



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/14/2018

Amended* Post Date: 03/19/2018

The following documents are included in the packet for the County Board on March 20, 2018:

- 1) Agenda
- 2) Draft minutes from the February 20, 2018 meeting
- 3) Resolution 5-2018 Salary for County Coroner 2019-2022
- 4) Resolution 6-2018 Salary for Clerk of Circuit Court 2019-2022
- 5) Resolution 7-2018 Salary for County Sheriff 2019-2022
- 6) Resolution 8-2018 Resolution Relating to Creating a Program Aide Position
- 7) Resolution 9-2018 Resolution Relating to Creation of One Chief Deputy Treasurer Position and Eliminate One Deputy Treasurer Position in the County Treasurer's Office
- 8) Resolution 10-2018 Resolution Relating to Proclaiming April 15-21, 2018 as Volunteer Week in Green Lake County
- 9) Ordinance 8-2018 Amending Chapter 103. Animals
- 10) Ordinance 9-2018 Amending Chapter 103. Animals; Section 103-13.B.
- 11) Ordinance 10-2018 Amending Chapter 103. Animals, Create Article IV, Animals, Humane Officers
- 12) Budget Adjustments (1)



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 March, 2018 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 Bill Boutwell*
- 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 02/20/18 meeting**
- 6. Announcements**
- 7. Public Comment (3 minute limit)**
- 8. Recognition of Sarah Guenther, Register of Deeds – WCCO Constitutional Officer of the Year award**
- 9. Correspondence**
- 10. Appearances**
- 11. Department Reports**
 - Sue Sleezer, Children & Families Unit Manager
 - Jay Dampier, Regional Director of UW-Extension
- 12. Resolutions**
 - Res 5-2018 Salary for County Coroner 2019-2022
 - Res 6-2018 Salary for Clerk of Circuit Court 2019-2022
 - Res 7-2018 Salary for County Sheriff 2019-2022
 - Res 8-2018 Resolution Relating to Creating a Program Aide Position
 - Res 9-2018 Resolution Relating to Creation of One Chief Deputy Treasurer Position and Eliminate One Deputy Treasurer Position in the County Treasurer’s Office
 - Res 10-2018 Resolution Relating to Proclaiming April 15-21, 2018 as Volunteer Week in Green Lake County
- 13. Ordinances**
 - Ord 8-2018 Amending Chapter 103. Animals
 - Ord 9-2018 Amending Chapter 103. Animals; Section 103-13.B.
 - Ord 10-2018 Amending Chapter 103. Animals, Create Article IV, Animals; Humane Officers
- 14. Budget Adjustments**
- 15. Committee Appointments**
- 16. Departments to Report on April 17, 2018**
- 17. Future Agenda Items for Action & Discussion**
- 18. And such other business as may properly come before the Board of Supervisors**
- 19. 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 March, 2018.

Elizabeth A. Otto, Green Lake County Clerk

DRAFT
TO BE APPROVED AT THE March 20, 2018 MEETING

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR SESSION

February 20, 2018

The Green Lake County Board of Supervisors met in regular session, Tuesday, February 20, 2018, 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 (Patti Garro – District 8, Dennis Mulder – District 14), Vacant – 1 (District 9)

<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
Michael Starshak	7
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Nick Toney	13
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 20th day of February, 2018 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

APPOINTMENT OF DISTRICT #9 SUPERVISOR – WILLIAM BOUTWELL

MINUTES OF 12/19/17

ANNOUNCEMENTS

DRAFT

TO BE APPROVED AT THE March 20, 2018 MEETING

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

DEPARTMENT REPORTS

- Derek Kavanaugh, LCC – update on County lakes
- Mike Bonertz, Executive Director - ADVOCAP

RESOLUTIONS

- Resolution 1-2018 Green Lake County Buffer Program
- Resolution 2-2018 Relating to Cancellation of Outstanding Checks
- Resolution 3-2018 Relating to Creating a New Patrol Officer Position
- Resolution 4-2018 Resolution Creating Green Lake County Parks Commission

ORDINANCES

- Ordinance 1-2018 Rezone in the Town of Brooklyn: Mark E. & Chardra J. Draeger Revocable Trust
- Ordinance 2-2018 Rezone in the Town of Brooklyn: Paul Koehn
- Ordinance 3-2018 Rezone in the Town of Brooklyn: William H. & Martha Pickrell
- Ordinance 4-2018 Rezone in the Town of Brooklyn: Ione Pischke Irrevocable Income Trust
- Ordinance 5-2018 Rezone in the Town of Brooklyn: Nolan Francis Wallenfang Revocable Inter Vivos Trust
- Ordinance 6-2018 Rezone in the Town of Mackford: Steven D. & Irene E. Dzbinski
- Ordinance 7-2018 Ordinance Amending Chapter 9 – Board of Supervisors

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON March 20, 2018

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 16th day of February, 2018.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

APPOINTMENT OF DISTRICT #9 SUPERVISOR – WILLIAM BOUTWELL

2. **Motion/second (Schwandt/Toney)** to appoint William Boutwell as the County Supervisor in District 9 for the term to conclude in April 2018. All ayes. Motion carried.
3. Liz Otto, County Clerk, administered the Oath of Office.
4. **Motion/second (Starshak/Wendt)** to seat William Boutwell at 6:06 PM. All ayes. Motion carried. Supervisors present - 17, Absent – 2 (Patti Garro – District 8, Dennis Mulder – District 14).

MINUTES OF 12/19/2017

5. **Motion/second (Trochinski/Wallace)** to approve the minutes of December 19, 2017 as presented. All Ayes. Motion carried.

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TO BE APPROVED AT THE March 20, 2018 MEETING

ANNOUNCEMENTS

6. The next County Board meeting will take place on March 20, 2018 at 6:00 PM.

PUBLIC COMMENTS (3 Minute Limit)

7. None

CORRESPONDENCE

8. None

APPEARANCES

9. None

DEPARTMENT REPORTS

10. Mike Bonertz, Executive Director of ADVOCAP, informed the Board that ADVOCAP is an organization committed to helping low income people escape poverty. Bonertz gave examples of several programs they provide including low income rentals, weatherization funding, transportation, housing and business loans, employment and training, and the Headstart program.
11. Derek Kavanaugh, Soil Conservationist in the Land Conservation department, gave an update on the lakes within Green Lake County. Kavanaugh gave details on several programs that are now in progress including stream bank restoration, water quality studies in Lake Puckaway, and the rebuilding of the Princeton dam.

