
Chairperson Tennies called the meeting of the Washington County Board of Supervisors to order at 9:00 a.m. A moment of silent prayer and Pledge of Allegiance were observed followed by a reading of the Affidavit of Posting of the meeting.

MINUTES

Moved by Mr. Kriefall, seconded by Mr. Gonnering to approve the minutes of February 10, 2015, as presented. Motion carried.

2014 RESOLUTION 59 - RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED $6,000,000 GENERAL OBLIGATION REFUNDING BONDS

Summary: Resolution authorizing the issuance of General Obligation Refunding Bonds to refund the General Obligation Corporate Purpose Bonds, dated July 29, 2008.

Appearance: Bradley Viegut, Robert W. Baird

Mr. Viegut presented the proposal to refinance the 2008 General Obligation bonds in the amount not to exceed $6,000,000.

Moved by Mr. Michalak, seconded by Mr. Myers to adopt 2014 Resolution 59 - Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed $6,000,000 General Obligation Bonds.

The Board discussed using general fund money to facilitate the refunding of the bonds and recommends a joint meeting of the Finance Committee and Executive Committee to determine the feasibility of this option. Should the joint Finance and Executive Committee meeting result in a recommendation for a general fund transfer, a resolution would be brought to the County Board for consideration.

Motion to adopt 2014 Resolution 59 - Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed $6,000,000 General Obligation Bonds carried by roll call vote. Voting Aye: Deiss, Tennies, Hensel, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Schulz, Gonnering, Hartwig, Gundrum, Merten, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Kriefall, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: None. Absent: Ustruck, Ewert. Ayes-28; Noes-0; Absent-2. Vote requirement for passage is a majority of the members in attendance.
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION ANNUAL UPDATE
Southeastern Wisconsin Regional Planning Commission Executive Director Kenneth Yunker introduced Deputy Director Michael Hahn and presented the annual update. Moved by Mr. Krebs, seconded by Mr. Laubenheimer to accept the annual update. Motion carried.

WOW WORKFORCE DEVELOPMENT BOARD INC. ANNUAL UPDATE
Waukesha-Ozaukee-Washington (WOW) Workforce Development Operations Manager Laura Catherman presented the annual update. Moved by Mr. Myers, seconded by Mr. Gundrum to accept the annual update. Motion carried.

REPORT NO. 36 - FINANCIAL APPROVAL REPORT
Moved by Mr. Stoffel, seconded by Ms. Merten to approve Report No. 36 - Financial Approval Report, in the amount of $5,174,298.03. Motion carried by roll call vote. Voting Aye: Deiss, Tennies, Hensel, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Schulz, Gonnering, Hartwig, Gundrum, Merten, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Kriefall, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: None. Absent: Ustruck, Ewert. Ayes-28; Noes-0; Absent-2. Vote requirement for passage is a majority of the members in attendance.

The meeting recessed at 10:40 a.m. and reconvened at 10:47 a.m.

COMMITTEE CHAIRPERSON REPORTS
Committee Chairperson reports were presented for the Administrative Services Committee, Transportation Committee, Southeast Wisconsin Professional Baseball District Board, Planning, Conservation and Parks Committee, Human Services Board, Education and Culture Committee, Mid-Wisconsin Federated Library System Board, Finance Committee, and County Administrator's report.

2014 RESOLUTION 57 - COMMENDATION OF MARIE L. FIEBIG
Summary: Retirement Commendation for Marie L. Fiebig.
Moved by Mr. Sorce, seconded by Mr. Heidtke to adopt 2014 Resolution 57 - Commendation of Marie L. Fiebig. County Clerk Jaszewski read the commendation. Motion carried with a rising vote of thanks by the Board.

2014 RESOLUTION 58 - COMMENDATION OF JAMES H. GENGLER
Summary: Retirement Commendation for James H. Gengler.
Moved by Mr. Myers, seconded by Mr. Bulawa to adopt 2014 Resolution 58 - Commendation of James H. Gengler. County Clerk Jaszewski read the commendation. Motion carried with a rising vote of thanks by the Board.

2014 RESOLUTION 60 - GRANT APPLICATION - DEPARTMENT OF NATURAL RESOURCES - SNOWMOBILE TRAIL AIDS AND RECREATIONAL TRAIL AIDS GRANTS
Summary: Authorization for the County to apply for Snowmobile Trail Aids Grant and Recreational Trail Aids Grant funds from the DNR.
Moved by Mr. Michalak, seconded by Mr. Laubenheimer to adopt 2014 Resolution 60 - Grant Application - Department of Natural Resources Snowmobile Trail Aids and Recreational Trail Aids Grants. Motion carried by roll call vote. Voting Aye: Deiss, Tennies, Miller, Geib, Naab,

**2014 RESOLUTION 61 - GRANT APPLICATION - 2016-2017 SOIL AND WATER RESOURCE MANAGEMENT**

*Summary:* Resolution authorizing the Planning and Parks Department to apply for a Joint DATCP/DNR Nonpoint Source grant for 2016 and 2017 grant cycles.

Moved by Mr. Miller, seconded by Mr. Stoffel to adopt 2014 Resolution 61 - Grant Application - 2016-2017 Soil and Water Resource Management. Motion carried by roll call vote. Voting Aye: Deiss, Tennies, Hensel, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Schulz, Gonnering, Hartwig, Gundrum, Merten, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Kriefall, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: None. Absent: Ustruck, Ewert. Ayes-28; Noes-0; Absent-2. Vote requirement for passage is a majority of the members in attendance.

**2014 RESOLUTION 62 - AUTHORIZE LEASE FOR GOLF CARTS - WASHINGTON COUNTY GOLF COURSE**

*Summary:* Authorization for Washington County Golf Course to lease golf carts.


**2014 RESOLUTION 63 - 2014 NON-LAPSING ACCOUNTS**

*Summary:* Resolution carrying forward certain funds to the 2015 budget instead of closing said funds to the General Fund.

Moved by Mr. Michalak, seconded by Mr. Laubenheimer to adopt 2014 Resolution 63 - 2014 Non-Lapsing Accounts. Motion carried unanimously by voice vote. Vote requirement for passage is a majority of the members in attendance.

**2014 RESOLUTION 64 - TRANSFER FROM THE GENERAL FUND - PRIORITY BASED BUDGETING**

*Summary:* Resolution authorizing transfer from the General Fund to the Administration Department for 2016 Priority Based Budgeting.

2014 RESOLUTION 65 - TRANSFER FROM THE GENERAL FUND - SHERIFF'S DEPARTMENT RADIO TOWER INSPECTIONS

Summary: Resolution authorizing transfer from the General Fund to the Sheriff's Department Radio System account to conduct tower inspections of the Washington County Radio System.


2014 ORDINANCE 24 - WASHINGTON COUNTY STAFFING PLAN - HUMAN SERVICES DEPARTMENT-ADMINISTRATION; AND WASHINGTON COUNTY CLASSIFICATION AND COMPENSATION PLAN - (7.02 AND 7.03)

Summary: Ordinance amending staffing plan for Human Services Department.

Moved by Mr. Myers, seconded by Mr. Naab to enact 2014 Ordinance 24 - Washington County Staffing Plan - Human Services Department-Administration; and Washington County Classification and Compensation Plan - (7.02 and 7.03). Motion carried by roll call vote. Voting Aye: Deiss, Tennies, Hensel, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Schulz, Gonnering, Hartwig, Gundrum, Merten, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Krieffal, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: None. Absent: Ustruck, Ewert. Ayes-28; Noes-0; Absent-2. Vote requirement for passage is a majority of the members in attendance.

CLOSED SESSION

Chairperson Tennies stated he would entertain a motion to convene in Closed Session pursuant to §19.85(1)(e), Wis. Stats., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, "to discuss the City of West Bend proposal for CTH G, Schmidt Road, UWWC and Ridge Run."

Moved by Mr. Gonnering, seconded by Mr. Geib to convene in Closed Session at 11:23 a.m. Motion carried by roll call vote. Voting Aye: Deiss, Tennies, Hensel, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Schulz, Gonnering, Hartwig, Gundrum, Merten, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Krieffal, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: None. Absent: Ustruck, Ewert. Ayes-28; Noes-0; Absent-2. Vote requirement for passage is a majority of the members in attendance.

OPEN SESSION

Moved by Mr. Krebs, seconded by Mr. Bulawa to return to Open Session at 12:45 p.m. Motion carried by roll call vote. Voting Aye: Deiss, Tennies, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Schulz, Gonnering, Hartwig, Gundrum, Merten, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Krieffal, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: Hensel. Absent: Ustruck, Ewert. Ayes-28; Noes-1; Absent-2. Vote requirement for passage is a majority of the members in attendance.
2014 RESOLUTION 66 - RESOLUTION APPROVING WASHINGTON COUNTY AND CITY OF WEST BEND COLLABORATION (CTH G, SCHMIDT ROAD, UWWC, RIDGE RUN) AND TRANSFER FROM THE GENERAL FUND - COUNTY TRUNK HIGHWAY G AND SCHMIDT ROAD

Summary: Resolution approving County and City cooperative agreements and authorizing a transfer from the General Fund to cover payments relating to the transfer of County Trunk Highway G and Schmidt Road.

Moved by Mr. Kriefall, seconded by Mr. Stoffel to adopt 2014 Resolution 66 - Resolution Approving Washington County and City of West Bend Collaboration (CTH G, Schmidt Road, UWWC, Ridge Run) and Transfer from the General Fund - County Trunk Highway G and Schmidt Road. Motion carried by roll call vote. Voting Aye: Deiss, Tennies, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Gonnering, Hartwig, Gundrum, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Kriefall, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: Hensel, Schulz, Merten. Absent: Ustruck, Ewert. Ayes-25; Noes-3; Absent-2. Vote requirement for passage is 2/3 of the members elect.

NEXT MEETING DATES

The next meeting dates of the County Board of Supervisors are tentatively scheduled for Tuesday, April 21, 2015, at 9:00 a.m. and Tuesday, May 12, 2015, at 9:00 a.m.

ADJOURNMENT

Moved by Mr. Michalak, seconded by Mr. Naab to adjourn the meeting at 12:48 p.m., subject to the call of the Chairperson. Motion carried.

Brenda J. Jaszewski, County Clerk

CERTIFICATE OF CLERK

STATE OF WISCONSIN )
COUNTY OF WASHINGTON )

I, Brenda J. Jaszewski, County Clerk for the County of Washington, do hereby certify that the foregoing is a true, correct and complete record of the transactions of the Washington County Board of Supervisors’ meeting held on March 10, 2015. Reports are filed in the County Clerk’s Office.

Dated at the Courthouse, City of West Bend, Washington County, Wisconsin, this 13th day of March 2015.

Brenda J. Jaszewski, County Clerk
2014 Annual Report presented in April 2015
FUNCTIONS AND RESPONSIBILITIES

The primary function of the Office of the District Attorney is to prosecute all violations of State criminal law occurring within Washington County. Additionally, the District Attorney’s Office prosecutes all violations of County ordinances, all State and County violations of the traffic code, and all criminal traffic offenses within the County. The District Attorney’s Office also represents certain State agencies in local actions including the Department of Natural Resources and the Department of Corrections.

The District Attorney’s Office also continues to handle most juvenile matters including delinquency petitions and petitions for children in need of protection or services, but excluding termination of parental rights cases.

STRUCTURE AND FUNDING

The Office of the District Attorney consists of the District Attorney, a Deputy District Attorney, three Assistant District Attorneys, an Office Supervisor, four Legal Secretaries, an Account Clerk, a Program Assistant, a Victim-Witness Coordinator and a Victim-Witness Specialist for a total staff of 14 people. The State of Wisconsin assumed responsibility for District Attorney and Assistant District Attorney salaries effective January 1, 1990. The County pays the balance of operating expenses, although about 50 percent of Victim-Witness program expenses are normally reimbursed by the State. The reimbursement amount from the State has decreased in the past several years.

Washington County continues to be involved with the DA NET Project, which is intended to streamline the criminal justice system. The case management system PROTECT (Prosecutor Technology for Case Tracking) is currently being used to enter
and track people and cases within the District Attorney’s Office, to produce documents and to schedule events. The system also allows us to share data from the Clerk of Courts Office through an interface with the Clerk of Courts Office. An application called eReferral allows contested citation case filing to be sent electronically from the Court’s system, CCAP, to PROTECT. When the contested citation is accepted into PROTECT, the case receives all court events and charge disposition data, eliminating duplicate data entry. The eReferral also allows electronic transfer of information from police agencies. The District Attorney’s Office is currently working with a police agency and DAIT for eReferral of police reports to the District Attorney’s PROTECT system, allowing electronic transfer of information into PROTECT and well as submission of the police reports, again eliminating duplicate entry of data. CCH Interface (Computerized Criminal History) continues to be used to allow the District Attorney’s office to electronically update the Wisconsin Department of Justice database of no prosecution decisions on arrests. This interface increases the speed with which no prosecution decisions are received within the Department of Justice database, thus providing more accurate and up-to-date information upon inquiry from law enforcement and other authorized users of the database.

In December of 2005, DA IT launched the Inter-County Query. An updated version of PROTECT now includes the Inter-County Query allowing prosecutors and staff in any DA Network office the ability to search for people and cases from PROTECT databases throughout Wisconsin. Only general information is taken from the PROTECT database, involving adult cases only, giving defendant demographic and general case information. The Inter-County Query allows prosecutors offices to
determine if other counties have pending uncharged matters as well as giving information on pending charged cases.

The PROTECT case management system continues to be upgraded and updated. A new version of PROTECT was installed in March, 2014. This new version provides the ability to move faster through the case management system and provides easier access and viewing of information.

**CASELOAD**

The majority of the work of the District Attorney's Office involves the handling of criminal and traffic cases. In 2014, the office received 3,570 referrals regarding criminal charges. A comparison of this year with past years is included as follows:

**Charges issued by the District Attorney (counts)**

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of defendants charged</td>
<td>1,897</td>
<td>1,771</td>
<td>1,658</td>
<td>1,630</td>
<td>1,889</td>
</tr>
<tr>
<td>Felony counts</td>
<td>569</td>
<td>592</td>
<td>570</td>
<td>560</td>
<td>777</td>
</tr>
<tr>
<td>Misdemeanor counts</td>
<td>1,534</td>
<td>1,270</td>
<td>1,453</td>
<td>1,440</td>
<td>2,200</td>
</tr>
<tr>
<td>Criminal traffic counts</td>
<td>1,051</td>
<td>989</td>
<td>869</td>
<td>795</td>
<td>722</td>
</tr>
<tr>
<td>Traffic pretrials</td>
<td>990</td>
<td>945</td>
<td>1,055</td>
<td>612</td>
<td>568</td>
</tr>
</tbody>
</table>

**Cases filed with the Court**

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Felony</td>
<td>509</td>
<td>515</td>
<td>477</td>
<td>485</td>
<td>571</td>
</tr>
<tr>
<td>Misdemeanor*</td>
<td>1,625</td>
<td>1,529</td>
<td>1,442</td>
<td>1,410</td>
<td>1,351</td>
</tr>
</tbody>
</table>

*Criminal traffic, including OWI, combined as misdemeanor cases.*
The State of Wisconsin enacted a mandatory arrest provision for domestic abuse cases effective April 1, 1989. As a result of this provision, Washington County has a special program wherein the alleged offender and the victim are ordered into the District Attorney’s Office on the next working day following the incident to determine what, if any, formal action should be taken. It is the intent of this procedure to try to deal with these volatile and serious cases as quickly as possible to provide maximum protection to the victim as well as to impress upon the offender the seriousness of this behavior. While this procedure is time consuming and does cause difficulty in having staff available to deal with these charging conferences, we believe that because of the seriousness of domestic abuse and the problems it poses for society that prompt handling of these cases is in the public interest.

Heroin use and heroin overdoses continue to be a problem in Southeast Wisconsin and Washington County. In 2014, our office handled five cases involving individuals who were charged with Reckless Homicide involving the heroin overdose
deaths of four people (two persons were charged as co-defendants as a party to crime for the death of the same victim). Three of those cases have resolved and resulted in convictions for Reckless Homicide. Of the three cases for which Reckless Homicide convictions were obtained, one case resulted in a sentence of 12 years prison followed by 10 years of extended supervision (similar to parole). Two persons convicted of Reckless Homicide (drug overdose) will be sentenced in the next few weeks. The other two overdose cases are still pending. In addition, several overdose cases are still under investigation by various Washington County law enforcement agencies, which may culminate in criminal charges being filed in 2015.

In addition, in 2013, the District Attorney’s Office charged an individual with First Degree Intentional Homicide (for the murder of a young Hartford woman) and several other felonies for an attack on another woman in Richfield. The Homicide case went to trial in August 2014. After a seven-day jury trial, the jury convicted the defendant of First Degree Intentional Homicide. The defendant received a life sentence without the possibility of release from prison. A few weeks later he was also convicted of First Degree Recklessly Endangering Safety (for the Richfield incident) and he received an additional prison sentence.

Our office also handled another serious Attempted First Degree Intentional Homicide case in 2014 involving an incident in West Bend (which occurred in 2013). The case went to a four-day jury trial in July 2014. The individual was convicted of Attempted First Degree Intentional Homicide and three other serious felonies. The individual was sentenced to a total sentence of 31 years prison followed by 18 years of extended supervision (similar to parole).
In 2014 the District Attorney’s Office successfully prosecuted an individual for Homicide by Intoxicated Use of a Motor Vehicle. Also in 2014, the District Attorney’s Office charged an individual with First Degree Reckless Homicide, by Use of a Dangerous Weapon. That case is still pending in the court system.

On a weekly basis, the District Attorney’s Office assists law enforcement in the investigation of criminal cases by preparing Search Warrants and Subpoenas for documents which aid law enforcement in their investigations. In 2014 our office was involved in the preparation of over 200 Search Warrants and Subpoenas.

**VICTIM IMPACT PANELS**

In 2001 the District Attorney’s Office, in cooperation with the Washington County Counsel on Alcohol and Other Drug Abuse and Ozaukee County, began holding victim impact panels. The idea behind the victim impact panel is to order repeat drunk drivers to a court setting, presided over by a judge, where offenders listen to victims and families of victims of drunk drivers. Research indicates that attendance at victim impact panels reduces re-offense rates for repeat drunk drivers.

There were four victim impact panels in 2014; a total of 32 Washington County residents attended the panels. In 2014, Washington County began implementing the Victim Impact Panels independent of Ozaukee County and modified the program to include more Restorative Justice best practices. Sessions are held once per month and the participants hear from one victim, with time for processing and questions after the presentation. Participants are selected by the Elevate assessor based on their assessment finding and the amount of accountability and responsibility they show toward their offense. Preference is given to those individuals who are not alcohol or drug dependent and who may minimize the crime that they have committed. Feedback
from offenders who attended the victim impact panels indicated that many of the offenders were deeply affected by the messages they heard and appreciate the smaller group size and the opportunity to process the session. It is hoped that this experience will cause repeat drunk drivers to think twice before getting into a car and driving after drinking.

**JUVENILE**

The juvenile statistics for the County over the last five years are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delinquency petitions</td>
<td>175</td>
<td>212</td>
<td>277</td>
<td>211</td>
<td>203</td>
</tr>
<tr>
<td>Child in need of protection or services</td>
<td>68</td>
<td>50</td>
<td>47</td>
<td>55</td>
<td>78</td>
</tr>
<tr>
<td>Immunization petitions</td>
<td>63</td>
<td>62</td>
<td>24</td>
<td>38</td>
<td>36</td>
</tr>
<tr>
<td>Informal referrals</td>
<td>140</td>
<td>144</td>
<td>163</td>
<td>151</td>
<td>184</td>
</tr>
<tr>
<td>Decline to prosecute</td>
<td>61</td>
<td>56</td>
<td>116</td>
<td>91</td>
<td>88</td>
</tr>
<tr>
<td>Petitions - waived to adult court</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Juvenile Referrals</strong></td>
<td>507</td>
<td>524</td>
<td>629</td>
<td>546</td>
<td>589</td>
</tr>
</tbody>
</table>

In addition, in 2011 the Washington County District Attorney’s office instituted an Underage Alcohol diversion program which allows an underage offender to have an underage alcohol ticket dismissed if the offender successfully completes an education or treatment program. In 2014, 18 underage offenders took part in this program, 4 of which did not complete this program, and 14 who successfully completed this program.
WORTHLESS CHECKS/CRIMINAL RESTITUTION

The District Attorney’s Office continues to process worthless check complaints, maintaining a trust account for restitution received for checks received by our office. Many municipalities now handle checks issued in their jurisdiction. A comparison of worthless check restitution as well as other restitution collected in criminal cases for the last four years follows:

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check restitution received</td>
<td>$5,045.85</td>
<td>$2,904.06</td>
<td>$3,659.96</td>
<td>$2,382.63</td>
</tr>
<tr>
<td>Criminal restitution received</td>
<td>$162,170.52</td>
<td>$66,214.97</td>
<td>$97,235.53</td>
<td>$104,799.38</td>
</tr>
</tbody>
</table>

VICTIM-WITNESS PROGRAM

Victim-Witness Services continues to render services to the victims and witnesses of crime in Washington County. In 2014, 1,023 victims were served. 244 victims requested to be kept informed of the status of their case. Therefore, we notify these victims of the status of their case after every court appearance. Approximately 1,236 contacts were made to victims either by phone, email or in writing to notify them of the status of their case and/or to answer general questions. Approximately 187 personal contacts were made with victims for court escort, trial preparation, meeting with the prosecutor or coming to the office with general questions. 725 disposition letters were sent in 2014.

329 victims requested assistance in obtaining the restitution owed to them. In 2014, the courts began Probation Review Hearings to address with the defendant the non-payment of restitution. This new procedure is working well. The majority of
defendants have been paying their restitution before the hearing is held. For those who have not paid, the court is extending their probation, giving them additional time to pay.

The amount of domestic violence charging conferences basically stayed the same in 2014. There were 496 charging conferences in 2013 and 495 in 2014. Charging conferences are time-consuming and keep us busy, but they are extremely important for domestic violence cases. Although the number did not rise, it seems the cases are getting more serious and complex. During the year, 21 victims requested assistance in preparing restraining order paperwork for domestic violence, harassment or child abuse.

The above statistics do not include the numerous contacts our office had with witnesses and law enforcement when preparing for the many jury trials held last year. A week-long attempted homicide trial was held in July, and a two-week first degree intentional homicide trial was held in August. In addition, 774 cancellations were made to civilian witnesses, law enforcement and expert witnesses when numerous court hearings were cancelled.

Our office continues to participate and/or serve as chairpersons for numerous victim-related community committees/teams/task forces. We are involved in the planning of events to raise awareness for Domestic Violence Awareness Month, Sexual Assault Awareness Month, and Crime Victims’ Rights Week. The fifth annual Kick Ball Tournament - Kick the Silence and the fifth annual Domestic Violence Race – “A Race to Safety: Domestic Violence Stops Here” 5K were held in 2014. We have also joined forces to spread awareness of the devastating effects of heroin use. Victim/Witness is a member of the Washington County Heroin Task Force and serves on several sub-committees. A well-attended Community Forum on Heroin was held in May. The work was begun in 2014 for the launch a media campaign in 2015.
CONCLUSION

The annual statistics for 2014 indicate a continuation of high volume in the number of defendants charged, criminal charges issued and the number of guilty pleas taken in misdemeanor and criminal traffic cases in Washington County. Washington County Courts continued to send offenders to State Prison at a record rate, which reflects an increase in serious criminal violations. As District Attorney, I have tried to prosecute these cases efficiently and fairly, treating all people who come here equally.

Whatever happens with the rate of crime in Washington County, this office remains ready, willing, and able to prosecute violators of the law.

Dated: ________________, 2015

_________________________________________________________________
Mark D. Bensen
District Attorney
Washington County, Wisconsin
REPORT OF THE OFFICE OF THE DISTRICT ATTORNEY

STATE OF WISCONSIN  )
                         ) ss.
WASHINGTON COUNTY  )

MARK D. BENSEN, being first duly sworn, on oath, says:

1. That he is the District Attorney in and for Washington County and has so served in that capacity since August 31, 2010.

2. That by virtue of his office he has received no monies for fines, recognizances, penalties or costs during the preceding year.

3. That he has, during the course of the past year, received $969.45 as reimbursement for postage. That the sum of $969.45 has been remitted to the County Treasurer to be applied to the postage revenue account of the District Attorney.

4. That he has, during the course of the past year, received $18,176.43 as reimbursement for photocopy costs in providing copies of reports to attorneys, which sum has been remitted to the County Treasurer.

5. That during the course of the past year, $2,308.83 witness fees and $618.81 service fees were received by the District Attorney’s Office and those amounts have been remitted to the County Treasurer.

______________________________
Mark D. Bensen
District Attorney
Washington County, Wisconsin

Subscribed and sworn to before me
This ________ day of March, 2015.

______________________________
Notary Public, State of Wisconsin
My Commission is Permanent.
Washington County Clerk of Courts
Annual Report presented 4/21/15
By: Theresa M. Russell
Office of the Clerk of Courts

Clerks of court, as custodians of the courts’ records, play a significant role in Wisconsin’s judicial system. The duties are governed by state statute and Wisconsin Supreme Court rules. Clerks are required to maintain records of all documents filed with the courts, keep a record of court proceedings, maintain the judgment docket, and collect various fees, fines and forfeitures.

Providing services pursuant to statute is also required. Some of these services include court appointed attorneys, guardians ad litem, interpreters, and psychologists. The ability to order reimbursement of these fees is also set by statute and is limited in certain circumstances.

Millions of dollars in fees, fines and forfeitures are paid through the clerk's office each year. The Tax Refund Intercept Program which allows the County to intercept a debtor’s Wisconsin income tax refund, court ordered income assignments and use of a collection agency have allowed us to maximize our collection efforts.

The clerk of courts works daily with many different people. Law enforcement, the legal community, local, state and federal agencies, businesses and the general public depend upon the clerk’s office to answer questions and be proactive regarding changes in the law and resolve a wide range of issues.

The administrative responsibilities involve a variety of tasks. These include budgeting, administering trial court resources, jury management, developing effective policies and procedures, recruiting and maintaining knowledgeable staff, and providing a link between the judiciary, the county board and the public.

Judicial Court Commissioner

Circuit court commissioners are appointed, pursuant to Supreme Court Rule, by the Chief Judge of the judicial administrative district in which they serve. They are evaluated and supervised by a supervising judge appointed by the Chief Judge.
Circuit court commissioners are judicial officers whose duties are defined by statute. Each “Order appointing…” a circuit court commissioner specifies which statutory duties the particular circuit court commissioner is authorized to perform.

The primary duties performed by the Washington County Circuit and Family Court Commissioners at this time are:

- The duties set forth in Chapter 767 of the Wisconsin Statutes, commonly referred to as the “Family Code,”
- The duties set forth in Chapter 48 and 948 of the Wisconsin Statutes, commonly referred to as the “Juvenile Code,” and
- The duties set forth in Chapter 813 of the Wisconsin Statutes, which deals with temporary restraining orders and ongoing injunctions for domestic abuse and harassment.

Other duties include presiding over probable cause commitment hearings to determine whether an individual is mentally ill or drug dependent and dangerous to the degree that there is authority to hold him or her against his or her will in a treatment facility as set forth in Chapter 51 of the Statutes, and; occasionally presiding over initial appearances and setting bail for individuals in custody in criminal and traffic matters, and occasionally issuing search warrants.

**Family Court Mediation Services**

In addition to the above duties, the Judicial Court Commissioner is co-director of Family Court Services overseeing Family Court Mediation Services. Family Court Services are mandated by state statute. Unless waived or deemed inappropriate, mediation is required in any action affecting the family in which it appears that legal custody or physical placement is contested. The court may waive mediation upon a finding that attending mediation would cause undue hardship or would endanger the health or safety of one of the parties. The mediation coordinator or mediator may, after screening and evaluation, determine that mediation is inappropriate in any given case. In all other cases, the parties must attend mediation prior to any hearing regarding legal custody or physical placement.
The goal of mediation is to assist parents in reaching mutually acceptable decisions about their child(ren)’s future. Mediation presumes that both parents want what is best for their child(ren) and recognizes that one’s responsibility as a parent continues regardless of his or her marital or relationship status.

Mediation in Washington County consists of a group orientation/education session followed by private meetings between the parents and a mediator. The mediation process continues until there is a mutually agreeable resolution or until the mediator determines that the parties are unable to reach a resolution. The court is then notified of the mediation outcome.
<table>
<thead>
<tr>
<th>CASE TYPE</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic (TR, FO)</td>
<td>6,081</td>
<td>4,480</td>
<td>4,116</td>
</tr>
<tr>
<td>Criminal (CF, CM)</td>
<td>1,925</td>
<td>1,899</td>
<td>1,923</td>
</tr>
<tr>
<td>Family (FA, PA)</td>
<td>806</td>
<td>797</td>
<td>833</td>
</tr>
<tr>
<td>Civil (CV)</td>
<td>1,169</td>
<td>969</td>
<td>930</td>
</tr>
<tr>
<td>Small Claims (SC)</td>
<td>2,481</td>
<td>2,347</td>
<td>2,046</td>
</tr>
<tr>
<td>Estates (PR)</td>
<td>169</td>
<td>212</td>
<td>198</td>
</tr>
<tr>
<td>Wills Filed (WL)</td>
<td>134</td>
<td>127</td>
<td>130</td>
</tr>
<tr>
<td>Mentally Ill (ME, JM)</td>
<td>304</td>
<td>282</td>
<td>296</td>
</tr>
<tr>
<td>Guardianships (GN, JG)</td>
<td>101</td>
<td>97</td>
<td>111</td>
</tr>
<tr>
<td>Adoptions (AD)</td>
<td>22</td>
<td>39</td>
<td>31</td>
</tr>
<tr>
<td>Delinquencies &amp; Juvenile in Need of Protection (Truant) (JV)</td>
<td>287</td>
<td>204</td>
<td>200</td>
</tr>
<tr>
<td>Children in Need of Protection or Services (CHIPS) (JC)</td>
<td>42</td>
<td>59</td>
<td>82</td>
</tr>
<tr>
<td>Termination of Parental Rights (TP)</td>
<td>20</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>Juvenile Injunctions (JI)</td>
<td>12</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Citations &amp; Immunizations (JO)</td>
<td>77</td>
<td>78</td>
<td>92</td>
</tr>
<tr>
<td>General Juvenile (GJ)</td>
<td>38</td>
<td>132</td>
<td>164</td>
</tr>
<tr>
<td>Misc. (WC, TW, CL, CO, CX, FJ, SW, TJ, UC, GF, IP, JD, OL, GP)</td>
<td>1,144</td>
<td>1,063</td>
<td>961</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>14,812</td>
<td>12,806</td>
<td>12,132</td>
</tr>
</tbody>
</table>
## FAMILY AND PATERNITY MEDIATION STATISTICS

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Cases Closed</strong></td>
<td>261</td>
<td>234</td>
<td>238</td>
</tr>
<tr>
<td><strong>Number of Cases that did not Proceed to a Mediator</strong></td>
<td>45</td>
<td>67</td>
<td>66</td>
</tr>
<tr>
<td><strong>Number of Cases that did Proceed to a Mediator</strong></td>
<td>216</td>
<td>167</td>
<td>172</td>
</tr>
<tr>
<td><strong>Parties came to a Signed Agreement through a Mediator</strong></td>
<td>31%</td>
<td>23%</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Parties were Unable to come to a Signed Agreement through a Mediator</strong></td>
<td>61%</td>
<td>49%</td>
<td>41%</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>8%</td>
<td>28%</td>
<td>24%</td>
</tr>
</tbody>
</table>

Note: All statistics are based on cases closed in that year.

* Parties reconciled or withdrew their request for mediation, the court vacated the order for mediation, the fee was not paid, the case was found to be inappropriate for mediation, or the parties were unavailable for mediation due to illness or incarceration.

** Parties came to an agreement after mediation closed, an agreement outside of mediation, the case was found to be inappropriate for mediation, or the parties never scheduled time with the mediator.

*** This reflects a growing number of cases where an agreement was sent out by the mediator but not signed and returned. The same agreement was submitted directly to the Court by the parties or their attorneys at a later date.
## CLERK OF CIRCUIT COURT RECEIPTS & DISBURSEMENTS

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Trust</td>
<td>703,130</td>
<td>492,845</td>
<td>512,002</td>
</tr>
<tr>
<td>Clerk of Courts Receipts</td>
<td>5,225,338</td>
<td>6,165,913</td>
<td>5,638,215</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td><strong>$5,928,468</strong></td>
<td><strong>$6,658,758</strong></td>
<td><strong>$6,150,217</strong></td>
</tr>
<tr>
<td>Disbursements to the State of Wisconsin</td>
<td>1,856,952</td>
<td>1,695,293</td>
<td>1,626,160</td>
</tr>
<tr>
<td>Disbursements to Washington County</td>
<td>1,330,034</td>
<td>1,282,080</td>
<td>1,280,503</td>
</tr>
<tr>
<td>Disbursements to Municipalities</td>
<td>2,938</td>
<td>2,453</td>
<td>5,413</td>
</tr>
<tr>
<td>Court Ordered Disbursements &amp; Refunds</td>
<td>2,245,699</td>
<td>3,166,930</td>
<td>2,581,785</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>5,435,623</strong></td>
<td><strong>6,146,756</strong></td>
<td><strong>$5,493,861</strong></td>
</tr>
</tbody>
</table>

**Total in Trust as of:**

- **12/31**:
  - 2012: 492,845
  - 2013: 512,002
  - 2014: 656,356
### CLERK OF CIRCUIT COURT

#### JURY TRIALS

### 3 YEAR COMPARISON

<table>
<thead>
<tr>
<th>CALENDAR YEAR</th>
<th>SCHEDULED TRIALS</th>
<th>TRIALS SETTLED/CANCELLED</th>
<th>TRIALS HEARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>*</td>
<td>*</td>
<td>24</td>
</tr>
<tr>
<td>2013</td>
<td>103</td>
<td>69</td>
<td>34</td>
</tr>
<tr>
<td>2012</td>
<td>101</td>
<td>66</td>
<td>35</td>
</tr>
</tbody>
</table>

* Scheduled, settled/cancelled trials are no longer available with the new jury software.

### CLERK OF CIRCUIT COURT

#### JURY EXPENSE

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem</td>
<td>$27,213</td>
<td>$22,113</td>
<td>$20,675</td>
</tr>
<tr>
<td>Meals</td>
<td>5,824</td>
<td>3,804</td>
<td>3,863</td>
</tr>
<tr>
<td>Mileage</td>
<td>15,475</td>
<td>12,997</td>
<td>10,453</td>
</tr>
<tr>
<td>Forms &amp; Envelopes</td>
<td>423*</td>
<td>467*</td>
<td>386</td>
</tr>
<tr>
<td>Postage</td>
<td>3,823*</td>
<td>3,463*</td>
<td>3,387</td>
</tr>
<tr>
<td>Toll Free Line</td>
<td>11</td>
<td>22</td>
<td>19</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$52,769</strong></td>
<td><strong>$42,866</strong></td>
<td><strong>$38,783</strong></td>
</tr>
</tbody>
</table>

* Amended from the 2013 report to correct errors in reporting.
## CIRCUIT COURT COMMISSIONER
### HEARINGS HELD

<table>
<thead>
<tr>
<th>PATERNITIES &amp; IV-D</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms, Evidentiary Pretrials</td>
<td>104</td>
<td>85</td>
<td>51</td>
</tr>
<tr>
<td>General: Initial Appearances, Blood Test Reviews, Seek Work Orders, Warrants, etc.</td>
<td>623</td>
<td>667</td>
<td>692</td>
</tr>
<tr>
<td>Motions to Revise, Actions to Compel, URESA, UIFSA, Tax Intercept</td>
<td>58</td>
<td>51</td>
<td>71</td>
</tr>
<tr>
<td>Child Support/Contempts</td>
<td>122</td>
<td>133</td>
<td>124</td>
</tr>
<tr>
<td>Private Paternities</td>
<td>5</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>912</td>
<td>943</td>
<td>948</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAMILY</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Order Hearings</td>
<td>146</td>
<td>133</td>
<td>130</td>
</tr>
<tr>
<td>Final Hearings</td>
<td>156</td>
<td>193</td>
<td>194</td>
</tr>
<tr>
<td>Motions to Revise</td>
<td>305</td>
<td>249</td>
<td>250</td>
</tr>
<tr>
<td>Placement/Contempt &amp; Placement Enforcement</td>
<td>160</td>
<td>147</td>
<td>142</td>
</tr>
<tr>
<td>Post Judgment Custody &amp; Placement</td>
<td>150</td>
<td>210</td>
<td>226</td>
</tr>
<tr>
<td>TOTAL</td>
<td>917</td>
<td>932</td>
<td>942</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Juvenile</td>
<td>1,019</td>
<td>788</td>
<td>994</td>
</tr>
<tr>
<td>Mental Commitment/Protective Placement</td>
<td>153</td>
<td>124</td>
<td>98</td>
</tr>
<tr>
<td>Domestic Abuse/Harassment Injunctions</td>
<td>212</td>
<td>163</td>
<td>182</td>
</tr>
<tr>
<td>Custodies</td>
<td>105</td>
<td>92</td>
<td>67</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,489</td>
<td>1,167</td>
<td>1,341</td>
</tr>
</tbody>
</table>

| GRAND TOTAL OF HEARINGS | 3,318 | 3,042 | 3,231 |
# VIDEOCONFERENCE HEARINGS HELD

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Video Conference hearings held</td>
<td>103</td>
</tr>
<tr>
<td>Total transportation mileage</td>
<td>26,019</td>
</tr>
<tr>
<td>Total mileage cost (miles x $1.60)</td>
<td>$41,630</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED COST OF TRANSPORT**  $41,630

Social worker appearance via video conference:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of hearings</td>
<td>77</td>
</tr>
<tr>
<td>Total hours saved</td>
<td>38.50</td>
</tr>
</tbody>
</table>

- 1/1/14 thru 2/28/14 - 4 hours at $55.36/hr  $ 221
- 3/1/14 thru 12/31/14 – 34.5 hours at $60.48/hr  $ 2,087

**Estimated social worker cost**  $ 2,308

**TOTAL ESTIMATED COST OF SOCIAL WORKER’S TIME**  $ 2,308

**TOTAL ESTIMATED COST SAVINGS**  $43,938

Effective January 1, 2012, the Washington County Sheriff’s Department uses a private transport company; the company is paid $1.60 per mile.

1 30 minutes was factored for each event which is the approximate time the social worker saved by appearing via video conference; A social worker’s average hourly wage plus benefits, without overtime is $55.36/hr effective 3/1/13 and $60.48/hr effective 3/1/14.

This is not an actual cost but illustrates an approximate cost savings to the Sheriff’s Department and Human Services Department produced by using videoconferencing for certain court hearings.
2014 HIGHLIGHTS:

There were several retirements in the Clerk of Courts office. The total years of service was 84.

Joanne Bohn retired as the small claims coordinator after working for Washington County for 36 years.

Bonnie Paar retired as the senior court assistant in the civil division after 26 years.

Pattie Philipps retired as a senior court assistant in the accounting division after 16 years.

Sharon Lecher retired as a senior court assistant in the probate division after 6 years.

Welcome to our new employees Ashley Mihm and Samantha Davidson – civil/small claims division, Joni Volkert and Kristine Hoeft – accounting division, and Kayla Kniess – who transferred to the probate division.

Theresa Russell was elected Vice-President of the Wisconsin Clerks of Circuit Court Association.

Toni Vacca was elected President of the Wisconsin Association of Mediators.

UPDATES:

Collections:

The Tax Refund Intercept Program (TRIP) has brought in $3.5 million since the 2002 tax season.

Court ordered Income Assignments have brought in almost $900,000 since 2007.

Since inception in 2005, the total of electronically filed cases in Washington County which consists of small claim, civil and family case types is 1,158.
The Family Law Assistance Program was implemented in 2009 and has since assisted over 1,000 self-represented family court litigants with court procedures and forms.

