

Notice of Meeting of the Dodge County Board of Supervisors

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, September 17, 2013**, at **7:00 PM** in the County Board Room located on the fourth floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Approve Minutes from August 20, 2013, County Board Session

Communications on File:

Special Orders of Business:

Confirm Appointments made by County Administrator:

1. Re-Appoint Larry Schraufnagel to the Aging/Nutrition Advisory Committee for a one year term, commencing July 1, 2013 to July 1, 2014, both inclusive.
2. Appoint Ken Neumann to the Housing Authority for a five year term, commencing on September 30, 2013 to September 30, 2018, both inclusive.

Confirm Appointments made by County Board Chairman:

1. Appoint John Schmid to fill the unexpired term of Bob Roell on the Land Conservation Committee. His term will expire on April 15, 2014.
2. Appoint John Schmid to the Fox Lake Inland Lake Protection and Rehabilitation District Board of Commissioners.

Resolutions on File:

- 13-22 Continue Post-Employment Health Plan through December 31, 2015 – Human Resources and Labor Negotiations Committee.
- 13-23 Speed Zone Declaration – County Road R – Highway Committee.
- 13-24 Amend Town of Emmet Zoning Ordinance – Arthur Lenius Property – Supervisor Behl.
- 13-25 Adopt Capital Improvement Plan for 2014-2018 – Finance Committee.
- 13-26 Adopt Financial Plan for the 2014 Dodge County Budget – Finance Committee.
- 13-27 Authorize Rehabilitation of Roof of the Henry Dodge Office Building and Approve and Accept Bid from Maly Roofing Company, Inc. – Building Committee.
- 13-28 Existing Employer Option Selection Resolution, Wisconsin Public Employer's Group Health Insurance Program – Human Resources and Labor Negotiations Committee.

County Board Rule #16 states in part "...any standing rule may be temporarily suspended by a two-thirds (2/3) vote of the members present at any legally called meeting of the Board.

Consider, discuss, and take action to temporarily suspend County Board Rule #36 to allow County Board to consider, discuss, and take action on Resolutions 13-29 through 13-31.

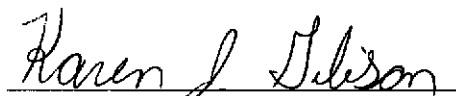
- 13-29 Abolish One Filled, Funded, Full-Time, Benefited Position of Maintenance I; and Create One Full-Time, Benefited position of Maintenance II; Create One Full-Time, Benefited position of Maintenance Mechanic; and, Create One Full-Time, Benefited position of Custodian II – Building Committee.
- 13-30 Abolish One Filled, Funded, Full-Time, Benefited position of Administrative Assistant; and Create One Full-Time, Benefited position of Judicial Assistant – Courts/Family Courts – Law Enforcement Committee.
- 13-31 Abolish One Funded, Filled, Benefited, Full-Time position of Assistant Director of Environmental Services; Abolish One Funded, Vacant, Benefited, Full-Time position of Shipping Receiving Clerk; and, Create One New, Benefited, Full-Time position of Maintenance Lead – Health Facilities Committee.

Reports on File:

- 1. Ordinance No. 910 – Amend Land Use Code – Lester and Doris Nass Property – Section 30, Town of Lebanon – Planning, Development and Parks Committee.
- 2. Ordinance No. 911 – Amend Land Use Code – Jerome Becker Property – Section 8, Town of Lebanon – Planning, Development and Parks Committee.

Set Next Meeting Date & Time

Recess



Karen J. Gibson, Dodge County Clerk

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.

Dodge County Board of Supervisors
August 20, 2013 - 7:00 p.m.
Administration Building - Juneau, Wisconsin

The August 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 in attendance with exception of Supervisor Mattson who had previously asked to be excused.

A motion was made by Supervisor Grebel and seconded by Supervisor Miller to approve the minutes of the July 16, 2013, 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:

The Clerk noted there were no communications on file.

Special Orders of Business:

The Chairman called the First Special Order of Business: Confirm appointment made by County Administrator, James Mielke. Appoint MaryAnn Miller to fill a vacancy on the Aging and Nutrition Advisory Committees. Her term will expire on July 1, 2016. A motion to accept the appointment was made by Supervisor Hoelzel and seconded by Supervisor Nelson. The motion passed by acclamation with no negative votes cast, thereby confirming the appointment.

The Chairman called the Second Special Order of Business: Confirm appointment made by County Board Chairman, Russell Kottke. Appoint Sheriff Patricia Ninmann to fill a vacancy on the Land Information Council. Her term will expire on April 29, 2014. A motion to accept the appointment was made by Supervisor David and seconded by Supervisor Fabisch. The motion passed by acclamation with no negative votes cast, thereby confirming the appointment.

Chairman Kottke then re-appointed Harold Johnson and Richard Greshay to the Waste Management Standing Committee. A motion to accept the appointment was made by Supervisor Bischoff and seconded by Supervisor Hoelzel. The motion passed by acclamation with no negative votes cast, thereby confirming the re-appointments.

The following Resolutions were read by the Clerk and acted upon by the Board.

Resolution No. 13-16 Approve Agreement Entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement" – Executive Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Johnson. Comments by Supervisors Greshay and Johnson. Questions by Supervisors Marose and Berres answered by John Corey, Corporation Counsel, Supervisor Johnson and Patricia Ninmann, Sheriff. Comments by Supervisors Greshay, Johnson, Schmitt and Muche. The vote was cast with 31 ayes and 1 no, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Gohr, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, Houchin, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 31.

No: Greshay. Total 1.

Absent: Mattson. Total 1.

Resolution No. 13-17 Amend Town of Herman Zoning Ordinance – Bernard & Cynthia Wolf Property – Supervisor Kriewald. A motion for adoption was made by Supervisor Kriewald and seconded by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 13-18 Contingent Appropriation Transfer - \$31,131.00 – Purchase 2013 Ford Super Duty Pickup and Salter and Receiver Mount – Building Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Marose. At this time Supervisor Marose made a motion to refer the Resolution to the Building Committee. The motion was seconded by Supervisor Caine. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman. A motion for recess was made by Supervisor David and seconded by Supervisor Maly. The motion to recess passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

The Board recessed at 7:30 p.m. to allow the Building Committee to meet.

Chairman Kottke called for the session to reconvene at 7:37 p.m. The Clerk read a report from the Finance Committee. Chairman Kottke called upon Supervisor Marose to report on the Building Committee meeting. Supervisor Marose reported the Building Committee members were in favor of the Resolution and all members have signed it. Question by Supervisor Schmitt answered by James Mielke, County Administrator. Comment by Supervisor Caine. The vote was cast with 29 ayes and 3 noes, thereby adopting the Resolution.

Ayes: Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 29.

Noes: Pollesch, Gohr, Houchin. Total 3.

Absent: Mattson. Total 1.

Resolution No. 13-19 Authorize Purchase of 2013 John Deere Dozer – Highway Committee. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Caine. Questions by Supervisors Marose and Ballweg answered by Supervisor Johnson and Chairman Kottke. The vote was cast with 31 ayes and 1 no, thereby adopting the motion to amend.

Ayes: Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, Houchin, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 31.

No: Gohr. Total 1.

Absent: Mattson. Total 1.

Resolution No. 13-20 Abolish One Funded, 0.4 Full-Time Benefited Position of Accountant and Create One, Benefited, Full-Time Position of Accountant at Clearview – Health Facilities Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Hoelzel. Questions by Supervisors Berres, Schmitt, and Stousland answered by Chairman Kottke and Jane Hooper, Clearview Administrator. The vote was cast with 26 ayes and 6 noes, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Bobholz, Nelson, Marsik, Grebel, Greshay, Schaefer, Adelmeyer, Muche, Johnson, Gunderson, Bischoff, Caine, Behl, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 26.

Noes: Schmitt, Kriewald, Borchardt, Gohr, Berres, Houchin. Total 6.

Absent: Mattson. Total 1.

Resolution No. 13-21 Abolish IT Manager/Project Administrator, Technical Support Specialist, Network Technicians and Systems Analyst Positions and Create IT Trainer-Social Media Coordinator, Technical Services Specialist – Lead, Database Administrators and Network Administrator Positions – Information Technology Committee. A motion for adoption was made by Supervisor Duchac and seconded by Supervisor Maly. Questions by Supervisors Marose, Hoelzel, Ballweg, Johnson, David and Berres answered by Ruth Otto, Information Technology Director, Supervisor Maly and Joe Rains, Human Resources Director. Comment by Supervisor Duchac. The vote was cast with 21 ayes, 10 noes, and 1 abstention, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Greshay, Kriewald, Adelmeyer, Muche, Gohr, Gunderson, Bischoff, Caine, Berres, Frohling, Duchac, Layman, Maly, Fabisch, Stousland
Total 21.

Noes: Grebel, Schaefer, Borchardt, Johnson, Behl, David, Marose, Hoelzel, Miller, Ballweg.
Total 10.

Abstention: Houchin. Total 1.

Absent: Mattson. Total 1.

