

AGENDA
Dodge County Board of Supervisors Meeting
Tuesday, July 16, 2019 – 7:00 PM
Administration Building
County Board Room, Fourth Floor
127 East Oak Street, Juneau, Wisconsin 53039

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Approve Minutes from June 18, 2019, County Board Session

Communications on File

Special Orders of Business

Supervisor Frohling, Chairman, Finance Committee
Johnson Block and Company, Inc.
Financial Statements with Independent Auditor's Report

Consider, Discuss and Take Action on the Following:

Resolutions on File

- 19-16 Resolution Extending Post-Employment Health Plan – Human Resources and Labor Negotiations Committee.
- 19-17 Resolution to Revise the Membership of the Land Information Council – Land Resources and Parks Committee.
Upon adoption of Resolution 19-17, appoint the following members to the Land Information Council: Chris Planasch, Patti Hilker, David Addison, Christine Churchill, Allen Behl, Jeff Berres, Larry Schraufnagel, Dianne Bell and Mike Laue.
- 19-18 A Resolution to Increase One Filled, Funded, 0.80 FTE, Benefited Position of *Administrative Secretary III* to a Full-Time, Benefited Position of *Administrative Secretary III* – Land and Water Conservation Committee.
- 19-19 Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid by the Dodge County Board of Supervisors, Dodge County, Wisconsin – Highway Committee.
- 19-20 Resolution in Support of Telecommuting Opportunities and Telecommuter Forward Certification – Executive Committee.
- 19-21 Amend Town of Emmet Zoning Ordinance – Town of Emmet Town Board – Supervisors Behl and Berres.
- 19-22 Amend Town of Theresa Zoning Ordinance – Town of Theresa Town Board – Supervisor Fink.
- 19-23 Create Position of *Elder/Disability Benefit Specialist I, II, or III* – Human Services and Health Board.

Report on File

- 1. Ordinance No. 1034 – Amend Land Use Code – Stan's Rentals LLC Property – Town of Calamus – Land Resources and Parks Committee.

Ordinance on File

- 1. Ordinance No. 1035 – An Ordinance Amending Chapter 3, Section 3.06 – *Fees for Certain County Services*, of the Dodge County Code of Ordinances – Finance Committee.

Set Next Meeting Date & Time

Recess

July 2019

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

COMMITTEE NAME		COUNTY BOARD						
MEETING DATE		July 16, 2019						
		Approval <u>RK</u> Date <u>7-17-2019</u>						
		Chair <u>Russell Kallhe</u>						
VENDOR	NAME	PRESENT	ABSENT	PERDIEM	MILES	AMOUNT	MEALS	AMOUNT
11994	Behl, Allen	X		50.00	32	18.56		
49450	Bennett, Richard	X		50.00	6	3.48		
49449	Benter, Ed	X		50.00	46	26.68		
19566	Berres, Jeff	X		50.00	42	24.36		
11970	Bischoff, Larry	X		50.00	20	11.60		
26899	Bobholz, Mary	X		50.00	14	8.12		
50238	Burnett, Kevin	X		50.00	10	5.80		
49453	Caine, Jeffrey	X		50.00	14	8.12		
46788	Derr, Lisa	X		50.00	21	12.18		
49971	Fink, Richard W.	X		50.00	35	20.30		
28760	Frohling, David	X		50.00	29	16.82		
49455	Glewen, Becky		X	0.00	0	0.00		
41853	Greshay, Richard	X		50.00	14	8.12		
49993	Guckenberger, David	X		50.00	21	12.18		
48638	Hilbert, Dan	X		50.00	20	11.60		
50131	Hoekstra, William	X		50.00	33	19.14		
49454	Houchin, Cathy		X	0.00	0	0.00		
50239	Kemmel, Timothy	X		50.00	27	15.66		
16348	Kottke, Russell	X		55.00	30	17.40		
19650	Macheel, Dale	X		50.00	44	25.52		
29374	Maly, Donna	X		50.00	10	5.80		
22503	Marsik, Joseph M.	X		50.00	40	23.20		
34243	Miller, MaryAnn	X		50.00	0	0.00		
43804	Muche, William	X		50.00	22	12.76		
47109	Nickel, Thomas	X		50.00	34	19.72		
46789	Roesch, Mark E.	X		50.00	34	19.72		
30697	Schaefer, Thomas	X		50.00	30	17.40		
15819	Schmidt, Dennis	X		50.00	0	0.00		
28630	Schmitt, Jeffrey	X		50.00	18	10.44		
37252	Schraufnagel, Larry	X		50.00	50	29.00		
50060	Sheahan-Malloy, Kira	X		50.00	32	18.56		
10021	Wurtz, Eugene	X		50.00	25	14.50		

**Dodge County Board of Supervisors
July 16, 2019 – 7:00 p.m.
Administration Building - Juneau, Wisconsin**

The July Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Glewen and Houchin who had previously asked to be excused.

Chairman Kottke called for approval of the minutes. A motion was made by Supervisor Nickel and seconded by Supervisor Bobholz to approve the minutes of the June 18, 2019, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Communications on File

Karen J. Gibson, County Clerk, reported there were no communications on file.

Special Orders of Business

The Chairman called upon Supervisor Frohling, Chairman, Finance Committee, who introduced Kevin Krysinski and Tara Bast with Johnson Block and Company, Inc. to present on the Financial Statements with Independent Auditor's Report. Mr. Krysinski discussed the Dodge County Financial Statements with Independent Auditor's Report and reported on the findings of the audit. Ms. Bast presented the financial statements. Question by Supervisor Berres answered by Mr. Krysinski and Jim Mielke, County Administrator.

The following Resolutions, Report and Ordinance were read by the Clerk and acted upon by the Board:

Resolution No. 19-16 Resolution Extending Post-Employment Health Plan – Human Resources and Labor Negotiations Committee. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Marsik. Questions by Supervisors Guckenberger and Berres answered by Supervisor Marsik. Comments by Supervisors Guckenberger, Berres, J. Schmitt, Greshay, D. Schmidt, Frohling and Derr. The vote was cast with 25 ayes, 4 noes and 1 abstention, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Schaefer, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Derr. Total 25.

Noes: J. Schmitt, Guckenberger, Berres, Roesch. Total 4.

Abstention: Burnett. Total 1.

Absent: Houchin, Glewen. Total 2.

Resolution No. 19-17 Resolution to Revise the Membership of the Land Information Council – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Schaefer. The vote was cast with all voting in affirmative, thereby adopting the Resolution.

Upon adoption of Resolution No. 19-17, the Chairman appointed the following members to the Land Information Council: Chris Planasch, Patti Hilker, David Addison, Christine Churchill, Allen Behl, Jeff Berres, Larry Schraufnagel, Dianne Bell and Mike Laue.

A motion to accept the appointments was made by Supervisor Nickel and seconded by Supervisor Benter. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Resolution No. 19-18 A Resolution to Increase One Filled, Funded, 0.80 FTE, Benefited Position of *Administrative Secretary III* to a Full-Time, Benefited Position of *Administrative Secretary III* – Land and Water Conservation Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Bischoff. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 19-19 Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid by the Dodge County Board of Supervisors, Dodge County, Wisconsin – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Muche. Comment by Supervisor J. Schmitt. The vote was cast with 26 ayes and 4 noes, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Schaefer, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Frohling, D. Schmidt, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Burnett, Derr. Total 26.

Noes: J. Schmitt, Guckenberger, Roesch, Hoekstra. Total 4.

Absent: Houchin, Glewen. Total 2.

Resolution No. 19-20 Resolution in Support of Telecommuting Opportunities and Telecommuter Forward Certification – Executive Committee. A motion for adoption was made by Supervisor Sheahan-Malloy and seconded by Supervisor Maly. The vote was cast with 29 ayes and 1 abstention, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Schaefer, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Burnett, Derr. Total 29.

Abstention: Guckenberger. Total 1.

Absent: Houchin, Glewen. Total 2.

