

SAUK COUNTY BOARD OF SUPERVISORS

MEETING NOTICE/AGENDA

COMMITTEE: SAUK COUNTY BOARD OF SUPERVISORS – REGULAR MEETING
DATE: TUESDAY, OCTOBER 17, 2017
TIME: 6:00 PM
PLACE: ROOM 326, WEST SQUARE BUILDING, 505 BROADWAY, BARABOO, WI

REGULAR 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) Adopt Agenda.
- 5) Adopt Minutes of Previous Meeting.
- 6) Scheduled Appearances.
 - a. Meg Sage, Sauk County 4-H Agent and 4-H Members: Annual Report.
 - b. Ed White, Exec. Director-Sauk County Development Corporation: Regional Labor Study – Part One
- 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.
 - a. Aging & Disability Resource Center Advisory Committee:
Rachelle Fearson: Citizen member, New appointment
3-Year Term – 10/17/2017 to 10/20/2020
- 12) Proclamations.
- 13) Unfinished Business.
- 14) Reports – informational, no action required.
 - a. Rebecca C. Evert, 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. Supr. David Moore, Chair-Ad Hoc Committee on Board Size, Compensation & Structure: Recommendation
 - c. Marty Krueger, County Board Chair (*Chairperson's Report attached to Granicus*)
 - Update: Corporation Counsel Recruitment Process
 - "Explore Badger" Day; Pop-Up Picnic & Tour of Great Sauk State Trail
 - Great Sauk State Trail Update
 - November 14, 2017 Annual Meeting – Sauk County Board of Supervisors
 - d. Alene Kleczek Bolin, Administrative Coordinator.
- 15) Consent Agenda.

AGING & DISABILITY RESOURCE CENTER COMMITTEE:
Resolution 89-2017 Commending Roberta Goodman For Over 33 Years Of Service. (Page 5)

EXECUTIVE & LEGISLATIVE COMMITTEE:
Resolution 90-2017 Resolution Commending Devil's Lake Lavender, Lodge Coffee Roasters And Ski Hi Fruit Farm. (Page 6)

HEALTH CARE CENTER BOARD OF TRUSTEES:

Resolution 91-2017 Commending Bill McClary For Over 15 Years Of Faithful Service To The People Of Sauk County. (Page 7)

16) Resolutions & Ordinances:

CONSERVATION, PLANNING AND ZONING COMMITTEE:

Resolution 92-2017 Authorizing The Director Of Conservation, Planning, And Zoning To Submit Grant Applications For DATCP Clean Sweep Grant Program. (Page 8)

EXECUTIVE & LEGISLATIVE COMMITTEE:

Ordinance 12-2017 Amending Sauk Co. Code, Chapter 1, Supervisory District Plan, Changing The Supervisory District Boundary Between District 26 And District 24 Resulting From Village Of Spring Green Annexation. (Pages 9-10)

Resolution 93-2017 Approving Engagement Of Law Firms To Investigate And Prosecute Litigation Against Opioid Manufacturers And Directing County Board Chairperson To Sign Engagement Letter. (Pages 11-12)

FINANCE COMMITTEE AND PERSONNEL COMMITTEE:

Resolution 94-2017 Resolution Authorizing The Creation of One Half Time Administrative Support Position For The Sauk County Veterans Service Office Effective January 1, 2018. (Pages 13-16)

Resolution 95-2017 Authorizing Elimination Of One Full-Time Management Analyst And Creating One Full-Time Administrative Specialist In The Administrative Coordinator's Office And One Full-Time Accountant In The Accounting Department Within The 2018 Budget Process. (Pages 17-24)

Resolution 96-2017 Authorizing Creation Of One (1) Full Time Community Liaison Project Position Within The 2018 Budget Process. (Pages 25-29)

Resolution 97-2017 Authorizing The Creation Of One Full Time Child Protective Services Social Worker Position For The Sauk County Department Of Human Services Effective January 1, 2018. (Pages 30-33)

Resolution 98-2017 Authorizing The Creation Of One Full Time Adult Protective Services Social Worker Position For The Sauk County Department Of Human Service Effective January 1, 2018. (Pages 34-37)

Resolution 99-2017 Authorizing The Creation Of One Full Time Child Protective Services Social Worker Replacing A Contracted Position For The Sauk County Department Of Human Services Effective January 1, 2018. (Pages 38-41)

Resolution 100-2017 Authorizing The Creation Of One Full Time Economic Support Technician Replacing A Project Position For The Sauk County Department Of Human Services Effective January 1, 2018. (Pages 42-45)

Resolution 101-2017 Authorizing The Creation Of One Half-Time Legal Secretary Position For The Corporation Counsel Department. (Pages 46-50)

Resolution 102-2017 Approving The Creation of One (1) Sergeant Position For The Sauk County Sheriff's Office Effective July 1, 2018. (Pages 51-55)

Resolution 103- 2017 Authorizing Creation Of One (1) Full Time Public Health Nurse Position For The Sauk County Health Department (SCHD) Within The 2018 Budget Process. (Pages 56-61)

HIGHWAY & PARKS COMMITTEE:

Resolution 104-2017 Authorizing/Approving The County Aid For Bridge Construction Under § 82.08 Of The State Statutes. (Pages 62-63)

Resolution 105-2017 Authorizing/Approving Purchase Of Highway Equipment For Sauk County. (Page 64)

LAW ENFORCEMENT & JUDICIARY COMMITTEE:

Ordinance 13-2017 Amending Sauk Co. Code § 27.07 To Bring The Animal Control Ordinance Into Conformity With State Statutes By Allowing Impounded Animals To Be Adopted After Four Days Rather Than Seven, And To Amend Sauk County's Agreement With The Sauk County Humane Society To Bring The Agreement Into Conformity With State Statutes. (Pages 65-66)

Resolution 106-2017 Approving A Request To Apply For Aid To Law Enforcement With Wisconsin Ho-Chunk Lands Within Sauk County. (Page 67)

PROPERTY & INSURANCE COMMITTEE:

Resolution 107-2017 Ordering County Clerk To Issue Tax Deeds On Unredeemed Tax Certificates. (Pages 68-71)

Resolution 108-2017 Authorizing To Contract With Integrated Sustainable Design Engineering For Design And Implementation Of Recommended Energy Efficiencies At County Facilities. (Pages 72-73)

Resolution 109-2017 Approving Agreement Between Sauk County And City Of Baraboo Regarding 1208 Oak Street And Directing County Board Chairperson To Sign Agreement. (Page 74)

Resolution 110-2017 Authorizing To Contract With Hill's Wiring Inc. To Replace Exterior Lighting On The Front Of The Building And In The Parking Lot Of The Law Enforcement Center. (Pages 75-77)

Presentation Of Proposed 2018 Annual Sauk County Budget:

Finance Committee; Alene Kleczek Bolin, Administrative Coordinator; and Kerry Beghin, CPA, Controller.

At this time, it is appropriate and customary for the Chair to entertain a motion certifying the proposed 2018 Sauk County Budget **for publication**, and to set the time and date for the Public Hearing on the proposed Budget: November 14, 2017 at 6:00 P.M. This begins the budget review process for the County as a whole.

17) 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:

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: October 12, 2017.

Agenda Preparation: Marty Krueger, County Board Chair.

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RESOLUTION No. 89 - 17

**COMMENDING ROBERTA GOODMAN
FOR OVER 33 YEARS OF SERVICE**

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, Roberta "Robin" Goodman has faithfully served the people of Sauk County as Income Maintenance Assistant, Accounting Clerk II, AP/Payroll Technician and Transportation Coordinator at the Sauk County Human Services, Accounting and Aging & Disability Resource Center offices for over 33 years; and

WHEREAS, Robin Goodman retired from the Aging & Disability Resource Center office on September 21, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its appreciation and commends Robin Goodman for over 33 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 Robin Goodman an appropriate certificate and commendation as a token of our esteem.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

AGING AND DISABILITY RESOURCE CENTER COMMITTEE

THOMAS KRIEGL, Chair

CRAIG BRAUNSCHWEIG

DAVID MOORE

REBECCA HOVDE

CHUCK SPENCER

No Fiscal Impact
No Information System Impact

KPB

Resolution 90 -2017
**RESOLUTION COMMENDING DEVIL'S LAKE LAVENDER,
LODGE COFFEE ROASTERS AND SKI HI FRUIT FARM**

WHEREAS, Sauk County hosted the 2017 Wisconsin Counties Association (WCA) Conference at the Kalahari Resort in Lake Delton WI on September 24-26, 2017.

WHEREAS, Sauk County was afforded the opportunity, as host to arrange for a Welcome Booth;

WHEREAS, Devil's Lake Lavender, Lodge Coffee Roasters and Ski Hi Fruit Farm collaborated to create a remarkable Welcome Booth for the WCA Conference;

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its appreciation and commends Devil's Lake Lavender, Lodge Coffee Roasters and Ski Hi Fruit Farm for their outstanding exhibition;

BE IT FURTHER RESOLVED, that the Chair of the Sauk County Board of Supervisors is hereby directed to present to Devil's Lake Lavender, Lodge Coffee Roasters and Ski Hi Fruit Farm an appropriate certificate of commendation as a token of our esteem.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

EXECUTIVE & LEGISLATIVE COMMITTEE:

Marty Krueger, Chair

Joan Fordham, Vice-Chair

Wally Czuprynko

Dennis Polivka

William Hambrecht

Fiscal & MIS note: no impact

RESOLUTION No. 91 - 17

Commending Bill McClary for over 15 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, Bill McClary has faithfully served the people of Sauk County as the Facilities Manager at the Sauk County Health Care Center for over 15 years; and

WHEREAS, Bill McClary retired from the Health Care Center on October 02, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its appreciation and commends **Bill McClary** for over 15 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 **Bill McClary** an appropriate certificate and commendation as a token of our esteem.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY HEALTH CARE CENTER BOARD OF TRUSTEES

Henry Netzing, Chair

Richard "Mike" Flint

William Higgins

Terri Langer

Mary Ellen Murray

Dennis Polivka

Nathan Johnson

No Fiscal Impact
No Information System Impact

YLB

RESOLUTION NO. 92 - 2017

**AUTHORIZING THE DIRECTOR OF CONSERVATION, PLANNING, AND ZONING
TO SUBMIT GRANT APPLICATIONS FOR DATCP CLEAN SWEEP GRANT
PROGRAM**

Background: The Conservation, Planning, and Zoning Department hosts two (2) Clean Sweep Events as well as several Ag Plastic events throughout the year in an effort to assist residents with the proper disposal of hazardous wastes. Sauk County has supported the Clean Sweep Program and hazardous waste collection programs for over 20 years. The proper disposal of hazardous wastes is important for the safety and well-being of County residents. This free service to County residents helps to protect the natural resources of Sauk County with a program that would otherwise be costly to individual households. The grant through DATCP assists in defraying some of the costs associated with the programs.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that Sauk County continues to support the Clean Sweep hazardous waste collection events held in Sauk County; and,

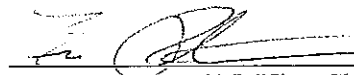
BE IT FURTHER RESOLVED, that the Director of Conservation, Planning, and Zoning is hereby authorized to submit the Clean Sweep Grant application.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

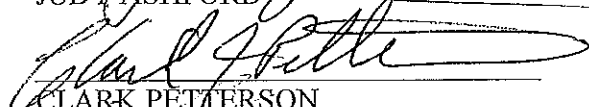
SAUK COUNTY CONSERVATION, PLANNING, AND ZONING COMMITTEE


DENNIS POLIVKA, Chair


ERIC PETERSON, Vice Chair


JUDY ASHFORD


JOHN DIETZ


CLARK PETERSON


MIKE FLINT


CHUCK SPENCER

Fiscal Note: The proposed 2018 Budget shows grant amounts to offset costs. Not applying for or receiving the grant could raise the levy impact of the Conservation, Planning, and Zoning Department by \$14,000.