Hardware and software was purchased in 2013 which converts microfilm images into a digital format and allows images to be indexed into one "case file." These files can also be labeled with a searchable destruction date. Funding was granted to purchase one digital scanner and provide staff after it was determined outsourcing was cost prohibitive. The Clerk of Courts microfilm has been completely converted. We are currently working on converting all of the probate records.

Traffic and forfeiture cases are maintained electronically and now small claims are maintained this way as well.

Members of the Washington County Bar Association attended eFiling training which was provided by CCAP staff and sponsored by the Clerk of Courts office.
As the third branch of government, the circuit court has the responsibility of making the court system accessible to everyone. Behind the scenes, the Washington County court team consists of the judges, judicial court commissioner, assistant family court commissioner, clerk of courts, register in probate, and support staff. This team makes a difference every day in the success of Wisconsin’s court system.

Respectfully submitted by,

Theresa M. Russell
Clerk of Circuit and Juvenile Courts
To the County Board and Citizens of Washington County,

Following is a comprehensive report on Sheriff’s Office activities for 2014. The daily workload for Deputies and Corrections and Communications Officers continues to be driven by the abuse of and/or addiction to drugs and alcohol, and subjects exhibiting various levels of mental illness requiring law enforcement intervention. Incidents involving people in these categories remain high for both Operations and Corrections.

In Jail Operations, after several years of increases in adult average daily population and average length of stay, the population dropped by 9 per day and the length of stay remained flat. The adult ADP in-house of 246 was a manageable number of inmates. Staff turnover (13%), and the addition of three Corrections Officer positions required that hiring and training be a continuous process throughout the year. Also, the retirement of the Jail Health Coordinator and ongoing treatment difficulties required the hiring of an outside vendor to provide inmate medical care.

In Operations, the overall number of incidents handled by Deputies increased by 8,403 to 47,034, a 22% increase over 2013. Accident investigations decreased 4.1%. The Communications Center answered 19,743 emergency 911 calls, an 11% decrease from 2013 and dispatched 3,478 Fire and EMS calls. The radio system handled over 4 million transmissions.

Many positive things were accomplished by department staff in 2014.

MEDAL OF VALOR
Deputy Sheriff Scott Nauman – Actions during armed robbery at local restaurant
Deputy Sheriff Keith Uhan – Actions during armed robbery at local restaurant

COMMENDATIONS
Communications Officer Larry Williams – Actions during armed robbery at local restaurant
Communications Officer Rebecca Rahn – Actions during armed robbery at local restaurant
Correction Officer Nancy Schwechel – Discovery of contraband in Jail
Correction Officer Carrie Videkovich – Discovery of contraband in Jail
Deputy Sheriff Sergeant Jason Guslick – Actions during armed robbery at local restaurant
Deputy Sheriff Sergeant Michael Hennes – Actions during armed robbery at local restaurant
Deputy Sheriff Andrew Meier – Actions during armed robbery at local restaurant

ACKNOWLEDGEMENTS
Correction Officer Laura Adee - Actions during medical emergency in Jail
Correction Officer William Arnold - Actions during medical emergency in Jail
Correction Officer Amanda Benike - Actions during medical emergency in Jail
Correction Officer Randy Berry - Actions during medical emergency in Jail
Correction Officer Kara Dunse - Actions during medical emergency in Jail
Correction Officer Andrew Graper – Discovery of contraband in Jail
Correction Officer Brian Laubenstein - Actions during medical emergency in Jail
Deputy Sheriff Keith Kiupelis – Actions during medical emergency at grocery store
New employees in 2014 were: Deputy Sheriffs: Bradley Rodich, Jake Nickols, Jared Peterson, Brittany Kell, Bryan Droese; Correction Officers: Lindsay Connon, Kyle Gerasch, Angela Baerber, Jonathan Scherrer, Marissa Mayer, Jessica Parsons, Dawn Manteufel, Nicholas Schueller, Brooke Thiry, Andrew Lohr, Rick Goetsch; Communications Officers: Kelly Hall, Dennis Burkee; Special Deputy Sheriffs: Dean Kelly, Joseph Buth, James Frank, Bruce Resnick.

The Office lost nearly 281 years of experience through resignations and retirements in 2014.
Bailiff – Brian McDonald (10 years)
Communication Officer – Ashley Gassner (2 years)
Communication Officer – Angela Soyk (1 year)
Correction Lieutenant – David Weske (36 years)
Correction Officer – Larry Spoerl (35 years)
Correction Officer – Nancy Kulas (27 years)
Correction Officer – Geralyn Kaehny (14 years)
Correction Officer – David Schaut (19 years)
Correction Officer – Tina Beres (5 years)
Correction Officer – Jordan Phelps (1 year)
Correction Sergeant – Wanda Fairly (29 years)
Jail Health Coordinator – Steven Waldhart (30 years)
Deputy Sheriff – John Binsfeld Jr (10 years)
Deputy Sheriff Sergeant – Nathan Peskie (8 years)
Deputy Sheriff – Scott Winiarski (8 years)
Deputy Sheriff – Jesse Korth (11 years)
Records Assistant – Charlotte Burckardt (25 years)
Special Deputy – Chris Luedke (10 years)

Promotions:
Communications Supervisor – Angela Blair
Corrections Lieutenant – Scott Lehman
Corrections Sergeant – Amy Schmit
Corrections Sergeant – Ben Rozewicz
Deputy Sheriff Sergeant – Michael Hennes

Respectfully submitted,

Dale K. Schmidt
Sheriff
COUNTYWIDE RADIO SYSTEM

The Washington County countywide radio system handled 4,142,776 transmissions in 2014 from police, fire, EMS and public works users throughout the county. This represents a 25% increase from 2013.

Each day, an average of 553 users were communicating on the system.

WEBSITE DEVELOPMENT

We developed a new website in 2014 that met more of the needs of our visitors. The new website is now responsive, which means it can be viewed on different size screens. We continue to promote safety articles twice a week on the website to educate the public on topics ranging from home and personal safety to pets, Internet fraud and weather safety tips. The subscriber-only E-Bulletin has increased in subscribers to a total of 329.

We sent 1,140 Twitter messages about bad weather, accidents, jail and sheriff statistics, safety information and more for 2014. We went from 953 followers in 2013 to 1,348 at the end of 2014.

These entries into Social Networking have given our residents another avenue of communication with the Sheriff’s Office. The Sheriff Sales page moved up to the #2 position, with over 40,401 views for 2014. The Home page received over 58,642 views in 2014. Also, posted on the website are Most Wanted Fugitives. Out of 49 profiled in 2014, 20 have been captured and 1 is deceased. In 2014 we also captured 8 that were previously posted in 2013.

Website Visitors January 1 – December 31, 2014

<table>
<thead>
<tr>
<th>Browsers</th>
<th>Popular Pages</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internet Explorer</td>
<td>1. Home</td>
<td>58,642</td>
</tr>
<tr>
<td>2. Chrome</td>
<td>2. Sheriff Sales</td>
<td>40,401</td>
</tr>
<tr>
<td>5. Android</td>
<td>5. Halloween</td>
<td>7,198</td>
</tr>
<tr>
<td>7. Amazon Silk</td>
<td>7. Press Releases</td>
<td>4,254</td>
</tr>
<tr>
<td>8. Visitors</td>
<td></td>
<td>4,002</td>
</tr>
</tbody>
</table>
BUDGET

The Sheriff's Office has closed the 2014 operating budget with $17,708 over budget. Significant impacts to the budget were:

- Under-budgeting salaries and health insurance to reduce salary savings by $391,644
- Health insurance surcharge of $49,753
- Jail Medical contract exceeded budgeted costs by approximately $60,000

2014 BUDGET CENTERS - YEAR END

<table>
<thead>
<tr>
<th></th>
<th>REVENUE</th>
<th>EXPENSE</th>
<th>GROSS YE</th>
<th>NON-LAPSE</th>
<th>NET YE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>($26,080)</td>
<td>$70,445</td>
<td>$96,525</td>
<td>$96,525</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>$9,375</td>
<td>$93,500</td>
<td>$102,875</td>
<td>$102,875</td>
<td></td>
</tr>
<tr>
<td>Serving Papers</td>
<td>$1,630</td>
<td>$1,630</td>
<td>$1,630</td>
<td>$1,630</td>
<td></td>
</tr>
<tr>
<td>Community Relations</td>
<td>$4,978</td>
<td>$51</td>
<td>$5,028</td>
<td>($5,637)</td>
<td>($608)</td>
</tr>
<tr>
<td>Investigations</td>
<td>$3,404</td>
<td>($12,965)</td>
<td>($9,561)</td>
<td>($9,561)</td>
<td></td>
</tr>
<tr>
<td>Patrol</td>
<td>$7,098</td>
<td>($255,360)</td>
<td>($248,262)</td>
<td>($1,579)</td>
<td>($249,841)</td>
</tr>
<tr>
<td>Child Support</td>
<td>($1,500)</td>
<td>$0</td>
<td>($1,500)</td>
<td>($1,500)</td>
<td></td>
</tr>
<tr>
<td>Veh Maint</td>
<td>$2,236</td>
<td>$56,473</td>
<td>$58,709</td>
<td>($21,398.70)</td>
<td>$37,310</td>
</tr>
<tr>
<td>Corrections</td>
<td>$151,350</td>
<td>($180,642)</td>
<td>($29,292)</td>
<td>($29,292)</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>$165</td>
<td>$10,522</td>
<td>$10,687</td>
<td>$10,687</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>0</td>
<td>$23,882</td>
<td>$23,882</td>
<td>$23,882</td>
<td></td>
</tr>
<tr>
<td>Special Forces</td>
<td>$125</td>
<td>$58,824</td>
<td>$58,949</td>
<td>$58,949</td>
<td></td>
</tr>
<tr>
<td>Court Security</td>
<td>0</td>
<td>($18,876)</td>
<td>($18,876)</td>
<td>($18,876)</td>
<td></td>
</tr>
<tr>
<td>Radio System</td>
<td>$9,147</td>
<td>$3,125</td>
<td>$12,272</td>
<td>$12,272</td>
<td></td>
</tr>
<tr>
<td><strong>Total Budget Overage (in red)</strong></td>
<td><strong>$161,927</strong></td>
<td><strong>($151,021)</strong></td>
<td><strong>$10,907</strong></td>
<td><strong>($28,614)</strong></td>
<td><strong>($17,708)</strong></td>
</tr>
</tbody>
</table>

PSC Non-Lapse

<table>
<thead>
<tr>
<th></th>
<th>REVENUE</th>
<th>EXPENSE</th>
<th>GROSS YE</th>
<th>NON-LAPSE</th>
<th>NET YE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS YE</td>
<td></td>
<td></td>
<td>$10,907</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non-Lapse

(snowmobiles/trailer): $21,398.70

Shop With Cop Donation

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct</td>
<td>$659</td>
</tr>
</tbody>
</table>

Every 15 Minutes Donation

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct</td>
<td>$4,978</td>
</tr>
</tbody>
</table>

Patrol Dive Donation

Account $1,579

Less Total Non-Lapse from 2014 Budget $28,614

2014 budget NET YE ($17,708)
ADMINISTRATIVE DIVISION

The Administrative Division provides the necessary support for the efficient functioning of the command staff, jail division and the operational elements of the Washington County Sheriff’s Office. The staff coordinates technological improvements for the department, manages budgeting and purchasing activities, administration of the county-wide radio system and provides clerical support, which includes the transcription of official police reports, data entry, report filing/scanning, administration of civil process, and telephone/reception duties.

PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schmidt, Dale</td>
<td>Sheriff</td>
</tr>
<tr>
<td>Gonwa, Steve</td>
<td>Captain</td>
</tr>
<tr>
<td>Schulteis, Martin</td>
<td>Administrative Lieutenant</td>
</tr>
<tr>
<td>Rindt, Jennifer</td>
<td>Accounting Supervisor</td>
</tr>
<tr>
<td>Neal, Helen</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td>Lincicum, Kevin</td>
<td>Data Max I.S. Technician</td>
</tr>
<tr>
<td>Stoffel, Nancy</td>
<td>Process Clerk</td>
</tr>
<tr>
<td>Dunn, Lisa</td>
<td>Program Assistant</td>
</tr>
<tr>
<td>Malchow, Dolly</td>
<td>Program Assistant</td>
</tr>
<tr>
<td>Marx, Patricia</td>
<td>Program Assistant</td>
</tr>
<tr>
<td>Osberg, Christie</td>
<td>Program Assistant</td>
</tr>
<tr>
<td>Wright, Merrilu</td>
<td>Program Assistant</td>
</tr>
<tr>
<td>Watson, Deborah</td>
<td>Program Assistant (P.T.)</td>
</tr>
<tr>
<td>Boyce, Claudia</td>
<td>Program Assistant (P.T. Limited)</td>
</tr>
<tr>
<td>Schrader, John</td>
<td>Radio Systems Administrator</td>
</tr>
<tr>
<td>Becker, Kim</td>
<td>Records Assistant</td>
</tr>
<tr>
<td>Thull, Lynn</td>
<td>Records Assistant</td>
</tr>
</tbody>
</table>
### CORRECTIONS STAFFING 2014

<table>
<thead>
<tr>
<th>Position</th>
<th>Authorized</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrections Captain</td>
<td>1</td>
<td>11/17/2014</td>
</tr>
<tr>
<td>Corrections Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Corrections Sergeants</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Corrections Officers</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>Account Clerk</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Account Clerk (P.T.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Juvenile Manager</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Religious Coordinator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>AUTHORIZED TOTAL STAFFING</strong></td>
<td><strong>75</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SUPERVISORS

- **Miller, Shirley** Captain
- **Lehman, Scott** Lieutenant
- **Ackatz, Garrett** Sergeant
- **Julson, John** Sergeant
- **Miller, Ricky** Sergeant
- **Rozewicz, Ben** Sergeant
- **Schmit, Amy** Sergeant
- **Simon, Jacob** Sergeant
- **Sterman, Scott** Sergeant

### CORRECTIONS OFFICERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Authorized</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adee, Laura</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arnold, William</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baerber, Angela</td>
<td></td>
<td>5/1/2014</td>
<td></td>
</tr>
<tr>
<td>Baerber, Gloria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bauer, Benjamin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benike, Amanda</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berry, Randy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bertrum, Susan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bryant, Andrea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashion, John</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connan, Lindsay</td>
<td></td>
<td>2/17/2014</td>
<td></td>
</tr>
<tr>
<td>Dunse, Kara</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eichstedt, Clark</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ewing, Robyn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feller, Kathleen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frasher, David</td>
<td></td>
<td>ML 9/1/14</td>
<td></td>
</tr>
<tr>
<td>Gerasch, Kyle</td>
<td></td>
<td>2/25/2014</td>
<td></td>
</tr>
</tbody>
</table>

### JUVENTILE DETENTION

- **Rettmann, Debra** Manager
- **Sadowski, Russell** Manager
- **Scherrer, Jonathan** 5/5/2014
- **Schleif, Laurie** 5/5/2014
- **Schmidt, Russell** 5/5/2014
- **Schwechel, Nancy** 5/5/2014
- **Simon, Nicole** 5/5/2014
- **Skellett, Alan** 5/5/2014
- **Thiry, Brooke** 11/17/2014
- **Valley, Erik** 11/17/2014
- **Vargo, Joseph** 11/17/2014
- **Videkovich, Carrie** 11/17/2014
- **Waldman, William** 11/17/2014
- **Weddig, Brian** 11/17/2014
- **Wolfgram, Sean** 11/17/2014
- **Zeman, Matthew** 11/17/2014

### RELIGIOUS COORDINATOR

- **Hill, Rev. James** 8/15/2014

### ACH MEDICAL STAFF

- **Becker, Stephanie** Nurse Mgr
- **Hanson, Catherine** Nurse
- **Rocconi, Janet** Nurse
- **Walker, Kathy** Nurse
- **Walter, Dawn** Nurse

### ACCOUNTING

- **Becker, Mary** Account Clerk
- **Stogbauer, Theresa** Account Clerk

ML=Military Leave
CORRECTIONS

During 2014 the Washington County Jail did show a 1% decrease in both Adult bookings and Average Daily Population. The Juvenile Detention Facility presented a 0.8% decrease in Juvenile Bookings and 1.2% increase in Average Daily Population. However, for several months the Jail struggled with keeping classification standards because of extremely high census. The actual numbers do not always display the full picture of level of needs that come into play in caring for individuals with disabilities and chronic illnesses, along with an increased population of various addictive and mental health behaviors. Heroin continued to be one of the main concerns in the Jail system, as well as misuse of prescription drugs. Dealing with inmates exhibiting withdrawals in the Jail setting has become an almost daily event. In 2014 the Washington County Jail did make some major changes in medical services by contracting with a correctional health care agency that specializes in many of the addictive behaviors we encounter in the Jail. The change in philosophy and staffing was a major undertaking for all Jail staff in adapting to different procedures to ensure medical care for the inmate population.

The Department of Corrections also introduced an update of the DOC 350 codes in 2014 that dictates how policies and procedures are determined for all correctional facilities in Wisconsin. Included in some of these DOC updates were increased qualifications for Mental Health workers in the Jail settings, increased number of mandated laundry changes, increased reports and documents on specific incidents in the Jail setting and more mandated training, to include 2 hours of suicide prevention annually. The Jail staff has been working throughout the year to meet the additional responsibilities and update policies to maintain compliance with the State of Wisconsin.

The year 2014 brought a number of retirements and resignations of Jail staff that equaled to 196 years of experience leaving our setting. A number of new employees were hired to fill these positions, which includes for each new Officer, 12 weeks of working with a Field Training Officer (FTO’s continue to fill in a work load position while training), 160 hours of Basic Jail Officer Certification Training held at Fox Valley Technical College, 24 hours of Co-Located Juvenile Officer certification, all required within their first year of employment. Replacing and training staff often leaves openings to cover positions among the shifts in order to meet minimum shift levels, resulting in overtime. The Jail Staff have done an excellent job of welcoming new Officers into the team at Washington County and maintaining safety and security standards that we pride ourselves in.

INMATE EDUCATION

Funded by the Incarcerated Individuals’ Grant, Moraine Park Technical College provides programming in the area of basic education to inmates in the Washington County Jail. The goals of this programming are to assist individuals in obtaining their Certificate of General Educational Development, (G.E.D.)/High School Equivalency Diploma (H.S.E.D.), and equip participants with the knowledge and skills necessary for reentry into their communities. Education is a key component when looking at recidivism. Simply attending school behind bars reduces the likelihood of reentry into jail by 29%.

Moraine Park provides an adjunct instructor, computers and educational supplies. Students are tested for their entry educational level and offered courses to meet their needs. A test administrator is available monthly to provide in-house G.E.D. testing.
In 2014, testing procedures for the G.E.D. changed dramatically. The test is now administered on a computer, the number of tests was reduced from five to four, and the materials tested went to a more complex level. These changes have resulted in fewer tests being administered nationally, statewide and in the jail settings.

In 2014, a total of sixty-eight inmates participated in the programming. Eight G.E.D. tests were administered. Two students were one test away from completing their G.E.D. exams before being transferred to prison. An additional four students completed tests and coursework towards their H.S.E.D., which includes work in the areas of health and civics, along with the G.E.D. tests. Efforts have been made to transition inmates to Moraine Park upon their release. Communication between the jail instructor and instructors on campus helps facilitate this transition. Plans for 2015 include refinement of available courses, as well as continued efforts to help students prepare for and complete the G.E.D. exams.

JAIL FOOD SERVICE

A’viands Food Services and Management continued to provide services to the Washington County Jail throughout 2014. An extended 3 year contract was signed with A’viands in October 2014. The Food Service Manager, Keith Kohnke, continues to oversee a well run kitchen with additional services of educating the inmate workers on proper procedures in the food service field. Keith was recently honored at the A’viands Summit University in July 2014 for his professional work ethic and outstanding service to both A’viands and the Washington County Jail.

In June of 2014, A’viands implemented new menus for both Washington County Jail and Juvenile Center. In addition they greatly improved the quality of breakfast service by going from a bag breakfast to a tray service breakfast. This was done after our Annual Review of menus and methods of delivery of service. In 2014, the Jail Kitchen served 241,515 Adult Meals and 11,640 Juvenile Meals, plus HS Snacks or other dietary meals for a total of 253,155 meals.

These menus are planned according to contractual food service requirements. The Standardized Diet plans have been developed by Registered Dietitians to ensure adequate nutrition is being provided and that each individual inmate will be provided with a diet that meets their nutritional needs to promote general health and well-being. A four week cycle menu was developed to take into account nutritional requirement of the entire population; there are times when individuals exhibit intolerances to some food. Special Diets are used when individuals require therapeutic diets, religious diets and when holiday meals are served. When developing the menus, the Registered Dietitian takes into account that the meals should have a variety in texture, color, flavor, and appearance. A Registered Dietitian annually reviews the menus to ensure they’re reaching the caloric requirements set by the Client. A’viands Field Support Dietitian uses a Nutritional Software system to ensure that the menus are within required nutritional guidelines.

In 2014 the cost of our A’viands meals and supplies was $408,160 with the average cost of Adult meals of $1.59 and Juvenile meals $1.97.

<table>
<thead>
<tr>
<th>Food Service Meals Served - Calendar Year 2014:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Inmate Population Meals</td>
</tr>
<tr>
<td>Juvenile Population Meals</td>
</tr>
<tr>
<td>TOTAL MEALS SERVED</td>
</tr>
</tbody>
</table>
JAIL SECURITY PROJECTS

During the 2014 calendar year the Washington County Jail took part in a number of enhancements to the existing security systems throughout the Jail. Technology in most of these areas continues to evolve rapidly. In order to keep up with safety and security procedures equipment needs to be updated to allow for continued maintenance. The following projects were completed to meet those requirements.

**Security Control System Upgrade** - This process included replacing the software in the 5 security PC’s that control all doors, lights, showers and phone services in the Inmate areas. This project was in part to keep up with the change to Windows 7 that was implemented throughout the county.

**Security Network Upgrade** - An upgrade from the consumer grade switches which control all the security areas to an industrial size switch throughout all the security system areas of the Jail. The 24 port Switch would decrease the risk of a total shut down of the security controls during electrical interruptions, such as we experienced in March of 2013. With this project we included a Remote Support Module that would allow the vendor to troubleshoot technical problems from their facility in order to save money on the cost of technicians traveling on site to diagnosis equipment failures.

**Security Camera Project** - In 2014 the Jail continued to add additional cameras throughout the Jail in order to provide additional monitoring of activities in regard to security concerns. This involved the addition and replacement of 17 cameras throughout cell areas, program rooms, hallways and closets where medication and equipment is stored.

**Security Cell Check System** - The Jail was operating with a Morse Watchman Tour system since 2001 to electronically record inmate checks and download this information to have reports available upon request. This system addresses the requirement of Department of Corrections Code 350.18 “Security”, which requires physical checks of inmates be recorded and documented between 15 minutes to 60 minutes at irregular and frequent intervals. The lifespan of the Morse Watchman was in its final stages and in consulting with the company they had not moved forward with updates to their system.

After researching companies, a decision was made to upgrade to TIMEKEEPING (Guard One Plus). In June of 2014 we proceeded with replacing all equipment and software in order to begin using the Guard One program. Each Officer is registered in the system with an individual fob to record their cell checks. The upgrade to TIMEKEEPING has been very beneficial to the Jail staff in securing their security rounds.
# Washington County Jail 2014 Activity Report

## Prisoner Admissions

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>3,525</td>
<td>3,505</td>
<td>3,371</td>
<td>3,333</td>
<td>3,229</td>
<td>3,158</td>
</tr>
<tr>
<td>Adult Female</td>
<td>934</td>
<td>965</td>
<td>957</td>
<td>986</td>
<td>1,035</td>
<td>1,055</td>
</tr>
<tr>
<td><strong>TOTAL (Adults)</strong></td>
<td><strong>4,459</strong></td>
<td><strong>4,470</strong></td>
<td><strong>4,328</strong></td>
<td><strong>4,319</strong></td>
<td><strong>4,264</strong></td>
<td><strong>4,213</strong></td>
</tr>
<tr>
<td>Juvenile Male</td>
<td>265</td>
<td>321</td>
<td>374</td>
<td>444</td>
<td>346</td>
<td>251</td>
</tr>
<tr>
<td>Juvenile Female</td>
<td>93</td>
<td>131</td>
<td>130</td>
<td>155</td>
<td>120</td>
<td>108</td>
</tr>
<tr>
<td><strong>TOTAL (Juveniles)</strong></td>
<td><strong>358</strong></td>
<td><strong>452</strong></td>
<td><strong>504</strong></td>
<td><strong>599</strong></td>
<td><strong>466</strong></td>
<td><strong>359</strong></td>
</tr>
<tr>
<td><strong>TOTAL (Adults &amp; Juveniles)</strong></td>
<td><strong>4,817</strong></td>
<td><strong>4,922</strong></td>
<td><strong>4,832</strong></td>
<td><strong>4,918</strong></td>
<td><strong>4,730</strong></td>
<td><strong>4,572</strong></td>
</tr>
</tbody>
</table>

## Meals

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Meals (Trays &amp; Bag Lunches)</td>
<td>*****</td>
<td>*****</td>
<td>*****</td>
<td>*****</td>
<td>255,367</td>
<td>241,515</td>
</tr>
<tr>
<td>Juvenile Meals</td>
<td>*****</td>
<td>*****</td>
<td>*****</td>
<td>*****</td>
<td>9,499</td>
<td>11,640</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>244,500</td>
<td>251,784</td>
<td>248,751</td>
<td>252,795</td>
<td>264,866</td>
<td>253,155</td>
</tr>
</tbody>
</table>

## Huber Law Account

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prisoner Board (Working)</td>
<td>$416,498</td>
<td>$385,558</td>
<td>$416,347</td>
<td>$550,567</td>
<td>$561,280</td>
<td>$580,341</td>
</tr>
<tr>
<td>Prisoner Board (Non-Working)</td>
<td>NA</td>
<td>NA</td>
<td>$45,257</td>
<td>$40,114</td>
<td>$44,797</td>
<td>$32,729</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$416,498</td>
<td>$385,558</td>
<td>$461,604</td>
<td>$590,681</td>
<td>$606,077</td>
<td>$613,070</td>
</tr>
</tbody>
</table>

## Electronic Monitoring

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inmate EM Fees</td>
<td>$62,800</td>
<td>$57,578</td>
<td>$57,397</td>
<td>$82,618</td>
<td>$85,728</td>
<td>$59,899</td>
</tr>
</tbody>
</table>

## AVE. Daily Population

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-House</td>
<td>218</td>
<td>216</td>
<td>227</td>
<td>236</td>
<td>253</td>
<td>246</td>
</tr>
<tr>
<td>Electronic Monitoring</td>
<td>9</td>
<td>7</td>
<td>6</td>
<td>10</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Out Of County</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL ADULT</strong></td>
<td><strong>227</strong></td>
<td><strong>223</strong></td>
<td><strong>233</strong></td>
<td><strong>246</strong></td>
<td><strong>262</strong></td>
<td><strong>253</strong></td>
</tr>
<tr>
<td>Juvenile</td>
<td>6</td>
<td>11</td>
<td>10</td>
<td>14</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td><strong>TOTAL POPULATION</strong></td>
<td><strong>233</strong></td>
<td><strong>234</strong></td>
<td><strong>243</strong></td>
<td><strong>260</strong></td>
<td><strong>271</strong></td>
<td><strong>264</strong></td>
</tr>
</tbody>
</table>

## Municipal

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of days held on Municipal Warrants</td>
<td>3,340</td>
<td>4,512</td>
<td>3,949</td>
<td>2,427</td>
<td>1,664</td>
<td>1,805</td>
</tr>
</tbody>
</table>
# Washington County Jail 2014 Statistics

## Adult Bookings (Average Age = 31.80)

<table>
<thead>
<tr>
<th>Race</th>
<th>Count</th>
<th>Pct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>45</td>
<td>1.07%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>17</td>
<td>0.40%</td>
</tr>
<tr>
<td>Black</td>
<td>647</td>
<td>15.36%</td>
</tr>
<tr>
<td>White (Hispanic)</td>
<td>311</td>
<td>7.38%</td>
</tr>
<tr>
<td>White (Non-Hispanic)</td>
<td>3193</td>
<td>75.79%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>4213</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

## Adult Bookings (Age Range 17-79)

<table>
<thead>
<tr>
<th>Sex</th>
<th>Count</th>
<th>Pct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>1055</td>
<td>25.04%</td>
</tr>
<tr>
<td>Male</td>
<td>3158</td>
<td>74.96%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>4213</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

## Juvenile Bookings (Average Age = 15.12)

<table>
<thead>
<tr>
<th>Race</th>
<th>Count</th>
<th>Pct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>1</td>
<td>0.28%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>1</td>
<td>0.28%</td>
</tr>
<tr>
<td>Black</td>
<td>107</td>
<td>29.81%</td>
</tr>
<tr>
<td>White (Hispanic)</td>
<td>35</td>
<td>9.75%</td>
</tr>
<tr>
<td>White (Non-Hispanic)</td>
<td>215</td>
<td>59.89%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>359</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

## Juvenile Bookings

<table>
<thead>
<tr>
<th>Sex</th>
<th>Count</th>
<th>Pct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>108</td>
<td>30.08%</td>
</tr>
<tr>
<td>Male</td>
<td>251</td>
<td>69.92%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>359</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

## 15, 16, & 17 Year Old's Booked Into Adult / Juvenile

<table>
<thead>
<tr>
<th>Booking Type</th>
<th>Age at Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Adult Booking</td>
<td>0</td>
</tr>
<tr>
<td>Juvenile Booking</td>
<td>110</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>110</strong></td>
</tr>
</tbody>
</table>
The Jail charges $51.46 per day per prisoner for housing state prisoners under contract.

The Mid-Moraine Municipal Court is billed $20.00 per day for housing inmates on municipal sentences.
ELECTRONIC MONITORING

The Sheriff’s Office extended the contract with 3M Monitoring to provide the equipment for the Electronic Monitoring Program in the Jail. The Electronic Monitoring Program currently uses one-piece GPS tracking bracelets, which utilize GPS satellites to establish offender’s locations and a cellular network to transmit data almost immediately.

Additionally, the Jail now has access to 2 types of home alcohol testing units; the MEMS3000 and the new SCRAM. The SCRAM Remote Breath is a handheld, wireless, breath alcohol device that provides automated facial recognition and GPS location tracking with every test. The home alcohol testing units are used for all multiple offenders approved for the program, providing a 2nd level of supervision. The variety of equipment allows the Jail to customize the level of supervision, based on the individual needs of each Inmate enrolled in the program. The Electronic Monitoring Program acts as an alternative to physical confinement in the Jail, while still providing structured and well monitored supervision of each Inmate.
Juvenile Detention bills other counties $115.00 per day for housing their juveniles.
INMATE HEALTH

The Washington County inmate population continued to face numerous medical and mental health challenges into 2014. The Nursing Staff that included 2 full time Nurses in early 2014 struggled with keeping up with the multiple sick calls and chronic illnesses that were part of the growing Inmate population. In June of 2014, our Health Care Coordinator retired from his position at the Washington County Jail after serving the County for 30+ years. Prior to his retirement a decision was made that the Jail had grown to a point that it needed to review the services of organizations that specialized in Correctional Health Care. After reviewing several companies and their services it was decided to work with Advanced Correctional Health Care Services. We moved forward with a limited 1 year contract to establish where our needs would be in the coming year.

Some of the basic services included in the contract with Advanced Correctional Healthcare include: Physician on site weekly with access to 24/7 on-call phone contact for assistance with medical situations and includes two additional providers if the site Doctor is not available. It also includes nursing staff for a total of 112 hours of coverage weekly; nursing staff now completes medication pass twice daily when on site, handles all sick calls, reviews health screenings and follows up with inmates with chronic illnesses frequently.

Basic pharmaceuticals and prescribed over-the-counter medications include policies on proper storage of medications, pharmacy ordering, usage and returns or disposal and are included in the ACH program. Specified medications are ordered and returned through the pharmacy but are the responsibility of the county.

On site laboratory testing completed by nurses is covered along with coordinating mobile and off site testing which is the responsibility of the county.

All disposable medical supplies, Hep B/TB Screening, Advanced Training programs and repricing of invoices are all part of the ACH program.
Jail statistics for 2014 are an estimate based on two different processes of reporting information. Based on numbers gathered prior to Advanced Correctional HealthCare and their reporting information based on more defined reporting on contacts made for more specific events the following information is available.

- Nurse Contacts for 2014: 3,528 (does not include the twice daily contact made with inmates who are prescribed medications)
- Doctor or Dentist Contacts: 215
- Mental Health contacts: 818 (Does not include contacts with ACS workers after hours)

GANG REPORT

In 2013 the Washington County Jail implemented a formal gang unit. The gang unit is comprised of several Officers and is overseen by one of the Jail Sergeants, all of whom perform this as part of their job assignments. This unit is responsible for identifying known and suspected gang members that enter the facility. This information is used to make decisions regarding appropriate housing and programming needs of the offenders. The goal of the unit is to identify those who pose a clear and present threat to the safety of the institution. We also hope that by identifying gang members we can work to limit criminal networking with other gang members. By building our knowledge on gangs and effectively sharing that information, Law Enforcement can continue to keep our schools and communities safe.

This unit has identified over 127 gang members since its formation. 2014 saw an increase in the number of hybrid street gang members. One of the biggest challenges with gangs is the fact that they are constantly changing and evolving. One gang can break apart and join with other gangs to form hybrid gangs. The gang unit is constantly working to stay on top of the current trends within this dark world. This unit also works to educate the staff, school officials and other agencies on gangs and ways to identify possible members. Washington County is committed to the safety of our communities and is working diligently on combating gangs and gang-related activity.

INMATE AGE BREAKDOWN

2014 Inmate Age Breakdown

Age Range 17-79

- 21-24 17.9%
- 25-28 17.9%
- 29-32 12.4%
- 33-36 11.1%
- 37-40 7.1%
- 41-44 5.6%
- 45-48 5.2%
- 49-52 4.1%
- 53-56 2.9%
- 57-60 1.4%
- 61-64 0.6%
- 65-69 0.6%
- 70+ 0.4%
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON</td>
<td>5:30-6:00</td>
<td>Showers, Lockdown/Meals, Attorneys/Probation/Clergy</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Cleanings, Supplies, Genesis</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Head Count, Recreational Activities</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Jail Closed, Juvenile Programming/School</td>
</tr>
<tr>
<td>TUES</td>
<td>5:00-6:00</td>
<td>Showers, Lockdown/Meals, Attorneys/Probation/Clergy</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Cleanings, Supplies, Genesis</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Head Count, Recreational Activities</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Jail Closed, Juvenile Programming/School</td>
</tr>
<tr>
<td>WED</td>
<td>5:00-6:00</td>
<td>Showers, Lockdown/Meals, Attorneys/Probation/Clergy</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Cleanings, Supplies, Genesis</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Head Count, Recreational Activities</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Jail Closed, Juvenile Programming/School</td>
</tr>
<tr>
<td>THU</td>
<td>5:00-6:00</td>
<td>Showers, Lockdown/Meals, Attorneys/Probation/Clergy</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Cleanings, Supplies, Genesis</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Head Count, Recreational Activities</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Jail Closed, Juvenile Programming/School</td>
</tr>
<tr>
<td>FRI</td>
<td>5:00-6:00</td>
<td>Showers, Lockdown/Meals, Attorneys/Probation/Clergy</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Cleanings, Supplies, Genesis</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Head Count, Recreational Activities</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Jail Closed, Juvenile Programming/School</td>
</tr>
<tr>
<td>SAT</td>
<td>5:00-6:00</td>
<td>Showers, Lockdown/Meals, Bible Study</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Cleanings, Supplies, Inmate Haircuts</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Head Count, Juvenile Programming</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Jail Closed, Juvenile Programming</td>
</tr>
<tr>
<td>SUN</td>
<td>5:00-6:00</td>
<td>Showers, Lockdown/Meals, AA Meeting</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Cleanings, Supplies, Huber Laundry Exchange</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Head Count, Juvenile Programming</td>
</tr>
<tr>
<td></td>
<td>6:00-6:30</td>
<td>Jail Closed, Juvenile Programming</td>
</tr>
</tbody>
</table>
## 2014 Annual Report – Corrections

### STAFF TRAINING

A Corrections Officer’s main focus is to maintain safety and security within the Jail and its operations. To achieve these goals, Correctional Staff are trained extensively to become proficient in Professional Communication Skills (PCS), which is the key function that Officers need to develop in order to interact with inmates and the public in a professional manner. PCS is an integral part of Wisconsin’s Unified Tactical training program. This means that both Law Enforcement and
Corrections training in Wisconsin is all based on certain common concepts and techniques. Corrections Officers use communication skills daily in performing their duties, whether they are supervising inmates or dealing with visitors or other professionals that may come into the Jail. Corrections Officers face many potential dangers on the job daily. PCS training that is provided gives Officers the tools to alleviate or re-direct sudden verbal outbursts, complaints and non-compliancy from inmates. If voluntary compliance can be achieved through proper communication, the Jail becomes a safer environment for Officers, inmates, non-custody staff and many professional visitors that come into the facility daily.

Unfortunately, even the best efforts of the most skilled Officer to gain voluntary compliance do not always work. Sometimes Officers have to use physical force to achieve control and accomplish legitimate correctional objectives. In Wisconsin, the training standard for such use of force in a correctional setting is Principles of Subject Control (POSC). POSC is a system of verbalization skills coupled with physical alternatives to maintain safety and security of the Jail. Training is provided in-house by Corrections Officers who are Law Enforcement Safety Board (LESB) certified. POSC teaches the theory of control in a correctional setting and provides practiced training in applying these controls as it applies to real incidents within the Corrections facility. The training provides the Officers with information that creates consistent responses and the skill needed to handle disturbances with minimal amount of liability to both the Officers and the inmates. The Washington County Corrections Division continues to face challenges every day. By educating and updating the Officers in the newest technology, the Jail operation will run efficiently and safety and security is maintained.

Since the majority of the training is conducted at the Washington County Jail, there are many Officers who have had extensive training provided by the State of Wisconsin or other professional agencies. These Officers also attend various conferences and update training sessions, which allows them to network with other instructors throughout the state.

Every year the Wisconsin Jail Association holds a conference where a variety of topics relating to Corrections are presented and discussed. Officers and supervisors are encouraged to attend this event. In addition, Corrections Supervisors take part in additional trainings offered through various state and federal agencies which offer a number of networking sources which are important in staying current with various laws and procedures.

This past year Officers were provided a training course in drug identification. This course will assist Officers in recognizing the signs and symptoms of drug use and determining a course of action. Individuals continue to abuse a variety of substances from prescription medications to illegal drugs. The use of these substances has been linked to a wide variety of mental health issues, suicides and violent and bizarre behaviors. Recognizing drug use and individuals involved in violent behaviors is a key element in keeping staff, as well as these individual safe.

The Corrections Officers are required to recertify annually with a minimum of 24 hours of training relevant to Jail operations. In 2014 training topics included:

<table>
<thead>
<tr>
<th>Non-Custody Staff Training</th>
<th>Basic Time Recertification</th>
<th>Principles of Subject Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT Recertification</td>
<td>Medical In-Service</td>
<td>Juvenile Update</td>
</tr>
<tr>
<td>Suicide Prevention</td>
<td>Crisis Intervention/Mental Illness</td>
<td>Gang Training</td>
</tr>
<tr>
<td>CPR/First Aid</td>
<td>Professional Communication Skills</td>
<td>Drug Identification for Correction Officers</td>
</tr>
<tr>
<td>Risk Management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21
## OPERATIONS STAFFING 2014

<table>
<thead>
<tr>
<th>Captain</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant</td>
<td>4</td>
</tr>
<tr>
<td>Detective Lieutenant</td>
<td>2</td>
</tr>
<tr>
<td>Sergeant</td>
<td>6</td>
</tr>
<tr>
<td>Detective – Investigator I</td>
<td>0</td>
</tr>
<tr>
<td>Detective – Investigator II</td>
<td>5</td>
</tr>
<tr>
<td>Deputy</td>
<td>49</td>
</tr>
<tr>
<td>*Special Deputy</td>
<td>24</td>
</tr>
<tr>
<td>*Bailiff</td>
<td>2</td>
</tr>
<tr>
<td>Communications Supervisor</td>
<td>2</td>
</tr>
<tr>
<td>Communications Officer</td>
<td>11</td>
</tr>
<tr>
<td>Communications Officer (P.T.)</td>
<td>1</td>
</tr>
<tr>
<td>Automobile Technician</td>
<td>1</td>
</tr>
</tbody>
</table>

**AUTHORIZED TOTAL STAFFING** 108

*Special Deputy and Bailiff Positions are not included in the total staffing. These positions are considered as needed in the county staffing plan.

