



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/15/2016

Amended Post Date:**

The following documents are included in the packet for the County Board on December 20, 2016:

- 1) Agenda
- 2) Draft minutes from the November 15, 2016 meeting
- 3) Resolution 37-2016 Relating to Committed Funds for 2017 As Required by GASB #54
- 4) Resolution 38-2016 Relating to Eliminating the Position of Full-Time County Surveyor
- 5) Resolution 39-2016 Relating to Creating the Drug Court Coordinator Position
- 6) Resolution 40-2016 Relating to the Authorization to Contract with the Wisconsin Department of Revenue for the Collection of Debt
- 7) Resolution 41-2016 Relating to Adopting the Green Lake County Bicycle and Pedestrian Vision
- 8) Resolution 42-2016 Relating to Approval of Jurisdictional Transfer of a Portion of CTH Y to the Town of Princeton and Vacating a Portion of CTH Y



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 **20th day of December, 2016 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 David Richter*
- 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*

GREEN LAKE COUNTY
MISSION:

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading of the Call**
- 4. Pledge of Allegiance**
- 5. Minutes of 11/15/16 meeting**
- 6. Announcements**
- 7. Public Comment (3 minute limit)**
- 8. Correspondence**
- 9. Recognition of Service – Margaret R. Bostelmann, County Clerk**
- 10. Appearances**
- 11. Department Reports**
 - Shelby Jensen – Economic Support/Child Support Unit Manager
 - Matt Kirkman – Land Use Planning and Zoning Director
- 12. Resolutions**
 - Resolution 37-2016 Relating to Committed Funds for 2017 As Required by GASB #54
 - Resolution 38-2016 Relating to Eliminating the Position of Full-Time County Surveyor
 - Resolution 39-2016 Relating to Creating the Drug Court Coordinator Position
 - Resolution 40-2016 Relating to the Authorization to Contract with the Wisconsin Department of Revenue for the Collection of Debt
 - Resolution 41-2016 Relating to Adopting the Green Lake County Bicycle and Pedestrian Vision
 - Resolution 42-2016 Relating to Approval of Jurisdictional Transfer of a Portion of CTH Y to the Town of Princeton and Vacating a Portion of CTH Y
- 13. Ordinances**
- 14. Committee Appointments**
- 15. Departments to Report on February 21, 2017**
- 16. Future Agenda Items for Action & Discussion**
- 17. And such other business as may properly come before the Board of Supervisors**
- 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 12th day of December, 2016

Margaret R. Bostelmann, Green Lake County Clerk

DRAFT

To be approved at the December 20, 2016 meeting

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR SESSION

November 15, 2016

The Green Lake County Board of Supervisors met in regular session, Tuesday, November 15, 2016, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 18, Absent – 1 (Michael Starshak – District 7)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Rich Slate	3
Paul Schwandt	4
Peter Wallace	5
Joy Waterbury	6
Patti Garro	8
David Richter	9
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 15th day of November, 2016 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 10/18/16

DRAFT

To be approved at the December 20, 2016 meeting

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

- Brian Della – Public Financial Management

PUBLIC HEARING

- Recess for Public Hearing on 2017 Budget and 2016 Property Tax Levy at 6:30 PM. Regular business will resume at the conclusion of the Public Hearing.

DEPARTMENT REPORTS

- Land Conservation – Paul Gunderson, County Conservationist

RESOLUTIONS

- Resolution 33-2016 Relating to Resolution Providing for the Sale of Not to Exceed \$4,860,000 General Obligation Promissory Notes, Series 2017
- Resolution 34-2016 2017 Budget and 2016 Property Tax Levy
- Resolution 35-2016 Relating to Eliminating a Communications Officer Position, Eliminating a Communications Administrator Position, and creating two Sergeant of Communications Positions in the Sheriff's Office
- Resolution 36-2016 Relating to Support to Secure State Funding for Communicable Disease Control

ORDINANCES

- Ordinance 24-2016 Amend Ordinance 1042-2012 Personnel Policies and Procedures Manual; Sick Leave, Vacation Schedule, Health Insurance – Appendix K
- Ordinance 25-2016 Amend Ordinance 1042-2012 Appendix K-1 Public Safety Employee Health Benefit Coverage
- Ordinance 26-2016 Amending Chapter 148, Article I: Food Safety and Recreational Licensing Program

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON December 20, 2016

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

OTHER MATTERS AUTHORIZED BY LAW

AND SUCH OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE BOARD OF SUPERVISORS.

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 9th day of November, 2016.

Margaret R. Bostelmann
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 10/18/2016

3. ***Motion/second (Garro/Richter)*** to approve the minutes of October 18, 2016 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

DRAFT

To be approved at the December 20, 2016 meeting

4. The next County Board meeting will take place on December 20, 2016 at 6:00 PM.

PUBLIC COMMENTS (3 Minute Limit)

5. None

CORRESPONDENCE

6. Clerk Bostelmann read a letter received from Governor Scott Walker in response to Resolution 31-2016 Relating to Support of Increased Funding in the Children and Family Aids Allocation. Walker stated that he appreciates the chance to hear from all communities across Wisconsin and will keep the request in mind.