MIS Note: No information systems impact.

ORDINANCE NO. 12 - 2017

AMENDING SAUK CO. CODE, CHAPTER 1, SUPERVISORY DISTRICT PLAN, CHANGING THE SUPERVISORY DISTRICT BOUNDARY BETWEEN DISTRICT 26 AND DISTRICT 24 RESULTING FROM VILLAGE OF SPRING GREEN ANNEXATION.

Background: The Village of Spring Green on September 27, 2017, annexed property located in Town of Spring Green, Ward 3, and in County Supervisory District 26, to Village of Spring Green, Ward 1. Village of Spring Green Ward 1 is one of the wards comprising County Supervisory District 24. The County Board is authorized by statute to amend its supervisory district plan to reflect an annexation that alters district boundary lines, provided that the total number of supervisory districts is left unchanged. Four people reside in the annexed territory. The boundary change comports with statutory requirements as to the same number of districts, contiguity, and does not result in a significant change in population.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

THE SAUK COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

WHEREAS, Wis. Stat. § 59.10(3)(c) allows the County Board to consider changes in the boundaries of supervisory districts based on city annexation which occurs after passage of the 10-year county redistricting plan in order to administer elections; and,

WHEREAS, duly annexed property described in Village of Spring Green Ordinance A410-18, formerly part of Supervisory District 26, Ward 3 of the Town of Spring Green, Sauk County, Wisconsin, and now in Village of Spring Green Ward 1, should be included in Supervisory District 24, Sauk County, Wisconsin; and,

WHEREAS, an exact map of the above-listed parcel, along with a copy of the Village of Spring Green Ordinance have been duly filed with the Clerk of Sauk County; and,

NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors, met in regular session, that the above-described duly annexed property, now within the Village of Spring Green, Ward 1, is hereby included in Supervisory District 24 as enumerated above; and,

BE IT FURTHER ORDAINED, that the Sauk County Board Chairperson is hereby directed to forward all notices required under Wis. Stat. Ch. 59, Wisconsin Statutes, to the Secretary of State for the purpose of advising that office of said boundary changes.

Ordinance No. 12-2017

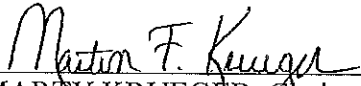
**AMENDING SAUK CO. CODE, CHAPTER 1, SUPERVISORY DISTRICT PLAN,
CHANGING THE SUPERVISORY DISTRICT BOUNDARY BETWEEN DISTRICT 26
AND DISTRICT 24 RESULTING FROM VILLAGE OF SPRING GREEN ANNEXATION**

Page 2

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

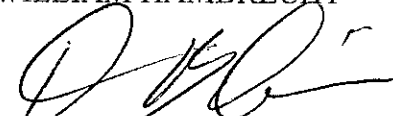
Respectfully submitted,


EXECUTIVE & LEGISLATIVE COMMITTEE


MARTY KRUEGER, Chair


WILLIAM HAMBRECHT


JOAN FORDHAM


DENNIS B. POLIVKA


WALLY CZUPRYNSKI

Fiscal Note: No fiscal impact.

MIS Note: No information systems impact. *KPB*

RESOLUTION NO. 93 - 2017

APPROVING ENGAGEMENT OF LAW FIRMS TO INVESTIGATE AND PROSECUTE LITIGATION AGAINST OPIOID MANUFACTURERS AND DIRECTING COUNTY BOARD CHAIRPERSON TO SIGN ENGAGEMENT LETTER

Background: Sauk County is concerned with the recent and rapid rise in the use, abuse and overuse of opioid medications by citizens, residents and visitors in Sauk County. The issues and concerns surrounding opioid use, abuse and overuse are not unique to Sauk County and are shared by all other counties in Wisconsin, and states and counties across the country, as has been documented and is commonly referred to as the Opioid Epidemic ("Opioid Epidemic"). The societal costs associated with the Opioid Epidemic are staggering and, according to the Centers for Disease Control and Prevention, amount to over \$75 billion annually. The National Institute for Health has identified the manufacturers of certain of the opioid medications as being directly responsible for the rapid rise of the Opioid Epidemic by virtue of their aggressive and, allegedly, unlawful and unethical marketing practices.

Sauk County has spent enormous sums in time and resources in its programs and services related to the Opioid Epidemic. Sauk County is informed that numerous counties and states across the country have filed or intend to file lawsuits against certain of the opioid manufacturers in an effort to force the persons and entities responsible for the Opioid Epidemic to assume financial responsibility for the costs associated with addressing, combatting and otherwise dealing with the Opioid Epidemic.

Sauk County has engaged in discussions with representatives of the law firms of von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC (the "Law Firms"), related to the potential for County to pursue legal claims against certain opioid manufacturers. The Law Firms propose that Sauk County engage the Law Firms to prosecute the aforementioned claims on a contingent fee basis whereby the Law Firms would not be compensated unless Sauk County receives a financial benefit as a result of the proposed claims, and the Law Firms would advance all claim-related costs and expenses associated with the claims. The attached engagement letter ("Engagement Letter") specifies the terms and conditions under which the Law Firms would provide legal services to Sauk County. Sauk County is informed that the Wisconsin Counties Association has engaged in extensive discussions with the Law Firms and has expressed a desire to assist the Law Firms, County and other counties in the prosecution of claims against certain of the opioid manufacturers. Sauk County would participate in the prosecution of the claim(s) contemplated in this Resolution and the Engagement Letter by providing information and materials to the Law Firms and, as appropriate, the Wisconsin Counties Association as needed.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

WHEREAS, it is in the best interest of Sauk County, its citizens, residents, visitors and taxpayers to join with other counties in and outside Wisconsin in pursuit of claims against certain of the opioid manufacturers, all upon the terms and conditions set forth in the Engagement Letter; and,

WHEREAS, by pursuing the claims against certain of the opioid manufacturers, Sauk County is attempting to hold those persons and entities that had a significant role in the creation of the Opioid Epidemic responsible for the financial costs assumed by the County and other public agencies across the country in dealing with the Opioid Epidemic.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that Sauk County authorizes, and agrees to be bound by, the Engagement Letter; and,

BE IT FURTHER RESOLVED, that the Sauk County Board of Supervisors Chairperson Martin F. Krueger is hereby directed to execute the Engagement Letter on behalf of the County.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

EXECUTIVE AND LEGISLATIVE COMMITTEE

MARTIN F. KRUEGER, Chair

WILLIAM HAMBRECHT

JOAN FORDHAM, Vice Chair

DENNIS POLIVKA

WALLY CZUPRYNKO

Fiscal Note: No fiscal impact.

MIS Note: No information systems impact.

RESOLUTION NO. 94 - 2017

RESOLUTION AUTHORIZING THE CREATION OF ONE HALF TIME
ADMINISTRATIVE SUPPORT POSITION FOR THE SAUK COUNTY
VETERANS SERVICE OFFICE EFFECTIVE JANUARY 1, 2018

Background: The Sauk County Veterans Service Office currently consists of 2 veteran Benefit Specialists, one Assistant CVSO, and one CVSO, and have for the past 3 years been supplemented with a part-time person from the Experience Works (EW) program. The EW person finished up with program September 2017 and we have not been able to replace them through that program. Current and projected case load depends on having someone to handle phones and other projects in the department in order to maintain the current level of service. Making this position a county employee would further enhance the positive impact on this department and the veterans and their families that we serve. This will result in freeing up time for the 4 FTEs to focus on their case work and thus more federal dollars flowing into Sauk County, as well as reducing the burden on other county resources and departments. The Personnel and Finance Committees have reviewed the position request and determined that the need for a half-time Administrative Support position exists.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Veterans Service Office be authorize to create one half time equivalent (.5 FTE) Administrative Support position, effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY PERSONNEL
COMMITTEE

SAUK COUNTY FINANCE COMMITTEE

TIM MEISTER, Chair

HENRY NETZINGER, Vice Chair

DAVID MOORE, Secretary

TOMMY LEE BYCHINSKI

JEAN BERLIN

TOMMY LEE BYCHINSKI, Chair

MARTY KRUEGER, Vice Chair

KRISTIN WHITE EAGLE, Secretary

RICHARD "MIKE" FLINT

ERIC PETERSON

Fiscal Note: The .5 FTE Administrative Support position has been budgeted in 2018 at \$17,584 for wages and benefits and \$0 in other costs including supplies, mileage and training.

MIS Note: The addition of staff will incur additional costs for computer and user support which may not be reflected in the current 2018 budget.

KPB

Administrative Support- Veterans Service

Job Code:		Department:	Veteran's Service Office
Reports To:	Chief Veteran Service Officer	FLSA Status:	Nonexempt Pay Band: A12
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Administrative Support- Veterans Service is to provide administrative and clerical support to the Veteran Service Office.

Education and Experience Requirements

Required: High School diploma or equivalent
1 year of office/administrative experience

Preferred: 3-5 year of office/administrative experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Perform reception duties such as answering and routing phone calls, receiving visitors, checking in clients, updating client information, accepting deliveries, and confirming and scheduling appointments
- Digitize files through data entry, copying, and faxing
- Assist with identifying veterans and groups to outreach to
- Assist with various departmental programs through mailings, scheduling, ordering supplies, and other tasks
- Schedule client appointments and coordinate schedules for department staff

Additional Duties and Responsibilities

- Design and create informational materials/publications about services and programs
- And other duties as assigned

Competencies

Ability to Communicate:

Advisory data and information such as financial statements, veteran's military records, medical records, mortgages, Division of Veterans Administrative guidelines, Service Officer's Manual, various manuals, and routine and non-routine correspondence

Verbally and in writing with clients, veteran organization members, medical care providers, military personnel, County personnel, and Department personnel

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Adding, subtracting, multiplying, and dividing

Computer applications, such as Microsoft Word, Excel, and Office

Mental Ability to:

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to violence, noise, and disease

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 95 - 2017

**AUTHORIZING ELIMINATION OF ONE FULL-TIME MANAGEMENT ANALYST AND
CREATING ONE FULL-TIME ADMINISTRATIVE SPECIALIST IN THE
ADMINISTRATIVE COORDINATOR'S OFFICE AND ONE FULL-TIME ACCOUNTANT
IN THE ACCOUNTING DEPARTMENT WITHIN THE 2018 BUDGET PROCESS**

Background: The services provided by Sauk County have evolved and the reporting requirements imposed by external regulatory and granting agencies have heightened. Growth in programs that the County Board have deemed strategic priorities, such as Criminal Justice Coordinating and Placemaking, requires adequate administrative support to assure excellence in service and program success. Further, new and more stringent audit and grant requirements have greatly increased the time spent on mandatory reporting. Many departments that historically accomplished their own grant reporting now rely on assistance from Accounting. Federal requirements in financial statement and grant presentation continue to require traditional governmental presentation, in addition to enhanced efforts restating financial statements into a form that is more comparable to private reporting. Neither the Administrative Coordinator's office nor Accounting can continue to absorb the added workloads without sacrificing further progress on departmental training, proactive in-depth evaluation of decisions, and enhanced evaluation of systems and processes.

