

GREEN LAKE COUNTY 571 County Road A, Green Lake, WI 54941

Original Post Date: 12/12/2019 Amended Post Date:

The following documents are included in the packet for the County Board meeting on December 17, 2019:

- 1) Agenda
- 2) Draft minutes from the November 12, 2019 meeting
- 3) Letter to Land Conservation from the Department of Agriculture, Trade and Consumer Protection
- 4) Resolution 21-2019 Resolution for Inclusion Under the Income Continuation Insurance Plan
- 5) Resolution 22-2019 Relating to Creating a Full-time Communications Officer Position in the Sheriff's Office
- 6) Resolution 23-2019 Resolution Accepting Duty as Fiscal Agent for the ADRC Consortium of Adams, Waushara and Green Lake Counties
- 7) Ordinance 19-2019 Creating an Ordinance Regarding the Use of County Facilities



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth A. Otto County Clerk *Office: 920-294-4005 FAX: 920-294-4009*

	Green Lake County Board of Supervisors Meeting Notice
	of Supervisors will convene at the Government Center in Room #0902 in the City uesday, the 17th day of December, 2019 at 6:00 PM for the regular meeting of the
	<u>Amended AGENDA*</u>
County Board of Supervisors Dist. 1 Larry Jenkins Dist. 2 Vicki Bernhagen Dist. 3 Curtis Talma Dist. 4 David Abendroth Dist. 5 Peter Wallace Dist. 6 Brian Floeter Dist. 7 Charlie Wielgosh Dist. 8 Patricia Garro Dist. 9 Bill Boutwell Dist. 10 Sue Wendt Dist. 11 Harley Reabe Dist. 12 Robert Schweder Dist. 13 Kathleen Morris Dist. 14 Dennis Mulder Dist. 15 Katie Mehn Dist. 16 Joe Gonyo Dist. 17 Keith Hess Dist. 18 Richard Trochinski Dist. 19 Robert Lyon GREEN LAKE COUNTY MISSION: 1) Fiscal Responsibility 2) Quality Service 3) Innovative Leadership	Amended AGENDA* 1. Call to Order 2. Roll Call 3. Reading of the Call 4. Pledge of Allegiance 5. Minutes of 11/12/19 meeting 6. Announcements 7. Public Comment (3 minute limit) 8. Correspondence 9. *Letter to Land Conservation from WI Dept. of Agriculture, Trade and Consumer Protection and Clean Sweep Update 10. Recognition of Service Mark Putzke, Chief Deputy Appearances Bill Hutchison, IT Director – update on the Information Technology Department 12. Resolutions Res. 21-2019 Resolution for Inclusion Under the Income Continuation Insurance Plan Res. 22-2019 Relating to Creating a Full-time Communications Officer Position in the Sheriff's Office *Res. 23-2019 Resolution Accepting Duty as Fiscal Agent for the ADRC Consortium of Adams, Waushara and Green Lake Counties 13. Ordinances Ord. 19-2019 Creating an Ordinance Regarding the Use of County Facilities 14. Committee Appointments 15. Departments to Report on February 18, 2020
4) Continual Improvement in County Government	 Future Agenda Items for Action & Discussion Adjourn
	Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 12th day of December, 2019.
	Elizabeth A. Otto, Green Lake County Clerk

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GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR SESSION

November 12, 2019

The Green Lake County Board of Supervisors met in regular session, Tuesday, November 12, 2019, at 6:00 PM in the County Board Room, Green Lake, Wisconsin for the regular meeting.

The Board was called to order by Harley Reabe, Chairman. Roll call taken - Present – 17, Absent – 2 (Bill Boutwell-District 9, Joe Gonyo-District 16)

Supervisor	Supervisor Districts
Larry Jenkins	1
Vicki Bernhagen	2
Curt Talma	3
David Abendroth	4
Peter Wallace	5
Brian Floeter	6
Charlie Wielgosh	7
Patti Garro	8
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Kathy Morris	13
Dennis Mulder	14
Katie Mehn	15
Keith Hess	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

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 12th day of November, 2019 at 6:00 PM for the regular meeting of the Board. Regular monthly business to be transacted includes:

CALL TO ORDER ROLL CALL READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 10/15/19

ANNOUNCEMENTS

- County Clerk Liz Otto election packets and per diem payments
- PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

PUBLIC HEARING

• Recess for Public Hearing on 2020 Budget and 2019 Property Tax Levy at 6:30 PM. Regular business will resume at the conclusion of the Public Hearing.