APPEARANCES

7. Brian Della, Public Financial Management, spoke in regard to refinancing of existing debt for the Justice Center and the Emergency Communications System. He reminded the Board that the Justice Center is financed by sales tax only while the emergency system is financed by property tax levy. Della outlined the timeline for the proposed promissory notes.

RESOLUTIONS

8. Resolution No. 33-2016 Resolution Providing for the Sale of Not to Exceed \$4,860,000 General Obligation Promissory Notes, Series 2017. **Motion/second (Jenkins/Guden)** to adopt Resolution No. 33-2016. Roll call vote on motion to adopt – Ayes – 17, Nays – 1 (Wallace), Absent – 1 (Starshak), Abstain – 0. Motion carried. Resolution No. 33-2016 passed as adopted.

DEPARTMENT REPORTS

9. Paul Gunderson, County Conservationist, gave a report on the Land Conservation department. He gave details of recent activities and some of the new techniques being implemented for erosion control and other programs.

PUBLIC HEARING

10. **Motion/second (Wendt/Schweder)** at 6:30 PM to dissolve as a County Board of Supervisors and arise as a Committee of the Whole for the purpose of conducting a Public Hearing on the proposed 2017 budget. All ayes. Motion carried.
11. Finance Committee Chairman Harley Reabe conducted the Public Hearing. County Clerk Marge Bostelmann briefly summarized the 2017 Budget. Supervisor Waterbury presented a printout to the Board requesting a change in the budget to include continued support of the Supported Employment program through Fox River Industries. Supervisor Mulder also spoke on behalf of the Highway Committee requesting that \$25,000 be included for the Railroad Consortium.

DRAFT

To be approved at the December 20, 2016 meeting

12. **Motion/second (Schweder/Richter)** to dissolve at 6:47 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 (continued)

13. Resolution No. 34-2016 2017 Budget and 2016 Property Tax Levy. **Motion/second (Richter/Schweder)** to adopt Resolution No. 34-2016. Discussion held. **Motion/second (Mulder/Richter)** to amend Resolution 34-2016 to include \$25,000 for the Railroad Consortium to be taken out of highway undesignated funds. Roll call on motion to amend – Ayes – 16, Nays – 2 (Slate, Schwandt), Absent – 1 (Starshak), Abstain – 0. Motion carried. **Motion/second (Guden/Wendt)** to amend Resolution 34-2016 to reinstate \$14,000 into the maintenance fund budget to fund the Supported Employment program. Funds will come from general undesignated fund. Roll call on motion to amend – Ayes – 17, Nays – 0, Absent – 1 (Starshak), Abstain – 1 (Trochinski). Motion carried. Roll call vote to adopt as amended – Ayes – 16, Nays – 2 (Slate, Schwandt), Absent – 1 (Starshak), Abstain – 0. Motion carried. Resolution No. 34-2016 passed as adopted.
14. Resolution No. 35-2016 Relating to Eliminating a Communications Officer Position, Eliminating a Communications Administrator Position and creating two Sergeant of Communications Positions in the Sheriff's Office. **Motion/second (Wendt/Toney)** to adopt Resolution No. 35-2016. Discussion held. Roll call vote on motion to adopt – Ayes – 17, Nays – 1 (Slate), Absent – 1 (Starshak), Abstain – 0. Motion carried. Resolution No. 35-2016 passed as adopted.
15. Resolution No. 36-2016 Relating to Support to Secure State Funding for Communicable Disease Control. **Motion/second (Toney/Garro)** to adopt Resolution No. 36-2016. Roll call vote on motion to adopt – Ayes – 18, Nays – 0, Absent – 1 (Starshak), Abstain – 0. Motion carried. Resolution No. 36-2016 passed as adopted.

ORDINANCES

16. Supervisor Toney was excused by Chairman Reabe at 6:55 PM. Supervisors present – 17, Absent – 2 (Starshak, Toney).
17. Ordinance 24-2016 Amend Ordinance 1042-2012 Personnel Policies and Procedures Manual; Sick Leave, Vacation Schedule, Health Insurance – Appendix K. **Motion/second (Wendt/Schweder)** to enact Ordinance 24-2016. Discussion held. Roll Call vote on Motion to enact – Ayes - 13, Nays – 2 (Slate, Schwandt), Absent – 2 (Starshak, Toney), Abstain – 2 (Bernhagen, Lyon). Motion carried. Ordinance No. 24-2016 passed as enacted.
18. Supervisor Toney returned to his seat at 7:00 PM. Supervisors present – 18, Absent – 1 (Starshak).
19. Ordinance 25-2016 Amend Ordinance 1042-2012 Appendix K-1 Public Safety Employee Health Benefit Coverage. **Motion/second (Schweder/Wendt)** to enact Ordinance 25-2016. Roll Call vote on Motion to enact – Ayes - 14, Nays – 3 (Slate, Waterbury, Gonyo), Absent – 1 (Starshak), Abstain – 1 (Garro). Motion carried. Ordinance No. 25-2016 passed as enacted.

