

GREEN LAKE COUNTY



2017

COUNTY BOARD PROCEEDINGS

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GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

February 21, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, February 21, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 17, Absent – 2 (Dennis Mulder-District 14, Joe Gonyo-District 16)

<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
Nick Toney	13
Katie Mehn	15
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 21st day of February, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 12/20/16

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

- Brian Della – Public Financial Management, Inc.

RESOLUTIONS

- Resolution 1-2017 Resolution Authorizing the Issuance and Sale of \$4,860,000 General Obligation Promissory Notes, Series 2017
- Motion to reconsider Resolution 41-2016 Relating to Adopting the Green Lake County Bicycle and Pedestrian Vision

DEPARTMENT REPORTS

- Derek Kavanaugh, LCC – update on County Lakes
- Mike Bonertz, Deputy Director - ADVOCAP

ORDINANCES

- Ordinance 1-2017 Relating to Rezone in the Town of Berlin: William E. and Jeanette M. Krebs
- Ordinance 2-2017 Relating to Rezone in the Town of Marquette: James M. Slepicka Sr. & Sandra K. Slepicka
- Ordinance 3-2017 Relating to Rezone in the Town of Berlin: Marjorie E. Lind
- Ordinance 4-2017 Amending Chapter 9. Board of Supervisors, Article III. Appointed Committees

OUT OF STATE TRAVEL

- Nav Ghimire, UW-Extension Agricultural Agent
- Drug Court personnel – Health and Human Services, Sheriff's Office
- Health and Human Services – Children & Family Unit
- Amanda Thoma – Coroner
- Highway Department – Chipspreader training

COMMITTEE APPOINTMENTS
DEPARTMENTS TO REPORT ON March 21, 2017
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 20th day of February, 2017.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 12/20/2016

3. **Motion/second (Toney/Trochinski)** to approve the minutes of December 20, 2016 as presented with the addition of thanking Calumet County along with Winnebago County for their assistance in the Child Support unit during the transition. All Ayes. Motion carried.

ANNOUNCEMENTS

4. The next County Board meeting will take place on March 21, 2017 at 6:00 PM. Prior to the meeting, supervisors are invited to view the new armored vehicle recently purchased by the Sheriff's Office.

PUBLIC COMMENTS (3 Minute Limit)

5. None

CORRESPONDENCE

6. None

APPEARANCES

7. Brian Della of Public Financial Management, Inc. gave an update on the bonding issue coming before the Board tonight. The sale was completed today (February 21) and went exceptionally well for Green Lake County. 11 bids were received and the winning bid was 1.95%, which allowed for a \$30,000 reduction in the amount of the original bond. Della also gave a history of the bonding issue dating back to 2009.

RESOLUTIONS

8. Resolution No. 1-2017 Resolution Authorizing the Issuance and Sale of \$4,830,000 General Obligation Promissory Notes, Series 2017. **Motion/second (Starshak/Guden)** to adopt Resolution No. 1-2017. Discussion held. Roll call vote to adopt Resolution No. 1-2017 – Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Motion carried. Resolution No. 1-2017 passed as adopted.
9. **Motion/second (Slate/Starshak)** to reconsider Resolution 41-2016 Relating to Adopting the Green Lake County Bicycle and Pedestrian Vision. Supervisor Slate is requesting that one additional citizen member be allowed to serve on the committee. Discussion held. Chairman Reabe stated that he reluctantly amended the agenda to include this item since the decision has been made through the work of the AdHoc Bike Route Planning Committee and approved by the Highway committee. Roll call vote on motion to reconsider – Ayes – 7 (Slate, Schwandt, Wallace, Waterbury, Starshak, Trochinski, Lyon), Nays – 10, Absent – 2 (Mulder, Gonyo), Abstain – 0. Motion defeated.

DEPARTMENT REPORTS

10. Derek Kavanaugh of the Land Conservation department gave a presentation regarding the status of Green Lake County lakes. Kavanaugh outlined many of the programs currently being implemented to improve the water quality of the lakes and streams of Green Lake County.
11. Mike Bonertz, Executive Director of ADVOCAP, gave an outline of the agency which is a community action group working to reduce poverty and increase self-sufficiency by creating opportunities for citizens. Bonertz described in detail some of the programs ADVOCAP offers.
12. Chairman Reabe called for a 5-minute recess at 7:03 PM.
13. Chairman Reabe reconvened the meeting at 7:08 PM.

ORDINANCES

14. Ord. 1-2017 Relating to Rezone in the Town of Berlin: William E. and Jeanette M. Krebs. **Motion/second (Schwandt/Garro)** to enact Ordinance No. 1-2017. Roll call vote Motion to enact Ordinance 1-2017 - Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 1-2017 passed as enacted.
15. Ord. 2-2017 Relating to Rezone in the Town of Marquette: James M. Slepicka Sr. & Sandra K. Slepicka. **Motion/second (Toney/Starshak)** to enact Ordinance No. 2-2017. Roll call vote Motion to enact Ordinance 2-2017 - Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 2-2017 passed as enacted.
16. Ord. 3-2017 Relating to Rezone in the Town of Berlin: Marjorie E. Lind. **Motion/second (Schwandt/Wallace)** to enact Ordinance No. 2-2017. Roll call vote Motion to enact Ordinance 3-2017 - Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 3-2017 passed as enacted.
17. Ord. 4-2017 Amending Chapter 9. Board of Supervisors, Article III. Appointed Committees. **Motion/second (Richter/Toney)** to enact Ordinance No. 4-2017. Discussion held. Corporation Counsel Dawn Klockow informed the Board that this committee is required by state statute. Roll call vote on Motion to enact Ordinance 4-2017 (3/4 majority required) -

Ayes – 15, Nays – 2 (Waterbury, Starshak), Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 4-2017 passed as enacted.

OUT OF STATE TRAVEL

18. Nav Ghimire, UW-Extension Agricultural Agent, is requesting permission to attend two out of state conferences. One is the Journal of Extension (JOE) Board of director's meeting on March 20-24 in Austin, Texas. The second is the Association for International Agricultural and Extension Education (AIAEE) conference in Minneapolis, Minnesota on April 24 – 29.
19. Drug Court personnel – two employees from the Behavioral Health unit and one from the Sheriff's Office are requesting permission to attend the National Association of Drug Court Professionals conference in Washington, DC from July 9-12. All expenses are paid by the recently awarded grant Green Lake County received.
20. Lisa Schiessl, social worker in the Children & Family unit of HHS, is requesting permission to attend the Chicago Metro Area Conference on April 25-27 in Chicago, IL. The cost will be \$196.00 for the one day she is requesting.
21. Amanda Thoma, Coroner, is requesting permission to attend a conference sponsored by the NYU School of Medicine in New York, NY on May 1. Cost to the county will be approximately \$1000.00.
22. The Highway Department is requesting permission to attend a one day training in Oregon, Illinois for chipspreader training.
23. **Motion/second (Garro/Guden)** to approve all out of state training as requested. Discussion held. All ayes. Motion carried.

COMMITTEE APPOINTMENTS

24. Chairman Reabe made the following appointments:
Tami Moffat-Keenlance of Agnesian/Ripon Medical Center to the Health Advisory Committee. Her term will expire in 2019.
Lindsey Kemnitz, City of Berlin Community Development Director, to the Economic Development Corporation.
Tom Jensen and Mary Lou Neubauer to 3 year terms on the Tri-County Economic Development Corporation (TREDC) board.
Roger Field to a 3 year term on the TREDC Revolving Loan Fund board.
The DNR has recommended the following businesses/individuals to serve as Emergency Fire Wardens in Green Lake County: B&G Sporting Goods, Berlin Town Hall, Grand Valley Campground, Lakeview Inn, Rennert's Fire Equipment, and the Town of Brooklyn.
Renee Peters to the Family Resource Council. Her term will expire in 2018.
Motion/second (Richter/Garro) to approve appointments. All ayes. Motion carried.

COMMITTEES TO REPORT ON March 21, 2017

25. Chairman Reabe stated that the UW-Extension agents will give department reports in March with the exception of the Family Living Agent due to her maternity leave.

OTHER MATTERS AUTHORIZED BY LAW

26. None

ADJOURN

27. **Motion/second (Guden/Bernhagen)** to adjourn at 7:25 PM. All Ayes. Motion carried.

Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NO. 1-2017

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF \$4,830,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2017

WHEREAS, the County Board of Supervisors hereby finds and determines that it is necessary, desirable and in the best interest of Green Lake County, Wisconsin (the "County") to raise funds for the public purpose of paying the cost of refunding the 2018 and 2019 maturities of the General Obligation Promissory Notes, Series 2009A, dated May 1, 2009 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the County Board of Supervisors deems it to be necessary, desirable and in the best interest of the County to refund the Refunded Obligations for the purpose of extending the financing provided by the Refunded Obligations;

WHEREAS, counties are authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes to refinance their outstanding obligations;

WHEREAS, the County has directed PFM Financial Advisors LLC ("PFM") to take the steps necessary to sell the general obligation promissory notes (the "Notes") to pay the cost of the Refunding;

WHEREAS, PFM, in consultation with the officials of the County, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on February 21, 2017;

WHEREAS, the County Clerk (in consultation with PFM) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on February 21, 2017;

WHEREAS, the County has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the County. PFM has recommended that the County accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The County Board of Supervisors of the County hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by PFM are hereby ratified and approved in all respects. All actions taken by officers of the County and PFM in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Authorization and Award of the Notes. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FOUR MILLION EIGHT HUNDRED THIRTY THOUSAND DOLLARS (\$4,830,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal (as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein), plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal (as modified on the Bid Tabulation) is hereby accepted. The Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an acceptance of the Proposal on behalf of the County. The good faith deposit of the Purchaser shall be retained by the County Treasurer until the closing of the note issue, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2017"; shall be issued in the aggregate principal amount of \$4,830,000; shall be dated their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on September 1, 2017. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on March 1, 2026 shall be subject to redemption prior to maturity, at the option of the County, on March 1, 2025 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2017 through 2025 for the payments due in the years 2017 through 2026 in the amounts set forth on the Schedule. The amount of tax levied in the year 2017 shall be the total amount of debt service due on the Notes in the years 2017 and 2018; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2017.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The County hereby appropriates from amounts levied to pay debt service on the Refunded Obligations, or other funds of the County on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay the interest on the Notes coming due on September 1, 2017 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$4,830,000 General Obligation Promissory Notes, Series 2017, dated March 14, 2017" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The County Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Notes; (ii) any premium not used for the Refunding which may be received by the County above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Notes: Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the County and disbursed solely for the purpose for which borrowed or for the payment of the principal of and the interest on the Notes. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose for which the Notes have been issued has been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Notes and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Notes or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be

included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the County Clerk or County Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The County shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York, the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the County and on file in the County Clerk's office.

Section 16. Official Statement. The County Board of Supervisors hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule.

The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 18. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on April 1, 2017 at a price of par plus accrued interest to the date of redemption.

The County hereby directs the County Clerk to work with PFM to cause timely notice of redemption, in substantially the form attached hereto as Exhibit F and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. All actions heretofore taken by the officers and agents of the County to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 19. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded February 21, 2017.

Harley Reabe
Chairperson

ATTEST:

Elizabeth Otto
County Clerk

(SEAL)

Finance Committee recommends approval

Passed and Adopted this 21st day of February, 2017

Roll Call on Resolution 01-2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chairman; /s/ Larry Jenkins, Vice-Chair; /s/ Joanne Guden; /s/ Robert Lyon

EXHIBIT A

Official Notice of Sale

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

EXHIBIT B

Bid Tabulation

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

EXHIBIT C

Winning Bid

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

EXHIBIT D-1

Pricing Summary

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

EXHIBIT E

(Form of Note)

UNITED STATES OF AMERICA

REGISTERED STATE OF WISCONSIN DOLLARS

GREEN LAKE COUNTY

NO. R-_____ GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2017 \$_____

MATURITY DATE: _____ ORIGINAL DATE OF ISSUE: _____ INTEREST RATE: _____ CUSIP: _____

March 1, _____ March 14, 2017 _____%

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS (\$_____)

FOR VALUE RECEIVED, Green Lake County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on September 1, 2017 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the County Clerk or County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$4,830,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the County pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of paying the cost of refunding certain outstanding obligations of the County, all as authorized by resolutions of the County Board of Supervisors duly adopted by said governing body at meetings held on November 15, 2016 and February 21, 2017. Said resolutions are recorded in the official minutes of the County Board of Supervisors for said dates.

The Notes maturing on March 1, 2026 are subject to redemption prior to maturity, at the option of the County, on March 1, 2025 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the County Board of Supervisors as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the County appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any

proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and County may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Green Lake County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

GREEN LAKE COUNTY, WISCONSIN

By: _____
Harley Reabe
Chairperson

(SEAL)

By: _____
Elizabeth Otto
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT F

NOTICE OF FULL CALL*

Regarding

GREEN LAKE COUNTY, WISCONSIN

GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2009A

DATED MAY 1, 2009

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the County for prior payment on April 1, 2017 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
04/01/18	\$ 395,000	3.40%	393078BP4
04/01/19	5,895,000	3.55	393078BQ2

The County shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before April 1, 2017.

Said Notes will cease to bear interest on April 1, 2017.

By Order of the
County Board of Supervisors
Green Lake County
County Clerk
Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to April 1, 2017 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

ORDINANCE NUMBER 1-2017
Relating to: Rezone in the Town of Berlin
Owners: William E. and Jeanette M. Krebs

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 21st day of February, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) as relates to the Town of Berlin, be amended from A-2 General Agriculture District to R-4 Rural Residential District (±5.0 acres) and A-1 Exclusive Agriculture District (±3.0 acres).

N7545 Forest Ridge Road, Parcels #002-00651-0000, #002-00652-0000, and #002-00652-0200, Part of the NE¼ of Section 34, T17, R13E, Town of Berlin. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee Recommends approval

Passed and Enacted this 21st day of February, 2017

Roll Call on Ordinance 1-2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Michael Starshak, Committee Chair; /s/ Robert Lyon; /s/ Harley Reabe; /s/ Rich Slate; /s/ Peter Wallace

Committee vote: Ayes 5 Nays 0 Abstain 0 Absent 0

ORDINANCE NUMBER 2-2017
Relating to: Rezone in the Town of Marquette
Owners: James M. Slepicka Sr. & Sandra K. Slepicka

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 21st day of February, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-7 Ordinance No. 282-83) as relates to the Town of Marquette, be amended from R-2 Single-Family Mobile Home District to R-1 Single-Family Residence District.

W6842 Jolin Road, Parcel #014-00408-0000, Lot 3 Certified Survey Map 501, Part of Government Lot 4, Section 32, T15N, R11E, Town of Marquette, ±25,000 square feet. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-7 Ordinance No. 282-83) be ratified.

Land Use Planning and Zoning Committee recommends approval

Passed and Enacted this 21st day of February, 2017

Roll Call on Ordinance 2-2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Robert Lyon, /s/ Harley Reabe, /s/ Rich Slate, /s/ Michael Starshak, /s/ Peter Wallace

Committee vote: Ayes_5_ Nays_0_ Abstain_0_ Absent_0_

ORDINANCE NUMBER 3-2017
Relating to: Rezone in the Town of Berlin
Owners: Marjorie E. Lind

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 21st day of February, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) as relates to the Town of Berlin, be amended from A-1 Exclusive Agriculture District to R-4 Rural Residential District.

White Ridge Road, Parcel #002-00209-0300, Part of the NE¼ of Section 13, T17, R13E, Town of Berlin, ±6.6 acres. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee recommends approval

Passed and Enacted this 21st day of February, 2017

Roll Call on Ordinance 3-2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Michael Starshak, Committee Chair; /s/ Robert Lyon; /s/ Harley Reabe; /s/ Peter Wallace

Committee vote: Ayes_4_ Nays_0_ Abstain_0_ Absent_1_

ORDINANCE NO. 4 –2017
Amending Chapter 9. Board of Supervisors, Article III. Appointed Committees

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of February, 2017, does ordain as follows:

WHEREAS, The Green Lake County Board created a Land Information Council by Resolution 28-2010 as an appointed committee; and, **WHEREAS**, the Land Information Council was not added to Chapter 9. Board of Supervisors, Article III. Appointed Committees.

NOW, THEREFORE, BE IT ORDAINED, that Chapter 9. Board of Supervisors, Article III. Appointed Committees shall be amended as follows:

1. Renumber §9-42, Miscellaneous Appointed Committees to §9-43.
2. Create §9-42, Land Information Council

§9-42. Land Information Council

A. The Land Information Council shall consist of not less than 8 members and shall include the register of deeds, the treasurer/real property lister, and the following members appointed by the County Board for a one-year term or until a successor has been appointed and confirmed:

1. A member of the County Board.
2. A representative of the land information office.
3. A realtor or a member of the Realtors Association employed within the county.
4. A public safety or emergency communications representative employed within the county.
5. The county surveyor or a professional land surveyor employed within the county.
6. Any other members of the County Board or public that the County Board designates.

B. Notwithstanding par. (A), if no person is willing to serve under par. (A) 3., 4., or 5., the County Board may create or maintain the Land Information Council without the member designated under par. (A) 3., 4., or 5.

C. The Land Information Council shall review the priorities, needs, policies, and expenditures of the land information office established by the County Board and advise the County Board on matters affecting the land information office.

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

Administrative Committee recommends approval

Passed and Enacted this 21st day of February, 2017

Roll Call on Ordinance 4-2017

Ayes 15 Nay 2, Absent 2, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; /s/ Nick Toney, Vice Chair; /s/ Robert Lyon; /s/ Paul Schwandt; /s/ Michael Starshak; /s/ David Richter

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

March 21, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, March 21, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 16, Absent – 3 (Peter Wallace-District 5, Sue Wendt-District 10, Dennis Mulder-District 14)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Rich Slate	3
Paul Schwandt	4
Joy Waterbury	6
Michael Starshak	7
Patti Garro	8
David Richter	9
Harley Reabe	11
Robert Schweder	12
Nick Toney	13
Katie Mehn	15
Joe Gonyo	16
Joanne Guden	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

1. The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 21st day of March, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

RECOGNITION OF SERVICE – JOEL GERTH, CORRECTIONS ADMINISTRATOR

MINUTES OF 12/21/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

- Tucker Johnson – vbrnow.com

DEPARTMENT REPORTS

- Jay Dampier – UWEX Community Resource Agent/Department Head
- John deMontmollin – UWEX 4H Agent

RESOLUTIONS

- Resolution 2-2017 Relating to Updated WIPFLI Compensation Plan and Base Wage Adjustment
- Resolution 3-2017 Relating to Creating a HR Coordinator Position in the County Administrator Office
- Resolution 4-2017 Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com
- Resolution 5-2017 Relating to Supporting Efforts to Close Commercial Property Assessment Loopholes
- Resolution 6-2017 Relating to Eliminating a Corrections Lieutenant Position, Eliminating a Corrections Officer Position and Creating a Sergeant of Corrections Position and a Corrections Division Clerk in the Corrections Division of the Sheriff's Office
- Resolution 7-2017 Relating to Payment of Expenses for Unclaimed Body

ORDINANCES

- Ordinance 5-2017 Relating to Rezone in the Town of Berlin: Jeffrey L. Fritz, Ronald D. & Sharon K. Darnick Revocable Trust
- Ordinance 6-2017 Relating to Rezone in the Town of Mackford: Jesse Larmay, Larmay Construction, Inc.

OUT OF STATE TRAVEL – Sheriff Mark Podoll

ANNUAL REPORTS

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON April 18, 2017

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 March, 2017.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

RECOGNITION OF SERVICE – JOEL GERTH, CORRECTIONS ADMINSTRATOR

3. Chairman Reabe and Sheriff Mark Podoll presented Joel Gerth, Corrections Administrator, with a plaque in recognition of his 27 years of service to Green Lake County. Chairman Reabe thanked Joel for his dedication to the Law Enforcement community and wished him well in his retirement. Gerth thanked the Sheriff for the many opportunities he had over the years.

MINUTES OF 02/21/2017

4. **Motion/second (Schweder/Garro)** to approve the minutes of February 21, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

5. The next County Board meeting will take place on April 18, 2017 at 9:00 AM. This is the annual Student Government Day meeting. Lunch will be served at the American Legion Hall in Green Lake.
6. Chairman Reabe advised all supervisors to fill out in a survey approved by the WCA regarding county official training.

PUBLIC COMMENTS (3 Minute Limit)

7. Jon Vandeyacht, Veterans Service Officer, gave the Board information regarding Student Government Day next month.

CORRESPONDENCE

8. None

DEPARTMENT REPORTS – John deMontmollin – UWEX 4H Agent and Jay Dampier, UWEX Community Resource Agent/Department Head

9. John deMontmollin, UW-Extension 4H Agent, gave a presentation on the 4H program in Green Lake County. There are currently 9 clubs with an enrollment of 250 area youth. The program emphasizes leadership, citizenship, and communication. He thanked the 87 volunteers currently involved with the program as well.
10. Jay Dampier, UW-Extension Community Resource Agent/Department Head, informed the Board of several programs involving Katie Gellings, Family Living Agent, and Nav Ghimire, Agricultural Agent, as well as some of the recent programs Dampier has been involved with.

APPEARANCES

11. Tucker Johnson of vbrnow.com gave an explanation of the insurance benefits for Green Lake County employees being considered by the Board under Resolution 4-2017.

RESOLUTIONS

12. Resolution No. 2-2017 Relating to Updated WIPFLI Compensation Plan and Base Wage Adjustment. **Motion/second (Schweder/Richter)** to adopt Resolution No. 2-2017. County Administrator Cathy Schmit gave a presentation explaining the updates she is proposing to the compensation plan. Discussion held. Roll call vote to adopt Resolution No. 2-2017 – Ayes – 14, Nays – 2 (Slate, Starshak), Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 2-2017 passed as adopted.
13. Resolution No. 3-2017 Relating to Creating a HR Coordinator Position in the County Administrator Office. **Motion/second (Richter/Guden)** to adopt Resolution No. 3-2017. No discussion. Roll call vote to adopt Resolution No. 3-2017 – Ayes – 15, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 1 (Starshak). Motion carried. Resolution No. 3-2017 passed as adopted.
14. Resolution No. 4-2017 Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com. **Motion/second (Garro/Schweder)** to adopt Resolution No. 4-2017. No discussion. Roll call vote to adopt Resolution No. 4-2017 – Ayes – 15, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 1 (Toney). Motion carried. Resolution No. 4-2017 passed as adopted.
15. Resolution No. 5-2017 Relating to Supporting Efforts to Close Commercial Property Assessment Loopholes. **Motion/second (Richter/Toney)** to adopt Resolution No. 5-2017. No discussion. Roll call vote to adopt Resolution No. 5-2017 – Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 5-2017 passed as adopted.
16. Resolution No. 6-2017 Relating to Eliminating a Corrections Lieutenant Position, Eliminating a Corrections Officer Position and Creating a Sergeant of Corrections Position and a Corrections Division Clerk in the Corrections Division of the Sheriff's Office. **Motion/second (Jenkins/Trochinski)** to adopt Resolution No. 6-2017. No discussion. Roll call vote to adopt Resolution No. 6-2017 – Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 6-2017 passed as adopted.
17. Resolution No. 7-2017 Relating to Payment of Expenses for Unclaimed Body. **Motion/second (Starshak/Garro)** to adopt Resolution No. 7-2017. No discussion. Roll call vote to adopt Resolution No. 7-2017 – Ayes – 14, Nays – 2 (Toney, Gonyo), Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 7-2017 passed as adopted.

ORDINANCES

18. Ord. 5-2017 Relating to Rezone in the Town of Berlin: Jeffrey L. Fritz, Ronald D. & Sharon K. Darnick Revocable Trust. **Motion/second (Slate/Starshak)** to enact Ordinance No. 5-2017. Roll call vote Motion to enact Ordinance 5-2017 - Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Ordinance No. 5-2017 passed as enacted.
19. Ord. 6-2017 Relating to Rezone in the Town of Mackford: Jesse Larmay, Larmay Construction, Inc. **Motion/second (Toney/Garro)** to enact Ordinance No. 6-2017. Roll call vote Motion to enact Ordinance 6-2017 - Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Ordinance No. 6-2017 passed as enacted.

OUT OF STATE TRAVEL – Sheriff Mark Podoll

20. Sheriff Mark Podoll is requesting approval to attend the National Sheriff's Conference in Reno, Nevada in June. Cost to the county is estimated to be \$2,145.
21. **Motion/second (Guden/Richter)** to approve out of state training as requested. 15 ayes, 1 opposed (Slate), 3 absent (Wallace, Wendt, Mulder). Motion carried.

ANNUAL REPORTS

22. The 2016 annual reports were presented for review. Starshak thanked all the departments for their efforts in putting the reports together.
23. **Motion/second (Starshak/Garro)** to accept the 2016 annual reports. All ayes. Motion carried.

COMMITTEE APPOINTMENTS

24. Chairman Reabe made the following appointments to the Green Lake County Cycling and Pedestrian Vision committee: Lauree Renaud from Green Lake Greenways; Jerry Specht, Jeffrey Wegand, and Tracy Swayze as members at large, Harley Reabe of the County Board, Mark Putzke from the Sheriff's Office, and Amy Brooks from Highway.
25. **Motion/second (Garro/Richter)** to approve appointments. All ayes. Motion carried.

COMMITTEES TO REPORT ON April 18, 2017

26. Chairman Reabe stated that Kathy Munsey, Green Lake County Health Officer, will give a presentation on the Green Lake County health report.

OTHER MATTERS AUTHORIZED BY LAW

27. None

ADJOURN

28. **Motion/second (Starshak/Guden)** adjourn at 7:18 PM. All Ayes. Motion carried.

Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NO. 2-2017

Relating to Updated WIPFLI Compensation Plan and Base Wage Adjustment

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, in 2013 the Green Lake County Board of Supervisors did adopt a Compensation Structure and Wage Plan for all non-represented employees as developed by WIPFLI, LLC; and

WHEREAS, in 2016 the Green Lake County Board of Supervisors did adopt Resolution # 24-2016 establishing criteria for a Merit Pay Policy and base wage increase for those in the merit section of the wage range for 2017 of 3%; and

WHEREAS, the Green Lake County preliminary 2016 year-end general fund financial statements reflect a salary and fringe benefits savings of approximately \$92,000; and

WHEREAS, in 2016 the Green Lake County Board of Supervisors did adopt Resolution # 23-2016 which approved entering into a contract with WIPFLI, LLC to update the wage comparability study; and

WHEREAS, WIPFLI, LLC along with the County Administrator has reviewed and updated the Compensation Plan and now recommend it for adoption;

NOW, THEREFORE, BE IT RESOLVED that the Green Lake County Board of Supervisors does hereby adopt the modified Green Lake County Compensation Plan as presented; and

BE IT FURTHER RESOLVED that the Green Lake County Board of Supervisors is committed to proactive maintenance of the Green Lake County Compensation Plan and hereby authorizes the County Administrator to update and age the Compensation Plan annually on July 1 by the CPI-U index rate as determined by the WI Department of Revenue and published monthly by the WI Employment Relations Commission (WERC); and

BE IT FURTHER RESOLVED that in order to ensure all non-represented staff wage rates meet the minimum wage range amount for the respective pay group as defined in the Green Lake County Compensation Plan the Green Lake County Board of Supervisors does hereby authorize that effective with the first payroll of April 2017 any staff wage rate below the Compensation Plan minimum rate for that pay group, after 2017 step or performance pay increases have been applied, will be increased to the minimum rate as defined in the Compensation Plan; and

BE IT FURTHER RESOLVED that unused 2016 general fund salary and fringe funds will be carried forward to 2017 to cover the costs of this wage rate increase up to the Compensation Plan pay group minimum in an amount not to exceed \$55,000.

BE IT FURTHER RESOLVED that effective January 1, 2018 compensation adjustments for any staff position will be compensated at rates as established under the Pay for Performance policy rather than on the basis of annual Step Increases.

Fiscal Note: Not to Exceed \$55,000

Recommended for Approval by Finance Committee

Submitted by Personnel Committee

Passed and Adopted this 21st day of March 2017

Roll Call on Resolution 2-2017

Aye 14, Nay 2, Absent 3, Abstain 0

Submitted by Personnel Committee: /s/ Joe Gonyo, Chairman; /s/ Robert Lyon; /s/ Robert Schweder; /s/ Sue Wendt

RESOLUTION NUMBER 3 - 2017

RELATING TO CREATING A HR COORDINATOR POSITION IN THE COUNTY ADMINISTRATOR OFFICE

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of March, 2017 does resolve as follows:

WHEREAS, in 2016 the Green Lake County Board did approve the creation of the County Administrator position; and

WHEREAS, in November 2016 the Green Lake County Board did adopt the 2017 Annual Green Lake County Budget that included funding for the County Administrator position and Administrator Assistant position; and

WHEREAS, in December 2016 an individual did assume the position of Green Lake County Administrator; and

WHEREAS, the County Administrator has assumed the human resources related duties previously performed by the County Clerk/Administrative Coordinator; and

WHEREAS, Green Lake County has implemented a formal wage classification system as well as an employee performance evaluation program; and

WHEREAS, after careful consideration and analysis the County Administrator has determined that assistance with activities primarily related to Human Resource functions including, but not limited to, recruitment, maintenance of employment records, reporting, position analysis and performance evaluation programs is essential; and

WHEREAS, the County Administrator has identified key support areas related to office communications, clerical services, budget facilitation and office support during County Administrator absences that are critical to efficient office functions.

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors does hereby authorize the creation of an HR Coordinator position within the County Administrator department. See attached Fiscal Note.

Administrative Committee Recommends Approval

Passed and Adopted this 21st day of March, 2017

Aye 15, Nay 0, Absent 3, Abstain 1

Submitted by the Administrative Committee: /s/ Harley Reabe, Chairman; /s/ Nick Toney; /s/ Paul Schwandt; /s/ Michael Starshak; /s/ David Richter; /s/ Robert Lyon

RESOLUTION NO. 4-2017

Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, The County understands that certain benefits are valuable for the economic security and well-being of its employees such as universal life insurance, accident insurance and critical illness insurance; and,

WHEREAS, vbrnow.com provides voluntary benefits of Universal Life Insurance, Critical Illness Coverage and Accident plans to employees which would be at no cost to the County; and,

WHEREAS, some of the voluntary benefit programs may be purchased as a pre-tax benefit to county employees.

NOW BE IT RESOLVED, that the Green Lake County Board of Supervisors will make available to all interested employees the voluntary benefits of Whole Life Insurance Coverage, Critical Illness Insurance and Accident Insurance through vbrnow.com. with the employees paying the full cost of any premiums on a pre-tax basis, as allowed by law.

Personnel Committee recommends approval

Passed and Adopted this 21st day of March, 2017

Roll Call on Resolution 4-2017

Aye 15, Nay 0, Absent 3, Abstain 1

Submitted by Personnel Committee: /s/ Joe Gonyo, Chair; /s/ Paul Schwandt; /s/ Sue Wendt; /s/ Robert Lyon; /s/ Robert Schweder

RESOLUTION NO. 5-2017

Relating to Supporting Efforts to Close Commercial Property Assessment Loopholes

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, homeowners in Wisconsin already pay 70% of the total statewide property tax levy; and

WHEREAS, the disproportionate burden is about to get much worse unless the Legislature addresses tax avoidance strategies that national chains like Walgreens, and big box establishments like Target and Lowe's are using across the country to gain dramatic reductions in their property tax bills at the expense of homeowners and other taxpayers; and

WHEREAS, a carefully-orchestrated wave of hundreds of lawsuits in Wisconsin is forcing assessors to slash the market value of thriving national retail stores, shifting their tax burden to local mom and pop shops and homeowners; and

WHEREAS, Walgreens and CVS stores in Wisconsin have argued in communities across the state that the assessed value of their property for property tax purposes should be less than half of their actual sale prices on the open market; and

WHEREAS, in many cases the courts have sided with Walgreens and CVS, requiring communities to refund tax revenue back to the stores; and

WHEREAS, there are over 200 Walgreens stores located in Wisconsin; and

WHEREAS, Target, Lowes, Meijer, Menards and other big box chains are using what is known as the "Dark Store Theory" to argue that the assessed value of a new store in a thriving location should be based on comparing their buildings to sales of vacant stores in abandoned locations for a different market segment; and

WHEREAS, the Indiana Legislature has on two occasions in the last two years overwhelmingly passed legislation prohibiting assessors from valuing new big box stores the same as nearby abandoned stores from a different market segment; and

WHEREAS, the Michigan State House overwhelmingly passed similar legislation in May of 2016.

NOW, THEREFORE, BE IT RESOLVED that Green Lake County does hereby urge the Governor and State Legislature to protect homeowners and main street businesses from having even more of the property tax burden shifted to them by passing legislation clarifying that:

1. Leases are appropriately factored into the valuation of leased properties; and
2. When using the comparable sale method of valuation, assessors shall consider as comparable only those sales within the same market segment exhibiting a similar highest and best use rather than similarly sized but vacant properties in abandoned locations.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Green Lake County Clerk shall forward this Resolution to the Governor and the County's State Legislators.

County Board Chairman recommends approval
Passed and Adopted this 21st day of March 2017
Roll Call on Resolution 5-2017
Aye 16, Nay 0, Absent 3, Abstain 0
Submitted by County Board Chairman: /s/ Harley Reabe

Resolution Number 6-2017

Relating to Eliminating a Corrections Lieutenant Position, Eliminating a Corrections Officer Position and Creating a third Sergeant of Corrections Position and a Corrections Division Clerk in the Corrections Division of 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 21st day of March 2017 does resolve as follows:

WHEREAS, the current Corrections Administrator will be retiring effective March 24, 2017, and

WHEREAS, the duties of the Corrections Administrator and the Corrections Lieutenant have been analyzed, and

WHEREAS, it has been determined that the Correctional Facility staffing can be improved by redistributing the duties of the Corrections Facility Administrative staff to a Corrections Division Clerk and the Corrections Sergeants, and

WHEREAS, it has been duly noted that when there is the presence of Administration on the Corrections Facility floor there has been a marked improvement in inmate behavior.

NOW THEREFORE BE IT RESOLVED that the position of Corrections Lieutenant and one full-time Corrections Officer be eliminated, and

BE IT FURTHER RESOLVED that one full-time Corrections Sergeant position and one full-time Correctional Clerk position, both working 2080 hours per year each, be created as of the passage of this resolution.

BE IT FURTHER RESOLVED that the Sergeant will perform Corrections Officer duties on a regular basis.

BE IT FURTHER RESOLVED that the Administrative duties of the Corrections Administrator and former Corrections Lieutenant be divided between the three Sergeants and the Corrections Division Clerk.

Judicial and Law Enforcement Committee recommends approval
Passed and Adopted this 21st day of March, 2017
Roll Call on Resolution 6-2017
Ayes 16, Nay 0, Absent 3, Abstain 0
Submitted by Judicial and Law Enforcement committee: /s/ Michael Starshak, Chairman; /s/ Larry Jenkins; /s/ Harley Reabe

RESOLUTION NO. 7-2017

Relating to Payment of Expenses for Unclaimed Body

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March, 2017, does resolve as follows:

WHEREAS, Wisconsin Statute §979.09 states the if a dead body is unclaimed, the coroner shall cause the body to be decently buried or cremated and shall certify to all the expenses of burial or cremation of the dead body; and,

WHEREAS, Wisconsin Statute §979.09 further states that the expenses certified by the coroner shall be audited by the county board and paid out of the county treasury; and,

WHEREAS, the coroner has had cause to cremate an unclaimed dead body pursuant to Wis. Stat. §979.09, and certified the charges, which are attached hereto.

NOW BE IT RESOLVED, that the County Board of Supervisors of Green Lake County has audited the certified charges submitted by the coroner and finds they are reasonable.

NOW BE IT FURTHER RESOLVED, the Green Lake County Treasurer is directed to pay the expenses of cremation, as certified by the coroner, out of the County Treasury per Wis. Stat. §§979.09 and 59.25(3)(b).

Fiscal Note: Funds will be taken from the contingency fund.

Judicial/Law Enforcement Emergency Management Committee recommends approval
Passed and Adopted this 21st day of March, 2017
Roll Call on Resolution 7-2017
Aye 14, Nay 2, Absent 3, Abstain 0
Submitted by Judicial/Law Enforcement Emergency Management Committee: /s/ Michael Starshak, Chair; /s/ Larry Jenkins; /s/ Harley Reabe

ORDINANCE NUMBER 5-2017

Relating to: Rezoning in the Town of Berlin. Owners: Jeffrey L. Fritz and Ronald D. & Sharon K. Darnick Revocable Trust

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 21st day of March, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) as relates to the Town of Berlin, be amended from A-1 Exclusive Agriculture District and A-2 General Agriculture District to R-4 Rural Residential District (±5.145 acres)

W1511 E. Springbrook Road, Parcels #002-00638-0100 and #002-00638-0300, Part of the SW¼ of Section 33, T17, R13E, Town of Berlin. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning committee Recommends approval

Passed and Enacted this 21st day of March, 2017

Roll Call on Ordinance 5-2017

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Robert Lyon, /s/ Harley Reabe, /s/ Rich Slate, /s/ Peter Wallace

Committee vote: Ayes 4 Nays Abstain Absent 1

ORDINANCE NUMBER 6-2017

Relating to: Rezone in the Town of Mackford

Owner: Jesse Larmay, Larmay Construction, Inc.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 21st day of March, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-5 Ordinance No. 297-84) as relates to the Town of Mackford, be amended from A-1 Exclusive Agriculture District to R-4 Rural Residential District.

N1842 N. Brave Road, Parcel #010-00250-0100, Part of the SE¼ of Section 12, T14N, R13E, Town of Mackford, ±5.107 acres

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-5 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee Recommends approval

Passed and Adopted this 21st day of March, 2017

Roll Call on Ordinance 6-2017

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Robert Lyon, /s/ Harley Reabe, /s/ Rich Slate, /s/ Peter Wallace

Committee vote: Ayes 4 Nays Abstain Absent

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

April 18, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, April 18, 2017, at 9:00 AM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 11, Absent – 8 (Paul Schwandt-District 4, Peter Wallace-District 5, Joy Waterbury-District 6, Michael Starshak-District 7, Sue Wendt-District 10, Nick Toney-District 13, Dennis Mulder-District 14, Joe Gonyo-District 16)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Rich Slate	3
Patti Garro	8
David Richter	9
Harley Reabe	11
Robert Schweder	12
Katie Mehn	15
Joanne Guden	17
Richard Trochinski	18

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 April, 2017 at 9:00 AM 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

RECOGNITION OF SERVICE – KARL GUENTHER, DEPUTY SHERIFF

MINUTES OF 03/21/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

EMPLOYEE SERVICE AWARDS

BUDGET ADJUSTEMENTS

- Economic Support
- Children & Families
- Drug Court Grant
- ZIKA Grant
- UW-Extension
- Emergency Management

APPEARANCES

- Conservation Poster Contest Awards – 9:45
- Student appearances relating to County Government Day – 10:30

DEPARTMENT REPORTS

- Kathy Munsey – Health Officer

RESOLUTIONS

- Resolution 8-2017 Relating to Outdoor Recreation Aids
- Resolution 9-2017 Relating to Cancellation of Outstanding Checks
- Resolution 10-2017 Relating to Providing Adequate Resources to Support County Land Conservation and Cost-Sharing for Farmers and Other Land Users

ORDINANCES

- Ordinance 7-2017 Amending chapter 80 Fund Balance Policy, Ordinance 80-3
- Ordinance 8-2017 Amend Code of Green Lake, Chapter 338 of the Shoreland Zoning Ordinance
- Ordinance 9-2017 Rezone in the Town of Green Lake: David D. & Teresa L. Wilke
- Ordinance 10-2017 Rezone in the Town of Manchester: Cletus D. & Alma R. Bontrager

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON May 16, 2017

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 12th day of April, 2017.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

RECOGNITION OF SERVICE – KARL GUENTHER, DEPUTY SHERIFF

3. Chairman Reabe and Sheriff Podoll presented Karl Guenther, Deputy Sheriff, with a plaque upon his retirement honoring his 30 years of service to Green Lake County in the Law Enforcement field. Reabe wished Guenther well in his retirement and thanked him for his dedication and service to Green Lake County. Supervisor Robert Lyon was included in the presentation since he was Karl's mentor in his early years on the force.

MINUTES OF 3/21/2017

4. **Motion/second (Richter/Bernhagen)** to approve the minutes of March 21, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

5. Chairman Reabe informed the Board that lunch will be served at the American Legion Hall in Green Lake today at 12:00. All Board members are invited to attend.

6. The next County Board meeting will take place on May 16, 2017 at 6:00 PM.

PUBLIC COMMENTS (3 Minute Limit)

7. Sheriff Podoll thanked the County Board for their support in the purchase of their new armored SWAT vehicle. He also commended Maintenance Supervisor Scott Weir and County Administrator Cathy Schmit for their response and assistance in a recent case involving recovery of evidence out of state.

CORRESPONDENCE

8. County Clerk Liz Otto read a letter from the Wisconsin Division of Transportation stating that the transfer of 0.2 miles of CTH Y from the Town of Princeton to Green Lake County has been approved. This pertains to Resolution 42-2016.
9. County Clerk Liz Otto read a committee level resolution from UW-Extension committee in recognition of Nav Ghimire, former UW-Extension agricultural agent, recognizing his seven years of service to GLC.
10. County Clerk Liz Otto read a memorandum from the Wisconsin Counties Association regarding submission of resolutions for the WCA Annual Business Meeting which takes place at the annual conference on September 24-26, 2017.

EMPLOYEE SERVICE AWARDS

11. Chairman Reabe recognized the following employees for 5 years of service in 2016. They will receive a certificate of appreciation:
Majken Fife, Steve Huber, Kathy Ninneman, Rick Rasmussen, and Shelby Jensen.

The following employees will receive a certificate of recognition and a \$25.00 gas card:

10 years – Mike Prachel and Sheri Rahmer

15 years – Ed Schuh, Bill Hutchison, Derek Kavanaugh, Jessica Walker, and Kelli Schueler

20 years – Jim Seeliger and Laurie Kearns

25 years – Matt Wecker, Cindy Werch, and Tom Jonker

30 years – Steve Otto and Sue Sleezer

35 years – Betty Bradley

40 years – Penny Bahn

BUDGET ADJUSTMENTS

12. Chairman Reabe explained that according to state statute the County Board must approve all budget adjustments by a 2/3 majority. Budget adjustments for April include:
HHS Economic Support – increase of \$20,243.57 in additional grant funding
HHS Children & Families – increase of \$17,600.00 in newly awarded grant funding
Drug Court – increase of \$134,840.00 in newly awarded grant
HHS Health – increase \$8,427.00 for a ZIKA grant
UW-Extension – reallocation of \$4,306.00 in salary funds
Emergency Management – increase of \$17,533.00 in Terrorism Consequence grant
Motion/second (Guden/Schweder) to approve all budget adjustments. Roll call vote – Ayes 11, Nays - 0, Abstain - 0, Absent – 8 (Schwandt, Wallace, Waterbury, Starshak, Wendt, Toney, Mulder, Gonyo). Motion carried.
13. **Motion/second (Garro/Bernhagen)** to recess at 9:20 AM and reconvene at 9:45 AM. All ayes. Motion carried.
14. Chairman Reabe reconvened the meeting at 9:45 AM.

APPEARANCES

15. County Conservationist Paul Gunderson introduced the 2017 Conservation & Environmental Awareness Poster Contest Winners. The theme for this year is Healthy Soils Are Full of Life. The contest is open to all students in grades K-12 and there were 120 participants this year. Chairman Reabe thanked all of the students and the Land Conservation Department for their hard work.
16. **Motion/second (Garro/Guden)** to recess at 10:10 AM and reconvene at 10:30 AM. All ayes. Motion carried.
17. Chairman Reabe reconvened the meeting at 10:30 AM.
18. Jon Vandeyacht, Veterans Service Officer, stated that the students from Berlin, Green Lake, Markesan, and Princeton schools would be presenting their reports from the various government offices. After reports were presented, Chairman Reabe thanked all of the students and also the area Legionnaires for their participation in this annual event.
19. Chairman Reabe excused Supervisor Garro at 10:50 AM. Present – 10, Absent – 9 (Paul Schwandt-District 4, Peter Wallace-District 5, Joy Waterbury-District 6, Michael Starshak-District 7, Patti Garro-District 8, Sue Wendt-District 10, Nick Toney-District 13, Dennis Mulder-District 14, Joe Gonyo-District 16)

DEPARTMENT REPORTS

20. Kathy Munsey, Green Lake County Health Officer, gave a report on the Needs Assessment study being done in cooperation with Marquette, Waushara, Adams, Juneau, and Waupaca counties. She stated that Green Lake County is currently ranked 40th out of 72 counties in overall health. Munsey cited examples of where our county can improve their health and encouraged everyone to participate in making Green Lake County a healthier place to live.

RESOLUTIONS

21. Resolution No. 8-2017 Relating to Outdoor Recreation Aids. **Motion/second (Richter/Trochinski)** to adopt Resolution No. 8-2017. Roll call vote to adopt Resolution No. 8-2017 – Ayes – 10, Nays – 0, Absent – 9 (Schwandt, Wallace, Waterbury, Starshak, Garro, Wendt, Toney, Mulder, Gonyo), Abstain – 0. Motion carried. Resolution No. 8-2017 passed as adopted.
22. Resolution No. 9-2017 Relating to Cancellation of Outstanding Checks. **Motion/second (Jenkins/Guden)** to adopt Resolution No. 9-2017. Roll call vote to adopt Resolution No. 9-2017 – Ayes – 10, Nays – 0, Absent – 9 (Schwandt, Wallace, Waterbury, Starshak, Garro, Wendt, Toney, Mulder, Gonyo), Abstain – 0. Motion carried. Resolution No. 9-2017 passed as adopted.

