

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

**COMMITTEE:** SAUK COUNTY BOARD OF SUPERVISORS – ANNUAL MEETING  
**DATE:** TUESDAY, NOVEMBER 12, 2013  
**TIME:** 6:00 PM  
**PLACE:** ROOM 326, WEST SQUARE BUILDING, 505 BROADWAY, BARABOO, WI

**SPECIAL MEETINGS:**

**5:40 PM – COMMUNICATIONS INFRASTRUCTURE COMMITTEE** in the Gallery of County Board Room, Room #326A to consider:

1. Discuss and consider License agreement with Merrimac Communications to place fiber in County Easement.

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

1. Approval of County vouchers.

**6:00 PM – PUBLIC HEARING ON PROPOSED 2014 SAUK COUNTY BUDGET:** Pursuant to Wis. Stats. § 65.90, for the purpose of soliciting comments from the public regarding the 2014 Sauk County Budget for County Operations.

- 1) Convene Public Hearing on the proposed 2014 Sauk County Budget:
- 2) Marty Krueger, County Board Chair
- 3) Budget Presentation: Kathryn Schauf, Administrative Coordinator
- 4) Public Hearing regarding the *proposed 2014 Sauk County Budget* – 5 minute limit. Turn in *Registration Form* to the County Board Chair. (Forms on table in gallery of the Board Room)
- 5) Close Public Hearing: Marty Krueger, County Board Chair
- 6) Adjourn Public Hearing: Marty Krueger, County Board Chair

**The November 2013 Annual Meeting of the Sauk County Board of Supervisors will be called to order immediately following the Public Hearing.**

**ANNUAL MEETING: SAUK COUNTY BOARD OF SUPERVISORS**

- 1) Call to Order and Certify Compliance with Open Meeting Law.
- 2) Roll Call.
- 3) Invocation and Pledge of Allegiance.
- 4) Adoption of Agenda.
- 5) Approval of Minutes of Previous Meeting.
- 6) Scheduled Appearances.
- 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.

- 9) Bills & Referrals.
- 10) Claims.
- 11) Appointments.
- 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. Justice Continuum Committee report, Supervisor Alexander.
  - c. Kerry Beghin, Controller: 3<sup>rd</sup> Quarter Financial Report. **(Pages 4-10)**
  - d. Supervisor Fordham, Vice Chair – Executive & Legislative Committee.
  - e. Marty Krueger, County Board Chair
    - SCHCC Board of Trustees – Citizen Member
    - Christmas Party
    - April 1, 2014 Candidacy Packets
- 14) Consent Agenda:
- 15) Resolutions & Ordinances:

**HIGHWAY & PARKS COMMITTEE:**

Resolution 74 - 2013 County Aid For Bridge Construction Under § 82.08 Of The State Statutes.  
**(Pages 11-12)**

**PERSONNEL COMMITTEE:**

Resolution 75 - 2013 Resolution Establishing The 2014 Health Insurance Program For Sauk County.  
**(Pages 13-14)**

**PERSONNEL AND FINANCE COMMITTEES:**

Resolution 76 - 2013 Authorizing The Department Of Human Services To Increase One Part-Time (.8 FTE) Child Protective Services Social Worker To Full Time Equivalency (1.0 FTE). **(Pages 15-18)**

Resolution 77 - 2013 Authorizing The Department Of Human Services To Create One Full-Time (1.0 FTE) Children's Long Term Support (CLTS) Social Worker Position. **(Pages 19-22)**

Resolution 78 - 2013 Resolution To Create A Full Time Public Health Systems Analyst Project Position For The Sauk County Public Health Department Within The 2014 Budget Process.  
**(Pages 23-27)**

Resolution 79 - 2013 Resolution To Create A Drug Enforcement Coordinator (Project Position) For The Sauk County Sheriff's Department Effective January 1, 2014. **(Pages 28-32)**

**PROPERTY & INSURANCE COMMITTEE:**

Resolution 80 - 2013 Rescinding So Much Of Resolution No. 73-2013 Involving The Taking Of A Tax Deed On Parcel Number 141-0068-10000 In The Village Of Ironton And More Particularly Described Below. **(Page 33)**

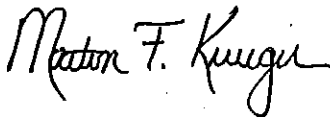
Resolution 81 - 2013 Authorizing Issuance Of Quit Claim Deed To Certain Lands In The Village Of Prairie Du Sac To The Village Of Prairie Du Sac. (Page 34)

**FINANCE COMMITTEE:**

Resolution 82 - 2013 Establishing Taxes To Be Levied In Sauk County For The Year 2014. (Page 35)

16) Adjournment to a date certain.

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 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](http://www.co.sauk.wi.us)

Agenda mail date via United States Postal Service: November 7, 2013

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

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## 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](mailto:kbeghin@co.sauk.wi.us)

To: Sauk County Board of Supervisors  
Date: November 06, 2013  
About: September, 2013 3rd Quarter Financial Report -- 75.00% of Year

Attached are some highlights related to the September, 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. Many grant dollars received in January and February are for prior year services, and are allocated back to 2013. Other grants not yet received include: various conservation grants (\$657,000), state shared revenues (\$636,000), state county highway improvement aids (\$558,000), and 2008 flood aid (\$260,000). Two-thirds of the County's user fees are generated by the Health Care Center, whose revenues are currently at 68%. Intergovernmental charges include Highway maintenance on State highways and MIS charges to departments, which are lagging budget due to large projects being completed later in the year. Both have corresponding lags in related expenses. Other taxes exceed budget due to strong interest collected on delinquent taxes. Miscellaneous revenues exceed budget due to strong gains on sale of tax deeds and principal and interest payments on CDBG loans being higher than conservative budget estimates.

Overall, 70.48% of annual revenues have been recognized through September. The following chart is in order of budgeted magnitude of dollars, and excludes both property taxes which are recorded 1/12<sup>th</sup> 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 September 2013	Favorable / (Unfavorable)	% of Budget
Grants & Aids	14,601,617	9,154,907	(5,446,710)	62.70%
User Fees	9,418,387	6,381,652	(3,036,735)	67.76%
Sales Tax	6,852,601	5,294,610	(1,557,991)	77.26%
Intergovernmental Charges	6,837,650	4,916,005	(1,921,645)	71.90%
Other Taxes	767,930	1,210,350	442,420	157.61%
Fines, Forfeitures & Penalties	661,000	433,230	(227,770)	65.54%
Licenses & Permits	304,952	263,296	(41,656)	86.34%
Rent	273,722	232,140	(41,582)	84.81%
Interest	136,958	109,624	(27,334)	80.04%
Miscellaneous	131,215	196,210	64,995	149.53%
Donations	94,500	56,756	(37,744)	60.06%
Total	40,080,532	28,248,782	(11,831,750)	70.48%

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 October 31, 2013 follow. This means uncollected delinquent taxes due to Sauk County equal \$3,154,204. Collections are significantly stronger than a year ago. Of this total, about 24.39% (or \$769,276) 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 was due July 31, 2013.

Levy Year	Collection Year	County Tax Rate	County Levy	County-Wide Levy	Uncollected Taxes	Percent of County-Wide Levy Collected
2012	2013	\$4.66	28,531,297	122,259,549	1,729,561	98.59%
2011	2012	\$4.54	28,531,297	121,315,933	859,953	99.29%
2010	2011	\$4.42	28,531,297	122,553,732	457,230	99.63%
2009	2010	\$4.34	28,659,120	115,574,314	78,844	99.93%
2008	2009	\$4.18	27,714,671	111,860,501	20,352	99.98%
2007	2008	\$4.06	25,805,357	102,211,966	6,718	99.99%
2006	2007	\$4.13	24,802,350	97,232,872	1,408	100.00%
2005	2006	\$4.39	23,884,930	94,527,243	138	100.00%
Uncollected Taxes as of October 31, 2013					3,154,204	
Prior Year - Uncollected Taxes as of October 31, 2012					4,524,798	

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 September only contain sales made through August. 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 ahead of budget at this point.

Sales Tax Payment to County	Sales Tax Month of Sale	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	6.68%	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	637,322.50	21.13%	22.67%
June	April	508,989.20	542,094.79	556,632.03	628,589.56	587,498.00	496,081.68	29.10%	29.91%
July	May	614,333.50	614,770.21	590,376.04	564,720.52	486,110.02	666,351.94	37.19%	39.64%
August	June	790,042.91	612,591.97	661,728.04	735,164.71	912,510.03	934,491.76	47.66%	53.27%
September	July	788,854.53	872,504.39	930,470.23	891,757.28	771,294.38	790,868.27	59.67%	64.82%
October	August	849,137.52	671,478.67	742,700.59	678,283.24	781,031.61	853,073.27	70.17%	77.26%
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	5,294,609.52		

#### Expenditures

Expenditures for wages, salaries and benefits tend to be spread relatively evenly throughout the year, and it is generally reasonable to assume 1/12<sup>th</sup> 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, 64.55% of annual expenditures have been recognized through September. 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 due to the timing of health insurance charges in the payrolls. This report through September contains ten months of health insurance, an additional \$550,000.

