



**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – MARCH 25, 2014 – 4:00 P.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Approval of Minutes – March 11, 2014
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
  - A. Authorizing Purchase of Property in the City of Edgerton for a Communications Tower Site
  - B. Urging the Legislative Audit Bureau to Conduct an Audit on the Medicaid Transportation Brokerage
  - C. Proclaiming April 2014 National County Government Month
6. Approval of AT&T Cellular Upgrade Request (Will be provided at the meeting.)
7. Approval of US Cellular Antenna Swap Request
8. Discussion and Possible Action on Setting Salaries for the Sheriff and Clerk of Courts for the 2015-2018 Term
9. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0063-29663	W C TRUST	P1401440	02/26/2014	TRICOR INC	486.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	0.00	(64,337.00)	24,000.00	486.00	39,851.00	
				<b>ISF-SELF INS PROG TOTAL</b>	<b>486.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$486.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 25 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-64200	TRAINING EXP	P1401349	02/21/2014	WATCP	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,500.00	842.00	2,472.55	200.00	985.45
<b>COUNTY ADMINISTRATOR PROG TOTAL</b>				<b>200.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$200.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 25 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL	P1400519	02/12/2014	JANESVILLE GAZETTE INC	1,384.26
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,247.00	840.16	0.00	1,384.26	16,022.58
<b>COUNTY BOARD PROG TOTAL</b>				<b>1,384.26</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$1,384.26**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: MAR 25 2014

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS	P1400430	02/03/2014	WISCONSIN DEPARTMENT OF JUSTIC	132.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	16.00	0.00	132.00	9,852.00
08-1420-0000-63107	PUBL & LEGAL				
		P1400389	02/28/2014	BELOIT DAILY NEWS	1,963.10
		P1400391	02/14/2014	CHRONICLE,THE	2,009.00
		P1400392	03/03/2014	CAPITAL NEWSPAPERS	5,095.00
		P1400429	02/12/2014	MADISON TIMES WEEKLY NEWSPAPE	490.00
		P1401111	02/04/2014	ICMA	450.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	30,000.00	11,832.38	500.00	10,007.10	7,660.52
08-1420-0000-64200	TRAINING EXP				
		P1401454	03/03/2014	KRUKOWSKI & COSTELLO SC	575.00
		P1401509	03/03/2014	SOUTHWEST WISCONSIN WORKFORC	180.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00	4,997.42	122.23	755.00	18,125.35
08-1420-0000-64417	RH EXPENSES				
		P1400430	03/04/2014	WISCONSIN DEPARTMENT OF JUSTIC	120.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	1,225.65	0.00	120.00	7,154.35
<b>HUMAN RESOURCES PROG TOTAL</b>				<b>11,014.10</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$11,014.10**.  
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 25 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Safety & Justice Committee  
INITIATED BY



Randy Terronez, Assistant to  
the County Administrator  
DRAFTED BY

Public Safety & Justice Committee  
SUBMITTED BY

March 12, 2014  
DATE DRAFTED

### AUTHORIZING PURCHASE OF PROPERTY IN THE CITY OF EDGERTON FOR A COMMUNICATIONS TOWER SITE

- 1 **WHEREAS**, the Rock County Communications Center identified the need for increased radio  
2 communications in the Edgerton area for public safety responders servicing northern Rock County; and,  
3  
4 **WHEREAS**, funding has been included in the 2014 capital budget for constructing a communications  
5 tower to serve northern Rock County; and,  
6  
7 **WHEREAS**, the Communications Center has identified a one acre parcel of property and requests to  
8 purchase this property.  
9  
10 **NOW THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
11 this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby authorize the purchase of a one acre parcel of  
12 property from Hendricks Commercial Properties, LLC located near the intersection of Tower and Artisan  
13 Roads in the City of Edgerton, WI, for the sum of \$30,000, plus closing costs; and,  
14  
15 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk be authorized to  
16 execute legal documents related to the sale transaction on behalf of the County; and,  
17  
18 **BE IT FURTHER RESOLVED** that the following contingencies will have been met prior to closing: 1)  
19 the results of a soils investigation of the subject property finding the property suitable to construct a  
20 communications tower, and 2) approval(s) from the City of Edgerton.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins  
Ivan Collins, Chair

Hank Brill  
Hank Brill, Vice Chair

Mary Beaver  
Mary Beaver

Brian Knudson  
Brian Knudson

Larry Wiedenfeld  
Larry Wiedenfeld

AUTHORIZING PURCHASE OF PROPERTY IN THE CITY OF EDGERTON  
FOR A COMMUNICATIONS TOWER SITE  
Page 2

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva M. Arnold

\_\_\_\_\_  
Hank Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis L. Yankee

FISCAL NOTE:

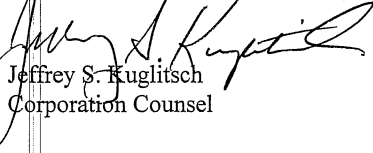
Funding is available in the Communication Center's Capital Asset Account, a/c 23-2400-0000-67161, for the cost of this purchase. This account is funded by sales tax revenue.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **Executive Summary**

### **Authorizing Purchase of Property in Edgerton for a Communications Tower site**

The purpose of this Resolution is to authorize the purchase of a one acre parcel of property in the City of Edgerton near the intersection of Tower and Artisian Roads from Hendricks Commercial Properties, LLC in the amount of \$30,000, plus closing costs. This price is comparable to property the City of Edgerton purchased from the same property owner to place the City's fire training building, which is located north of the proposed communications tower site.

The property would be the site for an approximately 185 foot communications tower that would increase emergency communications coverage for northern Rock County. The purchase is contingent upon approval(s) from the City of Edgerton and a soils study to ascertain the suitability of constructing a communications tower.

\$330,000 is budgeted in the 2014 budget for the project.



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY



Justin Svingen  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

March 17, 2014  
DATE DRAFTED

**URGING THE LEGISLATIVE AUDIT BUREAU TO CONDUCT AN AUDIT ON THE  
MEDICAID TRANSPORTATION BROKERAGE PROGRAM**

1 **WHEREAS**, the Wisconsin Department of Health Services has contracted with MTM, Inc., to provide  
2 state-wide transportation brokerage for non emergency medical trips for Medicaid eligible medical  
3 appointments; and,  
4

5 **WHEREAS**, MTM replaces the original broker (Logisticare) that abruptly terminated its contract with  
6 the State amidst complaints from consumers and local community groups of poor service; and,  
7

8 **WHEREAS**, complaints about the MTM delivery of services continue to accumulate, including  
9 incidents of late cancellations, provider no shows, incorrect transportation referrals, and sending  
10 incompatible transportation providers; and,  
11

12 **WHEREAS**, vulnerable residents of Rock County are putting their health at risk as they forego  
13 preventable medical treatment because they have no trust that the brokerage program can get them to  
14 and from their appointments; and,  
15

16 **WHEREAS**, some Medicaid eligible Rock County residents are resorting to using their own scarce  
17 resources to secure alternative transportation; and,  
18

19 **WHEREAS**, the statewide brokerage program gets paid for coordination and transportation activity  
20 regardless of whether a trip is provided or not; and,  
21

22 **WHEREAS**, an audit would determine if the program is meeting the objectives established by the State,  
23 including reasonable and timely service to covered appointments, the use of the most appropriate and  
24 economic mode of transportation, reduction of fraud and abuse, increased program efficiency, and  
25 proper documentation and reporting practices.  
26

27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
28 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby support legislators request to  
29 the Legislative Audit Bureau for an audit of the statewide Medicaid transportation brokerage program.

Respectfully submitted,

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

\_\_\_\_\_  
Terry Thomas, Chair

\_\_\_\_\_  
Wayne Gustina, Vice Chair

\_\_\_\_\_  
Steve Howland

\_\_\_\_\_  
Edwin Nash

\_\_\_\_\_  
Rick Richard

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis Yankee

FISCAL NOTE:

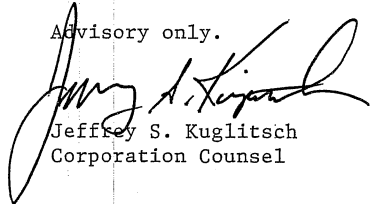
This resolution recommends an audit of the statewide Medicaid Transportation brokerage program.  
There is no fiscal impact to the County.



Sherry Oja  
Finance Director

LEGAL NOTE:

Advisory only.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.



Craig Knutson  
County Administrator

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## **Executive Summary**

### **Urging the Legislative Audit Bureau to Conduct an Audit on the Medicaid Transportation Brokerage**

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On July 1, 2011 the Wisconsin Department of Health Services (DHS) implemented a transportation management system to coordinate eligible non-emergency medical transportation (NEMT) for Medicaid recipients. The statewide brokerage program was designed to:

- Improve the access and quality of NEMT services for all members statewide.
- Implement a uniform access-service policy across the state.
- Reduce costs for Wisconsin Medicaid and NEMT service providers by ensuring travel is arranged with the most economical mode of transportation.

Logisticare was selected as the initial broker and began operations on July 1, 2011. Complaints about the new system began immediately and included missed appointments, provider no-shows, misinformation, intimidation, and members being transported to appointments with no return transportation scheduled.

Logisticare severed its contract with DHS. MTM, Inc. was selected by the State to take over NEMT management on August 1, 2013.

The struggles have continued under MTM. For example, passengers have stated that MTM will call minutes before an appointment to say that they can no longer accommodate their trip request or no one will show up to provide the transport causing members to miss appointments. Many Medicaid eligible individuals have resorted to using their own limited resources to pay for alternative transportation. Often, this falls on an already over burdened public transportation system.

It should be noted that the broker receives funding upfront for not only coordination but the transportation component as well.

As taxpayers fund the statewide brokerage program and public transit, taxpayers are essentially paying twice for one trip. Under a worse case scenario, some members are foregoing medical care altogether leading to greater costs down the line as preventable illnesses turn into serious medical issues.

A third bipartisan attempt has been initiated urging the Legislative Audit Committee to review the broker and this resolution supports the legislators' efforts.