This request is to eliminate 1.00 full-time Management Analyst currently shared between the Administrative Coordinator and Accounting, create 1.00 full-time Administrative Specialist in the Administrative Coordinator's office and create 1.00 full-time Accountant in Accounting. This is a net increase of 1.00 full-time position.

Fiscal Impact: | ☐ None ☒ Budgeted Expenditure | ☐ Not Budgeted

WHEREAS, the Finance and Executive & Legislative Committees have reviewed this request and endorse the adjustments to staffing levels to preserve service excellence, enhance growth in strategic priority programs, and maintain effectiveness of basic services; and,

WHEREAS, the Position Review Committee, as established in §13.19 (3) of the Sauk County Code of Ordinances, has reviewed the position changes and determined that the need and funding exists through tax levy dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that one full-time Management Analyst be eliminated, one full-time Administrative Specialist be created, and one full-time Accountant be created effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Resolution No. 96 - 2017 AUTHORIZING ELIMINATION OF ONE FULL-TIME MANAGEMENT ANALYST AND CREATING ONE FULL-TIME ADMINISTRATIVE SPECIALIST IN THE ADMINISTRATIVE COORDINATOR'S OFFICE AND ONE FULL-TIME ACCOUNTANT IN THE ACCOUNTING DEPARTMENT WITHIN THE 2018 BUDGET PROCESS

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Respectfully submitted,

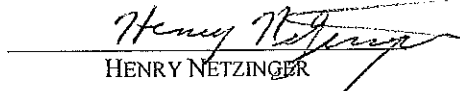
**SAUK COUNTY
PERSONNEL COMMITTEE**

TIM MEISTER – CHAIR


TOMMY BYCHINSKI


DAVID MOORE


JEAN BERLIN


HENRY NETZINGER

**SAUK COUNTY
FINANCE COMMITTEE**


TOMMY LEE BYCHINSKI – CHAIR


RICHARD M. FLINT


ERIC PETERSON

KRISTIN WHITE EAGLE


MARTIN F. KRUEGER

Fiscal Note:

Position	Wages	Benefits	Other	Total
New Accountant	\$57,224	\$24,169	\$2,544	\$83,937
New Administrative Specialist	\$43,671	\$22,216	\$0	\$65,887
Eliminate Management Analyst	(\$58,842)	(\$24,402)	\$0	(\$83,224)
Total	\$42,053	\$21,983	\$2,544	\$66,580

KPB

MIS Note: \$2,544 for one additional workstation and related software is included in the 2018 budget request. The addition of staff will incur additional costs for computer and user support which may not be reflected in the current 2018 budget.

Job Code:		Department:	Accounting
Reports To:	Finance Director	FLSA Status:	Nonexempt Pay Band: C41
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Accountant position is to apply the principles of accounting and related procedures to analyze and prepare financial information for Sauk County.

Education and Experience Requirements

Required: Bachelor's degree in Accounting, Finance, or another related field

Preferred: Certified Public Accountant (CPA)

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Reconcile various general ledger accounts.
- Assist departments in developing grant tracking and reporting processes
- Develop schedules to support financial and programmatic audit
- Create, compile and analyze data for preparation of general ledger journal entries
- Assist in review of annual department budget requests
- Assist in process development and review, including testing, documenting, creating user manuals, and training other departmental staff
- Review and compile payroll information

Additional Duties and Responsibilities

- Assist in management of County fixed asset records
- Review accounts payable for accuracy and compliance with financial policies

- And other duties as assigned

Competencies

Ability to Communicate:

Advisory data and information such as timesheets, general ledgers, financial statements, reports, contracts, leases, invoices, vouchers, service proposals, budget summaries, meeting minutes, agendas, insurance and bond documents, guidelines, laws, ordinances, labor contracts, various manuals, and routine and non-routine correspondence

Verbally and in writing with department personnel, financial auditors, consultants, financial advisors, bankers, vendors, and the general public

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Calculating percentages, fractions, and decimals, and interpreting basic descriptive statistical reports

Mental Ability to:

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences, consider, and select alternatives

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to violence, noise, and disease

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job

description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

Job Code:		Department:	Administration
Reports To:	Administrative Coordinator	FLSA Status:	Nonexempt Pay Band: B23
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The Administrative Specialist is responsible for providing administrative and management support, as well as public information services to the County Administrative Coordinator and the Criminal Justice Coordinating Council. The position also serves as a liaison between County Administration, other county departments, outside agencies, and members of the public through the assistance and administration of daily office operations.

Education and Experience Requirements

- Required: Associate's Degree in Business, Management, Finance, or another related field
3-5 years office or secretarial experience
- Preferred: Bachelor's Degree in Business, Management, Finance, or another related field
Experience in local government

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Assist the Administrative Coordinator with managing calendars, setting up appointments, and tracking that all Administration performance evaluations are completed
- Prepare and post various agendas and meeting minutes
- Prepare departmental accounting operations including payroll, financial, budget, supplies and inventories, and statistical report development
- Assist with departmental administrative functions, including personnel administration, records, and clerical support
- Assist with policy research and analysis of County programs and services and other public

policy issues

- Prepare fact sheets, reports, resolutions/ordinances, press releases and other County or departmental releases
- Provide administrative support to the Criminal Justice Programs Manager and the CJCC
- Coordinate departmental invoicing activity including collections
- Compile, analyze, and organize data for use in departmental reports and program administration including, but not limited to: economic, transportation, population, land use, and other demographic data
- Supervise and coordinate the Revolving Loan Fund and CDBG programs

Additional Duties and Responsibilities

- Conduct public relations function, including maintaining social media sites, conducting public outreach, and helping with information disbursement
- Prepare and collect data for various projects and research
- Assist County with special projects and general local government activities including organizational, financial, and strategic initiatives
- Assist with grant reporting and grant writing
- And other duties as assigned

Competencies

Ability to Communicate:

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Verbally and in writing with a variety of people such as department and County employees, County Board, citizens, grant recipients and administrators, news personnel, local business owners, and the general public

Advisory data and information such as invoices, timesheets, payroll reports, accounts receivable and payable, statistical reports, meeting agendas and minutes, loans, resolutions, press releases, public relations materials, social media accounts, and routine and non-routine correspondence

Maintain confidential information

Knowledge of:

Calculating percentages, fractions, and decimals, and interpreting basic descriptive statistical reports

Mental Ability to:

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences, consider, and select alternatives

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to violence, noise, and disease

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 96 - 2017

**AUTHORIZING CREATION OF ONE (1) FULL TIME COMMUNITY LIAISON PROJECT
POSITION WITHIN THE 2018 BUDGET PROCESS**

Background:

Sauk County worked with a planner to develop "Making Sauk: A Place Plan". This plan mapped ways that Sauk County government and the broader Sauk County Community could work to ensure a vibrant future for Sauk County. One of the goals of the plan is to provide the staffing support necessary to implement the recommendations outlined in the Plan. The Plan further recommended creating a Community Liaison position to work collaboratively with municipalities and organizations. The Plan further developed a "Grow in Sauk" Social Media Plan. This position would work to implement this plan. This position moves the Placemaking initiative forward and implements the next steps for success. The Sauk County Board rated Placemaking high on its strategic issues for 2017 – 2019. Funding for the position is partially from Placemaking carryforward dollars from Conservation, Planning, and Zoning Department's budget and partially from tax levy.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS, the Economic Development and Executive and Legislative Committees have endorsed the creation of one new full time Community Liaison project position to carry out the required functions as established; and,

WHEREAS, the Position Review Committee, as established in §13.19 (3) of the Sauk County Code of Ordinances, has reviewed the position request and determined the need for one new full time Community Liaison project position and funding exists through carryforward and tax levy dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that one new full time Community Liaison project position is hereby created effective January 1, 2018.

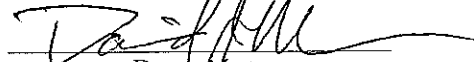
For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY
PERSONNEL COMMITTEE

TIM MEISTER - CHAIR


TOMMY BYCHINSKI



DAVID MOORE

JEAN BERLIN


HENRY NETZINGER

SAUK COUNTY
FINANCE COMMITTEE


TOMMY LEE BYCHINSKI - CHAIR


RICHARD M. FLINT

ERIC PETERSON

KRISTIN WHITE EAGLE

MARTIN F. KRUEGER

Fiscal Note: \$ 20,964.50 of tax levy and \$66,415.50 of carryforward for wage and benefits is included in the 2018 budget request. KPB

MIS Note: \$2,312 has been budgeted for a new workstation. The addition of staff will incur additional costs for computer and user support which may not be reflected in the current 2018 budget.

Job Code:		Department:	Administrative Coordinator
Reports To:	Administrative Coordinator	FLSA Status:	Exempt Pay Band: C41
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The Community Liaison is responsible for the implementation of “Making Sauk: A Place Plan.” This entails working with people, organizations, and municipalities throughout Sauk County to develop new programming, coordinate initiatives, and create opportunities to distinguish Sauk County as a desirable place to live, work, and visit within Wisconsin.