RESOLUTIONS

12. Resolution No. 1-2018 Green Lake County Buffer Program. ***Motion/second (Schweder/Starshak)*** to adopt Resolution No. 1-2018. Roll call vote to adopt Resolution No. 1-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Resolution No. 1-2018 passed as adopted.
13. Resolution No. 2-2018 Relating to Cancellation of Outstanding Checks. ***Motion/second (Guden/Slate)*** to adopt Resolution No. 2-2018. Roll call vote to adopt Resolution No. 2-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Resolution No. 2-2018 passed as adopted.
14. Resolution No. 3-2018 Relating to Creating a New Patrol Officer Position. ***Motion/second (Schweder/Gonyo)*** to adopt Resolution No. 3-2018. Roll call vote to adopt Resolution No. 3-2018 – Ayes – 16, Nays – 1 (Slate), Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Resolution No. 3-2018 passed as adopted.
15. Resolution No. 4-2018 Resolution Creating Green Lake County Parks Commission. ***Motion/second (Toney/Wendt)*** to adopt Resolution No. 4-2018. Discussion held. Roll call vote to adopt

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TO BE APPROVED AT THE March 20, 2018 MEETING

Resolution No. 4-2018 – Ayes – 16, Nays – 1 (Starshak), Absent – 2 (Garro, Mulder), Abstain – 0.
Motion carried. Resolution No. 3-2018 passed as adopted.

ORDINANCES

16. Ordinance 1-2018 Rezone in the Town of Brooklyn: Mark E. & Chandra J. Draeger Revocable Trust. **Motion/second (Slate/Wallace)** to enact Ordinance 1-2018. Roll call vote to enact Ordinance 1-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Ordinance No. 1-2018 passed as enacted.
17. Ordinance 2-2018 Rezone in the Town of Brooklyn: Paul Koehn. **Motion/second (Starshak/Slate)** to enact Ordinance 2-2018. Discussion held. Roll call vote to enact Ordinance 2-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Ordinance No. 2-2018 passed as enacted.
18. Ordinance 3-2018 Rezone in the Town of Brooklyn: William H. & Martha Pickrell. **Motion/second (Schwandt/Starshak)** to enact Ordinance 3-2018. Discussion held. Roll call vote to enact Ordinance 3-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Ordinance No. 3-2018 passed as enacted.
19. Ordinance 4-2018 Rezone in the Town of Brooklyn: Ione Pischke Irrevocable Income Trust. **Motion/second (Wallace/Trochinski)** to enact Ordinance 4-2018. Roll call vote to enact Ordinance 4-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Ordinance No. 4-2018 passed as enacted.
20. Ordinance 5-2018 Rezone in the Town of Brooklyn: Nolan Francis Wallenfang Revocable Inter Vivos Trust. **Motion/second (Jenkins/Starshak)** to enact Ordinance 5-2018. Roll call vote to enact Ordinance 5-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Ordinance No. 5-2018 passed as enacted.
21. Ordinance 6-2018 Rezone in the Town of Mackford: Steven D. & Irene E. Dzbinski. **Motion/second (Slate/Schweder)** to enact Ordinance 6-2018. Discussion held. Supervisor Starshak stated his letter to the County Board supervisors which was included in the packet explained the reasons for the Land Use Planning & Zoning committee’s denial of the request. Roll call vote to enact Ordinance 6-2018 – Ayes – 4 (Bernhagen, Slate, Schwandt, Lyon), Nays – 13, Absent – 2 (Garro, Mulder), Abstain – 0. Motion failed. Ordinance No. 6-2018 failed and rejected.
22. Ordinance 7-2018 Ordinance Amending Chapter 9 – Board of Supervisors. **Motion/second (Starshak/Lyon)** to enact Ordinance 7-2018. Discussion held. Roll call vote to enact Ordinance 7-2018 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Mulder), Abstain – 0. Motion carried. Ordinance No. 7-2018 passed as enacted.

COMMITTEE APPOINTMENTS

23. Chairman Reabe appointed Mark Judas to the Tri-County Economic Development Corporation.
24. **Motion/second (Starshak/Wendt)** to approve the appointment. All ayes. Motion carried.

DRAFT

TO BE APPROVED AT THE March 20, 2018 MEETING

25. Chairman Reabe appointed Bob Gintoft to the Economic Development Committee (EDC) to fill a vacancy.
26. **Motion/second (Toney/Schwandt)** to approve the appointment. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON March 20, 2018

27. Chairman Reabe stated that Sue Sleezer, manager of the Children & Families unit in Health and Human Services, and Jay Dampier, regional director of UW-Extension, will give reports in March.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

28. None

ADJOURN

29. **Motion/second (Schweder/Jenkins)** to adjourn at 7:09 PM. All Ayes. Motion carried.

Respectfully Submitted,

Elizabeth Otto
Green Lake County Clerk

RESOLUTION NUMBER 5-2018

SALARY FOR COUNTY CORONER 2019 - 2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
2 earliest time for filing nomination papers for any elective office to be voted on in the
3 county . . . which officer is paid in whole or part from the county treasury, establish the
4 total annual compensation for services to be paid to the officer exclusive of
5 reimbursements for expenses out-of-pocket.”

6 **WHEREAS**, in 2017 the County conducted a wage study comparing the salary of the
7 Coroner using the counties of Marquette, Fond du Lac and Columbia; and

8 Majority vote is needed to pass.

Roll Call on Resolution No. 5-2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 20th
day of March, 2018.

Nick Toney

/s/ Robert Lyon

Robert Lyon

County Board Chairman

/s/ Michael Starshak

Michael Starshak

ATTEST: County Clerk
Approve as to Form:

/s/ Paul Schwandt

Paul Schwandt

Corporation Counsel

9 **WHEREAS**, the Green Lake County Coroner requests that Green Lake County also
10 permit the Green Lake County Coroner to participate in the Wisconsin Retirement
11 System (WRS); and

12 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore
13 the salary for the Green Lake County Coroner must be set no later than that date.

14 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Coroner of Green
15 Lake County for the periods below shall be:

16	January 7, 2019 to December 31, 2019	\$16,710.00	67%
17	January 1, 2020 to December 31, 2020	\$16,960.65	1.5%
18	January 1, 2021 to December 31, 2021	\$17,215.06	1.5%
19	January 1, 2022 to December 31, 2022	\$17,473.29	1.5%

21 **BE IT FURTHER RESOLVED**, that the Green Lake County Coroner shall be allowed
22 to participate in the Wisconsin Retirement System (WRS) at the same rate and manner as
23 all other Green Lake County elected officials and at a rate and manner as established by
24 WRS annually.

25 **BE IT FURTHER RESOLVED**, Coroner shall be further compensated at the rate of
26 \$65.00 per call up to 6 hours, and any additional call if needed would be reimbursed at
27 \$65.00 per hour, plus reimbursement for mileage and expenses in accordance with
28 County policies. Compensation for all duly appointed Deputy Coroners per call shall be the
29 same as the Coroner with the exception that they shall not be eligible to participate in the
30 Wisconsin Retirement System (WRS).