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RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

County Board Staff Committee  
INITIATED BY

County Board Staff Committee  
SUBMITTED BY



Nick Osborne/NACO  
DRAFTED BY

March 20, 2014  
DATE DRAFTED

**PROCLAIMING APRIL 2014 NATIONAL COUNTY GOVERNMENT MONTH**

- 1 **WHEREAS**, the nation's 3,069 counties serving more than 300 million Americans provide essential  
2 services to create healthy, safe, vibrant and economically resilient communities; and  
3  
4 **WHEREAS**, Rock County and all counties take pride in their responsibility to protect and enhance the  
5 health, welfare and safety of its residents in sensible and cost-effective ways; and  
6  
7 **WHEREAS**, to remain healthy, vibrant, safe, and economically competitive, counties must be able to  
8 anticipate and adapt to all types of change; and  
9  
10 **WHEREAS**, throughout National County Government Month, with its theme "*Ready and Resilient*  
11 *Counties: Prepare. Respond. Thrive.*" counties are encouraged to focus on how they prepare and respond to  
12 natural disasters and emergencies or any situation that counties may face, such as economic recovery; and,  
13  
14 **WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the  
15 country to actively promote their own programs and services to the public they serve; and,  
16  
17 **WHEREAS**, Rock County Sheriff's Office Division of Emergency Management helps coordinate disaster  
18 response, as shown during the 2008 flood and other incidents, provides useful training for volunteer  
19 organizations, the private sector, and the general public, and hosts many disaster related exercises for first  
20 responder agencies; and,  
21  
22 **WHEREAS**, the Rock County Planning and Development Department Economic Development Division  
23 has promoted Rock County through an active role in Rock 5.0 and the Madison Region Economic  
24 Partnership, helped develop ad campaigns to attract businesses to Rock County, supported efforts to increase  
25 worker training and student development such as through the Inspire student assessment tool, and has been  
26 an active partner in the recovery efforts resulting from the loss of General Motors and the economic  
27 downturn of 2008; and,  
28  
29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
30 this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby proclaim April 2014 as National County Government  
31 Month and encourages all county officials, employees, schools, and residents to participate in county  
32 government celebration activities.

Respectfully submitted,

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Sandra Kraft, Vice-Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Kurtis Yankee

\_\_\_\_\_  
Betty Jo Bussie



DATE: March 20, 2014

TO: County Board Staff Committee

FROM: Randy Terronez, *RT*  
Assistant County Administrator

RE: US Cellular Antenna Swap Request – West Court Street Tower

US Cellular has a lease with the County for antennas and supporting equipment at the West Court Street Tower and is requesting to replace a faulty antenna.

Attached is background correspondence on the request.

It is recommended that the US Cellular request be approved.

**J. RUSSELL PODZILNI - US Cellular Antenna Swap @ 2741 W Court Street - LL Consent Request**

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**From:** Sandy Banfield <fonseca\_sandy@hotmail.com>  
**To:** "podzilni@co.rock.wi.us" <podzilni@co.rock.wi.us>  
**Date:** 3/4/2014 9:20 PM  
**Subject:** US Cellular Antenna Swap @ 2741 W Court Street - LL Consent Request  
**Attachments:** 778310-Janesville City Tower\_LLConsent Request Letter\_EMS-Swap\_022814.pdf

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Mr. Podzilni,

I am contacting you on behalf of US Cellular, regarding their Wireless Facility located at 2741 W Court Street, Janesville, WI. US Cellular has identified that 1 of their antennas (mounted at 120') on the Self-Support Tower is inoperable and is causing issues with their network. Unfortunately this particular Antenna Manufacture is no longer in business, however a similar antenna has been identified as a replacement. Please refer to the attached document for additional information.

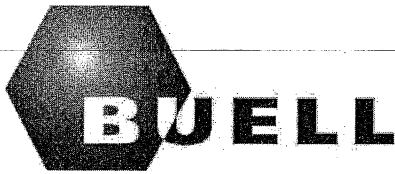
Prior to proceeding with replacement of the inoperable antenna, we will require Rock County's consent. Please sign the 2nd page and return to me, at your earliest convenience.

We are currently pending confirmation of Zoning & Permitting Requirements, for this Maintenance Work.

If you have any questions or concerns, please feel free to contact me.

On behalf of US Cellular, I thank you for your prompt attention to this matter.

Sincerely,  
Sandy Banfield  
Buell Consulting, agent of US Cellular  
562-235-5674



**Buell Consulting, Inc.**  
1360 Energy Park Drive, Suite 210  
Saint Paul, Minnesota 55108  
(651) 225-0792  
www.buellconsulting.com

*Site Acquisition  
Permitting  
Established 1991*

February 28, 2014

County of Rock, Wisconsin  
Attn: J. Russell Podzilni, County Board Chair  
1421 Laramie Lane  
Janesville, WI 53546  
608-754-5506  
*via email: podzilni@co.rock.wi.us*

**RE: License Agreement dated November 15, 1999 between County of Rock-Wisconsin and Janesville Cellular Telephone Company, dba U.S. Cellular.**

**US Cellular Site Name: Janesville City Tower - 778310**  
**Site Address: 2741 W Court Street, Janesville, WI**

Dear Landlord,

Pursuant to the above referenced agreement, US Cellular, is hereby requesting your consent to a modification in the site configuration at the above referenced site.

US Cellular is in the process of performing necessary maintenance at the above referenced site. It has become necessary for US Cellular to upgrade their equipment, which will consist of replacing one (1) antenna on the existing Self-Support Tower with one (1) new antenna that is similar in size and appearance. Attached please find the Antenna Specifications, for both the existing antenna and the proposed antenna. There will be no changes to the existing frequencies.

On page two of this letter, a form is provided for Rock County to indicate their consent for the proposed modification. Please complete the form and return it to me as soon as possible.

Do not hesitate to contact me with any questions or concerns you may have.

Sincerely,

*Sandy Banfield*

Buell Consulting, Inc. (*Agent for US Cellular*)

P: 562-235-5674 F: (651) 225-0795

fonseca\_sandy@hotmail.com

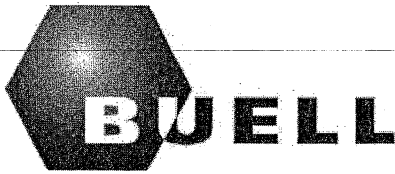
1360 Energy Park Drive, Suite 210

St. Paul, MN 55108

Attachments:

Antenna Spec (existing) EMS FV65-14

Antenna Spec (proposed) Amphenol BXA-70063-8CF



**Buell Consulting, Inc.**  
1360 Energy Park Drive, Suite 210  
Saint Paul, Minnesota 55108  
(651) 225-0792  
www.buellconsulting.com

*Site Acquisition  
Permitting  
Established 1991*

**COMPLETE and FAX to Sandy Banfield #651-225-0795  
Or via EMAIL to [fonseca\\_sandy@hotmail.com](mailto:fonseca_sandy@hotmail.com)**

**CONSENT TO MODIFICATIONS**

**US Cellular Site Name: Janesville City Tower - 778310  
Site Address: 2741 W Court Street, Janesville, WI**

Rock County, acknowledges receipt of a request for consent to a site modification to the telecommunications facility located at the above referenced site. Rock County hereby consents to the proposed modifications.

LANDLORD:

\_\_\_\_\_  
By: J. Russell Podzilni  
Its: Rock County Board, Chair

\_\_\_\_\_  
Date

**ACCESS INFORMATION**

Please indicate the name and telephone number of the person that US Cellular needs to contact in order to coordinate the logistics of the proposed antenna change.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

Please list any special considerations that need to be taken into account in coordinating the proposed upgrade. For example, list any dates of special events, other scheduled maintenance, special hours request, and the like that may interfere with the proposed antenna replacement.

\_\_\_\_\_  
\_\_\_\_\_





**MEMORANDUM**

TO: J. Russell Podzilni, Chair, County Board Staff Committee  
Members, County Board Staff Committee

FROM: Dave O'Connell  
Human Resources Director

RE: Elected Officials Salaries

DATE: March 20, 2014

I have prepared this packet as a result of the directions I received from the Committee at the last County Board Staff Committee meeting. Enclosed are the following items:

- Page 1 A chart showing the two salary options the Committee asked me to look at for the Clerk of Courts.
- Pages 2-5 A Position Description for the Child Support Director.
- Pages 6 - 19 A Position Description Questionnaire (PDQ) for the Clerk of Courts.
- Page 20 - 21 A chart showing all of the Counties in Wisconsin, what they currently pay their Clerk of Court and what they anticipate paying their Clerk of Court over the next 4 years.
- Page 22 A chart showing the four salary options the Committee asked me to look at for the Sheriff.
- Page 23 - 24 A chart showing all of the Counties in Wisconsin, what they currently pay their Sheriff and what they anticipate paying their Sheriff over the next 4 years.
- Page 25 An excel spread sheet showing a comparison of what comparable counties and the cities of Janesville and Beloit do in terms of the WRS contribution for their Sheriff or Police Chief.

Please feel free to contact me if you have any questions.

Cc: Craig Knutson, County Administrator  
Robert Spoden, Sheriff  
Eldred Mielke, Clerk of Court

**Clerk of Courts**

Rock County	2014 Salary	2015 Salary	2015 % Inc.	2016 Salary	2016 % Inc.	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.
County Clerk	\$71,004.00	\$72,069.00	1.50%	\$73,510.00	2.00%				
Register of Deeds	\$71,004.00	\$72,069.00	1.50%	\$73,510.00	2.00%				
Treasurer	\$71,004.00	\$72,069.00	1.50%	\$73,510.00	2.00%				
Child Support Director	\$74,133.00	\$75,245.00	1.50% *	Assumed					
<u>OPTIONS</u>									
A) Clerk of Courts	\$69,251.00	\$72,069.00	4.07%	\$73,510.38	2.00%	\$74,980.59	2.00%	\$76,480.20	2.00%

**Option A.** The salary for the Rock County Clerk of Courts would be moved up so that it is equal to the County Clerk, Register of Deeds, and County Treasurer. This would be accomplished by increasing the salary by 4.07% in 2015 and 2% in 2016. The increases for the 3rd and 4th year would also be 2%.

B) Clerk of Courts	\$69,251.00	\$75,245.00	8.66%	\$76,749.90	2.00%	\$78,284.90	2.00%	\$79,850.60	2.00%
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**Option B.** The salary for the Rock County Clerk of Courts would be moved up so that it is equal to the Child Support Director in Unilateral Pay Range 25. This would be accomplished by increasing the salary by 8.66% in 2015. (This is based on the assumption that the Child Support Director will receive a 1.5% increase in 2015). The Clerk of Courts salary would then be increased by 2% in 2016, 2017 and 2018.