Resolution No. 19-21 Amend Town of Emmet Zoning Ordinance – Town of Emmet Town Board – Supervisors Behl and Berres. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Berres. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 19-22 Amend Town of Theresa Zoning Ordinance – Town of Theresa Town Board – Supervisor Fink. A motion for adoption was made by Supervisor Fink and seconded by Supervisor Schraufnagel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 19-23 Create Position of *Elder/Disability Benefit Specialist I, II, or III* – Human Services and Health Board. A motion for adoption was made by Supervisor Sheahan-Malloy and

seconded by Supervisor Miller. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Report No. 1 Ordinance No. 1034 – Amend Land Use Code – Stan’s Rentals LLC Property – Town of Calamus – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Marsik. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Ordinance No. 1 Ordinance No. 1035 – An Ordinance Amending Chapter 3, Section 3.06 – *Fees for Certain County Services*, of the Dodge County Code of Ordinances – Finance Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Caine. Questions by Supervisor J. Schmitt answered by Karen Gibson, County Clerk. Comments by Supervisors J. Schmitt, Berres, Derr and Frohling. The vote was cast with 28 ayes and 2 noes, thereby adopting the Ordinance.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Schaefer, Guckenberger, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Derr. Total 28.

Noes: J. Schmitt, Burnett. Total 2.

Absent: Houchin, Glewen. Total 2.

The Clerk noted the following had been placed on the Supervisor’s desks: 2nd Edition of The Green Book: A Book of County Facts, 2019-2020 Wisconsin Counties Official Directory, Summer, 2019 Aging and Disability Resource Center Newsletter, Conservation Observance Day On T&R Dairy invite, Johnson Block PowerPoint and Johnson Block Financial Statements with Independent Auditor’s Report for the years ended December 2018 and 2017. The Chairman ordered these be placed on file.

Supervisor Frohling invited the Board members to attend the Wisconsin Farm Technology Days July 23-25, 2019 in Jefferson County.

At 7:56 p.m. Supervisor Frohling made a motion to recess until Tuesday, August 20, 2019 at 7:00 p.m. Supervisor D. Schmidt seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

RESOLUTION NO. 19-16

Resolution Extending Post-Employment Health Plan

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Resources and Labor Negotiations Committee (Committee) is the advisory and policy-making body for the Dodge County Human Resources Department; and,

WHEREAS, the Human Resources Department is responsible for administering employee benefit plans for eligible classes of employees working for Dodge County; and,

WHEREAS, beginning January 1, 2006, and for periods of time thereafter, Dodge County has offered its eligible non-represented employees the opportunity to participate in a Post-Employment Health Plan, also known as a “PEHP Plan”; and,

WHEREAS, the PEHP Plan benefit that Dodge County provides to eligible non-represented employees who end employment is an Insurance Premium Reimbursement Account; and,

WHEREAS, one of the intended purposes of providing a PEHP Plan benefit is to encourage employees to exercise good judgment in the usage of their sick leave so that upon retirement they will have a source of funds to help defray the cost of medical insurance; and,

WHEREAS, funding of the PEHP Plan benefit is accomplished by a payment of eighty percent (80%) of an eligible non-represented employee’s accumulated sick leave (up to a maximum of 960 hours) into a post-employment health plan deposit account in the name of that employee which funds are restricted to the payment of insurance premiums; and,

WHEREAS, the current policy or agreement that provides eligible non-represented employees with a PEHP Plan benefit expires on December 31, 2020; and,

WHEREAS, the Committee, after due consideration and deliberation, has determined that it is in the best interest of Dodge County to continue to provide the PEHP Plan benefit to its eligible non-represented employees for a period of two (2) additional years, from December 31, 2020, up to, and including, December 31, 2022; and,

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Committee to take such actions to continue to provide the Post-Employment Health Plan benefit (PEHP Plan benefit) to eligible non-represented employees of Dodge County for a period of two additional years, from December 31, 2020, up to, and including, December 31, 2022; and,

1 **BE IT FINALLY RESOLVED**, that funding of the PEHP Plan benefit be accomplished
2 by a payment of eighty percent (80%) of an eligible non-represented employee's accumulated
3 sick leave (up to a maximum of 960 hours) into a post-employment health plan deposit account
4 in the name of that employee, restricted to the payment of health insurance premiums.

All of which is respectfully submitted this 16th day of July, 2019.

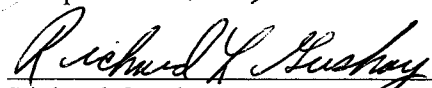
Dodge County Human Resources and Labor Negotiations Committee:



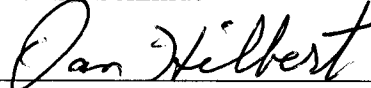
Joseph Marsik



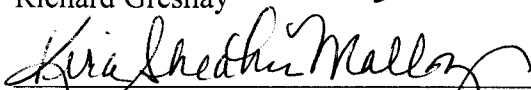
Dennis Schmidt



Richard Greshay



Dan Hilbert



Kira Sheahan-Malloy


Vote Required: Majority vote of members present.

Resolution Summary: A resolution extending Post-Employment Health Plan to December 31, 2022, for eligible employees.

**ADOPTED
BY DODGE COUNTY BOARD**

JUL 16 2019

AYES 25 NOES 4
ABSENT 2
ABSTAIN 1


County Clerk

RESOLUTION NO. 19-17

Resolution to Revise the Membership of the Land Information Council

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Board of Supervisors established a Land Information Office in 1990 to oversee Dodge County’s Land Information Program and Land Information Systems; and,

WHEREAS, the Dodge County Board of Supervisors, pursuant to § 59.72, Wis. Stats., formed the Dodge County Land Information Council by adoption of Resolution 10-22, in July of 2010, and modified the membership of the Dodge County Land Information Council by adoption of Resolution 14-38, in September of 2014; and,

WHEREAS, the Land Resources and Parks Committee has evaluated the current membership of the Dodge County Land Information Council and recommends that the membership be revised in accordance with § 59.72, Wis. Stats.; and,

WHEREAS, the Land Resources and Parks Committee recommends that the Land Information Council be comprised of nine (9) members consisting of:

1. Register of Deeds;
2. County Treasurer;
3. A representative from the Land Information Office;
4. Sheriff or designee;
5. Three members of the Dodge County Board of Supervisors;
6. A realtor or a member of the Realtors Association employed within Dodge County;
7. A registered professional land surveyor employed within Dodge County; and,

WHEREAS, the Land Resources and Parks Committee further recommends that the members of the Land Information Council shall have indefinite terms except that members of the Dodge County Board of Supervisors shall serve so long as they are duly elected county supervisors; and,

WHEREAS, the Land Resources and Parks Committee encourages the Highway Commissioner, Emergency Management Director, Land Conservationist, Land Resources and Parks Director, and any other county or municipal staff or general public with an interest in land records and land records modernization to attend Land Information Council meetings;

SO, NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Supervisors that it does hereby adopt the recommendations of the Land Resources and Parks Committee establishing a nine (9) member Land Information Council, effective upon

1 appointment by the Dodge County Board Chair and confirmed by the Dodge County Board of
2 Supervisors, consisting of:

- 3
- 4 1. Register of Deeds;
- 5 2. County Treasurer;
- 6 3. A representative from the Land Information Office;
- 7 4. Sheriff or designee;
- 8 5. Three members of the Dodge County Board of Supervisors;
- 9 6. A realtor or a member of the Realtors Association employed within Dodge County;
- 10 7. A registered professional land surveyor employed within Dodge County; and,

11
12 **BE IT FURTHER RESOLVED**, that members of the Dodge County Board of
13 Supervisors appointed to the Land Information Council shall be eligible for a per diem and
14 mileage for such service; and,

15
16 **BE IT FINALLY RESOLVED**, by the Dodge County Board of Supervisors that this
17 resolution shall supersede the provisions in Resolutions 10-22 and 14-38 relating to Land
18 Information Council membership.
19

All of which is respectfully submitted this 16th day of July, 2019

Dodge County Land Resources and Parks Committee

Thomas J. Schaefer
Thomas J. Schaefer

Larry Schraufnagel
Larry Schraufnagel

William T. Muche
William Muche

Jeffrey Schmitt

Joseph Marsik
Joseph Marsik

Vote Required: Majority of members present.

Resolution Summary: Resolution revising the membership of the Land Information Council.