DRAFT

To be approved at the December 20, 2016 meeting

20. Ordinance 26-2016 Amending Chapter 148, Article I: Food Safety and Recreational Licensing Program. *Motion/second (Trochinski/Waterbury)* to enact Ordinance 26-2016. Roll Call vote on Motion to enact – Ayes – 18, Nays – 0, Absent – 1 (Starshak), Abstain – 0. Motion carried. Ordinance No. 26-2016 passed as enacted.

COMMITTEE APPOINTMENTS

21. Chairman Reabe appointed Bob Schneider to the Land Information Council and Tom Reif to the Health and Human Services Board.

Motion/second (Schwandt/Toney) to approve appointments. All ayes. Motion carried.

COMMITTEES TO REPORT ON December 20, 2016

22. Chairman Reabe stated that Matt Kirkman from Planning and Zoning and Shelby Jensen of Economic Support/Child Support will give reports in December.

OTHER MATTERS AUTHORIZED BY LAW

23. Supervisor Slate asked that the policy requiring packets and minutes for committee meetings be accessible on the County website be reviewed.

ADJOURN

24. *Motion/second (Slate/Bernhagen)* to adjourn at 7:17 PM. All Ayes. Motion carried.

Respectfully Submitted,

Liz Otto
Assistant Clerk

RESOLUTION NO. 37-2016

Relating to Committed Funds for 2017 As Required by GASB #54

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of December, 2016, does resolve as follows:

WHEREAS, Green Lake County is required by the Governmental Accounting Standards Board (GASB) as outlined in *GASB #54 Fund Balance Reporting and Governmental Fund Type Definitions*, to classify governmental fund balances and establish conditions for spending any stabilization arrangements by December 31, 2016;

NOW, BE IT RESOLVED that the Green Lake County Board of Supervisors does hereby establish the committed funds listed below to be in place from January 1, 2017 until such a time as a change is made by resolution of the Green Lake County Board.

BE IT FURTHER RESOLVED, that the amounts designated for each committed fund listed below will be determined in March of 2016 by the Finance Committee.

Roll Call on Resolution No. 37-2016

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Passed and Adopted/Rejected this 20th day of December 2015.

Harley Reabe, Chairman

/s/ Robert Lyon

Robert Lyon

/s/ Larry Jenkins

County Board Chairman

Larry Jenkins

/s/ Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Dennis Mulder

Corporation Counsel

/s/ Joanne Guden

Joanne Guden

SECTION 1 – GENERAL FUND COMMITTED FUNDS

<u>Fund</u>	<u>Purpose</u>	<u>Revenue Source</u>
<u>Judicial Law</u>		
Radio Infrastructure Maintenance	Radio Infrastructure	Tax levy
Clerk of Courts Jury Expense	Unexpected jury expenses	Tax levy
DA Symposium	DA Symposium expenses	Balance of registration fees
DA Computer Forensic Examiner Training	Training/equipment for Forensic Examiner	LE agency contribution
Expert Witness	Payment to prosecution experts	Tax levy
Prosecution Services	Expenses for special prosecutors, intern payments	Tax levy
Boat, Snowmobile, ATV Related	Purchase new boat, snowmobile and ATV	Grant & Tax levy
Squads/Squad Equipment and Officer Equipment	Purchase new squads & equipment	Tax levy
Taser Donations	Purchase replacement Tasers	Donations
Defibrillator Outlay	Purchase supplies and replacements –Defibs	Donations
CTU Replacement Vehicle & Equip	Replace CTU vehicle & equipment	Property Seizure
Emergency Medical Dispatching	Purchase & maintain EMD program materials	Donations
Anti-Drug Program	Replace undercover vehicles & body wire	Tax levy/donations
General Salaries	Emergency Situations	Tax levy
Staff Development	Offset MCA & other training costs	Tax levy
Jail Capital Equipment, Repair and Maintenance, Salaries, Small items of equipment, Radio and Jail Maintenance Contracts, * Jail Janitorial Supplies	Upgrade & replace Sheriff's Office & Jail Equipment	Tax levy
Inmate Meals	Inmate meal costs	Tax levy
Juvenile Board	Juvenile Board	Tax levy
Inmate Recidivism Reduction Program Donations, Excess Board	Inmate education, counseling & programs	Donations

Revenue & Balance of Board Exp.