23. Resolution No. 10-2017 Relating to Providing Adequate Resources to Support County Land Conservation and Cost-Sharing for Farmers and Other Land Users. **Motion/second (Schweder/Richter)** to adopt Resolution No. 10-2017. Roll call vote to adopt Resolution No. 10-2017 – Ayes – 10, Nays – 0, Absent – 9 (Schwandt, Wallace, Waterbury, Starshak, Garro, Wendt, Toney, Mulder, Gonyo), Abstain – 0. Motion carried. Resolution No. 10-2017 passed as adopted.

ORDINANCES

24. Ord. 7-2017 Amending Chapter 80 Fund Balance Policy, Ordinance 80-3. **Motion/second (Guden/Richter)** to enact Ordinance No. 7-2017. Roll call vote to enact Ordinance 7-2017 - Ayes – 10, Nays – 0, Absent – 9 (Schwandt, Wallace, Waterbury, Starshak, Garro, Wendt, Toney, Mulder, Gonyo), Abstain – 0. Ordinance No. 7-2017 passed as enacted.
25. Ord. 8-2017 Amend Code of Green Lake, Chapter 338 of the Shoreland Zoning Ordinance. **Motion/second (Jenkins/Trochinski)** to enact Ordinance No. 8-2017. Roll call vote to enact Ordinance 8-2017 - Ayes – 10, Nays – 0, Absent – 9 (Schwandt, Wallace, Waterbury, Starshak, Garro, Wendt, Toney, Mulder, Gonyo), Abstain – 0. Ordinance No. 8-2017 passed as enacted.
26. Ord. 9-2017 Relating to Rezone in the Town of Green Lake: David D. & Teresa L. Wilke. **Motion/second (Slate/Richter)** to enact Ordinance No. 9-2017. Roll call vote to enact Ordinance 9-2017 - Ayes – 10, Nays – 0, Absent – 9 (Schwandt, Wallace, Waterbury, Starshak, Garro, Wendt, Toney, Mulder, Gonyo), Abstain – 0. Ordinance No. 9-2017 passed as enacted.
27. Ord. 10-2017 Relating to Rezone in the Town of Manchester: Cletus D. & Alma R. Bontrager. **Motion/second (Slate/Richter)** to enact Ordinance No. 10-2017. Roll call vote to enact Ordinance 10-2017 - Ayes – 10, Nays – 0, Absent – 9 (Schwandt, Wallace, Waterbury, Starshak, Garro, Wendt, Toney, Mulder, Gonyo), Abstain – 0. Ordinance No. 10-2017 passed as enacted.

COMMITTEE APPOINTMENTS

28. Chairman Reabe stated there are no committee appointments this month.

COMMITTEES TO REPORT ON May 16, 2017

29. Chairman Reabe stated that the Marathon County Highway Commissioner will give a presentation on work zone safety. Aging/Long Term Care and the Children & Families units will also give presentations.

OTHER MATTERS AUTHORIZED BY LAW

30. None

ADJOURN

31. **Motion/second (Trochinski/Richter)** to adjourn at 11:20 AM. All Ayes. Motion carried.

Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NO. 8-2017 Relating to Outdoor Recreation Aids

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 18th day of April 2017, does resolve as follows:

WHEREAS, Green Lake County is interested in acquiring, developing and maintaining lands for public outdoor recreation purposes; and,

WHEREAS, public funds are available to cost share development of the county parks system projects and the maintenance of the county snowmobile trail system; and,

WHEREAS, Green Lake County annually budgets sufficient funds to complete these projects,

NOW BE IT RESOLVED, that Green Lake County authorizes the Property and Insurance Committee to act on behalf of Green Lake County and annually submit applications to the State of Wisconsin Department of Natural Resources for any financial aid that may be available and take necessary action to undertake, direct and complete projects approved by the Department of Natural Resources; and,

BE IT FURTHER RESOLVED, that Green Lake County will comply with program rules, will properly maintain any completed projects, will keep facilities open to the general public during reasonable hours consistent with the type of facility and will obtain approval from the Department of Natural Resources on any change of use of a project site; and,

BE IT FURTHER RESOLVED, that the Green Lake County Clerk has the authority to sign approved applications for submission to the Department of Natural Resources.

BE IT FINALLY RESOLVED, that Resolution 5-2015 is rescinded.

Property and Insurance Committee recommends approval

Passed and Adopted this 18th day of April 2017

Roll Call on Resolution 8-2017

Aye 10, nay 0, Absent 9, Abstain 0

Submitted by Property & Insurance Committee: /s/ Patti Garro, Vice-chair; /s/ Michael Starshak; /s/ Robert Lyon; /s/ Richard Trochinski

Resolution Number 9-2017 Relating to Cancellation of Outstanding Checks

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of April, 2017, does resolve as follows:

WHEREAS, Fifteen checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;

NOW, THEREFORE BE IT RESOLVED, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

<u>Check Number</u>	<u>Date of Check</u>	<u>Amount</u>	<u>Payee</u>
175150	05/27/2015	\$37.98	Heidi Weishaar
175580	06/24/2015	\$31.30	Herschel Martin
176378	08/14/2015	\$100.00	Dean and Karen Sales
176576	08/26/2015	\$30.04	David Santee
177384	10/16/2015	\$25.18	Kristin Boe
178472	12/30/2015	\$36.40	Richard Berndt
179149	02/03/2016	\$90.98	Alishia Napier
179323	02/12/2016	\$30.00	Southern Child Welfare Training
179462	02/12/2016	\$37.30	Jessica Hansen
179508	02/12/2016	\$23.53	Susan Kukla
179519	02/12/2016	\$19.60	Michael Thorson
179655	02/17/2016	\$26.98	Tamara Thiel
179733	03/02/2016	\$15.00	Darin Arellano
179741	03/02/2016	\$15.00	Miranda Hiemstra
179799	03/09/2016	\$53.00	Office Max Credit Plan

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to the Horicon Bank.

NOTE: The above checks contain the notation "Void after six months"

Finance Committee recommends approval

Passed and Adopted this 18th day of April, 2017

Roll Call on Resolution 9-2017

Aye 10, Nay 0, Absent 9, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chairman; /s/ Larry Jenkins, Vice Chairman; /s/ Robert Lyon; /s/ Joanne Guden

RESOLUTION NUMBER 10-2017

Relating to Providing Adequate Resources to Support County Land Conservation and Cost-Sharing for Farmers and Other Land Users

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of April 2017, does resolve as follows:

WHEREAS, the Green Lake County Land Conservation Department is the necessary local delivery mechanism for a wide range of natural resource management programs including non- point pollution control, lakes protection, invasive species control, woodland management; and

WHEREAS, the Wisconsin Farm Bureau Federation:

- Supports the concept of credit trading and adaptive management between municipalities and the agriculture community to reduce phosphorus discharge
- Urges the state to stop the spread of invasive species into Wisconsin
- Supports adequate funding to local units of government to implement the nonpoint program, provided that local regulations do not exceed state standards

WHEREAS, the Wisconsin Board of Agriculture, Trade and Consumer Protection acknowledges the counties' statutory role in coordinating and implementing farm conservation standards at the local level, and supports efforts to ensure that adequate resources are available for counties to do their job; and

WHEREAS, County Land Conservation staff supported by state grants have decreased since the program began, and

WHEREAS, the Governor's budget has not requested maintenance of the annual average staff funding of \$9.3 million that were included in the pre-recession budgets from 2001-2011, thus reducing the funding to \$8 million annually in the 2017-19 budget; and

WHEREAS, the Wisconsin Counties Association (WCA) 2017 statewide policy recognizes the value of the work County Land Conservation Departments provide to farmers and Wisconsin citizens by supporting adequate resources to implement maintaining this base level of funding; and

WHEREAS, the inability to adequately fund local, voluntarily accepted farm conservation practices has led to environmental problems and increasing citizen suits and court decisions against farmers; now

THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors, duly assembled this 18th day of April, 2017 does hereby urge the Governor of the State of Wisconsin and all elected representatives in the Wisconsin State Legislature to return to the \$9.3 million appropriation for state aid to counties, recognizing the invaluable service that county conservation employees provide in helping Wisconsin farmers grow our state's agriculture while preserving the state's land and water resources for future generations.

Land Conservation Committee recommends approval

Passed and Adopted this 18th day of April, 2017

Roll Call on Resolution 10-2017

Ayes 10, Nays 0, Absent 9, Abstain 0

ORDINANCE NO. 7-2017

Amending Chapter 80 Fund Balance Policy, Ordinance 80-3.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 18th day of April, 2017, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, that Chapter 80, Fund Balance Policy, Ordinance 80-3 is hereby amended as follows (deletions are in ~~strikeout~~, additions are in bold face type):

§80-3 Administration.

At fiscal year-end, Green Lake County will maintain a minimum unassigned general fund reserve balance of not less than 20% of the actual current year general fund expenditures, ~~with a minimum of 15% for health and human services, 10% of the minimum unassigned general fund balance to be used as contingency for the following fiscal year~~ **excluding refundable prepayments and GAAP defined non-spendable, restricted, committed and assigned (designated) account balances.**

At fiscal year-end, Green Lake County will maintain a minimum unassigned Health and Human Services (HHS) fund reserve balance of not less than 15% of the actual current year HHS fund expenditures excluding refundable prepayments and GAAP defined non-spendable, restricted, committed and assigned (designated) account balances.

In addition, in order to maximize County operations subsidized by tax levy, the annual Contingency Fund balance shall be designated as non-lapsing with the following exception provision: If on December 31 of any given fiscal year, the General Fund reserve balance shall fall below the General Fund Policy amount as established herein, the December 31 Contingency Fund balance shall lapse to the General Fund, in entirety or in an amount as determined by the Finance Committee, sufficient to bring the General Fund reserve balance into compliance with this policy.

BE IT FURTHER ORDAINED, All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

Finance Committee recommends approval

Passed and Enacted this 18th day of April 2017

Roll Call on Ordinance 7-2017

Aye 10, Nay 0, Absent 9, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Larry Jenkins, Vice Chair; /s/ Joanne Guden; /s/ Robert Lyon

ORDINANCE NO. 8 -2017

Amending Chapter 338 – Shoreland Protection, Article 9.0 Impervious Surfaces.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 18th day of April 2017, does ordain as follows:

WHEREAS, The Green Lake County Board of Supervisors adopted Ordinance No. 20-2016, known as the Shoreland Zoning Ordinance on September 20, 2016; and,

WHEREAS, The Land Use Planning and Development Department submitted Ordinance No. 20-2016 to the Wisconsin Department of Natural Resources for approval under Wis. Admin Code NR 115.06(2); and,

WHEREAS, The Land Use Planning and Development Department received a Conditional Approval letter from the Department of Natural Resources on February 1, 2017, which required the County to delete reference to Highly Developed Shoreline areas in Ordinance No. 20-2016.

NOW, THEREFORE, BE IT ORDAINED, that the Chapter 338 – Shoreland Protection, Article 9.0 - Impervious Surfaces, shall be amended as follows:

338-47. Impervious surface standard. Except as allowed in Subsections 338-48. and 338-49., allow up to 15% impervious surface on the portion of a lot or parcel that is within 300 feet of the ordinary high water mark.

~~A. Impervious surface standard for highly developed shorelines. The county, at its discretion, may adopt an ordinance for highly developed shorelines allowing up to 30% for residential land use and up to 40% for commercial, industrial, or business land uses for lands that meet one of the following standards:~~

- ~~(1) The highly developed shoreline is identified as an Urbanized Area or Urban Cluster in the 2010 US Census or has a commercial, industrial, or business land use as of January 31, 2013.~~
- ~~(2) After conducting a hearing and receiving approval by the Department of Natural Resources, the county has mapped additional areas of highly developed shorelines that are at least 500 feet in length and meet the one of the following criteria:~~
 - ~~(a) The majority of the lots are developed with more than 30% of impervious surface area.~~
 - ~~(b) Located on a lake served by a sewerage system as defined in NR 110.03(30), Wis. Adm. Code.~~
 - ~~(c) The majority of the lots contain less than 20,000 square feet in area.~~

~~Note: Counties are not required under s. 59.692 to adopt the impervious surface standards for highly developed shorelines in Subsection 338-47.A. but are required to adopt the general impervious surface standard in Section 338-47.~~

338-48. Maximum impervious surface. A property may exceed the impervious surface standard under Section 338-47. or ~~Subsection 338-47.A.~~ provided the following standards are met:

- A. For properties where the general impervious surface standard applies under Section 338-47., a property owner may have more than 15% impervious surface but not more than 30% impervious surface on the portion of a lot or parcel that is within 300 feet of the ordinary high water mark.
- ~~B. For properties on shorelands where the impervious surface standard for highly developed shorelines applies under Subsection 338-47.A., a property owner may have more than 30% impervious surface but not more than 40% impervious surface for residential land uses. For commercial, industrial, or business land uses, a property owner may have more than 40% impervious surface but not more~~

~~than 60% impervious surface.~~

- C. For properties that exceed the standard under Section 338-47. ~~or Subsection 338-47.A.~~ but do not exceed the maximum standard under Subsections 338-48.A. ~~or 338-48.B.~~, a permit can be issued for development with a mitigation plan that meets the standards found in Article 12.0.

~~Note - Counties that do not adopt the impervious surface standards for highly developed shorelines are not required to adopt Subsection 338-48.B.~~

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

Land Use Planning and Development Committee recommends approval

Passed and Enacted this 18th day of April, 2017

Roll Call on Ordinance 8-2017

Aye 10, Nay 0, Absent 9, Abstain 0

Submitted by Land Use Planning and Development Committee: /s/ Michael Starshak, Chair; /s/ Rich Slate; /s/ Robert Lyon; /s/ Harley Reabe; /s/ Peter Wallace

ORDINANCE NUMBER 9-2017

Relating to: Rezone in the Town of Green Lake

Owners: David D. & Teresa L. Wilke and Melissa Oliver

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 18th day of April, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-3 Ordinance No. 297-84) as relates to the Town of Green Lake, be amended as follows:

David D. & Teresa L. Wilke: Utley Road & County Road Q, Parcel numbers #006-00687-0000 & #006-00688-0300, Part of the NE¼ of Section 35, T15N, R13E, Town of Green Lake. Rezone ±2.71 acres from A-1 Exclusive Agriculture District to R-4 Rural Residential District.

Melissa Oliver: N2765 County Road Q, Parcel number #006-00688-0200, Part of the NE¼ of Section 35, T15N, R13E, Town of Green Lake. Rezone ±1.04 acres from R-4 Rural Residential District to A-1 Exclusive Agriculture District.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-3 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee recommends approval

Passed and Enacted this 18th day of April, 2017

Roll Call on Ordinance 9-2017

Ayes 10, Nay 0, Absent 9, Abstain 0

Submitted by the Land Use Planning and Zoning Committee: /s/ Michael Starshak, Committee Chair; /s/ Robert Lyon, Vice Chair; /s/ Harley Reabe; /s/ Rich Slate; /s/ Peter Wallace

Committee vote: Ayes 5 Nays 0 Abstain 0 Absent 0

ORDINANCE NUMBER 10-2017

Relating to: Rezone in the Town of Manchester

Owner: Cletus D. & Alma R. Bontrager

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 18th day of April, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-6 Ordinance No. 297-84) as relates to the Town of Manchester, be amended from A-1 Exclusive Agriculture District to A-2 General Agriculture District. W3805 Heritage Road, Parcel #012-00137-0100, Part of the NE¼ of Section 09, T14N, R12E, Town of Manchester, ±21.19 acres.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-6 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee recommends approval

Passed and Enacted this 18th day of April, 2017

Roll Call on Ordinance 10-2017

Ayes 10, Nays 0, Absent 9, Abstain 0

Submitted by the Land Use Planning and Zoning Committee: /s/ Michael Starshak, Committee Chair; /s/ Robert Lyon, Vice Chair; /s/ Harley Reabe; /s/ Rich Slate; /s/ Peter Wallace

Committee vote: Ayes 5 Nays 0 Abstain 0 Absent 0

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

May 16, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, May 16, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 15, Absent – Joy Waterbury-District 6, Michael Starshak-District 7, Patti Garro-District 8, 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
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 16th day of May, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 04/18/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

- Jim Griesbach, Marathon County Highway Commissioner – Work Zone Safety presentation

DEPARTMENT REPORTS

- Betty Bradley – Aging/LTC Unit Manager
- Sue Sleezer – Children & Families Unit Manager

BUDGET ADJUSTMENTS

RESOLUTIONS

- Resolution 11-2017 Relating to Cancellation of Outstanding Checks
- Resolution 12-2017 Relating to Creating a Restricted Cash – Capital Outlay Buildings and Grounds Account

ORDINANCES

- Ordinance 11-2017 Amending Ordinance 1042-2012 Green Lake County Personnel Policies and Procedures Manual
- Ordinance 12-2017 Amending Ordinance Number 9-34 – Finance Committee
- Ordinance 13-2017 Relating to Comprehensive Plan Amendment to Future Land Use Map

- Ordinance 14-2017 Relating to Rezone in the Town of Brooklyn: MEU Holdings WI V, LLC
- Ordinance 15-2017 Relating to Rezone in the Town of Berlin: Christine C. Hess

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON June 20, 2017

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 May, 2017.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

- Supervisor Joy Waterbury was seated at 6:03 PM. Present – 16, Absent – 3 (Starshak, Garro, Toney).
- The Pledge of Allegiance to the Flag was recited.

MINUTES OF 4/18/2017

- Motion/second (Gonyo/Richter)** to approve the minutes of April 18, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

- The next County Board meeting will take place on June 20, 2017 at 6:00 PM.
- Resolution 12-2017 Relating to Creating a Restricted Cash – Capital Outlay Buildings and Grounds Account will be removed from the agenda. That resolution has been returned to the Highway Committee for further review.

PUBLIC COMMENTS (3 Minute Limit)

- None

CORRESPONDENCE

- County Clerk Liz Otto read a note from Laurie Kearns, an HHS employee, thanking the County Board for recognizing employees for years of service and also at retirement.
- County Clerk Liz Otto read a letter from the Wisconsin Association of Local Health Departments and Boards awarding Kathy Munsey, Green Lake County Health Officer, as Health Officer of the Year for 2017.
- County Clerk Liz Otto read a letter from the Wisconsin Department of Children & Families recognizing the Green Lake County Child Support Agency for receiving the Federal Fiscal Year 2016 Certificate of Excellence Award.

APPEARANCES

- Marathon County Highway Commissioner Jim Griesbach gave a presentation on Work Zone Safety. He stressed the importance of staying alert and eliminating distractions while driving to prevent tragedies to county, law enforcement, and other workers doing their jobs out on the roads.

DEPARTMENT REPORTS

- Betty Bradley, Aging/ADRC Unit Manager, gave an update on that unit including the programs that are available to elderly and disabled individuals.
- Supervisor Michael Starshak was seated at 6:40 PM. Present – 17, Absent – 2 (Garro, Toney).
- Sue Sleezer, Children & Families Unit Manager, explained her unit's responsibilities with an emphasis on foster care since May is Foster Care Month in Wisconsin.

BUDGET ADJUSTMENTS

- Budget adjustments include:
HHS Health – increase \$5,018.00 for a CARS Bioterror grant
Motion/second (Gonyo/Waterbury) to approve budget adjustment. Roll call vote – Ayes - 17, Nays - 0, Absent – 2 (Garro, Toney), Abstain - 0. Motion carried.

RESOLUTIONS

- Resolution No. 11-2017 Relating to Cancellation of Outstanding Checks. **Motion/second (Gonyo/Wendt)** to adopt Resolution No. 11-2017. Roll call vote to adopt Resolution No. 11-2017 – Ayes – 17, Nays – 0, Absent – 2 (Garro, Toney), Abstain – 0. Motion carried. Resolution No. 11-2017 passed as adopted.

ORDINANCES

- Ord. 11-2017 Amending Ordinance 1042-2012 Green Lake County Personnel Policies and Procedures Manual. **Motion/second (Slate/Wendt)** to enact Ordinance No. 11-2017. Discussion held. Roll call vote to enact Ordinance

11-2017 - Ayes – 15, Nays – 2 (Slate, Schwandt), Absent – 2 (Garro, Toney), Abstain – 0. Ordinance No. 11-2017 passed as enacted.

18. Ord. 12-2017 Amending Ordinance Number 9-34 – Finance Committee. **Motion/second (Richter/Guden)** to enact Ordinance No. 12-2017. Roll call vote to enact Ordinance 12-2017 - Ayes – 15, Nays – 2 (Schwandt, Starshak), Absent – 2 (Garro, Toney), Abstain – 0. Ordinance No. 12-2017 passed as enacted.
19. Ord. 13-2017 Relating to Comprehensive Plan Amendment to Future Land Use Map. **Motion/second (Starshak/Wallace)** to enact Ordinance No. 13-2017. Roll call vote to enact Ordinance 13-2017 - Ayes – 17, Nays – 0, Absent – 2 (Garro, Toney), Abstain – 0. Ordinance No. 13-2017 passed as enacted.
20. Ord. 14-2017 Relating to Rezone in the Town of Brooklyn: MEU Holdings WI V, LLC. **Motion/second (Starshak/Jenkins)** to enact Ordinance No. 14-2017. Roll call vote to enact Ordinance 14-2017 - Ayes – 17, Nays – 0, Absent – 2 (Garro, Toney), Abstain – 0. Ordinance No. 14-2017 passed as enacted.
21. Ord. 15-2017 Relating to Rezone in the Town of Berlin: Christine C. Hess. **Motion/second (Starshak/Wendt)** to enact Ordinance No. 15-2017. Discussion held on acreage discrepancy on the map provided versus the text of the ordinance. Roll call vote to enact Ordinance 15-2017 - Ayes – 12, Nays – 5 (Jenkins, Bernhagen, Waterbury, Reabe, Mulder), Absent – 2 (Garro, Toney), Abstain – 0. Ordinance No. 15-2017 passed as enacted.

COMMITTEE APPOINTMENTS

22. Chairman Reabe stated that all appointed committee members are reappointed until April of 2018.
23. Chairman Reabe appointed the following supervisors to the TID (Tax Incremental District) committees for the following cities: Supervisor Schwandt to the City of Markesan, Supervisor Garro to the City of Princeton, Supervisor Mulder to the City of Berlin, and Supervisor Wendt to the City of Green Lake.
24. **Motion/second (Richter/Trochinski)** to approve all appointments. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON June 20, 2017

25. Chairman Reabe stated that Highway Commissioner Amy Brooks will give a presentation in June.

OTHER MATTERS AUTHORIZED BY LAW

26. None

ADJOURN

27. **Motion/second (Schweder/Richter)** to adjourn at 7:41 PM. All Ayes. Motion carried.

Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

Resolution Number 11-2017 Relating to Cancellation of Outstanding Checks

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of May, 2017 does resolve as follows:

WHEREAS, Fifteen checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;
NOW, THEREFORE BE IT RESOLVED, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

<u>Check Number</u>	<u>Date of Check</u>	<u>Amount</u>	<u>Payee</u>
180291	04/15/2016	\$232.00	Catherine Bowen
180692	04/27/2016	\$14.60	Scott St Onge

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to the Horicon Bank.

NOTE: The above checks contain the notation "Void after six months"

The Finance Committee recommends approval

Passed and Adopted this 16th day of May, 2017

Roll Call on Resolution 11.2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chairman; /s/ Larry Jenkins; /s/ Robert Lyon; /s/ Dennis Mulder; /s/ Joanne Guden

ORDINANCE NO. 11-2017

Amending Ordinance 1042 – 2012 Green Lake County Personnel Policies and Procedures Manual

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of May 2017, 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;

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

The text amendments are attached hereto. Deletions are indicated in strikeout. Additions or changes are indicated in **bold underline** type.

BE IT FURTHER ORDAINED, that any ordinance inconsistent with this ordinance is hereby repealed.

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

Section 1. Article I. Administrative and Legal Policies, Equal Opportunity Employment, Paragraph three shall be amended to read:

Any employee who believes that a violation of any portion of this policy has occurred should bring such violation to the attention of the County **Administrator** Clerk or the County Board Chairperson who will investigate and remedy any violation found to have occurred. Green Lake County prohibits retaliation against any employee who makes a good faith report of discrimination. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including discharge.

Section 2. Article I. Administrative and Legal Policies, Chain of Command, shall be amended to read:

The Administrative Coordinator **County Administrator** is the primary professional advisor to the County Board Chair and oversees the day to day operations of the County including the development, supervision, and operation of the County, its personnel and facilities. The Administrative Coordinator **County Administrator** is provided with the discretion to determine the best method of implementing the policy decisions of the County Board.

The Department Heads of the County are part of the management team and report to the **County Administrator** controlling committees. Supervisors are subordinate to the Department Heads and are also members of the management team. This management team concept is the process by which a recommendation for County action is developed and the decision implemented.

All staff members and Supervisors shall be responsible for referring matters requiring attention to their Supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrative Coordinator to the **County Administrator** County Board. Each employee is to keep the person to whom that the employee reports informed of the employee's activities by whatever means the Supervisor deems appropriate. Unless otherwise provided in this Manual, if an employee has any questions, concerns, opinions or suggestions about the information contained in this Manual, Departmental Rules or about any other aspect of their job, including problems with any other County employees, then those issues should be delivered through the chain of command by first raising the issue with their Supervisor and proceeding onward through the chain of command to the extent necessary and appropriate.

Any employee who receives directives or requests, either verbal or written, that are outside of normal delivery of services, from any individual citizen, business representative or elected or appointed official is to immediately report such directive or request to the employee's Supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's Supervisor.

Section 3. Article I. Administrative and Legal Policies, Work Week, Paragraph three, shall be amended to read:

Unless otherwise determined by a Department Head or Supervisor in their sole discretion as circumstances may require, employees who work a full time shift will be provided with a one-half (1/2) hour unpaid lunch break which will normally fall between 11:30 a.m. and 1:00 p.m.. Employees of some Departments may receive up to a one (1) hour unpaid lunch break, depending upon the service hours of the Department. Employees may not skip lunch periods or use them at the beginning or end of the workday, without the specific approval of the employee's Department Head or Supervisor. **Employees who skip lunch periods shall not earn flex, comp or overtime for the lunch period without express approval of the Department Head and County Administrator.** Employees are considered off duty, and are free to leave the premises, during lunch periods.

Section 4. Article I. Administrative and Legal Policies, Section "Record Keeping of Hours" is created:

RECORDKEEPING OF HOURS

Timesheets. All employee, whether non-exempt, partially exempt or exempt, are required to record their hours worked on time sheets provided by the County. All employees should also record time off such as vacations, holidays and sick time on time sheets provided by the County.

Section 5. Article I. Administrative and Legal Policies, Overtime and Compensatory Time, Overtime Pay is amended to read:

Overtime Pay. Under the FLSA, non-exempt employees are entitled to be paid premium overtime pay at one and one-half (1½) times the employee's regular rate of pay for all overtime hours worked over forty (40) in a workweek. Partially exempt employees are entitled to be paid premium overtime pay at one and one-half (1 ½) times the employers **employee's** regular rate of pay for all hours worked over the established work period. Premium overtime pay is based on actual hours worked. Sick leave, vacation leave, compensatory time off, on-call premiums or any other paid and unpaid leaves of absence, are not considered hours worked for purposes of determining overtime pay under the FLSA. Overtime pay shall be paid in the pay period in which the overtime was earned.

Section 6. Article I. Administrative and Legal Policies, Unauthorized Hours and Working From Home, is amended to read:

Non-exempt and partially exempt County employees are prohibited from working outside their scheduled hours without the express approval of their Department Head. Non-exempt and partially exempt employees who work prior to or following their shifts without authorization shall be subject to discipline up to and including discharge from employment.

Exempt. Non-exempt and partially exempt employees are generally prohibited from working at home. However, the County recognizes that there could be circumstances which would make it necessary for an employee to work from their home but only on a very limited and temporary basis. If circumstances warrant such a decision, prior approval

must be granted by the Department Head and **County Administrator** Administrative Coordinator and Committee of Jurisdiction and all time worked by the employee must be recorded accurately in writing. Non-exempt and partially exempt employees who work from home without prior approval shall be subject to discipline up to and including discharge from employment.

Section 7. Article I. Administrative and Legal Policies, Return to Work Policy, is amended to read:

The County desires that employees who are unable to perform the functions of their regular job because of a work-related injury or illness that prevents their return to regular assigned duty should, where possible, be temporarily assigned alternative productive work subject to necessary medical certification. The County does not assign employees to non-productive work. It does desire to obtain the benefits of a temporary assignment of alternative productive work which maintains a level of activity, productivity, serves a therapeutic purpose and which quickens the employee's return to regular assignment. Alternative productive work is reserved for employees that are temporarily disabled because of a work-related injury or illness. Alternative productive work may be assigned within or outside an employee's regular department. **THE WORK ASSIGNED UNDER THIS POLICY IS NOT PERMANENT IN NATURE AND THE COUNTY RETAINS THE ABSOLUTE DISCRETION TO MODIFY WORK ASSIGNED HEREUNDER AT ANY TIME.**

Procedure:

1. An employee injured or suffering an illness at work will provide to their Supervisor, as soon as possible, written certification of any restrictions imposed upon them by a licensed medical provider. This will include the projected duration of the restriction(s) **and should indicate whether the Employee may: (1) return to work with no restrictions; or (2) return to work with restrictions. Failure to report may subject the Employee to disciplinary action.**

2. The **County Administrator** Administrative Coordinator in cooperation with the Department Head will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. The **County Administrator with the** Department Head with the Administrative Coordinator may recommend assignment of the restricted employee to such available work and for the hours that such work is available.

3. It is expressly understood that:

a) No obligation exists for the County to provide or create a temporary assignment of alternative productive work or convert a regular job for the purposes of a temporary assignment.

b) Temporary assignment of alternative productive work does not create a regular employment opportunity and is made as a temporary assignment only which will terminate at the conclusion of a specified time period. The specific end date of the assignment will be communicated clearly in writing to the employee upon temporary assignment of alternative productive work. Vacation and paid holidays may be excluded in calculating the time period.

c) Unused accrued vacation and sick leave may be used in lieu of a temporary assignment to alternative productive work.

d) The **County Administrator** Administrative Coordinator with the Department Head will determine the amount of temporary assignment of alternative productive work available in any department.

e) Temporary assignment of alternative productive work is separate and distinct from the duties of the employee's regular job. However, the employee may be assigned to perform those duties of the regular job that the employee can perform without restriction or limitation.

f) An employee is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted. Nothing in this policy shall be construed as limiting an employee's state and federal FMLA rights.

g) Temporary assignment of alternative productive work may be considered only when an employee is certified by a licensed medical provider as unable to perform the functions of their regular job.

h) An employee's regular work schedule may change during the temporary assignment of alternative productive work to accommodate the department's needs.

i) If alternative productive work is unavailable within an employee's regular department, the County **Administrator** may assign alternative productive work to the employee outside the employee's regular department.

4. All temporary assignment of alternative productive work will be reviewed each thirty (30) calendar day period by the respective Department Head and the **County Administrator** Administrative Coordinator.

5. This procedure does not in any way constitute an employment contract and the County reserves the right to amend this procedure at any time.

Section 8. Article I. Administrative and Legal Policies, Performance Evaluations, is amended to read:

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. An employee must meet County standards of work quality and must accomplish work within the time limits established by the County. The County conducts periodic performance evaluations of employees with the exception of elected officials. Performance evaluation results may be considered and used for a variety of reasons including, without limitation, decisions affecting placement, transfers, salary advancement, promotions, demotions, layoffs, discipline, discharge and training. **Employees who do not satisfy the levels of performance expected by the County, who exhibit poor work performance, or who are unable to work with other employees may be disciplined, up to and including termination.**

Section 9. Article I. Administrative and Legal Policies, Resignations – Termination Pay, is amended to read:

In order to receive termination pay, employees shall give Green Lake County a minimum of fifteen (15) calendar days written notice of termination to **their Department Head** the County Clerk. Department Heads shall be required to give **Green Lake County a minimum of** thirty (30) calendar days written notice of termination to the **County Administrator** County Clerk. **Department Heads who are elected officials must follow the statutory procedure for resigning their elected office.** Termination pay shall consist of payment for any unused vacation earned at the last anniversary date, and holiday pay for law enforcement personnel only, earned to the last day of employment. The employee with at least one year of service shall receive credit for pro-rated days earned to the last full month completed after the anniversary date. Under no circumstances shall employees whose employment is involuntarily terminated for any reason, including, without limitation, layoff, be entitled to termination pay under this policy. Employees must actually work through their notice period and may not use benefited time or regularly scheduled days off to complete their notice period or extend their last date of employment (except in cases of an emergency). For example, an employee may not resign effective July 2 and take vacation or other paid leave as their last two weeks of employment.

Section 10. Article I. Administrative and Legal Policies, Unpaid Leaves of Absence, is amended to read:

The County will grant unpaid leaves of absence for defined durations when required by law and may otherwise grant unpaid leaves of absence when the County determines, in its sole discretion, that granting of such leave is in the best interests of the County. Unless otherwise required by law, the following conditions shall govern the granting of discretionary leaves:

1. Except as provided by law, no continuous unpaid leave of absence in excess of six (6) months shall be granted.
2. Any request for an unpaid leave of absence shall be submitted in writing by the requesting employee to their Department Head as far in advance of the anticipated leave dates as possible. The Department Head will present the request to the **County Administrator** governing committee and the Personnel Committee or its designees. Except in unavoidable situations, no unpaid leave of absence shall be granted retroactively.
3. No unpaid leave of absence shall be granted unless all available paid leave, including, without limitation, sick leave, vacation and floating holidays have been used, except as provided by law.
4. An employee granted unpaid leave of absence shall not be employed elsewhere during this leave period, unless for military leave.
5. In the event of sickness when the employee does not have available sick leave, vacation or floating holiday, the **County Administrator** Administrative Coordinator may, with the Department Head's concurrence, approve unpaid leave up to 3 consecutive days.

Unless required by law, paid benefits and any applicable service credits shall not continue during an unpaid leave of absence. Employees are responsible for paying the total of his or her monthly health insurance premium during an unpaid leave of absence unless otherwise required by law. All leaves granted under this section which would qualify as leaves under the State or Federal Family and Medical Leave Act or other applicable law will be administered in accordance with, and counted as, leaves taken pursuant to those acts.

Section 11. Article I. Administrative and Legal Policies, Voluntary Shared Leave, is amended as follows:

The County permits employees to assist other employees by donating earned vacation, personal days and/or holidays in the case of a prolonged, life threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e., sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay status. The County's Voluntary Shared Leave policy is attached to this Manual as Appendix E. Authorizations and approvals under this program are at the sole discretion of the **County Administrator** Personnel Committee.

Program Guidelines:

1. Participation in the Voluntary Unpaid Leave Program requires approval by the Department Head and **County Administrator** Administrative Coordinator.
2. Requests will be reviewed on a case-by-case basis and unpaid time off will be granted **only** if it results in a cost savings, deemed in the public's interest, reflect the operational needs of the employee's department and it does not adversely affect services to the public. Leave that causes an increase in costs or requires overtime for other employees or when employee returns will not be approved.
3. Leave requests must be for an employee's normal or regular shift hours. Voluntary leave can only be taken in full day increments up to a maximum of one week during the program period.
4. An employee's vacation, floating holiday and/or compensatory time balance(s) do not have to be exhausted before voluntary unpaid leave is requested.
5. All leaves will be voluntary and without compensation; however, the employee's current benefits (vacation and sick leave accrual and County contribution of the insurance programs for which the employee is a current participant) will be maintained provided an employee meets all of the other applicable eligibility requirements associated with the particular benefit.
6. Use of this program does not eliminate the requirement for employees to use all accrued vacation by each anniversary date and will not result in carryover vacation.
7. The County reserves the right to rescind or modify the Voluntary Leave Unpaid Leave Program with or without notice, and at its sole discretion.

8. An employee must be in pay status (**not on approved or unapproved unpaid leave**) the day before and following a holiday to be eligible for holiday pay.

Procedure:

1. An employee must submit a Voluntary Unpaid Leave Program request form to their immediate Department Head to request time off under this program.

2. Department Head will approve or deny the request and forward any approved requests to the **County Administrator** Administrative Coordinator for final approval/denial.

3. If the request for unpaid leave is by a Department Head, the request must be submitted to the **County Administrator** governing committee chairperson who will approve or deny the request. The governing committee chairperson will forward any approved requests to the Administrative Coordinator for final approval/denial.

Section 12. Article II. Employee Conduct, Respectful Workplace, is amended to read:

Green Lake County strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. The County believes in going beyond what is required by law and expects employees to treat each other in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, member of management, client, customer, vendor or visitor to our premises. Therefore, Green Lake County prohibits any behavior that is discourteous or demeaning to other employees.

Disrespectful behavior may include, but is not limited to, the following:

- Jokes that demean another individual or group of individuals;
- Name calling or nicknames that may be offensive;
- Taking credit for another individual's work or ideas;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;
- Repeated negative comments about others, either verbally or in writing;
- Threatening another individual;
- Invading another's privacy;
- Knowingly blaming other individuals for a mistake they did not make;
- Purposely invading another's personal space;
- Gossiping about another individual; and
- Any type of "bullying" behavior;
- Any type of "cyber" bullying.

The County expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior or bullying, the employee should report that conduct to his/her immediate supervisor, another member of management or the **County Administrator** Administrative Coordinator within seven calendar days of the offense. **To report disrespectful behavior or bullying by the County Administrator or members of the County Board, the employee should contact the County Board Chair. To report disrespectful behavior or bullying by the County Board Chair, the employee should contact the Corporation Counsel.** Employees are not required to approach the person who was disrespectful to them and may bypass any offending member of management. All employees should notify a member of management regarding any disrespectful behavior that they witness or are told another person received.

The County **Administrator** will conduct an investigation in as confidential a manner as possible. Interviews, allegations, statements and identities will be kept confidential to the extent possible. However, the County **Administrator** will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including discharge, will be taken promptly against any employee engaging in disrespectful behavior. The corrective action issued will be proportional to the severity of the conduct. The alleged perpetrator's employment history and any similar complaints of prior disrespectful behavior will be taken into consideration.

Section 13. Article II. Employee Conduct, Workplace Safety, is amended to read:

It is the interest of the County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. The County's workplace safety policy is set forth as an Appendix F to this Manual. If you have questions regarding the policy, please contact the **County Administrator** Administrative Coordinator.

Section 14. Article II. Employee Conduct, Workplace Violence, is amended to read:

The County will not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats, possession, use, or threat of use of any weapon in the workplace, or engaging in violent acts. For the purposes of this policy, the word "violence" includes any act which is physically abusive, indicates the potential for violence (throwing objects, shaking fists, verbally threatening and the like) or intentionally damages personal or County property. This is a zero-tolerance policy, meaning that the County will discipline or terminate any employee found to have violated this policy. Workplace violence does not include the use of reasonable force in the defense of oneself or others. Prohibited conduct for purposes of this policy includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.

- Possessing or using a weapon while on County premises or engaged in County business.
- Brandishing a weapon while on County premises or engaged in County business.
- Damaging property intentionally.
- Threatening to injure an individual, damage property or stalking incidents.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

All employees shall notify their supervisor whenever they have witnessed, experienced, or become aware of any act or threat of workplace violence. As an alternative means of reports of acts or threats of violence, an employee may report such incidents of workplace violence to their Department Head, any Supervisory employee in any county department (including the sheriff's department) or to the **County Administrator** Administrative Coordinator.

The identity of the individual making a report will be protected as much as is practicable. Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith are prohibited. Anyone who engages in or assists in any retaliatory actions will be subject to disciplinary action, up to and including termination of employment.

It is the policy of the County to investigate reports of workplace violence for all acts occurring on County property or against an employee acting in their capacity as an employee. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation, who give false information or who retaliate against an employee for making a report of workplace violence or for participating in a workplace violence investigation will be subject to disciplinary action, up to and including termination of employment. Likewise, employees who intentionally make false reports will be subject to discipline, up to and including termination. Employees who are seeking or have obtained restraining orders or injunctions against another person(s) should notify their Supervisor so that appropriate measures can be taken. When an injunction or restraining order lists County facilities as being protected areas, employees must provide their Supervisor with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

All employees who commit violent acts or who otherwise violate this policy are subject to discipline up to and including termination. The County will seek the prosecution of all who engage in violence on county premises or against its employees while they are engaged in County business.

Section 15, Article II. Employee Conduct, Confidentiality and Requests for Information, is amended to read:

County employees may have access to confidential, client, personnel or other sensitive information. This may include, without limitation, information concerning a citizen's or employee's financial status, a citizen's or employee's medical status and condition as well as the County's business practices including purchasing and negotiating strategies, and employee records (collectively "confidential information"). This confidential information cannot be disclosed to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the **County Administrator** Administrative Coordinator or Department Head. There may be special circumstances in which the information may be released only with specific signed releases that may be time sensitive. All employees are responsible for protecting the confidentiality of this information.

Likewise, no information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the **County Administrator** Administrative Coordinator or individual Department Heads. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the **County Administrator** Administrative Coordinator or Department Head for a response to that inquiry. The County's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the County's custodian of records, employees shall not act as the County's custodian of records or disseminate information.

Section 16. Article II. Employee Conduct, Drug and Alcohol Policy, is amended to read:

No employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs while on County premises or while conducting business-related activities off of County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Should an employee be requested to report for an unscheduled work assignment after consumption of alcoholic beverages or drugs, to include judgment/physical dexterity altering prescription drugs, the employee shall inform the requester of their unsuitability for work, rather than reporting in the impaired condition. No action shall be taken against any employee for **reporting that he or she is unsuitable to report to work** the latter situation. Any employee observed to have either reported for work or returned to work from lunch/break period in an impaired condition shall be immediately suspended from work for the balance of that workday without pay pending any further disciplinary action by the County. Any level of consumption may be construed as causing impairment by the employee's Department Head. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Appropriate personnel action, including discipline up to and including discharge and/or participation in a drug assistance or rehabilitation program may result after notice of the conviction is received. Employees who are involved in a work-place accident or who are suspected of being under the influence of alcohol or an illegal drug during work hours may be required to undergo drug and alcohol testing.

Section 17. Article II. Employee Conduct, Employee Assistance Program, is amended to read:

While the County has no intention of intruding into the personal lives of employees, it is recognized that difficult personal issues may eventually take a toll on job performance. Likewise, the County is dedicated to providing a work environment that supports and encourages employee and workplace health. To that purpose, the County encourages healthy eating habits, physical activity and employee participation in worksite wellness programs.

Employees experiencing a drug, alcohol or other personal problems such as relationship issues, financial and legal concerns and depression and anxiety are strongly encouraged to seek assistance through the Employee Assistance Program (EAP). Green Lake County offers an employee Assistance Program to promote mental and emotional health. Employee Participation in EAP does not preclude the County from taking appropriate disciplinary action up to and including discharge for any reason. Further information regarding the County's EAP is available from the **County Administrator** Administrative Coordinator.

Section 18. Article II. Employee Conduct, Dress and Grooming, is amended to read:

All employees are to dress and be groomed appropriately for the job in accordance with department requirements, health and safety standards. Clothing shall be clean and neatly pressed. Shoes must provide secure footing and offer protection against hazards with a non-slip sole. Employees should avoid clothing, hairstyles or jewelry that may detract from or interfere with the performance of their work or which might detract from the public service mission or image of the County.

For appropriate office wear, business casual clothing/footwear consists of less formal wear than business suits. It does not include T-shirts, tank tops, sweat shirts, sports jerseys, sweat pants, denim jeans of any type, shorts, leggings or jogging suits, crocs, beach-type sandals, flip flops and platforms; however, with permission of the Department Head, employees may wear special clothing on designated days. Clothing must cover all body areas that may be considered offensive. Body piercing, such as nose, lip, eyebrow, cheek and tongue, are not allowed. Earrings must be conservative in nature and not pose a safety risk. Every effort should be made to cover all body tattoos. Persons assigned to field inspection work may wear casual clothing, including denim jeans, on days involving field inspections. In the event of any questions regarding the appropriateness of any particular style of clothing or grooming, the **County Administrator** Administrative Coordinator shall make the final determination.

County Board Supervisors are representing citizens of Green Lake County and should dress appropriately for County Board meetings. Appropriate dress shall be determined by the County Board Chairman.

Employees are required to wear a signature/photo identification badge. Badges are to be worn on the job to identify individuals as Green Lake County employees. In the event an employee loses their badge, that employee must **notify the County Clerk or County Administrator immediately and shall** pay a replacement cost of \$10.00. Wearing of identification adds an additional degree of employee safety in the work place. Uniformed law enforcement personnel are exempt from this requirement.

Section 19. Article II. Employee Conduct, Information Technology, paragraph B.5.e, is amended to read:

e. **Restricted materials** – IT resources will not be used to access or distribute materials that are restricted either by law or by County policy. This includes material deemed offensive by the **County Administrator and/or** IT Committee (law enforcement activities are exempt).

Section 20. Article I. Administrative and Legal Policies, Social Media and Networking and use of Personal Communication Devices, Guidelines for Social Media Use, is amended to read:

4. If you are communicating as an employee of the County in your online communications, you must be aware that readers will assume you "speak for the County." Therefore, all of your online communications, when you are actually acting on behalf of the County, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the County. Never pretend to be someone else and post information about the County. Tracking tools enable supposedly anonymous posts to be traced back to their authors. The foregoing provision does not prohibit law enforcement or other departments from pretending to be someone else in business-related social media for purposes of locating individuals or perpetrators or any other lawful purpose. If you use social media, you may not, without express permission from the **County Administrator** Administrative Coordinator, use the County's logo, likeness or any photographs or other property that belongs to the County.