**Child Support Director- Range 25**  
 Step 1-\$61,057.61, Step 2-\$64,045.85, Step 3-\$67,203.64, Step 4-\$70,615.74, Step 5-\$74,133.81



<b>POSITION DESCRIPTION</b>		1. Position Control # <b>28001</b>	2. Department, Division and Unit (if applicable) <b>Child Support</b>
3. Name of Employee <b>Kris Baker Ellis</b>		4. Unit, Work Address	
5. Classification Title of Position <b>Child Support Director</b>		7. Name and Class of Former Incumbent	
6. Class Title Option (to be filled out by Human Resources) <b>Unilateral Range 25</b>		9. Name and Class of Employees Performing Similar Duties <b>none</b>	
8. Department Working Title of Position		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
10. Name and Class of First-Line Supervisor <b>County Administrator</b>			
12. Does This Position Supervise Subordinate Employees in Permanent Positions?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Position Summary - Please Describe Below the Major Goals of This Position <b>This is administrative work directing the County's Child Support Program. The incumbent develops, coordinates and monitors the Child Support Program in accordance with State and Federal rules and regulations and County policies.</b>			
14. Describe the Goals and Worker Activities of this Position - Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal. - Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)			
Time %	Priority	Goals / Worker Activities	
50%	A	<b>Analyze state statutes, state policies, and Federal regulations and set up procedural policies within the department to conform to the child support guidelines and laws.</b> 1. Implement and monitor new ways to improve the overall performance of the department. 2. Assist County agencies and departments involved in Child Support Activities. Assist in the interdepartmental effort of enforcing the support obligation owed by absent parents, informing them of the procedures needed to comply with the various federal rules and regulations of the program. 3. Provide direction of these procedures and policies to staff. 4. Prepare required audit reports for state and federal auditors; issue procedures to implement audit recommendations. 5. Respond to complaints filed by the public or child support officials regarding staff actions or agency policies. 6. Coordinate the activities of the department with various local, state and federal agencies, and execute cooperative agreements with each county agency involved in the child support program. 7. Supervise the preparation of various reports, both fiscal and statistical. 8. Provide testimony and information to the courts concerning the work of the department. 9. Prepare and present detailed written and oral reports. 10. Establish and maintain effective working relationships with state and county departments, agencies, attorneys and the general public.	

Time %	Priority	Goals / Worker Activities
40%	B	<p><b>Supervise and direct the overall operation of the department.</b></p> <ol style="list-style-type: none"> <li>1. Interview, select, direct and evaluate the staff of the department, and handle any personnel problems that may arise.</li> <li>2. Prepare the annual department budget and State contract; maintain knowledge of budgetary expenditures to stay within approved budget and contract.</li> <li>3. Provide advice to employees in the department concerning procedures such as investigation and enforcement techniques, and the establishment and case records maintenance to be followed in handling cases.</li> </ol>
5%	C	<p><b>Provide public information and education as to the services available and the purpose of the child support program.</b></p>
5%	D	<p><b>Perform related work as required.</b></p>

15. Knowledge, Skills and Abilities (KSAs)

- Thorough knowledge of the state and federal laws, rules and regulations as they pertain to the operation of a child support agency.
- Considerable knowledge of the procedures used by other county departments involved with the child support agency.
- Considerable knowledge of modern administrative, managerial, accounting and super principles and practices.
- Considerable knowledge of Family Law, legal procedures and court procedures.
- Ability to coordinate the activities of a function that crosses departmental lines of authority and involves the work of employees of many other county departments.
- Ability to work independently, exercise judgment and effectively utilize authority.
- Ability to prepare written and oral reports and records.
- Ability to select, plan, organize and supervise the work of others.
- Ability to establish and maintain effective working relationships with staff, state and county departments and agencies and the general public.
- Ability to effectively negotiate with different levels of individuals.

16. Job Requirements

- Graduation from an accredited college or university with a bachelor's degree in business administration, criminal justice, psychology, sociology or related field.
- Three years responsible work experience in child support or closely related field and supervisory experience required,
- Or an equivalent combination of training and experience which provides the above knowledge, abilities and skills:

17. Essential Job Functions (physical elements, equipment use and working conditions) Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

- Ability to sit for long periods of time.
- Ability to lift, climb, or bend occasionally.

18. Employees designated as "essential to operations." To be completed by the Department manager/supervisor. Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" in an emergency situation (i.e. a blizzard). Employees in these positions must report to work even if county facilities are closed due to inclement weather. (See HR Policies & Procedures.)

Is this position "essential to operations?"  Yes  No

19. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

- a. The supervision, direction and review of the work of this position by the supervisor is  close  general  minimal
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor \_\_\_\_\_ Date \_\_\_\_\_

20. Updated Form - To be completed by the first-line supervisor of this position.

The most recent update to this position description was done on 3/18/2014, and an electronic copy of the form was sent to the HR Department.

21. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

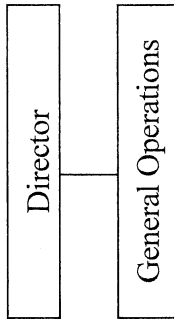
Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

22. Signature of Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

23. Distribute Copies of Signed Form to:

- Human Resources Personnel File  Employee  Department File

**Child Support Enforcement**



<b><u>Present Personnel (Full Time Equivalent)</u></b>	
1.0	Child Support Director
2.0	Child Support Supervisor
1.0	Lead Child Support Worker
15.0	Child Support Reimbursement Specialist
4.0	Child Support Financial Worker
1.0	Administrative Assistant
6.0	Clerk-Typist III
2.0	Clerk-Typist II
<u>0.9</u>	Child Support Clerical Worker
32.9	Total



# Rock County Position Description Questionnaire (PDQ)

**Instructions:** Part I of this form must be filled out by the Employee; Part II must be filled out by the Supervisor; and Part III must be filled out by the Department Head. All three parts must be filled out for the request to be considered by HR.

**PART 1: EMPLOYEE**

<b>Name</b>	Eldred Mielke	<b>Position Control #</b>	Elected
<b>Job Classification</b>	Elected	<input checked="" type="checkbox"/> <b>Full Time</b>	<input type="checkbox"/> Part Time <b>FTE</b>
<b>Department Working Title</b>	Clerk of Circuit Court	<b>Phone</b>	608-743-2350
<b>Supervisor's Name</b>	Citizens of Rock County	<b>Work Location</b>	Courthouse

If you need more space in any section of this document, please attach additional pages.

**1. REQUEST** (see the County Personnel Ordinance for definitions)

- Are you requesting"  Position Upgrade  
 Position Reclassification  
 Position Reallocation

**Reason for the request:**

The Clerk of Circuit Court's current salary does not reflect the fair-market value or that of other positions, including elected officials, within Rock County and the State of Wisconsin.

- The responsibilities and staffing associated with the Clerk of Circuit Court position is comparable to the Child Support Director position, currently that position's salary is \$74,134.00.
- The Kenosha County (comparable population) Clerk of Circuit Court salary in 2014 is \$79,839.00.
- Rock County Register of Deeds, Treasurer, and County Clerk positions have less statutory authority and responsibilities than the Clerk of Circuit Court.
- Rock County Register of Deeds, Treasurer, and County Clerk positions have less than 20% of staffing than the Clerk of Circuit Court.
- From 2011 to present, the Rock County Register of Deeds, Treasurer, and County Clerk salaries exceeded that of the Clerk of Circuit Court.

**2. JOB SUMMARY** In three to five sentences, briefly describe the major purpose(s) and/or function(s) of your job.

Clerks of circuit court are elected every four years in each of Wisconsin's 72 counties and are statutorily responsible for various recordkeeping functions of the courts. As custodians of the court's records, clerks of circuit court play a significant role in Wisconsin's judicial system.

CLERK OF CIRCUIT COURT: The Clerk of Circuit Court shall keep the books and records under Wisconsin State Statutes 59.40(2)(a) to (i) and Chapter 799 and perform the duties under Wisconsin State Statutes 59.40(2)(j) to (q) for all matters in the Circuit Court except those under Chapters 48 and 851 to 880. The above statutes include the following case types: small claims, civil, criminal, traffic, family, juvenile, and probate actions. The Clerk of Circuit Court follows the guidelines and directives required by the Wisconsin State Statutes, Rock County Board of Supervisors, Rock County Board of Circuit Court Judges, and Wisconsin Fifth Judicial Administrative District.

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3. **GOALS AND ACTIVITIES** Describe any changes to the goals and/or activities in your current position description or class description. (If you do not have a current position description, HR will help you write one).

**Prioritize the goals of your position:** List the goals in descending order of importance starting with the most important and/or most frequently performed. (A, B, C, etc.) Generally, a position shall have no more than 5-6 goals. Goals should be broad and relate to the major purpose of the position.

- A = Most Important
- B = Next Most Important
- C = Next Most Important

Begin each goal statement with an action verb (operates, develops, writes, computes, completes). Avoid abbreviated, vague or abstract words, such as "assists," "handles," "keeps," or "prepares" unless you describe how you assist, what you prepare, etc. Be specific.

Provide the approximate **percent of time** you spend on each goal on a yearly basis. The total of all percentages should not be more than 95 percent. The last goal should always be: "other Duties as Assigned" and be 5%. There should be no goals with a percentage of less than 5%.

List the **worker activities** under each goal that are necessary in order to achieve the goal. Number each activity 1, 2, 3, etc.

Time%	Current Goal	Position Description and/or class description
		<p>STATUTES &amp; RULES AFFECTING THE CLERK OF CIRCUIT COURT 59.40 Clerk of court.</p> <p>(1) Clerk of court; deputies; chief deputy; division chief deputies; calendar deputy clerk in certain counties.</p> <p>(a) Counties of less than 500,000 population. Every clerk of the circuit court shall appoint one or more deputies and the appointments shall be approved by the majority of circuit judges for the county, but shall be revocable by the clerk at pleasure, except in counties having a population of 500,000 or more. The appointments and revocations shall be in writing and shall be filed in the clerk's office. The deputies shall aid the clerk in the discharge of the clerk's duties. In the absence of the clerk from the office or from the court, the deputies may perform all the clerk's duties; or in case of a vacancy by resignation, death, removal or other cause the deputy appointed shall perform all such duties until the vacancy is filled.</p> <p>(b) Counties of more than 500,000 population. In counties having a population of 500,000 or more the clerk shall appoint one chief deputy and 4 assistant chief deputy clerks, 3 calendar deputy clerks, and one or more deputy clerks as the board authorizes. The deputy clerks shall aid the clerk in the discharge of the clerk's duties under the supervision of the clerk, the chief deputy clerk and the assistant chief deputy clerks. The appointments of the chief deputy clerk who is exempt from classified civil service and the calendar deputy clerks shall be in writing and filed in the clerk's office. These appointments shall be approved by the chief judge of the judicial administrative district, but are revocable at the pleasure of the clerk. The chief deputy clerk has all powers and duties of assistant chief deputy clerks, deputy clerks, and other court assistants except bailiffs and reporters and in the absence of the clerk from the office or from the court, the chief deputy clerk may perform all of the clerk's duties; or in case of a vacancy by resignation, death, removal or other cause the chief deputy clerk shall perform all such duties until the vacancy is filled.</p> <p>(2) Clerk of court; to keep court papers, books and records. The clerk of circuit court shall:</p> <p>(a) File and keep all papers properly deposited with him or her in every action or proceeding unless required to transmit the papers. The papers may be microfilmed or microphotographed, or transferred to optical disks or electronic format if authorized under s. 59.52 (14), and the originals may thereafter be destroyed upon compliance with SCR chapter 72.</p> <p>(b) Keep a court record and write in that record the names of parties in every civil action or proceeding in the court, the names of attorneys representing the parties, a brief statement of the nature of the action or proceeding, the date of filing every paper therein and of each proceeding taken, the file in which the papers can be found, the time when the action or proceeding is put on the calendar for trial, and when and how the action or proceeding is disposed of; the location where minutes in every case can be found and the place in the judgment record or microfilm or optical disc or electronic file where any judgment, order or report has been recorded, so as to make the court record a history in brief of each action or proceeding from beginning to final disposition; and a complete index of all proceedings therein.</p> <p>(c) Keep a criminal record and write in that record a history in every criminal action like the court record in civil actions and proceedings with references to the file where papers in the action can be found, to the minute record and to the information record where indictments and informations can be found.</p>



