



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/09/2016

Amended Post Date:**

The following documents are included in the packet for the County Board on November 15, 2016:

- 1) Agenda
- 2) Draft minutes from the October 18, 2016 meeting
- 3) Resolution 33-2016 Resolution Providing for the Sale of Not to Exceed \$4,860,000 General Obligation Promissory Notes, Series 2017
- 4) Resolution 34-2016 2017 Budget and 2016 Property Tax Levy
- 5) 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
- 6) Resolution 36-2016 Relating to Support to Secure State Funding for Communicable Disease Control
- 7) Ordinance 24-2016 Amend Ordinance 1042-2012 Personnel Policies and procedures Manual; Sick Leave, Vacation Schedule, Health Insurance – Appendix K
- 8) Ordinance 25-2016 Amend Ordinance 1042-2012 Appendix K-1 Public Safety Employee Health Benefit Coverage
- 9) Ordinance 26-2016 Amending Chapter 148, Article I: Food Safety and Recreational Licensing Program



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 **15th day of November, 2016 at 6:00 PM** for the regular meeting of the Board. Business to be transacted include:

****AMENDED 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 10/18/16 meeting**
- 6. Announcements**
- 7. Public Comment (3 minute limit)**
- 8. Correspondence**
- 9. Appearances**
 - Brian Della – Public Financial Management
- 10. 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.
- 11. Department Reports**
 - Land Conservation – Paul Gunderson, County Conservationist
- 12. Resolutions**
 - Res. 33-2016 Resolution Providing for the Sale of Not to Exceed \$4,860,000 General Obligation Promissory Notes, Series 2017
 - Res. 34-2016 2017 Budget and 2016 Property Tax Levy
 - Res. 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
 - *Res. 36-2016 Relating to Support to Secure State Funding for Communicable Disease Control
- 13. Ordinances**
 - Ord. 24-2016 Amend Ordinance 1042-2012 Personnel Policies and Procedures Manual; Sick Leave, Vacation Schedule, Health Insurance - Appendix K
 - Ord. 25-2016 Amend Ordinance 1042-2012 Appendix K-1 Public Safety Employee Health Benefit Coverage
 - **Ord 26-2016 Amending Chapter 148, Article I: Food Safety and Recreational Licensing Program
- 14. Committee Appointments**
- 15. Departments to Report on December 20, 2016**
- 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 9th day of November, 2016

Margaret R. Bostelmann, Green Lake County Clerk

DRAFT

To be approved at the November 15, 2016 meeting

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR SESSION

October 18, 2016

The Green Lake County Board of Supervisors met in regular session, Tuesday, October 18, 2016, at 6:10 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 18, Absent – 1 (Nick Toney – District 13)

<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
Patti Garro	8
David Richter	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
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 18th day of October, 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 09/20/16

DRAFT

To be approved at the November 15, 2016 meeting

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

RECOMMENDATION AND APPROVAL OF COUNTY ADMINITRATOR CANDIDATE

PRESENTATION OF PLAQUE TO LYLE PLAGENZ FOR HIGHWAY SAFETY TRAFFIC COMMISSION

APPEARANCES

DEPARTMENT REPORTS

- Wisconsin County Association Reports
- Kim Zills – 2016 County Fair

RESOLUTIONS

- Resolution 24-2016 Relating to Adoption of Green Lake County Performance Management Policy and base wage increase for 2017
- Resolution 30-2016 Relating to Green Lake County Plan of Library Service, 2017-2021
- Resolution 31-2016 Relating to Support of Increased Funding in the Children and Family Aids Allocation
- Resolution 32-2016 Relating to Designating of October 23-29, 2016 as Medicolegal Death Investigators Week in Green Lake County

ORDINANCES

- Ordinance 22-2016 Relating to Rezone in Town of Brooklyn: Keith Meyer
- Ordinance 23-2016 Amending Chapter 350, Articles III, V, and XII

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON November 15, 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 10th day of October, 2016.

Margaret R. Bostelmann
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 09/20/2016

3. ***Motion/second (Garro/Schweder)*** to approve the minutes of September 20, 2016 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

4. The next County Board meeting will take place on November 15, 2016 at 6:00 PM. The annual budget public hearing will take place at 6:30 PM.

PUBLIC COMMENTS (3 Minute Limit)

DRAFT

To be approved at the November 15, 2016 meeting

5. None

CORRESPONDENCE

6. None

RECOMMENDATION AND APPROVAL OF COUNTY ADMINISTRATOR CANDIDATE

7. Chairman Reabe introduced Catherine Schmidt as the candidate for County Administrator. Ms. Schmidt gave a brief introduction of herself and her background.
8. ***Motion/second (Schwandt/Richter)*** to approve the recommendation of the Administrative Committee to hire Catherine Schmidt as the County Administrator. Roll call vote – Ayes - 17, Nays – 1 (Slate), Absent – 1 (Toney), Abstain - 0. Motion carried.
9. Chairman Reabe thanked Public Administration Associates, LLC, in particular Steve Hintz and Kevin Brunner, for their assistance in hiring a County Administrator.

PRESENTATION OF PLAQUE TO LYLE PLAGENZ FOR HIGHWAY SAFETY TRAFFIC COMMISSION

10. Chairman Reabe called forward three former County Board Chairmen; Orrin Helmer, Dan Priske, and Jack Meyers to assist in congratulating Lyle Plagenz for 45 years of service to the Highway Safety Traffic Commission. Rick Olin from the Wisconsin Department of Transportation presented Plagenz with a plaque. Plagenz thanked the Board and recalled his many years of service and the changes he has seen over those years.

APPEARANCES

11. None

DEPARTMENT REPORTS

12. Chairman Reabe gave a report on the sessions he attended at the Wisconsin Counties Association conference in September. He encouraged all supervisors to attend the conference next year in Wisconsin Dells.
13. Kim Zills, UWEX Program Specialist, gave a presentation on the 2016 Green Lake County Fair. She summarized the programs, exhibits, and events held along with the financial aspects of the fair. Zills thanked all of the volunteers involved as well as the Highway Department for vacating the grounds for the duration of the fair. Zills also pointed out the positive influence the fair has on youth development and leadership skills through our 4H programs.

DRAFT

To be approved at the November 15, 2016 meeting

RESOLUTIONS

14. Resolution No. 24-2016 Relating to Adoption of Green Lake County Performance Management Policy and Base Wage Increase for 2017. **Motion/second (Gonyo/Wendt)** to adopt Resolution No. 24-2016. Discussion held. Administrative Coordinator Bostelmann explained the resolution. Roll call vote on motion to adopt – Ayes – 17, Nays – 1 (Starshak), Absent – 1 (Toney), Abstain – 0. Motion carried. Resolution No. 24-2016 passed as adopted.
15. Resolution No. 30-2016 Relating to Green Lake County Plan of Library Service, 2017-2021. **Motion/second (Richter/Guden)** to adopt Resolution No. 30-2016. Roll call vote on motion to adopt – Ayes – 18, Nays – 0, Absent – 1 (Toney), Abstain – 0. Motion carried. Resolution No. 30-2016 passed as adopted.
16. Resolution No. 31-2016 Relating to Support of Increased Funding in the Children and Family Aids Allocation. **Motion/second (Garro/Trochinski)** to adopt Resolution No. 31-2016. Roll call vote on motion to adopt – Ayes – 18, Nays – 0, Absent – 1 (Toney), Abstain – 0. Motion carried. Resolution No. 31-2016 passed as adopted.
17. Resolution No. 32-2016 Relating to Designating of October 23-29, 2016 as Medicolegal Death Investigators Week in Green Lake County. **Motion/second (Wendt/Wallace)** to adopt Resolution No. 32-2016. Discussion held. Roll call vote on motion to adopt – Ayes – 13, Nays – 5 (Slate, Schwandt, Waterbury, Starshak, Mulder), Absent – 1 (Toney), Abstain – 0. Motion carried. Resolution No. 32-2016 passed as adopted.