31 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

27 Salary Increase:

28	2019	\$6,662.68 increase	2020	\$250.65 increase
29	2021	\$254.41 increase	2022	\$258.23 increase

31 Estimated annual County cost for WRS \$1,120

RESOLUTION NUMBER 6-2018

SALARY FOR CLERK OF CIRCUIT COURT 2019 - 2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
- 2 earliest time for filing nomination papers for any elective office to be voted on in the
- 3 county . . . which officer is paid in whole or part from the county treasury, establish the
- 4 total annual compensation for services to be paid to the officer exclusive of
- 5 reimbursements for expenses out-of-pocket.”

- 6 **WHEREAS**, in 2013 the County conducted a wage study comparing the salary of the
- 7 Clerk of Circuit Court using the counties of Adams, Marquette, Waushara, Fond du Lac,
- 8 Waupaca and Columbia, and market data was developed by using the mid-point average
- 9 of all counties. Based on that data, elected officials were brought to the mid-point of their
- 10 office in 2015.

- 11 Majority vote is needed to pass.

Roll Call on Resolution No. 6-2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 20th
day of March 2018.

Nick Toney

County Board Chairman

/s/ Robert Lyon

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

/s/ Michael Starshak

Michael Starshak

Corporation Counsel

/s/ Paul Schwandt

Paul Schwandt

12 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore
13 the salary for the Green Lake County Clerk of Circuit Court must be set no later than
14 that date.

15 **NOW THEREFORE BE IT RESOLVED** that the salary for the Clerk of Circuit Court of
16 Green Lake County for the periods below shall be:

17	January 7, 2019 to December 31, 2019	\$66,895.24	1.5%
18	January 1, 2020 to December 31, 2020	\$67,898.67	1.5%
19	January 1, 2021 to December 31, 2021	\$68,917.15	1.5%
20	January 1, 2022 to December 31, 2022	\$69,950.91	1.5%

21 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

22

23 Salary Increase:

24	2019 \$ 988.60 increase	2020 \$1,003.43 increase
25	2021 \$1,018.48 increase	2022 \$1,033.76 increase

RESOLUTION NUMBER 7-2018

SALARY FOR COUNTY SHERIFF 2019 - 2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of February 2018, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
- 2 earliest time for filing nomination papers for any elective office to be voted on in the county
- 3 . . . which officer is paid in whole or part from the county treasury, establish the total annual
- 4 compensation for services to be paid to the officer exclusive of reimbursements for
- 5 expenses out-of-pocket.”; and
- 6 **WHEREAS**, in 2018 the County reviewed wage comparables for the salary of the Sheriff
- 7 using the counties of Adams, Marquette, Waushara, Fond du Lac, Waupaca and
- 8 Columbia, and market data was developed by using the mid-point average of all counties.
- 9 Based on that data, it is recommended the elected official be brought to the averaged
- 10 comparable wage mid-point of their office in 2019.
- 11 Majority vote is needed to pass.

Roll Call on Resolution No. 7-2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 20th
day of February 2018.

Nick Toney

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt

13 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore
14 the salary for the Green Lake County Sheriff must be set no later than that date.

15 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Sheriff of Green
16 Lake County for the periods below shall be:

17	January 7, 2019 to December 31, 2019	\$87,537.31	3.9%
18	January 1, 2020 to December 31, 2020	\$90,951.27	3.9%
19	January 1, 2021 to December 31, 2021	\$94,498.37	3.9%
20	January 1, 2022 to December 31, 2022	\$98,183.81	3.9%

21 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

22 Salary Increase:

23	2019	\$3,285.81 increase	2020	\$3,413.96 increase
24	2021	\$3,547.10 increase	2022	\$3,685.44 increase

RESOLUTION NUMBER 8-2018

RESOLUTION RELATING TO CREATING A PROGRAM AIDE 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 March 2018, does resolve as follows:

1 **WHEREAS**, Fox River Industries is a unit of Green Lake County Department of Health
2 & Human Services; and,

3 **WHEREAS**, Fox River Industries is a current provider of Adult Day Services and
4 Prevocational Services funded through Family Care; and,

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. 8-2018

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Adopted/Rejected this 20th day of March, 2018.

/s/ John Gende

John Gende

County Board Chairman

/s/ Joy Waterbury

Joy Waterbury

ATTEST: County Clerk
Approve as to Form:

Nancy Hoffman

/s/ Dawn N. Klockow

Corporation Counsel

/s/ Richard Trochinski

Richard Trochinski

Nick Toney, Vice-chair

/s/ Harley Reabe

Harley Reabe

Tom Reif

Brian Floeter

5 **WHEREAS**, Fox River Industries currently has two additional Family Care funded
6 consumers requesting full-time Day Services immediately, covering 87% of this cost;
7 and,

8 **WHEREAS**, Fox River Industries currently has one additional Prevocational Services
9 consumer funded through Adams County long-term supports requesting full time
10 services immediately, covering more than the remaining 13% of this cost; and,

11 **WHEREAS**, Demand for Adult Day Services will continue to grow as recent legislation
12 guides graduating students away from center-based employment and into Adult Day
13 Services and community employment; and,

14 **WHEREAS**, this additional position will be fully funded through additional Family Care
15 and Adams County long-term supports revenues.

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
17 Supervisors authorizes the creation of an additional Program Aide position within the
18 Department of Health & Human Services at Fox River Industries.

19 **BE IT FURTHER RESOLVED**, that this position will be fully funded by the combined
20 increased revenues from Family Care and Adams County long-term supports.

21 **BE IT FINALLY RESOLVED**, that if the funding is no longer available, this position will
22 be eliminated once the funds available to cover the cost of this position are depleted,
23 withdrawn or otherwise unavailable.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PROGRAM AIDE

DEPARTMENT: HEALTH & HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER

SUMMARY:

This position will work up to full-time; flexible hours will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and developmental disabilities. The areas of instruction may be community-based services, community job sites, prevocational, and/or daily living skills.

DUTIES AND RESPONSIBILITIES:

- About 70% of time is spent providing training and supervision to clients of Green Lake County Human Services Department in the areas of community based services, daily living skills, day services, work activities, prevocational, and supported employment settings.
- Approximately 15% of the time may be driving a morning and afternoon van/bus route.
- Providing clients with assistance for toileting and hygienic needs consumes about 5% of time. This includes transferring clients in and out of wheelchairs and/or other special equipment.
- 5% of time is utilized maintaining records and charting associated with client behaviors, goals, time studies and objectives.
- 5% of time is spent in unit staff meetings, training, information sharing, and special projects.

SKILLS AND ABILITIES:

- Computer skills, Microsoft Word, Excel, Access, and e-mail
- Skill in the use of a typewriter, calculator, copy machine, computer terminal, fax machine, technical equipment, camera, measuring devices, and automobile. Various types of client lifting/ transferring equipment is used (wheelchair, prone stander, and lifts on vehicles). Hand tools: hammers, wrenches, screwdrivers, shovels, brooms, etc. Food preparation equipment: ovens, food warmers, dishwashers, and mixers, etc. Pallet jack and stopwatch may be required. Hearing and eye protection are required. Gloves are used.
- Basic everyday living skills are necessary for this position.
- Ability to understand and follow directions, and to read, write, add, and subtract.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent and a current valid Wisconsin driver's license are necessary.

