

**SAUK COUNTY BOARD OF SUPERVISORS
MEETING NOTICE/AGENDA**

COMMITTEE: SAUK COUNTY BOARD OF SUPERVISORS – REGULAR MEETING
DATE: TUESDAY, MAY 21, 2013
TIME: 6:00 PM
PLACE: ROOM 326, WEST SQUARE BUILDING, 505 BROADWAY, BARABOO, WI

SPECIAL MEETINGS:

5:50 PM – FINANCE COMMITTEE in the Gallery of County Board Room #326A to consider:

1. Approval of County vouchers.

REGULAR SAUK COUNTY BOARD OF SUPERVISORS MEETING:

- 1) Call to Order and Certify Compliance with Open Meeting Law.
- 2) Roll Call.
- 3) Invocation and Pledge of Allegiance.
- 4) Adopt Agenda.
- 5) Adopt Minutes of Previous Meeting.
- 6) Scheduled Appearances
 - a) Lisa Wenzel, UW Extension – 2013 SCIL Leadership Class.
 - b) Fox Lawson & Associates Consultant – Classification/Compensation Study.
(Chair requests appearance to occur with Resolution No. 33-2013.)
- 7) Public Comment – 3 minute limit: Registration form located on the table in gallery of County Board Room 326 – turn in to the County Board Chair.
- 8) Communications
 - a) Invitation to attend Mid-Continent Railway Historical Society's celebration of 50 years at the North Freedom site on June 1st.
 - b) Sauk County Child Support Agency – Federal Fiscal Year 2012 Certificate of Excellence Award.
 - c) Letter to Joint Finance Committee Supporting Circus World Museum Foundation, Inc.
 - d) Letter to Joint Finance Committee Supporting the Freight Rail Preservation Program.
 - e) 2013 WCA Conference Resolutions deadline for submissions.
- 9) Bills & Referrals.
- 10) Claims.
- 11) Appointments.
 - a) Human Services Board (Citizen member – 3 year term expires April 19, 2016)
 - i. Julie Fleming (Appointment to fill expired term of Karen Fabisiak)
 - b) Disabled Parking Enforcement Assistance Council (Citizen members – 2 year term expires June 16, 2015)
 - i. Betty Krueger (Re-appointment)
 - ii. Roger Friede, Sr. (Re-appointment)
 - iii. Steven Pribbenow, (Re-appointment)
 - iv. Julie Rogers, (Re-appointment)
 - v. JoEllyn Belka, (Re-appointment)
 - vi. Richard Plouffe, (Re-appointment)
 - vii. Lt. Travis Hillard (Alternate Citizen member, Re-appointment)
 - viii. Gordon Ringelstetter (Alternate Citizen member, Re-appointment)
 - ix. Guy Felt (Alternate Citizen member, Re-appointment)

- x. Sergeant Jon Hanson (Sauk County Sheriff Representative, Re-appointment)
- 12) Unfinished Business.
- 13) Reports – informational, no action required.
 - a) Rebecca A. DeMars, Sauk County Clerk – Rezoning petitions filed with the office of the Sauk County Clerk as a requirement of Wisconsin State Statutes 59.69(5)(e): None.
 - b) Kerry Beghin, Controller - First Quarter 2013 Financial Report. (Pages 10-16)
 - c) Steve Muchow, Highway Commissioner – Hwy 12 By-pass information on the jurisdictional transfers of portions of Hwy DL and BD. (Page 17)
 - d) Brentt Michalek, Conservation, Planning & Zoning Director, and Brian Simmert, Senior Planner – Presentation on Draft Chapter 7 Zoning Ordinance.
 - e) Supervisor Fordham, Vice Chair – Executive & Legislative Committee.
 - f) Marty Krueger, County Board Chair.
 - i. 2013 WCA Annual Conference, September 22 – 24 in Dane County
 - ii. Mid-Term Assessment
 - iii. 04/25 Inter-Governmental
 - g) Kathryn Schauf, Administrative Coordinator
 - i. Update on Citizen Focus Groups
 - ii. 2014 Budget – timeline and program review
- 14) Consent Agenda:
 - a) **HEALTH CARE CENTER BOARD OF TRUSTEES:**
 - i. Resolution 29 – 2013 Commending Donna Hahn for 5+ Years of Faithful Service to the People of Sauk County. (Page 18)
 - b) **HUMAN SERVICES BOARD:**
 - i. Resolution 30 – 2013 Commending Mary Stout For 25 Years of Service To The People Of Sauk County. (Page 19)
 - ii. Resolution 31 – 2013 Commending Karen Fabisiak For Years of Faithful Service To The People Of Sauk County. (Page 20)
 - c) **LAW ENFORCEMENT & JUDICIARY COMMITTEE:**
 - i. Resolution 32 -2013 Commending William H. Schreiner For Thirty Years Of Faithful Service To The People of Sauk County. (Page 21)
- 15) Resolutions & Ordinances:
 - a) **PERSONNEL AND FINANCE COMMITTEES:**
 - i. Resolution 33 – 2013 Authorizing a Contractual Agreement With Fox Lawson & Associates To Provide Professional Services To Conduct The Sauk County Classification And Compensation Analysis. (Pages 22-26)
 - b) **AGING & DISABILITY RESOURCE CENTER COMMITTEE:**
 - i. Resolution 34 -2013 Authorization To Contract With Paragon Business Furniture Group For The Aging & Disability Resource Center Basement-Level Office Furniture. (Pages 27-28)
 - c) **FINANCE COMMITTEE:**
 - i. Resolution 35 -2013 Authorizing Amendments to the 2012 Budget. (Pages 29-30)
 - d) **PERSONNEL, AND FINANCE, AND CONSERVATION, PLANNING & ZONING COMMITTEES:**
 - i. Resolution 36 -2013 Authorizing Director Of Conservation, Planning and Zoning Department To Enter Into An Agreement With The Wisconsin Department of Natural Resources In Order To Provide Management Services For A Pilot Study Identified As Wisconsin's Safe Drinking Water Nitrate Initiative And Amending The 2013 Budget. (Pages 31-44)
- 16) Adjournment to a date certain.

17) Respectfully,



Martin F. Krueger
County Board Chair

County Board Members, County staff & the public – Provide the County Clerk a copy of:

1. Informational handouts distributed to Board Members
2. Original letters and communications presented to the Board.

County Board Members:

1. Stop by the Office of the County Clerk prior to each Board Meeting to sign original resolutions and ordinances.

Any person who has a qualifying disability that requires the meeting or materials at the meetings to be in an accessible location or format should or format should contact Sauk County at 608-355-3269, or TTY at 608-355-3490, between the hours of 8:00 AM and 4:30 PM, 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: May 16, 2013

Agenda Preparation: Marty Krueger, County Board Chair, with the assistance of Kathryn Schauf, Administrative Coordinator and Rebecca A. DeMars, County Clerk

Mid-Continent Railway Historical Society, Inc.
E8948 Museum Road
P O Box 358
North Freedom, WI 53951-0358

RECEIVED

Invitation

APR 23 2013

SAUK COUNTY BOARD CHAIR
BARABOO, WISCONSIN

Dear *County Board*:

You are cordially invited to attend a ribbon cutting ceremony to celebrate 50 years at the North Freedom site on June 1st. The ceremony will begin at 11:00am. After the ceremony all government officials and media persons are invited to join me in a train ride over the historic iron-mining route.

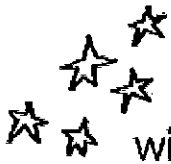
Mid-Continent was founded in Milwaukee in 1959, then for a brief time moved to Hillsboro, and after purchasing the North Freedom spur from the Chicago & Northwestern, moved to North Freedom.

Before Mid-Continent arrived at the present site, there was only a weed grown single set of rails running through a field what is now the Museum. In the beginning passengers boarded the train from a siding just east of County Highway I in North Freedom. Gradually buildings were built or moved to the present site. The collection grew to what it is today. The Museum has weathered many hardships through the years, even the great flood of 2008. Today the trains are still running and the collection of historic wooden rail cars is the envy of your peers.

Sincerely,



Jeffrey B. Bloohm, president



wisconsin department of
children & families

P.O. Box 7935
Madison, WI 53707-7935

Governor Scott Walker
Secretary Eloise Anderson

Division of Family and Economic Security
Bureau of Child Support

April 23, 2013

Tom Fandry, Administrator
Sauk County Child Support Agency
Courthouse
515 Oak Street, 2nd Floor
Baraboo, WI 53913

RECEIVED

APR 25 2013
SAUK COUNTY BOARD CHAIR
BARABOO, WISCONSIN

Dear Mr. Fandry:

Congratulations to the Sauk County Child Support Agency for receiving the **Federal Fiscal Year 2012 Certificate of Excellence Award**.

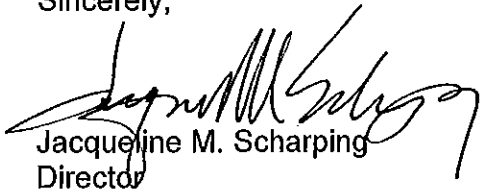
Awards were presented to child support agencies that demonstrated excellence in all four performance measures, Paternity Establishment, Court Order Establishment, Current Support Collections and Arrears Case Reductions, based on the following criteria:

- Paternity Establishment Rate: 90% or greater
- Court Order Establishment Rate: 80% or greater
- Collection Rate on Current Support/CSUP: 80% or greater
- Arrears Case Collections Rate: 80% or greater

The Wisconsin Bureau of Child Support honored eight child support agencies during the BCS Directors' Dialogue on April 11, 2013. Each award recipient received a framed certificate.

Congratulations on this exceptional accomplishment! On behalf of Wisconsin's children and myself, thank you for a job well done!

Sincerely,



Jacqueline M. Scharping
Director

Enclosure

cc: County Board Chair / County Administrator / County Executive
BRO Regional CS Coordinator

T 608.266.9909 bcsinfo@wisconsin.gov



**MARTIN F. KRUEGER
COUNTY BOARD CHAIR**

West Square Building
505 Broadway
Baraboo, Wisconsin 53913

phone: 608-355-3500
fax: 608-355-3481
mkrueger@co.sauk.wi.us

April 26, 2013

Senator Alberta Darling
Room 317 East
State Capitol
P.O. Box 7882
Madison, WI 53707-7882

Dear Senator Darling:

On April 16, 2013, Resolution No. 26-2013 (Supporting Circus World Museum Foundation, Inc.) was passed unanimously by the Sauk County Board of Supervisors. As you will note, the enclosed resolution supports the existing public / private partnership between the State of Wisconsin and Circus World Museum Foundation Inc. This partnership has existed since 1959. The resolution also requests that the state maintain Circus World Museum independently of the State Historical Society, and allocate state general purpose revenue of \$500,000 per fiscal year moving forward.

The continued vitality of Circus World Museum benefits not only the City of Baraboo, but complements many of the other amenities offered to the variety of tourists that visit Sauk County yearly. It is a local asset that not only defines the region, but indeed, our great state.

We value your consideration of this request, and your continued partnership.

Regards,

Martin F. Krueger
County Board Chair

enc.