If you have any questions regarding the application of the social media and networking and use of personal communication devices policy, please contact the **County Administrator** Administrative Coordinator. Employees who fail to comply with the policy as set forth herein will be subject to discipline, up to and including discharge from employment.

Section 21. Article II. Employee Conduct, Use of Personal Appliances, is amended to read:

USE OF PERSONAL APPLIANCES

Perishable food items are prohibited in desks or work spaces as are burning candles in any office or work space.

Employees may only use **kitchen** personal electrical appliances in break rooms or other areas specifically designated by the County for use of such devices. All electrical appliances in these areas must be approved for use by the **County Administrator and/or** Maintenance Supervisor.

Personal Space heaters are prohibited in individual offices except for verified and approved medical conditions, personal circulating fans and all other electrical appliances are also prohibited from use in individual offices unless approved by the **County Administrator and/or** Maintenance Supervisor.

Personal battery operated Radios and iPods may be allowed in offices or work spaces if approved by the Department Head.

Section 22. Article II. Employee Conduct, Anti-Nepotism, is amended to read:

This policy does not exist for the purpose of depriving any citizen of an equal opportunity for County employment. It has been established solely to eliminate the possibility of preferential treatment given in favor of relatives or to subject the employing authority to possible criticism.

1. Governing Committee If a committee member is related to an applicant or an employee as an immediate relative, the committee member shall be disqualified from participation in the recruitment, evaluation and selection of such immediate relative. The phrase "immediate relative" is defined as a spouse, child, stepchild, parent, stepparent, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, father-in-law, mother-in-law, uncle, aunt, niece, nephew or first cousin.

Committee members shall not serve as a reference for an applicant whose application they will be reviewing.

If a committee member is listed as a reference by any of the applicants for a position, the committee member must be disqualified from the selection process.

12. Direct Supervision An immediate relative, as defined above, is prohibited from directly supervising or being directly supervised by their immediate relative. **For purposes of this section, an "immediate relative" is defined as a spouse, child, stepchild, parent, stepparent, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, father-in-law, mother-in-law, uncle, aunt, niece, nephew or first cousin.**

23. Statutory Provisions Positions in County service governed by State or Federal Statutes will also be governed by these policies and procedures insofar as there is no conflict. In the latter instance, the State or Federal Statute shall prevail.

Section 23. Article II. Employee Conduct, Grievance Procedure, is amended to read:

The County has adopted a grievance procedure in accordance with Wis. Stat. § 66.0509(1m). The grievance procedure outlines the actions which may be grieved, the Employees who are eligible to utilize the grievance procedure and the procedures and processes for resolving grievances. The Grievance Procedure is set forth as Appendix J to this Manual. If you have questions regarding the policy, please contact the **County Administrator** County Clerk.

Section 24. Article III. Benefits, Paid Holidays, is amended to read:

The following paid holidays will be granted to all non-exempt regular full-time and regular part-time employees:

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas

New Year's Eve

Section 25. Article III. Benefits, Sick Leave, Section A. Allocation of Paid Sick Leave, is amended to read:

Subject to applicable collective bargaining agreements, all **regular** full-time employees will be granted sick leave, with pay, at the rate of nine (9) days per calendar year. For the purpose of definition, sick leave means absence from duty because of an employee's illness or injury.

Section 26. Article III. Benefits, Sick Leave, Section B. Health Leave Bank, Paragraph 2, is amended to read:

2. Limitations. Employees whose current sick leave bank exceeds the maximum accumulation amount of the health leave bank will be allowed to receive paid sick leave annually but will not be allowed to carry over any sick leave days into the health leave bank unless and until their current sick leave bank falls under the **one hundred (100)** thirty (30) day maximum amount.

Section 27. Article III. Benefits, Funeral Leave is amended to read:

Employees shall be allowed up to three (3) workdays off, with pay, to arrange for and attend the funeral of a member of their immediate family. Immediate family is defined as parent, step-parent, brother, sister, child, stepchild, current spouse, current mother-in-law, current father-in-law, employee or employee's spouse's grandchild, grandparent, current son-in-law, or current daughter-in-law or any dependent who resides with the Employee. One (1) day absence from work with pay shall be granted to employees attending the funeral or memorial service of the employee or employees' spouse's **grandparent**, current brother-in-law, current sister-in-law, uncle, aunt, niece or nephew.

Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours paid time off per funeral leave day at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of paid time off per funeral day at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of paid time off per funeral day at their base rate. In no event shall any Employee receive more than eight (8) hours of paid time off for a funeral day.

Regular part-time employees are eligible for funeral days. The paid time off for funeral days for regular part-time employees will be calculated on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time" employee in this Manual.

Only full time law enforcement—24/7 employees are eligible to receive the funeral leave benefit. Part-time law enforcement—24/7 employees are not entitled to receive the benefit.

New employees shall be provided with funeral leave on a pro rata basis based on the date of hire. Employees shall have the option of using other paid leave, other than sick leave, to attend the funeral of others not listed above.

Section 28. Article III. Benefits, Jury Duty, is amended to read:

When called for jury duty, an employee shall receive their normal pay less the amount received for the jury duty. The payroll clerk must be informed of the days involved and the amounts received as soon as is practicable after the completion of jury duty. Employees are required to return to work following jury duty unless excused from returning by their Department Head. **Jury duty hours served during regular work hours shall count towards hours worked when calculating overtime compensation.**

Section 29. Article III. Benefits, Vacation, the last paragraph of the section, is amended to read:

All vacation days shall be used within twelve (12) months of the anniversary year received. No carryover of vacation is permitted. At termination of employment, unused vacation days granted on the employee's anniversary date will be paid to the employee provided the required fifteen (15) or thirty (30) days (for Department Heads) advance notice, in writing, of such termination has been made to the County Clerk **Department Head and/or County Administrator.**

Section 30. Article III. Benefits, Wisconsin Retirement Fund, is amended to read:

As a public employer, the County participates in the Wisconsin Retirement System (WRS). The County will make employer required WRS contributions as required by law. Employees should direct all questions involving WRS eligibility or contribution levels to the **County Clerk** Administrative Coordinator or the Department of Employee Trust Funds at 1-877-533-5020.

Section 31. Appendix B, Family and Medical Leave, Section C. Family Illness Leave, is amended to read:

C. FAMILY ILLNESS LEAVE.

1. Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

- a. Spouse
- b. Biological, adopted or foster child
- c. Child for which the employee stands "in loco parentis"
- d. Biological **or adoptive** parent or person who stood "in loco parentis" to employee **when the**

employee was a child

- e. Spouse's parent
- f. Domestic partner
- g. Domestic partner's parent

Section 32. Appendix B. Family and Medical Leave, Section F. Medical Certification, is amended to read:

1. If an employee requests leave under this policy the employee must obtain a medical certification form from the **County Administrator** Personnel Department. This form must be completed by the employee and the health care provider treating the family member or employee. In the case of placement for adoption or foster care, a copy of the legal documentation attached to the medical certification form will substitute for the health care provider's certification.

Section 33. Appendix B. Family and Medical Leave, Section G. Insurance and Benefits, is amended to read:

1. While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.

Section 34. Appendix B. Family and Medical Leave, Section I. Interpretation, is amended to read:

Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the **County Administrator** Human Resources Department for clarification.

Section 35. Appendix B. Family and Medical Leave, Military Caregiver Leave, Section E. Reduced or Intermittent Leave, is amended to read:

When medically necessary, an employee may take military caregiver leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County **Administrator**, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

Section 36. Appendix B. Family and Medical Leave, Military Caregiver Leave, Section F. Certification, is amended to read:

If an employee requests leave under this policy, the employee must obtain a medical certification form from the **County Administrator** Personnel Department. This form must be completed by the employee and the health care provider treating the covered service member. If requirements for certification are not completed, the County may deny the leave. The County **Administrator** may request periodic recertification at the County's expense.

Section 37. Appendix B. Family and Medical Leave, Military Caregiver Leave, Section I. Interpretation, is amended to read:

Any questions regarding military caregiver leave use and/or interpretation should be directed to the **County Administrator** Human Resources Department for clarification.

Section 38. Appendix C. Expense Reimbursement, Training/Schooling and Reimbursement, Required Approvals, is repealed and recreated as follows:

APPENDIX C

EXPENSE REIMBURSEMENT

I. Training/Schooling.

Funds may be provided in the annual budget for necessary job-related training or schooling which is advantageous to Green Lake County and assists County employees or elected department heads (hereinafter "employee") in the performance of their duties. Department heads should consider staffing levels and department workload when authorizing employee participation in training/schooling.

Approved training/schooling shall be at no expense to the employee and without loss of vacation time or pay. Reimbursement of any expenses paid by an employee will be in accordance with this Expense Reimbursement policy.

Employees selected for training/schooling are expected to make a good-faith effort to satisfactorily complete the program in which enrolled. Failure to comply may result in a requirement to repay all expenses.

The following requirements apply to all County employees for reimbursement of expenses under this section:

A. In-State and Out-of-County.

1. The County Administrator has the authority to approve in-state training/schooling provided the cost of the training is included in the department's budget. Unbudgeted in-state training/schooling requires approval from the governing committee and approval by the County Board as a budget amendment.
2. All out-of-County travel is subject to approval by the Department Head and the County Administrator. If practicable, obtain advance approval.
3. All out-of-County travel shall require a travel statement for review by the Department Head and the County Administrator before reimbursement. All claims shall have receipts for all meals, lodging and miscellaneous expenses attached to the travel statement.
4. If an employee or official of Green Lake County is unexpectedly required to remain out of County overnight, the employee or official may make one personal call at County expense to inform the family of the change.

B. Out-of-State.

1. **Budgeted.** Out-of-State travel approved as part of the adopted annual County budget requires the prior approval of the County Administrator before the travel occurs. The County Administrator may approve out-of-state training or schooling if the cost of such training/schooling was included in the adopted departmental annual budget.

2. **Unbudgeted.** Out-of-State travel not previously approved as part of the adopted annual County budget

requires prior approval of the governing committee and a majority voice vote of the County Board of Supervisors. If an unbudgeted request is made when the County Board is not in session, the Finance Committee may approve the request and notice shall be placed on the agenda for the next County Board meeting.

3. Documentation must be prepared stating the time, place, purpose of travel and cost to the County of the travel, along with why the travel is necessary. Law Enforcement emergencies are an exception to this policy, but the Sheriff shall justify the emergent nature of the situation to his governing committee at its next meeting.

II. Travel, Meal and Lodging.

The County Board sets reimbursement rates and the reimbursement rates shall apply equally to all employees and elected department heads (hereinafter "employees") incurring expenses in the course of official County business, as authorized by the County Board of Supervisors, the appropriate governing committee or the County Administrator as required under this policy. Receipts are required for *all* expense reimbursement.

Employees travelling on County business shall exercise good fiscal judgment when incurring travel costs. The County will only reimburse travel expenses related to County business. Reimbursement shall not be claimed for items provided free of charge, not personally paid for by the employee, previously reimbursed by any source or costs which will be paid or reimbursed from any other source in the future.

Because of potential liability implications, all County official business, other than regular work requirements, must be specifically authorized and approved as required under this policy. Regular work assignments that require travel to accomplish the work assignment are automatically approved as part of the department's budget when the position is authorized. The Supervisor, along with the County Administrator, is responsible for ensuring the travel is appropriate and necessary to the mission, responsibility or duties of the department.

Unless specified elsewhere, for reimbursement of all travel related expenses, the employee must complete an Out of County Meals and Mileage Report form. The form must be signed by the employee, and the Department Head or designee.

The following requirements apply to all County employees for reimbursement of expenses under this section:

A. Personal Vehicle Mileage Reimbursement. Compensation for use of a personal vehicle for authorized County business purposes is subject to the following requirements:

1. Employees shall receive mileage reimbursement at the IRS standard per mile rate for all authorized travel in their personal vehicle. Motorcycles, mopeds, bicycles, all-terrain vehicles and other similar type methods of transportation are not eligible to be used for County business purposes and are therefore not eligible for mileage reimbursement.
2. The County maintains five general permanent work sites for the purpose of the travel regulations. The five work sites are, Courthouse/Sheriff, and Human Service located at the Government Center; and Fox River Industries, Highway

Department and Highway Department/Manchester located at separate sites. In the event an employee is attending to County business and it would be fiscally irresponsible to first drive to a permanent worksite and then leave from that worksite to attend to business, that employee may be reimbursed for mileage from their home to attend to the County business. If the travel begins or ends at the employee's home, travel and time and mileage shall be calculated from the permanent work site or home, whichever is less.

3. In no cases shall the mileage between the county employees permanent work site and their home (daily commute) be reimbursable.

4. Carpooling with other employees is encouraged whenever possible. Additionally, employees may be able to utilize County-owned vehicles, if one is available.

5. Mileage submitted for reimbursement must actually be driven to be claimed; only the driver can submit a mileage reimbursement claim.

B. Air Travel and Vehicle Rentals

1. Reimbursement for commercial air travel shall generally be limited to the least costly coach fare; the additional cost of premium first class (first class or business class) is not reimbursable. When a more favorable price can be obtained for airfare by adding additional days to the trip, such as staying over a Saturday or flying on a particular day, reasonable expenses for lodging and meals for the minimum necessary additional days may be claimed if the total cost of the reduced fare plus the additional days' expenses are less than the lowest available airfare would have been without the additional days of travel.

2. Renting a vehicle is appropriate where it is the most cost-effective means of transportation or when the efficient conduct of County business precludes the use of other means of transportation. The vehicle rented should be reasonable in terms of size, cost, number of passengers and cargo. Charges incurred for personal use by the employee when using a rented vehicle are not reimbursable. If an employee chooses to rent a vehicle and claim personal mileage, the employee shall not represent themselves as an employee of the County when leasing the vehicle. It is then the individual's responsibility for all insurance and damages to the rental vehicle.

C. Train, Bus, Taxi and Airline Limousines

1. Travel by train must be limited to coach unless overnight. Accommodations for overnight train travel are limited to a roomette.

2. Reimbursement for travel by bus shall not exceed the lowest cost of the most reasonable form of other public transportation.

3. Reasonable and necessary charges for taxi and airline limousines, including tips, are reimbursable when other modes of travel are not available or practical. To avoid unnecessary taxi expenses, employees should utilize regularly scheduled airport bus or limo service between terminal facilities and hotels, when available.

D. Meals

1. Meal reimbursement is allowed when the employee is on County business related activities outside of Green Lake County as part of an overnight stay. Any meals purchased within Green Lake County or are not part of an overnight stay are not reimbursable.

2. The two definitions for a business related activity are as follows: (a) the County policy, which determines what meals will be reimbursed by the County; and (b) the IRS guidelines, which determine which meals are taxable to the individual.

a. Under the County's policy, a business related activity for meals reimbursed outside the county includes the following: (1) a business meeting including a third-party or non-county employee in which business is conducted; or (2) a business related situation that would occur in the normal performance of the job duties. Reimbursements for other business related situations could include, but are not limited to the following: meals at training programs that are not included in the registration fee, or meals incurred that are not considered business meetings but are considered necessary and reasonable while performing normal job duties. Meals incurred while transporting county inmates, will ordinarily not be reimbursable unless the transport occurs over a five (5) hour timeframe and/or is over seventy-five (75) miles from the county jail.

b. Under the IRS guidelines, meal reimbursements for business meetings that include a third-party or non-county employee are not taxable to the individual if submitted for reimbursement within sixty (60) days of the date incurred. However, meal reimbursements made for other business related activities as stated above are a fringe benefit and may be taxable to the employee.

3. Meal claims must be actual, reasonable and necessary and represent the amount actually spent. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, employee must return after 7:00 p.m. or depart their headquarters for overnight travel before 6:00 p.m.

4. Expenditures for alcoholic beverages, snacks or candy are not reimbursable. Meals included in the cost of airfare or registration fees are not reimbursable.

E. Lodging. Employees are expected to seek standard lodging accommodations that are comfortable, convenient, safe, meet the business needs and offer good value. Reimbursement is limited to the single rate for a standard single room. Employees are encouraged to share hotel if more than one employee of the same gender is traveling to the same event. Reimbursement for lodging within Sixty (60) of the employees' home base is not permitted unless approved in advance by the County Administrator. Reservations must be made using a County purchase order to avoid state tax and to obtain the governmental rate.

F. **Registration Fees.** The registration form for the training/schooling is required. Documentation should include the actual date of the conference, location of the event, title of the event and the amount of the fee. Expenses for spouse or other family members and non-business related activities, such as sightseeing tours are not reimbursable.

G. **Miscellaneous Expenses.** Reasonable and necessary parking fees and tollbooth fees are permitted and are reimbursable.

H. **Non-Reimbursable Activity or Expenses**

1. Political contributions or expenses related to political activities;
 2. Alcoholic beverages;
 3. Gifts;
 4. Expense for spouses or guests accompanying Green Lake County employees or officials while on County business.
- I. **State or Federal rules/regulations.** If any of the reimbursement policies contained herein are in conflict with State or Federal rules or regulations pertaining to such subject, and where said agencies are responsible for payment of fifty percent (50%) or more of same, than such State or Federal provisions will prevail.

Section 39. Appendix D. Policy for Interior Decorations, Section A. General is amended to read:

A. GENERAL

1. Decorations shall be tasteful and portray a professional office setting.
2. Decorations hung on walls **in a manner that penetrates the wall surface** shall be hung by the maintenance department or under the direction or supervision of the maintenance department.
3. Decorations include paintings, wall hangings, sculptures, other art objects, photographs, awards, plants, etc.
4. County decorations are those owned by the County or otherwise obtained by the County and deemed appropriate for County facilities.
5. Employee decorations include any items that are owned by or displayed by an employee.
6. Similar items (for example, a collection of related photographs) that are to be displayed are to be matted and framed in a similar manner in order to provide consistency and artistic value within the collection and throughout the facilities.

Section 40. Appendix D. Policy for Interior Decorations, Section C. Employee Work Space, is amended to read:

B. EMPLOYEE WORK SPACE

1. Employee Work Space is that space within an employee work area. Employee Work Space includes the space within enclosed offices and the space within non-enclosed workstations, such as cubicles or other open work areas.
2. Employee decorations are allowed only in employee Work Spaces
3. Employee decorations in an enclosed office space shall not exceed ten (10) items.
4. Employee owned decorations in a non-enclosed work space shall not exceed seven (7) items
5. Employee owned plants and vases of cut flowers shall be small, and appropriate for a professional work environment. Vases of cut flowers are allowed only as long as they are fresh. Plants and vases of cut flowers combined shall not exceed **four** two per employee Work Space.
6. The Department Head shall ensure that the number, size and form of employee decorations shall not exceed 54 united inches (24 inches by 30 inches is an example of 54 united inches). However, a Department Head may approve slight variations from this limitation if the decoration complies generally with the aesthetics and professional integrity of the office setting intent of this policy.
7. Employee wall hangings shall not exceed three (3) items.
8. Photos of employee family members shall be limited to three (3), and each such photo shall not exceed 8" by 10" photo with a reasonable picture frame, and such photos shall not be displayed on a wall.
9. Framing, matting, etc. of employee decorations shall be done at the expense of the employee.
10. Celebration items received by employees at work must be taken home within **a reasonable period of time as determined by the Department Head** at the end of the day. Such items may include plants, cut flowers, balloons, **stuffed toys**, etc. Plants and cut flowers are allowed in accordance with section C.5 above.
11. The following items are not allowed in employee Work Spaces: candles, personal **decorative** lamps, string lights, streamers, stuffed animals, personal heaters, coffee pots, other electrical appliances. Food items, should not be stored in offices. They should be taken home at the end of each day, including all snacks, **should be stored appropriately in designated kitchen or breakroom areas.**
12. Equipment and accessories which are reasonably necessary for performing an employee's job shall not be considered decorations and are not subject to this Policy, however, they must be kept to a reasonably limited number. Some examples may be paper trays, paper weights, one calendar, client interactive items (e.g., stuffed animals), etc.

Section 41. Appendix D, Policy for Interior Decorations, Section D. Compliance, is amended to read:

A. COMPLIANCE

1. Employees are expected to be professional and comply with this policy under the oversight **oversight** of without action by their Supervisor, Department Head **or County Administrator**. Employees shall immediately remove non-complying decorations.
2. Department Heads are responsible for monitoring the space occupied by employees and for compliance with this policy within their departments.

3. Any employee who violates this policy may be subject to discipline.
4. If a Department Head does not make a determination as to whether a an item decoration complies with this policy, the issue shall be presented in writing, with appropriate documentation, to the County Administrator Property and Insurance Committee, which who will make a final determination.

5. **Individual exceptions to this policy may be approved by the County Administrator on a case-by-case basis.**

Section 42. Appendix E. Voluntary Shared Leave Policy, Scope, is amended to read:

SCOPE: The County Clerk's Administrative Coordinator's Office administers a Green Lake County initiative called Voluntary Shared Leave which allows one employee to assist another employee by donating earned vacation, personal days and/or holidays in the case of a prolonged, life threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e., sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay.

Section 43. Appendix E. Voluntary Shared Leave Policy, Responsibility, is amended to read:

RESPONSIBILITY: The County Clerk Administrative Coordinator, or designee, is responsible for coordinating this program and interacting between the employees involved and the County Administrator Personnel Committee.

Section 44. Appendix E. Voluntary Shared Leave Policy, Guidelines, Paragraph 8, is amended to read:

8. Shared leave ends when the employee returns to work, even for a part of the employee's regular shift. In the event there is a balance of donated leave when the employee returns to work, the donated leave will be returned to the donator(s) in reverse order of the date the donation was received by the County Clerk Administrative Coordinator.

Section 45. Appendix E. Voluntary Shared Leave Policy, Application Procedure, is amended to read:

APPLICATION PROCEDURE:

1. An eligible employee, as defined in "Eligibility", may apply to receive shared leave by submitting a completed Application to Receive Voluntary Shared Leave form (See Appendix A) to the County Clerk Administrative Coordinator.
2. Only those applicants who currently have a "zero balance" of all paid leave account, i.e., sick leave, vacation and holidays will be considered.
3. The employee requesting the shared leave must provide a physician's statement describing the specific nature of the medical condition, prognosis, and the estimated recovery or treatment time. To do this, the employee can attach such certification to the application form. In the event the employee is currently on Family and Medical Leave, he or she can choose to use the Health Care Provider Certification that justified that leave, so long as the date of the Family and Medical Leave Certification is within twelve weeks of the date of the Voluntary Shared Leave application.
4. The County Clerk Administrative Coordinator, or designee, will research the requesting employee's attendance history, provide information as to paid leave balances and present the application form to the County Administrator Personnel Committee for approval or denial.
5. The employee requesting the Shared Leave will be informed by the County Clerk Administrative Coordinator in writing as to the results of the approval process.

Section 46. Appendix E. Voluntary Shared Leave Policy, Donation Procedure, is amended to read:

DONATION PROCEDURE:

1. Any eligible employee, i.e., one who currently has earned vacation and/or holidays in his or her paid leave account, can donate paid leave to another eligible employee. The donor employee must maintain at least one-half (1/2) of their available paid time. **Attempts to donate sick leave will not be approved.**
2. An employee may donate paid leave by submitting a completed Voluntary Shared Leave Donation Form (See Attachment A incorporated with this appendix) to the County Clerk Administrative Coordinator.
3. An employee may not donate more than their available earned amount.
4. The minimum allowable donation is in full workday increments, whether 8-hour, 7.5 hour or prorated (part time) blocks.
5. A full-time employee's donated hours, whether 8-hour or 7 ½-hour blocks will be received by the full time applicant in the same increment. That is, if an employee who normally works a 7 ½-hour day donates a day to an applicant who normally works an 8-hour day, the donation will be credited as 7 ½-hours. Likewise, if an 8-hour employee donates a day, it will be received by the 7 ½-hour recipient as 8-hours. In the event a part time employee donates one of his or her regular days, for example, a four-hour day to a full time employee, that recipient will receive four hours. In the event a full-time employee donates an 8-hour day to a part time employee, the part time recipient will receive 8 hours. At no time will a recipient be paid for more than the number of hours they normally work. In all cases, donations will be credited to the first day the recipient has been unpaid. For example, if the recipient had unpaid days beginning June 2nd and on July 10th, he or she received a donation of one day, that donation would be paid out on the current check cycle, but credited to June 2nd.
6. The County Clerk Administrative Coordinator will confirm that an employee who wishes to donate earned paid leave actually has the earned paid leave, will coordinate the donation with the Payroll Clerk and will inform the employee in writing that their donation has been accepted or rejected.

Section 47. Appendix E. Voluntary Shared Leave Policy, Attachment A to Appendix E, is amended to read:

**Attachment A to Appendix E
VOLUNTARY SHARED LEAVE DONATION**

This form is to be completed and signed by the employee who is donating their vacation and/or holidays to another employee under the voluntary Shared Leave Program.

Please complete the following information and return the form to the **County Clerk's** Administrative Coordinator's Office:

I, _____, from the _____
Name of Donor Department Name

Department, am voluntarily donating _____ full days* of my current, available
Number of Days

vacation and/or holiday leave to _____
Name of Shared Leave Recipient

By signing this form, I am hereby authorizing Green Lake County to remove the number of full vacation and/or holidays referenced above from my current, available paid leave account. By receipt of a copy of this voluntary Shared Leave Donation form, I will be informed whether my donation has been approved or denied.

Donor's Signature

Date

To be completed by County Clerk:

I hereby certify that the employee currently has earned vacation and/or holidays in his or her paid leave account, and is eligible to donate paid leave to another eligible employee

Signature of County Clerk

Date

*"Day" is defined as 7 ½ or 8 hours (depending on affiliation) or, if part-time, as your current prorated number of hours compared to a full time employee.

To be completed by County Administrator:

This shared leave donation is: _____ **Approved** _____ **Denied**

Signature of County Administrator

Date

Section 48. Appendix F Green Lake County Safety Policy, Disciplinary Action for Safety Related Issues and Violations, is amended to read:

DISCIPLINARY ACTION FOR SAFETY RELATED ISSUES AND VIOLATIONS: The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County **Administrator** and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a “just cause” standard for discipline of employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- Drugs and Alcohol. Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- Violation Of Safety Rules And Regulations. Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.
- Hazardous Acts. Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- Medical Information. Failure to provide appropriate medical information and required forms.
- Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.
- **Failure to comply with IT equipment and systems use policy that result in risk or damage to County equipment or infrastructure or demonstrates unacceptable workplace activities i.e. accessing or disseminating pornographic images, political propaganda or other activities deemed substantially egregious by the County Administrator.**

Section 49. Appendix G, Harassment, Discrimination and Retaliation Policy, Section D., is amended to read:

D. Procedures for Making, Investigating and Resolving Harassment and Discrimination Complaints

1. Complaints

Green Lake County will provide its employees with a convenient, confidential and reliable mechanism for reporting incidents of harassment and retaliation.

Complaints of harassment or retaliation that are in violation of this Harassment, Discrimination and Retaliation Policy will be accepted in writing or orally and should be directed to the following people:

- a) If the harasser is a non-supervisory employee or a supervisory employee other than a Department Head, the complaint should be made to the employee's Department Head or the **County Administrator** Administrative Coordinator;
- b) If the harasser is a Department Head, the complaint should be made to the **County Administrator** Administrative Coordinator;
- c) If the harasser is a county board member other than the county board chair, the complaint should be made to the county board chair or the **County Administrator** Administrative Coordinator;
- d) If the harasser is the **County Administrator** Administrative Coordinator, the complaint should be made to the county board chair or the corporation counsel.
- e) If the harasser is the chair of the county board, the complaint should be made to the **County Administrator** Administrative Coordinator or the corporation counsel.

Section 50. Appendix H., Vehicle Usage Policy, Section 3. General Guidelines, is amended to read:

1. GENERAL GUIDELINES

- a. Only County employees are authorized to operate County vehicles. Persons volunteering services to the County are considered “employees” of the County for purposes of this policy and may operate County vehicles when their duties require travel as long as such travel is under the approval or direction of the Department Head and necessary in the course of performing official County business.
- b. Intentional abuse, moving violations, reckless operation or negligent actions while operating any County vehicle may result in the suspension of the employee's use of a County vehicle and may be grounds for disciplinary action up to and including discharge from employment.
- c. Employees shall obey all local, state and federal laws while operating County vehicles and any time personal vehicles are used on official County business.
- d. Personal use of County owned vehicles is prohibited with the exception of commuting to and from work (to the extent an employee is authorized to take a vehicle home in connection with their employment) and “de minimis” personal use, such as a stop for a personal errand on the way between a business delivery and the employee's home (as defined by IRS regulations). Personal use of County vehicles for non-business destinations is prohibited even if the employee is in an “on-call” status, with the exception of Law Enforcement personnel, whose usage will be taxed per IRS rules. An employee “on call” may take a County vehicle to his/her home if he/she resides within the required response time as set by his/her Department Head and **County Administrator** Governing Committee in accordance with his/her job description.
- e. County vehicles may be used to transport County employees and individuals employed by firms or other governmental entities for the purpose of, and to promote, ridesharing/carpooling to a County sanctioned meeting or event. Transport of family members in county-owned vehicles should be limited and only with approval by Department Head for departmental employees and **County Administrator** Administrative Coordinator approval for Department Heads.

- f. The County may conduct a driver record review for any employee using a County vehicle.
- g. **Operating while impaired by alcohol or controlled substances**, smoking, eating, use of hand-held cell phones or any other activity that would distract from safe operation is prohibited while operating a County vehicle. Animals and/or pets are not allowed in vehicles, unless such transport of animals is a part of the job duties of the individual driving such vehicle. Law enforcement personnel shall adhere by any additional rules governing use of motor vehicles in the Sheriff's department.

Section 51. Appendix H. Vehicle Usage Policy, Section 6 Operator's License, is amended to read:

2. OPERATOR'S LICENSE

A valid Wisconsin vehicle operator's license must be in the employee's possession at all times while operating a County vehicle. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in the possession of the driver.

Any employee who operates a vehicle in the performance of official County duties and whose operator's license is suspended or revoked shall immediately report this information to the appropriate Department Head and/or **County Administrator** Administrative Coordinator.

Section 52. Appendix H. Vehicle Usage Policy, Section 7. Accident Report, is amended to read:

3. ACCIDENT REPORT

Drivers must, as soon as reasonably possible, notify the County Clerk, **Department Head and County Administrator** of any accidents or citations received while driving the County vehicle. Any accident involving a County owned, rented or leased vehicle used in the performance of County business shall be handled as follows:

- a. Summon medical care for any injured parties;
- b. Notify appropriate law enforcement authorities;
- c. Notify employee's immediate Supervisor.

The Department Head shall be responsible for initiating the department investigation of the accident, preparing a statement detailing the accident, securing repair estimates for County vehicles and recommending any follow-up preventative actions. When the County driver is determined to be at fault in a vehicle accident, the Supervisor may recommend disciplinary action subject to review and approval of the **County Administrator** Committee of Jurisdiction and/or Administrative Coordinator.

Section 53. Appendix I. Disposal of Electronic Media Policy Green Lake County IT Department, Disposal of media, is amended to read:

Disposal of media: Prior to disposal, operable media must be overwritten in accordance with the procedures above. Once done, the equipment should have a label affixed stating that the media has been properly sanitized. Any electronic media that will undergo permanent disposal, not repair or replacement, should be first approved for disposal by the **County Administrator** Information Technology Committee.

Section 54. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Definitions is amended to create the following definitions:

- 5. **"Calendar Days" means all days in a month, including weekends and holidays with each day running from midnight to midnight. The employer and grievant may mutually agree to waive time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or day in which the Office of the Administrator is closed, the time limit is the next day which is not a Saturday, Sunday or day the Office of the County Administrator is closed.**
- 6. **"Other Interim Earnings" for purposes of this procedure, includes any source of income which replaces the wages lost as a result of a suspension, termination or other reduction.**

Section 55. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section A. Filing Procedure, paragraphs 2 and 3 are amended to read:

- 2. **Initiating a Grievance.** An employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance on the form attached to this policy as Attachment A (which is incorporated with this appendix) to the office of the County Clerk within ten (10) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance. The office of the County Clerk shall upon receipt of a grievance **immediately assign a case number** and forward a copy of the grievance to the **appropriate Department Head and County Administrator** Executive Committee. The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the Office of the County Clerk. Failure to timely file a grievance with the County Clerk shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

- 3. **Incomplete Grievance; Failure to Provide Complete Information.** If a timely filed grievance is incomplete, the County Clerk shall issue a written request to the employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The County Clerk must issue the request for additional information within ten (10) calendar days. If no written request is issued by the County Clerk within ten (10) calendar days, the grievance shall move forward under this procedure.

In the event that the County Clerk timely issues a request for additional information, the employee shall have three (3) calendar days from receipt of the written request to provide the Office of the County Clerk with the additional information. Upon receipt of the employee's written response, the County Clerk **shall notify the employee and County Administrator as to their determination as to** whether the response is sufficient. The decision of the County **Administrator** Clerk as to the sufficiency of the grievance shall be final and binding. Failure of the employee to timely provide the requested information or a finding by the County Clerk **and County Administrator** that the employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

Section 56. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section B, Decision by County Administrator is hereby created as follows:

B. Decision by County Administrator

The County Administrator shall have fourteen (14) calendar days to review the grievance and determine if resolution can be reached. If the grievance cannot be resolved, the County Administrator or their designee shall deliver a written response to the Grievant with a brief explanation as to why the grievance is denied. The employee shall have fourteen (14) calendar days following receipt of the Administrator's denial of a grievance to file a written request on form Attachment D with the County Administrator for a Hearing. A \$50 administrative fee must accompany all Hearing requests. Failure of the County Administrator's office to receive a written request accompanied by the required administrative fee for a Hearing from the employee within fourteen (14) calendar days shall constitute a waiver of the employee's right to use the grievance procedure and an abandonment of the grievance.

Section 57. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section B. Hearing Procedure is recreated as Section C and shall read:

C B. Hearing Procedure.

1. Selection of an Impartial Hearing Officer. As soon as reasonably possible following the receipt of a timely request for a Hearing and complete grievance, the County Corporation Counsel shall appoint an Impartial Hearing Officer and provide the employee Grievant and County Administrator with the name of the individual appointed.

2. Hearing Date. Upon notification of their selection, the Impartial Hearing Officer shall schedule a hearing within a period of not less than twenty-one (21) calendar days nor as soon as reasonably possible but not greater than forty-five (45) calendar days from the appointment of the Impartial Hearing Officer. Within fourteen (14) five (5) calendar days of the date of the appointment of the Impartial Hearing Officer, the Impartial Hearing Officer shall conduct a pre-hearing conference with the employee and the County Clerk Grievant and County Administrator to select the date for the hearing. Once a hearing date is scheduled, it may be adjourned only upon written request by the employee Grievant or the County Administrator and a finding by the Impartial Hearing Officer that there is "good cause" for an adjournment. The decision of the Impartial Hearing Officer regarding a request for adjournment shall be final, binding and not subject to appeal.

3. Discovery; Grievance Amendment; Witnesses and Documents; Pre-Hearing Statement; Impartial Hearing Officer as Mediator. There shall be no formal pre-hearing discovery. The Impartial Hearing Officer shall set a deadline for the exchange of witnesses and documents prior to the hearing. The Impartial Hearing Officer shall determine whether amendments to the grievance may be allowed and the deadline for any amendments.

The parties shall provide a copy of the witness list, documents and exhibits to the Impartial Hearing Officer. No witness, exhibit or document which was not identified or exchanged by a party may be introduced absent a written finding by the Impartial Hearing Officer that there was good cause for the failure of the party to identify a witness or document within the deadline for exchanging witnesses or documents. Each party may file a pre-hearing statement of no more than two (2) type written single space pages outlining their position relative to any issues related to the grievance. The Impartial Hearing Officer may attempt to mediate the dispute prior to the hearing.

4. Hearing.

a. Recording; Closed Hearing. The hearing before the Impartial Hearing Officer will not be digitally recorded and a copy of the recording shall be provided at no cost to the employee, the County and the Impartial Hearing Officer. The digital recording of the hearing shall be maintained by the County for the period required by law. The hearing shall be closed to the public unless both parties mutually agree that it will be open.

b. Representation; fees and costs. The employee and the County may be represented by an attorney of their choice. Neither party shall be responsible for the attorneys' fees, witness fees or costs of the other.

c. Order Of Case; Cross-Examination; opening and closing statements. The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. At the close of the employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless this time period is extended by the Impartial Hearing Officer. The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements are not to exceed ten (10) minutes in length.

d. Rules of Evidence; Exclusion of evidence. The Impartial Hearing Officer is not bound by rules of evidence and may admit all evidence that the Impartial Hearing Officer determines is relevant and may exclude immaterial, irrelevant or unduly repetitious testimony or evidence. The Impartial Hearing Officer shall recognize the rules of privilege. The Impartial Hearing Officer may not base any finding or conclusion solely on hearsay evidence.

e. Right Of Impartial Hearing Officer To Question. During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary.

f. Close of the Hearing; no briefs; position statements. After the employee and the County have finished introducing evidence, the Impartial Hearing Officer shall close the hearing. The parties shall have no right to file briefs. The Impartial Hearing Officer shall make a decision based solely on the evidence and arguments presented at the hearing. The Impartial Hearing Officer may request position statements from the parties following hearing. Any position statements may not exceed two (2) type written single space pages in length and must be filed with the Impartial Hearing Officer within five (5) calendar days following the close of the hearing.

Section 58. Appendix J Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section C, Burden of Proof; Impartial Hearing Office's Decision; Remedies, is recreated as Section D and shall read:

D C. Burden of Proof; Impartial Hearing Officer's Decision; Remedies

1. Burden of Proof; Standard of Review. Unless specifically required by another statute or code, the employee bears the burden of proof to persuade the Impartial Hearing Officer by clear and convincing and satisfactory evidence that the County's decision to Discipline/Terminate the employee did not have a rational basis. If the employee does not meet their burden of proof, the Impartial Hearing Officer shall deny the grievance.

In determining whether an employee has proved by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate did not have a rational basis, the Impartial Hearing Officer may only consider the evidence introduced at the hearing and the weight of that evidence. The Impartial Hearing Officer may not overturn the County's decision to Discipline/Terminate based upon their own personal judgment or opinion regarding the matter. Moreover, the Impartial Hearing Officer may not determine a decision to Discipline/Terminate did not have a rational basis based on the County's failure to implement or follow concepts of progressive discipline or just cause, in whole or in part, in making the decision to Discipline/Terminate the employee. Finally, the Impartial Hearing Officer must recognize all County policies, rules, procedures and regulations and may not modify or disregard the same in determining whether the County's decision to Discipline/Terminate has a rational basis.

2. Decision. The Impartial Hearing Officer shall issue a written decision no later than thirty (30) calendar days from the date of the hearing, with a copy provided to the Grievant and County Administrator. The written decision shall contain the following: the case number and caption describing the parties; the final decision and reasoning; and if the County's decision is overturned, the remedy for the Grievant.

The Impartial Hearing Officer shall issue a written decision within seven (7) calendar days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard of review, findings and a remedy for the employee if appropriate. If the Impartial Hearing Officer sustains the grievance, in whole or in part, the Impartial Hearing Officer's decision must include a detailed explanation as to why the Impartial Hearing Officer found the County's decision to Discipline/Terminate has no rational basis as well as a detailed description of the Impartial Hearing Officer's reasons for reducing or modifying the Discipline/Termination imposed by the County.

3. Remedies. If the grievance is sustained, the Impartial Hearing Officer may only award the employee one or more of the following remedies, if reasonable, under the totality of the circumstances:

If the grievance involves employee discipline other than termination, the Impartial Hearing Officer may award any of the following or combination of the following: lesser adverse employment action than the discipline imposed by the County such as a reduced period of suspension, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer or that no adverse employment action be taken by the County. If the Impartial Hearing Officer reduces an unpaid suspension, the Impartial Hearing Officer may award back pay, less other interim earnings, to the employee for any period of unpaid suspension served by the employee that was reduced.

If the grievance involves employee termination, the Impartial Hearing Officer may award any of the following or combination of the following: reinstatement, a lesser adverse employment action than termination such as, suspension of employment, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer. If reinstatement is awarded, the Impartial Hearing Officer may award back pay to the employee reduced by any other interim earnings and unpaid suspension imposed by the Impartial Hearing Officer.

(a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) In the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**.

Section 59. Appendix J. Green Lake County Grievance Policy, Grievance Procedure for Discipline and Termination, Section D is recreated as Section E and shall read:

D.E. Cost of Impartial Hearing Officer.

The Grievant shall pay a \$50 non-refundable administrative fee to the County at the time the Hearing is requested. The Grievant and County shall share pay for the cost of the Impartial Hearing Officer in a grievance involving Discipline or Termination. The total cost to the Grievant shall not exceed \$400.

Section 60. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section A.

Preconditions to Filing, is amended to read:

A. Preconditions to Filing

1. Report of An Unsafe Condition. Any employee who personally identifies, or is given information about a workplace safety issue or incident, must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported. An earnest effort shall be made to resolve the issue informally between the aggrieved employee and the employee's immediate supervisor.

If the matter is not resolved informally, an employee may not file a grievance relating to a condition that the employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the County Clerk as soon as reasonably practicable, in writing to the County Administrator on the attached form, Attachment B which is incorporated with this appendix.

2. County Response. Upon receiving notice of an alleged Workplace Safety violation from an employee, the County shall have **fourteen (14)** ten (10) calendar days in which to investigate the condition and advise the employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or (b) is taking corrective action in accordance with law to address the condition.

3. Grievance Filing Limitation. If the County advises the employee in writing within **fourteen (14)** ten (10) calendar days that it is taking corrective action in accordance with law and has commenced corrective action within this period, an employee may not initiate a Workplace Safety grievance.

4. Dissatisfaction With the County's Corrective Action. If, at completion of the County's corrective action, the employee believes a Workplace Safety violation continues to exist, the employee must resubmit a new Unsafe Condition or Hazard Report and follow the procedures in this paragraph prior to proceeding with a Workplace Safety grievance.

Section 61. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section B. Filing Procedure, is amended to read:

B. Filing Procedure.

1. **Who May File a Workplace Safety Grievance.** A grievance may only be filed by an “employee.” The employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.

2. **Initiating a Grievance.** An employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form attached to this policy as Attachment C to the office of the County Administrator Clerk within **fourteen (14)** ten (10) calendar days of: (a) the employee’s receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County’s failure to begin corrective action within **fourteen (14)** ten (10) calendar days of the employee’s report of the Workplace Safety violation as provided in section 1.04(A) (2)(b) and (3) above; (c) the failure of the County to respond to a report of a Workplace Safety violation within **fourteen (14)** ten (10) calendar days. The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the County Administrator Clerk.

3. **Extensions of Time; Impact of Untimely Filing.** The County Administrator Clerk may, in their sole and absolute discretion, agree to extend the time for filing a Workplace Safety grievance up to an additional **fourteen (14)** five (5) calendar days based upon a written request for an extension received from the employee prior to the expiration of the **fourteen (14)** ten (10) calendar day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the employee cannot meet the grievance filing deadline. The decision of the County Administrator Clerk regarding a request for an extension of time shall be final, binding and not subject to appeal. Failure to timely file a grievance with the County Administrator Clerk within **fourteen (14)** ten (10) calendar days or any period of extension granted by the County Administrator Clerk shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

4. **Incomplete Grievance; Impact of Failure to Provide Complete Information.**

If a timely filed grievance is incomplete, the County Administrator Clerk shall issue a written request to the employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The County Administrator Clerk must issue the request for additional information within **fourteen (14)** ten (10) calendar days. If no written request is issued by the County Administrator Clerk within **fourteen (14)** ten (10) calendar days, the grievance shall move forward under this procedure.

In the event that the County Administrator Clerk timely issues a request for additional information, the Grievant shall have **fourteen (14)** three (3) calendar days from receipt of the written request to provide the Office of the County Administrator Clerk with the additional information. Upon receipt of the employee’s written response, the County Administrator Clerk will determine whether the response is sufficient. The decision of the County Administrator Clerk shall be final and binding. Failure of the employee to timely provide the requested information or a finding by the County Administrator Clerk that the employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

5. **Grievance Verification.**

By signing the grievance, the employee is verifying and affirming that the statements contained in a grievance relating to Workplace Safety are true and accurate to the best of the employee’s knowledge. Any employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

Section 62. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section C. Decision by County Administrator, is created to read:

C. Decision by County Administrator

The County Administrator shall have fourteen (14) days to review the grievance and determine if resolution can be reached. If the Grievance cannot be resolved, the County Administrator shall deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied. The Grievant shall have fourteen (14) calendar days following receipt of the Administrator’s denial of a Grievance to file a written request on the attached form Appendix D with the County Administrator for a Hearing. Failure of the County Administrator’s office to receive a written request for Hearing from Grievant within fourteen (14) calendar days shall constitute a waiver of the Grievant’s right to use the Grievance procedure and an abandonment of the grievance.

Section 63. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section C. Hearing Procedure, is recreated as Section D. and shall read:

D. C. Hearing Procedure.

The selection of an Impartial Hearing Officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in section C.1. (above)

Section 64. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section D. Burden of Proof; Impartial Hearing Officer’s Decision; Remedies, is recreated as Section E and shall read:

D. E. Burden of Proof; Impartial Hearing Officer’s Decision; Remedies

1. **Burden of Proof; Standard of Review.** The employee bears the burden of proving by a preponderance of the evidence that the condition identified by the employee constitutes a Workplace Safety violation and that corrective action is required. If the employee does not meet their burden of proof, the Impartial Hearing Officer shall deny the grievance.

2. **Decision.** The Impartial Hearing Officer shall issue a written decision **no later than 30** within seven (7) calendar days of the close of evidence, **with a copy provided to the Grievant and County Administrator.** The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the particular provisions of Wis. Admin. Code Chapter SPS 332 that are implicated by the Workplace Safety grievance; (c) findings; and, (d) if the grievance is sustained, an order of corrective action.