EXPERIENCE / JOB KNOWLEDGE: Experience and/or training in working with the developmentally disabled population is preferred.

- Must be CPR and first aid certified or certifiable (training will be provided).
- Must have CNA license or be willing/able to acquire one in first 90 days of employment.
- Must have forklift safety certificate or be willing/able to acquire one in the first 90 days of employment

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time requires talking, hearing, and far and near vision. About 50% of the time is spent standing with a lesser amount (25%) used in walking and low fingering (writing). Approximately 10% of the time is spent sitting, grappling (physically subduing a client), bending/twisting (to transfer clients), and reaching. Included in this 10% of time is lifting people weighing 100 lbs. or more, carrying them and involves a high degree of pushing (wheelchair). In unusual situations, stopping, kneeling, crouching, running, swimming, climbing, and pushing/pulling objects weighing 50-80 lbs

ENVIRONMENTAL DEMANDS: Over 75% of time is spent inside a building. 10% of time, more or less, is spent outside supporting clients where temperatures fluctuate between hot and cold, wet and humid conditions. An additional 10% of time is used in providing personal care to clients involving exposure to blood and body fluids; and the possibility of physical attack or injury from a client can occur. In unusual situations, the aide is exposed to high noise levels, odors, dust, and poor ventilation due to workshop activities, and community based job sites.

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.

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.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment

1/22/2018

FISCAL NOTE - PERSONNEL COSTS

2018 Wage

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES						ACCOUNT #:			
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	RET-E	H&A INS	L-INS	TOTAL	
HSFRI	Program Aide	*Vacant	14.99	1,820.00	27,281.80	2,087.06	0.00	0.00	22,484.00	25.00	51,877.86

100% of the \$51,877.86 will be generated from the additional revenues from 3 new funded consumers starting in January 2018. 2 new consumers are full-time Day Services which will generate 30 hours per week (1560 hours per year) at a rate of \$14.52/hour for a revenue total of \$22,651 per year for each, or \$45,302 for both combined. These two individuals are both Family Care funded. 1 additional new consumer is full-time Prevocational Services (Production) which will generate 30 hours per week (1560 hours per year) at a rate of 8.50/hour for a total of \$13,260 per year. This individual is funded directly through Adams County long-term supports. The total revenue increase from these three additional full-time consumers will be \$58,562. The additional Program Aide position will split time as needed between Production and Day Services, with any additional available time to be spent assisting with Supportive Home Care (SHC) services as we strive to meet a large increase Family Care funded demand for SHC services.

RESOLUTION NUMBER 9-2018

**RESOLUTION RELATING TO CREATION OF ONE CHIEF
DEPUTY TREASURER POSITION AND ELIMINATE ONE
DEPUTY TREASURER POSITION IN THE COUNTY TREASURER'S OFFICE**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

- 1 **WHEREAS**, the County Treasurer has reviewed the needs of the office and has
- 2 determined that the creation and appointment of a Chief Deputy Treasurer position will
- 3 enhance the management of the County Treasurer's Office; and,

Approved by Personnel Disapproved by Personnel

Majority vote is needed to pass.

Roll Call on Resolution No. 9-2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of March 2018.

/s/ Harley Reabe

Harley Reabe, Chair

/s/ Nick Toney

Nick Toney, Vice-chair

/s/ Robert Lyon

Robert Lyon

/s/ Paul Schwandt

Paul Schwandt

County Board Chairman

ATTEST: County Treasurer
Approve as to Form:

Corporation Counsel

/s/ Michael Starshak

Michael Starshak

/s/ William Boutwell

William Boutwell

4 **WHEREAS**, the position of Chief Deputy Treasurer will have additional supervisory and
5 financial duties, and in the absence of the County Treasurer would have the statutory
6 authority to act as the County Treasurer until the County Treasurer returns.

7 **WHEREAS**, the Chief Deputy Treasurer, in addition to supervisory duties, will still
8 perform the duties of a Deputy Treasurer; and,

9 **WHEREAS**, the job description for the Chief Deputy Treasurer is attached hereto and
10 approved.

11 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
12 Supervisors hereby create one position of Chief Deputy Treasurer effective April 2,
13 2018.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHIEF DEPUTY COUNTY TREASURER

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

SUMMARY:

Under the supervision of the County Treasurer/Real Property Lister, the Chief Deputy County Treasurer performs a variety of responsible clerical and accounting duties in the department, while serving as principle assistant to the Treasurer. Responsible for locating, mapping, identifying, verifying, and keeping current the owner and legal description of every parcel of land in Green Lake County, along with respective land class and values. Maintains efficient operation of the office and performs related work as required.

DUTIES AND RESPONSIBILITIES: TREASURER

- Assists in the collection and receipting of all tax monies and general revenue monies from all taxpayers and County Departments.
- Responsibility for the overall management of the office in the absence of the County Treasurer.
- Completes daily deposit slips and deposits collected funds into the bank, after balancing all money and receipts, when needed.
- Researches general and technical information regarding assessments, taxes, and legal descriptions in response to telephone or personal inquiries. Identifies and locates parcels by the legal description.
- Performs data entry and handles all aspects of the Tax Collection Program including generating end of month reports, preparing tax bills, and preparing and maintaining tax rolls. Performs other related duties as assigned.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit.
- Works cooperatively with office staff in the receipting of the first installment for those municipalities which the county collects that installment for, which involves balancing and transferring to the local municipality the correct funds received and balancing the same throughout the collection period.
- Assists the treasurer in entering data received from the local treasurers regarding first half tax payments.

- Assists in the preparation of payroll and general maintenance checks.
- Compiles and print reports relating to tax payments and balances.
- Compiles statistics and information for monthly, quarterly, and annual reports and meetings. Reports include: Taxes and License fees, Register in Probate, and Transfer Return.
- Assists in the preparation of financial statements and settlements as needed.
- Maintains a subsidiary ledger of receipted money and expenditures.
- Assists land description with the update of property description maintenance, as well as assisting the public with phone calls and inquiries regarding the same.
- Serves as a back-up for the Treasurer in regard to tax settlement verification and the ability to assume this function if necessary. The tax settlement determines the amount due to all taxing entities throughout the year.
- Assists the County Treasurer in keeping an account of all monies received for taxes, and a separate account of money received and disbursed by the County Treasurer.
- Serves as a back-up for the Treasurer in regard to the bond issue and repayment of the justice center loan and corresponding schedules of payments and investments.
- Performs routine filing and clerical work as required
- Researches, compiles, and maintains parcel/owner and other pertinent information regarding Tax Deed process.
- Maintains accounts receivable and collection of aged accounts.
- Researches, compiles, and maintains Lottery Credit information for parcels.
- Assists Real Property Lister in obtaining documents for maintaining land records.
- ~~Processes fire number applications and maintains accuracy of the applications for County, Municipality and Sheriff's Office.~~