Expenditures	2013 Annual Budget	Actual through September 2013	Favorable / (Unfavorable)	% of Budget
Supplies & Services	29,063,774	15,943,911	13,119,863	54.86%
Wages & Salaries	27,461,800	19,808,502	7,653,298	72.13%
Labor Benefits	11,679,253	8,878,839	2,800,414	76.02%
Capital Outlay	3,841,711	1,874,708	1,967,003	48.80%
Total	72,046,538	46,505,960	25,540,578	64.55%

#### 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.

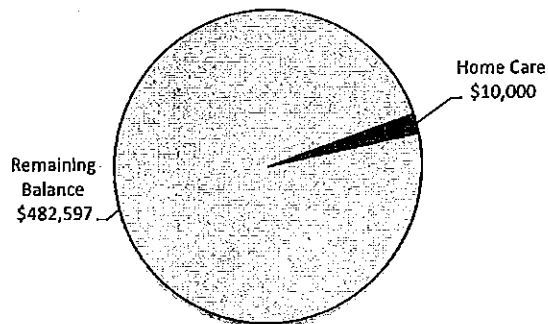
Selected Line Items as of September 30, 2013	2010 Total for Year	2011 Total for Year	2012 Total for Year	2013 Annual Budget	Actual through Sept 2013	Avg 2009- 2012	2013 % of Budget
Interest Collected on Delinquent Taxes	1,250,138	1,270,132	1,042,036	600,000	1,058,818	74%	176%
Land Use Permits	71,544	51,508	67,756	60,000	45,707	75%	76%
Sanitary Permits	61,010	54,920	57,085	60,000	49,450	74%	82%
Real Estate Transfer Tax	187,555	176,126	160,964	165,000	148,571	69%	90%
Register of Deeds Filing Fees	319,220	371,726	370,736	315,000	254,142	70%	81%
Interest Earned on Investments	248,078	171,874	97,536	95,000	72,082	74%	76%

The County has a contingency fund of \$492,597 (funded by \$350,000 from General Fund balance and \$142,597 from property tax levy) from which to transfer funds to department budgets. A transfer is needed if a department experiences revenue shortfalls or expenditure overages and the budget cannot be internally adjusted by alternate expenditure cuts or revenue enhancements. Department managers work with their oversight committees to determine the best course of action when this situation occurs.

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. A vacant staff position is being held unfilled, other expenditures are being trimmed, and revenues are being pursued as well as possible. However, a transfer from the contingency fund is still expected. The estimated amount is \$10,000.

**Contingency Fund**



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

#### 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 2014 budget development nearly 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  
September 30, 2013  
Percent of Year Complete

75.00%

General Government			
	Budget	Actual	Favorable / (Unfavorable) % of Budget
Revenues			
Property Taxes	(\$1,047,502)	(\$785,627)	(\$261,875) 75.00%
Other Taxes	767,930	1,210,350	442,420 157.61% A
Sales Tax	6,852,601	5,284,610	(1,567,991) 77.28% B
Grants & Aids	910,663	351,195	(559,468) 38.56% B
Licenses & Permits	16,500	12,645	(3,855) 76.64% C
Fines, Forfeitures & Penalties	2,000	2,998	998 149.82% D
User Fees	598,325	540,866	(57,459) 90.40% E
Intergovernmental Charges	2,357,650	1,508,081	(849,569) 63.97% F
Donations	0	0	0 -
Interest	98,425	74,061	(22,364) 75.81% G
Rent	273,722	232,140	(41,582) 84.81% H
Miscellaneous	6,720	48,729	42,009 740.01% C
Transfers from Other Funds	550,000	1,367,001	817,001 248.55%
Total Revenues	11,383,034	9,858,048	(1,524,986) 86.59%

Justice & Public Safety			
	Budget	Actual	Favorable / (Unfavorable) % of Budget
Expenses / Expenditures			
Wages & Salaries	2,751,508	1,957,898	(793,610) 71.16%
Labor Benefits	898,642	675,659	(222,983) 75.19%
Supplies & Services	3,686,047	1,821,868	(1,864,179) 49.43% D
Debt Service - Principal	0	0	0 -
Debt Service - Interest	0	0	0 -
Capital Outlay	2,384,457	1,107,863	(1,276,594) 46.46%
Transfers to Other Funds	2,557,367	1,948,040	(609,327) 76.23%
Total Expenditures	12,318,041	7,509,328	(4,808,713) 60.96%
Functional Expenditures as % of Total	15.73%	14.83%	
Net Increase/(Decrease) in Fund Balances	(\$935,007)	\$2,348,721	\$3,283,728

Public Works			
	Budget	Actual	Favorable / (Unfavorable) % of Budget
Expenses / Expenditures			
Wages & Salaries	2,744,180	1,956,243	(787,937) 71.35%
Labor Benefits	1,206,377	935,570	(270,807) 77.56%
Supplies & Services	5,840,224	3,354,130	(2,486,094) 57.43% I
Debt Service - Principal	0	0	0 -
Debt Service - Interest	0	0	0 -
Capital Outlay	650,000	400,571	(249,429) 61.63%
Transfers to Other Funds	10,443,781	6,656,515	(3,787,266) 63.74%
Total Expenditures	20,888,182	13,146,929	(7,741,253) 62.94%
Functional Expenditures as % of Total	13.34%	13.15%	
Net Increase/(Decrease) in Fund Balances	(\$856,010)	(\$128,335)	\$727,675

Health & Human Services			
	Budget	Actual	Favorable / (Unfavorable) % of Budget
Expenses / Expenditures			
Wages & Salaries	\$10,985,627	\$8,238,220	(\$2,746,407) 75.00%
Labor Benefits	10,139,872	7,202,648	(2,937,224) 71.03%
Supplies & Services	80,752	86,089	5,337 106.61%
Debt Service - Principal	119,000	68,821	(50,179) 57.83% J
Debt Service - Interest	7,418,423	4,823,275	(2,595,148) 65.08%
Capital Outlay	43,110	27,294	(15,816) 63.31%
Transfers to Other Funds	94,500	50,388	(44,112) 53.43% K
Total Expenditures	30,673,044	21,276,276	(9,396,768) 69.36%
Functional Expenditures as % of Total	39.18%	42.02%	
Net Increase/(Decrease) in Fund Balances	(\$1,281,725)	(\$380,500)	\$901,225

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 August, 2013 sales (70.17% as seasonally adjusted).

- A Interest collected on delinquent taxes exceeds budget.
- B Grants & Aids are primarily shared revenues (\$748,653) which are received 15% in July and 85% in November.
- C Sale of tax delinquent property is strong.
- D Building Services expenses lag budget. No approved transfers from the contingency fund.
- E CDOS-Emergency Assistance (2008 flood) expenses and revenues lag budget due to property not being acquired.
- F Cremation permit fees were not budgeted in 2013.
- G Housing prisoners from other jurisdictions exceeds budget.
- H County highway improvement program funds received in December.
- I Highway timing of construction project expenses
- J Driver improvement surcharge fees payments lag budget.
- K ADRC donations for congregate and home-delivered meals lag budget.
- L Human Services volatile institutions expense below budget.

Sauk County Financial Report  
as of  
September 30, 2013  
Percent of Year Complete