Claim No. 1

A claim by Barbara Lanter for money damages in the amount of \$539.41, for costs to repair a 2012 Ford Focus automobile, was received in the Office of the Dodge County Clerk on July 11, 2013. The claim arises from an incident that is alleged to have occurred on July 8, 2013, at or about 4:00 p.m., wherein Tom Snopek was operating a 2012 Ford Focus automobile owned by Barbara Lanter on CTH A between CTH W and STH 33 in the Town of Oak Grove, Dodge County, Wisconsin. Ms. Lanter alleges that she witnessed the following:

1. Tom Snopek operated a 2012 Ford Focus automobile owned by her on CTH A between CTH W and STH 33 in the same area in which, and near the same time at which, a truck owned and operated by the Dodge County Highway Department was traveling, and stones fell off the truck and collided with the hood of the automobile and caused dents and scratches on the hood of the automobile; and,
2. It will cost \$539.41 to repair the dents and scratches on the hood of the automobile.

The Executive Committee recommended the Claim be disallowed. A motion to approve the disallowance was made by Supervisor Frohling and seconded by Supervisor Houchin. The vote was cast with all voting in the affirmative, thereby disallowing the claim.

The Clerk noted the following items had been placed on the Supervisor's desks, an information sheet from Information Technology and Human Resource Departments, memorandum and report from the Finance Department and a 2013-2014 Wisconsin Official Directory. The Chairman ordered these be placed on file.

At 8:23 p.m. Supervisor Frohling made a motion to recess until September 17, 2013 at 7:00 p.m. Supervisor David 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. 13-22

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

WHEREAS, the Dodge County Human Resources and Labor Negotiations Committee is the advisory and policy-making body for the 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 employees the opportunity to participate in a Post-Employment Health Plan, also known as a "PEHP Plan" and referred to hereafter as such; and,

WHEREAS, the PEHP Plan benefit that Dodge County provides to employees who terminate employment, and who are eligible to receive a retirement annuity under the provisions of the Wisconsin State Retirement Plan, 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 employee's accumulated sick leave (up to a maximum of 120 days) into a post-employment health plan deposit account in the name of that employee, and the money in that account is restricted to the payment of insurance premiums; and,

WHEREAS, in the absence of providing a PEHP Plan benefit to eligible employees Dodge County has provided eligible employees with a payment of up to sixty percent (60%) of their accumulated sick leave (up to a maximum of 120 days) upon termination; and,

WHEREAS, the current policy or agreement that provides eligible employees with a PEHP Plan benefit expires on December 31, 2013; and,

WHEREAS, the Dodge County Human Resources and Labor Negotiations 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 employees through December 31, 2015; and,

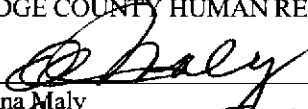
WHEREAS, the Dodge County Human Resources and Labor Negotiations Committee recommends that the Dodge County Board of Supervisors approve continuance of the PEHP Plan benefit to its eligible employees through December 31, 2015;

NOW THEREFORE BE IT RESOLVED, that the Dodge County Human Resources and Labor Negotiations Committee is instructed to take such actions that are deemed necessary and proper in order to continue the Post-Employment Health Plan through December 31, 2015, and to assure adequate accounting and administrative procedures in relation to the Plan; and,

BE IT FINALLY RESOLVED, that funding of the PEHP Plan benefit be accomplished by a payment of eighty percent (80%) of an eligible employee's accumulated sick leave (up to a maximum of 120 days) into a post-employment health plan deposit account in the name of that employee, with the money in that account restricted to the payment of insurance premiums.

All of which is respectfully submitted this 17th day of September, 2013.

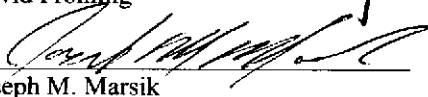
DODGE COUNTY HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE:



Donna Maly



David Frohling



Joseph M. Marsik



Robert Ballweg

Richard L. Greshay

RESOLUTION NO. 13-23
PROPOSED SPEED ZONE DECLARATION
ON COUNTY TRUNK HIGHWAY SYSTEM

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, the Dodge County Board of Supervisors on November 12, 1953 adopted Resolution No. 10 and on April 20, 1954 adopted Amendment No. 1 to Resolution No. 10 which created the original speed zones on the County Trunk Highway System, and

WHEREAS, previous County Boards have from time to time created additional or amended existing speed zones on the County Trunk Highway System, and

WHEREAS, it is the opinion of the Highway Committee that an amendment to an existing speed zone declaration should be made.

THEREFORE BE IT RESOLVED, the Dodge County Board of Supervisors regularly assembled does hereby repeal the following described speed zone declaration:

CTH R in Section 34 of the Town of Emmet, also located in the City of Watertown, 25 miles per hour from the intersection of CTH R and STH 16 northerly, 800 feet; 35 miles per hour from said point northerly, 1,150 feet; 45 miles per hour from said point northerly, 300 feet, where the speed limit returns to 55 miles per hour.

THEREFORE BE IT FURTHER RESOLVED, the Dodge County Board of Supervisors does hereby adopt the following described speed zone declaration:

CTH R in Section 27 in the Town of Emmet and Section 34 in the City of Watertown, 25 miles per hour from the easterly stop bar at the intersection of CTH R and STH 16 northeasterly, 1,035 feet; 35 miles per hour from said point northeasterly, 755 feet; 45 miles per hour from said point northeasterly, 1,560 feet.

THEREFORE BE IT FURTHER RESOLVED, the Dodge County Highway Commission is hereby authorized and directed to erect the proper signs as per Section 349.11(5) of the

Wisconsin Statutes and the same be charged to the Marking and Signing Account of the maintenance of the County Trunk Highway System.

All of which is respectfully submitted.

Dated at Juneau, Wisconsin, this 17th day of September, 2013.


Harold J. Johnson - Chairman

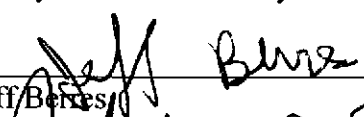
Vote on Foregoing Resolution

Ayes _____ Noes _____ Absent _____

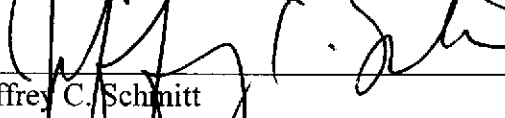
Chester Caine - Vice Chairman


Randy Grebel - Secretary

RESOLUTION


Jeff Beres

COUNTY CLERK


Jeffrey C. Schmitt

DODGE COUNTY HIGHWAY
COMMITTEE

RESOLUTION NO 13-24

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, 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 a referendum vote of electors of the Town of Emmet held at the time of a regular annual town meeting, and

WHEREAS, a public hearing as to the proposed amendment to the town zoning ordinance of the Town of Emmet was held on Sept.28,2011 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 amendment to the Town Zoning Ordinance of the Town of Emmet as represented by "Exhibit A" attached to and made a part of this resolution is hereby approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 17th day of September, 2013.


Allen Behl, Supervisor

REPORT to Res. 13-24


TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS


We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Arthur Lenius requesting amendment of the Zoning Ordinance, Town of Emmet, Dodge County, Wisconsin, to rezone approximately 11.437-acres of land from an AG General Agricultural Zoning District to an EC Extensive Commercial Zoning District in part of the NW ¼, SE ¼, Section 20, Town of Emmet for the purpose of future commercial development and recommend approval of the resolution submitted by the Town of Emmet for this rezoning petition.

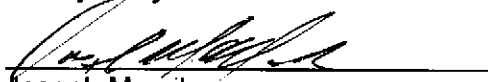
The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with both the Town's and the County's Comprehensive Plan as the site is designated as commercial.

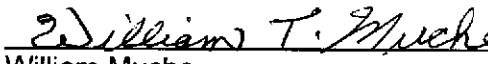
Respectfully submitted this 17th day of September, 2013