<table>
<thead>
<tr>
<th>SUPERVISORS</th>
<th>SPECIAL DEPUTY</th>
<th>DEPUTY SHERIFF PATROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonwa, Steven</td>
<td>Captain</td>
<td>Ballard, John</td>
</tr>
<tr>
<td>Martin, Robert</td>
<td>Lieutenant</td>
<td>Bateman, David</td>
</tr>
<tr>
<td>Stuesser, Robert</td>
<td>Lieutenant</td>
<td>Blada Jr., Andrew</td>
</tr>
<tr>
<td>Theusch, Bruce</td>
<td>Lieutenant</td>
<td>Buth, Joseph</td>
</tr>
<tr>
<td>Beres, Chadwig</td>
<td>Sergeant</td>
<td>Carroll, Daniel</td>
</tr>
<tr>
<td>Boudry, Randolph</td>
<td>Sergeant</td>
<td>Cox, Linda</td>
</tr>
<tr>
<td>Guslick, Jason</td>
<td>Sergeant</td>
<td>Cuffman, Gary</td>
</tr>
<tr>
<td>Hennes, Michael</td>
<td>Sergeant</td>
<td>Frank, James</td>
</tr>
<tr>
<td>Herman, Ryan</td>
<td>Sergeant</td>
<td>Geldreich, Michael</td>
</tr>
<tr>
<td>Kemps, Timothy</td>
<td>Sergeant</td>
<td>Hetzel, Michael</td>
</tr>
<tr>
<td>Kolpfinstein, David</td>
<td>Investigator</td>
<td>Kreft, Jeffery</td>
</tr>
</tbody>
</table>

### DETECTIVE BUREAU

<table>
<thead>
<tr>
<th>Konstan, Robert</th>
<th>Lieutenant</th>
<th>Maeder, Michael</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott, Thomas</td>
<td>Detective</td>
<td>Nehm, Charles</td>
</tr>
<tr>
<td>Clausing, Joel</td>
<td>Detective</td>
<td>Onken, Kenneth</td>
</tr>
<tr>
<td>Demler, Hope</td>
<td>Detective</td>
<td>Pankratz, Pat</td>
</tr>
<tr>
<td>Walsh, Aaron</td>
<td>Detective</td>
<td>Ramierrez, Eduardo</td>
</tr>
<tr>
<td>Wolf, James</td>
<td>Detective</td>
<td>Resnick, Bruce</td>
</tr>
<tr>
<td>Klopfstein, David</td>
<td>Investigator</td>
<td>Riebe, Michael</td>
</tr>
</tbody>
</table>

### DRUG UNIT

<table>
<thead>
<tr>
<th>Buth, Paul</th>
<th>Lieutenant</th>
<th>Rojas, Ivan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank, Peter</td>
<td>Detective</td>
<td>Russell, Jim</td>
</tr>
<tr>
<td>Sette, Mark</td>
<td>Detective</td>
<td>Schanzell, Kelly</td>
</tr>
</tbody>
</table>

### VEHICLE MAINTENANCE

| Goeden, Donald       | Pedersen, Donald | Weske, David          |

### BAILIFF

| Pedersen, Donald     | 6/17/2014       |

**COMMUNICATION OFFICERS**

<table>
<thead>
<tr>
<th>Raffay, Jill</th>
<th>Sergeant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blair, Angela</td>
<td>Sergeant</td>
</tr>
<tr>
<td>Burke, Dennis</td>
<td>11/3/2014</td>
</tr>
<tr>
<td>De Broux, Jennifer</td>
<td></td>
</tr>
<tr>
<td>Fricke, Lauren</td>
<td></td>
</tr>
<tr>
<td>Hall, Kelly</td>
<td></td>
</tr>
<tr>
<td>Loiacono, Scott</td>
<td></td>
</tr>
<tr>
<td>Martin, Charlotte</td>
<td></td>
</tr>
<tr>
<td>Rahn, Rebecca</td>
<td></td>
</tr>
<tr>
<td>Scharinger, Rebecca</td>
<td></td>
</tr>
<tr>
<td>Schwartz, Timothy</td>
<td></td>
</tr>
<tr>
<td>Skodinski, Cyndi</td>
<td></td>
</tr>
<tr>
<td>Williams, Larry</td>
<td></td>
</tr>
</tbody>
</table>
OPERATIONS DIVISION ACTIVITY

To best understand the annual activity of the Operations Division, activity has been divided into two main categories:

Calls > Case Reports

In 2013 the new ProPhoenix records management system was implemented at the Sheriff’s Office. This required a change in the reporting formats. Prior to 2013, annual activity was divided into three categories: Incidents, Case reports and Field reports. In ProPhoenix, Incidents are now compiled as Calls. Case reports continue to be compiled; however Field Reports are no longer used as a category. This will obviously have an effect on reporting statistics and comparisons between 2013 data and prior years will have to take into account this difference in how data is compiled and reported.

Calls represent the widest range of activity engaged in by Deputies. When any call is received by the Sheriff’s Office that requires a response from a Deputy, the information about the call is entered into our computer system. This data entry is called a “Call”. Calls can be created when a dispatcher enters the information into our computer system, or when they are entered by a Deputy into a squad computer when he/she initiates activity in the field. A call can be everything from a serious criminal investigation to a traffic stop and most every activity in between.

Field reporting was established in 2009 as a means of reducing paperwork and time spent by Deputies on filing written reports. A field report was an electronic report created by the Deputy using their mobile data terminals or MDTs. Field reports reduced the time spent by Deputies on dictation and paperwork. With the implementation of ProPhoenix, what would have been recorded as a field report is now incorporated into the call documentation itself. The Deputy may complete an abbreviated electronic report within the call using their squad computer. This reporting method is used when an incident should have some documentation, but does not rise to the level of requiring a case report. Some examples would be calls involving false 911, property checks or calls about suspicious vehicles or persons that prove to be unfounded.

Case Report is a written police report that is filed by a Deputy. Case reports always start as a call. If a Deputy responds to a call and a written police report is required, a case report is started. For example, all criminal cases are recorded in a case report. The Deputy dictates the narrative portion of the case report, a program assistant types the report and the report is filed in the front office.

The following sections will break down the types and numbers of Calls and Case reports completed by the Operations Division in 2014.

The total number of Calls includes all Calls and Case reports.
WASHINGTON COUNTY SHERIFF’S OFFICE
INCIDENT STATISTICS AND INFORMATION

2014 CALL CATEGORIES

For the purposes of this annual report, Call types have been grouped under general categories (the Call types are not listed in order of occurrences):

- **Life and Bodily Security**
  Murder/Manslaughter, Sexual Assault (all degrees), Sex Offense (other than assaultive), Assault (aggravated & non-aggravated), Suicide, Death-Natural Causes, Mental Walk-away/Incapacitated, Missing Persons, Welfare Check

- **Public Health and Safety**

- **Public Peace and Order**
  Disorderly Conduct, Domestic, Family Trouble / Exclude Domestic, Family/Child Complaints, Restraining Order/Injunction Violations, Harassment (Including phone calls), Suspicious Person/Vehicle/Situation, Civil Matter, Prisoner Escort-Security, Warrant Service/Attempt, Tavern Check, Fireworks, Liquor Laws-All Other (excluding underage)

- **Children**
  Child Abuse, Juvenile-Status (includes runaway), Liquor Laws-Underage Drinkers

- **Drug Crimes**
  Drugs/Violation-Controlled Substance

- **Interference with Law Enforcement**
  Obstructing Police/Justice, Escaped Prisoner

- **Property**
  Burglary, Robbery, Extortion, Forgery/Counterfeiting, Trespassing/Prowler, Larceny (theft), Identity Theft, Fraudulent Activities, Motor Vehicle Theft, Damage To Property, Damage To Property-Mailbox, Abandoned Vehicle, Recovered Property, Lost Property, Property Check, Open Door, Littering, Park Patrol

- **Traffic**

- **Accidents**
  Accident-Traffic-Personal Injury, Accident-Traffic-Hit & Run, Accident-Traffic-Property Damage Only, Accident-Traffic-Car Kill Deer, Accident-Traffic-Vehicle in Ditch, Accident-All Other, Accident-Snowmobile

- **Animals**
  Animal Complaint (excludes bites), Animal Bite
CALLS

In 2014, the Sheriff’s Office handled 47,034 Calls. Calls include those calls received by the Sheriff’s Office which required a response from a Deputy and calls which are self-initiated by Deputies. Related Call types have been combined under common categories.

Property Related crimes which include burglary, theft, trespassing and criminal damage to property ranked first, followed by Traffic Related Incidents which include individual traffic stops, motorist assists, vehicle complaints, lockouts and traffic enforcement requests.

Calls related to public health and safety ranked fourth and include calls involving weapons offenses, fire alarms, E911 abandoned calls, ambulance requests and hazardous condition reports. Calls related to Public Peace and Order ranked fifth and include calls involving disorderly conduct, harassment, family trouble, domestic disputes, suspicious person and vehicles, warrant services and tavern checks.

Accident related incidents ranked sixth. It should be noted that in 2014, the Sheriff’s Office provided 944 assists to other law enforcement agencies in and outside of Washington County.

CASE REPORTS

In 2014, the Sheriff’s Office initiated 3,140 case reports. Case reports are defined as written police reports filed by a Deputy. Case reports generally originate with a call. A call is received by the Sheriff’s Office or may be self-initiated by the Deputy. If the call involves a potential crime or significant investigation, the Deputy will file a case report. Related case report types have been combined under common categories.
Property Related and Public Peace and Order incidents accounted for the largest percentage of written case reports filed by Deputies in 2014. Thefts, criminal damage to property and fraudulent activity complaints were predominant in the Property Related category. Disorderly conduct, civil matters liquor law violations and harassment accounted for most case reports filed under the Public Peace and Order category. Life & Bodily Security cases include murder, sexual assault, sex offense assault, suicide, natural deaths, mental subjects, missing persons and welfare checks. Traffic related case reports include mandatory reports filed for every OWI arrest and also reflect a high number of vehicle related complaints received annually, such as motorist complaints about another driver.

ACCIDENTS

With the transition to the state Traffic and Criminal Software (TraCS) completed in 2014, all traffic accident reports are reported electronically to the state. The reporting format has changed and some data is not currently available.

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>FATALITIES (# of deceased persons)</td>
<td>14</td>
<td>16</td>
<td>12</td>
<td>19</td>
<td>6</td>
<td>11</td>
</tr>
<tr>
<td>PERSONAL INJURY ACCIDENTS</td>
<td>295</td>
<td>261</td>
<td>301</td>
<td>378</td>
<td>302</td>
<td>227</td>
</tr>
<tr>
<td>PERSONS INJURED</td>
<td>410</td>
<td>371</td>
<td>441</td>
<td>520</td>
<td>424</td>
<td>397</td>
</tr>
<tr>
<td>PROPERTY DAMAGE ACCIDENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPORTABLE (+$1000.00)</td>
<td>1177</td>
<td>1142</td>
<td>1429</td>
<td>1175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON REPORTABLE</td>
<td>383</td>
<td>330</td>
<td>231</td>
<td>234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAR KILL DEER</td>
<td>645</td>
<td>628</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL ACCIDENTS</td>
<td>1,560</td>
<td>1,472</td>
<td>1,660</td>
<td>1,787</td>
<td>1,748</td>
<td>1,676</td>
</tr>
<tr>
<td>HIT &amp; RUN ACCIDENTS</td>
<td>119</td>
<td>112</td>
<td>117</td>
<td>179</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OWI (INVOLVING ACCIDENTS)</td>
<td>64</td>
<td>55</td>
<td>73</td>
<td>63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OWI (NOT INVOLVING ACCIDENTS)</td>
<td>217</td>
<td>203</td>
<td>139</td>
<td>161</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CRASH RECONSTRUCTION

The Sheriff’s Office Crash Reconstruction Team was called in to investigate 9 serious or fatal accidents in 2014. The 9 cases involved 17 serious injuries and 5 fatalities. Two of those investigations were conducted as assistance to other county law enforcement agencies (Hartford PD and West Bend PD). In addition to these cases, the team is involved on a regular basis with the
Patrol Division providing advice, direction and performing calculations such as speed estimated. Crash Team members attend annual specialized training in crash investigation.

TRAFFIC SAFETY & ENFORCEMENT

Traffic safety remains a high priority for the Sheriff’s Office. Through high visibility, patrol and the enforcement of traffic laws, patrol Deputies assigned to the Operations Division strive to reduce accidents, injuries and motor vehicle related deaths on our highways.

TRAFFIC CITATIONS

A total of 2,538 traffic citations were issued by Deputies in 2014. Moving violations accounted for 1,243 or 49% of the citations issued by Deputies during the year. Speed related violations were predominant. Operating while intoxicated accounted for 31%. Failure to yield, stop sign and inattentive driving accounted for another 16% of the citations issued.

1,294 citations were issued for non-moving violations. These offenses involve serious traffic safety issues such as operating after suspension or revocation, seatbelt, child restraint and motor vehicle equipment violations. Citations for persons operating after suspension or revocation of their driver's license accounted for the largest number of citations issued for non-moving violations.

Additionally, 146 parking citations were issued to motorists in 2014.
WARNINGS / VIOLATION NOTICES

With the transition to the state Traffic and Criminal Software (TraCS) completed in 2013, all traffic warnings and equipment violation notices (commonly called 5 day notices) are combined into one reporting format. A notice may still carry a requirement that the motorist correct specific equipment, registration or driver’s license violations within a specific timeframe. Failure to comply with the notice results in the issuance of a traffic citation for the violation. Expired registration, non-registration, vehicle lighting and proof of insurance violations account for the majority of these notices issued by Deputies.

A total of 5,631 notices were issued by Deputies in 2014.

A total of 2,656 notices were issued for moving violations. Speed related violations accounted for the majority of warnings issued to motorists. Approximately 82% of warnings issued for moving violations were for speeding. Stop sign, traffic signal and other moving violations account for many of the remaining warnings issued to motorists.

Notices are also issued for non-moving violations, such as lighting and equipment violations, proof of insurance and expired or non-registration. A total of 2,738 were issued for these non-moving violations.
OWI ENFORCEMENT

202 citations were issued by Deputies in 2014 for citations related to Operating While Intoxicated with 162 citations also being issued for Prohibited Alcohol Concentration. In Wisconsin, a person is first arrested and issued a citation for OWI. A test via intoximeter or blood test will show blood alcohol levels. If the test indicates a blood alcohol level over the legal limit, a citation is issued for Operating with a Prohibited Alcohol Concentration. As it is statewide, impaired driving continues to be a concern in Washington County, as increasing numbers of operators are suspected to be under the influence not only of alcohol, but prescription or illegal drugs.

CITIZEN TRAFFIC COMPLAINTS

To be responsive to specific traffic-related complaints reported to the Sheriff’s Office by concerned citizens, Supervisors log and assign special traffic assignments to Deputies. These assignments are conducted as time permits and are in addition to the normal traffic patrol which Deputies engage in on a daily basis. In 2014, 96 special traffic assignments were conducted based on citizen concerns.

These assignments addressed speeding, stop sign violations, illegal passing, overweight vehicles, vehicle disorderly conduct and racing vehicles and were conducted on U.S. state, county and town highways.

COMMERCIAL MOTOR VEHICLE ENFORCEMENT

A third truck inspector was added to the Sheriff’s Office Truck Inspection Program in 2014. Sergeant Michael Hennes, Deputy Justin Jilling and Deputy Jason Vanier are trained and certified as Level I Truck Inspectors and are affiliated with the Commercial Vehicle Safety Alliance, an international not-for-profit organization comprised of local, state and federal motor carrier safety officials and industry representatives from the United States, Canada, and Mexico. These Deputies are trained to enforce laws pertaining to commercial motor vehicle safety and operation. In 2014, these Deputies spent 82 hours conducting 88 commercial motor vehicle inspections, enforcing 12 weight restriction violations and 7 drug interdictions. 460 violations were identified as a result of these inspections, with a total of 26 vehicles and 9 operators being ordered out of service. In addition, 14 citations were issued to the operators or owners of these commercial motor vehicles. These inspectors also provided 2 seminars for area businesses, serving as an education and information resource in the community.

ATV AND SNOWMOBILE ENFORCEMENT

The Eisenbahn Trail continues to be a popular recreational destination for residents. Single Deputy ATV patrols are conducted on the Eisenbahn as time and manpower permits. Approximately 15 hours of patrol were conducted on the trail between March and September. The citizen feedback on these patrols was very positive and the patrols afforded Deputies the opportunity to interact with trail users and answer questions from the public.

The Sheriff’s Office continued its snowmobile program under a grant from the State Department of Natural Resources. In 2014, Deputies issued 12 citations and 19 written warnings for various
snowmobile violations such as non-registration, failure to comply with signs, no safety certificate and OWI.

COUNTY ORDINANCE ENFORCEMENT

A total of **429 county ordinance citations** were issued by Deputies in 2014. The single, largest group issued citations under this category were persons involved in disorderly conduct. Alcohol violations were ranked second. These persons included juveniles and adults under the age of 21 who attempted to procure or were in possession of alcoholic beverages or adults 18 and older that contributed to underage drinking violations. Paraphernalia and other drug offenses also resulted in a significant number of county ordinance citations issued in 2014.

**SEX OFFENDER NOTIFICATION & COMPLIANCE**

Wisconsin State Statutes require people convicted of certain sex offenses to register with the Wisconsin Sex Offender Registry, a division of the Department of Corrections. Sex offender registrants are required to provide the state their current address, employment information, and school information, if they are attending school. At any one time there are over 40 individuals registered as sex offenders who reside in townships and villages in Washington County, where the Sheriff’s Office provides exclusive 24-hour law enforcement protection.

Even though there is no requirement for sex offenders to register with local Police and Sheriff’s Office’s by statute, the Washington County Sheriff’s Office has made it our practice to do routine compliance checks on registered sex offenders living in areas which we serve.

In March 2014, a mentally disabled sex offender was placed at a private residence in the Town of Wayne. Because of his past history of offenses, the town and neighboring communities expressed serious concern with the placement. In response to these concerns, the Sheriff organized a large public informational meeting with local and state officials present to answer questions and address the community. The Sheriff also met personally with town officials, neighbors and other community leaders to plan for the release of this offender. Once the offender was placed, area Deputies were directed to make regular checks of the area to ensure the offender was in compliance with his residency rules. In the following two months, 30 different Deputies participated in 127 property checks at the offender’s residence. In 2014, a total of 374 property checks have been logged by Deputies at the offender’s residence.
In 2014 the Washington County Sheriff’s Office also conducted 22 sex offender compliance checks. No offenders were found to be in violation of their sex offender registry requirements. It is our belief that the lack of violations can be attributed to the fact that the Sheriff’s Office has been conducting random compliance checks for several years and offenders have been educated on keeping their information up to date. Also, offenders are now aware we conduct random checks and realize that failing to keep their Sex Offender Registry updated with their current information may lead to criminal charges for noncompliance.

CIVIL PROCESS

Wisconsin State Statute 59.27(4) provides a statutory duty of the Sheriff to “Personally, or by the undersheriff or Deputies, serve or execute all processes, writs, precepts and orders issued or made by lawful authority and delivered to the Sheriff.” In 2014, the Washington County Sheriff’s Office served 1,785 papers for court cases. Many of these cases had multiple parties to the actions that were served individually or by non-personal service. A total of 1,815 requests for paper service were made to the Sheriff’s Office.

2014 DETECTIVE BUREAU INFORMATION

In 2014 the Detective Bureau experienced an abundance of crimes that were driven by individuals that have dependence on drugs, more specifically heroin. We learn that numerous crimes that we investigate are committed by those individuals that willingly admit they are heroin addicts.

The Detective Bureau continues to respond to death investigations and serious crimes. In 2014 Detectives were paged to assist with investigations on at least 53 different occasions. The Detective Bureau conducted a total of 44 background investigations on prospective Sheriff’s Office employees in 2014.

SIGNIFICANT CASES

Homicide - Stabbing 2014-4680:

On February 4, 2014, a heated dispute between two brothers resulted in a physical confrontation at their residence in the Town of Hartford. The 17 year old suspect armed himself with a knife during the confrontation and stabbed his 20 year old brother in the chest. The suspect is scheduled to go on trial for that homicide in July 2015.

Burglaries To Storage Buildings:

In 2014 Washington County and surrounding counties experienced a rash of storage shed burglaries. A suspect was developed when a Sheriff’s Office Detective issued a statewide alert to investigators which included a photo of the suspect from a trailer theft that occurred next to a storage shed in Washington County. A Chief Deputy from Langlade County recognized the suspect and the focus of the investigation shifted to the suspect. The subsequent investigation revealed that the suspect had participated with a partner in over 1,000 storage shed burglaries in jurisdictions from Waukesha County to Langlade County to Brown County and several counties in between, including 102 storage sheds in Washington County. Several search warrants were executed in which over $75,000 worth of stolen merchandise was recovered. Charges have been
filed in numerous counties against the suspect and his co-conspirator, his nephew. The Sheriff’s Office assisted 11 agencies outside of Washington County with their storage shed burglary investigations and property was recovered from as far away as Ontonagon, Michigan.

Lake Five Mobil Robbery 2014-9042:

On Saturday March 8, 2014, the Lake Five Mobil gas station was robbed by an armed male subject. Witnesses described seeing the robber leave the area in a 1990’s bright red 2-door hatchback. Another witness came forward stating he saw a suspicious subject driving a red 2-door hatchback in the gas station lot 5-10 minutes prior to the robbery. Follow up with the clerk was conducted and the suspicious subject was positively identified. Patrol Deputies had also connected the suspect to the crime based on prior contacts with him in that type of vehicle. The suspect was a known heroin user. Surveillance was set-up on the suspect two days later and he was stopped and arrested on an unrelated charge. He was interviewed and subsequently confessed to the robbery stating that he needed the money to buy drugs to feed his habit. The suspect pled guilty to Armed Robbery and was sentenced to six years in prison.

Uncle Johnny’s Stabbing: 2014-31284:

On Monday September 1, 2014, a stabbing incident occurred in the area of Uncle Johnny’s Tavern and East Lake Lane. A 27 year old victim who lives in the area was stabbed in the abdomen after being confronted by an unknown subject while walking home.

Initial witness and bar patron statements identified the suspect only by his first name. A Patrol Deputy was familiar with a subject with that same first name who was believed to reside in the area and matched the description of the suspect.

The suspect was interviewed but claimed to be the victim in this incident. Numerous follow up interviews were conducted and an independent witness was located who observed the suspect with a knife in his hand outside of the tavern five minutes before the attack. The suspect was charged with 1st Degree Reckless Injury, 1st Degree Recklessly Endangering Safety and Aggravated Battery-Intend Bodily Harm. That criminal case is still pending. The suspect was on parole at the time of the incident which has now been revoked.

Big Cedar Lake Arson: 2014-32079

On Sunday September 7, 2014 a resident on Peninsula Drive contacted the 911 dispatch center regarding his neighbor’s house being on fire. The 911 dispatch center was also contacted by the homeowner who advised that he saw his ex-girlfriend leaving the area of his residence and he provided a description of the vehicle she was in. The vehicle was located and stopped and the vehicle’s four occupants were brought to the Sheriff’s Office for questioning.

The Wisconsin Department of Justice-DCI Arson Bureau was contacted to assist Detectives with the scene investigation. The DCI Arson Bureau determined that the fire was intentionally set. From interviews conducted by Detectives on the day of the fire and follow up interviews conducted during the following weeks, it was determined that the ex-girlfriend entered a shed next to the home and started a small fire. This fire grew in size and started the victim’s house and the
neighbor’s property on fire. The suspect has been charged with arson in the case which is currently under review by the Washington County District Attorney’s Office.


On Friday December 12, 2014 the 911 dispatch received a call of a hold up alarm from the National Exchange Bank and Trust in Allenton. While Deputies were responding to the scene the 911 dispatch center received a call from the teller at the bank who confirmed that the bank had been robbed. Detectives responded to the scene to interview the employees and process the crime scene. From the witness interviews, Detectives determined that a single male subject entered the bank and produced a typed note demanding money. The suspect was armed with a handgun, his hands were gloved and he wore a mask. The suspect’s note was left at the scene. Four days later, the Wisconsin State Crime Lab processed the note and located an identifiable fingerprint belonging to a suspect out of Milwaukee. The suspect was currently on parole for two previous robbery convictions.

Detectives contacted the FBI-Milwaukee Office regarding the bank robbery and possible suspect. Detectives worked in conjunction with the FBI, members of the Violent Crimes Task Force (FBI agents and Milwaukee PD Detectives) and Milwaukee PD district 7 Officers, to conduct surveillance and gain intelligence on the suspect. On December 17, 2014 these combined resources successfully took the suspect into custody and executed three search warrants in the City of Milwaukee. From the execution of these search warrants Detectives located numerous items linking the suspect to the robbery, recovered $26,000 of stolen U.S. currency, numerous items bought by the suspect and associates with the robbery proceeds and the handgun used the during the robbery. On January 20, 2014 the suspect was indicted by a Federal Grand Jury on three counts including Robbery of the Bank, Brandishing a firearm during a crime and Possession of a Firearm as an Armed Career Criminal.

2014 MULTI-JURISDICTIONAL DRUG ENFORCEMENT GROUP

The Washington County Multi-Jurisdictional Drug Enforcement Group (Drug Unit) operates as a task force and represents the primary local effort in Washington County to curb illegal drug sales, cultivation, and distribution. Unlike other police efforts in Washington County, the Drug Unit’s main goal is to target drug distribution and production. The Drug Unit has secondary roles such as gathering, processing, and disseminating drug intelligence, coordinating drug enforcement with other agencies, and has a role in educating the community about current drug threats.

The Drug Unit has a full time staff of one Supervisor, two Detectives, and three Patrol Officers assigned as Investigators, several undercover Officers, one part-time Patrol Officer Investigator, and one Program Assistant. The Drug Unit works out of the Washington County Sheriff’s Office, which provides most of the staff and the supervisor. All full-time police departments in Washington County provide patrol Officers or other resources for the task force.

As a result of drug unit activity in 2014, 146 charges were requested against 77 individual offenders. 83% of those charges were felonies, many for delivery of a controlled substance to an undercover Officer. $54,062.80 and 3 vehicles were seized from drug dealers by the Drug Unit in
2014. The Drug Unit also seized 4 firearms during drug investigations, 3 of which were recovered stolen firearms. Six search warrants were executed on residences resulting in drug charges.

The most widely abused drugs in Washington County are marijuana and opiates. Opiates are products produced from opium or synthetically manufactured substances which simulate the effects of substances produced from opium. Opiates include heroin and narcotic pharmaceuticals such as methadone, hydrocodone (Vicodin), morphine, fentanyl, and oxycodone (Oxycontin & Percocet). Most overdose deaths in Washington County involve opiates. All commonly encountered opiates, except heroin, have legitimate medical uses. When misused however, especially by snorting, smoking, or injecting, they are similar to heroin and too frequently result in death. These deaths and the crime resulting from the strong addiction to opiates make them a priority for the Drug Unit.

**HEROIN**

2014 continued to see an increase in heroin activity in Washington County. Heroin is typically found here in very small quantities; a typical dose can weigh as little as 0.05 grams. A typical transaction to an undercover Officer will be 0.1-0.2 grams. Even in larger jurisdictions a significant heroin seizure is still normally measured in grams unlike the multiple pound seizures of other drugs such as Marijuana. The 73.2 grams of heroin seized in 2014 by the Drug Unit is a large increase and represents a significant portion of investigative resources used in this area.

As many overdoses as are reported with heroin, many more actually occur. Naloxone (Brand name Narcan) counteracts the effects of an opiate overdose very quickly. Some overdoses resolve themselves once rescue arrives, other times addicts themselves obtain naloxone and will carry it to inject their fellow users in case of overdose. Law enforcement Officers now also carry nasally administered naloxone. The problem is therefore much bigger than can be shown by the numbers of only heroin overdose deaths. Most heroin dealers in Washington County sell very small amounts, using up any profits on their own addictions. There was one clear exception to this in 2014, with a local dealer who was supplying larger amounts and making significant profits (discussed below under significant cases). Heroin informants are very difficult for the Drug Unit to work with due to their own frequent inability to stop using, and the sickness which results from withdrawals if they do.

**PRESCRIPTION NARCOTICS**

Prescription narcotics are sold regularly in Washington County. As these pharmaceuticals are often obtained and possessed legally through prescriptions, enforcement of illegal distribution presents special challenges. The street price for oxycodone is as high as one dollar per milligram, with pills commonly having 5 to 80 milligrams each. Currently the two most popular prescription pills being bought and sold are the 15 mg and 30 mg oxycodone pill being referred to by slang as “greens” and “blues” (reference to color) or as a “Perc” (reference to Percocet which is actually a different pill that contains acetaminophen along with oxycodone). These are commonly obtained via prescription, with 90 – 180 being a typical one month’s supply. These bring $15-$30 each pill when resold on the street.

Criminals in this county have admitted to addictions as high as 320 mg of oxycodone per day. Addiction to oxycodone and the resulting constant need for money fuels criminal acts by addicts.
The money required for this frequently pushes them to switch to heroin, which is similar in effect and cheaper to buy per dose. Addiction to both heroin and oxycodone has motivated most of the more significant crimes that have been committed in our County, such as burglary and armed robbery. Robberies have become more common in Washington Co because of these addictions.

MARIJUANA

Marijuana remains widely abused. High quality marijuana consisting mainly of the buds rather than the leaves of the plant is strongly favored by local users. High grade marijuana normally costs about 4 times as much as lower grade marijuana and is much more concentrated. An ounce of marijuana will sell for as low as $100 to over $400 depending on the quality and other factors. There is significant money being made with marijuana and the larger dealers tend to operate for profit rather than to feed an addiction as many of the local narcotics dealers do. Normally in cases involving large quantity of high grade marijuana, the source is found to be in one of the western states that chose to legalize the drug to various extents. It is either shipped (mailed) or driven here from those states.

One of the Drug Unit’s two large cash seizures in 2014 originated from a local marijuana dealer. More than $28,000 in cash was seized from the Hartford area dealer after he was arrested at the scene of a marijuana transaction which was part of an ongoing investigation after intercepting a 5 pound package of incoming marijuana from Washington State.

SYNTHETIC SUBSTANCES

Various synthetic chemical substances are being sold in Washington County. These are often sold as LSD, or as “Molly” which is supposed to be powdered ecstasy (MDMA). In fact even the dealers often don’t know the true content. After arrest these dealers will often admit the substance actually isn’t what they were selling it as and will then call it “research chemicals” or other ambiguous terms. Lab testing has shown they are often selling controlled schedule 1 substances such as members of the “2C” chemical family, DOB, NBOMe, or Methylone –similar to “Bath Salts”. Some of these substances such as Methylone are scheduled at the highest level under US code, but not covered as controlled substances under Wisconsin Law. The Drug Unit responded to the spike in availability of Methylone by tracking the drug to its source. A suspect was distributing the drug here after working with a co-conspirator in southern Wisconsin who was importing the chemicals from China. This case resulted in two arrests along with seizure of 24 ounces of Methylone in 2013. Street value was in excess of $20,000. The ongoing case worked cooperatively with DEA resulted in 12 suspects being indicted federally in July of 2014 for conspiracy to distribute methylone.
2014 DRUG SEIZURES

Interdiction, controlled purchases, search warrants, and other Drug Unit investigations resulted in the following seizures and drug charges in 2014:

<table>
<thead>
<tr>
<th>Substance</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td>73.2 Grams</td>
</tr>
<tr>
<td>Oxycodone</td>
<td>409 Dosage Units</td>
</tr>
<tr>
<td>Codeine and other narcotic powders</td>
<td>30.01 Grams</td>
</tr>
<tr>
<td>Morphine</td>
<td>1 Dosage Units</td>
</tr>
<tr>
<td>Alprazolam (Xanax)</td>
<td>3 Dosage Units</td>
</tr>
<tr>
<td>Lorazepam &amp; Clonazepam</td>
<td>5 Dosage Units</td>
</tr>
<tr>
<td>Suboxone</td>
<td>17 Dosage Units</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>24 Dosage Units</td>
</tr>
<tr>
<td>Miscellaneous Pharmaceuticals</td>
<td>111 Dosage Units</td>
</tr>
<tr>
<td>Cocaine Base (Crack)</td>
<td>22.25 Grams</td>
</tr>
<tr>
<td>Marijuana (High Grade)</td>
<td>4649.24 Grams</td>
</tr>
<tr>
<td>Marijuana (Mid Grade)</td>
<td>882.6 Grams</td>
</tr>
<tr>
<td>Marijuana (Low Grade)</td>
<td>2.6 Grams</td>
</tr>
<tr>
<td>Marijuana Plants</td>
<td>2 Plants</td>
</tr>
<tr>
<td>Psilocybin Mushrooms</td>
<td>251.4 Grams</td>
</tr>
<tr>
<td>Miscellaneous Hallucinogen(various powders)</td>
<td>870 Grams</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>1.4 Grams</td>
</tr>
<tr>
<td>Pending Identification</td>
<td>8 Grams</td>
</tr>
</tbody>
</table>

2014 DRUG UNIT ARRESTS BY STATUTE

<table>
<thead>
<tr>
<th>Statute</th>
<th>Offense</th>
<th>Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st-Degree Reckless Homicide(assisted Sheriff’s Office General Investigation Detectives)</td>
<td>Felony</td>
<td>2</td>
</tr>
<tr>
<td>2nd-Degree Recklessly Endangering Safety</td>
<td>Felony</td>
<td>2</td>
</tr>
<tr>
<td>Bail Jumping-Felony</td>
<td>Felony</td>
<td>9</td>
</tr>
<tr>
<td>Conspire to Manufacture/Deliver Drugs</td>
<td>Felony</td>
<td>5</td>
</tr>
<tr>
<td>Distribution of a Hazardous substance knowing it will be abused</td>
<td>Felony</td>
<td>1</td>
</tr>
<tr>
<td>Falsely Present Non-controlled Substance</td>
<td>Felony</td>
<td>1</td>
</tr>
<tr>
<td>Knowingly fleeing an Officer with a motor vehicle</td>
<td>Other</td>
<td>1</td>
</tr>
<tr>
<td>Maintaining a Drug Trafficking Place</td>
<td>Felony</td>
<td>23</td>
</tr>
<tr>
<td>Manuf/Deliver Cocaine (&lt;=1g)</td>
<td>Felony</td>
<td>1</td>
</tr>
<tr>
<td>Manuf/Deliver Designer Drugs (&lt;=3g)</td>
<td>Felony</td>
<td>1</td>
</tr>
<tr>
<td>Manuf/Deliver Schedule I, II Narcotics</td>
<td>Felony</td>
<td>15</td>
</tr>
<tr>
<td>Manufacture/Deliver Heroin (&lt;3g)</td>
<td>Felony</td>
<td>44</td>
</tr>
<tr>
<td>Manufacture/Deliver Non-Narcotics</td>
<td>Felony</td>
<td>1</td>
</tr>
<tr>
<td>Manufacture/Deliver Psilocin(&gt;100-500g)</td>
<td>Felony</td>
<td>1</td>
</tr>
<tr>
<td>Manufacture/Deliver THC (&lt;=200 grams or &lt;4 plants)</td>
<td>Felony</td>
<td>13</td>
</tr>
<tr>
<td>Manufacture/Deliver THC (&gt;1000-2500g or &gt;20-50 plants)</td>
<td>Felony</td>
<td>1</td>
</tr>
</tbody>
</table>
SIGNIFICANT CASES

DRUG TRAFFICKING

The highest priority driving the Drug Unit at the current time is combating the distribution of heroin and other narcotics. The Drug Unit takes this threat seriously as it drives much of the property and violent crime in this county and also results in most of the overdose deaths.

The Drug Unit was aware of a local dealer who had been successful over a period of time and had begun to handle larger amounts, supplying other small dealers and users between Richfield and Allenton, and also the West Bend area. This came to our attention via various confidential sources. Information was obtained and corroborated that the dealer was driving to Milwaukee with his girlfriend’s help and bringing back 30+ grams of heroin at a time, meeting with people for transactions on the way back at times, and cutting and packaging the heroin at his apartment in Allenton for redistribution.

A GPS order was obtained through the Washington County District Attorney’s Office, and the Drug Unit installed a GPS unit on the suspect’s car. The suspect changed cars during our investigation, having become successful enough to purchase a used Cadillac for cash with his drug earnings. After further corroborating information, and additional surveillance and investigation, the Drug unit worked with the Washington County Sheriff’s Office K-9 to have the vehicle stopped returning to the county, believing that it contained heroin. The suspect and his girlfriend were in the car. His pants were open and her clothing was also in disarray. The suspects made statements that were known to be false due to Drug Unit observations and GPS readings. The roadside detention and continuing investigation ultimately resulted in the Drug Unit obtaining, with the District Attorney’s help, a warrant signed by the Honorable Judge Pouros authorizing a doctor to perform a body cavity search of the suspects. 32 grams of heroin were located concealed inside one of the suspects. This was the biggest heroin seizure in Washington County that we are aware of. A search of the suspect’s apartment resulted in a drug ledger, Quest cards that it was suspected were traded for heroin, and other evidence seized.
Days later investigators were notified by corrections Officers of 4 separate subjects who had shown up to pay the $25,000 cash bond set on one of the heroin dealers. The subjects were interviewed about the bond money, and recorded jail phone calls from the dealer revealed that the subjects were lying about the source of the cash, and that the bond was actually being posted with drug proceeds the dealer had previously hidden away. After consulting with the County Attorney, the $25,000 in drug money was seized and forfeited through the Federal Government. This money otherwise would have resulted in the suspect’s release and likely in continued heroin distribution.

The suspect’s Cadillac that had been paid for with drug proceeds and used to transport heroin for distribution was also seized and forfeited. This vehicle is currently in use by the Drug Unit for investigations. Most of the vehicles in use by the Drug Unit are supplied in this way, taken from drug dealers rather than being purchased directly with tax dollars. The investigation involved the cooperation of several different offices of Washington County Government. The two suspects were ultimately sentenced to 7 years and 4 years in prison.

The second case involves a known dealer operating in West Bend for several years. Area residents had complained about what they thought was an obvious drug house in the City of West Bend. Several informants were supplying information that the suspect had switched to supplying heroin and now supplied many heroin users in West Bend. Surveillance was completed. An attempt to follow him to his source in Milwaukee failed as he had experience in evading arrest for his drug crimes, and was more careful than most heroin dealers. He would ride in different cars with different drivers making interdiction impractical. Through perseverance an informant was located who had previously gotten heroin from the suspect. An undercover police Officer was introduced to the suspect, who then ended up purchasing heroin directly from the suspect. The suspect was selling the heroin out of the garage of his grandparent’s house without their knowledge. The West Bend SRT assisted the Drug Unit in executing the warrant on the house. A suspect was also arrested leaving the house at the time of the warrant that had previously been reported by other West Bend area residents as discarding his heroin needles on their lawns and ditches near their homes. At the time of the service of the search warrant various area residents approached law enforcement, thanking them for doing something about what they all suspected was a drug house in the neighborhood. Though this case did not result in large seizures, it is a good example of the Drug Unit’s effectiveness in confronting the heroin problem by arresting a dealer for delivery charges, while responding to the desires of the community as well. Several known local heroin dealers were arrested by similar means in 2014.

