentation (such as when the suicide watch ended); and safety checks occurring *exactly* every 15 minutes a part (these precise/fixed intervals allow inmates to more easily pattern staff movement).

In addition to the routine security checks, supervisory staff should frequently review the close observation/suicide watch records to ensure that they are being appropriately conducted and documented. It was reported administration will be conducting an in-service training in the near future to address the aforementioned issues.

- Administrative Code DOC 350.12(5) requires that monthly inspections are made to determine if cell and fire escape locks and doors are in good working order. A review of records revealed excellent documentation and compliance in this area. Administration has assigned a designated staff member to conduct the inspections. Monthly reviews include the following:

- Doors and locks
- SCBA's
- Fire Extinguishers
- Fire Sprinklers
- Fire Alarms
- Duress Alarms
- Smoke Detectors
- Exit/Emergency Lighting
- Electrical Outlets
- Chemicals/Combustibles

DISCIPLINE

- A spot check of dispositions issued to inmates revealed consistency and compliance with Administrative Code DOC 350.15. Inmates are provided a copy of the disciplinary hearing rights form and are afforded the opportunity to due process (including a hearing and the ability to appeal the officer's decision). Violation reports are signed by both the inmate and staff, as well as being reviewed by administration.

POLICY AND PROCEDURE MANUAL

- It appears administration is doing a thorough job in maintaining the policy and procedure manual, as well as ensuring staff competency and present practices meet the requirements of the administrative code. It was reported staff frequently go over various policies during roll call and are given several monthly open book tests (there are seven tests scheduled for the month of October).
- As a reminder, any proposed substantive changes to the jail's policy and procedure manual should be submitted to my office for review/records update.

STAFF TRAINING

- I was provided with documentation which outlined the different types of training sessions and the number of hours staff have received. It appears jail administration is doing a commendable job in tracking this information.

SUICIDE PREVENTION

- As previously noted, the Sauk County Department of Human Services provides mental health services and ongoing assessment/evaluation. The provider is onsite 5 days/week for a combined minimum of two hours, and on call 24/7.
- CY06 records reflect 197 inmate visits for mental health issues. Utilizing a straight-line projection with YTD figures, the facility is on pace for 276 inmate visits this calendar year (a projected increase of 40%).

- It appears jail/nursing staff are doing a thorough job screening incoming inmates for potential suicidal issues. Booking staff complete several intake forms which include questions relative to the inmate's potential suicide risk. If any of the inmate's answers or behaviors suggest suicide ideation, then that automatically generates a new protocol for further assessment and evaluation.
- In addition to the initial intake screening process, staff also maintain a mental health observation log, which allows them to closely monitor those inmates with special needs who are housed in the general population. This process increases the amount of observations/contacts staff have with these individuals.
- Consistent with best correctional practices, inmates are typically not taken off of a suicide watch unless there is a written recommendation from the mental health provider. However, it was reported jail supervisors do have the authority to discontinue a suicide watch. As was previously discussed, it is strongly recommended that only the mental health provider have the discretion to terminate a suicide watch (receipt of such documentation should be noted at the end of the observation log).
- As previously noted under the SECURITY section of this report, a spot check of close observation/suicide watch records revealed several inconsistencies (see SECURITY section on page 4 for details).
- An emergency response kit was opened during the inspection and it included a pair EMT scissors as well as a 911 cut-down tool.

INMATE RESOURCES

The Sauk County Jail provides a myriad of programming/resource opportunities to inmates. The following summarizes what is typically available (as this can change throughout the year):

- EDUCATION – GED/HSED instruction is provided by the Madison Area Tech College on a weekly basis.
- SUPPORT GROUPS – AA meetings are held twice a week.
- LIFE SKILLS PROGRAMMING – Employee Readiness, Child First Program, AODA, Cognitive Thinking, Fatherhood, Anger Management, Inmate Art Program, Art Therapy, Money Smarts, Community Service Projects, and the Inmate Sentence Reduction Program.
- RELIGIOUS SERVICES – Non-denominational services are held every Sunday (as well as individual consultations). Specific denominational services can also be facilitated upon request. Bible studies are conducted twice a week.
- VISITATION – Inmates are allowed to visit six days/week, twice a day, up to 20 minutes per visit. Visits are typically conducted electronically.
- COMMISSARY – Canteen is provided by Swanson Services and inmates are allowed to order once a week.
- RECREATION – There are no recreational opportunities outside of the dayrooms.
- READING/LEGAL MATERIALS – The jail has library carts which inmates can access every day. In addition, inmates have access to State Statutes as well as Westlaw.

SUMMARY

An inspection of the Sauk County Jail was conducted on September 5th, 2007. The inspection included a review of records and practices, as well as a walk through of the detention area to assess the sanitation and adequacy of the facility. No violations were documented during this visit.

APPROVAL

The Sauk County Jail is approved to hold inmates with a rated capacity of 369. This approval is contingent upon the continued compliance with DOC 350 and applicable State Statutes. I would like to thank your staff, in particular Capt. Hafemann, Sgt. Olsen, and Margo Busser for their assistance and cooperation during the inspection. All the documents I requested were well prepared and organized.

Please don't hesitate to contact my office if you have any questions or concerns regarding this letter.

Sincerely,



Nathan White, Inspector

DEPARTMENT OF CORRECTIONS

- Cc: Marty Krueger, County Board Chairman
Beverly Mielke, County Clerk
Don Stevens, Law Enforcement Committee
Kathy Schauf, County Coordinator
Richard Meister, Chief Deputy
Mike Hafemann, Jail Captain
Margo Busser, Jail Nurse
Marty Ordinans, DOC/ODF
File

2007 DEVELOPMENT APPLICATION
Sauk County Office of Planning and Zoning
505 Broadway Street - Sauk County West Square Building
Baraboo, Wisconsin 53913
(608) 355-3285

Petition # 16 - 2007

RECEIVED

001 0 2 2007

SAUK COUNTY CLERK
BARABOO, WISCONSIN

Instructions:

1. It is strongly recommended that the applicant meet with a staff person prior to completing this application, with adequate time prior to an application deadline.
2. The applicant should complete and sign the form and provide all material listed within this application.
3. Please note: The application and attachments become part of the official public records of Sauk County and are therefore not returnable.

TYPE OF APPLICATION: (Please circle one or more)

Subdivision Plat **Rezoning** Development Plan Zoning Text Change

ZONING: CURRENT Exclusive Agricultural, Single-Family Residential, Commercial
 PROPOSED Rural Community

NAME OF SUBDIVISION: NA

PROJECT LOCATION: Unincorporated Villages of Leland and Denzer

TOWNSHIP: Honey Creek

PROPERTY OWNER Various

APPLICANT: Town of Honey Creek c/o Marcus Wenzel, Town Chair

PHONE NUMBER: 544-2785

MAILING ADDRESS: S9236 Wenzel Road, Prairie du Sac, WI 53578

SIGNATURE OF APPLICANT Marcus J. Wenzel DATE 10-2-07

Fee Paid \$350.00

Receipt # 27041 (Credit Account # 10063-444240)

c: Corporation Counsel's Office
 Planning and Zoning Office
 County Clerk - For reporting at the next County Board of Supervisors meeting Y N
 County Supervisor 26 Sprecher

COPY

COPY

TYPE OF APPLICATION AND INFORMATION REQUIREMENTS (continue for explanation)

Type of Application Fee Required	Project Facts (Please see Page 3)	Site/Plot Plan or Survey/Plat	Other Information (As required)
Subdivision / Plat Review / Development Plan / PUD \$300 plus \$20/lot	Yes	Preliminary Plat-6 copies Final Plat-11 copies Site/Plot Plan 1 reproducible copy	Aerial Photo of Site# Utilities statement* Architectural Drawings** Other information in Chapter 22 County Code
Rezoning \$350	Yes	Site/Plot Plan 1 reproducible copy	Aerial Photo of Site# Utilities statement*
Zoning Text Change \$350	No	No	**

Aerial photos are available from the Office of Planning and Zoning.

* Prior to the approval of any final plat or rezoning, the applicant must provide written statements from the utility providers which will serve the proposed development. The statements shall address the adequacy and location of all utility easements. The applicant shall also provide driveway access improvement approvals where applicable.

** Other items which the staff may require.

APPLICATION DEADLINE

All applications must be in the Office of Planning and Zoning no later than 12:00 noon on the day of the deadline. In order to be accepted, the application must contain all required items and information described in the application. Partial applications will not be accepted for placement on the Planning, Zoning and Land Records Committee agenda until all such materials are submitted.

APPLICATION DEADLINE DATE

**PLANNING, ZONING & LAND RECORDS COMMITTEE
MEETING DATE**

December 8, 2006
January 12, 2007
February 10, 2007
March 2, 2007
April 6, 2007
May 4, 2007
June 8, 2007
July 13, 2007
August 10, 2007
September 7, 2007
October 12, 2007
No Public Hearing in December

January 23, 2007
February 27, 2007
March 27, 2007
April 24, 2007
May 22, 2007
June 26, 2007
July 24, 2007
August 28, 2007
September 25, 2007
October 23, 2007
November 27, 2007

APPLICATION FEE

Submit the appropriate application fee indicated above. Make checks payable to Sauk County Planning & Zoning.

PROJECT FACTS

Please complete the following information for all proposed subdivisions and rezonings. Contact a staff person if you need assistance.

Name of Subdivision (if applicable) NA

Total Site Area (Acres) _____ (Square Feet) _____

	<u>Existing zoning</u>	<u>Existing land use</u>
Subject Area	EAZ, SFR, Commercial	Single family homes, church, town hall/garage/pallet factory
North	EAZ	Agricultural Fields
South	EAZ	Agricultural Fields
East	EAZ	Agricultural Fields
West	EAZ	Agricultural Fields

JUSTIFICATION STATEMENT

Please answer the following questions. Contact a staff person if you need assistance.

1. General description of the request.

Implementation of the *Town of Honey Creek Comprehensive Plan and Master Plan for the Villages of Leland and Denzer* to maintain, promote and develop these rural unincorporated hamlets in a fashion that retains their traditional rural character and environment. To remove the current predominant zoning of Exclusive Agricultural which is not consistent with current uses. To apply the Rural Community Zoning District developed and adopted by Sauk County to achieve the primary objective of retaining while also building upon traditional rural hamlet character and community.

2. Related background information on the project and site.

See No. 1 above

3. Justification, special reasons or basis for the request.

4

See No. 1 above.

SITE/PLOT PLAN

Submit the following plan(s):

Scaled site/plot plan showing: date, north arrow, graphic scale; location of property lines, rights-of way, casements, water courses; streets, driveways, intersections; outlines of all buildings, setbacks, dimensions; means of vehicular and pedestrian access; layout and location of all off-street parking; schematic of drainage system; percentage and size in acres to be reserved as open space, parks and recreation; and the location of proposed trees, shrubs and ground cover, complete site erosion control plan and finished grade plan.

SURVEY/PLAT

Surveys and plats shall be signed and sealed by a registered surveyor and should include a legal description, computation of the total acreage of the site and any other requirements as defined by Wisconsin State Statutes Chapter 236 and Sauk County Code of Ordinances, Chapter 22.

OTHER INFORMATION

Submit these additional items which apply to the types of applications listed below:

1. Subdivisions - Submit a uniform street name plan with the application for a preliminary plat.
2. Development Plan - Submit information as required by Chapter 22, Sauk County Code of Ordinances.
3. Subdivisions/Rezoning - Submit a complete metes and bounds legal description.

SAUK COUNTY PLANNING AND ZONING
OWNER'S CONSENT FORM

Not Applicable, the sole owner of record of the
Owner's Name

property legally described as:

See attached map for affected properties.

states that he/she has thoroughly examined and is familiar with the application submitted to Sauk County Office of Planning and Zoning submitted by Marcus Wenzel, on behalf
Agent/Representative
of Marcus Wenzel and expressly consents to the use of the
Applicant/Owner's Name
subject property for the purpose Rezone described in the
Type of Request

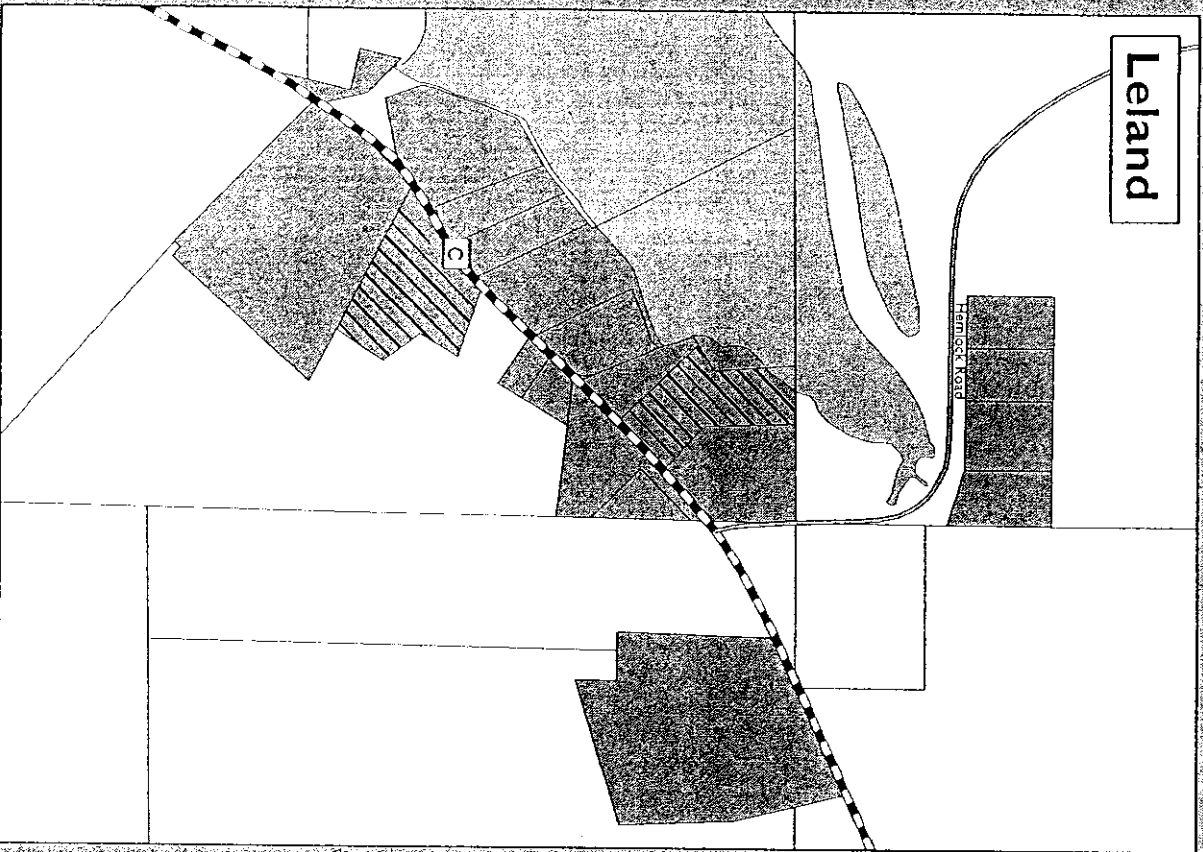
application and expressly consents to all conditions which may be agreed to for the application which may be imposed by the Planning, Zoning and Land Records Committee and Sauk County Board of Supervisors. I will permit representatives from the Sauk County Department of Planning and Zoning to access my property at any time for a "site visit" before the public hearing is conducted.