ORDINANCES

18. Ordinance 22-2016 Relating to Rezone in the Town of Brooklyn: Keith Meyer. **Motion/second (Slate/Starshak)** to enact Ordinance 22-2016. Supervisor Starshak explained the ordinance. Roll Call vote on Motion to enact – Ayes - 18, Nays – 0, Absent – 1 (Toney), Abstain – 0. Motion carried. Ordinance No. 22-2016 passed as enacted.
19. Ordinance 23-2016 Amending Chapter 350, Articles III, V, and XII. **Motion/second (Starshak/Wallace)** to enact Ordinance 23-2016. Supervisor Starshak explained the ordinance. Fees were discussed. Roll Call vote on Motion to enact – Ayes - 18, Nays – 0, Absent – 1 (Toney), Abstain – 0. Motion carried. Ordinance No. 23-2016 passed as enacted.

COMMITTEE APPOINTMENTS

20. Chairman Reabe appointed Melanie Simpkins and Colleen Pomplun to the Bike Ad Hoc Committee as recommended by the Highway Committee.

Motion/second (Garro/Starshak) to approve appointments. All ayes. Motion carried.

COMMITTEES TO REPORT ON November 15, 2016

DRAFT

To be approved at the November 15, 2016 meeting

21. Chairman Reabe stated that Paul Gunderson of Land Conservation and Matt Kirkman from Planning and Zoning will give reports in November.

OTHER MATTERS AUTHORIZED BY LAW

22. None

ADJOURN

23. *Motion/second (Wendt/Garro)* to adjourn at 6:56 PM. All Ayes. Motion carried.

Respectfully Submitted,

Liz Otto
Assistant Clerk

DRAFT

Resolution No. 33-2016

**RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED \$4,860,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2017**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its annual meeting begun on the 15th day of November, 2016, does resolve as follows:

WHEREAS, the County Board of Supervisors of Green Lake County, Wisconsin (the "County") is presently in need of not to exceed \$4,860,000 for the public purpose of refunding obligations of the County, including interest on them, specifically, the 2018 and 2019 maturities of the County's General Obligation Promissory Notes, Series 2009A, dated May 12, 2009 (the "Refunding"); and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Issuance of Notes. The County shall issue its General Obligation Promissory Notes, Series 2017 (the "Notes") in an amount not to exceed \$4,860,000 for the public purpose of paying the cost of the Refunding.

Section 2. Sale of Notes. The County Board of Supervisors hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Notes as may have been received and take action thereon.

Roll Call on Resolution No. 33-2016

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 15th
day of November 2016.

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Harley Reabe

Harley Reabe, Chairman

/s/ Larry Jenkins

Larry Jenkins

/s/ Robert Lyon

Robert Lyon

/s/ Dennis Mulder

Dennis Mulder

Joanne Guden

Section 3. Notice of Sale. The County Clerk be and hereby is directed to cause notice of the sale of the Notes to be disseminated at such times and in such manner as the County Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk shall cause an Official Statement concerning this issue to be prepared by the County's financial advisor, Public Financial Management, Inc. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Green Lake County, Wisconsin

Justice Center Debt Refinancing

\$4,860,000* General Obligation Promissory Notes, Series 2017A



Presented to
Board of Supervisors on November 15, 2016
Finance Committee on October 27, 2016

PFM Financial Advisors, LLC
Public Financial Management, Inc.
115 South 84th Street, #315
Milwaukee, Wisconsin 53214
414-771-2700



Existing Debt Issues

The County has outstanding debt that was issued for (i) the Justice Center project, and (ii) upgrades to the Emergency Communications System.

The County issued \$30,900,000 to finance the Justice Center project, and as of January 1, 2017 there will be \$16,650,000 remaining.

Justice Center Debt

					1/1/2017	
Date of Issue	Obligation	Amount Issued	Final Maturity	Interest Rates Outstanding	Principal Outstanding	Call Date
05/01/2009	Notes, Series 2009A	\$ 9,000,000	04/01/2019	3.20% - 3.55%	\$ 6,670,000	04/01/2017
04/09/2013	Bonds, Series 2013A	7,590,000	03/01/2033	2.00% - 2.85%	7,140,000	03/01/2022
03/27/2014	Notes, Series 2014	2,750,000	03/01/2023	2.10%	2,750,000	03/01/2021
Total					<u>\$ 16,560,000</u>	

The County issued \$2,200,000 to finance upgrades to the Emergency Communications System, and as of January 1, 2017 there will be \$750,000 remaining.

Emergency Communications Debt

					1/1/2017	
Date of Issue	Obligation	Amount Issued	Final Maturity	Interest Rates Outstanding	Principal Outstanding	Call Date
04/09/2013	Bonds, Series 2013B	\$ 1,435,000	03/01/2019	0.65% - 1.05%	\$ 750,000	not callable
Total					<u>\$ 750,000</u>	

Existing Justice Center Debt Service

The Justice Center related debt service is paid with sales tax revenues, not the property tax levy.

Below is the existing Justice Center related debt service. The 2018 and 2019 principal payments on the 2009A Notes would be refinanced with the 2017 Refunding Notes.



Year	2009A Notes			2013A Refunding			2014 Refunding			2017 Refunding		TOTAL
	Principal	%	Interest	Principal	%	Interest	Principal	%	Interest	Principal	Interest	
2017	380,000	3.20%	228,783	175,000	0.70%	179,138	--		57,750			1,020,670
2018	395,000	3.40%	215,988	180,000	0.90%	175,588	--		57,750			1,024,325
2019	5,895,000	3.55%	104,636	185,000	1.10%	171,938	--		57,750			6,414,324
2020				195,000	1.30%	168,138	--		57,750			420,888
2021				200,000	1.50%	164,188	--		57,750			421,938
2022				210,000	1.70%	160,088	--		57,750			427,838
2023				215,000	1.95%	155,838	2,750,000	2.10%	28,875			3,149,713
2024				225,000	2.05%	151,381						376,381
2025				235,000	2.20%	146,490						381,490
2026				245,000	2.30%	141,088						386,088
2027				255,000	2.40%	135,210						390,210
2028				265,000	2.50%	128,838						393,838
2029				280,000	2.60%	121,885						401,885
2030				990,000	2.65%	105,128						1,095,128
2031				1,065,000	2.75%	77,366						1,142,366
2032				1,095,000	2.80%	47,393						1,142,393
2033				1,125,000	2.85%	16,031						1,141,031
2034												--

Proposed Justice Center Debt Service

PFM is proposing to refinance the 2018 and 2019 principal payments on the 2009A Notes over a nine-year period (2018-2026). The annual aggregate debt service would be at approximately \$1.0 million until the next balloon payment is due in 2023 (callable in 2021).



Year	2009A Notes			2013A Refunding			2014 Refunding			2017 Refunding *		TOTAL
	Principal	%	Interest	Principal	%	Interest	Principal	%	Interest	Principal	Interest	
2017	380,000	3.20%	117,431	175,000	0.70%	179,138	--		57,750	--	45,090	954,409
2018		3.40%		180,000	0.90%	175,588	--		57,750	495,000	92,250	1,000,588
2019		3.55%		185,000	1.10%	171,938	--		57,750	510,000	82,200	1,006,888
2020				195,000	1.30%	168,138	--		57,750	520,000	71,900	1,012,788
2021				200,000	1.50%	164,188	--		57,750	530,000	61,400	1,013,338
2022				210,000	1.70%	160,088	--		57,750	540,000	50,700	1,018,538
2023				215,000	1.95%	155,838	2,750,000	2.10%	28,875	550,000	39,800	3,739,513
2024				225,000	2.05%	151,381				560,000	28,700	965,081
2025				235,000	2.20%	146,490				570,000	17,400	968,890
2026				245,000	2.30%	141,088				585,000	5,850	976,938
2027				255,000	2.40%	135,210						390,210
2028				265,000	2.50%	128,838						393,838
2029				280,000	2.60%	121,885						401,885
2030				990,000	2.65%	105,128						1,095,128
2031				1,065,000	2.75%	77,366						1,142,366
2032				1,095,000	2.80%	47,393						1,142,393
2033				1,125,000	2.85%	16,031						1,141,031
2034												--
										4,860,000	495,290	

* Assumes applying \$1.5 million of accumulated sales tax receipts to downsize the issue.

Historical Sales Tax Receipts

The County's sales tax receipts have been very consistent.