ADOPTED

BY DODGE COUNTY BOARD

JUL 16 2019

AYES 30 NOES 0
ABSENT 2
ABSTAIN 0

Karen J. Wilson
County Clerk

RESOLUTION NO. 19-18

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

A Resolution to Increase One Filled, Funded, 0.80 FTE, Benefited Position of Administrative Secretary III to a Full-Time, Benefited Position of Administrative Secretary III.

WHEREAS, the Dodge County Land and Water Conservation Committee has studied and analyzed staffing needs at the Dodge County Land and Water Conservation Department; and,

WHEREAS, as a result of these studies and analyses, the Land and Water Conservation Committee recommends that the Dodge County Board of Supervisors change one 0.80 full-time equivalent (FTE), benefited position of *Administrative Secretary III*, in the Dodge County Land and Water Conservation Department, to one full-time, benefited position of *Administrative Secretary III*, effective July 17, 2019; and,

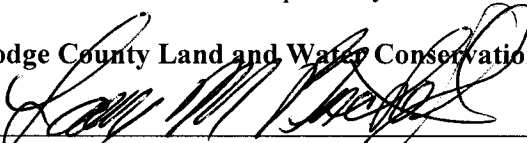
WHEREAS, a job description for the position of *Administrative Secretary III* has been marked for identification as Exhibit "A", and has been attached hereto. This job description applies to the one filled, funded, 0.80 full-time equivalent (FTE), benefited position of *Administrative Secretary III* and to the proposed full-time, benefited position of *Administrative Secretary III*; and,

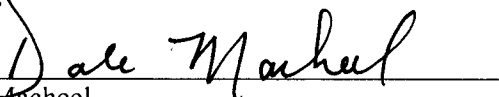
WHEREAS, there are funds in the 2019 Dodge County Land and Water Conservation Department Budget sufficient to pay wages and fringe benefits for the proposed full-time, benefited position of *Administrative Secretary III* during the remainder of calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby changes one filled, funded, 0.80 full-time equivalent (FTE), benefited position of *Administrative Secretary III* in the Dodge County Land and Water Conservation Department, to one full-time, benefited position of *Administrative Secretary III*, effective July 17, 2019.

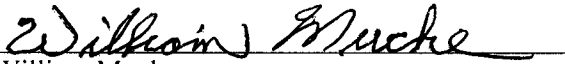
All of which is respectfully submitted this 16th day of July, 2019.

Dodge County Land and Water Conservation Committee:


Larry Bischoff


Dale Macheel


Allen Behl


William Muche


Lisa Derr


James Qualmann


Bill Foley

ADOPTED
BY DODGE COUNTY BOARD

JUL 16 2019

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes No
Budget Impact: \$0.00. Finance Committee review date: July 9, 2019. Chair initials: JK

AYES 30 NOES 0
ABSENT 0
ASTAIN 0

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to increase one filled, funded, 0.80 FTE, benefited position of *Administrative Secretary III* to a full-time benefited position of *Administrative Secretary III*.


Karen J. Gibson
County Clerk

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.46 - \$21.40

JOB TITLE:	Administrative Secretary III	FLSA STATUS:	Non Exempt
DEPARTMENT:	Land and Water Conservation	REPORTS TO:	County Conservationist
LOCATION:	Administration Building	DATE:	3/5/97
LABOR GRADE:	Dodge County Three (3)	REVISED:	3/21/13; 3/14/18

OVERALL PURPOSE/SUMMARY:
 Under the general direction of the County Conservationist, provides secretarial, clerical, and automated data administrative service to Land and Water Conservation Department.

- PRINCIPAL DUTIES AND RESPONSIBILITIES:**
1. Greets clients, visitors and others at the front desk as the primary contact point for the Land and Water Conservation Department.
 2. Receives telephone/TTD, electronic messages and visitor inquires, provides information or directs inquiry to the appropriate staff, department or agency.
 3. Data entry and data maintenance of new LWCD database.
 4. Receives, tracks, and records conservation compliance through self-certification forms, annual service fee payments, and NR151 performance standards for the Farmland Preservation Program.
 5. Creates, maintains, and pulls office files, memorandums and technical reference materials as needed.
 6. Provides data entry, prints hard copies, reproduces, and assembles engineering plans and other documents such as Conservation Department Annual Plan of Work, Land and Water Resource Management Plan, Tree Sales Brochure, Annual department budget narrative, Annual Report of Accomplishments, Conservation Plans, Monthly Employee Time/Activity Reports, and Quarterly Progress Reports.
 7. Prepares and distributes Land and Water Conservation Committee meeting agendas and related documents as necessary.
 8. Assists with news releases, tracking and recording tree sales program orders.
 9. Performs scanning and indexing of conservation plan files and other documents as part of the department's digital document imaging system.
 10. Assists in preparing newsletters, reports, and PowerPoint presentations in promoting County Conservation Education Programs.
 11. Maintains department web page.
 12. Regular attendance and punctuality required.
 13. Performs related duties as may be required or assigned.

14. JOB SPECIFICATION:

KNOWLEDGE, SKILLS, AND ABILITIES
 Thorough knowledge of modern office methods and procedures.
 Thorough knowledge of business English and spelling.
 Thorough working knowledge of word processing and spreadsheet software, and basics of computer operating systems.
 Ability to know and/or learn policies, procedures and regulations pertaining to the various programs of the department.
 Ability to treat matters confidentially.
 Ability to establish and maintain effective public/working relationships by answering inquiries and complaints effectively with tact and courtesy and by communicating effectively.
 Ability to maintain accurate records, work under pressure and meet deadlines.
 Ability to initiate and complete variety of work assignments independently or with brief instruction.
 Ability to understand and effectively carry out instructions.

EDUCATION AND EXPERIENCE
 High school diploma or GED equivalent, including/supplemented by courses in typing/word processing/computers, with one to three (3) years of related office experience. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Prefer some agricultural course work or farm background.

WORKING CONDITIONS:
 Normal office environment. Occasional work under distractions (20% of work time).

PHYSICAL DEMANDS: (See Physical Demands Worksheet)
 Must lift and carry objects up to 20 pounds occasionally. The County of Dodge 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.

APPROVALS:	FOR HUMAN RESOURCE USE:
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

RESOLUTION NO. 19-19

RESOLUTION PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID BY THE DODGE COUNTY BOARD OF SUPERVISORS, DODGE COUNTY, WISCONSIN

TO THE HONORABLE BOARD SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, Dodge County, Wisconsin, hereinafter referred to as the Sponsor or Petitioner, being a county government of the State of Wisconsin, is authorized by law (sec. 114.11, Wis. Stats.) to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport; and,

WHEREAS, the Sponsor desires to develop or improve the Dodge County Airport, Dodge County, Wisconsin, and petitions for airport project(s) as stated herein; and,

WHEREAS, airport users have been consulted in formulation of the improvements included in this Resolution; and,

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Section 114.33(2), Wis. Stats., as amended, and a transcript of the hearing is transmitted with this petition;

SO, NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Supervisors, Sponsor, that it does hereby petition for Federal and/or State Aid in the following form:

The Petitioner, desiring to sponsor an airport development project(s) with Federal and State Aid or State Aid only, in accordance with the applicable State and Federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows:
 - a. Update Airport Layout Plan (ALP);
 - b. Construct entrance drive, auto parking lot and replace entrance gates;
 - c. Reconstruct Runway 2/20 (including planning), parallel taxiway to Runway 2/20, and associated runway and taxiway lighting;
 - d. Reconstruct east ramp;
 - e. Replace fuel farm;
 - f. Sealcoat and crack fill airport pavements;
 - g. Land acquisition in runway approaches; and,
 - h. Clear runway approaches as stated in Wis. Admin. Code Trans 55, and any necessary related work; and,
3. That the airport project(s) described herein are necessary to meet the existing and future needs of the airport.; and,