Crime Prevention Programs	Program funding (Triad, County Fair, Safety Day, Crime Stoppers, LIFE	Donations
K9 Donations	K9 initial and ongoing expenses	Donations
Vehicle Maintenance	Vehicle Maintenance	Tax levy
*Fuel	Cover overages in fuel expenses	Tax levy
Storage and Towing	Storage and Towing	Tax levy
<u>Personnel</u>		
Labor Law Issues/HR Programs	Labor/HR Projects	Tax levy
<u>Land Conservation</u>		
LC Conservation Fund	Land & water plan directive	Tax levy
LC Lake & River Fund	Implementation funding for lake And rivers	Tax levy
*Twin Lakes (& Spring Lake) Improvement	Improvement of the lakes	Tax levy
*Grand Lake Improvement	Improvement of the Grand Lake	Tax levy
LC Clean Sweep	Clean Sweep activities	Tax levy
LC Truck	Vehicle purchase	Tax levy
<u>IT</u>		
IT	Uninterruptable power supplies	Tax levy
<u>Health & Human Services</u>		
Veterans Donations	Veteran's Service Office donations	Donations
<u>Ag, Fair & Ext.</u>		
Fair Donations	Purchase fair supplies, entertainment & Improvements	Donations
UWEX Program Donations	UWEX programs	Donations
UWEX Capital Equipment	Purchase Equipment	Tax levy
<u>Administrative</u>		
County Clerk Election	Offset increased expenses due to additional election every other year	Tax levy
Treasurer Folding Machine	Purchase of Folding Machine	Tax levy

Property & Insurance

911	Upgrade 911 equipment	Tax levy
911 User Fee	County cost for 911	Tax levy
Copy Machine	Copy machines for all departments	Tax levy
Loss Control	Loss control purchases	Tax levy
Maintenance ADA/Security	Security/ADA purchases	Tax levy
Maint Capital Improvements	Purchases for building	Tax levy
Maint Capital Equipment	Purchase equipment	Tax Levy
Parks Project	Upgrade parks & equipment	Tax levy
Boat Launch Projects	Maintain and improve boat launches	Boat launch permit fees
Parks Donations	Donations for parks	Donations
Sale of Recycled Material	Sale of scrap material	Sale of Scrap
Capital Outlay/Capital Projects	Building maintenance, upkeep and replacement	Tax levy
*Parks Equipment	Replacement of parks equipment	Tax levy

Planning & Zoning

Code Enforcement Vehicle Purchase	Purchase vehicles	Tax levy
*Professional Services- Land Development	Develop project to maintain & identify government survey corners & comprehensive plan update & GIS updates	Tax levy
*Professional Services- Surveyor		Tax levy

SECTION 2 – SPECIAL REVENUE FUND COMMITTED FUNDS

Health & Human Services

HHS Donations	Program donations	Donations
Economic Support W-2	Special needs programs	Incentive grants
FRI Vehicle Outlay	Purchase vehicles	Tax levy
FRI Building Maintenance	Building improvements/maint.	Tax levy

*New for 2017

RESOLUTION NUMBER 39-2016

RELATING TO CREATING THE DRUG COURT COORDINATOR POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20TH day of December, 2016 does resolve as follows:

WHEREAS, the Department of Health & Human Services in partnership with the Circuit Court received a grant to provide Drug Court coordination, to individuals with substance abuse issues; and,

WHEREAS, the program is designed to serve non-violent drug offenders as an alternative to incarceration,

WHEREAS, the Drug Court Coordinator will work closely with the Drug Court on determining whom is eligible and whom will remain in the program

WHEREAS, this program is fully funded by the Treatment Alternative and Diversion Grant at 100% reimbursement; and,

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the Drug Court Coordinator position. See attached Fiscal Note. This position will be fully funded by the Treatment Alternative and Diversion Grant.

NOW, THEREFORE, BE IT FURTHER RESOLVED, in the event that this position is no longer fully funded by state or federal grant or other funding, and if tax levy is necessary to fund this position, it shall be eliminated when all current state or federal funds are exhausted.

Roll Call on Resolution No. 39-2016

Submitted by Health & Human Services Board

With the recommendation to Approve/~~Disapprove~~

Aye , Nay ,Absent , Abstain .

/s/ Joe Gonyo
Joe Gonyo,, Chairman

Passed and Adopted/Rejected this 20th day of December 2016

/s/ John Gende
John Gende, Member

County Board Chairman

/s/ Joy Waterbury
Joy Waterbury, Member

ATTEST: County Clerk
Approved as to Form

/s/ Nancy Hoffman
Nancy Hoffman, Member

Corporation Counsel
/s/ Nick Toney

Richard Trochinski, Member

Nick Toney, Vice Chairman
/s/ Brian Floeter

/s/ Harley Reabe
Harley Reabe, Member

Brian Floeter, Member

Vacant, Member

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DRUG COURT COORDINATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER/DRUG COURT TREATMENT TEAM

SUMMARY:

To Drug Court Coordinator is the person primarily responsible for coordinating appropriate services for the clients, keeping up-to-date information on each client and briefing the treatment team on progress of each participant and any issues in the team staffing.