**MARTIN F. KRUEGER
COUNTY BOARD CHAIR**

West Square Building
505 Broadway
Baraboo, Wisconsin 53913

phone: 608-355-3500
fax: 608-355-3481
mkrueger@co.sauk.wi.us

April 26, 2013

Senator Alberta Darling
Room 317 East
State Capitol
P.O. Box 7882
Madison, WI 53707-7882

Dear Senator Darling:

Sauk County supports the Governor's investment in the Freight Rail Preservation Program

Freight rail provides vital infrastructure to Sauk County as evidenced by the 3,000 jobs created by rail-dependent businesses. These businesses provide \$162 million in wages, generate sales tax of \$4.3 million, and property tax of \$5.7 million.

Freight rail provides the necessary conduit for receiving raw materials and transporting completed product. 1,250 rail cars is equal to 3,700 – 5,000 semi loads, adding \$520,000 per year in additional manufacturing cost. This is also costly for local governments in degradation of highways and safety issues that surround increased traffic.

Emerging businesses also make use of the rail infrastructure. Reedsburg has become the hub for the transport of frac sand across the state. The state's continued support and increased investment in rail infrastructure ensures economic stability for the region and the state.

Regards,

Martin F. Krueger
County Board Chair



22 EAST MIFFLIN STREET, SUITE 900
MADISON, WI 53703
TOLL FREE: 1.866.404.2700
PHONE: 608.663.7188
FAX: 608.663.7189
WWW.WICOUNTIES.ORG

MEMORANDUM

RECEIVED

APR 25 2013

TO: County Board Chairs, Executives and Administrators

SAUK COUNTY BOARD CHAIR
BARABOO, WISCONSIN

FROM: Mark D. O'Connell, Executive Director

Mark D. O'Connell

DATE: April 24, 2013

SUBJECT: 2013 WCA Conference Resolutions
Deadline for Submission: 4:30 p.m. on June 24, 2013

The WCA Annual Conference will be held on September 22-24, 2013 in Dane County. I look forward to seeing you there.

Each year, counties have the opportunity to submit resolutions for consideration at the Annual Business Meeting, held in conjunction with the WCA Annual Conference. Resolutions adopted at the Annual Business Meeting become part of the WCA Platform.

The WCA Constitution requires all resolutions be submitted to the WCA executive director no later than 90 days prior to the Annual Business Meeting. Therefore, **all resolutions must be submitted to the WCA office no later than 4:30 p.m. on Monday, June 24, 2013**, to be considered at the 2013 Annual Business Meeting. All resolutions submitted by the deadline will be referred to the appropriate steering committee, as well as the WCA Resolutions Committee, prior to action at the Annual Business Meeting.

Please keep the following in mind when submitting resolutions for the Annual Business Meeting:

1. All resolutions submitted must be adopted by your full county board.
2. Any resolution submitted must be on a matter of public policy.
3. **Resolutions must be submitted with a cover memo indicating that the resolutions are submitted for consideration at the Annual Business Meeting.**
4. Resolutions may be submitted in any one of the following ways:
 - Mailed to the WCA office: 22 E. Mifflin Street, Suite 900, Madison, WI 53703
 - Faxed to 608.663.7189
 - E-mailed to mail@wicounties.org
5. Once the WCA office receives your resolutions, a confirmation notice will be sent to the county clerk. If you do not receive a confirmation notice by June 28, 2013, please contact the WCA office to ensure your county's resolutions were received.

WCA Conference Resolution Memo
April 24, 2013
Page 2

All resolutions received by the deadline will be considered at the Annual Business Meeting. The Annual Business Meeting is scheduled to take place on Sunday, September 22, 2013 at 3:30 p.m. Please note that the new conference schedule modifies the date and time of the Annual Business Meeting from its usual Monday afternoon time slot to Sunday afternoon.

If you have any questions regarding the resolutions process, please do not hesitate to contact Sarah Diedrick-Kasdorf at the WCA office.

cc: WCA Board of Directors
County Clerks



Accounting Department

Kerry P. Beghin, CPA
Controller
505 Broadway, Baraboo, WI 53913

PHONE: 608/355-3237
FAX: 608/355-3522
E-Mail: kbeghin@co.sauk.wi.us

To: Sauk County Board of Supervisors
Date: May 14, 2013
About: March 2013 1st Quarter Financial Report – 25.00% of Year

Attached are some highlights related to the March, 2013 financial report.

Revenues

Revenues tend to be more cyclical in nature than expenses. Many of Sauk County's grants and aids, the largest revenue source after property tax levy, are paid on a reimbursement basis. The County incurs the expenses, submits the paperwork to primarily the State, and the reimbursement comes later. For this reason, many grant dollars received in January and February are for prior year services, and are allocated back to 2012. Grants and aids are the highest revenue source for the County other than property taxes, so having many receipts allocated back to 2012 makes the first quarter revenues look alarmingly low. Fines, forfeitures and penalties are typically highest in the summer months, as are licenses and permits.

Overall, 19.33% of annual revenues have been recognized through March. The following chart is in order of budgeted magnitude of dollars, and excludes both property taxes which are recorded 1/12th every month, and transfers between Sauk County funds which have an equal offsetting expense. Note that sales tax (discussed in more detail later) lags by one month.

Revenues	2013 Annual Budget	Actual through March 2013	Favorable / (Unfavorable)	% of Budget
Grants & Aids	14,601,617	1,710,242	(12,891,375)	11.71%
User Fees	9,418,387	2,075,582	(7,342,805)	22.04%
Sales Tax	6,852,601	916,420	(5,936,181)	13.37%
Intergovernmental Charges	6,451,880	2,245,581	(4,206,299)	34.81%
Other Taxes	767,930	334,069	(433,861)	43.50%
Fines, Forfeitures & Penalties	661,000	143,661	(517,339)	21.73%
Licenses & Permits	304,952	35,904	(269,048)	11.77%
Rent	273,722	65,454	(208,268)	23.91%
Interest	136,958	42,940	(94,018)	31.35%
Donations	94,500	10,307	(84,193)	10.91%
Miscellaneous	131,215	92,790	(38,425)	70.72%
Total	39,694,762	7,672,950	(32,021,812)	19.33%

Property taxes are due on January 31 and are collected by local treasurers through that date. After January 31, all collections become the responsibility of the County. By August 15, Sauk County must make full payment to all the other taxing jurisdictions without regard to what has been collected. Outstanding taxes as of April 30, 2013 follow. This means uncollected delinquent taxes due to Sauk County equal \$36,967,377. Of this total, about 24.39% (or \$9,016,000) was originally levied to fund County operations. The remaining 75.61% was originally levied by schools and other local governments. The second installment of the 2012 levy, collected 2013, is not due until July 31, 2013.

Levy Year	Collection Year	County Tax Rate	County Levy	County-Wide Levy	Uncollected Taxes as of April 30, 2013	Percent of County-Wide Levy Collected
2012	2013	\$4.66	28,531,297	122,259,549	34,247,912	71.99%
2011	2012	\$4.54	28,531,297	121,315,933	1,435,882	98.82%
2010	2011	\$4.42	28,531,297	122,553,732	936,235	99.24%
2009	2010	\$4.34	28,659,120	115,574,314	313,154	99.73%
2008	2009	\$4.18	27,714,671	111,860,501	25,760	99.98%
2007	2008	\$4.06	25,805,357	102,211,966	6,798	99.99%
2006	2007	\$4.13	24,802,350	97,232,872	1,498	100.00%
2005	2006	\$4.39	23,884,930	94,527,243	138	100.00%
					36,967,377	
Uncollected Taxes as of April 30, 2012					37,800,147	

Sales tax receipts lag the month of sale by two months. For instance, for sales made at stores during January, vendors report and remit the sales tax to the State at the end of February, the State processes the information throughout March, and the County receives its payment at the end of March or possibly even the first part of April. Therefore, the County's financial reports as of the end of March only contain sales made through February. Further, sales tax is not at all received equally each month through the year. Summer receipts and the December holidays are higher. Sauk County kept its sales tax budget for 2013 flat at \$6,852,601. Adjusting the budget for historical seasonal receipts, 2013 sales tax collections are slightly ahead of budget at this point.

Sales Tax Payment Month	Sales Tax Sales Month	2008	2009	2010	2011	2012	2013	Avg 2008-2012 Cumulative % of Year	Actual 2013 Cumulative % of Budget
March	January	497,959.79	466,080.10	503,592.58	466,343.03	435,158.73	454,709.15	6.65%	6.64%
April	February	440,630.56	451,861.42	525,719.94	479,794.31	449,639.66	461,710.95	13.31%	13.37%
May	March	589,428.08	543,909.32	497,682.15	500,584.18	641,470.31		21.13%	
June	April	508,989.20	542,094.79	556,632.03	628,589.56	587,498.00		29.10%	
July	May	614,333.50	614,770.21	590,376.04	564,720.52	486,110.02		37.19%	
August	June	790,042.91	612,591.97	661,728.04	735,164.71	912,510.03		47.66%	
September	July	788,854.53	872,504.39	930,470.23	891,757.28	771,294.38		59.67%	
October	August	849,137.52	671,478.67	742,700.59	678,283.24	781,031.61		70.17%	
November	September	598,392.51	529,000.33	608,400.34	604,863.86	684,022.91		78.70%	
December	October	474,902.16	496,002.65	515,568.39	557,606.98	476,559.35		85.81%	
January	November	556,097.80	444,099.69	472,358.91	425,286.44	497,240.32		92.57%	
February	December	474,704.21	412,033.15	537,727.39	607,925.15	601,159.43		100.00%	
Sales Tax Collected		7,183,472.77	6,656,426.69	7,142,956.63	7,140,919.26	7,323,694.75	916,420.10		

Expenditures

Expenditures for wages, salaries and benefits tend to be spread relatively evenly throughout the year, and it is generally reasonable to assume 1/12th should be recorded each month. Supplies and services in most areas also tend to be spent fairly evenly throughout the year. Debt service is paid in April (interest only) and October (principal and interest). Capital outlay is rarely spent evenly, and there are huge peaks and valleys by month or quarter. Deferring capital purchases is often a first course of action chosen by Committees and department managers if there are uncertainties in their budgets.

Overall, 23.53% of annual expenditures have been recognized through March. The following chart is in order of budgeted magnitude of dollars, and excludes both debt service and transfers between Sauk County funds which have equal offsetting revenues. Labor benefits are outpacing wages and salaries because all payrolls happen to have fallen such that there are four months of health insurance charges posted through March, or about an additional \$554,000.

Expenditures	Budget	Actual	Favorable / (Unfavorable)	% of Budget
Supplies & Services	27,608,130	6,128,846	21,479,284	22.20%
Wages & Salaries	27,429,601	6,511,669	20,917,932	23.74%
Labor Benefits	11,679,253	3,198,629	8,480,624	27.39%
Capital Outlay	3,005,132	569,367	2,435,765	18.95%
Total	69,722,116	16,408,510	53,313,606	23.53%

Current Sauk County 2013 Financial Position

The Finance Committee and Sauk County managers spend a great deal of effort monitoring the Sauk County budget, making plans when areas of concern develop, and taking action (often with Committee and County Board action) when trouble is certain.

The impact of the economy is also watched through a number of key areas, including property tax collections, key planning and zoning permits, register of deeds collections, and interest earned on invested funds.