Tom Schaefer


Allen Behl


Randy Grebel


Joseph Marsik


William Muche

Planning, Development and Parks
Committee

**Arthur Lenius
Town of Emmet, Sec. 20**

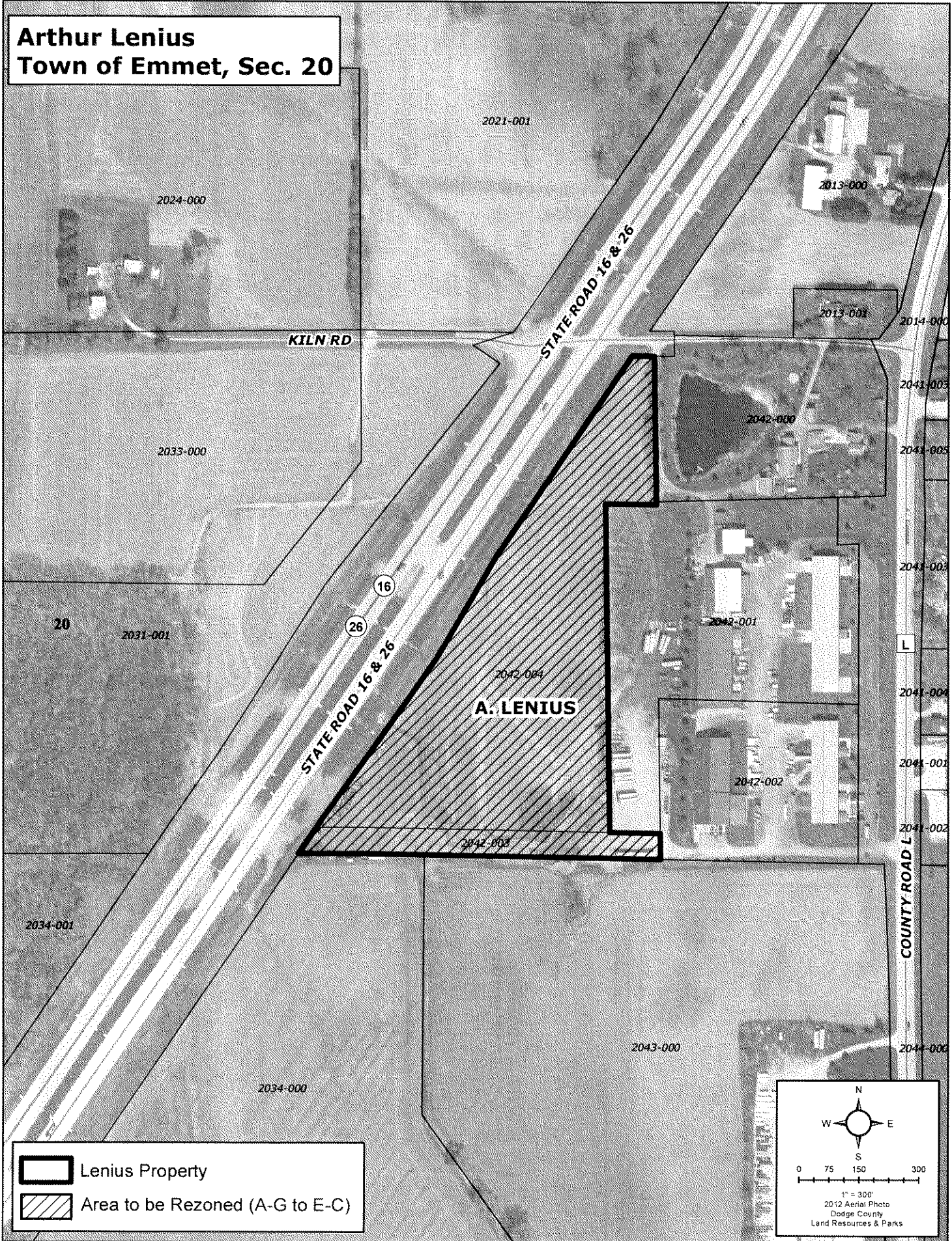


EXHIBIT A

TOWN OF EMMET
ZONING ORDINANCE AMENDMENT NO 34

AN ORDINANCE AMENDING THE ZONING ORDINANCE,
TOWN OF EMMET, DODGE COUNTY, WISCONSIN,
BY REZONING A PARCEL OF LAND LYING EAST OF HWY 26,
TAX KEY # 016-0915-2042-004 (see attached map)
FROM A-G GENERAL AGRICULTURAL DISTRICT
TO AN E-C EXTENSIVE COMMERCIAL DISTRICT.
LOCATED IN PART OF THE NW¼ OF THE SE¼ IN SECTION 20.

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, as required 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:

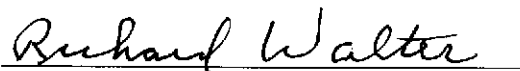
Section 1: The Zoning Ordinance, Town of Emmet, Dodge County, Wisconsin, adopted on July 18, 1978 is hereby amending the Town of Emmet Zoning Map,

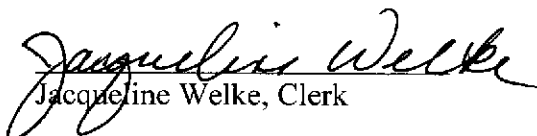
Section 2: This ordinance amendment shall be effective upon adoption by the Town Board of Supervisors of the Town of Emmet and approval by the Dodge County Board of supervisors in accordance with Section 60.62(3) of the Wisconsin Statutes.

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
11 day of July 2013


William Nass, Chairman


Richard Walter, Supervisor


Jacqueline Welke, Clerk


David Huber, Supervisor

RESOLUTION NO. 13-25

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

WHEREAS, the Dodge County Finance Committee has developed a Capital Improvement Program for Dodge County consisting of a flexible five-year capital expenditure plan for the departments and agencies of Dodge County, intended to be updated and projected on an annual basis; and,

WHEREAS, the departments and agencies of Dodge County have cooperated in assessing their five-year capital needs; and,

WHEREAS, the Finance Committee believes that the Capital Improvement Program is a useful fiscal planning tool and recommends adoption by the Dodge County Board of Supervisors;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Capital Improvement Program for 2014-2018 attached hereto is hereby adopted by the Dodge County Board of Supervisors; and,

BE IT FURTHER RESOLVED, that the purpose of such adoption shall be to aid the Dodge County Board of Supervisors, its committees, and departments and agencies of Dodge County in the performance of their duties; and,

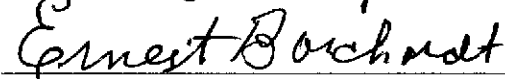
BE IT FINALLY RESOLVED, that the first year of the Capital Improvement Program shall represent the capital projects that the various departments and agencies of Dodge County may include in their proposed 2014 budgets but that such inclusion does not guarantee approval by either the Dodge County Administrator or the Dodge County Board of Supervisors.

All of which is respectfully submitted this 17th day of September, 2013.

Dodge County Finance Committee:




David Frohling



Ernest Borchart

Gerald Adelmeyer



Thomas J. Schaefer

Phillip Gohr

RESOLUTION NO. 13-26

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

WHEREAS, Dodge County departments have identified and presented in the Dodge County Capital Improvement Program 2014-2018 future major project needs; and,

WHEREAS, the Dodge County Finance Committee has reviewed the Dodge County Capital Improvement Program 2014-2018 and the current status of County financial funds; and,

WHEREAS, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors the financial plan for the 2014 Budget that includes the proposed application of county sales and use tax proceeds and the proposed application of undesignated general funds that is set forth in a document entitled "Financial Plan for the 2014 Dodge County Budget," a copy of which has been marked for identification as Exhibit "A," and has been attached hereto;

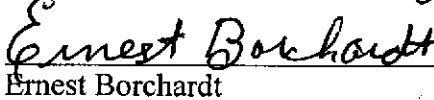
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby adopts the financial plan for the 2014 Dodge County Budget that is set forth in a document entitled "Financial Plan for the 2014 Dodge County Budget," a copy of which has been marked for identification as Exhibit "A," and has been attached hereto.

All of which is respectfully submitted this 17th day of September, 2013.

Dodge County Finance Committee:



David Frohling

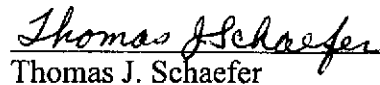


Ernest Borhardt



Phillip Gohr

Gerald Adelmeyer



Thomas J. Schaefer

Financial Plan for the 2014 Dodge County Budget

1. Use County Sales and Use Tax proceeds in the amount of \$4,121,200 to fund the following projects in 2014.

A. Debt Service 2010 and 2011 Bond Issues	\$2,305,000
B. Debt Service 2012 Bond Issue	\$ 500,000
C. Roof Replacement – Henry Dodge Office Building	\$ 569,456
D. County Bridge Replacement	\$ 400,000
E. County Highway S Reconstruction – Village of Iron Ridge	\$ 300,000
F. Astico Park Campsite Reconfiguration (Phase I)	\$ 31,000
G. Wild Goose Trail – Paving and Rehabilitation	<u>\$ 15,744</u>
Subtotal 2014 Collection Expenditures:	\$4,121,200

Use of Accumulated Sales Tax Fund Balance Projects

H. County Highway C Reconstruction (Part 1)	<u>\$1,800,000</u>
Subtotal of Sales Tax Fund Balance:	\$1,800,000

Total Budgeted Expenditures: \$5,921,200

2. Use unassigned general funds in 2014 in an amount not to exceed \$900,000.

(The Dodge County Board of Supervisors may make unassigned general fund transfers at a meeting scheduled to be held in October and November, 2013. This \$900,000 amount will be reduced by the amount of these transfers, if any.)