The third case involved a military veteran from Milwaukee who was abusing his disability status to obtain large quantities of oxycodone he didn’t need. He would then transport the oxycodone to the Germantown area and sell to a local dealer for distribution. Information was obtained that in addition to his own prescription of 180 oxycodone pills per month, he would buy and sell additional oxycodone pills as well, however he would only buy and sell the exact same oxycodone pills that he had a prescription for and he would carry them in his legitimate prescription bottle. In that way law enforcement would be unable to charge him with unlawful possession and would have to catch him in the act of selling these oxycodone pills. The Drug Unit worked with the informant to arrange a transaction to purchase these pills, instead arresting the suspect at the transaction. The suspect had intended to sell 150 30mg oxycodone pills for $3,000. This case was a simple one but illustrates how the Drug Unit is able to target and arrest dealers like this who are all too common and are not able to be arrested by patrol Officers due to the particular difficulty involved when selling prescription narcotics that are possessed legally until they are actually sold. It also
illustrates the significant money to be made which serves as motivation for this type of crime. Since the abuse of strong narcotics like oxycodone helps fuel the ongoing wave of heroin addiction, enforcement of this type is a top goal of the Drug Unit. The fourth case started with a debrief by the Drug Unit of an informant who had been arrested in the Village of Germantown. The informant proved his worth by first providing information that cleared a 2011 pharmacy robbery in West Allis. The Drug Unit then introduced the informant to drug investigators in Milwaukee at HIDTA, working with these investigators to complete controlled transactions for heroin and crack from a supplier in Milwaukee that was suspected of supplying heroin to Washington County. Two search warrants were obtained in Milwaukee with the Washington County Drug Unit assisting. Milwaukee investigators seized almost an ounce of crack cocaine as well as a small quantity of heroin. In addition a handgun was recovered at the suspect’s house that had been stolen from a State Trooper's home in Washington County. Investigation revealed that heroin addicts in Washington County had been trading items stolen here to the dealer in Milwaukee in exchange for heroin. This investigation had a good result in recovering that handgun as well as the other evidence, and is a good example of how the Drug Unit cooperates with other agencies with the same goals to work cooperatively on cases. It is also clear evidence of the heroin problem fueling much of the crime in Washington County.

**CANINE UNIT**

The current canine program began in 2009 and continues to be an asset for Washington County. The canine unit is available to any law enforcement agency in Washington County and has participated in patrol and drug unit operations, search warrants, local school searches and other operations. The canine unit has proven to be an invaluable resource for local law enforcement efforts in the county.

In addition to providing services to local agencies in 2014, the canine unit provided assistance to the United States Department of Justice-Drug Enforcement Administration, United States Postal Inspectors Office, Cedarburg Police Department, Lomira Police Department, and the Dodge County Sheriff’s Office. In addition eight school searches were completed at the request of school districts throughout Washington County.

The canine unit was deployed 117 times in 2014. As a result of canine unit activity, 12 subjects were arrested with felony criminal offenses, 16 were arrested with misdemeanor criminal offenses, and 23 were issued ordinance citations.

The canine unit assisted the Washington County Multi-Jurisdictional Drug Unit with eleven directed interdiction assignments which were based upon actionable intelligence of specific vehicles/persons that were highly successful. These directed assignments resulted in several felony criminal arrests, a $25,000 currency seizure, and provided important drug intelligence. From 2009 to present day the canine unit has assisted with the seizure of over $82,000.00 in currency.

The canine unit was involved in public relations work for the department, making appearances in 2014 with presentations at the Washington County Senior Center, Cedar Community, and PetCo Store’s Animal Adoption Program. The team also assisted a David’s Star School student with their
“Teddy Bear Project.” While they are on patrol, the daily contact of the canine team with citizens has been very positive from a public relations standpoint.

As a team the canine unit continues to successfully complete annual third-party blind certification testing. This is conducted to provide assurance in the courtroom that our canine unit is accurate and reliable.

The table below represents arrests, drug seizures, and the number of alerts resulting from Deputy Killey's and Gunner's enforcement efforts. It should be noted that in many cases, the mere presence of the canine at the scene has resulted in subjects admitting their involvement in drug activity and has also resulted in consent to search being granted by the suspect. The number of consent searches is not represented as deployments because no sniff was done, but rather is another effective intangible benefit of the successful canine program.

<table>
<thead>
<tr>
<th>Contraband Seized</th>
<th>Canine Deployments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>Investigative Searches</td>
</tr>
<tr>
<td>232.15g</td>
<td>4</td>
</tr>
<tr>
<td>Heroin</td>
<td>School Searches</td>
</tr>
<tr>
<td>41.0g</td>
<td>10</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>Jail Searches</td>
</tr>
<tr>
<td>102 Pieces</td>
<td>39</td>
</tr>
<tr>
<td>US Currency</td>
<td>Vehicle Sniffs (Auto/Truck/Semi)</td>
</tr>
<tr>
<td>$27,204.00</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Targeted Interdictions</td>
</tr>
<tr>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

**COURT SERVICES**

In the Washington County Justice and Government Centers, maintaining a safe and efficient working environment for court staff, county employees, Deputies and visitors is the responsibility of the Court Services Division.

A Sergeant, three Deputies and two Special Deputies are responsible for courtroom security, prisoner movement, security requests and general building security, while two Special Deputies man the screening station at the secure entrance to the Justice Center.

The Washington County Most Wanted Program continued with Deputies assigned to the Justice Center researching and submitting subjects to be profiled by local media outlets. A subject was profiled each week. Of the 49 subjects profiled, 20 of the subjects were located after their profile was published in the paper and shown on cable TV. An additional 8 were captured in 2014 that were profiled in 2013. Deputies have also been assigned to work with Child Support and area law enforcement agencies to locate subjects with warrants for non-payment of their child support.
## Visitors to Justice Center

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors to Justice Center</td>
<td>4727</td>
<td>4161</td>
<td>4058</td>
<td>4414</td>
<td>4752</td>
<td>4584</td>
<td>5138</td>
<td>5342</td>
<td>4760</td>
<td>4557</td>
<td>4162</td>
<td>4573</td>
<td>55228</td>
</tr>
</tbody>
</table>

## Custodies to Court

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodies to Court</td>
<td>252</td>
<td>219</td>
<td>237</td>
<td>244</td>
<td>283</td>
<td>285</td>
<td>292</td>
<td>267</td>
<td>232</td>
<td>244</td>
<td>263</td>
<td>240</td>
<td>3058</td>
</tr>
</tbody>
</table>

## Contraband Located

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contraband Located</td>
<td>140</td>
<td>107</td>
<td>107</td>
<td>119</td>
<td>90</td>
<td>140</td>
<td>129</td>
<td>100</td>
<td>103</td>
<td>101</td>
<td>115</td>
<td>132</td>
<td>1383</td>
</tr>
</tbody>
</table>

## Security Requests

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Requests</td>
<td>103</td>
<td>53</td>
<td>62</td>
<td>79</td>
<td>60</td>
<td>59</td>
<td>110</td>
<td>123</td>
<td>147</td>
<td>72</td>
<td>147</td>
<td>126</td>
<td>1141</td>
</tr>
</tbody>
</table>

## Money Escorts

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money Escorts</td>
<td>21</td>
<td>18</td>
<td>21</td>
<td>22</td>
<td>22</td>
<td>18</td>
<td>20</td>
<td>16</td>
<td>20</td>
<td>21</td>
<td>18</td>
<td>20</td>
<td>237</td>
</tr>
</tbody>
</table>

## Alarms (fire, door, duress)

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarms (fire, door, duress)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>23</td>
</tr>
</tbody>
</table>

## TRO Hearings Attended

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRO Hearings Attended</td>
<td>14</td>
<td>14</td>
<td>13</td>
<td>20</td>
<td>12</td>
<td>15</td>
<td>14</td>
<td>20</td>
<td>14</td>
<td>21</td>
<td>11</td>
<td>13</td>
<td>181</td>
</tr>
</tbody>
</table>

## Jail Commitments

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jail Commitments</td>
<td>16</td>
<td>9</td>
<td>6</td>
<td>8</td>
<td>20</td>
<td>13</td>
<td>14</td>
<td>10</td>
<td>14</td>
<td>17</td>
<td>11</td>
<td>11</td>
<td>149</td>
</tr>
</tbody>
</table>

## Civil Process Served/Attempted

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Process Served/Attempted</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>32</td>
</tr>
</tbody>
</table>

## Warrants

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrants</td>
<td>5</td>
<td>4</td>
<td>8</td>
<td>5</td>
<td>8</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>55</td>
</tr>
</tbody>
</table>

## Bailiff Duties

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bailiff Duties</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

## Vehicle Unlocks

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Unlocks</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

## Stun Belt Trial Days (2 Deputies)

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stun Belt Trial Days (2 Deputies)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13</td>
</tr>
</tbody>
</table>

## Citations Issued

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citations Issued</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

## Reported Incidents

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported Incidents</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

## Sheriff Sales/Auctions

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales/Auctions</td>
<td>27</td>
<td>9</td>
<td>17</td>
<td>15</td>
<td>9</td>
<td>11</td>
<td>14</td>
<td>12</td>
<td>8</td>
<td>7</td>
<td>10</td>
<td>4</td>
<td>143</td>
</tr>
</tbody>
</table>
TRANSPORTS

The Sheriff has a responsibility to transport individuals to and from court as a part of his constitutional duty to attend to the courts. In 2014 the Washington County Sheriff’s Office contracted with Lock and Load LLC to conduct the majority of prisoner transports. The Sheriff’s Office remained responsible for medical transports from the jail, certain mental health transports and three out of State (Illinois, Minnesota, Iowa) extraditions.

Transports are defined in the following categories:

<table>
<thead>
<tr>
<th>TRANSPORT TYPE</th>
<th>DEFINITION</th>
<th>TRANSPORTS BY LOCK &amp; LOAD 2014 TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order to Produce</td>
<td>The one-way transport of a single prisoner between the Washington County Jail and another jail or prison which is ordered by a judge.</td>
<td>440</td>
</tr>
<tr>
<td>Mental Transports</td>
<td>The one-way transport of an in-custody subject between a mental health facility and court.</td>
<td>209</td>
</tr>
<tr>
<td>New to Prison</td>
<td>The transport on an inmate from our jail to state prison to begin a new prison sentence.</td>
<td>139</td>
</tr>
<tr>
<td>Warrants</td>
<td>The one-way transport of a subject being picked up from another secure facility and being transported to the Washington County Jail on a Washington County warrant.</td>
<td>278</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1066</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSPORT TYPE</th>
<th>DEFINITION</th>
<th>TRANSPORTS BY SHERIFF’S OFFICE 2014 TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Transfer</td>
<td>The transport of a subject either between mental health facilities or from a hospital to a mental health facility.</td>
<td>77</td>
</tr>
<tr>
<td>New to Prison</td>
<td>The transport on an inmate from our jail to state prison to begin a new prison sentence.</td>
<td>0</td>
</tr>
<tr>
<td>Medical Run</td>
<td>The scheduled transport of an inmate from the Washington County Jail to a medical facility for treatment and the return of the inmate to our jail.</td>
<td>129</td>
</tr>
<tr>
<td>Warrants</td>
<td>The one-way transport of a subject being picked up from another secure facility and being transported to the Washington County Jail on a Washington County warrant.</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td>Transports which do not fit into the above categories including pickups on revocation warrants, holds on criminal charges, and other misc. transports.</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>213</strong></td>
<td></td>
</tr>
</tbody>
</table>
COMMUNICATIONS

In 2014, the Communications Center handled 62,972 phone calls; 19,743 (31%) of those calls being 911 emergency calls via land and wireless phone lines.

<table>
<thead>
<tr>
<th>DISPATCH PHONE CALLS 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
</tr>
<tr>
<td>Wireless 911 Calls</td>
</tr>
<tr>
<td>911 landline</td>
</tr>
<tr>
<td>Administrative</td>
</tr>
<tr>
<td>Total Calls</td>
</tr>
</tbody>
</table>

In addition to assisting the public via answering calls and dispatching resources, Officers in the Communications Center spend a significant amount of time working with data entry related to warrants, restraining orders and injunctions. Many of these entries are time sensitive. In the past year, 1,049 warrants originating from five agencies were entered into the TIME system:

<table>
<thead>
<tr>
<th>2014 Warrant Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington County Sheriff's Office</td>
</tr>
<tr>
<td>Slinger Police Department</td>
</tr>
<tr>
<td>Jackson Police Department</td>
</tr>
<tr>
<td>Kewaskum Police Department</td>
</tr>
<tr>
<td>Town of Trenton Police Department</td>
</tr>
</tbody>
</table>

* These totals lower than actual. Multiple warrants being entered at the same time may only be counted as one entry.

In addition, 192 restraining orders and 83 injunctions were entered into various data systems by Officers. Each month, up to 100 warrant and injunction entries need to be validated with the Crime Information Bureau. Data entry is an area that may require a dedicated position in the future.

<table>
<thead>
<tr>
<th>2014 Fire Service Calls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
</tr>
<tr>
<td>Allenton Fire and EMS</td>
</tr>
<tr>
<td>Boltonville Fire First Responder</td>
</tr>
<tr>
<td>Fillmore Fire First Responder</td>
</tr>
<tr>
<td>Hartford Fire and EMS</td>
</tr>
<tr>
<td>Jackson Fire and EMS</td>
</tr>
<tr>
<td>Kewaskum fire and EMS</td>
</tr>
<tr>
<td>Kohlsville Fire and First Responder</td>
</tr>
<tr>
<td>Lifestar</td>
</tr>
<tr>
<td>Newburg Fire and EMS</td>
</tr>
<tr>
<td>Richfield Fire and EMS</td>
</tr>
<tr>
<td>Slinger Fire</td>
</tr>
<tr>
<td>St. Lawrence Fire First Responder</td>
</tr>
<tr>
<td>West Bend Fire and EMS</td>
</tr>
</tbody>
</table>

* Some calls may have been cancelled by the caller after they were paged out.
COUNTYWIDE RADIO SYSTEM

The Washington County countywide radio system handled 4,142,776 transmissions in 2014 from police, fire, EMS and public works users throughout the county. This represents a 25% increase from 2013.

Each day, an average of 553 users were communicating on the system

MOBILE COMMAND POST

The Sheriff’s Office deploys a mobile command post to significant incidents. The 2011 Freightliner truck, funded by a homeland security grant, carries a complete radio and communications network and specialized equipment that can be used to manage and command critical incidents.

In 2014, the mobile command post was deployed 26 times. The most notable deployment was for the Slinger train derailment that occurred on July 2, 2014. The CP was used as a center to coordinate multiple local, state, and private agency response to the event. The mobile command post was used at the annual Erin Parade and for four evenings at the County Fair to facilitate on-scene communications. The Crash Reconstruction Team deployed the mobile command post for nine serious or fatal motor vehicle accidents. The post houses their specialized equipment, supplies scene lighting during hours of darkness and provides on-scene work space for members of the team. The Sheriff’s Office SWAT Team deployed the mobile command post to three critical incidents in the county.

The mobile command post was also utilized at six training events during the year including Sheriff’s Office and West Bend PD SWAT exercises and a county-wide mass casualty exercise drill held at West Bend City Hall.

The mobile command post also appeared at two public relations events held in Richfield and Germantown.
PUBLIC RELATIONS AND DARE

In 2014, the Sheriff’s Office conducted presentations on topics which included: career days, crime prevention, drug awareness, child safety education, traffic safety, internet safety, bullying, and injury prevention. Over 40 organizations and hundreds of county citizens were served by these presentations, including local schools, clubs, youth groups, businesses, and service organizations.

The annual Shop-With-A-Cop program received community and business support in the way of donations for its 11th year. With cooperation from Wal-Mart and the West Bend Moose Lodge, this program served 65 disadvantaged children in 2014, providing them with gift cards to purchase holiday gifts for their families, along with food and entertainment. Deputy Mary Woerner coordinated the activities of 150 volunteers and law enforcement Officers from around the county.

The Sheriff’s Office did child fingerprinting at multiple events in the county, providing hundreds of parents with ID cards for their children. The Sheriff’s Office sponsors the law enforcement booth at the Washington Co. Fair and employees participated in Celebrate Families held at the Fair Park.

Deputies Mary Woerner and Ron Rewerts serve as the core of the Sheriff’s Office public relations efforts. Both are active members of the Washington County Injury Prevention Coalition, which sponsors the annual Every 15 Minutes Program. This intense program provides instruction to high school students on the dangers and consequences of drunk driving. This year, it was held for students at the Kewaskum High School. Deputy Woerner and Deputy Rewerts are very active in the community, providing presentations on behalf of the Sheriff’s Office in areas such as drug awareness, traffic and pedestrian safety, tractor and farm safety, neighborhood watch, personal and home security, elder abuse, fraud awareness, bullying and Internet safety.

DARE (Drug Abuse Resistance Education)

DARE is a nationally recognized program that teaches children the skills needed to recognize and resist the pressures that cause them to experiment with drugs or become involved in violent activities. In 2014, the Sheriff’s Office provided the DARE program to approximately 675 fifth grade students in 17 schools located throughout Washington County. The Department currently uses five certified DARE instructors. Schools served include:

<table>
<thead>
<tr>
<th>ADDISON ELEMENTARY</th>
<th>HOLY ANGELS SCHOOL</th>
<th>ST. GABRIELS SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLENTON ELEMENTARY</td>
<td>PEACE LUTHERAN SCHOOL</td>
<td>ST. KILIANS SCHOOL</td>
</tr>
<tr>
<td>AMY BELLE ELEMENTARY</td>
<td>RICHFIELD SCHOOL</td>
<td>ST MARYS SCHOOL</td>
</tr>
<tr>
<td>FARMINGTON ELEMENTARY</td>
<td>ROCKFIELD SCHOOL</td>
<td>ST. PETERS SCHOOL</td>
</tr>
<tr>
<td>FRIESS LAKE SCHOOL</td>
<td>SLINGER ELEMENTARY</td>
<td>WAYNE ELEMENTARY</td>
</tr>
<tr>
<td>GOOD SHEPHERD SCHOOL</td>
<td>ST. FRANCIS CABRINI</td>
<td></td>
</tr>
</tbody>
</table>
### Building Tours:

### Career Days:
Slinger Middle School, MPTC, Wayne Elementary, Morning Star Lutheran School, St. Francis Cabrini School, various Boy Scouts Troops, and Girl Scouts Troops.

### Child Fingerprinting:
Celebrate Families, West Bend Family Center, Hartford Youth Fair, Cabela’s Kid Fest, Moms Club of Richfield, and various Cub Scout Dens.

### Crime Prevention:

### Drug Awareness:
Cub scouts, St. John’s School, St. Mary’s School, and Kettle Moraine Lutheran High School.

### Internet Safety:
West Bend Family Center, St. Peter’s Church, and Holy Angels School.

### Safety Education:
Slinger, Elementary, 4H Safety Day Camp, Girl Scouts, Caregivers for Families, Cedar Community, Holy Angels, Kettle Moraine Lutheran High, Green Tree School, and Slinger Schools.

### Traffic Safety:

### Community Events

## INDOOR / OUTDOOR RANGE

<table>
<thead>
<tr>
<th>Agency</th>
<th>INDOOR</th>
<th>OUTDOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATF</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>DNR</td>
<td>17</td>
<td>5</td>
</tr>
<tr>
<td>Germantown PD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Hartford PD</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Jackson PD</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Ozaukee Co. Sheriff</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sheriff’s Office</td>
<td>19</td>
<td>10</td>
</tr>
<tr>
<td>Sheriff SWAT</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Slinger PD</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>West Bend PD</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Hunter Safety</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>65</strong></td>
<td><strong>41</strong></td>
</tr>
</tbody>
</table>
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 5 - 2014 Transfer from the General Fund

POLICY QUESTION:

Should the County Board authorize a General Fund transfer to cover year end overdrafts?

DISCUSSION:

As has been the tradition for Washington County, at the end of every year any department that has a deficit budget is required to request a ‘General Fund Transfer’. While the term ‘General Fund Transfer’ is a bit deceiving, tradition states that such a resolution is forwarded to the Finance Committee and ultimately the County Board.

In keeping with this tradition, the Finance Committee discussed the transfer of funds at the March 18, 2015 Committee meeting and made the following motion:

Moved by Mr. Milich, seconded by Ms. Eyre to approve a resolution authorizing a General Fund transfer in the amount of $33,953 to cover 2014 department shortfalls, and forward to the County Board. Motion carried.

A thorough description of the true status of the 2014 Budget will be provided at the May 12 meeting of the County Board.

FISCAL EFFECT:

As described above

ATTACHMENTS:

- 2015 Resolution 5
- 18 March 2015 Finance Committee Packet
- 18 March 2015 Amended Resolution handout

RECOMMENDATION:

Motion to approve 2015 Resolution 1 authorizing a General Fund Transfer to cover 2014 department shortfalls.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 5

2014 Transfer from the General Fund

WHEREAS, necessary expenditures have overdrawn certain accounts of the 2014 Budget and there are sufficient funds in the General Fund Account No. 1400001.296002 to provide for the resulting deficits;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that an amount of $33,953 is hereby transferred from the General Fund Account No. 1400001.296002 to be distributed as follows:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1150001.412003</td>
<td>Administration</td>
<td>$8,508</td>
</tr>
<tr>
<td>1800001.412003</td>
<td>Clerk of Courts</td>
<td>$16,120</td>
</tr>
<tr>
<td>2250001.412003</td>
<td>Sheriff’s Department</td>
<td>$9,325</td>
</tr>
</tbody>
</table>

VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect

RESOLUTION SUMMARY: Resolution transferring funds from the County's General Fund to the Administration, Clerk of Courts and Sheriff’s Departments to cover shortfalls.

APPROVED: Introduced by members of the FINANCE COMMITTEE as filed with the County Clerk.

Kimberly A. Nass, County Attorney
Dated __________________

Considered ________________
Adopted _________________
Ayes ______ Noes ______ Absent_____
Voice Vote ________________

Raymond W. Heidtke, Chairperson

(This Resolution requests approval of transfer of $33,953 from the General Fund to cover year end shortfalls.)
COMMITTEE REPORT

To: Finance Committee
From: Susan Haag, Finance Director
Date: March 18, 2015
Re: 2014 Resolution – Year End General Fund Transfer

POLICY QUESTION:

Should the County Board transfer funds to cover year end overdrafts?

DISCUSSION:

Several departments are overdrawn at the end of 2014. The cause of the overdrafts in several of the departments is due to the additional 10% surcharge that was required for health insurance. The Human Services department requires the largest transfer due to several items. The health insurance surcharge, retirement payouts of long time employees and out of home placement of clients are the main reasons for the overdraft.

The 2014 budget included $1.8 million dollars of undesignated fund balance applied to reduce the levy. Of this $1.8 we will be transferring $475,734. Because the 2015 budget also includes $1.8 million the account will need to be replenished from the undesignated balance.

The unaudited undesignated fund balance at 12/31/2014 is $11,005,296. This does not include funds that may have been approved at the March County Board meeting.

FISCAL EFFECT:

The resolution transfers $475,734 to departments to cover overdrafts in 2014

ATTACHMENTS:

2014 Resolution – Transfer from General Fund

RECOMMENDATION:

Motion to approve the resolution authorizing a General Fund transfer in the amount of $475,734, and forward to the County Board.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ____

2014 Transfer from the General Fund

WHEREAS, necessary expenditures have overdrawn certain accounts of the 2014 Budget and there are sufficient funds in the General Fund Account No. 1400001.296002 to provide for the resulting deficits;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that an amount of $475,734 is hereby transferred from the General Fund Account No. 1400001.296002 to be distributed as follows:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td>Administration</td>
<td>$8,508</td>
</tr>
<tr>
<td></td>
<td>Clerk of Courts</td>
<td>$16,120</td>
</tr>
<tr>
<td></td>
<td>Sheriff’s Department</td>
<td>$9,325</td>
</tr>
<tr>
<td></td>
<td>Human Services Department</td>
<td>$440,258</td>
</tr>
<tr>
<td></td>
<td>ADRC</td>
<td>$1,523</td>
</tr>
</tbody>
</table>

VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect

RESOLUTION SUMMARY: Resolution transferring funds from the County's General Fund to the Administration, Clerk of Courts, Sheriff, Human Services and ADRC Departments to cover shortfalls.

APPROVED: Introduced by members of the FINANCE COMMITTEE as filed with the County Clerk.

Kimberly A. Nass, County Attorney
Dated ________________________________

Considered ____________________
Adopted _______________________
Ayes _____ Noes _____ Absent _____
Voice Vote _______________________

(This Resolution requests approval of transfer of $475,734 from the General Fund to cover year end shortfalls.)
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 6 - Advance from General Fund - Support for Washington County Fair - Pre-Fair Expenses

POLICY QUESTION:

Should the County Board provide a $200,000 line of credit to the Washington County Agriculture and Industrial Society for support for pre-fair expenses?

DISCUSSION:

A Lease and Operating Agreement between Washington County and the AIS executed on May 1, 2012, provides the society a basis for this request. The AIS has asked for this line of credit for several years to provide them with the assurance that all County Fair expenses will be paid timely.

In 2014 the AIS developed a plan to reduce the annual request for the line of credit. Their board approved a time line to reduce the request by $25,000 per year until they build their reserves. In 2014 the request was for $225,000. For the 2015 fair the request is $200,000. By 2023 the AIS expects to no longer need the line of credit.

The Education and Culture Committee discussed the request for a line of credit at their March 3, 2015 meeting and made the following motion:

Moved by Mr. Michalak, seconded by Mr. Heidtke to approve the resolution for 2015 County Fair Pre-Fair Expenses, in the amount of $200,000 and forward to the Finance Committee and County Board. Motion carried.

The Finance Committee discussed the resolution request at their March 18, 2015 committee meeting and made the following motion:

Moved by Mr. Milich, seconded by Ms. Eyre to approve a resolution to provide up to a $200,000 line of credit to the Agriculture and Industrial Society for 2015 Washington County Fair expenses, and forward to the County Board. Motion carried.
FISCAL EFFECT:

This resolution will designate $200,000 of the County's undesignated fund balance. If not used by the AIS the funds will become undesignated. If a portion or all of the funds are requested, the undesignation will occur upon repayment of the funds to the County.

ATTACHMENTS:

- 2015 Resolution 6
- 03 March 2015 Education & Culture Committee Packet
- 18 March 2015 Finance Committee Packet

RECOMMENDATION:

Motion to approve 2015 Resolution 6 authorizing a line of credit to the Washington County Agriculture and Industrial Society for support for pre-fair expenses in the amount of $200,000.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 6

Advance from General Fund - Support for Washington County Fair – Pre-Fair Expenses

WHEREAS, Fair Park was established to be the home of the annual County Fair and to serve as a year round, multi-purpose site for community activities and events; and

WHEREAS, a Lease and Operating Agreement between Washington County and the Agricultural and Industrial Society ("Society") executed on May 1, 2012, provides the Society a basis for this request; and

WHEREAS, the annual county tax levy budgeted for Society makes up less than 5% of the annual cost of operations, with the balance funded from rental fees, memberships, and program revenues paid by its customers and vendors; and

WHEREAS, it is in the interests of Washington County and our citizens for county government to take prompt, necessary and reasonable steps, to assure that a successful 2015 County Fair is organized; and

WHEREAS, it is the County’s desire to express its support for the Washington County Agricultural and Industrial Society in its efforts to host the 2015 County Fair and its continued support of the Washington County 4-H programming that utilizes the Fair Park facilities;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the County Board affirm its support for the Washington County Fair Park and all dedicated staff and fair volunteers;

BE IT FURTHER RESOLVED that the Board extends a line of credit to the Society of up to $200,000 from the County’s General Fund as needed prior to the 2015 County Fair to be used solely for 2015 County Fair expenses that otherwise could not be paid timely, which funds will be held by the County and released upon the review and approval of the County’s Finance Director of satisfactory itemized monthly invoices detailing said expenses, the repayment of this loan from Society shall be no later than August 28, 2015.

BE IT FURTHER RESOLVED that this line of credit shall be a formal, written credit term agreement between Washington County and the Agricultural and Industrial Society, which shall be subject to final review and final content review of both the County Attorney and the Washington County Board Chairperson.

_________________________
VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect

RESOLUTION SUMMARY: Resolution providing financial support to cover pre-fair expenses for the 2015 Washington County Fair.

APPROVED: Introduced by members of the EDUCATION and
______________________________ CULTURE and FINANCE COMMITTEES
Kimberly A. Nass, County Attorney as filed with the County Clerk.
Dated_________________________

Considered_____________________ Donald A. Kriefall, Chairperson
Adopted_______________________ Education and Culture Committee
Ayes_____ Noes_____ Absent_____ __________________________________________________________________________ 
Voice Vote_____________________ Raymond W. Heidtke, Chairperson
Finance Committee

(This resolution provides a line of credit of an amount not to exceed $200,000 to the Agricultural and Industrial Society for the purpose of hosting the 2015 County Fair.)
COMMITTEE REPORT

To: Finance Committee

From: Susan Haag, Finance Director

Date: March 18, 2015

Re: 2014 Resolution – Pre-fair Expense Line of Credit

POLICY QUESTION:
Should the County provide a $200,000 a line of credit to the Washington County Agriculture and Industrial Society?

DISCUSSION:
A Lease and Operating Agreement between Washington County and the AIS executed on May 1, 2012, provides the society a basis for this request. The AIS has asked for this line of credit for several years to provide them with the assurance that all County Fair expenses will be paid timely.

For the many years the AIS has requested a $250,000 line of credit from the County. In 2011 a tornado passed through the area and resulted in a decline in attendance. The AIS requested the entire amount. In 2012 heavy rain for a couple of days of the County Fair resulted in a request of $50,000. In both instances the AIS repaid the County prior to the due date.

In 2014 the AIS developed a plan to reduce the annual request for the line of credit. In 2014 the request was for $225,000. For the 2015 fair the request is $200,000. The AIS has a plan to reduce the annual request for a line of credit. Their board approved a time line to reduce the request by $25,000 per year until they build their reserves. By 2023 the AIS expects to no longer need the line of credit.

FISCAL EFFECT:
This resolution will designate $200,000 of the County's undesignated fund balance. If not used by the AIS the funds will become undesignated. If a portion or all of the funds are requested, the undesignation will occur upon repayment of the funds to the County.

ATTACHMENTS:
2014 Resolution – Pre-Fair Line of Credit

RECOMMENDATION:
Motion to approve the resolution authorizing a transfer from the General Fund in the amount of $200,000 to AIS for County Fair Pre-Fair Expenses, and forward to the County Board.

Submit this form in WORD format to countyclerk@co.washington.wi.us ONE CALENDAR WEEK PLUS 3 WORK DAYS prior to the Committee meeting WITH the Committee Agenda Preparation Form.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ___

Advance from General Fund - Support for Washington County Fair –
Pre-Fair Expenses

WHEREAS, Fair Park was established to be the home of the annual County Fair and to serve as a year round, multi-purpose site for community activities and events; and

WHEREAS, a Lease and Operating Agreement between Washington County and the Agricultural and Industrial Society ("Society") executed on May 1, 2012, provides the Society a basis for this request; and

WHEREAS, the annual county tax levy budgeted for Society makes up less than 5% of the annual cost of operations, with the balance funded from rental fees, memberships, and program revenues paid by its customers and vendors; and

WHEREAS, it is in the interests of Washington County and our citizens for county government to take prompt, necessary and reasonable steps, to assure that a successful 2015 County Fair is organized; and

WHEREAS, it is the County’s desire to express its support for the Washington County Agricultural and Industrial Society in its efforts to host the 2015 County Fair and its continued support of the Washington County 4-H programming that utilizes the Fair Park facilities;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the County Board affirm its support for the Washington County Fair Park and all dedicated staff and fair volunteers;

BE IT FURTHER RESOLVED that the Board extends a line of credit to the Society of up to $200,000 from the County’s General Fund as needed prior to the 2015 County Fair to be used solely for 2015 County Fair expenses that otherwise could not be paid timely, which funds will be held by the County and released upon the review and approval of the County’s Finance Director of satisfactory itemized monthly invoices detailing said expenses, the repayment of this loan from Society shall be no later than August 28, 2015.

BE IT FURTHER RESOLVED that this line of credit shall be a formal, written credit term agreement between Washington County and the Agricultural and Industrial Society, which shall be subject to final review and final content review of both the County Attorney and the Washington County Board Chairperson.
VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect

RESOLUTION SUMMARY: Resolution providing financial support to cover pre-fair expenses for the 2015 Washington County Fair.

APPROVED: Introduced by members of the EDUCATION and CULTURE and FINANCE COMMITTEES
______________________________
Kimberly A. Nass, County Attorney as filed with the County Clerk.

______________________________
Dated__________________________________________

Considered________________________
Donald A. Kriefall, Chairperson

Adopted____________________________
Education and Culture Committee

Ayes_____ Noes_____ Absent_____

______________________________
Voice Vote__________________________________________
Raymond W. Heidtke, Chairperson

Finance Committee

(This resolution provides a line of credit of an amount not to exceed $200,000 to the Agricultural and Industrial Society for the purpose of hosting the 2015 County Fair.)
COMMITTEE REPORT

To: Education & Culture Committee
From: Susan Haag, Finance Director
Date: March 3, 2015
Re: 2015 Resolution – Pre-fair Expense Line of Credit

POLICY QUESTION:
Should the County provide a $200,000 a line of credit to the Washington County Agriculture and Industrial Society?

DISCUSSION:
A Lease and Operating Agreement between Washington County and the AIS executed on May 1, 2012, provides the society a basis for this request. The AIS has asked for this line of credit for several years to provide them with the assurance that all County Fair expenses will be paid timely.

For the many years the AIS has requested a $250,000 line of credit from the County. In 2011 a tornado passed through the area and resulted in a decline in attendance. The AIS requested the entire amount. In 2012 heavy rain for a couple of days of the County Fair resulted in a request of $50,000. In both instances the AIS repaid the County prior to the due date.

In 2014 the AIS developed a plan to reduce the annual request for the line of credit. In 2014 the request was for $225,000. For the 2015 fair the request is $200,000. The AIS has a plan to reduce the annual request for a line of credit. Their board approved a time line to reduce the request by $25,000 per year until they build their reserves. By 2023 the AIS expects to no longer need the line of credit.

FISCAL EFFECT:
This resolution will designate $225,000 of the County's undesignated fund balance. If not used by the AIS the funds will become undesignated. If a portion or all of the funds are requested, the undesignation will occur upon repayment of the funds to the County.
ATTACHMENTS:

2015 Resolution – Pre-fair Line of Credit
3-13-14 Credit Line Reduction Time Line

RECOMMENDATION:

Motion to refer the resolution to the Finance Committee and County Board for action.
March 13, 2014

Susan Haag
Washington County Finance Director
432 E. Washington Street
West Bend, WI 53095

Dear Susan:

At the March 13, 2014 Washington County AIS Board of Directors meeting, a motion was made to request a $225,000 Line of Credit for the 2014 Washington County Fair. Also approved was a time line to reduce this request by $25,000 annually.

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$225,000</td>
</tr>
<tr>
<td>2015</td>
<td>$200,000</td>
</tr>
<tr>
<td>2016</td>
<td>$175,000</td>
</tr>
<tr>
<td>2017</td>
<td>$150,000</td>
</tr>
<tr>
<td>2018</td>
<td>$125,000</td>
</tr>
<tr>
<td>2019</td>
<td>$100,000</td>
</tr>
<tr>
<td>2020</td>
<td>$75,000</td>
</tr>
<tr>
<td>2021</td>
<td>$50,000</td>
</tr>
<tr>
<td>2022</td>
<td>$25,000</td>
</tr>
<tr>
<td>2023</td>
<td>$0</td>
</tr>
</tbody>
</table>

Please take the necessary steps to refer this request to the proper Committees. Thanks Sue.

Regards,

Sandy Lang
Executive Director
Washington County Fair Park & Convention Center
To:  County Board  
From:  Joshua Schoemann, County Administrator  
Date:  April 21, 2015  
RE:  2015 Resolution 7 – County Trunk Highway “G” Jurisdictional Transfer  

POLICY QUESTION: 
Should the County Board approve 2015 Resolution 7 approving the jurisdictional transfer of CTH G to the City of West Bend? 

DISCUSSION: 
At the March 10, 2015 County Board meeting the Board approved 2014 Resolution 66 – Resolution Approving Washington County and City of West Bend Collaboration CTH G, Schmidt Road, UWWC, Ridge Run and Transfer from the General Fund – County Trunk Highway G and Schmidt Road. 

Moved by Mr. Kriefall, seconded by Mr. Stoffel to adopt 2014 Resolution 66 - Resolution Approving Washington County and City of West Bend Collaboration (CTH G, Schmidt Road, UWWC, Ridge Run) and Transfer from the General Fund - County Trunk Highway G and Schmidt Road. Motion carried by roll call vote. Voting Aye: Deiss, Tennes, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Gonnering, Hartwig, Gundrum, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Kriefall, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: Hensel, Schulz, Merten. Absent: Ustruck, Ewert. Ayes-25; Noes-3; Absent-2. Vote requirement for passage is 2/3 of the members elect.

As a follow up to 2014 Resolution 66, 2015 Resolution 7 was drafted and discussed at the April 7, 2015 Transportation Committee meeting. The resolution authorizes the Washington County Transportation Committee to negotiate the final terms of the agreement and allows the County Board Chairperson and County Highway Commissioner to sign the final agreement. 2015 Resolution 7 represents the County’s consent to the deletion of the specified portion of CTH G from the county trunk system.

A motion was made by Mr. Krebs and seconded by Mr. Bulawa to approve 2015 Resolution 7 and forward to the County Board.
According to §83.025(1), Wis. Stats., jurisdictional transfers are accomplished by affected governing bodies undertaking formal action consenting to the addition or deletion of portions of the county trunk highway system. 2015 Resolution 7 is the County Board’s official action authorizing the deletion from the county trunk system of that portion of CTH G described in the resolution. The Towns of Trenton and West Bend have consented to the deletion of certain portions of CTH G within the respective towns. The City of West Bend will consider a similar resolution consenting to the addition of the same stretch of road to the city system.

**FISCAL EFFECT:**

$450,000 transfer from the General Fund was included in 2014 Resolution 66 and approved March 10, 2015.

**ATTACHMENTS:**

- 2015 Resolution 7
- April 7, 2015 Transportation Committee Packet

**RECOMMENDATION:**

Motion to approve 2015 resolution 7 approving the Jurisdictional Transfer of County Trunk Highway G to the City of West Bend.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 7

County Trunk Highway “G” Jurisdictional Transfer

WHEREAS, the Washington County Board of Supervisors is authorized by §83.025(1)(a), Wis. Stats., to make additions and deletions to the County Trunk Highway System with the approval or consent of the Department of Transportation and the governing bodies of the city, village or town in which the proposed change is located; and

WHEREAS, in consideration of the deletion of approximately 3.9 miles (from the South right-of-way line of State Trunk Highway 33 to the North right-of-way line of County Trunk Highway NN, including the bridge of the Milwaukee River, B-6600105, culverts and signals and signage) of County Trunk Highway “G” from the County Trunk Highway System and transfer same to the City System, the City of West Bend has agreed to accept $450,000 from Washington County as full and final payment for the current depreciated value of the physical infrastructure of County Trunk Highway “G”; and

WHEREAS, the Town Board of the Town of Trenton by resolution dated, December 2, 2014 has consented to the deletion of County Trunk Highway “G” from its system, subject to negotiation and execution of the documents and agreements of transfer; and

WHEREAS, the Town Board of the Town of West Bend by resolution dated, December 10, 2014 has consented to the deletion of County Trunk Highway “G” from its system, subject to negotiation and execution of the documents and agreements of transfer; and

WHEREAS, the final form of the agreement between Washington County, Town of Trenton, Town of West Bend and the City of West Bend will be negotiated and executed as part of the transfer; and

WHEREAS, the agreement will address, among other important points, the transferring of corresponding rights-of-way and interests by a detailed description and the designation of the transferred road as a Heavy Traffic Route, per Section 7.05 of the Municipal Code of the City of West Bend;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the jurisdictional transfer of that portion of County Trunk Highway “G” to the City of West Bend described herein is authorized, subject to the conditions below.

