



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/13/2017

Amended* Post Date:

The following documents are included in the packet for the County Board on December 19, 2017:

- 1) Agenda
- 2) Draft minutes from the November 14, 2017 meeting
- 3) Budget Adjustments (2)
- 4) Resolution 28-2017 Creation of One Chief Deputy Position and Eliminate One Court Records Clerk Position in the Clerk of Courts Office
- 5) Resolution 29-2017 Resolution Relating to the Contract for Creating a New Multi-County Aging and Disability Resource Center
- 6) Resolution 30-2017 Green Lake County Buffer Program



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK
 Elizabeth A. Otto
 County Clerk

Office: 920-294-4005
 FAX: 920-294-4009

Green Lake County Board of Supervisors
Meeting Notice

The Green Lake County Board of Supervisors will convene at the **Government Center** in Room #0902 in the City of Green Lake, Wisconsin on Tuesday, the **19th day of December, 2017 at 6:00 PM** for the regular meeting of the Board. Business to be transacted include:

AGENDA

County Board of Supervisors

Harley Reabe, Chair
Nick Toney, Vice-Chair

- Dist. 1 Larry Jenkins*
- Dist. 2 Vicki Bernhagen*
- Dist. 3 Rich Slate*
- Dist. 4 Paul Schwandt*
- Dist. 5 Peter Wallace*
- Dist. 6 Joy Waterbury*
- Dist. 7 Michael Starshak*
- Dist. 8 Patricia Garro*
- Dist. 9 VACANT*
- Dist. 10 Sue Wendt*
- Dist. 11 Harley Reabe*
- Dist. 12 Robert Schweder*
- Dist. 13 Nick Toney*
- Dist. 14 Dennis Mulder*
- Dist. 15 Katie Mehn*
- Dist. 16 Joe Gonyo*
- Dist. 17 Joanne Guden*
- Dist. 18 Richard Trochinski*
- Dist. 19 Robert Lyon*

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading of the Call**
- 4. Pledge of Allegiance**
- 5. Minutes of 11/14/17 meeting**
- 6. Announcements**
- 7. Public Comment (3 minute limit)**
- 8. Correspondence**
- 9. Recognition of Service – Tracy Soda and Deb Davey**
- 10. Appearances**
- 11. Department Reports**
- 12. Budget Adjustments**
- 13. Resolutions**
 - Resolution 28-2017 Creation of One Chief Deputy Position and Eliminate One Court Records Clerk Position in the Clerk of Courts Office
 - Resolution 29-2017 Resolution Relating to the Contract for Creating a New Multi-County Aging and Disability Resource Center
 - Resolution 30-2017 Green Lake County Buffer Program
- 14. Ordinances**
- 15. Committee Appointments**
- 16. Departments to Report on February 20, 2018**
- 17. Future Agenda Items for Action & Discussion**
- 18. Adjourn**

The several committees of the Board may also meet for the purpose of discussing or acting upon matters which are the subject matter of the meeting of the County Board of Supervisors.

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 8th day of December, 2017.

Elizabeth A. Otto, Green Lake County Clerk

GREEN LAKE COUNTY
MISSION:

- 1) Fiscal Responsibility*
- 2) Quality Service*
- 3) Innovative Leadership*
- 4) Continual Improvement in County Government*

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR SESSION

November 14, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, November 14, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman.

Present – 16, Absent – 2 (Rich Slate-District 3, Peter Wallace-District 5), Vacant – 1 (District 9)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Paul Schwandt	4
Joy Waterbury	6
Michael Starshak	7
Patti Garro	8
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Nick Toney	13
Dennis Mulder	14
Katie Mehn	15
Joe Gonyo	16
Joanne Guden	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

1. The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 14th day of November, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

- CALL TO ORDER
- ROLL CALL
- READING OF THE CALL
- PLEDGE OF ALLEGIANCE
- MINUTES OF 10/17/17
- ANNOUNCEMENTS
- PUBLIC COMMENT (3 MIN LIMIT)

DRAFT

TO BE APPROVED AT THE December 19, 2017 MEETING

CORRESPONDENCE

APPEARANCES

DEPARTMENT REPORTS

- Kim Zills, UW-Extension – 2017 Green Lake County Fair Update

PUBLIC HEARING

- Recess for Public Hearing on 2018 Budget and 2017 Property Tax Levy at 6:30 PM. Regular business will resume at the conclusion of the Public Hearing.