Education and Experience Requirements

Required: Bachelor’s Degree in Public Administration, Planning, Community Development, Urban/Community Design, or another related field
1-3 years of relevant experience

Preferred: Master’s degree in Public Administration, Planning, Community Development, Urban Design, or another related field
Project Management Experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Develop partnerships with public, private, non-profit, and community organizations that will collectively work together to position Sauk County as a premier location for new residents
- Work collaboratively with natural, agricultural and cultural resource organizations and stakeholders to investigate opportunities to develop these resources
- Work with Conservation, Planning, and Zoning Department to review and analyze existing policies and regulations as they pertain to the goals outlined in the Place Plan to identify opportunities for revision. The Community Liaison will work to draft revisions or collaborate with other professional to propose revisions, as appropriate.
- Work with municipalities and Sauk County Development Corporation to further initiatives related to housing across the County

- Work to develop systems for Rural Creative Placemaking throughout the County
- Assist municipalities in development, adopting and implementing their own unique Placemaking initiatives
- Lead the implementation of the 'Grow in Sauk Social Media Implementation Strategy' outlined with the Place Plan

Additional Duties and Responsibilities

- Conduct public relations function, including maintaining social media sites, conducting public outreach, and helping with information disbursement
- Develop, promote, and implement a new grant program supporting the initiatives outlined in the Place Plan
- And other duties as assigned

Competencies

Ability to Communicate:

With strong public speaking skills to convey information and a clear and concise manner to a variety of audiences

Verbally and in writing with a diverse group of people, including elected officials, county and municipal staff, media, and the general public

Knowledge of:

Rural, small town and urban planning techniques as they relate to Placemaking

Project Management techniques and tools

Calculating percentages, fractions, and decimals, and interpreting basic descriptive statistical reports

Mental Ability to:

Use functional reasoning to perform functions such as leading, directing, and controlling projects, such as project management

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences, consider, and select alternatives

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to violence, noise, and disease

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 97 - 2017

AUTHORIZING THE CREATION OF ONE FULL TIME CHILD PROTECTIVE SERVICES SOCIAL WORKER POSITION FOR THE SAUK COUNTY DEPARTMENT OF HUMAN SERVICES EFFECTIVE JANUARY 1, 2018

Background: The Sauk County Department of Human Services has evaluated its use of Social Workers within the Child Protective Services Unit, and this evaluation process has determined the need for an increase in Social Work staff to maximize State safety requirements and support for supervision of these requirements. The number of cases in Sauk County requiring child protective services investigations is projected to increase by 25% in 2017 and there has been significant increases in cases in which there is substance abuse and addiction present. Sauk County Department of Human Services is requesting authorization of one full time (1.0 FTE) Child Protective Services Social Worker position to serve the residents of Sauk County effective January 1, 2018. The Personnel and Finance Committees have reviewed the position request and determined that the need for a full-time Child Protective Services Social Worker position exists.

Fiscal Impact: [] None [x] Budgeted Expenditure [] Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Department of Human Services be authorized to create one full time equivalent (1.0 FTE) Child Protective Services Social Worker position, effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY PERSONNEL COMMITTEE

TIM MEISTER, Chair

HENRY NETZINGER, Vice Chair

DAVID MOORE, Secretary

TOMMY LEE BYCHINSKI

JEAN BERLIN

SAUK COUNTY FINANCE COMMITTEE

TOMMY LEE BYCHINSKI, Chair

MARTY KRUEGER, Vice Chair

KRISTIN WHITE EAGLE, Secretary

RICHARD "MIKE" FLINT

ERIC PETERSON

Fiscal Note: Estimated cost for this position including salary and benefits = \$86,145 for 2018. Funding for this position is levy. *KPB*

MIS Note: The addition of staff will incur additional costs for computer and user support which may not be reflected in the current 2018 budget.

Job Code:	2341	Department:	Human Services
Reports To:	CPS Supervisor	FLSA Status:	Exempt Pay Band: C42
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Social Worker- Child Protective Services is to provide ongoing services to families, assess client needs, develop and implement intervention services for children and juveniles in need of protection, and to act as a liaison between the agency and families for the Sauk County Department of Human Services.

Education and Experience Requirements

Required: Bachelor's degree in Social Work or another related field
 Wisconsin State Motor Vehicle Operator's License
 Obtain a Wisconsin State Social Work License within 6 months of start date
 Complete 30 hours of intake training under Wisconsin Statutes Chapter 48.06 and 938.06 within 6 months of start date

Preferred: Wisconsin State Social Work License

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Develop and implement case plans based on information from the initial assessments, interviews, court and police reports, therapist's reports, school reports, and other information
- Assess needs and risk levels and recommend services, counseling, therapy, protective placements, and/or alternative care
- Monitor and facilitate client activity and family functioning through family assessments and case planning
- Develop treatment plans and monitor client's progress
- Prepare court reports and associated legal documents

- Prepare a variety of documents such as case reviews, contact notes, progress notes, initial assessments, law enforcement referral intake, safety plans, rate settings, and other forms and reviews
- Visit clients at home to assess safety of living conditions
- Receive and analyze reports of alleged child abuse and/or neglect
- Conduct forensic and motivational interviewing

Additional Duties and Responsibilities

- Testify in court as needed
- Train law enforcement, schools, and others on child abuse and neglect
- Complete activity logs, time sheets, and mileage logs
- Connect families to outside resources
- And other duties as assigned

Competencies

Ability to Communicate:

By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others

Advisory data and information such as court documents, psychological/psychiatric evaluations, client records, delinquency petitions, client assessments, police reports, treatment plans, referrals, policies, procedures, laws, and routine and non-routine correspondence

Verbally and in writing with County personnel, law enforcement, Judges, attorneys, medical personnel, children, clients, and the general public

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals

Mental Ability to:

Maintain all relevant certifications

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a child safety belt and seat, keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying a child, kneeling, crouching, pushing and pulling

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Occasionally on call for after-hour on-call system

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 90 - 2017

AUTHORIZING THE CREATION OF ONE FULL TIME ADULT PROTECTIVE SERVICES SOCIAL WORKER POSITION FOR THE SAUK COUNTY DEPARTMENT OF HUMAN SERVICES EFFECTIVE JANUARY 1, 2018

Background: The Sauk County Department of Human Services has evaluated its use of Social Workers within the Adult Protective Services Unit and, this evaluation process has determined the need for an increase in Social work staff to maximize State safety requirements and support for supervision of these requirements. The number of cases in Sauk County requiring Adult protective services investigations is projected to increase by 20% in 2017 and it has been projected that the population of aging individuals requiring these services is growing significantly due to the aging of the general population. Sauk County Department of Human Services is requesting authorization of one full time (1.0 FTE) Adult Protective Services Social Worker position to serve the residents of Sauk County effective January 1, 2018. The Personnel and Finance Committees have reviewed the position request and determined that the need for a full-time Adult Protective Services Social Worker position exists.

Fiscal Impact: [] None [x] Budgeted Expenditure [] Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Department of Human Services be authorized to create one full time equivalent (1.0 FTE) Adult Protective Services Social Worker position, effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY PERSONNEL COMMITTEE

TIM MEISTER, Chair

HENRY NETZINGER, Vice Chair

DAVID MOORE, Secretary

TOMMY LEE BYCHINSKI

JEAN BERLIN

SAUK COUNTY FINANCE COMMITTEE

TOMMY LEE BYCHINSKI, Chair

MARTY KRUEGER, Vice Chair

KRISTIN WHITE EAGLE, Secretary

RICHARD "MIKE" FLINT

ERIC PETERSON

Fiscal Note: Estimated cost for this position including salary and benefits = \$84,145 for 2018. Funding for this position is levy. KPB

MIS Note: The addition of staff will incur additional costs for computer and user support which may not be reflected in the current 2018 budget.

Social Worker- Adult Protective Services

Job Code:	2341	Department:	Human Services
Reports To:	Human Services Director	FLSA Status:	Exempt Pay Band: C42
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Social Worker- Adult Protective Services is to investigate abuse and neglect of elderly and vulnerable adults, to determine, implement and coordinate adult protective services and to provide social work services for the Sauk County Department of Human Services.

Education and Experience Requirements

Required: Bachelor's degree in Social Work with 1 year related experience
OR
Bachelor's degree in Behavioral Science with 1,000 hours of supervised post degree clinical experience with chronically mentally ill persons
OR
Bachelor's degree in another related field with 2,000 hours of supervised post degree clinical experience with chronically mentally ill persons
Valid Wisconsin State Motor Vehicle Operator's License

Also Required: Obtain a Wisconsin State Social Work License within 6 months of start date

Preferred: Wisconsin State Social Work License
Experience with the geriatric or disabled population

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Assess client needs by gathering information and investigate allegations of elder/ venerable adults' abuse and neglect
- Provide clients with supportive social work, symptom management support, family and interpersonal issues, and life skills education to allow clients to attain and maintain their highest levels of independent living in a safe manner
- Assess client needs including fiscal, and refers to services/agencies when necessary
- Consult, direct and coordinate with supervisors, therapists, medical and other service

providers regarding client situations and analyze data in order to define risk and ensure safety and wellbeing

- Assist clients in transition from institutionalization's/ hospitalizations and locate and monitor living situations
- Initiate legal commitments
- Prepare progress notes and court reports, act as a liaison for families with Guardianships, and communicate verbal and written professional correspondence to a variety of parties
- Review service provider's bills and other fiscal documents as needed and forward with recommendations to the Director

Additional Duties and Responsibilities

- Assess client condition on ongoing basis, make recommendations for appropriate placement, provide supporting documentation and testifies in Court as summoned, consult with client, guardians and service providers regarding client competency and needs, prepare court-ordered comprehensive evaluations, and develops crisis plans /alerts when needed
- Make public speaking presentation to law enforcement, schools, civic groups, County Supervisors, and provides community and individual education to families regarding aging, elder abuse, and protection of the elderly and other vulnerable people
- Transport clients
- And other duties as assigned

Competencies

Ability to Communicate:

Advisory data and information such as client records, court documents, bills, agency program reports, client charts, , Wisconsin Administrative Code, computer software operating manual, procedures, guidelines, non-routine correspondence, Wisconsin elder abuse law, Statutes 51, 55, 48, and 880, and routine and non-routine correspondence

Verbally and in writing with clients, clients' families, department personnel, law enforcement personnel, attorneys, medical personnel and State Department of Health and Human Services personnel

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals

Mental Ability to:

Maintain all relevant certifications

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

On emergency on-call rotation for crisis intervention regarding juvenile court intake and other Chapter 48-defined duties

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 99 - 2017

AUTHORIZING THE CREATION OF ONE FULL TIME CHILD PROTECTIVE SERVICES SOCIAL WORKER REPLACING A CONTRACTED POSITION FOR THE SAUK COUNTY DEPARTMENT OF HUMAN SERVICES EFFECTIVE JANUARY 1, 2018

Background: The Sauk County Department of Human Services has evaluated its use of Social Workers within the Child Protective Services Unit. This evaluation process has determined the need for an increase in Social Work staff to maximize State safety requirements and support for supervision of these requirements. The number of cases in Sauk County requiring child protective services investigations is projected to increase by 25% in 2017 and there have been significant increases in cases in which there is substance abuse and addiction present. The Department has formerly contracted and budgeted for this position, and to bring this position into the Department will allow for greater efficiency and flexible staffing. Sauk County Department of Human Services is requesting authorization of one full time (1.0 FTE) Child Protective Services Social Worker position to serve the residents of Sauk County effective January 1, 2018. The Personnel and Finance Committees have reviewed the position request and determined that the need for a full-time Child Protective Services Social Worker position exists.

Fiscal Impact: [] None [x] Budgeted Expenditure [] Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Department of Human Services be authorized to create one full time equivalent (1.0 FTE) Child Protective Services Social Worker position, effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY PERSONNEL COMMITTEE

SAUK COUNTY FINANCE COMMITTEE

TIM MEISTER, Chair

HENRY NETZINGER, Vice Chair

DAVID MOORE, Secretary

TOMMY LEE BYCHINSKI

JEAN BERLIN

TOMMY LEE BYCHINSKI, Chair

MARTY KRUEGER, Vice Chair

KRISTIN WHITE EAGLE, Secretary

RICHARD "MIKE" FLINT

ERIC PETERSON

Fiscal Note: Fiscal Note: Estimated cost for this position including salary and benefits = \$20,124 (Salary and Benefits = \$86,145 less contracted position being eliminated if position is created of \$66,021). Funding for this position is levy. KPB

MIS Note: The addition of staff will incur additional costs for computer and user support which may not be reflected in the current 2018 budget. 38

Office Space/Furniture: Existing office space and furniture will be utilized if available.