BE IT FURTHER RESOLVED that the Washington County Transportation Committee be and is hereby authorized to negotiate the final terms of agreement allowing transfer of County Trunk Highway “G” as described herein in the City of West Bend and more specifically described in the various agreements, subject to the review and approval of the agreements by the County Attorney's Office.
BE IT FURTHER RESOLVED that the County Highway Commissioner and County Board Chairperson are authorized to sign said agreements and any other jurisdictional transfer documents related to this transaction.

BE IT FURTHER RESOLVED that, subject to approval of the Department of Transportation and the City Council of the City of West Bend, the Board hereby deletes from the County Trunk Highway System that portion of County Trunk Highway “G” described in the jurisdictional transfer agreement and transfers same to the City of West Bend.

BE IT FURTHER RESOLVED that this transfer be effective on the date provided in the Jurisdictional Transfer Agreement.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution authorizing the jurisdictional transfer of a portion of County Trunk Highway “G” to the City of West Bend.

APPROVED: Introduced by members of the TRANSPORTATION COMMITTEE as filed with the County Clerk.

_____________________________

Kimberly A. Nass, County Attorney

Dated_______________________

Considered___________________ Daniel R. Goetz, Chairperson

Adopted______________________

Ayes_____ Noes_____ Absent_____

Voice Vote___________________

($450,000 transfer from the General Fund was included in 2014 Resolution 66 and approved March 10, 2015.)
Transportation Committee Report

To: Transportation Committee
From: Tom Wondra, Highway Commissioner
Date: April 7, 2015
Re: Agenda Item 5 – CTH G Jurisdictional Transfer Resolution - Approval

POLICY QUESTION:

Should the Transportation Committee approve 2015 Resolution XX approving the jurisdictional transfer of CTH G to the City of West Bend?

DISCUSSION:

In 2014, Washington County and the City of West Bend began to have conversations about a jurisdictional transfer of CTH G from STH 33 to CTH NN.

These conversations were continued with the City of West Bend to encompass other items such as Schmidt Road, UWWC and Ridge Run Park.

As the entire agreement between Washington County and the City of West Bend would require funding going to the City of West Bend for the depreciated value of the highway being reassigned, the issue was presented in closed session at the March 10, 2015 County Board meeting.

2014 Resolution 66 was approve authorizing a $700,000 General Fund transfer for the following:
- $450,000 in exchange for the City of West Bend accepting jurisdiction of CTH G
- $250,000 for the City of West Bend to build a connector street from Rolfs Road to Schmidt Road

2014 RESOLUTION 66 - RESOLUTION APPROVING WASHINGTON COUNTY AND CITY OF WEST BEND COLLABORATION (CTH G, SCHMIDT ROAD, UWWC, RIDGE RUN) AND TRANSFER FROM THE GENERAL FUND - COUNTY TRUNK HIGHWAY G AND SCHMIDT ROAD

Moved by Mr. Kriefall, seconded by Mr. Stoffel to adopt 2014 Resolution 66 - Resolution Approving Washington County and City of West Bend Collaboration (CTH G, Schmidt Road, UWWC, Ridge Run) and Transfer from the General Fund - County Trunk Highway G and Schmidt Road. Motion carried by roll call vote. Voting Aye: Deiss, Tennes, Miller, Bassill, Milich, Geib, Naab, Stoffel, Parsons, Krebs, Gonnering, Hartwig, Gundrum, Heidtke, Laubenheimer, Niebler, Michalak, Bulawa, McCune, Kriefall, Goetz, Myers, Sorce, Eyre, Schulteis. Voting No: Hensel, Schulz, Merten. Absent: Ustruck, Ewert. Ayes-25; Noes-3; Absent-2. Vote requirement for passage is 2/3 of the members elect.
2015 Resolution XX is the resolution authorizing the Washington County Transportation Committee to negotiate the final terms of the agreement approving the transfer and allowing the County Board Chairperson and County Highway Commissioner to sign the final agreements.

The final proposed terms of the agreement are presented in the draft attachment. There will likely be some minor adjustments to the terms and conditions upon review of the agreement by the County Attorney’s Office.

**COST:**

$450,000

Approved at the March 10, 2015 County Board was a General Fund transfer.

**ATTACHMENTS:**

- Town of West Bend Resolution
- Town of Trenton Resolution
- 2014 Resolution 66
- 2015 Resolution XX (Draft)
- Jurisdictional Transfer Agreement (Draft)

**RECOMMENDATION:**

A motion to approve 2015 Resolution XX and forward to the County Board.
2014 RESOLUTION O1

Resolution Consenting to the Deletion of a Portion of Washington County Trunk Highway “G” and Jurisdictional Transfer to City of West Bend

WHEREAS, the Washington County Board of Supervisors is authorized by §83.025(1)(a), Wis. Stats., to make additions and deletions to the County Trunk Highway System with the approval or consent of the Department of Transportation and the governing bodies of the city, village or town in which the proposed change is located; and

WHEREAS, the Town Board of the Town of West Bend has tentatively consented to the deletion of County Trunk Highway G from the County Trunk Highway System from the north right-of-way line of County Trunk Highway NN to the south right-of-way line of State Trunk Highway 33 and transfer and incorporate same to the City of West Bend System; and

WHEREAS, the final form of the agreement between Washington County and the City of West Bend will be negotiated and executed as part of the transfer; and

WHEREAS, this resolution may be incorporated into the agreement between Washington County and City of West Bend as evidence of the Town’s consent to the deletion and transfer as stated herein;

NOW, THEREFORE, BE IT RESOLVED by Town Board of the Town of West Bend that the Board consents to the deletion and authorizes the transfer of a portion of County Trunk Highway “G”, as described above, to the City of West Bend for inclusion into its system.

BE IT FURTHER RESOLVED that the Town Clerk shall issue a certified copy of this resolution for use as an exhibit to the Jurisdictional Transfer Agreement between Washington County and the City of West Bend regarding County Trunk Highway “G”.

BE IT FURTHER RESOLVED that subject to approval of the Department of Transportation, this transfer will be effective on the date provided in the Jurisdictional Transfer Agreement.

Paul Rice, Chairperson

James Heipp, Supervisor

Lee Krueger, Supervisor

ATTEST: Rebecca Schuster, Clerk
Resolution 2014.12.01
Consenting to the Deletion of a Portion of Washington County Trunk Highway “G” and Jurisdictional Transfer to City of West Bend

WHEREAS, the Washington County Board of Supervisors is authorized by §83.025(1)[a], Wis. Stats., to make additions and deletions to the County Trunk Highway System with the approval or consent of the Department of Transportation and the governing bodies of the city, village or town in which the proposed change is located; and

WHEREAS, the Town Board of the Town of Trenton has tentatively consented to the deletion of County Trunk Highway G from the County Trunk Highway System from the north right-of-way line of County Trunk Highway NN to the south right-of-way line of State Trunk Highway 33 and transfer and incorporate same to the City of West Bend System; and

WHEREAS, the final form of the agreement between Washington County and the City of West Bend will be negotiated and executed as part of the transfer; and

WHEREAS, this resolution may be incorporated into the agreement between Washington County and the City of West Bend as evidence of the Town’s consent to the deletion and transfer as stated herein;

NOW, THEREFORE, BE IT RESOLVED by Town Board of the Town of Trenton that the Board consents to the deletion and authorizes the transfer of a portion of County Trunk Highway “G,” as described above, to the City of West Bend for inclusion into its system.

BE IT FURTHER RESOLVED that the Town Clerk shall issue a certified copy of this resolution for use as an exhibit to the Jurisdictional Transfer Agreement between Washington County and the City of West Bend regarding County Trunk Highway “G”.

BE IT FURTHER RESOLVED that subject to approval of the Department of Transportation, this transfer will be effective on the date provided in the Jurisdictional Transfer Agreement.

Adopted this 2nd day of December, 2014.

Joseph C. Goerner, Chairman

Ed Dorey, Supervisor

Jeff Esselmann, Supervisor

ATTEST:

Cindy A. Komro, Clerk
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2014 RESOLUTION 66

Resolution Approving Washington County and
City of West Bend Collaboration (CTH G, Schmidt Road, UWWC, Ridge Run) and
Transfer from the General Fund - County Trunk Highway G and Schmidt Road

WHEREAS, in 2014, the City of West Bend ("City") and Washington County
("County") commenced intergovernmental cooperative discussions regarding four areas of
mutual interest; and

WHEREAS, in August, 2014, the City transmitted a proposal to the County outlining the
areas of interest and various counterproposals followed; and

WHEREAS, the City and the County have agreed in concept to the following mutually
beneficial intergovernmental cooperative terms:

1. The County will transfer its interest to the City and delete from the County
Trunk Highway System that portion of County Trunk Highway G from East Washington Street
to County Trunk Highway NN and provide a payment of $450,000 to the City in exchange for
the City accepting the jurisdictional transfer of County Trunk Highway G. The County and City
will adopt necessary resolutions and enter into a Jurisdictional Transfer Agreement to
accomplish this transfer on December 31, 2015.

2. The City will build to the City's specifications a connector street from
Rolfs Road to Schmidt Road in exchange for the County's payment of $250,000, which shall be
the County's full and final contribution. The building of the connector street shall be
accomplished no later than December 31, 2019. After the completion of the connector street and
no later than December 31, 2019, the City will transfer to the County the City's interest in that
portion of Schmidt Road from State Highway 33 to the public right-of-way that accesses the
Washington County salt storage facility. The County will take all steps necessary to vacate that
portion of Schmidt Road.

3. The County, beginning in calendar year 2016, will assume the City's
maintenance share of the University of Wisconsin-Washington County Campus (UWWC), the
City and County shall have equal representation on an advisory committee authorized to consider
proposed UWWC capital projects at UWWC, and the City and County will share equally in any
UWWC capital projects approved by the respective governing bodies.

4. On or before January 15, 2016, the County will transfer and the City will
accept the transfer of a deed restricted conveyance of Ridge Run County Park for maintenance
and development as a park in perpetuity.

WHEREAS, the City Council and the Washington County Board of Supervisors have
been apprised of the entirety of the agreements enumerated above; and
WHEREAS, the City and the County agree that these areas of shared interests described herein are intertwined and constitute a complete agreement; therefore, failure to execute the complete agreement, including any and all agreements and approval of resolutions, will cause the entire transaction to become null and void;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the Board approves the concept of the intergovernmental cooperative agreement between the County and City described herein.

BE IT FURTHER RESOLVED that the parties and the mutual interests described herein shall be reduced to writing in the form of agreements, memoranda of understanding, resolutions or any written instrument to memorialize the details of the cooperation.

BE IT FURTHER RESOLVED that the County Board Chair and the County Clerk are authorized to enter into final agreements or memoranda of understanding to memorialize the transaction, subject to the review and approval of the County Administrator and the County Attorney.

BE IT FURTHER RESOLVED by the Board of Supervisors that upon execution of the necessary agreements between the parties, a transfer of $700,000 from the General Fund is hereby authorized to cover the payments relating to transfer of County Trunk Highway G and the construction of the Rolfs-Schmidt connector road.

VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect

RESOLUTION SUMMARY: Resolution approving County and City cooperative agreements and authorizing a transfer from the General Fund to cover payments relating to the transfer of County Trunk Highway G and Schmidt Road.

__________________________

APPROVED: Introduced by members of the EXECUTIVE

__________________________ and FINANCE COMMITTEES as filed

Kimberly A. Nass, County Attorney with the County Clerk.

Dated __________________________

Considered __________________________ Herbert J. Tennies, Chairperson

Adopted __________________________ Executive Committee

Ayes _____ Noes _____ Absent _____ __________________________

Voice Vote __________________________ Raymond W. Heidtke, Chairperson

Finance Committee

(Fiscal effect will be presented in closed session at March 10, 2015 County Board meeting.)
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________  
Date of publication: __________

2015 RESOLUTION ___

County Trunk Highway “G” Jurisdictional Transfer

WHEREAS, the Washington County Board of Supervisors is authorized by §83.025(1)(a), Wis. Stats., to make additions and deletions to the County Trunk Highway System with the approval or consent of the Department of Transportation and the governing bodies of the city, village or town in which the proposed change is located; and

WHEREAS, in consideration of the deletion of approximately 3.9 miles (from the south right-of-way line of State Trunk Highway 33 to the North right-of-way line of County Trunk Highway NN) of County Trunk Highway “G” from the County Trunk Highway System and transfer same to the City System, the City of West Bend has agreed to accept $450,000 from Washington County as full and final payment for the current depreciated value of the physical infrastructure of County Trunk Highway “G”; and

WHEREAS, the Town Board of the Town of Trenton by resolution dated, December 2, 2014 has consented to the deletion of County Trunk Highway “G” from its system, subject to negotiation and execution of the documents and agreements of transfer; and

WHEREAS, the Town Board of the Town of West Bend by resolution dated, December 10, 2014 has consented to the deletion of County Trunk Highway “G” from its system, subject to negotiation and execution of the documents and agreements of transfer; and

WHEREAS, the final form of the agreement between Washington County, Town of Trenton, Town of West Bend and the City of West Bend will be negotiated and executed as part of the transfer; and

WHEREAS, the agreement will address, among other important points, the transferring of corresponding rights-of-way and designation of the route as a Heavy Traffic Route, per Section 7.05 of the Municipal Code of the City of West Bend;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the jurisdictional transfer of that portion of County Trunk Highway “G” to the City of West Bend described herein is authorized, subject to the conditions below.

BE IT FURTHER RESOLVED that the Washington County Transportation Committee be and is hereby authorized to negotiate the final terms of agreement allowing transfer of County Trunk Highway “G” as described herein in the City of West Bend and more specifically described in the various agreements, subject to the review and approval of the agreements by the County Attorney's Office.
BE IT FURTHER RESOLVED that the County Highway Commissioner and County Board Chairperson are authorized to sign said agreements and any other jurisdictional transfer documents related to this transaction.

BE IT FURTHER RESOLVED that, subject to approval of the Department of Transportation and the City Council of the City of West Bend, the Board hereby deletes from the County Trunk Highway System that portion of County Trunk Highway “G” described in the jurisdictional transfer agreement and transfers same to the City of West Bend.

BE IT FURTHER RESOLVED that this transfer be effective on the date provided in the Jurisdictional Transfer Agreement.

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution authorizing the jurisdictional transfer of a portion of County Trunk Highway “G” to the City of West Bend.

APPROVED: Introduced by members of the TRANSPORTATION COMMITTEE as filed with the County Clerk.

Kimberly A. Nass, County Attorney
Dated _______________________

Considered ____________________ Daniel R. Goetz, Chairperson
Adopted ______________________
Ayes _____ Noes _____ Absent _____
Voice Vote ____________________

($450,000 transfer from the General Fund was included in 2014 Resolution 66 and approved March 10, 2015.)
JURISDICTIONAL TRANSFER AGREEMENT
CITY OF WEST BEND AND WASHINGTON COUNTY
COUNTY TRUNK HIGHWAY G

THIS AGREEMENT is entered into this _____ day of ___________, 2015, by and between Washington County (the "County"), a quasi-municipal corporation, located at 432 East Washington Street, West Bend, WI 53095, the City of West Bend ("City"), a municipal corporation, located at 1115 South Main Street, West Bend, WI 53095.

WHEREAS, §83.025(1)(a), Wis. Stats., permits a County Board to make deletions from the county trunk highway system with the consent of the Wisconsin Department of Transportation ("Department") and the governing body of the city, village, or town in which the proposed deletion is located; and

WHEREAS, the County and City desire to delete a portion of County Trunk Highway G transferring it to the City system as more specifically described below;

NOW, THEREFORE, it is agreed between the County and City as follows:

1. The County desires to delete County Trunk Highway G and all corresponding right-of-way from the north right-of-way line of County Trunk Highway NN northerly approximately 3.9 miles to the south right-of-way line of State Trunk Highway 33 from the county highway system and transfer same to the City system.

2. The Town of Trenton and the Town of West Bend have consented to the deletion of County Trunk Highway G as described above and have passed resolutions approving the deletion.

3. The City acknowledges full responsibility for the ownership and maintenance of County Trunk Highway G, as described above, including the bridge over the Milwaukee River (B-66-0105) located approximately 275’ south of the centerline on STH 33.

4. The County and City acknowledge that consent and approval of the Wisconsin Department of Transportation is required and agree to cooperatively take all necessary steps to obtain this consent and approval.

5. The City will rename County Trunk Highway G, as described above, to South River Road.

6. The City acknowledges that County Trunk Highway G, as described above, is defined as a Heavy Traffic Route in accordance with the City of West Bend municipal code section 7.05 and the City agrees to never take action to limit the use of the road by trucks and other commercial vehicles.
7. The City acknowledges the planned reconstruction of the intersection of County Trunk Highway G, as described above, and County Trunk Highway NN in 2015 to a single-lane roundabout with project limits extending approximately 760’ north of the centerline of County Trunk Highway NN.

8. The City agrees to accept $450,000 from the County as full and final payment for the current depreciated value of the entire physical infrastructure of County Trunk Highway G, as described above. Payment will be made on or before January 31, 2016.

9. The County will remove all County Trunk Highway G route markers from County Trunk Highway G, as described above on or before December 31, 2015, but will leave all other traffic control devices in place for use or disposal by the City.

10. The County will issue a permit to the City of West Bend for construction of a sidewalk or shared use path within the right-of-way on the west side of CTH G between CTH I and Sand Drive upon approval of this jurisdictional transfer by the Wisconsin Department of Transportation.

11. The transfer will occur and/or be effective as of 11:59 P.M. on December 31, 2015.

WASHINGTON COUNTY BY:             CITY OF WEST BEND BY:

________________________________  _____________________________
Herb Tennies      Kraig Sadownikow
County Board Chairperson    Mayor

________________________________  _____________________________
Thomas A. Wondra     Amy Reuteman
Highway Commissioner    City Clerk

________________________________  _____________________________
Date        Date

Draft
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 8 - Grant Application - Urban Nonpoint Source and Storm Water Program

POLICY QUESTION:

Should the County Board approve 2015 Resolution 8 to authorize the Planning and Parks Department Administrator to apply for Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Grant?

DISCUSSION:

The Urban Nonpoint Source and Storm Water Grant Program offers competitive grants to local governments for controlling urban nonpoint source (NPS) and storm water runoff pollution. The County is required to obtain Wisconsin Pollutant Discharge Elimination System (WPDES) for its Municipal Separate Storm Sewer System (MS4). The permit requires the County to: 1) Update its existing erosion control, stormwater management and illicit discharge ordinance; 2) Implement a program for illicit discharge detection and elimination; 3) Develop a stormwater management plan and pollution prevention program involving modeling and practice assessments; and 4) Increase public education and outreach efforts including a public involvement and participation component.

This grant would reimburse 70% of staff time and related expenses for the next two years as County staff work to comply with permit requirements and implement the storm water management program.

At the March 11, 2015 meeting of the PCPC the draft resolution was presented, the following motion was made:

"Motion by Mr. Heidtke, seconded by Mr. Hartwig to approve the draft resolution authorizing the Planning and Parks Department Administrator to apply for an Urban Nonpoint Source & Storm Water Management Grant for an amount not to exceed $85,000.00 and forward to the Finance Committee and the County Board. Motion carried."
Subsequently, at the March 18, 2015 meeting of the Finance Committee the draft resolution was presented, the following motion was made:

*Moved by Ms. Eyre, seconded by Mr. Stoffel to approve a resolution authorizing the Planning and Parks Department to apply for an Urban Nonpoint Source & Storm Water Management grant from the State of Wisconsin Department of Natural Resources in an amount not to exceed $85,000.00, and forward to the County Board. Motion carried.*

**FISCAL EFFECT:**

The Urban Nonpoint-Source and Storm Water grant provides revenues up to 70% of expenses not to exceed $85,000.

**ATTACHMENTS:**

- 2015 Resolution 8
- 11 March, 2015 PCPC Packet
- 18 March, 2015 Finance Committee Packet

**RECOMMENDATION:**

Motion to approve 2015 Resolution 8 authorizing the Planning and Parks Department Administrator to apply for Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Grant.
WASHINGTO N COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 8

Grant Application – Wisconsin Department of Natural Resources
Urban Nonpoint Source and Storm Water Program

WHEREAS, Washington County Code Section 4.27 requires that county grant programs or applications for funds receive prior approval by the County Board of Supervisors; and

WHEREAS, Washington County is required under subch. I of ch. NR 216 to obtain a Wisconsin Pollutant Discharge Elimination System (WPDES) Municipal Separate Storm Sewer System (MS4) permit requiring the implementation of a storm water management program and control measures to improve urban water quality; and

WHEREAS, the WDNR through the Urban Nonpoint Source Water Pollution Abatement and Storm Water (UNPS&SW) Management Grant Program provides grant funds up to $85,000 for planning projects requiring coverage under subch. I of ch. NR 216; and

WHEREAS, Washington County is interested in acquiring a grant from the Wisconsin Department of Natural Resources (WDNR), Bureau of Watershed Management for the purpose of implementing measures to control urban stormwater runoff pollution sources consistent with s. 281.66, Wis. Stats., and Chapters NR 151, and 155; and

WHEREAS, UNPS&SW grants will reimburse the County for up to 70% of the cost to carry out the program including municipal storm water planning, ordinance development, and information and education activities;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the Planning and Parks Department, under the direction of the Planning, Conservation and Parks Committee, authorizes the Planning and Parks Department Administrator to apply for a UNPS&SW management grant from the State of Wisconsin Department of Natural Resources for an amount not to exceed $85,000.

BE IT FURTHER RESOLVED, that the Board authorizes the County Board Chair and County Clerk to execute a grant agreement between Washington County and the WDNR, if grant funding is awarded, subject to review and approval of the County Attorney’s Office.

BE IT FURTHER RESOLVED, that the Board authorizes the Planning and Parks Department Administrator to execute any and all grant reports, reimbursement claims along with necessary supporting documentation, and take necessary action to undertake, direct and complete the approved project.

VOTE REQUIREMENT FOR PASSAGE: Majority
RESOLUTION SUMMARY:  DNR Cost Share Grant Application for an Urban Nonpoint Source Water Pollution Abatement and Storm Water Management Grant for the project years 2016-2017.

APPROVED: Introduced by members of the PLANNING, CONSERVATION and PARKS and FINANCE COMMITTEES as filed with the County Clerk.

______________________________
Kimberly A. Nass, County Attorney

______________________________
Dated_________________________

______________________________
Considered______________________
Planning Conservation and Parks Committee

______________________________
Adopted_______________________

Ayes_____ Noes_____ Absent_____

______________________________
Voice Vote_____________________ Raymond W. Heidtke, Chairperson
Finance Committee

(The Urban Nonpoint-Source and Storm Water grant provides revenues up to 70% of expenses not to exceed $85,000.)
COMMITTEE REPORT

To: Finance Committee

From: Jay Shambeau, Administrator
       Paul Sebo, County Conservationist

Date: March 18, 2015

Re: Resolution for Grant Application – Wisconsin Department of Natural Resources
   Urban Nonpoint Source & Storm Water Management Program

POLICY QUESTION:

Should the Finance Committee approve the draft resolution to apply for a grant from the
Wisconsin Department of Natural Resources Urban Nonpoint Source & Storm Water
Management Program?

DISCUSSION:
Washington County is required to obtain Wisconsin Pollutant Discharge Elimination System
(WPDES) for its Municipal Separate Storm Sewer System (MS4). The permit will require the
County to: 1) Update its existing erosion control, stormwater management and illicit discharge
ordinance, 2) Implement a program for illicit discharge detection and elimination, 3) Develop a
stormwater management plan and pollution prevention program involving modeling and practice
assessments, and 4) Increase public education and outreach efforts including a public
involvement and participation component.

The Wisconsin Department of Natural Resources Urban Nonpoint Source & Storm Water
(UNPS&SW) Management Grant Program offers competitive grants to local governments to
assist with the implementation and compliance of permit requirements. This grant would
reimburse staff time and related expenses at a 70% rate over the next two years.

FISCAL EFFECT:

See Fiscal Note included in the Resolution.

ATTACHMENTS:

Draft Resolution __ for Grant Application – Urban Nonpoint Source & Storm Water
Management Program

RECOMMENDATION:

Motion to approve the draft resolution that authorizes the Planning and Parks Department
Administrator to apply to apply for a Urban Nonpoint Source & Storm Water Management Grant
from the State of Wisconsin Department of Natural Resources for an amount not to exceed
$85,000.00, and forward to the County Board.

Submit this form in WORD format to countyclerk@co.washington.wi.us
ONE CALENDAR WEEK PLUS 3 WORK DAYS prior to the Committee meeting
WITH the Committee Agenda Preparation Form.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ____

Grant Application – Wisconsin Department of Natural Resources
Urban Nonpoint Source and Storm Water Program

WHEREAS, Washington County Code Section 4.27 requires that county grant programs
or applications for funds receive prior approval by the County Board of Supervisors; and

WHEREAS, Washington County is required under subch. I of ch. NR 216 to obtain a
Wisconsin Pollutant Discharge Elimination System (WPDES) Municipal Separate Storm Sewer
System (MS4) permit requiring the implementation of a storm water management program and
control measures to improve urban water quality; and

WHEREAS, the WDNR through the Urban Nonpoint Source Water Pollution Abatement
and Storm Water (UNPS&SW) Management Grant Program provides grant funds up to $85,000
for planning projects requiring coverage under subch. I of ch. NR 216; and

WHEREAS, Washington County is interested in acquiring a grant from the Wisconsin
Department of Natural Resources (WDNR), Bureau of Watershed Management for the purpose of
implementing measures to control urban stormwater runoff pollution sources consistent with s.
281.66, Wis. Stats., and Chapters NR 151, and 155; and

WHEREAS, UNPS&SW grants will reimburse the County for up to 70% of the cost to
carry out the program including municipal storm water planning, ordinance development, and
information and education activities;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of
Supervisors that the Planning and Parks Department, under the direction of the Planning,
Conservation and Parks Committee, authorizes the Planning and Parks Department Administrator
to apply for a UNPS&SW management grant from the State of Wisconsin Department of Natural
Resources for an amount not to exceed $85,000.

BE IT FURTHER RESOLVED, that the Board authorizes the County Board Chair and
County Clerk to execute a grant agreement between Washington County and the WDNR, if grant
funding is awarded, subject to review and approval of the County Attorney’s Office.

BE IT FURTHER RESOLVED, that the Board authorizes the Planning and Parks
Department Administrator to execute any and all grant reports, reimbursement claims along with
necessary supporting documentation, and take necessary action to undertake, direct and complete
the approved project.

VOTE REQUIREMENT FOR PASSAGE: Majority
RESOLUTION SUMMARY:  DNR Cost Share Grant Application for an Urban Nonpoint Source Water Pollution Abatement and Storm Water Management Grant for the project years 2016-2017.

APPROVED:  Introduced by members of the PLANNING, CONSERVATION and PARKS and FINANCE COMMITTEES as filed with the County Clerk.

______________________________
Kimberly A. Nass, County Attorney

______________________________
Michael R. Miller, Chairperson

Dated_________________________

Considered_____________________
Planning Conservation and Parks Committee

Adopted_______________________

Ayes_____ Noes_____ Absent_____  ____________________________

Voice Vote_____________________  Raymond W. Heidtke, Chairperson

Finance Committee

(The Urban Nonpoint-Source and Storm Water grant provides revenues up to 70% of expenses not to exceed $85,000.)
COMMITTEE REPORT

To: Planning, Conservation & Parks Committee/Land Conservation Committee

From: Jay Shambeau, Administrator
Paul Sebo, County Conservationist

Date: March 11, 2015

Re: Resolution for Grant Application – Wisconsin Department of Natural Resources
Urban Nonpoint Source & Storm Water Management Program

POLICY QUESTION:

Should the PCPC/LCC approve the draft resolution to apply for a grant from the Wisconsin Department of Natural Resources Urban Nonpoint Source & Storm Water Management Program?

DISCUSSION:

Washington County is required to obtain Wisconsin Pollutant Discharge Elimination System (WPDES) for its Municipal Separate Storm Sewer System (MS4). The permit will require the County to: 1) Update its existing erosion control, stormwater management and illicit discharge ordinance, 2) Implement a program for illicit discharge detection and elimination, 3) Develop a stormwater management plan and pollution prevention program involving modeling and practice assessments, and 4) Increase public education and outreach efforts including a public involvement and participation component.

The Wisconsin Department of Natural Resources Urban Nonpoint Source & Storm Water (UNPS&SW) Management Grant Program offers competitive grants to local governments to assist with the implementation and compliance of permit requirements. This grant would reimburse staff time and related expenses at a 70% rate over the next two years.

FISCAL EFFECT:

See Fiscal Note included in the Resolution.

ATTACHMENTS:

Draft Resolution __ for Grant Application – Urban Nonpoint Source & Storm Water Management Program

RECOMMENDATION:

Motion to approve the draft resolution that authorizes the Planning and Parks Department Administrator to apply to apply for a Urban Nonpoint Source & Storm Water Management Grant from the State of Wisconsin Department of Natural Resources for an amount not to exceed $85,000.00, and forward to the Finance Committee and the County Board.
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 9 - Grant Application - Targeted Runoff Management Program

POLICY QUESTION:

Should the County Board approve 2015 Resolution 9 to authorize the Planning and Parks Department Administrator to apply for Wisconsin Department of Natural Resources Targeted Runoff Management Grant?

DISCUSSION:

The Targeted Runoff Management (TRM) Grant Program offers competitive grants for local governments for controlling nonpoint source (NPS) pollution. These grants are pass-through funds for the purposes of cost share assistance to offset the expense for installing conservation agricultural practices to improve water quality. This grant will be used to control runoff from an animal feedlot on property in the Town of Addison.

At the March 11, 2015 meeting of the PCPC the draft resolution was presented, the following motion was made:

    Motion by Mr. Heidtke, seconded by Mr. Schulz to approve a draft resolution authorizing the Planning and Parks Department Administrator to apply for a TRM grant for an amount not to exceed $150,000.00 with the condition that no County funds shall be required, and forward to the Finance Committee and County Board. Motion carried.

Subsequently, at the March 18, 2015 meeting of the Finance Committee the draft resolution was presented, the following motion was made:

    Moved by Mr. Stoffel, seconded by Mr. Schulz to approve a resolution authorizing the Planning and Parks Department to apply for a Targeted Runoff Management grant from the State of Wisconsin Department of Natural Resources in an amount not to exceed $150,000.00 with the condition that no County funds shall be required, and forward to the County Board. Motion carried.
**FISCAL EFFECT:**

The grant provides $150,000 for targeted run-off management programs. The grant is processed by the County. The costs are shared by the farmer on whose land the project is being implemented. No County costs shall be required or incurred.

**ATTACHMENTS:**

- 2015 Resolution 9
- 11 March, 2015 PCPC Packet
- 18 March, 2015 Finance Committee Packet

**RECOMMENDATION:**

Motion to approve 2015 Resolution 9 authorizing the Planning and Parks Department Administrator to apply for Wisconsin Department of Natural Resources Targeted Runoff Management Grant.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 9

Grant Application – Wisconsin Department of Natural Resources
Targeted Runoff Management Program

WHEREAS, Washington County Code Section 4.27 requires that county grant programs or applications for funds receive prior approval by the County Board of Supervisors; and

WHEREAS, Washington County is interested in acquiring a grant from the Wisconsin Department of Natural Resources (WDNR), Bureau of Watershed Management for the purpose of implementing measures to control agricultural runoff pollution consistent with §281.65, Wis. Stats., and Chapters NR 151, NR 153 and 154; and

WHEREAS, the WDNR, through the Targeted Runoff Management (TRM) Grant Program, provides grant funds up to $150,000 for the construction of best management practice (BMP) structures and devices to control nonpoint source pollution; and

WHEREAS, TRM grants are pass-through grants administered by the County for up to 70% of the cost of the BMP project with the remaining cost covered by the grantee; and

WHEREAS, a cost-sharing grant is required to carry out the BMP project which includes construction of barnyard runoff control system, including the construction of a roof and clean water diversion practices; and

WHEREAS, by the terms of this grant program, the costs are shared by the farmer on whose land the project is being implemented; no County costs shall be required or incurred;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the Planning and Parks Department, Land and Water Conservation Division, under the direction of the Land Conservation Committee, authorizes the Planning and Parks Department Administrator to apply for a TRM grant from the State of Wisconsin Department of Natural Resources for an amount not to exceed $150,000 with the condition that no County funds shall be required.

BE IT FURTHER RESOLVED, that the Board authorizes the County Board Chair and County Clerk to execute a grant agreement between Washington County and the WDNR, if grant funding is awarded, subject to review and approval of the County Attorney’s Office.

BE IT FURTHER RESOLVED, that the Board authorizes the Planning and Parks Department Administrator to execute any and all grant reports, reimbursement claims along with necessary supporting documentation, and take necessary action to undertake, direct and complete the approved project.
VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution authorizing a grant application for WDNR Cost Share Targeted Runoff Management Grant funds of up to $150,000 for measures to control agricultural runoff pollution.

APPROVED: Introduced by members of the PLANNING, CONSERVATION and PARKS and FINANCE COMMITTEES as filed with the County Clerk.

Kimberly A. Nass, County Attorney
Dated _________________________

Considered______________________ Michael R. Miller, Chairperson
Adopted________________________ Planning, Conservation and Parks Committee
Ayes____ Noes_____ Absent____
Voice Vote______________________ Raymond W. Heidtke, Chairperson
Finance Committee

(The grant provides $150,000 for targeted run-off management programs. The grant is processed by the County. The costs are shared by the farmer on whose land the project is being implemented. No County costs shall be required or incurred.)
COMMITTEE REPORT

To: Finance Committee

From: Jay Shambeau, Administrator
        Paul Sebo, County Conservationist

Date: March 18, 2015

Re: Resolution for Grant Application – Wisconsin Department of Natural Resources
    Targeted Runoff Management Program

________________________

POLICY QUESTION:

Should the Finance Committee approve the draft resolution to apply for a grant from the Wisconsin Department of Natural Resources Targeted Runoff Management Program?

DISCUSSION:

The Targeted Runoff Management (TRM) Grant Program offers competitive grants for local governments for controlling nonpoint source (NPS) pollution. These grants are pass-through funds for the purposes of cost share assistance and to offset the expense for installing conservation agricultural practices to improve water quality. This grant will be used to control runoff from an animal feedlot on property in the Town of Addison.

FISCAL EFFECT:

None

ATTACHMENTS:

Draft 2015 Resolution ___ for Grant Application – Wisconsin Department of Natural Resources
    Targeted Runoff Management Program

RECOMMENDATION:

Motion to approve a draft resolution that authorizes the Planning and Parks Department Administrator to apply for a TRM grant from the State of Wisconsin Department of Natural Resources for an amount not to exceed $150,000.00 with the condition that no County funds shall be required, and forward to the County Board.

Submit this form in WORD format to countyclerk@co.washington.wi.us
ONE CALENDAR WEEK PLUS 3 WORK DAYS prior to the Committee meeting
WITH the Committee Agenda Preparation Form.

Rev. 11/2014
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ___

Grant Application – Wisconsin Department of Natural Resources
Targeted Runoff Management Program

WHEREAS, Washington County Code Section 4.27 requires that county grant programs or applications for funds receive prior approval by the County Board of Supervisors; and

WHEREAS, Washington County is interested in acquiring a grant from the Wisconsin Department of Natural Resources (WDNR), Bureau of Watershed Management for the purpose of implementing measures to control agricultural runoff pollution consistent with §281.65, Wis. Stats., and Chapters NR 151, NR 153 and 154; and

WHEREAS, the WDNR, through the Targeted Runoff Management (TRM) Grant Program, provides grant funds up to $150,000 for the construction of best management practice (BMP) structures and devices to control nonpoint source pollution; and

WHEREAS, TRM grants are pass-through grants administered by the County for up to 70% of the cost of the BMP project with the remaining cost covered by the grantee; and

WHEREAS, a cost-sharing grant is required to carry out the BMP project which includes construction of barnyard runoff control system, including the construction of a roof and clean water diversion practices; and

WHEREAS, by the terms of this grant program, the costs are shared by the farmer on whose land the project is being implemented; no County costs shall be required or incurred;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the Planning and Parks Department, Land and Water Conservation Division, under the direction of the Land Conservation Committee, authorizes the Planning and Parks Department Administrator to apply for a TRM grant from the State of Wisconsin Department of Natural Resources for an amount not to exceed $150,000 with the condition that no County funds shall be required.

BE IT FURTHER RESOLVED, that the Board authorizes the County Board Chair and County Clerk to execute a grant agreement between Washington County and the WDNR, if grant funding is awarded, subject to review and approval of the County Attorney’s Office.

BE IT FURTHER RESOLVED, that the Board authorizes the Planning and Parks Department Administrator to execute any and all grant reports, reimbursement claims along with necessary supporting documentation, and take necessary action to undertake, direct and complete the approved project.
VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution authorizing a grant application for WDNR Cost Share Targeted Runoff Management Grant funds of up to $150,000 for measures to control agricultural runoff pollution.

APPROVED: Introduced by members of the PLANNING, CONSERVATION and PARKS and FINANCE COMMITTEES as filed with the County Clerk.

Kimberly A. Nass, County Attorney

Dated__________________________

Considered________________________

Adopted__________________________

Ayes_____ Noes_____ Absent_____

Voice Vote_______________________

(The grant provides $150,000 for targeted run-off management programs. The grant is processed by the County. The costs are shared by the farmer on whose land the project is being implemented. No County costs shall be required or incurred.)
COMMITTEE REPORT

To: Planning, Conservation & Parks Committee/Land Conservation Committee

From: Jay Shambeau, Administrator
    Paul Sebo, County Conservationist

Date: March 11, 2015

Re: Resolution for Grant Application – Wisconsin Department of Natural Resources
    Targeted Runoff Management Program

POLICY QUESTION:

Should the PCPC/LCC approve the draft resolution to apply for a grant from the Wisconsin
Department of Natural Resources Targeted Runoff Management Program?

DISCUSSION:

The Targeted Runoff Management (TRM) Grant Program offers competitive grants for local
governments for controlling nonpoint source (NPS) pollution. These grants are pass-through
funds for the purposes of cost share assistance and to offset the expense for installing
conservation agricultural practices to improve water quality. This grant will be used to control
runoff from an animal feedlot on property in the Town of Addison.

FISCAL EFFECT:

None

ATTACHMENTS:

Draft 2015 Resolution ___ for Grant Application – Wisconsin Department of Natural
Resources Targeted Runoff Management Program

RECOMMENDATION:

Motion to approve a draft resolution that authorizes the Planning and Parks Department
Administrator to apply for a TRM grant from the State of Wisconsin Department of Natural
Resources for an amount not to exceed $150,000.00 with the condition that no County funds
shall be required, and forward to the Finance Committee and the County Board.
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 10 - 2015 Highway Department Employees Labor Agreement
    2015 Resolution 11 - 2015 Parks Department Employees Labor Agreement

POLICY QUESTION:

Should the Washington County Board approve a resolution to agree to the terms set forth in the tentative labor agreement between the Teamsters Local Union No. 200 and Washington County?

DISCUSSION:

As you will recall, as part of the 2015 Budget the County Board approved a general 2% pay plan adjustment, to be effective March 01, 2015. However, given the diversity of the County’s 850+ employee workforce, various elements of that plan were left to be worked out going into 2015. As it relates to union negotiated contracts, given the rules related to 2011 Act 10 of the State Legislature, such pay adjustments can only be negotiated up to the consumer price index (CPI), as determined by the Department of Revenue. Therefore, at the December 02, 2014 meeting of the Administrative Services Committee a general negotiation strategy was established, respectful of this cap which for 2015 was determined to be 1.57%. Please note the following motion respects that cap by applying the 2% increase to appropriate employee classes.