DUTIES AND RESPONSIBILITIES: REAL PROPERTY LISTER

- Update landowner records from transfer documents which includes tracking ownership changes accurately through the Register of Deeds Office.
- Make and keep accurate listings and descriptions of all parcels, as well as mapping parcel changes.
- Enter all assessment changes on a yearly basis and supply assessor forms as requested, as well as producing assessment rolls.
- Provide county wide database information pertaining to all property records including new ownership names, addresses, parcel numbers, legal descriptions, surveys, plats, and acreage to other departments, agencies, private businesses, and the general public in person, over the telephone, fax, or internet.
- Notify zoning office of possible land division violations.
- Communicate with drafting parties any possible error contained in transfer documents, surveys, plats, and other recorded documents.
- Serve as the central office for landowners for securing new fire numbers, relaying numbers to interested departments/individuals, and updating fire number lists.
- Work closely with members of the Land Information Council.
- Maps parcel changes created by "splitting" parcels or changes referenced by recorded Certified Survey Maps.

SKILLS AND ABILITIES:

- Knowledge of and ability to understand rules that govern the office of the County Treasurer, taxes, and assessment. The qualified person must be able to explain tax bill preparation, mill rates, and assessments to taxpayers and interested parties.
- Knowledge of County programs, funding sources, and specific regulations governing expenditures and revenues.
- Skill and ability to accurately perform mathematical calculations with a 10-key calculator; skill and ability to type accurately and with attention to detail.
- Reading and writing involving complex legal descriptions and following metes and bounds descriptions.
- Knowledge of principles, practices, and techniques of public administration.
- Ability to work under pressure to meet deadlines.
- Thorough and extensive knowledge of standard accounting principles; skill to apply these principles to specific work products.
- Ability to manage multiple projects and prioritize multiple tasks and demands.
- Knowledge of and ability to learn detailed land descriptions.
- Excellent math skills required.
- Ability to make decisions in accordance with laws, regulations, and established procedures.
- Ability and skill to perform property maintenance on tax parcels, especially personal property parcels.
- Ability to maintain office equipment, including the replacement of paper, printer cartridges, and similar functions.
- Ability and skill in the use of various software, with emphasis on Word and Excel; computer literacy and proficiency in computer applications is essential.
- Proficiency with developing and using excel spreadsheets required.
- Knowledge of business correspondence format, grammar, English, and spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Ability and skill to perform proofreading; must be accurate and be a detail oriented person.
- Employee is expected to be presentable in proper work attire.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalency; one to two years post-high school education in accounting or business courses preferred.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, typewriter, calculator, folding machine, and fax machine. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. Walking, standing, or sitting, and using far and near vision is used 100% of time. Activities done 5% of the time include: stooping, kneeling, climbing, reaching, and low to medium lifting (10 lbs. to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

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: 95% of the time is spent indoors; 5% of the time is spent on duties out of the office.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

Created: February 2018

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY COUNTY TREASURER (PT)

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

SUMMARY:

Under the **general** supervision of the County Treasurer, the Deputy County Treasurer (PT) performs a variety of responsible clerical and accounting duties in the department, while serving as **principle** an assistant to the Treasurer; maintains efficient operation of the office and performs related work as required.

DUTIES AND RESPONSIBILITIES:

- Assists in the collection and receipting of all tax monies and general revenue monies from all taxpayers and County Departments.
- Completes daily deposit slips and deposits collected funds into the bank, after balancing all money and receipts, when needed.
- ~~Researches general and technical information regarding assessments, taxes and legal descriptions, in response to telephone or personal inquiries. Identifies and locates parcels by the legal description.~~
- Performs data entry and handles all aspects of the Tax Collection Program including generating end of month reports, preparing tax bills, and preparing and maintaining tax rolls. Performs other related duties as assigned.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit.
- Works cooperatively with office staff in the receipting of the first installment for those municipalities which the County collects that installment for. ~~which involves balancing and transferring to the local municipality the correct funds received and balancing the same throughout the collection period.~~
- Assists the treasurer in entering data received from the local treasurers regarding first half tax payments.
- ~~Assists in the preparation of payroll and general maintenance checks.~~
- Compiles and prints reports relating to tax payments and balances.
- ~~Compiles statistics and information for monthly, quarterly & annual reports and meetings. Reports include: Taxes and License fees, Register in Probate and Transfer Return.~~

- Assists in the preparation of financial statements and settlements as needed.
- Maintains a subsidiary ledger of receipted money and expenditures.
- ~~Assists land description with the update of property description maintenance as well as assisting the public with phone calls and inquiries regarding the same.~~
- ~~Serves as a back-up for the Treasurer in regard to tax settlement verification and the ability to assume this function if necessary. The tax settlement determines the amount due to all taxing entities throughout the year.~~
- ~~Serves as a back-up for the Treasurer in regard to the bond issue and repayment of the justice center loan and corresponding schedules of payments and investments.~~
- Performs routine filing and clerical work as required.
- Researches, compiles, and maintains parcel/owner and other pertinent information regarding Tax Deed process.
- Maintains accounts receivable and collection of aged accounts.
- Researches, compiles, and maintains Lottery Credit information for parcels.
- ~~Assists Real Property Lister in obtaining documents for maintaining land records.~~
- Processes fire number applications and maintains accuracy of the applications for County, Municipality, and Sheriff's Office.

SKILLS AND ABILITIES:

- Knowledge of and ability to understand rules that govern the office of the County Treasurer, taxes and assessment. The qualified person must be able to explain tax bill preparation, mill rates, and assessments to taxpayers and interested parties.
- Skill and ability to accurately perform mathematical calculations with a 10-key calculator; skill and ability to type accurately and with attention to detail.
- Thorough and extensive knowledge of standard accounting principles; skill to apply these principles to specific work products.
- Knowledge of and ability to learn **detailed basic** land descriptions.
- Excellent math skills required.
- Ability to make decisions in accordance with laws, regulations, and established procedures.
- Ability and skill to perform property maintenance on tax parcels, especially personal property parcels.
- Ability to maintain office equipment, including the replacement of paper, printer cartridges, and similar functions.
- Ability and skill in the use of various software, with emphasis on Word and Excel; computer literacy and proficiency in computer applications is essential.
- Proficiency with developing and using excel spreadsheets required.
- Knowledge of business correspondence format, grammar, English, and spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Ability and skill to perform proofreading; must be accurate and be a detail oriented person.
- Employee is expected to be presentable in proper work attire.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalency; one to two years post-high school education in accounting or business courses preferred.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, typewriter, calculator, folding machine, and fax machine. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. Walking, standing, or sitting, and using far and near vision is used 100% of time. Activities done 5% of the time include: stooping, kneeling, climbing, reaching, and low to medium lifting (10 lbs. to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

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: 95% of the time is spent indoors; 5% of the time is spent on duties out of the office.