Time%	Current Goal	Position Description and/or class description
		<p>(d) Keep a minute record and, except for actions under ch. 799, write in that record a brief statement of all proceedings in open court showing motions and orders during trial, names of witnesses, jurors selected, the officer sworn to take them in charge, jury verdicts and openings and adjournments of court. The clerk, in lieu of keeping a minute record, may elect to incorporate in the appropriate court record, civil or criminal, the data which this paragraph requires to be recorded.</p>
		<p>(e) Keep a judgment and lien docket of all money judgments of the court, transcripts from judgment and lien dockets of other Wisconsin courts and of federal courts, warrants for unemployment insurance and warrants for delinquent Wisconsin income or franchise taxes.</p> <p>(f) Keep a judgment and lien docket of all claims for liens filed by prime contractors, subcontractors, suppliers, service providers, and laborers and all claims filed for log, mining, and maintenance liens.</p> <p>(g) Keep an index to the court record, the criminal record, the judgment record and the lien record.</p> <p>(i) File, enter, record and keep such other papers, books and records as are required by law.</p> <p>(im) Keep a record of all payments ordered by the court under s. 973.05 (4) or 778.30 (1) to be paid to the clerk of circuit court.</p> <p>(j) Keep a record called registers of officials and write or copy in the record in tabular form the names of circuit and supplemental court commissioners, deputy sheriffs, notaries public and municipal judges. The clerk shall list the officers' names, the dates of their qualification and the commencement and termination, if any, of their terms. The names shall be in alphabetical order or there shall be an index in alphabetical order to the names.</p> <p>(k) Keep a record called certificate lists and write or copy in the record a list of all certificates issued by him or her to witnesses, interpreters, jurors, sheriffs, deputy sheriffs and deputy clerks, stating the persons to whom issued, the number, date and amount of each certificate. At each annual session of the board, the board may request that the clerk prepare a summary report of certificates issued in the previous year.</p> <p>(L) Send to the secretary of state on or before June 1 of each year a certified list of all municipal judges who filed their official bonds during the preceding year.</p> <p>(m) Pay monthly to the treasurer for the use of the state the state's percentage of the costs, fees, and surcharges imposed under ch. 814 that are required to be paid on each civil action, criminal action, and special proceeding filed during the preceding month and pay monthly to the treasurer for the use of the state the percentage of court imposed fines and forfeitures that are required by law to be deposited in the state treasury. The payments shall be made by the 15th day of the month following receipt of the payments.</p> <p>(n) Pay monthly to the treasurer the amounts required by s. 302.46 (1) for the jail assessment surcharge. The payments shall be made by the 15th day of the month following receipt thereof.</p> <p>(o) Address process to the coroner if a party, the party's agent or the party's attorney files an affidavit that the party believes the sheriff will not properly perform the sheriff's duty in such action.</p> <p>(p) Cooperate with the department of workforce development with respect to the child and spousal support and establishment of paternity and medical support liability program under ss. 49.22 and 59.53 (5), and provide that department with any information from court records which it requires to administer that program.</p> <p>(q) Perform all other duties that are required by law.</p> <p>(3) Clerk of court; fees; investment of funds.</p> <p>(a) The clerk of the circuit court shall collect the fees that are prescribed in ss. 814.60 to 814.63. The clerk may refuse to accept any paper for filing or recording until the fee prescribed in subch. II of ch. 814 or any applicable statute is paid.</p> <p>(b) Except as provided in par. (c), the clerk may invest any funds that are paid into his or her office and are being held for repayment. The investments shall be made in suitably protected accounts in the manner specified in s. 66.0603 (1m) and all income that may accrue shall be paid into the county general fund.</p> <p>(c) A judge may direct that par. (b) does not apply to certain funds paid into the office. The judge's authority applies only to funds relating to cases before his or her court.</p> <p>(4) Clerk of circuit court; debt collector contract. If authorized by the board under s. 59.52 (28), the clerk of circuit court may contract with a debt collector, as defined in s. 427.103 (3), for the collection of unpaid fines and forfeitures. Any contract entered into shall provide that the debt collector shall be paid from the proceeds recovered by the debt collector. The net proceeds received by the clerk of circuit court after the payment to the debt collector shall be considered the amount of fines and forfeitures collected for purposes of distribution to the state and county under sub. (2) (m).</p> <p>(5) Clerk of circuit court; credit and debit cards; payment plans.</p>
		<p>(a) In this subsection:</p> <ol style="list-style-type: none"> <li>1. "Credit card" means a card or other similar device existing for the purpose of obtaining money, property, or services on credit under an open-end credit agreement.</li> <li>2. "Debit card" means a card or other similar device existing for the purpose of obtaining money, property, or services through the use of a depository-institution access device.</li> <li>3. "Depository-institution access device" means a terminal or other facility or installation, attended or unattended, that is not located at the principal place of business or at a branch or remote facility of a depository institution</li> </ol>

	<p>and through which depository institutions and their customers may engage, by means of either the direct transmission of electronic impulses to and from a depository institution or the recording of electronic impulses or other indicia of a transaction for delayed transmission to a depository institution, in transactions that are incidental to the conduct of the business of a depository institution.</p> <p>4. "Open-end credit agreement" means an agreement under which credit is extended on an account and under which all of the following are true:</p> <p>a. The debtor may make purchases or obtain loans, from time to time, directly from the creditor or indirectly by use of a credit card, check, or other device, as the plan may provide.</p> <p>b. The debtor has the privilege of paying the balance in full or in installments.</p> <p>c. The creditor may from time to time assess a charge, computed on any outstanding unpaid balance.</p> <p>(b) The clerk of circuit court may accept a credit card or debit card for any required payment to the clerk of circuit court and may charge and collect a reasonable service fee for the use of a credit card or debit card. The county board shall establish the amount of the service fee, which shall be retained in full by the county.</p> <p>(c) The clerk of circuit court may charge and collect a fee for the establishment and monitoring of a payment plan for persons ordered to make payments to the clerk of circuit court. The amount of the fee may not exceed \$15 and shall be on a sliding scale based on the person's ability to pay in view of the person's income.</p>
	<p><b>Court Administration</b></p> <p>As local court administrative personnel, the clerk of circuit court is at the center of an enormous variety of activities and works daily with many different people. Law enforcement, the legal community, local, state and federal agencies, businesses, and the general public depend upon the office of the clerk of circuit court to solve a wide range of problems. The clerk of circuit court provides an administrative link between the judiciary and the county boards and the public. As Clerk of Circuit Court I work closely with other court staff to ensure that the courts run smoothly and efficiently. The administrative responsibilities at the circuit court level involve a variety of tasks. These include budgeting and administering trial court resources, developing effective policies, and procedures and recruiting and maintaining competent staff.</p>
	<p><b>Court Finances</b></p> <p>Millions of dollars in fees, fines, and forfeitures are paid through clerk's offices annually. As Clerk of Circuit Court I meet this fiscal responsibility with accurate, efficient, and effective accounting practices. The CCAP financial software, designed in accordance with generally accepted accounting principles, assists clerks in efficiently handling this money.</p>
	<p><b>Jury Management</b></p> <p>Jury management is also a responsibility of the Clerk of Circuit Court. Automation, through CCAP, has made the process of selecting and notifying potential jurors much more efficient and has improved record-keeping for jury management. As Clerk of Circuit Court I work with the director of state courts and the Legislature to continue to improve jury management. The most noticeable improvement has been the decrease in the time jurors are required to serve. Effective July 1, 1997, Wisconsin citizens are obligated for no more than one month of jury service in a four-year period; at present, Rock County citizens obligation has been reduced to no more than two weeks of jury service in a four-year period.</p> <p>TCA 5: OUT OF COUNTY JURIES. A copy of any order under ss. 971.22 or 971.225, Stats., changing the place of trial to another county or requiring the selection of a jury from another county shall be sent by the ordering judge to the chief judge and district court administrator prior to the scheduling of any activities in the other county. The scheduling of any activities in the other county shall be done by the chief judge or district court administrator in consultation with the ordering judge, the chief judge or district court administrator of the district in which the other county is located (if different) and the clerks of court of both counties. The chief judge or district court administrator shall confirm the chosen dates with the ordering judge, the chief judge and district court administrator of the other county and the clerks of court.</p>
	<p><b>Custodian of the Record</b></p> <p>Recordkeeping for the courts is governed by state statutes and Wisconsin Supreme Court rule. These require that clerks maintain records of all documents filed with the courts, keep a record of court proceedings, keep records of liens and money judgments, and collect various fees, fines, and forfeitures ordered by the court or specified by statute. Clerks of circuit court must allow reasonable access to court records and maintain the confidentiality of records as set forth by statute and court order. Statewide model recordkeeping practices and state designed and approved forms and guidelines form the foundation of effective court record management in Wisconsin. Model court recordkeeping and forms are refined and updated on an on-going basis by the Wisconsin Court Records Management Committee. (RMC), which has been in existence since August 1984. In 1999, RMC split into three subcommittees. The Forms Subcommittee focuses on forms development, design and maintenance, including oversight of forms on the Wisconsin Courts Website. The Procedures Subcommittee focuses on developing and maintaining the model court recordkeeping procedures for the clerks of circuit court. The Legislative Subcommittee monitors and reviews legislation impacting forms, procedures and records retention. An RMC Records Retention Subcommittee is also convened when necessary to review issues of record retention. Members</p>

		been key players in the implementation of court automation providing time, resources, and leadership on this challenging issue. Through the Consolidated Court Automation Programs (CCAP), clerks of circuit court have been given equipment, software, and training that has allowed them to enhance the efficiency of their offices and increase public access to the courts. As Clerk of Circuit Court, I and my designee serve on various design and policy committees that influence how court automation proceeds. As Clerk of Circuit Court, I have helped to educate the public and the state Legislature on the importance of court automation. Advances in technology have been utilized by my office and include the addition of such features as court calendar kiosks, public access terminals, online juror questionnaires, and the ability to accept electronic payments.