RESOLUTION NO. 13-27

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

WHEREAS, the Dodge County Building Committee has considered the maintenance needs of the Henry Dodge Office Building and has determined that it is necessary to rehabilitate the roof of the Henry Dodge Office Building in calendar year 2014 (2014 roof rehabilitation project); and,

WHEREAS, on April 2, 2013, Dodge County entered into a contract with Facility Engineering, Inc., of Madison, Wisconsin, to provide consulting services for the 2014 roof rehabilitation project, at a total cost of \$47,950; and,

WHEREAS, the Building Committee has solicited and received bids for the 2014 roof rehabilitation project; and,

WHEREAS, a summary of those bids is set forth in Exhibit "A" attached hereto; and,

WHEREAS, the lowest responsive bid for the 2014 roof rehabilitation project was submitted by Maly Roofing Company, Inc.; and,

WHEREAS, the budget for the 2014 roof rehabilitation project is set forth below:

- **Base Bid** \$326,206
(Including insulation allowance of \$6,352, plus \$4,000 for cost of performance and payment bond, plus \$3,004 for a 30-year total system warranty)

- **Alternate Bid 1** \$ 35,575
(install EPDM synthetic rubber membrane and new sheet metal coping over existing parapet)

- **Alternate Bid 2** \$ 48,270
(In lieu of specified EPDM synthetic rubber membrane, install 90 mil ballasted EPDM membrane and furnish and install required details to obtain a manufacturer's 30-year total system warranty)

- **Alternate Bid 4** \$ 64,280
(Include roof areas A [Part of roof of 1986 addition formerly used by Dodge County Unified Services], B [Part of roof of 1986 addition formerly used by Dodge County Unified Services], and J [Canopy at former front entrance to Henry Dodge Office Building])

- **Fees for Consultant** \$ 47,950
- **Project Contingency** \$ 71,150
(15 percent of Base Bid plus Alternate Bid 1, 2, and 4)
- **TOTAL PROJECT BUDGET** **\$593,431**

WHEREAS, the total project budget in the amount of \$593,431 includes consulting fees in the amount of \$47,950, of which \$23,975 will be paid from budgeted 2013 funds resulting in a remaining project cost of \$569,456 (\$593,431 less \$23,975) for calendar year 2014; and,

WHEREAS, funds to pay the cost of the 2014 roof rehabilitation project have been included in the proposed Financial Plan for the 2014 Dodge County Budget, and it is reasonably anticipated that funds in the amount of \$569,456 will be available in the 2014 Dodge County Physical Facilities Department Budget, in Business Unit 1905, Henry Dodge Office Building, Account No. .5247, Building Maintenance and Repair, sufficient to pay the cost of the 2014 roof rehabilitation project; and,

WHEREAS, the Building Committee recommends that the Dodge County Board of Supervisors:

1. Authorize and direct the Building Committee to proceed forthwith to take all actions necessary to undertake and complete the rehabilitation of the roof of the Henry Dodge Office Building in 2014, as set forth above; and,
2. Approve and accept the bid from Maly Roofing Company, Inc., as set forth above;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Dodge County Building Committee to proceed forthwith to take all actions necessary to undertake and complete the rehabilitation of the roof of the Henry Dodge Office Building in 2014, as set forth above; and,
2. Approves and accepts the bid from Maly Roofing Company, Inc., as set forth above; and,

BE IT FINALLY RESOLVED, that upon presentation in calendar year 2014 to the Dodge County Clerk of invoices properly approved by the Dodge County Administrator in a total amount not to exceed \$569,456, representing the cost of the completion of the Henry Dodge Office Building 2014 roof rehabilitation project by Maly Roofing Company, Inc., the County Clerk is authorized to issue orders upon the Dodge County Treasurer for payment of such invoices and that funds for payment of such invoices shall be taken from Business Unit 1905, Henry Dodge Office Building, Account No. .5247, Building Maintenance and Repair.

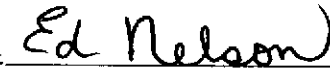
All of which is respectfully submitted this 17th day of September, 2013.

Dodge County Building Committee:



Rodger Mattson

Paul Marose



Ed Nelson

Chester Caine



Clem Hoelzel

FACILITY ENGINEERING, Inc.

101 Dempsey Rd., Madison, WI 53714

BID TABULATION

Clearview-North Roofing Rehabilitation

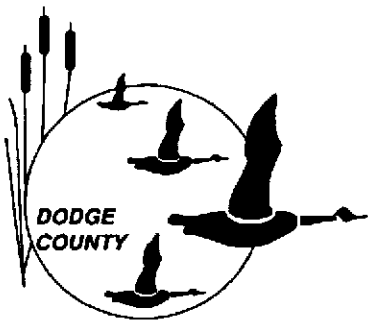
Dodge County

FEI Project Number 120901.1

Bid Close: #####

Issue Date:

Bid #	Company	Base Bid	Alternates Bid 1	Alternates Bid 2	Alternates Bid 3	Alternates Bid 4	Bid Bond	Performance Payment Bond	Additional Work Contingency	Subcontractor	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost
no	Nieman Roofing														
no	Muza Sheet Metal														
yes	Walsdorf Roofing	519,900	24,800.00	65,000.00	163,300.00	76,600.00	present	1.00%	20%	10%	3.50-5.00	7.5	6.5	51.5	yes
yes	Performance Roofing	371,936.00	N/A	111,197.00	143,091.00	90,400.00	present	1.50%	20%	5%	2.50-5.00	6.5	5.5	35	yes
no	MW Tighe Roofing														
yes	Northern Metal & Roofing	384,400.00	44,450.00	95,200.00	104,600.00	81,100.00	present	3,925.00	10%	5%	2.30-6.10	8.5	7.25	35.2	yes
no	Custom Copper Creations														
yes	Maly Roofing Co.	312,850.00	35,575.00	48,270.00	128,700.00	64,280.00	yes	4,000.00	15%	7%	3.00-6.25	9	7	24	yes
no	Southern WI Roofing														
no	Tilsen Roofing														
no	GBR Corp														
yes	PhD Roof Doctors	435,200.00	69,300.00	105,900.00	265,000.00	110,000.00	yes	3,200.00	10%	5%	2.65-4.95	11.75	8.95	17.9	yes



HUMAN RESOURCES DEPARTMENT

JOE RAINS, DIRECTOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-3690 Fax (920) 386-3545

MEMORANDUM

DATE: September 10, 2013

TO: Dodge County Board of Supervisors

FROM: Joe Rains

SUBJECT: Consideration of 2014 Health Insurance Options

In preparation for the 2014 budget process, and knowing that the State of Wisconsin Employee Trust Fund Group Insurance Board would not be establishing 2014 rates until late August or early September, the Human Resources Committee considered current health insurance cost trends and recommended that Dodge County budget for a ten percent (10%) increase to the 2013 lowest cost HMO option. The 2014 rates were very recently released, and the actual increase will be more than 50% greater than what we anticipated.

The greater increase necessitates the Human Resource Committee considering all available options, despite the fact that they did not anticipate having to do so. If the HR Committee were to only consider their previous recommendation regarding Dodge County's contribution towards the health insurance benefit, the result would be an employee premium increase of over 72% compared to 2013. Employee Unity-Community Single Plan premiums would increase \$36.25 per month, from \$50.22 in 2013 to \$86.47 in 2014, and Family Plan premiums would increase \$89.15 per month, from \$123.60 in 2013 to \$212.75 in 2014.

At their scheduled meeting on Tuesday, September 10, the HR Committee gave reconsideration to their previous recommendation and discussed other possible alternatives. After lengthy discussion, which included considering comments from employees and others in attendance regarding the impact of different alternatives, the decision of the Committee was to recommend to the County Board that those Dodge County employees who currently participate in the Full Pay HMO Option/Standard PPO be moved to the Deductible HMO Option/Standard PPO beginning in 2014.

Included with this memo is a document which highlights the basic financial impact involved.

cc: J. Mielke
K. Gibson
file

Comparison of Dodge County Lowest Cost Plan – 2013 Actual, 2014 Budgeted, 2014 Actual Rates and Alternatives

Single Coverage – Unity Community

	Total Employer Cost Increase	Total Premium	Total Percentage Increase	Employer Premium	Employer Percentage Increase	Employee Premium	Employee Percentage Increase
2013 Actual (P02)		528.70		478.48		50.22	
Budget Estimation	1,061,769	581.57	10.0%	526.33	10.0%	55.24	10.0%
Actual Rate/Budgeted \$ ER Premium	1,061,769	612.80	15.9%	526.33	10.0%	86.47*	72.2%
Actual Rate/ ER maintains 2013 % Contribution	1,537,370	612.80	15.9%	554.58	15.9%	58.22	15.9%
Alternative Deductible Plan (\$500 Deductible)	536,326	575.60	8.9%	520.92	8.9%	54.68** + Deductible	8.9%

* Annualized cost for Full Pay HMO Option/Standard PPO (P02) = \$1,038

** Annualized cost range for Deductible HMO Option/Standard PPO (P04) = \$656 minimum up to \$1,156 if full deductible is met

Family Coverage – Unity Community

	Total Employer Cost Increase	Total Premium	Total Percentage Increase	Employer Premium	Employer Percentage Increase	Employee Premium	Employee Percentage Increase
2013 Actual (P02)		1,317.00		1,193.40		123.60	
Budget Estimation	1,061,769	1,448.70	10.0%	1,312.75	10.0%	135.95	10.0%
Actual Rate/Budgeted \$ ER Premium	1,061,769	1,525.50	15.9%	1,312.76	10.0%	212.74***	72.1%
Actual Rate/ ER maintains 2013 % Contribution	1,537,370	1,525.50	15.8%	1,380.58	15.7%	144.92	17.3%
Alternative Deductible Plan (\$500/\$1,000 Deductible)	536,326	1,432.50	8.8%	1,296.42	8.6%	136.08**** + Deductible	10.1%