1
2 **BE IT FURTHER RESOLVED**, it is recognized that the improvements petitioned for as listed
3 will be funded individually or collectively as funds are available, with specific project costs to be
4 approved as work is authorized, the proportionate cost of the airport development projects described
5 above which are to be paid by the Sponsor to the Secretary of the Wisconsin Department of
6 Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project;
7 any unneeded and unspent balance after the project is completed is to be returned to the Sponsor by the
8 Secretary; the Sponsor will make available any additional monies that may be found necessary, upon
9 request of the Secretary, to complete the project as described above; the Secretary shall have the right to
10 suspend or discontinue the project at any time additional monies are found to be necessary by the
11 Secretary, and the Sponsor does not provide the same; in the event the Sponsor unilaterally terminates
12 the project, all reasonable Federal and State expenditures related to the project shall be paid by the
13 Sponsor; and,
14

15 **BE IT FURTHER RESOLVED**, by the Sponsor that, as required by Section 114.32(5), Wis.
16 Stats., the Secretary is hereby designated as its agent and is requested to agree to act as such in matters
17 relating to the airport development project described above, and is hereby authorized as its agent to make
18 all arrangements for the development and final acceptance of the completed project whether by contract,
19 agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse
20 federal monies, funds granted by the United States under the Federal Airport and Airway Improvement
21 Act, or other monies, either public or private, for the acquisition, construction, improvement,
22 maintenance and operation of the airport; and, to acquire property or interests in property by purchase,
23 gift, lease, or eminent domain under Chapter 32 of the Wisconsin Statutes; and, to supervise the work of
24 any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute
25 any assurances or other documents required or requested by any agency of the federal government and to
26 comply with all federal and state laws, rules, and regulations relating to airport development projects;
27 and,
28

29 **BE IT FURTHER RESOLVED**, the Sponsor requests that the Secretary authorize, per Section
30 114.33(8)(a), Wis. Stats., the Sponsor to acquire certain parts of the required land or interests in land
31 that the Secretary shall find necessary to complete the aforesaid project; and,
32

33 **BE IT FURTHER RESOLVED**, that the Sponsor agrees to maintain and operate the airport in
34 accordance with certain conditions established in Wis. Admin. Code Trans 55 and in accordance with
35 Sponsor assurances enumerated in a Federal Grant Agreement; and,
36

37 **BE IT FINALLY RESOLVED**, that the County Administrator and County Clerk be authorized to
38 sign and execute the Agency Agreement and Federal Block Grant Owner Assurances attached hereto and
39 incorporated herein as Exhibit "A".

All of which is respectfully submitted this 16th day of July, 2019.

Dodge County Highway Committee:

Jeffrey Caine
Jeffrey Caine

David Frohling
David Frohling

William Muche
William Muche

Richard W. Fink
Richard Fink

Jeff Beres
Jeff Beres

Vote Required: Majority of members present

Resolution Summary: Resolution petitioning the Secretary of Transportation for Airport Improvement

CERTIFICATION

I, Karen Gibson, Clerk of Dodge County, Wisconsin, do hereby certify that the foregoing is a true and correct copy of a Resolution introduced at a regular meeting of the Dodge County Board of Supervisors on July 16, 2019, adopted by a majority vote and recorded in the minutes of said meeting.

Karen J. Gibson
Karen Gibson, Dodge County Clerk

ADOPTED
BY DODGE COUNTY BOARD

JUL 16 2019

AYES 26 NOES 4
ABSENT 2
ABSTAIN 0

Karen J. Gibson
County Clerk

AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

Department of Transportation Bureau of Aeronautics Madison, Wisconsin

WHEREAS, Dodge County, Wisconsin, hereinafter referred to as the Sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Dodge County Airport project to:

Update Airport Layout Plan (ALP); construct entrance drive, auto parking lot and replace entrance gates; reconstruct Runway 2/20 (including planning), parallel taxiway to Runway 2/20, and associated runway and taxiway lighting; reconstruct east ramp; replace fuel farm; sealcoat and crack fill airport pavements; land acquisition in runway approaches; clear runway approaches as stated in Wis. Admin. Code Trans 55, and any necessary related work.

WHEREAS, the Sponsor adopted a resolution on July 16, 2019, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the Sponsor until financial closing of this project;

NOW THEREFORE, the Sponsor and the Secretary do mutually agree that the Secretary shall act as the Sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the Sponsor.

SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the Sponsor does agree to the conditions established in Wis. Admin. Code Trans 55, and, for projects receiving federal aid, to the attached Federal Sponsor Assurances, which are a condition of a Federal Grant of funds.

The Federal Block Grant Owner Assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the Finding (except for land projects which shall run in perpetuity);

Acceptance: The Sponsor does hereby accept the Agency Agreement and the Federal Block Grant Owner Assurances.

Sponsor: Dodge County, Wisconsin

James Mielke
Dodge County Administrator

Karen J. Gibson
Dodge County Clerk

Date

Date

RESOLUTION NO. 19-20

RESOLUTION IN SUPPORT OF TELECOMMUTING OPPORTUNITIES AND TELECOMMUTER FORWARD CERTIFICATION

TO THE HONORABLE BOARD SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, Dodge County, Wisconsin, supports and commits to promote the availability of telecommuting options;

WHEREAS, Dodge County hereby appoints the Planning and Economic Development Administrator of the Dodge County Land Resources and Parks Department as the single point of contact for coordinating telecommuting opportunities within Dodge County, including the following responsibilities:

1. Coordination and partnership with broadband providers, realtors, economic development professionals, employers, employees, and other telecommuting stakeholders;
2. Collaboration with broadband providers and employers to identify, develop, and market telecommuter-capable broadband packages;
3. Communication and partnership with broadband providers and economic development professionals to develop common goals;
4. Promotion of telecommuter-friendly workspaces, such as business incubators with telecommuting spaces, if such a workspace has been established in the political subdivision at the time the political subdivision adopts the resolution;
5. Familiarity with broadband mapping tools and other state-level resources;
6. Maintaining regular communication with the state broadband office; and,
7. Making regular reports to the Dodge County Executive Committee or the Broadband Workgroup;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby supports telecommuting opportunities for the citizens of Dodge County in its application for Telecommuter Forward! Community certification.

All of which is respectfully submitted this 16th day of July, 2019.

Dodge County Executive Committee:

Russell Kottke

Russell Kottke

David Frohling

David Frohling

Donna Maly

Donna Maly

Dennis R. Schmidt

Dennis R. Schmidt

Joseph Marsik

Joseph Marsik

Jeff Berres
BY DODGE COUNTY BOARD

Jeff Berres

Kira Sheahan-Malloy

Kira Sheahan-Malloy

JUL 16 2019

AYES	<u>29</u>	NOES	<u>0</u>
ABSENT	<u>0</u>		
ABSTAIN	<u>0</u>		

Vote Required: Majority of members present

Resolution Summary: Resolution in support of telecommuting opportunities and Telecommuter Forward! Community certification.

Karen J. Dilsen

RESOLUTION NO. 19-21

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY,
WISCONSIN

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin, has adopted a comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of Emmet has adopted a Town Zoning Ordinance for said town, the power to adopt a town zoning ordinance having been granted by referendum vote of the electors of the Town of Emmet held at the time of a regular annual Town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the County Board in counties having a zoning ordinance in force and effect, and

WHEREAS, public hearings as to the proposed amendment to the town zoning ordinance of the Town of Emmet was held on June 5, 2019 by the Town Zoning Board of the Town of Emmet and the proposed amendment to the Zoning Ordinance of the Town of Emmet having been adopted by the Town Board of the Town of Emmet.

THEREFORE BE IT RESOLVED: That the adoption of the amendments to the Town Zoning Ordinance of the Town of Emmet as represented by "Exhibit A" attached to and made a part of this resolution be and hereby is approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 16th day of July, 2019


ADOPTED
BY DODGE COUNTY BOARD


Allen Behl, District Supervisor 19

JUL 16 2019

AYES 30 NOES 0
ABSENT 8
ABSTAIN 8


Jeff Berres, District Supervisor 20


County Clerk


REPORT to Res. 19-21

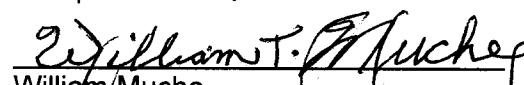
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

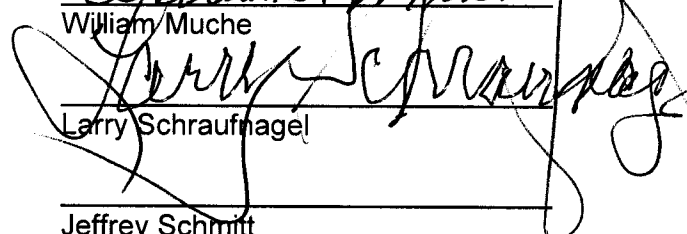
We the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of the Town of Emmet Town Board requesting amendment of the Zoning Ordinance, Town of Emmet, Dodge County, Wisconsin, as represented by Exhibit A for the purpose of removing the permit fee provisions from the Zoning Ordinance and recommend approval of the resolution submitted by the Town of Emmet Town Board for this petition.