By Marcus J. Wenzel (Town Chairman)
Owner's Name
Town of Honey Creek

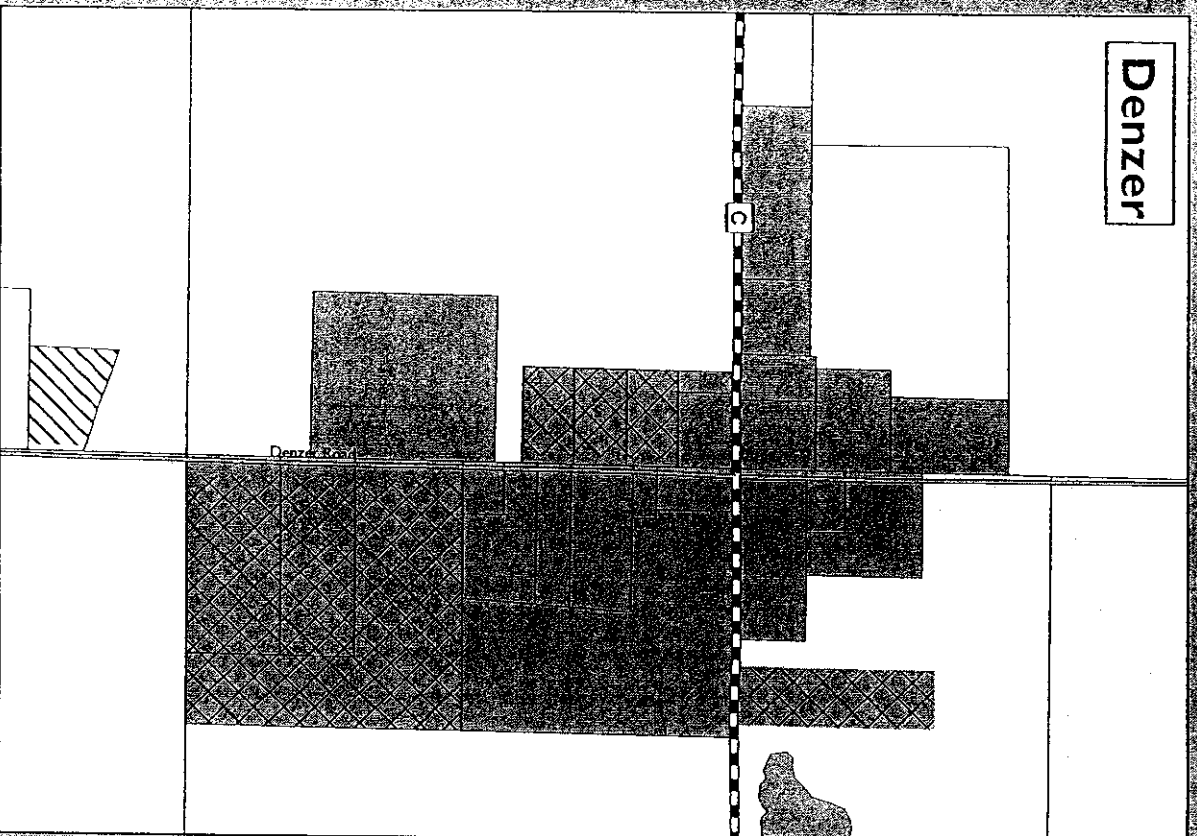


Town of Honey Creek Lands for Proposed Rezoning from Exclusive Agricultural, Single Family Residential and Commercial to Rural Community

Leland



Denzer



Proposed Rural Community Zoning Current Single Family Zoning Current Commercial Zoning

Map By: Sauk County Department of Planning and Zoning

Petition # 17-2007

2007 DEVELOPMENT APPLICATION
Sauk County Office of Planning and Zoning
505 Broadway Street - Sauk County West Square Building
Baraboo, Wisconsin 53913
(608) 355-3285

RECEIVED

OCT 02 2007

SAUK COUNTY CLERK
BARABOO, WISCONSIN

Instructions:

1. It is strongly recommended that the applicant meet with a staff person prior to completing this application, with adequate time prior to an application deadline.
2. The applicant should complete and sign the form and provide all material listed within this application.
3. Please note: The application and attachments become part of the official public records of Sauk County and are therefore not returnable.

TYPE OF APPLICATION: (Please circle one or more)

Subdivision Plat
 Rezoning
 Development Plan
 Zoning Text Change

ZONING:

CURRENT _____ PROPOSED _____

NAME OF SUBDIVISION (if applicable) YORK ESTATE

PROJECT LOCATION NW¹/₄ SW¹/₄ and SW¹/₄ NW¹/₄, Section 27, T12N, R5E

TOWNSHIP of Excelsior

PROPERTY OWNER Danny and Gayle York

APPLICANT Mark Carlson

COPY

PHONE NUMBER 608 742-2169

MAILING ADDRESS General Engineering
PO Box 340

Portage WI 53901

SIGNATURE OF APPLICANT Mark Carlson DATE 9-25-07

Fee Paid N/A (through P+Z Dept.)

Receipt # N/A (Credit Account # 10063-444240)

- c: Corporation Counsel's Office
- Planning and Zoning Office
- County Clerk - For reporting at the next County Board of Supervisors meeting Y/N
- County Supervisor #21 Endres

Fee Required	(Please see Page 3)	Survey/Plat	(As required)
Subdivision / Plat Review / Development Plan / PUD \$300 plus \$20/lot x 2 = 340	Yes	Preliminary Plat-6 copies Final Plat-11 copies Site/Plot Plan 1 reproducible copy	Aerial Photo of Site# Utilities statement* Architectural Drawings** Other information in Chapter 22 County Code
Rezoning \$350	Yes	Site/Plot Plan 1 reproducible copy	Aerial Photo of Site# Utilities statement*
Zoning Text Change \$350	No	No	**

Aerial photos are available from the Office of Planning and Zoning.

* Prior to the approval of any final plat or rezoning, the applicant must provide written statements from the utility providers which will serve the proposed development. The statements shall address the adequacy and location of all utility easements. The applicant shall also provide driveway access improvement approvals where applicable.

** Other items which the staff may require.

APPLICATION DEADLINE

All applications must be in the Office of Planning and Zoning no later than 12:00 noon on the day of the deadline. In order to be accepted, the application must contain all required items and information described in the application. Partial applications will not be accepted for placement on the Planning, Zoning and Land Records Committee agenda until all such materials are submitted.

APPLICATION DEADLINE DATE

PLANNING, ZONING & LAND RECORDS COMMITTEE MEETING DATE

December 8, 2006

January 23, 2007

January 12, 2007

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February 10, 2007

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March 2, 2007

April 24, 2007

April 6, 2007

May 22, 2007

May 4, 2007

June 26, 2007

June 8, 2007

July 24, 2007

July 13, 2007

August 28, 2007

August 10, 2007

September 25, 2007

September 7, 2007

October 23, 2007

October 12, 2007

November 27, 2007

No Public Hearing in December

APPLICATION FEE

Submit the appropriate application fee indicated above. Make checks payable to Sauk County Planning & Zoning.

PROJECT FACTS

Please complete the following information for all proposed subdivisions and rezonings. Contact a staff person if you need assistance.

Name of Subdivision (if applicable) York Estate

Total Site Area (Acres) 47.12 Acres (Square Feet) _____

	<u>Existing zoning</u>	<u>Existing land use</u>
Subject Area	<u>RC-5</u>	<u>residential</u>
North	<u>RC-5</u>	<u>residential</u>
South	<u>RC-5</u>	<u>?</u>
East	<u>RC-5</u>	<u>residential</u>
West	<u>RC-5</u>	<u>Agricultural</u>

JUSTIFICATION STATEMENT

Please answer the following questions. Contact a staff person if you need assistance.

1. General description of the request.

divide 47 acre parcel to create 10 Acre building site with 37 acre remnant

2. Related background information on the project and site.

3. Justification, special reasons or basis for the request.

4

SITE/PLOT PLAN

Submit the following plan(s):

Scaled site/plot plan showing: date, north arrow, graphic scale; location of property lines, rights-of way, easements, water courses; streets, driveways, intersections; outlines of all buildings, setbacks, dimensions; means of vehicular and pedestrian access; layout and location of all off-street parking; schematic of drainage system; percentage and size in acres to be reserved as open space, parks and recreation; and the location of proposed trees, shrubs and ground cover, complete site erosion control plan and finished grade plan.

SURVEY/PLAT

Surveys and plats shall be signed and sealed by a registered surveyor and should include a legal description, computation of the total acreage of the site and any other requirements as defined by Wisconsin State Statutes Chapter 236 and Sauk County Code of Ordinances, Chapter 22.

OTHER INFORMATION

Submit these additional items which apply to the types of applications listed below:

1. Subdivisions - Submit a uniform street name plan with the application for a preliminary plat.
2. Development Plan - Submit information as required by Chapter 22, Sauk County Code of Ordinances.
3. Subdivisions/Rezoning - Submit a complete metes and bounds legal description.

2007 DEVELOPMENT APPLICATION
Sauk County Office of Planning and Zoning
505 Broadway Street - Sauk County West Square Building
Baraboo, Wisconsin 53913
(608) 355-3285

Petition # 18-2007
RECEIVED
OCT 02 2007

SAUK COUNTY CLERK
BARABOO, WISCONSIN

Instructions:

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2. The applicant should complete and sign the form and provide all material listed within this application.
3. Please note: The application and attachments become part of the official public records of Sauk County and are therefore not returnable.

TYPE OF APPLICATION: (Please circle one or more)

Subdivision Plat

Rezoning

Development Plan

Zoning Text Change

ZONING:

CURRENT

PROPOSED

NAME OF SUBDIVISION (if applicable) Murray Estate

PROJECT

LOCATION Section 32, T13N, R5E

TOWNSHIP of Dellona

PROPERTY

OWNER Dennis Murray, Eugene Murray, Jan Delmure

APPLICANT Mark Carlson, land surveyor

PHONE

NUMBER 608 697-8214

MAILING

ADDRESS General Engineering, PO Box 340
Portage WI 53901

SIGNATURE OF APPLICANT

Mark Carlson

DATE 9-20-07

Fee Paid n/a (through P+Z Dept)

Receipt # n/a (Credit Account # 10063-444240)

COPY

c: Corporation Counsel's Office
Planning and Zoning Office
County Clerk - For reporting at the next County Board of Supervisors meeting Y/N
County Supervisor #3 Meisler

TYPE OF APPLICATION AND INFORMATION REQUIREMENTS (continue for explanation)

Type of Application Fee Required	Project Facts (Please see Page 3)	Site/Plot Plan or Survey/Plat	Other Information (As required)
Subdivision / Plat Review / Development Plan / PUD \$300 plus \$20/lot 300 + 20 x 4 = 380	Yes	Preliminary Plat-6 copies Final Plat-11 copies Site/Plot Plan 1 reproducible copy	Aerial Photo of Site# Utilities statement* Architectural Drawings** Other information in Chapter 22 County Code
Rezoning \$350	Yes	Site/Plot Plan 1 reproducible copy	Aerial Photo of Site# Utilities statement*
Zoning Text Change \$350	No	No	**

Aerial photos are available from the Office of Planning and Zoning.

* Prior to the approval of any final plat or rezoning, the applicant must provide written statements from the utility providers which will serve the proposed development. The statements shall address the adequacy and location of all utility easements. The applicant shall also provide driveway access improvement approvals where applicable.

** Other items which the staff may require.

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APPLICATION DEADLINE DATE

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March 27, 2007
April 24, 2007
May 22, 2007
June 26, 2007
July 24, 2007
August 28, 2007
September 25, 2007
October 23, 2007
November 27, 2007

APPLICATION FEE

Submit the appropriate application fee indicated above. Make checks payable to Sauk County Planning & Zoning.

PROJECT FACTS

Please complete the following information for all proposed subdivisions and rezonings. Contact a staff person if you need assistance.

Name of Subdivision (if applicable) Murray Estate

Total Site Area (Acres) 116.81 (Square Feet)

	<u>Existing zoning</u>	<u>Existing land use</u>
Subject Area	<u>Ag</u>	<u>Ag</u>
North	<u>"</u>	<u>"</u>
South	<u>"</u>	<u>"</u>
East	<u>"</u>	<u>"</u>
West	<u>"</u>	<u>"</u>

JUSTIFICATION STATEMENT

Please answer the following questions. Contact a staff person if you need assistance.

1. General description of the request.

Divide family farm into large parcels
for individual ownership by three owners.

2. Related background information on the project and site.

3. Justification, special reasons or basis for the request.

4

SITE/PLOT PLAN

Submit the following plan(s):

Scaled site/plot plan showing: date, north arrow, graphic scale; location of property lines, rights-of way, easements, water courses; streets, driveways, intersections; outlines of all buildings, setbacks, dimensions; means of vehicular and pedestrian access; layout and location of all off-street parking; schematic of drainage system; percentage and size in acres to be reserved as open space, parks and recreation; and the location of proposed trees, shrubs and ground cover, complete site erosion control plan and finished grade plan.

SURVEY/PLAT

Surveys and plats shall be signed and sealed by a registered surveyor and should include a legal description, computation of the total acreage of the site and any other requirements as defined by Wisconsin State Statutes Chapter 236 and Sauk County Code of Ordinances, Chapter 22.

OTHER INFORMATION

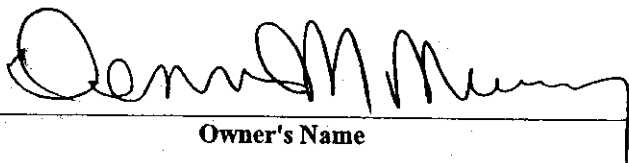
Submit these additional items which apply to the types of applications listed below:

1. Subdivisions - Submit a uniform street name plan with the application for a preliminary plat.
2. Development Plan - Submit information as required by Chapter 22, Sauk County Code of Ordinances.
3. Subdivisions/Rezoning - Submit a complete metes and bounds legal description.

SAUK COUNTY PLANNING AND ZONING
OWNER'S CONSENT FORM

Dennis Murray, Janice Delmore & Eugene Murray, the ^{Joint} ~~sole~~ owner of record of the
Owner's Name property legally described as:

states that he/she has thoroughly examined and is familiar with the application submitted to Sauk County Office of Planning and Zoning submitted by Mark Carlson, on behalf
Agent/Representative of Dennis & Eugene Murray and Janice Delmore and expressly consents to the use of the
Applicant/Owner's Name subject property for the purpose subdivision plat described in the
Type of Request application and expressly consents to all conditions which may be agreed to for the application which may be imposed by the Planning, Zoning and Land Records Committee and Sauk County Board of Supervisors. I will permit representatives from the Sauk County Department of Planning and Zoning to access my property at any time for a "site visit" before the public hearing is conducted.

By 
Owner's Name

RESOLUTION NO. 118-07

RECOGNIZING LEAVE A LEGACY DAY

WHEREAS, Sauk County residents are a generous people with many households making charitable contributions annually; and,

WHEREAS, charitable giving through bequests provides each of us the opportunity to support future generations with the quality of life that we valued during our lifetime; and,

WHEREAS, a will or trust is the starting point of an effective estate plan regardless of family wealth or circumstance; and,

WHEREAS, the Planned Giving Council of South Central Wisconsin believes that more people would make charitable bequests if asked and instructed about how to do so; and,

WHEREAS, the LEAVE A LEGACY ® public awareness effort aims to “Make a Difference in the Lives that Follow” by encouraging estate gifts which will enable the nonprofit sector to continue to serve and sustain the quality of life that makes Sauk County a great place to live, work and raise families;

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that November 15, 2007 is proclaimed Leave a Legacy Day;

AND, BE IT FURTHER RESOLVED, that all citizens are encouraged to recognize the value of leaving a legacy through wills and trusts as a vital support of our communities.


For Consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted:

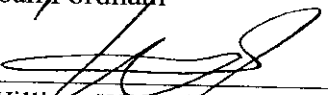
Executive and Legislative Committee



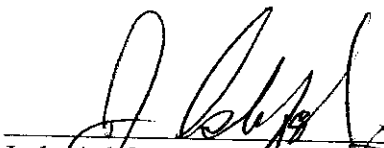
Marty Krueger, Chairperson




Joan Fordham



William Wenzel



Judy Ashford, Vice Chairperson



Donald Stevens

COPY

Fiscal note: No fiscal impact. *KAS*

RESOLUTION No. 111 - 07

Commending **JANICE NACHTIGAL** for
16 Years of Faithful Service
To the People of Sauk County

WHEREAS, it is the custom of the Sauk County Board of Supervisors to recognize employees who have served the people of Sauk County with distinction; and

WHEREAS, **JANICE NACHTIGAL** has faithfully served the people of Sauk County as a Medical Records Clerk at the Sauk County Health Care Center; and

WHEREAS, **JANICE NACHTIGAL** left her position on September 17, 2007;

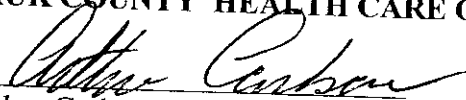
NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its appreciation and commends **JANICE NACHTIGAL** for her 16 faithful years of service to the people of Sauk County;

AND, BE IT FURTHER RESOLVED, that the Chairman of the Sauk County Board of Supervisors is hereby directed to present to **JANICE NACHTIGAL** an appropriate certificate and commendation as a token of our esteem.