Social Worker- Child Protective Services

Job Code:	2341	Department:	Human Services
Reports To:	CPS Supervisor	FLSA Status:	Exempt Pay Band: C42
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Social Worker- Child Protective Services is to provide ongoing services to families, assess client needs, develop and implement intervention services for children and juveniles in need of protection, and to act as a liaison between the agency and families for the Sauk County Department of Human Services.

Education and Experience Requirements

Required: Bachelor's degree in Social Work or another related field
Wisconsin State Motor Vehicle Operator's License
Obtain a Wisconsin State Social Work License within 6 months of start date
Complete 30 hours of intake training under Wisconsin Statutes Chapter 48.06 and 938.06 within 6 months of start date

Preferred: Wisconsin State Social Work License

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Develop and implement case plans based on information from the initial assessments, interviews, court and police reports, therapist's reports, school reports, and other information
- Assess needs and risk levels and recommend services, counseling, therapy, protective placements, and/or alternative care
- Monitor and facilitate client activity and family functioning through family assessments and case planning
- Develop treatment plans and monitor client's progress
- Prepare court reports and associated legal documents

- Prepare a variety of documents such as case reviews, contact notes, progress notes, initial assessments, law enforcement referral intake, safety plans, rate settings, and other forms and reviews
- Visit clients at home to assess safety of living conditions
- Receive and analyze reports of alleged child abuse and/or neglect
- Conduct forensic and motivational interviewing

Additional Duties and Responsibilities

- Testify in court as needed
- Train law enforcement, schools, and others on child abuse and neglect
- Complete activity logs, time sheets, and mileage logs
- Connect families to outside resources
- And other duties as assigned

Competencies

Ability to Communicate:

By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others

Advisory data and information such as court documents, psychological/psychiatric evaluations, client records, delinquency petitions, client assessments, police reports, treatment plans, referrals, policies, procedures, laws, and routine and non-routine correspondence

Verbally and in writing with County personnel, law enforcement, Judges, attorneys, medical personnel, children, clients, and the general public

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals

Mental Ability to:

Maintain all relevant certifications

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a child safety belt and seat, keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying a child, kneeling, crouching, pushing and pulling

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Occasionally on call for after-hour on-call system

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 100 - 2017

**AUTHORIZING THE CREATION OF ONE FULL TIME ECONOMIC SUPPORT
TECHNICIAN REPLACING A PROJECT POSITION FOR THE SAUK COUNTY
DEPARTMENT OF HUMAN SERVICES EFFECTIVE JANUARY 1, 2018**

Background: The Sauk County Department of Human Services the Department has evaluated its use of staff in the Economic Support Unit and there has been a longstanding need for a full-time Economic Support Technician position evidenced by over several years of the existence of the project position; this has been included annually within the Human Services budget. The number of Sauk County cases within Economic Support has sustained the need for this full-time technician. The Sauk County Department of Human Services is requesting authorization of one full time (1.0 FTE) Economic Support Technician position effective January 1, 2018. The Personnel and Finance Committees have reviewed the position request and determined that the need for a full-time Economic Support Technician position exists.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Department of Human Services be authorized to create one full time equivalent (1.0 FTE) Economic Support Technician position, effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY PERSONNEL COMMITTEE

TIM MEISTER, Chair

HENRY NETZINGER, Vice Chair

DAVID MOORE, Secretary

TOMMY LEE BYCHINSKI

JEAN BERLIN

SAUK COUNTY FINANCE COMMITTEE

TOMMY LEE BYCHINSKI, Chair

MARTY KRUEGER, Vice Chair

KRISTIN WHITE EAGLE, Secretary

RICHARD "MIKE" FLINT

ERIC PETERSON

Fiscal Note: There is no additional cost for this position. This is simply a change in status from project to regular.

KPB

MIS Note: Existing computer hardware and software will be utilized.

Office Space/Furniture: Existing office space will be utilized.

Job Code:	2322*	Department:	Human Services
Reports To:	Economic Support Leadworker	FLSA Status:	Non-Exempt Pay Band: B23
EEO Code:	2- Professionals 3-Public Welfare	Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Economic Support Technician is to gather financial and other relevant data from applicants to determine eligibility for County administered State and Federal economic support programs for the Sauk County Department of Human Services.

Education and Experience Requirements

Required: High School diploma or equivalent
 1 year general office experience
 Become Wisconsin State Economic Support Specialist certified within 6 months of start date

Preferred: Associate's degree in Business or another related field
 Wisconsin State Economic Support Specialist certified

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Perform case load tasks by interviewing applicants to determine eligibility for benefits, processing applications, updating any changes, obtaining documents regarding the financial status of the client, and assisting the client with filling out paperwork
- Interpret eligibility requirements to applicants
- Answer calls for the Capital Consortium Call/Change Center
- Review client financial data to determine continued program and benefit eligibility

Additional Duties and Responsibilities

- Assist non-English speaking clients with their needs using online tools and/or interpreters
- Represent agency at administrative fair hearings

- And other duties as assigned

Competencies

Ability to Communicate:

Descriptive data and information such as financial statements, bills, medical records, leases, income tax documents, unemployment documents, various manuals, and routine and non-routine correspondence

Verbally and in writing with County personnel, clergy, clients, landlords, schools, collection agency personnel, law enforcement personnel, insurance company personnel, and client advocates

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals

Computer skills such as word processing and spreadsheets

Mental Ability to:

Maintain all relevant certifications

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

***Other Applicable Job Codes...**

2323- Economic Support Technician- Project

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 101 - 2017

AUTHORIZING THE CREATION OF ONE HALF-TIME LEGAL SECRETARY
POSITION FOR THE CORPORATION COUNSEL DEPARTMENT

Background: A halftime position was created in 2003 when certain cases were transferred from the office of the District Attorney to the office of Corporation Counsel. The position was removed from the budget a number of years ago, however, this is not working well. A half time position is necessary to assist with the transferred case matters. Additionally, because the volume and complexity of work in the office continues to grow, additional clerical staff is required to efficiently and timely fulfill requests presented to the Corporation Counsel staff.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS, the Department has evaluated and determined the need for additional clerical staff to meet the requests presented to the Corporation Counsel staff in a timely and efficient manner; and,

WHEREAS, the Personnel and Finance Committees have reviewed the position request and determined that the need for a half-time legal secretary position exists.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that a half-time legal secretary position for the Corporation Counsel Department be created effective January 1, 2018.

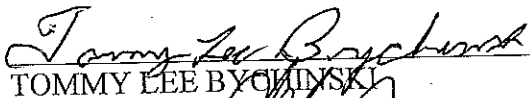
For consideration by the Sauk County Board of Supervisors on October 17, 2017.

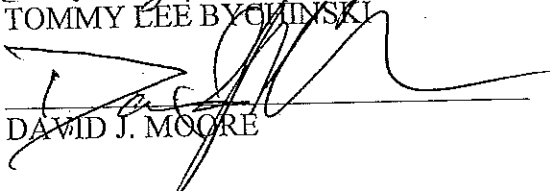
Respectfully submitted,

101-2017

SAUK COUNTY
PERSONNEL COMMITTEE

TIM MEISTER, Chair


TOMMY LEE BYCHINSKI


DAVID J. MOORE

JEAN BERLIN


HENRY NETZINGER

SAUK COUNTY
FINANCE COMMITTEE


TOMMY LEE BYCHINSKI, Chair


RICHARD M. FLINT

ERIC PETERSON

KRISTIN WHITE EAGLE

MARTIN F. KRUEGER

Fiscal Note: The estimated cost of one halftime (.5) legal secretary position is \$22,230. Funding for this position is levy.

MIS Note: Existing computer hardware and software will be utilized.

Office space/furniture: Existing office space and furniture will be utilized.

KPB

Job Code:	1603	Department:	Corporation Counsel
Reports To:	Corporation Counsel	FLSA Status:	Non-Exempt Pay Band: B22
EEO Code:		Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Legal Secretary is to perform lead legal secretarial tasks and provide support services to the Sauk County Corporation Counsel and staff.

Education and Experience Requirements

Required: Associate's degree in legal assistance or another related field

Preferred: Paralegal certification, or bachelor's degree in another related field.
Legal assistant experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Type and prepare legal briefs, orders, motions, department correspondence and memos, lease agreements, contracts, insurance forms, citations, complaints, competency certifications; from clear copy, dictation and draft
- Schedules hearings, coordinates activities with the court system, attorney offices, hospitals and human services agencies regarding settlement of cases.
- Sort and maintain department files
- Maintain and update office procedure manuals and coordinate updates with attorney and support staff
- Maintain a tracking record of all actions received by the office, monitor timelines for completion of actions, and maintain statistical reports required by the Corporation Counsel
- Coordinate the processing of claims with the County's insurance carrier
- Draft legal documents for attorney review and approval

- Perform case preparation tasks such as preparing exhibits, assembling files, drafting court orders, and scheduling pre-proceeding witness interviews
- Plan and monitor legal document service to persons, corporations, partnerships, heirs, etc. regarding legal proceedings
- Schedule Corporation Counsel appointments
- Monitor all pending cases for prompt case preparation, filing deadline compliance, appearances, etc.
- Maintain a tracking system for all litigation deadlines; to ensure all litigation time frames are met
- Monitor completion of monthly reports, invoices, and other tasks

Additional Duties and Responsibilities

- Act as Notary Public
- Perform reception tasks
- Update State forms regarding guardianship, protective placement and mental commitments for office use
- And other duties as assigned

Competencies

Ability to Communicate:

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Verbally and in writing with lawyers, attorneys, victims, witnesses, accused persons, and the general public

Descriptive data and information such as legal documents, financial statements, reports, audit summaries, spreadsheets, various manuals, County and Department procedures, guidelines and budgets, time sheets, vouchers and invoices, contracts, and routine and non-routine correspondence

Knowledge of:

Calculating percentages, fractions, and decimals, and interpreting basic descriptive statistical reports

Computer skills, such as word processing and spreadsheets

Mental Ability to:

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 102 - 2017

APPROVING CREATION OF ONE (1) SERGEANT POSITION FOR THE
SAUK COUNTY SHERIFF'S OFFICE
EFFECTIVE JULY 1, 2018

Background: Currently, we have lack of 24/7 supervisory coverage in our Patrol Division. We currently, have two sergeants that cover both second and third shifts but due to days off and benefit leave we are short coverage approximately 200 days per year for second shift and 200 days per year for third shift. By adding one additional sergeant position we could reduce the lack of coverage. Second and Third shift are the highest liability shifts as we currently do not have the supervisory staff for directing calls and making high liability decisions. Second and Third shifts are the shifts where the newest deputies are staffed.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS, Sauk County currently has three (3) sergeants in the patrol division; and,

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

WHEREAS, currently we have a lack of supervisor coverage on shifts; and,

WHEREAS, there are approximately 200 days per year per shift which there is not a supervisor on shift where our newest deputies work, second and third shift, which are our highest liability shifts; and,

WHEREAS, by adding one (1) sergeant position we will have supervisory coverage to help reduce County liability; and,

WHEREAS, it would be in the best interest of the County to add one (1) Sergeant position beginning July 1, 2018; and,

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, and direct the Sauk County Sheriff's Office to add one (1) Sergeant position beginning July 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

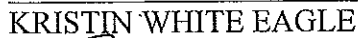
Respectfully submitted,

SAUK COUNTY FINANCE COMMITTEE


TOMMY BYCHINSKI, CHAIR


MARTY KRUEGER


ERIC PETERSON


KRISTIN WHITE EAGLE


RICHARD FLINT

SAUK COUNTY PERSONNEL COMMITTEE


TIM MEISTER, CHAIR


HENRY NETZINGER


JEAN BERLIN


DAVID MOORE


TOMMY BYCHINSKI

Fiscal Note:

The estimated 2018 cost of the Sergeant position for 6 months is \$46,937 for wages and benefits. Total expenditure of \$46,937 funded by levy. The equipment cost for the new position of \$39,985 will be funded with carryforward of unused 2017 budgetary funds. KPB

MIS Note: \$4,500 for mobile computer in squad car funded by carryforward of unused 2017 budgetary funds.