3. Remedies. If the grievance is sustained, the Impartial Hearing Officer may order the County take corrective action in accordance with law to address the Workplace Safety violation. The Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation. Section 65. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section E Costs of Impartial Hearing Officer is recreated as Section F, and shall read:

E. F. Costs of Impartial Hearing Officer. The County shall pay all costs for the Impartial Hearing Officer associated with a Workplace Safety grievance.

Section 66. Appendix J. Green Lake County Grievance Policy, County Board Appeal of Discipline, Termination and Workplace Safety Matters, is amended to read:

A. Who May File an Appeal. An appeal of the Impartial Hearing Officer's decision may be filed by the **grievant** employee or the County.

B. Requesting an Appeal. An appeal may be initiated to the County Board by filing an appeal with the County **Administrator** Clerk on the form attached as Attachment D within **fourteen (14)** ten (10) calendar days of the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

C. County Board Appeal. When the County **Administrator** Clerk receives a timely request for appeal, the County **Administrator** Clerk shall forward the appeal to the Chairperson of the County Board along with a copy of the hearing record including any exhibits introduced at the grievance hearing. The Chairperson shall schedule the appeal at a meeting of the County Board for purposes of reviewing the hearing record, the Impartial Hearing Officer's decision and rendering a decision on appeal. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.

D. Standard of Review. The Board may overturn or otherwise modify the Impartial Hearing Officer's decision if the decision of the Impartial Hearing Officer is found to be clearly erroneous.

If the County Board finds that the request for review was timely, the County Board shall review the written decision of the Hearing Officer as set forth below. If the County Board finds that the request for review was untimely, the Hearing Officer's written decision will be affirmed by the County Board without further review.

To review the written decision of the Hearing Officer, the County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The County Board may receive additional evidence or conduct a hearing only if an issue is raised under paragraph 2 below. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer fail to follow a fair and impartial process such that the award should be rendered invalid?

2. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer such that the award should be rendered invalid?

3. Did the Impartial Hearing Officer make an error of fact and/or law which renders makes his/her award invalid?

If the answer to each of the above questions is "No" the County Board will uphold the decision of the Impartial hearing Officer. If the answer to any of the questions above is "Yes" the County Board shall reverse the decision of the Impartial Hearing Officer.

E. Decision. The County Board shall deliver a written decision to the employee and the County no later than **fourteen (14)** ten (10) calendar days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings, along with an explanation as to why any findings differ from the hearing examiner; and (3) a remedy, if appropriate, along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.

F. Remedies on Appeal; Discipline and Termination. The County Board may award one or more of the following remedies to the employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay, **less other interim earnings**; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**.

G. Remedies on Appeal; Workplace Safety. If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.

H. Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

TIME

When the last day for taking any action under this Grievance Procedure falls on a day when the County Courthouse is closed (e.g., a Saturday, Sunday or holiday), the action may be taken on the next day the County Courthouse is open.

Section 67. Appendix J. Green Lake County Grievance Policy, County Board Appeal of Discipline, Termination and Workplace Safety Matters, Attachment A of Appendix J Form, Instructions, Paragraph 4., is amended to read:

4. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Green Lake County **Administrator** Clerk at, 920-294-4166. Employees in the Clerk's **Administrator's** office may only offer assistance in identifying the information required in the grievance form. Employees in the Clerk's **Administrator's** office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

Section 68. Appendix J., Green Lake County Grievance Policy, Attachment A of Appendix J Instructions, paragraph 4, is amended to read:

4. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Green Lake County **Administrator** Clerk at, 920-294-**4166**. Employees in the Clerk's **County Administrator's** office may only offer assistance in identifying the information required in the grievance form. Employees in the Clerk's **County Administrator's** office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

Section 69. Appendix J. Green Lake County Grievance Policy, Attachment B. of Appendix J Form, is amended to read:

GREEN LAKE COUNTY

Unsafe Working Condition Or Hazard Report

Attachment B of Appendix J Form

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions.

See page 2 of this form for instructions on such conditions.

- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Office of the County Clerk **County Administrator at** (920) 294-4147.
- Submit completed forms to the Office of the County Clerk **Administrator**.

Employee's Name: _____ Job Title: _____ Date of Report: _____	DATE AND TIME RECEIVED (for County use only)
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1. Location Of Condition Believed To Be Unsafe Or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

2. Detailed Description Of Unsafe Or Hazardous Condition And Its Cause:

3. Date And Time Unsafe Or Hazardous Condition First Observed By Employee:

4. Are there any employees or other individuals who you believe have been injured or become ill from the unsafe or hazardous condition? If so, please identify the employee or individual, the nature of the illness or injury and the date on which the employee or individual was injured or became ill.

5. To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

6. To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

7. What changes would you recommend to correct the unsafe or hazardous condition?

8. Certification.

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: _____

Date Signed: _____

Immediate and Dangerous Working Conditions

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee must notify their Supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.
2. Upon being advised of an immediate and dangerous working condition, the Supervisor shall evaluate the condition take any immediate action necessary to correct or minimize the hazard to a reasonable standard of safety. The Supervisor shall notify the Department Head and the County **Administrator** Clerk of the employee's report of an immediate and dangerous working condition and the corrective action, if any, taken by the Supervisor.
3. If corrective action is not taken immediately by the Supervisor, or the employee believes that action taken by the Supervisor does not minimize the hazard to a reasonable standard of safety, the employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Office of the County **Administrator** Clerk.
4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the Supervisor and the County **Administrator** Clerk.
5. The County **Administrator** Clerk will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The County **Administrator** Clerk will advise the employee in writing of the results of the investigation and any corrective action that the County intends to take within **fourteen (14)** ten (10) calendar days of the date of receipt of this Unsafe Condition or Hazard Report from the employee.

Section 76. Appendix J. Green Lake County Grievance Policy, Attachment C. of Appendix J Form, Instructions, Paragraphs 2 and 4, are amended to read:

INSTRUCTIONS

2. FILING DEADLINE: In accordance with section 1.04(B)(2) of the Grievance Procedure, this grievance form must be completely filled out, signed and filed by an employee with the Office of the County **Administrator** Clerk within **fourteen (14)** ten (10) working days of: (a) the employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation previously reported by the employee; (b) the County's failure to begin to take corrective action of a Workplace Safety violation as outlined in a written report by the County **Administrator** Clerk to the employee within **fourteen (14)** ten (10) calendar days of the employee's report of a Workplace Safety violation; or (c) the County's failure to respond to a report of a Workplace Safety violation within **fourteen (14)** ten (10) calendar days of receipt of a reported Workplace Safety violation by an employee. An employee may obtain an extension of time to file a grievance for a Workplace Safety violation. Please refer to the grievance Procedure for the rules governing extensions. The failure of an employee to timely file a grievance with the office of the County **Administrator** Clerk within **fourteen (14)** ten (10) calendar days or any period of extension granted by the County **Administrator** Clerk shall constitute a waiver of the employee's right to use the grievance procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a Workplace Safety grievance.

4. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Green Lake County **Administrator's Office** Clerk at 920-294-**4166**. Employees in the **Administrator's** Clerk's office may only offer assistance in identifying the information required in the grievance form. Employees in the **Administrator's** Clerk's office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

Section 70. Appendix J. Green Lake County Grievance Policy, Attachment D. of Appendix J Form, Green Lake County Grievance Procedure Appeal Form, is repealed and recreated as follows:

GREEN LAKE COUNTY GRIEVANCE PROCEDURE APPEAL FORM

NOTICE OF RIGHT TO APPEAL WRITTEN DECISION OF COUNTY ADMINISTRATOR:

Employees will receive a written response to the grievance within 14 calendar days after the County Administrator has made a determination regarding the grievance. If the employee wishes to appeal the decision of the County Administrator, the employee shall request a hearing before an impartial hearing officer and submit a \$50 administrative fee within 14 calendar days of the written decision. Grievant will be responsible for paying half of the hearing cost up to a maximum of \$400, inclusive of the \$50 administrative fee. To request a hearing, the employee must make a copy of the original grievance form, attach a copy of the County Administrator's written decision, check the box below and submit this form Attachment B along with the \$50 administrative fee to the Personnel Coordinator.
YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL.

(Insert Date)

☐ I want to appeal the County Administrator's grievance decision and request a hearing before an impartial hearing officer.

(Name of Grievant)

(Signature of Grievant)

NOTICE OF RIGHT TO APPEAL WRITTEN DECISION OF IMPARTIAL HEARING OFFICER:

The Impartial Hearing Officer must render a written decision within 30 calendar days from the date of the hearing. The employee (or employer) **may appeal the decision of the Impartial Hearing Officer to the Green Lake County Board of Supervisors within 14 calendar days of the written decision of the Impartial Hearing Officer.** This form Attachment B shall be used to request an appeal of the decision of the Impartial Hearing Officer. The appellant must make a copy of the original grievance form, attach a copy of the Impartial Hearing Officer's written decision, check the box below and submit this form Attachment B to the County Administrator. **YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL AND EXPLAIN WHY YOU BELIEVE: (CHECK ONE)**

- ____ 1. The Impartial Hearing Officer failed to follow a fair and impartial process such that the award should be rendered invalid.
- ____ 2. There is evidence of corruption, fraud or misconduct by the Impartial Hearing Officer such that the award should be rendered invalid.
- ____ 3. The Impartial Hearing Officer made an error of fact and/or law which renders his/her award invalid.

(Insert Date)

I want to appeal the Impartial Hearing Officer's grievance decision and request a hearing before the County Board of Supervisors.

(Name of Appellant)

(Signature of Appellant)

Section 71. Appendix L. Green Lake County Career Shadow Policy, Procedure is amended to read:

PROCEDURE

- The interested party will contact the County **Administrator's Office** Clerk's Department or may contact a specific department head/manager/supervisor about the Job Shadow Program. In each instance the individual will be directed to our external website to obtain a Job Shadow Application, or to the County **Administrator's Office** Clerk's Department. The application is to be submitted to the County **Administrator's Office** Clerk's Department with all appropriate signatures.

Section 72. Appendix M. Green Lake County Communications Policy, Procedure is amended to read:

PROCEDURE

- A. Media Releases.
- The County Administrator shall be the chief spokesperson subject to coordination and direction of the County Board Chairperson.**
 - Media releases may be prepared by the Sheriff, Chief Deputy, Health Officer, appropriate Department Heads or their designees **as approved by the County Administrator.**
 - Immediate postings to the County website by the designated department with assistance as needed from the IT Department.
 - If a non-designee employee receives request for information, obtain a name and call back number of the representative, and advise the appropriate Department Head **and County Administrator.**
- B. Preparing Media Releases and Speaking with the Media **(Staff as Authorized by the County Administrator** Authorized Staff).
- Physically and mentally prepare for the encounter.
 - Look and act professionally.
 - Speak or write in short, easy to understand sentences.
 - Address the event directly.
 - Avoid drawing conclusions on events you are not certain about. If you don't know the answer state, "I do not know", ask to answer the question later.
 - Do not mislead the media, be honest, polite, and courteous; remain composed.
 - Be sensitive to media needs and deadlines.
 - Specifics on department staff matters may be subject to "open records" or employment law.

Section 73. Appendix . Green Lake County Employee Recognition Policy, Veterans Day, is amended to read:

On Veterans Day, an email will be sent to all employees **and County Board members** recognizing all County employees **and County Board members** who are veterans.

Personnel Committee recommends approval

Passed and Adopted this 16th day of May , 2017

Roll Call on Ordinance 11-2017

Aye 15, Nay 2, Absent 2, Abstain 2

Submitted by Personnel Committee: /s/ Joe Gonyo, Chairman; /2/ Paul Schwandt; /s/ Robert Lyon; /s/ Robert Schweder; /s/ Sue Wendt

ORDINANCE NO. 12-2017

Amending Ordinance Number 9-34 – Finance Committee.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of May, 2017, does ordain as follows (additions are in **bold underline**, deletions are in ~~strikeout~~):

NOW, THEREFORE, BE IT ORDAINED, that Ordinance Number 9-34 shall be amended as follows:

§ 9-34 Finance Committee.

A. The Finance Committee shall consist of five Supervisors, one from each of the elected committees, with the fifth member being that Supervisor not elected to an elected committee, appointed by the County Board Chair and confirmed by the County Board for a one-year term or until a successor is appointed and confirmed.

B. The powers, duties, and responsibilities of the Finance Committee shall be as follows:

(1) The Committee shall examine and settle all accounts of the County and all claims, demands, or causes of action against the County and cause to be issued orders therefor where the account or claim is not examined or settled by any other committee of the County Board. Any demand for money or for other damages stated in a suit or cause of action commenced against the County shall be referred by the Committee to the Corporation Counsel for his advice and recommendation before the same is settled under and pursuant to this subsection. **Pursuant to Wisconsin Statute section 59.12(a) the Committee shall examine and settle all accounts of the County, and all claims and demands against the County that do not exceed \$5,000 and cause to be issued orders therefor.**

(2) The Committee shall **facilitate the efforts of the County Administrator in the development and submission of the annual County budget** develop the annual budget and submit it to the County Board at the annual meeting. Revenues and expenditures proposed by the several committees and departments of County government shall be considered in the preparation of this budget.

(3) The Finance Committee is hereby authorized, pursuant to § 65.90(5)(b), Wis. Stats., to transfer funds between budgeted items of an individual County office or department, if such budgeted items have been separately appropriated., and to supplement the appropriations for a particular office, department or activity by transfer from the contingency fund. Such Committee transfers shall not exceed the amount set up in the contingency fund as adopted in the annual budget nor aggregate, in the case of individual office, department or activity, in excess of 10% of the funds originally provided for such office, department or activity in such annual budget. The Committee shall examine all requests over 10% for supplemental appropriations and submit recommendations on the same to the County Board at its next regular, recessed, special or adjourned meeting. **The County Administrator is hereby authorized to approve the transfer of funds between budgeted items of an individual County office or department, if such budgeted items have been separately appropriated and are in an aggregate amount of \$500 or less. Transfers from the contingency fund shall be processed and approved in the same manner as any budget amendment pursuant to § 65.90(5)(a).**

(4) The Committee shall examine and investigate all requests for County borrowing and submit its recommendations thereon to the County Board at its meeting next following the completion of said investigation.

(5) The Committee shall direct all office procedures of the County Treasurer, and secure compliance with recommendations made by the State Department of Audit in relation thereto, and shall supervise the investment of all County funds not needed for immediate operation of the County and shall direct the Treasurer with regard to such investments.

(6) The Committee shall have the authority to designate a representative to monitor and give input to the Personnel Committee during negotiations with labor unions and groups of professional employees.

(7) The Committee shall perform duties relating to illegal assessments and tax deed lands in accordance with Wisconsin Statutes and County ordinances.

(8) **In the absence of the County Administrator** the Finance Committee may **approve payment of** vouchers and/or claims from any committee **or department** that may not meet monthly to ensure timely payment of bills.

(9) The Finance Committee shall be the oversight committee of the Economic Development Corporation.

C. As relates to the Green Lake County Economic Development Corporation, the Chairperson of the Finance Committee or his/her designee from the Finance Committee shall also serve on the Board of Directors of the Corporation, per Resolution No. 11-90.

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

Administrative Committee recommends approval

Passed and Adopted this 16th day of May, 2017

Roll Call on Ordinance 12-2017

Aye 15, Nay 2, Absent 2, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chairman; /s/ Robert Lyon; /s/ Paul Schwandt; /s/ David Richter; /s/ Michael Starshak

ORDINANCE NUMBER 13-2017

Relating to: Comprehensive Plan Amendment to *Future Land Use Map*

Owner: MEU Holdings WI V LLC

Agent: Andrea Roschke, von Briesen & Roger, SC

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 16th day of May, 2017, does ordain as follows:

That Green Lake County Comprehensive Plan, *Future Land Use Map*, adopted February 16, 2016, as relates to the Town of Brooklyn, be amended from planned residential to planned residential and planned agricultural.

N5660 County Road A, Parcel #004-00647-0000, Lot 1 Certified Survey Map 2170, Part of Government Lot 3 of Section 27, T16N, R13E, Town of Brooklyn, ±20.301 acres. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee recommends approval

Passed and Adopted this 16th day of May, 2017

Roll Call on Ordinance 13-2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Michael Starshak, Chairman; /s/ Robert Lyon; /s/ Harley Reabe; /s/ Rich Slate; /s/ Peter Wallace

ORDINANCE NUMBER 14-2017

Relating to: Rezone in the Town of Brooklyn

Owner: MEU Holdings WI V LLC

Agent: Andrea Roschke, von Briesen & Roger, SC

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 16th day of May, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) as relates to the Town of Brooklyn, be amended from C-1 General Commercial District and A-2 General Agriculture District to R-4 Rural Residential District and A-2 General Agriculture District.

N5660 County Road A, Parcel #004-00647-0000, Lot 1 Certified Survey Map 2170, Part of Government Lot 3 of Section 27, T16N, R13E, Town of Brooklyn, ±20.301 acres. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee recommends approval

Passed and Adopted this 16th day of May, 2017

Roll Call on Ordinance 14-2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Michael Starshak, Chairman; /s/ Peter Wallace; /s/ Harley Reabe; /s/ Rich Slate; /s/ Robert Lyon

ORDINANCE NUMBER 15-2017

Relating to: Rezone in the Town of Berlin

Owner: Christine C. Hess

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 16th day of May, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) as relates to the Town of Berlin, be amended from A-1 Exclusive Agriculture District to R-4 Rural Residential District (±37.483 acres)

N7737 County Road A, Parcel #002-00564-0100, Lot 1 Certified Survey Map 3310, Part of the SE¼ of Section 29 and part of the NE¼ of Section 32, T17, R13E, Town of Berlin. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee recommends approval

Passed and Adopted this 16th day of May, 2017

Roll Call on Ordinance 15-2017

Ayes 12, Nays 5, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Michael Starshak, Chairman; /s/ Robert Lyon; /s/ Harley Reabe; /s/ Rich Slate; /s/ Peter Wallace

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

June 20, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, June 20, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 18, Absent – 1 (District 16-Joe Gonyo)

Supervisor

Larry Jenkins
Vicki Bernhagen
Rich Slate
Paul Schwandt

Supervisor Districts

1
2
3
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
Nick Toney	13
Dennis Mulder	14
Katie Mehn	15
Joanne Guden	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

1. The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 20th day of June, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 05/16/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

DEPARTMENT REPORTS

- Amy Brooks – Highway Commissioner
- Catherine Schmit, County Administrator – 2018 Budget

BUDGET ADJUSTMENTS

RESOLUTIONS

- Resolution 12-2017 Relating to Creating a Restricted Cash – Capital Outlay Buildings and Grounds Account
- Resolution 13-2017 Relating to Funding and Filling a Full-Time Agricultural Agent Position

ORDINANCES

- Ordinance 16-2017 Amending Ordinance 1043-2012, as amended by Ordinance 1116-2015, Green Lake County Administrative Policy Manual
- Ordinance 17-2017 Repealing and Recreating Chapter 257, Vehicles, All-Terrain

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON August 15, 2017

CLOSED SESSION

- Consider motion to convene into closed session per Wis. Stat. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session relates to considering first right of refusal on sales properties.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

OTHER MATTERS AUTHORIZED BY LAW

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

ADJOURN

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

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 9th day of June, 2017.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 5/16/2017

2. **Motion/second (Richter/Wallace)** to approve the minutes of May 16, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

3. The next County Board meeting will take place on August 15, 2017 at 6:00 PM. There is no meeting scheduled for July.
4. Ordinance 17-2017 Repealing and Recreating Chapter 257, Vehicles, All-Terrain will be removed from the agenda. That ordinance has been returned to the Highway Committee for further review.

PUBLIC COMMENTS (3 Minute Limit)

5. None

CORRESPONDENCE

6. County Clerk Liz Otto read a letter from Governor Scott Walker acknowledging receipt of Resolution 10-2017 Providing Adequate Resources to Support County Land Conservation and Cost-Sharing for Farmers and other Land Users.
7. County Clerk Liz Otto read a letter from the State Department of Health Services congratulating the Green Lake County Health Unit on being certified as a Level II Health Department.
8. County Clerk Liz Otto read a letter from David Wilke, Green Lake County Farm Bureau President, urging UW-Extension to fill the Agriculture Agent position as soon as possible.

DEPARTMENT REPORTS

9. Amy Brooks, Highway Commissioner, gave a report on the Highway department. She gave an update on road ratings, chip sealing, reconstruction projects, and other 2017 road projects.
10. Cathy Schmit, County Administrator, gave a report on the timeline for 2018 budget. Schmit will be working with Department Heads between now and Labor Day to get the budget completed. She informed the Board that there will be much more detail in the 2018 budget than in years past and that all Department Heads should be keeping their committees of jurisdiction informed of their budget progress.

BUDGET ADJUSTMENTS

11. **Motion/second (Garro/Guden)** to approve budget adjustments. **Motion/second (Slate/Starshak)** to divide each budget adjustment to a separate vote. All ayes. Motion carried.
12. County Clerk - move \$300.00 to Child Support for copier contract
Motion/second (Starshak/Jenkins) to approve budget adjustment from County Clerk to Child Support. Roll call vote – Ayes – 18, Nays – 0, Absent – 1 (Gonyo), Abstain – 0.
13. Maintenance - move \$5,200 to Highway for repairs/maintenance
Motion/second (Garro/Guden) to approve budget adjustment from Maintenance to Highway. Roll call vote – Ayes – 15, Nays – 3 (Slate, Schwandt, Trochinski), Absent – 1 (Gonyo), Abstain – 0.
14. Contingency - move \$21,700 to IT Software/Hardware to cover cost of new performance management software.
Motion/second (Schweder/Garro) to approve budget adjustment from Contingency to IT Software/Hardware. Discussion held. County Administrator Cathy Schmit explained the reasons for the change to a new vendor. Roll call vote – Ayes – 15, Nays – 3 (Slate, Schwandt, Toney), Absent – 1 (Gonyo), Abstain – 0.
15. Highway – move \$50,000 from Applied Funds to Capital Equipment for a new truck
Motion/second (Guden/Slate) to approve budget adjustment from Applied Funds to Capital Equipment. Discussion held. Roll call vote – Ayes - 17, Nays – 1 (Waterbury), Absent – 1 (Gonyo), Abstain - 0. Motion carried.

RESOLUTIONS

16. Resolution No. 12-2017 Relating to Creating a Restricted Cash-Capital Outlay Buildings and Grounds Account. **Motion/second (Wendt/Bernhagen)** to adopt Resolution No. 12-2017. Discussion held. Highway Commissioner Amy Brooks and County Administrator Cathy Schmit explained the background of the resolution. Roll call vote to adopt Resolution No. 12-2017 – Ayes – 16, Nays – 2 (Schwandt, Starshak), Absent – 1 (Gonyo), Abstain – 0. Motion carried. Resolution No. 12-2017 passed as adopted.
17. Resolution No. 13-2017 Relating to Funding and Filling a Full-Time Agricultural Agent Position. **Motion/second (Schweder/Garro)** to adopt Resolution No. 13-2017. Discussion held. Roll call vote to adopt Resolution No. 13-2017 – Ayes – 18, Nays – 0, Absent – 1 (Gonyo), Abstain – 0. Motion carried. Resolution No. 13-2017 passed as adopted.

ORDINANCES

18. Ord. 16-2017 Amending Ordinance 1043-2012, as amended by Ordinance 1116-2015, Green Lake County Administrative Policy Manual. **Motion/second (Toney/Wendt)** to enact Ordinance No. 16-2017. Discussion held. Roll call vote to enact Ordinance 16-2017 - Ayes – 15, Nays – 3 (Slate, Schwandt, Starshak), Absent – 1 (Gonyo), Abstain – 0. Ordinance No. 16-2017 passed as enacted.

COMMITTEE APPOINTMENTS

19. Chairman Reabe appointed the following to the Economic Development Corporation for 2 year terms ending in 2019:
Scott Sommers
Phil Baranowski
David Abendroth
Lindsey Kemnitz
20. **Motion/second (Garro/Richter)** to approve all appointments. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON August 15, 2017

21. Chairman Reabe stated that Shelby Jensen will give a report on the Child Support unit and Ed Schuh will give report on Fox River Industries.

CLOSED SESSION

22. Consider motion to convene into closed session per Wis. Stat. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or

bargaining reason require a closed session. This closed session relates to considering first right of refusal on sales properties.

23. **Motion/second (Starshak/Trochinski)** to enter into Closed Session at 7:15 PM. Ayes - 18, Nays - 0, Absent – 1 (Gonyo), Abstain - 0. Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

24. **Motion/second (Starshak/Mulder)** to reconvene into Open Session at 7:26 PM. Ayes - 16, Nays – 2 (Schwandt, Wendt), Absent – 1 (Gonyo), Abstain - 0. Motion carried.
25. **Motion/second (Starshak/Schwandt)** to take no action on the matters discussed in Closed Session. Roll call vote – Ayes – 14, Nays – 4 (Richter, Reabe, Schweder, Mulder), Absent – 1 (Gonyo), Abstain – 0. Motion carried.

OTHER MATTERS AUTHORIZED BY LAW

26. Supervisor Waterbury requested that the Fox River Industries Ad Hoc committee give an update on their findings.

ADJOURN

27. **Motion/second (Schweder/Wendt)** to adjourn at 7:28 PM. All Ayes. Motion carried.

Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NO. 12-2017

Relating to Creating a “Restricted Cash – Capital Outlay Buildings and Grounds” account for the Highway Department.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of June 2017, does resolve as follows:

WHEREAS, the Highway Department has continual needs to timely repair and maintain or replace the buildings and grounds as they wear out. The cost of maintaining building and grounds amenities increases as they age and reach their life. In 2017, the Highway Department building located at 570 South Street in Green Lake, WI will be 80 years old and the building located at N1906 State Road 73 in Manchester, WI will be 61 years old.

WHEREAS, the Highway Department has a need to set aside funds for repair and maintenance until the County can construct a new facility.

WHEREAS, the Highway Committee believes that the creation of a restricted cash account for buildings and grounds repairs would assist the Highway Department in managing the repair and maintenance of building and ground amenities, and can construct a new facility. The restricted cash account would be part of the Highway Department’s balance sheet and used for building and ground purchases that exceed the amount of \$5,000. The use of the restricted cash account would require a budget amendment approved in accordance with County Board policies.

NOW BE IT RESOLVED, that the County Board of Supervisors of Green Lake County creates a “Restricted Cash – Capital Outlay Buildings and Grounds” account within the Highway Department operating fund to provide additional funds to manage the maintenance and replacement of Highway Department building and grounds amenities. The account would be increased each year by up to \$100,000 of net income generated by the Highway Department operating fund. Use of the account for purchases would be set forth in the annual budget or require a budget amendment as set forth in County Board policies and Wisconsin Statutes.

NOW BE IT FURTHER RESOLVED, that the County board of Supervisors of Green Lake County allocates Year End Highway Department Cash as follows:

Allocation of 12/31/16 Unrestricted Highway Department Cash Balance

Current total at year end	\$1,311,521
Transfer to a separate Restricted Cash-Capital Outlay Buildings and Grounds account	(250,000)
Adjusted balance in Unrestricted Highway Department Cash Balance	\$1,061,521

Highway Committee recommends approval

Passed and Adopted this 20th day of June, 2017

Roll Call on Resolution 12-2017

Aye 16, Nay 2, Absent 1, Abstain 0

Submitted by Highway Committee: /s/ Paul Schwandt, Chairman; /s/ Vicki Bernhagen; /s/ Dennis Mulder

RESOLUTION NO. 13-2017

Relating to Funding and Filling a Full-time Agricultural Agent Position.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of June 2017, does resolve as follows:

WHEREAS, family owned farms, food processors and agriculture-related businesses generate thousands of jobs and millions of dollars of economic activity while contributing to local income and tax revenues; and

WHEREAS, farmers own and manage 142,757 acres or 64% of land in Green Lake County; and
WHEREAS, increasingly Green Lake County farmers sell directly to consumers through roadside stands, farmers' markets, pick-your-own operations, and community supported agriculture (CSA), totaling \$210,000 in direct market sales; and
Whereas, horticulture sales contributes to Green Lake County economic diversity in sales of Christmas trees, fruits and vegetables, greenhouse, nursery and floriculture products adding up to \$9.4 million. Landscape, grounds maintenance and tree-care businesses create additional full-time jobs and many seasonal jobs; and
Whereas, 15% of jobs in Green Lake County are provided by agriculture, and include farm owners and managers, farm employees, veterinarians, crop and livestock consultants, feed, fuel and other crop input suppliers, farm machinery dealers, barn builders, agriculture lenders and other professionals; and
Whereas, local stakeholders including members from the farming community, have communicated the need for an Agriculture Agent in Green Lake County; and
Whereas, Green Lake County values the important economic and social impact that agriculture contributes to the local economy and particularly the role that the UW-Extension Agriculture Agent position contributes in support of this economic impact.
NOW BE IT RESOLVED, the Green Lake County Board of Supervisors requests that UW-Extension, Cooperative Extension continue to partner with Green Lake County and fill the Agriculture Agent vacancy without delay, and fund a full-time Agriculture Agent position.
BE IT RESOLVED, that the County Clerk shall send a copy of this resolution to the University of Wisconsin Board of Regents, University of Wisconsin – Extension Chancellor, University of Wisconsin – Extension, Cooperative Extension Dean and Assistant Deans, Executive Director of the Wisconsin Counties Association, State Senator of District 14, State Representatives of Districts 41 and 42, Speaker of the State Assembly, President of the State Senate, and the Governor of Wisconsin.

Agriculture, Extension and Fair Committee recommends approval.

Passed and Adopted this 20th day of June, 2017

Roll Call on Resolution 13-2017

Aye 18, Nay 0, Absent 1, Abstain 0

Submitted by Agriculture, Extension and Fair Committee: /s/ Joanne Guden, Chairman; /s/ Robert Schweder; /s/ Patti Garro; /s/ David Richter; /s/ Katie Mehn

ORDINANCE NO. 16 –2017

Amending Ordinance 1043-2012, as amended by Ordinance 1116-2015, Green Lake County Administrative Policy Manual

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of June 2017, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Administrative Manual shall be amended as follows:

The text amendments are attached hereto. Deletions are indicated in ~~strikeout~~. Additions or changes are indicated in underline type.

BE IT FURTHER ORDAINED, that any ordinance inconsistent with this ordinance is hereby repealed.

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

I. INTRODUCTION

This Administrative Manual "Manual" provides guidance to managers, Department Heads, ~~professional employees managers~~ and supervisors (collectively referred to herein as management) regarding the administration of Green Lake County "County". The goal of this Manual is to ensure that County operations and services are high quality, cost-efficient and in compliance with federal, state and local laws.

This Manual has been prepared for informational purposes and for internal use only. None of the statements, policies, procedures, rules or regulations contained in this Manual create or is intended to create a guarantee of or vested right to any practice, procedure or benefit, or a contract of any kind, express or implied. The provisions in this Manual may be changed at any time at the discretion of the County.

This Manual is designed to work in conjunction with the County's Personnel Policy Manual (Personnel Manual). Managerial employees are expected to be knowledgeable about the policies contained in the Personnel Manual and to fairly and consistently apply those policies towards employees they supervise and manage. The failure of managerial employees to comply with the provisions of this guidebook may result in discipline up to and including discharge from employment. Any questions regarding the policies in this Manual or the Personnel Manual should be directed to the ~~Administrative Coordinator~~County Administrator.

II. GENERAL ADMINISTRATION

A. Employment At Will. All of the County's employees, with the exception of sheriff's deputies, are employed at will, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the County or the employee. No manager is authorized to alter the at will employment relationship between the County and its employees.

B. Departmental Rules. County departments may have administrative policies or personnel policies that are specific to the department. The policies in this Manual and the Personnel Manual shall control in the event of a conflict with a department policy unless the department has received approval from the County Board to implement a different policy.

C. General Exceptions. The provisions of this Manual are subject to, and may be superseded by, applicable collective bargaining agreements, statutory provisions, regulations and ordinances (collectively "codes") which apply to elected officials, public safety and other employees. In the event of a conflict between this Manual and any applicable collective bargaining agreement or code, the collective bargaining agreement or code shall control. This provision is not intended to, and does not; limit the authority of the County Board under Chapter 59 of the Wisconsin statutes.

III. JOB DESCRIPTIONS

A. Requirement. Each position will have a written job description containing the title, status, department, identity of the position's supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job

duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job.

B. Job Description Updates. Department Heads are responsible for updating the job descriptions for their Department in conjunction with the ~~Administrative Coordinator~~County Administrator. All job descriptions will be reviewed periodically but no less than every other year by the Department Head. The Department Head will certify in writing to the ~~Personnel Committee~~County Administrator that the review has been conducted as required by this policy and either state that there are no updates or provide the updated job description with the certification.

C. Approval. ~~The Personnel Committee is responsible for all personnel issues.~~ Any change in a job description by a Department Head must be approved by the ~~Administrative Coordinator~~County Administrator, ~~and referred to the governing committee which oversees a department for approval. Upon approval of the governing committee, they will send their recommended changes to the Personnel Committee for final approval.~~ A copy of the changed job description must be filed with the County Clerk's office.

IV. RECRUITMENT AND HIRING

A. Overview. In an effort to maintain fiscal responsibility, efficiency and productivity of staff as well as effectiveness of programs for the citizens of the County, it is the policy of the County to require accountability when filling a vacancy or creating a new position. Accordingly, management must adhere to the following recruitment and hiring guidelines unless otherwise approved in advance by the ~~Administrative Coordinator~~County Administrator ~~and the Personnel Committee.~~

B. Equal Opportunity Employer. All screening, testing and interview procedures utilized by the County are designed to assess only the attributes necessary for successful job performance based upon the duties and responsibilities of the job to be filled. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the County will be based on merit, qualifications, and abilities. The County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

It is the policy of the County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The County will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the County.

C. Vacant Positions.

4. Position Review. A Department Head must conduct the following review as part of the process to fill any vacant position in the County. When the vacancy is a Department Head position, the position review shall be conducted by the ~~Administrative Coordinator~~County Administrator.

- a. Job Description.** The existing job description must be reviewed and updated. The review should include an evaluation of job duties and responsibilities; a review of the educational requirements and/or experience required in order to accomplish the tasks required by the position; and a review of the number of hours necessary to complete the tasks required of the position.
- b. Job Designation.** The position should be evaluated to ensure that it is properly designated within the ~~county's~~County's pay structure. If the review of the position description reflect the need for less education and/or experience, or decreased responsibilities, the position should be reclassified and paid at a lower level.
- c. Necessity.** The demand for the service or program to which the vacant position relates must be evaluated and a determination made as to whether the position is needed on a going forward basis. This evaluation should include an assessment as to whether the service or program can be provided in a different way or through an alternative source. Continuance of any vacant position must be justified in terms of its need, demand and the County's ability to continue to budget for and provide the service.
- d. Evaluation of Existing Staff.** The existing staff and personnel in the department must be evaluated to determine if the tasks of the vacant position can be distributed among existing staff, thus eliminating the need to fill the vacancy. This evaluation should include consideration of supplementing existing full time staff with part-time employees or other personnel arrangements to fill the demands served by the vacant position.

The County acknowledges that there may be situations when specific levels of staffing are required to meet state and/or federal requirements. When specific levels of staffing are required, these levels of staffing may be maintained and will not require the position review process. The Department Head/~~Administrative Coordinator~~County Administrator must provide the governing committee and Personnel Committee with evidence of the minimum staffing requirements in order to move forward with the hiring process without a position review. The Sheriff's Office 24/7 Communications and Corrections Personnel have met this minimum staffing requirement. Vacancies in those positions may be filled immediately without authorization.

2. Recommendation and Approval to Hire. Following completion of the position review designated above, the Department Head must present his/her findings, with recommendations relative to the vacant position to the ~~governing committee~~County Administrator. If the Department Head recommends the position not be filled, and the ~~governing committee~~County Administrator agrees with the recommendation, no further action need be taken and the position will be held vacant. If the position remains vacant for one (1) year, the position shall be eliminated.

~~If it is the Department Head's recommendation to fill the vacancy through the hiring of an employee, and the governing committee agrees with the recommendation,~~ the Department Head will present the findings and recommendation to the ~~Personnel Committee~~County Administrator. The ~~Personnel Committee~~County Administrator will, in turn, determine whether the vacancy will be filled or modified. No vacant position may be filled without the prior approval of the ~~Personnel Committee~~County Administrator.

In the event that a vacancy is for a Department Head, the ~~Administrative Coordinator~~County Administrator ~~must~~may present their findings relative to the position review along with a recommendation relative to the vacant Department Head position, to the governing committee. ~~The governing committee, with the assistance of The Administrative Coordinator, will prepare a~~

~~recommendation to the Personnel Committee relative to the vacant Department Head position. The Personnel Committee will, in turn, determine whether the vacancy will be filled or modified subject to any minimum staffing requirements.~~

3. Application and Other Required Pre-employment Information. All job applications for employment shall be on forms prescribed by the Personnel Committee, and prepared and issued by the County ~~Clerk~~Administrator's Office. In addition to an employment application, the County may require a resume' and other pertinent information related to the requirements for the position such as a writing sample, proof of licensure, etc.

The County relies on the accuracy of information contained in the employment application, as well as the accuracy of all other information provided by applicants in the hiring process. Any deliberate misrepresentations, falsifications, or material omissions in any of this information shall result in exclusion of the individual from further consideration for employment, or, if the person has already been hired, discipline up to and including termination of employment.

4. Hiring Procedure.

a. Internal Posting and Recruitment. When the County has determined that a vacancy should be filled, the County may provide an opportunity for current County employees to apply for the position prior to making a public announcement of the vacancy. The internal recruitment procedure is designed to provide the County with the opportunity to find an internal candidate to fill the position before opening the process to the public and incurring the time and expense of the external recruitment process. The internal recruitment procedure is discretionary and provides no guarantees to existing employees that the position will be filled by an internal applicant. It is the County's policy to hire the most qualified candidate.

Notwithstanding this policy, the County, at the sole discretion of the ~~Administrative Coordinator~~County Administrator, may simultaneously post the position internally and to the general public. The following procedure will be followed for internal postings:

- 1) The position vacancy will be internally posted, stating the title, department, pay range, qualifications and the place and last date to file applications.
- 2) Any employee may apply.
- 3) Postings will be for a period of three (3) working days before posting to the general public.
- 4) Candidates must complete a County application form, provide a resume and provide any other preliminary information requested by the County.

b. External Recruitment. The County ~~Clerk~~Administrator may make public announcements of an open position by publishing the notice in the official County newspaper. Public announcements may also be made in other County newspapers and newspapers having general distribution in Green Lake County. Other forms of public notice, such as listing with job service, school job placement offices, radio ads, trade and professional publications and internet forums may also be used. Public announcements shall include at least the following:

- 1) Class Title.
- 2) Department.
- 3) Pay range and fringe benefits.
- 4) Special qualifications, if any.
- 5) Place to obtain applications.
- 6) Other required pre-employment information.
- 7) Place and last date to file an application, resume' or other required pre-employment information.
- 8) Residency requirement, when appropriate.
- 9) Equal opportunity statement.

c. Applicant Screening and Disqualification.

1) Initial Screen. The Department Head will be responsible for screening all applications, resumes and other preliminary information received from applicants and determining the applicants to be interviewed.

2) Licenses, Degrees and Certifications. Applicants for a position requiring certification and/or degree must either have the certification or be eligible to acquire it. An applicant who will operate a County vehicle is required to hold the proper and valid license and provide proof of insurance, which meets the County's requirements.

3) Disqualification. The Department Head may refuse to examine an applicant or, may find the applicant ineligible for any lawful reason including, but not limited to, the following:

- a) The applicant does not possess the minimum job qualifications and/or skills necessary for the position.
- b) The applicant does not possess the appropriate employment background for the position.
- c) The applicant does not possess the required certification, educational experience or degree for the position.
- d) The applicant made false or untrue statements of material facts in his/her application or resume.
- e) Character or employment references are unsatisfactory.
- f) The applicant's application, resume or other initial information is incomplete or unsatisfactory.
- g) The applicant declines to sign the application form, which includes the agreement to undergo a conditional employment physical examination, including a drug test.

In the event the vacancy involves a Department Head position, the ~~Administrative Coordinator~~County Administrator and the ~~governing committee and/or its designees~~ shall conduct the ~~foregoing~~ screening and disqualification process.

d. Interviews. The Department Head will determine the number of applicants to be interviewed. The Department Head will prepare a list of interview questions and/or topics for each applicant to be interviewed based on the information contained in the applicant's job application, resume' and other initial information, the job description and requirements and the operational needs of the department. The Department Head and the ~~Administrative Coordinator~~County Administrator will be primarily responsible for interviewing candidates. The ~~Administrative Coordinator~~County Administrator shall determine his/her involvement in the interview process as he/she deems necessary and appropriate.

In the event that the vacancy involves a Department Head, the ~~Administrative Coordinator~~County Administrator and ~~governing committee~~ will determine the list of candidates to be interviewed. The ~~Administrative Coordinator~~County Administrator shall

prepare the list of interview questions and/or topics for each applicant for a Department Head position. The ~~Administrative Coordinator~~County Administrator will conduct the interviews ~~with~~and may have the assistance of the governing committee and/or its designees.

e. Testing. Candidates who are interviewed may be required to undergo testing. Any testing should be relevant to the essential skills of the position and reliably predict the individual's performance. In this regard, the following guidelines shall govern candidate testing:

- 1) Tests and other selection procedures must be administered without regard to race, color, national origin, sex, religion, age (40 or older), or disability.
- 2) Management should ensure that employment tests and other selection procedures are properly validated for the positions and purposes for which they are used. The test or selection procedure must be job-related and its results appropriate for the employer's purpose.
- 3) To ensure that a test or selection procedure remains predictive of success in a job, management should keep abreast of changes in job requirements and should update the test specifications or selection procedures accordingly.
- 4) Management must take all testing measures seriously. A test or selection procedure can be an effective management tool, but no test or selection procedure should be implemented without an understanding of its effectiveness and limitations for the organization, its appropriateness for a specific job, and whether it can be appropriately administered and scored.

f. Reference Checks. Each prospective applicant will be required to fill out an authorization form in connection with their application of employment authorizing a reference and background check. If an applicant has not listed references on his or her application or resume, contact the applicant to obtain references. ~~Department Heads~~The HR Coordinator ~~are to~~will contact references by telephone and may not rely exclusively upon written letters of reference. To ensure that individuals who join the County are well qualified and have a strong potential to be productive and successful, it is the policy of County to check the employment references of applicants who are being considered for the position as well as to contact at least three (3) to five (5) previous employers (to the extent applicable). In the event that a vacant position involves a Department Head, the ~~Administrative Coordinator~~County Administrator will conduct all reference checks.

The following are recommended practices in conducting reference checks:

- 1) Do not ask questions that relate to protected classifications or sensitive areas such as sex, race, national origin, marital status, age, disability or religion;
- 2) To the extent practicable, ask the same questions of all applicant employment references and previous employers;
- 3) Do not tell the applicant or reference source that their reference checks are being checked because the applicant has been selected for the position—advise the applicant and previous employers and references that the applicant is being considered for the position;
- 4) Do not accept, follow-up on or rely upon references from family, friends or individuals who have not observed the applicant's job performance; and
- 5) Ask references and previous employers if they are aware of any other person having personal knowledge of the applicant's work with whom the County may speak.

g. Ranking, Recommendation, Second Interviews and Hiring. After the interviews, testing and reference checks, the Department Head and ~~Administrative Coordinator~~County Administrator will determine and rank the top candidates and shall conduct a second interview with each top candidate. ~~The chairperson or designee of the governing committee may participate in the second interview as is deemed necessary and appropriate.~~ After the final interviews, the Department Head, ~~Administrative Coordinator~~County Administrator and ~~chairperson of the governing committee or their designee, as appropriate,~~ shall select the individual to be hired for the position. The Department Head ~~and the~~Administrative Coordinator ~~County Administrator and chairperson of the governing committee~~ shall determine if any of the remaining candidates will be offered the position if the primary candidate declines and will rank those candidates in the order of preference for hiring. In the event the vacancy relates to a Department Head, the ~~governing committee in conjunction with the Administrative Coordinator~~County Administrator shall rank the top candidates and conduct any second interviews as deemed appropriate. After the second interviews, the ~~Administrative Coordinator~~County Administrator and ~~the governing committee~~ shall select the individual to be hired for the position. The ~~Administrative Coordinator~~County Administrator and ~~the governing committee~~ shall determine if any of the remaining candidates will be offered the position if the primary candidate declines and will rank those candidates in the order of preference for hiring.

h. Notification of Rejection. Whenever an applicant is rejected, notice of such rejection shall be mailed to the applicant by the ~~County Administrator~~Department Head. Notices of rejection shall not be mailed until another applicant has accepted an offer of employment from the County and has successfully completed any required post-offer of employment examination.

D. New Positions

1. Approval. All new positions, including, but not limited to, those created as a result of a promotion or change in job responsibilities, must be approved by the Personnel Committee, the Finance Committee (to the extent the position is being created during a budget year) and the County Board prior to beginning the hiring process.

2. Process for Creating a New Position. The creation of a new position shall originate from the governing committee of the Department wishing to create the position. The ~~Department Head~~governing committee shall prepare a proposal which contains the position title, any applicable departmental classification, the rationale for its creation, any applicable state or federal mandates that may have caused the need for the new position, a description of how the position fits into the plans of the department; all anticipated salary, fringe benefits, and other related costs. Other pertinent information including budget impact shall also be identified in the proposal. The proposal shall include the proposed job description for the position The Department Head shall submit the proposal to the County Administrator. Once the County Administrator has approved the new position, it shall be referred to the governing committee for its approval. Upon approval, The governing committee must

~~first~~County Administrator shall submit the proposal to the Personnel Committee. If the Personnel Committee approves the position, the proposal will be submitted to the Finance Committee if the position is being created during a budget year or directly to the County Board for final approval. If the position is approved by the Finance Committee (to the extent that such approval is required), the position will be submitted from the Finance Committee to the County Board for final approval.