APPEARANCES

- Shelby Jensen Economic Support/Child Support Unit Manager RESOLUTIONS
 - Resolution 19-2019 Relating to 2020 Budget and 2019 Property Tax Levy
 - Resolution 20-2019 Relating to Green Lake County Investment Policy

ORDINANCES

• Ordinance 17-2019 Rezone in the Town of Brooklyn: Michael J. White

• Ordinance 18-2019 Amending the Code of Green Lake County, Chapter 338, Shoreland Zoning Ordinance COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON December 17, 2019

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

ADJOURN

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 4th day of November, 2019.

Elizabeth A. Otto Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 10/15/2019

2. *Motion/second (Hess/Trochinski)* to approve the minutes of October 15, 2019 with no changes or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

- 3. The next County Board meeting will take place on December 17, 2019 at 6:00 PM.
- 4. County Clerk Liz Otto provided information regarding election paperwork for the Spring Election on April 7, 2020. She also informed the Supervisors that any per diem payments should be turned in to the County Clerk's office by Monday, November 25 to be included in the 2019 budget.

PUBLIC COMMENT (3 Minute Limit)

5. None

CORRESPONDENCE

6. None

APPEARANCES

7. Shelby Jensen, Economic Support/Child Support unit manager, gave an update on those departments within HHS. She provided information on the various programs and requirements to qualify for each. Jensen focused on the Energy Assistance program in particular with more in depth information.

RESOLUTIONS

8. Resolution 20-2019 Relating to Green Lake County Investment Policy. *Motion/second (Jenkins/Floeter)* to adopt Resolution No. 20-2019. No discussion. Roll call vote on motion to adopt Resolution 20-2019 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Boutwell, Gonyo). Resolution 20-2019 passed as adopted.

ORDINANCES

- 9. Ordinance 17-2019 Rezone in the Town of Brooklyn: Michael J. White. *Motion/second (Garro/Wallace)* to enact Ordinance No. 17-2019. No discussion. Roll call vote on motion to enact Ordinance 17-2019 Ayes 17, Nays 0, Abstain 2, Absent 2 (Boutwell, Gonyo). Ordinance 17-2019 passed as enacted.
- Ordinance 18-2019 Amending the Code of Green Lake County, Chapter 338, Shoreland Zoning Ordinance. *Motion/second (Mulder/Garro)* to enact Ordinance No. 18-2019. No discussion. Roll call vote on motion to enact Ordinance 18-2019 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Boutwell, Gonyo). Ordinance 18-2019 passed as enacted.

PUBLIC HEARING

- 11. *Motion/second (Abendroth/Wendt)* to dissolve as a County Board of Supervisors at 6:30 PM and arise as a Committee of the Whole for the purpose of conducting a Public Hearing on the proposed 2020 budget. All ayes. Motion carried.
- 12. Finance Committee Chairman Harley Reabe conducted the Public Hearing. County Administrator Cathy Schmit briefly summarized the 2020 Budget. Discussion held regarding Financial Manager position in the County Administrator department.

13. *Motion/second (Schweder/Wendt)* to dissolve at 6:47 PM as a Committee of the Whole and arise as a County Board of Supervisors for the purpose of continuing the meeting and that Harley Reabe be seated as County Board Chairman. All ayes. Motion carried.

RESOLUTIONS (cont'd)

 Resolution 19-2019 Relating to 2020 Budget and 2019 Property Tax Levy. *Motion/second* (*Jenkins/Trochinski*) to adopt Resolution No. 19-2019. No discussion. Roll call vote on motion to adopt Resolution 19-2019 – Ayes – 13, Nays – 4 (Abendroth, Wielgosh, Garro, Mehn), Abstain – 0, Absent – 2 (Boutwell, Gonyo). Resolution 19-2019 passed as adopted.

COMMITTEE APPOINTMENTS

15. None

DEPARTMENTS TO REPORT ON December 17, 2019

16. Bill Hutchison, IT Director, will give an update on the IT department at the December meeting.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

17. None

ADJOURN

18. Chairman Reabe adjourned the meeting at 6:52 PM.

Respectfully Submitted,

Elizabeth Otto County Clerk



State of Wisconsin Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection Bradley M. Pfaff, Secretary

October 30, 2019

Paul Gunderson, County Conservationist Green Lake County Land Department 571 County Road A Green Lake, WI 54941

Dear Paul,

The Wisconsin Department of Agriculture, Trade and Consumer Protection has reviewed your Clean Sweep grant final report and encloses a check for \$12,400.00 to cover the eligible reimbursable expenses under your agricultural and household hazardous waste grants.