DUTIES AND RESPONSIBILITIES:

The Coordinator will be responsible to the drug court team for the following:

- Evaluate program referrals through implementation of the COMPAS risk assessment and make recommendations to the Drug Court Treatment Team for offender acceptance or declination
- Provide orientation to new clients while identifying individual needs which include medical, psychological, vocational, social familial, and daily living spheres. Conduct regular meetings with participants to discuss progress within the program.
- Coordinate the substance abuse assessment; implement the LSI-R screening
- Coordinate all participant activity from the time of assessment/screening to termination/graduation within the Green Lake County Treatment and Diversion Program
- Gather information from other agencies in regard to client participation
- Collect data on all aspects of participant activity and report the results to drug court team as required
- Coordinate and ensure collection of all drug and alcohol testing samples and report drug testing to the Team
- Create weekly reports to present to drug court team at weekly staff meetings with the other drug court team members and recommend participant rewards/sanctions based on participant's performance
- Take all weekly information and maintain databases on each client for statistical program evaluation
- Set reasonable fees for participants that are fair and commensurate with a participant's ability to pay, and monitor payments of fees, fines and restitution
- Create and maintain participant case files and case plans, including continuity of care

and aftercare portfolios

- Provide referral information to participants as needed using well developed personal network of community contacts
- Monitoring payment of program fees, fines, and restitution and advising the Drug Court Treatment Team of each participant's compliance with the financial components of their treatment protocol
- Assisting participants with exploration of funding sources for treatment and other programming when county assets are unavailable or inadequate
- Facilitate drug court teams/staff meetings

SKILLS AND ABILITIES:

Outstanding interpersonal and problem solving skills while being able to multi-task in the role of Coordinator. This position needs to work harmoniously, constructively, and cooperatively with other professionals, clients and their families, community providers, and members of the general public, then be able to work cooperatively with them to ensure client services.

Knowledge and understanding of the therapeutic techniques utilized in treatment of addiction, mental health, and co-disorders of those served. Ability to administer, score and interpret assessment tools utilized in all programs.

Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects, data entry and billing in a timely manner.

Requires the ability to learn, comprehend, retain, and apply information regarding available community resources

Displays understanding of dual diagnosis and it's effect on the treatment process for both staff and participants.

Requires the ability to work with minimal supervision in a fast-paced and stressful environment, focusing on customer service.

Requires the ability to maintain the confidentiality of client, staff, and agency information and handle crisis situations that may occur.

Ability to type accurately and efficiently use office machines and computers.

Ability to be flexible and attend a wide variety of tasks for a variety of staff and other tasks as assigned.

QUALIFICATIONS/ EXPERIENCE / JOB KNOWLEDGE:

EDUCATION: Minimum of a Bachelor's Degree in Social Work, Mental Health/Substance Abuse Treatment, or Behavioral Science.

RESPONSIBILITY AND AUTHORITY:

There are no supervisory duties of other staff associated with this position.

Maintain a positive image of the Courts to the public, timely processing of intake information and maintenance of regular work review by supervising program manager and the maintenance of some office equipment.

Maintain regular and predictable attendance.

Promote, get along, and work in a harmonious relationship with others including but not limited to outside agencies and county departments.

Able to perform duties, follow policies and procedures and independent of direct supervision.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside in the Government Center. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients as consumers may be angry, upset and irrational.

Considerable work will be out in the community with participants along with hours in the office of the Government Center. Travel may be required for meetings and trainings.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

9/2016

DRAFT

7/13/2016

FISCAL NOTE - PERSONNEL COSTS

DEPARTMENT:	DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES	ACCOUNT #:							
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	HEALTH INS	L-INS	TOTAL
HSBHU Drug Court Coordinator	Vacant	20.03	1,196.00	23,955.88	1,924.12	0.00	0.00	0.00	25,880.00

This position will be fully funded by the Treatment Alternative and Diversion Grant

State Debt Collection Agreement

Introduction

This agreement between the _____, (hereafter referred to as “agency”) and the Wisconsin Department of Revenue (hereafter referred to as “department”) will set forth the requirements and expectations of both agencies relating to the department providing debt collection services for the agency under sec. 71.93 (8), Wis. Stats.

Statutory Authority

The department is authorized pursuant to sec. 71.93(8), Wis. Stats., to enter into a written agreement to have the department collect any amount owed to the government agency.

Duties of the Agency

1. Unless stated and agreed to separately, debt sent to the department for collection must be greater than \$50.00, and shall be reduced to a judgment prior to referral of the debt, unless the agency has provided the debtor with reasonable notice and an opportunity to be heard with regard to the debt.
2. The agency shall send unpaid debt to the department for collection when the debt is more than 90 days past due, unless the agency is negotiating a repayment agreement with the debtor, the debtor has filed bankruptcy, the debtor has objected to the basis of the debt and the agency is responding to the objection, or the agency has negotiated a waiver of the time period or debt type from the Secretary of the department.
3. At least 30 days prior to referral of the debt to the department, the agency shall send notice to the debtor of the agency’s intention to refer the debt to the department for collection. The notice must state the nature and amount of the debt, identify the agency to whom the debt is owed, advise the debtor that collection costs will be assessed once the debt is referred to the department, and inform the debtor of the debtor’s right to appeal. Any appeal periods must have expired and all disputes resolved prior to referral of debt to the department.
4. The agency shall send the following file updates in an electronic format:
 - a. New Debts: The agency shall furnish information using the department’s prescribed file layout. Each debtor must have a unique agency identifier and each debt must have an agency debt number.
 - b. Debt Updates: Any non-monetary updates to the debt amount or recall of the debt must be transmitted to the department, using the department’s prescribed file layout, within 24 hours of receipt. Changes to the balance may include estimated assessments replaced by actual information, debts reduced by compromise agreement, or administrative adjustments. Any payments must be remitted to the department for posting to the department’s collection case. The agency is responsible for refunding the collection fee to the debtor, if appropriate, on recalled debts.