Moved by Mr. Miller, seconded by Ms. Merten to apply a 2% increase to the pay plan for all non-represented employees, with the exception of protective employees, along with a 2% increase to non-represented red circled employees, to be effective on March 1, 2015. Motion carried.

Subsequently on December 16, 2014 a negotiating team comprised of two members of the Administrative Services Committee, one member of the Highway Committee, one member of the Planning & Parks Committee, the Human Resources Director, and the County Administrator, met with the Teamsters Unions representing the Highway and Parks workers. Following a brief but respectful negotiation the parties tentatively agreed to a 1.57% increase effective March 1, 2015.
A recommendation was presented to the Administrative Services Committee on March 19, 2015 to approve the Highway labor agreement as negotiated.

*Moved by Ms. Merten, seconded by Mr. Geib to approve a resolution for the 2015 Highway Department Employees Labor Agreement, and forward to the County Board. Motion carried.*

Next, a recommendation was presented to approve the Parks labor agreement as negotiated.

*Moved by Ms. Merten, seconded by Mr. Miller to approve a resolution for the 2015 Parks Department Employees Labor Agreement, and forward to the County Board. Motion carried.*

**FISCAL EFFECT:**

Total estimated increase in salaries and fringe benefits (retirement, worker’s compensation, FICA, Medicare) for the affected employees is $36,472. This is within the budgeted amount.

**ATTACHMENTS:**

- 2015 Resolution 10
- 2015 Resolution 11
- 19 March, 2015 Administrative Services Packet

**RECOMMENDATION:**

Motion to adopt 2015 Resolution 10 approving the January 1, 2015 – December 31, 2015 labor agreement between Washington County and Teamsters “General” Local Union No. 200 representing certain Highway Department employees.

Motion to adopt 2015 Resolution 11 approving the January 1, 2015 – December 31, 2015 labor agreement between Washington County and Teamsters “General” Local Union No. 200 representing certain Parks Department employees.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 10

2015 Highway Department Employees Labor Agreement

WHEREAS, Washington County Code provides for County Board approval as a
prerequisite to a voluntary binding agreement between Washington County and any employee labor group; and

WHEREAS, a tentative labor agreement has been reached between Teamsters “General” Local Union No. 200 representing certain Highway Department employees and the Washington County Negotiating Committee for the period of January 1, 2015 to December 31, 2015, the original being on file and available for review with the Human Resources Department; and

WHEREAS, said tentative agreement has been ratified by the members of the employee bargaining unit and has also been ratified by the Administrative Services Committee of the Washington County Board; and

WHEREAS, the following issues summarize the major changes from the previous labor agreement:

1. A one year agreement that will be in effect from January 1, 2015 through December 31, 2015.

2. Wages – Effective March 1, 2015, employees will receive a 1.57% wage increase.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that said labor agreement between Washington County and Teamsters “General” Local Union No. 200, is hereby ratified, the original being on file in the County Human Resources Department.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

TOTAL estimated increase in salaries and fringe benefits (retirement, worker’s compensation, FICA, Medicare) for the affected employees is $32,196. However, the 2015 budget contemplated a 2% COLA taking effect on 3/1/2015. The estimated increase in compensation under that scenario for the affected employees would have been $38,962. As a result, the County is expected to realize a $6,776 savings vs. the budgeted scenario.)
COMMITTEE REPORT

To: Administrative Services
From: Todd Scott
Date: March 19, 2015
Re: Resolution – Highway Labor Agreement

POLICY QUESTION:

Should the Washington County pass a resolution to agree to the terms set forth in the tentative labor agreement between the Teamsters Local Union No. 200 and Washington County?

DISCUSSION:

A negotiating team representing Washington County, to include 2 members of the Administrative Services Committee, 1 member of the Highway Commission, 1 member of the Planning & Parks Committee, the Human Resources Director, and the County Administrator, met with the Teamsters Unions representing the Highway and Parks workers. The negotiating team followed the direction provided by the Administrative Services Committee to negotiate up to a 1.57% increase effective March 1, 2015.

The negotiations occurred and the Highway and Parks Unions agreed to the following:

1. A one year agreement that will be in effect from January 1, 2015 through December 31, 2015.
2. Wages - effective March 1, 2015, employees will receive a 1.57% wage increase.

FISCAL EFFECT:

Total estimated increase in salaries and fringe benefits retirement, worker’s compensation, FICA, Medicare for the affected employees is $32,196. However, the 2015 budget contemplated a 2% COLA taking effect on 3/1/2015. The estimated increase in compensation under that scenario for the affected employees would have been $38,962. As a result, the County is expected to realize a $6,776 savings vs. the budgeted scenario.

ATTACHMENTS:

Resolution

RECOMMENDATION:
To approve the resolution which will provide the approval of the January 1, 2015 - December 31, 2015 Labor Agreement between Washington County and Teamsters "General" Local Union No. 200 representing certain Highway Department employees.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ___

2015 Highway Department Employees Labor Agreement

WHEREAS, Washington County Code provides for County Board approval as a prerequisite to a voluntary binding agreement between Washington County and any employee labor group; and

WHEREAS, a tentative labor agreement has been reached between Teamsters “General” Local Union No. 200 representing certain Highway Department employees and the Washington County Negotiating Committee for the period of January 1, 2015 to December 31, 2015, the original being on file and available for review with the Human Resources Department; and

WHEREAS, said tentative agreement has been ratified by the members of the employee bargaining unit and has also been ratified by the Administrative Services Committee of the Washington County Board; and

WHEREAS, the following issues summarize the major changes from the previous labor agreement:

1. A one year agreement that will be in effect from January 1, 2015 through December 31, 2015.

2. Wages – Effective March 1, 2015, employees will receive a 1.57% wage increase.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that said labor agreement between Washington County and Teamsters “General” Local Union No. 200, is hereby ratified, the original being on file in the County Human Resources Department.

VOTE REQUIREMENT FOR PASSAGE: Majority

(Total estimated increase in salaries and fringe benefits (retirement, worker’s compensation, FICA, Medicare) for the affected employees is $32,196. However, the 2015 budget contemplated a 2% COLA taking effect on 3/1/2015. The estimated increase in compensation under that scenario for the affected employees would have been $38,962. As a result, the County is expected to realize a $6,776 savings vs. the budgeted scenario.)
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 10 - 2015 Highway Department Employees Labor Agreement
2015 Resolution 11 - 2015 Parks Department Employees Labor Agreement

POLICY QUESTION:

Should the Washington County Board approve a resolution to agree to the terms set forth in the tentative labor agreement between the Teamsters Local Union No. 200 and Washington County?

DISCUSSION:

As you will recall, as part of the 2015 Budget the County Board approved a general 2% pay plan adjustment, to be effective March 01, 2015. However, given the diversity of the County’s 850+ employee workforce, various elements of that plan were left to be worked out going into 2015.

As it relates to union negotiated contracts, given the rules related to 2011 Act 10 of the State Legislature, such pay adjustments can only be negotiated up to the consumer price index (CPI), as determined by the Department of Revenue. Therefore, at the December 02, 2014 meeting of the Administrative Services Committee a general negotiation strategy was established, respectful of this cap which for 2015 was determined to be 1.57%. Please note the following motion respects that cap by applying the 2% increase to appropriate employee classes.

Moved by Mr. Miller, seconded by Ms. Merten to apply a 2% increase to the pay plan for all non-represented employees, with the exception of protective employees, along with a 2% increase to non-represented red circled employees, to be effective on March 1, 2015. Motion carried.

Subsequently on December 16, 2014 a negotiating team comprised of two members of the Administrative Services Committee, one member of the Highway Committee, one member of the Planning & Parks Committee, the Human Resources Director, and the County Administrator, met with the Teamsters Unions representing the Highway and Parks workers. Following a brief but respectful negotiation the parties tentatively agreed to a 1.57% increase effective March 1, 2015.
A recommendation was presented to the Administrative Services Committee on March 19, 2015 to approve the Highway labor agreement as negotiated.

Moved by Ms. Merten, seconded by Mr. Geib to approve a resolution for the 2015 Highway Department Employees Labor Agreement, and forward to the County Board. Motion carried.

Next, a recommendation was presented to approve the Parks labor agreement as negotiated.

Moved by Ms. Merten, seconded by Mr. Miller to approve a resolution for the 2015 Parks Department Employees Labor Agreement, and forward to the County Board. Motion carried.

**FISCAL EFFECT:**

Total estimated increase in salaries and fringe benefits (retirement, worker’s compensation, FICA, Medicare) for the affected employees is $36,472. This is within the budgeted amount.

**ATTACHMENTS:**

- 2015 Resolution 10
- 2015 Resolution 11
- 19 March, 2015 Administrative Services Packet

**RECOMMENDATION:**

Motion to adopt 2015 Resolution 10 approving the January 1, 2015 – December 31, 2015 labor agreement between Washington County and Teamsters “General” Local Union No. 200 representing certain Highway Department employees.

Motion to adopt 2015 Resolution 11 approving the January 1, 2015 – December 31, 2015 labor agreement between Washington County and Teamsters “General” Local Union No. 200 representing certain Parks Department employees.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 11

2015 Parks Department Employees Labor Agreement

WHEREAS, Washington County Code provides for County Board approval as a prerequisite to a voluntary binding agreement between Washington County and any employee labor group; and

WHEREAS, a tentative labor agreement has been reached between Teamsters “General” Local Union No. 200 representing certain Park and Golf Course employees and the Washington County Negotiating Committee for the period of January 1, 2015 to December 31, 2015, the original being on file and available for review with the Human Resources Department; and

WHEREAS, said tentative agreement has been ratified by the members of the employee bargaining unit and has also been ratified by the Administrative Services Committee of the Washington County Board; and

WHEREAS, the following issues summarize the major changes from the previous labor agreement:

1. A one (1) year agreement that will be in effect from January 1, 2015 through December 31, 2015.

2. Wages – Effective March 1, 2015, employees will receive a 1.57% wage increase.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that said labor agreement between Washington County and Teamsters “General” Local Union No. 200, is hereby ratified, the original being on file in the County Human Resources Department.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Approval of the January 1, 2015 – December 31, 2015 Labor Agreement between Washington County and Teamsters “General” Local Union No. 200 representing certain Parks Department employees.
(Total estimated increase in salaries and fringe benefits (retirement, worker’s compensation, FICA, Medicare) for the affected employees is $4,276. However, the 2015 budget contemplated a 2% COLA taking effect on 3/1/2015. The estimated increase in compensation under that scenario for the affected employees would have been $5,174. As a result, the County is expected to realize an $898 savings vs. the budgeted scenario.)
COMMITTEE REPORT

To: Administrative Services
From: Todd Scott
Date: March 19, 2015
Re: Resolution - Parks Labor Agreement

POLICY QUESTION:

Should the Washington County pass a resolution to agree to the terms set forth in the tentative labor agreement between the Teamsters Local Union No. 200 and Washington County?

DISCUSSION:

A negotiating team representing Washington County, to include 2 members of the Administrative Services Committee, 1 member of the Highway Commission, 1 member of the Planning & Parks Committee, the Human Resources Director, and the County Administrator, met with the Teamsters Unions representing the Highway and Parks workers. The negotiating team followed the direction provided by the Administrative Services Committee to negotiate up to a 1.57% increase effective March 1, 2015.

The negotiations occurred and the Highway and Parks Unions agreed to the following:

1. A one year agreement that will be in effect from January 1, 2015 through December 31, 2015.
2. Wages – Effective March 1, 2015, employees will receive a 1.57% wage increase.

FISCAL EFFECT:

Total estimated increase in salaries and fringe benefits (retirement, worker’s compensation, FICA, Medicare) for the affected employees is $4,276. However, the 2015 budget contemplated a 2% COLA taking effect on 3/1/2015. The estimated increase in compensation under that scenario for the affected employees would have been $5,174. As a result, the County is expected to realize an $898 savings vs. the budgeted scenario.

ATTACHMENTS:

Resolution

RECOMMENDATION:

To approve the resolution which will provide the approval of the January 1, 2015 - December 31, 2015 Labor Agreement between Washington County and Teamsters "General" Local Union No. 200 representing certain Parks Department employees.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ___

2015 Parks Department Employees Labor Agreement

WHEREAS, Washington County Code provides for County Board approval as a prerequisite to a voluntary binding agreement between Washington County and any employee labor group; and

WHEREAS, a tentative labor agreement has been reached between Teamsters “General” Local Union No. 200 representing certain Park and Golf Course employees and the Washington County Negotiating Committee for the period of January 1, 2015 to December 31, 2015, the original being on file and available for review with the Human Resources Department; and

WHEREAS, said tentative agreement has been ratified by the members of the employee bargaining unit and has also been ratified by the Administrative Services Committee of the Washington County Board; and

WHEREAS, the following issues summarize the major changes from the previous labor agreement:

1. A one (1) year agreement that will be in effect from January 1, 2015 through December 31, 2015.

2. Wages – Effective March 1, 2015, employees will receive a 1.57% wage increase.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that said labor agreement between Washington County and Teamsters “General” Local Union No. 200, is hereby ratified, the original being on file in the County Human Resources Department.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Approval of the January 1, 2015 – December 31, 2015 Labor Agreement between Washington County and Teamsters “General” Local Union No. 200 representing certain Parks Department employees.
(Total estimated increase in salaries and fringe benefits (retirement, worker’s compensation, FICA, Medicare) for the affected employees is $4,276. However, the 2015 budget contemplated a 2% COLA taking effect on 3/1/2015. The estimated increase in compensation under that scenario for the affected employees would have been $5,174. As a result, the County is expected to realize an $898 savings vs. the budgeted scenario.)
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 12 - Reauthorization of Self-Insurance for Worker’s Compensation Liabilities

POLICY QUESTION:

Should Washington County continue to self insure the workers compensation liability account?

DISCUSSION:

For the past many years Washington County has been operating by self-insuring the worker’s compensation coverage up to a dollar limit of $300,000 and then has purchased an Excess Policy to cover claims above that level. To continue this practice, every three years each self-insured political subdivision is required to pass a resolution that states its intent and agreement to self-insure per the Wisconsin Administrative Code DWD 80.60(3).

A recommendation was presented to the Administrative Services Committee on March 19, 2015 to continue to approve the County’s self-insurance of our workers compensation program.

Moved by Ms. Merten, seconded by Mr. Miller to approve a resolution to continue the County’s self-insured Worker’s Compensation program that is currently in effect, and forward to the County Board. Motion carried.

FISCAL EFFECT:

Departments are charged a percent of salary to fund the Worker’s Compensation self insurance fund. The charges are included in the current budget.

ATTACHMENTS:

• 2015 Resolution 12
• March 19, 2015 Administrative Services Committee Packet

RECOMMENDATION:

Motion to approve 2015 Resolution 12 to continue the County’s self-insured worker’s compensation program that is currently in effect, in compliance with Wisconsin Administrative Code DWD 80.60(3).
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 12

Reauthorization of Self-Insurance for Worker's Compensation Liabilities

WHEREAS, Washington County is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in the State of Wisconsin or assume the responsibility for its own worker's compensation risk and payment by self-insurance; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) upon a commitment to report faithfully all compensible injuries and to comply with the Act and rules of the Department; and

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that Washington County shall continue its self-insured worker's compensation program that is currently in effect in compliance with Wisconsin Administrative Code DWD §80.60(3).

BE IT FURTHER RESOLVED that the County shall faithfully report all compensable work related injuries to the State of Wisconsin and comply with the Workers Compensation Act and the Department's rules.

BE IT FURTHER RESOLVED that the County Clerk shall forward a certified copy of this Resolution to the Wisconsin Department of Workforce Development, Worker’s Compensation Division.

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution authorizing the continuation of self-insurance for Workers Compensation liabilities.
Introduction by members of the ADMINISTRATIVE SERVICES COMMITTEE as filed with the County Clerk.

Kimberly A. Nass, County Attorney

Dated

______________________________

Considered

Adopted

Ayes____ Noes____ Absent____

Voice Vote

(Departments are charged a percent of salary to fund the Worker’s Compensation self insurance fund. The charges are included in the current budget.)
COMMITTEE REPORT

To: Administrative Services Committee
From: Todd Scott, Human Resources
Date: March 19, 2015
Re: Resolution – Reauthorization of Self-Insurance for Worker’s Compensation Liabilities

POLICY QUESTION:
Should Washington County continue to self insure the workers compensation liability account?

DISCUSSION:
Washington County needs to provide workers compensation coverage to all employees in case of a work related injury or illness during the scope of their employment. The coverage can either be insured with a worker’s compensation insurance carrier that is authorized to do business within the State of Wisconsin or the County can assume the responsibility for its own worker’s compensation risk and payment by self-insuring.

The County has been operating by self-insuring the worker’s compensation coverage up to a dollar limit of $300,000 and then has purchased an Excess Policy to cover claims at that level and above.

The Human Resources Department reviews and reports to the Department of Workforce Development the employee worker’s compensation claims each year. In addition, every three years each self-insured political subdivision is required to pass a resolution that states it’s intent and agreement to self-insure per the Wisconsin Administrative Code DWD 80.60(3).

FISCAL EFFECT:
Departments are charged a percent of salary to fund the Worker’s Compensation self insurance fund. The charges are included in the current budget.

ATTACHMENTS:
Resolution

RECOMMENDATION:
To approve the resolution to continue the County’s self-insured worker’s compensation program that is currently in effect, in compliance with Wisconsin Administrative Code DWD 80.60(3).
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ___

Reauthorization of Self-Insurance for Worker's Compensation Liabilities

WHEREAS, Washington County is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in the State of Wisconsin or assume the responsibility for its own worker's compensation risk and payment by self-insurance; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) upon a commitment to report faithfully all compensible injuries and to comply with the Act and rules of the Department; and

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that Washington County shall continue its self-insured worker's compensation program that is currently in effect in compliance with Wisconsin Administrative Code DWD §80.60(3).

BE IT FURTHER RESOLVED that the County shall faithfully report all compensable work related injuries to the State of Wisconsin and comply with the Workers Compensation Act and the Department's rules.

BE IT FURTHER RESOLVED that the County Clerk shall forward a certified copy of this Resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution authorizing the continuation of self-insurance for Workers Compensation liabilities.
(Departments are charged a percent of salary to fund the Worker’s Compensation self insurance fund. The charges are included in the current budget.)
COUNTY BOARD REPORT

To: County Board
From: Joshua Schoemann, County Administrator
Date: April 21, 2015
RE: 2015 Resolution 13 - Tax Deed Sale to City of Hartford

POLICY QUESTION:

Should the County Board approve 2015 Resolution 13 authorizing a specific tax deed sale to the City of Hartford?

DISCUSSION:

As part of the County’s duties for administering property taxation for all municipalities, technical schools, school districts and the State of Wisconsin, from time to time the County may take a property’s title by tax deed due to significant property tax delinquency. Although the use of this procedure is executed as a last resort, and as such there are relatively few properties under the County’s ownership via this statutory process, the County did in fact see a significant uptick in such acquisitions through the “Great Recession,” and the years immediately following.

One such tax deed acquisition relates to a parcel of vacant land (approximately 3.21 acres) in the City of Hartford, which was taken on October 31, 2012. As is procedure, since the acquisition of the property the County Clerk has twice sought sealed bids in 2013 in an effort to sell the parcel, and recover the delinquent property taxes. Unfortunately, no bids were received on either occasion, leaving the parcel in the ownership of the County for the time being.

In recent weeks, the City of Hartford has expressed interest in the parcel for the extension of their sanitary sewer system. The parcel’s estimated general property tax delinquency with interest and penalty is $16,629.57 if paid by March 31, 2015. Of that total amount due, the property tax amount is $9,055.92. In order to return the parcel to productive use, Staff recommends that the Committee authorize selling the parcel to the City of Hartford at amount of $9,055.92, waiving the interest and penalty, upon receipt of a letter offer from the City.

On March 10, 2015, the City of Hartford Common Council adopted Resolution 3407 for the purchase of the property located south of Lee Road and west of Hillcrest Drive, Tax Key No. 36-3201-001-001. The City will make an offer to acquire the parcel as authorized by City Resolution 3407.
The Finance Committee reviewed the resolution at the March 18, 2015 Committee meeting and made the following motion:

*Moved by Mr. Milich, seconded by Ms. Eyre to approve a resolution authorizing the sale of tax deed property 36-3201-001-001 in the City of Hartford, to the City of Hartford in the amount of $9,055.92 and forward to the County Board. Motion carried.*

**FISCAL EFFECT:**

Sale of the parcel will result in the recovery of unpaid property taxes in the amount of $9,055.92.

**ATTACHMENTS:**

- 2015 Resolution 13
- March 18, 2015 Finance Committee Packet
- Hartford Resolution No. 3407

**RECOMMENDATION:**

Motion to approve 2015 Resolution 13 authorizing the sale of the above parcel to the City of Hartford in the amount of $9,055.92.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 13

Tax Deed Sale to City of Hartford

WHEREAS, Washington County took a tax deed to a parcel of land in the City of Hartford recorded as Document No. 1319616 in the Washington County Register of Deeds Office; and

WHEREAS, a copy of the tax deed (Document No. 1319616) and an overview of the parcel in question are attached as Exhibit “A” for reference; and

WHEREAS, Section 75.69(2), Wis. Stats., governs the conveyance of land referred to herein; and

WHEREAS, in 2013, sealed bids were published on two separate occasions and no bids were received in response to Washington County’s solicitation; and

WHEREAS, the City of Hartford desires to acquire said tax deed parcel and has offered payment in the amount of $9,055.92 and any transactional costs; and

WHEREAS, it may be necessary for the purchaser of the parcel referred to herein to commence a lawsuit to bar the former owner(s) from claiming any interest in the property to clear its title; and

WHEREAS, Washington County may assign its rights under §75.39, Wis. Stats., to commence an action to bar the claims and interests of former owner(s);

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the County Clerk be and is hereby authorized upon receipt of the sum of $9,055.92 and reimbursement of any transactional costs incurred by the County to execute a Quit Claim Deed to the City of Hartford for the parcel described in Exhibit “A”, attached hereto and incorporated herein, with Tax Key No. 36-3201-001-001.

BE IT FURTHER RESOLVED that the Board hereby assigns its rights and interest under §75.39, Wis. Stats., to the City of Hartford thereby permitting the City of Hartford to commence an action under said section as it deems appropriate, conditioned upon the purchaser(s) bearing any and all costs, fees and expenses associated with any action commenced as a result of this assignment and holding the County harmless from any costs, expenses, claims or damages associated with the actions of the City of Hartford by virtue of said assignment.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority
RESOLUTION SUMMARY: Sale of tax deed property in the City of Hartford to the City of Hartford.

APPROVED: Introduced by members of the FINANCE COMMITTEE as filed with the County Clerk.

______________________________
Kimberly A. Nass, County Attorney

Dated_________________________-Raymond W. Heidtke, Chairperson

Considered____________

Adopted____________

Ayes____ Noes____ Absent____

Voice Vote____________

(The $9,055.92 will cover the amount of the outstanding delinquent property taxes. The City of Hartford will also pay all associated transfer costs to execute a Quit Claim Deed.)
Whereas, Janice Gettelman, Treasurer of the County of Washington, has deposited in the Office of the County Clerk of the County of Washington, in the State of Wisconsin, a tax certificate of said county, whereby it appears, as the fact is, that the following described piece (or pieces) or parcel (or parcels) of land lying and being situated in the County of Washington, to wit:

See Attached Exhibit A.

Fee Exempt
77.25(4)

was (or were) included in the tax certificate issued to the County of Washington on August 31, 2012, for the nonpayment of real property taxes, special assessments, special charges or special taxes, in the amount of Eleven Thousand Seventy-two and Ten Cents ($11,072.10), in the whole, which sum was the amount assessed and due and unpaid on said tract (or several tracts) of land, and whereas it further appears, as the fact is, that the owner (or owners) or claimant (or claimants) of said land has (or have) not redeemed from said certificate the lands which were included as aforesaid, and said lands continue to remain unredeemed, whereby said described lands have become forfeited and the said County is entitled to a conveyance thereof:

Now, therefore, know all by these presents that the County of Washington, in said state, and the State of Wisconsin, in conformity to law, have given and hereby do give, grant and convey the tract (or several tracts) of land above described, together with the hereditaments and appurtenances, to said County of Washington and its assigns, to their sole use and benefit forever.

In testimony whereof, I, Brenda J. Jaszewski, the Clerk of the County of Washington, have executed this deed pursuant to and in virtue of the authority in me vested by the statutes of the State of Wisconsin, and for and on behalf of said state and the County of Washington aforesaid, and have hereunto subscribed my name officially and affixed the seal of the said county, at West Bend, Wisconsin in said County of Washington, this 31st day of October, 2012.

(Seal)

Brenda J. Jaszewski
County Clerk, Washington County, Wisconsin.

STATE OF WISCONSIN  
WASHINGTON COUNTY

On this 31st day of October, 2012, personally came before me the above named Brenda J. Jaszewski, County Clerk of Washington County, Wisconsin, to me known to be the person who executed the foregoing instrument, and to be the County Clerk of Washington County, and affixed the seal of the said County thereto, and acknowledged that she executed said instrument as the act and deed of said State and County, and by its authority.

Kimberly Allegretti Nass
Notary Public, Washington County, WI

This instrument was drafted
by Kimberly A. Nass
County Attorney's Office

EXHIBIT "A"
EXHIBIT A - LEGAL DESCRIPTION

PARCEL 1:

A parcel of land in the NE 1/4 of the NE 1/4 of Section 32, TION, R18E, including part of Lot 1 of Washington County Certified Survey Map No. 1442, all in the City of Hartford, Washington County, Wisconsin, more particularly described as follows: Commencing at the Northeast corner of said Section 32; thence West, along the North line of Section 32 and the centerline of Lee Rd., 40.00 feet to the point of real beginning; thence continuing West along said North line and centerline, 197.16 feet; thence South, 40.00 feet to the Northeast corner of aforementioned Lot 1 which is also the Northeast corner of Lot D of Washington County Certified Survey Map No. 99; thence S.2°19'4", along the East line of said Lot D, 100.88 feet; thence S.0°30'30"W, along the East line of Lot D, 154.93 feet to the Southeast corner of Lot B; thence N.82°30'W., along the South line of Lot D and adjoining Lot C, 160.35 feet; thence 5.14°15'30"E., along the Northeasterly line of Lots 8 & 9, Hillcrest Estates, 285.21 feet to the Northerly line of Meadowdale Drive; thence 87.41 feet Easterly along said Northerly line and the arc of a curve to the right having a 339.15 foot radius and being subtended by an 87.17 foot chord bearing N.83°07'30"E.; thence 3.89°29'30"E., along the North line of Meadowdale Drive, 200.00 feet to the West line of Hillcrest Drive; thence N.7°30'30"E., along said West line, 542.53 feet to the point of real beginning, SUBJECT TO the Northerly portion thereof being used as Lee Road right-of-way, AND EXCEPTING THEREFROM that portion thereof contained within Lot One (1) of Certified Survey Map No. 1442, recorded in Volume 7 of Certified Survey Maps on Pages 264 and 265 as Document No. 378579, in the Washington County Registry.

PARCEL 2:

The Southeasterly corner of Lot "B" of Certified Survey Map No. 99, recorded in Volume 1 of Certified Survey Maps on Pages 160 and 161 as Document No. 292473, in the Washington County Registry, which portion was excluded from Lot One (1) of Certified Survey Map No. 1442, recorded in Volume 7 of Certified Survey Maps on Pages 264 and 265 as Document No. 378579, being a parcel of land in the NE 1/4 of the NE 1/4 of Section 32, TION, R18E, City of Hartford, Washington County, Wisconsin.
EXHIBIT "A"
COMMITTEE REPORT

To: Finance Committee
From: Kim Nass, County Attorney
Date: March 18, 2015
Re: Tax Deed property
City of Hartford
Tax Key No. 36 3201 001 001

POLICY QUESTION:

Should the Finance Committee approve a resolution and advance same to the County Board authorizing the sale of the above parcel to the City of Hartford?

DISCUSSION:

Washington County took title by tax deed to a parcel of vacant land (approximately 3.21 acres) in the City of Hartford on October 31, 2012. The County Clerk twice sought sealed bids in 2013 in an effort to sell the parcel. No bids were received.

In 2015, the City of Hartford expressed interest in the parcel for the extension of sanitary sewer. The City Council will consider acquiring the land at its meeting on March 10, 2015. The parcel’s estimated general property tax delinquency with interest and penalty is $16,629.57 if paid by March 31, 2015. Of that total amount due, the property tax amount is $9,055.92. The interest and penalty amount is $7,573.65.

In order to return the parcel to productive use, I recommend that the Committee authorize selling the parcel to the City of Hartford at amount of $9,055.92, waiving the interest and penalty, upon receipt of a letter offer from the City, subject to County Board approval.

After the tax deed was recorded, a discrepancy with the legal description was discovered. As such, a corrected deed or other instrument may need to be drafted and recorded.

FISCAL EFFECT:

Sale of this parcel will result in the recovery of unpaid property taxes in the amount of $9,055.92.
ATTACHMENTS:

Statement of Delinquent Taxes for Tax Key No. 36 3201 001 001
Proposed resolution for April County Board meeting

RECOMMENDATION:

Motion to accept the City’s offer, subject to County Board approval and advance a resolution to the County Board for consideration.
STATE OF WISCONSIN--WASHINGTON COUNTY
STATEMENT OF DELINQUENT TAXES

JANE MERTEN, TREASURER
432 E. Washington St.
P O Box 1986
West Bend, WI. 53095-7986
Phone: (262) 335-4324

WASHINGTON COUNTY
Parcel No. 36 3201 001 001

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description.

Legal Description/Location of Property
LEE RD
PT OF NE-NE EXC LOT 1 CSM 1442
+INCLUDING PT LOT D CSM 99
V1760 P512 3.21 AC

Please inform the treasurer of any address change

<table>
<thead>
<tr>
<th>TAX YEAR</th>
<th>GENERAL TAX BALANCE</th>
<th>SPECIAL ASSESSMENT BALANCE</th>
<th>INTEREST &amp; PENALTY AMOUNT</th>
<th>YEAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>1,449.50</td>
<td>.00</td>
<td>1,869.86</td>
<td>3,319.36</td>
</tr>
<tr>
<td>2008</td>
<td>1,470.55</td>
<td>.00</td>
<td>1,632.31</td>
<td>3,102.86</td>
</tr>
<tr>
<td>2009</td>
<td>1,549.47</td>
<td>.00</td>
<td>1,441.01</td>
<td>2,990.48</td>
</tr>
<tr>
<td>2010</td>
<td>1,566.73</td>
<td>.00</td>
<td>1,175.05</td>
<td>2,741.78</td>
</tr>
<tr>
<td>2011</td>
<td>1,543.01</td>
<td>.00</td>
<td>879.52</td>
<td>2,422.53</td>
</tr>
<tr>
<td>2012</td>
<td>1,476.66</td>
<td>.00</td>
<td>575.90</td>
<td>2,052.56</td>
</tr>
<tr>
<td></td>
<td>9,055.92 If Paid By 3/31/2015 Total Due Is:</td>
<td>7,573.65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WASHINGTON COUNTY
PO BOX 1986
WEST BEND WI 53095

Mail To:

JANE MERTEN, TREASURER
432 E. Washington St.
P O Box 1986
West Bend, WI. 53095-7986

Include This Stub With Your Payment
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION ___

Tax Deed Sale to City of Hartford

WHEREAS, Washington County took a tax deed to a parcel of land in the City of Hartford recorded as Document No. 1319616 in the Washington County Register of Deeds Office; and

WHEREAS, Section 75.69(2), Wis. Stats., governs the conveyance of land referred to herein; and

WHEREAS, on May 23, 2013, no bids were received in response to Washington County’s solicitation for same for the tax deed parcel referred to herein; and

WHEREAS, the City of Hartford desires to acquire said tax deed parcel and has offered payment in the amount of $__________; and

WHEREAS, it may be necessary for the purchaser of the parcel referred to herein to commence a lawsuit to bar the former owner(s) from claiming any interest in the property to clear its title; and

WHEREAS, Washington County may assign its rights held under §75.39, Wis. Stats., to commence an action to bar the claims and interests of former owner(s);

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that the County Clerk be and is hereby authorized upon receipt of the sum of $__________ to execute a Quit Claim Deed to the City of Hartford for the parcel described in Exhibit A, attached hereto and incorporated herein, with Tax Key No. 36-3201-001-001.

BE IT FURTHER RESOLVED that the Board hereby assigns its rights and interest under §75.39, Wis. Stats., to the City of Hartford thereby permitting the City of Hartford to commence an action under said section as he deems appropriate, conditioned upon the purchaser(s) bearing any and all costs, fees and expenses associated with any action commenced as a result of this assignment and holding the County harmless from any costs, expenses, claims or damages associated with the actions of the City of Hartford by virtue of said assignment.

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Sale of tax deed property in the City of Hartford to the City of Hartford.
APPROVED:

Kimberly A. Nass, County Attorney
Dated

Considered
Adopted
Ayes Noes Absent
Voice Vote

Introduced by members of the FINANCE COMMITTEE as filed with the County Clerk.

Raymond W. Heidtke, Chairperson
EXHIBIT A - LEGAL DESCRIPTION

PARCEL 1:

A parcel of land in the NE 1/4 of the NE 1/4 of Section 32, T18N, R18E, including part of Lot 1 of Washington County Certified Survey Map No. 1442, all in the City of Hartford, Washington County, Wisconsin, more particularly described as follows: Commencing at the Northeast corner of said Section 32, thence West, along the North line of Section 32 and the centerline of Lee Rd., 40.00 feet to the point of real beginning; thence continuing West along said North line and centerline, 197.16 feet; thence South, 40.00 feet to the Northeast corner of aforementioned Lot 1 which is also the Northeast corner of Lot D of Washington County Certified Survey Map No. 99, thence S.2°19′W., along the East line of said Lot D, 100.00 feet; thence S.0°30′30″W., along the East line of Lot D, 154.50 feet to the Southeast corner of Lot D; thence N.82°30′W., along the South line of Lot D and adjoining Lot C, 160.35 feet; thence S.14°15′30″E., along the Northeasterly line of Lots 8 & 9, Hillcrest Estates, 285.21 feet to the Northerly line of Meadowdale Drive; thence 87.41 feet Easterly along said Northerly line and the arc of a curve to the right having a 339.13 foot radius and being subcended by an 87.37 foot chord bearing N.83°07′30″E.; thence S.89°29′30″E., along the North line of Meadowdale Drive, 200.00 feet to the West line of Hillcrest Drive; thence N.0°30′30″E., along said West line, 542.58 feet to the point of real beginning, SUBJECT TO the Northerly portion thereof being used as Lee Road right-of-way, AND EXCEPTING THEREFROM that portion thereof contained within Lot One (1) of Certified Survey Map No. 1442, recorded in Volume 7 of Certified Survey Maps on Pages 264 and 265 as Document No. 378579, in the Washington County Registry.

PARCEL 2:

The Southwesterly corner of Lot "D" of Certified Survey Map No. 99, recorded in Volume 1 of Certified Survey Maps on Pages 160 and 161 as Document No. 292473, in the Washington County Registry, which portion was excluded from Lot One (1) of Certified Survey Map No. 1442, recorded in Volume 7 of Certified Survey Maps on Pages 264 and 265 as Document No. 378579, being a parcel of land in the NE 1/4 of the NE 1/4 of Section 32, T18N, R18E, City of Hartford, Washington County, Wisconsin.
RESOLUTION NO. 3407

A RESOLUTION REGARDING ACQUISITION OF LAND SOUTH OF LEE ROAD AND WEST OF HILLCREST DRIVE, TAX KEY NUMBER 36-3201001001

WHEREAS, Washington County has taken title to a 3.21 acre parcel of land south of Lee Road and west of Hillcrest Drive and wishes to sell this parcel; and

WHEREAS, the parcel is located within the City and it is in the best interest of the City to acquire the property for the delinquent taxes; and

WHEREAS, the City of Hartford is required by State Statutes to approve a resolution in support of any land purchase or sale.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Clerk are authorized to sign all documents necessary to acquire the property.

Dated this 10th day of March, 2015, by the Common Council of the City of Hartford, Wisconsin.

Signed:

Joseph C. Dautermann, Mayor

INTRODUCED: March 10, 2015
ADOPTED: March 10, 2015

ATTEST:

Lori Hetzel, City Clerk
COUNTY BOARD REPORT

To:        County Board
From:      Joshua Schoemann, County Administrator
Date:      April 21, 2015
RE:        2015 Resolution 14 - Washington County Standing Committee Structure

POLICY QUESTION:

Should the County Board approve 2015 Resolution 14 adopting a new governance structure?

DISCUSSION:

As you will recall, at the February 10 meeting of the County Board, Staff presented a work product of the County Board Structure Advisory Committee (Committee). Following the February 10 presentation, Staff compiled and presented the feedback received from County Board Supervisors at a March 18 meeting of the Committee. At this meeting, County Board Chairman Tennies presented to the Committee his proposed governance structure based on his experience and the feedback provided on and after February 10. Following thorough discussion relating to those proposals the Committee made various adjustments, resulting in the proposed resolution.

To assist in providing a full context of this recommendation, to answer any outstanding questions and to lay out the next steps in the process, Staff will provide a presentation at the 21 April 2015 County Board meeting. The presentation will primarily follow the attached Draft Report, and will conclude with anticipated next steps.

FISCAL EFFECT:

NA

ATTACHMENTS:

- 2015 Resolution 14
- Draft Report - Washington County Board Structure Advisory Committee
- Process Timeline Document

RECOMMENDATION:

Motion to approve 2015 Resolution 14 amending the Washington County Board Committee Structure, with the understanding that the committee will continue to work toward resolution of County Board size; County Board Chair role; and County Board Salaries and Per Diems.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 14

Washington County Standing Committee Structure

WHEREAS, in August 2014, the County Board Chairman announced the establishment of a special committee for the purposes of evaluating and making recommendations to the County Board in the areas of current committee structure, the roles and authorities of County standing committees, the number of committees, committee functions and department oversight; and

WHEREAS, the County Board Structure Advisory Committee (“Study Committee”) met on October 8, 2014, to review its purpose, establish objectives, a task list and timeline; and

WHEREAS, the County Board Structure Advisory Committee evaluated the strengths and weaknesses of the Board’s current committee structure, invited guests and experts to assist in the development of various options; and

WHEREAS, the County Board Structure Advisory Committee met on several occasions thereafter to discuss and develop options for committee structures; and

WHEREAS, at its meeting on February 10, 2015, a presentation was given to the County Board regarding the Study Committee’s work and members were provided with an opportunity to give feedback; and

WHEREAS, the County Department Heads also received a report of the Study Committee’s work and were asked to provide input and feedback; and

WHEREAS, the County Board Structure Advisory Committee has thoroughly evaluated the information it has gathered and considered all of the input received and recommends Option 3, which is attached hereto as Exhibit “A” to the County Board for consideration; and

WHEREAS, Option 3 is comprised of 6 standing committees: namely, Executive; Administrative; Health, Aging and Long-Term Care; Human Services; Public Safety; and Public Works; and

WHEREAS, under this option, the Executive Committee will be comprised of seven (7) members by the election of the County Board Chair, 1st Vice Chair, and 5 standing committee chairs, in random order, and the 2nd Vice Chair from the elected pool of standing committee chairs at its Organizational Meeting; and

WHEREAS, the Study Committee determined that it would next evaluate County Board size, County Board chair and supervisor compensation, standing committee chair duties and authorities, and other committees, commissions and boards;
NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that Option 3, as referenced herein, is hereby adopted as the standing committee structure for Washington County.

BE IT FURTHER RESOLVED that the standing committee structure set forth in Option 3 and the composition of the seven (7) member Executive Committee by election as set forth herein, shall be implemented at the April 2016 Organizational Meeting.

BE IT FURTHER RESOLVED that the committee structure called for herein shall be reviewed at the end of 2016-2018.