Time%	Current Goal	Changes to WORKER ACTIVITIES in your existing Position Description and/or class description - indicate which goal (A, B, C, D, etc.) has changed and the change.

4. **NEW GOALS OR ACTIVITIES:** List any new goals or activities that have been added to your position in the last year.

Time%	Goal or Activity	New Goals or Activities in your existing Position Description and/or class description. (Indicate the priority and % of time spent on this new goal or activity.)

5. **WORK PRODUCTS: SAMPLES**

Work Products - (i.e. policies, guidelines, budgets, reports, letters, memos, computer-generated printouts, profit and loss statement, etc.)	Receiver(s) - Identify who received each of these work products.
<p>TCA (UNIFORM RULES FOR TRIAL COURT ADMINISTRATION) STANDARD JURY YEAR AND WRITTEN ANNUAL EVALUATION</p> <p>Effective January 1, 2008, the circuit court jury year will run from January 1 to December 31. The calendar year will be the basis for the cycle of qualification, summoning and serving in each county. CCAP will distribute to each circuit court lists of prospective juror names in sufficient time to accommodate the qualification process. The Chief Judge of each administrative judicial district shall direct the Clerks of Circuit Court in the district to file with the District Court Administrator a written report no later than April 1 of each year, commencing April 1, 2009. The District Court Administrators shall forward a copy of each report to the Director of State Courts Office. This report shall comply with the provisions of SCR 73.01 and will measure jury system performance against standards adopted by the Director of State Courts.</p>	<p>Chief Judge District Court Administrator Director of State Courts</p>
<p>TCA 11: MOTION/PETITION TO MODIFY OR ENFORCE A JUDGMENT FILED FROM ANOTHER COUNTY. (a) Upon the filing of a petition or motion to modify or enforce a family judgment under §767.025, if the clerk of court determines that the original judgment was rendered in another Wisconsin county, the clerk shall notify the judge assigned to the motion/petition that it has been filed,</p>	<p>Court Official Case associated Clerk of Circuit Court</p>

<p><b>Work Products</b> - (i.e. policies, guidelines, budgets, reports, letters, memos, computer-generated printouts, profit and loss statement, etc.)</p>	<p>Receiver(s) - Identify who received each of these work products.</p>
<p>the county where the judgment was rendered, and the name of the judge of record.</p>	
<p>TCA 7: PER DIEM COURT REPORTERS' NOTES. (a) The notes of per diem court reporters shall be delivered to the clerk of circuit court of the county in whose jurisdiction the notes were taken, or his or her designee under paragraph (b). (b) With prior approval of the chief judge, the clerk of circuit court may designate as physical custodian of per diem court reporters' notes: (2) in all other districts, the official court reporter in whose branch the notes were taken. (c) The clerk of circuit court or other designated custodian shall have the authority to release to a court reporter the custody of said notes for the purpose of preparing a transcript, without further order of the court.</p>	<p>Chief Judge</p>
<p>UNCLAIMED FUNDS §59.66(2) 59.66 Unclaimed funds. (1) Disposition of unclaimed funds by court clerks. (a) On or before January 10 of every odd-numbered year the circuit court clerk shall file with the treasurer of his or her county a written report under oath of all moneys, securities or funds in his or her hands or under his or her possession or control where, for a period of 4 years or more, no order was made, or no step or proceeding had or taken in the case, action, or proceeding in, by or through which the moneys, securities or funds may have been deposited or left with the clerk or his or her predecessors in office, and where no valid claim was made upon or for any such moneys, securities or funds for a period of 4 years or more, and where the owner or ownership of the moneys, securities or funds is unknown, or undetermined, and the clerk or his or her successor in office shall hold the moneys, securities or funds, together with all interest or profits, until one year after the making of the report unless sooner demanded by and turned over to the legal owners thereof. (b) One year after the filing of the report the clerk of any circuit court holding or having in his or her possession any such moneys, securities or funds shall turn them over to the treasurer, unless sooner demanded by and turned over to the legal owners thereof under order of the court in which the case, action or proceeding was pending. (c) On or before March 1 of the same year the treasurer shall publish in the county, as a class 3 notice, under ch. 985, the fact that he or she has unclaimed moneys, securities or funds in his or her possession for disposition. If no legal claim is made for the moneys, securities or funds within 90 days after the last publication above provided for, then the treasurer shall deposit the moneys, securities or funds, together with all interest and profits thereon, in the general fund of the county treasury, and no action may thereafter be maintained by any person, firm or corporation against the county or the treasurer for the moneys, securities or funds. (2) Unclaimed funds in public treasury. (a) 1. On or before January 10 of every odd-numbered year, each officer of a municipality and county, and each clerk of every court of record, shall file with the treasurer of that person's county a written report under oath giving the names and the last-known addresses of all persons for whom any such officer or clerk holds money or security, and which has not been claimed for at least one year, and showing the amount of the money or the nature of the security in detail. A duplicate report shall also be mailed to the department of financial institutions. Upon receiving the reports the treasurer shall cause to be published a class 3 notice, under ch. 985, on or before February 1 of the same year, which contains the names and last-</p>	<p>Chief Judge Finance Director Administration County Board Financial Institution(s) Treasurer County Clerk</p>

<p>known addresses of the owners of the unclaimed money or security that has a value of at least \$10, and shall state that unless the owners call for and prove their ownership of the money or security, within 6 months from the time of the completed publication, the treasurer will take possession or control of the money or security. At the end of the 6 months from the time of the completed publication, the treasurer shall also take possession or control of all money or security of persons for whom an officer of a municipality and county, and each clerk of every court of record, holds money or security, and which has not been claimed for at least one year, if the money or security has a value of less than \$10.</p> <p>2. In counties with a population of 500,000 or more, the treasurer shall distribute to as many community-based newspapers as possible, that are published in the county, a copy of the notice that is described in subd. 1. The treasurer shall distribute these copies of notices at the same time that he or she causes the notices to be published.</p> <p>59.66(2)(am) (am) Any money or security of which the treasurer has taken possession or control under par. (a) 1. and has had in his or her possession or control for more than one year shall, to the extent possible, be deposited in the county's general revenue fund. Money or security that is deposited under this paragraph may remain in the county's general revenue fund or may be used by the county until the money or security is paid or delivered to its owner, or becomes the property of the county, under par. (b).</p>	
<p><b>ACTUAL REPORT OF COST (CS-147):</b></p> <p>As a result of the Subcommittee's work, 2007 Wisconsin Act 20 gave the Director of State Courts the statutory charge to institute a standardized program for recording, reporting, and auditing the revenues and expenditures of Wisconsin's circuit courts. Under s. 758.19(5)(am), Wis. Stats., the Director of State Courts may create a uniform chart of accounts that "each county shall be required to use for the recording of all financial transactions relating to the operation of circuit courts." In addition, statutes provide that the Director also may audit the annual financial information reported by counties to ensure compliance with the uniform chart of accounts. This document, Wisconsin Court System Circuit Court Revenue and Expenditure Uniform Chart of Accounts, issued by the Director of State Courts Office provides guidance to counties on how to complete the annual reporting requirements required under s. 758.19(5)(e), Wis. Stats. Since the inception of the Circuit Court Support Payment Program and the Guardian Ad Litem (GAL) Payment Program in state fiscal year (FY) 1993-94, s. 758.19(5)(e), Wis. Stats., required counties to submit, by May 15th, information regarding the amount of actual costs the county incurred in the previous calendar year in operating the circuit courts. Although the Director of State Courts' Office has repeatedly tried over the years to refine the reporting format and process to result in better reporting of this county cost data, inconsistencies continued both among counties and within an individual county over time. These reporting problems persisted due to differing and inconsistent accounting practices among and within counties. To obtain accurate and comparable revenue and cost data from counties, a circuit court uniform chart of accounts was developed. The goal of the uniform chart of accounts is for the Director's Office to collect reliable and comparable circuit court revenue and expenditure information from counties to provide the Supreme Court, the Governor and the Legislature more accurate data as to how much it costs to operate the circuit courts in Wisconsin.</p>	<p>Director of State Courts  Supreme Court  Governor  Legislature</p>

**6. BOARDS/COMMISSIONS/COMMITTEES:** List any new boards, commissions and/or standing committees that you have been assigned responsibility for in the last year.

Board/Commission/Committee	Chair	Member	Executive Officer	Staff Support
Wisconsin Clerk of Circuit Court Association	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rock County E-filing Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firearm Surrender Protocol Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7. PROGRAMS YOU ARE DIRECTLY RESPONSIBLE FOR ADMINISTERING:**

Instructions: Describe the program(s) you are directly responsible for administering in one or two sentences (example: mediation services for the Circuit Court) and include the amount of revenue associated with the program or the cost of doing the program. Do not include the salaries of personnel. (Example: the HR Director is responsible for the County's Safety Committee program with a program budget of \$50,000). With this question we are trying to identify the scope of your position. You do not need to get exact numbers and list every single program, just the major functions of your position.

Specific Program	Revenue/Cost
Clerk of Court and Circuit Court Revenues	\$2,332,368
Clerk of Court and Circuit Court Operating Expense	\$835,450

Total Program Revenue/Costs That Your Position Is Responsible For

\$2,496,942

**8. PERSONNEL YOU DIRECTLY SUPERVISE:**

Total Professionals

Number of Personnel in Each Job Class	Job Classes of Professional Positions You Supervise

Total Para-Professionals

Number of Personnel in Each Job Class	Job Classes of Para-Professional Positions You Supervise

Total Technical

Number of Personnel in Each Job Class	Job Classes of Technical Positions You Supervise

Total Administrative/Clerical 33

Number of Personnel in Each Job Class	Job Classes of Administrative/Clerical Positions You Supervise
1	Chief Deputy Clerk of Circuit Court - Unilateral Range 18
1	Financial Supervisor - Unilateral Range 15
2	Collection / Account Specialists - Union 2489, 1
3	Division Leader Deputy Clerk of Court - Union 2489, 1
25	Deputy Clerk of Court - Union 2489, 4b
1	Judicial Receptionist / Clerk II - Union 2489, 13

Total Number of Personnel You Directly Supervise 33

**9. PHYSICAL REQUIREMENTS:** List any changes to the physical requirements of the job during the past year.

Ability to:	
-------------	--

**10. EMPLOYEE'S STATEMENT** If there are other aspects of your job that have changed and are not covered in this questionnaire, please describe them below:

STATUTES & RULES AFFECTING THE CLERK OF CIRCUIT COURT

59.40 Clerk of court.

(1) Clerk of court; deputies; chief deputy; division chief deputies; calendar deputy clerk in certain counties.