3. Hiring Process for New Positions. New positions shall be filled using the hiring process to fill vacant position as described above.

E. Failure to Find a Qualified Candidate. In cases where a fully qualified applicant could not be found, the ~~governing committee~~, Department Head and ~~Administrative Coordinator~~County Administrator shall review the recruiting methods used and determine, among other things, if further public notification or different recruiting methods are necessary or if an applicant with less than full qualifications could be selected and trained.

F. Exceptions to the Hiring Process for Vacant and New Positions. The hiring requirements in this Article do not apply to the extent they conflict with a statute, regulation, ordinance or applicable collective bargaining agreement. Nothing in this hiring procedure shall be construed to limit the authority of the County Board under Wis. Stat. § 59.22 or the County Administrator under Wis. Stat. § 59.18.

G. Department Staff Shortage or Emergency Employment. Unexpected staff shortages may occur as a result of employee illness, family emergency, jury duty or resignations. When staff shortages prevent the department from continuing its work in an appropriate and timely manner, the department may need to consider outside assistance. In coordination with the County Administrator, the Department Head shall have the option of the following:

1. Contact other departments to determine if any other County employees may be available to fill-in on a limited basis;
2. Contact former employees to determine whether that individual may still be available for short term work;
3. Contact a staffing agency to hire, on a limited basis, an individual who can perform the essential work.

When the Department Head, in conjunction with the ~~governing committee chairperson~~ County Administrator, determines that the hiring of an individual from a staffing agency or a Limited Term Employee (LTE) is the best course of action, that Department Head must contact the ~~Administrative Coordinator~~County Administrator to confirm this action. The ~~Administrative Coordinator~~County Administrator will be responsible for contacting the staffing agency or recruiting the LTE and negotiating the rate of pay for that individual.

Upon the filling of the position on an emergency basis as set forth in this policy, the ~~Administrative Coordinator~~County Administrator shall as soon thereafter as possible bring the staffing shortage issue before the governing and personnel committees. The governing committee, in conjunction with the Department Head and County Administrator, shall address the situation and forward a recommendation to the personnel committee regarding future handling. The personnel committee shall review the recommendation and take appropriate action. The governing and Personnel Committees shall review the staffing situation at least every sixty (60) days until it is resolved.

V. POST-OFFER OF EMPLOYMENT DRUG TESTING

A. Overview. The County is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the public which it serves. The County recognizes the importance of employees being mentally and physically alert at all times while performing their duties. To this end, the County declares that the use of illegal drugs and the misuse of prescription drugs are unacceptable and will require candidates who are under final consideration for all employment positions with the County to submit to post-offer of employment drug testing.

B. Definitions. For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

1. Illegal Drug. Illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to federal, state, and/or local laws and regulations.

2. Controlled Substance. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.

3. Controlled Substance Abuse. The term controlled substance abuse includes prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

C. Acknowledgement and Agreement to Undergo Testing. All applicants under final consideration for all employment positions shall be given a copy of this policy in advance of the post-offer, pre-employment drug test. Applicants must acknowledge having read or had this policy explained to them and should understand and agree that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening which serves as a consent to drug testing and permits the summary result to be transmitted to the ~~Administrative Coordinator~~County Administrator or their designees, the County Clerk, ~~the governing committee~~, Department Head and department supervisors. An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the County and such refusal will be considered as a withdrawal of the individual's application for employment.

D. Cost of Testing. The County will pay all costs associated with the administration of controlled substance tests.

E. Results. If Substance screening shows a confirmed positive result for which there is no current physician's prescription, any job offer shall be revoked. The applicant shall not be permitted to reapply for employment with the County for at least twelve (12) months and not unless and until the applicant shows proof of successful completion of a drug rehabilitation program or proof that the applicant has otherwise rehabilitated successfully and is no longer engaging in illegal drug use.

VI. POST-OFFER OF EMPLOYMENT PHYSICAL EXAMINATION AND QUESTIONING

A. Overview. In addition to post-offer of employment drug screening, candidates for County employment may be required to pass a post-offer physical examination and undergo questioning regarding their medical history before being allowed to begin

work with the County. The County will determine positions subject to a post-offer physical examination on a job category basis, i.e., all new employees in the job category will be required to undergo a physical examination and medical questioning as part of the hiring process before being permitted to begin working for the County. All post-offer of employment physical examinations and medical questioning will be conducted in accordance with the ADA and applicable state law.

B. Scope. All prospective employees to whom a contingent job offer has been made within job categories identified by the County, including part-time, LTE's and temporary hires, are subject to this policy. Existing employees seeking a transfer into a subject job classification with a higher level of physical demands than their current job are subject to the policy.

C. Procedures.

1. Position vacancy announcements. Candidates for vacant/new positions in job categories subject to this policy should be informed about the physical requirements of the essential functions of the job and informed that employment is contingent on the successful completion of a post-offer of employment examination and medical questioning.

2. Job offers. Offers of employment for jobs in categories for which a post-employment physical examination is required must clearly state that employment is contingent upon successful completion of a post-offer of employment physical examination and medical questioning.

3. Acknowledgement and Agreement to Undergo Testing. All applicants under final consideration for employment positions subject to this policy shall be given a copy of this policy in advance of the post-offer, pre-employment physical examination and medical questioning. Applicants must acknowledge having read or had this policy explained to them and should understand and agree that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening which serves as a consent to the physical examination and medical questioning and which permits the result to be transmitted to the ~~Administrative Coordinator~~County Administrator or his/her designees, the County Clerk, ~~the governing committee~~, Department Head and department supervisors. An applicant refusing to complete any part of the physical examination and medical questioning procedure shall not be considered a valid candidate for employment with the County and such refusal will be considered as a withdrawal of the individual's application for employment.

4. Examination and Questioning. The County will retain a qualified vendor to administer the physical examination to all candidates. The physical examination will be designed, in part, to ensure that the candidate is able to perform the essential job functions. The qualified vendor and/or the ~~Administrative Coordinator~~County Administrator may also require a candidate to provide additional medical information including, but limited to, information about workers' compensation history, prior sick leave usage, illnesses/diseases, disabilities, requested accommodations and general physical and mental health. Additional examinations and testing may be required based on the responses given by the candidate during the examination and/or medical questioning. The scope of the physical examination and any questions related to disability need not be related to the position. All entering employees in the same job category must be subjected to the examination/inquiry regardless of physical condition or disability.

5. Scheduling and Payment for the Examination. All candidates in a job category subject to this policy must successfully complete the post offer pre-employment physical examination and medical questioning *before* work begins. The office of the County ~~Clerk~~Administrator will provide information about the process and contact the testing vendor to schedule an appointment for the examination. The County shall select the qualified vendor to conduct the examination and all expenses associated with the examination shall be borne by the County.

6. Examination and Questioning Results. The testing qualified vendor will deliver the results of all examinations to the office of the County ~~Clerk~~Administrator. The examination results and any information obtained as a result of medical questioning will be kept in a confidential medical file, separate from the candidate's application file and personnel file (if hired).

7. Withdrawal of Offer of Employment. If the results of the medical examination or medical questioning demonstrates that the candidate: (1) cannot perform the essential functions of the position with or without reasonable accommodation; or (2) poses a direct threat that cannot be reduced or eliminated with reasonable accommodation, the County may withdraw the job offer. The County shall ensure that the withdrawal of any job offer is in accordance with the ADA and applicable state law(s), and other laws that may apply, and shall seek assistance from corporation counsel or outside counsel, to the extent necessary, to ensure that the County's withdrawal of a job offer is in accordance with the law.

VII. CONFIDENTIALITY OF MEDICAL INFORMATION

The County will keep all medical information obtained from applicants, candidates and employees in a separate file from any personnel file and confidential subject to the following limited exceptions as recognized by the ADA:

1. Supervisors and managers may be told about necessary restrictions on the work or duties of the employee and about necessary accommodations;
2. First aid and safety personnel may be told if the disability might require emergency treatment;
3. Government officials investigating compliance with the ADA must be given relevant information on request;
4. The County may give information to state workers' compensation offices, state second injury funds or workers' compensation insurance carriers in accordance with state workers' compensation laws; and
5. The County employers may use the information for insurance purposes permitted by the ADA and other laws.

No disclosure of confidential medical information shall be made without first consulting the corporation counsel or the County's labor attorney.

VIII. EMPLOYEE ORIENTATION

Each new employee shall be provided with job orientation consisting of the following:

A. County Clerk. On the first day of employment, each new employee shall report to the County Clerk's office to complete all necessary forms to enable preparation of payroll and required reports. The employee should be prepared to present their birth certificate, driver's license, social security card, and automobile insurance certificate, and to complete such forms as necessary. The employee shall be advised of all general conditions of employment including hours of work, pay and fringe benefits and other privileges. Each employee shall also be provided with a copy of their job description, applicable benefit information and the Personnel Policy and Procedure Manual. The employee shall be required to read the Personnel Policy and Procedure Manual

and execute an acknowledgement providing that the employee has received, read and understood the Personnel Policy and Procedure Manual.

B. Department Head. The Department Head or their designee shall orient each employee hired to fill an existing or new position (including existing County employees hired to fill a vacancy) on the conditions related to their job and work site. Such orientation shall include, without limitation, introductions to co-workers, departmental rules, work standards, safety regulations and supplies. The Department Head is responsible for covering all pertinent items relating to employment at this orientation.

C. ~~Administrative Coordinator~~County Administrator. In the event a new hire is a Department Head, the ~~Administrative Coordinator~~County Administrator should address specific issues of the department and any other requirements.

IX. PERSONNEL FILES

A. Official Personnel Files. The County Clerk is responsible for maintaining the official personnel files for all employees. Official personnel files shall be confidential, unless disclosure is required by law. The official personnel file should include the complete employment history of the employee, including, but not limited to: employment application, reference checks, commendations, reprimands, performance evaluations, wage data, promotions, education and special training paid for by the County, records of absences and vacations, written resignations, or any other items, within law, that may be deemed necessary. Employee medical records shall be kept in a separate file from the official personnel file and shall remain confidential in accordance with this Manual and the requirements of the ADA and other laws.

B. Administration of Official Personnel Files. An employee's official personnel file will be maintained in accordance with federal and state laws and administered as follows:

1. Collection and Storage of Confidential Records. The County Clerk is responsible for ensuring that all personnel documents (as defined in this policy), pertaining to County employees ~~are stored in a file cabinet located in the Clerk's office. All personnel records~~ will be locked up when not in use and during non-working hours.

2. Employee Access to Their Personnel Records. Employees are permitted to inspect and copy, at their own expense, their personnel file and medical records file in accordance with Wis. Stat. § 103.13. An employee who wishes to inspect their personnel file must submit a written request to their supervisor. The request shall be forwarded to the County Clerk and an appointment will be set up review the personnel file. The County Clerk or their designees shall be present with the employee while the employee inspects their personnel file. If an employee disagrees with certain items in their file, such as disciplinary action, the employee may submit a concise statement of disagreement for inclusion in their official personnel file. No documents or other information shall be removed from an employee's official personnel file without authorization from the County Clerk.

3. External Disclosure of Personnel Information/Reference Requests. Only limited information may be given upon request for business or reference purposes. This information will be strictly limited to employment status, date(s) of employment and job title. No other information will be given unless the employee executes an authorization and release of information for the County. All reference requests for information must be referred to the ~~Administrative Coordinator~~County Administrator

4. Internal Access. Internal access to employee's official personnel records shall be limited to the employee, the County Clerk, Department Heads, ~~Administrative Coordinator~~County Administrator, County ~~Attorney~~corporation counsel, ~~and human resource~~ and payroll administration. This access shall include the employee's personnel file and any additional personnel information that may be stored in the computer

5. Public Records Requests. A request to access or copy personnel information by a public records requester must be referred to the County ~~Clerk~~Administrator. The County ~~Clerk~~Administrator, in consultation with the County's corporation counsel and/or labor attorney, will provide access to the personnel records to the extent required by the Wisconsin Public Records Law, Wis. Stats. §§ 19.31-19.39

6. Management Files. Management may maintain separate copies of an employee's file in a secure, locked, location. The file should be a duplicate of the permanent record maintained by the County ~~Clerk's office~~. ~~Management is encouraged to store these records electronically utilizing County employee performance software in lieu of hard copies.~~ Duplicate medical records, to the extent needed for the operation of a department, must be kept in a separate file.

X. HOURS OF WORK FOR EXEMPT MANAGEMENT EMPLOYEES

A. The Work Week. The normal work week for exempt management employees will be determined at the discretion of the County but will generally be at least forty (40) hours per week. The actual number of hours worked by exempt management employees will be determined based on the needs of the County. Compensatory time is not available for exempt management employees.

B. The Workday. Unless otherwise approved in advance by the ~~governing committee~~County Administrator, exempt management personnel, including Department Heads, are required to work shifts on premises within the operating hours of the County Government Center, i.e., 8:00 a.m. to 4:30 p.m.

C. Flex Time For Management Personnel and Department Heads. Exempt management personnel may not flex their hours without the prior authorization of the Department Head and the ~~governing committee~~County Administrator. The Department Head will work with the ~~governing committee~~Human Resources Coordinator to develop guidelines ~~which that~~ govern flex time for exempt management personnel, including the Department Head, to the extent flex time is authorized ~~by the governing committee~~. Such guidelines shall be submitted to the ~~Administrator~~CoordinatorCounty Administrator ~~for final approval~~ to ensure consistency of flex guidelines in the County ~~and the personnel committee for final approval~~.

D. Changes in the Work Schedule. Any proposed change in the work schedule on a permanent or temporary basis for exempt management personnel must be pre-approved by the ~~governing committee and the personnel committee~~County Administrator.

XI. RECORDKEEPING OF HOURS

A. Recordkeeping Requirement. All employees, whether non-exempt, partially exempt, or exempt, are required to record their hours worked on time sheets provided by the County.

B. Paid Time Off. Department Heads are required to submit records of all paid time off (e.g. vacation, sick leave, holiday, etc.) taken by all employees to the County Clerk's office on a bi-weekly basis.

C. Department Head Responsibility. It shall be the responsibility of the Department Heads or their designees, to assure proper recording of hours worked. Before records of time worked are submitted to the County Clerk's office, they are to be reviewed, approved and signed by the Department Head or authorized designee.

XII. WORK PERFORMANCE AND EVALUATION

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. The evaluation of an employee's performance is a daily process and responsibility of management. Department Head performance reviews are conducted by the ~~governing committee~~ County Administrator. Formal performance reviews must be conducted at least annually and more frequently if deemed appropriate by the County. An employee must meet County standards of work quality and must accomplish work within the time limits established by the County. Employees who do not satisfy the levels of performance expected by the County, who exhibit poor work performance, or who are unable to work with other employees may be disciplined, up to and including termination.

XIII. WAGE AND SALARY ADMINISTRATION

A. Overview. The wage and salaries for all County positions are determined by the County Administrator with the approval of the Personnel Committee. Wage and salary increases will be considered on a per department basis and at the discretion of the ~~Personnel Committee~~ County Administrator. Employee compensation has the greatest impact upon the total operating cost of the County. Thus, employee compensation must be accurately planned and intelligently controlled.

B. Administration of Compensation for Employees (Non-Elected Officials). As part of the annual budget process, the County Administrator with the approval and guidance of the Personnel Committee, at budget time, will review all department wages and salaries and step scales, if applicable, and will determine and recommend the amount of any raise or benefit changes to be given to employees to the Personnel Committee. The Personnel Committee will forward its recommendations to the Finance Committee for its review and approval. ~~The Finance Committee may modify the recommendation of the Personnel Committee in preparing the annual budget to be submitted to the County Board for adoption.~~ Any increases will be effective on January 1 of the following year unless otherwise provided by the Personnel Committee or in an applicable collective bargaining agreement.

C. Collective Bargaining. The Personnel Committee and the County Administrator will conduct all collective bargaining with general municipal employees and public safety employees in accordance with requirements and limitations of Wisconsin law.

D. Overtime and Compensatory Time.

1. Overtime.

a) Pre-approval. Employees shall not be permitted to work hours beyond their scheduled shifts without obtaining the prior approval of the Department Head.

b) Overtime Rate. All overtime in the County will be paid in accordance with state and federal law which generally requires non-exempt employees to be paid one and one-half times their regular hourly wage for hours worked over forty (40) hours in a workweek. Law enforcement employees are subject to special overtime pay rules. Overtime is based on actual hours worked. Sick leave, vacation leave, paid holidays, compensatory time off, on-call premiums or any other paid and unpaid leaves of absence, are not considered hours worked for purposes of calculating overtime or overtime pay. Overtime pay shall be paid in the pay period in which the overtime was earned.

2. Compensatory Time. Compensatory time may be granted to non-exempt employees by Department Heads, with the approval of the ~~governing committee~~ County Administrator and in accordance with state and federal law. Compensatory time will be granted at the County's discretion, and the County may require employees to use compensatory time at its discretion. An employee request to utilize compensatory time must be granted unless doing so would unduly disrupt the operations of the County. Compensatory time is not available for exempt employees, including exempt management employees. Compensatory time may be accumulated in an amount not to exceed twenty (20) hours and any hours in excess of twenty (20) hours shall be paid out. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. The County may pay out banked compensatory time at any time. All compensatory time earned by employees shall be used by the December 15th or paid out by the last payroll period of each year.

3. Overtime Avoidance. It is the obligation of exempt management personnel, including Department Heads, to schedule non-exempt employees in the most efficient and effective manner so as to avoid accruing overtime, premium overtime pay or compensatory time (to the extent allowed). Management personnel should take proactive steps to schedule employees based on the need for services, which may require employees to work non-standard shifts and to send employees home when their services are not required. For example, if a snow storm is expected after normal work hours, highway employees should be scheduled to work when snow plowing is needed rather than having the employees work a normal work day and return later in the evening to plow thereby increasing the possibility of overtime and premium overtime pay. Likewise, human service employees who have night time appointments should have their schedules adjusted to accommodate these appointments rather than scheduling the employees for a standard day time shift and having the employee work the night time hours. Finally, if an employee has worked their allotted hours prior to the end of the work-week and there is no further service demand which would warrant the accrual of overtime or compensatory time (if authorized) the employee should be sent home.

E. Payroll Periods. The County uses a bi-weekly payroll period. Payment is issued on Thursday of every other week, except when the payday is an official holiday. All employees are required to receive their wages by direct deposit. For purposes of calculating employees' pay, the following guidelines will be followed:

1. Exempt employees who are paid a base salary shall have their pay computed on a bi-weekly time period.

2. Non-Exempt employees will be paid on the basis of the hours that are actually worked during the bi-weekly pay period.

F. Payroll Deductions. Automatic payroll deductions shall be made as required by statute. Authorized payroll deductions shall only be allowed when such deduction is approved by the Personnel Committee.

XIV. EMPLOYEE DISCIPLINE

A. Overview. The goal of the County's disciplinary procedure is to administer adverse employment action for nonperformance and/or misconduct in a fair and consistent manner considering all facts and circumstances, including an

employee's prior work history. For purposes of this section, nonperformance shall include any deficiencies in work performance including, without limitation, those related to poor work quality and/or production.

B. Disciplinary Procedure. The following procedure is designed to provide guidelines for employee discipline and to provide consistency in employee discipline to the extent practicable. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, expresses or implied, does not alter the at-will employment relationship and does not create tenure or a property interest of any type in employment with the County. None of these guidelines is intended, by their creation or publication, to confer any rights or privileges upon employees or to entitle any employee to remain employed with the County.

Each instance of employee performance and/or misconduct must be viewed based on its individual circumstances. The County has the right to take one or more adverse employment actions it deems appropriate based on the circumstances which may include, without limitation, a verbal warning, (with written reference in the employee's personnel file) written warning, suspension, reduction in rank, demotion or termination. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. These guidelines do not impose or require progressive discipline or a just cause discipline standard.

C. Applicable Legal Standards for Investigation and Discipline. Management must be aware of the standard applicable to the investigation and discipline of employees for performance and misconduct. While the majority of employees in the County are "at-will," various employees are provided with special statutory rules regarding investigation and discipline and may also have rules in their collective bargaining agreements which address discipline. For example, there are special notices and rules for questioning law enforcement officers under Wis. Stat. § 164.02 regarding matters relating to discipline. Moreover, the County must comply with the requirements of Wis. Stat. § 59.26 for disciplining deputy sheriffs which includes a "cause" standard.

Various Department Heads may also be subject to special rules. ~~For example, a highway commissioner may not be removed without cause as defined under Chapter 17 of the Wisconsin statutes.~~

D. Adverse Employment Action Due to Nonperformance.

1. Notice and Documentation. If an employee's performance in one or more job duties becomes unacceptable, the employee's Department Head and/or supervisor are expected to place the employee on notice of the performance issue in a timely manner. Management shall document all performance deficiencies in an employee's personnel file. Management are strongly encouraged to maintain such records electronically utilizing the County's employee performance management software.

The documentation should include the date or dates the performance deficiency was observed, a detailed description of the performance deficiency and the action taken against the employee including, without limitation, any discipline as well as the implementation of a Performance Improvement Plan (PIP).

2. Disciplinary Action. An employee's supervisor and/or Department Head may impose discipline as necessary to address performance concerns. Disciplinary action may include, without limitation, a verbal warning (with written reference in the employee's personnel file), written warning, suspension, reduction in rank, reduction in base pay, demotion and termination. Depending upon the circumstances, the employee may be given an opportunity to improve performance by placing them on a PIP. Management is not obligated in any way to institute a PIP and may proceed with any disciplinary action, up to and including discharge, in the event that an employee is not meeting performance expectations.

Action taken by the County on an individual case does not establish a precedent in other circumstances. The County reserves the right to take any disciplinary or corrective action it deems appropriate under the circumstances of each individual case.

3. PIP. Any PIP should advise the employee of the performance standards of the position for which his or her performance is unsatisfactory and be given a reasonable opportunity to demonstrate improvement. The employee should also be advised of the consequences of failing to improve and the type of assistance to be provided by the supervisor during the PIP. If the employee fails to meet minimally acceptable standards by the end of the PIP, action should be taken to separate the employee from employment unless another less adverse employment action is deemed advisable at the discretion of the Department Head and the ~~Administrative Coordinator~~County Administrator.

4. ~~Administrative Coordinator~~County Administrator Review. The ~~Administrative Coordinator~~County Administrator shall review any proposed disciplinary action for poor work performance which results in a suspension, reduction in base pay, reduction in rank, demotion or termination. As part of the review, the ~~Administrative Coordinator~~County Administrator shall interview the employee to ensure, among other reasons, that the employee is not asserting that the proposed action being taken against the employee is for any improper purpose, including without limitation, harassment, discrimination or retaliation. The ~~Administrative Coordinator~~County Administrator shall carefully document the employee's statements during the interview.

E. Disciplinary Action Due To Misconduct.

1. Grounds For Discipline. The County's Personnel Policy Manual contains a policy on employee misconduct along with examples of conduct that will lead to disciplinary action. Management should familiarize themselves with the various types of misconduct in the policy that can lead to disciplinary action. The examples in the Personnel Policy Manual are not intended to be exclusive. The County may take disciplinary action under any circumstances where such action is determined to be in the best interests of the County.

2. Investigation.

a. Elements. The immediate supervisor is responsible for investigating misconduct. Before any disciplinary action is taken, the immediate supervisor must investigate the incident and obtain witness statements, as appropriate, and any other documentation relating to the misconduct. If the supervisor personally witnesses the misconduct, he or she should prepare a memorandum for the record summarizing the incident.

In order to administer a fair and consistent disciplinary system, it is essential that the County have a reasonable basis to believe the employee committed the misconduct. Therefore, records of disciplinary action should always include witness statements or other relevant documentation, to the extent available, which demonstrates that the employee committed the misconduct.

Once the relevant documentation has been compiled and witnesses have been interviewed by the immediate supervisor, the employee should be notified of the alleged misconduct and be given an opportunity to respond verbally or in writing. The employee's verbal response to the allegations should be well documented.

b. Notification of Department Head and ~~Administrative Coordinator~~County Administrator. In the event the alleged misconduct is of a type which could possibly warrant discipline greater than a verbal or written warning or which may expose the County to legal liability (e.g., harassment, discrimination, theft, fraud, work place violence, drug and/or alcohol use, injury to third persons or property, etc.) the immediate supervisor should promptly advise the Department Head and ~~Administrative Coordinator~~County Administrator of the misconduct and the pending investigation. The immediate supervisor should err toward reporting misconduct to the Department Head and ~~Administrative Coordinator~~County Administrator if there is any question as to the severity of the discipline that might result or any potential legal ramifications to the County as a result of the misconduct. The Department Head and ~~Administrative Coordinator~~County Administrator shall review the nature of the misconduct and the proposed scope of the investigation and determine, among other things, whether an independent investigation is warranted and whether notification of the County's insurer is appropriate. The ~~Administrative Coordinator~~County Administrator shall seek the opinion of Corporation Counsel ~~and/or outside counsel~~the County's labor attorney, if appropriate, regarding the legal ramifications of the alleged misconduct and the nature and scope of the proposed investigation. The ~~Administrative Coordinator~~County Administrator shall determine if any interim remedial action is necessary in connection with the reported misconduct. Interim remedial action may consist of an administrative suspension of the employee, advising the employee to immediately cease any alleged misconduct and/or any other steps which may assist in preventing further incidents of misconduct while the investigation is ongoing. The ~~Administrative Coordinator~~County Administrator shall consult with Corporation Counsel and/or the County's labor attorney regarding the extent and appropriateness of any interim remedial action. The ~~Administrative Coordinator~~County Administrator shall, from time to time during the investigation, reevaluate whether interim remedial action or additional remedial action is necessary.

c. Preservation of Evidence. A critical component of any investigation is the preservation of evidence related to the misconduct. Consequently, upon learning of potential employee misconduct, and immediately upon commencement of the investigation, managerial personnel should ensure that all potential evidence, including, without limitation, to all physical evidence, documentation and electronic media relating to the alleged misconduct. Management should work with the Corporation Counsel, IT Department and the ~~Administrative Coordinator~~County Administrator in preserving evidence of misconduct, to the extent necessary and appropriate. In conducting the investigation, management should be careful to note that many employees today communicate through texting and social media websites. As such, efforts should be made to preserve evidence on these communication channels. Management should consult the ~~Administrative Coordinator~~County Administrator and Corporation Counsel if there is any legal question as to whether the County may access, or require an employee to produce, information contained on County or personal electronic devices. Management, in conjunction with the IT Department, ~~Administrative Coordinator~~County Administrator and Corporation Counsel shall collect all such evidence and preserve it in a separate file so as to ensure its preservation.

3. Disciplinary Action. If, upon completion of the investigation, the immediate supervisor finds there is sufficient evidence to believe the employee committed the alleged misconduct, then the supervisor should determine and recommend the appropriate disciplinary action. In deciding whether to take disciplinary action and what disciplinary action to take, management is strictly prohibited from discriminating against an employee based on disability, sex, race, religion, color, national origin, age or any other any classification protected by state or federal law.

In selecting a penalty, all of the specific circumstances of the case should be taken into account. Careful judgment should be used to ensure that the penalty is not out of proportion to the character of the offense and to ensure that penalties are imposed with consistency and equity throughout the organization, to the extent practicable under the circumstances. Past offenses may form the basis for imposing a higher penalty for subsequent offenses, although past offenses are not a prerequisite to imposing any level of discipline. When determining the appropriate discipline, the supervisor should consider the following guidelines as appropriate under the circumstances. Consideration of these guidelines does not change the "at will" status of employees and is not intended to require just cause or the implementation of progressive discipline:

- a. The nature and seriousness of the offense;
- b. The relationship between the offense and the employee's duties, position, and responsibilities;
- c. Whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated;
- d. The employee's job level and type of employment including supervisory or fiduciary role, contacts with the public, and prominence of the position;
- e. The employee's past disciplinary record;
- f. The reasonableness of the work rule, if any, that the employee is alleged to have broken;
- g. The employee's past work record, including length of service, job performance, ability to get along with fellow workers, and dependability;
- h. The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisor's confidence in the employee's ability to perform assigned duties;
- i. Penalties imposed previously upon other employees for similar offenses;
- j. The notoriety of the offense or its impact upon the reputation of the County;
- k. The clarity with which the employee was on notice of any rules violated in committing the offense, and whether he or she had been warned about the conduct in question;
- l. The reasonableness of the work rule, if any, that the employee is alleged to have broken;
- m. Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, or harassment, bad faith, malice, or provocation on the part of others involved in the matter;
- n. The adequacy and effectiveness of alternative sanctions;

- o. The thoroughness of the investigation; and
- p. The quantity and quality of the evidence of misconduct.

Disciplinary action may take the form of a verbal warning, written warning, suspension, - termination, or other action, as deemed appropriate. Disciplinary actions require the prior approval of the Department Head.

Action taken by the County on an individual case does not establish a precedent in other circumstances. The County has the right to take any disciplinary or corrective action it deems appropriate under the circumstances of the individual case.

4. ~~Administrative Coordinator~~County Administrator Review. The ~~Administrative Coordinator~~County Administrator shall review any proposed disciplinary action involving termination, suspension of employment, disciplinary reduction in base pay and disciplinary reduction in rank or demotion prior to implementation. As part of the review, the ~~Administrative Coordinator~~County Administrator shall review, among other things, the quality of the investigation, the strength of the evidence of misconduct, and the appropriateness of the proposed disciplinary action. The ~~Administrative Coordinator~~County Administrator shall further interview the employee to ensure, in part, that the employee is not alleging that the proposed action being taken against the employee for any improper purpose, including without limitation, harassment, discrimination or retaliation. The ~~Administrative Coordinator~~County Administrator shall carefully document the employee's statements during the interview. The ~~Administrative Coordinator~~County Administrator may involve the Corporation Counsel and/or ~~outside counsel~~the County's labor attorney in the review and interview process as deemed necessary by the ~~Administrative Coordinator~~County Administrator.

5. Documentation. If an employee is disciplined for misconduct, management shall document the misconduct and any disciplinary or corrective action taken. Documentation shall be placed in the employee's personnel file in the County Clerk's office. A copy of the written record relating to the disciplinary action should be delivered to the employee in person or by certified mail to the employee's last known address. The documentation should include the date or dates of the misconduct, a detailed description of the misconduct and the action taken against the employee and the reasons for taking such action.

It is critical that management carefully document the reported misconduct, the investigation into the misconduct including, without limitation, any witness statements, relevant documents or electronic communications and any documents relevant to the determination of the appropriate disciplinary action. Documentation of the discipline shall include, without limitation, references to prior misconduct and disciplinary actions taken.

XV. LAYOFF & RECALL

The County may layoff and recall employees as the County deems necessary. In making layoffs or recalling employees, the County may consider any number of factors including, without limitation, the following:

1. The County's needs;
2. Length of service;
3. General employee qualifications including, without limitation, education, skills, training and experience;
4. Employee performance; and
5. Employee qualifications in the County's areas of need including, without limitation, education, past assignments and practical experience.

The rehiring of employee(s) that have been laid off shall be determined by the external recruitment process.

XVI. POTENTIAL CLAIMS & ACTUAL CLAIMS

Time is critical in investigating and responding to legal actions filed against the County and the failure to timely respond to actions against the County and/or to tender the defense of actions to the County's liability insurers may result in a default judgment for damages being granted against the County and may otherwise prejudice the County and/or its insurers' rights. The failure to promptly report and investigate potential claims can result in loss/failure to preserve important evidence such as witness statements, documents and electronic communications.

Accordingly, management is charged to take immediate steps to ensure that all potential claims and actual claims against the County are promptly reported in accordance with this policy so as to ensure that the County's interests and those interests of its insurers are adequately protected. This policy provides a guide for handling all claims with the exception of workers compensation claims which are addressed in Article XVII below.

A. Reporting Potential Claims and Claims.

1. Accidents and Occurrences. Management must immediately report any accident or occurrence involving County employees, vehicles or property which results in personal injury or property damage to a third person to the County Clerk on the County's Accident/Illness/Incident Investigation Report form, available at the County Clerk's Office. The County Clerk shall immediately report the accident or occurrence to the County's liability insurer, the County Administrator and the Corporation Counsel.

2. Potential Employment Claims. Management must immediately report any potential employment claims of which they become aware, including, without limitation any claims related to alleged retaliation, discrimination, wage and hour and harassment to the ~~Administrative Coordinator~~County Administrator. "Potential claims" for purposes of this subparagraph includes any threat or an assertion by an employee that the County has violated their rights under any federal or state employment law, code or regulation including, without limitation, Title VII (discrimination), the Family Medical and Leave Act, the Americans with Disabilities Act, the Fair Labor Standards Act and the Age Discrimination in Employment Act. The ~~Administrative Coordinator~~County Administrator shall immediately notify Corporation Counsel and the County Clerk of the potential claim and shall immediately commence an investigation into the facts and circumstances surrounding the potential claim. The County Clerk shall report the potential claim to the County's employment liability insurer

3 Notice of Circumstances of Claim; Notice of Claim; Notice of Injury. Management must immediately forward any Notice of Circumstances of Claim, Notice of Claim or Notice of Injury (collectively "Notice of Claim") received to the County Clerk. The County Clerk shall date stamp the document and immediately forward a copy of the Notice of Claim to the ~~Administrative Coordinator~~County Administrator and Corporation Counsel as well as the appropriate liability insurer.

Note: Under Wis. Stat. §893.80 and 801.11 proper service of a Notice of Circumstances of Claim, Notice of Claim or Notice of Injury must be to the County Chair or the County Clerk. Management should direct a process server to the County Clerk's Office and notify the County Administrator.

4. Legal Actions (Complaints).

a. Employment Claims (EEOC and ERD). Management must immediately forward any employment complaints against the County and/or its employees to the ~~Administrative Coordinator~~County Administrator and the County Clerk. The County Clerk shall immediately report the claim and forward copies of any claim related documentation to the County's employment liability insurer, the County Administrator and Corporation Counsel.

b. Summons and Complaint. Management must immediately forward any summons and complaint against the County and/or its employees to the County Clerk. The County Clerk shall forward copies of the Summons and Complaint to the ~~Administrative Coordinator~~County Administrator and Corporation Counsel. The County Clerk shall immediately tender defense of the summons and complaint to the appropriate liability insurer of the County.

Note: Proper service of a summons and complaint is upon the County Board Chair or the County Clerk. Management should never accept service of process on behalf of the County and all staff should be trained to direct a process server to the County Clerk's Office. The County Administrator should be notified if a summons and complaint is being served upon the County

B. Investigations. The County shall promptly investigate all claims and potential claims against the County. Investigations shall be conducted and/or directed by the ~~County Clerk~~County Administrator with the assistance of Corporation Counsel. To the extent deemed necessary, the ~~Administrative Coordinator~~County Administrator shall request authority from the personnel committee chairperson to retain outside consultants such as counsel or accountants to conduct or assist in the investigation. The ~~Administrative Coordinator~~County Administrator shall ensure that the County and its employees cooperate with any investigation conducted by the County's liability insurers.

C. Preservation of Evidence. Upon receiving notice of a potential claim or claim of any type, the Corporation Counsel in conjunction with the ~~Administrative Coordinator~~County Administrator, IT Department and Department Head shall ensure that all potential evidence relevant to the claim, including, without limitation, any documents, physical evidence or electronic communications relating to the potential claim, is preserved. To the extent required, Corporation Counsel shall forward a written communication to employees who may be in possession of evidence related to the claim, including, without limitation, any documents and electronic communications of any type, advising them to immediately take steps to collect and preserve such evidence. In conducting the investigation, management should be careful to note that many employees today communicate through texting and social media websites. As such, efforts should be made to preserve evidence on these communication channels. Management should consult the ~~Administrative Coordinator~~County Administrator and Corporation Counsel if there is any legal question as to whether the County may access, or require an employee to produce, information contained on County or personal electronic devices. The IT Department, in conjunction with the Corporation Counsel, shall collect all such evidence and preserve it in a separate file so as to ensure its preservation.

XVII. WORK-RELATED INJURIES & ILLNESSES

A. Overview. Workers' compensation coverage is provided for all employees that are injured or become ill while acting within the course and scope of their duties. Work related injury or illness includes injuries and illnesses that arise out of, or are incurred in the course of job related activities on behalf of the County. Coverage begins automatically as of the employee's first day of employment.

The County Clerk is responsible for managing employee claims in accordance with state law and for tracking and reporting such matters. To this end, management input is critical to ensuring that the County Clerk is kept updated regarding any work-related injuries or accidents, medical treatment, reports and lost time following such injuries and illnesses and any issues encountered with employees who return to work following a work-related injury or illness. The County Clerk shall keep the County Administrator informed as to the status of all claims.

B. Accident/Injury Response and Reporting.

1. Employee Obligation. Department Heads and supervisory personnel must instruct and remind all employees to immediately report all work-related injuries and illnesses and that the failure to do so could result in discipline.

2. Response to Reported Injuries and Illnesses. Upon being advised of a work-related incident or illness, the supervisor on duty at the time of the incident and/or the Department Head should report immediately to the scene.

3. Treatment of Injury/Illness. Supervisory personnel responding to a report of a work-related injury or illness shall ensure that immediate first aid is provided and shall further proceed according to the following protocol:

- a. Minor Injury or Illness.** If the injury can be treated through application of first aid techniques on site, the employee ordinarily should return to normal duties.
- b. More Serious Injury or Illness.** Employees experiencing injury or illness requiring care beyond application of on-site first aid must be seen by a healthcare professional before being allowed to return to work.
- c. Serious or Life Threatening Injury or Illness.** 911 should be called to arrange transport to an appropriate health care facility.

4. Safety. Supervisory personnel responding to the scene shall take immediate action to correct or minimize to a reasonable standard of safety any hazard which may have caused or contributed to the accident.

5. Reporting. It is essential that the supervisor on duty accurately and completely fill out the County's Accident/Illness/Incident Investigation Report form available at the County Clerk's Office, following the incident and provide the report to the County Clerk, with a copy to the County Administrator as soon as possible following the discovery of the work-related accident or injury. In addition to completing this form, the supervisor should document the names of any co-workers of the injured staff member who may have witnessed the incident or has knowledge of any facts or circumstances leading up to the incident. Management must ensure work related injuries and illnesses are promptly reported, as unreported cases are virtually impossible to verify, may cause an employee delay in receipt of workers' compensation benefits, may pose a significant threat to employee health and safety, and could lead to further liability on the part of the County.

C. Follow-up Reporting and Monitoring. The employee shall be required to notify the Department Head and County Clerk immediately if they are unable to return to work following medical treatment of a work-related injury or illness and must provide appropriate medical documentation evidencing inability to return to work. Failure to properly report such absence or to return to work may subject the employee to disciplinary action. The County Clerk shall be responsible for ensuring that the County submits all required reports to the County's workers' compensation insurer, the Wisconsin Department of Workforce Development and the federal government relative to a work related injury or illness.

D. Investigation of Work Related Injuries and Illnesses. The County Clerk shall be responsible for directing the investigation of all work-related injuries and illnesses. The County Clerk may delegate all or any part of the responsibility of conducting the investigation to the Department Head and/or supervisor of the affected employee. The County Clerk shall keep the County Administrator informed as to the status of all investigations. Such investigation shall consist of at least all of the following:

1. The affected employee, to the extent practicable, shall provide to the County Clerk accurate and detailed information surrounding the work-related injury or illness, including a personal narrative of the work-related injury or illness, the date and time of the injury/illness, the circumstances surrounding onset, witnesses to the injury/illness, a description of the injury/illness sustained, and the treatment provided.
2. Witnesses shall be interviewed and required to provide all information and evidence related to the injury or illness.
3. The investigation shall ascertain, at a minimum:
 - a. Whether the employee had been properly trained;
 - b. Whether appropriate safety precautions or warning signs were in place;
 - c. Whether personal protective equipment was required and appropriately used;
 - d. Whether environmental issues contributed to or created a hazard;
 - e. Any unusual circumstances surrounding the event;
 - f. The extent of previous occurrences which may or may not have resulted in similar injury or illness;
 - g. Any identifiable cause or contributing factor to the work-related injury or illness including, without limitation, employee negligence or misconduct, improper instruction or supervision, defective equipment or any unsafe conditions at the worksite; and
 - h. Whether additional safety precautions could have prevented or lessened the probability of the work-related injury or illness.
4. Photographs should be taken of any conditions at the scene which may have caused or contributed to the work-related injury or accident and included with the County Accident/Illness/Incident Investigation Report form located at the County Clerk's Office.
5. Additional investigation may be conducted as needed, to identify steps that would allow the County to minimize the risk and the probability of repeated occurrences.

E. Preventive Action. Based on the results of the investigation, the County Clerk shall take all such actions to correct or minimize to a reasonable standard of safety any hazard which may have caused or contributed to the accident. The County Clerk shall confer with the Department Head and the County's workers compensation insurer in developing any corrective action plan as deemed necessary and appropriate.

F. Return to Work. Prior to returning to work, the employee shall provide the County Clerk with a work status report and medical certification completed by the treating healthcare provider which indicates whether the employee may: (1) return to work with no restrictions; (2) return to work with restrictions; or (3) remain off-duty for a specified duration.

XVIII. INVESTIGATING HARASSMENT/DISCRIMINATION

A. Overview. All forms of harassment and discrimination in the workplace, including sexual harassment (collectively "harassment"), will be taken seriously and will not be tolerated by the County. When a complaint of harassment is received, the County will begin an investigation into the allegation as soon as possible, even if the employee allegedly being harassed has not yet made a complaint. A prompt investigation is important for a variety of reasons. A prompt investigation complies with state and federal law, demonstrates that the County takes harassment seriously and seeks to eliminate it from the workplace, may assist in resolving a situation involving alleged harassment before it escalates into a lawsuit and, in the event that the County is sued, may provide the County with defenses that it exercised reasonable care to prevent and correct harassment. The County has promulgated this policy to identify the roles and responsibilities of management relative to allegations of harassment. Management shall, to the extent practicable, comply with the guidelines set forth in this policy.

B. Department Head/Supervisor. Department Heads, supervisors and other management personnel are critical to uncovering and reporting incidents of harassment. Accordingly, when management becomes aware of alleged harassment regarding employees, agents, contractors, vendors or clients of the County or believes that such harassment may exist, management must immediately notify the ~~Administrative Coordinator~~County Administrator (or the County Board Chairperson in the event the allegation of harassment is against the ~~Administrative Coordinator~~County Administrator). (See Appendix G, Section D.1. in the Personnel Policy and Procedures Manual for a complete listing of who to report complaints.) Once reported, management must cooperate and assist in the investigation of the alleged misconduct.

C. ~~Administrative Coordinator~~County Administrator. Upon being advised of an allegation or potential claim of misconduct, the ~~Administrative Coordinator~~County Administrator shall conduct an investigation into the claim in accordance with the following guidelines:

1. Responding to the Allegation; Maintaining Confidentiality. Upon learning of an allegation of misconduct, the ~~Administrative Coordinator~~County Administrator shall obtain information as to all of the following:

- a. Identity of the complainant (if the allegation is made by someone other than the alleged victim);
- b. Identity of the accused;
- c. The alleged harassment at issue;

- d. The number of alleged events of harassment and the period of time over which such alleged harassment has occurred;
- e. Whether there are any witnesses to the harassment and the identities of all such witnesses; and
- f. Whether the harassment is evidenced by any documents or electronic communications.

The ~~Administrative Coordinator~~County Administrator shall initiate contact with the complainant and confirm that the County will be investigating allegations of misconduct, that the County takes all such allegations seriously and that the complainant will be required to provide further information. The ~~Administrative Coordinator~~County Administrator shall advise the complainant and/or any other individual reporting or with knowledge of the alleged harassment not to discuss the matter with other employees while the investigation is pending so as to ensure that the investigation is fair and complete.

2. Preservation of Evidence. If the harassment is evidenced by any documents, electronic communications, voicemails or other evidence, the ~~Administrative Coordinator~~County Administrator shall take immediate steps to immediately obtain and/or preserve such evidence. To the extent required, Corporation Counsel shall forward a written communication to employees who may be in possession of evidence related to the claim, including, without limitation, any documents and electronic communications of any type, advising them to immediately take steps to collect and preserve such evidence. In conducting the investigation, management should be careful to note that many employees today communicate through texting and social media websites. As such, efforts should be made to preserve evidence on these communication channels. Management should consult the ~~Administrative Coordinator~~County Administrator and Corporation Counsel if there is any legal question as to whether the County may access, or require an employee to produce, information contained on County or personal electronic devices. The ~~Administrative Coordinator~~County Administrator shall work with the Corporation Counsel and IT Department to preserve any documents or electronic communications which are on the County's computer system.

3. Interim Remedial Action. The ~~Administrative Coordinator~~County Administrator shall determine if any interim remedial action is necessary to protect the complainant. Interim remedial action may consist of an administrative suspension of the accused, separation of the accused from the complainant, advising the ~~complainant-accused~~ to immediately cease any alleged harassing activity and any other steps which may assist in preventing further incidents of harassment while the investigation is ongoing. The ~~Administrative Coordinator~~County Administrator shall, from time to time during the investigation, consider whether interim remedial action is necessary. The ~~Administrative Coordinator~~County Administrator shall consult Corporation Counsel and/or the County's labor attorney regarding the extent and appropriateness of any interim remedial action.