This is a public service position. Employees are required to be courteous, cooperative, and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative, and respectful working relationships 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.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

**GREEN LAKE COUNTY
PERSONNEL COSTS**

DEPARTMENT: TREASURER

*round off all totals to the nearest dollar

JOB TITLE	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE BEN.	TOTAL
NEW POSITION PROPOSED - Pay Group 12:										
CHIEF DEPUTY COUNTY TREASURER	22.04	2080	\$ 45,843		\$ 3,072	\$ 3,508	\$ 22,484	\$ 36	\$ 29,101	\$ 74,944
OLD POSITION VACATED - Pay Group 13:										
DEPUTY TREASURER	19.14	2080	\$ 39,811		\$ 2,668	\$ 3,046	\$ 22,484	\$ 36	\$ 28,235	\$ (68,046)
Grand Total			\$ 6,032		\$ 404	\$ 462	\$ -	\$ -	\$ 866	\$ 6,898

Wisconsin Retirement
General Employee -

0.0670

2018 Health Insurance

92% CoShare

Single **\$8,446.27**
Limited **\$17,440.50**
Family **\$22,484.14**

Social Security

0.0765

***While this looks like an increase for the department this will be offset by the total wage for the part-time deputy treasurer position.**

RESOLUTION NUMBER 10-2018

**RESOLUTION RELATING TO PROCLAIMING APRIL 15-21, 2018
AS VOLUNTEER WEEK IN GREEN LAKE COUNTY**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

- 1 **WHEREAS**, the entire community can inspire, equip and mobilize people to take action
- 2 that changes the world; and,
- 3 **WHEREAS**, individuals and communities are at the center of social change, discovering
- 4 their power to make a difference; and,

Majority vote is needed to pass.

Roll Call on Resolution No. 10-2018

Submitted by DHHS Board:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Adopted/Rejected this 20th
day of March, 2018.

Nick Toney, Vice-chair

/s/ Richard Trochinski

Richard Trochinski

County Board Chairman

/s/ Joy Waterbury

Joy Waterbury

ATTEST: County Clerk
Approve as to Form:

John Gende

Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

Tom Rief

/s/ Harley Reabe

Harley Reabe

5 **WHEREAS**, during this week all over the nation, service projects will be performed and
6 volunteers recognized for their commitment to service; and,

7 **WHEREAS**, the giving of oneself in service to another empowers the giver and the
8 recipient; and,

9 **WHEREAS**, experience teaches us that government by itself cannot solve all of our
10 nation's social problems; and,

11 **WHEREAS**, Green Lake County could not provide many of the services it offers without
12 volunteers; and,

13 **WHEREAS**, our county's volunteer force of more than one hundred and thirty, is a great
14 treasure; and,

15 **WHEREAS**, volunteers are vital to our future as a caring and productive nation.

16 **WHEREAS**, By volunteering and recognizing those who serve, we can come together to
17 make a difference.

18 **NOW THEREFORE, BE IT RESOLVED**, that the Board of Supervisors does hereby
19 proclaim April 15-21, 2018, as National Volunteer Week in Green Lake County.

ORDINANCE NO. 8-2018

Amending Chapter 103. Animals

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does ordain as follows:

1 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
2 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

Roll Call on Resolution No. 8-2018

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain 0

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Enacted/Rejected this 20th day of March, 2018.

Nick Toney, Vice-chair

/s/ Harley Reabe

Harley Reabe

County Board Chairman

/s/ Richard Trochinski

Richard Trochinski

ATTEST: County Clerk
Approve as to Form:

/s/ Joy Waterbury

Joy Waterbury

Corporation Counsel

/s/ John Gende

John Gende

Brian Floeter

Tom Reif

Nancy Hoffman

4 Section 1. Green Lake County Ordinance, Chapter 103, Animals Section 103-5 is amended
5 to read:

6 This article hereby adopts the provisions of § 95.21 and Chapters 174 and 951, of the
7 Wisconsin Statutes and ~~Ch. ATCP 13 of the Wisconsin Administrative Code, exclusive~~
8 ~~of any penalties. Criteria for participation in the Rabies Control Program as approved by~~
9 ~~the Wisconsin Department of Agriculture, Trade, and Consumer Protection is also~~
10 ~~hereby adopted.~~

11 Section 2. Green Lake County Ordinance, Chapter 103, Animals, Section 103-8 is amended
12 to read:

13 **QUARANTINE OR ISOLATION FACILITY**

14 A humane society, shelter, veterinary hospital, municipal pound or other place specified
15 ~~by a trained observer~~, which is equipped with a pen or a cage which isolates one animal
16 from contact with other animals.

17 ~~TRAINED INDIVIDUAL~~

18 ~~A person certified by WDATCP, meeting the qualifications to observe quarantined~~
19 ~~animals in an isolation facility to determine if the animal exhibits signs of rabies.~~

20 Section 3. Green Lake County Ordinance, Chapter 103, Animals, Section 103-9 C is
21 amended to read.

22 Quarantine and enforcement. Quarantine and enforcement shall be under the
23 direction of the Health Officer and/or ~~a trained individual~~ and the Green Lake County
24 Sheriff's Department, using written protocols. Unusual cases will necessitate
25 consultation with ~~the veterinary advisor~~ a veterinarian.

26 Section 3. Green Lake County Ordinance, Chapter 103, Animals, Section 103-11 is
27 REPEALED

28 ~~§ 103-11~~ **Veterinarian.**

29 ~~A. In this section, the term "animal" shall mean every warm-blooded creature, except~~
30 ~~for human beings.~~

31 ~~B. A local veterinarian shall be designated the "public health advisor" for the Green~~
32 ~~Lake County Rabies Control Program. The veterinarian shall be responsible for the~~
33 ~~following:~~

34 ~~— (1) Conducting an annual review of the Green Lake County Rabies Control~~
35 ~~Program;~~

36 ~~— (2) Making the final determination in all cases as to whether or not an animal~~
37 ~~exhibits signs of rabies during quarantine;~~

38 — ~~(3) Overseeing the trained individuals and determining if said individuals are~~
39 ~~accurately noting the signs of rabies;~~
40 — ~~(4) Notifying the Health Officer of suspected rabies cases;~~
41 — ~~(5) Consulting with the Health Officer and trained individuals' requests;~~
42 — ~~(6) Reviewing the annual Rabies Control Program report prior to the report being~~
43 ~~filed with WDATCP; and~~
44 — ~~(7) Meeting quarterly with trained individuals to refresh observation skills and~~
45 ~~evaluate performance of trained individuals.~~

46 ~~C. Any practicing veterinarian who is requested to be involved in the Rabies Control~~
47 ~~Program by an officer is encouraged to cooperate in a professional capacity with the~~
48 ~~Department, the Laboratory of Hygiene, the local Health Department, as defined by~~
49 ~~§ 250.01(4),^{1H} the officer involved and, if the animal is suspected to have bitten a~~
50 ~~person, the person's physician.~~