Selected Line Items as of March 31, 2013	2010 Total for Year	2011 Total for Year	2012 Total for Year	2013 Annual Budget	Actual through March 2013	Avg 2009- 2012	2013 % of Budget
Interest Collected on Delinquent Taxes	1,250,138	1,270,132	1,042,036	600,000	301,563	21%	50%
Land Use Permits	71,544	51,508	67,756	60,000	3,656	10%	6%
Sanitary Permits	61,010	54,920	57,085	60,000	2,200	8%	4%
Real Estate Transfer Tax	187,555	176,126	160,964	165,000	32,456	20%	20%
Register of Deeds Filing Fees	319,220	371,726	370,736	315,000	78,687	23%	25%
Interest Earned on Investments	248,078	171,874	97,536	95,000	26,383	28%	28%

Cash balances remain strong and steady, and the Treasurer is maintaining ample reserves for the County.

At this point, the Finance Committee has heard from two departments that may experience budget overages in 2013:

Health Care Center	Quarantine due to illness early in the year may cause revenue shortfalls up to \$93,000. Adequate retained earnings are available to cover the possible shortfall if expenditure reductions do not completely mitigate the revenue shortfall.
Home Care	Case mix of higher care patients and lower reimbursement, as well as billing delays with new billing system implementation, are generating revenue shortfalls. Even with a vacant staff position being held unfilled, a transfer from the contingency fund is expected. The amount is being determined.

In Conclusion

In your role as oversight committee members, remain mindful of current and future indications that funding is changing, particularly from the State and Federal governments. Department managers provide you with monthly updates of budget position and statistics that can be leading indicators of changes to the status quo. Even with 2013 budget development complete, program review should *never* be complete to make sure Sauk County is providing those services most vital to those most in need. Changes to business as usual are often extremely difficult and take considerable time to implement.

I encourage you to contact me with questions as they come to mind.

Sauk County Financial Report
as of March 31, 2013
Percent of Year Complete

25.00%

	General Government			Justice & Public Safety			Public Works			Health & Human Services		
	Budget	Actual	Favorable / (Unfavorable) % of Budget	Budget	Actual	Favorable / (Unfavorable) % of Budget	Budget	Actual	Favorable / (Unfavorable) % of Budget	Budget	Actual	Favorable / (Unfavorable) % of Budget
Revenues												
Property Taxes	(\$1,047,502)	(\$261,876)	(\$785,626) 25.00%	\$13,215,000	\$3,303,750	(\$9,911,250) 25.00%	\$3,902,944	\$975,736	(\$2,927,208) 25.00%	\$10,985,627	\$2,746,407	(\$8,239,220) 25.00%
Other Taxes	787,930	334,069	(453,861) 43.50% A	0	0	0 0	0	0	0 0	0	0	0 0
Sales Tax	6,852,601	916,420	(5,936,181) 13.37%	0	0	0 0	1,868,884	343,269	(1,525,615) 18.37%	10,138,872	1,059,219	(9,080,653) 10.45%
Grants & Aids	910,663	103,643	(807,020) 11.39%	844,559	172,341	(672,218) 20.41%	0	0	0 0	80,752	13,858	(66,894) 17.16%
License & Permits	16,500	2,065	(14,435) 12.52%	100	4,665	4,565 4665.00% C	0	0	0 0	119,000	22,171	(96,829) 18.63%
Fines, Forfeitures & Penalties	2,000	0	(2,000) 0.00%	535,000	120,786	(414,214) 22.56%	181,980	150,197	(31,783) 82.53% D	7,419,423	1,504,958	(5,914,465) 20.26%
User Fees	598,325	169,956	(428,369) 28.41%	1,056,759	206,661	(850,098) 19.56%	3,624,943	1,375,760	(2,249,183) 37.95%	43,110	23,110	(20,000) 53.61%
Intergovernmental Charges	1,971,860	559,879	(1,412,001) 28.35%	789,135	286,832	(502,303) 36.35%	0	0	0 0	84,500	7,982	(76,518) 8.45%
Donations	0	0	0 0	0	0	0 0	9,000	2,912	(6,088) 32.36%	5	1	(4) 22.20%
Interest	96,425	32,985	(63,440) 34.21%	1,000	0	(1,000) 0.00%	0	0	0 0	6,271	1,575	(4,697) 25.11%
Rent	273,722	65,454	(208,268) 23.91% B	0	0	0 0	0	0	0 0	502,759	125,680	(377,089) 25.00%
Miscellaneous	6,720	57,802	51,082 860.15%	51,500	18,828	(32,672) 36.56%	0	0	0 0	29,391,319	5,504,969	(23,886,350) 18.73%
Transfers from Other Funds	550,000	400	(549,600) 0.07%	0	0	0 0	0	0	0 0	12,095,866	2,894,730	(9,201,136) 23.93%
Total Revenues	10,999,264	1,980,799	(9,018,465) 18.01%	16,493,063	4,113,893	(12,379,169) 24.94%	9,587,751	2,847,874	(6,739,877) 29.70%	5,285,411	1,506,190	(3,779,221) 28.53%
Expenses / Expenditures										11,484,954	1,835,644	(9,649,310) 15.99%
Wages & Salaries	2,751,508	637,185	(2,114,323) 23.16%	8,913,896	2,064,778	(6,849,108) 23.16%	2,744,160	712,991	(2,031,169) 25.98%	N/A	N/A	N/A N/A
Labor Benefits	896,642	253,152	(643,490) 28.17%	3,963,471	1,112,402	(2,851,069) 28.07%	1,209,377	238,512	(970,865) 19.73%	502,759	126,144	(376,615) 25.09%
Supplies & Services	3,442,555	606,145	(2,836,410) 17.61%	4,189,408	867,646	(3,321,762) 20.71%	5,840,224	1,583,306	(4,256,918) 27.11%	65,600	1,733	(63,867) 2.64%
Debt Service - Principal	0	0	0 0	0	0	0 0	650,000	69,680	(580,320) 10.72%	550,000	400	(549,600) 0.07%
Debt Service - Interest	0	0	0 0	253,500	14,081	(239,420) 5.55%	0	0	0 0	29,985,590	6,366,640	(23,618,950) 21.23%
Capital Outlay	1,475,300	483,873	(991,427) 32.80%	100,000	29,000	(71,000) 29.00%	0	0	0 0	36,48%	36,48%	0 0
Transfers to Other Funds	2,597,387	1,948,347	(649,040) 25.00%	17,420,265	4,083,907	(13,336,358) 23.44%	10,443,761	2,604,588	(7,839,173) 24.94%	(\$594,271)	(\$594,271)	0 0
Total Expenditures	11,165,392	2,629,701	(8,535,691) 23.55%	22,93%	23.72%	23.72%	13.75%	15.13%	15.13%	(\$594,271)	(\$594,271)	0 0
Functional Expenditures as % of	14.70%	15.27%										
Net Increase/(Decrease) in Fund Balances	(\$166,128)	(\$568,902)	(\$482,774)	(\$927,212)	\$29,956	\$957,168	(\$556,010)	\$243,286	\$1,099,296			

Notes on % of Budget Differing from Expected +/- 20% and \$25,000 if revenues (excluding transfers, capital outlay and debt service) Wages & Salaries and Labor Benefits under budget due to vacant positions and turnover

* Sales tax receipts lag the month of sale on this report by one month. This report is through February, 2013 sales (13.31% as seasonally adjusted)

- A. Interest collected on delinquent taxes exceeds budget.
- B. Sale of tax delinquent property is strong.
- C. Cremation permit fees were not budgeted in 2013.
- D. Sale of Highway materials to private entities exceeds budget.

Sauk County Financial Report
as of March 31, 2013
Percent of Year Complete

25.00%

Conservation, Development, Recreation, Culture & Education

	Education			Favorable / Unfavorable			% of Budget		
	Budget	Actual		Favorable / Unfavorable			Favorable / Unfavorable		
Revenues									
Property Taxes	\$1,225,228	\$306,307		(\$918,921)		25.00%			
Other Taxes	0	0		0		0			
Sales Tax	0	0		0		0			
Grants & Aids	837,639	31,770		(805,869)		3.76%			
Licenses & Permits	207,600	13,516		(192,284)		7.38%			
Fines, Forfeitures & Penalties	5,000	705		(4,295)		14.08%			
User Fees	161,900	43,609		(118,091)		27.06%			
Intergovernmental Charges	22,812	0		(22,812)		0.00%			
Donations	0	2,325		2,325		0			
Interest	27,528	6,329		(21,199)		22.99%			
Rent	0	0		0		0			
Miscellaneous	66,724	14,586		(52,138)		21.86%			
Transfers from Other Funds	41,000	8,278		(32,722)		20.19%			
Total Revenues	2,595,431	428,426		(2,166,005)		16.55%			
Expenses / Expenditures									
Wages & Salaries	924,181	201,866		722,315		21.86%			
Labor Benefits	321,362	86,274		235,078		28.85%			
Supplies & Services	2,650,989	1,236,105		1,414,884		46.63%			
Debt Service - Principal	0	0		0		0			
Debt Service - Interest	0	0		0		0			
Capital Outlay	560,732	0		560,732		0.00%			
Transfers to Other Funds	41,000	8,278		32,722		20.19%			
Total Expenditures	4,498,264	1,532,643		2,965,611		34.07%			
Functional Expenditures as % of Total									
	5.92%	8.90%							
Net Increase/(Decrease) in Fund Balances	(\$1,902,823)	(\$1,103,217)		\$799,606					

Notes on % of Budget Differing from Expected +/- 20% and \$25,000 if revenues (excluding transfers, capital outlay and debt service) Wages & Salaries and Labor Benefits under budget due to vacant positions and turnover

E Grants received after expenditures made (Misc Fund septic \$100,000, conservation grants \$625,000)
F Licenses & Permits - Zoning, septic and land use permits traditionally higher in the summer and fall.
G Includes one-time annual payment to the library system of \$930,000.

SAUK COUNTY FINANCIAL REPORT (Unaudited)