75.00%

	Conservation, Development, Recreation, Culture & Education			Debt Service			Totals		
	Budget	Actual	Favorable / (Unfavorable)	Budget	Actual	Favorable / (Unfavorable)	Budget	Actual	Favorable / (Unfavorable)
Revenues									
Property Taxes	\$1,225,228	\$818,921	(\$306,307)	\$250,000	\$187,500	(\$62,500)	\$28,531,297	\$21,398,473	(\$7,132,824)
Other Taxes	0	0	0				767,800	1,210,350	442,550
Sales Tax	0	0	0				6,852,801	5,294,610	(1,557,991)
Grants & Aids	837,638	127,747	(709,891)				14,601,817	9,154,907	(5,446,710)
Licenses & Permits	207,600	144,532	(63,068)				304,952	263,296	(41,656)
Fines, Forfeitures & Penalties	5,000	2,490	(2,511)				651,000	433,230	(217,770)
User Fees	161,900	160,571	(329)				9,418,387	6,381,652	(3,036,735)
Intergovernmental Charges	22,812	9,113	(13,699)				6,837,650	4,916,005	(1,921,645)
Donations	0	2,425	2,425				94,500	56,756	(37,744)
Interest	27,528	24,528	(3,000)	3,000	1,843	(1,157)	136,958	109,624	(27,334)
Rent	0	0	0				273,722	232,140	(41,582)
Miscellaneous	66,724	66,369	(355)				131,215	186,210	54,995
Transfers from Other Funds	41,000	48,095	7,095	2,194,628	1,845,971	(348,657)	3,288,387	3,438,137	149,750
Total Revenues	2,595,431	1,504,811	(1,090,620)	2,447,628	1,835,314	(612,314)	71,900,216	53,065,391	(18,834,825)
Expenses / Expenditures									
Wages & Salaries	924,181	652,792	(271,389)				27,461,800	19,808,502	(7,653,298)
Labor Benefits	321,352	224,710	(96,642)				11,679,253	8,878,839	(2,800,414)
Supplies & Services	3,217,029	1,611,087	(1,605,942)	1,840,000	0	1,840,000	29,083,774	15,943,911	(13,139,863)
Debt Service - Principal	0	0	0				1,840,000	0	(1,840,000)
Debt Service - Interest	0	0	0	607,628	304,220	(303,408)	1,110,387	683,742	(426,645)
Capital Outlay	494,154	44,139	(450,015)				3,841,711	1,874,708	(1,967,003)
Transfers to Other Funds	41,000	48,095	7,095				3,288,387	3,438,137	149,750
Total Expenditures	4,837,716	2,590,824	(2,246,892)	2,447,628	304,220	(2,143,408)	76,295,312	50,627,838	(25,667,474)
Functional Expenditures as % of Total	6.31%	5.12%		3.13%	0.60%		100.00%	100.00%	
Net Increase/(Decrease) in Fund Balances	(\$2,342,285)	(\$1,086,013)	\$1,256,272	\$0	\$1,531,094	\$1,531,094	(\$6,395,096)	\$2,457,552	\$8,852,648

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

M Grants received after expenditures made (Wice Fund settle \$100,000, conservation grants \$559,000)  
N CPZ cost sharing and planning funds not yet expended. Economic development revolving loans not issued.

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## SAUK COUNTY FINANCIAL REPORT (Unaudited)

September 30, 2013

Percent of Year Complete

75.00%

Department / Account Title	2013 Expense Budget			2013 Revenue			Department Net Favorable / (Unfavorable) to Budget
	Excluding Addition to Fund Balance	Year-to-Date Expenses	% of Budget	Budget Excluding Carryforwards, or Fund Bal Use	Year-to-Date Revenues	% of Budget	
General Fund Property Tax	0	0	--	-5,176,407	-3,882,305	75.00%	1,294,102
Miscellaneous Sales Tax	0	0	--	130	130	100.37%	0
County Sales Tax	0	0	--	6,852,601	5,294,610	77.26%	(1,557,991)
Shared Revenue	0	0	--	748,653	112,298	15.00%	(636,355)
Computer Aid	0	0	--	80,000	112,582	140.70%	32,582
Indirect Cost Reimbursement	0	0	--	153,711	161,646	105.16%	7,935
Arts & Humanities Grants	0	0	--	7,010	7,010	100.00%	0
Interest on Loan Payments	0	0	--	135	136	100.55%	1
Rent of County Buildings	0	0	--	99,472	73,557	73.95%	(25,915)
Sale of County-Owned Property	0	0	--	1,000	5,876	587.61%	4,876
Miscellaneous Revenues	0	0	--	1,000	240	24.00%	(760)
Transfer from Human Services	0	0	--	0	1,058,901	--	1,058,901
Transfer from Health Care Center	0	0	--	550,000	308,100	56.02%	(241,900)
Miscellaneous Expenses	2,000	0	0.00%	0	0	--	2,000
Charitable/Penal Fines, Misc	297	297	99.88%	0	0	--	0
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	585	100.00%	0	0	--	0
Sauk County Libraries	935,174	934,988	99.98%	0	0	--	186
Arts & Humanities	73,523	70,222	95.51%	0	0	--	3,301
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	1,570,971	75.00%	0	0	--	523,657
Transfer to Health Care Center (for debt service)	502,759	377,069	75.00%	0	0	--	125,690
<b>TOTAL GENERAL FUND NON-DEPARTMENTAL</b>	<b>4,370,056</b>	<b>3,157,626</b>	<b>72.26%</b>	<b>3,317,305</b>	<b>3,252,760</b>	<b>98.05%</b>	<b>1,147,888</b>
County Board	154,129	98,356	63.81%	154,129	115,597	75.00%	17,241
Clerk of Courts	1,211,814	805,463	66.47%	1,211,814	838,933	69.23%	33,471
Circuit Courts	615,150	471,548	76.66%	615,150	510,831	83.04%	39,283
Court Commissioner	231,622	161,131	69.57%	223,765	165,455	73.94%	12,181
Register in Probate	181,388	108,176	67.03%	161,388	121,498	75.28%	13,322
Accounting	446,454	349,986	78.39%	446,454	334,652	74.96%	(15,334)
County Clerk / Elections	281,063	191,195	68.03%	281,063	237,506	84.50%	46,310
Personnel	409,426	247,544	60.46%	331,033	246,510	74.47%	77,360
Treasurer	529,144	398,657	75.34%	529,144	1,082,831	204.64%	684,173
Register of Deeds	209,567	160,647	76.66%	209,567	206,014	98.30%	45,368
District Attorney / Victim Witness	448,373	326,818	72.89%	448,373	342,476	76.38%	15,658
Corporation Counsel	579,879	418,820	71.88%	579,879	435,421	75.09%	18,601
Surveyor	80,362	56,900	70.80%	80,362	60,271	75.00%	3,371
Building Services	3,920,708	2,175,669	55.49%	2,427,103	1,894,685	78.06%	1,212,620
Sheriff	13,146,456	9,678,375	73.62%	13,096,456	10,093,709	77.07%	465,334
Coroner	156,964	103,981	66.25%	156,964	137,473	87.58%	33,492
Emergency Management	178,145	116,057	65.15%	178,145	128,026	71.87%	11,969
Administrative Coordinator	191,785	125,557	65.47%	164,485	123,364	75.00%	25,107
Management Information Systems	2,509,073	1,499,576	59.77%	2,300,392	1,440,327	62.61%	149,431
Public Health	1,092,456	745,380	68.23%	1,048,105	714,726	68.32%	15,718
Home Nursing	706,878	466,031	65.93%	706,878	368,535	52.14%	(97,496)
WIC	471,928	272,898	57.83%	360,763	211,968	58.76%	50,235
Environmental Health	295,685	219,270	74.16%	276,377	206,311	74.65%	6,349
Child Support	869,405	627,300	72.15%	869,405	476,220	54.78%	(151,080)
Veterans Service	217,682	167,196	76.81%	213,208	162,781	76.35%	59
Parks	565,505	272,048	48.11%	302,066	225,592	74.68%	216,963
Conservation, Planning & Zoning	2,312,125	857,111	37.07%	1,841,296	887,821	48.22%	501,540
UW Extension	336,159	260,821	77.59%	319,427	253,013	79.21%	8,924
<b>TOTAL GENERAL FUND</b>	<b>36,699,379</b>	<b>24,538,116</b>	<b>66.86%</b>	<b>32,848,494</b>	<b>25,275,305</b>	<b>76.95%</b>	<b>4,588,074</b>
Aging & Disability Resource Center	2,107,647	1,429,269	67.81%	1,871,542	1,294,099	69.15%	100,935
Human Services	14,745,917	10,152,545	68.85%	14,398,192	10,793,790	74.97%	888,969
Jail Fund	100,000	75,000	75.00%	100,000	83,175	83.18%	8,175
Land Records Modernization	274,900	130,762	47.57%	150,000	184,931	123.29%	179,069
Landfill Remediation	163,560	134,661	82.33%	14,100	9,674	68.61%	24,473
Drug Seizures	12,000	8,262	68.85%	1,000	1,705	170.50%	4,443
Community Development Block Grant	461,702	10	0.00%	91,642	90,269	98.52%	460,339
CDBG Flood Recovery Small Business	41,000	48,095	117.31%	41,000	48,095	117.31%	0
CDBG Emergency Assistance Program	617,875	55,958	9.06%	300,000	39,980	13.33%	301,897
CDBG Housing Rehabilitation	0	0	--	0	0	--	0
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>18,524,601</b>	<b>12,034,563</b>	<b>64.97%</b>	<b>16,967,476</b>	<b>12,545,739</b>	<b>73.94%</b>	<b>2,068,300</b>

## SAUK COUNTY FINANCIAL REPORT (Unaudited)

September 30, 2013

Percent of Year Complete

75.00%

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	304,220	12.43%	2,447,628	1,835,314	74.98%	1,531,094
HEALTH CARE CENTER FUND	9,990,391	7,021,439	70.28%	9,620,849	6,645,516	69.07%	(6,381)
Highway	10,223,651	6,465,304	63.24%	9,573,651	6,518,506	68.09%	703,202
Insurance	46,050	56,573	122.85%	88,561	12,126	13.69%	(86,958)
Workers Compensation	325,557	179,655	55.18%	325,557	231,055	70.97%	51,400
TOTAL INTERNAL SERVICE FUNDS	10,595,258	6,701,532	63.25%	9,987,769	6,761,687	67.70%	667,644
Dog License	28,055	27,968	99.69%	28,000	21,831	77.97%	(6,082)
TOTAL TRUST & AGENCY FUNDS	28,055	27,968	99.69%	28,000	21,831	77.97%	(6,082)
TOTAL COUNTY	78,285,312	50,627,838	64.67%	71,900,216	53,085,391	73.83%	8,642,648