51 ~~D. Any changes made to the Green Lake County Animal Control Ordinance~~
52 ~~designated veterinarian must be made with the Wisconsin Department of~~
53 ~~Agriculture, Trade and Consumer Protection.~~

54 Section 4. Green Lake County Ordinance, Chapter 103, Animals, Section 103-12 is
55 REPEALED.

56 ~~§ 103-12 Trained individuals.~~

57 ~~This article adopts the provisions of § ATCP 13.03 of the Wisconsin Administrative Code.~~
58 ~~(NOTE: A list of current Green Lake County trained individuals shall be on file with the~~
59 ~~Green Lake County Department of Health & Human Services - Health Unit.)~~

60 Section 5. Green Lake County Ordinance, Chapter 103, Animals, Section 103-15 is
61 REPEALED.

62 ~~§ 103-15. Local alternative rabies control program (Pursuant to Ch. ATCP 13).~~

63 ~~A. In this section, the term "animal" shall mean every warm-blooded creature, except for~~
64 ~~human beings.~~

65 ~~B. The Local Alternative Rabies Control Program option shall be utilized only under~~
66 ~~circumstances approved by the local Health Officer: circumstances of extreme financial~~
67 ~~disparity, inability to transport an animal to a veterinarian for observation or other as~~
68 ~~approved by the local Health Officer. This option is to ensure all animals which have~~
69 ~~bitten, or are suspected of biting, a human receive at least a minimum of two~~
70 ~~observations by a certified trained individual. The first observation shall be made within~~
71 ~~24 hours of the incident and the second on the 10th day after the exposure. The~~
72 ~~quarantine can only be released by the Health Officer. This program option shall be used~~
73 ~~only in quarantines of currently vaccinated animals involved in or suspected of being~~

74 involved in a bite incident.

75 ~~C. Local Alternative Rabies Control Protocol pursuant to Ch. ATCP 13 guidelines.~~

76 ~~(1) Investigation of exposures. There shall be an investigation of all reported human or~~
77 ~~animal exposures to a known or suspected rabid animal.~~

78 ~~(2) Recordkeeping. There shall be a recordkeeping system maintained which enables~~
79 ~~tracking and follow-up on all reported human or animal exposure incidents by the~~
80 ~~Administrator or assigned staff.~~

81 ~~(3) Quarantine requirement. There shall be quarantine requirements having conditions~~
82 ~~equal to the conditions set forth in § 103-14 of this article except that this Local Alternative~~
83 ~~Rabies Control Program requires two examinations of the quarantined animal during a~~
84 ~~ten-day period and the observations be made by a trained individual.~~

85 ~~(4) Vaccination enforcement. There shall be enforcement of the rabies vaccination~~
86 ~~requirement for dogs set forth in § 95.21(2), Wis. Stats.~~

87 ~~(5) Annual report. An annual report shall be prepared and filed with the Department of~~
88 ~~Agriculture, Trade, and Consumer Protection no later than February 28, which report~~
89 ~~covers the preceding calendar year. The report shall include:~~

90 ~~(a) Number of investigations.~~

91 ~~(b) Number of reported animal bites.~~

92 ~~(c) Number of quarantines issued.~~

93 ~~(d) Number of quarantine violations and enforcement actions taken.~~

94 ~~(e) Number of animals exhibiting negative signs of rabies during quarantine.~~

95 ~~(f) Number of animals exhibiting positive signs of rabies during quarantine.~~

96 ~~(g) Number of enforcement actions for violations of vaccination requirements.~~

97 ~~(h) Number of animals sacrificed for exhibiting signs of rabies or being suspected of~~
98 ~~having rabies.~~

99 ~~(6) Veterinarian involvement. Veterinarian involvement in the overall administration of~~
100 ~~the Local Alternative Rabies Control Program option requires designation of a Wisconsin~~
101 ~~licensed veterinarian to have direct control over professional decisions involving the~~
102 ~~practice of veterinary medicine as it relates to the program, including, but not limited to:~~

103 ~~(a) Making final determination in questionable cases whether an animal is exhibiting~~
104 ~~positive signs of rabies during the quarantine.~~

105 ~~(b) Ascertaining whether prospective trained individuals are capable of carefully~~
106 ~~observing quarantined animals and accurately noting any exhibited signs.~~

107 ~~(c) Immediately notifying the Administrator of suspected rabies cases.~~

108 ~~(d) Consulting with Administrator and trained individuals on request.~~

109 ~~(e) Meeting quarterly with trained individuals to refresh observation skills and evaluate~~
110 ~~performance of trained individuals.~~

111 ~~(f) Reviewing the annual Rabies Control Program report requirement prior to filing the~~
112 ~~report with the Wisconsin Department of Agriculture, Trade, and Consumer Protection.~~

113 ~~D. The current designated veterinarian for Green Lake County shall be on file with the~~
114 ~~County Department of Health and the WDATCP. The WDATCP will be notified of any~~
115 ~~changes in the designated Veterinarian for Green Lake County.~~

116 Section 6. Green Lake County Ordinance, Chapter 103, Animals, Section 103-22 B. is

117 amended to read:

118 B. Interference with officer. Law enforcement agency personnel are authorized to
119 catch and impound animals at large, with such authorization to include the pursuit of
120 animals upon non-animal-owner private property. It shall be a violation of this article
121 to interfere with the Animal Control Officer, law enforcement officer, ~~trained individual~~
122 or Green Lake County Department of Health & Human Services - Health Unit
123 employee in the performance of his or her duties.

124 Section 7. Green Lake County Ordinance, Chapter 103, Animals, Section 103-26 is
125 amended to read:

126 This article may be enforced by issuance of citations by the Green Lake County Sheriff's
127 Office or the Green Lake County Health Officer or ~~trained Health Unit designee~~.

128 Section 3. This ordinance shall become effective upon passage and publication.

129 Section 4. The repeal and recreation of any section herein shall not have any effect on
130 existing litigation and shall not operate as an abatement of any action or proceeding then
131 pending or by virtue of the repealed sections.

ORDINANCE NO. 9-2018

Amending Chapter 103 - Animals

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does ordain as follows:

1 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
2 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

Roll Call on Resolution No. 9-2018

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Enacted/Rejected this 20th day of March 2018.