Job Code:	3613	Department:	Sheriff
Reports To:	Lieutenant- Field Services	FLSA Status:	Exempt Pay Band: C42
EEO Code:	4-Protect/Serve 4-Police Protection	Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Sergeant-Field Services is the prevention and detection of crime, enforcement of state laws or local ordinances, and to perform, coordinate, and supervise patrol duties and staff for the Sauk County Sheriff's Office.

Education and Experience Requirements

Required: Associate's degree or sixty college credits in law enforcement or another related field
Wisconsin State Law Enforcement Officer certification
3 years of law enforcement experience

Preferred: 1 year of supervisory experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Provide first line supervision for patrol staff
-
- Monitor traffic, including items such as issuing citations and responding to traffic collisions and incidents
- Assign and monitor shift patrol activities and coordinate patrol coverage
- Respond to crime scenes, interview witnesses and suspects, and apprehends suspects
- Log patrol activity and prepare incident reports
- Review daily briefing information and brief the following shift on activities
- Participate in the recruitment, hiring, training, professional development, discipline, promotion, and evaluation of Division staff

- Review and approve daily activity logs and time cards for payroll, and authorizes vacation, compensatory time, and overtime usage
- Responsible for monitoring and maintaining Division equipment, and make recommendations for replacement or repair as needed to maintain safety of personnel and citizens

Additional Duties and Responsibilities

- Testify in court as summoned
- Investigate citizen and internal complaints of misconduct and prepares written report of findings and make recommendations for disciplinary action
- Make command decisions for all Divisions in absence of assigned supervisory personnel
- And other duties as assigned

Competencies

Ability to Communicate:

Advisory data and information such as patrol Deputies' reports, incident and accident reports, work schedules, payroll cards, vacation and sick leave records, maps and plat books, training reports, performance reports, local and County ordinances, State and Federal law, Office policies and procedures, various manuals, and routine and non-routine correspondence

Verbally and in writing with local, County, State, and Federal law enforcement personnel, the general public, inmates, social workers, medical personnel, Public Officials of local, State, and Federal agencies of the Criminal Justice System, and County personnel

By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Calculating percentages, fractions, decimals, volume, ratios, and spatial relationships, and interpreting basic descriptive statistical reports

Mental Ability to:

Maintain all relevant certifications

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating essential items like a motor vehicle, defibrillator, restraint devices, two-way radios, computer keyboard, telephone, measuring devices, intoxylizer, baton, radar, camera, D.C. gas, and firearm

Exert effort in moderate to heavy work, such as lifting, carrying, pushing, pulling, stooping, crouching, crawling, climbing, balancing, and standing for long periods of time

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Unsafe and uncomfortable conditions due to factors such as temperature variations, odors, toxic agents, violence, noise, wetness, disease, and dust

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 103 - 2017

**AUTHORIZING CREATION OF ONE (1) FULL TIME PUBLIC HEALTH NURSE
POSITION FOR THE SAUK COUNTY HEALTH DEPARTMENT (SCHD) WITHIN THE
2018 BUDGET PROCESS**

Background:

Creating one full time Public Health Nurse Position for the Sauk County Health Department within the budget process for the Nurse Family Partnership program. The Nurse Family Partnership (NFP) program has a model element requiring that only a Bachelor of Science in Nursing (BSN) prepared nurse is allowed to be a nurse home visitor (NHV). The NFP mission complements the mission of the SCHD to empower first-time mothers, living in poverty. The SCHD NFP program is currently serving 67 of the 70 family maximum allowed by program family to staff ratio guidelines before creation of a waiting list. A new PHN position would increase our ability to serve 20 more families for a total of 90. NFP has the potential to change their lives and the lives of their children through evidence-based nurse home visiting. The Board of Health identified and brought forward the NFP program as a Strategic Issue in 2015 with the Sauk County Board of Supervisors at their mid-term assessment ranking NFP 2nd for programmatic priority. The NFP Program has been mentioned at every 2018 budget focus group, and recognized as a program "Sauk County is doing well and needs to continue."

The Health Department's strategic plan is to fund and grow programs to meet the needs of the citizens of Sauk County.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS, the Board of Health has endorsed the creation of one new full time Public Health Nurse position to carry out the required functions as established; and,

WHEREAS, the Position Review Committee, as established in §13.19 (3) of the Sauk County Code of Ordinances, have reviewed the position request and determined that the need for one new full time Public Health Nurse position and funding exists through tax levy dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that one new full time Public Health Nurse positions for the Sauk County Health Department be created effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Resolution No. ____ - 2017

**AUTHORIZING CREATION OF ONE (1) FULL TIME PUBLIC HEALTH NURSE
POSITION FOR THE SAUK COUNTY HEALTH DEPARTMENT (SCHD) WITHIN THE
2018 BUDGET PROCESS**

Page 2

Respectfully submitted,

**SAUK COUNTY
PERSONNEL COMMITTEE**

TIM MEISTER - CHAIR

TOMMY BYCHINSKI

DAVID MOORE

JEAN BERLIN

HENRY NETZINGER

**SAUK COUNTY
FINANCE COMMITTEE**

TOMMY LEE BYCHINSKI - CHAIR

RICHARD M. FLINT

ERIC PETERSON

KRISTIN WHITE EAGLE

MARTIN F. KRUEGER

Fiscal Note: \$ 91,720 of tax levy for wage and benefits is included in the 2018 budget request. The computer for this position was purchased in 2016. HB

MIS Note: The addition of staff will incur additional costs for computer and user support which may not be reflected in the current 2018 budget.

Job Code:	3208*	Department:	Public Health
Reports To:	Public Health Director	FLSA Status:	Exempt Pay Band: C43
EEO Code:	2-Professionals 8- Health	Last Revision:	10/11/17

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Public Health Nurse is to perform public health nursing tasks as defined by County, State and Federal programs and laws for the Sauk County Health Department.

Education and Experience Requirements

Required: Bachelor's degree in Nursing
Registered Nursing License
Public Health Nursing License
Wisconsin State Motor Vehicle Operator's License

Preferred: 1 year related experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Provide information to the general public, clients, and patients, regarding Department programs dealing with lead poisoning, immunizations, rabies control, County Partners (schools, healthcare providers, etc.) tuberculosis, communicable and sexually transmitted diseases, environmental health, prenatal, infant and child health, Nurse Family Partnership, dental health resources, Medical Assistance outreach, safety/injury prevention and preparedness programs
- Actively participate in population health initiatives
- Based on program, utilize nursing process and critical thinking to make decisions regarding patient care and refer clients and patients to appropriate service or agency as needed
- Coordinate activities in assigned program by conducting health assessments, supervising immunizations and vaccinations, maintaining procedures and record keeping, ordering and requesting supplies, performing skilled nursing tasks, obtaining lab samples, monitoring medication, and conducting assessments of program and need
- Participate and/or conduct public educational/outreach presentations regarding Public Health

issues and programs, via internet, in person or through various media outlets

- Act as liaison between Department/program and health advocacy groups and agencies including elder, County and municipal officials and school systems and other community agencies
- Complete health programs activity reports, time sheets, mileage logs, schedules, correspondence, memos, forms, notices and update patient charts and lists
- Perform Quality Improvement activities relating to individually assigned public health programs and the Community Health Improvement Plan

Additional Duties and Responsibilities

- Prepare, assemble, and distribute public health program educational materials
- Direct clerical support tasks as needed by monitoring data collection or compiling data and reviewing assigned program documentation for completeness and accuracy
- Participate in agency program planning and recommend program needs and policies to meet requirements
- Assist with grant writing
- And other duties as assigned

Competencies

Ability to Communicate:

Advisory and design data and information such as Nurse Practice Act, high tech manuals, nursing manuals, patient charts and records, program participants lists and schedules, reports, meeting agendas and minutes, public health statutes, Physician's Desk Reference, educational curricula, medical research materials, medical texts, medical assistance forms, maps and plat books, Public Health program manuals, rules and regulations, and routine and non-routine correspondence

Verbally and in writing with Department personnel, patients and clients, medical care providers, hospital and clinic personnel, educators, students, emergency medical personnel, community groups, the general public, social workers, and health issue advocacy groups

By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals

Mental Ability to:

Maintain all relevant certifications

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a motor vehicle, calculator, scale, sphygmomanometer, syringes, otoscope, Ophthalmoscope, DVD, hemoglobin monitor, audiometer, and stethoscope

Exert light physical effort in sedentary to light work, involving lifting, carrying, kneeling, crouching, pushing and pulling

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Occasionally unsafe and uncomfortable in respects to odors, toxic agents, violence, noise, wetness, and disease

***Other Applicable Job Codes...**

3251- Public Health Nurse Part-Time

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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.