BUDGET ADJUSTMENTS

RESOLUTIONS

- Resolution 22-2017 Relating to 2018 Budget and 2017 Property Tax Levy
- Resolution 23-2017 Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual
- Resolution 24-2017 Eliminate Mail Clerk Position from the Maintenance Department
- Resolution 25-2017 Reduce UWEX/Fair Program Specialist Position to Part Time Position
- Resolution 26-2017 Eliminate Part Time Deputy Register of Deeds Position
- Resolution 27-2017 Relating to Accepting a Donation of Property from the Izaak Walton League for the Green Lake County Parks System

ORDINANCES

- Ordinance 22-2017 Amending Chapter 350 Zoning
- Ordinance 23-2017 Relating to the Amendment of the Green Lake County Farmland Preservation Plan 2015
- Ordinance 24-2017 Relating to Rezone in the Town of Manchester – Owners: Wilbur L. and Rachel H. Miller; Chris J. and Vera P. Burkholder

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON December 19, 2017

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

The several committees of the Board may also meet for the purpose of discussing or acting upon matters, which are the subject matter of the meeting of the County Board of Supervisors.

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 7th day of November, 2017.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

1. The Pledge of Allegiance to the Flag was recited.

MINUTES OF 10/17/2017

2. **Motion/second (Starshak/Schwandt)** to approve the minutes of October 17, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

3. Chairman Reabe stated that Resolution 22-2017 Relating to 2018 Budget and 2017 Property Tax Levy will be moved to follow Resolution 26-2017.
4. Supervisors were reminded to turn in all 2017 meeting per diems and mileage by November 20, 2017 so that funds are taken out of the correct year in December.
5. The next County Board meeting will take place on December 19, 2017 at 6:00 PM.

DRAFT
TO BE APPROVED AT THE December 19, 2017 MEETING

6. County Clerk Liz Otto stated that all supervisors have an election packet on their desks which includes all of the necessary paperwork needed to file for re-election on April 3, 2018.

PUBLIC COMMENTS (3 Minute Limit)

7. Sam Mullen, 421 Ernest St, Green Lake, spoke on behalf of his daughter, Hannah Lueneburg. He urged the Board not to pass Resolution #25-2017 which would eliminate Lueneburg's position in the Register of Deeds office.

CORRESPONDENCE

8. County Clerk Liz Otto read a letter from Wisconsin County Counties Association requesting input from supervisors in regard to session topics for 2018 conference.

APPEARANCES

8. None

DEPARTMENT REPORTS

9. Kim Zills, Program Aide in UW-Extension, gave a report on the 2017 Green Lake County Fair. She summarized the programs, exhibits, and events held along with the financial aspects of the fair. Zills thanked all of the supervisors, the volunteers, and the Highway Department for their help in making it another successful year despite the inclement weather.

BUDGET ADJUSTMENTS

10. HHS – separate the Food Pantry Donation account from other HHS donation accounts. **Motion/second (Wendt/Starshak)** to approve budget adjustment for Food Pantry Donation account. Roll call vote – Ayes – 16, Nays – 0, Absent – 2 (Slate, Wallace), Vacant – 1 (District 9), Abstain – 0.
11. Chairman Reabe called for a recess at 6:24 PM until 6:30 PM.
12. Chairman Reabe reconvened the meeting at 6:30 PM.

PUBLIC HEARING

13. **Motion/second (Garro/Guden)** to dissolve as a County Board of Supervisors at 6:30 PM and arise as a Committee of the Whole for the purpose of conducting a Public Hearing on the proposed 2018 budget. All ayes. Motion carried.
14. Finance Committee Chairman Harley Reabe conducted the Public Hearing. County Administrator Cathy Schmit briefly summarized the 2018 Budget.

DRAFT

TO BE APPROVED AT THE December 19, 2017 MEETING

15. **Motion/second (Mulder/Schweder)** to dissolve at 6:34 PM as a Committee of the Whole and arise as a County Board of Supervisors for the purpose of continuing the meeting and that Harley Reabe be seated as County Board Chairman. All ayes. Motion carried.