*** Annualized cost for Full Pay HMO Option/Standard PPO (P02) = \$2,553

**** Annualized cost range for Deductible HMO Option/Standard PPO (P04) = \$1,633 minimum up to \$2,633 if full deductible is met

Further information about the Wisconsin Public Employer Group Health Insurance Plan 2014 Rates and the Deductible Plan Option (P04) can be found at:

HMO Option/Standard Plan (P02) Rates- <http://etf.wi.gov/publications/iyc14/14local-rates-po2.pdf>

Deductible HMO/Standard PPO (P04) Rates - <http://etf.wi.gov/publications/iyc14/14local-rates-po4.pdf>

2013 Description of Deductible HMO Benefits - <http://etf.wi.gov/publications/et2158.pdf>

Preventive Care Benefits paid 100%, no deductible - <https://www.healthcare.gov/what-are-my-preventive-care-benefits/>

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

**EXISTING EMPLOYER OPTION SELECTION RESOLUTION
WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM**

SO, NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Dodge County, Wisconsin,

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Group Health Insurance program to eligible personnel through the program of the State of Wisconsin Group Insurance Board, and agrees to abide by the terms of the program as set forth in the contract between the Group Insurance Board and the participating health insurance providers.

All participants in the WPE Group Health Insurance program will need to be enrolled in a program option. An employer may elect participation in one, two or all program options listed below, with each program option **to be offered to different employee classifications. Individual employees cannot choose between program options.**

We choose to participate in the: (check applicable options)

- Traditional or Full Pay Uniform Benefits Option paired with the Standard PPO – P02
- Deductible Uniform Benefits Option paired with the Standard PPO – P04
- Coinsurance Uniform Benefits Option paired with the Standard PPO – P06

The resolution must be received by the Department of Employee Trust Funds (ETF) no later than October 1 for coverage to be effective the following January 1.

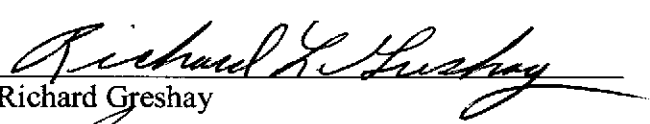
The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the State of Wisconsin Group Insurance Board to provide such Group Health Insurance.

All of which is respectfully submitted this 17th day of September, 2013.

Dodge County Human Resources and Labor Negotiations Committee:

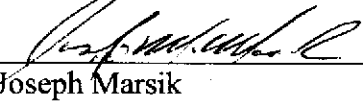


Donna Maly



Richard Greshay

Robert Ballweg



Joseph Marsik



David Frohling

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the 17th day of September, year 2013, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 17th day of September, year 2013.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

396005685
Federal Tax Identification Number
(FEIN/TIN)

69-036-0927
ETF Employer Identification Number

Number of eligible employees _____

Finance Director
Employer Representative Title
Julie A. Kolp

127 E. Oak Street, Juneau, WI 53039-1329
Mailing Address

Dodge County
Employer County

jkolp@co.dodge.wi.us
Email Address

RESOLUTION NO. 13-29

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

WHEREAS, the Dodge County Building Committee has studied and analyzed staffing needs at the Dodge County Physical Facilities Department; and,

WHEREAS, as a result of these studies and analyses, the Building Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Physical Facilities Department, effective January 1, 2014:

1. Abolish one filled, funded, full-time, benefited position of *Maintenance I*;
2. Create one full-time, benefited position of *Maintenance II*;
3. Create one full-time, benefited position of *Maintenance Mechanic*; and,
4. Create one full-time, benefited position of *Custodian II*; and,

WHEREAS, a job description for each of the above-listed positions and proposed positions has been marked for identification as Exhibit "A," "B," "C," and "D," respectively, and has been attached hereto; and,

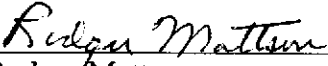
WHEREAS, it is reasonably anticipated that monies will be appropriated in the 2014 Budget of the Physical Facilities Department sufficient to fund the proposed positions of *Maintenance II*, *Maintenance Mechanic*, and *Custodian II*, for the period of time commencing on January 1, 2014, and ending on December 31, 2014, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Physical Facilities Department, effective January 1, 2014:

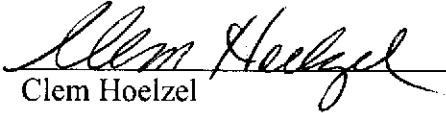
1. Abolishes one filled, funded, full-time, benefited position of *Maintenance I*;
2. Creates one full-time, benefited position of *Maintenance II*;
3. Creates one full-time, benefited position of *Maintenance Mechanic*; and,
4. Creates one full-time, benefited position of *Custodian II*.

All of which is respectfully submitted this 17th day of September, 2013.

Dodge County Building Committee:



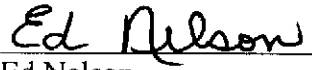
Rodger Mattson



Clem Hoelzel

Paul Marose

Chester Caine



Ed Nelson

DODGE COUNTY JOB DESCRIPTION 2013

2013 Wage Rates: \$12.81 - \$17.57

JOB TITLE:	Building Maintenance I	FLSA STATUS:	Non-exempt
DEPARTMENT:	Physical Facilities Maintenance	REPORTS TO:	Physical Facilities Maintenance Director or Assistant
LOCATION:	All County Buildings	DATE:	9/13/07
LABOR GRADE:	Dodge County Two (2)	REVISED:	1/1/2013

OVERALL PURPOSE/SUMMARY

Under the general direction of the Physical Facilities Director or Assistant, performs general cleaning, equipment operation, maintenance, and related work.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs general custodial work. Includes, but not limited to sweeping, mopping, and dusting.
2. Performs floor maintenance like stripping, scrubbing, and refinishing.
3. Cleans, polishes, and relocates furniture.
4. Cleans windows and installs storm windows.
5. Operates and maintains some electrical, plumbing, heating, and air conditioning systems/equipment.
6. Performs some grounds maintenance, lawn care, and snow removal.
7. Sets up rooms for meetings.
8. Prepares and maintains records and reports as required.
9. Regular attendance and punctuality required.
10. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of power equipment, tools, cleaning materials, and methods related to building maintenance.
 Considerable knowledge of equipment and methods used to operate buildings and equipment.
 Knowledge of safety related to electricity, cleaning chemicals, and general maintenance work.
 Ability to understand and effectively carry out instructions.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, one (1) year minimum building operation, maintenance, and custodial work. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Work is primarily indoors, but may work outdoors on occasional basis. Maintenance Department environment with exposure to toxic chemicals and machinery.

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	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 (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

2013 Wage Rates: \$14.74 – \$20.21

JOB TITLE:	Maintenance II	FLSA STATUS:	Non Exempt
DEPARTMENT:	Physical Facilities	REPORTS TO:	Director or Assistant-Physical Facilities
LOCATION:	All County Buildings	DATE:	9/13/07
LABOR GRADE:	Dodge County Three (3)	REVISED:	3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Physical Facilities Director or Assistant, operates, maintains, and repairs the electrical, plumbing, and HVAC systems. Also installs new equipment, paints, cares for lawn, performs some custodial work, and performs other assigned work.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains and repairs HVAC, plumbing, and electrical systems.
2. Performs interior/exterior carpentry and painting work.
3. Replaces worn or broken parts on HVAC, mechanical, plumbing, and other equipment.
4. Operates emergency generators and maintains records.
5. Maintains building surfaces and roofs.
6. Performs general custodial work. Includes, but not limited to sweeping, mopping, and dusting.
7. Performs floor maintenance like stripping, scrubbing, and refinishing.
8. Cleans, polishes, and relocates furniture.
9. Operates and maintains electrical, plumbing, heating, and air conditioning systems/equipment
10. Performs grounds maintenance. Includes, but not limited to lawn care and snow removal.
11. Prepares and maintains records and reports as required
12. Regular attendance and punctuality required.
13. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of power equipment and tools.
 Considerable knowledge of electrical, plumbing, and HVAC systems.
 Considerable knowledge of equipment and methods used to operate buildings and equipment.
 Knowledge of safety related to electricity, cleaning chemicals, and general maintenance work.
 Ability to follow prints and drawings.
 Ability to operate steam and water boilers.
 Ability to understand and effectively carry out instructions.
 Answers inquiries and complaints effectively with tact and courtesy, and to determine the level of severity to determine the correct plan of action.
 Ability to work flexible work schedules and hours.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, three (3) years minimum building operation, maintenance, and custodial work. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Works both indoors and outdoors throughout year. Maintenance Department environment with exposure to toxic chemicals and machinery. May work in a maximum security facility with possible exposure to Blood Borne Pathogens.