I am impressed with the amount of outreach that you do. Based on your waste totals, and the variety of waste items that you collect including electronics, appliances and tires, I can understand why this is such an important yearly service to Green Lake County. Please thank Heidi Weishaar for all of her hard work as well.

On behalf of the department, I thank you and your staff for your efforts to collect and safely dispose of agricultural and household hazardous waste from your county.

Sincerely,

Jane Hewston Larson Clean Sweep and Worker Protection Specialist Wisconsin Department of Agriculture, Trade & Consumer Protection Office: 608/224-4545 jane.larson@wisconsin.gov http://datcp.wi.gov

Enclosure

Agriculture generates \$88 billion for Wisconsin

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • Wisconsin.gov An equal opportunity employer

RESOLUTION NUMBER 21-2019

RELATING TO INCLUSION UNDER THE STATE INCOME CONTINUATION INSURANCE PLAN

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of December 2019, does resolve as follows:

- WHEREAS, the County understands that certain benefits are valuable for the economic 1
- $\mathbf{2}$ security and well-being of its employees, such as income continuation benefits in the
- 3 event of a short-term or long-term disability; and,
- 4 WHEREAS, the State of Wisconsin Group Insurance Board offers an Income
- $\mathbf{5}$ Continuation Insurance Plan to eligible personnel through the program of the State of
- 6 Wisconsin Group Insurance Board; and,
- 7 **WHEREAS**, the County can elect to participate in the Income Continuation Insurance 8 Plan.
- Fiscal note is attached. 9
- 10 Majority vote is needed to pass.

Approved by Personnel

Roll Call on Resolution No. 21-2019

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 17th day of December, 2019.

Disapproved by Personnel

Submitted by Property & Insurance Committee:

/s/ Vicki Bernhagen Vicki Bernhagen, Chair

/s/ Patricia Garro Patricia Garro

/s/ David Abendroth David Abendroth

/s/ Richard Trochinski

Richard Trochinski

Corporation Counsel

County Board Chairman

ATTEST: County Clerk

Approve as to Form:

/s/ Keith Hess Keith Hess

- 11 **NOW THEREFORE BE IT RESOLVED,** that the Green Lake County Board of
- 12 Supervisors hereby elects to offer the Income Continuation Insurance Plan to eligible
- 13 personnel through the program of the State of Wisconsin Group Insurance Board, and
- 14 agrees to abide by the terms of the plan as set forth in the contract between the Group
- 15 Insurance Board and the Administrator.
- 16 **BE IT FURTHER RESOLVED,** that any employee who elects to participate in the
- 17 Income Continuation Insurance Plan will pay the full cost of any premiums.
- 18 **BE IT FURTHER RESOLVED,** that the County Clerk is hereby authorized and directed
- 19 to take all actions and to make salary deductions and submit payments required by the
- 20 State of Wisconsin Insurance Board to provide Income Continuation Insurance Plan.
- BE IT FURTHER RESOLVED that the County Administrator is authorized to sign all contracts necessary to enter into the Income Continuation Insurance Plan.
- 23 **BE IT FURTHER RESOLVED**, that this resolution shall be effective on the later of the
- ²⁴ 1st of the month on or after 90 days following its receipt at the Department of Employee
- 25 Trust Funds.
- 26 **FISCAL NOTE:** no fiscal impact to the County

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the Green Lake County Board of Supervisors on the ____day of _____, 2019, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____, 20 _____, 20 _____,

Elizabeth A. Otto County Clerk 571 County Road A Green Lake, WI 54941 lotto@co.green-lake.wi.us

Number of eligible employees _____

<u>69-036-</u>

ETF Employer Identification Number

RESOLUTION NUMBER 22-2019

Relating to Creating a Full-time Communications Officer Position in the Sheriff's Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of December 2019, does resolve as follows:

- 1 **WHEREAS,** since 2017, the average overtime expenditure in the Communications
- 2 Center is just under \$100,000 per year, and
- 3 Fiscal note is attached.
- 4 Majority vote is needed to pass.

Approved by Personnel Committee

Roll Call on Resolution No. 22-2019

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 17th the day of December, 2019.