RESOLUTIONS

16. Resolution No. 23-2017 Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual. **Motion/second (Wendt/Gonyo)** to adopt Resolution No. 23-2017. Supervisor#13 Nick Toney excused himself for this resolution only. Discussion held to add the word “holiday” on line 21. Roll call vote to adopt Resolution No. 23-2017 – Ayes – 12, Nays – 1 (Schweder), Absent – 3 (Slate, Wallace, Toney), Vacant – 1 (District 9), Abstain – 2 (Lyon, Bernhagen). Motion carried. Resolution No. 23-2017 passed as adopted.
17. Resolution No. 24-2017 Eliminate Mail Clerk Position from the Maintenance Department. **Motion/second (Starshak/Gonyo)** to adopt Resolution No. 24-2017. Roll call vote to adopt Resolution No. 24-2017 – Ayes – 15, Nays – 1 (Lyon), Absent – 2 (Slate, Wallace), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 24-2017 passed as adopted.
18. Resolution No. 25-2017 Reduce UWEX/Fair Program Specialist Position to Part Time Position. **Motion/second (Wendt/Guden)** to adopt Resolution No. 25-2017. Roll call vote to adopt Resolution No. 25-2017 – Ayes – 16, Nays – 0, Absent – 2 (Slate, Wallace), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 24-2017 passed as adopted.
19. Supervisor Patti Garro left the meeting at 6:42 PM. Supervisors present – 15, Absent – 3 (Slate, Wallace, Garro), Vacant - 1
20. Resolution No. 26-2017 Eliminate Part Time Deputy Register of Deeds Position. **Motion/second (Toney/Gonyo)** to adopt Resolution No. 26-2017. Roll call vote to adopt Resolution No. 26-2017 – Ayes – 13, Nays – 2 (Schwandt, Wendt), Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 26-2017 passed as adopted.
21. Resolution No. 22-2017 Relating to 2018 Budget and 2017 Property Tax Levy. **Motion/second (Jenkins/Toney)** to adopt Resolution No. 22-2017. Discussion held. **Motion/second (Bernhagen/Guden)** to amend the budget to include addendums as presented by County Administrator Cathy Schmit. All ayes. Motion carried. Roll call vote to adopt Resolution No. 22-2017 – Ayes – 14, Nays – 1 (Schwandt), Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 22-2017 passed as adopted.
22. Resolution No. 27-2017 Relating to Accepting a Donation of Property from the Izaak Walton League for the Green Lake County Parks System. **Motion/second (Starshak/Trochinski)** to adopt Resolution No. 27-2017. Roll call vote to adopt Resolution No. 27-2017 – Ayes – 15, Nays – 0, Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 27-2017 passed as adopted.

ORDINANCES

23. Ord. 22-2017 Relating to Amending Chapter 350 Zoning. **Motion/second (Starshak/Lyon)** to enact Ordinance No. 22-2017. Roll call vote to enact Ordinance 22-2017 - Ayes – 15, Nays – 0,

DRAFT

TO BE APPROVED AT THE December 19, 2017 MEETING

Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 22-2017 passed as enacted.

24. Ord. 23-2017 Relating to the Amendment of the Green Lake County Farmland Preservation Plan 2015. **Motion/second (Starshak/Lyon)** to enact Ordinance No. 23-2017. Discussion held. **Motion/second (Starshak/Toney)** to amend the ordinance to change all of the text “2015” to “2016” in the Farmland Preservation Plan and the Comprehensive Plan. All ayes. Motion carried. Roll call vote to enact Ordinance 23-2017 - Ayes – 15, Nays – 0, Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 23-2017 passed as enacted.
25. Ord. 24-2017 Relating to Rezone in the Town of Manchester – Owners: Wilbur L. and Rachel H. Miller; Chris J. and Vera P. Burkholder. **Motion/second (Toney/Starshak)** to enact Ordinance No. 24-2017. Roll call vote to enact Ordinance 24-2017 - Ayes – 15, Nays – 0, Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 24-2017 passed as enacted.
26. Chairman Reabe thanked all of the supervisors, Department Heads, and County Administrator Cathy Schmit for their work on the 2018 budget.

COMMITTEE APPOINTMENTS

17. Chairman Reabe appointed Sue Wendt to the Green Lake Library Board.
18. **Motion/second (Starshak/Schweder)** to approve the appointment. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON December 19, 2017

19. Chairman Reabe stated there will be no department reports for the December meeting.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

20. None

ADJOURN

21. **Motion/second (Schweder/Toney)** to adjourn at 7:00 PM. All Ayes. Motion carried.

Respectfully Submitted,

Elizabeth Otto
Green Lake County Clerk

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 4, 2017
 Department: Maintenance (Safety & Securities)
 Amount: \$9,300.00
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Transfer funds from Contingency to cover the cost of a four part security study by architectural firm Potter Lawson. The proposed study is to assist in addressing a multitude of security concerns in the West Wing of the Government Center. The results of the proposal will provide possible options to the County for addressing the security related concerns.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-100-06-51600-206-000	<i>Service Contracts</i>		\$ 9,300.00	\$ 9,300.00
17-101-00-58000-000-000	Contingent Funds	\$ 403,746.03	\$ (9,300.00)	\$ 394,446.03
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: *Catherine J. Schmit*
 Date Approved by Committee of Jurisdiction: 11/7/17

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 11/22/17
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 2, 2017
 Department: Land use Planning & Zoning
 Amount: \$3,785.00
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

2017 yielded more survey activity than forecasted in budget. Consequently, contracted County Suveyor expenditures need to be increased. Fortunately, the increase survey activity yielded enough additional revenue to offset these unforeseen expenditures.