## SAUK COUNTY FUND BALANCES

	December 31, 2012	2013 Net Income/Adj	September 30, 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	-1,349	6,744
Restricted - Sales Tax	677,397	0	677,397
Assigned - Alice in Dairyland Trust	6,971	5	6,977
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	1,028,915	11,918,218
TOTAL GENERAL FUND BALANCE	28,734,350	737,189	29,471,539
* County Reserves (working capital and unassigned)	22,241,471	738,532	22,980,004
OTHER FUNDS			
Aging & Disability Resource Center	455,751	-135,170	320,581
Human Services	2,812,352	641,244	3,453,596
Jail Assessment	0	8,175	8,175
Land Records	722,342	54,169	776,511
Landfill Remediation	5,239,124	-124,887	5,114,137
Drug Seizures	97,296	-6,557	90,739
CDBG Revolving Loan Fund	370,627	90,279	460,905
CDBG Flood Recovery Small Business	57	0	57
CDBG Emergency Assistance Program	690,800	-15,978	674,823
CDBG Housing Rehabilitation	1	0	1
Debt Service	0	1,531,094	1,531,094
Health Care Center	3,137,294	-375,923	2,761,372
Highway	9,919,717	53,202	9,972,919
Insurance	491,416	-44,447	446,969
Workers Compensation	627,572	51,400	678,972
Dog License	1,861	-6,137	-4,276
TOTAL ALL FUNDS' BALANCES	53,500,560	2,457,552	55,958,112

## 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

# RESOLUTION 74 - 13

## County Aid For Bridge Construction Under § 82.08 Of The State Statutes

WHEREAS, by specifications in the 2014 Budget and Levy for 2014, the Honorable Board of Supervisors of Sauk County has appropriated funds and authorized the Sauk County Highway and Parks Committee to proceed with the proper prosecution of all work provided for therein, and

WHEREAS, your Committee has included in its budget requests appropriations for the granting of petitions for County Aid under Wis. Stat. § 82.08, filed by governmental units as follows:

LOCAL GOVERNMENT BRIDGE	TOTAL AMOUNT	LOCAL SHARE	COUNTY SHARE
<b>TOWN OF BEAR CREEK</b>			
Nachreiner Hollow Rd Culvert #1	\$ 11,894.00	\$ 5,947.00	\$ 5,947.00
Nachreiner Road Culvert #2	\$ 2,313.20	\$ 1,157.20	\$ 1,156.00
Nachreiner Hollow Rd Culvert #3	\$ 6,538.66	\$ 3,269.66	\$ 3,269.00
<b>TOWN OF EXCELSIOR</b>			
Excelsior Drive Culvert	\$ 4,369.10	\$ 2,185.10	\$ 2,184.00
<b>TOWN OF FREEDOM</b>			
Museum Road Bridge	\$ 844.15	\$ 422.15	\$ 422.00
<b>TOWN OF GREENFIELD</b>			
Tower Road Bridge	\$ 172,863.26	\$ 86,432.26	\$ 86,431.00
<b>TOWN OF PRAIRIE DU SAC</b>			
Beaver Road Culvert	\$ 2,998.76	\$ 1,499.76	\$ 1,499.00
Fen Road Culvert	\$ 1,781.93	\$ 891.93	\$ 890.00
Sauk Prairie Road Bridge	\$ 6,065.52	\$ 3,033.52	\$ 3,032.00
<b>TOWN OF SUMPTER</b>			
Keitel Road Culvert	\$ 3,801.91	\$ 1,901.91	\$ 1,900.00
<b>TOWN OF WINFIELD</b>			
Churchill Road Bridge	\$ 315.49	\$ 158.49	\$ 157.00
			<u>\$ 106,887.00</u>

RESOLUTION NO. 74-13

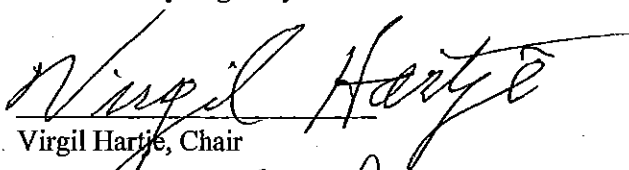
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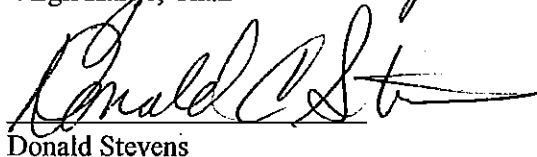
NOW, THEREFORE BE IT RESOLVED, by the Sauk County Board of Supervisors met in regular session that the above described petitions for County Aid be and hereby are granted with the appropriations shown approved.

For Consideration by the Sauk County Board of Supervisors on November 12, 2013.

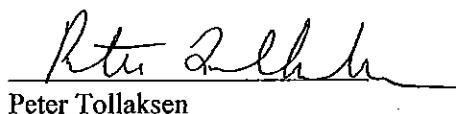
Respectfully submitted:

Sauk County Highway and Parks Committee

  
Virgil Hartje, Chair

  
Donald Stevens

\_\_\_\_\_  
Brian Peper

  
Peter Tollaksen

  
Martin (Tim) Meister

Fiscal Note: Appropriation. This expenditure will be paid from Highway Acct.#70030303-526100.  
Local Bridge Aids.

Funds for this Resolution are included in the Highway Budget request for 2014.

MIS Note: No MIS Impact.

## RESOLUTION NO. 75-13

### RESOLUTION ESTABLISHING THE 2014 HEALTH INSURANCE PROGRAM FOR SAUK COUNTY

**WHEREAS**, the present Sauk County Health Insurance Program consists of three plan design options which are offered to eligible individuals of each group; and

**WHEREAS**, pursuant to current collective bargaining agreements and the Personnel Ordinance, effective January 1, 2014, Sauk County's contribution toward health insurance will be fixed at 88% for "Category 1" employees, 67.5% for "Category 2" employees and 50% for "Category 3" employees of the plan that offers comparable coverage as defined in said agreement, which is the HMO plan; and

**WHEREAS**, under the Dean Health Plan contractual language, regulated by the Insurance Commissioner, the employer contributions currently cannot be less than 50% for single and 40% for family coverage for each employee; and

**WHEREAS**, the Personnel Committee has reviewed the proposals submitted for the 2014 coverage by Dean Health Plan consisting of an HMO, a \$15 co-pay HMO and a Point of Enrollment, offering rates as follows:

#### 2014 DEAN HEALTH PLAN INSURANCE RATES:

DEAN HMO: (9.0% increase) with \$10/\$30/\$50 (generic/brand name) drug copay; \$125 ER copay:

Single.....	\$ 589.65	2 Over 65.....	\$1,120.34
Family.....	\$1,533.09	1 Over/1 Under 65 .....	\$1,149.82
1 over 65.....	\$ 560.17		

DEAN HMO CO-PAY: \$10/\$30/\$50 (generic/brand name) drug copay; \$15 office visit co-pay; \$125 ER copay:

Single.....	\$ 559.97	2 Over 65.....	\$1,063.94
Family.....	\$1,455.92	1 Over/1 Under 65.....	\$1,091.94
1 Over 65 .....	\$ 531.97		

DEAN POINT OF ENROLLMENT: (\$200/\$600 ded.) Plan Providers \$15 co-pay, \$10/\$30/\$50 (generic/brand name), non plan providers 80% after deductible, \$125 ER copay:

Single.....	\$ 706.13	2 Over 65.....	\$1,341.65
Family.....	\$1,835.94	1 Over/1 Under 65.....	\$1,376.95
1 Over 65 .....	\$ 670.82		

# RESOLUTION NO. 75-13

WHEREAS, under the existing Personnel Ordinance and current collective bargaining agreements, Sauk County's monthly contributions toward health insurance for employees would be as follows:

	88%	67.5%	50%
SINGLE	\$518.89	\$398.01	\$294.83
FAMILY	\$1,349.12	\$1,034.84	\$766.55

NOW, THEREFORE BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Health Insurance Program for 2014 be adopted and shall consist of the above mentioned plans.

For consideration by the Sauk County Board of Supervisors on November 12, 2013.