(a) Counties of less than 500,000 population. Every clerk of the circuit court shall appoint one or more deputies and the appointments shall be approved by the majority of circuit judges for the county, but shall be revocable by the clerk at pleasure, except in counties having a population of 500,000 or more. The appointments and revocations shall be in writing and shall be filed in the clerk's office. The deputies shall aid the clerk in the discharge of the clerk's duties. In the absence of the clerk from the office or from the court, the deputies may perform all the clerk's duties; or in case of a vacancy by resignation, death, removal or other cause the deputy appointed shall perform all such duties until the vacancy is filled.

(b) Counties of more than 500,000 population. In counties having a population of 500,000 or more the clerk shall appoint one chief deputy and 4 assistant chief deputy clerks, 3 calendar deputy clerks, and one or more deputy clerks as the board authorizes. The deputy clerks shall aid the clerk in the discharge of the clerk's duties under the supervision of the clerk, the chief deputy clerk and the assistant chief deputy clerks. The appointments of the chief deputy clerk who is exempt from classified civil service and the calendar deputy clerks shall be in writing and filed in the clerk's office. These appointments shall be approved by the chief judge of the judicial administrative district, but are revocable at the pleasure of the clerk. The chief deputy clerk has all powers and duties of assistant chief deputy clerks, deputy clerks, and other court assistants except bailiffs and reporters and in the absence of the clerk from the office or from the court, the chief deputy clerk may perform all of the clerk's duties; or in case of a vacancy by resignation, death, removal or other cause the chief deputy clerk shall perform all such duties until the vacancy is filled.

(2) Clerk of court; to keep court papers, books and records. The clerk of circuit court shall:

(a) File and keep all papers properly deposited with him or her in every action or proceeding unless required to transmit the papers.

The papers may be microfilmed or microphotographed, or transferred to optical disks or electronic format if authorized under s. 59.52 (14), and the originals may thereafter be destroyed upon compliance with SCR chapter 72.

(b) Keep a court record and write in that record the names of parties in every civil action or proceeding in the court, the names of attorneys representing the parties, a brief statement of the nature of the action or proceeding, the date of filing every paper therein and of each proceeding taken, the file in which the papers can be found, the time when the action or proceeding is put on the calendar for trial, and when and how the action or proceeding is disposed of; the location where minutes in every case can be found and the place in the judgment record or microfilm or optical disc or electronic file where any judgment, order or report has been recorded, so as to make the court record a history in brief of each action or proceeding from beginning to final disposition; and a complete index of all proceedings therein.

(c) Keep a criminal record and write in that record a history in every criminal action like the court record in civil actions and proceedings with references to the file where papers in the action can be found, to the minute record and to the information record where indictments and informations can be found.

(d) Keep a minute record and, except for actions under ch. 799, write in that record a brief statement of all proceedings in open court showing motions and orders during trial, names of witnesses, jurors selected, the officer sworn to take them in charge, jury verdicts and openings and adjournments of court. The clerk, in lieu of keeping a minute record, may elect to incorporate in the appropriate court record, civil or criminal, the data which this paragraph requires to be recorded.

(e) Keep a judgment and lien docket of all money judgments of the court, transcripts from judgment and lien dockets of other Wisconsin courts and of federal courts, warrants for unemployment insurance and warrants for delinquent Wisconsin income or franchise taxes.

(f) Keep a judgment and lien docket of all claims for liens filed by prime contractors, subcontractors, suppliers, service providers, and laborers and all claims filed for log, mining, and maintenance liens.

(g) Keep an index to the court record, the criminal record, the judgment record and the lien record.

(i) File, enter, record and keep such other papers, books and records as are required by law.

(im) Keep a record of all payments ordered by the court under s. 973.05 (4) or 778.30 (1) to be paid to the clerk of circuit court.

(j) Keep a record called registers of officials and write or copy in the record in tabular form the names of circuit and supplemental court commissioners, deputy sheriffs, notaries public and municipal judges. The clerk shall list the officers' names, the dates of their qualification and the commencement and termination, if any, of their terms. The names shall be in alphabetical order or there shall be an index in alphabetical order to the names.

(k) Keep a record called certificate lists and write or copy in the record a list of all certificates issued by him or her to witnesses, interpreters, jurors, sheriffs, deputy sheriffs and deputy clerks, stating the persons to whom issued, the number, date and amount of each certificate. At each annual session of the board, the board may request that the clerk prepare a summary report of certificates issued in the previous year.

(L) Send to the secretary of state on or before June 1 of each year a certified list of all municipal judges who filed their official bonds during the preceding year.

(m) Pay monthly to the treasurer for the use of the state the state's percentage of the costs, fees, and surcharges imposed under ch. 814 that are required to be paid on each civil action, criminal action, and special proceeding filed during the preceding month and pay monthly to the treasurer for the use of the state the percentage of court imposed fines and forfeitures that are required by law to be deposited in the state treasury. The payments shall be made by the 15th day of the month following receipt of the payments.

(n) Pay monthly to the treasurer the amounts required by s. 302.46 (1) for the jail assessment surcharge. The payments shall be made by the 15th day of the month following receipt thereof.

(o) Address process to the coroner if a party, the party's agent or the party's attorney files an affidavit that the party believes the sheriff will not properly perform the sheriff's duty in such action.

(p) Cooperate with the department of workforce development with respect to the child and spousal support and establishment of paternity and medical support liability program under ss. 49.22 and 59.53 (5), and provide that department with any information from court records which it requires to administer that program.

(q) Perform all other duties that are required by law.

(3) Clerk of court; fees; investment of funds.

(a) The clerk of the circuit court shall collect the fees that are prescribed in ss. 814.60 to 814.63. The clerk may refuse to accept any paper for filing or recording until the fee prescribed in subch. II of ch. 814 or any applicable statute is paid.

(b) Except as provided in par. (c), the clerk may invest any funds that are paid into his or her office and are being held for repayment. The investments shall be made in suitably protected accounts in the manner specified in s. 66.0603 (1m) and all income that may accrue shall be paid into the county general fund.

(c) A judge may direct that par. (b) does not apply to certain funds paid into the office. The judge's authority applies only to funds relating to cases before his or her court.

(4) Clerk of circuit court; debt collector contract. If authorized by the board under s. 59.52 (28), the clerk of circuit court may contract with a debt collector, as defined in s. 427.103 (3), for the collection of unpaid fines and forfeitures. Any contract entered into shall provide that the debt collector shall be paid from the proceeds recovered by the debt collector. The net proceeds received by the clerk of circuit court after the payment to the debt collector shall be considered the amount of fines and forfeitures collected for purposes of distribution to the state and county under sub. (2) (m).

(5) Clerk of circuit court; credit and debit cards; payment plans.

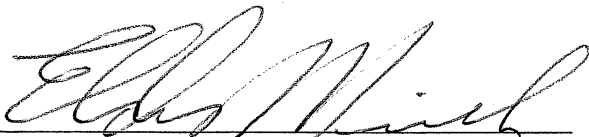
(a) In this subsection:

1. "Credit card" means a card or other similar device existing for the purpose of obtaining money, property, or services on credit under an open-end credit agreement.



2. "Debit card" means a card or other similar device existing for the purpose of obtaining money, property, or services through the use of a depository-institution access device.
3. "Depository-institution access device" means a terminal or other facility or installation, attended or unattended, that is not located at the principal place of business or at a branch or remote facility of a depository institution and through which depository institutions and their customers may engage, by means of either the direct transmission of electronic impulses to and from a depository institution or the recording of electronic impulses or other indicia of a transaction for delayed transmission to a depository institution, in transactions that are incidental to the conduct of the business of a depository institution.
4. "Open-end credit agreement" means an agreement under which credit is extended on an account and under which all of the following are true:
- a. The debtor may make purchases or obtain loans, from time to time, directly from the creditor or indirectly by use of a credit card, check, or other device, as the plan may provide.
  - b. The debtor has the privilege of paying the balance in full or in installments.
  - c. The creditor may from time to time assess a charge, computed on any outstanding unpaid balance.
- (b) The clerk of circuit court may accept a credit card or debit card for any required payment to the clerk of circuit court and may charge and collect a reasonable service fee for the use of a credit card or debit card. The county board shall establish the amount of the service fee, which shall be retained in full by the county.
- (c) The clerk of circuit court may charge and collect a fee for the establishment and monitoring of a payment plan for persons ordered to make payments to the clerk of circuit court. The amount of the fee may not exceed \$15 and shall be on a sliding scale based on the person's ability to pay in view of the person's income.

CERTIFICATION: I hereby certify that the above information is accurate and complete.

  
Employee Signature

ELDRED MIELKE  
Employee Name (please print)

3/19/14  
Date

## PART II: SUPERVISOR

Review this employee's questionnaire carefully to see that it is accurate and complete. Fill out items 1-8. Do not fill in these items unless you supervise the employee directly.

**NOTE:** Your certification means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the goals and activities of the job. If part I does not express your view of the goals, activities and essential functions that you have assigned the employee, use Part II to qualify or elaborate the description.

There are two essential cautions you should observe:

- 1) Do not change or alter the employee's entries in **Part I**.
- 2) Do not make any statements or comments about the employee's work performance, competence or qualifications. This questionnaire will be used to evaluate the goals and activities that constitute the position, not the performance or qualifications of the employee. Please allow your employees to review your responses if they request to see them.

1. Do you agree with the information the employee has provided?  Yes  No

If you do not agree, please describe the things you do not agree with and why.

2. Do you support the employee's request?  Yes  No

Why or why not?

CERTIFICATION: I hereby certify that the above information is accurate and complete.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Name of Supervisor (print)

\_\_\_\_\_  
Supervisor Title

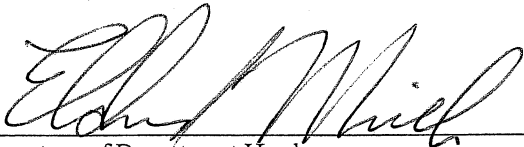
\_\_\_\_\_  
Date

PART III: DEPARTMENT HEAD

1. Do you support the employee's request?

Yes  No

Why or why not?

  
\_\_\_\_\_  
Signature of Department Head

3/19/14  
\_\_\_\_\_  
Date

NOTE: This request will not be considered until the Employee, Supervisor and Department Head have all signed this form.