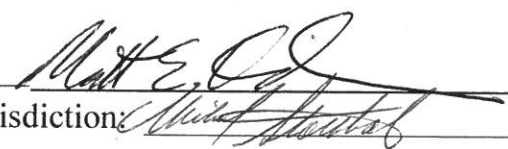
Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-100-10-46762-000-00	Certified Survey Maps	\$ 4,000.00	\$ 3,785.00	\$ 7,785.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,785.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-100-10-53610-210-002	Professional Services-SRV	\$ 5,000.00	\$ 3,785.00	\$ 8,785.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,785.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction:  11/21/17

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 11/22/17

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

RESOLUTION NUMBER 28-2017

Creation of One Chief Deputy Position and eliminate one Court Records Clerk Position in the Clerk of Courts Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of December 2017, does resolve as follows:

- 1 **WHEREAS**, the Clerk of Circuit Court has reviewed the needs of the office and has
- 2 determined that the creation and appointment of a Chief Deputy Clerk position will
- 3 enhance the management of the Clerk of Courts Office; and,
- 4 **WHEREAS**, the position of Chief Deputy Clerk is recommended by District Court
- 5 Administration; and,
- 6 **WHEREAS**, the position of Chief Deputy Clerk will have additional supervisory and
- 7 financial duties, and in the absence of the Clerk of Court would have the statutory
- 8 authority to act as the Clerk of Court until the Clerk of Court returns.

Fiscal note is attached. Approved by Finance Disapproved by Finance

Approved by Personnel Disapproved by Personnel

Majority vote is needed to pass.

Roll Call on Resolution No. 28-2017

Submitted by Judicial/Law Enforcement & Emergency Management Committee:

Ayes , Nays , Absent , Abstain 0

/s/ Michael Starshak

Michael Starshak, Chair

Passed and Adopted/Rejected this 19th day of December 2017.

Larry Jenkins, Vice-chair

County Board Chairman

/s/ Sue Wendt

Sue Wendt

ATTEST: County Clerk
Approve as to Form:

Peter Wallace

Corporation Counsel

9 **WHEREAS**, the Chief Deputy Clerk, in addition to supervisory duties, will still perform
10 the duties of a Court Records Clerk; and,

11 **WHEREAS**, the job description for Chief Deputy Clerk is attached hereto and approved.

12 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
13 Supervisors hereby eliminates one position of Court Records Clerk, effective December
14 31, 2017.

15 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors hereby
16 creates one position of Chief Deputy Clerk effective January 1, 2018.

**GREEN LAKE COUNTY
PERSONNEL COSTS**

DEPARTMENT: CLERK OF COURT

*round off all totals to the nearest dollar

JOB TITLE	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE	TOTAL
NEW POSITION PROPOSED - Pay Group 12:										
CLERK OF COURT CHIEF DEPUTY	22.05	2080	\$ 45,864		\$ 3,073	\$ 3,509	\$ 17,441	\$ 111	\$ 24,133	\$ 69,997
OLD POSITIONS VACATED - Pay Group 13:										
CRT RECORDS CLERK	20.77	2080	\$ 43,202		\$ 2,895	\$ 3,305	\$ 17,441	\$ 111	\$ 23,751	\$ (66,953)
Grand Total										\$ 3,044

Wisconsin Retirement
General Employee -

0.0670

Social Security

0.0765

2018 Health Insurance

	% CoShare
Single	\$8,446.27
Limited	\$17,440.50
Family	\$22,484.18

GREGORY J. POTTER
Chief Judge
Wood County Circuit Court, Branch 1
PO Box 8095
Wisconsin Rapids, WI 54495-8905
Email: Gregory.Potter@wicourts.gov
Telephone: (715) 421-8520

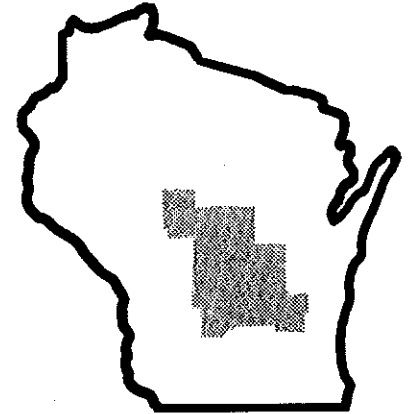
STATE OF WISCONSIN

SIXTH JUDICIAL DISTRICT

3317 BUSINESS PARK DRIVE, SUITE A
STEVENS POINT, WISCONSIN 54482

GUY DUTCHER
Deputy Chief Judge
Waushara County Circuit
P.O. Box 508
Wautoma, WI 54982-0508
Email: Guy.Dutcher@wicourts.gov
Telephone: (920) 787-0448

FAX: (715) 345-5297
TTY Users: Call WI TRS at 1-800-947-3529
District6.Office@wicourts.gov



RON LEDFORD
District Court Administrator
3317 Business Park Drive, Suite A
Stevens Point, WI 54482
Email: Ron.Ledford@wicourts.gov
Telephone: (715) 345-5295

October 30, 2017

Regarding: **The Creation of a Chief Deputy Clerk of Court Position in Green Lake County**

I have been advised that Green Lake County is considering the creation of a Chief Deputy Clerk of Court position. I support that idea wholeheartedly and ask you to consider the following as you move this concept forward.