County Board Chairman

ATTEST: County Clerk Approve as to Form: /s/ Larry Jenkins Larry Jenkins, Chair

Enforcement Committee:

Disapproved by Personnel Committee

Submitted

/s/ Sue Wendt Sue Wendt, Vice-chair

by

Judicial/Law

/s/ Kathy Morris Kathy Morris

/s/ Keith Hess Keith Hess

Corporation Counsel

Peter Wallace

- 5 WHEREAS, current Communications Officers are working significant overtime hours to
- 6 provide coverage in the Sheriff's Communications Center, and,
- 7 WHEREAS, creating another Communication Officer position will enable the Sheriff's
- 8 Department much needed flexibility in scheduling, to reduce the overtime hours in the
- 9 Communications Center and help retain current staff.
- 10 NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of
- 11 Supervisors creates a position of one full-time Communications Officer commencing on
- 12 April 1, 2020, using budgeted communications center overtime funds to cover the costs
- 13 of the new position.

14 FISCAL NOTE:

GREEN LAKE COUNTY SHERIFF'S OFFICE FISCAL IMPACT STATEMENT 2020												
FULL-TIME COMMUNICATIONS OFFICER												
COMMENCING ON OR ABOUT APRIL 1, 2020												
JOB TITLE	RATE	HOURS	ANNUAL	R-employer	SOCIAL	HEALTH	LIFE	TOTAL	TOTAL			
			SALARY		SECURITY			FRINGE				
Communications Officer/Clerk	22.96	1560	35,817.60	2,417.69	2,740.05	15,107.00	38.40	20,303.13	56,120.7			
Communictions OT			49,056.60	3,311.32	3,752.83			7,064.15	56,120.7			

RESOLUTION NUMBER 23-2019

Resolution Accepting Duty as Fiscal Agent for the ADRC Consortium of Adams, Waushara and Green Lake Counties

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of December 2019, does resolve as follows:

- 1 WHEREAS, Green Lake County is part of a three county consortium with Adams and
- 2 Waushara counties for the operation of an Aging & Disability Resource Center.
- 3 Fiscal note: \$16,000 in additional grant revenues.

4 Majority vote is needed to pass.

Roll Call on Resolution No. 23-2019

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 17th day of December, 2019.

County Board Chairman

ATTEST: County Clerk Approve as to Form:

/s/ Dawn N. Klockow Corporation Counsel

/s/ Charlie Wielgosh Charlie Wielgosh

/s/ Joy Waterbury Joy Waterbury Joe Gonyo, Chair

Submitted by Health and Human

/s/ Brian Floeter Brian Floeter

Service Board:

/s/ Joanne Guden Joanne Guden

Nancy Hoffman

/s/ Harley Reabe

Harley Reabe

/s/ Richard Trochinski Richard Trochinski

- 5 **WHEREAS,** Waushara County is currently the fiscal agency for the ADRC Consortium, 6 and has been since 2004; and
- 7 WHEREAS, the Administrative Teams of Waushara, Green Lake and Adams County
- 8 met and are recommending that Green Lake County become the fiscal agent for the 9 ADRC Consortium beginning in 2020; and
- 10 WHEREAS, Green Lake County has agreed to be the fiscal agent for the ADRC
- 11 Consortium beginning in 2020.
- 12 **NOW THEREFORE BE IT RESOLVED,** that the Green Lake County Department of
- 13 Health and Human Services will be the fiscal agent for the ADRC Consortium of Green
- Lake, Adams and Waushara Counties beginning on January 1, 2020.

ORDINANCE NO. 19-2019

Creating an Ordinance regarding the Use of County Facilities

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of December 2019, does ordain as follows:

- 1 WHEREAS, the County Clerk often receives inquiries from non-profit groups, school
- 2 districts, and other organizations requesting the use of County Buildings or real property
- 3 for non-county functions; and,
- 4 WHEREAS, a policy for applying for use of County buildings or real property is
- 5 necessary to ensure that all groups that request use of County buildings or real property
- 6 are treated equally and follow the same rules for use.

Roll Call on Ordinance No. 19-2019

Submitted by Property & Insurance Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of December, 2019.