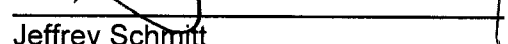
The committee has reviewed the petition in accord with s. 60.62(3) Wisconsin Statutes and finds the Town Board has followed the proper procedures listed in their Zoning Ordinance in order to amend their Ordinance.


Respectfully submitted this 16th day of July, 2019


Joseph Marsik


William Muche


Larry Schraufnagel


Jeffrey Schmitt


Thomas Schaefer

Land Resources and Parks Committee

"Exhibit A"

TOWN OF EMMET
ZONING ORDINANCE AMENDMENT NO. 37

AN ORDINANCE AMENDING THE ZONING ORDINANCE,
TOWN OF EMMET, DODGE COUNTY, WISCONSIN
BY REMOVAL OF ALL FEES WITH THE INTENTION
TO CREATE A SEPARATE FEE SCHEDULE.

WHEREAS the subject matter of this ordinance has been duly considered by the Town of Emmet Board of Supervisors, and a public hearing having been held after the giving of requisite notice of said hearing by Section 60.61(4)(c)1. Of the Wisconsin Statutes.

The Town Board of Supervisors of the Town of Emmet do ordain as follows:

Section 1: The Zoning Ordinance, Town of Emmet, Dodge County, Wisconsin, adopted On July 18, 1978 is hereby amending the Town of Emmet Zoning Ordinance.

Section 2: This ordinance amendment shall be effective upon adoption by the Town Board of Supervisors of the Town of Emmet and approval by the Dodge County Board Supervisors in accordance with Section 60.62(3) of the Wisconsin Statutes.

Section 3: All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance amendment are hereby repealed.

Adopted and approved this

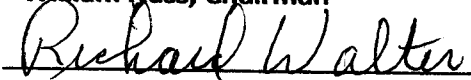
13 day of July 2019



Debra Carlson, Clerk



William Nass, Chairman



Richard Walter, Supervisor



Brent Carlson, Supervisor

**TOWN OF EMMET ZONING ORDINANCE
Zoning Ordinance Amendment #37**

**Town of Emmet
Dodge County, Wisconsin**

Amending Town of Emmet Ordinance No. 3, entitled, TOWN OF EMMET ZONING ORDINANCE, Town of Emmet, Dodge County, Wisconsin

The Town Board of the Town of Emmet pursuant to its authority under Section 60.74(7) of the Wisconsin Statutes. The Town Board of the Town of Emmet, Dodge County, Wisconsin having been granted village powers pursuant to Section 60.18(12) does hereby amend the Town of Emmet ZONING ORDINANCE and does ordain as follows:

SECTION 2.0 – General Provisions

Section 2.3 Land Use Permits is repealed and recreated as follows:

Applications for a Land Use Permit shall be made in duplicate to the Zoning Administrator on forms furnished by him/her and shall include the following where applicable;

Names and Addresses of the applicant, owner of the site, architect, professional engineer and/or contractor.

Description of the Subject Site by lot, block, and recorded subdivision or by metes and bounds; address of the subject site; type of structure; existing and proposed operation or use of the structure or site; number of occupants or employees, and the zoning district within which the subject site lies.

Sketch showing dimensions of the lot and locations of buildings from the lot lines, centerline of abutting highways, the high water mark of any abutting water course and water mark at day of the sketch.

Additional Information as may be required by the Town Board, Zoning Administrator, or Sanitarian.

Any application for a Land Use Permit shall be granted or denied in writing by the Zoning Administrator within thirty (30) days. If denied, the reasons for such denial shall clearly appear upon the face of the notification of denial. The permit shall expire within six (6) months unless substantial work has commenced. Any permit issued in conflict with the provisions of this Ordinance shall be null and void.

2.9 Penalties is repealed and recreated as follows:

Any person, firm, or corporation who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit not less than twenty five (\$25) dollars nor more than two hundred (\$200) dollars and costs of prosecution for each violation and in default of payment of such forfeiture and costs shall be imprisoned in the County Jail until payment thereof, for a period not to exceed thirty (30) days. Each day a violation exists or continues shall constitute a separate offense.

SECTION 4.0 CONDITIONAL USES

4.2 Application is repealed and recreated as follows:

Applications for Conditional Use Permits shall be made in duplicate to the Zoning Administrator on forms provided by his/her office. Such applications shall be forwarded to the Town Board on receipt by the Zoning Administrator. Such applications shall include where applicable:

Names and Addresses of the applicant, owner of the site, architect, professional engineer, contractor, and all opposite and abutting property owners of record.

Description of the Subject Site by lot, block, and recorded subdivision or by metes and bounds; address of the subject site; type of structure, number of employees; proposed operation or use of the structure or site; and the zoning district within which the subject site lies.

Sketch showing all of the information required under Section 2.3 for a Land Use Permit and existing and proposed landscaping.

Additional Information as may be required by the Town Board or other boards, commissions, or officers.

SECTION 10.0 BOARD OF APPEALS

10.5 Appeals and Applications is repealed and recreated as follows:

Appeals to the Board of Appeals may be taken from any order or determination of any board, committee, commission, officer, department, or administrative officer of said Town of Emmet (except the town board), which in any way affects this Ordinance or any act or thing governed or refused or permitted hereby, and such appeal shall be taken by any person aggrieved and shall be taken within 10 days after notice of the act complained of. Such appeal shall be by written notice directed and delivered to the Board of Appeals with a duplicate of the notice of appeal delivered to the board or authority from which the appeal is taken within like time. The officer, board or authority from where or which the appeal is taken shall promptly transmit to the Board of Appeals all of the papers and documents constituting his/her or its record in the matter, or a duly certified copy thereof of which the action appealed from was taken, or, if no record, then a written statement outlining the act complained of. Such appeals and applications shall include the following:

Name and Address of the appellant or applicant and all abutting and opposite property owners of record.

Sketch showing all the information required under Section 2.3 for a Land Use Permit or Certificate of Zoning Compliance.

Additional Information required by the Town Board, Board of Zoning Appeals, or Zoning Administrator.

SECTION 12.0 CHANGES AND AMENDMENTS

12.3 Petitions for Amendment is repealed and recreated as follows:

Petitions for any changes to the district boundaries or amendments to the regulations shall be filed with the Zoning Administrator, who shall schedule a public hearing; such petition shall describe the premises to be rezoned or the regulations to be amended, list the reasons justifying the petition, specify the proposed use and have attached the following:

Plot Plan drawn to a scale of 1 inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within two hundred (200) feet of the area proposed to be rezoned.

Owners Names and Addresses of all properties lying within two hundred (200) feet of the area proposed to be rezoned.

Additional Information required by the Town Board.

RESOLUTION # 19-22

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

MEMBERS:

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin, had adopted a comprehensive zoning ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Theresa has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by a referendum vote of the electors of the Town of Theresa held at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Theresa was held by the Town Plan Commission of the Town of Theresa on April 24th, 2019, the proposed amendment to the zoning ordinance of the Town of Theresa having been adopted by the Town Board of the Town of Theresa on May 6th, 2019.

THEREFORE BE IT RESOLVED, that the amendment to Section 2.6 of the Town Zoning Ordinance of the Town of Theresa as represented by the attached page and made a part of this resolution be and hereby is approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 12th day of JUNE, 2019.