5. The agency agrees to adjust to zero any debts certified to the department's agency setoff system either through the Tax Refund Intercept Program (TRIP) application, state agency mainframe or CCAP. Through this agreement, the department will offset refunds to the agency's debts through the department's collection system.
6. Once debt is referred to the department for collection, the agency shall discontinue billing statements, demand letters, and active collection efforts. The agency shall direct all debtor calls or requests regarding collection of the debt to the department.
7. Once a debt is referred to the department for collection, the agency shall forward any payments received to the department for processing. Department collection costs must be paid even if the debtor sends full payment of the debt to the agency.
8. If the debt is compromised or settled, the agency shall contact the department to determine the amount of the department's collection costs that must be remitted to the department. The agency shall be responsible for any department collection costs remaining when the agency fails to consider department collection costs when accepting payments from the debtor or compromising debt.
9. Correspondence and telephone inquiries received that relate to the validity of the debt shall be forwarded to the agency for a timely response. The agency must have resources available to assist debtors and department collectors with debt-related issues.
10. If the agency fails to provide accurate and timely updates to the debt and the result is an overpayment of the debt, the debt shall be returned to the agency for a refund to the debtor. The agency shall refund the debtor the amount of overpayment received plus the department collection costs, if appropriate.
11. If a payment or refund setoff has been posted to a debt and it is later determined that the payment or refund setoff was in excess of the debt owed to the agency, it is the agency's responsibility to refund such excess to the debtor. If at the time of payment or refund setoff, the debtor had a debt with the agency but the agency did not adjust the debt to zero, it is the agency's responsibility to refund the administrative fee to the debtor.
12. Payments and refund setoffs that occur because of erroneous identification information provided by the agency may be corrected by the department and it is the agency's responsibility to pay any collection fees or amounts involved may be reversed.
13. The agency shall be responsible and liable for any claims or lawsuits made against the department arising from collection of a debt that is alleged to be incorrect or not owed by the debtor.
14. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents and any other related information, which may be obtained from or furnished by the department. If a third party is used by the agency to manage the debts referred to the department, the third party must sign an agreement with the department and will be bound by the same confidentiality requirements. Any unauthorized use or disclosure of such information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.
15. The agency shall review reports transmitted, reconcile accounts and notify the department within 60 days of any discrepancies.

16. The agency shall have technical staff available to maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
17. The agency and the department can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Duties of the Department

1. The department shall take all reasonable and cost-effective actions to collect referred debts. Collection efforts may include, but are not limited to:
 - a. Identify assets available for satisfaction of debts
 - b. Send demand letters
 - c. Subpoena records
 - d. Setoff refunds
 - e. Negotiate and monitor payment plans
 - f. Levy assets
 - g. Certify wages
2. The Secretary of the department may waive the referral of certain types of debts.
3. The department shall collect debts and assess interest in the same manner that it collects taxes and assesses interest under secs. 71.82(2), 71.91, 71.92, and 73.03 (20), Wis. Stats.
4. The department shall add an administrative fee to each debt referred for collection. The administrative fee is reviewed periodically and may be adjusted up or down to cover all costs to the department to administer this program.
5. The department shall apply payments made on delinquencies first in discharging costs, then penalties and interest, with the balance applied to principal. Once a payment or refund setoff has been posted, the agency shall be notified of such postings.
6. The department shall collect against debtors who owe multiple debts to various government entities. Proceeds collected apply first to debts owed to the department, then to debts owed for child support, then debts owed to state agencies, including the courts and the Legislature, in the order that the debts were referred, then to debts owed to authorities and local units of government in the order that the debts were referred.
7. The department shall send a Statement of Account to the debtor monthly as long as there is account activity, such as a payment or credit to the account. If there is no recent activity, a Statement of Account is sent at least once every six months. Interest is added to the account monthly.
8. The department may suspend collection action on an agency account temporarily if the debtor raises concerns that need to be addressed by the agency, such as the validity of the debt or whether the debt was previously paid. The debtors shall be advised that they must contact the agency, and department collection action will resume in 30 days unless the agency contacts the department to request additional time or recalls the debt.
9. If a payment, refund, or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department may reverse the credit with that agency.