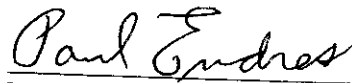
For consideration by the Sauk County Board of Supervisors on October 16, 2007.

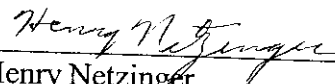
Respectfully submitted,

SAUK COUNTY HEALTH CARE CENTER BOARD OF TRUSTEES



Arthur Carlson


Linda Borleske


Paul Endres


Henry Netzinger


William Higgins


Terri Langer


Larry Schroeder

No Fiscal Impact *CH*
No Information System Impact

COPY

APPROVING APPLICATION FOR URBAN FORESTRY GRANT PROGRAM

WHEREAS, the Wisconsin Department of Natural Resources has an urban forestry grant program; and,

WHEREAS, the Emergency Management Buildings & Safety Department has identified numerous health issues with the trees on the Courthouse Lawn as well as issues at the West Square, Law Enforcement Center and Human Services in Reedsburg; and,

WHEREAS, maintenance of the exterior of the facilities is part of our ongoing Building Services budget; and,

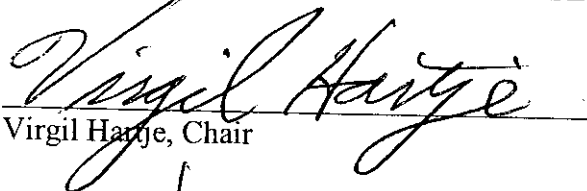
WHEREAS, applying for this grant would allow Sauk County to offset 50% of the costs associated with dealing with these health issues and would allow us to contract with an arborist to assist Sauk County in developing a long term care program for the facilities;

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session that the Emergency Management, Buildings & Safety Administrator be hereby authorized to apply for an Urban Forestry Grant with the Department of Natural Resources totaling \$5,660.25, all shared costs by the county will come from the 2008 Building Services operating budget.

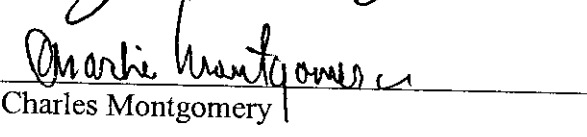
For consideration on October 16th, 2007.

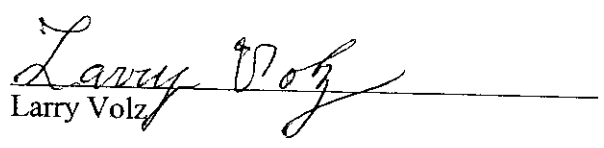
Respectfully submitted:

PROPERTY & INSURANCE COMMITTEE


Virgil Hartje, Chair


Al Dippel


Charles Montgomery


Larry Volz

Katherine Zowin

COPY

Fiscal Note: This Grant is a 50/50 match. Our 50% match will be a combination of staff wages and benefits as well as contracted services. Required match related to this grant are part of the 2008 Building Services operating budget.

Information Systems Note: No impact.

KPB

DRAFT

Resolution Requesting Governor And State Legislators Enact Legislation To Re-Emphasize The Transportation User Fee Concept Thus Segregating Fuel Tax Revenues And Vehicle Registration Fees Specifically For The Transportation Fund

WHEREAS, few people realize that an amount equal to about one-third of the state’s 30.9 cent per gallon fuel tax is being used this year for non-transportation purposes, and

WHEREAS, the previous state budget transferred \$675 million from the Transportation fund to help address the General Fund’s \$3.2 billion deficit. \$524 million was restored, not with fuel tax revenues, but through bonding adding to Wisconsin’s “negative” AA3 Moody’s rating, and

WHEREAS, the 2005-2007 State’s Biennium Budget also calls for transferring over \$600 million from the Transportation Fund to the General Fund and replacing a portion of those funds again through bonding. The budget is “balanced” with over \$1 billion on one-time monies, fund transfers and accounting shifts to the next biennium, and

WHEREAS, Wisconsin’s Transportation fund has traditionally been “segregated” from the General Fund because of the user fee concept, and

WHEREAS, maintaining and rebuilding the State’s highway infrastructure and bridges is vital to the State, counties, and all municipalities to support commerce and tourism. We must maintain the quality of roads to provide safe transportation of not only goods and services, but for the citizens of the state.

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors, in support of all counties in the state, request that the Governor and State Legislators enact legislation to re-emphasize the transportation user fee concept, thus segregating fuel tax revenues and vehicle registration fees specifically for the Transportation Fund, and

NOW, BE IT FURTHER RESOLVED, that a copy resolution be conveyed to the Governor, Legislators representing Sauk County and to all other counties in the state.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted:

Sauk County Transportation/Parks Committee

COPY

Virgil Hartje, Chair

Larry Volz

Donald Stevens

Halsey Sprecher

Martin (Tim) Meister

Fiscal note: No impact. *MD*

Information System Note: No information system impact.

RESOLUTION NO. 114 - 07

AUTHORIZING CONTRACTING WITH MSA PROFESSIONAL SERVICES FOR GROUNDWATER AND LEACHATE MONITORING SERVICES AT THE SAUK COUNTY SOLID WASTE SITE.

WHEREAS, the Sauk County Landfill permanently closed on April 5, 2005; and,

WHEREAS, Sauk County is obligated to maintain the closed Landfill, and comply with WDNR monitoring requirements including obtaining results from analysis of groundwater, air and leachate samples, methane gas readings and water table measurements; and,

WHEREAS, the Executive and Legislative Committee has reviewed bids from three vendors (RMT Inc., GeoTrans, and MSA) for groundwater and leachate monitoring, analysis and reporting to provide data compliant with State requirements; and,

WHEREAS, your committee believes it to be in the best interest of Sauk County to contract with MSA Professional Services for the provision of environmental monitoring services for leachate monitoring: \$15,320, and groundwater monitoring: \$21,780.

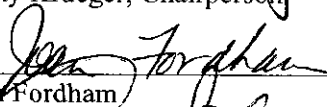
NOW THEREFORE BE IT RESOLVED by the Sauk County Board of Supervisors, met in regular session, that Sauk County contract with MSA Professional Services for Groundwater and Leachate monitoring at the closed Solid Waste Site.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

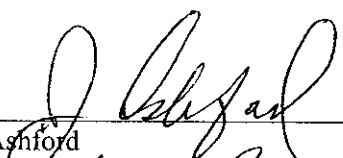
Respectfully submitted,

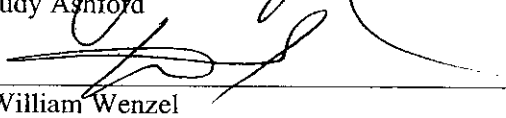
EXECUTIVE AND LEGISLATIVE COMMITTEE


Marty Krueger, Chairperson


Joan Fordham


Don Stevens


Judy Ashford


William Wenzel

Fiscal Note: No tax levy impact. Funds for the ongoing maintenance of the solid waste site are funded by long term care funds and closure funds.

KPB

MIS Note: None.

COPY

RESOLUTION NO. 115, 07

APPROVING A REQUEST TO APPLY FOR AID
TO LAW ENFORCEMENT WITH WISCONSIN
HO-CHUNK LANDS WITHIN SAUK COUNTY

WHEREAS, Sauk County is a duly organized political subdivision of the State of Wisconsin, and has within its borders federally recognized Indian trust lands having significant Wisconsin Ho-Chunk population; and

WHEREAS, the State of Wisconsin and County of Sauk have joint responsibility for providing law enforcement services upon said Indian trust lands; and

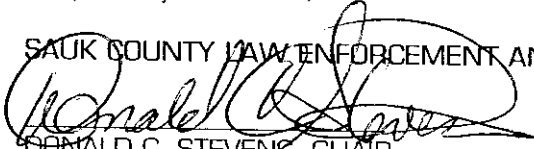
WHEREAS, counties having federally recognized Indian trust land within their borders may apply for law enforcement aid under ss 165.90 of the Wisconsin statutes to help defray the costs of services provided upon said land.

NOW, THEREFORE BE IT RESOLVED that the Sauk County Board of Supervisors direct the Sauk County Sheriff's Department to make application to the State of Wisconsin, Department of Justice, for aid in the amount not to exceed the limit to defray the costs to enforce the laws of the State of Wisconsin on Indian trust lands in the County of Sauk and to administer such grant monies under the grant guidelines.


For consideration by the Sauk County Board of Supervisors on this 16th day of October, 2007

Respectfully submitted,

SAUK COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE


DONALD C. STEVENS, CHAIR


JOAN WHEELER


ROBERT SINCLAIR


CHARLES MONTGOMERY


PETER TOLLAKSEN

Fiscal Note: Anticipated revenues of \$26,500 in 2008. said amount included in 2008 proposed budget

KPB

COPY

**RESOLUTION TO CREATE ONE (1) FULL-TIME NUTRITION AND PREVENTION
SPECIALIST POSITION FOR THE SAUK COUNTY COMMISSION ON AGING, EFFECTIVE
JANUARY 1, 2008**

WHEREAS, the United States Administration on Aging established the Older Americans Act, Nutrition Program, and

WHEREAS, adequate nutrition is essential for healthy aging and the prevention /delay of chronic disease and disease disabilities, and

WHEREAS, oversight of the Commission on Aging nutrition sites and catered services is currently the responsibility of the Director; and

WHEREAS; the current assignment of responsibilities meet only the minimum requirements of the Older Americans Nutrition Program, without opportunity to address dietetic concerns or issues of individual families or participants; and

WHEREAS, the Personnel and Finance Committees, as established in §13.19 (4)(d) of the Sauk County Code of Ordinances, have reviewed the position request and determined that the need for this position and funding exist.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that one (1) full time position of Nutrition and Prevention Specialist shall be created,

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

SAUK COUNTY PERSONNEL COMMITTEE

TIM MEISTER - CHAIR

PETE TOLLAKSEN- VICE-CHAIR

SCOTT ALEXANDER - SECRETARY

HENRY NETZINGER

JUDITH STOECKMANN

SAUK COUNTY FINANCE COMMITTEE

MARTY KRUEGER - CHAIR

TOM KRIEGL

JOAN FORDHAM

WILLIAM F. WENZEL

TOMMY LEE BYCHINSKI

COPY

RESOLUTION NO. 116-07

RESOLUTION TO CREATE ONE (1) FULL-TIME NUTRITION AND PREVENTION
SPECIALIST POSITION FOR THE SAUK COUNTY COMMISSION ON AGING, EFFECTIVE
JANUARY 1, 2008

SAUK COUNTY COMMISSION ON AGING

JOAN WHEELER- CHAIR

SCOTT ALEXANDER - VICE CHAIR

ROBERT CASSITY

ROSE WHITE

DARLENE HILL

DARELL MCCLUSKEY

RALPH SOLDNER

LAVON PUTTKAMER

BETTY DURST

Fiscal Note: Fiscal Note: The estimated 2008 costs of this position are \$30,254 for wages, \$20,706 for benefits, and \$5,600 for other costs such as computer equipment, office furniture, mileage and other operating supplies. *This position will be funded by currently available Older Americans Act funding.*

KPB

Name: _____ **Department:** Commission on Aging
Position Title: Nutrition and Prevention Specialist **Pay Grade:** _____ **FLSA:** E
Date: October 2007 **Reports To:** Director- Commission on Aging

Purpose of Position

The purpose of this position is to perform basic nutrition assessments, education, counseling for the Aging and Disabled for Sauk County Commission on Aging Department, following the protocols of the Older Americans Act (OAA) and State policies and procedures for the nutrition program.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain communication and partnership with catering contractors and dining center staff to provide technical assistance. Evaluate and insure contract compliance. Evaluate menu plans for compliance.
- Advises and instructs clients regarding nutrition.
- Determines client eligibility for various food service programs.
- Develops and implements outreach to agencies and businesses.
- Develops, conducts, and evaluates nutrition education using current nutrition information.
- Provides nutrition education to high risk clients. Develops nutrition intervention action plans with high risk
- Maintains participant records and supplies. Updates staff.
- Develops, conducts and evaluates secondary nutrition education.
- Coordinates nutrition activities with other programs.
- Attends staff meetings and training as required.
- Transports supplies to dining centers. Oversees dining center operations.
- Leads evidence based prevention programs such as Living Well with Chronic Conditions, Stepping On, Eat Better, Move More and others as required.

- Refers clients to other agencies as appropriate.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Nutrition, health care or related field, with two to three years nutritional analysis experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience with public presentations, desktop publishing and display creation. Register Dietitian preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions**Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to persuade, convince and train others, including the ability to act with minimum supervision. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as participant charts, flow sheets, weight and height charts, nutrition texts, cookbooks, and policy and procedure manual.
- Ability to communicate effectively with medical care providers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing semiskilled movements such as data entry. Ability to operate computer keyboard/typewriter, telephone, photocopier, infant and adult scales, hemocue, recumbent board, tape measure.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.

Environmental Adaptability

- Ability to work under safe and comfortable conditions with exposure to disease and changing weather conditions.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

.....

Employee's Signature

.....

Supervisor's Signature

.....

Date

.....

Date

RESOLUTION TO COMMIT SAUK COUNTY TO PARTICIPATION IN THE CREATION AND IMPLEMENTATION OF AN AGING AND DISABILITY RESOURCE CENTER (CURRENTLY KNOWN AS COMMISSION ON AGING DEPARTMENT) IN CONJUNCTION WITH LONG TERM CARE REFORM.

WHEREAS, Wisconsin's Governor and Secretary of the Department of Health and Family Services (DHFS) have proposed establishing a statewide managed long-term care system for older people and adults with disabilities by 2011; and

WHEREAS, a major component of the statewide managed long term care system includes the development of an Aging and Disability Resource Center (ADRC) to provide "one stop shopping" for all citizens of programs and services which are available; and

WHEREAS, the Sauk County ADRC will serve as the "Front Door" to Family Care by helping to determine eligibility for long term care services; and

WHEREAS, a Managed Care Organization may not operate where ADRC services are not available; and

WHEREAS, the Position Review Committee, as established in §13.19 (3)(b) of the Sauk County Code of Ordinances, has reviewed the position requests, and has determined that the need for these positions exists.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, the Authorization and Creation of:

- One (1) Full-time Aging and Disability Specialist Leadworker, effective August, 2008, and
- Two (2) Full-time Aging and Disability Specialists, effective August, 2008.
- One (1) Disability Benefit Specialist, effective August, 2008.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted

**SAUK COUNTY
PERSONNEL COMMITTEE**

**SAUK COUNTY
FINANCE COMMITTEE**

TIM MEISTER - CHAIR

TOMMY LEE BYCHINSKI - CHAIR

PETER TOLLAKSEN- VICE CHAIR

THOMAS KRIEGL - VICE CHAIR

SCOTT ALEXANDER - SECRETARY

WILLIAM F. WENZEL -SECRETARY

HENRY NETZINGER

JOAN FORDHAM

JUDITH STOECKMANN

MARTY KRUEGER

COPY

RESOLUTION NO. 117-07
RESOLUTION TO COMMIT SAUK COUNTY TO PARTICIPATION IN THE CREATION AND
IMPLEMENTATION OF AN AGING AND DISABILITY RESOURCE CENTER
(CURRENTLY KNOWN AS COMMISSION ON AGING DEPARTMENT)
IN CONJUNCTION WITH LONG TERM CARE REFORM.

SAUK COUNTY COMMISSION ON AGING

-
- JOAN WHEELER- CHAIR*
-
- SCOTT ALEXANDER - VICE CHAIR*
-
- ROBERT CASSITY*
-
- ROSE WHITE*
-
- DARLENE HILL*
-
- DARELL MCCLUSKEY*
-
- RALPH SOLDNER*
-
- LAVON PUTKAMER*
-
- BETTY DURST*
-

FISCAL NOTE: It is anticipated all positions will be funded through state funding for the Aging and Disability Resource Center. As the state budget is resolved, these positions will only be created to the extent funding allows.