Respectfully submitted,

SAUK COUNTY PERSONNEL COMMITTEE:

TIM MEISTER - CHAIR

*Henry Netzing*  
HENRY NETZINGER

*Pete Tolla*  
PETER TOLLA - VICE-CHAIR

*Scott Alexander*  
SCOTT ALEXANDER

CAROL HELD, SECRETARY

## FISCAL NOTE:

HMO	2014 PROJECTED HEALTH INSURANCE COSTS							
	2013 Cost/mo	2014 Cost/mo	Difference	% Increase	# Emp	Annual 2013 Cost	Annual 2014 Cost	Difference
50% Fam	\$703.25	\$766.55	\$63.30	9.00%	1	\$8,439.00	\$9,198.60	\$759.60
50% Sngl	\$270.48	\$294.83	\$24.35	9.00%	3	\$9,737.28	\$10,613.88	\$876.60
67.5% Fam	\$949.39	\$1,034.84	\$85.45	9.00%	11	\$125,319.48	\$136,598.88	\$11,279.40
67.5% Sngl	\$365.15	\$398.01	\$32.86	9.00%	3	\$13,145.40	\$14,328.36	\$1,182.96
88% Fam	\$1,237.72	\$1,349.12	\$111.40	9.00%	398	\$5,911,350.72	\$6,443,397.12	\$532,046.40
88% Sngl	\$476.04	\$518.89	\$42.85	9.00%	98	\$559,823.04	\$610,214.64	\$50,391.60
				9.00%	514	\$6,627,814.92	\$7,224,351.48	\$596,536.56

KPB

RESOLUTION NO. 76-13

**AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO  
INCREASE ONE PART-TIME(.8 FTE) CHILD PROTECTIVE SERVICES SOCIAL WORKER  
TO FULL TIME EQUIVALENCY (1.0 FTE)**

**WHEREAS**, the Sauk County Department of Human Services has long had a priority of effective and efficient service delivery; and,

**WHEREAS**, there is a need to ensure the ongoing expectations of the State and Federally required standards; and,

**WHEREAS**, the Department has evaluated its use of Social Workers within the Child Protective Services Unit and there has been a long standing need for a full time Social Work position (1.0 FTE) evidenced by the Part-time position (.8 FTE) working full time within the Human Services budget; and,

**WHEREAS**, the number of Sauk County families needing services has increased leading to a potential increased risk of costly alternate care placements such as regular and treatment foster care; and,

**WHEREAS**, the 2014 Human Services Budget Proposal includes funding for this position at full time (1.0FTE);

**NOW, THEREFORE, BE IT RESOLVED**, that the Sauk County Department of Human Services be authorized to increase one part-time (.8 FTE) Child Protective Services Social Worker to full time (1.0 FTE), effective January 1, 2014.

For consideration by the Sauk County Board of Supervisors on November 12, 2013.

Respectfully submitted,

**SAUK COUNTY PERSONNEL COMMITTEE**

\_\_\_\_\_  
Tim Meister, Chair

\_\_\_\_\_  
Peter Tollaksen

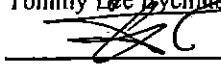
\_\_\_\_\_  
Carol Held

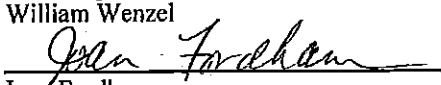
\_\_\_\_\_  
Henry Netzing

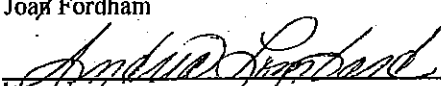
\_\_\_\_\_  
Scott Alexander

**SAUK COUNTY FINANCE COMMITTEE**

  
Tommy Lee Bychinski

  
William Wenzel

  
Joan Fordham

  
Andrea Lombard

  
Jason L. Lane

Fiscal Note: No impact as this position has been budgeted at full-time for many years. *YPB*

Information System Note: No impact

Office Space/Furniture: Existing office space and furniture will be utilized. No additional costs are needed.

**Sauk County  
Position Description**

**Department:** Human Services  
**Date:** May 2013  
**Updated:** July 15, 2013

**Pay Grade:** 2  
**Reports To:** CPS Unit Supervisor  
**FLSA:** R

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**Purpose of Position**

The purpose of this position is to provide ongoing services to families opened to the unit from initial assessment, to assess client needs and develop, coordinate and implement intervention services for children/juveniles in need of protection and services as the resource coordinator and act as liaison between the agency, families and providers for the Sauk County Department of Human Services.

**Essential Duties and Responsibilities**

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

- Develops and implements appropriate case plans based on information from interviews, court and police reports, referrals, therapists reports, court orders, school reports family and other sources regarding clients' and families situation/needs. Assesses needs and risk levels from compiled information and recommends services, counseling, therapy, protective placements and/or alternate care to families and/or the court.
- Provides supervision and/or case management. Monitors and facilitates client activity and family functioning through family assessment, case planning and court orders.
- Acts as the agency liaison to schools and other service providers. Coordinates services between the agency and schools or other providers with child(ren) and families.
- Evaluates and assesses appropriateness of children's needs for placement and the appropriateness of the placement location.
- Determines child treatment needs in collaboration with schools and other agencies and service providers. Develops treatment plans and monitors client progress.
- Facilitates and coordinates supervision of youth in need of services with various agencies such as courts, corporation counsel, District Attorney, correctional facilities, treatment facilitates, service providers and school district personnel.
- Testifies in court. Makes recommendations regarding client's needs and risks.
- Provides individual and family counseling regarding services and referrals.
- Completes activity logs, time sheets, mileage logs and other documents as needed/requested.
- Completes pre-service and ongoing required foundation trainings within two years of hire.
- Completes WiSACWIS enrollment and trainings.
- Functions as an integral team member with an agency, educational and support staff.
- Completes a variety of documents which may include but not limited to: case reviews, contact notes, progress notes, initial assessments, family assessments, law enforcement referral intake and assessments, safety plans, treatment plans, service referrals, Protective plans, Relative Assessments, Confirming Safe Environments assessments, Reconfirming Safe Environments assessments, Child and Adolescent Needs and Strengths tool, rate settings, court reports, requests, petitions, temporary physical custody requests, worksheets, forms, foster care rate setting and reviews, foster care and kinship care forms, safety plans, and permanency plans various forms and request services.



- Maintains knowledge of Department and Unit policies and procedures.
- Participates in ongoing training, development; department and Unit meetings.
- Completes stepparent adoptions, relative home studies, kinship home studies and investigations. Provides recommendations to the court.
- Screens and reviews truancy referrals and JIP referrals for children under 10 for agency and law enforcement.
- Provides plans, develops, implements and/or coordinates recommended services.
- Testifies in court. Makes recommendations regarding client's needs and risks.
- Maintains required client contacts.
- Required to work flexible hours based on clients and family's needs.
- Participates in on-call rotation for Sauk County after Hours On-Call System providing support and services for children who have been or are abused, neglected and/or delinquent. Ensures immediate safety and secures out of home placement to address immediate needs. May recommend client detention and protective placement. Provides crisis counseling and facilitates voluntary commitments.
- Other duties assigned by Unit Manager within workers training experience; safety assessments, forensic interviewing, etc.

### **Additional Tasks and Responsibilities**

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

- Transports clients to appointments.
- Provides information regarding Unit activities and prevention through public presentations.
- Sorts and files documents. Retrieves documents from files.
- Provides supervised visitation as needed.
- Investigates child abuse/neglect in absence of CPS Initial Assessment Worker.
- Provides training to school personnel, law enforcement and coworkers regarding a variety of Children's Unit procedures, parent mentoring and case aide duties.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Social Work, Counseling, Psychology or related field and one to two years child welfare services experience required or any combination of education and experience that provides equivalent knowledge, skills and abilities. Computer knowledge to complete is required training and casework. Valid Wisconsin Social Work certification or obtain within two years of hire. Required to successfully complete 30 hours of approved intake training under Wisconsin Statutes Chapter 48.06 and 938.06 within six months of hire and maintain 30 hours of training annually. A valid Wisconsin motor vehicle operator's license or access to transportation required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze data and information using established criteria in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe/type data. Ability to classify, compute, tabulate and categorize data.

- Ability to counsel, engage, mediate, address difficult and challenging people and situations and provide first line supervision and intervention. Ability to persuade, motivate hold accountable and/or confront 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 court documents, psychological/psychiatric evaluations, client records and forms, delinquency petitions, lists, client assessments, family assessments, AODA assessments, reviews, court reports, police reports, child welfare forms and reports, treatment plans, referrals, Wisconsin Statutes Chapters 48, 938, and 51, DSM, Unit policies and procedures manual, resource lists, program policy manuals and educational curricula.
- Ability to communicate verbally and in writing with clients, clients' families, psychologists/psychiatrists, psychotherapists, law enforcement personnel, Judges, attorneys, Department and Unit personnel, school officials/personnel, medical care providers, foster parents, out-of-home care personnel/agencies, Victim/witness Coordinator and out-of-county human service agency personnel.