Year	Calendar Year Sales Tax Receipts	End of Year Sales Tax Account Balance
1999	193,195	194,844
2000	931,953	1,159,807
2001	980,998	2,162,691
2002	1,041,053	3,379,760
2003	973,192	4,442,848
2004	1,118,766	5,647,517
2005	1,091,964	6,885,741
2006	1,117,789	8,394,705
2007	1,068,355	9,925,206
2008	1,076,242	11,400,168
2009	985,676	12,500,181
2010	1,016,507	7,704,751
2011	1,113,940	2,767,705
2012	1,186,450	2,883,122
2013	1,163,796	3,025,616
2014	1,270,041	2,028,629
2015	1,278,107	2,273,717
5-Year avg.	1,202,467	
10-Year avg.	1,127,690	

Even after applying \$1.5 million to downsize the 2017 refunding issue, the County would still have a substantial cash cushion (\$773,717 plus 2016 excess revenues and interest earnings thereon).

Proposed Schedule



Below is a timeline for the proposed \$4,860,000* General Obligation Promissory Notes, Series 2017A.

Date	Action
October 27, 2016	Finance Committee recommends Plan of Finance and Set Sale Resolution
November 15, 2016	County Board approves Plan of Finance and Set Sale Resolution
January 2017	Prepare Draft Preliminary Official Statement (POS)
February 3, 2017	Rating Agency Teleconference
February 13, 2017	Receive Rating / Finalize POS
February 21, 2017	Day of Sale - Bids Taken and County Board awards to the best bidder
March 14, 2017	Closing - Money wired to the County
April 3, 2017	\$6,290,000 of 2009A Notes prepaid with a wire to DTC

RESOLUTION NO. 34-2016

Relating to 2017 Budget and 2016 Property Tax Levy.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its annual meeting begun on the 15th day of November, 2016, does resolve as follows:

WHEREAS, the several departments of Green Lake County Government have prepared estimates of revenues and expenditures for their respective departments for 2017 in coordination with their governing committees; and

WHEREAS, the Finance Committee of the County Board of Supervisors has reviewed each of these estimates in detail and made such adjustments as deemed necessary and appropriate.

NOW, THEREFORE, BE IT RESOLVED, that the attached budget for Green Lake County for 2017 be adopted; and

BE IT FURTHER RESOLVED, that a property tax of \$14,145,501 be apportioned among the sixteen (16) municipalities in accordance with ratios provided by the Wisconsin Department of Revenue.

Roll Call on Resolution No. 34-2016

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 15th
day of November 2016.

/s/ Harley Reabe

Harley Reabe, Chairman

/s/ Larry Jenkins

Larry Jenkins

/s/ Robert Lyon

Robert Lyon

/s/ Dennis Mulder

Dennis Mulder

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

Joanne Guden

BUDGET SUMMARY/COMPARISON

October 27, 2016

	2016	2017	PERCENT
COUNTY BOARD			
Budget	25,850	25,305	-2.11%
Revenues	0	0	0.00%
Tax Levy	25,850	25,305	-2.11%
Increase(Decrease)	-66	-545	
COMMITTEES, BOARDS, & COMMISSIONS			
Budget	69,285	56,378	-18.63%
Revenues	0	0	0.00%
Tax Levy	69,285	56,378	-18.63%
Increase(Decrease)	-5,000	-12,908	
CONTINGENCY			
Budget	100,000	100,000	0.00%
Revenues	0	0	0.00%
Tax Levy	100,000	100,000	0.00%
Increase(Decrease)	0	0	
DEBT SERVICE			
Budget	241,983	250,599	3.56%
Revenues	0	0	0.00%
Tax Levy	241,983	250,599	3.56%
Increase(Decrease)	3,953	8,616	
Applied Funds			
Budget	1,883,298	1,974,722	
Revenues	1,883,298	1,974,722	
Tax Levy	0	0	
Increase(Decrease)	0	0	
911 PROJECT			
Budget	61,432	61,432	0.00%
Revenues	0	0	0.00%
Tax Levy	61,432	61,432	0.00%
Increase(Decrease)	0	0	
LIBRARY SERVICES			
Budget	315,315	311,077	-1.34%
Revenues	0	0	0.00%
Tax Levy	315,315	311,077	-1.34%
Increase(Decrease)	-6,850	-4,238	
LABOR LAW			
Budget	15,000	14,000	-6.67%
Revenues	0	0	0.00%
Tax Levy	15,000	14,000	-6.67%
Increase(Decrease)	8,000	-1,000	
ECONOMIC DEVELOPMENT			
Budget	64,750	54,750	-15.44%
Revenues	0	0	0.00%
Tax Levy	64,750	54,750	-15.44%
Increase(Decrease)	10,000	-10,000	

CLERK OF COURTS			
Budget	309,570	358,361	15.76%
Revenues	175,124	175,135	0.01%
Tax Levy	134,446	183,226	36.28%
Increase(Decrease)	-45,198	48,780	
DISTRICT ATTORNEY			
Budget	227,083	225,737	-0.59%
Revenues	38,750	33,750	-12.90%
Tax Levy	188,333	191,987	1.94%
Increase(Decrease)	746	3,654	
CORPORATION COUNSEL			
Budget	198,968	198,936	-0.02%
Revenues	5,940	11,790	0.00%
Tax Levy	193,028	187,146	-3.05%
Increase(Decrease)	19,891	-5,882	
COUNTY CLERK-ADMINISTRATION			
Budget	339,858.46	360,295	6.01%
Revenues	6,020	5,410	-10.13%
Tax Levy	333,838	354,885	6.30%
Increase(Decrease)	-22,162	21,047	
PURCHASING/UTILITIES			
Budget	428,125	375,765	-12.23%
Revenues	47,924	9,500	-80.18%
Tax Levy	380,201	366,265	-3.67%
Increase(Decrease)	14,225	-13,936	
COUNTY CLERK-ELECTION			
Budget	42,450	40,450	-4.71%
Revenues	12,000	12,000	0.00%
Tax Levy	30,450	28,450	-6.57%
Increase(Decrease)	0	-2,000	
INSURANCE			
Budget	443,950	487,139	9.73%
Revenues	90,000	105,000	16.67%
Tax Levy	353,950	382,139	7.96%
Increase(Decrease)	-24,100	28,189	

CIRCUIT COURT			
Budget	153,486	144,228	-6.03%
Revenues	68,699	69,000	0.44%
Tax Levy	84,787	75,228	-11.27%
Increase(Decrease)	-64,422	-9,559	
MAINTENANCE			
Budget	548,961	552,468	0.64%
Revenues	0	0	
Tax Levy	548,961	552,468	0.64%
Increase(Decrease)	4,559	3,507	
REGISTER OF DEEDS			
Budget	264,156	274,541	3.93%
Revenues	136,986	139,000	1.47%
Tax Levy	127,170	135,541	6.58%
Increase(Decrease)	22,795	8,371	
TREASURER			
Budget	211,522	217,978	3.05%
Revenues	11,300	14,100	24.78%
Tax Levy	200,222	203,878	1.83%
Increase(Decrease)	15,591	3,656	
LAW ENFORCEMENT			
Budget	4,857,236	5,009,157	3.13%
Revenues	421,801	548,995	30.16%
Applied from reserves	0	0	
Tax Levy	4,435,435	4,460,162	0.56%
Increase(Decrease)	-16,290	24,727	
LAND USE PLANNING/ZONING			
Budget	401,399	366,771	-8.63%
Revenues	77,500	92,580	19.46%
Tax Levy	323,899	274,191	-15.35%
Increase(Decrease)	9,039	-49,708	
VETERANS' SERVICE OFFICE			
Budget	112,307	121,363	8.06%
Revenues	16,850	16,100	-4.45%
Tax Levy	95,457	105,263	10.27%
Increase(Decrease)	-26,313	9,806	
PARKS & RECREATION			
Budget	115,015	513,752	346.68%
Revenues	57,950	457,950	690.25%
Tax Levy	57,065	55,802	-2.21%
Increase(Decrease)	0	-1,263	
COUNTY FAIR			
Budget	57,923	57,923	0.00%
Revenues	24,737	25,472	2.97%
Tax Levy	33,186	32,451	-2.21%
Increase(Decrease)	0	-735	