I have been an executive manager in various court systems for 35+ years with experience in small-rural and large-urban court systems with budgets ranging from a few hundred thousand dollars to over \$6,000,000 with staffing levels from 5-to-100 people. In each, I had a chief deputy clerk that was not only invaluable to me as the senior executive in the office but to the county and the justice system as a whole.

Because of best business practices and from decades of practical experience, please understand chief deputy clerks play a vital role in the justice system because...

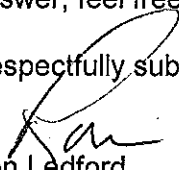
- ... they are generally knowledgeable about everything that may impact the clerk's office and can speak for the clerk when the clerk of court is not available
- ... like sergeants in the military, they turn policy into action by ensuring office policies and goals are implemented and catered to
- ... they are often the most vital communication link between line staff and the elected official
- they solve problems for the courts, litigants, the public and the staff
- ... they provide a support function for staff such as dealing with unhappy customers
- ... they are generally able to "run" the clerk of court office in the event of some type of long term vacancy of the clerk of clerk
- ...they provide continuity in the clerk's office during times of transition

In summary, having a chief deputy clerk of court makes a system more effective, efficient and economical in numerous ways. Chief Deputies add value! Please don't fall into the old adage... *we've never had one in a 100 years, why do we need one now?* True, but your momma's Chevrolet isn't today's Chevrolet.

Things are changing at many levels. The clerks office is very complex and is growing increasingly more complex as the courts move further and further into technology and paperless court systems. From business processes to customer service to day-to-day demands, clerks offices have changed. The need for a chief deputy clerk is more pressing and more needed than ever before.

I ask you support the need for a deputy clerk of court and if you have any questions that I may answer, feel free to contact me at 715-345-5295.

Respectfully submitted.



Ron Ledford
DCA

RESOLUTION NUMBER 29-2017

Resolution Relating to the Contract for Creating a new Multi-County Aging and Disability Resource Center

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of December, 2017, does resolve as follows:

- 1 **WHEREAS**, on August 15, 2017, the Green Lake County Board of Supervisors
- 2 approved Resolution No. 15-2017 Relating to the Creation of a New Multi-County Aging
- 3 and Disability Resource Center; and,

Fiscal note is not applicable.

Majority vote is needed to pass.

Roll Call on Resolution No. 29-2017

Submitted by DHHS Board:

Ayes , Nays , Absent , Abstain 0

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Adopted/Rejected this 19th day of December 2017.

Nick Toney, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

/s/ John Gende

John Gende

Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Tom Reif

Tom Reif

/s/ Harley Reabe

Harley Reabe

/s/ Richard J. Trochinski

Richard Trochinski

/s/ Joy Waterbury

Joy Waterbury

4 **WHEREAS**, the Adams, Green Lake and Waushara County Corporation Counsels
5 have conferred between themselves and their respective Human Services Departments
6 and drafted an Agreement to Create and Maintain an Aging and Disability Resources
7 Center Pursuant to §§46.283 & 66.0301, Wis. Stats.

8 **NOW THEREFORE BE IT RESOLVED**, the County Board of Supervisors of Green
9 Lake County, Wisconsin hereby ratifies the attached Agreement to Create and Maintain
10 an Aging and Disability Resources Center Pursuant to §§46.283 & 66.0301, Wis. Stats.

11 **BE IT FURTHER RESOLVED**, that County Board Chair, Harley Reabe is authorized to
12 sign the agreement and bind the County thereto.

Agreement between Adams – Green Lake – Waushara Counties
to Create & Maintain an Aging and Disability Resource Center Pursuant to
§§46.283 & 66.0301, Wis. Stats.

A. Purpose of Agreement

The purpose of this Agreement is for the three counties to authorize the formation of an Aging and Disability Resource Center (ADRC) in the tri-county area and to delineate the responsibilities of each of the counties under this agreement.

In order to accomplish the purpose, the counties agree that the following agencies will cooperate and work together to implement the terms and purposes of this agreement: Adams County Health & Human Services Department, Green Lake County Department of Health & Human Services; Waushara County Department of Aging Services; and Waushara County Department of Human Services.

All parties agree to implement the ADRC serving Adams, Green Lake and Waushara Counties in accordance with the ADRC Scope of Services.

B. The Counties authorize a Management Team to oversee the Tri-County ADRC. The Team and the Counties will have the responsibilities as set forth in this section.

The Team shall have the following Membership:

ADRC Tri-County Director

Director, Adams County HHSD
ADRC/Aging Manager Adams County HHSD

Director, Green Lake County DHHS
Aging/Long Term Support Unit Manager, Green Lake County DHHS

Director, Waushara County DHS
Director, Waushara County Department of Aging
Long Term Support Manager, Waushara County DHS
Waushara County Fiscal manager DHS

Responsibility of the Team:

- Conduct semi-annual meetings to provide oversight to the development and ongoing services provided by the ADRC.