#### Mathematical Ability

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

#### Judgment and Situational Reasoning Ability

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

#### Physical Requirements

- Ability to exert light physical effort in sedentary to light work. Ability to operate a telephone, photocopier, fax machine, calculator, computer, pager and electronic bracelets.
- Ability to work a flexible schedule based on the needs of clients and their families.
- Ability to coordinate eyes, hands, feet and limbs in performing semiskilled movements such as data entry. Ability to operate a computer keyboard/typewriter, advanced computer skills, telephone, photocopier, calculator, dictation machine, motor vehicle and a fax machine.

#### Environmental Adaptability

- Ability to work under potentially unsafe and uncomfortable conditions with exposure to potential violence.

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

.....  
Employee's Signature

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Supervisor's Signature

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Date

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Date

RESOLUTION NO. 77-13

**AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO  
CREATE ONE FULL TIME (1.0 FTE) CHILDREN'S LONG TERM SUPPORT (CLTS)  
SOCIAL WORKER POSITION**

**WHEREAS**, the Sauk County Department of Human Services has long had a priority of effective and efficient service delivery; and,

**WHEREAS**, the Department has evaluated its use of Social Workers within the CLTS Unit; and,

**WHEREAS**, this evaluation process has determined the need for an increase in Social Work to maximize State and Federal Medicaid waiver funding; and,

**WHEREAS**, the number of Sauk County families needing services has increased leading to a current caseload of 50% over manageable caseloads and the existence of a "wait list"; and,

**WHEREAS**, the 2014 Human Services Budget Proposal includes funding for this position consisting of State Start Up and ongoing Federal Waiver revenues which will support the cost of a 1.0 Full Time Equivalent (FTE) CLTS Social Worker position;

**NOW, THEREFORE, BE IT RESOLVED**, that the Sauk County Department of Human Services be authorized to create one full time (1.0 FTE) CLTS Social Worker position to service Sauk County families within the CLTS program, effective January 1, 2014.

For consideration by the Sauk County Board of Supervisors on November 12, 2013.

Respectfully submitted,

**SAUK COUNTY PERSONNEL COMMITTEE**

\_\_\_\_\_  
Tim Meister, Chair

\_\_\_\_\_  
Peter Tollaksen

\_\_\_\_\_  
Carol Held

\_\_\_\_\_  
Henry Netzing

\_\_\_\_\_  
Scott Alexander

**SAUK COUNTY FINANCE COMMITTEE**

\_\_\_\_\_  
Tommy Lee Bychinski

\_\_\_\_\_  
William Wenzel

\_\_\_\_\_  
Joan Fordham

\_\_\_\_\_  
Andrea Lombard

\_\_\_\_\_  
Jason L. Lane

Fiscal Note: Estimated cost for this position including salary and benefits = \$70,328 for 2014. The cost of this position will be covered by Children's Long Term Support waiver dollars and additional revenue generated through the Comprehensive Community Service Program. *YFB*

Information System Note: Creation of this position will incur additional costs for computer hardware and software necessary to provide access to the County's computing resources. Initial cost for the necessary equipment is approximately \$2,250.

Office Space/Furniture: Existing office space and furniture will be utilized. No additional costs are needed.

### Sauk County Position Description

<b>Department:</b>	Human Services	<b>Pay Grade:</b>	2	<b>FLSA:</b>	R
<b>Date:</b>	May 2013	<b>Reports To:</b>	Children and Family Long Term Support Programs Supervisor		
<b>Updated:</b>	July 15, 2013				

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#### Purpose of Position

The purpose of this position is to determine, implement and coordinate Children's Long Term Support social services and to provide Social work services to children with disabilities and their families who qualify for the Children's Long Term Support Waiver and/or the Family Support Program for the Sauk County Department of Human Services.

#### Essential Duties and Responsibilities

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

- Assesses children with disabilities for functional and financial eligibility for the Children's Long Term Support Waiver (CLTS), Family Support Program (FS) and Community Options Program (COP).
- Develops an Individual Service Plan (ISP) with families which identify family outcomes and services to meet those outcomes.
- Completes necessary paperwork to meet State, Federal and local requirements in order to obtain state approval for participation in the CLTS, FS and COP.
- Provides ongoing Social Work services. Refers child/family to other agencies, intervenes in crisis situations, monitors service delivery and acts as an advocate for child and family.
- Completes six month reviews to monitor progress towards meetings, outcomes and service appropriateness.
- Communicates and consults with medical and mental health care professionals, schools and other community service providers to coordinate services.
- Monitors funding sources and tracks costs to stay within budget and maintains quality compliance.
- Assesses child health and safety. Serves as a mandated reporter of Child abuse and neglect. Completes Critical Incident reports and submits to the state Children's Service Section.
- Attends and participates in weekly staff meetings, supervisory meetings, state teleconferences and conferences.
- Reviews service provider bills and forwards with recommendations to Supervisor.
- Completes service activity logs, time sheets, contact notes and other documentation on a timely basis as established by department.
- Assists children/families with transitions back to the community from institutions and/or hospitalizations. Locates and monitors community placements.
- Coordinates smooth transition from children services to adult services. Initiates referrals to the Aging and Disability Resource Center. Initiates and completes guardianship court process when appropriate.
- Works closely with other public programs to provide comprehensive services to children and families. This may include: Child Protection Services, Youth Services, Foster Care, Family Partnership Initiative and Comprehensive Community Support program.
- Participates in emergency on call rotation for crisis intervention regarding juvenile court intakes and other Chapter 48 defined duties.

- Conducts required Home and School visits.
- Attends professional development as needed to maintain Social Work certification.
- Must meet and maintain ability to complete the Children's Long Term Support Functional Screen.

### **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.

- Transports children and families.
- Provides unit case management in absence of assigned Service Coordinator/Social Worker.
- Assists in developing and revising forms, policies and procedures.
- May participate in emergency government programs.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze data and information using established criteria in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data.
- Ability to counsel, treat, mediate and provide first line supervision and intervention. Ability to persuade, motivate 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 court documents, psychological/psychiatric evaluations, client charts, waiver forms and manuals, Physician's Desk reference, Wisconsin Administrative Code, computer software operating manuals, medical supply catalogues, procedures, guidelines, non-routine correspondence, Statutes 51, 55, 48 and 880.
- Ability to communicate verbally and in writing with clients, clients' families, psychologists/psychiatrists, law enforcement personnel, Judges, attorneys, Department and Unit personnel, educators, medical care providers, foster parents, shelter care personnel, Victim/witness Coordinator and out-of-county human service agency personnel.

#### **Mathematical Ability**

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

#### **Judgment and Situational Reasoning Ability**

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

**Physical Requirements**

- Ability to exert light physical effort in sedentary to light work. Ability to operate dictation machine, telephone, photocopier, fax machine, calculator, computer keyboard/typewriter and a pager.

**Environmental Adaptability**

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

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

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Employee's Signature

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Supervisor's Signature

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Date

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Date

**RESOLUTION NO. 78-13**

**RESOLUTION TO CREATE A FULL TIME PUBLIC HEALTH SYSTEMS ANALYST  
PROJECT POSITION FOR THE SAUK COUNTY PUBLIC HEALTH DEPARTMENT  
WITHIN THE 2014 BUDGET PROCESS**

**WHEREAS**, "a local health officer shall administer all funds received by the local health department for public health programs" as established by Wis. Stats. §251.06(d); and,

**WHEREAS**, "a county board shall appropriate funds for the operation of a health department and the local board of health shall annually prepare a budget ...." as established in Wis. Stats. §251.10; and,

**WHEREAS**, the position already exists as a limited term position; and,

**WHEREAS**, a uniform double entry system, full accrual accounting system and a financial management information system in accordance with Generally Accepted Accounting Principle is critical to meet grant requirements; and,

**WHEREAS**, the Public Health Systems Analyst position is essential to the operations of the department; and,

**WHEREAS**, this position provides support to all the staff with the new computer system, and is the liaison with the MIS department; and,

**WHEREAS**, the creation of a Public Health Systems Analyst position allows back up support for accounts payable, receivable and payroll and better suits the administrative needs of the Public Health Department; and,

**WHEREAS**, the Public Health Systems Analyst position serves as the accreditation coordinator and the facilitator of the quality improvement process; and,

**WHEREAS**, the Public Health Board has endorsed the creation of the Public Health Systems Analyst position to carry out the required functions as established; and,

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Sauk County Board of Supervisors, met in regular session, that a full-time Public Health Systems Analyst project position for the Sauk County Public Health Department be created effective January 1, 2014.

For consideration by the Sauk County Board of Supervisors on November 12, 2013.

Respectfully submitted,

# RESOLUTION NO. 78-13

## SAUK COUNTY PERSONNEL COMMITTEE

*TIM MEISTER - CHAIR*

*PETE TOLLAISEN- VICE-CHAIR*

*CAROL HELD- SECRETARY*

*HENRY NETZINGER*

*SCOTT ALEXANDER*

## SAUK COUNTY FINANCE COMMITTEE

*TOMMY LEE BYCHINSKI - CHAIR*

*WILLIAM F. WENZEL- VICE-CHAIR*

*JOAN FORDHAM- SECRETARY*

*ANDREA LOMBARD*

*JASON L. LANE*

Fiscal Note: The 2014 proposed budget contains adequate funding for the Public Health Systems Analyst position.