UW-EXTENSION			
Budget	279,304	283,269	1.42%
Revenues	1,500	1,500	0.00%
Tax Levy	277,804	281,769	1.43%
Increase(Decrease)	5,667	3,965	
LAND CONSERVATION			
Budget	610,070	661,110	8.37%
Revenues	270,408	307,608	13.76%
Tax Levy	339,662	353,502	4.07%
Increase(Decrease)	14,947	13,840	
EMERGENCY GOV./EPCRA			
Budget	58,640	59,573	1.59%
Revenues	25,415	26,424	3.97%
Tax Levy	33,225	33,149	-0.23%
Increase(Decrease)	612	-76	
CORONER			
Budget	53,738	54,027	0.54%
Revenues	15,640	15,640	0.00%
Tax Levy	38,098	38,387	0.76%
Increase(Decrease)	547	289	
LAND INFORMATION			
Budget	151,000	151,000	0.00%
Revenues	151,000	151,000	0.00%
Tax Levy	0	0	0.00%
Increase(Decrease)	0	0	
INFORMATION TECHNOLOGY			
Budget	493,486	486,704	-1.37%
Revenues	6,395	6,600	3.21%
Tax Levy	487,091	480,104	-1.43%
Increase(Decrease)	29,537	-6,987	
COUNTY ADMINISTRATOR			
Budget	0	191,063	100.00%
Revenues	0	0	0.00%
Tax Levy	0	191,063	100.00%
Increase(Decrease)	0	191,063	
HUMAN SERVICES			
Budget	7,134,120	7,347,327	2.99%
Revenues	4,538,023	4,742,830	4.51%
Applied from Reserve	0	0	
Tax Levy***	2,596,097	2,604,497	0.32%
Increase(Decrease)	-32,562	8,401	

HIGHWAY			
Budget	3,377,734	3,274,211	-3.06%
Revenues	779,176	719,872	-7.61%
Applied from Reserve	0	0	
Tax Levy	2,598,558	2,554,339	-1.70%
Increase(Decrease)	0	-44,219	
GENERAL REVENUES			
	611,662	490,947	-19.74%
State Charitable & Penal Costs	1,239	912	
Fire Suppression	1,306	1,794	
Wages & Benefits	110,638	0	
TOTALS			
Budget	23,760,197	24,664,115	3.81%
Revenues	9,474,098	10,152,926	7.17%
Applied from Reserves	247,021	365,396	
Total Levy	14,039,078	14,145,793	0.76%
Total Levy Increase(Decrease)	103,581	106,715	
Tax Levy excluded from limit	414,493	414,937	
Tax Levy subject to Limit	13,624,585	13,730,857	0.78%
Increase to Levy Limit	91,002	106,272	
Allowable Limit from DOR			
	13,624,585	13,730,857	0.78%
Over(under)			
	0	0	
TAX RATE			
	6.4512%	6.3469%	-0.10%
EQUALIZED VALUE (REDUCED BY TI)			
	\$2,176,191,500	\$2,228,780,100	2.42%
Compiled by: Marge Bostelmann			

Resolution Number 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

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of November 2016 does resolve as follows:

WHEREAS, there are vacancies in the Communications Division of the Sheriff's Office, including the recent retirement of the Communications Administrator, and

WHEREAS, due to the administrative workload, the Communications Administrator did not work as a scheduled Communications Officer, and

WHEREAS, a review of the Communications Staffing structure was performed, and

WHEREAS, there is no supervisor on duty at night in that Division, and

WHEREAS, it was determined that there should be increased supervisory coverage in the Communications Center, and

WHEREAS, the administrative duties of the Communications Administrative position would be divided between two scheduled working Sergeants who would be available to work varying shifts on days, nights and week-ends.

NOW THEREFORE BE IT RESOLVED that the position of one full-time Communications Officer and one full-time Communications Administrator be eliminated and

BE IT FURTHER RESOLVED that two full-time Communications Sergeants positions of 2080 hours per year each be created, as of the passage of this resolution and

BE IT FURTHER RESOLVED that both of the Sergeants will perform Communications Officer duties on a regular basis and

BE IT FURTHER RESOLVED that the Administrative duties of the former Communications Administrator position be divided between the two Sergeants.

Fiscal Impact: Showing an annual decrease in Communications Staffing costs of \$11,968.40

Approved/~~Disapproved~~ by Personnel.

Roll Call on Resolution No. 35-2016 Submitted by Judicial and Law Enforcement Committee

Aye __, Nay __, Absent __, Abstain __

Passed and Adopted/Rejected
This 15th day of November, 2016

/s/ Michael Starshak
Michael Starshak, Chairman

County Board Chairman

/s/ Larry Jenkins
Larry Jenkins

Attest: County Clerk

/s/ Sue Wendt
Sue Wendt

Approved as to form:

Peter Wallace

Corporation Counsel

2017 Fiscal Impact Restructuring of Communications Center Employees in the Sheriff's Office

POSITION TITLE	RATE	HOURS	WAGES	FICA	R-employer	H-INS	L-INS	TOTAL
Communications Administrator	(\$31.89)	2080	(\$66,331.20)	(\$5,074.34)	(\$4,377.86)	(\$20,846.50)	(\$171.60)	(\$96,801.50)
Sergeant	\$26.24	2080	\$54,579.20	\$4,175.31	\$3,602.23	\$20,846.50	\$61.44	\$83,264.68
Sergeant	\$26.24	2080	\$54,579.20	\$4,175.31	\$3,602.23	\$20,846.50	\$61.44	\$83,264.68
Communications Officer	(\$25.58)	2080	(\$53,206.40)	(\$4,070.29)	(\$3,511.62)	(\$20,846.50)	(\$61.44)	(\$81,696.25)
Total Savings								\$11,968.40

The savings is to be reallocated to the 911 Project, as it is unknown as to whether grant monies will be awarded for this mandatory update and to increase the Chief Deputy wage due to additional responsibilities including adding all Communications Division personnel issues to his duties.

RESOLUTION NUMBER 36-2016

RELATING TO SUPPORT TO SECURE STATE FUNDING FOR COMMUNICABLE DISEASE CONTROL

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of November 2016 does resolve as follows:

WHEREAS, Green Lake County and Wisconsin as a whole, has no dedicated, stable federal and state funding sources for communicable disease control and prevention efforts and,

WHEREAS, a strong public health infrastructure is paramount to the health of all citizens, and;

WHEREAS, emerging and existing communicable diseases threaten health security, economies, and quality of life for all, and;

WHEREAS, communicable diseases such as Zika, Ebola, H1N1, measles, HIV and AIDS, tuberculosis, influenza, measles, syphilis, gonorrhoea, rabies, hepatitis, polio, and pertussis, can threaten the lives and well-being of Wisconsin residents, and;

WHEREAS, local health department communicable disease programs protect residents by investigating and controlling communicable diseases, collecting data, educating the community about prevention and the importance of immunizations, and caring for those affected by these diseases, and;

Continued on next page

Roll Call on Resolution No.36-2016 Submitted by Health & Human Services Board

With the recommendation to Approve/~~Disapprove~~

Aye , Nay ,Absent , Abstain .

Passed and Adopted/Rejected this
15th day of November 2016

Joe Gonyo,, Chairman

John Gende, Member

County Board Chairman

Joy Waterbury, Member

ATTEST: County Clerk
Approved as to Form

Nancy Hoffman, Member

Corporation Counsel

Richard Trochinski, Member
/s/ Harley Reabe

Nick Toney, Vice Chairman

Harley Reabe, Member

Brian Floeter, Member

Vacant, Member

WHEREAS, local health departments and the State of Wisconsin Communicable Disease Program have demonstrated commitment, competence and success in assuring the confidentiality of persons with reported communicable disease for decades, including cases of AIDS, and;

WHEREAS, communicable disease control is one of the ten essential functions of public health.

NOW, THEREFORE, BE IT RESOLVED that the Green Lake County Health Advisory, Health & Human Services and the full County Board of Supervisors, urges the state legislature to develop and enact bipartisan support for funding of comprehensive, sustainable, effective and evidence based communicable disease control and prevention for the public's health.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that once passed, the County Clerk is directed to forward a copy of this resolution to members of the Joint Finance Committee, Governor Scott Walker, Wisconsin Legislators representing Green Lake County and the Wisconsin Counties Association.