BE IT FURTHER RESOLVED that the County Attorney is instructed to revise the County Code as necessary to implement the new standing committee structure and election process.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution approving Option 3 for Washington County’s standing committee structure and election process.

APPROVED: Introduced by members of the COUNTY BOARD
______________________________ STRUCTURE ADVISORY COMMITTEE
Kimberly A. Nass, County Attorney as filed with the County Clerk.
Dated_________________________ Herbert J. Tennies, Chairperson
Considered____________________
Adopted_______________________
Ayes_____ Noes_____ Absent_____
Voice Vote____________________
(No fiscal effect.)
Option 3: 6 Committees

County Board

Econ. Dev. & Tourism
Exec. Com. (Budget & CIP)
CB Office
Admin.
Co. Attorney

Administrative Com.
Health, Aging & Long Term Care Com.
Human Services Com.
Public Safety Com.
Public Works Com.

County Clerk
Human Resources
Facilities
Info. Systems
Finance
Treasurer
UWWC
Register of Deeds
Ag. & Indust. Society
Historical Society
Library

Health
Vets. Serv.
ADRC
Samaritan

Human Serv. Dept.
Child Support

Emergency
Mgmt.
Medical Exam.
Sheriff
Clerk of Courts
Dist. Atty.

Highway
Transit
Parks Maintenance
Planning
Land Use
Conservation
UW-Extension

$13.5 M
$20.0 M
$23.0 M
$23.0 M
$25.0 M
Washington County Board Structure Advisory Committee

Feedback on Recommendations

1) Election of Executive Committee
   a. County Board elects chairs for each of the Standing Committees. These Chairs serve on Executive Committee. County Board Chair appoints remainder of supervisors to Standing Committees. (need to identify the process to use of how the board elects Standing Committee Chairs)
   b. County Board elects members to the Executive Committee. County Board Chair appoints members of Executive Committee to serve as Standing Committee Chairs. County Board Chair appoints remainder of supervisors to Standing Committees. (suggestion to revisit term limits of Standing Committee Chairs under this scenario)
   c. County Board Chair appoints supervisors to Standing Committees. Standing Committee vote on their Chair, who also serves on the Executive Committee.
   d. If there is an even number of members on the Executive Committee, the County Board Chair could refrain from voting unless to break a tie.

2) County Board Vice-Chair & Second Vice-Chair
   a. Elected by the County Board from the pool of Standing Committee Chairs
   b. Vice-Chair elected by the County Board from those that are not Standing Committee Chairs. The Vice-Chair serves as an at-large position on the Executive Committee. What about Second Vice-Chair?

3) Standing Committee Vice-Chairs & Secretaries
   a. Elected by the Standing Committee members

4) Second County Board meeting for educational topics (no action taken at these meetings)
   a. Concerns expressed about need for this
   b. Who would call this meeting- County Board Chair or Executive Committee?
   c. Call as needed by County Board Chair (current procedure)
   d. Consider scheduling second County Board meeting in the afternoon or evening

5) Where does the Convention & Visitors Bureau fit in the organizational chart?
   a. Reporting to Executive Committee
   b. Reporting to Administrative Committee

Sub-Committee recommendations for each of the items above:

1) County Board elects Board Chair, Vice-Chair, Second Vice-Chair and 4 members at-large to serve on a 7 member Executive Committee. The County Board Chair appoints 5 Executive Committee members to serve as Chairs to each of the Standing Committees. The County Board Chair and 1 Executive Committee member will not serve as a Standing Committee Chair. The Executive Committee is chaired by the County Board Chair. The County Board Chair appoints County Board members to committees, board and commissions.

2) Addressed in first recommendation.
3) Standing Committees elect their own Vice-Chairs. The position of Secretary will be removed.

4) Educational County Board meeting will be called as-needed by the County Board Chair (current procedure).

5) The Convention & Visitors Bureau will report to the Executive Committee.
Although the Study Committee has reviewed the elements of this report throughout the process, they have not had the opportunity to review the compilation of their work as it appears in this report format.
CONTENTS

Document Prepared By: ................................................................................................................................................................. 2
Background .......................................................................................................................................................................................... 3
Study Committee Timeline & Process .............................................................................................................................................. 3
Strengths & Weaknesses of Current Committee Structure ...................................................................................................... 4
Observations & Objectives .............................................................................................................................................................. 5
Alternatives Considered ................................................................................................................................................................. 6
  Committee Structure ..................................................................................................................................................................... 6
  Process for Electing Leadership / Executive Committee .................................................................................................... 8
Recommendations ............................................................................................................................................................................. 8
  Committee Structure ..................................................................................................................................................................... 8
  Process for Electing Leadership / Executive Committee .................................................................................................... 9
  Additional Recommendations .................................................................................................................................................. 9
Appendix A .................................................................................................................................................................................... 11

DOCUMENT PREPARED BY:

Paul Roback
Associate Professor, Community Development Educator

UW-Extension, Washington County
333 E. Washington St., Suite 1200
PO Box 2003
West Bend, WI 53095
Phone: (262) 335-4480
Fax: (262) 335-4863
paul.roback@ces.uwex.edu
Web site: http://washington.uwex.edu

An AA/EEO employer, UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.
BACKGROUND

With the onset of hiring Washington County's first Administrator, the need to examine the Washington County board size and committee structure was identified by the County Board Chairman. A fourteen member study committee consisting of eleven county board members and three staff was established to research and provide a recommendation to the County Board.

At the Study Committees first meeting, it was suggested to engage UW-Extension Washington County Community Development Educator Paul Roback in the facilitation of this process.

This draft report compiles the work and recommendations of the Study Committee as of their March 18, 2015. The Study Committee will continue to meet to address county board size, compensation and the responsibilities of the Board Chair.

STUDY COMMITTEE TIMELINE & PROCESS

October 1, 2014 - Advisory Committee Meeting
- Established advisory committee purpose, schedule and function
- Reviewed committee structure of Washington County and 15 other counties
- Established task list and timeline

November 3, 2014 - Advisory Committee Meeting
- Developed a strategy to engage county board members and department heads in study committee process
- Identified strengths and weaknesses of current Washington County committee structure

December 10, 2014 - Advisory Committee Meeting
- A representative from the Wisconsin Counties Association presented on the role of county board members and committees with an Administrator structure.
- Reviewed current Washington County standing committees

January 5, 2015 - Advisory Committee Meeting
- Guest presentations from Sheboygan County Administrator and Ozaukee County Administrator and Board Chair
- Presented process for reviewing committee structure options

January 19, 2015 - Advisory Committee Meeting
- Due date for committee members to send organizational chart preferences to County Board Chairman

January 29, 2015 - Advisory Committee Meeting
- Reviewed and discussed sample committee structures- used large display to easily move committees & department functions around
- Identified trends observed from committee organizational chart homework
- Identified questions to be further researched

February 2, 2015 - Advisory Committee Meeting
- Refined draft committee structure
Addressed outstanding committee items, including:
  o Term-limits on committees
  o Who appoints committee members
  o Who appoints/elects committee chairs
  o Citizens on committees
  o How many committees can a supervisor be on? How many power committees?
  o Chair only one committee
  o Other/special committees
  o Transportation committee- elected or appointed
  o Bill review committee- is it necessary?
  o Number of supervisors on a committee
  o Keppler Rule

February 8, 2015 - Joint Meeting of Executive & Finance Committees
  ▪ Presented Advisory Committee work to date with three options for committee structure
  ▪ Sought feedback for County Board presentation

February 9, 2015 - County Board Meeting
  ▪ Presented Advisory Committee work to date with three options for committee structure
  ▪ Sought initial feedback from the County Board

February 18, 2015 - Department Head Meeting
  ▪ Presented Advisory Committee work to date with three options for committee structure
  ▪ Sought Department Head preference on committee structure

March 18, 2015 - Advisory Committee Meeting
  ▪ Discussed & finalized recommendation on county board committee structure
  ▪ Discussed & finalized recommendation on a process for electing county board and committee leadership

April 21, 2015 - County Board
  ▪ Vote on recommendation from advisory committee

Additional Topics to Address after County Board Vote:
1. County Board Size
   a. Size- determine appropriate size of county board
   b. Timeline- determine when reductions should take place
   c. Process and Criteria for Redistricting- determine objectives that new districts must achieve
2. County Board Salaries & Per Diem
3. County Board Chair- work hours and salary

STRENGTHS & WEAKNESSES OF CURRENT COMMITTEE STRUCTURE

As a starting point for considering why to reorganize the county committee structure, advisory committee members identified strengths and weaknesses of the current structure. Strengths should be carried over to the new committee structure and weaknesses should be proactively addressed with a new committee structure.
Strengths:
- Department Heads can relate to County Board members and County Board members understand Departments
- Informed County Board members make informed decisions
- Committees are operationally focused- committees understand department operations
- County Board members on committees have a lot of say on committees- they can impact Departments
- New committee reports and posted on website
- Committee size of 5 is appropriate
- Good meeting attendance- an indication that people take their job seriously and that the meetings have purpose

Weaknesses:
- County Board may be too hands-on with administrative functions
- Committee meetings have items that may not be important/necessary
- County Board members become committee/department advocates during budget process
- A lot of committees for the Administrator to manage effectively
- Committees not service oriented
- Some meetings do not have enough meat/substance
- Report focused- sometimes too detailed
- Sometimes go beyond the scope of the committee by encroaching on the operations of other organizations operations, such as the Agriculture & Industrial Society (AIS) and Historical Society

OBSERVATIONS & OBJECTIVES

In preparation for the January 29th Study Committee meeting, members submitted their preferences for county board committee structures. The following observations from this exercise were discussed at the January 29th meeting:
- Average number of committees (including Executive) was between 7 and 8 (7.7)
- Most frequently combined committee included Health & Aging with Samaritan
- Several instances of combining Planning, Conservation & Parks Committee (PCPC) with either Transportation or Education & Culture Committees
- Public Safety Committee remained the same on each organizational chart

In order to assist decision-making, Advisory Committee members developed the following objectives to be considered in the development of a new committee structure:
1. Shared / balanced workload for each committee and supervisor
2. Even budget distribution among committees
3. Even personnel distribution among committees
4. Even department distribution among committees
5. Streamline processes / efficiencies- reduce the number of committees that decisions need approval from
6. New structure agrees with State Statutes
Using a “Sticky Wall” (Appendix A) at the January 29th meeting, committee members were able to start with the current committee structure (Option 1- 10 Committees /Status Quo) and then apply the observations and objectives to design two committee structure alternatives (Option 2- 7 Committees and Option 3- 6 Committees). The following is the result of this process.
Option 2: 7 Committees

County Board

- Convention & Visitors Bureau
- Eco. Dev.
- Exec. Com. (Budget & CIP)
- CB Office
- Admin.
- Co. Attorney

Administrative Com.
- County Clerk
- Human Resources
- Facilities
- Info. Systems
- Finance
- Treasurer
- UWWC

Natural & Community Resources Com.
- Planning
- Land Use
- Conservation
- Reg. of Deeds
- UW-Extension
- Ag. & Indust. Soc.
- Historical Soc.
- Library

Health, Aging & Long Term Care Com.
- Health
- Vets. Serv.
- ADRC
- Samaritan

Human Services Com.
- Human Serv. Dept.
- Child Support

Public Safety Com.
- Emergency Mgmt.
- Medical Exam.
- Sheriff
- Clerk of Courts
- Dist. Atty.

Public Works Com.
- Highway
- Transit
- Parks
- Maintenance

$11.0 M  $5.5 M  $20.0 M  $23.0 M  $23.0 M  $23.0 M

Option 3: 6 Committees

County Board

- Convention & Visitors Bureau
- Eco. Dev.
- Exec. Com. (Budget & CIP)
- CB Office
- Admin.
- Co. Attorney

Administrative Com.
- County Clerk
- Human Resources
- Facilities
- Info. Systems
- Finance
- Treasurer
- UWWC
- Register of Deeds
- Ag. & Indust. Soc.
- Historical Society
- Library

Health, Aging & Long Term Care Com.
- Health
- Vets. Serv.
- ADRC
- Samaritan

Human Services Com.
- Human Serv. Dept.
- Child Support

Public Safety Com.
- Emergency Mgmt.
- Medical Exam.
- Sheriff
- Clerk of Courts
- Dist. Atty.

Public Works Com.
- Highway
- Transit
- Parks
- Maintenance
- UW-Extension

$13.5 M  $20.0 M  $23.0 M  $23.0 M  $25.0 M
In addition to committee structure, committee leadership was also reviewed. In Options 2 & 3, the budget review process is moved to the Executive Committee, whose membership includes the chairs of each of the standing committees. The advantage of this change is that the budget will be reviewed by those that have knowledge of the departments that report to each of the standing committees. Currently, the budget is reviewed by the Finance Committee and it is possible that members who serve on this committee may not have working knowledge of specific county departments because none of the committee members serve or have served on the specific department’s oversight committee. Several alternatives to how standing committee chairs are elected were discussed. These include:

Option 1 - 7 member Executive Committee
1. Elect Board Chair
2. Elect Board Vice-Chair
3. Elect Board 2nd Vice-Chair
4. Elect 4 additional Executive Committee members
5. County Board Chair appoints 5 Executive Committee members to serve as Standing Committee Chairs

Option 2 - 6 member Executive Committee
1. Elect County Board Chair
2. Elect 5 Standing Committee Chairs
3. From the 5 Standing Committee Chairs, elect a Vice-Chair and 2nd Vice-Chair

Option 3 - 7 member Executive Committee
1. Elect Board Chair
2. Elect Board Vice-Chair
3. Elect 5 Standing Committee Chairs (randomly select order of election by pulling committee names out of a hat)
4. Elect 2nd Vice-Chair from the pool of 5 Standing Committee Chairs

**RECOMMENDATIONS**

**COMMITTEE STRUCTURE**

Recommended Option 3: 6 Committees (5 Standing Committees + Executive Committee)

**Decision Points**
- Most closely balances objectives
  - Shared / balanced workload for County Board Supervisors
  - Even budget distribution among committees
  - Even personnel distribution among committees
  - Even department distribution among committees
  - Streamline processes - reduce the number of committees that decisions need approval from
- Department Heads overwhelming in favor of 6 committees
- Concerns expressed if UW-Extension should be in Public Works or Administrative
- Concerns expressed of merging planning functions with Public Works
PROCESS FOR ELECTING LEADERSHIP / EXECUTIVE COMMITTEE

Recommend Option 3:
1. Elect Board Chair
2. Elect Board Vice-Chair
3. Elect 5 Standing Committee Chairs (randomly select order of election by pulling committee names out of a hat)
4. Elect 2nd Vice-Chair from the pool of 5 Standing Committee Chairs

Decision Points
- Desirable to have an odd number on the Executive Committee (Board Chair, Vice-Chair & 5 Standing Committee Chairs = 7)
- Priority placed on electing Standing Committee Chairs. It is desirable to have the county board decide who is most qualified to Chair each Standing Committee.

ADDITIONAL RECOMMENDATIONS

Through the Study Committee process, a number of related items were discussed and addressed.

1) Term-limits on committees
   No term limits proposed for committee, committee chair or board chair service.

2) Who appoints committee members?
   County Board Chair appoints committee members, except for committee chairs. Chairs are elected by the county board.

3) Who appoints/elects committee chairs?
   County Board elects committee chairs

4) Citizens on standing committees
   No citizens on standing committees. Citizen appointments to subcommittees, commissions and boards remains as it is currently and/or as required by state statute.

5) How many committees can a supervisor be on? How many power committees? (Keppler Rule, §2.05(5)
   Eliminate Keppler Rule. No committee is perceived to have more power than another committee. Every Supervisor will serve on at least one standing committee. They may serve on additional committees based on their and the board chair's preference.

6) Chair only one committee
   Yes. Remains as it is currently, §2.05(7)

7) Other/special committees
   Creation of and appointments continue as they are currently made.

8) Transportation committee- elected or appointed
   Treated the same as other standing committees- county board elects chair and board chair appoints committee members.
9) Bill review committee- is it necessary?
   Sec. 59.52(12). The board “examine and settle all accounts” itself or may delegate bill review to
   a standing committee if the amount does not exceed $10,000 OR to the standing committee
   chairperson if it adopts a resolution by majority vote delegating such authority. Resolution
   must be adopted every year. §2.42(7) of the County Code.

10) Number of supervisors on a committee
    Five supervisors per standing committee. Executive committee size is 7, regardless if there are
    6 or 7 total committees (Standing Committees plus Executive Committee). Each standing
    committee chair serves on the executive committee.

11) 2nd County Board meeting per month for educational items
    A second county board meeting per month focused on education was discussed. No formal
    actions would be taken during these meetings. The Study Committee recommends continuing
    with the current practice, that the County Board Chair can call additional meetings as needed.

12) Budget review
    Recommended to be moved to the executive committee, which has representation from each of
    the standing committees.
APPENDIX A

Using a “Sticky Wall” to apply study committee observations and objectives to design committee structures alternatives.

**Option 1- 10 Committees (Status Quo)**

![Option 1-10 Committees](image1)

**Option 3- 6 Committees**

![Option 3-6 Committees](image2)
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Resolution 15 - Authorizing an Intergovernmental Agreement with Ozaukee County for Shared Forensic Interviewer Services

POLICY QUESTION:

Should the County Board of Supervisors approve adoption of 2015 Resolution 15 authorizing an Intergovernmental Agreement with Ozaukee County for Shared Forensic Interviewer Services?

DISCUSSION:

For the past several years, Washington County had two sources of Forensic Interviewer Services. However, recently one provider has indicated that they will be providing services exclusively to Milwaukee County and the other provider was the back up so already used on a limited basis only. In light of this service limitation, in addition to the fact that it is extremely important to have a solid, experienced, seasoned interviewer to provide this important piece within the child welfare division, Ozaukee and Washington County staff began exploring how to provide this service together, since neither county had enough work to employ a full-time interviewer.

After careful consideration Staff is proposing that Ozaukee County hire a full time Forensic Interviewer, with the understanding that Washington County enter the proposed Intergovernmental Agreement to cost share this necessary service.

The recommendation was presented to the Human Services Board on February 11, 2015 and the following motion was unanimously approved:

"Motion by D. Myers, seconded by S. Follett to approve the transfer of funds in the amount of $33,033.63, which includes nine months Forensic Interviewer salary, training and mileage, from the Lutheran Social Services contract (Family Partnerships Initiative) to the Intergovernmental Agreement with Ozaukee County Human Services for Forensic Interviewer Services for Washington County".

FISCAL EFFECT:

Funds for the purchase of Forensic Interviewer services would be transferred from an existing service contract within the 2015 budget. Ozaukee County’s cost for this full-time position is $84,623. Washington County’s annual cost will be $42,311.50, which includes $150 for training and $1,150 for mileage. The amount needed for the remainder of 2015 is $33,033.63.
ATTACHMENTS:

- 2015 Resolution 15
- 11 February 2015 Human Services Board Packet

RECOMMENDATION:

Motion to approve 2015 Resolution 15 authorizing an Intergovernmental Agreement with Ozaukee County for Shared Forensic Interviewer Services.
WASHINGTON COUNTY, WISCONSIN

2015 RESOLUTION 15

Authorizing an Intergovernmental Agreement with
Ozaukee County for Shared Forensic Interviewer Services

WHEREAS, the Washington County Human Services Department utilizes a Forensic Interviewer in cases of child abuse requiring a thorough investigation; and

WHEREAS, forensic interviews are the cornerstone of child abuse investigations and provide for effective child protection and subsequent prosecution as forensic interviews are fact finding by nature and offer a significant opportunity for a child to understand and functionally respond to the intervention process during an abuse investigation; and

WHEREAS, for the past several years, Washington County has utilized two separate sources for assisting with forensic interviews and the availability of these sources have become very limited; and

WHEREAS, Ozaukee County has also been faced with very limited resources for forensic interview services; and

WHEREAS, in the interest of gaining efficiencies in operations, Ozaukee County and Washington County desire to enter into an Intergovernmental Agreement to hire and share the services of one full-time Forensic Interviewer; and

WHEREAS, Ozaukee County’s cost to hire a full-time Forensic Interviewer is $84,623.00 annually; and Washington County’s annual cost to share this full-time position is $42,311.50; and

WHEREAS, Washington County’s cost to share this position for nine months in 2015 is $33,033.63 which funds are available by a transfer from the 2015 Lutheran Social Services contract allocation to fund this position; and

WHEREAS, in the spirit of intergovernmental cooperation, it is desirable to enter into an Intergovernmental Agreement with Ozaukee County to outline the roles and responsibilities of the Forensic Interviewer for each county; and

WHEREAS, counties are authorized to enter into Intergovernmental Agreements pursuant to the authority set forth in §66.0301, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that Washington County is authorized to enter into an Intergovernmental Agreement with Ozaukee County for shared Forensic Interviewer services.
BE IT FURTHER RESOLVED that the County Board Chair and County Clerk are authorized to execute an Intergovernmental Agreement consistent with the general terms as described herein, subject to the review and approval of the County Attorney.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: A resolution authorizing Washington County to enter into an Intergovernmental Agreement with Ozaukee County for shared Forensic Interviewer services.

APPROVED: Introduced by members of the HUMAN SERVICES BOARD as filed with
Kimberly A. Nass, County Attorney the County Clerk.
Dated_______________________

Considered______________     Kristine M. Diess, Chairperson
Adopted__________________
Ayes_____ Noes_____ Absent_____
Voice Vote__________________

(The County cost is $33,033.63 for nine months in 2015. The funds are available in the current budget.)
COMMITTEE REPORT

To: Human Services Board

From: Sandra Hoefert, Children and Families Manager

Date: February 11, 2015

Re: Redistribution of Funds for Forensic Interviewer Services

POLICY QUESTION:

Should the Human Services Board approve transferring of funds designated to Lutheran Social Services for the Family Partnerships Initiative program to the purchase of Forensic Interviewer services from Ozaukee County Department of Human Services?

DISCUSSION:

Forensic interviews are typically the cornerstone of a child abuse investigation, effective child protection and subsequent prosecution, and may be the beginning of the road toward healing for children and families. Forensic interviews are defined as fact finding interviews that are legally defensible in court that involve a multi-disciplinary team approach. The National Children’s Alliance recognizes the critical role of these interviews and emphasizes that a forensic interview provides a significant opportunity for a child to understand and functionally respond to the intervention process of an abuse investigation as well as the criminal justice system. This is possible due to the interviews being legally sound, non-duplicative, non-leading, and neutral. Trauma is minimized for the child while information obtained from the victim is maximized. Furthermore, with minimal contamination effects of the interview, the integrity of the investigative process can be upheld, which leads to increased success in prosecution rates.

Forensic interviewers are required to obtain Basic and Advanced training in Forensic Interviewing. Continuing education and involvement in a formalized peer review process is required to uphold certification. Experience and continued exposure to this skilled practice is key to gaining recognition as an expert witness in the court system.

Submit this form in WORD format to countyclerk@co.washington.wi.us ONE CALENDAR WEEK PLUS 3 WORK DAYS prior to the Committee meeting WITH the Committee Agenda Preparation Form.
FISCAL EFFECT:

There is no fiscal impact as the funds are in the 2015 budget and this is a request for a transfer of those funds to new services.

F.T. Salary and Fringe Benefits of Forensic Interviewer (Ozaukee County Position): $84,623

Intergovernmental Agreement for 1/2 of Forensic interviewer position:
Contract Rate: $42,311.50
Training Costs: $150.00
Mileage Expense: $1,150.00

ATTACHMENTS:

None

RECOMMENDATION:

Staff respectfully requests approval of the transfer of funds in the amount of $43,611.50 from the Lutheran Social Services contract (Family Partnerships Initiative Program) to the Intergovernmental Agreement with Ozaukee County Human Services for Forensic Interviewer Services.
COUNTY BOARD REPORT
To: County Board
From: Joshua Schoemann, County Administrator
Date: April 21, 2015
RE: 2015 Resolution 16 - Advisory Resolution in Support of County-Based Property Tax Assessments

POLICY QUESTION:

Should the County Board consider a resolution taking a position on County Assessment, as proposed in the Governor’s Budget proposal?

DISCUSSION:

As part of Governor Walker’s Proposed 2015-2017 State Budget there is a recommendation to transition from a municipal based Property Value Assessment process to a County based system. Given the significance of this proposed change, and the importance of equitable and uniform assessment on our taxpayers, Staff thought it prudent to discuss the merits of the County Board taking a position on this proposal. As you can see from the attached position paper, Wisconsin Counties Association (WCA) is standing in opposition to the proposal. Although the position paper appropriately points out flaws in the existing proposal, it is Staff’s belief that if some of these flaws can be worked out, the concept of county based assessment is worthy of consideration and further discussion.

At the March 17, 2015 Executive Committee meeting staff recommended that a resolution be prepared in support of county based assessment, with various recommended changes to accommodate for proper phasing, minimizing cost burden and protecting local controls, and forward to the County Board. After committee discussion, the following motion was made:

Moved by Mr. McCune, seconded by Mr. Kriefall to direct the County Attorney to draft a resolution in support of the County Assessment proposal with the recommended changes, and forward to the County Board. Motion carried with Mr. Gonnering voting no.

FISCAL EFFECT:

NA
ATTACHMENTS:

- 2015 Resolution 16
- 17 March, 2015 Executive Committee Packet

RECOMMENDATION:

Motion to approve 2015 Resolution 16 in support of County-Based Property Tax Assessments.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 16

Advisory Resolution in Support of County-Based Property Tax Assessments

WHEREAS, Governor Walker's proposed 2015-2017 State Biennial Budget includes a provision for transitioning property tax assessments to a county-based system of assessment, except for first and second class cities opting to retain assessments; and

WHEREAS, fair and equitable assessment and taxation is foundational to the just administration of our democracy; and

WHEREAS, the rule of uniformity in taxation is set forth in art. VIII, §1 of the Wisconsin Constitution; and

WHEREAS, currently each municipality assesses properties located within its municipal jurisdiction; and

WHEREAS, municipalities differ in the methods and frequency of property tax assessments; and

WHEREAS, the current equalization process could be significantly improved upon by a more centralized method of assessment; and

WHEREAS, the concept of transitioning the responsibility of property tax assessment to counties is sound public policy because a more centrally administered system can provide consistency in methods and frequency throughout the county, thereby resulting in property tax assessments being uniform and equitable across the state; and

WHEREAS, the Budget proposal contains insufficient details on how the shift to a county system of property tax assessment might be implemented, how existing contracts would be handled, how local control might be respected, and how the new mandate would be sufficiently funded;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that it supports the concept of county-based property tax assessment; provided, however, that the details for transferring responsibilities to the counties are developed in a way that: (1) provide for an orderly transitional plan; (2) address the treatment of existing municipal contracts with assessors; (3) provide for recognition of local control, and (4) ensure sufficient funding for the mandate.
BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution to the Legislators representing Washington County, Governor Scott Walker and the Wisconsin Counties Association.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution supporting the concept of a county-based system of property tax assessment.

APPROVED: Introduced by members of the EXECUTIVE COMMITTEE as filed with the County Clerk.

Kimberly A. Nass, County Attorney
Dated_________________________

Considered______________________ Herbert J. Tennies, Chairperson
Adopted_________________________
Ayes_____ Noes_____ Absent_____
Voice Vote______________________

(Fiscal effect unknown at this time.)
COMMITTEE REPORT

To: Executive Committee

From: Joshua Schoemann, County Administrator

Date: 17 March 2015

RE: State Budget - County Assessment

POLICY QUESTION:
Should the County Board consider a resolution taking a position on County Assessment, as proposed in the Governor’s Budget proposal?

DISCUSSION:
As part of Governor Walker’s Proposed 2015-2017 State Budget there is a recommendation to transition from a municipal based Property Value Assessment process to a County based system. Given the significance of this proposed change, and the potential impact to the County and our taxpayers, Staff thought it prudent to discuss the merits of the County Board taking a position on this proposal.

As you can see from the attached position paper, Wisconsin Counties Association (WCA) is standing in opposition to the proposal. Although the position paper appropriately points out flaws in the existing proposal, it is Staff’s belief that if some of these flaws can be worked out, the proposal is worthy of consideration and further discussion.

COST:
NA

ATTACHMENTS:
1. WCA Statement on County Assessment
2. Legislative Reference Bureau Analysis

RECOMMENDATION:
Motion to direct the County Attorney to draft a resolution regarding Washington County’s position on County Assessment.
For Immediate Release
Contact: Mark D. O’Connell
Executive Director
Wisconsin Counties Association
866.404.2700

February 18, 2015

WCA Statement on County Assessment

Governor Walker’s 2015-17 State Biennial Budget recommends transitioning the property tax assessment process from a municipality-based system to a county-based system beginning in 2016 with full implementation by the 2017 property assessment year. While we understand the Department of Revenue is seeking efficiencies within the current assessment system, the Wisconsin Counties Association (WCA) is opposed to this proposal due to the new costs counties would be forced to absorb.

WCA has numerous concerns with the proposal including the proposed timeline, funding mechanism, new mandates placed on county staff, and current assessment contracts. In an era of stringent property tax controls, any proposal calling for county-wide assessment must assure counties will not be responsible for additional costs.

Major Issues of Concern:

Mandated Transition
The proposal mandates that counties perform all duties relating to the assessment process. In the past, county assessment was optional and state funding was available. WCA requests that this proposal be at county-option.

Timeline
The 2017 implementation date is not feasible. Not only are counties not currently responsible for assessing properties, but counties also do not have experience in other aspects of the assessment process, including the board of review process. County clerks may also be required to perform duties currently prescribed to municipal clerks, while the proposal does not include additional funding.

Funding Mechanism
The proposal sets 2015 as the base year for determining the amount of costs counties can pass on to municipalities. In all likelihood, 2015 will be a maintenance year—as opposed to a complete revaluation year—for most communities, meaning counties will only be allowed to pass on 95% of those maintenance costs in future years. This represents an underfunded mandate because counties are required to keep all assessments at 100% of fair market value, which requires annual adjustments.

-More-
WCA Release-
Add One-

After base year (2015) costs are established, the proposal only allows counties to increase the costs they pass on to municipalities by a percentage equal to changes in property value due to net new construction; net new construction is typically less than the consumer price index (i.e., inflation).

Assessment Contracts
One of the major unknowns as it relates to the proposal is the treatment of current assessment contracts. While the proposal calls for implementation by 2017, many communities are currently engaged in multi-year contracts with local assessors. The proposal does not specify whether counties would be responsible for payments under these contracts.

###
3. **LOTTERY AND GAMING CREDIT; LATE APPLICATIONS**

**Governor:** Decrease funding by $31,200 annually for the sum sufficient appropriation to reflect estimates of the amount of credits to be paid to persons who apply for the credit after tax bills have been issued. As a result, tax credit distributions for late applications would decrease from an adjusted base level of $198,300 to $167,100 annually.

4. **HOMESTEAD TAX CREDIT REESTIMATE**

**Governor:** Decrease funding by $3,610,000 in 2015-16 and $5,210,000 in 2016-17 for the sum sufficient appropriation to reflect anticipated costs of the credit in the biennium. With these adjustments, estimated total funding would decrease from an adjusted base level of $118,210,000 to $114,600,000 in 2015-16 and $113,000,000 in 2016-17. The cost of the credit for 2014-15 is estimated at $116,000,000.

5. **FARMLAND PRESERVATION PER-ACRE CREDIT REESTIMATE**

**Governor:** Decrease funding by $3,200,000 in 2015-16 and $3,300,000 in 2016-17 to the sum sufficient appropriation for the farmland preservation per-acre tax credit, which applies to tax years after 2009. With these adjustments, the credit's base level funding of $20,000,000 would decrease to $16,800,000 in 2015-16 and $16,700,000 in 2016-17. The cost of the credit for 2014-15 is estimated at $18,500,000.

6. **PRE-2010 FARMLAND PRESERVATION CREDIT REESTIMATE**

**Governor:** Provide increases of $172,000 in 2015-16 and $128,000 in 2016-17 for the sum sufficient appropriation to reflect anticipated costs of the credit in the biennium for claimants who have an active farmland preservation agreement signed prior to July 1, 2009. With these adjustments, estimated total funding would increase from an adjusted base level of $900,000 to $1,072,000 in 2015-16 and $1,028,000 in 2016-17. The cost of the credit for 2014-15 is estimated at $1,400,000.

**Property Taxation**

1. **COUNTY, REGIONAL, AND CITY ASSESSMENT**

**Governor:** Create a countywide property assessment system, with exceptions, to replace the municipal property assessment system and the current county assessment option authorized under current law. In lieu of a countywide assessment system and subject to certain conditions,
authorize two or more counties to form a regional assessment unit, and authorize first or second class cities (these are cities with a population of 39,000 or more) to continue assessing property within their boundaries. Require all real estate and personal property within the county, region, or city, as appropriate, to be assessed under the newly authorized system as of January 1, 2017, except that DOR would continue to assess all manufacturing property and certain commercial property (where the owner and the municipal governing body request DOR assessment). Change the date by which assessors must deliver assessment rolls to municipal clerks from the first Monday in May to the first Monday in April, effective on December 31, 2016.

**Regional Assessment Units.** Authorize two or more counties to form a regional assessment unit if every county in the unit is contiguous with at least one other county in the unit, provided a county enacts an ordinance to form the regional assessment unit. Require the ordinance to specify the composition and operating standards of the unit, including: (a) the procedure for hiring and removing the regional assessment administrator; (b) timelines and assessment standards consistent with the timelines and standards published by DOR, including a standardized contract for assessors who are hired pursuant to a contract; (c) the procedures for allowing a county to join the regional assessment unit and for terminating a county's participation in the unit; (d) the number of county residents who will serve on the regional board of review; (e) the compensation for the regional board of review members; and (f) other requirements to ensure the proper administration of the regional assessment unit's assessments and operations, as determined by the Secretary of DOR. These provisions would become effective on the bill's enactment. Modify current law provisions by changing responsibility for performing various duties from municipal assessors to county or regional assessment units, effective on December 31, 2016.

**City Assessment Systems.** Authorize any first or second class city that is assessing property within its boundaries as of January 1, 2015, to become part of a county or regional assessment system, effective with the January 1, 2017, tax assessments, or to continue assessing such property, subject to modifications made under this proposal. Require the city to become subject to assessment by the county or regional assessment unit in which the city is located if during any subsequent year the city fails to employ at least 75% of the staff it employed in 2015 who are directly involved with assessing property, not including clerical positions, or the city fails to assess all property at full value. However, require the city assessor to assess property classified as agricultural, undeveloped, or agricultural forest consistent with any applicable statutory standards. Repeal the current law provision that authorizes cities of the second class to create a board of assessors, effective December 31, 2016 (assessment appeals would go directly to the board of review). Specify that if any city becomes subject to county or regional assessment for failing to meet the requirements described above, the county or regional assessment unit shall perform all subsequent assessments.

Require any city that elects to conduct its own assessments to notify the board of the county where the city is located of its decision no later than September 15, 2015. Beginning with property tax assessments as of January 1, 2017, if any city is conducting its own assessments, but elects to have the county or regional assessment unit conduct subsequent assessments in the city, require the city to notify the board of the county or counties where the city is located no later than the first Monday in February in the year preceding the year of the initial county or regional
assessments. Specify that the county or regional assessment unit shall then conduct all subsequent assessments. Modify existing statutory provisions applying to municipal assessors in general to apply to assessors under a city assessment system, effective December 31, 2016.

**Staffing.** Require each county or regional assessment unit to employ an assessment administrator, designated as the chief officer responsible for determining the property values in the county or region. Authorize the county executive, the county administrator, or the chairperson of the county board with the approval of the county board, as applicable, to appoint the assessment administrator, effective on December 31, 2016. Specify that the appointment be made by the most populous county in the case of a regional assessment unit, unless specified otherwise in the ordinance establishing the regional assessment unit. Specify that the administrator must satisfy the standards established by DOR, maintain his or her assessment certification in the manner determined by DOR, and participate in continuing education as determined by DOR. Specify that the administrator is an employee of the county or, in the case of a regional assessment unit, an employee of the most populous county in the regional assessment unit, unless otherwise specified in the ordinance creating the regional assessment unit. Authorize the administrator to employ a staff of individuals who work pursuant to a contract or are individuals employed by the county or any county in the regional assessment unit. Prohibit any administrator or staff member, regardless of whether they are county employees or contract employees, from serving as a member of a county or regional board of review. Require the administrator to develop standards and procedures for assessment employees that are consistent with guidance and standards published by DOR, including the maximum number of parcels an assessor may annually assess and the standards and procedures for the sales verification process. Except as noted, these provisions would become effective with the bill's enactment.

**Equalized Value.** Require the assessment administrator to submit the full values of all parcels assessed by the county or regional assessment unit to DOR by the second Monday in June each year, and require DOR to audit and correct the reported values. Require DOR to publish the full values, as corrected, no later than August 1 of each year, beginning in 2017. Specify that the published full values would be considered the equalized values for purposes of the property tax statutes and change the date by which DOR must certify equalized values from August 15 to August 1, effective on December 31, 2016.

**Operating Costs.** Require each assessment administrator to determine the costs of operating the county or regional assessment unit office and report the amount to the financial administrator of the county or of each county of the regional assessment unit. Require the county or the counties of the regional assessment unit to charge each municipality that receives assessment services a proportionate share of the assessment costs. Limit the amount charged each municipality to 95% of the municipality's assessment costs in 2015, increased by the valuation factor used to calculate the municipality's levy limit under current law provisions for all years after 2015. Require the municipality to pay any such charges by the deadline established by the county or regional assessment unit. These provisions would become effective with the bill's enactment, but would first relate to the property tax assessments for January 1, 2017.

**DOR Assessment Standards.** Repeal current law provisions requiring municipalities to assess property at full value at least once in every five-year period, requiring DOR to provide
notice to municipalities where the assessed value for each major class of property has not been within 10% of that property's full value at least once in the preceding four years, imposing a training requirement on municipalities not meeting the 10% standard in five years, authorizing DOR to provide training, and requiring DOR to order special assessment supervision for municipalities that continue to not meet the 10% standard. These provisions would take effect on December 31, 2016. Modify DOR's general program operations appropriation for the Division of State and Local Finance to delete the reference to the assessor training program, effective upon the bill's enactment.

Instead, in 2017 and in each subsequent year, require each city, county, and regional assessment unit responsible for assessing property to publish a notice on its Internet website, as prescribed by DOR rule, before it conducts an assessment, to assess property within its boundaries at full value, and to submit the full value of property assessed by the city, county, or regional assessment unit to DOR no later than the second Monday in June in an electronic format. Require DOR to annually audit and correct the submitted values. Require DOR to finalize and publish the final values no later than September 15, 2017, for values submitted in 2017, and no later than August 1 for values submitted in subsequent years (a separate bill provision would establish the August 1 deadline beginning in 2017).

If the Secretary of DOR determines that a city that conducts assessments is in substantial noncompliance with the full value assessment requirement, require the city to become subject to assessment by the county or regional assessment unit, as appropriate, in the year following the year of noncompliance. If the Secretary of DOR determines that a county or regional assessment unit that conducts assessments is in substantial noncompliance with the full value assessment requirement, require DOR to assist the county or regional assessment unit with the assessment in the year following the year of noncompliance. Require the county or regional assessment unit to pay DOR 50% of the Department's costs in providing such assistance if the assistance is provided in 2017 through 2022. If DOR provides assistance in any year after 2022, require the county or regional assessment unit to pay DOR 100% of the Department's costs in providing such assistance. Require DOR to notify DOT if any county or regional assessment unit fails to remit payment for DOR's assistance, and require DOT to reduce the general transportation aid payment for the county or for the counties participating in the regional assessment unit in an amount equal to that owed to DOR and to remit this amount to DOR. Authorize the Secretary of DOR to require a county or regional assessment unit to replace its assessment administrator if the incumbent administrator demonstrates fraud, deceit, negligence, incompetence, or misconduct, or if the administrator is subject to revocation for failing to meet recertification requirements. These provisions would take effect on December 31, 2016.