March 31, 2013

Percent of Year Complete

25.00%

Department / Account Title	2013 Expense Budget Excluding Addition to Fund Balance	Year-to-Date Expenses	% of Budget	2013 Revenue Budget Excluding Carryforwards, or Fund Bal Use	Year-to-Date Revenues	% of Budget	Department Net Favorable / (Unfavorable) to Budget
General Fund Property Tax	0	0	--	-5,176,407	-1,294,102	25.00%	3,882,305
Miscellaneous Sales Tax	0	0	--	130	50	38.84%	(80)
County Sales Tax	0	0	--	6,852,601	916,420	13.37%	(5,936,181)
Shared Revenue	0	0	--	748,653	0	0.00%	(748,653)
Computer Aid	0	0	--	80,000	0	0.00%	(80,000)
Indirect Cost Reimbursement	0	0	--	153,711	84,790	55.16%	(68,921)
Arts & Humanities Grants	0	0	--	7,010	7,010	100.00%	0
Interest on Loan Payments	0	0	--	135	71	52.46%	(64)
Rent of County Buildings	0	0	--	99,472	19,128	19.23%	(80,344)
Sale of County-Owned Property	0	0	--	1,000	2,376	237.62%	1,376
Miscellaneous Revenues	0	0	--	1,000	30	3.00%	(970)
Transfer from Health Care Center	0	0	--	550,000	400	0.07%	(549,600)
Miscellaneous Expenses	2,000	0	0.00%	0	0	--	2,000
Charitable/Penal Fines, Misc	297	148	49.94%	0	0	--	149
Contingency Fund	492,597	0	0.00%	0	0	--	492,597
Baraboo-Dells Airport	4,100	4,100	100.00%	0	0	--	0
Reedsburg Airport	4,100	4,100	100.00%	0	0	--	0
Sauk-Prairie Airport	4,100	4,100	100.00%	0	0	--	0
Tri-County Airport	15,665	15,665	100.00%	0	0	--	0
Wisconsin River Rail Transit	28,000	28,000	100.00%	0	0	--	0
Pink Lady Transit Commission	585	0	0.00%	0	0	--	585
Sauk County Libraries	935,174	933,374	99.81%	0	0	--	1,800
Arts & Humanities	70,772	39,398	55.67%	0	0	--	31,374
UW-Baraboo / Sauk County	145,000	80,000	55.17%	0	0	--	65,000
Sauk County Development Corp	67,528	67,528	100.00%	0	0	--	0
Transfer to Debt Service Fund	2,094,628	523,657	25.00%	0	0	--	1,570,971
Transfer to Health Care Center (for debt service)	502,759	125,890	25.00%	0	0	--	377,069
TOTAL GENERAL FUND NON-DEPARTMENTAL	4,367,305	1,825,760	41.81%	3,317,305	-263,826	-7.95%	(1,039,586)
County Board	154,129	36,542	23.71%	154,129	38,532	25.00%	1,990
Clerk of Courts	1,211,814	275,044	22.70%	1,211,814	263,628	21.75%	(11,417)
Circuit Courts	615,150	138,222	22.47%	615,150	203,292	33.05%	65,069
Court Commissioner	223,765	55,185	24.66%	223,765	53,088	23.72%	(2,097)
Register in Probate	161,386	41,669	25.82%	161,386	38,127	23.62%	(3,542)
Accounting	446,454	85,854	19.23%	446,454	111,558	24.99%	25,703
County Clerk / Elections	281,063	73,808	26.26%	281,063	50,012	17.79%	(23,796)
Personnel	391,033	85,763	21.93%	331,033	82,151	24.82%	56,388
Treasurer	529,144	155,767	29.44%	529,144	414,170	78.27%	258,403
Register of Deeds	209,567	52,307	24.96%	209,567	46,857	22.36%	(5,450)
District Attorney / Victim Witness	448,373	110,876	24.73%	448,373	122,172	27.25%	11,296
Corporation Counsel	579,879	142,246	24.53%	579,879	148,336	25.58%	6,091
Surveyor	80,362	25,133	31.28%	80,362	20,090	25.00%	(5,043)
Building Services	3,363,903	828,993	24.64%	2,427,103	592,375	24.41%	700,182
Sheriff	13,146,456	3,225,301	24.53%	13,096,456	3,332,171	25.44%	156,870
Coroner	156,964	35,803	22.81%	156,964	43,866	27.95%	8,063
Emergency Management	178,145	37,667	21.14%	178,145	28,461	15.98%	(9,205)
Administrative Coordinator	171,785	46,293	26.95%	164,485	41,121	25.00%	2,128
Management Information Systems	1,914,622	574,832	30.02%	1,914,622	559,766	29.24%	(15,066)
Public Health	1,066,105	285,725	26.80%	1,046,105	237,483	22.70%	(28,242)
Home Nursing	706,878	204,411	28.92%	706,878	90,769	12.84%	(113,642)
WIC	412,319	87,306	21.17%	360,763	60,317	16.72%	24,567
Environmental Health	286,437	58,718	20.50%	276,377	37,285	13.49%	(11,373)
Child Support	869,405	221,177	25.44%	869,405	20,938	2.41%	(200,238)
Veterans Service	213,208	50,992	23.92%	213,208	50,427	23.65%	(565)
Parks	328,066	57,190	17.54%	302,066	47,929	15.87%	14,740
Conservation, Planning & Zoning	2,130,095	243,397	11.43%	1,841,296	266,244	14.46%	311,646
UW Extension	320,917	103,478	32.24%	319,427	86,062	26.94%	(15,926)
TOTAL GENERAL FUND	34,962,729	9,165,460	26.21%	32,462,724	6,823,401	21.02%	157,946
Aging & Disability Resource Center	1,871,542	475,329	25.40%	1,871,542	358,943	19.18%	(116,386)
Human Services	14,398,192	2,643,055	18.36%	14,398,192	2,628,073	18.25%	(14,882)
Jail Fund	100,000	25,000	25.00%	100,000	29,058	29.06%	4,058
Land Records Modernization	274,900	53,948	19.62%	150,000	56,701	37.80%	127,653
Landfill Remediation	163,560	29,602	18.10%	14,100	3,119	22.12%	122,977
Drug Seizures	12,000	0	0.00%	1,000	0	0.00%	11,000
Community Development Block Grant	461,702	0	0.00%	91,642	20,912	22.82%	380,972
CDBG Flood Recovery Small Business	41,000	8,278	20.19%	41,000	8,278	20.19%	0
CDBG Emergency Assistance Program	617,875	25,314	4.10%	300,000	0	0.00%	292,561
CDBG Housing Rehabilitation	0	0	--	0	0	--	0
TOTAL SPECIAL REVENUE FUNDS	17,940,771	3,260,526	18.17%	16,967,476	3,105,085	18.30%	617,854

SAUK COUNTY FINANCIAL REPORT (Unaudited)

March 31, 2013

Percent of Year Complete

25.00%

Department / Account Title	2013 Expense Budget			2013 Revenue Budget Excluding			Department Net Favorable / (Unfavorable) to Budget
	Excluding Addition to Fund Balance	Year-to-Date Expenses	% of Budget	Carryforwards, or Fund Bal Use	Year-to-Date Revenues	% of Budget	
DEBT SERVICE FUND	2,447,628	363	0.01%	2,447,628	611,869	25.00%	611,506
HEALTH CARE CENTER FUND	9,986,449	2,254,002	22.57%	9,620,849	2,007,933	20.87%	119,531
Highway	10,223,651	2,519,021	24.64%	9,573,651	2,844,755	29.71%	975,734
Insurance	46,050	5,318	11.55%	88,561	6,531	7.38%	(41,298)
Workers Compensation	325,557	727	0.22%	325,557	76,423	23.47%	75,697
TOTAL INTERNAL SERVICE FUNDS	10,595,258	2,525,066	23.83%	9,987,769	2,927,710	29.31%	1,010,133
Dog License	28,055	12,626	45.00%	28,000	12,800	45.72%	230
TOTAL TRUST & AGENCY FUNDS	28,055	12,626	45.00%	28,000	12,800	45.72%	230
TOTAL COUNTY	75,960,890	17,218,042	22.67%	71,514,446	15,488,799	21.68%	2,717,201

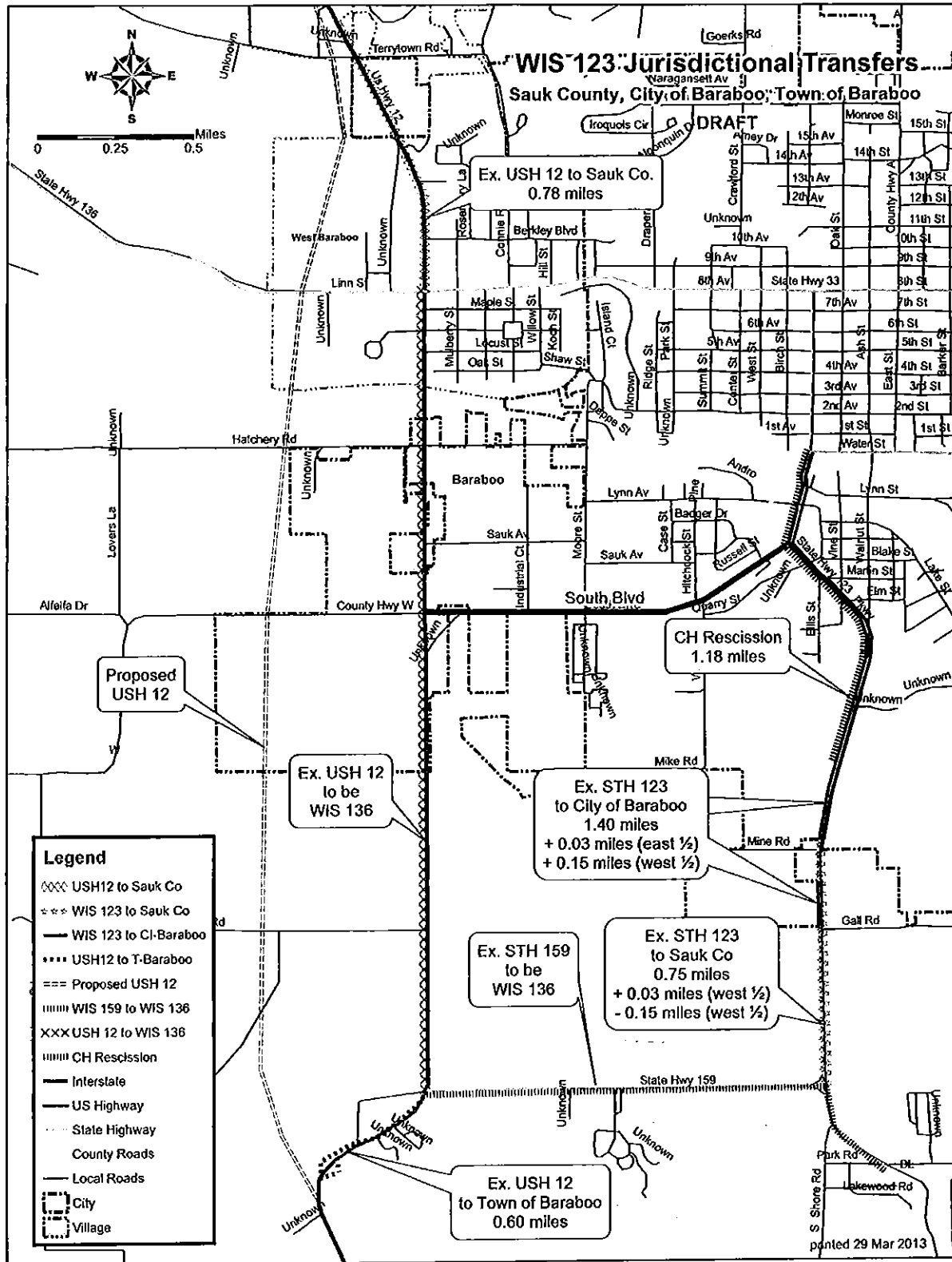
SAUK COUNTY FUND BALANCES

	12/31/2012 Preliminary as of 4/26/13	2013 Net Income/Adj	March 31, 2013
GENERAL FUND			
Nonspendable - Inventories	14,709	0	14,709
Nonspendable - Prepaid Items	62,313	0	62,313
Nonspendable - Long-Term Receivable (Delinquent Taxes)	2,549,906	0	2,549,906
Nonspendable - LT Receivable (Loan to Tri-County Airport)	8,093	-674	7,419
Restricted - Sales tax	677,397	0	677,397
Assigned - Alice In Dairyland Trust	6,971	3	6,974
Assigned - Carryforward Funds	1,143,958	0	1,143,958
Assigned - Subsequent Yr Budgeted Fund Bal Use	2,029,530	0	2,029,530
*Unassigned - Working Capital	11,352,168	-290,383	11,061,785
*Unassigned	10,889,303	-2,051,004	8,838,299
TOTAL GENERAL FUND BALANCE	20,734,350	-2,342,059	26,392,291
* County Reserves (working capital and undesignated)	22,241,471	-2,341,387	19,900,084
OTHER FUNDS			
Aging & Disability Resource Center	455,751	-116,386	339,365
Human Services	2,812,352	-14,982	2,797,370
Jail Assessment	0	4,058	4,058
Land Records	722,342	2,753	725,096
Landfill Remediation	5,239,124	-28,483	5,212,640
Drug Seizures	97,296	0	97,296
CDBG Revolving Loan Fund	370,627	20,912	391,539
CDBG Flood Recovery Small Business	57	0	57
CDBG Emergency Assistance Program	890,800	-25,314	865,487
CDBG Housing Rehabilitation	1	0	1
Building Projects	0	0	0
Debt Service	0	611,506	611,506
Health Care Center	3,137,294	-246,069	2,891,226
Highway	9,919,717	325,734	10,245,451
Insurance	491,416	1,213	492,629
Workers Compensation	627,572	75,697	703,269
Dog License	1,881	175	2,035
TOTAL ALL FUNDS' BALANCES	53,500,560	-1,729,243	51,771,318