	<u>Wages</u>	<u>Benefits</u>	<u>Other*</u>	<u>Total</u>
One Aging & Disability Leadworker	\$43,492	\$23,534	\$5,600	\$72,626
Two Aging & Disability Specialists	\$82,750	\$31,919	\$11,200	\$125,869
One Disability Benefit Specialist	\$41,375	\$23,082	\$5,600	\$70,057
Total	\$167,617	\$78,535	\$22,400	\$268,552

*Other costs include computer equipment, office furniture, mileage and other operating supplies. *KPB*

RESOLUTION NO. 118-07
RESOLUTION TO COMMIT SAUK COUNTY TO PARTICIPATING IN
MANAGED LONG TERM CARE REFORM

WHEREAS, Wisconsin's Governor and Secretary of the Department of Health and Family Services (DHFS) have proposed establishing a statewide managed long-term care system for older people and adults with disabilities by 2011; and

WHEREAS, it is anticipated that the 2008 State budget will include the Department of Health and Family Services planning and implementation grants to support the expansion and achievement of this managed long-term care system; and

WHEREAS, the redesigned care management system would serve all eligible consumers under a capitated (per person, per month) payment system, eliminating Sauk County's the waiting list of 300 individuals for services under the Community Options Program (COP); and

WHEREAS, a redesigned system of care reflects the following values of:

- Choice - Provide individuals with better choices of services, support, and providers.
- Access - Improve individuals' access to quality services.
- Quality - Improve quality by focusing on individually identified needs and supported health and social outcomes.
- Cost-effective - Create cost effective solutions by managing and achieving quality individualized care needs, and

WHEREAS, Sauk County intends to submit application to DHFS for funding to create and operate an Family Care Program, by March of 2008; and

WHEREAS, current staffing structure within the Department of Human Services does not provide for the full-time equivalents (FTEs) mandated by the expansion of Family Care;

WHEREAS, the Position Review Committee, as established in §13.19 (3)(b) of the Sauk County Code of Ordinances, has reviewed the position requests, and has determined that the need for these positions exist.

NOW THEREFORE BE IT RESOLVED, by the Sauk County Board of Supervisors met in regular session, the Authorization and Creation of:

- Four (4) Full-time Registered Nurse Case Managers for the Sauk County Human Services Department, Long Term Support, Family Care Program; effective July 1, 2008 and
- One (1) Full-time Children's Program Supervisor and the elimination of one (1) Full-time Social Worker (Leadworker) in Community Access Unit; effective July 1, 2008 and
- One (1) Full-time Long Term Support Supervisor and the elimination of one (1) Full-time Social Worker (Leadworker) in Long Term Support Unit, effective July

COPY

RESOLUTION NO. 118-07

**RESOLUTION TO COMMIT SAUK COUNTY TO PARTICIPATING IN
MANAGED LONG TERM CARE REFORM**

**RESOLUTION TO COMMIT SAUK COUNTY TO PARTICIPATING IN MANAGED LONG
TERM REFORM EFFECTIVE JANUARY 1, 2008**

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

**SAUK COUNTY
PERSONNEL COMMITTEE**

**SAUK COUNTY
FINANCE COMMITTEE**

TIM MEISTER - CHAIR

TOMMY LEE BYCHINSKI - CHAIR

PETER TOLLAKSEN- VICE-CHAIR

THOMAS KRIEGEL - VICE CHAIR

SCOTT ALEXANDER - SECRETARY

WILLIAM WENZEL -SECRETARY

HENRY NETAINGER

JOAN FORDHAM

JUDITH STOECKMANN

MARTY KRUEGER

**SAUK COUNTY HUMAN SERVICE
BOARD**

SCOTT ALEXANDER - CHAIR

PAUL ENDRES - VICE CHAIR

JUDITH STOECKMANN - SECRETARY

AL DIPPEL

RESOLUTION NO. 118 -07
RESOLUTION TO COMMIT SAUK COUNTY TO PARTICIPATING IN
MANAGED LONG TERM CARE REFORM

BEVERLY VERTEIN

JIM BOWERS

KAREN FABISIAK

FISCAL NOTE: FISCAL NOTE: It is anticipated all positions will be funded through outside funding.

	<u>Wages</u>	<u>Benefits</u>	<u>Other*</u>	<u>Total</u>
One Long-Term Support Nursing Supervisor	\$51,839	\$25,317	\$2,000	\$79,156
One Social Worker Long-Term Support	\$41,341	\$23,074	\$2,500	\$66,915
Total	\$93,180	\$48,391	\$4,500	\$146,071

*Other costs include mileage and training.

KAB

Sauk County Position Description

Department:	Human Services	Position: Title:	Registered Nurse Case Manager
Pay Grade:		FLSA:	E
Date:	October 2007	Reports To:	Long Term Support Nursing Supervisor

Employee Group: United Professionals

Purpose of Position

The purpose of this position is to provide professional nursing and case management services for the Sauk County Human Services Family Care Program.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides needs assessments and recommends case plans. Screens, examines and evaluates current and new clients for illnesses, recommends preventative and responsive treatment plans. Examines clients following prior treatment.
- Assesses illness and injury to determine treatment and/or referral for additional medical/service treatment. Coordinates client medical referrals with providers.
- Reviews and updates clients medical records and reports.
- Communicates clients needs and condition to appropriate program providers and staff.
- Provides treatment according to license authorization or physicians' protocols.
- Records provided nursing services and updates records.
- Provides medical education to clients, Family Care Program staff and Department staff.
- Participates as team member with social workers, other staff and Family Care Client.
- Recommends reporting policies and procedures. Trains staff regarding reporting process.
- Provides on-going case management. Refers clients to other agencies, intervenes in crisis situations, monitors client services delivery and acts as advocate for client. Reviews cases for completion of goals.
- Assists with clients/clients family, applicant screening program.
- Coordinates Family Care Program services with other agencies and providers of service.

vehicle operator's license, Wisconsin Registered Nurse license and CPR certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to counsel, treat and mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as medical reports, physician's orders, insurance company reports,, nurses notes, incident and accident reports, patient charts, Physician's Desk Reference, policies, procedures, State statutes and medical journals.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, computer terminal, blood pressure cuff, otoscope, ophthalmoscope, hemacue and stethoscope.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating medical equipment.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities and differences between characteristic of colors, shape, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as violence, noise, disease and/or dust. This exposure may cause some discomfort and presents a risk of 1'.
- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, electrical currents, violent weather, wetness, disease and/or dust, to work under unsafe and uncomfortable conditions.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Sauk County
Position Description**

Name:		Department:	Human Services
Position Title:	Children's Program Supervisor	Pay Grade:	FLSA: E
Date:	October 2007	Reports To:	Long Term Support Programs Manager

Purpose of Position

The purpose of this position is to supervise the Birth-to-Three, Family Support, and Children's Long Term Support Waiver programs for Sauk County Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Hires, trains, disciplines, and evaluates Children's Unit Program social workers and specialized staff.
- Maintains knowledge of current of Medical Assistance programs and policies, the Children's LTS Waiver Program, Birth-to-Three, and Family Support programs.
- Directs social workers, therapists, and other staff in aspects of managed care, including assessments, plan development, service coordination for children with disabilities and families.
- Implements directives regarding budget allocations and provided services, in consultation with Long Term Support Programs Manager.
- Participate in budget development. Interprets data management, billing and reimbursement methods to Personal Care and Family Care program staff. Monitors budget expenses and program compliance
- Maintains knowledge of current of Medical Assistance programs and policies, managed care programs, Children's Waiver Programs, and other Long Term Care programs, funding and reimbursement.
- Directs staff in tasks regarding assessments, plan development, service coordination as related to the managed care services for children with disabilities.
- Develops and implements Unit policies and procedures in accordance with Regional and State Plans.
- Represents Unit to other agencies, including school districts and related programs.
- Testifies in court as summoned.
- Assists Long Term Support Programs Manager in implementing managed care programs in a high quality, cost effective manner.
- Respond to client grievances and attempt to resolve. Reports grievances to Department Deputy Director.

- Consults with medical providers, law enforcement, school personnel, families and guardians, etc. to facilitate services.
- Train staff on children's programs requirements, methods and philosophy, including resource allocation, outcome planning, and quality assurance.
- Participates in on going professional training and development.
- Develops community-based services and resources.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Sorts and files documents.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work or related field. Three years experience in children's long term care programs and staff supervision, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Wisconsin Social Work License required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to counsel, treat, mediate and provide first line supervision. Ability to persuade and convince others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, program reports, time sheets, meeting minutes, bills, invoices, case plans, insurance authorizations, client records, court orders, program informational/promotional materials, contracted services budgets, program bulletins, Social Security documents, job applications, evaluations forms, Wisconsin Administrative Code 68, 132, 134, 101, 108, State Statutes Chapters 55, 880, 46, 90, 51, DSM IHR, union contracts, personnel manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate verbally and in writing with clients, clients' families, Department personnel, law enforcement personnel, attorneys, medical personnel and State Department of Health and Human Services personnel.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to operate telephone, dictation machines, calculator, photocopier, fax machine.
- Ability to exert light physical effort in sedentary to light work. Ability to sustain prolonged visual concentration.

Environmental Adaptability

- Ability to work under moderately safe and comfortable conditions with exposure to smoke and potential violence.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

Supervisor's Signature

.....

.....

Date

Date

**Sauk County
Position Description**

Name:		Department:	Human Services
Position Title:	Supervisor-Long Term Support	Pay Grade:	FLSA: E
Date:	October 2007	Reports To:	Long Term Support/Family Care Supervisor

Purpose of Position

The purpose of this position is to supervise Long Term Support Programs for Sauk County Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Hires, trains, disciplines Long Term Support personnel providing services to developmentally disabled, mentally ill, physically disabled and elderly clients.
- Maintains knowledge of current Long Term Program policies, reporting requirements, funding and reimbursement.
- Directs staff case management tasks regarding assessments, plan development, service coordination.
- Directs Adult protective Services activities. Authorizes emergency intervention and services in elder abuse/neglect situations.
- Implements directives regarding budget allocations and provided services, in consultation with Community Treatment Manager.
- Coordinates skills enrichment and birth-to-three programs including the selection, training and discipline of staff.
- Interprets data management, billing and reimbursement methods to Long Term Support workers. Authorizes bills. Codes to expense account. Monitors budget expenses and program compliance.
- Develops and implements Unit policies and procedures.
- Reviews referrals and determines client residency.
- Represents Unit to other agencies.
- Testifies in court as summoned.
- Assists Community Treatment Manager in developing requests for proposals and contracts.
- Responds to client grievances and attempts to resolve. Reports grievances to Department Deputy Director.
- Consults with medical providers, law enforcement, client families and guardians, etc. to facilitate services.

- Prepares and submits grant applications as directed.
- Participates in Unit, Department and County meetings as required. Serves on SCHCC Human Rights Committee.
- Acts as liaison for Birth-to-Three and Child Find Committee.
- Supervises student interns.
- Designs and conducts training on Unit programs.
- Participates in on-going professional training and development.
- Develops community-based services and resources.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Sorts and files documents.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Psychology, or related field and three years long term support program experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Wisconsin social work license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to counsel, treat, mediate and provide first line supervision. Ability to persuade and convince others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, program reports, time sheets, meeting minutes, bills, invoices, case plans, insurance authorizations, client records, court orders, program informational/promotional materials, contracted services budgets, program bulletins, Social Security documents, job applications, evaluations forms, Wisconsin Administrative Code 68, 132, 134, 101, 108, State Statutes Chapters 55, 880, 46, 90, 51, DSM IIR, union contracts, personnel manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate verbally and in writing with clients, clients' families, Department personnel, law enforcement personnel, attorneys, medical personnel and State Department of Health and Human Services personnel.

Mathematical Ability

Long Term Support Supervisor

- Ability to calculate percentages, fractions and decimals; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to operate telephone, dictation machines, calculator, photocopier, fax machine.
- Ability to exert light physical effort in sedentary to light work. Ability to sustain prolonged visual concentration.

Environmental Adaptability

- Ability to work under moderately safe and comfortable conditions with exposure to smoke and potential violence.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

RESOLUTION NO. 119-07

RESOLUTION TO ESTABLISHING TWO (2) REGULAR FULL-TIME POSITIONS WITHIN THE LONG TERM SUPPORT UNIT OF SAUK COUNTY HUMAN SERVICES AND THE ELIMINATION OF TWO PROJECT POSITIONS

WHEREAS, the Human Services and Personnel Committees and approved the creation of two (2) Long Term Support project positions, One (1) Long Term Support Supervisor of Nursing Services and One (1) Long Term Support Social Worker; and

WHEREAS, the project positions creation and continuance were contingent upon program success and outside funding; and

WHEREAS, the positions provide vital and much needed services to the citizens of Sauk County; and

WHEREAS, funding is continuing to be received through the Community Options/Waiver Program; and

WHEREAS, the Position Review Committee, as established in §13.19 (3)(b) of the Sauk County Code of Ordinances, has reviewed the position requests, and has determined that the need for these positions exists.

NOW THEREFORE BE IT RESOLVED, by the Sauk County Board of Supervisors met in regular session, the Authorization and Creation of:

- One (1) Full-time Long Term Support/Nursing Supervisor and the elimination of one (1) Long Term Support/Nursing Supervisor Project Position in the Long Term Support Unit, effective January 1, 2008;
- One (1) Full-time Social Worker in the Long Term Support Unit, and the elimination of one (1) Full-time Social Worker Project Position in the Long Term Support Unit, effective January 1, 2008;

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

**SAUK COUNTY
PERSONNEL COMMITTEE**

**SAUK COUNTY
FINANCE COMMITTEE**

TIM MEISTER - CHAIR

TOMMY LEE BYCHINSKI - CHAIR

PETER TOLLAIXEN- VICE-CHAIR

THOMAS KRIEGL - VICE CHAIR

SCOTT ALEXANDER - SECRETARY

WILLIAM F. WENZEL -SECRETARY

COPY

<p>SAUK COUNTY HUMAN SERVICE BOARD</p>

SCOTT ALEXANDER - CHAIR

PAUL ENDRES - VICE CHAIR

JUDITH STOECKMANN - SECRETARY

AL DIPPEL

CATHERINE M. HORNENBERGER

BEVERLY VERTEIN

JIM BOWERS

KAREN FABISIAK

FISCAL NOTE: It is anticipated all positions will be funded through outside funding.

	<u>Wages</u>	<u>Benefits</u>	<u>Other*</u>	<u>Total</u>
One Long-Term Support Nursing Supervisor	\$51,839	\$25,317	\$2,000	\$79,156
One Social Worker Long-Term Support	\$41,341	\$23,074	\$2,500	\$66,915
Total	\$93,180	\$48,391	\$4,500	\$146,071

*Other costs include mileage and training.

KPB

**Sauk County
Position Description**

Name:		Department:	Human Services
Position Title:	Long Term Support/Nursing Supervisor	Pay Grade:	FLSA: E
Date:	October 2007	Reports To:	Long Term Support Programs Manager

Purpose of Position

The purpose of this position is to supervise the Personal Care and Family Care programs for Sauk County Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Hires, trains, disciplines, and evaluates Personal Care workers and Family Care Program social workers and registered nurses.
- Maintains knowledge of current of Medical Assistance programs and policies, the Family Care and other Long Term Care programs, funding and reimbursement.
- Directs nursing, personal care and other care management staff in tasks regarding assessments, plan development, service coordination as related to the managed care services for persons who are elderly, have developmental and/or physical disabilities.
- Implements directives regarding budget allocations and provided services, in consultation with Long Term Support Programs Manager.
- Participate in budget development. Interprets data management, billing and reimbursement methods to Personal Care and Family Care program staff. Monitors budget expenses and program compliance.
- Develops and implements Unit policies and procedures in accordance with Regional and State Family Care Contract.
- Coordinates with Aging and Disability Resource Center to process referrals and make appropriate staff assignments. Implement and direct care management staff in the enrollment policies related to the Family Care Program.
- Represents Unit to other agencies.
- Testifies in court as summoned.
- Assists Long Term Support Programs Manager in implementing managed care programs in a high quality, cost effective manner.
- Respond to client grievances and attempt to resolve. Reports grievances to Department Deputy Director.