10. The department shall close out any debt with a balance that falls below \$20.00 and return the debt to the agency as too small to pursue.
11. The department shall pursue debt collection until the debt is collected in full or the department has determined the debt is uncollectible.
12. The department shall suspend collection action on debts if the debtor files bankruptcy. It is the agency's responsibility to pursue a bankruptcy claim, if appropriate. The agency has the right to recall a debt when bankruptcy has been filed if it wishes to pursue separately.
13. The department shall send the following update files:
 - a. Debt Response File - The department shall notify the agency whether the debt was accepted or rejected in the same manner as originally submitted by the agency.
 - b. Transaction File - The department shall post transactions to the debtor's account daily. On a monthly basis, a transaction file will be transmitted to the agency.
 - c. Return Debt File - On a monthly basis, the department shall notify the agency of any collection cases that have been determined as uncollectible
14. The department shall provide a collection performance report upon request by the agency.
15. Monthly, remittances shall be posted to the agency's PeopleSoft account or through electronic funds transfer (EFT) to the agency's bank account.
16. The department shall have collectors available to assist debtors and the agency staff with debt-related issues. The department will resolve any debtor disputes pertaining only to the department's collection process and any collections taken by the department.
17. The department shall have technical staff available to create and maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
18. The Secretary of the department shall be the final authority in the resolution of any interagency disputes in regard to referral of debts.
19. The department and the agency can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Legal Requirements

This agreement is effective upon the signing below of the agency's and department's representatives. Amendments mutually agreed to by authorized representatives of the agency and the department shall become effective when signed and dated as an ADDENDUM to this agreement. The terms of the agreement may be renegotiated upon 60 days notice by either party.

Wisconsin Department of Revenue

By _____

Dated _____

Agency

Agency Name: _____

By _____

Print Name: _____

Print Title: _____

Dated _____

GREEN LAKE COUNTY BICYCLE & PEDESTRIAN VISION

VISION STATEMENT

Develop and maintain a pedestrian and bicycle friendly transportation system that is safe, increases physical activity and recreational options, provides education to the community and is an economic asset to Green Lake County.

GOALS AND OBJECTIVES

Goals are statements that describe a desired condition or outcome. Objectives state the rationale for achieving a goal.

1. Create a permanent Bicycle and Pedestrian Committee within Green Lake County governmental structure.
 - a. Create and oversee implementation of the Bicycle and Pedestrian Plan.
 - b. Encourage widespread, safe, and responsible use of walking and bicycling as forms of active transportation.
 - c. Have an ongoing, working relationship with County Departments and other committees.
 - d. Act as a liaison for Green Lake in regard to pedestrian and bicycle issues with outside agencies and government bodies.
 - e. The Committee should consist of the following members, appointed by the county board;
 - i. A member of Law Enforcement.
 - ii. A member from the Highway Department.
 - iii. A member from the County Board.
 - iv. A member of Green Lake Greenways, Inc. or a similar organization.
 - v. 3 citizens active in biking and walking promotion/activities.
2. Develop a well-connected bicycle route system that links a variety of facilities together into a cohesive transportation system (both on and off-road).
 - a. Promote safe bicycle and pedestrian travel modes by linking pedestrian and bicycle systems throughout Green Lake.
 - b. Improve the overall quality of life for both residents of and visitors to Green Lake County by providing a variety of opportunities for safe walking and biking.
 - c. Ensure adequate bicycle parking and intermodal coordination and connectivity.
3. Increase the utilization and availability of funding for bicycle and pedestrian improvements.
 - a. Target resources for bicycle and pedestrian improvements to areas of greatest active transportation need.
 - b. Use this plan as a project guide when applying for all funding sources.
 - c. Promote public-private partnerships to compete for funding sources for which Green Lake is not eligible.

4. Design roads to be compatible with surrounding uses and be pedestrian and bicycle friendly.
 - a. Identify priority origins and destinations and increase access to these locations by bicycle and pedestrian travel modes.
 - b. Minimize the number and severity of vehicle-bicycle and vehicle-pedestrian conflicts.
5. Provide adequate education, encouragement, evaluation, engineering and enforcement programs.
 - a. Increase educational opportunities to educate pedestrians, bicyclists, and motorists about rights and responsibilities on roadways and shared-use facilities.
 - b. Promote incentives for walking or biking.
 - c. Increase the usability of transportation facilities by placing additional emphasis on enforcing speed limits, rights of way, etc. along pedestrian and bicycle corridors.
 - d. Promote public and private developments such as connecting walkways, and bicycle parking.
6. Enhance intergovernmental cooperation and coordination for improving multimodal transportation.
 - a. Engage elected officials and residents in development and utilization of bicycle and pedestrian facilities.
 - b. Work cooperatively in developing grant-writing workshops, maintenance seminars, and training sessions.
 - c. Guide outside agencies such as the State of Wisconsin and work cooperatively with Towns and Cities located in Green Lake County, to utilize and adopt this plan's elements in their projects.
7. Develop shared-use transportation standards to include in the development review process for development planning.
 - a. Promote connectivity to destinations and promote alternative methods of transportation.
 - b. Interconnect all areas in the county especially parks, waterfronts and trails to the transportation network throughout Green Lake.