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

2013 Wage Rates: \$18.59 – \$25.49

JOB TITLE:	Maintenance Mechanic	FLSA STATUS:	Non Exempt
DEPARTMENT:	Physical Facilities	REPORTS TO:	Director or Assistant Physical Facilities
LOCATION:	All County Buildings	DATE:	9/17/07
LABOR GRADE:	Dodge County Five (5)	REVISED:	3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Physical Facilities Director or Assistant, performs preventative maintenance, repair, and operation of all complex HVAC, mechanical, and electrical, equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates, maintains, repairs, installs and performs diagnostics and troubleshooting on HVAC equipment and related systems, electrical systems and equipment and plumbing and fire suppression systems.
2. Opens buildings and performs building checks.
3. Adjusts and programs building automation system.
4. Trouble shoots and repairs security doors, cameras, and audio video equipment.
5. Replaces worn or broken parts on boilers, air conditioners, plumbing fixtures, and equipment.
6. Removes/installs electric receptacles, fixtures, and power supplies (e.g. changes light bulbs, etc.)*.
7. Performs building repairs (Carpentry, wall, tile, floor repair, etc.).
8. Maintains building surfaces and roofs.
9. Troubleshoots/repairs tractors, trucks, and equipment if beyond general routine maintenance.
10. Repairs parts for equipment. May include brazing, welding, and/or fabricating parts.
11. May perform grounds maintenance. Included, but not limited to lawn care and snow removal.
12. May perform general custodial work including but not limited to sweeping, mopping, and dusting.
13. May perform floor maintenance including but not limited to stripping, scrubbing, and refinishing.
14. Prepares and maintains records and reports as required.
15. Regular attendance and punctuality required.
15. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of HVAC equipment, systems, troubleshooting, and repairs.
 Thorough knowledge of security electronics, PLC, and associated hardware.
 Thorough knowledge of electrical equipment and installation.
 Basic knowledge of carpentry, wall/tile installation, and floor repair.
 Ability to fix broken machinery.
 Considerable working knowledge of power equipment and tools.
 Considerable working knowledge of plumbing and fire suppression systems.
 Considerable working knowledge of Direct Digital Control (DDC) building automation systems.
 Considerable working knowledge of equipment and methods used to operate buildings and equipment.
 Knowledge of safety related to electricity, cleaning chemicals, and general maintenance work.
 Knowledge of kitchen equipment, its maintenance and operation.
 Good mechanical aptitude and dexterity.
 Ability to read and understand blueprints.
 Answers inquiries and complaints effectively with tact and courtesy, and to determine the level of severity to determine the correct plan of action.
 Ability to work flexible work schedules and hours including weekends and holidays.
 Ability to understand and effectively carry out instructions.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, six (6) years experience in building operations and maintenance. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Work is primarily indoors, but may work outdoors on occasional basis. Maintenance Department environment with exposure to toxic chemicals and machinery. May work in a maximum security facility with possible exposure to Blood Borne Pathogens

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

2013 Wage Rate: \$12.81 – \$17.57

JOB TITLE:	Custodian II	FLSA STATUS:	Non-exempt
DEPARTMENT:	Physical Facilities	REPORTS TO:	Director or Assistant Physical Facilities
LOCATION:	All County Buildings	DATE:	9/17/07
LABOR GRADE:	Dodge County Two (2)	REVISED:	3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Physical Facilities Director or Assistant, performs a variety of basic building custodial duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs general custodial work including but not limited to sweeping, mopping, dusting, and trash removal.
2. Performs floor maintenance including scrubbing, buffing, stripping and refinishing, and monitors such equipment.
3. Cleans polishes and relocates furniture.
4. Cleans windows.
5. Prepares and maintains records and reports as necessary.
6. Performs some grounds maintenance, lawn care, and snow removal.
7. Sets up rooms for meetings.
8. Regular attendance and punctuality required.
9. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of flooring systems, their maintenance and upkeep, including but not limited to carpet, vinyl and stone.
 Knowledge of safety, related to cleaning chemicals and general maintenance work.
 Knowledge of and the ability to safely operate equipment such as vacuums, buffers, carpet cleaners and shampoos.
 Knowledge of furniture maintenance products.
 Knowledge of products such as cleansers, waxes, sanitation products, degreasers and various other cleaning products, and their uses.
 Ability to effectively work with customers using tact, courtesy and professionalism.
 Ability to understand and effectively carry out instructions.
 Ability to work flexible work schedules and hours.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, with one year experience in custodial maintenance and operation.

WORKING CONDITIONS

Maintenance Department environment with exposure to toxic chemicals and materials. May work in a maximum security facility with possible exposure to Blood Borne Pathogens.

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.

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

WHEREAS, the Dodge County Law Enforcement Committee has studied and analyzed staffing needs at the Dodge County Circuit Court; and,

WHEREAS, as a result of these studies and analyses, the Law Enforcement Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Dodge County Circuit Court, effective January 1, 2014:

1. Abolish one filled, funded, full-time, benefited position of *Administrative Assistant*;
2. Create one full-time, benefited position of *Judicial Assistant-Courts/Family Courts*; and,

WHEREAS, a job description for the position of *Administrative Assistant* has been marked for identification as Exhibit "A," and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Judicial Assistant-Courts/Family Courts* has been marked for identification as Exhibit "B," and has been attached hereto; and,

WHEREAS, it is reasonably anticipated that monies will be appropriated in the 2014 Budget of the Dodge County Circuit Court sufficient to fund the proposed position of *Judicial Assistant-Courts/Family Courts*, for the period of time commencing on January 1, 2014, and ending on December 31, 2014, both inclusive;

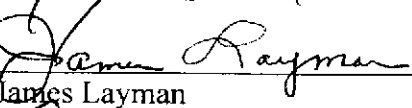
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Circuit Court, effective January 1, 2014:

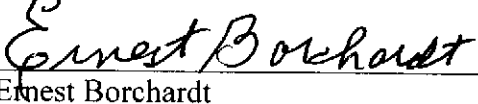
1. Abolishes one filled, funded, full-time, benefited position of *Administrative Assistant*; and,
2. Creates one full-time, benefited position of *Judicial Assistant-Courts/Family Courts*.

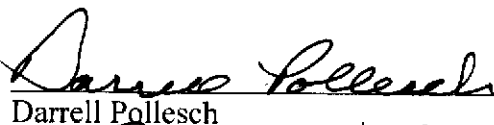
All of which is respectfully submitted this 17th day of September, 2013.

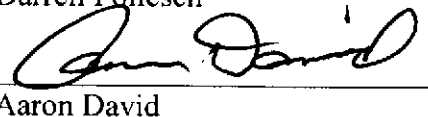
Dodge County Law Enforcement Committee:


MaryAnn Miller


James Layman


Ernest Borchardt


Darrell Pollesch


Aaron David

DODGE COUNTY JOB DESCRIPTION

2014 Wage Rates: \$16.66 - \$22.85

JOB TITLE:	Administrative Assistant	FLSA STATUS:	Non Exempt
DEPARTMENT:	Family Court Commissioner and Family Court Counseling	REPORTS TO:	Family Court Commissioner and Family Court Counseling Director
LOCATION:	Justice Facility	DATE:	July 23, 1997
LABOR GRADE:	Dodge County Four (4)	REVISED:	2/19/08; 7/28/10; 3/21/13

OVERALL PURPOSE/SUMMARY

Under the direction of the Family Court Commissioner and the Director of Family Court Counseling, provides administrative assistance and specialized clerical services for both departments.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides reception services and telephone coverage for both departments including monitoring and routing calls to the appropriate staff.
2. Provides assistance and direction for Pro-Se Litigants as directed by the Family Court Commissioner.
3. Prepares correspondence and completes legal documents from dictation or written notes.
4. Collects and assembles information for Court Hearings, attends hearings, and maintains record keeping.
5. Prepares the court file for temporary hearings, clerks temporary hearings, prepares the temporary orders from temporary hearings, and takes the minutes for temporary hearings."
6. Receives and distributes mail and correspondence for both departments.
7. Assists with the billing for Family Court Counseling services.
8. Maintains time sheets of Family Court Staff for Child Support Agency for reimbursement purposes.
9. Maintains fixed asset inventory, maintains office statistics, and monitors and orders supplies.
10. Provides information to Attorneys, clients, and other professionals regarding Family Court and Family Court Counseling.
11. Maintains all Family Court Counseling Files, opens files, and does regular filing work.
12. Receives, dates, and stamps all mediation referrals and custody evaluation orders, and distributes to the Director of Family Court Counseling.
14. Provides CCAP information to Family Court Counseling staff for case files.
15. Assists with the scheduling of parents for parental education and the monitoring of attendance at parental education
16. Handles and transfers phone appearances into the Branch V Courtroom. Delete
17. Regular attendance and punctuality required.
18. Performs related duties as may be requested or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of procedures to follow in divorce and family case work
 Considerable knowledge of modern office methods and practices.
 Knowledge of Business English and spelling.
 Ability to accurately enter computer information for both the county system and CCAP system at a rate equivalent to 70 wpm.
 Ability to maintain confidentiality for all cases.
 Ability to communicate effectively verbally and in writing.
 Ability to work independently and without continual direct supervision.
 Ability to understand and effectively follow directives from supervisors.
 Ability to establish and maintain effective working relationships with clients, the public, and co-workers.
 Ability to maintain accurate complete records, and prepare clear detailed reports.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, including or supplemented by course work in word processing and spreadsheet applications, four (4) years experience preferably in a legal setting. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Normal office environment.