RESOLUTION NO. 104 - 2017

AUTHORIZING/APPROVING THE COUNTY AID FOR BRIDGE CONSTRUCTION UNDER § 82.08 OF THE STATE STATUTES

Background: The bridge aid program allows a municipality to recover half their costs of maintaining their bridges and large culverts. Municipal bridge or culvert project costs that meet minimum requirements are petitioned to the county. After reviewed and approved by the county, the costs are reimbursed to the municipalities.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS, Sauk County by specifications in the 2018 Budget and Levy for 2018, 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
TOWN OF EXCELSIOR			
Sky Line Drive Cattle Pass	\$ 989.72	\$ 495.72	\$ 494.00
Mirror Lake Road Bridge	\$ 2,501.90	\$ 1,251.90	\$ 1,250.00
Reedsburg Road Bridge	\$ 5,828.92	\$ 2,914.92	\$ 2,914.00
Hi Low Road Culvert	\$ 3,933.25	\$ 1,967.25	\$ 1,966.00
TOWN OF HONEY CREEK			
Reich Road Bridge	\$ 1 0,023.96	\$ 5,012.96	\$ 5,011.00
TOWN OF IRONTON			
Wheeler Road Culvert	\$ 4,590.48	\$ 2,295.48	\$ 2,295.00
Cemetery Road Culvert	\$ 4,113.98	\$ 2,057.98	\$ 2,056.00
State Lane Road Culvert	\$ 3,233.02	\$ 1,617.02	\$ 1,616.00
TOWN OF SPRING GREEN			
Wilson Creek Bridge	\$ 4,437.08	\$ 2,219.08	\$ 2,218.00
TOWN OF SUMPTER			
Kings Corner Road Culvert	\$ 4,449.01	\$ 2,225.01	\$ 2,224.00

TOWN OF TROY


Run Away Road Culvert	\$ 3,415.65	\$ 1,708.65	\$ 1,707.00
Seitz/Cassel Road Culvert	\$ 3,383.55	\$ 1,692.55	\$ 1,691.00
Spring Drive Culvert	\$ 3,428.84	\$ 1,714.84	\$ 1,714.00
			<u>\$ 27,156.00</u>

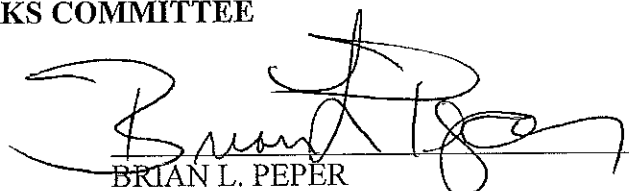
NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the above described petitions for County Aid be and hereby are granted with the appropriations shown approved.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.


Respectfully submitted,


SAUK COUNTY HIGHWAY AND PARKS COMMITTEE


TIM MEISTER, Chair


BRIAN L. PEPPER


HENRY NETZINGER


RICHARD M. FLINT


DAVID A. RIEK

Fiscal Note: Appropriations. This Expenditure will be paid from Highway Local Bridge Aids Fund. Funds for this Resolution are included in the Highway Budget request for 2018.

MIS Note: No information systems impact.

KPB

RESOLUTION NO. 105 - 2017

AUTHORIZING/APPROVING PURCHASE OF HIGHWAY EQUIPMENT
FOR SAUK COUNTY

Background: This Resolution sets the limit on equipment purchases made by the Highway Department without requiring a resolution of the County Board. The purchase of any additional complete unit of equipment of a value exceeding \$30,000 shall require further authority by the County Board.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

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

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

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


For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY HIGHWAY AND PARKS COMMITTEE


TIM MEISTER, Chair


HENRY METZINGER


DAVID A. RIEK


BRIAN L. PEPER


RICHARD M. FLINT

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

MIS Note: No information systems impact.

KPB

ORDINANCE NO. 13 - 2017

AMENDING SAUK CO. CODE § 27.07 TO BRING THE ANIMAL CONTROL ORDINANCE INTO CONFORMITY WITH STATE STATUTES BY ALLOWING IMPOUNDED ANIMALS TO BE ADOPTED AFTER FOUR DAYS RATHER THAN SEVEN, AND TO AMEND SAUK COUNTY'S AGREEMENT WITH THE SAUK COUNTY HUMANE SOCIETY TO BRING THE AGREEMENT INTO CONFORMITY WITH STATE STATUTES

Background: Wis. Stat. §173.19(1) has been amended to provide that an impounded animal may be treated as unclaimed after four days rather than seven. The Sauk County Humane Society has indicated that it is frequently desirable to adopt an animal after four days saving considerable costs rather than having to wait seven days when the owner of the animal no longer wants the animal. Disposition of the animal requires notice to the owner and four days passage of time under this proposal. The limitation on euthanasia until seven days has elapsed remains unchanged.

Sauk County's agreement with the Sauk County Humane Society also needs to be brought into conformity with state statutes. The current language provides that the Sauk County Humane Society shall comply with state law and county ordinances. That language is sufficient to ensure compliance, and to have specific time frames referenced in the contract will lead to conflicts with the changes to the law. This change makes conformity with state law and county ordinance changes automatic without the necessity of recourse to amendment.

THE SAUK COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

WHEREAS, Sauk County contracts with the Sauk County Humane Society to provide animal control and shelter services within Sauk County; and,

WHEREAS, Sauk County Humane Society has identified changes to state law and inconsistencies in the Sauk County Code of Ordinances that necessitate amendment, and it makes sense that future changes to state law should automatically be incorporated into the contract between the parties; and,

WHEREAS, your undersigned committee has considered the requests by the Sauk County Humane Society and does believe them to be reasonable and in the best interest of Sauk County.

NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors, met in regular session, that the following amendment to the Sauk County Code of Ordinances is hereby approved.

27.07 Impound, Quarantine and Violation Notices.

(1) ...

(2) An owner reclaiming an impounded animal shall pay the impoundment fee and expenses to the animal shelter, or any other authorized agent, and comply with provisions of Section 27.05 of this ordinance, prior to the release of the animal. The animal must either be vaccinated by a veterinarian approved by Sauk County or a prepaid rabies certificate from a veterinarian must be presented at the animal shelter before an impounded animal will be released. Follow-up will be done by the Sauk County Sheriff's Department to insure that the vaccination indeed was administered and the licensing requirements were met. If the owner does not pay fees, expenses, license and reclaim the animal within ~~seven~~ (7) four (4) days of being notified of the impoundment, the animal will be put up for adoption without further notification, at the owner's expense. If the animal is adopted, the expenses and fees may be paid for by the new owner.

AMENDING SAUK CO. CODE § 27.07 TO BRING THE ANIMAL CONTROL ORDINANCE INTO CONFORMITY WITH STATE STATUTES BY ALLOWING IMPOUNDED ANIMALS TO BE ADOPTED AFTER FOUR DAYS RATHER THAN SEVEN, AND TO AMEND SAUK COUNTY'S AGREEMENT WITH THE SAUK COUNTY HUMANE SOCIETY TO BRING THE AGREEMENT INTO CONFORMITY WITH STATE STATUTES

Page 2

(3) Any animal not reclaimed by its owner within ~~seven (7)~~ four (4) days becomes the property of Sauk County or authorized agent, and may be placed for adoption or, after at least seven (7) days if not adopted or reclaimed, be humanely euthanized.

and;

BE IT FURTHER ORDAINED, that section 2.1.4 of the contract between Sauk County and the Sauk County Humane Society is hereby amended to read as follows:

SCHS shall have responsibility and authority for the care, treatment, and adoption of retrieved or impounded domestic animals within the laws of the State of Wisconsin and the ordinances of Sauk County. ~~A minimum of two (2) days board for feral cats, and seven (7) days board for stray cats, dogs, miscellaneous stray animals and stray birds found with the COUNTY, whether brought to retrieved by SCHS.~~

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted:

LAW ENFORCEMENT & JUDICIARY COMMITTEE


WILLIAM F. WENZEL, Chair


JOHN M. DEITRICH


CLARK J. PETERSEN


WALLY CZUPRYNSKI

TOM KRIEGL

FISCAL NOTE: No fiscal impact. *KB*

MIS NOTE: No MIS impact.

RESOLUTION NO. 106 - 2017

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

Background: This is an annual Resolution that allows us to apply for funding for our patrolling costs of the Ho-Chunk lands.

Fiscal Impact: ☐ None ☒ Budgeted Revenue ☐ Not Budgeted

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

WHEREAS, the State of Wisconsin and County of Sauk have joint responsibility for providing law enforcement aid under Wis. Stat. § 165.90 to help defray the costs of services provided upon said land,

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

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

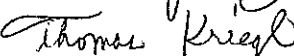
Respectfully submitted,

SAUK COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE


WILLIAM WENZEL, CHAIR


WALLY CZUPRYNSKI


JOHN DEITRICH


THOMAS KRIEGL


CLARK PETTERSEN

Fiscal Note:

Anticipated revenues of \$26,188 in 2018; \$26,188 was the amount that was included in 2018 proposed budget.

MIS Note: No MIS impact.

KPB

RESOLUTION NO. 101 -2017

**ORDERING COUNTY CLERK TO ISSUE TAX DEEDS
ON UNREDEEMED TAX CERTIFICATES**

Background: These properties have delinquent 2013 taxes. All the statutory requirements concerning notification and publication of notices on the below properties have been met. Having followed Chapter 75 of the Wisconsin State Statutes regarding Tax Deed Foreclosure, this resolution will allow the County Clerk pursuant to Wis. Stat. 75.14(1) to issue tax deeds on these properties. The County can then sell these properties. This resolution is the next action necessary in the equitable enforcement and collection of real estate taxes.

Fiscal Impact: ☐ None ☐ Budgeted Expenditure ☒ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, that the County Clerk of Sauk County is ordered to execute and issue a tax deed in favor of Sauk County upon all lands listed below for which Sauk County owns and holds tax certificates remaining unredeemed for the year 2013.

<u>TAX PARCEL ID NUMBER</u>	<u>BRIEF LEGAL DESCRIPTION</u>	<u>2013 TAX AMOUNT</u>
<u>TOWN OF DELLONA</u>		
006-1110-00000	TN OF DELLONA, LAKE DELLONA SUB OL 1 = CSM #5205 LOT 1 1.34A (S/EASE PER R500-828) (OUTLOT RESTR WAIVED D-682061) (Formerly known as the Kenneth D Brumirski property)	\$124.75
<u>TOWN OF LA VALLE</u>		
024-1387-00000	LAKE REDSTONE CATBIRD ADD LOT 9 W/81ST INT IN LTS 47, 48, 50 & 69 CANARY & LTS 3, 6&7 MD & LT 3 & VPA S OF LT 1 ORIOLE W/50' EAS OVR LTS 1 & 2 MD & POR TO LR FOR BEACH W/5' EASE OVR LT 19 FOR WLK (Formerly known as the Richard Wertz property)	\$200.59
024-1387-10000	LAKE REDSTONE, CATBIRD ADD LOT 10 W/81ST INT LTS 47, 48 50 & 69 CANARY, LTS 3, 6 & 7 MD & LT 3 & V/P/A S OF LT 1 IN ORIOLE & EASE OF RECORD (Formerly known as the Richard Wertz property)	\$232.55

Resolution No. 101-2017, Authorizing Issuance of Tax Deeds
Page 2 of 4

024-1843-00000	\$374.55
LAKE REDSTONE HERON ADD LOT 18 W/1/25 INT IN LT 1 TANAGER W/EASE OVR LTS2THRU 5&24 TANAGER & POR TO LR W/ 5' EASE OVR LT 11 FOR WALK WAY & STAIRWAY (Formerly known as the Edward D Blosser & Leon P Kelly property)	
024-2789-00000	\$94.07
TN. OF LAVALLE, HIDDEN SPRING ADD. LOT 977 (Formerly known as the Paul W Schutz property)	
024-2790-00000	\$167.87
TN. OF LAVALLE, HIDDEN SPRING ADD. LOT 978 (Formerly known as the Paul W Schutz property)	
<u>TOWN OF SPRING GREEN</u>	
032-0411-00000	\$314.10
TN OF SPRING GREEN WISMAR FOREST LOT 2 (Formerly known as the Hubert W & Kathleen Gattis property)	
<u>TOWN OF WOODLAND</u>	
044-0809-00000	\$125.62
BRANIGAR'S DUTCH HOLLOW LAKE LOT 15 (Formerly known as the Mark P & Suzanne C Galles property)	
044-0818-00000	\$111.20
BRANIGAR'S DUTCH HOLLOW LAKE LOT 23 (Formerly known as the Elmer & Ester Yetter Etal property)	
044-0819-00000	\$111.20
BRANIGAR'S DUTCH HOLLOW LAKE LOT 24 (Formerly known as the Mark P & Suzanne C Galles property)	
044-0820-00000	\$115.33
BRANIGAR'S DUTCH HOLLOW LAKE LOT 25 (Formerly known as the Mark P & Suzanne C Galles property)	
044-1011-00000	\$4.79
TN OF WOODLAND FOX'N HOUNDS ADD LOT 1100 (Formerly known as the Michelle Wojtaszek property)	