ORDINANCE NO. 24-2016

Amending Ordinance 1042 – 2012 Green Lake County Personnel Policies and Procedures Manual; III Benefits, Sick Leave , Vacation and Appendix K-1, Health Benefit Coverage

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of November, 2016, does ordain as follows:

WHEREAS, it is necessary to have up-to-date policies and procedures for the orderly and efficient handling of personnel related matters throughout Green Lake County Departments and offices;

Roll Call on Ordinance No. 24 – 2016

Aye , Nay , Absent , Abstain

Passed & Enacted/Rejected this 15th
day of November, 2016

County Board Chairman

Attest: County Clerk
Approved as to Form:

Corporation Counsel

Submitted by Personnel Committee

Joe Gonyo, Chair

/s/ Paul Schwandt

Paul Schwandt, Vice-Chair

---Abstain---

Robert Lyon

/s/ Robert Schweder

Robert Schweder

Sue Wendt

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Personnel Policies and Procedures Manual shall be amended as follows:

Sick Leave

A. Allocation of Paid Sick Leave

Subject to applicable collective bargaining agreements, all full-time employees will be granted sick leave, with pay, at the rate of ~~six (6)~~ **nine (9) days** per calendar year.

B. Health Leave Bank

- 1. Balance.** Subject to the limitations below, employees are able to place ~~three (3)~~ **nine (9)** unused sick days per year into a health leave bank, the total of which shall not exceed ~~thirty (30)~~ **one hundred (100)** days.

Vacation

Eligible employees shall receive vacation on their anniversary dates based on the following schedule:

Years of Continuous Service	Vacation Amount
After 6 months but less than 1 year	5 days
After 1 but less than 2	5 10 days
After 2 but less than 8	10 days
After 8 5 but less than 15 10	15 days
After 15 10	20 days

Eligible employees will be granted additional vacation on their anniversary date following January 1, 2017.

BE IT FURTHER ORDAINED, that this ordinance shall become effective on January 1, 2017.



WCA GROUP HEALTH TRUST

**GREEN LAKE COUNTY
PROPOSED BENEFIT COVERAGE – 1/01/17**

	All Active Employees	Public Safety Employees Only
	HMO PLAN	HMO PLAN
	UHC Choice +	UHC Choice +
Deductible	\$1,500 Individual \$3,000 Family	\$2,500 Individual \$5,000 Family
Coinsurance	100%	90%
Out of Pocket Maximum	\$1,500 Individual \$3,000 Family	\$3,000 Individual \$6,000 Family
Affordable Health Care Out Of Pocket Maximum*- (Incl All Office Copays, Urgent Care, Emergency Room & Prescription Drug Copays)	\$2,500 Individual \$5,000 Family	\$4,000 Individual \$8,000 Family
Lifetime Maximum	Unlimited	Unlimited
Inpatient Hospital & Outpatient Hospital	Deductible, then 100%	Deductible, then 90%
Office Visit	\$25 Copay; then 100%	\$25 Copay; then 90%
Convenient Care – Access Affordable Healthcare	100%, Deductible Waived	100%, Deductible Waived
Preventative Exam	100%, Deductible Waived	100%, Deductible Waived
Diagnostic Lab	100%, Deductible Waived	90%, Deductible Waived
MRI/CT Scan (\$50 Gift Card – Smart MRI)	\$100 Copay; then 100%	\$100 Copay; then 90%
Emergency Room	\$100 Copay Per Visit; then 100%	\$150 Copay Per Visit; then 100%
Ambulance Service	Deductible, then 100%	Deductible, then 90%
Chiropractic Care	\$25 Copay; then 100%,	\$25 Copay; then 90%,
Transplants	Deductible, then 100%	Deductible, then 90%
Mental Health, Alcohol, & Drug Benefits: Inpatient, Transitional, & Outpatient	Same As Any Other Illness	Same As Any Other Illness
Treatment for Obesity Surgery	Not Covered	Not Covered
Oral Surgery	Deductible, then 100%	Deductible, then 90%
Hearing Exam	100% Deductible Waived	100% Deductible Waived
Routine Vision Exam	100%, Deductible Waived	100%, Deductible Waived
Skilled Nursing Facility	Deductible, then 100%	Deductible, then 90%
Home Health Care	Deductible, then 100%	Deductible, then 90%
Physical, Speech, & Occupational Therapy	Deductible, then 100%	Deductible, then 90%

	All Active Employees	Public Safety Employees Only (Eff. 6/01/15)
	HMO PLAN	HMO PLAN
	UHC Choice +	UHC Choice +
Durable Medical Equipment	Deductible, then 100% (No Maximum)	Deductible, then 90% (No Maximum)
Prescription Drug Copays (Change To Caremark Rx) (No Step Therapy) \$0 Copay for Insulin Supplies No Mandatory Substitution Required	<u>(30 Day Supply)</u> \$10 Generic; \$40 Formulary; \$60 Brand (90 Day – Retail) \$30 Generic; \$120 Formulary; \$180 Brand <u>(90 Day Supply- Mail Order)</u> \$20 Generic; \$80 Formulary; \$120 Brand	<u>(30 Day Supply)</u> \$10 Generic; \$40 Formulary; \$80 Brand (90 Day – Retail) \$30 Generic; \$120 Formulary; \$180 Brand <u>(90 Day Supply- Mail Order)</u> \$20 Generic; \$80 Formulary; \$160 Brand
Rx Copay Maximum	\$3,850/7,700	\$2,600/5,200
Dental Plan Benefits (You can Utilize Any Dental Provider, there are no network requirements for Dental)	100%/Deductible Waived Preventative Only Exam/Cleaning/X-Ray	100%/Deductible Waived Preventative Only Exam/Cleaning/X-Ray
Health Club Reimbursement	\$120 Individual \$240 Family	\$120 Individual \$240 Family

GHT Proposed Renewal (Current Plan) – +7%
(Proposed Plan) +5%

ORDINANCE NO. 25-2016

Amending Ordinance 1042 – 2012 Appendix K-1, Public Safety Employee Health Benefit Coverage

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of November, 2016, does ordain as follows:

WHEREAS, it is necessary to have up-to-date policies and procedures for the orderly and efficient handling of personnel related matters throughout Green Lake County Departments and offices;

Fiscal Note: \$17,215.00

Roll Call on Ordinance No. 25 – 2016

Aye , Nay , Absent , Abstain

Passed & Enacted/Rejected this 15th day of November, 2016

County Board Chairman

Attest: County Clerk
Approved as to Form:

Corporation Counsel

Submitted by Personnel Committee

Joe Gonyo, Chair

/s/ Paul Schwandt

Paul Schwandt, Vice-Chair

/s/ Robert Lyon

Robert Lyon

/s/ Robert Schweder

Robert Schweder

/s/ Sue Wendt

Sue Wendt

Addenda K-1: Public Safety Employee Health Benefit is deleted. **All employees eligible for health insurance benefits will be subject to the same plan, including any bargaining unit(s).**

BE IT FURTHER ORDAINED, that this ordinance shall become effective on January 1, 2017.