	FY 2014	FY 2015 (est.)
Salary for FY 2014	\$36,771	\$36,771
Benefits for FY 2014	\$21,615	\$23,725
Computer Equipment	Existing	Existing
Other MIS Costs (Software, wiring, etc.)	Existing	Existing
Office Furniture	Existing	Existing
Office Supplies	Existing	Existing
Other Operating Expenditures	\$0	\$0
Renovation/Relocation Costs	\$0	\$0
Revenues (Use Negative #)	(\$ 5,883)	(\$ 7,547)
PHEP Grant		
MA Match Grant	(\$14,708)	(\$14,708)
Medicaid – Targeted Case Management (TCM) & Prenatal Care Coordination (PNCC)	(\$14,708)	(\$14,708)
Immunization Grant	(\$ 5,437)	(\$ 5,883)
<b>TOTAL</b>	<b>\$17,650 (Tax Levy)</b>	<b>\$17,650 (Tax Levy)</b>

MIS Note: Computer equipment is already in place since this is a continuation of an LTE.



**Sauk County  
Position Description**

<b>Department:</b>	Public Health	<b>Pay Grade:</b>	7	<b>FLSA:</b>
<b>Date:</b>	November 2012	<b>Reports To:</b>	Public Health Deputy Director/Public Health Director	
<b>Updated:</b>	November 1, 2013			

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**Purpose of Position**

The purpose of this position is to coordinate various programs for the Public Health Department.

**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.

- Coordinates software implementation project; acts as internal staff liaison for development.
- Schedules meetings and trainings for the software project.
- Coordinates implementation of software and analyzes functions of Public Health, Home Care, WIC and Environmental Health.
- Provides back-up to the Financial Analyst for payroll, accounts payable and grants management.
- Participates and assists with the accreditation process and quality improvement projects. Prepares documentation for accreditation.
- Creates and maintains accounts receivables summary for Home Care and Public Health for financial reporting to the Board of Health, Accounting Department and Public Health Administration.
- Maintains confidential records.
- Composes letters and memos for account receivable clarification.
- Provides financial information to financial auditors and Public Health Deputy Director/Director for audits and budget planning.
- Participates in on-going training.
- Maintains computer programs and provides administrative assistance for personnel user accounts.

**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.

- May review bills for payment after submitted to Director.
- May pick up and distribute daily mail.
- Calculates accounts receivable, mileage and expense reports and prepares grant reports in absence of Financial Analyst medical secretary.

- Receives telephone calls and visitors. Routes calls and visitors. Takes messages. Photocopies documents.
- Other duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Computer Science or related field and at least two years relevant experience; Associate degree in Computer Science or related field and at least four years relevant experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Prior experience in Public Health preferred.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify procedures and standards to others.
- Ability to utilize advisory data and information such as financial statements, physicians orders, Medicare and medical assistance billing codes and manuals, time sheets, insurance forms, computer software operating manuals, medical dictionaries, procedures, guidelines, non-routine correspondence Medicare regulations, medical terminology and abbreviations.
- Ability to communicate verbally and in writing with Department personnel, County Clerk, insurance company personnel, Corporate Counsel, Medicare and medical assistance agency personnel, Health Committee members, patients, Treasurer's personnel and Controller personnel.

#### **Mathematical Ability**

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

#### **Judgment and Situational Reasoning Ability**

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

#### **Physical Requirements**

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

#### **Environmental Adaptability**

- Ability to work under very safe and comfortable conditions.

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

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Employee's Signature

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Supervisor's Signature

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Date

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Date

RESOLUTION NO. 79-13

**RESOLUTION TO CREATE A DRUG ENFORCEMENT COORDINATOR (PROJECT POSITION) FOR THE SAUK COUNTY SHERIFF'S DEPARTMENT EFFECTIVE JANUARY 1, 2014**

**WHEREAS**, the Sauk County Sheriff's Department handles an increasing number of citizen's complaints, as well as responds to traffic accidents, investigates crimes, and conducts other law enforcement activities; and

**WHEREAS**, the Detective Division has one Detective specifically assigned to drug investigations; and

**WHEREAS**, the case load for drug investigations and crimes related to drugs has increased significantly over the last several years for both the Patrol and Detective divisions; and

**WHEREAS**, the drug arrests have increased from 21 in 2010, 49 in 2011, 66 in 2012 and 80 year to date in 2013; and

**WHEREAS**, an additional position assigned specifically to investigate, oversee and coordinate drug investigations would allow for more adequate coverage throughout the County; and

**WHEREAS**, the Position Review Committee, as established in §13.19 (4)(d) of the Sauk County Code of Ordinances, has reviewed the position request, and has determined that the need for this position exists.

**NOW, THEREFORE, BE IT RESOLVED**, by the Sauk County Board of Supervisors, met in regular session that the position of Drug Enforcement Coordinator (project position) for the Sauk County Sheriff's Department be created effective January 1, 2014 and will be reviewed after one year.


For consideration by the Sauk County Board of Supervisors this 12<sup>th</sup> day of November, 2013

Respectfully submitted,

**SAUK COUNTY FINANCE COMMITTEE**

  
TOMMY BYCHINSKI, CHAIR

  
WILLIAM WENZEL

  
JASON LANE

  
ANDREA LOMBARD

  
JOAN FORDHAM

**RESOLUTION TO CREATE A DRUG ENFORCEMENT COORDINATOR (PROJECT  
POSITION) FOR THE SAUK COUNTY SHERIFF'S DEPARTMENT EFFECTIVE  
JANUARY 1, 2014**

**SAUK COUNTY PERSONNEL COMMITTEE**

\_\_\_\_\_  
TIM MEISTER, CHAIR

\_\_\_\_\_  
SCOTT ALEXANDER

\_\_\_\_\_  
CAROL HELD

\_\_\_\_\_  
HENRY NETZINGER

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PETE TOLLAKSEN

**Fiscal Note:**

The estimated 2014 cost of the project position is \$83,635 for wages and benefits, and \$26,500 for other operating costs (squad car). Total Expenditure of \$110,135 funded by levy. *KPB*

**MIS Note:** None

**Sauk County  
Position Description**

**Department:** Sheriff's Department  
**Date:** November 1, 2013  
**Updated:**

**Pay Grade:** 13                      **FLSA:** N  
**Reports To:** Lieutenant- Detective

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**Purpose of Position**

The primary purpose of this position is to coordinate drug enforcement activities, prevention and detection of crime of state laws or local ordinances and to investigate and direct investigations of drug related criminal activity as assigned by the Sauk County Sheriff's Office.

**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.

- Coordinates drug enforcement activities with law enforcement agencies and County drug unit.
- Investigates and/or responds to drug related complaints and criminal activities as assigned or time permits. Gathers evidence, interviews witnesses/victims and suspects. Arrests suspects.
- Collects related evidence.
- Reviews daily briefing information and E-mail.
- Reviews incident reports and non-traffic complaints. Prioritizes according to Office guidelines and assigns follow-up investigations.
- Directs investigations and allocates equipment and personnel.
- Consults daily with Detectives regarding case progress and new assignments. Attends and participates in Office and Division meetings.
- Assists District Attorney with information for criminal complaints. Testifies in court as summoned.
- Enters daily report, arrest, complaint and follow-up investigation data into computer database. Retrieves compiled information and prepares reports.
- Provides information regarding investigations where and when appropriate. Maintains confidentiality.
- Maintains Office disciplinary standards including verbal and written reprimands, suspension with pay and recommends additional disciplinary action to Lieutenant.
- Carries Office pager and responds to calls.
- Conducts internal investigations and other duties as assigned.
- Maintains knowledge of current Office guidelines and investigation policies, rules and techniques.
- Participates in on-going professional training and development. Qualifies in-use of firearms on monthly basis.

**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.

- Arranges speaking engagements requested of the Office by civic groups and schools.
- Maintains crime prevention brochure and pamphlet inventory.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Sixty college credits or an Associate degree in Police Science, law enforcement or related field preferred with three years detective experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. State Police Officer certification and motor vehicle operator's license required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data.
- Ability to counsel, mediate and provide first line supervision. Ability to persuade and convince others. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, technical operating manuals, incident and investigation reports, Crime Lab reports, open records requests, transcripts of interviews, daily logs, law enforcement training materials, criminal complaints, subpoenas and court orders, evidence reports, purchase orders, payroll records, employee evaluations, County ordinances, State and Federal criminal codes, maps and plat books, investigation policy and procedure manuals, Office guidelines and non-routine correspondence.
- Ability to communicate effectively with Office personnel, Parole and Probation personnel, Circuit Court personnel, attorneys, Judges, other law enforcement agency personnel, medical care providers, Coroner, pathologists, Human Service Department personnel, witnesses/victims, suspects/detainees, civic groups and the general public.