Date received in HR:

Received by:

\_\_\_\_\_

\_\_\_\_\_

**Rock County Court System**

<b>Present Personnel (Full Time Equivalent)</b>	
<b>Clerk of Courts</b>	
1.0	Clerk of Circuit Court
1.0	Chief Deputy Clerk of Circuit Court
3.0	Collections/Accounts Specialist
3.0	Division Leader Deputy Clerk
26.0	Deputy Clerk of Court
1.0	Clerk II
35.0	Total

Clerk of Courts

County	2014 Salary*	2015-18 Term Salary		2015 Salary	2015 % Inc.	2016 Salary	2016 % Inc.	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.
		Proposed	Adopted								
Adams	\$58,470.69	X		\$59,000.00	0.91%	\$60,000.00	1.70%	\$61,500.00	2.50%	\$63,000.00	2.44%
Ashland	\$46,647.25										
Barron	\$59,061.00	X		\$63,100.00	6.84%	\$64,678.00	2.50%	\$68,867.00	6.48%	\$70,578.00	2.48%
Bayfield	\$54,985.00										
Brown	\$67,700.00			\$69,000.00	1.92%	\$71,000.00	2.90%	\$73,000.00	2.82%	\$75,000.00	2.74%
Buffalo	\$52,843.26	not set yet		\$52,843.27	0.00%	\$53,503.81	1.25%	\$53,503.81	0.00%	\$54,172.61	1.25%
Burnett	\$52,793.00										
Calumet	\$60,011.00	X		\$61,211.00	2.00%	\$62,435.00	2.00%	\$63,684.00	2.00%	\$64,958.00	2.00%
Chippewa	\$65,749.52		X	\$66,457.25	1.08%	\$68,450.97	3.00%	\$70,504.49	3.00%	\$72,619.63	3.00%
Clark	\$55,117.93										
Columbia	\$70,218.72										
Crawford											
Dane	\$94,267.00										
Dodge	\$64,349.00		X	\$66,685.00	3.63%	\$67,685.00	1.50%	\$68,700.00	1.50%	\$69,731.00	1.50%
Door	\$64,089.00										
Douglas	\$60,090.35	3/6/2014									
Dunn	\$60,666.00	2/19/2014		\$61,121.00	0.75%	\$61,579.00	0.75%	\$62,041.00	0.75%	\$62,506.00	0.75%
Eau Claire	\$63,101.30	not set yet									
Florence											
Fond du Lac	\$72,215.45										
Forest	\$42,404.15	2/18/2014		\$42,828.20	1.00%	\$43,256.49	1.00%	\$44,121.62	2.00%	\$45,004.06	2.00%
Grant	\$53,615.00										
Green											
Green Lake	\$61,510.12	X		\$63,010.97	2.44%	\$63,956.13	1.50%	\$64,915.47	1.50%	\$65,889.21	1.50%
Iowa	\$51,529.00										
Iron											
Jackson	\$54,968.00										
Jefferson	\$62,774.40		X	\$73,444.80	17.00%	\$73,444.80	0.00%	\$73,444.80	0.00%	\$73,444.80	0.00%
Juneau	\$55,711.00										
Kenosha	\$79,839.00										
Kewaunee	\$58,028.00										
La Crosse	\$72,539.00										
Lafayette	\$45,759.00	2/18/2014									
Langlade	\$55,000.00										
Lincoln											
Manitowoc	\$63,441.00	3/18/2014									
Marathon	\$76,885.00	X		\$86,208.00	12.13%						
Marquette	\$60,589.00										
Marquette	\$54,392.46										
Menominee	\$41,437.37										
Milwaukee	\$108,012.94										
Monroe	\$47,482.00	X		\$51,281.00	8.00%	\$51,794.00	1.00%	\$52,312.00	1.00%	\$52,835.00	1.00%
Oconto	\$56,087.00	X		\$58,558.50	4.41%	\$60,060.00	2.56%	\$60,060.00	0.00%	\$61,562.50	2.50%
Oneida	\$60,747.66										
Outagamie	\$75,444.00	not set yet									
Oraukee	\$74,657.54	not set yet									

20

County	2014 Salary*	2015-18 Term Salary		2015 Salary	2015 % Inc.	2016 Salary	2016 % Inc.	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.
		Proposed	Adopted								
Pepin	\$48,251.00										
Pierce	\$58,124.00										
Polk	\$55,146.75										
Portage	\$64,365.11	02.10.14		\$65,330.59	1.50%	\$66,310.55	1.50%	\$67,305.21	1.50%	\$68,314.79	1.50%
Price	\$46,717.00										
Racine											
Richland	\$52,858.00										
Rock	\$69,251.00										
Rusk	\$47,651.00	X		\$49,071.29	2.98%	\$50,083.29	2.06%	\$50,834.54	1.50%	\$51,597.06	1.50%
St. Croix	\$63,786.38	\$70,000.00		\$70,000.00	9.74%	\$70,000.00	0.00%	\$70,000.00	0.00%	\$70,000.00	0.00%
Sauk	\$62,932.00										
Sawyer	\$50,195.60	2/20/2014		\$52,705.00	5.00%	\$53,232.00	1.00%	\$53,764.00	1.00%	\$54,302.00	1.00%
Shawano	\$54,253.20										
Sheboygan	\$67,370.41										
Taylor	\$52,068.00		X	\$54,254.00	4.20%	\$55,339.00	2.00%	\$56,445.00	2.00%	\$57,573.00	2.00%
Trempealeau	\$59,242.31	1% / yr	not yet	\$59,835.00	1.00%	\$60,433.00	1.00%	\$61,037.00	1.00%	\$61,648.00	1.00%
Vernon	\$52,151.00			\$52,151.00	0.00%						
Vilas											
Walworth	\$74,871.98			\$76,369.00	2.00%	\$77,896.00	2.00%	\$79,454.00	2.00%	\$81,043.00	2.00%
Washburn	\$51,312.32										
Washington	\$70,375.31		X	\$74,075.11	5.26%	\$76,067.73	2.69%	\$78,083.53	2.65%	\$80,074.66	2.55%
Waukesha	\$76,961.00		X	\$78,115.00	1.50%	\$79,287.00	1.50%	\$80,476.00	1.50%	\$81,683.00	1.50%
Waupaca											
Waushara	\$59,351.00										
Winnebago	\$65,981.00										
Wood	\$65,447.00	X		\$73,628.00	12.50%						

2018 Salary	22
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2017 Salary	22
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2016 Salary	22
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2015 Salary	25
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Statistical Information	2014 Salary*	64
# of Responses		

2.00%	\$45,004.06	2.00%
2.13%	\$58,570.38	2.13%
1.75%	\$65,423.61	1.75%
1.65%	\$70,000.00	1.65%
2.46%	\$72,109.22	2.46%
1.50%	\$81,683.00	1.50%

2.00%	\$44,121.62	2.00%
1.49%	\$57,348.75	1.49%
1.75%	\$64,299.74	1.75%
1.75%	\$68,867.00	1.75%
1.10%	\$70,378.37	1.10%
1.50%	\$80,476.00	1.50%

1.00%	\$43,256.49	1.00%
4.15%	\$56,504.25	4.15%
0.29%	\$63,195.57	0.29%
1.50%	\$67,685.00	1.50%
-0.55%	\$69,612.74	-0.55%
-8.03%	\$79,287.00	-8.03%

3.36%	\$42,828.20	3.36%
1.55%	\$54,254.00	1.55%
5.58%	\$63,010.97	5.58%
4.54%	\$66,685.00	4.54%
6.37%	\$70,000.00	6.37%
-20.19%	\$86,208.00	-20.19%

Minimum	\$41,437.37
25th Percentile	\$53,425.75
50th Percentile (Median)	\$59,681.00
66th Percentile	\$63,786.38
75th Percentile	\$65,807.39
Maximum	\$108,012.94

1.66%	\$65,342.56	1.66%
1.66%	\$65,542.46	1.66%

1.69%	\$64,275.16	1.69%
1.70%	\$64,472.79	1.70%

-0.01%	\$63,204.17	-0.01%
0.48%	\$63,397.41	0.48%

3.63%	\$63,211.32	3.63%
4.80%	\$63,097.69	4.80%

Average (Mean)	\$60,998.29
Trimmed Mean (10%)	\$60,209.85

The "Trimmed Mean" is a calculation excluding the outlying data from your analysis. In this case, the high and low values may skew the data, so the top 5% and bottom 5% are excluded for a more accurate picture.



**Sheriff**

Entity	2014 Salary	Chief Dep. 2014 Max. Sal.	2015 Salary	2015 % Inc.	2016 Salary	2016 % Inc.	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.
Police Chief, Beloit	\$127,595.00	\$112,687.00								
Police Chief, Janesville	\$125,790.00	\$103,619.00								
7 Traditional County Comps (Brown, Kenosha, Marathon, Outagamie, Racine, Sheybogan, and Winnebago)	\$91,877.00		\$98,403.86	7.10%	\$99,445.00	1.06%	\$100,495.86	1.06%	\$101,556.86	1.06%
10 County Comps (7 traditional plus Dane, LaCrosse, and Walworth)	\$98,555.00		\$103,738.80	5.26%	\$104,953.90	1.17%	\$106,286.80	1.27%	\$107,637.20	1.27%
<u>OPTIONS</u>										

Option A) Rock County Sheriff	\$102,819.00	\$100,933.92	\$105,819.00	2.92%	\$108,819.00	2.84%	\$111,819.00	2.76%	\$114,819.00	2.68%
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OPTION A. The salary of the Rock County Sheriff would be increased by \$3,000 each year of the 4 years term.

Option B) Rock County Sheriff	\$102,819.00	\$100,933.92	\$109,975.38	6.96%	\$112,174.89	2.00%	\$114,418.39	2.00%	\$116,706.75	2.00%
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OPTION B. The salary of the Rock County Sheriff would be increased by adding a lump sum of \$5,000 in 2015, plus 2% of that, and then increased by 2% in each of the next three years of the 4 year term.

Option C) Rock County Sheriff	\$102,819.00	\$100,933.92	\$104,361.29	1.50%	\$111,548.51	6.89%	\$113,779.48	2.00%	\$116,055.07	2.00%
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OPTION C. The salary of the Rock County Sheriff would be increased by 1.5% in 2015 and then increased by adding a lump sum of \$5,000 in 2016, plus 2% of that, and then increased by 2% in each of the next two years of the 4 year term.

Option D) Rock County Sheriff	\$102,819.00	\$100,933.92	\$114,819.00	11.67%	\$119,411.76	4.00%	\$124,188.23	4.00%	\$129,155.76	4.00%
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OPTION D. The salary of the Rock County Sheriff would be increased by adding a lump sum of \$12,000 in 2015 and then increasing the salary by 4% in each of the next three years of the 4 year term.