WCA GROUP HEALTH TRUST

**GREEN LAKE COUNTY
PROPOSED BENEFIT COVERAGE – 1/01/17**

	All Active Employees	Public Safety Employees Only
	HMO PLAN	HMO PLAN
	UHC Choice +	UHC Choice+
Deductible	\$1,500 Individual \$3,000 Family	—\$2,500 Individual \$5,000 Family
Coinsurance	100%	90%
Out of Pocket Maximum	\$1,500 Individual \$3,000 Family	—\$3,000 Individual \$6,000 Family
Affordable Health Care Out Of Pocket Maximum*- (Incl All Office Copays, Urgent Care, Emergency Room & Prescription Drug Copays)	\$2,500 Individual \$5,000 Family	\$4,000 Individual \$8,000 Family
Lifetime Maximum	Unlimited	Unlimited
Inpatient Hospital & Outpatient Hospital	Deductible, then 100%	Deductible, then 90%
Office Visit	\$25 Copay; then 100%	\$25 Copay; then 90%
Convenient Care – Access Affordable Healthcare	100%, Deductible Waived	100%, Deductible Waived
Preventative Exam	100%, Deductible Waived	100%, Deductible Waived
Diagnostic Lab	100%, Deductible Waived	90%, Deductible Waived
MRI/CT Scan (\$50 Gift Card – Smart MRI)	\$100 Copay; then 100%	\$100 Copay; then 90%
Emergency Room	\$100 Copay Per Visit; then 100%	\$150 Copay Per Visit; then 100%
Ambulance Service	Deductible, then 100%	Deductible, then 90%
Chiropractic Care	\$25 Copay; then 100%,	\$25 Copay; then 90%,
Transplants	Deductible, then 100%	Deductible, then 90%
Mental Health, Alcohol, & Drug Benefits: Inpatient, Transitional, & Outpatient	Same As Any Other Illness	Same As Any Other Illness
Treatment for Obesity Surgery	Not Covered	Not Covered
Oral Surgery	Deductible, then 100%	Deductible, then 90%
Hearing Exam	100% Deductible Waived	100% Deductible Waived
Routine Vision Exam	100%, Deductible Waived	100%, Deductible Waived
Skilled Nursing Facility	Deductible, then 100%	Deductible, then 90%
Home Health Care	Deductible, then 100%	Deductible, then 90%
Physical, Speech, & Occupational Therapy	Deductible, then 100%	Deductible, then 90%

	All Active Employees	Public Safety Employees Only (Eff. 6/01/15)
	HMO PLAN	HMO PLAN
	UHC Choice +	UHC Choice+
Durable Medical Equipment	Deductible, then 100% (No Maximum)	Deductible, then 90% (No Maximum)
Prescription Drug Copays (Change To Caremark Rx) (No Step Therapy) \$0 Copay for Insulin Supplies No Mandatory Substitution Required	(30 Day Supply) \$10 Generic; \$40 Formulary; \$60 Brand (90 Day – Retail) \$30 Generic; \$120 Formulary; \$180 Brand (90 Day Supply- Mail Order) \$20 Generic; \$80 Formulary; \$120 Brand	(30 Day Supply) \$10 Generic; \$40 Formulary; \$80 Brand (90 Day – Retail) \$30 Generic; \$120 Formulary; \$180 Brand (90 Day Supply – Mail Order) \$20 Generic; \$80 Formulary; \$160 Brand
Rx Copay Maximum	\$3,850/7,700	\$2,600/5,200
Dental Plan Benefits (You can Utilize Any Dental Provider, there are no network requirements for Dental)	100%/Deductible Waived Preventative Only Exam/Cleaning/X-Ray	100%/Deductible Waived Preventative Only Exam/Cleaning/X-Ray
Health Club Reimbursement	\$120 Individual \$240 Family	\$120 Individual \$240 Family

GHT Proposed Renewal (Current Plan) – +7%
(Proposed Plan) +5%

ORDINANCE NO. 26-2016

Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of November, 2016, does ordain as follows:

WHEREAS, the Green Lake County Board of Supervisors has previously adopted and amended an ordinance establishing a Food Safety and Recreational Licensing Program in Green Lake County; and

WHEREAS, the State has changed the Administrative Codes that govern this program; and,

WHEREAS, the Health and Human Services Board has reviewed the changes and is recommending that the County Board approve those changes,

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication

Roll Call on Ordinance No. 26 – 2016
Aye____, Nay____, Absent____, Abstain____

Submitted by Health & Human Services Board

Passed & Enacted/Rejected this 15th day of November, 2016

Joe Gonyo, Chair

County Board Chairman

Nick Toney, Vice-Chair

Attest: County Clerk
Approved as to Form:

/s/ Harley Reabe
Harley Reabe

Corporation Counsel

Joy Waterbury

John Gende

Brian Floeter

NOW, THEREFORE, BE IT ORDAINED, that Chapter 148, Article I is hereby repealed and recreated as follows (Underline typeface indicates additions; ~~strikethrough~~ typeface indicates deletions):

§ 148-1. Authority.

This article is adopted pursuant to the authority provided by Wisconsin State Statutes § 66.0417, Ch. 68, and §§ 97.12, 97.41, 125.68(5), 251.04(3), 252.02, 252.03, 254.47, and 254.69(2); and by Wisconsin State Administrative Chapters ATCP 72, 73, 74, 75, 76, 78 and 79, ~~DHS 172, 173, 175, 178, 192, 195, 196, 197 and 198~~, and SPS 221, 390 and 326-, as amended and/or renumbered from time-to-time.

§ 148-2. Purpose; grant of authority to consortia.

The purpose of this article is to protect and improve the public health and to authorize the Tri-County Environmental Health Consortium, which consists of the Waushara, Green Lake and Marquette County Health Departments, to become the designated agent of the State Department of ~~Health and Family Services~~ Agriculture, Trade and Consumer Protection for the purpose of establishing license fees; issuing licenses; and making investigations or inspections of hotels, motels, tourist rooming houses, body piercing and tattooing establishments, restaurants, retail food establishments, bed-and-breakfast establishments, campgrounds and camping resorts, recreational and educational camps, public swimming pools and in making investigations and inspections of food vending machines, their operators and vending machine commissaries; ~~and authorizing the Tri-County Environmental Health Consortium to become the designated agent of the State Department of Agriculture, Trade, and Consumer Protection for the purpose of establishing license fees; issuing licenses and making investigations or inspections of retail food establishments;~~ and for the purpose of enacting local regulations governing these establishments. In addition, the consortia may also secure samples or specimens of food and any product or substance that may affect food, examine and copy relevant documents and records and obtain photographic and other evidence needed to enforce this article. The department shall examine any samples secured and conduct other inspections and examinations needed to determine whether there is a violation.

§ 148-3. Applicability.

The provisions of this article shall apply to the owner and operator of any retail food establishment, hotel, motel, tourist rooming house, body piercing and tattooing establishments, restaurant, retail food establishment, bed-and-breakfast establishment, campground and camping resort, recreational and educational camp, public swimming pool, vending machine commissary or vending machine in all areas of jurisdiction of the Green Lake County Health Department.

§ 148-4. Definitions.

All definitions as set forth in Wisconsin State Statutes § 66.0417, and Chs. 68, 97, 125, 251, 252 and 254; and Wisconsin State Administrative Code Chapters ATCP 72, 73, 74, 75, 76, 78 and 79, ~~DHS 172, 173, 175, 178, 192, 195, 196, 197 and 198~~, and SPS 221, 390 and 326, as amended and/or renumbered from time-to-time, are incorporated in this article by reference and they shall be construed, read and

interpreted as if fully set forth herein until amended and then shall apply as amended. In addition, the following terms and phrases have meanings ascribed to them in this section:

ANNUAL LICENSE FEE

A fee for on-site inspection of the entire facility and one follow-up inspection to determine that establishments identified in the ordinance are compliant with the statutes and administrative codes that govern their operation.

BRAIDING

The cutting of strips of skin of a person, which strips are then to be intertwined with one another and placed onto such person so as to cause or allow the incised and interwoven strips of skin to heal in such intertwined condition.

BRANDING

Inducing a pattern of scar tissue by use of a heated material (usually metal) to the skin, making a serious burn, which eventually becomes a scar.

DUPLICATE LICENSE FEE

A fee for the replacement of an original license.

HEALTH DEPARTMENT

The Green Lake County Public Health Department.

LATE APPLICATION FEE

A fee that is charged for failure to comply with the application time frame specified in the applicable statute and administrative code for completion and submission of the required application for license to the Health Department.

LATE FEE

A fee for failure to pay established or assessed fees in a timely manner. This refers to any fee not postmarked by June 30.

LIMITED FOOD SERVICE

The serving of only individually wrapped, hermetically sealed single food servings by a licensed processor with preparation on the premises limited to heating and serving with single-service articles; i.e., hermetically wrapped sandwiches or frozen pizza.

MASTER FEE SCHEDULE

The schedule of all fees associated with this article, amended as needed by the Board of Health, and posted in the Health Department.

MOBILE RESTAURANT

A restaurant operating from a movable vehicle, pushcart, trailer or boat which periodically or continuously changes location and wherein meals or lunches are prepared or served or sold to the general public, excepting those vehicles used in delivery of pre-ordered meals or lunches prepared in a licensed restaurant.