4. Defining the Scope of the Investigation. The ~~Administrative Coordinator~~County Administrator shall define the nature of the allegation or complaint and determine what additional information and investigation, if any, is needed to address the situation. Issues which should be addressed include, without limitation, the following:

- a. Whether the allegation involves alleged discrimination based on a protected characteristic or class;
- b. Whether the alleged behavior violates a state or federal statute or regulation;
- c. Whether the County is legally obligated to resolve the issue;
- d. Whether and what additional information is needed to resolve the issue; and
- e. Whether and what additional resources are needed to resolve the issue.

The ~~Administrative Coordinator~~County Administrator shall consult Corporation Counsel and the County's labor attorney as necessary to address or define any legal issues raised by the harassment allegation.

5. Retaining an Investigator; Defining the Scope of the Investigation; Interviews. The ~~Administrative Coordinator~~County Administrator shall determine whether outside assistance in the form of the Corporation Counsel, County labor attorney or other consultants is necessary to conduct the investigation or whether the ~~Administrative Coordinator~~County Administrator is qualified to conduct the investigation without outside assistance. Any investigator utilized by the County should have an understanding of the issues involved in the investigation and have experience in conducting investigations involving those issues.

The investigator shall be provided with and knowledgeable of all relevant County policies, procedures and guidelines that may pertain to the alleged harassment. The investigator should determine the individuals who need to be interviewed including the complainant, the accused, witnesses and any other potential witnesses with information and proceed to conduct interviews of those individuals.

The investigator should proceed to conduct the interviews of all necessary witnesses. Interviews should, to the extent practicable, be recorded. The investigator shall obtain and/or preserve all available evidence relevant to the harassment allegations including any documents, electronic correspondence or other evidence.

During the course of the investigation, the investigator should continually determine whether additional interviews and investigation is required. Follow-up interviews of additional witnesses should be conducted and additional information obtained based on the information provided.

6. Conclusions. At the completion of the investigation, the ~~Administrative Coordinator~~County Administrator in conjunction with any counsel or consultants retained to conduct the investigation shall draw conclusions regarding the alleged harassment based on the interviews and evidence obtained. The following issues should be addressed prior to making any recommendations or taking any formal action:

- a. Whether some form of harassment or harassing conduct occurred;
- b. The seriousness of the harassing behavior;
- c. Whether the accused had previously been asked to eliminate such conduct in the past;
- d. Whether the accused is a manager, supervisor or co-employee of the complainant;
- e. What action the County has taken to address similar conduct in the past;
- f. Whether the accused had been provided with the County's policies against harassment and/or had undergone harassment training; and
- g. The likelihood that the accused will engage in similar conduct in the future.

7. Recommendations. In the event that it is concluded that the accused engaged in conduct which constitutes harassment, the ~~Administrative Coordinator~~County Administrator shall consider taking one or more of the following steps:

- a. Verbal discussion/counseling with the accused;
- b. Written warning;
- c. Suspension;
- d. Demotion;
- e. Transfer;
- f. Reduction in compensation (wage cut, bonus ineligibility, etc.); and/or
- g. Termination.

Whether or not inappropriate behavior or action occurred, the ~~Administrative Coordinator~~County Administrator should reiterate the County's no harassment/discrimination policy to the accused, the complainant and all individuals involved in the investigation and document such training.

8. Follow-up. To the extent that the accused remains in the employ of the County following the completion of the investigation, the ~~Administrative Coordinator~~County Administrator shall follow-up with the accused and any witnesses of the alleged harassment to ensure that the accused has ceased all objectionable behavior and that the victim and any witnesses have not suffered any adverse consequences because he/she made a complaint or participated in the investigation. This follow-up should be conducted regularly over the course of the three (3) months following the investigation and longer if determined necessary by the ~~Administrative Coordinator~~County Administrator.

9. Documentation. At the completion of the investigation, the ~~Administrative Coordinator~~County Administrator and/or the investigator shall finalize the investigation by summarizing:

- a. The background of the investigation including any allegations made;
- b. The interviews and other investigative steps conducted;
- c. The applicable guidelines, policies, laws and regulations, which apply to the alleged conduct;
- d. The key findings and the rationale for those findings including inconsistencies in statements, admissions and credibility determinations; and
- e. The conclusion of the investigation and any recommendations made for discipline and follow-up with the accused.

XIX. SEPARATION FROM EMPLOYMENT

Employees may be discharged at the discretion of the County, or may choose to separate from employment. The following procedures will be utilized for employees who are discharged or who choose to separate from employment with Green Lake County. The following procedures are designed to provide guidelines for employee separation and to provide consistency in and, to the extent practicable, limit employment claims by separating employees.

A. Involuntary Termination/Forced Resignation. In the event the County determines it is necessary to terminate an employee, the following procedures shall be followed:

- 1. Approval of Termination.** The ~~Administrative Coordinator~~County Administrator shall approve of all terminations of employees in the County.
- 2. Plan the Termination Meeting.** The Department Head and ~~Administrative Coordinator~~County Administrator will arrange the logistics of the meeting with the employee, including the day, time, length of the meeting, and individuals to be present. Corporation Counsel may be required to attend. At least one individual should be appointed to take notes during the meeting.
- 3. Notice to Employee.** The employee to be terminated shall be notified by the employee's Department Head and ~~Administrative Coordinator~~County Administrator in a meeting to take place in the Office of the ~~Administrative Coordinator~~County Administrator. The employee shall be provided with the grounds for the termination in writing and the employee shall be requested to sign a copy of the writing acknowledging the same. If the employee wishes to debate the decision, the ~~Administrative Coordinator~~County Administrator and Department Head shall advise the employee of the availability of the County's grievance procedure rather than debating the merits of the termination.
- 4. Exit Interview.** The County Clerk shall discuss the following with the employee upon termination:
 - a. The final pay period;
 - b. Termination of insurance benefits and applicability of COBRA;
 - c. Status of Wisconsin Retirement System (WRS) benefits; and
 - d. Status of other applicable benefits, including unused vacation, sick leave, etc.

The employee shall be provided with a summary of COBRA options, WRS forms and contact information and a copy of the termination notice.

The ~~Administrative Coordinator~~County Administrator shall determine whether a more extensive exit interview with the terminated employee is appropriate. Any exit interview shall be conducted in the Office of the ~~Administrative Coordinator~~County Administrator in conjunction with the Department Head.

5. Return of Property. All county property must be collected from the terminated employee at the time of termination, including but not limited to uniforms, cell phones, keys, laptops and identification cards.

6. Exit Strategy. Upon completion of the meeting, allow the employee to gather his/her personal belongings and immediately exit the premises. If there is a security risk, arrange for the employee to be escorted off County premises.

7. Documentation. The Department Head and ~~Administrative Coordinator~~County Administrator shall document the termination in the employee's personnel file in the County Clerk's office. The documentation should include the date or dates of the misconduct or actions leading to termination, a detailed description of the misconduct and/or actions giving rise to termination, and the reasons for taking such action.

8. Eliminate Access to Technology. As soon as practicable, and if possible prior to the termination meeting, the employee's access to County technology should be severed. IT shall be consulted to remove the employee from County webpages and directories. The employee's emails should be rerouted to the ~~Administrative Coordinator~~County Administrator or

Department Head, and the employee's computer and email passwords should be changed. IT shall take all measures necessary to ensure the employee no longer has access to the County's electronic resources.

B. Voluntary Termination (Resignation, Retirement). An employee may voluntarily resign or retire in good standing by submitting a written letter of resignation/retirement to the Department Head at least fifteen (15) calendar days in advance of the separation. A ~~Supervisor or~~ Department Head wishing to resign or retire in good standing shall give at least a thirty (30) calendar day notice of resignation to the ~~Administrative Coordinator~~County Administrator.

1. Notice. The Department Head (or ~~Administrative Coordinator~~County Administrator in the event of voluntary termination of a Department Head) shall ensure the written notice provided by the employee is signed, dated, and includes a statement indicating the desire of the employee to separate from employment and the effective date of the separation. The Department Head shall submit the employee's notice to the ~~Administrative Coordinator~~County Administrator.

2. Acceptance. Resignation or retirement of an employee shall be accepted by the Department Head upon submission of a written notice by the employee. In situations where notice has been given, the Department Head (or in case of the Department Head, the ~~Administrative Coordinator~~County Administrator) may, in their sole discretion, waive the notice period given and make the resignation or retirement effective immediately.

3. Last Day Worked. Employees must actually work through their notice period and may not use benefited time or regularly scheduled days off to complete their notice period or extend their last date of employment (except in cases of an emergency). Example: An employee may not retire effective July 2 and take vacation their last two weeks of employment. This creates additional liability to the County in regards to benefits and interrupts transition of responsibility within the department.

4. Exit Interview. The County Clerk shall discuss the following with the employee upon termination:

- a. Effective date of voluntary termination, the final pay period and last day worked;
- b. Termination of insurance benefits and applicability of COBRA; and
- c. Status of other applicable benefits, including unused vacation, sick leave, etc.

The ~~Administrative Coordinator~~County Administrator shall determine whether any more extensive exit interview with the departing employee is appropriate. Any exit interview shall be conducted in the Office of the ~~Administrative Coordinator~~County Administrator. ~~in conjunction with the~~ The Department Head may also attend.

5. Return of Property. Department Heads, or in the case of a Department Head resigning or retiring, the County Administrator, must collect all county property from employees at the time of separation, including but not limited to uniforms, cell phones, keys, laptops, and identification cards.

6. Documentation. The employee's notice of voluntary separation shall be placed in the employee's personnel file ~~in the County Clerk's office.~~

7. Eliminate Access to Technology. As soon as practicable, and if possible on the last day worked by the employee, the employee's access to County technology should be severed. IT shall be consulted to remove the employee from County webpages and directories. The employee's emails should be rerouted to the Department Head or County Administrator in the case of a Department Head, and the employee's computer and email passwords should be changed. IT shall take all measures necessary to ensure the employee no longer has access to the County's electronic resources.

C. Bar From Reemployment. An employee who is terminated involuntarily or forced to resign, in lieu of termination, from employment shall be ineligible for reemployment with the County.

C. Future References. A notation shall be made in the employee's personnel file as to what information may be divulged in the event a reference is requested of the County for each separated employee.

APPENDIX A

POLICY AND GUIDELINES FOR COMMUNICABLE DISEASES INCLUDING AIDS

It is the policy of Green Lake County (County), pursuant to all federal, state and local laws and regulations, to establish appropriate health standards for employees of the County. Also, it is County policy to educate employees in disease-prevention methods and sound health practices.

In an effort to maintain a safe and healthful working environment, the County, through its health service, will provide educational opportunities to employees regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases.

In recognition that an individual's health status is personal and private, the County through its Health Officer will handle information regarding employees with confirmed communicable diseases in agreement with federal and state law and County policies regarding confidentiality of employee records.

Recognizing the County's responsibility toward County employees, the following principles are incorporated into the County's Personnel Policies and Procedures Manual:

1. Employees with a life-threatening communicable disease will be offered the right to continue working so long as the best available medical evidence indicates that their continued employment does not present a health or safety threat to themselves or to others;
2. Each case shall be judged on an individual basis. Careful consideration will be given to the circumstances and needs of each employee. Reasonable effort will be made to accommodate employees by providing flexible work hours and assignments whenever possible and/or appropriate;
3. No special consideration shall be given beyond normal transfer requests for an employee who feels threatened by co-workers' illness.

APPENDIX B

PANDEMIC AND NATURAL DISASTER POLICY AND PROTOCOL

In the event of a pandemic or natural disaster, Green Lake County (County) is committed to protect essential facilities, equipment, records and other assets, to reduce or mitigate disruptions to operations, to reduce the loss of life and minimize damage and losses and to achieve a timely and orderly recovery from the emergency. To ensure this continuation, the following policy and protocol should be followed.

When initial warnings of a pandemic or natural disaster are known, all Department Heads should immediately review their department's Continuation of Operation Plan (COOP) and prepare to begin operations in a "Stand-by Mode". Within the COOP is contained the necessary, and previously decided information for each department to continue its' function. These elements of COOP are listed below:

1. Essential Functions;
2. Delegations of Authority and Orders of Succession;
3. Alternate Work sites;
4. Interoperable Communications;
5. Vital Records and Databases;
6. Logistics and Administration;
7. Human Resource Management;
8. Security;
9. Test, Training and Exercises; and
10. Recovery (returning to normal).

The County will implement the Incident Command Structure (ICS) for disasters with the Health Officer, or designee, as the Incident Commander for a flu pandemic or other public health emergencies and the Emergency Government Director, or designee, as the Incident Commander for natural or other disasters. The County has designated and trained several staff in the ICS system to respond to emergencies and an Incident Commander is chosen based on the type of incident. In many cases, Unified Command will be utilized. The command structure includes primary and secondary positions for Incident Commander, Public Information Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section chief and Liaison Section Chief. The Public Information Officer (PIO) will hold regular press conferences during the pandemic/natural disaster and will implement various means of communication including website, local access channels, radio, newspaper, etc., to disseminate information. Additionally, the Incident Commander and other County officials will make the determination if designated alternate work sites will be utilized.

The County has designated the IT Director, or designee, as the individual who will ensure communications are available at the alternate work site. The IT Director, or designee, will provide the ability to communicate within the organization as well as with other organizations. The IT Director, or designee, will also provide the means of electronic or hard copy documents necessary for each department's essential functions.

The County has designated the ~~Administrative Coordinator~~County Administrator, or designee, as the individual who will inform union leadership of the need to suspend and/or amend certain union policies, as identified in the COOP, during this pandemic or natural disaster. Additionally, the ~~Administrative Coordinator~~County Administrator will advise as to which County ordinances or policies, as identified in COOP, may be suspended and/or amended during this crisis. The ~~Administrative Coordinator~~County Administrator will begin to activate applicable policies and will notify staff of these changes. Additionally, the ~~Administrative Coordinator~~County Administrator, or designee, will work with departments to identify appropriate Personal Protective Equipment (PPE) and select the appropriate protective devices. This identification of PPE's should begin as soon as any pandemic and/or crisis are known.

The County has designated the County Health Department, or designee, as the unit which will provide regular information of the status of a pandemic influenza. This department will also provide necessary infection control measures to staff and the general public. Additionally, tis department will be responsible to provide antiviral(s)/vaccine(s) if available based on prioritization guidelines.

The County has designated the County Sheriff's Department as the unit which will coordinate security and access to alternate work sites.

All Department Heads are required to provide COOP information to all staff to ensure that all employees have a clear understanding of what to do in the event of a pandemic or natural disaster. Additionally, all Department Heads will make sure there is a process in place for maintaining and updating the department's COOP on a yearly basis.

The Order of Succession which is outlined in COOP, shall be implemented or considered in effect in the following emergency circumstances when the principal person is unavailable either due to inability to physically travel to the work site, communicate by electronic means or is medically or otherwise incapable of performing the functions of their position:

1. A national emergency is declared which requires the use of the succession plan;
2. The Director of Emergency Management or other competent and recognized governmental authority declares a local emergency; and
3. Such emergency has not yet been formally declared but its state of existence is obvious.

Preparation is the key to maintaining a functional organization in the event of a pandemic or natural disaster. Green Lake County Board of Supervisors should make every effort to continue their support, and to allow for necessary preparations, to include personal protective equipment, and should provide necessary funding, as required.

The following procedures and/or policies will be suspended and/or amended during a pandemic or natural disaster:

Recruitment: The County may utilize whatever resources are available to fill any unanticipated opening due to the crisis situation. Normal advertising methods will be eliminated and positions will be filled by whatever means is available.

Job Postings: In the event that a position becomes vacant during this period of crisis, the regular posting procedure for internal filling of the position will be suspended.

Leaves of Absence: While the County will allow the continued use of sick leave for employees and their families, as is allowed by the union contracts, use of vacation and personal days may be suspended until the crisis situation is concluded. To the extent possible, employees will be allowed to take funeral leave. Employees may be asked to work on a normally scheduled paid holiday; however, employees will be provided with a floating holiday to be used at another time.

Dress Code: Due to the potential of employees needing to work at alternate worksites with possibly less than desirable working conditions, the dress code which disallows the wearing of jeans, sweat shirts and T-shirts will be suspended until the crisis situation is concluded.

Governing Committees: In order for decisions to occur in a timely manner, the normal procedures of approvals moving from standing committee to Personnel Committee may be suspended. Each County appointee, or designee, shall be authorized to make such decisions as may be necessary, based on the scope and severity of the situation.

Worksites: In the event that the severity of a pandemic is so great as to require social distancing or a natural disaster has demolished alternate work sites, employees may be allowed to work at home, if possible. Department Heads should designate those job duties in the department's COOP that could be accomplished at employee's homes. Employees would be required to maintain records of hours worked in order for the County to accurately pay for hours worked.

Reassignments: The County will prepare, in advance, documents which address the need to reassign staff to other County agencies/departments depending on the type of emergency. These staff members will be notified of the potential of the reassignment.

Flexible Work Schedules: The County will allow for flexible work hours, including but not limited to, staggered shifts, extended shifts or weekend hours. To the extent possible, breaks will be offered but unpaid rest periods may be eliminated. To the extent possible, employees will be offered work schedules similar to current schedules.

Personnel Committee recommends approval

Passed and Adopted this 20th day of June, 2017

Roll Call on Ordinance 16-2017

Aye 15, Nay 3, Absent 1, Abstain 0

Submitted by Personnel Committee: /s/ Joe Gonyo, Chairman; /s/ Robert Lyon; /s/ Robert Schweder; /s/ Sue Wendt

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

August 15, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, August 15, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 15, Absent – 4 (Rich Slate-District 3, Peter Wallace-District 5, Michael Starshak-District 7, Patti Garro-District 8)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Paul Schwandt	4
Joy Waterbury	6
David Richter	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Nick Toney	13
Dennis Mulder	14
Katie Mehn	15
Joe Gonyo	16
Joanne Guden	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

1. The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 15th day of August, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL
PLEDGE OF ALLEGIANCE
MINUTES OF 06/20/17
ANNOUNCEMENTS
PUBLIC COMMENT (3 MIN LIMIT)
APPEARANCES

- Presentation of plaque to Green lake County Health Department for completing Level II requirements

CORRESPONDENCE

DEPARTMENT REPORTS

- Shelby Jensen – Child Support/ESU
- Ed Schuh – Fox River Industries
- Dawn Klockow, Corporation Counsel – Contract Policy and Resolution/Ordinance Format

BUDGET ADJUSTMENTS

RESOLUTIONS

- Resolution 14-2017 Establishing 2018 Annual Budgeted Allocation for Pay for Performance
- Resolution 15-2017 Relating to the Creation of a New Multi-County Aging and Disability Resource Center
- Resolution 16-2017 Relating to Cancellation of Outstanding Checks
- Resolution 17-2017 Relating to Labor Agreement with Green Lake County Law Enforcement Association, WPPA Law Enforcement Employee Relations Division

ORDINANCES

- Ordinance 17-2017 Amending County Board Rule 9-42 Miscellaneous Committees
- Ordinance 18-2017 Repealing and Recreating Chapter 257, Vehicles, All-Terrain/Utility Terrain

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON September 19, 2017

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

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

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 10th day of August, 2017.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 6/20/2017

2. ***Motion/second (Richter/Guden)*** to approve the minutes of June 20, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

3. The next County Board meeting will take place on September 19, 2017 at 6:00 PM.
4. Chairman Reabe informed the supervisors about information regarding the 2016 audit on their desks and also a WCA county directory.
5. Chairman Reabe urged the supervisors to consider attending the Wisconsin Counties Association conference in September.

PUBLIC COMMENTS (3 Minute Limit)

6. Willie Conklin, Dalton, urged the Board to vote in favor of allowing ATV's to use county roads to access town roads. He stated this would improve tourism and revenue for Green Lake County.
7. Gene Goode, Fremont, stated he has worked with Waupaca County in developing an ATV policy and explained some of their regulations regarding routes.
8. Tom Yancy, Berlin, is a member of the Marquette County ATV Club and would like to see the use of county roads approved to connect communities and to keep revenue dollars in the area instead of going up north.

CORRESPONDENCE

9. County Clerk Liz Otto read a letter from Governor Scott Walker acknowledging receipt of Resolution 13-2017 Relating to Funding and Filling a Full-time Agricultural Agent Position.
10. County Clerk Liz Otto informed the Board of the most recent population estimate just received from the Wisconsin Department of Administration. The 2017 preliminary estimate is 19,175 with an estimated voting population of 14,920. Both reflect a slight increase over 2016.

APPEARANCES

11. Chris Culotta, regional Health Director, presented Kathy Munsey with a plaque for attaining Level II status for the Green Lake County Health Department. In order to achieve this goal, there are 7 extra programs and services that a department must provide over a Level I unit. He thanked Kathy for her leadership and hard work. Kathy thanked her staff for their dedication and the County Board for their continued support.

DEPARTMENT REPORTS

12. Shelby Jensen, unit manager for Child Support/Economic Support, spoke mainly on the Economic Support unit. She explained the 9 member consortium and the other counties involved as well as how the call center functions. Jensen gave an update on the programs and services provided by ESU including FoodShare, medical assistance, family care, Badger Care, child care, energy assistance, and Operation Backpack.
13. Rich Slate, Supervisor #3, was seated at 6:25 PM. Supervisors present – 16, Absent – 3 (Wallace, Starshak, Garro).
14. Ed Schuh, unit manager for Fox River Industries, gave an update on his unit including their mission statement and a brief overview on the services provided at FRI. Schuh also informed the Board about some of the building updates that have taken place recently.
15. Michael Starshak, Supervisor #7, was seated at 6:45 PM. Supervisors present – 17, Absent – 2 (Wallace, Garro)
16. Dawn Klockow, Corporation Counsel, informed the Board of the policy adopted by the Administrative Committee regarding contracts. She also went over the new resolution/ordinance format which was approved by the Administrative Committee as well.

BUDGET ADJUSTMENTS

17. Chairman Reabe asked the Board if they would like to vote on the budget adjustments as one group or vote on each one separately. Supervisor Starshak requested separate votes.
18. County Clerk/Maintenance - move \$4,500.00 to Food Pantry
Motion/second (Mulder/Bernhagen) to approve budget adjustment from County Clerk/Maintenance to Food Pantry. Roll call vote – Ayes – 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain – 0.
19. Treasurer – change budget from \$10.00 to \$5,000 to accurately account for revenue
Motion/second (Jenkins/Trochinski) to approve budget adjustment. Discussion held. Request was made for all future budget adjustments to have the explanation filled out. Roll call vote – Ayes – 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain – 0.
20. Contingency – move \$337,547.03 from Other Taxes to Contingency for TID closure.
Motion/second (Toney/Richter) to approve budget adjustment from Other Taxes to Contingency. Discussion held. County Administrator Cathy Schmit explained that this is due to excess proceeds from a TID closure. Roll call vote – Ayes – 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain – 0.
21. Law Enforcement – move \$8,537.75 from Carryover account to Sale of Equipment for insurance settlement.
Motion/second (Wendt/Trochinski) to approve budget adjustment from Carryover to Sale of Equipment. Roll call vote – Ayes - 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain - 0. Motion carried.
22. Circuit Court/Contingency – move \$5,126.00 from Contingency to Circuit Court for projector replacement in Courtroom 2.
Motion/second (Starshak/Guden) to approve budget adjustment from Contingency to Circuit Court. Roll call vote – Ayes - 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain - 0. Motion carried.
23. Treasurer – change budget to reflect accurate figures following the March bond reissuance
Motion/second (Jenkins/Schweder) to approve budget adjustment for Treasurer. Roll call vote – Ayes - 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain - 0. Motion carried.

RESOLUTIONS

24. Resolution No. 14-2017 Establishing 2018 Annual Budgeted Allocation for Pay for Performance. **Motion/second (Schweder/Jenkins)** to adopt Resolution No. 14-2017. Discussion held. Roll call vote to adopt Resolution No. 14-2017 – Ayes – 14, Nays – 3 (Slate, Waterbury, Starshak), Absent – 2 (Wallace, Garro), Abstain – 0. Motion carried. Resolution No. 14-2017 passed as adopted.
25. Resolution No. 15-2017 Relating to the Creation of a New Multi-County Aging and Disability Resource Center. **Motion/second (Gonyo/Toney)** to adopt Resolution No. 15-2017. Roll call vote to adopt Resolution No. 15-2017 – Ayes – 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain – 0. Motion carried. Resolution No. 15-2017 passed as adopted.
26. Resolution No. 16-2017 Relating to Cancellation of Outstanding Checks. **Motion/second (Toney/Bernhagen)** to adopt Resolution No. 16-2017. Roll call vote to adopt Resolution No. 16-2017 – Ayes – 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain – 0. Motion carried. Resolution No. 16-2017 passed as adopted.
27. Resolution No. 17-2017 Relating to Labor Agreement with Green Lake County Law Enforcement Association, WPPA Law Enforcement Employee Relations Division. **Motion/second (Schwandt/Wendt)** to adopt Resolution No. 17-2017. Roll call vote to adopt Resolution No. 17-2017 – Ayes – 16, Nays – 0, Absent – 2 (Wallace, Garro), Abstain – 1 (Starshak). Motion carried. Resolution No. 17-2017 passed as adopted.

ORDINANCES

28. Ord. 17-2017 Amending County Board rule 9-42 Miscellaneous Committees. **Motion/second (Richter/Toney)** to enact Ordinance No. 17-2017. Discussion held. Corporation Counsel Dawn Klockow explained the ordinance. Roll call vote to enact Ordinance 17-2017 - Ayes – 17, Nays – 0, Absent – 2 (Wallace, Garro), Abstain – 0. Ordinance No. 17-2017 passed as enacted.
29. Ord. 18-2017 Repealing and Recreating Chapter 257, Vehicles, All-Terrain/Utility Terrain. **Motion/second (Schwandt/Slate)** to enact Ordinance No. 18-2017. Discussion held. Corporation Counsel Dawn Klockow answered questions from the Board. **Motion/second (Waterbury/Starshak)** to postpone the vote on this ordinance. Ayes – 4 (Jenkins, Waterbury, Starshak, Reabe), Nays – 13, Absent 2 (Wallace, Garro), Abstain – 0. Motion failed. Supervisor Slate gave a statement in favor of passing the ordinance. **Motion/second (Waterbury/Jenkins)** to amend the ordinance by including language in Section I to state that any designation of an ATV route must go before a public hearing. **Supervisor Jenkins withdrew his second. Supervisor Starshak seconded the motion.** Ayes – 2 (Waterbury, Starshak), Nays – 15, Absent – 2 (Wallace, Garro), Abstain – 0. Motion failed. Roll call vote to enact Ordinance 18-2017 as presented - Ayes – 15, Nays – 2 (Waterbury, Starshak), Absent – 2 (Wallace, Garro), Abstain – 0. Ordinance No. 18-2017 passed as enacted.

COMMITTEE APPOINTMENTS

30. Chairman Reabe made the following appointments:
Kathleen Moore to the Board of Adjustment for a 3-year term ending June 30, 2020
Supervisor Joe Gonyo to the Workforce Development Board
Planning & Zoning Director Matt Kirkman to the Land Information Council
31. **Motion/second (Starshak/Toney)** to approve appointments. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON September 19, 2017

32. Chairman Reabe stated that Paul Gunderson, County Conservationist, will give a report on the Land Conservation department.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

33. None

ADJOURN

34. **Motion/second (Schweder/Trochinski)** to adjourn at 7:38 PM. All Ayes. Motion carried.

Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NUMBER 14-2017

Establishing 2018 Annual Budgeted Allocation for Pay for Performance

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of August 2017, does resolve as follows:

WHEREAS, Green Lake County strives to provide maximum service to its residents while minimizing the financial impact of county taxes on taxpayers, and

WHEREAS, Green Lake County continues to operate under State imposed budgetary constraints while providing mandated services, and

WHEREAS, with the enactment of ACT 10 the County has reviewed and updated the Green Lake County Personnel Policies and Procedures Manual as well as the Administrative Manual, adopted the WIPFLI Non-Union Compensation Plan and has established an enhanced employee annual review process, and

WHEREAS, Green Lake County has now established a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

WHEREAS, the County Administrator is developing the 2018 Proposed Annual Budget for review and adoption by the Green Lake County Board in November 2017, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED by the Green Lake County Board of Supervisors that for staff hired prior to June 30, 2017, each 2018 departmental budget shall include an amount equal to 2% of gross wages to be allocated accordingly to staff based on the merits of employee performance as established during their individual annual performance review, and

APPROVE AS TO FORM: Corporation Counsel

BE IT FURTHER RESOLVED that any performance based wage increases will be effective January 1, 2018, with back pay distributed no later than the second payroll of April 2018 following finalization of the annual performance evaluation process with the funds being awarded strictly on the merits of each individual employee's performance, and

BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage adjustments remaining after the annual performance review process has been completed shall be applied by the Account Budget Coordinator to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Salary/Fringe Pool

(Acct# 18-101-23-51820-999) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, merit pay variations, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year, and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note is a directive of the Green Lake County Board.

PURPOSE: to establish 2018 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Salary/Fringe Pool.

FISCAL NOTE: For 2018 the levied general pay increase based on employee performance shall not exceed **\$192,000.00**. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Salary/Fringe Pool (Acct# 18-101-23-51820-999) to cover budget variations that occur due to internal position postings, new position hires, retirements, merit pay variations, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.

Personnel Committee recommends approval
Passed and Adopted this 15th day of August, 2017
Roll Call on Resolution 14-2017
Ayes 14, Nays 3, Absent 0

Submitted by Personnel Committee: /s/ Joe Gonyo, Chair; /s/ Paul Schwandt; /s/ Robert Lyon; /s/ Robert Schweder; /s/ Sue Wendt

RESOLUTION NUMBER 15 – 2017

Relating to the creation of a new Multi-County Aging and Disability Resource Center

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of August, 2017, does resolve as follows:

WHEREAS: The Wisconsin Department of Health Services, Division of Public Health will be approving funding for Adams, Green Lake and Waushara Counties to become a multi –county Aging and Disability Resource operated by Waushara, Green Lake, and Adams Counties.

WHEREAS: The Health and Human Service Department of Green Lake, Adams and the Department of Human Services and Department of Aging Services of Waushara County have effectively operated within a quad-county Aging and Disability Resource Center consortium since 2012, and

WHEREAS: The cost of development of the tri-county Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties will be county levy neutral; and

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Department of Health & Human Services be authorized to work with Waushara County Department of Human Services, the Waushara County Department of Aging Services and Adams County Department of Health & Human Services, and to submit the application for becoming a tri-County ADRC of Adams, Green Lake and Waushara Counties and,

BE IT FURTHER RESOLVED: That the Waushara County Department of Human Services will continue to perform as the fiscal agent for the Consortium.

Health & Human Services Board recommends approval

Passed and Adopted this 15th day of August, 2017

Roll Call on Resolution 15-2017

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Joy Waterbury; /s/ Richard Trochinski; /s/ Nick Toney; /s/ Tom Reif; /s/ Nancy Hoffmann; /s/ John Gende

**Resolution Number 16-2017
Relating to Cancellation of Outstanding Checks**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of August, 2017, does resolve as follows:

WHEREAS, Five checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;

NOW, THEREFORE BE IT RESOLVED, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

<u>Check Number</u>	<u>Date of Check</u>	<u>Amount</u>	<u>Payee</u>
180891	05/13/2016	\$361.96	Princeton Senior Center
181160	05/27/2016	\$2,721.77	Portage County Sheriff
181324	06/10/2016	\$22.00	Jason Wassong
181797	07/15/2016	\$25.60	Kayla Peterson
181940	07/15/2016	\$74.77	WI Dept of Justice

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to the Horicon Bank.

NOTE: The above checks contain the notation "Void after six months"

Finance Committee recommends approval

Passed and Adopted this 15th day of August, 2017

Roll Call on Resolution 16-2017

Aye 17, Nay 0, Absent 2, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Larry Jenkins; /s/ Robert Lyon; /s/ Dennis Mulder; /s/ Joanne Guden

RESOLUTION NO. 17-2017

Relating to Labor Agreement with Green Lake County Law Enforcement Association, WPPA Law Enforcement Employee Relations Division

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of August 2017, does resolve as follows:

WHEREAS, a tentative agreement has been reached between Green Lake County and the Green Lake County Law Enforcement Association, WPPA Law Enforcement Employee relations division; and,

NOW BE IT RESOLVED, that the Green Lake County Board of Supervisors does ratify the attached summary of the three-year contract with its attached wage appendices for 2018, 2019 and 2020, effective January 1, 2018.

NOW BE IT FURTHER RESOLVED, that the Green Lake County Administrator may execute the contract on behalf of the County.

FISCAL NOTES: Wage rate increases are 1.5% effective 1/1/2018, 1.5% effective 7/1/2018, 2.5% effective 1/1/2019 and 2.5% effective 1/1/2020. Employees will pay 4.5% of employee share of Wisconsin Retirement effective 1/1/2018, 5.5% of employee share of Wisconsin Retirement effective 1/1/2019 and 100% of employee share of Wisconsin Retirement effective 1/1/2020. The projected net resulting costs for adjusted wages and reduced employer share of Wisconsin Retirement are \$7,982 increase for 2018, \$19,660 increase for 2019 and \$11,420 increase for 2020.

2017 INITIAL BARGAINING PROPOSAL FROM GREEN LAKE COUNTY TO GREEN LAKE COUNTY PROFESSIONAL POLICE ASSOCIATION.

1. Revisions re: County Administrator
 - a) Article 4 – B: replace ‘Green Lake County Law Enforcement Committee and the Green Lake County Personnel Committee’ with ‘County Administrator’.
 - b) Article 5 – A: replace ‘appropriate County Committee’ with ‘County Administrator’.
 - c) Article 5 – B: replace ‘appropriate governing committee’ with ‘County Administrator’. Remove: ‘at the next regular scheduled meeting of the appropriate governing committee’.
 - d) Article 6 – C: replace ‘Law Enforcement Committee’ with ‘County Administrator’.
 - e) Article 14 – D: replace ‘Personnel Committee of the Green Lake County Board of Supervisors’ with ‘County Administrator’. Replace ‘Committee’ with ‘County Administrator’.
 - f) Article 17: replace ‘Law Enforcement Committee’ with ‘County Administrator’.
2. Article 10 – A: remove ‘...under the County’s separate law enforcement tier health insurance program as applicable.’
3. Article 14 – I (2): remove: ‘Other than as authorized in subparagraph 5 below, an.....’
4. WAGES:
 - a) 1/1/2018 1.5% 4.5% Employee share WRS contribution
 - b) 7/1/2018 1.5%
 - c) 1/1/2019 2.5% 5.5% Employee share WRS contribution
 - d) 1/1/2020 2.5% 100% Employee share WRS contribution

Update Wage Rate Table:

From:		To:	
Step 1	Start	Step 1	Start
Step 2	1 Year	Step 2	1 Year
Step 3	2 Years	Step 3	2 Years
Step 4	6 Years	Step 4	6 Years
Step 5	12 Years	Step 5	10 Years

Officers hired with 5 years or more of creditable law enforcement service experience may be credited with the appropriate years of experience when being placed on the wage rate table at the discretion of the Sheriff with approval of the County Administrator.

5. LANGUAGE ITEMS:

- a) Article 5 – D: Replace: ‘Each party shall bear its share of costs of the arbitrator or reporting transcripts, if any.’ ‘The losing party shall assume the full cost of the filing fee and reimburse the other party within thirty (30) days of the arbitrator’s decision.’
- b) Article 12 – G: Insert after “F above...” : ‘and 24 hours vacation time’, shall be granted....
- c) Article 14 – C: move ‘grandparent’ from (3) days off to (1) day off.

Add at end of paragraph: Exceptions may be granted at the discretion of the Sheriff or County Administrator.

6. DURATION: Three-year agreement

Personnel Committee recommends approval

Passed and Adopted this 15th day of August, 2017

Roll Call on Resolution 17-2017

Ayes 16, Nays 0, Absent 2, Abstain 1

Submitted by Personnel Committee: /s/ Joe Gonyo, Chair; /s/ Paul Schwandt; /s/ Sue Wendt; /s/ Robert Lyon; /s/ Robert Schweder

ORDINANCE NO. 17 –2017

Amending Chapter 9, §9-42 Miscellaneous appointed committees

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of August 2017, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, that Chapter 9, Section 9-42, Miscellaneous appointed committees shall be amended as follows:

The County Board Chair may appoint, with County Board approval, the membership of various special purpose committees, boards, commissions, etc., as well as so-called ad hoc committees for special, limited purposes with limited durations. These appointed groups shall have such membership as is needed to accomplish the purpose for which appointed and may consist of County Board Supervisors, County officers and employees, lay members, or combinations thereof as appropriate. They shall hold meetings, the time and place of which have been duly advertised, and keep minutes of all actions taken at such meetings, and the members may receive meeting payments and reimbursement for mileage as fixed and allowed by the County Board for all committees as appropriate, with no member to receive more than \$1,500 per committee annually. The duties of each of these special purpose commissions, committees, boards, etc., shall be in accordance with the purpose for which they were established, and they shall provide such reports to the County Board as may from time to time be requested. Committees composed of county employees formed by the County Administrator or any Department Head to study or recommend policy to their respective committees of jurisdiction, even if formed at the direction of the committee of jurisdiction, are not committees of the County Board.

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

This Ordinance requires a 2/3 affirmative vote to pass and be enacted.

Administrative Committee recommends approval

Passed and Adopted this 15th day of August, 2017

Roll Call on Ordinance 17-2017

Aye 17, Nay 0, Absent 2, Abstain 0

ORDINANCE NO. 18 –2017

Repealing and Recreating Chapter 257, Vehicles, All-Terrain/Utility Terrain

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of August 2017, does ordain as follows:

WHEREAS, the Green Lake County Highway Committee has given due consideration to the recreational and economic value of designating certain County Trunk Highways as an ATV route and weighed the recreational and economic value against protecting the safety of motorists by maintaining the road edge, surface and integrity of the right-of-way, public safety, terrain involved, traffic density and history of automobile traffic; and,

WHEREAS, one or more individuals, associations or organizations are interested in sponsoring designated ATV routes on County Trunk Highways and have indicated a desire to support the costs involved in installing signs for the designated ATV routes by underwriting the costs involved; and,

WHEREAS, the Green Lake County Highway Committee and the Highway Department have received requests for designation of portions of County Trunk Highways as ATV routes.

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

Section 1. Green Lake County Ordinance, Chapter 257, Vehicles, All-Terrain, Ordinance Number 407-90 enacted on February 20, 1990 be, and it hereby is, REPEALED.

Section 2. Chapter 257, All-Terrain/Utility-Terrain Vehicles is created as follows:

§257-1. Authority.

This Chapter is adopted under the authority granted by §§59.02 and 23.33 (8)(b) and (11) Wis. Stats. and Wis. Admin. Code NR §64.12.

§257-2. Title.

This Chapter shall be known as, referred to, or cited as the “Green Lake County All-Terrain/Utility Terrain Vehicle, (ATV/UTV) Ordinance.”

§257-3. Jurisdiction.

This Chapter shall regulate the operation of all all-terrain/utility-terrain vehicles in all areas of Green Lake County.

§257-4. Adoption of Statutory Provisions.

Except as otherwise specifically provided in this Ordinance, the statutory provisions in Chapters 23, 340 to 348 and 350 of the Wisconsin Statutes, establishing regulations with respect to all-terrain vehicles (ATVs), utility terrain vehicles (UTVs) and Wisconsin Administrative Code Chapter NR 64, All Terrain Vehicles are hereby adopted by reference and made a part of this chapter as if fully set forth herein. Unless otherwise provided in this ordinance, any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this ordinance. Any future amendments, revisions or modifications of the statutes or administrative codes incorporated herein are made a part of this chapter to secure uniform statewide regulation of ATVs and UTVs.

§257-5. Definitions.

The definitions of words and phrases as they appear in §§23.33(1), 340.01, 341.01, 342.01, 343.01, 344.01, 345.01, 346.01, 347.01 and 348.01 Wis Stats. and Wis. Admin. Code NR §64.02, unless the word or phrase is defined differently in this chapter, are hereby adopted and made a part of this chapter as if fully set forth herein. Any future amendments, revisions or modifications of the statutes or administrative codes incorporated herein are made a part of this chapter to secure uniform statewide regulation of ATVs.

As used in this Chapter:

“Sponsor” means an individual, organization, ATV or UTV club, or municipality that submits an application to the Highway Department for the designation of a County Trunk Highway as an ATV route and will pay for the costs to make, install, and maintain ATV route signs.

§257-6. Delegation to Highway Committee.

The Green Lake County Highway Committee (“the Highway Committee”) is authorized to designate segments of Green Lake County Trunk Highways as ATV routes, in accordance with the provisions of §23.33 Wis. Stats., Wis. Admin. Code Ch. NR §64, and the provisions of this Ordinance. Final approval of any ATV route shall be by the County Board of Supervisors enacting an Ordinance.

§257-7. Designation, Modification, Suspension and Termination of ATV Routes.

- A. ATV routes and proposed routes on or across a County Trunk Highway shall be investigated and monitored to ensure that the ATV route has been authorized and that the ATV route does not adversely affect the use of the highway or unreasonably interfere with the peaceful enjoyment of private or public property.
- B. The consideration of a designation of a segment of a County Trunk Highway as an ATV route may be based upon a request for a designation by any individual, municipality, ATV or UTV club or organization that desires a route along, or a crossing over, a County Trunk Highway and which agrees to sponsor the ATV route as required under §257-9.
- C. The Highway Committee shall develop policies and procedures for designation of ATV routes.
- D. The County Board of Supervisors may rescind or modify the designation of an ATV route by repeal of an ordinance granting final approval of the designation or by an enactment of an ordinance modifying the designation.
- E. The Highway Committee may temporarily modify or suspend any designation of an ATV route.
- F. The Highway Commissioner may, without prior approval of the Highway Committee, modify or suspend any designation of an ATV route whenever emergency conditions require closure, up to 120 days. The Green Lake County Sheriff may temporarily close any ATV route whenever emergency conditions require closure.
- G. Upon County Board approval of a designated ATV route, the County Clerk shall immediately send a copy of the Ordinance designating the ATV route to the Wisconsin Department of Natural Resources, the state traffic patrol, the Green Lake

County Sheriff and any law enforcement agency of each town, city or village having jurisdiction over any of the county trunk highways to which the Ordinance designating the ATV applies.

- H. The designation of any segment of a County Trunk Highway as an ATV route within an incorporated municipality shall not take effect until the governing body of the municipality has passed a resolution approving the ATV route.

§257-8. Application for ATV Routes.

- A. Anyone requesting a designation shall complete an application on a form prescribed by the Highway Committee in compliance with this Ordinance and any applicable state statute or administrative code and file the application with the Highway Department.
- B. The application, at a minimum should include:
 - 1. A map showing the proposed ATV route on the County Trunk Highway.
 - 2. A map showing any ATV trails which lead up to the proposed ATV route.
 - 3. If there are ATV trails, a statement that the applicant has a lease or some other permission from landowners to use the trails shown on the map.
 - 4. A statement explaining why the County Trunk Highway should be designated as an ATV route and efforts to establish off-road alternatives.
 - 5. If the applicant is an organization, the names and addresses of its officers, the date when the organization was established or incorporated and the number of members.
 - 6. A statement that the applicant will sponsor and be financially responsible for payments for the installation and maintenance of the required ATV route signs required by applicable state statutes and administrative codes and §257-9.
- C. The Highway Commissioner shall review the application for conformance with Highway Department policies, this ordinance and with all applicable state, federal and local laws, regulations, and policies.
- D. The Highway Commissioner shall make a report and recommendation to the Highway Committee regarding any request for a designation of a segment of County Trunk Highways as an ATV route. The report shall include information regarding topography, traffic patterns and uses, and other information which may bear on the safety and appropriateness of the proposed designation, including, any information provided by the Green Lake County Sheriff's Office.

§257-9. Maintenance of ATV Routes.

- A. A sponsor shall pay for the projected ten-year cost of procurement, installation, and maintenance of signs relating to the ATV route, as determined by the Highway Commissioner. The Highway Commissioner shall prepare an estimate of the cost of procurement, installation and maintenance of the signage over a projected period of 10 years and furnish the estimate to the sponsor.
- B. Upon passage of an Ordinance designating an ATV route on a County Trunk Highway, the Sponsor shall provide the Highway Department with a bond, letter of credit, or any other adequate form of monetary security prior to the installation of the required ATV route signs.
- C. Designation of segments of the Green Lake County Highway System as ATV routes does not impose upon the Green Lake County Highway Department a greater duty of care or responsibility for maintenance of those segments than for any other segment of county highway. Operators of ATVs on county highways designated as an ATV route assume all the usual and normal risks of ATV operation.

§257-10. Signage of ATV Routes.

- A. The Green Lake County Highway Department is solely responsible for ATV route signing. All required designated ATV route signs shall be installed and maintained by the Highway Department.
- B. All required signs shall be in accordance with state statutes and administrative codes applicable to ATV routes on County Trunk Highways.
- C. No person may erect, remove, obscure, or deface any official designated ATV route sign unless authorized by the Highway Commissioner.

§257-11. Operation on All-terrain/Utility-terrain Vehicle Routes.

- A. No person shall operate an ATV or UTV on a county trunk highway unless the county trunk highway has been designated as an ATV route by the Highway Committee and approved by the County Board of Supervisors, except for operation that is allowed under state statute or administrative code.
- B. No person shall operate an ATV or UTV on a county trunk highway designated as an ATV route if the County Trunk Highway is closed for any reason.
- C. General limitations. The following limitations apply on all county trunk highways designated as ATV routes:
 - 1. Operators shall abide by all traffic laws unless further restricted by this Ordinance.
 - 2. No ATV or UTV shall be operated at a speed greater than 25 miles per hour unless a reduced speed is otherwise required by State Statute.
 - 3. All ATVs and UTVs must operate with fully functional headlights, tail-lights, and brake lights.
 - 4. ATVs and UTVs may only be operated on an approved ATV route between one half hour before sunrise and one half hour after sunset from April 15th through November 15th.
 - 5. All ATV or UTV operators shall ride in single file on the extreme right hand side of the paved portion of the highway. Operation on the gravel shoulders, grassy in-slope, ditches, or other highway right-of-way is prohibited unless yielding the right-of way. Left turns may be made from any part of the highway when it is safe given prevailing conditions.
 - 6. Crossings should be made only at a place where no obstruction prevents a quick and safe crossing. "Obstruction" includes, but is not limited to impairment of view and potentially hazardous roadway conditions.