WHEREAS, Green Lake County and the Town of Princeton have negotiated a transfer of jurisdiction whereby the County will transfer a portion of County Highway Y to the Town of Princeton, a copy of which is attached hereto and on file with the County Clerk; and,

WHEREAS, the Town of Princeton has exercised its statutory rights to assume jurisdiction of the foregoing portion of roadway;

NOW BE IT RESOLVED, that by the adoption of this Resolution the following changes to the County highway system are made:

1. Vacating a portion of County Highway Y between Losinski Road and to STH 73 as depicted on Exhibit A attached hereto, a copy of which is on file with the County Clerk. Said vacation restores the land under the highway to the sole ownership of the adjoining landowners by virtue of Wis. Stat. §66.1005(1).
2. The removal of a portion of County Highway Y commencing from a point West of STH 73 approximately 0.2 miles to Losinski Road from the County Highway system and transferred to the Town of Princeton highway system as depicted on Exhibit B attached hereto, a copy of which is on file with the County Clerk.

NOW BE IT FURTHER RESOLVED, that these highway changes shall be undertaken as part of the County Highway Y Jurisdictional Transfer Agreement, a copy of which is on file in the office of the County Clerk, and which the County Board Chairperson and County Clerk are authorized to sign, after approval by Corporation Counsel.

NOW BE IT FURTHER RESOLVED, that these highway changes take effect upon enactment and after approval by the Wisconsin Department of Transportation, and the adoption of a corresponding jurisdictional transfer resolution from the Town of Princeton and when the Town of Princeton has signed the County Highway Y Jurisdictional Transfer Agreement.

FISCAL NOTE: County funding of the projects referenced as part of the jurisdictional transfer agreement will be funded by Reconstruction – CTH's as provided in the 2017 Green Lake County budget and as designated in future budgets. The estimate for the cost of performing the work promised by Green Lake County is a total of approximately \$102,000.00.

GIS Viewer Map

Green Lake County, WI

EXHIBIT A



GIS Viewer Map

Green Lake County, WI

EXHIBIT B



JURISDICTIONAL TRANSFER AGREEMENT

This Agreement made this _____ day of _____, 201__, by and between Green Lake County (hereinafter “the County”), a Wisconsin municipal body corporate and the Town of Princeton (hereinafter “the Town”), a Wisconsin municipal corporation.

RECITALS

WHEREAS, the County presently has jurisdiction of and maintenance responsibility for County Trunk Highway (CTH) Y located within the jurisdictional limits of the Town; and,

WHEREAS, the County and Town cooperatively negotiated the jurisdictional transfer of a segment of CTY Y located within the Town; and,

WHEREAS, the County and the Town agree to the jurisdictional transfer of the CTH Y segment as long as the conditions contained in this agreement are met and believe such transfer is in the best interests of the County and the Town.

NOW THEREFORE, in consideration of the promises and mutual obligations of the parties hereto, the County and the Town do hereby covenant and agree as follows:

1. Mutual Obligations.
 - a. The County agrees to remove from the County Trunk Highways system and the Town agrees to accept as part of the Town’s roadway system, effective upon completion of roadway improvements as contained in this document, the following portions of the County Trunk Highway system:
 - i. CTH Y from a point West of STH 73 approximately 0.2 miles to Losinski Road

2. County’s Obligations.
 - a. The County will perform the following roadway improvements as part of this Jurisdictional Transfer. All work to be completed by 2017.
 - i. CTH Y - From STH 73 to Losinski Rd: Widen road to 20 feet with 1 foot shoulders to match into existing Losinski Rd. Work to be completed consists of the following: regrading ditches, adding 4 to 6 inch gravel lift, pulverizing, and paving 0.20 miles with 4 inches of hot mix asphalt.
 - ii. CTH Y (South) & Losinski Rd Intersection: Remove “Y” intersection and install field entrance driveway.

3. Town's Obligations.

a. The Town will accept jurisdiction of and maintenance responsibilities for the segment of CTH Y described within this Agreement (see 1.a.i.), effective upon completion of roadway improvements as contained in this document.

4. Notices. All notices, demands, certificates or other communications under this Agreement shall be sufficiently given and shall be deemed given when hand delivered or when mailed by first class mail, postage prepaid, properly addressed as indicated below:

To County: County of Green Lake
Attn: County Clerk
571 County Road A
P.O. Box 3188
Green Lake, WI 54941

To Town: Town of Princeton
Attn: Town Clerk
W5201 Oxbow Trail
Princeton, WI 54968

Any Party may, by written notice to the other, designate a change of address for the purposes aforesaid.

5. This Agreement may not be assigned without the express written permission of the other party, which consent shall not be unreasonably withheld.
6. Each party has participated in negotiating and drafting this Agreement, so if an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to being construed against a Party because it was responsible for drafting one or more provisions of this Agreement.
7. Severability. If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

8. **Governing Law.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Wisconsin.
9. **Modification of Agreement.** No amendment to this Agreement shall be valid and effective unless made in writing and signed by an authorized representative of each of the parties.

In Witness Hereof, the Parties have executed this Agreement effective as of the date listed above.

BY: Green Lake County

BY: Town of Princeton

Harley Reabe
County Board Chair

Allan Weckwerth
Town Chair

Date

Date

Margaret Bostelmann
County Clerk

Jill Bartol
Town Clerk

Date

Date

Approved as to form:

Approved as to form:

Dawn N. Klockow
Corporation Counsel

Danielle Sondalle
Town Attorney