Long Term Support/Nursing Supervisor

- Consults with medical providers, law enforcement, client families and guardians, etc. to facilitate services.
- Train staff on managed care methods and techniques, including resource allocation, outcome planning, and quality assurance.
- Participates in on going professional training and development.
- Develops community-based services and resources.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Sorts and files documents.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Nursing. Three years in nursing practice and staff supervision, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Wisconsin Registered Nursing License required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to counsel, treat, mediate and provide first line supervision. Ability to persuade and convince others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, program reports, time sheets, meeting minutes, bills, invoices, case plans, insurance authorizations, client records, court orders, program informational/promotional materials, contracted services budgets, program bulletins, Social Security documents, job applications, evaluations forms, Wisconsin Administrative Code 68, 132, 134, 101, 108, Chapter N6, HFS 11, State Statutes Chapters 55, 880, 46, 90, 51, DSM IIIR, union contracts, personnel manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate verbally and in writing with clients, clients' families, Department personnel, law enforcement personnel, attorneys, medical personnel and State Department of Health and Human Services personnel.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

associated with supervising, managing, leading, teaching, directing and controlling.

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to operate telephone, dictation machines, calculator, photocopier, fax machine.
- Ability to exert light physical effort in sedentary to light work. Ability to sustain prolonged visual concentration.

Environmental Adaptability

- Ability to work under moderately safe and comfortable conditions with exposure to smoke and potential violence.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

**Sauk County
Position Description**

Name:		Department:	Human Services
Position Title:	Social Worker - Long Term Support	Pay Grade:	FLSA: E
Date:	October 1994	Reports To:	Supervisor-Long Term Support

Purpose of Position

The purpose of this position is to determine, implement and coordinate Long Term support social services for Sauk County Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assesses client needs by gathering information. Determines client functioning level and appropriate services to allow clients to live within the community.
- Develops and oversees client care plans for delivery of program and support services.
- Writes appropriate Medical Assistance waiver client care plans including utilization of community services and funding sources.
- Implements client care plans. Coordinates services with providers.
- Provides on-going case management. Refers clients to other agencies, intervenes in crisis situations, monitors client services delivery and acts as advocate for client. Reviews cases for completion of goals.
- Communicates with medical and mental health professionals and other community service providers to coordinate services.
- Monitors clients' funding sources, tracks waiver costs to stay within budget and maintains program quality compliance.
- Assesses client condition on on-going basis. Makes recommendations for appropriate placement, provides supporting documentation and testifies in Court as summoned. Consults with client, guardians and service providers regarding client competency. Prepares court-ordered comprehensive evaluations and annual WATTS reviews for caseload clients.
- Attends and participates in weekly staff and other required meetings.
- Investigates allegations of Elder abuse and neglect, and refers as necessary.
- Participates in emergency on-call rotation for crisis intervention regarding juvenile court intake and other Chapter 48-defined duties.
- Reviews service providers bills and forwards with recommendations to Long Term Support Supervisor.

- Completes service activity log, time sheets, assessments, review notes and other required documents.
- Confers with other long-term support staff regarding specific programs such as Alzheimer, Support home care, COP, etc.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- May participate in emergency government programs.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work or related field with one to two years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Elderly/disabled client case management experience preferred. Wisconsin social work license required. A valid Wisconsin motor vehicle operator's license or access to transportation required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to guide and educate others, including the ability to act in a lead capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as client records, court documents, bills, agency program reports, activity logs, client charts, COP waiver forms, COP manuals, Physicians Desk Reference, Wisconsin Administrative Code, computer software operating manual, medical supply catalogues, procedures, guidelines, non-routine correspondence, Wisconsin elder abuse law and Statutes 51, 55, 48, and 880.
- Ability to communicate verbally and in writing with clients, clients' families, Department personnel, law enforcement personnel, attorneys, medical personnel and State Department of Health and Human Services personnel.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry. Ability to operate computer keyboard/typewriter, calculator, photocopier, fax machine.
- Ability to exert light physical effort in sedentary to light work.
- Ability to recognize and identify similarities or differences between characteristics of sounds and odors.

Environmental Adaptability

- Ability to work under safe and comfortable conditions with exposure to smoke, disease and potential violence.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

Supervisor's Signature

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Date

Date

RESOLUTION NO. 120-07

RESOLUTION TO CREATE AN ADDITIONAL FULL-TIME POSITION OF DEPUTY CLERK OF COURT FOR THE SAUK COUNTY CLERK OF COURTS OFFICE EFFECTIVE JANUARY 1, 2008

WHEREAS, the Sauk County Clerk of Court has identified that there is a need for improved document management through optical scanning of all court documents; and

WHEREAS, the demand for more storage space in light of the State mandated rules of retention of court files has required that document imaging options be explored; and

WHEREAS, a document imaging system would allow for faster searches thereby improving staff efficiency and enhancing customer service; and

WHEREAS, the Sauk County Clerk of Court has worked to develop a potential strategy to deal with these issues; and

WHEREAS, it has been recommended that a staff person whose primary responsibility is the optical scanning of all court documents would best serve the needs of the office; and

WHEREAS, the Position Review Committee, as established in §13.19 (3)(b) of the Sauk County Code of Ordinances, has reviewed the position request, and has determined that the need for this position exists.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that an additional full-time position of Deputy Clerk for the Sauk County Clerk of Court's Office be created effective January 1, 2008.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

SAUK COUNTY
PERSONNEL COMMITTEE

SAUK COUNTY
FINANCE COMMITTEE

TIM MEISTER - CHAIR

TOMMY LEE BYCHINSKI - CHAIR

PETER TOLLAKSEN - VICE-CHAIR

THOMAS KRIEGL - VICE CHAIR

SCOTT ALEXANDR - SECRETARY

WILLIAM F. WENZEL - SECRETARY

HENRY NETZINGER

JOAN FORDHAM

JUDITH STOECKMANN

MARTY KRUEGER

COPY

RESOLUTION NO. 120-07

RESOLUTION TO CREATE AN ADDITIONAL FULL-TIME POSITION OF DEPUTY CLERK OF COURT FOR
THE SAUK COUNTY CLERK OF COURTS OFFICE EFFECTIVE JANUARY 1, 2008

SAUK COUNTY
JUDICIARY COMMITTEE

DONALD STEVENS - CHAIR

JOAN WHEELER - VICE CHAIR

ROBERT SINKLIAR - SECRETARY

CHARLES MONTGOMERY

PETER TOLLAKSEN

FISCAL NOTE: The estimated 2008 costs of this position are \$29,056 for wages and \$19,614 for benefits. The creation of this position would decrease the relief worker expense by \$10,000 making the net cost for this position at \$38,670. *This position will be levy funded.* YPB

**Sauk County
Position Description**

Name:		Department:	Clerk of Court
Position Title:	Deputy Clerk of Court	Pay Grade:	7
		FLSA:	E
Date:	August 2000	Reports To:	Clerk of Court

Purpose of Position

The purpose of this position is to maintain court records, perform related clerical and customer service tasks for Sauk County Clerk of Court.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Opens case file, assigns case number and Judge. Dockets legal papers in file for court proceedings. Enters citations, summons and complaints, criminal complaint, warrants, petitions and other filed documents.
- Clerks at courtroom proceedings. Takes minutes, administers oath to witnesses and marks and maintains exhibits.
- Clerks at courtroom proceedings. Takes minutes, administers oath to witnesses and marks and maintains exhibits.
- Reviews and interprets legal documents to determine additional tasks such as preparing files for next step in legal process including creating financial records, completing trial notices, suspensions, warrants, revocations, judgment of conviction, default judgments, refusals, liens, appeals, post conviction relief and/or other actions.
- Prepares reports of case dispositions to various agencies and departments such as DOT, Bureau of Vital Statistics, District Court Administrator, Probation and Parole, jails, prisons, assessment facilities and others.
- Records case disposition. Copies and distributes judgments, close case on computer and follows warrant status procedures.
- Receives fee, fine and other payments and credits appropriate account. Ensures daily balance and bank deposit accuracy.
- Prepares official court calendar
- Compiles, assigns and summons jury panels.
- Updates law library.
- Processes passport applications

- Provides a variety of clerical support services. Composes and prepares correspondence as needed.
- Files documents and case files according to model court record keeping procedures. Files all civil, criminal, family, small claims and traffic cases in appropriate section.
- Performs duties of other deputies as needed or assigned.
- Performs public reception duties. Provides information to questions and complaints or refers to appropriate person or agency. Directs visitors.
- Performs optical scanning of records for the Sauk County Clerk of Courts.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Sorts, distributes, collects and delivers mail.
- Updates forms and printed supplies
- Orders office supplies, equipment and inventory.
- Updates procedure manual.
- Assists the public in accessing public records.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma with vocational/technical training in secretarial or legal secretarial skills with one to two years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well- established policies, procedures and standards.
- Ability to utilize advisory data and information such as court proceedings minutes, Judgment of Conviction, court orders, court schedules and calendars, warrants, docket cards, legal directories, Black's Law Dictionary, court records management manual, State forms manuals, Court of Appeals manual, exhibit lists, notices , pleas, computer software operating manuals, procedures, guidelines, correspondence and Wisconsin Statutes.
- Ability to communicate effectively with Clerk of Court personnel, the general public, attorneys, defendants, law enforcement personnel, District Attorney personnel, jailers, court reporters, Probation and Parole personnel, Court Commissioners, Judges and judicial assistants.

Mathematical Ability

Deputy Clerk of Court

1302

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, telephone, fax machine, calculator, photocopier, microfiche reader, computer printer, Clerk of Court seal.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to sustain prolonged visual concentration.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and sounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions with exposure to potential violence.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

RESOLUTION NO. 121-07

RESOLUTION TO CREATE THE PART-TIME POSITION OF LAW CLERK FOR THE SAUK COUNTY CIRCUIT COURTS EFFECTIVE JANUARY 1, 2008

WHEREAS, the Sauk County Board of Supervisors authorized a second part-time position of Law Clerk for the Sauk County Circuit Courts in 1984, with the purpose of aiding the Circuit Courts in expediting judicial matters and

WHEREAS, The funding for the position was removed from the 2004 budget despite an increase of nearly thirty-three percent (33%) in annual disposed cases, since the creation of the second position; and

WHEREAS, the caseload for the Sauk County Circuit Courts; has not declined but has continued to escalate, and

WHEREAS, the need still exists to provide the citizens of Sauk County with the most expeditious, and knowledgeable judicial services possible; and

WHEREAS, Law Clerks provide assistance to the Circuit Court Judges in managing caseloads, by providing research, pretrial mediation and opportunity for out of court settlement where possible, thus reducing excessive backlog on court proceedings, and insuring citizens constitutional rights; and

WHEREAS, the Position Review Committee, as established in §13.19 (3)(b) of the Sauk County Code of Ordinances, has reviewed the position request, and has determined that the need for this position exists.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that a second position of Law Clerk, be created as a regular part-time position effective January 1, 2008.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

SAUK COUNTY
PERSONNEL COMMITTEE

SAUK COUNTY
FINANCE COMMITTEE

TIM MEISTER - CHAIR

TOMMY LEE BYCHINSKI - CHAIR

PETER TOLLAKSEN - VICE-CHAIR

THOMAS KRIEGL - VICE CHAIR

SCOTT ALEXANDR - SECRETARY

WILLIAM F. WENZEL - SECRETARY

COPY

RESOLUTION NO. 121-07

HENRY NETZINGER

JOAN FORDHAM

JUDITH STOECKMANN

MARTY KRUEGER

<p>SAUK COUNTY JUDICIARY COMMITTEE</p>
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DONALD STEVENS - CHAIR

JOAN WHEELER - VICE CHAIR

ROBERT SINKLIAR - SECRETARY

CHARLES MONTGOMERY

PETER TOLLAKSEN

Fiscal Note: FISCAL NOTE: The estimated 2008 costs of this position are \$12,000 for wages and \$946 for benefits. *This position will be levy funded.*

KRB

Sauk County Position Description

Name:		Department:	Circuit Court
Position Title:	Law Clerk	Pay Grade:	FLSA: E
Date:	August 1994	Reports To:	Circuit Court Judges

Purpose of Position

The purpose of this position is to assist adjudication of small claims cases for Sauk County Circuit Court and assist Circuit Court Judges in researching civil and criminal issues of law.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts pre-trial conferences in small claims cases to attempt to reach resolution. Prepares related follow-up memoranda.
- Performs legal research for criminal and civil cases as assigned by Circuit Court Judges. Consults law books and other legal research sources for judicial opinions, judgments, orders and rulings. Writes memoranda summarizing research.

•Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Photocopies documents and mails to small claims litigants. Photocopies pre-trial conference forms.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors' degree and one year of law school with previous court-related or legal practice experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

- Ability to utilize advisory and design data and information such as law books, legal documents, legal memoranda.
- Ability to communicate verbally and in writing with litigants, Judges, Judicial Assistants, Court Reporters, attorneys.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, telephone.
- Ability to exert light physical effort in sedentary to light work. Ability to sustain prolonged visual concentration.

Environmental Adaptability

- Ability to work under safe and comfortable conditions.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

RESOLUTION NO. 22-07

RESOLUTION TO CREATE AN ADDITIONAL TWELVE (12) DEPUTY SHERIFF-SECURITY PROJECT POSITIONS, ONE (1) JAIL ADMINISTRATOR PROJECT POSITION, ONE (1) CLERK PROJECT POSITION, AND ONE (1) HALF-TIME (.5) JAIL AND OCCUPATIONAL HEALTH NURSE PROJECT POSITION FOR THE SAUK COUNTY SHERIFF'S DEPARTMENT

WHEREAS, the 2008 Sheriff's Department budget proposal recommends the opening of Unit A of the County Jail to house inmates from the state prison system and/or other counties, to generate additional revenue for the County of Sauk, will result in an increase in the average daily population and average length of stay, thereby creating an additional workload on the existing staff; and

WHEREAS, the Security Division does not have available personnel to cover all shifts and staff all the duty posts/positions within and with the opening of Unit A on a paid overtime basis using current personnel resources; and

WHEREAS, the increase in staffing and daily inmate population will additionally burden and increase the workload of the position of Security Division Captain/Jail Administrator and the jail administrator will need additional supervisory and administrative support and a clear second in command to oversee Security Division operations when the Jail Administrator is unavailable (i.e., off days, vacation and other approved leave); and

WHEREAS, the additional Deputy Sheriff-Security, Jail Administrator, and Jail Nurse will create a greater burden on the Security Division clerical resources; and

WHEREAS, §302.38 of the Wisconsin Statutes mandates that, "*If a prisoner needs medical or hospital care or is intoxicated or incapacitated by alcohol the sheriff ... shall provide appropriate care or treatment and may transfer the prisoner to a hospital or to an approved treatment facility ... making provision for the security of the prisoner.*" [text edited for brevity]; and

WHEREAS, §302 provides numerous other requirements on the provision of medical, mental health, and dental care to the County's inmates which are typically beyond the scope of knowledge or authority of the Jail and Huber Center staff; and

WHEREAS, the Position Review Committee, as established in §13.19 (3)(b) of the Sauk County Code of Ordinances, has reviewed the position requests, and has determined that the need for these positions exists.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, the Authorization and Creation of:

- Twelve (12) Full-time Deputy Sheriff - Security (Jailor) Project Positions, effective January 1, 2008, and
- One (1) Full-time Assistant Jail Administrator/Lieutenant Project Position, effective January 1, 2008, and
- One (1) Full-time Clerk Project Position, effective March 1, 2008, and
- One (1) Half-time (.5) Jail and Occupational Health Nurse Project Position, effective March 1, 2008, and

BE IT FURTHER RESOLVED, all staff hired, including the Assistant Jail Administrator, be hired as project employees; and

COPY

RESOLUTION NO. 122-07

RESOLUTION TO CREATE AN ADDITIONAL TWELVE (12) DEPUTY SHERIFF-SECURITY PROJECT POSITIONS, ONE (1) JAIL ADMINISTRATOR PROJECT POSITION, ONE (1) CLERK PROJECT POSITION, AND ONE (1) HALF-TIME (.5) JAIL AND OCCUPATIONAL HEALTH NURSE PROJECT POSITION FOR THE SAUK COUNTY SHERIFF'S DEPARTMENT

BE IT FURTHER RESOLVED, on or before the 18 month anniversary of the opening of Unit A, the County Board directly votes at a regular county board meeting about whether to continue or cease the operation of Unit A; and

BE IT FURTHER RESOLVED, that all income and expenses resulting from the operation of Unit A be accounted for separately from all other activities. The income and expenses resulting from the operation of Unit A must include those occurring in other county departments including, but not limited to Building Services, Personnel, Human Services, Clerk of Courts, etc.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

FINANCE COMMITTEE

LAW ENFORCEMENT COMMITTEE

TOMMY LEE BYCHINSKI - CHAIR

DONALD STEVENS - CHAIR

THOMAS KRIEGL - VICE-CHAIR

JOAN WHEELER - VICE-CHAIR

WILLIAM WENZEL

ROBERT SINKLAIR

MARTY KRUEGER

CHARLES MONTGOMERY

JOAN FORDHAM

PETER TOLLAISEN

PERSONNEL COMMITTEE

TIM MEISTER - CHAIR

PETER TOLLAKSEN - VICE-CHAIR

SCOTT ALEXANDER - SECRETARY

JUDITH STOECKMANN

HENRY NETZINGER

FISCAL NOTE: It is anticipated that revenues received from renting Unit A will exceed additional expenses incurred for the duration of this 18-month project.