- Develop recommendations for policies, procedures, and memorandums of understanding for the Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties for review and approval of the Governing Board
- Develop and maintain operating budget to be approved by the Governing Board
- Report ADRC activity to respective agency boards as requested
- Share access to client information through a common client database, also known as SAMsIR. It is understood that data is accessed strictly on a need to know basis and in accordance with State requirements for consortiums.

Fiscal/Contract Administration:

Waushara County will operate as fiscal agent for the ADRC. Waushara County will be the State contact as relates to fiscal reporting and contract monitoring.

ADRC Counties – Adams/Green Lake/Waushara shall all comply with the reporting requirements as required in the State contract. Adams County, Green Lake County and Waushara County Aging shall submit monthly invoices to Waushara County DHS itemizing all expenses. Monthly ADRC costs will be allocated based on invoices and time study data submitted to Waushara County DHS by the end of the month following the reporting month.

Each county will comply with all 100% time reporting requirements.

Waushara County will reimburse Adams/Green Lake and Waushara Aging agreed upon contract and federal reimbursement expenses by the following month in which the invoice/spreadsheet is received and report combined consortia expenses to the State.

ADRC Director:

- Involved in interview and hiring process of all ADRC employees
- Responsible for new staff orientation and training for all ADRC related functions
- Assigns ADRC related work to all ADRC staff
- Oversight of caseloads
- Coordinates monthly calendar of phone rotation
- Director is informed of vacation requests and has input into decision
- Approval of all ADRC related training for all ADRC staff, and informs local supervisor of approved training
- Coordinates with the Local Supervisor approval of time off

- Reviews 100% time reporting in conjunction with the local supervisor
- Semi-annually, at a minimum, communicate verbally with local ADRC supervisor re: each ADRC staff members performance
- Put in writing employee issues and discuss with local ADRC Supervisor to develop a plan
- Attends all ADRC director meetings and phone conference calls and brings back information to local supervisor meeting. Asks an on-site ADRC Supervisor to attend, in absence. Rotates requests to all on-site supervisors.
- Meets with community partners for general ADRC awareness, marketing, and outreach.
- Attends local ADRC staff meetings at least 1x/month in person (by phone otherwise)
- Coordinates and schedules quarterly in person all ADRC staff meetings, being mindful of county schedules and other mandatory meetings. Informs local on-site supervisor of assigned trainings. Sends copy of agenda to local supervisors.
- Develops ADRC staff workgroups as needed
- Prepares and posts in a timely fashion the agenda for both the Governing Board and Management Team meetings. Responsible for assignment of minutes and assuring those minutes are completed.
- Maintains permanent record of agendas and minutes per contract required retention policy
- Coordinates meetings appropriately within each county to keep travel realistic
- Point person for marketing coordination, preparing and monitoring an annual ADRC marketing plan
- Approves appropriateness of outreach events
- Physical supplies and distribution of marketing supplies kept up-to-date
- Assures that all required state reporting is completed in a timely manner and information shared with Management Team and Governing Board members.
- Provides oversight of all required database management
- Assures that resources are updated according to policy
- Assures that services are recorded in a timely fashion and according to policy
- Coordinates responsibilities of publishing a Resource Directory
- Provides oversight and coordination of the ADRC toll-free number and rotation process
- Provides oversight and coordination of responsibilities for the ADRC website

- Provides an annual summary ADRC information and statistics for use by each county for their Annual County Report or other related purposes.
- Approves all ADRC related expenses
- Processes ADRC invoices with fiscal agent when warranted
- Develops annual budget with assistance of the fiscal agent and Management Team, and submits to the state after Governing Board approval
- Oversight of ADRC budget and issues or concerns brought to the attention of the Management Team and Governing Board as necessary
- Monitors MA time reporting and billing along with the fiscal agent
- Orders business cards and name badges
- Assures that the performance of ADRC meets expectation for quality and is consistent with the mission set out for the ADRC
- Point person for the state contract, assuring that all obligations of contract requirements are met
- Development and implementation of ADRC quality improvement projects
- Receives customer satisfaction surveys, tallies, reports, and responds as necessary
- Investigates all grievance complaints
- Policy updates brought to ADRC local supervisor group before going to Governing Board
- Main point of contact for all MCO offices and development of consistent processes related to Family Care, passing along appropriate and timely information to local supervisors

ADAMS/GREEN LAKE/WAUSHARA COUNTY:

- Each County will have staff available for the following Core Services;
 - Resource Specialists – at least 2 FTE
 - Long Term Care access (including Functional Screen)
 - Long Term Options Counseling
 - Disability Benefits Counseling/Advocacy
 - Short Term Care Coordination
 - Access to Elder Abuse and Adult Protective Services
 - Transitional Services
 - Client Advocacy
- Each County will provide space needed for Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties

- Each County Board will appoint at least 1 County Board Supervisor to the ADRC Governing Board

Disability Benefits Specialist

- Reports to County of employment and Resource Center Director
- Provides service to Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties service area

Resource Assistant/Data Entry

- Reports to County of employment and ADRC Director

Resource Specialist

- Reports to County of employment and ADRC Director
- Provides Services to Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties

On-Site County Supervisors

- Coordinates the county specific processes to receive approval to fill vacant ADRC positions
- Coordinates details of advertising the position
- Coordinates and participates in the local process for interviews and hiring of all county specific ADRC employees
- Coordinates details of all county specific Human Resources related processes
- Responsible for orientation and training for all county specific processes
- Approval of time off
- Approves time sheets; processes payroll
- Responsible for matching monthly time reports to payroll
- Provides onsite direction for unclear cases in the absence of ADRC Director
- Assures proper phone coverage in collaboration with ADRC director
- Informs ADRC Director of assigned local trainings
- Discusses with ADRC Director all ADRC related training
- Informs ADRC Director of all planned and unplanned absences
- Ensures that there is work space available for ADRC at each local office
- Write evaluations (if required per county policy) and discuss employee issues along with ADRC Director.

- Not expected to attend ADRC Connect meetings, but may attend if there is an item of interest
- Prepares agenda for and leads ADRC Supervisor meetings. Rotate responsibility of agenda and recording of minutes equally amongst all ADRC local supervisors.
- Provides local ADRC representation at I-Team, TRIAD and/or other similar county specific meetings
- Discuss with ADRC Director local outreach opportunities
- Aide the ADRC Director in local IT processes
- Assures that billing for ADRC related expenses is completed in a timely manner
- Assures that budget planning information is provided in a timely manner and approves along with the Management Team the final annual proposed budget
- Maintains copies of MA Time Reporting summaries as required per contract retention policy
- Makes request to ADRC Director in a timely manner for ADRC related desired expenses outside of those approved in the annual budget
- Supports ADRC Director in quality improvement projects
- Becomes involved in county specific grievances as needed and when appropriate
- Local Supervisors will have input into ADRC directors annual evaluation

This Agreement is effective January 1, 2018 and remains in effect until such time that any party provides a 30-day written notice to modify this agreement.

Approved by each of the County Boards as indicated below (signatures may appear on more than one page):

 John West, Chair
 Adams County
 Date: _____

 Harley Reabe, Chair
 Green Lake County
 Date: _____

 Donna R. Kalata, Chair
 Waushara County
 Date: _____

RESOLUTION NUMBER 30-2017

Green Lake County Buffer Program

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of December, 2017, does resolve as follows:

- 1 1. **WHEREAS**, Green Lake County recognizes that our lakes and streams are valuable
- 2 resources used by the public for recreation and enjoyment of natural beauty; and,
- 3
- 4 2. **WHEREAS**, Green Lake County currently has 6 watersheds that do not meet the
- 5 water quality standards set forth by the Wisconsin Department of Natural Resources;
- 6 and,
- 7
- 8 3. **WHEREAS**, Riparian buffers are strips of vegetation established next to waterways
- 9 designed to capture runoff, nutrients and sediment from adjacent cropland. If
- 10 properly installed and maintained, they have the capacity of reducing sediment and
- 11 nutrient delivery significantly.
- 12
- 13 4. **WHEREAS**, within the Green Lake County Land & Water Resource Management Plan
- 14 from October 1999 and subsequent updates in 2005 and 2011, a clear objective was
- 15 to reduce rural sediment loading through the use of buffers and set up a cost share
- 16 program to secure such riparian buffers through rental agreements; and,

Roll Call on Resolution No. 30-2017

Submitted by Land Conservation Committee:

Ayes , Nays , Absent , Abstain 0

/s/ Robert Schweder

Robert Schweder, Chair

Passed and Adopted/Rejected this 19th day of December, 2017.

/s/ Katie Mehn

Katie Mehn, Vice Chair

County Board Chairman

/s/ Joanne Guden

Joanne Guden

ATTEST: County Clerk
Approve as to Form:

/s/ Patricia Garro

Patricia Garro

Corporation Counsel

/s/ Arnold Dahlke

Arnold Dahlke

- 17 5. **WHEREAS**, Green Lake County Land Conservation Department set up a
18 conservation fund in 1999, and have contributed each year since then, to put money
19 aside for the use of a Green Lake County Buffer Program; and,
20
- 21 6. **WHEREAS**, the conservation fund has financially grown to a point where the Green
22 Lake County Land Conservation Department can sustainably implement a Green Lake
23 County Buffer Program; and,
24
- 25 7. **WHEREAS**, the Green Lake Land Conservation Committee has set the qualifications
26 and parameters of the Green Lake County Buffer Program including contract
27 agreements and operation & maintenance plans; and,
28
- 29 8. **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
30 Supervisors utilize the conservation fund to establish a Green Lake County Buffer
31 Program; and,
32
- 33 9. **BE IT FURTHER RESOLVED** that the Green Lake County Land Conservation
34 Committee shall act on behalf of Green Lake County to: Manage and administer the
35 Green Lake County Buffer Program in an unbiased and fiscally responsible manner.