ADOPTED
BY DODGE COUNTY BOARD

Richard W. Fink
Dodge County Board Supervisor

JUL 16 2019

AYES 30 NOES 0
ABSENT 2
ABSTAIN 0

Karen J. Nilson
County Clerk

REPORT to Res. 19-22

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of the Town of Theresa Town Board requesting amendment of the Zoning Ordinance, Town of Theresa, Dodge County, Wisconsin, to reduce the minimum lot width requirements for a lot that is not served by public sewer from 200 feet to 125 feet and recommend approval of the resolution submitted by the Town of Theresa for this petition.

The committee has reviewed the petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed code amendments are consistent with the County's minimum lot with standards for a lot not served by public sewer.

Respectfully submitted this 16th day of July, 2019



Joseph Marsik

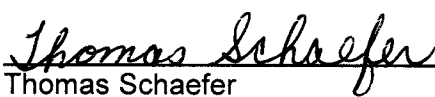


William Muche



Larry Schraufnagel

Jeffrey Schmitt



Thomas Schaefer

Land Resources and Parks Committee

ZONING ORDINANCE SECTION 2.6

**PETITION PURSUANT TO TOWN OF THERESA, DODGE COUNTY, WISCONSIN
ZONING ORDINANCE SECTION 9.3 PETITION FOR AMENDMENT**

**AN ORDINANCE TO AMEND SECTION 2.6 OF THE ZONING ORDINANCE OF THE
TOWN OF THERESA, DODGE COUNTY, WISCONSIN**

TO THE DODGE COUNTY BOARD OF SUPERVISORS:

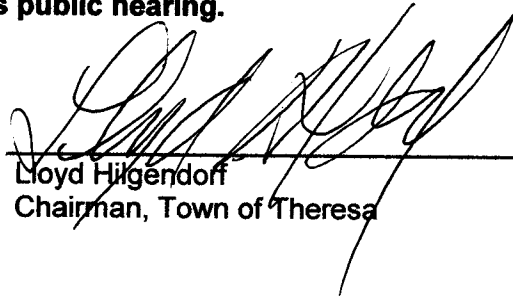
The undersigned hereby petitions the Dodge County Board of Supervisors as follows:

**Requested Zoning Change to Zoning Ordinance Section 2.6 to change the minimum lot width
of 200 feet at the building setback line to 125 feet at the building setback line**

Brief Statement as to Why the Zoning Ordinance Change is Being Requested:

1. To be less restrictive with establishing lots.
2. Other neighboring towns and the county have 125' or similar requirements

**I hereby request that this petition for amendment of the Zoning Ordinance be considered before
the Dodge County Board of Supervisors at its public hearing.**



Lloyd Hilgendorf
Chairman, Town of Theresa

Approved, attested by:

Diane Steyer
Town Clerk

Adopted: 5-6-19

Published: Public Hearing
published 4-11-19

RESOLUTION NO. 19-23

Create Position of Elder/Disability Benefit Specialist I, II, or III

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed the staffing needs at The Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position at The Dodge County Human Services and Health Department, effective July 17, 2019:

Elder/Disability Benefit Specialist I, II, or III; and,

WHEREAS, the job descriptions for the proposed position of *Elder/Disability Benefit Specialist I, II, or III* have been marked for identification as Exhibits "A", "B", and "C", respectively, and have been attached hereto; and,

WHEREAS, funding for this position is not contained in the 2019 Budget of the Dodge County Human Services and Health Department; however, grant funding may be available in an amount sufficient to pay wages and fringe benefits for the proposed position of *Elder/Disability Benefit Specialist I, II, or III* during calendar year 2019, as set forth in Exhibit "D";

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in The Dodge County Human Services and Health Department, effective July 17, 2019:

Elder/Disability Benefit Specialist I, II, or III.

BE IT FINALLY RESOLVED, that the Human Services and Health Department shall pursue state and federal grant funds sufficient to pay wages and fringe benefits for the proposed position during calendar year 2019, as set forth in Exhibit "D".

ADOPTED
BY DODGE COUNTY BOARD

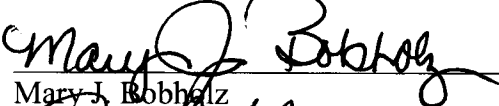
JUL 16 2019

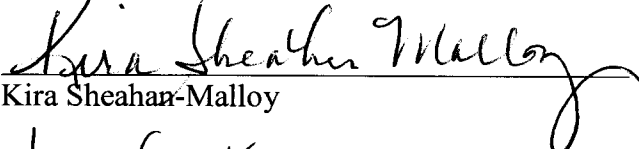
AYES 30 NOES 0
ABSENT 0
ABSTAIN 0

Raren J. Gibson
County Clerk

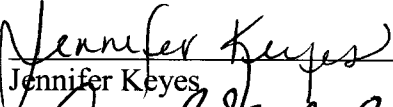
All of which is respectfully submitted this 16th day of July, 2019.

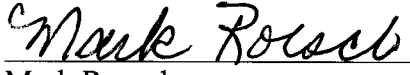
Dodge County Human Services and Health Board:

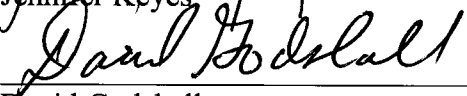

Mary J. Bobholz


Kira Sheahan-Malloy

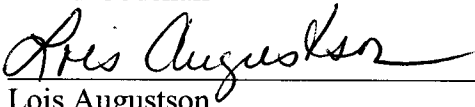

Becky Glewen


Jennifer Keyes


Mark Roesch


David Godshall

Timothy Kemmel


Lois Augustson

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: Yes X No N/A .

Budget Impact: \$0.00. Finance Committee review date: July 9, 2019. Chair initials: TB .

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *Elder/Disability Benefit Specialist I, II, or III*.

DODGE COUNTY JOB DESCRIPTION

July 2019

Wage Range: \$20.75 - \$26.98

JOB TITLE:	Disability and Elder Benefit Specialist I	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health--Aging & Disability Resource Center/Aging Services	REPORTS TO:	Human Services Supervisor – ADRC/Aging Services
LOCATION:	Administration Building	DATE:	Draft
LABOR GRADE:	Dodge County Five (5)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor – ADRC/Aging Services, this position is to provide broad access to benefits counselling and education, legal information as well as advocacy and representation to adults with disabilities and persons 60 years and older. This includes issues related to a wide range of public benefits, community programs, private health insurance and consumer debt.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides accurate, detailed benefit counseling information and documentation regarding public and private benefits, programs, acts as advocate regarding insurance and submitting complaints and appeals.
2. Assists consumers in understanding and determining benefit eligibility for all public benefit programs and assisting in completing eligibility forms.
3. Researches and interprets administrative law for consumer advocacy, consumer rights and eligibility issues and appeals.
4. Gathers documentation and evidence for applications, provides advocacy and representation in appeals, negotiations, and administrative law proceedings.
5. Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
6. Provides public education and/or training on issues affecting the rights, benefits, or entitlements of adults with disabilities and elderly persons including conducting workshops.
7. Develops benefit program materials as resources for co-workers and consumers. Shares technical expertise to assist department in problem solving issues concerning public benefit programs, rules and regulations.
8. Administers volunteer program and provides volunteers training and supervision.
9. Coordinates with local Pro-Bono Attorney Program by initiating referrals and actions as a liaison.
10. Consults regularly with program attorney regarding individual cases and general caseload.
11. Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
12. Performs time reporting per Medicaid and DHS guidelines as well as prepares and submits timely, accurate program reports as required.
13. Applies motivational interviewing techniques when needed.
14. Supports and enhances a trauma-informed care environment.
15. Completes annual compliance training and adheres to Human Services compliance policies and procedures. Maintains detailed, accurate and confidential documentation in accordance with HIPAA guidelines.
16. Adheres to and promotes safety as a priority in the workplace.
17. Performs other duties as assigned or as may develop.
18. Complies with County HIPAA Policies and Procedures.
19. Demonstrates dependable attendance.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of target populations.
- Working knowledge of local, State, and Federal governmental programs related to position (i.e. public and private benefits, entitlements, insurance, consumer issues, long-term care services, and legal system).
- Working knowledge of community programs, agencies, and support services.
- Working knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Working knowledge of physical, psychological and economic needs of target population.
- Ability to communicate effectively with groups and individuals, both verbally and in writing.
- Ability to communicate effectively, listen, assess and problem solve with elderly consumers, family members and general public.
- Ability to advocate on behalf of consumers.
- Ability to understand, interpret, and explain eligibility criteria and guidelines relating to benefits.
- Ability to establish and maintain accurate and confidential records.
- Ability to maintain confidentiality.
- Ability to follow instructions accurately.
- Ability to work independently as well as cooperatively with co-workers.
- Ability to advocate on behalf of consumers.
- Ability to read, interpret, apply, and explain eligibility criteria and regulation relating to benefits.
- Ability to communicate effectively with professionals providing medical, legal and other services.
- Must possess a valid driver's license and have access to an insured and reliable vehicle for work related travel.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor degree, preferably in a health or human services related field, and at least one (1) year of experience working with the target populations. Education requirement may be waived by the State's DBS & EBS program managers based on evidence of ability to fully perform ADRC responsibilities based on her/his post-secondary education, experience, knowledge and skills. Valid driver's license required. Must obtain certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within two (2) years of employment. Ability to attend and successfully complete initial and ongoing training as required by the DHS and the ADRC. Ability to attend and successfully complete initial and ongoing training as required under Chapter 9 of the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations. May require travel to consumer's residence and out-of-office meeting locations.