Resolution No. 101 - 2017, Authorizing Issuance of Tax Deeds
Page 3 of 4

044-1153-00000	NETHERLANDS ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 520 (Formerly known as the Paul W Schutz property)	\$130.15
044-1244-00000	TN. OF WOODLAND, PINE TOPS ADD. LOT 993 (Formerly known as the Steven & Dawn Brust property)	\$313.03
044-1348-00000	SIOUX TRAILS ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 357 (Formerly known as the Nancy Young property)	\$105.03
044-1504-00000	STAGHORN ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 58 (Formerly known as the Roslyn G Theobald property)	\$189.46
044-1532-00000	STAGHORN ADD TO BRANIGAR'S DUTCH HOLLOW LAKE LOT 86 (Formerly known as the Michael T Tondryk property)	\$100.91
<u>VILLAGE OF LAKE DELTON</u>		
146-1053-50380	VILLAGE OF DELTON SPRING BROOK GLEN CONDO (PH 1) UNIT 38 (ANNX R709-609/008-1676-00380) (Formerly known as the Melvin & Earlene O'Neal property)	\$459.00
<u>VILLAGE OF NORTH FREEDOM</u>		
161-0110-00000	VILLAGE OF NO.FREEDOM ORIGINAL PLAT LOT 4 BLK 3 (Formerly known as the Ida M Ferstl property)	\$915.31
<u>CITY OF BARABOO</u>		
206-2885-00000	CITY OF BARABOO H.H.POTTER'S ADD N 1/2 OF LOTS 2 & 3 BLK 1 (Formerly known as the Patricia Van Rensselaer property)	\$163.41

Resolution No. 107 - 2017, Authorizing Issuance of Tax Deeds
Page 4 of 4

AND, BE IT FURTHER RESOLVED, that Sauk County will assume and pay the 2017 real estate taxes.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.


Respectfully submitted,

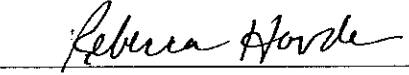
SAUK COUNTY PROPERTY AND INSURANCE COMMITTEE:


SCOTT VON ASTEN, Chairperson


WILLIAM HAMBRECHT


NATHAN S. JOHNSON


JEAN BERLIN


REBECCA HOVDE

FISCAL NOTE: From the Tax Certificates Held Account, taxes amounting to \$22,234.05 will be transferred to the Tax Deeds Held by County Account and interest and penalties amounting to \$8,513.25 will be transferred to the Treasurer's Interest on Taxes Account.

YPB

MIS NOTE: No impact.

RESOLUTION NO. 100 - 2017

**AUTHORIZING TO CONTRACT WITH INTEGRATED SUSTAINABLE DESIGN
ENGINEERING FOR DESIGN AND IMPLEMENTATION OF RECOMMENDED
ENERGY EFFICIENCIES AT COUNTY FACILITIES**

Background: Sauk County is working to meet the Strategic Issue of reducing our buildings' carbon footprint through, among other things, improving the energy efficiency of its HVAC systems in many of its facilities. Integrated Sustainable Design in conjunction with Hoffman Planning and Design have been commissioned to take a look at ways to improve energy efficiency at the Baraboo Highway Garage, Health Care Center, Law Enforcement Center, and West Square Administration building. Integrated Sustainable Design has identified numerous recommendations to upgrade to the HVAC systems to the, Heath Care Center, Law Enforcement Center, and West Square Administration buildings'. A full report of the recommendations to the HVAC systems was presented to the Sauk County Board of Supervisors at its regular September board meeting. During the upgrade of the HVAC systems Integrated Sustainable Design will provide design, engineering, and technical support for the implementation of the energy efficiencies at the identified Sauk County facilities, thus helping to reduce the carbon footprint left behind. This resolution authorizes contracting with Integrated Sustainable Design to provide design, engineering, and technical support.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS Integrated Sustainable Design proposes to assist Sauk County with the design, engineering, and technical support for implementation of the improved energy efficiencies at the Health Care Center, Law Enforcement Center, and West Square Administration building's at the cost of \$29,095; and,

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, hereby authorizes the Building Services Facilities Director to contract with Integrated Sustainable Design for \$29,095 for the design, engineering, and technical support for improving the HVAC systems at the county facilities.

BE IT FURTHER RESOLVED, that the Building Services Facilities Director is authorized to enter into said contract after review of Corporation Counsel.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.


RESOLUTION NO. 109 - 2017

**AUTHORIZING TO CONTRACT WITH INTEGRATED SUSTAINABLE DESIGN
ENGINEERING FOR DESIGN AND IMPLEMENTATION OF RECOMMENDED ENERGY
EFFICIENCIES AT COUNTY FACILITIES**

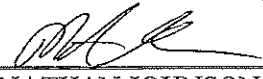
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Respectfully submitted,

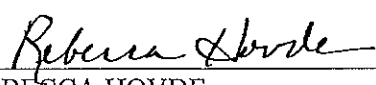
PROPERTY AND INSURANCE COMMITTEE



SCOTT VON ASTEN, CHAIR



NATHAN JOHNSON



REBECCA HOVDE



WILLIAM HAMBRECHT



JEAN BERLIN

FISCAL NOTE: \$225,000 is budgeted in the Building Services Capital Outlay budget for this project.

MIS NOTE: No MIS impact

KPB

RESOLUTION NO. 109 - 2017

APPROVING AGREEMENT BETWEEN SAUK COUNTY AND CITY OF
BARABOO REGARDING 1208 OAK STREET AND DIRECTING COUNTY BOARD
CHAIRPERSON TO SIGN AGREEMENT

Background: Sauk County and City of Baraboo desire to enter an agreement regarding transfer of property located at 1208 Oak Street, Baraboo, Wisconsin. The Property, commonly known as the St. Mary's Ringling Hospital, has been unoccupied for approximately 20 years. The property is tax delinquent since 2008, and is believed to contain hazardous substances. The City of Baraboo has been approached by a developer wishing to build a Senior Housing Project on this property, said plan contingent upon obtaining an award of tax credits from the Wisconsin Housing and Economic Development Authority. Wisconsin Statutes mandate the transfer of such property from the County to the City upon written request from the City to the County to take the property by tax deed if the County does not wish to retain ownership of the property.

Fiscal Impact: ☐ None ☐ Budgeted Expenditure ☒ Not Budgeted

WHEREAS, the attached Agreement sets forth an agreement between Sauk County and the City of Baraboo to transfer said property pursuant to Wis. Stat. § 75.17; and,

WHEREAS, it would be in the best interest of the County remove this property from the delinquent tax rolls, and to encourage development of senior housing; and,

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that Sauk County is hereby authorized to enter into the attached Agreement with the City of Baraboo; and,

BE IT FURTHER RESOLVED, that the Sauk County Board of Supervisors Chairperson Martin F. Krueger is directed to sign the attached Agreement.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

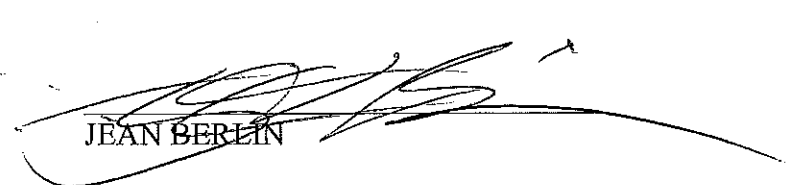
Respectfully submitted,

PROPERTY & INSURANCE COMMITTEE


SCOTT VON ASTEN, Chair


NATHAN JOHNSON


WILLIAM HAMBRECHT


JEAN BERLIN


REBECCA HOVDE

Fiscal Note: If all elements of the agreement are executed as planned, it is estimated delinquent taxes at the time of transfer to the City of Baraboo will total approximately \$53,000. Without this agreement, Sauk County could take this property via the tax deed process. However, in order to make the property marketable, remediation and demolition would need to be performed for an amount far in excess of the delinquent taxes already invested.

MIS Note: No information systems impact.

KPB

RESOLUTION NO. 110 - 2017

**AUTHORIZING TO CONTRACT WITH HILL'S WIRING INC. TO REPLACE
EXTERIOR LIGHTING ON THE FRONT OF THE BUILDING AND IN THE
PARKING LOT OF THE LAW ENFORCEMENT CENTER**

Background: Over the last few years, Sauk County has been working to upgrade and improve the lighting at many of its facilities. Building Services staff along with outside contractors are working to upgrade the current lighting in each facility to LED lighting. The goal of the lighting upgrade is to improve the overall facility lighting, help to reduce maintenance costs, and decreasing the energy consumption on both the interior and exterior of the facilities. The current high intensity distribution lighting in the parking lots and wall packs on the exterior of the Law Enforcement Center have come to a point where it is more economical to upgrade the front half of the buildings lighting to more energy efficient LED fixtures and reduce maintenance costs. The current fixtures will be replaced one for one both in the parking lots and on the building. A lighting study was conducted to assure that the new lighting is in compliance with City of Baraboo regulations for light that spills over the property line from the lighting upgrades.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS Sauk County Building Services Facility Director requested bids for the replacement of the parking lot and exterior wall pack lighting at the Law Enforcement Center; and,

WHEREAS Hill's Wiring Inc. will replace seventeen (17) wall pack exterior lights on the Law Enforcement Center, and fourteen (14) parking lot lights to LED fixtures at a cost of \$16,784.72

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, hereby authorizes the Building Services Facilities Director to contract with Hill's Wiring Inc. at a cost of \$16,784.72 for upgrading the exterior and parking lot lighting at the Law Enforcement Center.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

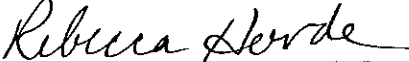
Respectfully submitted,

110-2017

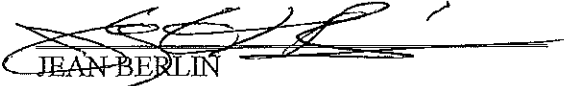
PROPERTY AND INSURANCE COMMITTEE


SCOTT VON ASTEN, CHAIR


NATHAN JOHNSON


REBECCA HOVDE


WILLIAM HAMBRECHT


JEAN BERLIN

FISCAL NOTE: \$225,000 is budgeted in the Building Services Capital Outlay budget for this project.

MIS NOTE: No MIS impact

KPB

LEC Exterior Lighting Comparison

Vendor	Bid Price
Action Electric	\$22,760.00
Hill's Wiring	\$16,784.72