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
12 Deputy Sheriff-Security	\$467,376	\$292,368	\$759,744
1 Assistant Jail Administrator	\$54,000	\$28,329	\$82,329
1 Clerk	\$26,598	\$19,441	\$46,039
0.5 Jail Nurse	\$20,505	\$8,405	\$28,910
Totals	\$568,479	\$348,543	\$917,022

KPB

ORDINANCE NO. 123-2007

PETITION 11-2007. APPROVING THE REZONING OF LANDS IN THE TOWN OF EXCELSIOR FROM A RESOURCE CONSERVANCY-5 TO A SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT FILED UPON VIRGINIA ALT, PROPERTY OWNER.

WHEREAS, a public hearing was held by the Planning, Zoning & Land Records Committee on September 25, 2007, upon petition 11-2007 as filed by Virginia Alt for a change in the zoning of certain lands from a Resource Conservancy-5 to a Single-Family Residential Zoning District; and

WHEREAS, the Planning, Zoning and Land Records Committee reviewed and discussed the request as described in petition 11-2007; and

WHEREAS, the Town of Excelsior Town Board approved the rezone to a Single-Family Residential Zoning District on August 14, 2007 and September 11, 2007; and

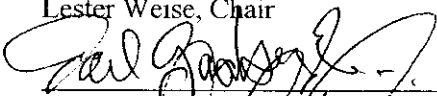
WHEREAS, your Committee, based upon the facts of the request, does recommend that the petition be APPROVED.

NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors met in regular session, that the rezoning of the aforementioned lands, more particularly described in petition 11-2007, as filed with the Sauk County Clerk, under the Sauk County Zoning Ordinance, Chapter 7 SCCO, be Approved.

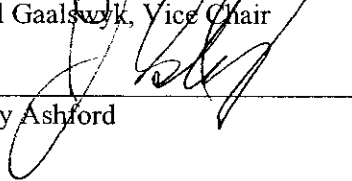
For consideration by the Sauk County Board of Supervisors on October 15, 2007.

Respectfully submitted,
PLANNING, ZONING & LAND RECORDS

Lester Weise, Chair




Joel Gaalswyk, Vice Chair



Judy Ashford

Gerald Lehman



Halsey Sprecher

Fiscal Note:
No fiscal impact

KPB

COPY

OFFICE OF
SAUK COUNTY PLANNING AND ZONING

SAUK COUNTY WEST SQUARE BUILDING
505 BROADWAY
BARABOO, WI 53913
Telephone: (608) 355-3285

NOTICE

PLEASE TAKE NOTICE, that the Planning, Zoning and Land Records Committee of the Sauk County Board of Supervisors will hold a public hearing on September 25, 2007, at 9:30 a.m., or as soon thereafter as the matter may be heard, in the County Board Room at the Sauk County West Square Building in the City of Baraboo to consider:

- I. A. Petition 11-2007 Rezone. A petition to rezone certain lands in the Town of Excelsior, County of Sauk, Wisconsin, from a Resource Conservancy 5 to Single Family Residential Zoning District for the purpose of establishing three residential building lots of less than 5 acres. Lands are owned by Virginia Alt c/o Harlan Olson of Evergreen Realty, Inc., 2350 E Main Street, Reedsburg, WI 53959.
 - B. The land to be affected by the proposed rezone to Single Family Residential is located in the NW ¼, SE ¼ Section 8, T.12N, R.5E, Town of Excelsior, Sauk County, Wisconsin and more particularly described under Petition 11-2007. Area to be rezoned contains 6.01 gross acres more or less.
 - C. Testimony of persons to appear at the public hearing; any person so desiring will be given a reasonable opportunity to express their opinions on the matter before the Committee.
- II. A. The purpose of the proposed rezone is noted under item I. A. above.
 - B. Any person desiring more information may contact the Sauk County Planning and Zoning Office, Brian Simmert at the Sauk County West Square Building (Telephone 608/355-3285).

Date: September 3, 2007

SAUK COUNTY PLANNING, ZONING AND LAND RECORDS COMMITTEE

BY: BRIAN SIMMERT
Sauk County Department of Planning and Zoning
505 Broadway Street
Sauk County West Square Building
Baraboo, WI 53913

To be published September 10, 2007 and September 17, 2007

For office use only: Pet. No. 11-2007

If you have a disability and need help, reasonable accommodation: that a 48 hour notice is given. Please call 608-355-3285 or TDD 608-

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Staff Report

Petition 11-2007

Sauk County Planning, Zoning
and Land Records Committee

September 25, 2007

Applicant:

Virginia Ault (Harlan Olson, agent)
2350 E Main Street
Reedsburg, WI 53959

Property Location:

Town of Excelsior
Section 8
T. 12 N. - R. 5 E.



PLANNING, ZONING & LAND RECORDS COMMITTEE STAFF REPORT

Petition # 11-2007 Proposed Agricultural Rezone by Virginia Ault, owner and Harlan Olson, applicant.

Public Hearing Scheduled for: 9/25/07

1. Request

A request by Virginia Ault to change the zoning of a property from Resource Conservancy 5 to a Single-Family Residential Zoning District. The purpose or basis of the rezone request is to establish three residential lots. The land to be affected by the proposed rezone includes:

A parcel of land located in the NW ¼ SE 1/4 , Section 8, T12N, R5E, Town of Excelsior, Sauk County Wisconsin, bounded by a line described as follows:

Commencing at the east ¼ corner of Section 8; thence N88° 07'11"W, 1336.49 feet along the east-west ¼ line of Section 8 to the point of beginning; thence continuing N88° 07'11"W, 604.53 feet; thence S22°28'09"E, 173.97 feet to the east line of Lot 18, Swan Addition to Lake Virginia; thence S01°58'00"W 115.00 feet along the east line of said lot 18; to the northwest corner of lot 17, Swan Addition to Lake Virginia; thence S85°56'00"E, 300.00 feet to the northeast corner of lot 16, Swan Addition to lake Virginia; thence S01°58'00"W, 200.20 feet along the east line of said lot 16 to the northerly right-of-way of Swan Court to the westerly right-of-way of Lake Virginia Road, thence N01°55'48"E, 503.47 feet along the westerly right-of-way of Lake Virginia Road to the point of beginning. Said parcel contains 6.01 net acres more or less and is subject to the right-of-way of State Road 33.

2. History/Information

- **History**

August 14, 2007/September 11, 2007. The Town of Excelsior Town Board approved a rezone from a Resource Conservancy-5 to a Single-Family Zoning District. See also Appendix A.

August 15, 2007. A complete rezone application was submitted to the Planning & Zoning Department requesting a rezone from a Resource Conservancy 5 Zoning District to a Single-Family Residential Zoning District.

September 4, 2007. Planning & Zoning staff sent notice to other affected agencies including the Reedsburg Fire and Ambulance District as well as adjacent and surrounding landowners notifying them of the rezone proposal. No correspondence has been received.

- **Information**

The applicant indicates that the land to be rezoned currently is vacant of any development. The owner wishes to divide the parcel into three lots to be developed for single-family purposes. The current zoning of RC-5 requires a minimum lot size of 5-acres. Each of the proposed three lots will be less than 5-acres in size, hence the rezone request.

3. Issues

When reviewing a rezone proposal and change in land use, staff looks at several criteria, including how the proposed use fits into the surrounding area, whether there are any constraints to development at the proposed site and if the proposed use is consistent with local and county development plans and ordinances.

- **Present adjacent land uses and zoning**

First, the existing land uses and zoning designations in the surrounding area are reviewed to determine the proposal's compatibility and appropriateness. It is important that the proposed use and zoning be compatible and appropriate, so that future land use conflicts do not occur and so that there is not an inappropriate mix of uses.

Adjacent Land Uses and Zoning

Direction	Land Use	Zoning
Site	Field-Grasses/Hay	Resource Conservancy 5
North	Rural Residential	Resource Conservancy 5
South	Subdivision	Single-Family Residential
East	Farmette	Resource Conservancy 5
West	Subdivision	Single-Family Residential

- **Physical constraints to development**

Second, it must be determined if there are any special physical constraints to development at the property. These include:

Floodplain: Yes, intermittently spread along the seasonally flooded creek across the parcel.

Wetlands: Yes, however the wetlands have not been accurately mapped or delineated at this time.

Steep Slopes: None

Prime Agriculture Soils: Land Capability Class I thru III

Septic Suitability: Lot 1 on Plat of Survey 3746 currently has no septic system. At this time, a soil test has been preformed to check for septic suitability. The proposed three new lots are suitable for either a mound or at-grade systems.

4. Consistency with local development plans and ordinances

When reviewing a rezone application for a property within Sauk County, staff looks at how the proposed land use relates to the County and Town development plans.

Consistency with the Sauk County 20/20 Development Plan

While there are no goals, objectives or policies that offer specific guidance to the proposed rezone, the rezone generally meets the intent of the *Sauk County 20/20 Development Plan* insofar that the houses are going to be clustered offering efficient service provisions, the proposed lots are small thereby preserving agricultural lands, and that the size of the lots coupled with the surrounding development around Lake Virginia make this rezone consistent with adjacent and surrounding land uses.

Consistency with the Town of Excelsior Development Plan (1999)

The *Town of Excelsior Development Plan* initiated a rezone of rural parts of the Town from the Agricultural to a Resource Conservancy-5 Zoning District. Official action to rezone the town to the Resource Conservancy-5 District occurred in December 1998 by the Town Board followed by approval of the rezone by the Sauk County Board of Supervisors in April 1999. The primary intent of rezoning the Town to the Resource Conservancy 5 District was to preserve the rural character.

Recognizing that a blanket rezone to Resource Conservancy-5 may limit certain land uses that would otherwise enhance the Town, the Town's Plan also includes a policy to permit rezones 'when appropriate.' The Plan did not however define parameters or require findings to determine

'appropriateness', however the following policy from the Town's Plan still applies: "*The Excelsior Town Board reserves the right to rezone property whenever it is deemed appropriate.*"

In lieu of this general policy coupled with decisions rendered by the Town's Plan Commission and Town Board and that the proposed lots are adjacent to Lake Virginia development, the town agreed that the rezone was appropriate in this instance.

As a side note, the Town is working with Sauk County Planning & Zoning on the development of their Comprehensive Plan. This plan will likely offer more detailed guidelines that address issues pertaining to rural development/preservation and rezone proposals.

5. Recommendation

In summary, the proposed rezone and land use is consistent with the *Town of Excelsior's Development Plan*. The proposed rezone also meets the general intent of the *Sauk County 20/20 Development Plan* relative to clustering houses and preserving agricultural lands. Given this analysis, staff does make a recommendation on this petition that the Planning, Zoning and Land Records Committee approve **Petition# 11-2007**, a rezone to Single-Family Residential.

TOWN OF EXCELSIOR

100 E. Broadway
P.O. Box 57
Rock Springs WI. 53961

Sauk County

Office 608-522-5115
Fax 608-522-5112
e-mail: excelsior@jvlnet.com

August 15, 2007

Sauk County Planning & Zoning
505 Broadway
Baraboo. WI. 53913

Dear Sauk County Planning & Zoning Land Committee Staff:

This letter is in reference to the monthly town board meeting held by the Town of Excelsior Board. August 14, 2007 100 E. Broadway, Rock Springs, WI. In reference to Virginia Ault, Copper Creek Corp-Harlen Olson, Evergreen Realty a request to rezone a parcel of land being described as Lot 1 of P.O.S. 3746. Located in the NW1/4-SE1/4 Section 8 T12N R5E. In the Town of Excelsior, from RC-5(ag.) to Residential, creating three (3) lots. Lot number two (2) and lot number three (3) are asking to be rezoned to residential. Lot number one (1) will remain RC-5, (Ag.)

Muchow/Toeder Motion to support the rezone request by Virginia Ault, Copper Creek Corp./ Harlen Olson Evergreen Realty from RC-5 (Ag) to Residential for the purpose of creating three (3) lots. Lot Numbers two (2) and three (3) only to be rezoned residential, and also to approve Certified Survey Map as presented. Motion Carried.

Sincerely



Lynette M. Gurgel-Clerk
Town of Excelsior

CC: Harlen Olson, Evergreen Realty
File

RECEIVED

AUG 17 2007

SAUK COUNTY DEPARTMENT
OF PLANNING & ZONING

RESOLUTION NO. 124 2007

PETITION 14-2007. DENYING AN ORDINANCE AMENDMENT TO CHAPTER 22, LAND DIVISION AND SUBDIVISION REGULATIONS ORDINANCE, SAUK COUNTY CODE OF ORDINANCES

WHEREAS, a public hearing was held by the Planning, Zoning & Land Records Committee on September 25, 2007, upon petition 14-2007 as filed by Sauk County c/o Sauk County Planning & Zoning to amend the Certified Survey Map Procedure to require remnants of the original parcel that are less than 40 acres to be included as a lot on a Certified Survey Map; and

WHEREAS, the proposed amendment would require any remnant of an original parcel that is less than 40 (forty) acres be included as a lot on a Certified Survey Map thereby recognizing said lot as a parcel of land designed to provide space necessary for one main building and its accessory buildings; and

WHEREAS, the purpose of the amendment is to make the requirements for lot creation consistent with the definitions of certified survey map, land division, lot, lot of record, and subdivision which generally specify that any land division less than 40 (forty) acres be shown as a lot on a Certified Survey Map or Subdivision Plat; and

WHEREAS, the Planning & Zoning Department does not recognize the remnant of the original parcel as a legal building lot without a certified survey; and

WHEREAS, the intent of the ordinance amendment is to protect current and future landowners right to develop their property; and

WHEREAS, the Planning, Zoning & Land Records Committee reviewed and discussed the amendment filed by Sauk County, as described in petition 14-2007; and

WHEREAS, the Committee felt that more information was needed to fully evaluate the proposed amendment and based upon the facts of the request and public testimony heard at the public hearing, does recommend that the petition be Denied.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors met in regular session, that the amendment to Chapter 22, more particularly described in petition 14-2007, as filed with the Sauk County Clerk, under the Sauk County Land Division and Subdivision Regulations Ordinance, Chapter 22 SCCO, be Denied.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,
PLANNING, ZONING & LAND RECORDS

Lester Weise, Chair

Joel Gaalswyk, Vice Chair

Judy Ashford

Gerald Lehman

Halsey Sprecher

COPY

Fiscal Note:
No fiscal impact

KPB

OFFICE OF
SAUK COUNTY PLANNING AND ZONING
SAUK COUNTY WEST SQUARE BUILDING
505 BROADWAY
BARABOO, WI 53913
Telephone: (608) 355-3285

NOTICE

PLEASE TAKE NOTICE, that the Planning, Zoning and Land Records Committee of the Sauk County Board of Supervisors will hold a public hearing on September 25, 2007, at 9:30 a.m., or as soon thereafter as the matter may be heard, in the County Board Room at the Sauk County West Square Building in the City of Baraboo to consider:

- I. A. Petition 14-2007. Amend Chapter 22 "Land Division and Subdivision Regulations Ordinance" of the Sauk County Code of Ordinances. Amend the Certified Survey Map Procedure to require that remnants of an original parcel that are less than forty (40) acres in size to be included as a lot on a Certified Survey Map.