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

2014 Wage Rates: \$16.66 - \$22.85

JOB TITLE:	Judicial Assistant-Courts/Family Courts	FLSA STATUS:	Non Exempt
DEPARTMENT:	Circuit Court, Family Court Commissioner, and Family Court Counseling	REPORTS TO:	Circuit Court Judges
LOCATION:	Judicial Reception in Justice Facility	DATE:	1/1/2014
LABOR GRADE:	Dodge County Four (4)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the direction of the Circuit Court Judges this position provides reception, clerical support, and case management to the Courts, Family Court Commissioner, and Family Court Counseling.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides reception services and telephone coverage including monitoring and routing calls to the appropriate staff for Circuit Court, Family Court Commissioner, and Family Court Counseling.
2. Maintains complex court calendar involving scheduling of court hearings, trials, conferences, legal appointments, meetings, and activities of the judge. Retrieves and monitors court files, advises judge/clerks/attorneys of changes.
3. Organizes and maintains the files and records for the Judge and Family Court Counseling.
4. Drafts orders, correspondence, and notices.
5. Manages/maintains court files. Maintains strict follow-up on open cases.
6. Takes/transcribes dictation or other abbreviated form.
7. Organizes, coordinates, and schedules out-of-county judicial assignments.
8. Conducts meetings/conferences/pre-trials with attorneys and litigants and serves as liason to media, attorneys and unrepresented parties.
9. Reviews correspondence and screens telephone calls for *ex parte* communication.
10. Assists in preparation of composite jury instructions and presentation to jury panels.
11. Receives, reviews, and may respond to communications from lawyers, judges, governmental agencies, and the public with regard to policies, procedures, rules, and decisions.
12. Prepares and processes orders for mediation, child support reviews, 18 year old affidavits, and FFCLJ.
13. Assists with the billing for Family Court Counseling services.
14. Assists with the scheduling of parents for parental education and the monitoring of attendance at parental education.
15. Assists Family Court Commissioner and Family Court Counseling with the billing for reimbursable time.
16. Oversees and processes requests for appointment of G.A.L.
17. Performs various duties as needed to assist other Judicial Assistants and Judges in other branches of the Circuit Court upon request.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of modern office methods, practices, and equipment.
- Considerable knowledge of legal terminology, court procedures, including thorough knowledge of all areas of Clerk of Courts office in order to effectively communicate with clerks and efficiently schedule events for that office.
- Ability to accurately transcribe dictation from notes and transcription equipment at rate equivalent to 70 wpm.
- Ability to accurately enter information into computer/word processor at rate equivalent to 70 wpm.
- Ability to prioritize and complete assignments in a timely manner.
- Ability to treat legal matters confidentially.
- Ability to establish and maintain effective public and working relationships.
- Ability to maintain accurate/complete records.
- Ability to work independently.
- Ability to be responsible for numerous concurrent tasks.
- Must have excellent organizational skills.
- Ability to transcribe for long periods of time.
- Ability to work under pressure and within time constraints.
- Ability to work with upset or hostile individuals.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, including/supplemented by courses in personal computer/ word processing, and four (4) years responsible law office/circuit court/government experience. Ability to accurately take dictation or other abbreviated form at a rate equivalent to 120 wpm is highly desirable. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Normal office working conditions.

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.

RESOLUTION NO. 13-31

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

WHEREAS, the Dodge County Health Facilities Committee (Committee) has studied and analyzed staffing needs at Clearview Long Term Care and Rehabilitation (Clearview); and,

WHEREAS, as a result of these studies and analyses, the Committee has formed the considered conclusions that:

1. One funded, filled, benefited, full-time position of *Assistant Director of Environmental Services* at Clearview should be abolished, effective on or about November 1, 2013, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator;
2. One funded, vacant, benefited, full-time position of *Shipping Receiving Clerk* at Clearview should be abolished, effective immediately; and,
3. One new, benefited, full-time position of *Maintenance Lead* at Clearview should be created, effective January 1, 2014; and,

WHEREAS, a job description for the position of *Assistant Director of Environmental Services* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, a job description for the position of *Shipping Receiving Clerk* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Maintenance Lead* has been marked for identification as Exhibit "C" and has been attached hereto; and,

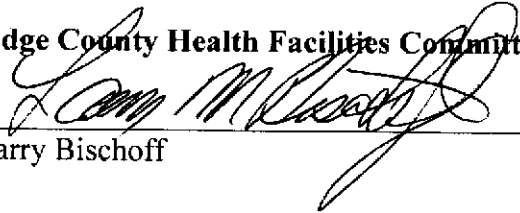
WHEREAS, it is reasonably anticipated that there will be monies in the 2014 Budget of Clearview sufficient to fund the proposed position of *Maintenance Lead* for the calendar year of 2014;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Abolishes one funded, filled, benefited, full-time position of *Assistant Director of Environmental Services* at Clearview, effective on or about November 1, 2013, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator;
2. Abolishes one funded, vacant, benefited, full-time position of *Shipping Receiving Clerk* at Clearview, effective immediately; and,
3. Creates one new, benefited, full-time position of *Maintenance Lead* at Clearview, effective January 1, 2014.

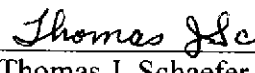
All of which is respectfully submitted this 17th day of September, 2013.

Dodge County Health Facilities Committee:



Larry Bischoff

Jeff Duchac



Thomas J. Schaefer

John Fabisch

Robert Ballweg

DODGE COUNTY JOB DESCRIPTION

2013 Wage Range: \$24.36 - \$33.41

JOB TITLE:	Assistant Director of Environmental Services	FLSA STATUS:	Exempt
DEPARTMENT:	Environmental Services	REPORTS TO:	Director of Environmental Services
LOCATION:	Clearview	DATE:	October 3, 1997
LABOR GRADE:	Dodge County Eight (8)	REVISED:	1/1/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Environmental Services, assists in ensuring a safe and sanitary environment for residents, staff, and visitors.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates and maintains mechanical systems and related equipment.
2. Ensures appropriate housekeeping and laundry services.
3. Performs general supervision of departmental staff in absence of Director or upon request.
4. May recruit and train staff.
5. Prepares work schedules. Approves vacation and sick leave requests.
6. Plans staff meetings. Prepares meeting materials.
7. Plans, prepares and approves purchase orders.
8. Plans environmental services projects.
9. Ensures compliance with applicable rules, regulations and safety procedures.
10. Plans and controls facility key system
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of electrical, plumbing, and HVAC systems.
 Considerable knowledge of equipment and methods used to operate buildings and equipment.
 Considerable knowledge of power equipment, tools, cleaning materials, and methods related to building/grounds maintenance.
 Thorough knowledge of terminology, tools, and materials involved in building/grounds maintenance and custodial operations.
 Knowledge of safety related to electricity, cleaning chemicals, and general maintenance work.
 Ability to plan and supervise work of others.
 Ability to make repairs to HVAC, plumbing, and electrical systems and machinery.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, two (2) years of experience in maintenance. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities maybe considered.

WORKING CONDITIONS

Building and equipment maintenance/repair environment with exposure to toxic agents, machinery, electrical currents, temperature extremes and dusts.

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	FOR HUMAN RESOURCE USE
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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 (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

2013 Wage Range: \$12.81 - \$17.57

JOB TITLE:	Shipping Receiving Clerk	FLSA STATUS:	Non-exempt
DEPARTMENT:	Environmental Services	REPORTS TO:	Director Environmental Services
LOCATION:	Clearview	DATE:	October 11, 1999
LABOR GRADE:	Dodge County Two (2)	REVISED:	8/30/11; 1/1/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Director, operates Clearview vehicles to transport all necessary supplies. Performs other assigned duties associated with distribution/receiving/shipping.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Transports necessary items using Clearview vehicles.
2. Responsible for all shipping and receiving paperwork.
3. Ensures distribution of received goods to proper departments.
4. Fills daily orders for Laundry, Central Supply, housekeeping and office from stock.
5. Maintains inventory and advises supervisor when stock is low.
6. Maintains receiving area in clean and orderly condition.
7. Attend all mandatory inservices.
8. Participates in resident and facility emergencies.
9. Regular attendance and punctuality required.
10. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and respect for residents rights.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of state and applicable federal codes.
- Ability to learn department routines.
- Ability to learn to operate Clearview vehicles a safe and efficient manner.
- Ability to understand and follow written and verbal instructions.
- Ability to read and comprehend printed word.
- Ability to communicate effectively with facility wide department personnel.
- Ability to maintain accurate records in a timely manner.
- Must meet Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent. Must be certified as a Feeding Assistant or become certified within probationary period.