/s/ Vicki Bernhagen

Vicki Bernhagen, Chair

Patti Garro, Vice-chair

County Board Chairman

ATTEST: County Clerk Approve as to Form:

Corporation Counsel

/s/ David Abendroth David Abendroth

/s/ Richard Trochinski Richard Trochinski

/s/ Keith Hess

Keith Hess

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

- 9 Section 1. Green Lake County Ordinance, County Facilities, use of is hereby created as 10 follows:
- 11
- 12 Definitions, as used in this ordinance,
- 13

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- 14 "County-Owned Facilities" means the
 - Green Lake County Government Center, located at 571 County Road A, Green Lake, WI.
 - Green Lake County Fairgrounds located at 570 South Street, Green Lake, WI.
- Green Lake County Highway Department located at 570 South Street, Green Lake,
 WI.
- Green Lake County Highway Department located at N1906 STH 73, Manchester,
 WI.
 - Green Lake County Maintenance Building, 500 Lake Steel Street, Green Lake, WI
- 22 23 24

25

- Reservation of County Facilities
- A. Policy on Reservation. The County-owned facilities are primarily for the exclusive use of the County for the operation of county government. However, under proper circumstances, the use of County-owned facilities or parts thereof may be permitted by outside groups wishing to hold an event. This Ordinance is intended to regulate exclusive use of the County's facilities or parts thereof in the County so that the general welfare of the County is protected.
- 32

B. Reservation County-owned Facility Space. A person, group, firm, organization, partnership or corporation may reserve the use of a County-owned facility by written application filed with the County Clerk for a permit for use of the same. The County Clerk shall forward the application to the Property and Insurance Committee for its review. The Property & Insurance Committee shall have the authority to issue permits for the use of County-owned facilities. County-owned facilities are reserved on a first-requested, firstreserved basis.

- 40
- C. Application. Applications shall be submitted to the County Clerk at least 30 days
 prior to the date on which the use is requested. The application shall contain the following
 information:
- 44 45
- 1. The name, address and telephone number of the applicant.
- 46
 47
 2. The name, address and telephone number of the headquarters of the same and the responsible and authorized officers of the same.
- 4848493. The name, address and telephone number of the person who will be the responsible party during the event.
- 50 4. The County-owned facility being requested for use

- 5. The date when the use is requested and the hour of the proposed use date.
 - 6. The anticipated number of person to use the facility. If more than 1000 persons are expected to attend, an additional separate permit under Ordinance Chapter 109 is required.

Note: Applicants should be mindful that the Property and Insurance Committee meets monthly and may need to submit an application for use of a facility more than 30 days in advance to ensure that the Committee can review the application at its next scheduled meeting.

61 D. Fees and charges.

- 1. Deposit. The applicant must deposit \$300.00. If there is no damage and trash is picked-up and properly disposed, the deposit will be returned. If there is damage or trash left behind, the deposit will be forfeited and applied to the costs. Checks will not be negotiated unless the deposit is forfeited.
- 2. Applicant is responsible for the pick-up and removal of trash. Applicant is responsible for any damage to the facility. Any damage to the facility during Applicant's event will be deducted from the deposit. If trash is not picked-up and removed, the cost of pick-up and removal will be deducted from the deposit. If the deposit does not cover damage or trash removal or both (if applicable) the County may submit the matter to the Corporation Counsel to recover the damage and costs remaining.
- The Maintenance Supervisor shall have the authority to determine damage to the
 Government Center and Maintenance building and parking lot at the Lake Steel
 Street location. The Highway Commissioner shall have the authority to determine
 damage to the Highway Department grounds and County Fairgrounds.
- E. Action on application. The Property & Insurance Committee shall act promptly on
 all applications for permits and shall consider applications at its next regularly scheduled
 meeting.
- 85 F. Reasons for Denial. Applicants may be denied for any of the following reasons:
 - 1. The proposed use would violate federal, state or local ordinances.
 - 2. If the application is missing any information required.
 - 3. The application is made less than the required 30 days in advance of the requested exclusive use.
 - 4. If a permit is required for a large assembly and is not granted.
- 93 G. Indemnification/Insurance.
- The applicant must provide proof of insurance for a minimum of \$250,000
 naming the County as an additional insured.
- 96 2. If the applicant does not have a minimum insurance policy for \$250,000, the

- 97 applicant, if a non-profit entity, may apply to the County's insurance carrier for
 98 "Tenant-User Liability Program", and if approved shall pay the insurance
 99 premium and be responsible for paying any deductible under the "Tenant-User
 100 Liability Program".
- 101

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

105 Section 3. The repeal and recreation of any section herein shall not have any effect on 106 existing litigation and shall not operate as an abatement of any action or proceeding then 107 pending or by virtue of the repealed sections.

108 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby

109 repealed.

¹⁰² H. A permit is not required for a county sponsored activity, including but not limited to 103 the County Fair, and 4-H groups.