OPERATOR

The owner, operator or person responsible to the owner for the operations of the hotel, motel, bed-and-breakfast establishment, food service establishment or beverage establishment, vending machine commissary and/or vending machine, campground, camping resort, recreational/educational camps, or public swimming pools.

OUTDOOR GRILLING

The cooking of food on an outdoor grill on the premises of a licensed food service facility. The purpose for outdoor cooking shall not increase the production capability of the restaurant kitchen by circumventing codes applicable to indoor cooking facilities. Hot holding shall be limited to what can be held on the cooking unit.

PERMIT

Fee-exempt permission to operate a temporary food stand for fewer than four days in a calendar year.

POTENTIALLY HAZARDOUS FOOD

- A. A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
- (1) The rapid and progressive growth of infectious or toxigenic microorganisms;
 - (2) The growth and toxin production of *Clostridium botulinum*; or
 - (3) In raw shell eggs, the growth of *Salmonella enteritidis*.
- B. Potentially hazardous food includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic and oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth as specified under Subsection A of this definition.
- C. Potentially hazardous food does not include:
- (1) An air-cooled hard-boiled egg with shell intact;
 - (2) A food with an *a/w* value of 0.85 or less;
 - (3) A food with a pH level of 4.6 or below when measured at 24° C. (75° F.);
 - (4) A food in an unopened hermetically sealed container that is commercially processed to achieve and maintain commercial sterility under conditions of nonrefrigerated storage and distribution; and
 - (5) A food for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or growth of *S. enteritidis* in eggs or *C. botulinum* cannot occur, such as a food that has an *a/w* and a pH that are above the levels specified under Subsection C(2) and (3) of this definition and that may contain a preservative, other barrier to growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms.
 - (6) A food that may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness, but that does not support the growth of microorganisms as specified under Subsection A of this definition.

PRE-INSPECTION FEE

The fee associated with the required inspection necessary to determine compliance at the time of a change in operator or new business.

REINSPECTION FEE

A fee structure for the subsequent inspections needed to address compliance issues with the statutes and administrative codes that govern a respective establishment. Reinspections are conducted due to one or more of the following: uncorrected critical violations, more than 10 total violations, repeat violations from previous inspections, major noncritical violations and when a complaint investigation identifies unsatisfactory conditions. The fee for a reinspection will be a set fee and posted in the Health Department on the Master Fee Schedule.

RESTAURANT

Any building, room or place where meals are prepared, served or sold to transients or the general public, and all places used in connection with the building, room or place, and includes any public or private school lunchroom for which food service is provided by contract. "Restaurant" does not include:

- A. Taverns that serve free lunches consisting of popcorn, cheese, crackers, pretzels, cold sausage, cured fish or bread and butter;
- B. Churches, religious, fraternal, youth or patriotic organizations, service clubs and civic organizations which occasionally prepare, serve or sell meals to the general public;
- C. Any public or private school lunchroom for which food service is directly provided by the school;
- D. Any food service provided solely for needy persons;
- E. Bed-and-breakfast establishments;
- F. A private individual selling food from a movable or temporary stand at a public farm sale;
- G. A concession stand at a locally sponsored sporting event, such as a little league game; or
- H. A potluck event.

RETAIL FOOD ESTABLISHMENT

Any of the following, but does not include a restaurant or other establishment holding a license to the extent that the activities of the establishment are covered by that license:

- A. A permanent or mobile food processing facility where food is processed primarily for direct retail sale to consumers at the facility.
- B. A mobile facility from which potentially hazardous food is sold to customers at retail.

C. A permanent facility from which food is sold to consumers at retail, whether or not that facility sells potentially hazardous food or is engaged in food processing.

SCARIFICATION

Altering skin texture by cutting the skin and controlling the body's healing process in order to produce wounds, which results in permanently raised wheals or bumps known as "keloids."

SPECIAL ORGANIZATION

Churches, religious, fraternal, youths' or patriotic organizations, service clubs and civic organizations which occasionally prepare, serve or sell meals to transients or the general public, for up to 12 days in a calendar year. Specific dates and locations of meals shall be provided to the Health Department in advance.

TEMPORARY RESTAURANT or TEMPORARY RETAIL FOOD ESTABLISHMENT

A restaurant or retail food establishment that operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale, or occasional sales promotion for a period of no more than 14 consecutive days or 20 nonconsecutive days. Specific dates and locations of meals shall be provided to the Health Department in advance. Mobile establishments of this type which conduct business in the jurisdiction of the Green Lake County Public Health Department, that are licensed outside of the area of jurisdiction, will be inspected and charged a nominal fee to cover the cost of inspection.

THREE-DIMENSIONAL "3D" BODY ART or BEADING or IMPLANTATION

The form of body art consisting of or requiring the placement, injection or insertion of an object, device or other thing made of matter such as steel, titanium, rubber, latex, plastic, glass or other materials beneath the surface of the skin of a person. This term does not include body piercing or services performed by a qualified (MD, Board-certified) physician.

[TRI-COUNTY ENVIRONMENTAL HEALTH CONSORTIUM](#)

[Waushara, Green Lake and Marquette Counties consortium established to enforce environmental health laws and to enforce this Article.](#)

VENDING MACHINE

Any self-service device offered for public use which, upon insertion of a coin or token, or by other means, dispenses unit servings of food or beverage either in bulk or in package, without the necessity of replenishing the device between each vending operation. "Vending machine" does not include a device which dispenses only bottled, prepackaged or canned soft drinks, a one-cent vending device, a vending machine dispensing only candy, gum, nuts, nut meats, cookies or crackers, or a vending machine dispensing only prepackaged Grade A pasteurized milk or milk products.

VENDING MACHINE COMMISSARY

Any building, room or place in the state at which foods, containers, transport equipment or supplies for vending machines are kept, handled, prepared or stored by a vending machine operator, except a

place at which the operator is licensed to manufacture, distribute or sell food products under Ch. 97, Wis. Stats.

§ 148-5. Enforcement.

The provisions of this article shall be administered by or under the direction of the Health Officer of the Health Department, who in person or by duly authorized representatives shall have the right to enter, at reasonable hours, upon premises affected by this regulation to inspect the premises, secure samples or specimens, examine and copy relevant documents and records or obtain photographic or other evidence needed to enforce this article and issue citations or file a summons and complaint with Corporation Counsel.

§ 148-6. License and permit.

- A. No person shall operate a retail food establishment, bed-and-breakfast establishment, hotel, motel, tourist rooming house, body piercing and tattooing establishment, restaurant, [retail food establishment](#), campground and camping resort, recreational and educational camp, or public swimming pool without first obtaining a non-prorated license from the Health Department.
- (1) Except as in Subsection A(1)(a), licenses shall expire on June 30 of each year following their issuance.
 - (a) Licenses initially issued for a bed-and-breakfast establishment, hotel, motel, tourist rooming house, body piercing and tattooing establishment, restaurant, [retail food establishment](#), campground and camping resort, recreational and educational camp or public swimming pool during the period beginning on April 1 and ending June 30 shall expire June 30 of the following year.
 - (b) Licenses issued to retail establishments covered under the master fee schedule are issued for one year from July 1 through June 30.
 - (c) No-fee permits issued to special organizations operating for fewer than four days in a calendar year.
 - (d) Licenses issued to special organizations or temporary food establishments shall be valid for the calendar year.
 - (2) Special organizations shall be issued a license for operating between four and 12 days in a calendar year.
 - (3) The issuance of a license may be conditioned upon the licensee correcting a violation of this article within a specified period of time. If the condition is not met within the specified period of time, the license shall be voided.
 - (4) The license shall not be transferable to a location other than the one for which it was issued, nor shall a license be transferred from one operator to another subject to the express exception of:
 - (a) As to location, temporary or special organization licenses may be transferred;
 - (b) As to operator, a license of a non-retail food establishment operator may be transferred to an individual who is an immediate family member of the operator if the operator is

transferring operation of the establishment or vending machine to that immediate family member. A parent, spouse, child, stepchild, grandchild, sibling or step-sibling shall be considered an immediate family member for purposes of this article.