Nick Toney, Vice-chair

/s/ Harley Reabe

Harley Reabe

County Board Chairman

/s/ Richard Trochinski

Richard Trochinski

ATTEST: County Clerk
Approve as to Form:

/s/ Joy Waterbury

Joy Waterbury

Corporation Counsel

/s/ John Gende

John Gende

Brian Floeter

Tom Reif

Nancy Hoffman

4 Section 1. Green Lake County Ordinance, Section 103-13.B. shall be amended to read:

5 Kennel license. A single owner having possession of five or more adult dogs shall be
6 required to obtain a kennel license. Such owner shall pay the license fee as prescribed by
7 the County pursuant to §174.053, Wis. Stats. ~~Issuance of a County kennel license shall~~
8 ~~include the requirement for the local Health Department to conduct an annual sanitary~~
9 ~~inspection of the premises to ensure that the conditions outline in Chapter 951, Wis. Stats.~~
10 ~~are met. The holder of the kennel license shall be responsible for ensuring that said~~
11 ~~inspection is conducted prior to the issuance of the license each year. The applicant must~~
12 present current certificates of rabies vaccinations for all dogs and a certificate of completed
13 sanitary inspection prior to the license issuance. Tags shall be issued for all dogs
14 pursuant to §174.07, Wis. Stats.

15 (1) Kennel inspections.

16 (a) Kennels licensed by the state must have an inspection performed by DATCP
17 based on DATCP's requirements.

18 (i.) If a kennel receives a passing inspection from DATCP, no other inspection is
19 required.

20 (ii.) If a kennel does not receive a passing inspection from DATCP, the entity
21 must work with DATCP to become compliant.

22 (b) Kennels not licensed by the state must have an initial inspection prior to the first
23 kennel license by the local health department meeting the requirements of
24 ATCP ch. 16.

25 (i.) Inspection fees will be posted at the health department, if applicable.

26 (ii.) Kennels must pay re-inspection fees as posted at the health department for
27 any required re-inspection if the inspector has to return after a routine
28 inspection to verify that violations have been corrected. A license will not be
29 renewed without of re-inspection frees.

30 (iii.) Uncorrected violations will be reported to law enforcement or the county
31 humane officer.

32 Section 2. This ordinance shall become effective upon passage and publication.

33 Section 3. The repeal and recreation of any section herein shall not have any effect on
34 existing litigation and shall not operate as an abatement of any action or proceeding then
35 pending or by virtue of the repealed sections.

ORDINANCE NO. 10-2018

Amending Chapter 103. Animals

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does ordain as follows:

1 **NOW, THEREFORE, THE COUNTY BOARD OR SUPERVISORS OF THE COUNTY**
2 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

3 Section 1. Article IV, Animals; Humane Officers is created as follows:

4 §103-50. Definitions.

5 As used in this article, the following terms shall have the meanings indicated:

Roll Call on Ordinance No. 10-2018

Submitted by Judicial Law
Enforcement/Emergency
Management Committee

Ayes , Nays , Absent , Abstain

Michael Starshak, Chair

Passed and Enacted/Rejected this 20th
day of March 2018.

Larry Jenkins, Vice-chair

/s/ Sue Wendt

County Board Chairman

Sue Wendt

ATTEST: County Clerk
Approve as to Form:

Peter Wallace

Corporation Counsel

7 **DEPARTMENT**

8 The Wisconsin Department of Agriculture, Trade and Consumer Protection.

9 **HUMANE OFFICER**

10 A person appointed under §173.03, Wis. Stats. to exercise powers or carry out
11 duties identified under §173.07, Wis. Stats.

12 **POLITICAL SUBDIVISION**

13 A city, village, town or county.

14 §103-51. Humane Officer.

15 A. The Green Lake County Board may appoint or terminate one or more humane
16 officers. Upon appointment of one or more humane officers, the County Clerk shall
17 give written notice to the Department within 30 days of the appointment or
18 termination. The notice shall include all of the following:

- 19 1. That the appointing political subdivision is Green Lake County.
- 20 2. The name and address of the humane officer.
- 21 3. The humane officer's certification number if the humane officer is currently
22 certified under Wisconsin Administrative Code Ch. 15 Humane Officer Training
23 and Certification.
- 24 4. The date of the appointment or termination.

25 B. A humane officer appointed under this Article shall carry out his or her duties
26 throughout Green Lake County, other than within the boundaries of a city or village
27 whose governing body adopts a resolution withdrawing from county enforcement of
28 humane laws and transmits a copy of the resolution to the Green Lake County
29 Clerk.

30 §103-52. Abatement Orders.

31 A. The Judicial Law Enforcement/Emergency Management committee is hereby
32 designated and authorized, pursuant to §173.02(2) Wis. Stats. to affirm, modify, or
33 withdraw abatement orders issued under §173.11 Wis. Stats. by any humane
34 officer or law enforcement officer.

35 B. Content of Abatement Order. An abatement order issued under §173.11 Wis.
36 Stats. shall contain all of the following:

- 37 1. The name and address of the person to whom the abatement order is directed.
- 38 2. The statute or ordinance alleged to be violated.

- 39 3. A prohibition on further violations.
- 40 4. A description of measures necessary to correct the alleged violation.
- 41 5. A description of the hearing an appeal provisions under sub (C).
- 42 C. Appealing an abatement order.
- 43 1. Any person named in an abatement order may appeal such order to the Judicial
44 Law Enforcement/Emergency Management committee within 10 days of service
45 of the abatement order.
- 46 2. The notice of appeal must state the grounds for the appeal with specificity.
- 47 3. The Judicial Law Enforcement/Emergency Management committee shall
48 schedule a hearing to be held within 10 days of the receipt of the notice of
49 appeal, unless the appellant agrees to a later date.
- 50 4. The Judicial Law Enforcement/Emergency Management committee shall make
51 reasonable efforts to notify the appellant, the officer issuing the abatement
52 order, and any other interested party of the hearing and the opportunity to
53 present evidence and testimony at the hearing.
- 54 5. The hearing shall be informal in nature.
- 55 6. Within 10 days after the hearing, the Judicial Law Enforcement/Emergency
56 Management committee shall determine whether to affirm, modify and affirm, or
57 withdraw the abatement order and shall issue its decision in writing and shall
58 serve it upon the appellant and other interested persons.
- 59 7. Any person adversely affected by a decision under sub (6.) may seek judicial
60 review by commencing an action in circuit court within 30 days after the date of
61 the decision.

62 Section 2. This ordinance shall become effective upon passage and publication.

63 Section 3. The repeal and recreation of any section herein shall not have any effect on
64 existing litigation and shall not operate as an abatement of any action or proceeding then
65 pending or by virtue of the repealed sections.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 24, 2018
 Department: Information Technology
 Amount: \$9,850.00
 Budget Year Amended: 2018

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


Apply additional Capital Outlay Reserve Funds for PaperCut Print Management Software. This is part of our Print Management system and will have a payback in reduction in department print jobs, department accountability for their prints, reduced equipment and reduced maintenance costs and well as securing prints on shared devices.

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
18-400-00-57100-025-000	Capital Outlay Reserve - IT	\$ 499,910.00	\$ (9,850.00)	\$ 490,060.00
18-400-00-57100-025-000	Capital Outlay - IT	\$ 355,090.00	\$ 9,850.00	\$ 364,940.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	\$ -

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 2-5-2018 (IT Comm. Hec)

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

Date Approved by Finance Committee: 2/28/18

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: _____