Board of Review - Members and Organization. Repeal current law provisions relating to municipal boards of review and modify other current law provisions by deleting references to towns, villages, cities, and their officials and substituting references to first and second class cities that elect to continue providing assessment services. In counties with a county assessment system, require the county board to adopt an ordinance creating a county board of review consisting of six to 10 county residents. Require counties participating in a regional assessment unit to create a regional board of review, consisting of seven to 11 members. Establish five-year, staggered terms for members of county or regional boards of review. Prohibit more than two
members of any board from residing in the same municipality; prohibit any board member from serving in a local or state public office or being employed as a local or state governmental employee, as defined under current law; and prohibit any board member from residing in a city that has elected to conduct its own assessments. Require the county executive, or the county board chairman if there is no executive, to appoint members to county or regional boards of review with the approval of the county board, except specify that appointments to regional boards of review would be made individually by each county within the region. Require the county board to adopt an ordinance establishing compensation for members of county boards of review, and require regional assessment units to establish compensation for members of regional boards of review. Delete the current law requirement that at least one board of review member, who is either the municipal chief executive officer or the officer's designee, must have completed DOR training for board of review members within two years of the board's first meeting and instead require all board of review members to attend DOR training at least once in the year prior to the board's first meeting each year. Require the city or county clerk, as appropriate for the type of assessment system, to provide an affidavit to DOR stating whether the training requirement has been fulfilled for all individuals serving on the board of review. These provisions would take effect on December 31, 2016.

Board of Review - Proceedings. Create provisions requiring county or regional boards to hold annual meetings for the purpose of examining assessment rolls. Require county boards to hold at least two meetings each year and to hold the meetings in different municipalities within the county. Require regional boards to meet at least once in each participating county and at an additional time in a municipality that is different from the other municipalities where the board met in that year. Modify current law provisions regarding board of review proceedings by replacing references to municipalities with references to cities electing to conduct assessments, counties with county assessment systems, and counties in regional assessment units. In addition, change the date for the board's annual meeting from any time during the 30-day period beginning on the second Monday of May to any time during the 30-day period beginning on the second Monday of April and repeal language allowing municipalities to set nonstandard hours for the first meeting. For counties with county or regional assessment units, require the assessment administrator to designate a place for board of review meetings. Require assessment administrators to notify DOR of the date and time of initial board of review meetings and, in years when an assessment has been conducted, change the period for posting notices of initial board of review sessions from 30 days to 15 days prior to the session. Require assessment administrators to be present at all county or regional board of review meetings. Modify current law provisions to clarify that the "clerk" is the "board of review clerk." Modify the current law provision requiring persons asking to have a board of review member removed to provide notice of this request at the board's first session and, instead, allow persons to provide notice at any session. Extend the current law procedures for holding initial board of review sessions to all sessions held by county or regional boards of review.

Allow taxpayers to file written objections with the appropriate city, county, or regional board of review alleging that the assessment of one or more items or parcels of property within the boundaries of the city, county, or regional assessment unit is radically out of proportion to the general level of assessment of all other property within the boundaries of the city, county, or regional assessment unit, if the assessed value of such property does not exceed $1 million (the
bill would repeal a similar provision allowing such reviews of assessment to be made by DOR).

Make the following modifications to the statutes related to boards of review to remove language found to be unconstitutional by the Wisconsin Supreme Court in a 2011 decision (Metropolitan Associates v. City of Milwaukee): (a) repeal the current law provisions allowing taxpayers who pay a $100 fee to seek a 60-day delay in board of review proceedings if the municipality or a first class city has enacted an ordinance allowing such delays, and delete related provisions pertaining to court review of board of review decisions; (b) repeal the current law provision that requires the municipal boards of review to allow sufficient time for hearings to permit taxpayers and assessors to present their evidence; (c) modify current law provisions regarding court review of board of review decisions by deleting a provision that allows the court to remand assessments for reconsideration by a board when the court determines that the board lacked good cause to deny a request for a deposition subpoena and a provision that allows parties to agree to apply court decisions to assessments covering more than one assessment year; and (d) make similar changes to current law provisions pertaining to court review of assessment appeals in first class cities.

These provisions would take effect on December 31, 2016.

Review of Assessment by DOR. Repeal the current law provision allowing taxpayers to file a complaint with DOR, pay a fee, and have DOR revalue one or more items or parcels of property, provided DOR finds that a revaluation is warranted, and delete related cross references in other current law provisions. These provisions would take effect on December 31, 2016.

Expert Assessment Help. Repeal the current law provisions allowing municipalities to employ expert assessment help when conducting an assessment and requiring DOR to certify expert appraisers for use by municipalities seeking help. Modify the related DOR appropriation by deleting language relating to the program. These provisions would take effect on December 31, 2016.

Assessor Certification. Delete the ability of an assessor to be recertified through examination as an alternative to attending at least four of five annual assessor meetings. Authorize DOR to revoke a person's certification if the person fails to attend more than one annual meeting or fails to meet the continuing education requirements in any recertification cycle. Authorize DOR to reinstate a revoked certification after a period of not less than one year if the person whose certification was revoked requests reinstatement, attends the next annual assessor meeting called by DOR after the revocation, and passes a certification examination. Authorize the DOR Secretary, or the Secretary's designee, to suspend (in addition to the current authority to revoke) a certification for fraud or deceit in obtaining certification, or any negligence, incompetence, or misconduct, and to require any assessor, assessment personnel, or expert appraiser to take corrective action in order to avoid revocation or suspension of the person's certification in such cases. Change the time by which DOR personnel must obtain the first level of certification to be within a timeframe consistent with DOR's employment practices, rather than within 100 days of the employee's appointment. These provisions would take effect on the general effective date of the bill. Modify current law provisions relating to DOR's assessor certification program to apply to personnel of county and regional assessment units and delete obsolete language, both effective on December 31, 2016.
Current Law Provisions Relating to County Assessor Systems. Repeal current law provisions authorizing county boards to create a county assessor system and appropriating certain monies for DOR performance of county assessment studies. The county assessment language created by the bill would replace the current authority. Delete current law provisions referencing those systems. These provisions would take effect on December 31, 2016.

Omitted Property. Modify the current law provision related to taxable property that was omitted from the assessment roll in any of the two next previous years to specify that the provision extends to property that was omitted "in whole or in part" and limit the provision to property that can be identified as property discrete from the property that was formerly assessed. Change the date, in 2016 only, for municipal clerks to submit information to DOR on omitted property from no later than October 1 to no later than November 1. These provisions would take effect on the general effective date of the bill.

Miscellaneous Provisions. Repeal current law provisions and related references in other current law provisions pertaining to town, village, city, and municipal assessors. Modify current law references to reflect that assessments would be conducted by first and second class cities, counties, and regional assessment units. Specify that all notices of changed assessment would have to be sent at least 15 days before the initial meeting of the board of review (current law requires at least 30 days notice in years in which a reassessment occurs). Modify current law provisions regarding civil service systems established by towns to accommodate the transition to county or regional assessment. Repeal the current law provision requiring counties to reimburse municipal assessors, clerks, and other officials for travel and related expenses when attending meetings convened by DOR's supervisors of equalization. Modify current law provisions regarding claims on excessive assessments to be consistent with proposed changes to board of review provisions, to reflect the proposed repeal of assessment reviews by DOR, and to remove the prohibition on taxpayers in counties with a population of 500,000 or more from making claims on excessive assessments [this last provision was found to be unconstitutional by the Wisconsin Supreme Court in a 2001 decision (Nankin v. Village of Shorewood)]. These provisions would take effect on December 31, 2016.

Appropriation and position changes that are related to these provisions are reflected in an entry with the same title under "Revenue - Tax Administration."


2. PROPERTY TAX BILL INFORMATION

Governor: Modify the current law provision that requires certain information to be included on the property tax bill to also require the bill to indicate: (a) the amount of the debt service from bonds issued by each taxing jurisdiction and the taxpayer's proportionate share of that amount; (b) the amount of any fees or charges assessed by each taxing jurisdiction that is collected in the tax levy and the taxpayer's proportionate share of that amount; (c) the amount of taxes levied for the maintenance and operation of each county, city, village, town, school district,
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 RESOLUTION 17

Advisory Resolution Supporting Retention and Expansion of Wisconsin’s Current Long Term Care System of Family Care, IRIS, Partnership, and County Aging and Disability Resource Centers

WHEREAS, Governor Walker’s 2015-2017 budget proposal would dismantle Wisconsin’s nationally admired long term care (LTC) system currently serving nearly 55,000 older adults and individuals with disabilities; and

WHEREAS, the Governor’s budget proposes to: eliminate Include, Respect, I Self-Direct (IRIS); replace Family Care and existing managed care organizations (MCOs) with 2-3 private health insurance companies providing both health care and LTC services; and give authority to the Department of Health Services (DHS) to privatize county-operated Aging and Disability Resource Centers (ADRCs) by contracting out many of ADRC functions; and

WHEREAS, these proposals were initiated with no input from people receiving LTC services, their families, aging advocates, disability advocates, local officials, MCOs, ADRCs, provider agencies, or legislators; and

WHEREAS, the current LTC system was the outgrowth of four years of intensive LTC Reform planning in the 1990’s involving LTC consumers and families, aging and disability advocates, counties and state officials, resulting in strong bi-partisan support for a LTC-only version of Family Care; and

WHEREAS, the reforms have actually been achieved by the current system by: (1) reducing nursing home utilization, (2) “bending the curve” on Medicaid spending, (3) reducing the portion of Medicaid spent on LTC, and (4) creating locally-based ADRCs to provide prevention and one-stop location for obtaining information on LTC for all citizens; and

WHEREAS, the current LTC system has created huge savings for taxpayers while maintaining quality, reducing the Medicaid portion of the budget from 53% in 2002 to 43% in 2011, reducing the nursing home population by 9,000 people, keeping administrative costs for Family Care down to 4.2% and limiting MCO surpluses to 2%; and

WHEREAS, the IRIS program was started in 2008 to provide a non-managed care alternative for people who want to self-direct all of their services and this popular, unique and flexible program has grown rapidly to its current enrollment of 11,500 people; and
WHEREAS, ADRCs have become a nationally recognized model and one of the most important roles of county government meeting a variety of needs and reducing the cost of growing LTC population; and

WHEREAS, all of the projected $14 million projected in savings in state and federal funds in the Governor’s proposed 2015-2017 budget are the result of current expansion of the existing LTC system into 7 northeast counties;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that it strongly supports Wisconsin’s retention of its existing successful and cost-effective models of Family Care, IRIS, Partnership and County operated ADRCs; and expansion of those models statewide to eliminate waiting lists, sustain quality, and achieve further savings.

BE IT FURTHER RESOLVED that the County Clerk is directed to forward a copy of this resolution to Governor Scott Walker, the Wisconsin Counties Association and Washington County's Legislative Representatives with the request that they assist in this endeavor.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Advisory resolution supporting the retention and expansion of Wisconsin’s current Long Term Care system.

APPROVED: ___________________________________________________________________

Kimberly A. Nass, County Attorney

Dated ___________________________________________________________________

Richard P. Gundrum, Chairperson

Considered_____________________

Ayes_____ Noes_____ Absent_____

Voice Vote_____________________

(No fiscal effect.)
COUNTY BOARD REPORT

To:    County Board

From:  Joshua Schoemann, County Administrator

Date:  April 21, 2015

RE:    2015 Ordinance 1 – Washington County Classification and Compensation Plan – Miscellaneous Rates – (7.03)

POLICY QUESTION:

Should the Washington County Classification and Compensation Plan be modified to increase the pay rates for Summer Help?

DISCUSSION:

The Washington County pay rates for Summer Help (Highway, Parks and Facilities) are currently $7.50 per hour for those employed for their first year, $8.00 for those employed for the second year, and $8.50 for those employed for their 3rd year and beyond. As these rates were put in place on January 1, 2002, suffice it to say it has become quite difficult to attract dependable staff.

As part of a compensation review for these positions, HR received survey data back from 18 Counties and 17 Cities/Villages, as well as gathered market data to show summer wages for both government and for profit businesses. A summary of findings is included with this committee report which includes the following:

- County Summer Pay Ave: $9.95 (1 yr.) $10.18 (2 yrs.) $10.45 (3 yrs.)
- City Summer Pay Ave: $8.88 (1 yr.) $9.05 (2 yrs.) $9.39 (3 yrs.)
- Local Landscape/Const: $9.78 $9.78 $9.78

The ordinance provided would update the Washington County Summer Help pay rate to a competitive level allowing a better opportunity to attract the necessary staff needed to complete the summer projects planned for 2015.

A recommendation was presented to the Administrative Services Committee on March 19, 2015 to modify the miscellaneous pay rates for Summer Help.

Moved by Mr. Miller, seconded by Ms. Merten to approve an ordinance amendment to §7.03 of the County Code relating to the Washington County Classification and Compensation Plan – Miscellaneous Rates, changing the Summer Help wages to $9.00/hr. the first year, $9.50/hr. the second year, and $10.00/hr. the third year, and that the wages would go into effect the first pay period following publication as provided by law, and forward to the County Board. Motion carried.
ATTACHMENTS:

2015 Ordinance 1
19 March 2015 Administrative Services Committee Packet

RECOMMENDATION:

Motion to approve 2015 Ordinance 1 amending Section 7.03 of the County Code related to Washington County Classification and Compensation Plan – Miscellaneous Rates specifically related to the Summer Help wages, changing the wages to $9.00 per hour for the first year, $9.50 per hour for the second year, and $10.00 per hour for the third year. These rates would go into effect the first pay period following publication as provided by law.
2015 ORDINANCE 1

AN ORDINANCE to amend Section 7.03 of the code; relating to: Washington County Classification and Compensation Plan - Miscellaneous Rates.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. 7.03(3) of the code is amended to read:

7.03 WASHINGTON COUNTY CLASSIFICATION AND COMPENSATION PLAN. (3)(AM 15-1) (a) Miscellaneous Rates.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Department</th>
<th>Current Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Help</td>
<td>General († First ‡ Year)</td>
<td>7.50 $9.00/hr.</td>
</tr>
<tr>
<td></td>
<td>General (§ Second ‡ Year)</td>
<td>8.00 $9.50/hr.</td>
</tr>
<tr>
<td></td>
<td>General († Third ‡ Year +)</td>
<td>8.50 $10.00/hr.</td>
</tr>
</tbody>
</table>

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective upon passage by the Board of Supervisors and publication as provided by law.

SECTION 3. SUMMARY. An amendment to increase the pay rates for summer help.

VOTE REQUIREMENT FOR PASSAGE: Majority

APPROVED: Introduced by members of the ADMINISTRATIVE SERVICES COMMITTEE as filed with the County Clerk.

______________________________
Kimberly A. Nass, County Attorney

Dated _______________________

Considered ____________________

Adopted _________________________

Ayes _____ Noes _____ Absent _____

Voice Vote ________________________

Countersigned: ________________________________

Peter I. Sorce, Chairperson

Herbert J. Tennies
County Board Chairperson

(Based on summer help from 2014, and that all summer help would work for 3 months, the approximate additional cost would be $36,720. The additional cost would need to be absorbed in the 2015 budget.)
COMMITTEE REPORT

To:         Administrative Services
From:       Todd Scott
Date:       March 19, 2015
Re:         Ordinance – Miscellaneous Rates – Summer Help

POLICY QUESTION:

Should the Washington County Classification and Compensation Plan be modified to increase the pay rates for Summer Help?

DISCUSSION:

The pay for Summer Help for Washington County is currently $7.50 for those employed for their first year, $8.00 for those employed for the second year, and $8.50 for those employed for their 3rd year and beyond. These rates were put in place on January 1, 2002.

The position we would use Summer Help would be for highway, parks, and maintenance workers, with the majority used for highway and parks. The compensation for these positions has gone up since 2002 and it has become very difficult to attract dependable staff at our current pay rates. In 2014 we continued to try to recruit highway workers throughout the summer and never were able to hire full staff. Often time’s eligible workers were able to find roles at other places that offered a different working environment and/or paid more than we were able to offer. As a result of not being able to fill these roles, the highway staff was required to work overtime to complete the assigned work on schedule.

As part of a compensation review for these positions, HR received survey date back from 18 County’s, and 17 Cities/Villages, as well as gathered market data to show both government and for profit businesses summer wages. A summary of findings is included with this committee report which includes the following:

- County Summer Pay Ave.: $9.95 (1 year)  $10.18 (2 year)  $10.45 (3 year)
- City Summer Pay Ave.:  $8.88 (1 year)  $9.05 (2 year)  $9.39 (3 year)
- Local Landscape/Const: $9.78  $9.78  $9.78

The ordinance provided would update our Summer Help pay rate to a level below the county average but would place us in a position to attract the necessary people needed to complete the summer project planned for 2015.

Submit this form in WORD format to countyclerk@co.washington.wi.us
ONE CALENDAR WEEK PLUS 3 WORK DAYS prior to the Committee meeting
WITH the Committee Agenda Preparation Form.
FISCAL EFFECT:

Based on Summer Help from 2014 and that all Summer Help would work for 3 months, the approximate additional cost would be $36,720. The additional cost would need to be absorbed in the 2015 budget.

ATTACHMENTS:

Summer/Seasonal Employment Compensation Comparison
2015 Ordinance

RECOMMENDATION:

To approve the ordinance amendment to Sections 7.03 of the County Code related to Washington County Classification and Compensation Plan – Miscellaneous Rates specifically related to the Summer Help wages, changing the wages to $9.00 first year, $9.50 second year, and $10.00 third year, and that the wages would go into effect the first pay period following publication as provided by law.
2015 ORDINANCE ___

AN ORDINANCE to amend Section 7.03 of the code; relating to: Washington County Classification and Compensation Plan - Miscellaneous Rates.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. 7.03(3) of the code is amended to read:
7.03 WASHINGTON COUNTY CLASSIFICATION AND COMPENSATION PLAN. (3)(AM 15- ) (a) Miscellaneous Rates.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Department</th>
<th>Current Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Help</td>
<td>General (1st Year)</td>
<td>$7.50 $9.00/hr.</td>
</tr>
<tr>
<td></td>
<td>General (2nd Year)</td>
<td>$8.00 $9.50/hr.</td>
</tr>
<tr>
<td></td>
<td>General (3rd Year +)</td>
<td>$8.50 $10.00/hr.</td>
</tr>
</tbody>
</table>

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective upon passage by the Board of Supervisors and publication as provided by law.

SECTION 3. SUMMARY. An amendment to increase the pay rates for summer help.

VOTE REQUIREMENT FOR PASSAGE: Majority

APPROVED: Introduced by members of the ADMINISTRATIVE SERVICES COMMITTEE as filed with the County Clerk.

______________________________  Peter I. Sorce, Chairperson
Kimberly A. Nass, County Attorney
Dated
Considered
Adopted
Ayes Noes Absent
Voice Vote
Countersigned:
______________________________
Herbert J. Tennies
County Board Chairperson

(Based on summer help from 2014, and that all summer help would work for 3 months, the approximate additional cost would be $36,720. The additional cost would need to be absorbed in the 2015 budget.)
SUMMER/SEASONAL EMPLOYMENT COMPENSATION COMPARISON

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Landscape/Construction</td>
<td>$11.00</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>City Ave</td>
<td>$8.88</td>
<td>$9.05</td>
<td>$9.39</td>
</tr>
<tr>
<td>County Ave</td>
<td>$9.95</td>
<td>$10.18</td>
<td>$10.45</td>
</tr>
<tr>
<td>Washington County</td>
<td>$7.50</td>
<td>$8.00</td>
<td>$8.50</td>
</tr>
</tbody>
</table>
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: April 21, 2015

RE: 2015 Ordinance 2 - Washington County Staffing Plan - Administration Department and Finance Department - Information Services and Washington County Classification and Compensation Plan - (7.02 and 7.03)

POLICY QUESTION:

Should the Washington County Staffing Plan be modified to remove IS positions from the Finance Department and move them to the Administration Department?

DISCUSSION:

In 2014, while considering various alternatives for the reorganization of the Facilities Management Division, Staff proposed the attached three options for Executive Committee’s consideration. Later, the Executive Committee’s recommended option was presented to Administrative Services Committee in the same context. Following the consensus of both committees, Staff implemented the concept as a part of the 2015 Budget, culminating with the hiring of our new Assistant to the County Administrator.

To complete this transition a recommendation was presented to the Executive Committee on March 17, 2015 to modify the Staffing Plan to allow for the Information Services Division to move from the Finance Department to the Administration Department.

Moved by Mr. McCune, seconded by Mr. Gonnering to approve an ordinance amendment to §7.02 and §7.03 of the County Code relating to the Washington County Staffing Plan for the Administration Department and Finance Department and Washington County Classification and Compensation Plan, transferring the IS Division from the Finance Department to the Administration Department, and forward to the County Board. Motion carried.

A recommendation was presented to the Administrative Services Committee on March 19, 2015 to modify the Staffing Plan to allow for the Information Services Division to move from the Finance Department to the Administration Department.
Moved by Ms. Merten, seconded by Mr. Geib to approve an ordinance amendment to §7.02 and §7.03 of the County Code relating to the Washington County Staffing Plan for the Administration Department and Finance Department and Washington County Classification and Compensation Plan, transferring the IS Division from the Finance Department to the Administration Department and eliminating the position of Senior Applications Manager, and forward to the County Board. Motion carried.

**ATTACHMENTS:**

2015 Ordinance 2
March 17, 2015 Executive Committee Packet
March 19, 2015 Administrative Services Committee Packet

**RECOMMENDATION:**

Motion to adopt 2015 Ordinance 2 amending sections 7.02 and 7.03 of the County Code related to Washington County Staffing Plan, specifically related to moving the IS Division from the Finance Department to the Administration Department.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2015 ORDINANCE 2

AN ORDINANCE to amend Sections 7.02 and 7.03 relating to: Washington County Staffing Plan – Administration Department and Finance Department-Information Services and Washington County Classification and Compensation Plan.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. Section 7.02 of the code is amended to read:

7.02 WASHINGTON COUNTY STAFFING PLAN. (AM 15-2) Washington County maintains a Countywide Staffing Plan listed by department. Such plan shall indicate the type and number of positions currently authorized by the County Board together with the existing pay grade for said position. County departments are authorized to fill only those positions listed in the Countywide Staffing Plan. Any changes to the staffing plan shall be determined by the Washington County Board upon review and recommendation of the Administrative Services Committee consistent with sec. 7.04(9) of this chapter and sec. 2.44 of this Code.

ADMINISTRATION DEPARTMENT – Information Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Authorized Positions</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Network Manager</td>
<td>10</td>
<td>1</td>
<td>NE</td>
</tr>
<tr>
<td>Assistant Information Services Manager</td>
<td>14</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Manager</td>
<td>15</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Technician</td>
<td>8</td>
<td>3</td>
<td>NE</td>
</tr>
</tbody>
</table>

FINANCE DEPARTMENT – Information Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Authorized Positions</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Network Manager</td>
<td>10</td>
<td>1</td>
<td>NE</td>
</tr>
<tr>
<td>Assistant Information Services Manager</td>
<td>14</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Manager</td>
<td>15</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Technician</td>
<td>8</td>
<td>3</td>
<td>NE</td>
</tr>
<tr>
<td>Senior Applications Manager</td>
<td>11</td>
<td>1</td>
<td>NE</td>
</tr>
</tbody>
</table>

SECTION 2. The list of pay grades established in Section 7.03(1)(a) shall be adjusted to incorporate the changes proposed in this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon passage by the Board of Supervisors and publication as provided by law.
SECTION 4. SUMMARY. Ordinance amending staffing plan moving Information Services positions from the Finance Department to the Administration Department.

VOTE REQUIREMENT FOR PASSAGE: Majority

APPROVED: Introduced by members of the ADMINISTRATIVE SERVICES and EXECUTIVE COMMITTEES as filed with the County Clerk.

Kimberly A. Nass, County Attorney
Dated _____________________________

Considered ______________________ Administrative Services Committee

Adopted __________________________

Ayes _____ Noes _____ Absent _____

Voice Vote ________________________

Countsersigned: Executive Committee

______________________________
Herbert J. Tennies
County Board Chairperson

(No fiscal effect.)
COMMITTEE REPORT

To: Administrative Services Committee

From: Todd Scott, Human Resources

Date: March 19, 2015

Re: Ordinance - Staffing Plan Modification - IS Moving from Finance to Administration

POLICY QUESTION:

Should the Washington County Staffing Plan be modified to remove IS position from the Finance Department and move them to the Administration Department?

DISCUSSION:

Our Staffing Plan currently shows the IS Department reporting through Finance. The new reporting structure has the IS Department reporting to the Assistant to the County Administrator. In order to make sure our Staffing Plan is accurate relative to the County’s operating structure the IS Department will need to be moved to the Administration Department.

FISCAL EFFECT:

Neutral

ATTACHMENTS:

Ordinance

RECOMMENDATION:

To approve the ordinance amendment to Sections 7.02 and 7.03 of the County Code related to Washington County Staffing Plan specifically related to moving the IS Department from the Finance Department to the Administration Department.
COMMITTEE REPORT

To: Executive Committee
From: Joshua Schoemann, County Administrator
Date: 17 March 2015
RE: Information Services (IS) Division Transfer

POLICY QUESTION:
Should the IS Division be transferred from Finance Department to Administration Department?

DISCUSSION:
In 2014, while considering various alternatives for the then potential reorganization of the Facilities Management Division, Staff proposed the attached three options for Executive Committee’s consideration. Later, the Executive Committee’s recommended option was presented to Administrative Services Committee in the same context. Following the consensus of both committees, Staff implemented the concept as a part of the 2015 Budget.

After various discussions at multiple Administrative Services Committee meetings, the position of Assistant to the County Administrator was brought to the County Board for consideration at the January 13, 2015 meeting. Following a thorough discussion by the Board, the following motion was made:

Absent: Ustruck. Ayes-27; Noes-2; Absent-1. Vote requirement for passage is 2/3 of members elect.

After County Board approval, Staff completed the recruitment for the Assistant to the County Administrator position. Now that this position is in place, Staff is recommending that we complete the reorganization of the IS Division, moving it from the Finance Department to the Administration Department.

**COST:**

All financial impacts were anticipated and included in the 2015 Budget. As such, there is no further financial impact via this budget.

**ATTACHMENTS:**

1. Ordinance
2. Backup Information

**RECOMMENDATION:**

Motion to recommend that the County Board adopt the ordinance to amend the County Staffing Plan, reorganizing the IS Division from Finance Department to Administration Department.
AN ORDINANCE to amend Sections 7.02 and 7.03 relating to: Washington County Staffing Plan – Administration Department and Finance Department and Washington County Classification and Compensation Plan.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. Section 7.02 of the code is amended to read:

7.02 WASHINGTON COUNTY STAFFING PLAN. (AM 15- ) Washington County maintains a Countywide Staffing Plan listed by department. Such plan shall indicate the type and number of positions currently authorized by the County Board together with the existing pay grade for said position. County departments are authorized to fill only those positions listed in the Countywide Staffing Plan. Any changes to the staffing plan shall be determined by the Washington County Board upon review and recommendation of the Administrative Services Committee consistent with sec. 7.04(9) of this chapter and sec. 2.44 of this Code.

ADMINISTRATION DEPARTMENT – Information Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Authorized Positions</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Network Manager</td>
<td>10</td>
<td>1</td>
<td>NE</td>
</tr>
<tr>
<td>Assistant Information Services Manager</td>
<td>14</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Manager</td>
<td>15</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Technician</td>
<td>8</td>
<td>3</td>
<td>NE</td>
</tr>
</tbody>
</table>

FINANCE DEPARTMENT – Information Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Authorized Positions</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Network Manager</td>
<td>10</td>
<td>1</td>
<td>NE</td>
</tr>
<tr>
<td>Assistant Information Services Manager</td>
<td>14</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Manager</td>
<td>15</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>Information Services Technician</td>
<td>8</td>
<td>3</td>
<td>NE</td>
</tr>
<tr>
<td>Senior Applications Manager</td>
<td>11</td>
<td>1</td>
<td>NE</td>
</tr>
</tbody>
</table>

SECTION 2. The list of pay grades established in Section 7.03(1)(a) shall be adjusted to incorporate the changes proposed in this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon passage by the Board of Supervisors and publication as provided by law.
SECTION 4. SUMMARY. Ordinance amending staffing plan moving Information Services positions from the Finance Department to the Administration Department.

_________________________

VOTE REQUIREMENT FOR PASSAGE: Majority

APPROVED: Introduced by members of the ADMINISTRATIVE SERVICES COMMITTEE as filed with the County Clerk.

_________________________

Kimberly A. Nass, County Attorney

Dated

_________________________

Peter I. Sorce, Chairperson

Considered

Adopted

Ayes Noes Absent

Voice Vote

Countersigned:

_________________________

Herbert J. Tennies

County Board Chairperson
Option 1 – Administration Based

- CA
  - AttCA
    - Facilities Mngr
    - IS Mngr
    - Custodial Supervisor
Option 2 – Independent Department

- Central Services Director
  - Facilities Mngr
  - IS Mngr
  - Custodial Supervisor
Option 3 – Existing Department

- Golf Course
- Building & Grounds
- Planning
- County Engineer
- IS/GIS
- Land Use
- Conservation

P&P Administrator

Deputy P&P Administrator
COUNTY BOARD REPORT

To: County Board

From: Joshua Schoemann, County Administrator

Date: January 13, 2015

RE: 2014 Ordinance 20 – Washington County Staffing Plan – Administration Department and Washington County Classification and Compensation Plan – (7.02 and 7.03)

POLICY QUESTION:

Should the position of Administrative Services Director be created and added to the Staffing plan?

DISCUSSION:

As part of the 2015 budget, the Administration Department has included the addition of an Administrative Services Director in the initial plans. After thorough review and assessment of our needs, we are requesting adding this position. The key focus of this role will be to lead and direct the Information Technology and the Facilities Departments.

The position is being placed at a grade 18.

A recommendation was presented to the Administrative Services Committee on December 11, 2014 to establish the Administrative Services Director role.

Moved by Ms. Deiss, seconded by Mr. Geib to approve an ordinance amendment to §7.02 and §7.03 of the County Code relating to the Washington County Staffing Plan for Administration, adding the position of Director of Administrative Services, at pay grade 18, with an amended job description to be reviewed by this Committee at the January meeting, and forward to the County Board. Motion carried with Ms. Merten voting no.

Given the approvals at the Administrative Services Committee, the resolution is advanced to the County Board.

ATTACHMENTS:

2014 Ordinance 20
December 11, 2014 Administrative Services Packet
RECOMMENDATION:

Motion to approve 2014 Ordinance 20 to amend Sections §7.02 and §7.03 of the Washington County Code adding the Administrative Services Director to the staffing plan at a grade 18.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: 
Date of publication: 

2014 ORDINANCE 20

AN ORDINANCE to amend Sections 7.02 and 7.03 relating to: Washington County Staffing Plan – Administration Department and Washington County Classification and Compensation Plan.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. Section 7.02 of the code is amended to read:

7.02 WASHINGTON COUNTY STAFFING PLAN. (AM 14-20) Washington County maintains a Countywide Staffing Plan listed by department. Such plan shall indicate the type and number of positions currently authorized by the County Board together with the existing pay grade for said position. County departments are authorized to fill only those positions listed in the Countywide Staffing Plan. Any changes to the staffing plan shall be determined by the Washington County Board upon review and recommendation of the Administrative Services Committee consistent with sec. 7.04(9) of this chapter and sec. 2.44 of this Code.

ADMINISTRATION DEPARTMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Authorized Positions</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Administrative Services</td>
<td>18</td>
<td>1</td>
<td>E</td>
</tr>
</tbody>
</table>

SECTION 2. The list of pay grades established in Section 7.03(1)(a) shall be adjusted to incorporate the changes proposed in this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon passage by the Board of Supervisors and publication as provided by law.

SECTION 4. SUMMARY. Ordinance amending staffing plan for Administration Department.

VOTE REQUIREMENT FOR PASSAGE: 2/3 of members elect
Introduced by members of the ADMINISTRATIVE SERVICES COMMITTEE as filed with the County Clerk.

Peter I. Sorce, Chairperson

Countersigned:

Herbert J. Tennies
County Board Chairperson

(The cost of the position will depend on the step the person is offered. Below are examples of hiring at three steps in the pay grad. There are funds included in the 2015 budget to cover this cost.)

<table>
<thead>
<tr>
<th></th>
<th>Step 1</th>
<th>Step 3</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>85,509</td>
<td>90,397</td>
<td>95,285</td>
</tr>
<tr>
<td>Health Insurance*</td>
<td>22,061</td>
<td>22,061</td>
<td>22,061</td>
</tr>
<tr>
<td>Social Security</td>
<td>6,541</td>
<td>6,915</td>
<td>7,289</td>
</tr>
<tr>
<td>WRS</td>
<td>5,815</td>
<td>6,147</td>
<td>6,479</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>77</td>
<td>81</td>
<td>86</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>LTD</td>
<td>45</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>STDP</td>
<td>175</td>
<td>175</td>
<td>175</td>
</tr>
<tr>
<td>**</td>
<td><strong>120,263</strong></td>
<td><strong>125,861</strong></td>
<td><strong>131,460</strong></td>
</tr>
</tbody>
</table>

*Assumes Family Health Insurance
COMMITTEE REPORT

To: Administration Services Committee

From: Todd Scott

Date: December 11, 2014

Re: Administrative Services Director

POLICY QUESTION:

Should we create the position of Administrative Services Director and add it to the Staffing plan?

DISCUSSION:

As part of the 2015 budget the County Administrator, as part of his Administrative budget, has included the addition of a Administrative Services Director in his initial plans. After review of the needs for this position and assessing the role this position will play we are requesting adding this position at this time. The key focus of this role will be to lead the Information Technology Department, the Facilities Department, as well as oversee the Budget Management Area.

The position is being placed at a grade 18.

COST:

Position is being place at a grade 18.

ATTACHMENTS:

Proposed Job Description and Ordinance

RECOMMENDATION:

To approve the ordinance for adding the Administrative Services Director to the staffing plan at a grade 18 with the attached Job Description and forward to the County Board for approval.
WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2014 ORDINANCE __

AN ORDINANCE to amend Sections 7.02 and 7.03 relating to: Washington County Staffing Plan – Administration Department and Washington County Classification and Compensation Plan.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. Section 7.02 of the code is amended to read:

7.02 WASHINGTON COUNTY STAFFING PLAN. (AM 14- ) Washington County maintains a Countywide Staffing Plan listed by department. Such plan shall indicate the type and number of positions currently authorized by the County Board together with the existing pay grade for said position. County departments are authorized to fill only those positions listed in the Countywide Staffing Plan. Any changes to the staffing plan shall be determined by the Washington County Board upon review and recommendation of the Administrative Services Committee consistent with sec. 7.04(9) of this chapter and sec. 2.44 of this Code.

ADMINISTRATION DEPARTMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Authorized Positions</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Administrative Services</td>
<td>18</td>
<td>1</td>
<td>E</td>
</tr>
</tbody>
</table>

SECTION 2. The list of pay grades established in Section 7.03(1)(a) shall be adjusted to incorporate the changes proposed in this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon passage by the Board of Supervisors and publication as provided by law.

SECTION 4. SUMMARY. Ordinance amending staffing plan for Administration Department.

VOTE REQUIREMENT FOR PASSAGE: ________

Page 1 of 2
APPROVED:

Kimberly A. Nass, County Attorney
Dated

Considered
Adopted
Ayes ___ Noes ___ Absent ___
Voice Vote

Countersigned:

Herbert J. Tennes
County Board Chairperson

Introduced by members of the EXECUTIVE, ADMINISTRATIVE SERVICES and FINANCE COMMITTEES as filed with the County Clerk.

Herbert J. Tennes, Chairperson
Executive Committee

Peter I. Sorce, Chairperson
Administrative Services Committee

Raymond W. Heidtke, Chairperson
Finance Committee

(The cost of the position will depend on the step the person is offered. Below are examples of hiring at three steps in the pay grad. There are funds included in the 2015 budget to cover this cost.)

<table>
<thead>
<tr>
<th></th>
<th>Step 1</th>
<th>Step 3</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>85,509</td>
<td>90,397</td>
<td>95,285</td>
</tr>
<tr>
<td>Health Insurance*</td>
<td>22,061</td>
<td>22,061</td>
<td>22,061</td>
</tr>
<tr>
<td>Social Security</td>
<td>6,541</td>
<td>6,915</td>
<td>7,289</td>
</tr>
<tr>
<td>WRS</td>
<td>5,815</td>
<td>6,147</td>
<td>6,479</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>77</td>
<td>81</td>
<td>86</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>LTD</td>
<td>45</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>STDTP</td>
<td>175</td>
<td>175</td>
<td>175</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120,263</strong></td>
<td><strong>125,861</strong></td>
<td><strong>131,460</strong></td>
</tr>
</tbody>
</table>

*Assumes Family Health Insurance
Position Summary:

Under the general direction of the County Administrator is responsible for the administration of the following divisions: Information Services, Facility Management and the Budget Management Division.

Duties/Responsibilities:

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

- Participate in the development and implementation of goals, objectives, policies, procedures and assists the County Administrator in policy development and implementation of long-term strategic planning.

- Supervise the Information Services, Facilities Management and Budget Management divisions and oversees all operations of such throughout the County.

- Prioritize, schedule, delegate work assignments and directly supervise the day to day operations of these divisions to ensure that all assigned work groups meet their performance expectations, goals, objectives and work within their budgetary constraints.

- Assist in the development of the short and long range strategies, plans, budgets based on goals and growth objectives. Advise the County Administrator on formulation of budget management policy.

- Develop and implement procedures and controls to promote efficient operations of the County.

- Review data information to produce reports reflecting operating statistics to make effective business decisions. Evaluate results of overall operations regularly and systematically report results to the County Administrator.

- Develop, implement and administer budget assessment and financial management tools, in cooperation with the Finance Director, to assist departments in measuring and reporting budget performance throughout the year.

- Assist all County departments in the preparation and submittal of annual budgets, conforming with the outline and structure of the County’s largest policy document.
• Responsible for ensuring that all departments, customers, citizens, County Board Supervisors, and other stakeholders are receiving the resources and services necessary and appropriate, in accordance with County policy.

• Attend meetings as requested and take part in the discussion by providing requested information and/or recommendations.

• Develop, administer and maintain County Technology Plan, matching the wants and needs of end users with the policies and resources of the County.

• Responsible for all County properties, including maintenance of existing property, alterations of physical facilities, maintenance of inventory records of all real and personal property of the County, and allocation of space and new construction.

• Establish and maintain harmonious, customer service based, working relationships with department heads and governmental officials.

• Perform other duties as assigned, including responding to an emergency event.

Work Direction Received:
Works under the general direction of the County Administrator

Supervision Exercised:

Supervision is given to all employees of the Divisions. The incumbent makes final decisions concerning hiring, firing, discipline, performance evaluation, and assignment of employees.

Decision Making:

Decisions concerning the day to day operation of Washington County government, as related to the Divisions, are made independently.

Interaction:

There is moderate interaction with the County Board, various County Board committees, Department heads, both elected and appointed and the general public. Strong communication skills are necessary.

Essential Knowledge and Abilities:

Thorough knowledge of the principles and practices of local government and administration. Thorough knowledge of the organizational forms, operating methods and procedures of local government. Ability to plan, organize, direct, and coordinate a large organization involved in a wide range of government activities and services. Ability to competently and accurately interpret administrative policies and to gain the cooperation of department heads and employees in their effective enactment. Ability to accurately analyze administrative operations and to
present clear and concise recommendations. Ability to effectively represent the administration before the County Board, other governmental agencies and officials and the general public. Able to fulfill physical demands of job, sensory demands (seeing and hearing), and cognitive demands (concentration, conceptualization, memorization).

Training and Experience:

A Bachelor’s degree in business, public administration or related field from an accredited college or university. Master’s degree preferred. A minimum of four years of progressive experience in local government administration, preferably including experience in County administration. Must possess a valid driver’s license and must be bondable.
Administration Based Revised

- CA
- AttCA
- Facilities Mngr
- IS Mngr
- EM
- Custodial