- B. Operators or licensees of temporary restaurants whom the Health Department has found to be uncooperative or habitual violators of this article may be denied a license to operate. Temporary licenses may be transferred to premises other than those for which they were issued, provided that the approval of the new premises is secured from the Health Department prior to operating at the new premises.
- C. With the exception of those establishments defined herein as "temporary," no licenses shall be granted to any person under this article without a preinspection by the [Health Department Tri-County Environmental Health Consortium](#) of the premises for which the license shall be granted.
- D. No license shall be issued until all application fees have been paid.
- E. No license shall be issued for any form of branding, braiding, scarification or "3D" body art.

§ 148-7. Application for license.

Application for licenses shall be made in writing to the Waushara County Health Department, as fiscal agent for the consortia, on forms developed and provided by the Health Department, stating the name and address of the proposed applicant and operator, and the address and location of the proposed establishment, together with any such other information as may be required. The Health Department shall either approve the application or deny the license within 30 days after receipt of a complete application.

§ 148-8. Fees.

Fees for licenses required by this article shall be as provided through the Master Fee Schedule.

§ 148-9. Public display of license.

Every establishment required to obtain a license pursuant to this article shall display said license, at all times, in a conspicuous public place.

§ 148-10. Temporary orders.

Whenever, as a result of an examination, the Health Officer or designee has reasonable cause to believe that an immediate danger to health exists or that branding, braiding, scarification or "3D" body art is occurring on the premises covered by this article, the Health Officer or designee may issue a temporary order in accordance with § 66.0417(2), Wis. Stats. Wisconsin Statute: 66.0417 Local enforcement of certain food and health regulations.

- (1) An employee or agent of a local health department designated by the department of health and family services under s. 254.69 (2) or the department of agriculture, trade and consumer protection under s. 97.41 may enter, at reasonable hours, any premises for which the local health

department issues a permit under s. 97.41 or 254.69 (2) to inspect the premises, secure samples or specimens, examine and copy relevant documents and records or obtain photographic or other evidence needed to enforce subch. VII of ch. 254, ch. 97 or s. 254.47, relating to those premises. If samples of food are taken, the local health department shall pay or offer to pay the market value of those samples. The local health department, department of health and family services or department of agriculture, trade and consumer protection shall examine the samples and specimens secured and shall conduct other inspections and examinations needed to determine whether there is a violation of subch. VII of ch. 254, ch. 97 or s. 254.47, rules adopted by the departments under those statutes, ordinances adopted by the village, city or county or regulations adopted by the local board of health under s. 97.41 (7) or 254.69.

(2) (a) Whenever, as a result of an examination, a village, city or county has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to health, the administrator of the village, city or county agency responsible for the village's, city's or county's agent functions under s. 97.41 or 254.69(2) may issue a temporary order and cause it to be delivered to the permittee, or to the owner or custodian of the food, or to both. The order may prohibit the sale or movement of the food for any purpose, prohibit the continued operation or method of operation of specific equipment, require the premises to cease any other operation or method of operation which creates the immediate danger to health, or set forth any combination of these requirements. The administrator may order the cessation of all operations authorized by the permit only if a more limited order does not remove the immediate danger to health. Except as provided in par. (c), no temporary order is effective for longer than 14 days from the time of its delivery, but a temporary order may be reissued for one additional 14-day period, if necessary to complete the analysis or examination of samples, specimens or other evidence.

(b) No food described in a temporary order issued and delivered under par (a) may be sold or moved and no operation or method of operation prohibited by the temporary order may be resumed without the approval of the village, city or county, until the order has terminated or the time period specified in par. (a) has run out, whichever occurs first. If the village, city or county, upon completed analysis and examination, determines that the food, construction, sanitary condition, operation or method of operation of the premises or equipment does not constitute an immediate danger to health, the permittee, owner or custodian of the food or premises shall be promptly notified in writing and the temporary order shall terminate upon his or her receipt of the written notice.

(c) If the analysis or examination shows that the food, construction, sanitary condition, operation or method of operation of the premises or equipment constitutes an immediate danger to health, the permittee, owner or custodian shall be notified within the effective period of the temporary order issued under par. (a). Upon receipt of the notice, the temporary order remains in effect until a final decision is issued under sub. (3), and no food described in the temporary order may be sold or moved and no operation or method of operation prohibited by the order may be resumed without the approval of the village, city or county.

§ 148-11. Denial, suspension or revocation of license.

The Health Officer, or designee, of the county of jurisdiction may deny any license application or suspend or revoke any license issued under this article for noncompliance with this code and regulations, rules and laws adopted by reference under § 148-12. The following procedure shall be followed in the denial, suspension or revocation of any license issued under this article:

- A. A decision by the Health Officer, or designee, to deny, suspend or revoke a license shall be in writing and shall state, with specificity, the reasons for the Health Officer's or designee's decision and shall state any applicable statutes, ordinances, rules, regulations or orders which may have been violated. The Health Officer or designee shall send to the licensee a copy of the written decision by mail or by personal service. Said notice shall inform the licensee or applicant of the right to have this decision reviewed and the procedure for such review.
- B. Any licensee or applicant aggrieved by a decision of the Health Officer, or designee, to deny, suspend or revoke a license may have the decision reviewed and reconsidered by a written request mailed or delivered to the Health Officer within 30 working days of receipt of the notice of the Health Officer's or designee's decision. The written request for review and reconsideration shall state the grounds upon which the person aggrieved contends that the decision should be reversed or modified.
- C. Within 15 working days of receipt of the request for review and reconsideration, the Health Officer shall review its initial determination. The Health Officer may affirm, reverse or modify the initial determination. The Health Officer shall mail or deliver to the licensee or applicant a copy of the Officer's decision on review, and shall state the reasons for such decision. The decision shall advise the licensee or applicant of the right to an administrative appeal, the time within which appeal shall be taken and the office or person with whom the appeal shall be filed.
- D. A licensee or applicant who wishes to appeal a decision made by the Health Officer on review must file a notice of appeal within 30 days of notice of the Health Officer's decision on review. The administrative appeal shall be filed or mailed to the Health Officer. The Health Officer shall immediately file said notice of appeal with the County Board of Health.
- E. A licensee or applicant shall be provided a hearing on appeal within 15 days of receipt of the request for an administrative appeal. The Health Officer shall serve the licensee or applicant with notice of hearing by mail or personal service at least 10 days before the hearing.
- F. The hearing shall be conducted before the County Board of Health and shall be conducted in accordance with the procedures outlined in § 68.11(2) and (3), Wis. Stats.
- G. Within 20 days of the hearing, the County Board of Health shall mail or deliver to the appellant its written determination stating the reasons therefor.
- H. A decision by the Health Officer upon a request for review and reconsideration, which is not appealed to the County Board of Health, or a decision by the County Board of Health on an appeal

of a decision by the Health Officer of a request for review and reconsideration shall be a final determination under § 68.12(2), Wis. Stats.

- I. Any party to a proceeding resulting in a final determination may seek review thereof by certiorari within 30 days of receipt of the final determination per § 68.13, Wis. Stats.

§ 148-12. Regulations, rules and laws adopted by reference.

The applicable laws, rules and regulations as set forth in Wisconsin State Statutes § 66.0417, and Chs. 68, 97, 125, 251, 252 and 254; and Wisconsin State Administrative Code Chapters ATCP [72, 73, 74, 75, 76, 78 and 79](#) and ~~DHS 172, 173, 175, 178, 192, 195, 196, 197 and 198~~, and SPS [221](#), 390 and 326, [as amended and/or renumbered from time-to-time](#), are incorporated in this regulation by reference and they shall be construed, read and interpreted as if fully set forth herein until amended and then shall apply as amended. The expressed provisions of this article shall control where more restrictive.

§ 148-13. Violations and penalties.

- A. All violations of this article shall be subject to a forfeiture of not less than \$50 and not more than \$500 per offense, together with applicable surcharges and penalty assessment and the taxable costs of prosecution, and the court may also grant injunctive relief. Failure to comply with an order of correction issued under this article shall constitute a violation of this article and each day of continued violation shall constitute a separate offense. Failure to pay any penalties imposed by the court in accordance with this article may result in imprisonment in the County jail.
- B. In the alternative, the Health Department may pursue enforcement of such section of these regulations as are prosecutable through long-form summons and complaint with Corporation Counsel.

§ 148-14. Effective date.

This article shall take effect following its passage, publication ~~or on April 1, 2006, whichever is later~~ and [filing with the County Clerk](#).