7. All ATV and UTV operators and passengers under 18 years old shall wear protective headgear while operating on county trunk highways.
8. No person under the age of 16 may operate an ATV or UTV on any segment of a County Trunk Highway that is a designated ATV route.
9. Every person who operates an ATV or UTV on any segment of a County Trunk Highway which is designated as an ATV route shall have in his or her immediate possession an valid motor vehicle operator's license, and shall display the license document upon demand from any law enforcement officer, state patrol officer, inspector under Wis. Stat. §110.07(1), conservation warden or municipal peace officer.
10. No ATV or UTV may be operated on any designated ATV route if the ATV or UTV does not meet all applicable Federal noise and air pollution standards.
11. No person may ride in or on any part of an ATV or UTV that is not designated or intended to be used by passengers.

§257-12. Enforcement.

- A. This Ordinance shall be enforced by any officer employed by the Green Lake County Sheriff's Office or any other law enforcement official as set forth in Wis. Stats. §23.33(12).
- B. Adoption of this ordinance shall not prohibit any law enforcement officer or DNR warden from proceeding under any other ordinance, regulation, statute, law or order that pertains to the subject matter under this Ordinance.

§257-13. Violations and Penalties.

Any person violating any provision of this chapter shall, upon conviction, forfeit a dollar amount not to exceed the maximum dollar amount of the forfeiture provided in the subsection(s) of Wisconsin Statutes violated, together with all applicable costs, and in default of payment of such forfeiture and costs shall be confined in the Green lake County Jail until such forfeiture and costs are paid, but not to exceed 30 days.

§257-14. Severability.

Should any portion of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part declared invalid.

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

Section 4. The repeal of Ordinance Number 407-90, enacted on February 20, 1990 shall not have any effect on existing litigation and shall not operate as an abatement of any action or proceeding then pending under or by virtue of the repealed ordinance.

Highway Committee recommends approval

Passed and Adopted this 15th day of August, 2017

Roll Call on Ordinance 18-2017

Ayes 15, Nays 2, Absent 2, Abstain 0

Submitted by Highway Committee: /s/ Paul Schwandt, Chair; /s/ Rich Slate; /s/ Vicki Bernhagen; /s/ Dennis Mulder

GREEN LAKE COUNTY BOARD PROCEEDINGS REGULAR SESSION

September 19, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, September 19, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

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

Chairman Reabe informed the Board that he received a resignation letter from Supervisor #9 David Richter which was effective on September 15, 2017. Reabe thanked Richter for his years of service and wished him well.

Present – 16, Absent – 2 (Patti Garro-District 8, Nick Toney-District 13), Vacant – 1 (District 9)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Rich Slate	3
Paul Schwandt	4
Peter Wallace	5
Joy Waterbury	6
Michael Starshak	7
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
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 19th day of September, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 08/15/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

RECOGNITION OF SERVICE – GRETCHEN MALKOWSKY, CLTS/CCS COORDINATOR

APPEARANCES

- Jon Trautman, Schenck, SC – 2016 Audit

DEPARTMENT REPORTS

- Paul Gunderson, County Conservationist – Land Conservation

BUDGET ADJUSTMENTS

RESOLUTIONS

- Resolution 18-2017 Relating to Deleting One Account Clerk Specialist Position and Creating a Financial Manager Position

ORDINANCES

- Ordinance 19-2017 Relating to Rezone in the Town of Green Lake: Jessica J. Bugni
- Ordinance 20-2017 Relating to Rezone in the Town of Brooklyn: Matt Wagner & Letty Kinas

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON October 17, 2017

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

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

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

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 8/15/2017

3. **Motion/second (Starshak/Schwandt)** to approve the minutes of August 15, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

4. The next County Board meeting will take place on October 17, 2017 at 6:00 PM.
5. All supervisors have the latest edition of the county directory on their desks.

PUBLIC COMMENTS (3 Minute Limit)

6. Sheriff Mark Podoll thanked the Board for allowing him to attend the National Sheriff's Conference in Reno, Nevada in June. He gave a brief outline of the seminars he attended and stated that he felt it was a valuable experience. His expenses will be partially reimbursed due to a scholarship that he was awarded while he was at the conference.

CORRESPONDENCE

7. County Clerk Liz Otto read an email from Wisconsin County Mutual Insurance Corporation regarding advisory committee appointments to their Board of Directors for claims, investments, underwriting, and loss prevention/Worker's Compensation. Each appointment is for a one year term and is open to all member counties. If anyone is interested in serving on one of the committees, contact the County Clerk's office for a form which must be returned by November 6, 2017.

RECOGNITION OF SERVICE – GRETCHEN MALKOWSKY, CLTS/CCS COORDINATOR

8. Chairman Harley Reabe presented Gretchen Malkowsky, CLTS/CCS Coordinator, with a plaque for her 29 years of service to Green Lake County. Reabe stated that her dedication to the Health & Human Services department is greatly appreciated. Malkowsky thanked the Board for the opportunities provided for her such as continuing education and support.

APPEARANCES

9. Jon Trautman, Schenck, SC, presented the 2016 audit to the Board. He explained the Management Letter to the supervisors and stated that the County is currently in an excellent financial position. Trautman outlined some of the new guidelines in recent years such as retirement liability and upcoming changes in 2018.

DEPARTMENT REPORTS

10. Paul Gunderson, County Conservationist, gave a report on the Land Conservation department and the programs and services they provide. Future projects include the Land & Water Resource Plan which must be completed by next year and also possible boat washing stations at Dodge and Sunset Park.

BUDGET ADJUSTMENTS

11. Sheriff's Office – Bullet Proof Vest Grant Reimbursement of \$7,200
Motion/second (Starshak/Schweder) to approve budget adjustment from for Bullet Proof Vest Grant reimbursement.
Roll call vote – Ayes – 16, Nays – 0, Absent – 2 (Garro, Toney) Vacant – 1 (District 9), Abstain – 0.

RESOLUTIONS

12. Resolution No. 18-2017 Relating to Deleting One Account Clerk Specialist Position and Creating a Financial Manager Position.
Motion/second (Trochinski/Gonyo) to adopt Resolution No. 18-2017.
Roll call vote to adopt Resolution No. 18-2017 – Ayes – 15, Nays – 1 (Starshak), Absent – 2 (Garro, Toney), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 18-2017 passed as adopted.

ORDINANCES

13. Ord. 19-2017 Relating to Rezone in the Town of Green Lake: Jessica J. Bugni. **Motion/second (Slate/Starshak)** to enact Ordinance No. 19-2017. Roll call vote to enact Ordinance 19-2017 - Ayes – 16, Nays – 0, Absent – 2 (Garro, Toney), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 19-2017 passed as enacted.
14. Ord. 20-2017 Relating to Rezone in the Town of Brooklyn: Matt Wagner and Letty Kinas. **Motion/second (Wallace/Jenkins)** to enact Ordinance No. 20-2017. Roll call vote to enact Ordinance 20-2017 - Ayes – 16, Nays – 0, Absent – 2 (Garro, Toney), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 20-2017 passed as enacted.

COMMITTEE APPOINTMENTS

15. Chairman Reabe made the following appointments:
County Clerk Liz Otto to the Community Development Block Grant (CDBG) committee
Harley Reabe as the alternate to the CDBG committee
16. **Motion/second (Schweder/Starshak)** to approve appointments. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON October 17, 2017

17. Chairman Reabe stated that Kim Zills will give a report on the 2017 Green Lake County Fair.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

18. None

ADJOURN

19. **Motion/second (Schweder/Trochinski)** to adjourn at 7:08 PM. All Ayes. Motion carried.
- Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NUMBER 18 - 2017 RELATING TO DELETING ONE ACCOUNT CLERK SPECIALIST POSITON AND CREATING A FINANCIAL MANAGER POSITION

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

Whereas, Health & Human Services currently has two positions designated as Account Clerk Specialist; and,

WHEREAS, Health & Human Services financial reporting and budgeting has continued to become more complicated; and,
With approval/disapproval of the Personnel Committee.

WHEREAS, The Financial Manager will be responsible for preparing and monitoring the annual Health & Human Services budget in cooperation with the Human Services Director; and,

WHEREAS, The Financial Manager will oversee the processing of all Health & Human Services expenses and revenues and ensures that all state and federal reporting requirements are met.

THEREFORE, one Account Clerk Specialist position will be deleted and one full-time Financial Manager position be created. (See attached job description.)

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the Financial Manager position within the Department of Health & Human Services. Fiscal Note available at County Clerk's Office. This position will be fully funded by Basic County Allocation grant funding and tax levy.

Health and Human Services Board recommends approval

Passed and Adopted this 19th day of September, 2017

Roll Call on Resolution 18-2017

Ayes 15, Nays 1, Absent 2, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Joy Waterbury; /s/ Nancy Hoffman; /s/ Richard Trochinski; /s/ Harley Reabe; /s/ John Gende.

ORDINANCE NUMBER 19-2017
Relating to: Rezone in the Town of Green Lake
Owner: Jessica J. Bugni

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 19th day of September, 2017, does ordain as follows:
That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-3 Ordinance No. 297-84) as relates to the Town of Green Lake, be amended from RC Recreation District to R-1 Single-family Residence District.
W1942 Pleasant Ave, Parcel 006-01367-0000, Oakland Plat, Lot 29, Part of Government Lot 2, Section 32, T15N, R13E, Town of Green Lake, ±0.5 acre
BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-3 Ordinance No. 297-84) be ratified.
Committee vote: Ayes 5 Nays 0 Abstain 0 Absent 0
Land Use Planning and Zoning Committee Recommends Approval
Passed and Adopted this 19th day of September, 2017
Roll Call on Ordinance 19-2017
Ayes 16, Nays 0, Absent 2, Vacant 1, Abstain 0
Submitted by Land Use Planning and Zoning Committee: /s/ Michael Starshak, Chair; /s/ Robert Lyon; /s/ Harley Reaby; /s/ Rich Slate; /s/ Peter Wallace

ORDINANCE NUMBER 20-2017
Relating to: Rezone in the Town of Brooklyn
Owners: Matt Wagner and Letty Kinas

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 19th day of September, 2017, does ordain as follows:
That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) as relates to the Town of Brooklyn, be amended from R-1 Single-family Residence District and A-1 Exclusive Agriculture District to R-4 Residential District.
N6188 N. Lawson Drive, Parcels #004-00386-0000, #004-00386-0100, #004-00386-0200, #006-01025-0000, Part of the SE¼ of Section 16, T16N, R13E, Lots 9-13 of the Plat of Riverside Park, Town of Brooklyn, ±3.31 acres. To be determined by Certified Survey Map.
BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) be ratified.
Committee vote: Ayes 5 Nays 0 Abstain 0 Absent 0
Land Use Planning and Zoning Committee recommends approval
Pass and Adopted this 19th day of September, 2017
Roll Call on Ordinance 20-2017
Ayes 16, Nays 0, Absent 2, Vacant 1, Abstain 0
Submitted by Land Use Planning and Zoning Committee: /s/ Michael Starshak, Chairman; /s/ Peter Wallace; /s/ Harley Reabe; /s/ Rich Slate; /s/ Robert Lyon

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

<i>October 17, 2017</i>

The Green Lake County Board of Supervisors met in regular session, Tuesday, October 19, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman.
Present – 17, Absent – 1 (Rich Slate, District 3), Vacant – 1 (District 9)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Paul Schwandt	4
Peter Wallace	5
Joy Waterbury	6
Michael Starshak	7
Patti Garro	8
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Nick Toney	13

Dennis Mulder	14
Katie Mehn	15
Joe Gonyo	16
Joanne Guden	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

1. The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 17th day of October, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 09/19/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

DEPARTMENT REPORTS

- WCA conference reports

BUDGET ADJUSTMENTS

RESOLUTIONS

- Resolution 19-2017 Cooperation Agreement for CDBG Program
- Resolution 20-2017 Resolution to Create One Additional Position for Highway Laborer
- Resolution 21-2017 Creation of Two Additional IT Support Specialist Positions

ORDINANCES

- Ordinance 21-2017 Relating to Rezone in the Town of Brooklyn: Ione Pischke Irrevocable Income Trust

COMMITTEE APPOINTMENTS

CLOSED SESSION

- Consider motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session is to determine if the County will engage legal counsel and authorize filing a lawsuit against various Opioid Manufacturers.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

DEPARTMENTS TO REPORT ON November 14, 2017

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

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

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 9th day of October, 2017.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 09/19/2017

3. **Motion/second (Wendt/Guden)** to approve the minutes of September 19, 2017 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

4. Chairman Reabe advised that 2018 budget books are available on each supervisor's desk. County Administrator Cathy Schmit gave an overview of the budget and advised any supervisors to contact her with questions or concerns.
5. Each supervisor has been given a 2017-2018 Wisconsin Blue Book compliments of Representative Joan Ballweg.
6. Supervisors were reminded to turn in all 2017 meeting per diems and mileage at the November meeting so that funds are taken out of the correct year in December.
7. The next County Board meeting will take place on November 14, 2017 at 6:00 PM.

PUBLIC COMMENTS (3 Minute Limit)

8. Debra Downen, President of the Green Lake County HCE (Home and Community Education), explained the services they provide and stated that they currently have 63 members in Green Lake County. Downen thanked the UW-Extension department and in particular Katie Gellings, the Family Living agent, for the vital role they play in supporting their organization.

9. Sheriff Mark Podoll commended County Administrator Cathy Schmit for her work on the 2018 budget. He stated that the process went very smoothly. Podoll also spoke in favor of adding the two positions in the IT department being considered on Resolution 21-2017.

CORRESPONDENCE

10. County Clerk Liz Otto read an email from Wisconsin County Mutual Insurance commending the Green Lake County Sheriff's Office with a 0% liability loss ratio for 2016.

APPEARANCES

11. None

DEPARTMENT REPORTS

12. Supervisor Rich Slate, District #3, joined the meeting at 6:20 PM. Present – 18, Absent – 0, Vacant – 1 (District 9).
13. Harley Reabe, Corporation Counsel Dawn Klockow, and County Clerk Liz Otto gave reports on the seminars they attended at the Wisconsin Counties Association conference.

BUDGET ADJUSTMENTS

14. None

RESOLUTIONS

15. Resolution No. 19-2017 Cooperation Agreement for CDBG Program. **Motion/second (Jenkins/Schwandt)** to adopt Resolution No. 19-2017. Discussion held. Roll call vote to adopt Resolution No. 19-2017 – Ayes – 18, Nays – 0, Absent – 0, Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 19-2017 passed as adopted.
16. Resolution No. 20-2017 Resolution to Create One Additional Position for Highway Laborer. **Motion/second (Starshak/Bernhagen)** to adopt Resolution No. 20-2017. Discussion held regarding revenues generated and fiscal note. Roll call vote to adopt Resolution No. 20-2017 – Ayes – 18, Nays – 0, Absent – 0, Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 20-2017 passed as adopted.
17. Resolution No. 21-2017 Creation of Two Additional IT Support Specialist Positions. **Motion/second (Garro/Waterbury)** to adopt Resolution No. 21-2017. Personnel Chair Joe Gonyo explained the disapproval by the Personnel committee. IT Director Bill Hutchison and County Administrator Cathy Schmit explained the current and future needs of the department. Discussion held. **Motion/second (Starshak/Slate)** to return the resolution to the IT committee for further review. Roll call vote – Ayes - 9 (Slate, Schwandt, Wallace, Starshak, Schweder, Mulder, Gonyo, Trochinski, Lyon), Nays – 9 (Jenkins, Bernhagen, Waterbury, Garro, Wendt, Reabe, Toney, Mehn, Guden). Tie vote – motion fails. Roll call vote to adopt Resolution No. 21-2017 – Ayes – 11, Nays – 7 (Slate, Schwandt, Wallace, Starshak, Mulder, Gonyo, Lyon), Absent – 0, Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 21-2017 passed as adopted.

ORDINANCES

18. Ord. 21-2017 Relating to Rezone in the Town of Brooklyn: Ione Pischke Irrevocable Income Trust. **Motion/second (Schwandt/Slate)** to enact Ordinance No. 21-2017. Roll call vote to enact Ordinance 21-2017 - Ayes – 18, Nays – 0, Absent – 0, Vacant – 1 (District 9), Abstain – 0. Ordinance No. 21-2017 passed as enacted.

COMMITTEE APPOINTMENTS

19. None

CLOSED SESSION

20. Consider motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session is to determine if the County will engage legal counsel and authorize filing a lawsuit against various Opioid Manufacturers.
21. Chairman Reabe advised that the Closed Session will not take place. The Administrative Committee will further review this issue at the November 6, 2017 meeting.

DEPARTMENTS TO REPORT ON November 14, 2017

22. Chairman Reabe stated that Kim Zills will give a report on the 2017 Green Lake County Fair.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

23. None

ADJOURN

24. **Motion/second (Schweder/Garro)** to adjourn at 6:59 PM. All Ayes. Motion carried.
Respectfully Submitted,
Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NUMBER 19-2017 Cooperation Agreement for CDBG Program

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of October 2017, does resolve as follows:

WHEREAS, Green Lake County has an identified a need and interest in joining the Central Wisconsin Housing Region, which includes the counties of Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara, and Wood, to provide decent housing, and

WHEREAS, Green Lake County contemplates submitting jointly with the Central Wisconsin Housing Region an application for funds under the Community Development Block Grant (CDBG) housing program of the Wisconsin Division of Housing (DOH) for the purpose of meeting those needs, and

WHEREAS, Green Lake County and the Central Wisconsin Housing Region desire to and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program, and Majority vote is needed to pass.

WHEREAS, Green Lake County and the Central Wisconsin Housing Region understand that Juneau County will act as the applicant (Lead), and will have the ultimate responsibility to assume all obligations under the terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the grant contract.

WHEREAS, it is understood that the Department of Housing and Urban Development and DOH have access to all participants' grant records and authority to monitor all activities,

NOW THEREFORE BE IT RESOLVED pursuant to Wisconsin Statutes 66.0301, Green Lake County and the Central Wisconsin Housing Region agree to cooperate in the submission of an application for such funds, and agree to cooperate in the implementation of the submitted CDBG program, as approved by the Department of Administration.

BE IT FURTHER RESOLVED nothing contained in this agreement shall deprive any municipality of any power or zoning, development control or other lawful authority which it presently possesses.

Finance Committee recommends approval

Passed and Adopted this 17th day of October, 2017

Roll Call on Resolution 19-2017

Ayes 18, Nays 0, Absent 0, Abstain 0, Vacant 1

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Larry Jenkins; /s/ Robert Lyon; /s/ Joanne Guden; /s/ Dennis Mulder

RESOLUTION NUMBER 20-2017

Resolution to Create One Additional Position for Highway Laborer

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of October 2017, does resolve as follows:

WHEREAS, The Highway Department has acquired additional municipal and state work over the last few years adding to the workload of current staff; and,

WHEREAS, The Highway Department has a total of 16 employees in the field, consisting of 14 laborers, 1 sign man, and 1 highway foreman; and,

WHEREAS, The Highway Department currently plows 15 routes, which include State, County and township roads, and with the current staffing level, it is difficult to cover winter plow routes and account for vacations, illnesses and work related injury; and,

WHEREAS, the addition of one highway laborer to the current staff would allow for additional flexibility and a better level of service to County residents and the traveling public; and,

WHEREAS, with the additional municipal work has resulted in a projection of an additional 2000 hours by the end of 2017, and the additional highway laborer position would be almost completely funded by the revenues generated by the municipal work.

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors hereby creates an additional (one) position of Highway Laborer within the Highway Department. The position may be filled no earlier than January 1, 2018.

FISCAL NOTE: available at County Clerk's Office

Highway Committee recommends approval

Passed and Adopted this 17th day of October, 2017

Roll Call on Resolution 20-2017

Ayes 18, Nays 0, Absent 0, Abstain 0, Vacant 1

Submitted by Highway Committee: /s/ Paul Schwandt, Chair; /s/ Rich Slate; /s/ Vicki Bernhagen; /s/ Dennis Mulder

RESOLUTION NUMBER 21-2017

Creation of Two Additional IT Support Specialist Positions

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of October 2017, does resolve as follows:

WHEREAS, beginning in 1996 the Information Technology Department has operated with two full-time employees serving the technology needs of all County departments. Departmental requirements for technology have changed immensely in the last 21 years. In 1996 some departments had very little or no IT needs or requirements. However, the number of employees that rely on technology has steadily increased as technology has evolved. Today every employee relies on technology to perform day-to-day job duties; and,

WHEREAS, along with the evolution of technology needs, there has been an increase in the complexity of the interactions and requirements of technology used within and between departments, and with the public. The IT Department is responsible for keeping all of these existing systems running smoothly and managing their availability, integrity, and security; and,

WHEREAS, the current level of technology infrastructure invested by the County, the amount of day-to-day maintenance required of current production systems is now overshadowing the workload for new projects that a department of two people can responsibly handle. Furthermore, during vacations and leaves, just one employee staffs the department two months out of the year, and,

WHEREAS, to continue meeting the current needs and requirements, the constant changing and evolution of technology, and considering the upcoming retirement of one staff member in early 2020, the Information Technology Department needs two new positions in 2018 allowing for managed gradual training and integration with the department and the rest of the organization.

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors hereby creates two positions of IT Support Specialist within the Information Technology Department beginning with the 2018 fiscal year. One position shall be filled no earlier than April 1, 2018 and the second shall be filled no earlier than October 1, 2018.

Reviewed and ___ approved X disapproved by Personnel

Reviewed and X approved ___ disapproved by Finance

Fiscal Note is available at County Clerk's Office

Information Technology Committee recommends approval

Passed and Adopted this 17th day of October, 2017

Roll Call on Resolution 21-2017

Ayes 11, Nays 7, Absent 0, Abstain 0, Vacant 1

Submitted by Information Technology Committee: /s/ Joy Waterbury, Chair; /s/ Nick Toney; /s/ Katie Mehn; /s/Gail Schroeder; /s/ Preston Hiestand Jr.

ORDINANCE NO. 21 –2017

Relating to: Rezone in the Town of Brooklyn
Owner: Ione Pischke Irrevocable Income Trust

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of October, 2017, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) as relates to the Town of Brooklyn, shall be amended as follows:

Ione Pischke Irrevocable Income Trust, Sharon Timm, Trustee, Michael Timm, Agent, W1804 County Road J, Parcel #004-00148-0000, #004-00149-0000, #004-00151-0000, Part of the NE¼ of Section 8, T16N, R13E, Town of Brooklyn, ±92.02 acres. Rezone ±4.2 acres from A-1 Exclusive Agriculture District to R-4 Rural Residential District.

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

Land Use Planning and Zoning Committee recommends approval

Passed and Adopted this 17th day of October, 2017

Roll Call on Ordinance 21-2017

Ayes 18, Nays 0, Absent 0, Abstain 0, Vacant 1

Submitted by Land use Planning and Zoning Committee: /s/ Michael Starshak, Chair; /s/ Robert Lyon; /s/ Harley Reabe; /s/ Rich Slate; /s/ Peter Wallace; /s/ Paul Schwandt, Alternate

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

November 14, 2017

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

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

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

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

READING OF THE CALL

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

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 10/17/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

DEPARTMENT REPORTS

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

PUBLIC HEARING

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

BUDGET ADJUSTMENTS

RESOLUTIONS

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

ORDINANCES

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

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON December 19, 2017

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

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

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

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 10/17/2017

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

ANNOUNCEMENT

4. Chairman Reabe stated that Resolution 22-2017 Relating to 2018 Budget and 2017 Property Tax Levy will be moved to follow Resolution 26-2017.
5. Supervisors were reminded to turn in all 2017 meeting per diems and mileage by November 20, 2017 so that funds are taken out of the correct year in December.
6. The next County Board meeting will take place on December 19, 2017 at 6:00 PM.
7. County Clerk Liz Otto stated that all supervisors have an election packet on their desks which includes all of the necessary paperwork needed to file for re-election on April 3, 2018.

PUBLIC COMMENTS (3 Minute Limit)

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

CORRESPONDENCE

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

APPEARANCES

10. None

DEPARTMENT REPORTS

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

BUDGET ADJUSTMENTS

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

PUBLIC HEARING

15. **Motion/second (Garro/Guden)** to dissolve as a County Board of Supervisors at 6:30 PM and arise as a Committee of the Whole for the purpose of conducting a Public Hearing on the proposed 2018 budget. All ayes. Motion carried.
16. Finance Committee Chairman Harley Reabe conducted the Public Hearing. County Administrator Cathy Schmit briefly summarized the 2018 Budget.
17. **Motion/second (Mulder/Schweder)** to dissolve at 6:34 PM as a Committee of the Whole and arise as a County Board of Supervisors for the purpose of continuing the meeting and that Harley Reabe be seated as County Board Chairman. All ayes. Motion carried.

RESOLUTIONS

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

ORDINANCES

25. Ord. 22-2017 Relating to Amending Chapter 350 Zoning. **Motion/second (Starshak/Lyon)** to enact Ordinance No. 22-2017. Roll call vote to enact Ordinance 22-2017 - Ayes – 15, Nays – 0, Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 22-2017 passed as enacted.
26. Ord. 23-2017 Relating to the Amendment of the Green Lake County Farmland Preservation Plan 2015. **Motion/second (Starshak/Lyon)** to enact Ordinance No. 23-2017. Discussion held. **Motion/second (Starshak/Toney)** to amend the ordinance to change all of the text “2015” to “2016” in Section 1 and Section 2 of the Ordinance. All ayes. Motion carried. Roll call vote to enact Ordinance 23-2017 - Ayes – 15, Nays – 0, Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 23-2017 passed as enacted.
27. Ord. 24-2017 Relating to Rezone in the Town of Manchester – Owners: Wilbur L. and Rachel H. Miller; Chris J. and Vera P. Burkholder. **Motion/second (Toney/Starshak)** to enact Ordinance No. 24-2017. Roll call vote to enact Ordinance 24-2017 - Ayes – 15, Nays – 0, Absent – 3 (Slate, Wallace, Garro), Vacant – 1 (District 9), Abstain – 0. Ordinance No. 24-2017 passed as enacted.
28. Chairman Reabe thanked all of the supervisors, Department Heads, and County Administrator Cathy Schmit for their work on the 2018 budget.

COMMITTEE APPOINTMENTS

29. Chairman Reabe appointed Sue Wendt to the Green Lake Library Board.

30. **Motion/second (Starshak/Schweder)** to approve the appointment. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON December 19, 2017

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

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

32. None

ADJOURN

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

Respectfully Submitted,
/s/ Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk

RESOLUTION NUMBER 22-2017

Relating to 2018 Budget and 2017 Property Tax Levy

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its annual meeting begun on the 14th day of November, 2017, 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 2018 in coordination with their governing committees; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the attached budget for Green Lake County for 2018 be adopted; and

BE IT FURTHER RESOLVED, that the allowable unused levy from previous years in the amount of \$10,515 be included in the full property tax levy below; and

BE IT FURTHER RESOLVED, that a property tax of \$14,318,447 be apportioned among the sixteen (16) municipalities in accordance with ratios provided by the Wisconsin Department of Revenue.

2/3 majority vote is needed to pass.

Finance Committee recommends approval

Passed and Adopted this 14th day of November, 2017

Roll Call on Resolution 22-2017

Ayes 14, Nays 1, Absent 3, Vacant 1, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Larry Jenkins; /s/ Dennis Mulder; /s/ Joanne Guden

RESOLUTION NUMBER 23-2017

Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November, 2017, does resolve as follows:

WHEREAS, Green Lake County currently has a 3-year contract ending FY 2018 with the WCA Group Health Trust for Employee Health Insurance Plan coverage; and

WHEREAS, Year 3 of the contract sets a maximum premium increase cap of 8% and WCA Group Health Trust has notified the County that they intend to increase the premium rate to the maximum amount allowed per the contract of 8% at an estimated total financial impact to the County of \$206,426; and

WHEREAS, in negotiating a modified plan design with the WCA Group Health Trust they have notified the County that should the County modify their plan design by increasing annual deductible amounts from the current \$1500 Single/\$3,000 Family to \$2,000 Single/\$4,000 Family the premium rate increase would be reduced to 3.3% at an estimated total financial impact to the County of \$85,150. This would reflect a net offset to the County premium increase of \$121,276; and

Majority vote is needed to pass.

WHEREAS, the 2018 Proposed Annual Budget reflects a 3.3% premium rate increase.

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors does approve a change to the WCA Group Health Trust health insurance plan design increasing annual deductibles to \$2,000 Single/\$4,000 Family effective for the 3rd and final year of the WCA Group Health Trust plan contract.

BE IT FURTHER RESOLVED that in recognition of the additional financial burden placed on employees due to the change in the health insurance plan design, effective FY 2018 Green Lake County will add 1 of Spring Holiday to be recognized on the Friday before Easter holiday on Good Friday of each year.

BE IT FURTHER RESOLVED that the Paid Holidays section of the Personnel Policies and Procedures Manual be modified to reflect the additional paid holiday.

Personnel Committee recommends approval

Passed and Adopted this 14th day of November, 2017

Roll Call on Resolution 23-2017

Ayes 12, Nays 1, Absent 2, Abstain 1, Vacant 1

Submitted by Personnel Committee: /s/ Joe Gonyo, Chair; /s/ Paul Schwandt; /s/ Robert Schweder; /s/ Sue Wendt

RESOLUTION NUMBER 24-2017

Eliminate Mail Clerk Position from the Maintenance Department

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does resolve as follows:

WHEREAS, Green Lake County strives to administer its staffing levels in the most efficient and cost effective manner possible; and **WHEREAS**, after analysis and discussion with the County Clerk and Maintenance Supervisor it was determined that the position of Mail Clerk could be eliminated with the associated duties being absorbed by the County Clerk's Office creating efficiencies and reducing staffing costs; and

WHEREAS, estimated staffing cost savings generated by eliminating the Mail Clerk position would be \$51,200 annually.

NOW THEREFORE BE IT RESOLVED that the position of Mail Clerk be eliminated from the Maintenance Department effective 11:59 p.m. December 31, 2017, with the associated duties and responsibilities of the position being absorbed by the County Clerk's Office effective January 1, 2018.

Majority vote is needed to pass.

Personnel Committee recommends approval

Passed and Adopted this 14th day of November, 2017

Roll Call on Resolution 24-2017

Ayes 15, Nays 1, Absent 2, Abstain 0, Vacant 1

Submitted by Personnel Committee: /s/ Joe Gonyo, Chair; /s/ Paul Schwandt; /s/ Robert Lyon; /s/ Robert Schweder; /s/ Sue Wendt

RESOLUTION NUMBER 25-2017

Reduce UWEX/Fair Program Specialist Position to Part Time Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does resolve as follows:

WHEREAS, Green Lake County strives to administer its staffing levels in the most efficient and cost effective manner possible; and **WHEREAS**, due to UWEX nEXTGeneration reorganization efforts and other employment opportunities UWEX Agent staffing is currently at reduced levels and will continue to operate at reduced levels for the foreseeable future; and

WHEREAS, after analysis and discussion with UWEX leadership stakeholders it was determined that the full-time UWEX/Fair Program Specialist position hours could effectively be reduced within the department creating efficiencies and reducing staffing costs; and

WHEREAS, estimated staffing cost savings generated by reducing the full-time UWEX/Fair Program Specialist position to a 75% part-time UWEX/Fair Program Specialist position would be approximately \$17,800 annually.

Majority vote is needed to pass.

NOW THEREFORE BE IT RESOLVED that the full-time UWEX/Fair Program Specialist position be reduced to a 75% part-time UWEX/Fair Program Specialist position effective January 1, 2018.

Personnel Committee recommends approval

Passed and Adopted this 14th day of November, 2017

Roll Call on Resolution 25-2017

Ayes 16, Nays 0, Absent 2, Vacant 1, Abstain 0

Submitted by Personnel Committee: /s/ Joe Gonyo, Chair; /s/ Paul Schwandt; /s/ Robert Lyon; /s/ Robert Schweder; /s/ Sue Wendt

RESOLUTION NUMBER 26-2017

Eliminate Part Time Deputy Register of Deeds Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does resolve as follows:

WHEREAS, Green Lake County strives to administer its staffing levels in the most efficient and cost effective manner possible; and **WHEREAS**, after analysis and discussion with the Register of Deeds it was determined that the part-time Deputy Register of Deeds position could be eliminated with the associated duties being absorbed within the department creating efficiencies and reducing staffing costs; and

WHEREAS, estimated staffing cost savings generated by eliminating the part-time Deputy Register of Deeds position would be approximately \$40,800 annually.

NOW THEREFORE BE IT RESOLVED that the position of part-time Deputy Register of Deeds be eliminated from the Register of Deeds Department effective 11:59 pm on December 31, 2017, with the associated duties and responsibilities of the position being absorbed within the Register of Deeds Office effective January 1, 2018.

Majority vote is needed to pass.

Personnel Committee recommends approval

Passed and Adopted this 14th day of November, 2017

Roll Call on Resolution 26-2017

Ayes 13, Nays 2, Absent 3, Abstain 0, Vacant 1

Submitted by Personnel Committee: /s/ Joe Gonyo, Chair; /s/ Paul Schwandt; /s/ Robert Lyon; /s/ Robert Schweder; /s/ Sue Wendt

RESOLUTION NO. 27-2017

Relating to Accepting a Donation of Property from the Izaak Walton League for the Green Lake County Parks System

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 14th day of November, 2017, does resolve as follows:

WHEREAS, The Izaak Walton League has contacted Green Lake County and expressed an interest in donating a parcels of land in the Town of Berlin, the legal descriptions of said parcels is attached hereto; and,

WHEREAS, the Property and Insurance Committee has reviewed the Izaak Walton League's generous offer and recommends that the Green Lake County Board of Supervisors accept the donation for the benefit of the Green Lake County Parks System; and,

WHEREAS, the Green Lake County Board of Supervisors is authorized to accept donations of real property for any public governmental purpose pursuant to §59.52(19) Wis. Stats.

Fiscal note: None.

Majority vote is needed to pass.

NOW BE IT RESOLVED, that the Green Lake County Board of Supervisors does hereby accept the donation of real property from The Izaak Walton League for inclusion in the Green Lake County Parks System with a deed restriction that the property shall be kept in the public domain and subject to the easements and covenants of record.

NOW BE IT FURTHER RESOLVED, that the name of the park created on said property shall be Seward's' Fox River Wetlands Nature Preserve.

NOW BE IT FURTHER RESOLVED, that the Green Lake County Board of Supervisors does hereby recognize the efforts of The Izaak Walton League and hereby thanks the Izaak Walton League for its contribution to the Green Lake County Parks System.

Property and Insurance Committee recommends approval

Passed and Adopted this 14th day of November, 2017

Ayes 15, Nays 0, Absent 3, Abstain 0, Vacant 1

Submitted by Property and Insurance Committee: /s/ Vicki Bernhagen, Chair; /s/ Patti Garro; /s/ Robert Lyon; /s/ Michael Starshak; /s/ Richard Trochinski

ORDINANCE NO. 22-2017

Amending Ch. 350 Zoning

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, that Ch. 350, Zoning, Articles III, IV, VI, VII, VIII, IX, XI, XIII and Appendix A shall be amended as follows:

See attached for ordinance text amendments.

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

BE IT FURTHER ORDAINED, the amendment of Ch. 350, Zoning, Articles III, IV, VI, VII, VIII, IX, XI, XIII and Appendix A, shall not have any effect on existing litigation and shall not operate as an abatement of any action of proceeding then pending under or by virtue of the amended ordinance.

Article III. General Provisions

Section 350-13.B. Every residential building hereafter erected, converted, enlarged or structurally altered shall be located on a lot, and in no case shall there be more than one main residential building on one lot.

Section 350-14. Nonconforming uses, structures and lots or parcels.

~~350-14.A.(5) When a structure containing a nonconforming use is damaged by fire, explosion, act of God, the natural elements, or the public enemy to the extent of more than 50% of its current total assessed value, it shall not be restored except in conformity with the regulations of the district in which it is located.~~

350-14.B.(3) Alterations, additions and expansions that change the exterior dimensions of the structure and that do not conform to this chapter, but which do not increase the dimensional nonconformity beyond that which existed prior to the effective date of this chapter, are allowed provided that they do not exceed 50% of the current total assessed value of the structure for the lifetime of the structure. Also see Section 350-51 relating to existing nonconforming buildings, signs, structures, or parts thereof located in highway setbacks.

350-14.C. Nonconforming lots or parcels. Any lot or parcel created prior to the effective date of this chapter, or revisions and/or amendments thereto, which does not meet the current minimum lot or parcel size standards of this chapter shall not be reduced in size unless the reduction results in compliance with the minimum lot or parcel size standard of the zoning district in which it is located.

350-14.E. Split-zoned lots or parcels: In no case shall a land use permit be issued to a property owner or property owner's agent for a lot or parcel that is split-zoned. In these cases, the property owner shall consult the Land Use Planning & Zoning Department to obtain a resolution strategy to remedy the split-zoning condition. The resolution strategy could include a comprehensive plan amendment, rezone, and a certified survey map. Once the split-zoning condition has been eliminated, a land use permit may be issued subject to the provision of this chapter.

350-15 Accessory building structures.

Unless otherwise stated in this chapter, accessory uses and structures are permitted in any district, but not until their principal structure/use is present or under construction. ~~Any detached accessory building structure closer than five feet to a principal structure shall adhere to or exceed all minimum required setbacks of the principal building structure. An accessory building structure attached to a principal building structure shall meet all the dimensional standards of the principal building structure.~~

350-18.A. Except as otherwise provided in this chapter, every building/structure hereafter erected, moved or structurally altered ~~for residential purposes~~ shall be located on a lot at least 100 feet in average width and 20,000 square feet in area, regardless of the district in which such building is, or is to be, located, provided that when the regulations of ~~Ch. COMM 83, Wis. Adm. Code~~ DSPS 383, require a larger area, then such state regulations shall prevail.

	Private Water Supply Systems			Public Water Supply Systems		
	Minutes required for water to fall 1 Inch	Minimum Lot Area	Minimum Average Lot Width (Square Feet)	Minimum Lot Area	Minimum Average Lot Width (Square Feet)	(feet)
Class 1	Under 10	20,000	100	12,000	75	
2	10 to 30	20,000	100	14,000	75	
3	30 to 45	25,000	100	16,000	75	
4	45 to 60	25,000	100	18,000	100	

350-19.A. Except as otherwise provided in this chapter, the maximum height of any building hereafter erected, moved or structurally altered shall ~~as required in the following table be 35 feet (see definition "structure height", not to exceed 2 ½ stories, regardless of the district in which such building is, or is to be, located.~~

District	Height
Residential	2 ½ stories or 35ft
Recreational	2 ½ stories or 35ft
Agricultural	2 ½ stories or 35ft
Conservancy	2 ½ stories or 35ft
Commercial	2 ½ stories or 35ft
Industrial	2 ½ stories or 35ft

350-20.B* Commercial and Industrial buildings are required to provide a minimum setback 1.1 times their overall height.

350-21.E. (1) In all districts there shall be provided, at the time any building or structure is erected, off street parking spaces in accordance with the requirements of this section. A site plan, including layout of parking spaces of any area for more than five vehicles, shall be submitted to the ~~Surveyor/Land Development Director~~ Land Use Planning & Zoning Department for approval prior to construction. Requests for parking lots shall be accompanied by detailed plans on landscaping, parking layout, drainage provisions and driveway locations.

350-22.B. Substandard lots not served by a public sewer. The provisions of Subsection A ~~and Ch. COMM 85, Wis. Adm. Code DSPS 385,~~ shall apply, and, in addition, the minimum lot area shall be 7,500 square feet and the minimum lot width 50 feet at the building line and 50 feet average width.

350-23. Outdoor lighting installations shall be permitted in all yard areas, but no closer than three feet to an abutting property line, and shall be ~~adequately~~ shielded or hooded. ~~so that no direct light, excessive glare or illumination is cast upon other properties.~~ In no case shall outdoor lighting installations be aimed or directed at a neighboring property.

Article IV. Zoning Districts

350-24. Districts established.

A. The Farmland Preservation District is regulated by Ch. 91, Wis. Stats and certified by the Department of Agriculture, Trade and Consumer Protection. All permitted and conditional uses provided to this district are listed in Section 350-27.

B. The permitted and conditional uses listed under all other zoning districts represent uses that are consistent with the purpose and intent of each zoning district. In cases where an unlisted use is proposed the Land Use Planning and Zoning Department shall determine its consistency with a zoning district. A conditional use permit shall be required for any proposed use which the Land Use Planning and Zoning Department determines consistent with a zoning district, but also determines that the effect of the proposed use on the character of the neighborhood and the location's suitability for development warrants additional review.

C. For the purposes of this chapter, Green Lake County, Wisconsin, is hereby divided into 14 zoning districts, as follows:

A-1	Exclusive Agriculture District <u>Farmland Preservation District</u>
A-2	General Agriculture District
NRC	Natural Resource Conservancy District
C-1	General Commercial District
C-2	Extensive Commercial District
I	Industrial District
M-1	Mineral Extraction District
M-2	Sanitary Landfill District
RC	Recreation District
R-1	Single-Family Residence District
R-2	Single-Family Mobile Home Residence District
R-3	Multiple-Family Residence District
R-4	Rural Residential District
AO	Adult-Oriented Establishment District

350-26 Official Map.

There shall be an official Zoning District Map, Green Lake County, which shall be available to the public through the County ~~Surveyor /Land Development Director~~ Land Use Planning and Zoning Department. The Zoning District Map shall be a digital electronic data map layer of the County's Geographic Information System (GIS). The County ~~Surveyor /Land Development Director~~ Land Use Planning and Zoning Department shall from time to time update the Zoning District Map as necessary to reflect changes in zoning district boundaries enacted by the County Board as amendments under this chapter.