County	2014 Salary*	Chief Dep. 2014 Max. Sal.	2015-18 Term Salary		2015 Salary	2015 % Inc.	2016 Salary	2016 % Inc.	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.
			Proposed	Adopted								
Ozaukee	\$100,400.00		not set yet									
Pepin	\$64,898.00											
Pierce	\$75,275.00											
Polk	\$83,423.00											
Portage	\$79,267.86	\$87,554.00	02.10.14		\$80,456.88	1.50%	\$81,663.73	1.50%	\$82,888.69	1.50%	\$84,132.02	1.50%
Price	\$60,000.00				\$98,786.00	3.02%	\$99,773.00	1.00%	\$100,771.00	1.00%	\$101,779.00	1.00%
Racine	\$95,890.00	\$106,013.00										
Richland	\$67,506.86											
Rock	\$102,819.00	\$100,933.92										
Rusk	\$61,623.00	\$55,855.06	X		\$60,000.00	-2.63%	\$60,000.00	0.00%	\$60,900.00	1.50%	\$61,813.50	1.50%
St. Croix	\$83,888.00	\$98,000.00	\$92,000.00		\$92,000.00	9.67%	\$92,000.00	0.00%	\$92,000.00	0.00%	\$92,000.00	0.00%
Sauk	\$84,418.00											
Sawyer	\$66,830.00	\$64,764.73	2/20/2014		\$70,180.00	5.01%	\$70,882.00	1.00%	\$71,591.00	1.00%	\$72,307.00	1.00%
Shawano	\$70,298.00											
Sheboygan	\$92,940.63	\$87,803.00			\$99,554.00	7.12%	\$99,554.00	0.00%	\$99,554.00	0.00%	\$99,554.00	0.00%
Taylor	\$77,527.00	\$80,496.00		X	\$80,240.00	3.50%	\$81,844.00	2.00%	\$83,480.00	2.00%	\$85,149.00	2.00%
Trempealeau	\$77,272.00	\$67,341.00	1% /yr	not yet	\$78,045.00	1.00%	\$78,825.00	1.00%	\$79,613.00	1.00%	\$80,410.00	1.00%
Vernon	\$67,364.00				\$67,364.00	0.00%						
Vilas	\$60,641.00											
Waikworth	\$100,420.00	\$107,349.00			\$107,000.00	6.55%	\$108,070.00	1.00%	\$109,151.00	1.00%	\$110,242.00	1.00%
Washburn	\$62,335.00											
Washington	\$89,154.29			X	\$96,897.53	8.69%	\$99,504.07	2.69%	\$102,140.93	2.65%	\$104,745.53	2.55%
Waukesha	\$101,793.00			X	\$103,321.00	1.50%	\$104,871.00	1.50%	\$106,444.00	1.50%	\$108,041.00	1.50%
Waupaca	\$82,559.00											
Waushara	\$79,948.00											
Winnebago	\$88,953.00	\$86,189.00			\$91,182.00	2.51%	\$93,006.00	2.00%	\$94,866.00	2.00%	\$96,763.00	2.00%
Wood	\$95,659.00	\$96,636.00	X		\$107,598.00	12.48%						

2018 Salary	30
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2017 Salary	30
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2016 Salary	30
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2015 Salary	32
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Minimum	\$61,813.50	1.50%
25th Percentile	\$83,776.21	1.03%
50th Percentile (Median)	\$89,772.55	1.09%
66th Percentile	\$97,683.33	0.41%
75th Percentile	\$102,652.00	1.38%
Maximum	\$146,244.00	1.99%

Minimum	\$60,900.00	1.50%
25th Percentile	\$82,923.59	3.94%
50th Percentile (Median)	\$88,802.46	1.75%
66th Percentile	\$97,290.00	0.02%
75th Percentile	\$101,258.50	1.54%
Maximum	\$143,395.00	1.99%

Minimum	\$60,000.00	0.00%
25th Percentile	\$79,780.20	2.36%
50th Percentile (Median)	\$87,278.20	1.26%
66th Percentile	\$97,273.36	0.64%
75th Percentile	\$99,718.25	0.75%
Maximum	\$140,595.00	1.25%

Minimum	\$60,000.00	1.91%
25th Percentile	\$77,942.50	16.63%
50th Percentile (Median)	\$86,193.00	11.54%
66th Percentile	\$96,651.02	15.17%
75th Percentile	\$98,978.00	12.89%
Maximum	\$138,859.00	-1.73%

Average (Mean)	\$91,778.87	1.37%
Trimmed Mean (10%)	\$90,903.88	1.33%

Average (Mean)	\$90,540.71	1.51%
Trimmed Mean (10%)	\$89,711.65	1.48%

Average (Mean)	\$89,193.54	1.39%
Trimmed Mean (10%)	\$88,400.40	1.36%

Average (Mean)	\$87,975.02	10.37%
Trimmed Mean (10%)	\$87,211.39	11.12%

Statistical Information	2014 Salary*	Chief Dep. 2014 Max. Sal.
# of Responses	69	27

Minimum	\$58,876.00	\$50,398.40
25th Percentile	\$66,830.00	\$78,928.10
50th Percentile (Median)	\$77,272.00	\$89,540.00
66th Percentile	\$83,919.33	\$97,090.67
75th Percentile	\$87,674.00	\$103,059.26
Maximum	\$141,310.00	\$125,611.00

Average (Mean)	\$79,707.02	\$89,006.83
Trimmed Mean (10%)	\$78,482.32	\$89,087.00

The "Trimmed Mean" is a calculation excluding the outlying data from your analysis. In this case, the high and low values may skew the data, so the top 5% and bottom 5% are excluded for a more accurate picture.

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Sheriff

County	2014 Salary*	Chief Dep. 2014 Max. Sal.	2015-18 Term Salary		2015 Salary	% Inc.	2016 Salary	% Inc.	2017 Salary	% Inc.	2018 Salary	% Inc.
			Proposed	Adopted								
Adams	\$75,373.00	\$77,360.19	X		\$77,635.00	3.00%	\$79,188.00	2.00%	\$80,771.00	2.00%	\$82,387.00	2.00%
Ashland												
Barron	\$72,855.00	\$81,913.00	X		\$77,238.00	6.02%	\$79,168.00	2.50%	\$83,709.00	5.74%	\$85,801.00	2.50%
Bayfield	\$62,256.00											
Brown	\$91,000.00	\$87,578.00			\$100,370.00	10.30%	\$103,370.00	2.99%	\$106,370.00	2.90%	\$109,370.00	2.82%
Buffalo	\$64,595.51	\$50,398.40			\$64,595.51	0.00%	\$65,402.95	1.25%	\$65,402.95	0.00%	\$66,220.49	1.25%
Burnett	\$66,800.00											
Calumet	\$82,782.00		X		\$84,437.64	2.00%	\$86,126.39	2.00%	\$87,848.92	2.00%	\$89,605.90	2.00%
Chippewa	\$77,800.00	\$105,184.60		X	\$80,109.12	2.97%	\$82,512.39	3.00%	\$84,987.77	3.00%	\$87,537.40	3.00%
Clark	\$66,661.00											
Columbia	\$82,607.00											
Crawford	\$60,257.00											
Dane	\$141,310.00	\$125,611.00			\$138,859.00	-1.73%	\$140,595.00	1.25%	\$143,395.00	1.99%	\$146,244.00	1.99%
Dodge	\$83,982.00	\$105,185.60		X	\$87,123.00	3.74%	\$88,430.00	1.50%	\$89,756.00	1.50%	\$91,102.00	1.50%
Door	\$84,546.00											
Douglas	\$75,798.00	\$73,860.80		3/6/2014								
Dunn	\$84,628.00			2/19/2014	\$85,263.00	0.75%	\$85,902.00	0.75%	\$86,546.00	0.75%	\$87,195.00	0.75%
Eau Claire	\$85,138.00			not set yet								
Florence	\$65,900.00											
Fond du Lac	\$93,884.08											
Forest	\$61,644.23			2/18/2014	\$62,260.68	1.00%	\$62,883.29	1.00%	\$64,140.96	2.00%	\$65,423.78	2.00%
Grant	\$65,518.00											
Green	\$73,084.00											
Green Lake	\$74,795.71	\$108,160.00		X	\$80,592.38	7.75%	\$81,801.26	1.50%	\$83,028.28	1.50%	\$84,273.71	1.50%
Iowa	\$65,264.00											
Iron	\$58,876.00											
Jackson	\$66,303.00											
Jefferson	\$81,369.00	\$91,915.00		X	\$89,939.20	10.53%	\$89,939.20	0.00%	\$89,939.20	0.00%	\$89,939.20	0.00%
Juneau	\$71,208.00											
Kenosha	\$66,960.00	\$110,845.00			\$68,446.00	1.63%	\$69,923.00	1.50%	\$71,421.00	1.50%	\$72,943.00	1.50%
Kewaunee	\$72,711.00											
La Crosse	\$100,680.00	\$90,540.00			\$102,702.00	2.01%	\$104,756.00	2.00%	\$106,851.00	2.00%	\$108,988.00	2.00%
Lafayette	\$60,103.00			2/18/2014								
Langlade	\$70,000.00											
Lincoln												
Manitowoc	\$87,674.00			3/18/2014								
Marathon	\$97,833.00	\$89,540.00		X	\$104,331.00	6.64%	\$104,331.00	0.00%	\$104,331.00	0.00%	\$104,331.00	0.00%
Marquette	\$75,757.00											
Marquette	\$76,422.00											
Menominee												
Milwaukee	\$132,290.08											
Monroe	\$67,630.00	\$70,000.00		X	\$73,040.00	8.00%	\$73,770.00	1.00%	\$74,508.00	1.00%	\$75,253.00	1.00%
Oconto	\$76,466.00			X	\$79,476.80	3.94%	\$81,556.80	2.62%	\$83,657.60	2.58%	\$85,758.40	2.58%
Oneida	\$81,989.00											
Outagamie	\$93,932.00	\$96,158.00		not set yet	\$96,158.00	2.37%	\$96,158.00	0.00%	\$96,158.00	0.00%	\$96,158.00	0.00%

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SHERIFF  
2014  
WRS COMPARABLES

	Winnebago	Brown	Kenosha	Marathon	Outagamie	Racine	Sheboygan	Walworth
<b>Sheriff Contribute s to WRS?</b>	Yes 2014-2% 2015-3% Sheriff pays the same as the Sheriff's department managers	Yes Sheriff pays \$51.00 per pay period Brown pays up to \$194.00 / pay period	No, but will be discussing it at the end of his term	Yes	Yes 2014-6% 2015-7%	Yes 2014 - 7%	Yes 2014 - 7%	No
<b>Wage Increase to offset WRS?</b>	No, but received lump sum of \$5,000 to catch up in 2015	No/Yes		No	No	No, the Sheriff voluntarily offered to contribute to WRS	No	

	Beloit	Janesville
<b>Police Chief Contribute s to WRS?</b>	Yes 2012-3% 2013-6.65% 2014-7%	Yes 2013-6.65% 2014-7%
<b>Wage Increase to offset WRS?</b>	Yes 2012-3% 2013-2.75% 2014-0%	No