CURRENT DEBT PRINCIPAL BALANCE

Communications Notes	440,000
2004 Law Enforcement Refunding Bonds	6,140,000
2005 Law Enforcement Refunding Bonds	8,735,000
2007 Health Care Center Notes	3,395,000
2009 HCC Refunding Bonds	4,755,000
2010 HCC Refunding Bonds	4,925,000
Principal Payments are Due October 1	28,390,000

3-28-13



RESOLUTION No. 29 - 13

Commending **DONNA HAHN** for 5+ 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, **DONNA HAHN** has faithfully served the people of Sauk County as a Registered Nurse at the Sauk County Health Care Center for 5+ years; and

WHEREAS, **DONNA HAHN** retired from her position on May 2, 2013;

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its appreciation and commends **DONNA HAHN** for 5+ 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 **DONNA HAHN** an appropriate certificate and commendation as a token of our esteem.


For consideration by the Sauk County Board of Supervisors on May 21, 2013.

Respectfully submitted,

SAUK COUNTY HEALTH CARE CENTER BOARD OF TRUSTEES

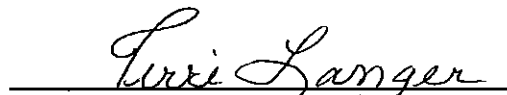

Mary Ellen Murray, Chair

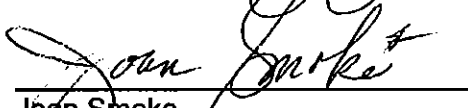

Joseph Fish, Vice-Chair


Arthur Carlson


Henry Netzing


William Higgins


Terri Langer


Joan Smoke

No Fiscal Impact *YLB*
No Information System Impact

RESOLUTION # 30-13
Commending Mary Stout For 25 Years of 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, Mary Stout faithfully served the people of Sauk County as an employee since January 1, 1988; and

WHEREAS, Mary Stout has left the service of the Sauk County Human Services Department as of May 2, 2013;


NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its appreciation and commends Mary Stout for twenty-five years of faithful service to the people of Sauk County; and

BE IT FURTHER RESOLVED, that the Chairperson of the Sauk County Board of Supervisors is hereby directed to present to Mary Stout an appropriate symbol of our appreciation for service to the people of Sauk County.

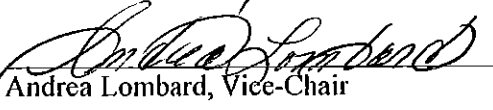
For consideration by the Sauk County Board of Supervisors on May 21, 2013.

Respectfully submitted:


SAUK COUNTY HUMAN SERVICES BOARD



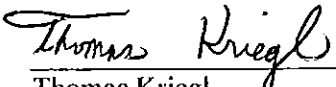
Scott Alexander, Chair



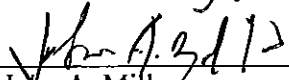
Andrea Lombard, Vice-Chair



Ruth Dawson

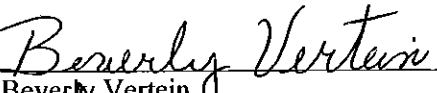


Thomas Kriegl

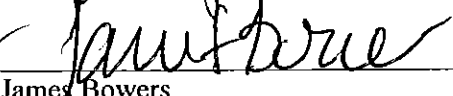


John A. Miller

Mark Detter



Beverly Vertein



James Bowers

RESOLUTION # 31 -13
Commending Karen Fabisiak For Years of Faithful Service
To The People Of Sauk County

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

WHEREAS, Karen Fabisiak has faithfully served the people of Sauk County as a citizen member of the Human Services Board in accordance with Wisconsin Statutes 46.23(4)(a) for over seven years; and

WHEREAS, Karen Fabisiak resigned as a citizen member of the Sauk County Human Services Board effective April 8, 2013;


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

BE IT FURTHER RESOLVED, that the Chairperson of the Sauk County Board of Supervisors is hereby directed to present to Karen Fabisiak with an appropriate certificate and commendation as a token of our esteem.

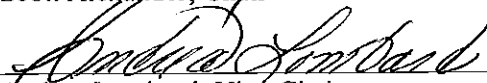
For consideration by the Sauk County Board of Supervisors on May 21, 2013.

Respectfully submitted:

SAUK COUNTY HUMAN SERVICES BOARD



Scott Alexander, Chair



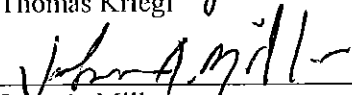
Andrea Lombard, Vice-Chair



Ruth Dawson

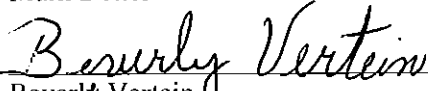


Thomas Kriegl



John A. Miller

Mark Detter



Beverly Vertein



James Bowers

**COMMENDING WILLIAM H. SCHREINER FOR THIRTY YEARS
OF FAITHFUL SERVICE TO THE PEOPLE OF SAUK COUNTY**

WHEREAS, William H. Schreiner was hired on October 25, 1982 by Sauk County; and

WHEREAS, he was employed by Sauk County Sheriff's Office where he has served continuously as a Jailor, Patrol Deputy, and as a Court Security Deputy; and

WHEREAS, William H. Schreiner has retired on April 30, 2013; and

WHEREAS, the Sauk County Board of Supervisors hereby expresses its appreciation and commends William H. Schreiner for serving with dedication and faithfulness.


NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session that William H. Schreiner is recognized for faithful service to the people of Sauk County.

For consideration by the Sauk County Board of Supervisors this 21st day of May, 2013


Respectfully submitted,

SAUK COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE


DONALD C. STEVENS, CHAIR


PETER TOLLAKSEN


FRED HALFEN


DONALD NOBS


GEORGE JOHNSON

Fiscal Note: No Fiscal Impact ✓
MIS Note: No MIS Impact

RESOLUTION AUTHORIZING A CONTRACTUAL AGREEMENT WITH FOX LAWSON & ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES TO CONDUCT THE SAUK COUNTY CLASSIFICATION AND COMPENSATION ANALYSIS

WHEREAS, the 2013 budget, as adopted by the Sauk County Board of Supervisors, authorized an operational analysis of the Sauk County Classification and Compensation Plan for all employees (excluding sworn members of AFSCME Local 252); and

WHEREAS, a Request for Proposal (RFP) was developed and issued to elicit bids from qualified firms to conduct a Classification and Compensation Analysis in conjunction with the 2014 budget process; and

WHEREAS, a review panel consisting of a member of the Finance Committee, a member of the Personnel Committee, Administrative Coordinator, Controller, Corporation Counsel and Personnel Director reviewed and analyzed all proposals received based on the experience/expertise (weighted at 30% of maximum points), cost (25%), approach/ability to meet scope of work (25%), quality of RFP (10%) and references (10%); and

WHEREAS, the Personnel Committee conducted interviews with the top three firms; and

WHEREAS, based upon the review panel's analysis and Personnel Committee interviews, your Personnel and Finance Committees recommend acceptance from the firm of Fox Lawson & Associates, to conduct the Classification and Compensation Analysis.

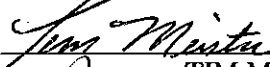
NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the above described proposal of Fox Lawson & Associates, for purposes of conducting a Classification and Compensation Analysis, in an amount not to exceed \$70,000 be and is hereby accepted by Sauk County; and,

BE IT FURTHER RESOLVED, the Personnel Director is authorized to enter into such contract with Fox Lawson & Associates, with the review of the Corporation Counsel, as may be necessary and appropriate for the acceptance of said proposal.

For consideration by the Sauk County Board of Supervisors on May 21, 2013.

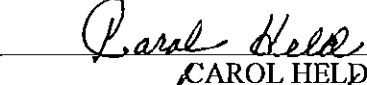
Respectfully submitted,

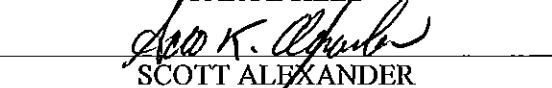
SAUK COUNTY PERSONNEL COMMITTEE


TIM MEISTER


PETER TOLLAKSEN

HENRY NETZINGER


CAROL HELD


SCOTT ALEXANDER

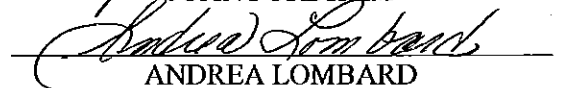
SAUK COUNTY FINANCE COMMITTEE


TOMMY LEE BYCHINSKI


JASON LANE

WILLIAM WENZEL


JOAN FORDHAM


ANDREA LOMBARD

RESOLUTION 33 - 13

FISCAL NOTE:

As noted above, the cost of services is not to exceed \$70,000. Funds are included in the Personnel Department budget line-item titled Consultant/Contractual budgeted at \$60,000 for the year 2013 and \$10,000 in the Administrative Coordinator line item of Consultant/Contractual.