Green Lake County Buffer Program

1) Criteria

- a. Eligible cropland includes:
 - i. Cropland adjacent to perennial, intermittent streams or drainage ditches. All buffers will be measured from the top edge of the bank outward.
 - ii. End rows around cropped fields for access to buffers.
- b. Buffer area must encompass more than 50% cropland.
- c. A minimum buffer strip width of 30 feet with a maximum width of 120 feet.
- d. If contracted area includes 66 percent or more of the field, the recipient has the option to enroll the whole field.
- e. With limited funding, only buffers ranking as medium or high, using the **Green Lake County Buffer Ranking Calculator**, will be considered eligible for the program. Precedence will be given to buffers ranked as high. A designated sign-up period will be determined.
- f. Maximum annual payments will be established at the beginning of the contract period. Payments could be reduced based on detrimental changes to the original agreed upon supporting practices.

2) Responsibilities

- a. Land Conservation Department (LCD)
 - i. LCD will identify and inventory all requested land to determine eligibility.
 - ii. LCD will rank the buffer area to determine size and value.
 - iii. LCD will put together contract agreement.
 - iv. LCD will submit contract agreement to Land Conservation Committee (LCC) for approval.
 - v. LCD will verify seeding establishment prior to payment.
 - vi. LCD will inspect the buffers a minimum of every 2 years for verification of vegetative cover & supporting practices and after extreme weather events for possible reseeding or repairs.
- b. Landowner
 - i. Landowner shall sign the cost share agreement for the identified acres.
 - ii. Landowner shall seed the acres to an approved seed mix.
 - iii. Landowner shall be responsible for maintaining the grass cover for the contract period.
 - iv. Landowner shall be responsible for controlling undesirable weeds and woody plants from the buffer area as deemed necessary by the LCD.
 - v. Landowner shall allow LCD to inspect buffer areas, upon proper notification, for compliance of the program.
 - vi. Landowner may:
 1. Harvest and/or cut the vegetation on the buffered area. It is recommended that the landowner avoid disturbance of cover between May 15th and August 1st to help prevent injury to nesting and fledging birds.
 2. Reseed any areas for reestablishment with a no-till system or approved method upon authorization from the LCD.
 3. Use the buffer area for hunting and recreation as long as the vegetation remains established.
 - vii. Landowner may not:
 1. Spread manure or other forms of phosphorus on the enrolled acres.
 2. Till or destroy the vegetation including adding spoil or other material in the agreed upon buffer area. Any land disturbing activities or development to the buffer site must conform to local, state, and federal regulations.
 3. Park any personal property on the buffer area.

3) Payments

- a. To determine the value paid to the landowner for the contract period, all buffers shall be ranked using the **Green Lake County Buffer Ranking Calculator**. Factors such as location, supporting practices, calculated size, and current Soil Rental Rate (estab. by USDA) are used to determine the buffer value.
- b. LCD shall pay for all costs associated with seeding establishment.
- c. LCD shall pay for all costs associated with grading, leveling or filling if needed to control concentrated flow as deemed necessary by the LCD.
- d. LCD shall pay for all costs associated with alternative cost effective accesses to buffers.
- e. LCD shall pay the contract amount, divided annually, for the 25 year contract period.
- f. LCD shall pay for reseeding or repair costs associated with extreme weather events if deemed necessary and approved by the LCC.
- g. Any wishes to break the contract must be approved by the LCC. Penalties include the cost of one annual implementation payment.

Note: The specifications of the Green Lake County Buffer Program may be modified on an annual basis with Land Conservation Committee approval.



Vegetated Buffers

Vegetated buffers are small areas or strips of land in permanent vegetation, designed to intercept pollutants and manage other environmental concerns.

Benefits of Vegetated Buffers

- **slow water runoff**
- **trap sediment**
- **enhance infiltration within the buffer**
- **reduce flooding**
- **trap fertilizers, pesticides and pathogens**
- **help trap snow**
- **cut down on blowing soil**
- **source of food, nesting cover, and shelter for many wildlife species**
- **stabilize a stream**
- **reduces water temperature of stream**
- **offers a setback distance to meet the requirements of the Farmland Preservation Program**

If properly installed and maintained, they have the capacity to

- **remove up to 50 percent or more of nutrients and pesticides.**
- **remove up to 60 percent or more of certain pathogens.**
- **remove up to 75 percent or more of sediment.**

Conservation buffers are a visual demonstration of commitment to land stewardship.