WORKING CONDITIONS

Receiving/shipping/distribution working environment with potential for exposure to residential and program care conditions involving infectious agents and potentially violent residents/participants. Must be able to work in an environment where specialized resident programs may be implemented.

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.

JOB TITLE:	Maintenance Lead	FLSA STATUS:	Non-exempt
DEPARTMENT:	Environmental Services	REPORTS TO:	Director of Environmental Services
LOCATION:	Clearview	DATE:	DRAFT
LABOR GRADE:	Dodge County Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Director of Environmental Services, performs maintenance, diagnostics and troubleshooting on HVAC, electrical, plumbing, and fire suppression equipment and systems. Adjusts and programs building automation system. Provides training to new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates, maintains, repairs, installs and performs diagnostics and troubleshooting on HVAC equipment and related systems, electrical systems and equipment and plumbing and fire suppression systems.
2. Adjusts and programs building automation system.
3. Interacts with sales representatives, contractors, and vendors to purchase parts and supplies in a cost effective manner.
4. Answers inquiries and complaints effectively with tact and courtesy, and to determine the level of severity to determine the correct plan of action.
5. Maintains an adequate supply of spare parts and supplies
6. Assists in developing building inspection schedules, and assures that all assigned facilities inspections are in compliance with departmental, state/federal rules and regulations.
7. Conducts campus wide fire drills and provides education to staff on procedures on an ongoing basis.
8. Conducts inspection rounds with state engineers as required and during survey.
9. Participates in resident and facility emergencies
10. Functions as a member of the team and participates in the Household concept
11. Attends all mandatory inservices.
12. Assists in the daily direction of mechanical staff and in the absence of the Director of Environmental Services or gives direction to all department staff.
13. Represents Clearview in a positive and professional manner at all times at work.
14. Prepares and maintains records and reports as required.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough working knowledge of power equipment and tools.
- Demonstrated proficiency in usage of computer software, Microsoft office systems effectively utilizing spreadsheet data base applications
- Thorough working knowledge of electrical, plumbing, HVAC systems and fire suppression systems.
- Thorough working knowledge of Direct Digital Control (DDC) building automation systems.
- Thorough working knowledge of equipment and methods used to operate buildings and equipment.
- Thorough knowledge of safety related to electricity, cleaning chemicals, and general maintenance work.
- Knowledge of kitchen equipment, its maintenance and operation.
- Excellent mechanical aptitude and dexterity.
- Ability to read and understand blueprints.
- Ability to work with customers with tact, courtesy and professionalism.
- Ability to work flexible work schedules.
- Ability to understand and effectively carry out instructions and be available for after hour calls.
- Ability to prioritize work and give clear and concise work directions.
- Ability to perform multiple tasks, prioritize work and gives clear and concise work direction
- Ability to train and teach other staff members in the principles and operation of building mechanical and maintenance systems.
- Ability to work with and through people to accomplish goals.
- Ability to work with little or no supervision
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, ten (10) years experience in building operations and maintenance. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Work is primarily indoors, but may work outdoors on occasional basis.

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

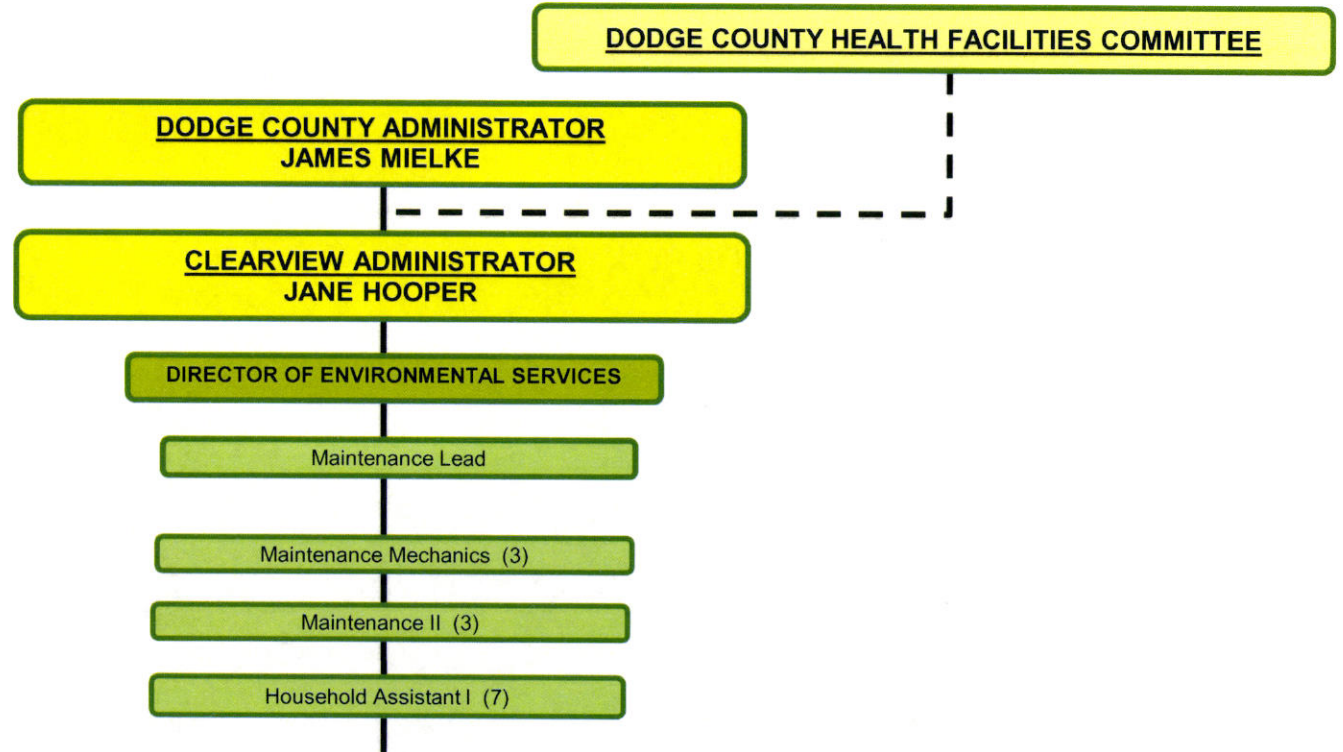
EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

DODGE COUNTY CLEARVIEW

Proposed changes



REPORT 1

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Lester and Doris Nass requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 2.75-acres of land from an A-1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in the SW ¼, NE ¼, Section 30, Town of Lebanon, for the purpose of creating a non-farm residential lot for the child of the farm operator 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 consistent with the Dodge County Comprehensive Plan and 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 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.

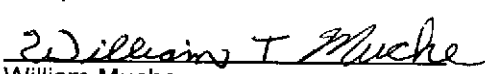
Respectfully submitted this 17th day of September, 2013


Tom Schaefer


Allen Behl


Randy Gebel


Joseph Marsik


William Muehe

Planning, Development and Parks Committee

Ordinance No. 910

An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 30, T09N, R16E, Town of Lebanon, 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 Planning, Development 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 Planning, Development 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.I of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.I 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 and Farmland Preservation 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 _____ day of _____, 2013.


Russell Kottke
Chairman

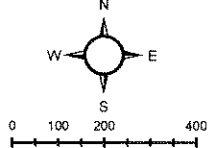
Karen J. Gibson
County Clerk

**Lester & Doris Nass
Town of Lebanon, Sec. 30**



 Nass Property

 Area to be Rezoned (A-1 to A-2)



0 100 200 400

1" = 400'

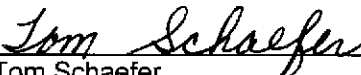
2012 Aerial Photo
Dodge County
Land Resources & Parks

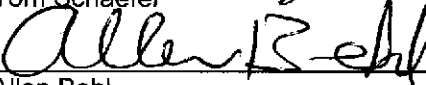
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Jerome Becker requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 0.375-acres of land from an R-1 Single Family Residential Zoning District to an R-2 Two Family Residential Zoning District in part of the SE ¼, SW ¼, Section 8, Town of Lebanon, for the purpose of converting a single family residence into a two family residence and recommend adoption of the attached ordinance.

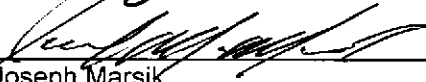
The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is consistent with the Dodge County Comprehensive Plan and 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 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 17th day of September, 2013.


Tom Schaefer


Allen Behl


Randy Greber


Joseph Marsik


William Muche

Planning, Development and Parks Committee

Ordinance No. 911

An Ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 8, T09N, R16E, Town of Lebanon, in the R-2 Two Family Residential zoning district.

Whereas the subject matter of this Ordinance has been duly referred to and considered by the Dodge County Planning, Development 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 Planning, Development 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 Planning, Development 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 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 be used to legitimize or spot zone a nonconforming use or structure and that the rezoning is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge does 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 enactment and publication.

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 ____ day of _____, 2013.

Russell Kottke
Chairman

Karen J. Gibson
County Clerk

**Jerome Becker
Town of Lebanon, Sec. 8**



 Becker Property
 Area to be Rezoned (R-1 to R-2)