Fox Lawson & Associates Cost Breakdown:

Phase I: Project Initiation and Planning	\$5,500
Phase II : Classification Study	
Employees interviewed, County updates job descriptions*	\$14,000
Phase III: Job Evaluation Study – Apply Decision Band method to jobs	\$10,000
Phase IV: Compensation Study	\$20,000
Phase V: Performance Evaluation Review	\$ 6,500
Phase VI: Final Report	\$ 4,500

*Review of employee classification appeals (\$300 per appeal/est. 31-32 appeals)	\$ 9,500
Anticipated total:	\$70,000

Classification and Compensation Analysis RFP Cost Summary		
Firm	Cost	Met Requirements of RFP
Bjorkland	\$36,100 - \$51,000	X
Carlson-Dettmann	\$55,000	X
Fox Lawson & Associates	\$51,500 - \$96,500	X
Hay Group	\$72,500 - \$80,000	X
HRG	\$54,000 - \$68,000	
McGrath	\$31,710	
Waters	\$59,900	X
Wipfli	\$73,012 - \$50,462 (1/2 of positions)	X

Class & Comp Analysis - 2013

Review Panel: Henry Netzinger, Jason Lane, Kalhy Schauf, Kerry Beghin, Todd Liebman, Michelle Posewitz

Cost - Weighted at 25 of 100 points		Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Avg	Rank
Bjorkland	(\$36,100 - \$51,000)	20	19	23	17	22	20	20.17	1
Carlson-Dellmann	(\$55,000)	25	22	15	20	15	19	19.33	3
Fox Lawson	(\$51,500 - \$96,500)	20	20	18	18	5	21	17.00	6
Hay Group	(\$72,500-\$80,000)	10	20	10	16	17	10	13.83	8
HRG	(\$54,000 - \$68,000)	20	20	10	20	18	10	16.33	7
McGrath	(\$31,710)	25	20	22	25	10	10	18.67	4
Waters	(\$59,900 min)	20	22	15	18	25	20	20.00	2
Wipfli	(\$73,012 - adjusted or \$50,462, half of positions)	20	20	10	19	15	19	17.17	5

Experience, Expertise - Weighted at 30 of 100 points		Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Avg	Rank
Bjorkland		20	20	15	20	20	19	19.00	
Carlson-Dellmann		25	25	28	25	15	22	23.33	
Fox Lawson		30	27	25	28	28	27	27.50	1
Hay Group		30	22	20	23	28	22	24.17	
HRG		20	15	10	15	8	10	13.00	
McGrath		30	20	20	25	10	10	19.17	
Waters		25	27	25	29	25	28	26.50	2
Wipfli		30	25	22	29	18	27	25.17	3

Approach, ability to meet scope of work -Weighted at 25 of 100 points		Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Avg	Rank
Bjorkland		25	15	20	18	24	20	20.33	
Carlson-Dellmann		15	20	15	25	12	20	17.83	
Fox Lawson		25	22	15	24	15	23	20.67	3
Hay Group		25	20	10	20	20	20	19.17	
HRG		10	15	18	15	10	10	13.00	
McGrath		20	17	18	18	10	10	15.50	
Waters		20	22	20	23	23	24	22.00	1
Wipfli		20	23	23	24	15	24	21.50	2

Compliance with RFP, quality of proposal - Weighted at 10 of 100 points		Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Avg	Rank
Bjorkland		10	5	8	6	10	5	7.33	
Carlson-Dellmann		5	7	7	8	6	7	6.67	
Fox Lawson		10	10	5	10	6	8	8.17	1
Hay Group		10	7	2	9	8	5	6.83	
HRG		5	5	5	5	4	4	4.67	
McGrath		5	7	5	5	5	5	5.33	
Waters		5	10	4	10	8	10	7.83	3
Wipfli		5	10	7	10	7	10	8.17	2

References - Weighted at 10 of 100		Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Avg	Rank
Bjorkland		5	5	6	8	0	5	4.83	
Carlson-Dellmann		5	8	8	9	0	7	6.17	
Fox Lawson		10	9	5	10	0	8	7.00	1
Hay Group		10	7	5	8	0	6	6.00	
HRG		5	5	3	5	0	0	3.00	
McGrath		5	7	5	5	0	0	3.67	
Waters		5	10	6	10	0	10	6.83	2
Wipfli		5	10	6	9	0	9	6.50	3

Subtotal of All Categories								Avg	Rank
Bjorkland		80	64	72	69	76	69	71.67	
Carlson-Dellmann		75	82	73	87	48	75	73.33	
Fox Lawson		95	88	68	90	54	87	80.33	2
Hay Group		85	76	47	76	73	63	70.00	
HRG		60	60	46	60	40	34	50.00	
McGrath		85	71	70	78	35	35	62.33	
Waters		75	91	70	90	81	92	83.17	1
Wipfli		80	88	68	91	55	89	78.50	3

TOP THREE OVERALL

	Points	Rank
Waters Consulting	83.17	1
Fox Lawson	80.33	2
Wipfli	78.50	3

SCOPE OF SERVICES
2013 CLASSIFICATION AND COMPENSATION ANALYSIS

The analysis will involve evaluation of the County's present classification and compensation structure as compared to the specific job market for comparable positions in the public and private sectors, exclusive of represented law enforcement unit.

The overall analysis will involve the review of up to approximately 200 classifications/positions comprised of executive, professional, administrative, technical, clerical, and skilled labor and trades positions for appropriateness, internal equity and external competitiveness. The following describes the various tasks that are expected to be completed to meet the requirements of this Request for Proposal (RFP).

The analysis shall consist of the following:

- A. A comprehensive quantitative evaluation of job content of non-represented positions using a methodology to construct a relative ranking of positions within the organization (internal equity) and for the establishment of pay ranges. Included should be a comparison and analysis of salaries and wages of like or similar jobs (external equity) in comparable government entities and private employers for which Sauk County competes for its labor force.
- B. Conduct project information meetings with the Personnel Committee, County Board and employees to explain the scope of the project, methods used, and the employee role.
- C. Review all non-represented positions and properly classify those positions in accordance with the Fair Labor Standards Act; exempt and non-exempt status.
- D. Conduct interviews with employees and appropriate supervisory or management staff, as necessary.
- E. Analyze all existing classifications and recommend additions and deletions to the current classification plan, as well as any other changes to the present compensation structure.
- F. Identify pay compression issues and provide possible alternative solutions.
- G. Apply a job evaluation system to all positions to balance internal relationships with market factors.
- H. Design and review existing and design proposed pay range options that are consistent with the County's pay policy. Assist County leadership with design of total compensation policy.

- I. Recommend allocations of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
- J. Provide a recommendation for a process for internal maintenance of the classification and compensation system to deal with positions that evolve over time or require different tasks than when first created.
- K. Review relevant classification and compensation sections of the Personnel Ordinance and recommend policy changes.
- L. Assist the County in development and implementation of a total compensation policy that meets the needs of the County in fairness, internal equity, competitive compensation and ease of administration. These should include, but not be limited to, the appropriate relationship between pay and benefits, the appropriate market(s) and/or benchmarks, the County's intended target for pay practices in relation to the market, the frequency of review of this kind of compensation/classification study, a process for determining cost-of-living increases, or alternatives.
- M. Review current performance appraisal system and possibly design/recommend revised system, or alternative system.
- N. Conduct employee classification appeals after plan adoption. Appeals must be submitted within 30 days of plan adoption. Selected consultant will be responsible for appeals process and must complete its review within 30 days of employee submission of appeal.
- O. Present the final results of the study to the Personnel Committee, Finance Committee, and the County Board of Supervisors.
- P. Present to the County a final report and overall plan that is clear and understandable, and summarizes the information gathering process, findings, and the estimated cost of wage recommendations and an implementation plan.
- Q. Additional Alternatives: Discuss with County leadership the issue of pay progression with appropriate consideration for both length of service and performance. Make recommendation to consider ways to recognize employee excellence including options, feasibility and associated costs for the design and implementation of a pay-for-performance system.

RESOLUTION NO. 34-13

**AUTHORIZATION TO CONTRACT WITH PARAGON BUSINESS FURNITURE
GROUP FOR THE AGING & DISABILITY RESOURCE CENTER
BASEMENT-LEVEL OFFICE FURNITURE**

WHEREAS, the Aging & Disability Resource Center was established in 2008 and the employment levels increased from 9.83 full time equivalents (FTE) in 2007 to 14.49 FTE in 2008. Employment has steadily increased to 21.64 FTE in 2013; and

WHEREAS, the Aging & Disability Resource Center housed program staff throughout County facilities to temporarily resolve its ongoing office space shortages; and

WHEREAS, the Aging & Disability Resource Center Committee has carried forward State General Purpose Revenue and Federal Financial Participation (ADRC regional funds) for expanding the Aging & Disability Resource Center based on its office space and program needs since 2008; and

WHEREAS, through Resolution No. 46-12, Sauk County authorized MSA Professional Services to complete a schematic design of the West Square Building based on the Venture Architects' Space Needs Assessment; and

WHEREAS, through Resolution No. 76-12, Sauk County authorized MSA Professional Services to provide the architectural and engineering services for the reconstruction of specific areas in the West Square Building to resolve the space needs of the County; and

WHEREAS, the Aging & Disability Resource Center gained an additional suite of six office areas in the basement level of the West Square Building, namely Room B27; and

WHEREAS, in Basement Room B27, the Aging & Disability Resource Center needs to furnish nine work areas and one customer waiting area; and

WHEREAS, it is important that office furniture remain compatible and interchangeable with existing furniture throughout the County to retain flexibility in the case of future space adjustments so the Aging & Disability Resource Center requested a proposal from the Paragon Business Furniture Group; and

WHEREAS, Paragon Business Furniture Group provided a Furniture Plan and Proposal, Proposal No. 62607. The Proposal delineates the furniture to be purchased and includes installation by Paragon, with a total cost of \$33,334.70; and

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors, met in regular session that the Aging & Disability Resource Center Director is hereby directed and authorized to contract with the Paragon Business Furniture Group for the Aging & Disability Resource Center basement-level office furniture, at a cost not to exceed \$33,334.70.

Resolution No. 34-13, Authorization to Contract with Paragon Business Furniture Group for the Aging & Disability Resource Center Basement-Level Office Furniture

Page 2

For consideration by the Sauk County Board of Supervisors on Tuesday, May 21, 2013.

Respectfully submitted,

AGING & DISABILITY RESOURCE CENTER COMMITTEE:

Arthur Carlson
Arthur Carlson, Chair

Tommy Lee Bychinski
Tommy Lee Bychinski

Ruth Dawson
Ruth Dawson

Carol Held
Carol Held

Thomas Kriegl

Fiscal Note: No County Levy Fiscal Impact. The \$33,334.70 will be paid from carried forward State General Purpose Revenue and Federal Financial Participation funds. *YPB*

MIS Note: No Information System Impact

RESOLUTION 35 - 2013

Authorizing Amendments to the 2012 Budget

WHEREAS, throughout the year, various additional funds become available that require no additional County matching funds or are expansions of existing grant funding and programs; and,

WHEREAS, throughout the year, additional expenditures are incurred for which funding is available; and,

WHEREAS, expenditure of these additional funds sometimes causes a department to exceed their expenditure appropriations, while not exceeding their net budget or available fund balances, as summarized below:

Departments Exceeding Expenditure Budgets, But Offsetting Revenues or Fund Balances Exist

Amount	Department	Primary Reason for Variance	Revenue Source
\$15,205	County Clerk	Additional costs related to recall primary and recall election.	Election reimbursements charged to relier municipalities.
\$10,935	Community Development Block Grant – Flood Recovery Small Business	Flood Recovery Small Business loan repayments, which are transferred to the revolving loan fund, were more than expected.	Loan repayments.
\$1,271	Community Development Block Grant – Housing Rehabilitation	Grant reimbursement of expenditures received in previous year.	Grants received completely fund expenditures.
\$5,249	Debt Service	Jail assessment transfer reduced due to inadequate fines received compared to budget.	Available debt service fund balance.
\$45,624	Insurance Fund	Beginning 2012 fund balance met the minimum required by policy, so lower charges to departments were needed. These charge revenues had been anticipated in the budget.	Fund balance for this purpose is available.
\$6,543	Treasurer	Loss on tax deed property disposal	Interest and penalty on delinquent tax receipts exceeded budget.