#### **Mathematical Ability**

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

#### **Judgment and Situational Reasoning Ability**

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

#### **Physical Requirements**

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as using a firearm and data entry. Ability to operate motor vehicles, patrol boat, computer keyboard/typewriter, telephone, dictation machines, fax machine, photocopier, still and video cameras.

- Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load, unload, move and guide material using simple tools.
- Ability to exert very moderate physical effort in sedentary to light work. Ability to handle, finger and feel. Ability to kneel, crawl, climb and balance, lift, carry, push and pull. Ability to stand and sustain prolonged visual concentration for prolonged periods of time.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors associated with objects, materials and ingredients.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under unsafe and uncomfortable conditions.

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

.....  
Employee's Signature

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Supervisor's Signature

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Date

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Date



RESOLUTION NO. 80 - 2013

RESCINDING SO MUCH OF RESOLUTION NO. 73-2013  
INVOLVING THE TAKING OF A TAX DEED ON PARCEL  
NUMBER 141-0068-10000 IN THE VILLAGE OF IRONTON AND MORE  
PARTICULARLY DESCRIBED BELOW

WHEREAS, by Resolution No. 73-2013, the Honorable Sauk County Board of Supervisors authorized the taking of a tax deed on parcel number #141-0068-10000 more particularly described below:

VILLAGE OF IRONTON, ORIG PLAT LOTS 8, 9 & 10, BLK 11

WHEREAS, Sauk Co. Code § 30.03(6) and Wis. Stat. § 75.35(3) authorizes Sauk County to give preference to a former owner in the sale of property taken by tax deed; and,

WHEREAS, your undersigned Committee has had this matter under advisement, and has determined that it is in the best interest of Sauk County to give preference to the former owner of this property because the funds received will compensate the County in full for the amounts due and owing.

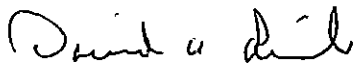
NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that so much of Resolution No. 73-2013 as it pertains to the above described parcel of real property located in the Village of Ironton is hereby rescinded; and,

BE IT FURTHER RESOLVED, that the County Clerk shall be and hereby is authorized to sign documents effectuating and providing notice of rescission of said tax deed.

For consideration by the Sauk County Board of Supervisors on November 12, 2013.

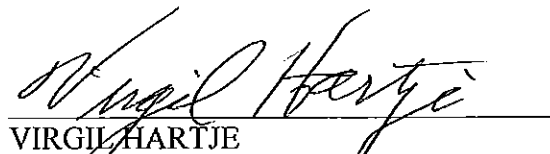
Respectfully submitted:

PROPERTY & INSURANCE COMMITTEE

  
\_\_\_\_\_  
DAVID A. RIEK, Chairperson

  
\_\_\_\_\_  
GEORGE E. JOHNSON

  
\_\_\_\_\_  
SCOTT VON ASTEN

  
\_\_\_\_\_  
VIRGIL HARTJE

  
\_\_\_\_\_  
JOHN A. MILLER

FISCAL NOTE: Funds received were \$2,446.50. This amount is sufficient to cover all previously owed Taxes (Years of 2009 thru 2012) in the amount of \$1,326.35; An estimated amount for the 2013 taxes of \$350.00; Penalties and Interest in the amount of \$523.00; Letter, Search and Publication Fee in the amount of \$150.00; Service Charges in the amount of \$67.15 and Recording Fee of \$30.00. *klb*

MIS NOTE: No impact.

RESOLUTION NO. 81 - 2013

**AUTHORIZING ISSUANCE OF QUIT CLAIM DEED TO CERTAIN LANDS IN THE  
VILLAGE OF PRAIRIE DU SAC TO THE VILLAGE OF PRAIRIE DU SAC**

**WHEREAS**, Sauk County has previously taken tax title to certain real property located at:

635/639 Water St, Prairie du Sac, WI 53578

**WHEREAS**, the Village of Prairie du Sac has offered to purchase said property for the amount of \$4,703.67, the appraised value of said property having been placed at \$4,703.67; and,

**WHEREAS**, Sauk County is authorized pursuant to Wis. Stat. § 75.69 and Sauk County Code § 30.03(8), to convey tax delinquent property to a municipality before offering the same to the general public.

**NOW, THEREFORE, BE IT RESOLVED**, by the Sauk County Board of Supervisors met in regular session, that the Sauk County Clerk be and hereby is authorized and directed, upon timely receipt of \$4,703.67 to issue a quit claim deed to the Village of Prairie du Sac for the below described property:

VILL PRAIRIE DU SAC ORIG PLAT PRT LOTS 5 & 6 COM SW COR  
BLK 6-N0D3'28"E 72.81'- N53D20'51" E 104.01' TO POB: N53D20'51"E 50' TO  
WLI WATER ST-S37D12'57"E ALG ST 38.7'-S52D0'53" W 50'-N37D12 '57"W 39.86' TO  
POB, BLK 6

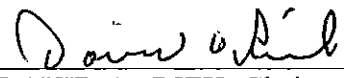
Tax Parcel No.: 172-0049-00000

Property Address: 635/639 Water St, Prairie du Sac, WI 53578

For consideration by the Sauk County Board of Supervisors on November 12, 2013.

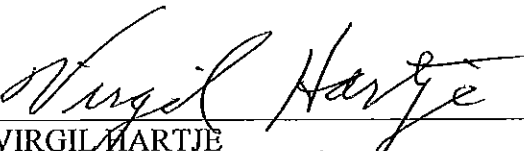
Respectfully submitted:

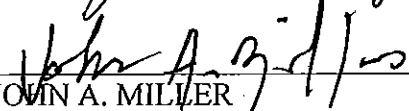
**PROPERTY AND INSURANCE COMMITTEE**

  
\_\_\_\_\_  
DAVID A. RIEK, Chairperson

  
\_\_\_\_\_  
GEORGE F. JOHNSON

  
\_\_\_\_\_  
SCOTT VON ASTEN

  
\_\_\_\_\_  
VIRGIL MARTJE

  
\_\_\_\_\_  
JOHN A. MILLER

**FISCAL NOTE:** Funds received provide sufficient revenue to be acceptable to Sauk County for its costs invested in the property.

**MIS NOTE:** No MIS impact.

KPB

82  
**RESOLUTION - 13**  
**Establishing Taxes to be Levied in Sauk County for the Year 2014**

The County Board of Supervisors of the County of Sauk does resolve as follows:

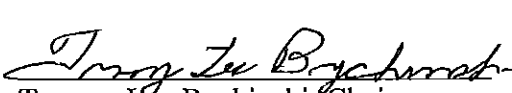
1. The sum of \$28,050,386.75 be levied as a County General Tax (*not including special purpose levies*).
2. The sum of \$3,537.25 be levied as State Special Charges upon the County for Charitable and Penal purposes.
3. The sum of \$10,500.00 be levied as a Veterans Relief Tax, under Section 45.86, Wisconsin Statutes.
4. The sum of \$926,961.00 be levied upon all towns, and the villages of Cazenovia, Ironton, Lime Ridge, Loganville, Merrimac, and West Baraboo, as a County Library Tax under Section 43.64, Wisconsin Statutes.
5. The sum of \$106,887.00 be levied upon all towns, and the villages of Cazenovia, Ironton, Lake Delton, LaValle, Lime Ridge, Loganville, Merrimac, Plain, Prairie du Sac, Sauk City, and West Baraboo for a Bridge Tax under Section 82.08, Wisconsin Statutes.

**ADOPTION OF THIS RESOLUTION** approves the 2014 proposed County budget and establishes taxes to be levied herein for the taxable year of 2013.

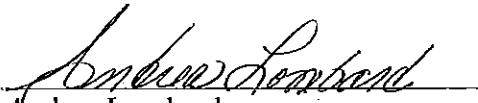
For consideration by the Sauk County Board of Supervisors on November 12, 2013.

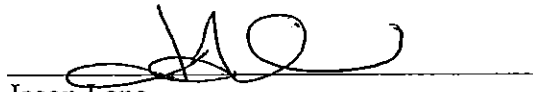
Respectfully submitted:

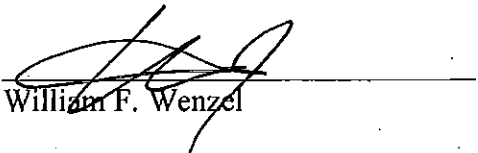
**SAUK COUNTY FINANCE COMMITTEE:**

  
Tommy Lee Bychinski, Chairperson

  
Joan Fordham

  
Andrea Lombard

  
Jason Lane

  
William F. Wenzel

**Fiscal Note:** Passage of this resolution establishes the 2013 County Levy, which is a portion of the total 2014 County Budget. *KPB*

**MIS Note:** Various MIS projects and acquisitions are included in the 2014 budget.