A draft of the ordinance can be viewed at the Sauk County Clerk or Planning & Zoning Office in Baraboo. The applicant to this petition is: Sauk County, Wisconsin, c/o Sauk County Planning & Zoning, 505 Broadway, Baraboo, WI 53913.
- B. Testimony of persons to appear at the public hearing; any person so desiring will be given a reasonable opportunity to express their opinions on the matter before the Committee.
- II. A. The purpose of this request is to correct an oversight from the last amendment specify when certified survey maps are required and to make the ordinance consistent with the definitions of certified survey map, land division, lot, lot of record and subdivision and in order to meet the overall intent of the ordinance.
- B. Any person desiring more information may contact the Sauk County Planning and Zoning Office, Brian Simmert at the Sauk County West Square Building (Telephone 608/355-3285).

Date: September 4, 2007

SAUK COUNTY PLANNING, ZONING AND LAND RECORDS COMMITTEE

BY: BRIAN SIMMERT
Sauk County Department of Planning and Zoning
505 Broadway Street
Sauk County West Square Building
Baraboo, WI 53913

To be published September 10, 2007 and September 17, 2007

For office use only: Pet. No. 14-2007

If you have a disability and need help, reasonable accommodations can be made for those so requesting provided that a 48 hour notice is given. Please call 608-355-3285 or TDD 608-355-3490.

PLANNING, ZONING & LAND RECORDS COMMITTEE STAFF REPORT

Ordinance Amendment # 14-2007, Proposed Land Division and Subdivision Ordinance Amendment

Public Hearing Scheduled for: 9/25/07

1. Request

This petition includes a request by the Sauk County Planning & Zoning Department at the direction of the Planning, Zoning and Land Records Committee to make Chapter 22 of the Sauk County Code of Ordinances more consistent. This amendment will clarify that remnants of an original parcel that are less than forty (40) acres in size be included as a lot on a Certified Survey Map.

2. History/Justification for Request

In 2002, the Sauk County Board of Supervisors approved changes to Chapter 22. A change at that time included the remnant of 10 acres in section 22.25 (2). The remnant of 10 acres is not consistent with other areas of the ordinance.

“22.07(3) Certified Survey Map.

A map of a land division, not a subdivision, prepared in accordance with Wis. Stat. 236.34, and in full compliance with the applicable provisions of this ordinance. A certified survey map has the same legal force and effect as a subdivision plat.”

“22.07(4) Cluster Development.

A PUD that concentrates buildings or lots on a parcel to allow the remaining lands to be preserved as open space for agricultural, recreational, and environmental resource protection and other open space uses. A Cluster Development is further defined as the creation of not more than three (3) lots in a five (5) year period on a parcel, or as provided in an applicable comprehensive plan(s) or the provisions set forth in the Sauk County Agricultural Preservation Plan, whichever is more restrictive. A Cluster Development is inclusive of a PUD Development Area and PUD Preservation Area.”

“22.07(16) Land Division.

Any division of a parcel of land where the act of division creates a new lot of less than 40 contiguous acres, excluding one quarter (1/4) of one quarter (1/4) section parcels as defined by the original Public Land Survey System.”

The proposed language amendment is as follows:

“22.25 Certified Survey Map Procedure.

(2) *A certified survey map shall include all lots, parcels or building sites created by a Cluster Development as defined under Section 22.07(4) or land division, as specified under Section 22.07(16) of this ordinance and all remnants of the original parcel that meet the applicable zoning requirements and that are ~~ten (10)~~ forty (40) acres or less in size”.*

3. Recommendation

In order to make Chapter 22 Land Division and Subdivision Regulations of the Sauk County Code of Ordinances consistent, the Sauk County Planning & Zoning Department recommends approval of Petition #14-2007 with the following amendment:

Move "less than" in front of forty (40) acres and remove "or less" from after forty (40) acres.

The code should read:

"22.25 Certified Survey Map Procedure.

*(2) A certified survey map shall include all lots, parcels or building sites created by a Cluster Development as defined under Section 22.07(4) or land division, as specified under Section 22.07(16) of this ordinance and all remnants of the original parcel that meet the applicable zoning requirements and that are **less than ten (10) forty (40) acres or less** in size."*

ORDINANCE NO. 125-07

AMENDING CHAPTER 25 OF THE SAUK COUNTY CODE OF ORDINANCES PRIVATE SEWAGE SYSTEM ORDINANCE; DEFINITIONS

(Petition 15-2007)

WHEREAS, the Sauk County Code of Ordinances current definition for Private On Site Wastewater Treatment System (POWTS) refers to the definition for the ordinary high water mark; and,

WHEREAS, the current definition is incorrect and needs clarification.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the following amendments to the Sauk County Code of Ordinances are hereby adopted to become effective upon passage:

25.03 Definitions.

~~(23) PRIVATE ON-SITE WASTEWATER TREATMENT SYSTEM (POWTS). Shall have the definition contained in Wis. Admin. Code § NR 115.03(6).~~

(23) (a) POWTS. A Private On-site Wastewater Treatment System. See Private Sewage System.

(b) POWTS COMPONENT. Any subsystem, subassembly or other system designed for use in or as part of a private onsite wastewater treatment system, which may include treatment, dispersal or holding and related piping.

(c) PRIVATE SEWAGE SYSTEM. A sewage treatment and disposal system serving a single structure with a septic tank and soil absorption field located on the same parcel as the structure. This term also means an alternative sewage system approved by the department including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure. A private sewage system may be owned by the property owner or by a special purpose district.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,
PLANNING, ZONING AND LAND RECORDS

LESTER WIESE, Chair

JOEL GAALSWYC

JUDY ASHFORD

GERALD LEHMAN

HALSEY SPRECHER

COPY

FISCAL NOTE: No Fiscal impact.

KPB

s:\ccounsel\ORDINANCE\drafts¬es/floodplain 9/ch9impord.lwp

OFFICE OF
SAUK COUNTY PLANNING AND ZONING

SAUK COUNTY WEST SQUARE BUILDING
505 BROADWAY
BARABOO, WI 53913
Telephone: (608) 355-3285

NOTICE

PLEASE TAKE NOTICE, that the Planning, Zoning and Land Records Committee of the Sauk County Board of Supervisors will hold a public hearing on September 25, 2007, at 9:30 a.m., or as soon thereafter as the matter may be heard, in the County Board Room at the Sauk County West Square Building in the City of Baraboo to consider:

- I. A. Petition 15-2007. Amend Chapter 25 "Private Sewage System Ordinance" of the Sauk County Code of Ordinances. Amend definition of POWTS and add definitions for POWTS Component and Private Sewage System.

A draft of the ordinance can be viewed at the Sauk County Clerk or Planning & Zoning Office in Baraboo. The applicant to this petition is: Sauk County, Wisconsin, c/o Sauk County Planning & Zoning, 505 Broadway, Baraboo, WI 53913.
- B. Testimony of persons to appear at the public hearing; any person so desiring will be given a reasonable opportunity to express their opinions on the matter before the Committee.
- II. A. The purpose of this request is to make the definition of POWTS consistent with the definition provided for in Wis. Admin. Code Comm 81 and to add two additional definitions to provide clarity with ordinance administration.
- B. Any person desiring more information may contact the Sauk County Planning and Zoning Office, Brian Simmert at the Sauk County West Square Building (Telephone 608/355-3285).

Date: September 4, 2007

SAUK COUNTY PLANNING, ZONING AND LAND RECORDS COMMITTEE

BY: BRIAN SIMMERT
Sauk County Department of Planning and Zoning
505 Broadway Street
Sauk County West Square Building
Baraboo, WI 53913

To be published September 10, 2007 and September 17, 2007

For office use only: Pet. No. 15-2007

If you have a disability and need help, reasonable accommodations can be made for those so requesting provided that a 48 hour notice is given. Please call 608-355-3285 or TDD 608-355-3490.

PLANNING, ZONING & LAND RECORDS COMMITTEE STAFF REPORT

Ordinance Amendment # 15-2007, Proposed Private Sewage System Ordinance Amendment

Public Hearing Scheduled for: 9/25/07

1. Request

This petition includes a request by the Sauk County Planning & Zoning Department at the direction of the Planning, Zoning and Land Records Committee to correct the definition of Private On-Site Wastewater Treatment System (POWTS) in Chapter 25 of the Sauk County Code of Ordinances. This amendment will also add two additional definitions to make the ordinance more complete and descriptive.

2. History/Justification for Request

Chapter 25 of the Sauk County Code of Ordinances is in regards to the Private Sewage System Ordinance. The last amendment to the ordinance was on March 18, 2003 through a repeal and recreate. In preparing the definitions the staff was using a cut and paste procedure, and proofreading failed to catch a mistake in the definitions. The improper definition greatly hampers our ability to enforce the ordinance. Definitions are key to our enforcement letters, the meaning of the ordinance and assist our efforts in court.

Following is the issue with the definitions.

“25.03 Definitions.”

“25.03(22) Ordinary High Water Mark (OHWM). Shall have the same definition as contained in Wis. Admin. Code NR 115.03(6).”

“25.03(23) Private On-Site Wastewater Treatment System (POWTS). Shall have the same definition contained in Wis. Admin. Code NR 115.03(6).”

As you can see the two definitions are exactly the same. The referenced Wisconsin Administrative Code NR 115.03(6) is in regards to the definition of ordinary high water mark (OHWM) in Wisconsin's Shoreland Management Program. This definition is not appropriate for the definition of POWTS. The definition of Ordinary High Water Mark is:

“The point on the bank or shore up to which the presence and action of the water is so continuous as to leave a distinct mark either by erosion, destruction of terrestrial vegetation or other easily recognized characteristics.”

To make the Private Sewage System Ordinance more complete, the Planning and Zoning Department request the addition of two definitions. These terms are used throughout the ordinance and will help clarify the intent of the various sections of the ordinance, and will strength our enforcement abilities.

3. Recommendation

In order to correct a definition and add definitions to Chapter 25 Private Sewage System Ordinance of the Sauk County Code of Ordinances, the Sauk County Planning & Zoning Department recommends approval of Petition #15-2007. The changes and definitions are as follows:

25.03 Definitions.

~~(23) PRIVATE ON-SITE WASTEWATER TREATMENT SYSTEM (POWTS). Shall have the definition contained in Wis. Admin. Code § NR 115.03(6).~~

(23) POWTS. A Private On-site Wastewater Treatment System. See Private Sewage System.

(24) POWTS COMPONENT. Any subsystem, subassembly or other system designed for use in or as part of a private onsite wastewater treatment system, which may include treatment, dispersal or holding and related piping.

(25) PRIVATE SEWAGE SYSTEM. A sewage treatment and disposal system serving a single structure with a septic tank and soil absorption field located on the same parcel as the structure. This term also means an alternative sewage system approved by the department including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure. A private sewage system may be owned by the property owner or by a special purpose district.

Renumber (24) through (31) in Definitions to **(26) to (33)**.

ORDINANCE NO. 126-07

REPEALING CHAPTER 9 SAUK CO. CODE AND RECREATING
CHAPTER 9 SAUK CO. CODE PERTAINING TO FLOODPLAIN ZONING
(petition #12-2007)

WHEREAS, the State of Wisconsin Department of Natural Resources has developed a new model ordinance pertaining to floodplain zoning, and your Planning & Zoning Department, in conjunction with the Corporation Counsel, has redrafted ch. 9, Sauk Co. Code to implement the substantive provisions of the model ordinance while ensuring that the redrafted ordinance is legally sufficient and meets the needs of Sauk County's residents and transients; and,

WHEREAS, the State of Wisconsin Department of Natural Resources has directed counties to adopt these changes to floodplain zoning, your undersigned committee does believe that it is in the best interest of Sauk County to repeal and recreate ch. 9, Sauk Co. Code as provided for herein.


NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that ch. 9, Sauk Co. Code is repealed in its entirety and recreated to read as attached hereto in the Appendix to this ordinance.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

PLANNING, ZONING AND LAND RECORDS COMMITTEE

LESTER WIESE, Chair




JOEL GAALSWYC



JUDY ASHFORD

GERALD LEHMAN



HALSEY SPRECHER

COPY

FISCAL NOTE: User fees assist in defraying the tax levy cost of this program.

MIS NOTE: No MIS impact.

s:\ccounsel\ORDINANCE\drafts¬es/floodplain 9/ch9impord.lwp

OFFICE OF
SAUK COUNTY PLANNING AND ZONING

SAUK COUNTY WEST SQUARE BUILDING

505 BROADWAY

BARABOO, WI 53913

Telephone: (608) 355-3285

NOTICE

PLEASE TAKE NOTICE, that the Planning, Zoning and Land Records Committee of the Sauk County Board of Supervisors will hold a public hearing on September 25, 2007, at 9:30 a.m., or as soon thereafter as the matter may be heard, in the County Board Room at the Sauk County West Square Building in the City of Baraboo to consider:

- I. A. Petition 12-2007. Repeal and recreate Chapter 9 "Floodplain Zoning Ordinance" of the Sauk County Code of Ordinances. The newly created Floodplain Zoning Ordinance is based upon a model provided by the WDNR and which recognizes all WDNR and FEMA approved floodplain maps, flood profiles, floodway data tables, regional or base flood elevations and other identified maps as official maps of the Sauk County Floodplain Zoning Ordinance.

A draft of the ordinance can be viewed at the Sauk County Clerk or Planning & Zoning Office in Baraboo. The applicant to this petition is: Sauk County, Wisconsin, c/o Sauk County Planning & Zoning, 505 Broadway, Baraboo, WI 53913.

- B. Testimony of persons to appear at the public hearing; any person so desiring will be given a reasonable opportunity to express their opinions on the matter before the Committee.
- II. A. The purpose of this request is to meet new standards set forth by WDNR and FEMA regarding the administration and enforcement of Floodplain Zoning Ordinance and automatically recognize as official maps of the Sauk County Floodplain Zoning Ordinance and changes made to the aforementioned maps and flood areas noted under item A and Petition 12-2007 and which have been approved by the WDNR/FEMA.
- B. Any person desiring more information may contact the Sauk County Planning and Zoning Office, Brian Simmert at the Sauk County West Square Building (Telephone 608/355-3285).

Date: September 4, 2007

SAUK COUNTY PLANNING, ZONING AND LAND RECORDS COMMITTEE

BY: BRIAN SIMMERT
Sauk County Department of Planning and Zoning
505 Broadway Street
Sauk County West Square Building
Baraboo, WI 53913

To be published September 10, 2007 and September 17, 2007

For office use only: Pet. No. 12-2007

If you have a disability and need help, reasonable accommodations can be made for those so requesting provided that a 48 hour notice is given. Please call 608-355-3285 or TDD 608-355-3490.

PLANNING, ZONING & LAND RECORDS COMMITTEE STAFF REPORT

Ordinance Amendment # 12-2007, Proposed Floodplain Zoning Ordinance Repeal & Recreate

Public Hearing Scheduled for: 9/25/07

1. Request

This petition includes a request by the Sauk County Planning & Zoning Department at the direction of the Planning, Zoning and Land Records Committee, the Wisconsin Department of Natural Resources and the Federal Emergency Management Agency (FEMA) to repeal and recreate *Chapter 9 Sauk County Floodplain Zoning Ordinance Ordinance, SCCO* to conform to the recent administrative code changes in NR116, Wisconsin Supreme Court cases, and minimum standards of the National Flood Insurance Program (NFIP) regulations found in 44cFR, Part 60. The full repeal and recreated ordinance, as proposed, can be noted in Appendix A.