Resolution 35 - 2013 Authorizing Amendments to the 2012 Budget

WHEREAS, three General Fund departments' net budgets, expenses less revenues to be received, were exceeded in 2012 due to either expenses being greater than anticipated or revenues being less than anticipated; and

WHEREAS, the following departments exceeded their 2012 appropriations:

Departments Exceeding Overall Budgets

Amount	Percent of Budget	Department	Primary Reason for Variance
\$2,408	1.75%	County Board	Mileage expenses exceed budget.
\$163	0.11%	Coroner	Autopsy expenses exceed budget.
\$110,322	15.87%	Home Care	Shortfall in revenues from Medicare due to higher acuity patients.
\$112,893	Total Requiring Transfer from Contingency Fund		

NOW, THEREFORE, BE IT RESOLVED that the 2012 budgets of the above-described departments that did not exceed their net appropriations be amended to appropriate the additional funds received or fund balances as proper; and,

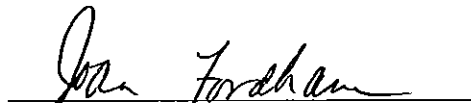
BE IT FURTHER RESOLVED, that \$112,893 be transferred from the 2012 contingency fund to the above-described departments' 2012 budgets that were exceeded when fund balances were not available.

For consideration by the Sauk County Board of Supervisors on May 21, 2013.

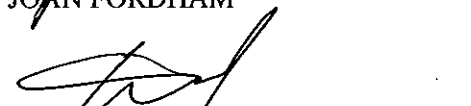
SAUK COUNTY FINANCE COMMITTEE


TOMMY LEE BYCHINSKI


JASON LANE


JOAN FORDHAM


ANDREA LOMBARD


WILLIAM F. WENZEL

FISCAL NOTE: \$350,000 is available in the 2012 Contingency Fund to fund these departments' overdrawn appropriations of \$112,893. *KPB*

INFORMATION SYSTEMS NOTE: No information systems impact.

RESOLUTION NO. 36 - 2013

**AUTHORIZING DIRECTOR OF CONSERVATION, PLANNING, AND ZONING
DEPARTMENT TO ENTER INTO AN AGREEMENT WITH THE WISCONSIN
DEPARTMENT OF NATURAL RESOURCES IN ORDER TO PROVIDE
MANAGEMENT SERVICES FOR A PILOT STUDY IDENTIFIED AS WISCONSIN'S
SAFE DRINKING WATER NITRATE INITIATIVE AND AMENDING THE 2013
BUDGET**

WHEREAS, the Sauk County Land and Water Resource Management Plan goals recognize the need to protect and improve groundwater quality and quantity, protect productivity and viability of agricultural lands, and provide and coordinate educational programming promoting natural resource protection and sustainable living issues; and

WHEREAS, the Sauk County Land and Water Resource Management Plan implementation strategy includes providing one-on-one educational and technical assistance to landowners; providing information and consultation regarding sustainable practices, materials and operations to citizens, businesses, and communities; and monitoring and evaluating plan implementation and progress; and

WHEREAS, the purpose of the project identified as Wisconsin's Safe Drinking Water Nitrate Initiative is to study management practices that make the most efficient use of nitrogen and reduce losses to groundwater, and

WHEREAS, the management and implementation of the intergovernmental agreement in the above stated goals and implementation strategies of the Sauk County Land and Water Resource Management Plan closely match the principal purpose of the pilot study, and

WHEREAS, the pilot study is identified as a one-year study with the potential for a three-year extension, and

WHEREAS, the study will reimburse the County for a half-time county staff plus overhead as identified in the Scope of Work and in the Agreement for Local Management, and

WHEREAS, the Conservation, Planning, and Zoning Committee unanimously approved a motion on April 23, 2013 requesting consideration of the Personnel and Finance Committees to extend a project position for this study, and to include an additional \$68,420 in the Conservation, Planning, and Zoning department 2013 budget.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Director of the Conservation, Planning, and Zoning Department is authorized to act on its behalf as follows:

1. Sign the Agreement for Local Management between Sauk County and the Wisconsin Department of Natural Resources (WDNR).
2. Request prompt reimbursement for services as per the signed agreement, and

BE IT FURTHER RESOLVED, to create a project position as identified in the job description (attached), to manage and complete the tasks identified in the Agreement for Local Management, and

BE IT FURTHER RESOLVED, to add \$68,420 to the Conservation, Planning, and Zoning Department budget for the 2013 budget year.

For consideration by the Sauk County Board of Supervisors on May 21, 2013.


Respectfully submitted,

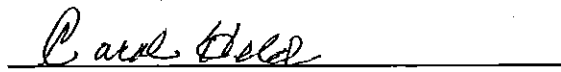
PERSONNEL COMMITTEE


TIM MEISTER


PETER TOLLAKSEN


HENRY NETZNIGER


SCOTT ALEXANDER

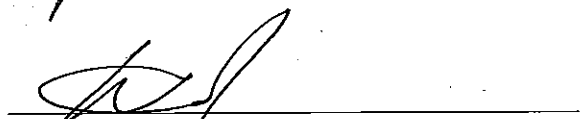

CAROL HELD


FINANCE COMMITTEE


TOMMY LEE BYCHINSKI


JOAN FORDHAM

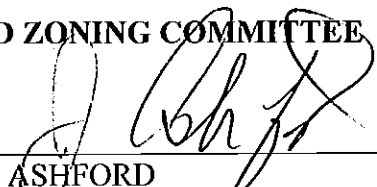
ANDREA LOMBARD

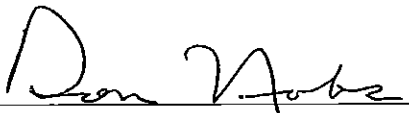

WILLIAM F. WENZEL

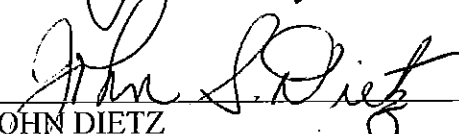

JASON LANE


SAUK COUNTY CONSERVATION, PLANNING AND ZONING COMMITTEE


GERALD LEHMAN, Chair



JUDY ASHFORD


DON NOBS


JOHN DIETZ


FRED HALFEN


DENNIS POLIVKA


RANDY PUTTKAMER

FISCAL NOTE: Grant funding of \$68,420 for the first year is adequate to fund a part-time project staff position, laboratory testing and travel related to this project. See Attachments A and B for the project agreement and scope of work. The estimated funding use is in the Sauk County Cost Schedule Page 4. *KPB*

MIS IMPACT: MIS impact will include the management of an existing computer terminal and supporting services.

SAUK COUNTY COST SCHEDULE - Estimated Funding Dollars for First Year of Project

Scope Item	Scope Title	Task	Hours	Subtotal	Unit Cost	Assumptions
I-B	Consultation & Reporting	Meetings + Feedback (Q1)	48	1920	77/mtg	2 hours bi-weekly
I-C		Initial Data Retrieval (Q1)	40	1600	160/owner	10X4 hrs per landowner one-time
II-A, B	Landowner Contact	Initial contact (Q1)	80	3200	95/visit	4 2-hr visits 10 landowners plus 30mi/trip at \$0.56/mi)
II-B		Ongoing contacts	150	6000	20/contact	3 hrs per week approx 5 landowners
		Document baseline NM practices	50	2000	200/record	2 hrs per week
III-A, B	Sampling & Analysis	Collection time	600	24000	60/sample	30 wells, 10 mos, 2 hrs per well
III-A, B		Laboratory analysis + transport		26500	88/sample	30 wells, 10 mos @ \$75 (5 parameters \$15 each) - - plus 30 mi/trip at \$0.56 /mi
IV-A	Community Involvement	Plan and product feedback (Q1)	32	1280	120/item	8 items 2 hrs/item x 2 pers
IV-B		Local meetings (Q1)	48	1920	450/mtg	4 3-hr mtgs; attend 3 per; prep 1 pers 3-hr
		Totals	1048	68420		

**AGREEMENT FOR LOCAL MANAGEMENT OF WISCONSIN'S
SAFE DRINKING WATER NITRATE INITIATIVE**

THIS AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (Department) and Sauk County (County) to provide local demonstration project management services as specified in the attached Scope of Work and Project Plan.

FOR AND IN CONSIDERATION of the terms and conditions contained in this agreement, the above named parties agree:

1. **PERIOD OF AGREEMENT:** This agreement shall commence upon its signing by both parties and continue until June 30, 2014, during which period all performance as described in this agreement shall be fully completed to the satisfaction of the Department.
2. **CANCELLATION:** The Department reserves the right to cancel this agreement in whole or in part, without penalty, due to non-appropriation of funds or for failure of the County to comply with terms, conditions, and specifications of this agreement by delivering sixty (60) days written notice to the County. Upon termination, the Department's liability will be limited to the pro rate cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Department.
3. **ENTIRE AGREEMENT; AMENDMENTS:** This agreement, together with the specifications, attachments, addendums and amendments shall constitute the entire agreement, and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded. Any agreement revisions including cost adjustments and time extensions must be made by a written amendment to this agreement, signed by both parties prior to the ending date of this agreement.
4. **ASSIGNMENT:** Neither this agreement nor any right or duty in whole or in part by the County under this agreement may be assigned, delegated or subcontracted without the written consent of the Department. If upon the written consent of the Department this agreement or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this agreement and be bound by the terms and conditions of this agreement. Assignment in whole or in part of this agreement does not absolve the County of any liability or obligation expressed and agreed to hereunder.
5. **DESCRIPTION OF WORK:** The County agrees to provide the following to the satisfaction of the Department:

See project description in attached "Sauk County Scope of Work – Wisconsin Nitrate Initiative"
6. **AGENCY CONTACTS:** All communications regarding this agreement will be made through the designated agency contacts. The designated contacts are:

County- Program Contact:

Department - Program Contact: Mary Ellen Vollbrecht
Bureau of Drinking Water and Groundwater (DG/5)
P.O. Box 7921
Madison, WI 53707
(608) 266-2104
Mary.vollbrecht@wisconsin.gov

Financial Contact: James McLimans
Department of Natural Resources
Bureau of Drinking Water and Groundwater (DG/5)
PO Box 7921
Madison, WI 53707
(608) 266-2726

7. TERMINATION:

A. This agreement may be terminated in whole, or in part, in writing by either party in the event of substantial failure of either party to fulfill its obligation under this agreement, provided, that not less than sixty (60) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.

B. If termination is effected by the Department, an equitable adjustment in the price provided for in this agreement shall be made. Any payment due to the County at the time of termination may be adjusted to the extent of any additional costs occasioned to the Department by reason of the County's default. The equitable adjustment for any termination shall provide for payment to the County for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the County relating to commitments which had become firm prior to the termination.

C. Upon receipt of a termination action pursuant to paragraph A above, the County shall (1) promptly discontinue all services affected (unless the notice directs otherwise); (2) terminate all sub-contracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the County in performing this agreement, whether completed or in process.

D. The rights and remedies of the Department and the County provided in this clause are in addition to any other rights and remedies provided by law or under this agreement.

8. PAYMENT: The Contractor, for activities specified in the Scope of Work (attached) completed satisfactory to the Department, shall receive compensation based on actual activities performed at the rates shown in the Cost Schedule (attached). Payment shall be in quarterly payments.

End quarter 1 – ¼ of contract advanced to contractor assuming satisfactory completion of Q1 tasks to date

End quarter 2 – ¼ of contract advanced to contractor

End quarter 3 – ¼ of contract advanced to contractor

End quarter 4 – During the 4th quarter, the contractor must submit an invoice with documentation of the number of tasks completed for each item in the scope of work. Adjustment and reimbursement will be made based on previous advances and actual work completed using amounts in the cost schedule.

Invoices should be sent to:

James McLimans
Department of Natural Resources
Bureau of Watershed Management - WT/3
P.O. Box 7921
Madison, WI 53707

Prior Department approval is required if expenditures between budget line categories between the positions vary more than ten (10) percent of the total agreement amount.