PHYSICAL DEMANDS

The County of Dodge 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.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

July 2019

Wage Range: \$22.89 - \$29.77

JOB TITLE:	Disability and Elder Benefit Specialist II	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health--Aging & Disability Resource Center/Aging Services	REPORTS TO:	Human Services Supervisor – ADRC/Aging Services
LOCATION:	Administration Building	DATE:	Draft
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor – ADRC/Aging Services, this position is to provide broad access to benefits counselling and education, legal information as well as advocacy and representation to adults with disabilities and persons 60 years and older. This includes issues related to a wide range of public benefits, community programs, private health insurance and consumer debt.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides accurate, detailed benefit counseling information and documentation regarding public and private benefits, programs, acts as advocate regarding insurance and submitting complaints and appeals.
2. Assists consumers in understanding and determining benefit eligibility for all public benefit programs and assisting in completing eligibility forms.
3. Researches and interprets administrative law for consumer advocacy, consumer rights and eligibility issues and appeals.
4. Gathers documentation and evidence for applications, provides advocacy and representation in appeals, negotiations, and administrative law proceedings.
5. Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
6. Provides public education and/or training on issues affecting the rights, benefits, or entitlements of adults with disabilities and elderly persons including conducting workshops.
7. Develops benefit program materials as resources for co-workers and consumers. Shares technical expertise to assist department in problem solving issues concerning public benefit programs, rules and regulations.
8. Administers volunteer program and provides volunteers training and supervision.
9. Coordinates with local Pro-Bono Attorney Program by initiating referrals and actions as a liaison.
10. Consults regularly with program attorney regarding individual cases and general caseload.
11. Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
12. Performs time reporting per Medicaid and DHS guidelines as well as prepares and submits timely, accurate program reports as required.
13. Applies motivational interviewing techniques when needed.
14. Supports and enhances a trauma-informed care environment.
15. Completes annual compliance training and adheres to Human Services compliance policies and procedures. Maintains detailed, accurate and confidential documentation in accordance with HIPAA guidelines.
16. Adheres to and promotes safety as a priority in the workplace.
17. Performs other duties as assigned or as may develop.
18. Complies with County HIPAA Policies and Procedures.
19. Demonstrates dependable attendance.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of target populations.
- Working knowledge of local, State, and Federal governmental programs related to position (i.e. public and private benefits, entitlements, insurance, consumer issues, long-term care services, and legal system.
- Working knowledge of community programs, agencies, and support services.
- Working knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Working knowledge of physical, psychological and economic needs of target population.
- Ability to communicate effectively with groups and individuals, both verbally and in writing.
- Ability to communicate effectively, listen, assess and problem solve with elderly consumers, family members and general public.
- Ability to advocate on behalf of consumers.
- Ability to understand, interpret, and explain eligibility criteria and guidelines relating to benefits.
- Ability to establish and maintain accurate and confidential records.
- Ability to maintain confidentiality.
- Ability to follow instructions accurately.
- Ability to work independently as well as cooperatively with co-workers.
- Ability to advocate on behalf of consumers.
- Ability to read, interpret, apply, and explain eligibility criteria and regulation relating to benefits.
- Ability to communicate effectively with professionals providing medical, legal and other services.
- Must possess a valid driver's license and have access to an insured and reliable vehicle for work related travel.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor degree, preferably in a health or human services related field, and at least three (3) years of experience working with the target populations and ten (10) days in-service training related to specific job responsibilities. Education requirement may be waived by the State's DBS & EBS program managers based on evidence of ability to fully perform ADRC responsibilities based on her/his post-secondary education, experience, knowledge and skills. Valid driver's license required. Must obtain certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within two (2) years of employment. Ability to attend and successfully complete initial and ongoing training as required by the DHS and the ADRC. Ability to attend and success complete initial and ongoing training as required under Chapter 9 of the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations. May require travel to consumer's residence and out-of-office meeting locations.

PHYSICAL DEMANDS

The County of Dodge 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.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

July 2019

Wage Range: \$25.05 - \$32.58

JOB TITLE:	Disability and Elder Benefit Specialist III	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health--Aging & Disability Resource Center/Aging Services	REPORTS TO:	Human Services Supervisor – ADRC/Aging Services
LOCATION:	Administration Building	DATE:	Draft
LABOR GRADE:	Dodge County Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor – ADRC/Aging Services, this position is to provide broad access to benefits counselling and education, legal information as well as advocacy and representation to adults with disabilities and persons 60 years and older. This includes issues related to a wide range of public benefits, community programs, private health insurance and consumer debt.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides accurate, detailed benefit counseling information and documentation regarding public and private benefits, programs, acts as advocate regarding insurance and submitting complaints and appeals.
2. Assists consumers in understanding and determining benefit eligibility for all public benefit programs and assisting in completing eligibility forms.
3. Researches and interprets administrative law for consumer advocacy, consumer rights and eligibility issues and appeals.
4. Gathers documentation and evidence for applications, provides advocacy and representation in appeals, negotiations, and administrative law proceedings.
5. Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
6. Provides public education and/or training on issues affecting the rights, benefits, or entitlements of adults with disabilities and elderly persons including conducting workshops.
7. Develops benefit program materials as resources for co-workers and consumers. Shares technical expertise to assist department in problem solving issues concerning public benefit programs, rules and regulations.
8. Administers volunteer program and provides volunteers training and supervision.
9. Coordinates with local Pro-Bono Attorney Program by initiating referrals and actions as a liaison.
10. Consults regularly with program attorney regarding individual cases and general caseload.
11. Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
12. Performs time reporting per Medicaid and DHS guidelines as well as prepares and submits timely, accurate program reports as required.
13. Applies motivational interviewing techniques when needed.
14. Supports and enhances a trauma-informed care environment.
15. Completes annual compliance training and adheres to Human Services compliance policies and procedures. Maintains detailed, accurate and confidential documentation in accordance with HIPAA guidelines.
16. Adheres to and promotes safety as a priority in the workplace.
17. Performs other duties as assigned or as may develop.
18. Complies with County HIPAA Policies and Procedures.
19. Demonstrates dependable attendance.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of target populations.
- Advanced knowledge of local, State, and Federal governmental programs related to position (i.e. public and private benefits, entitlements, insurance, consumer issues, long-term care services, and legal system.
- Advanced knowledge of community programs, agencies, and support services.
- Advanced knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Advanced knowledge of physical, psychological and economic needs of target population.
- Ability to communicate effectively with groups and individuals, both verbally and in writing.
- Ability to communicate effectively, listen, assess and problem solve with elderly consumers, family members and general public.
- Ability to advocate on behalf of consumers.
- Ability to understand, interpret, and explain eligibility criteria and guidelines relating to benefits.
- Ability to establish and maintain accurate and confidential records.
- Ability to maintain confidentiality.
- Ability to follow instructions accurately.
- Ability to work independently as well as cooperatively with co-workers.
- Ability to advocate on behalf of consumers.
- Ability to read, interpret, apply, and explain eligibility criteria and regulation relating to benefits.
- Ability to communicate effectively with professionals providing medical, legal and other services.
- Must possess a valid driver's license and have access to an insured and reliable vehicle for work related travel.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor degree, preferably in a health or human services related field, and at least seven (7) years of experience working with the target populations and twenty (20) days in-service training related to specific job responsibilities. Education requirement may be waived by the State's DBS & EBS program managers based on evidence of ability to fully perform ADRC responsibilities based on her/his post-secondary education, experience, knowledge and skills. Valid driver's license required. Must obtain certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within two (2) years of employment. Ability to attend and successfully complete initial and ongoing training as required by the DHS and the ADRC. Ability to attend and success complete initial and ongoing training as required under Chapter 9 of the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations. May require travel to consumer's residence and out-of-office meeting locations.