2. History/Justification for Request

The Wisconsin Department of Natural Resources and the Federal Emergency Management Agency have recently revised the Wisconsin model floodplain zoning ordinance. This revision was necessary to conform to recent administrative code changes in NR116, Wisconsin Supreme Court cases and the minimum standards of the National Flood Insurance Program, and they have requested the timely adoption of the model ordinance changes.

Currently, Sauk County is in conflict with requirements set forth by the DNR and FEMA. This repeal and recreate will bring Sauk County into compliance with state and federal requirements and allow Sauk County to continue to participate in the National Flood Insurance Program. Failure to adopt the ordinance could result in the suspension from the National Flood Insurance Program, resulting in the prohibiting officers or agencies from approving any form of loan, grant, guaranty, insurance, payment, rebate, subsidy, and disaster assistance loan or grant, for acquisition or construction purposes within the floodplain areas. Flood insurance would also not be available anywhere within Sauk County.

This repeal and recreate, as proposed, will automatically recognize changes in the Sauk County Floodplain Zoning Ordinance, and bring the County into compliance with State and Federal regulations. It will also allow Sauk County to receive improved floodplain mapping through the FEMA map modernization process.

3. Recommendation

In recognition of the requirement to be compliant with State and Federal law, the repeal and recreation of *Chapter 9, Sauk County Floodplain Zoning Ordinance*, as directed the State of Wisconsin and the Federal Emergency Management Agency, and to further protect residents of Sauk County, the Sauk County Planning, Zoning and Land Records Committee recommends approval of Petition 12-2007.

ORDINANCE NO. 127-07

**REPEALING CHAPTER 24 SAUK CO. CODE AND RECREATING
CHAPTER 24 SAUK CO. CODE PERTAINING TO NON-METALLIC MINING**
(petition #13-2007)

WHEREAS, the State of Wisconsin Department of Natural Resources has developed a new model ordinance pertaining to non-metallic mining, and your Planning & Zoning Department, in conjunction with the Corporation Counsel, has redrafted ch. 24, Sauk Co. Code to implement the substantive provisions of the model ordinance while ensuring that the redrafted ordinance is legally sufficient and meets the needs of Sauk County's residents and transients; and,

WHEREAS, the State of Wisconsin Department of Natural Resources has directed counties to adopt these changes to non-metallic mining, your undersigned committee does believe that it is in the best interest of Sauk County to repeal and recreate ch. 24, Sauk Co. Code as provided for herein.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that ch. 24, Sauk Co. Code is repealed in its entirety and recreated to read as attached hereto in the Appendix to this ordinance.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.

Respectfully submitted,

PLANNING, ZONING AND LAND RECORDS COMMITTEE

LESTER WIESE, Chair

JOEL GAALSWYC

JUDY ASHFORD

GERALD LEHMAN

HALSEY SPRECHER

COPY

FISCAL NOTE:

MIS NOTE: No MIS impact.

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KPB

OFFICE OF
SAUK COUNTY PLANNING AND ZONING

SAUK COUNTY WEST SQUARE BUILDING

505 BROADWAY

BARABOO, WI 53913

Telephone: (608) 355-3285

NOTICE

PLEASE TAKE NOTICE, that the Planning, Zoning and Land Records Committee of the Sauk County Board of Supervisors will hold a public hearing on September 25, 2007, at 9:30 a.m., or as soon thereafter as the matter may be heard, in the County Board Room at the Sauk County West Square Building in the City of Baraboo to consider:

- I. A. Petition 13-2007. Repeal and recreate Chapter 24 "Nonmetallic Mining Reclamation Ordinance" of the Sauk County Code of Ordinances. The newly created Nonmetallic Mining Reclamation Ordinance will comply with revised NR 135 provisions.

A draft of the ordinance can be viewed at the Sauk County Clerk or Planning & Zoning Office in Baraboo. The applicant to this petition is: Sauk County, Wisconsin, c/o Sauk County Planning & Zoning, 505 Broadway, Baraboo, WI 53913.
- B. Testimony of persons to appear at the public hearing; any person so desiring will be given a reasonable opportunity to express their opinions on the matter before the Committee.
- II. A. The purpose of this request is to comply with new requirements set forth in NR 135 and to allow Sauk County to continue permitting, administering and enforcing provisions that ensure effective reclamation of nonmetallic mining sites.
- B. Any person desiring more information may contact the Sauk County Planning and Zoning Office, Brian Simmert at the Sauk County West Square Building (Telephone 608/355-3285).

Date: September 4, 2007

SAUK COUNTY PLANNING, ZONING AND LAND RECORDS COMMITTEE

BY: BRIAN SIMMERT
Sauk County Department of Planning and Zoning
505 Broadway Street
Sauk County West Square Building
Baraboo, WI 53913

To be published September 10, 2007 and September 17, 2007

For office use only: Pet. No. 13-2007

If you have a disability and need help, reasonable accommodations can be made for those so requesting provided that a 48 hour notice is given. Please call 608-355-3285 or TDD 608-355-3490.

PLANNING, ZONING & LAND RECORDS COMMITTEE

Ordinance Amendment #13-2007

Proposed Mineral Extraction Reclamation Ordinance Repeal & Recreate

Public Hearing Scheduled for 09/05/07

1. Request

A request by the Sauk County Department of Planning & Zoning to repeal and recreate *Chapter 24 Nonmetallic Mining Reclamation Ordinance*. Chapter 24 has jurisdiction in all locations within Sauk County, unless a municipality chooses to adopt their own Nonmetallic Reclamation Ordinance. No Sauk County municipality has made such a choice to date.

2. History

In 1994, Wisconsin Senator James Baumgart, introduced legislation that would require reclamation of all mineral extraction sites in Wisconsin. This is now Subchapter I, Chapter 295 of the State Statutes. The law directed the Wisconsin Department of Natural Resources (DNR) to establish uniform statewide standards for nonmetallic mining reclamation in all counties, cities, villages and towns. The DNR formed an ad hoc committee called Technical Advisory Committee (TAC) to assist in the formulation of the rules. The TAC was chosen to represent all interested parties, including but not limited to, road builders, aggregate producers, quarry operators and owners, all levels of government including state, county, towns, and cities, environmental organizations and DNR personnel. An advisory committee, Nonmetallic Mining Advisory Committee (NMAC) still meets to work out issues that pertain to NR 135 and mine reclamation.

Chapter NR 135 is the title of the nonmetallic mining reclamation rules that were established by the TAC & DNR. However, it was not that simple and required many TAC meetings, public hearings, consultation with Senator Baumgart, reworking the rules, and 5 years to come to agreement of a workable plan for all kinds of nonmetallic mineral extraction reclamation.

Chapter NR 135 was approved by the Natural Resources Board in May, 2000. It cleared legislative review under s.227.19 Stats, and was published by the Revisors of Statutes on September 30, 2000. Sauk County adopted Chapter 24 on May 15, 2001.

Sauk County Chapter 24, Nonmetallic Mining Reclamation Ordinance, as it is rewritten is the ordinance that is before the Committee today. This ordinance is the result of using the "Model Ordinance" provided by the DNR which principally involved taking out "start up" language, working it to fit Sauk County and receiving the approval of Sauk County Corporation Counsel. This ordinance will need the final approval of the Sauk County Board of Supervisors, before it can be adopted.

RESOLUTION NO. 128-07

ORDERING COUNTY CLERK TO ISSUE TAX DEEDS
ON UNREDEEMED CERTIFICATES

WHEREAS, your Property and Insurance Committee has been informed by Patricia Carignan, Sauk County Treasurer, that real estate taxes for the year 2003 remain unpaid for certain properties; and

WHEREAS, your Committee is also informed that all of the statutory requirements concerning notification and the publication of notices for said properties with unpaid taxes for the year of 2003 have been completed; and

WHEREAS, pursuant to § 75.14(1) of the Wisconsin Statutes, the County Board, by resolution, may order the County Clerk to execute to the County tax deeds for such properties; and

WHEREAS, such resolution is the next necessary step in the equitable enforcement and collection of real estate taxes.

NOW, THEREFORE, BE IT RESOLVED, that the County Clerk of Sauk County is ordered to execute and issue a tax deed in favor of Sauk County upon all lands for which Sauk County owns and holds tax certificates remaining unredeemed for the year 2003.

PARCEL ID NO.	MORE PARTICULARLY DESCRIBED IN REGISTER OF DEEDS			2003 TAXES OWED
	OFFICE AT V AND P OR R AND I OR DOC NO.			

TOWN OF BEAR CREEK

004-0003	SEC. 2 T9N R3E W 4RD N OF HWY IN NW¼ FRAC NE¼ .50A. (Formerly known as the Francis Nachreiner Property.)	150-605	\$ 1.87
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TOWN OF LA VALLE

024-0100- 10000	S 4-13-3 THAT PRT SW SE LYING S OF C/L WILKINSON RD .50A M/L. (Formerly known as the Thomas A. Ernstmeyer Jr. Property.)	646-276/181-042/192-236	\$ 2.24
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TOWN OF WOODLAND

044-0933	BLACK FOREST ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 152. (Formerly known as the William S. & Eleanor W. Keller Property.)	407-255/403-612/371-069	\$ 156.20
044-1131	MATTERHORN ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 307. (Formerly known as the Stephen & Judith Condren Property.)	766006/447-151/135-547	\$ 216.28
044-1202	NETHERLANDS ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 569. (Formerly known as the Kenneth & Susan Bejlovec Property.)	763788/501-643/501-642	\$ 192.24
044-1218	NETHERLANDS ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 585. (Formerly known as the Thomas G. & Rose M. Hunter Property.)	570-507/506-032/178-65	\$ 175.44
044-1327	SIOUX TRAILS ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 336. (Formerly known as the Stephen & Judith Condren Property.)	766007/490-576/195-402	\$ 216.28

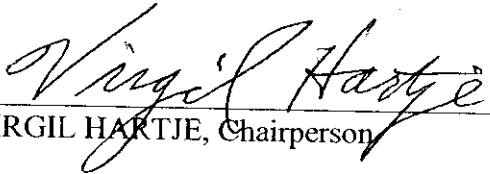
044-1375	SIoux TRAILS ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 384. (Formerly known as the Thomas G. & Rose M. Hunter Property.)	145-221	\$ 136.96
044-1376	SIoux TRAILS ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 385. (Formerly known as the Thomas G. & Rose M. Hunter Property.)	555-612/452-231/208-332	\$ 122.56
044-1451	SUMMIT ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 467. (Formerly known as the Stephen & Judith Condren Property.)	766008/710-300/627-473	\$ 149.00
044-1513	STAGHORN ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 67. (Formerly known as the Jeffrey Gerlovic Property.)	727579/361-227	\$ 127.36

AND, BE IT FURTHER RESOLVED, that Sauk County will assume and pay the 2007 real estate taxes.

For consideration by the Sauk County Board of Supervisors on October 16, 2007.


Respectfully submitted,

SAUK COUNTY PROPERTY AND INSURANCE COMMITTEE:


VIRGIL HARTJE, Chairperson


LARRY VOLZ

KATHERINE ZOWIN


CHARLES MONTGOMERY


AL DIPPEL

FISCAL NOTE: From the Tax Certificates Account, taxes amounting to \$5,249.56 will be transferred to the Tax Deeds Account and interest and penalties amounting to \$2,269.72 will be transferred to the Treasurer's Interest on Taxes Account.

KPB

s:/ccounsel/12/12taxdeed03res

ORDINANCE NO. 129-07

ADOPTING A NEW SMOKING POLICY FOR SAUK COUNTY BUILDINGS AND
GROUNDS AND ADOPTING SAUK CO. CODE § 30.20

WHEREAS, smoking in all its forms presents an ever present hazard to the health and welfare of Sauk County residents and transients in the form of direct and secondhand smoke, and people who utilize Sauk County buildings and grounds, including Sauk County's employees, have a right to be free from the danger and nuisance of noxious smoke; and,

WHEREAS, Sauk County has a long-standing commitment to supporting programs that enhance the health and welfare of the public, including progressively more stringent bans on smoking by Resolutions No. 67-89, 102-89 and 34-94; and,

WHEREAS, your Committee undersigned does believe that it is time to again clarify Sauk County's current smoking policy in order to protect the health, safety and welfare of all those who could come in contact with smoke, and do whatever is possible to eliminate the danger, inconvenience and nuisance of unwanted smoke from Sauk County owned and leased property.

NOW, THEREFORE, BE IT ORDAINED, that all previous smoking policies are hereby rescinded, and that Sauk Co. Code § 30.20, attached hereto as Appendix A, be and hereby is adopted to be effective on December 1st, 2007.

For consideration on October 16th, 2007.

Respectfully submitted:

COPY

PROPERTY & INSURANCE COMMITTEE

Virgil Hartje
Virgil Hartje, Chair

Al Dippel
Al Dippel

Charles Montgomery
Charles Montgomery

Larry Volk
Larry Volk

Katherine Zowin

FISCAL NOTE: The costs of maintaining outdoor smoking areas that are desirable for people to use is not known at this time but is not to have an adverse impact on the Budget.

KPB

MIS NOTE: No MIS impact.

30.20 Smoking Prohibited In Sauk County Buildings And Within Close Proximity To Building Entrances. (1) There shall be no smoking allowed in any building owned or leased by Sauk County except that smoking policies for residents of the Sauk County Health Care Center shall be established by the Sauk County Health Care Center Board of Trustees.

(2) Exposure by nonsmokers to secondhand smoke should be minimized, and therefore, smoking shall be discouraged adjacent to/within 15 feet to a public building entrance. Smokers should be directed to designated outdoor smoking areas.

(3) The Property & Insurance Committee shall designate an outdoor area at the Sauk County Courthouse and the Sauk County West Square Building as a smoking area, shall furnish it appropriately, and clear signage should direct smokers to their location. The Sheriff, Highway Commissioner, and Superintendent of the Health Care Center are authorized to establish employee smoking areas that are not closer than fifteen (15) feet to any building entrance at the facilities under their supervision. While smoking in outdoor areas is not prohibited, employees and visitors to Sauk County grounds shall be encouraged to smoke in designated areas.

(4) The Property & Insurance Committee is authorized to adopt policies consistent with this section.

RESOLUTION 130 07

Purchase Of Highway Equipment For Sauk County

WHEREAS, for the construction and maintenance of highways, including the removal and control of snow and ice, it becomes necessary from time to time to purchase equipment, the nature and necessity for which cannot be accurately anticipated.

NOW THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors met in regular session, that the Sauk County Transportation and Parks Committee is hereby authorized, pursuant to S 83.015 (2), Stats., to purchase without further authority, and to the extent that revolving funds accumulated for such purpose or appropriations made for such purpose are available, such highway equipment as they deem necessary to properly carry on the work, and to trade or sell such old equipment as may be considered to be for the best interest of the County;

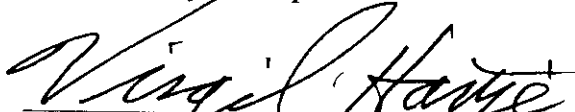
Provided, that the purchase of any additional complete unit of equipment of a value exceeding \$30,000.00 shall require further authority of the County Board.


For consideration by the Sauk County Board of Supervisors on October 16, 2007.

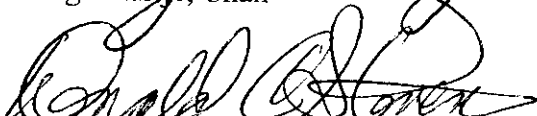
Respectfully submitted:

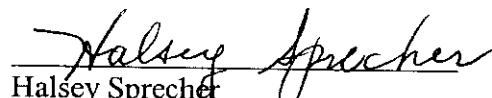
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Sauk County Transportation/Parks Committee


Virgil Hartje, Chair


Larry Volz


Donald Stevens


Halsey Sprecher


Martin (Tim) Meister

Fiscal note: This resolution sets the limit on equipment purchases made by the Highway Department without requiring a resolution of the County Board. Appropriate funds are maintained for equipment purchases in the Highway Department's Machinery and Equipment Account.

Information System Note: No information system impact.

KPB