Final invoices must be submitted within 60 days after the end of the agreement.

9. PAYMENT TERMS AND INVOICING. Payments shall be considered timely if the payment is mailed, delivered, or transferred by the later of the following:

- A. The date specified on a properly completed invoice for the amount specified in the order or agreement, or
- B. Within thirty (30) days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order of agreement or within thirty (30) days after receipt of an improperly completed invoice or receipt and acceptance of the property or service under the order or agreement, whichever is later if the Department does not notify the sender of receipt of an improperly completed invoice within ten (10) working days after it receives the invoice of the reason it is improperly completed.

10. RECORDS; ACCESS: The County shall, for a period of three (3) years after completion and acceptance by the Department, maintain books, records, documents, and other evidence directly pertinent to performance on work under this agreement in accordance with generally accepted accounting principles and practices. The County shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this agreement and a copy of the cost summary submitted to the Department. The Department, the U.S. Environmental Protection Agency, their agents, and their duly authorized representatives, shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The County shall provide proper facilities for such access and inspection.

Records referred to the above shall be maintained and made available during the performance under this agreement and until three years from the date of final payment. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such performance, or costs or items to which an audit exception has been taken shall be maintained and made available until three years after the date of resolution of such appeal, litigation, claim or exception

11. INDEPENDENT AGENCY: The County is an independent agency for purposes of this agreement, including workers' compensation, benefits, liabilities, risk and responsibilities and is not an employee or agent of the Department.

12. INDEMNIFICATION: Each party agrees that, as related to this interagency agreement, any loss or expense (including costs and attorney fees) by reason of liability imposed by law, will be charged to the agency responsible for the officer, employee or agent whose activity caused the loss or expense.

13. NONDISCRIMINATION: In connection with the performance of work under this agreement, the County agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats. sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the County further agrees to take affirmative action to ensure equal employment opportunities. The County agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting

forth the provisions of this clause may result in the County being declared an "ineligible" County, termination of the agreement or withholding of payment.

14. **FUNDING SOURCE:** This agreement is funded in part or wholly by a grant from the U.S. Environmental Protection Agency CFDA# _____. This procurement will be subject to regulations contained in 43 CFR Part 12, and OMB Circular 133. Neither the United States nor the U.S. Environmental Protection Agency are a party to this agreement.
15. **APPLICABLE LAW:** This agreement shall be governed by the laws of the State of Wisconsin. The County shall at all times comply with all federal, state and local laws, ordinances, and regulations in effect during the period of this agreement.

The undersigned, as representatives of their respective agencies, hereto agree to this agreement.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL
RESOURCES

Date _____

By _____
Cathy Stepp, Secretary

SAUK COUNTY
LAND CONSERVATION
DEPARTMENT

Date _____

By _____

SAUK COUNTY
SCOPE OF WORK
WISCONSIN NITRATE INITIATIVE

I. Consultation and Reporting

- A. Identify a point of contact with DNR who will distribute project information to all involved county departments and staff; report on status of county project tasks; inform county staff and managers of tasks needed to accomplish the scope of work; advise DNR of any county information, suggestions, potential concerns or needed changes to tasks or timetable related to the goals of the project.
- B. Provide acknowledgement and feedback on project design and conduct as needed to accomplish project scope and timeframe.
- C. Meet in person or by phone with DNR project staff monthly to report progress, give feedback and identify needs or concerns on design and conduct of the project; ensure attendance of other county staff as needed
- D. Identify and supply available data from existing county maps, plans, studies, monitoring results related to the goals of the project.

II. Landowner Contact and Information Collection

- A. Identify and maintain a list of all names, addresses, telephone and email where available for landowners and operators (renters, crop consultants, etc.) in project areas.
- B. Make all necessary contacts with landowners and operators as needed to secure cooperation to conduct groundwater monitoring as designed by DNR and its contractors. Landowner contact task effort assumes a dozen phone, letter or message exchanges with each of 10 owners, 5 renters and 5 crop consultants. In the event of changes to the number of landowners, renters or crop consultants, actual costs of landowner contact will be reimbursed for contacts at the unit rate as determined by the assumed contact effort and the initial contract amount.
- C. Make all necessary contacts with landowners and operators to secure cooperation to accurately document all land management actions (e.g., cropping, fertilizer application, irrigation) during the project period on lands in the project area as identified by DNR and its contractors. Actions may include the location, time, rate, volume, method and cost of all applications of nitrogen, phosphorus and related nutrients in any form, the location, time, rate, volume, method and cost of any irrigation; the location, time and method of all tillage, the location, time, cost, species and variety of all planting; the location, time, yield of all harvest; any other action occurring on the land with the potential to affect groundwater recharge, withdrawal or chemical quality. Landowner contact task effort assumes a dozen phone, letter or message exchanges with each of 10 owners, 5 renters and 5 crop consultants. In the event of changes to the number of landowners, renters or crop consultants, actual

costs of landowner contact will be reimbursed for contacts at the unit rate as determined by the assumed contact effort and the initial contract amount. County may maintain appropriate confidentiality of land management actions but must provide access to sufficient detail to enable accurate monitoring and modeling of groundwater conditions. This information is not intended for use in determining compliance with any Department of Natural Resources' regulatory requirement.

- D. Make all necessary contacts with landowners, operators, crop consultants and related experts to coordinate development of land management practices that will meet safe drinking water nitrogen loss target (e.g., cropping, fertilizer application, and irrigation). Landowner contact task effort assumes a dozen phone, letter or message exchanges with each of 10 owners, 5 renters and 5 crop consultants. In the event of changes to the number of landowners, renters or crop consultants, actual costs of landowner contact will be reimbursed for contacts at the unit rate as determined by the assumed contact effort and the initial contract amount.

III. Water, Soil and Plant Sampling and Analysis

- A. Collect and analyze samples – Water sample collection will follow standard practices (i.e., for water, use NR141 and Desk and Field Methods Reference). Water sample collection effort assumes 30 wells, three samples each, collected once per month. In the event of changes to the monitoring design by the Department, actual costs of sample collection will be reimbursed for sample collection at the unit rate as determined by the assumed sample collection effort and the initial contract amount. In the event of changes to the monitoring design by the Department that affect the number of samples to be collected, actual costs of sample collection will be reimbursed for sample collection at the unit rate as determined by the assumed sample collection effort. Sample collection includes transport to certified laboratory. Sauk County will be reimbursed for laboratory analysis costs and will authorize direct electronic reporting of results by the laboratory to county staff and the Department. In the event of changes to the monitoring design that affect the type of sampling to be done (e.g., soil, plants or water sampling other than wells, the contract, scope of work and cost schedule will be amended as needed.
- B. Inspect all monitoring equipment a minimum of once each month in conjunction with sample collection to ensure proper operation and alert the Department of any malfunction or needed repair. Assume the number of wells or other pieces of sample equipment as described above.

IV. Community Involvement

- A. Assist in preparing a local communication plan for the project that identifies local target audiences, forums (e.g., meetings, workshops, media outreach, web sites), schedule, materials, presentations and mechanisms for reaching audiences, timetable,

time and cost estimates. Identify information, materials or other action needed by the Department. Annual level of community involvement effort is assumed to include two open-house format community meetings; four presentations to local boards, committees or service organizations; two scheduled interviews with newspaper, radio or television reporters; information about the project maintained on or linked to county website; informational materials about the project available at county land conservation, health, planning offices.

- B. Arrange and conduct forums as identified in local communication plan.

Sauk County Position Description

Department:	Conservation, Planning, and Zoning	Pay Grade:	9	FLSA:	NE
Date:	May 2013	Reports To:	Conservation, Planning and Zoning Director		

Purpose of Position

The purpose of this position is to plan and provide program management services for a pilot study identified as Wisconsin's Safe Drinking Water Nitrate Initiative. The position will continue as long as a partnership exists with the Wisconsin Department of Natural Resources to provide funding for the position in Sauk County.

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. Project duties outlined below are from the project scope of work provided by the Wisconsin Department of Natural resource.

Consultation and Reporting

- Identify a point of contact with DNR who will distribute project information to all involved county departments and staff; report on status of county project tasks; inform county staff and managers of tasks needed to accomplish the scope of work; advise DNR of any county information, suggestions, potential concerns or needed changes to tasks or timetable related to the goals of the project.
- Provide acknowledgement and feedback on project design and conduct as needed to accomplish project scope and timeframe.
- Meet in person or by phone with DNR project staff monthly to report progress, give feedback and identify needs or concerns on design and conduct of the project; ensure attendance of other county staff as needed
- Identify and supply available data from existing county maps, plans, studies, monitoring results related to the goals of the project.

Landowner Contact and Information Collection

- Identify and maintain a list of all names, addresses, telephone and email where available for landowners and operators (renters, crop consultants, etc.) in project areas.
- Make all necessary contacts with landowners and operators as needed to secure cooperation to conduct groundwater monitoring as designed by DNR and its contractors. Make all necessary contacts with landowners and operators to secure cooperation to accurately document all land management actions (e.g., cropping, fertilizer application, irrigation) during the project period on lands in the project area as identified by DNR and its contractors.

Water, Soil and Plant Sampling and Analysis

- Collect and analyze samples – Water sample collection will follow standard practices (i.e., for water, use NR141 and Desk and Field Methods Reference). Water sample collection effort assumes 30 wells, three samples each, collected once per month.
- Inspect all monitoring equipment a minimum of once each month in conjunction with sample collection to ensure proper operation and alert the Department of any malfunction or needed repair. Assume the number of wells or other pieces of sample equipment as described above.

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 classification and may also be performed by other unit members.

- Other duties as assigned by the Conservation, Planning and Zoning Director.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Natural Resources, Planning, Water Resource Management, or related field with at least three years of experience with conservation programs, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid Wisconsin motor vehicle operator's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to counsel, 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 and design data and information such as financial statements, conservation plans, grant applications, cost share agreements, contracts, program and project certifications, appeals, invoices, time sheets, resolutions, ordinances, engineering technical manuals, DNR manuals and regulations, Soil/Water Resource Management Policy Manual and other technical manuals, soil surveys, agricultural engineering materials, blueprints and diagrams, plat book, maps, procedures, guidelines, non-routine correspondence and Federal and State laws regarding land and water conservation.
- Ability to communicate verbally and in writing with landowners/farm operators, County Supervisors, municipal officials, contractors, news media representatives, engineers, Federal and State agriculture and conservation agencies, educators, students, legislators, attorneys, zoning and planning personnel, Department personnel, County Department Heads, environmental group representatives.

Mathematical Ability

- Ability to apply algebraic and trigonometric formulas, ability to interpret inferential statistical reports, and ability to interpret formulation and equation data.

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 semi-skilled movements such as data entry. Ability to operate computer keyboard/typewriter, video and still cameras, slide projector, photocopier, telephone, calculator, surveyor's transit and level, clinometer, planimeter, stereoscope and soil auger.

- Ability to exert very moderate physical effort in sedentary to light work, involving stooping and kneeling. Ability to handle, finger and feel. Ability to lift and carry. Ability to stand for prolonged periods of time and sustain prolonged visual concentration while performing field surveys and inspections.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and textures associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under safe and comfortable conditions with occasional exposure to temperature variations, odors, toxic agents, noise, wetness, disease and dust.

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