PHYSICAL DEMANDS

The County of Dodge 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.

ACKNOWLEDGEMENTS

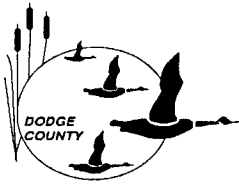
EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
Effective January 1st, 2016

Doc = BX
Ledger = BA

Date: 6/25/19

Department: Human Services & Health Department

Budget Year: 2019

Description of Adjustment:

see attached resolution

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5035	4235	560100	Aging&Dis Resorc CTR	-33,454
5035	5121		Wages - Permanent-Regular	24,048
5035	5141		Social Security/Medica	1,840
5035	5142		WI Retirement-Employer	1,574
5035	5144		Hospital\Health Insurance	5,513
5035	5145		Life Insurance	10
5035	5146		Worker's Compensation	29
5035	5149		Dental Insurance	440

Note the total Budget Adjustment must balance

Exhibit "D"

REPORT 1

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of Stan's Rentals LLC, requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 6-acres of land from an A-1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in part of the SE ¼ of the SW ¼, Section 13, Town of Calamus, to allow for the creation of a non-farm residential lot and recommend adoption of the attached ordinance.

The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plans and is consistent with the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

Respectfully submitted this 16th day of July, 2019.

ADOPTED
BY DODGE COUNTY BOARD

JUL 16 2019

AYES 30 NOES 0
ABSENT 0
ABSTAIN 0

Karen J. Gibson
County Clerk

Joseph Marsik
Joseph Marsik
William Mucho
William Mucho
Larry Schraufnager
Larry Schraufnager
Jeffrey Schmitt
Jeffrey Schmitt
Thomas Schaefer
Thomas Schaefer

Land Resources and Parks Committee

Ordinance No. 1034

An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 13, T11N, R13E, Town of Calamus, in the A-2 General Agricultural zoning district.

Whereas the subject matter of this ordinance has been duly referred to and considered by the Dodge County Land Resources and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Land Resources and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.

Whereas the Dodge County Land Resources and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is substantially consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties, be used to legitimize or spot zone a nonconforming use or structure and that the rezoning petition is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge do ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this ordinance.

Section 2. This ordinance shall be effective upon passage.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance are hereby repealed.

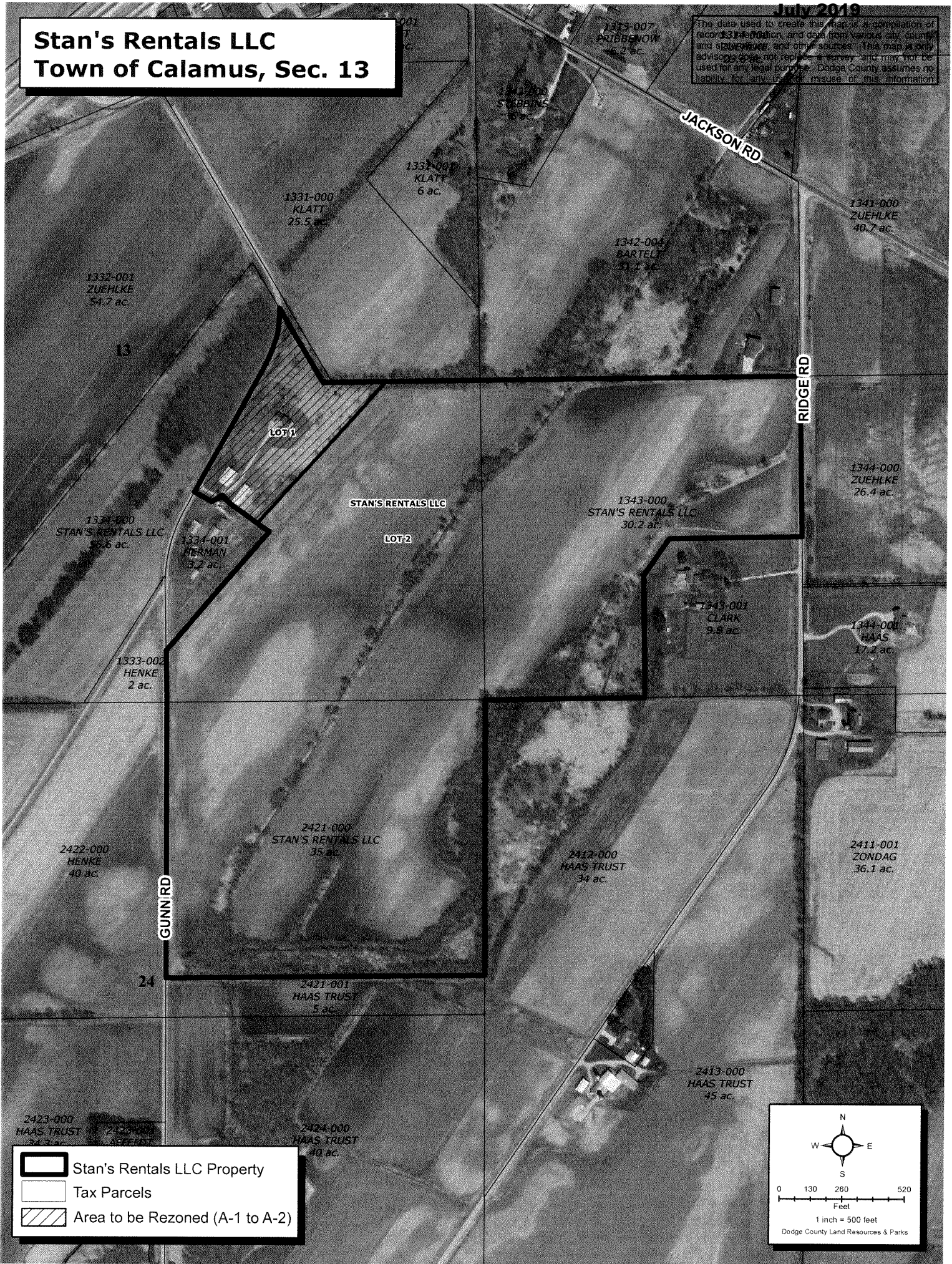
Adopted and Approved this 16th day of July, 2019.




Russell Kottke
Russell Kottke
Chairman

Karen J. Gibson
Karen J. Gibson
County Clerk

Stan's Rentals LLC Town of Calamus, Sec. 13

The data used to create this map is a compilation of records from the Department of Information, and data from various city, county and state agencies, and other sources. This map is only advisory and does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



-  Stan's Rentals LLC Property
-  Tax Parcels
-  Area to be Rezoned (A-1 to A-2)

N
W E
S

0 130 260 520
Feet

1 inch = 500 feet
Dodge County Land Resources & Parks

Respectfully submitted this 9th day of July, 2019.

Dodge County Finance Committee:

David Frohling
David Frohling

David Guckenberger
David Guckenberger

Thomas Schaefer
Thomas Schaefer

Ed Benter
Ed Benter

Jeffrey Caine
Jeffrey Caine

Enacted and approved this 16th day of July, 2019.

Russell Kottke
Russell Kottke, Chairman
Dodge County Board of Supervisors

Karen J. Gibsoff
Karen J. Gibsoff, County Clerk

ADOPTED
BY DODGE COUNTY BOARD

JUL 16 2019

AYES 28 NOES 2
ABSENT 0
ABSTAIN 0

Karen J. Gibsoff
County Clerk