~~350-27 A-1 Exclusive Agriculture District. This district provides for the preservation, maintenance and enhancement of agriculture, forestry and natural areas to protect the land best suited for farming and other agricultural uses of Green Lake County. The agriculture district regulations are designed to regulate use of land and structures where soil and topography conditions are best adapted to agricultural pursuits and are consistent with and satisfy all the requirements and standards of Ch. 91, Wis. Stats., Farmland Preservation.~~

- A. ~~Permitted uses.~~
- ~~(1) Agriculture.~~
 - ~~(2) Beekeeping.~~
 - ~~(3) Dairying.~~
 - ~~(4) Egg production.~~

- (5) ~~Fish and fur farms.~~
- (6) ~~Floriculture.~~
- (7) ~~Forestry.~~
- (8) ~~Grazing.~~
- (9) ~~Greenhouse.~~
- (10) ~~Home occupation.~~
- (11) ~~Horse trails.~~
- (12) ~~Nature trails.~~
- (13) ~~Orchards.~~
- (14) ~~Paddocks.~~
- (15) ~~Plant nurseries.~~
- (16) ~~Raising of livestock.~~
- (17) ~~Raising of poultry.~~
- (18) ~~One single-family dwelling for farm owner.~~
- (19) ~~Stables.~~
- (20) ~~Sod farming.~~
- (21) ~~Game farms and management.~~
- (22) ~~Horticulture.~~
- (23) ~~Raising of:~~
 - (a) ~~Cash crops.~~
 - (b) ~~Grain.~~
 - (c) ~~Fruits.~~
 - (d) ~~Nuts.~~
 - (e) ~~Berries.~~
 - (f) ~~Mint.~~
 - (g) ~~Grass.~~
 - (h) ~~Seed crops.~~
 - (i) ~~Vegetables.~~
- (24) ~~Roadside farm stand.~~
- (25) ~~Any use similar to the above when not specifically identified in another zoning district.~~
- B. ~~Conditional uses. An application for a conditional use permit shall not be approved unless, at a minimum, it complies with the conditions and standards set forth in Article VII, Conditional Use Permits.~~
 - (1) ~~Single family dwelling for caretaker or laborer engaged in a permitted use.~~
 - (2) ~~Commercial livestock sales barns.~~
 - (3) ~~Housing for migratory or seasonal farm laborers.~~
 - (4) ~~Commercial feed lots over 100 animals.~~
 - (5) ~~Private airstrip when utilized in conjunction with permitted agricultural uses.~~
 - (6) ~~Veterinary clinics, shelters and kennels.~~
 - (7) ~~Municipal buildings.~~
 - (8) ~~Radio and television towers, communication towers, microwave radio relay structures and mechanical appurtenances.~~
 - (9) ~~Schools. [Added 6-17-2008 by Ord. No. 935-08]~~
- C. ~~Accessory uses.~~
 - (1) ~~Buildings for the purpose of sheltering livestock, farm equipment and farm produce.~~
 - (2) ~~Accessory structures associated with the residential use of the property.~~
- D. ~~Parcel standards.~~
 - (1) ~~Area: 35 acres minimum.~~
 - (2) ~~Width: 625 foot minimum.~~
 - (3) ~~Depth: 625 foot minimum.~~
- E. ~~Principal structure standards.~~
 - (1) ~~Front yard setback:~~
 - (a) ~~State trunk highways: 67 foot minimum.~~
 - (b) ~~County trunk highways: 42 foot minimum.~~
 - (c) ~~Town roads: 42 foot minimum.~~
 - (2) ~~Rear yard setback: 25 foot minimum.~~
 - (3) ~~Side yard setback: 12 foot minimum, both sides.~~
 - (4) ~~Shore yard setback: 75 foot minimum.~~
 - (5) ~~Building height: none required.~~
 - (6) ~~Dwellings shall meet all minimum principal structure standards of the R-1 Single-Family Residence District.~~
- F. ~~Attached and detached accessory building structure standards. [Amended 2-15-2011 by Ord. No. 989-2011]~~
 - (1) ~~Front yard setback: same as principal structure.~~
 - (2) ~~Rear yard setback: same as principal structure, except when abutting or contiguous to any other zoning district, the setback shall be a minimum of 100 feet.~~
 - (3) ~~Side yard setback: same as principal structure, except when abutting or contiguous to any other zoning district, the setback shall be a minimum of 100 feet.~~
 - (4) ~~Shore yard setback: same as principal structure.~~

- (5) ~~Height: none.~~
- (6) ~~Structure footprint area: none.~~
- (7) ~~Human habitation of a detached accessory building structure may be allowed, however shall be limited to 20% of the footprint area or 300 square feet, whichever is less. This standard shall apply to only one detached accessory building structure per lot or parcel.~~

§350-27 A-1 Farmland Preservation District

A. Purpose

The purpose of this district is to promote areas for uses of a generally exclusive agricultural nature in order to protect farmland and to allow participation in the state's farmland preservation program. Land zoned under this district must comply with the following:

- (1) Permitted Uses
 - (a) Agricultural uses. See Section D for agricultural use definitions.
 - (b) Not including the specified accessory uses identified in Subsection (2), other accessory uses including the farm residence. See Section D for accessory use definition.
 - (c) Upon prior notification to the county, transportation, utility, communication, or other uses that are required under state or federal law to be located in a specific place or that are authorized to be located in a specific place under a state or federal law that preempts the requirement of a conditional use permit for those uses.
 - (d) [Subsection (c) acknowledges that state or federal law may sometimes preempt local authority to restrict the siting of certain facilities. It does not purport to determine which state or federal actions are preemptive. It merely says that IF state or federal action is preemptive, no local permit is required and there is no need to rezone the site out of the farmland preservation district. Uses covered by subsection (c) might include, for example, state and federal highways, federally-mandated pipelines, and energy generation and transmission facilities whose location and design are specifically mandated by the Wisconsin Public Service Commission pursuant to a certificate of convenience and necessity.]
 - (e) Undeveloped natural resource and open space areas.
 - (f) Non-Farm residences built prior to January 1, 2014.
- (2) Conditional Uses
 - (a) Agriculture-related uses. (See Section D for agricultural related use definition.)
 - (b) A business, activity, or enterprise, whether or not associated with an agricultural use, which meets all of the following requirements:
 - i. It is conducted on a farm by an owner or operator of that farm.
 - ii. It requires no buildings, structures, or improvements other than those described in Section 350-27 D. (1)(a) or 350-27 D. (1)(c).
 - iii. The total cumulative hours worked by paid employees, excluding the owner(s), shall not exceed 160 hours per week.
 - iv. It does not impair or limit the current or future agricultural use of the farm or other protected farmland.
 - (c) Upon prior notification to the County, transportation, communication, pipeline, electric transmission, utility, or drainage uses, facilities for the generation from sunlight, wind, coal or natural gas, if all the following apply:
 - i. The use and its location in the farmland preservation zoning district are consistent with the purposes of the farmland preservation zoning district.
 - ii. The use and its location in the farmland preservation zoning district are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law.
 - iii. The use is reasonably designed to minimize conversion of land at and around the site of the use, from agricultural use or open space use.
 - iv. The use does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
 - v. Construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible.
 - (d) Governmental, institutional, religious, or nonprofit community uses, if all of the following apply:
 - i. The use and its location in the farmland preservation zoning district are consistent with the purposes of the farmland preservation zoning district.
 - ii. The use and its location in the farmland preservation zoning district are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law.
 - iii. The use is reasonably designed to minimize the conversion of land, at and around the site of the use, from agricultural use or open space use.
 - iv. The use does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
 - v. Construction damage to land remaining in agricultural use is minimized and repaired to the extent feasible.
 - (e) Nonmetallic mineral extraction, if all of the following apply:
 - i. The operation complies with Subchapter I of Chapter 295, Wisconsin Statutes, and rules promulgated under that subchapter, with applicable provisions of local ordinances under Ch. §295.14, Wis. Stats. (including all applicable provisions of this ordinance), and with any applicable requirements of the Wisconsin Department of Natural Resources concerning the restoration of nonmetallic mining sites.
 - ii. The operation and its location in the farmland preservation zoning district are consistent with the purposes of the farmland preservation zoning district.
 - iii. The operation and its location in the farmland preservation zoning district are reasonable and appropriate, considering alternative locations outside the farmland preservation zoning district, or are specifically approved under state or federal law.

- iv. The operation is reasonably designed to minimize the conversion of land around the extraction site from agricultural use or open space use.
- v. The operation does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
- vi. The owner agrees to restore the land to agricultural use, consistent with any required reclamation plan, when extraction is completed.
- vii. Compliance with Chapter 213 (Nonmetallic Mining Reclamation).
- (f) Oil and gas exploration or production that is licensed by the Department of Natural Resources under Subchapter II of Chapter 295, Wisconsin Statutes.
- (g) Private airport or air strip qualifying as an accessory use under Ch. 91.01(1), Wis. Stats.
- (h) Dog kennels qualifying as an accessory use under Ch. 91.01(1), Wis. Stats.
- (i) Game farms/shooting preserves qualifying as an accessory use under Ch. 91.01(1) (b), Wis Stats. To meet the definition of agricultural use, the game birds or cervids must be raised on the farm for release for hunting.
- (j) Shooting Ranges meeting the requirements in Ch. 91.01(1)(d), Wis. Stats.
- (k) Manure storage systems. (Please note that permits for manure storage systems are subject to Ch. ATCP 50.56 and Ch. ATCP 51, Wis Adm. Code.
- (l) Slaughtering of livestock from the A-1 District.
- (m) Processing agricultural by-products or wastes received directly from farms, including farms in the A-1 District.

Note: The County may issue a conditional use permit for a proposed land use not identified in this section if the proposed land use meets applicable conditions under this section. Before issuing a conditional use permit, the County shall determine in writing, that the proposed use meets applicable conditions under this section. The County may issue the permit subject to conditions designed to carry out the purposes of this ordinance.

(3) Area, Height and Setback Requirements:

- (a) Dimensional standards: A lot or parcel shall have no less than 15 acres of contiguous land area.
- (b) All Principal Structures shall be on a lot consistent with the principal use permitted on such lot by the regulations of the district in which it is located.

Note: The area within the road right(s)-of-way shall not be included for the standards of this subsection. Design standards pursuant to Chapter 315, Code of Green Lake County, Land Division and Subdivision, shall apply to a newly created lot or parcel for this subsection.

- (c) Principal structure setback and height standards.
 - i. Street yard setback:
 - 1. State trunk road rights-of-way: 67 feet minimum.
 - 2. All other public road rights-of-way: 40 feet minimum.
 - ii. Rear yard setback: 25 feet minimum.
 - iii. Side yard setback: 12 feet minimum.
 - iv. Structure height, dwelling structure: 35 feet.
- (d) Accessory building structure standards. An accessory building structure shall satisfy all of the following standards:
 - i. Setbacks: same as principal structure.
 - ii. Height: none
 - iii. Structure footprint area: none.
 - iv. Volume: none.
 - v. Human habitation of a detached accessory building structure may be allowed;
however, it shall be limited to 20% of the footprint area or 300 square feet,

whichever is less. This standard shall apply to only one detached accessory _____ building structure per lot or parcel.

B. Rezoning Land out of the A-1 Farmland Preservation Zoning District

Land may be rezoned out of the A-1 Farmland Preservation Zoning District if the County, through their review and recommendation, and after a public hearing, finds that all of the following apply:

- (1) The land is better suited for a use not allowed in the A-1 Farmland Preservation Zoning _____ District.
- (2) The rezoning is consistent with the Green Lake County Comprehensive Plan.
- (3) The rezoning is substantially consistent with the Green Lake County Farmland Preservation Plan, certified under Ch. 91, Wis. Stats., which is in effect at the time of zoning.
- (4) The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
- (5) Note: The above Section B (1-4) does not apply to any of the following situations:
 - (a) A rezoning that is affirmatively certified by the Wisconsin Department of Agriculture, _____ Trade and Consumer Protection under Ch. 91, Wis. Stats.
 - (b) A rezoning that makes the farmland preservation zoning ordinance map more consistent with the Green Lake County farmland preservation plan map, certified under Ch. 91, Wis. Stats., which is in effect at the time of the rezoning.

C. Certification of Ordinance and Amendments by DATCP

- (1) This Zoning Ordinance must be certified by the State of Wisconsin Department of _____ Agriculture, Trade and Consumer Protection (DATCP) in order for owners of land that is _____

zoned A-1 Farmland Preservation in the Green Lake County to be eligible to claim tax credits under the State of Wisconsin's Farmland Preservation Program.
(2) Green Lake County shall notify DATCP of any amendments as required by Ch. 91.36(8), Wis. Stats.
(3) Green Lake County shall notify DATCP by March 1 annually, of any acres rezoned out of a farmland preservation zoning district during the previous year and a map that clearly shows the location of those acres as required by Ch. 91.48(2) and 91.48(3), Wis. Stats.

D. Farmland Preservation Definitions

For the purposes of Section 350-27 of this Ordinance, the following definitions shall be used. Please see Section 350-77 for conventional zoning district definitions.

(1) Accessory Use: Within the A-1 Zoning District means any of the following land uses on a farm:

- (a) A building, structure, or improvement that is an integral part of, or is incidental to, an agricultural use. This may include, for example:
- i. A facility used to store or process raw agricultural commodities, all of which are produced on the farm.
 - ii. A facility used to keep livestock on the farm.
 - iii. A facility used to store or process inputs primarily for agricultural uses on the farm.
 - iv. A facility used to keep or service vehicles or equipment primarily employed in agricultural uses on the farm.
 - v. A wind turbine or solar energy facility that collects wind or solar energy on the farm, and uses or transforms it to provide energy primarily for use on the farm.
 - vi. A manure digester, bio-fuel facility, or other facility that produces energy primarily from materials grown or produced on the farm, primarily for use on the farm.
 - vii. A waste storage or processing facility used to store or process animal waste produced solely from livestock kept on the farm.
- (b) An activity or business operation that is an integral part of or incidental to, an agricultural use.
(c) A farm residence, including normal residential appurtenances.
(d) Any other use that DATCP, by rule, identifies as an accessory use.

(2) Agricultural Use: Any of the following activities conducted for the purpose of producing an income or livelihood:

- (a) Crop or forage production.
- (b) Keeping livestock.
- (c) Beekeeping.
- (d) Nursery, sod, or Christmas tree production.
- (e) Floriculture.
- (f) Aquaculture.
- (g) Fur farming.
- (h) Forest management.
- (i) Enrolling land in a federal agricultural commodity payment program or a federal or state agricultural land conservation payment program.
- (j) Any other use that the Department of Agriculture, Trade and Consumer Protection, by rule, identifies as an agricultural use.

(3) Agriculture-related use: An agricultural equipment dealership, facility providing agricultural supplies, facility for storing or processing agricultural products, or facility for processing agricultural wastes. In addition, any use that the Department of Agriculture, Trade and Consumer Protection identifies by rule as an agriculture-related use. An "agriculture related use" must be primary (not just incidentally) related to agriculture, and must have a direct connection to agriculture uses in the A-1 zoning district.

(4) Certified Farmland Preservation Plan: A farmland preservation plan that is certified as determined under Ch. 91.12, Wis. Stats.

(5) Certified Farmland Preservation Zoning Ordinance: A zoning ordinance that is certified as determined under Ch. 91.32, Wis. Stats.

(6) Common Ownership: Ownership by the same person or persons, or by persons that are all wholly owned by the same person or persons. "Common ownership" includes joint tenancy and tenancy in common. Solely for purposes of this definition, a parcel owned by one member of a married couple is deemed to be owned by the married couple.

Land is deemed to be under "common ownership," for purposes of this ordinance, if it is all owned by the same individual, married couple, joint tenants, and tenants in common, corporation, LLC, partnership, estate or trust. If land parcels are owned by separate legal entities, but those legal entities are all wholly owned by exactly the same person or persons, those land parcels are deemed to be under "common ownership" for purposes of this ordinance.

(7) Contiguous: Adjacent to or sharing a common boundary. "Contiguous" land includes land that is separated only by a river, stream, section line, public road, private road, railroad, pipeline, transmission line, or transportation or transmission right-of-way. Parcels are not "contiguous" if they meet only at a single point.

(8) Conditional Uses: Uses of a special nature as to make impractical their predetermination as a permitted use in a district. Conditional uses as used in the A-1 Farmland Preservation Zoning District must meet the requirements of Ch. 91.46, Wis. Stats.

(9) Farm: All land under common ownership that is primarily devoted to agricultural use. For the purpose of this definition, land is deemed to be primarily devoted to agricultural use if the following apply:

- (1) The land produces at least \$6,000 in annual gross farm revenues to its owner or renter, regardless of whether a majority of the land area is in agricultural use; or,
- (2) A majority (greater than 50%) of the land is in agricultural use.

In determining whether land is in agricultural use for purposes of par. (2), a zoning authority may consider how the land is classified for property tax purposes. See Ch. TAX 18, Wis. Adm. Code.]

(10) Farm Residence: A single-family or two family residence that is the only residential structure on the farm or is occupied by any of the following:

- (1) An owner or operator of the farm.
- (2) A parent or child of an owner or operator of the farm.
- (3) An individual who earns more than 50 percent of his or her gross income from the farm.

To qualify as a "farm residence," a residence must be located on a "farm." If a farm owner deeds off a residential parcel to another person (even if that person is the farm owner's parent, child or employee), the separately-owned parcel is no longer part of the original "farm." A residence built on that parcel does not qualify as a "farm residence" unless the parcel qualifies as a "farm" in its own right.

(11) Gross Farm Revenues: Means gross receipts from agricultural use of a farm, excluding rent receipts, less the cost or other basis of livestock or other agricultural items purchased for resale which are sold or otherwise disposed of during the taxable year. Gross farm revenue includes receipts accruing to a renter, but does not include rent paid to the landowner.

(12) Livestock: Includes bovine animals, equine animals, goats, poultry, sheep, swine, farm raised deer, farm raised game birds, camelids, ratites and farm raised fish.

(13) Nonfarm Residence: Any residence other than a farm residence.

(14) Nonconforming Uses or Structures: Any structure, land, or water lawfully used, occupied, or erected at the time of the effective date of this Ordinance which does not conform to the regulations of this Ordinance. Any such structure conforming in respect to use, but not in respect to frontage, width, height, area, yard, parking, loading, or distance requirements shall be considered a nonconforming structure and not a nonconforming use.

(15) Open Space Parcel: A parcel on which no buildings, other than hunting blinds or small sheds, have been constructed or approved for construction.

(16) Person: An individual, corporation, partnership, limited liability company (LLC), trust, estate or other legal entity.

(17) Protected Farmland: Land that is any of following:

- (a) Land that is located in the A-1 Farmland Preservation Zoning District certified under Ch. 91, Wis. Stats.
- (b) Covered by a farmland preservation agreement under Ch. 91, Wis. Stats.
- (c) Covered by an agricultural conservation easement under Ch. 93.73, Wis. Stats.
- (d) Otherwise legally protected from nonagricultural development

§350-28 A-2 General Agriculture District

§350-28.A. Purpose

This agricultural district is intended to preserve and enhance land for agricultural uses. This district's uses and standards are designed to implement Comprehensive Plan goals by encouraging agricultural uses of various sizes in areas where soil and other conditions are best suited to these agricultural pursuits, and controlling residential development to avoid conflict with agricultural uses. This district is generally compatible with other agricultural districts where varying levels of agricultural uses and open space uses are permitted and supported by the Comprehensive Plan, such as, but not limited to, A-1 ~~Exclusive Agricultural~~ Farmland Preservation and R-4 Rural Residential. The best use of these lands is agricultural.

350-28.A(1). Permitted uses. Those uses permitted in this district shall be agricultural and those that are consistent with agricultural uses. In addition to any conditional uses listed below, the conditional uses that may be allowed in this district are specified in Chapter 350, Appendix A, Zoning District Matrix.

Section 350-28.A.(1)(a) thru (ag)) stay the same, and add...

(ah) All permitted uses described in Section 350-27 Farmland Preservation District

350-28.A(2). Conditional uses. Conditions and standards for a conditional use permit are set forth in Chapter 350, Article VII, Conditional Use Permits. In addition to any conditional uses listed below, the conditional uses that may be allowed in this district are specified in Chapter 350, Appendix A, Zoning District Matrix.

Section 350-28.B.(1)(a) thru (ab)) stay the same, and add...

(ac) RV and boat storage for rental

(ad) Yard and Landscaping services

(ae) All conditional uses listed in Section 350-27 Farmland Preservation District

350-28.A(3). Area, Height and Setback Requirements.

(a) A lot or parcel shall have no less than 8 acres of contiguous land area.

(b) All Principal Structures shall be on a lot consistent with the principal use permitted on such lot by the regulations of the district in which it is located.

Note: The area within the road right(s)-of-way shall not be included for the standards of this subsection. Design standards pursuant to Chapter 315, Code of Green Lake County, Land Division and Subdivision, shall apply to a newly created lot or parcel for this subsection.

(a) A lot or parcel shall have no less than eight acres of contiguous land area. Note:

The area within the road right(s)-of-way shall not be included for the standards of this subsection. Design standards pursuant to Chapter 315, Code of Green Lake County, Land Division and Subdivision, shall apply to a newly created lot or parcel for this subsection.

(3) Width. The land area shall have a minimum width of 300 feet. The dimensions within the road right(s)-of-way shall not be included for the standards of this subsection.

(c) Principal Structure setback and height standards

(i) Street yard setback

1.State trunk road rights-of-way: 67 feet minimum
 2.All other public road rights-of-way: 40 feet minimum
 (ii) Rear yard setback: 25 feet minimum
 (iii) Side yard setback: 12 feet minimum (iv) Structure height, dwelling structure: 35 feet
 (d) Accessory building structure standards. An accessory building structure shall satisfy all of the following standards: (i) Setbacks: same as principal structure

(ii) Height: none

(iii) Structure footprint area: none

(iv) Structure volume: none

(v) Human habitation of a detached accessory building structure may be allowed; however, it shall be limited to 20% of the footprint area or 300 square feet, whichever is less. This standard shall apply to only one detached accessory building structure per lot or parcel.

§350-31 NRC Natural Resource Conservancy District

350-31.A.(3) The maps designated below are hereby adopted and made a part of the Natural Resources Conservancy District outside of the shoreland area. They are on file in the office of the Surveyor/Land Development Director for Land Use Planning and Zoning Department of Green Lake County.

350-31.A.(4) ~~The district shall be considered an overlay district of the A-1 Exclusive Agriculture District as established in the § 91.57, Wis. Stats.~~

350-31.D. ~~Area, H~~height and setback regulations~~area uses~~: refer to §§ 350-18, 350-19 and 350-20

350-31.E. ~~Highway S~~setbacks: refer to § 350-50A.

§350-32 C-1 General Commercial District

350-32.C. ~~Area, H~~height and setback regulations~~area uses~~: refer to §§ 350-18, 350-19 and 350-20

350-32.D. ~~Highway S~~setbacks: refer to § 350-50A.

§350-33 C-2 Extensive Commercial District

350-33.C. ~~Area, H~~height and setback regulations~~area uses~~: refer to §§ 350-18, 350-19 and 350-20

350-33.D. ~~Highway S~~setbacks: refer to § 350-50A.

§350-34 I Industrial District

350-34.C. ~~Area, H~~height and setback regulations~~area uses~~: refer to §§ 350-18, 350-19 and 350-20

350-34.D. ~~Highway S~~setbacks: refer to § 350-50A.

§350-35 M-1 Mineral Extraction District

350-35.C. Yard requirements. All excavations shall be at least 100 feet from the right-of-way of any public or approved private street or property line. All accessories to the mineral extraction use, such as mining buildings, structures, equipment, offices, parking areas and stockpiles, shall be at least 100 feet from any right-of-way or property line.

350-35.G. Area and height regulations: refer to §§ 350-18 and 350-19.

§350-36 M-2 Sanitary Landfill District

350-36.D. Area, height and setback regulations: refer to §§ 350-18, 350-19 and 350-20.

350-36.E. Highway setbacks: refer to § 350-50A.

§350-37 RC Recreation District

350-37.C.(17) ~~Refer to 350-54.A.~~

350-37.C.(18) Boat rentals; conditions that shall be required for boat rentals shall include and are not limited to waste containment, sanitary facility, noise limits, screening, parking, parking controls, time requirements, lighting and identification of sites, fish cleaning, gasoline and oil handling, and disposition of all waste materials. Any conditional use permit shall include approval as per Green Lake County Chapter 338 – Shoreland Zoning Ordinance, Ch. 30, Wis. Stats., and Ch. NR 326, Wis. Adm. Code.

350-34.C. ~~Area, H~~height and setback regulations~~area uses~~: refer to §§ 350-18, 350-19 and 350-20

350-34.D. ~~Highway S~~setbacks: refer to § 350-50A.

§350-38 R-1 Single-Family Residence District

350-38.A.(7) Unoccupied outside storage of camping trailer, motor home, boats, fishing shanty or other similar recreational vehicles or devices as an accessory use. There shall be a combined limit of two items per family dwelling unit.

350-38.B. Conditional uses: ~~Refer to 350-54.A.~~

350-38.C. Area regulations: Refer to § 350-18

350-38.D.(3) Side yard setback: 12 feet minimum, except lots 85 feet or less in width shall have a side yard setback of 10 feet.

§350-39 R-2 Single-Family Mobile Home Residence District

350-39.C.(1) A petition requesting an amendment of this chapter and zoning maps describing the area to be rezoned (together with a sketch map of the same) to Class Two Residential District must be filed with the Surveyor/Land Development Director Land Use Planning and Zoning Department bearing the signatures of 80% of the property owners in the area to be so rezoned. Upon receipt of such petition, the Surveyor/Land Development Director Land Use Planning and Zoning Department shall verify the number of signatures before filing the same with the Land Use Planning and Zoning Committee of the County Board for further action in accordance with the following provisions.

350-39.C.(2) Upon receipt of the petition described above from the Surveyor/Land Development Director Land Use Planning and Zoning Department, the Land Use Planning and Zoning Committee shall set the same for hearing after publishing notice of hearing as a Class 2 notice. At the hearing, the Land Use Planning and Zoning Committee shall determine if the area requested to be rezoned is feasible for Class Two residential purposes and whether or not objection has been made by 20% or more of all property owners living within the proposed district or within a radius of 1.5 miles from the boundaries of the proposed district. Objection must be made in writing and may be filed with the Surveyor/Land Development Director Land Use Planning and Zoning Department prior to the date set for said hearing or may be made orally and filed in writing at the hearing itself. If the Land Use Planning and Zoning

Committee finds that such objection has been made, it shall certify the same and order a referendum of all the property owners of the town in which the proposed district lies (and additionally a referendum of all the property owners of all adjacent towns that lie within a distance of 1.5 miles from the boundaries of the proposed district) and shall set the date therefor, not later than 90 days from the date of order, and shall notify the clerk of the town(s) affected, who shall cause notice of the referendum to be published as a Class 2 notice and who shall further mail notice of the referendum to all property owners of his/her town, whether present within the County or absent therefrom. Absentee ballots will be accepted in said referendum and shall be handled and regulated by the provisions of §§ 6.85 through 6.89 (as applicable), Wis. Stats. Said town clerk(s) shall further cause all other preparations to be made for the conduct of said referendum and together with the Land Use Planning and Zoning Committee shall make an estimate of the total cost of said referendum, which shall be borne by the initial petitioners, who shall pay to the clerk of the town(s) involved a deposit of the estimated cost of the referendum, all unused portions of which shall be returned to them after the completion of said referendum. Failure to pay such deposit within 10 days from the date of receiving notice of the estimated cost shall cause automatic dismissal of the petition. All town clerks involved in said referendum shall withhold mailing of notice or publication of notice of such referendum until all costs have been paid as herein required. The question to be stated in such referendum shall be substantially as follows: "Shall a portion of the Town of _____ located in Section _____, containing about _____ acres, be rezoned to Class Two Residential District permitting mobile homes to be parked _____ therein as permanently located single-family dwellings? (YES or NO)."

350-39.D. Area and height regulations: refer to §§ 350-18 and 350-19.

350-39.E. Principal structure setback and height standards. [Added 8-19-2014 by Ord. No. 1092-2014]

(1) Street yard setback:

- (a) State trunk road rights-of-way: 67 feet minimum.
- (b) All other public road rights-of-way: 40 feet minimum.
- (c) All riparian lots or parcels that front on a public Town road right-of-way: 25 feet

minimum.

(2) Rear yard setback: 25 feet minimum.

(3) Side yard setback: 12 feet minimum, except lots 85 feet or less in width shall have a side yard setback of 10 feet.

(4) Structure height; dwelling structure: 35 feet overall maximum.

350-39.F. Accessory building structures. The total combined footprint area allowed for attached and _____ detached accessory building structures shall not exceed 10% of the land area, excluding any _____ road right-of-way. Each accessory building structure shall satisfy all of the following standards: [Added 2-15-2011 by Ord. No. 989-2011]

- (1) Setbacks: same as principal structure.
- (2) Height: 25 feet maximum; ground floor surface to peak. There shall be no sidewalls above the ground floor ceiling joist. Ground floor sidewalls shall not exceed 15 feet in height.
- (3) Area: 1,500 square foot maximum footprint (ground floor).
- (4) Volume: 25,000 cubic feet maximum volume.
- (5) Human habitation of a detached accessory building structure may be allowed, however shall be limited to 20% of the footprint area or 300 square feet, whichever is less. This standard shall apply to only one detached accessory building structure per lot or parcel.

§350-40 R-3 Multiple Family Residence District

350-40.A. Permitted uses. ~~In addition to any uses listed below, the uses permitted in this district are specified in § 350, Appendix A, Zoning District Matrix.~~

350-40.B. Conditional uses. Conditions and standards for a conditional use permit are set forth in § 350, Article VII, Conditional Use Permits. ~~In addition to any conditional uses listed below, the conditional uses permitted in this district are specified in § 350, Appendix A, Zoning District Matrix.~~

350-40.C. Area, Height and Setback Requirements.

(1) A lot or parcel shall have a one-acre-minimum contiguous land area.

(2) ~~Width. The lot or parcel in this district shall have a minimum average width of 100ft.~~

~~The dimension within the road right(s)-of-way shall not be included for the standards of this subsection.~~

Note: The area within the road right(s)-of-way shall not be included for the standards of this subsection. Design standards pursuant to Chapter 315, Code of Green Lake County, Land Division and Subdivision Ordinance, shall apply to a newly created lot or parcel for this subsection.

§350-41 R-4 Rural Residence District

350-41.A. Permitted uses. ~~In addition to any uses listed below, the uses permitted in this district are specified in § 350, Appendix A, Zoning District Matrix.~~

350-41.B. Conditional uses. Conditions and standards for a conditional use permit are set forth in § 350, Article VII, Conditional Use Permits. ~~In addition to any conditional uses listed below, the conditional uses permitted in this district are specified in § 350, Appendix A, Zoning District Matrix.~~

350-41.C. Area, Height and Setback Requirements

(1) A lot or parcel shall have a three-acre-minimum and less than eight-acre-maximum _____ of contiguous land area.

Note: The area within the road right(s)-of-way shall not be included for the standards of this subsection. Design standards pursuant to Chapter 315, Code of Green Lake County, Land Division and Subdivision Ordinance, shall apply to a newly created lot or parcel for this subsection

~~(2) Width. The land area shall have a minimum width of 200ft. The dimension within the road right(s) of way shall not be included for the standards of this subsection.~~

§350-42 AO Adult-Oriented Establishment District

Section 350-42.F. Area, height and setback regulations: refer to §§ 350-18 and 350-19 and the Commercial District setbacks under § 350-20.

Section 350-42.G. Highway setbacks: refer to § 350-50A.

Article V. Nonbuilding Structures

350-43.B.(4)(b) One on-site freestanding sign in addition to the building-mounted sign to advertise a business conducted or service available on the premises shall be allowed and shall not exceed 32 50 square feet in gross area and shall have a minimum setback of 10 feet from the right-of-way line.

350-43.B.(5) Other off-site signs not specifically referred to in this Section shall not exceed 300 square feet in gross area. These signs are not allowed in R-1, R-2, R-3, R-4 and NRC Zoning Districts and shall meet the following standards:

(a) An off-site sign ~~32 50~~ square feet or less shall have a minimum setback of 10 feet from the right-of-way line.

(b) An off-site sign that is greater than ~~32 50~~ square feet and up to and including 300 square feet shall have a minimum setback from the right-of-way line as required by

the zoning district in which the sign is located.

350-43.F. No sign shall contain, include or be illuminated by flashing lights or be composed of animated or moving parts, or be a ~~fixed or changing flashing digital~~ electronic type sign. A lighted sign shall be shielded to prevent glare or illumination onto other premises or roadways.

Article VI. Highway Setback Lines

350-50.A. Along highways generally. The setback distance from the center line or right-of-way line, at any point, for the respective classes of highways shall be as follows:

Highway Classification	Setback From Center Line (feet)	Setback From Front Lot Line (feet)
State trunk highways	110	Not less than 67
County trunk highways	75	Not less than 42 40
Town roads, except in platted subdivisions	75	Not less than 42 40
Streets in platted subdivisions		40

350-51. Structures prohibited within setback lines.

No new building, new sign or other new structure, including cemeteries, nor any part thereof, shall be placed between the setback lines established by this chapter and the highway except as provided by this chapter. ~~_, and no such building, sign, structure or part thereof existing within such setback lines on the effective date of this chapter shall be altered, enlarged or added to in any way that increases or prolongs the permanency thereof, unless granted a permit variance therefor shall have been issued by the Board of Adjustment. No such building, sign, structure or part thereof existing within such setback lines on the effective date of this chapter shall be reconstructed in its original existing location after having been destroyed by fire, storm, or other catastrophe to the extent of 50% or more of its assessed value prior to such destruction unless a permit therefor shall have been issued by the Board of adjustment. In the absence of assessment record, the applicant shall submit evidence of value satisfactory to the Board of Adjustment. As a condition precedent to the issuing of a permit for the alteration, enlargement or reconstruction of any such building, sig or structure, the Board may make such reasonable requirements as will further and protect the purpose and intent of this chapter. No building, sign, structure or part thereof, existing within such setback lines on the effective date of this chapter, shall be altered, enlarged or added to in any way that increases or prolongs the permanency thereof, unless granted a variance therefore by the Board of Adjustment.~~

350-52.A.(2) Telephone, telegraph and power transmission poles and lines and microwave radio relay structures, except satellite earth stations, may be constructed within the setback lines, provided that the owner will file with the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department of Green Lake County an agreement in writing to the effect that the owner will remove all new construction, additions and replacements erected after the adoption of this chapter, at his expense, when necessary for the improvement of the highway and pay a recording fee.

Article VII. Conditional Use Permits

350-54 Conditional uses.

A. Investigations of, and public hearings on, conditional uses required by the regulations of this article shall be conducted by the Land Use Planning and Zoning Committee for the purpose of determining the effect of the proposed use or the location thereof on the character of the neighborhood and its suitability for development by utilizing the minimum review standards and criteria of this article. The Land Use Planning and Zoning Committee shall review requests for a conditional use permit and, after public hearing and application of the standards identified in this article, shall approve, approve with conditions or deny all such requests.

~~A. The following are permitted as conditional uses in all zoning districts except in the A-1 Exclusive Agriculture District:~~

~~(1) Airport, provided that the Land Use Planning and Zoning Committee shall find, as a condition precedent to issuing the permit, that the proposed location is necessary to the public convenience.~~

~~(2) Charitable institutions.~~

~~(3) Microwave radio relay structure and mechanical appurtenances.~~

~~(4) Penal and correctional institutions.~~

~~(5) Public hospitals, when such hospital building shall be located not less than 100 feet from any lot in any residence district not used for the same purpose.~~

- ~~(6) Public utility or public service corporation buildings or structures, provided that the Land Use Planning and Zoning Committee shall find such buildings or structures to be reasonably necessary for the public convenience, safety or welfare.~~
- ~~(7) Public utility transmission lines.~~
- ~~(8) Radio and television towers.~~
- ~~(9) Trailers and temporary structures for the shelter of persons or property, on a lot in connection with the construction of a permanent building or buildings on such lot, for a period not to exceed one year.~~

350-57. Review and Revocation of conditional use permits.

350-57.A. The Land Use Planning and Zoning Committee shall retain continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses. Such authority shall be in addition to the enforcement authority of the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department to order the removal or discontinuance of any unauthorized alterations of an approved conditional use and the elimination, removal or discontinuance of any violation of a condition imposed prior to or after approval, or violation of any other provision of this chapter.

350-57.B. Complaint procedure. Upon written complaint by any citizen or official, the Land Use Planning and Zoning Committee shall initially determine whether said complaint indicates a reasonable probability that the subject conditional use is in violation or either the purpose and intent of this chapter, a condition of approval or other requirement imposed hereunder. Upon reaching a positive initial determination, a hearing shall be held upon notice. Any person may appear at such hearing and testify in person or be represented by an agent or attorney. The Land Use Planning and Zoning Committee may, in order to bring the subject conditional use into compliance with the standards set forth in this chapter or conditions previously imposed by the Land Use Planning and Zoning Committee, modify existing conditions upon such use and impose additional reasonable conditions upon the subject conditional use. Additionally, the offending party may be subjected to a forfeiture as set forth in Article X. In the event that no reasonable modification of such conditional use can be made, the Land Use Planning and Zoning Committee may revoke the subject conditional approval and direct the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department and Corporation Counsel to seek the elimination of the subject use. Following any such hearing the decision of the Land Use Planning and Zoning Committee shall be furnished to the current owner of the conditional use in writing stating the reasons therefor. An appeal from a decision of the Land Use Planning and Zoning Committee under this section may be taken to the Board of Adjustment.

350-58. The County Land Use Planning and Zoning Committee may require the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department to issue a conditional use permit after review and public hearing, provided that such conditional uses and structures are in accordance with the purpose and intent of this chapter.

Article VIII. Board of Adjustment

350-61.H. Should a change in circumstances occur within said twelve-month period which, in the applicant's opinion, changes the character of the application, then the applicant shall, in that event, submit a request for an additional hearing, outlining the changes in circumstances that have occurred. The Board shall review the request of the applicant, and if in the opinion of the majority of the Board there is sufficient change in said circumstances to warrant a hearing, the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department shall schedule said hearing under the normal rules of procedure of the Board.

350-62.A. Appeals to the Board of Adjustment may be taken by any person aggrieved or by any officer, department, board or bureau of Green Lake County affected by any decision, order or ruling of the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department. Such appeal shall be taken within 30 days, as provided by the rules of the Board of Adjustment, by filing with the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department a notice of appeal, on forms provided by the Department, specifying the grounds thereof.

350-62.B. An appeal shall stay all proceedings in furtherance of the action appealed from unless the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department shall certify to the Board of Adjustment, after the notice of appeal shall have been filed with the Land Use Planning and Zoning Department, that by reason of facts stated in the certificate a stay would cause imminent peril to life or property. In such case, the proceedings shall not be stayed other than by a restraining order, which may be granted by the Board of Adjustment or by a court of record on application or notice to the Land Use Planning and Zoning Department and on due cause shown.

Article IX. Administration and Enforcement

350-64.A. The ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department or ~~designee(s)~~ shall administer and enforce ~~be the enforcement officer(s) for the Land Use Planning and Zoning Department~~ under this chapter for Green Lake County.

350-64.D. It shall be the duty of the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department or ~~designee(s)~~ to investigate alleged violation(s) of this chapter to determine the facts and, if a violation is identified, to pursue enforcement to achieve compliance.

350-64.E. In addition to the Corporation Counsel having the authority to file a complaint to achieve compliance with the below said land use ordinances, the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department or ~~designee(s)~~ shall have the authority to prepare, sign and issue citations in order to achieve compliance with the following land use ordinances:

- (1) Chapter 350, Zoning (Ordinance Nos. 146-76 and 381-89).
- (2) Chapter 315, Land Division and Subdivision (Ordinance No. ~~150-76~~ 1056-2013).
- (3) Chapter 300, Floodplain Zoning (Ordinance No. ~~339-87~~ 970-2009).
- (4) Chapter 338, Shoreland ~~Protection~~ Zoning (Ordinance No. ~~303-85~~ 20-2016).
- (5) Chapter 334, Sewage Systems, Private (Ordinance No. 225-80).
- (6) Chapter 323, Nonmetallic Mining Reclamation (Ordinance No. ~~735-2004~~ 902-07).

350-65.A. ~~Except as provided in Subsection C,~~ No building or structure or billboard or any part thereof, except as herein provided, shall hereafter be erected, enlarged, altered, repaired or moved within the areas subject to the provisions of this chapter until a land use permit shall have been applied for in writing and obtained from the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department. Such permit shall be posted in a prominent place on the premises prior to and during the period of construction, alteration, repair or moving. Land use permits shall be valid for a period of one year from date of issue unless otherwise

specified on the permit. A copy of such permit shall be filed within the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department office and with the inspector and clerk for the town in which the permit is effective. Forms for the application for land use permits shall be supplied by the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department. All such forms shall be approved by the County Board. For fee schedule refer to Article XII, Fee Schedule.

350-65.B. ~~Except as provided in Subsection C,~~ All applications for land use permits shall be accompanied by a location sketch drawn to scale, showing the location, actual shape and dimensions of the lot to be built upon, the exact size and location of the building on the lot, the existing and intended use of the building, the number of families to be accommodated, its situation with reference to the highway, the distance between the nearest point on the building and the center line of the highway, and such other information with regard to the proposed building and neighboring lots or buildings as may be called for on the application or may be necessary to provide for the enforcement of this chapter. The ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department may require satisfactory evidence of actual lot line location, including a surveyor's certificate and map where necessary.

350-66. Certificate of Compliance.
Upon written request from the owner, the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department may issue a certificate of compliance at a fee as provided in Article XII, Fee Schedule, for any building or premises existing at the time of the adoption of this chapter, certifying, after inspection, the extent and kind of use made of the building or premises and whether or not such use conforms to the provisions of this chapter.

350-67.A. Town boards, or town zoning/planning committees as established by town boards, shall be notified in writing at least 10 days prior to a public hearing on a conditional use or zoning amendment change in that town by the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department or Land Use Planning and Zoning Committee.

350-67.E. A copy of the conditional use permit or rezoning change, if approved by the County Land Use Planning and Zoning Committee, shall be forwarded by the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department to the board chairman of the affected town.

Article XI. Amendments

350-74. Fee. A fee shall be paid by the person filing the amendment to the ~~Surveyor/Land Development Director~~ Land Use Planning and Zoning Department to defray the cost of administration, investigation, advertising and processing of the amendment application. Refer to Article XII, Fee Schedule.

Article XIII. Word Usage and Definitions

350-77

All definitions stay the same except the changes below...

ANIMAL UNIT

A unit of measure used to determine the total number of single animal types or combination of animal types, ~~as specified in Appendix A, or as hereinafter amended,~~ which are fed, confined, maintained or stabled in an animal feeding operation.

ANIMAL UNITS COMBINED

Any combination of animal types calculated by adding the number of single animal types as multiplied by the equivalency factors, ~~as identified in Appendix A~~ of this chapter.

NONCONFORMING LOT OR PARCEL A lot or parcel, the area, dimensions or location of which was lawful prior to the adoption, revision or amendment of an ordinance but which fails by reason of such adoption, revision or amendment to conform to the present requirements of the ordinance.

SPLIT-ZONED LOT OR PARCEL A lot or parcel whereby the lot or parcel consists of more than one zoning district.

Attachments:

Appendix A — Zoning Matrix

Land Use Planning and Zoning recommends approval

Passed and Adopted this 14th day of November, 2017

Roll Call on Ordinance 22-2017

Ayes 15, Nays 0, Absent 3, Abstain 0, Vacant 1

Submitted by Land Use Planning and Zoning Committee: /a/ Michael Starshak, Chair; /s/ Peter Wallace; /s/ Harley Reabe; /s/ Robert Lyon

ORDINANCE NO. 23–2017

Relating to the Amendment of the Green Lake County Farmland Preservation Plan 2016.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does ordain as follows:

WHEREAS, pursuant to Wis. Stat. 91.18, Green Lake County is authorized to amend a farmland preservation plan, and proposes to amend the farmland preservation maps for the amendments for the Towns of Berlin, Brooklyn, Green Lake, Mackford, Manchester, and Marquette; and,

WHEREAS, the Wisconsin Department of Agriculture, Trade and Consumer Protection ("DATCP"), certified the County's 2015 farmland preservation plan with an expiration date of December 31, 2026; and,

WHEREAS, DATCP must certify any amendments to the farmland preservation plan, including any map amendments; and,

WHEREAS, DATCP certified the proposed map amendments for the Towns of Berlin, Brooklyn, Green Lake, Mackford, Manchester and Marquette (dated September 19, 2017) on October 10, 2017, with an expiration of December 31, 2026.

Majority vote is needed to pass.

WHEREAS, the County Board of Supervisors of Green Lake County, Wisconsin, has adopted written procedures designed to foster public participation in every stage of the preparation of a farmland preservation plan and comprehensive plan amendment as required by Wis. Stat. §66.1001(4)(a).

WHEREAS, the Green Lake County Land Use Planning and Zoning Committee, by a majority vote of the entire committee, recorded in its official minutes, has recommended to the County Board the adoption of the Proposed 2017 Farmland Preservation Plan maps for the Towns of Berlin, Brooklyn, Green Lake, Mackford, Manchester, and Marquette, attached hereto; and,
WHEREAS, Green Lake County has held at least one public hearing on this ordinance, in compliance with the requirements of Wis. Stat. §66.1001(4)(d).

NOW, THEREFORE, BE IT HEREBY ORDAINED:

SECTION 1: The Green Lake County Board of Supervisors of Green Lake County, Wisconsin, does, by enactment of this ordinance, formally adopts the Proposed 2017 Farmland Preservation Plan maps for the Towns of Berlin, Brooklyn, Green Lake, Mackford, Manchester, and Marquette attached hereto, pursuant to Wis. Stat. 66.1001(4)(c), and as an addendum to the Green Lake County Comprehensive Plan 2016.

SECTION 2: The Green Lake County Board of Supervisors of Green Lake County, Wisconsin, does, by enactment of this ordinance, amends the Green Lake County Comprehensive Plan 2016 by replacing the Farmland Preservation Plan maps of the Towns of Berlin, Brooklyn, Green Lake, Mackford, Manchester and Marquette.

SECTION 3: All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

SECTION 4: A copy of the amended Farmland Preservation Plan maps shall be distributed according to Wis. Stat. §66.1001(4)(b).

SECTION 5: This ordinance shall take effect upon passage by a majority vote of the members-elect of the Green Lake County Board of Supervisors and publication as required by law.

Land Use Planning and Zoning recommends approval

Passed and Adopted this 14th day of November 2017

Roll Call on Ordinance 23-2017

Ayes 15, Nays 0, Absent 3, Abstain 0, Vacant 1

Submitted by Land Use Planning and Zoning: /s/ Michael Starshak, Chair; /s/ Peter Wallace; /s/ Harley Reabe; /s/ Robert Lyon

ORDINANCE NO. 24 –2017

Relating to Rezone in Town of Manchester

Owners: Wilbur L. and Rachel H Miller/Chris J and Vera P Burkholder

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 14th day of November, 2017, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-6 Ordinance No. 297-84) as relates to the Town of Manchester, shall be amended as follows:

Wilbur L. and Rachel H. Miller, N1998 Hilltop Road, Parcel #012-00114-0000, Part of the NE¼ of Section 8, T14N, R12E, Town of Manchester, ±20.0 acres. Rezone from A-1 Exclusive Agriculture District to A-2 General Agriculture District.

Chris J. Burkholder and Vera P. Burkholder, N1934 Hilltop Road, Parcel #012-00120-0100, Lot 2 Certified Survey Map 3195, Part of the NE¼ of Section 8, T14N, R12E, Town of Manchester, ±5.788 acres. Rezone from R-4 Rural Residential District to A-2 General Agriculture District.

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

Land Use Planning and Zoning recommends approval

Passed and Adopted this 14th day of November 2017

Roll Call on Ordinance 24-2017

Yes 15, Nays 0, Absent 3, Abstain 0, Vacant 1

Submitted by Land Use Planning and Zoning: /s/ Michael Starshak, Chair; /s/ Robert Lyon; /s/ Harley Reabe/ /s/ Richard Slate; /s/ Robert Lyon

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR SESSION

December 19, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, December 19, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

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

Present – 15, Absent – 3 (Patti Garro-District 8, Sue Wendt-District 10, Joanne Guden-District 17), Vacant – 1 (District 9)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Rich Slate	3
Paul Schwandt	4
Peter Wallace	5
Joy Waterbury	6
Michael Starshak	7
Harley Reabe	11
Robert Schweder	12

Nick Toney	13
Dennis Mulder	14
Katie Mehn	15
Joe Gonyo	16
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 19th day of December, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 11/14/17

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

RECOGNITION OF SERVICE – DEB DAVEY AND TRACY SODA

APPEARANCES

DEPARTMENT REPORTS

BUDGET ADJUSTMENTS

RESOLUTIONS

- Resolution 28-2017 Creation of One Chief Deputy Position and Eliminate One Court Records Clerk Position in the Clerk of Courts Office
- Resolution 29-2017 Resolution Relating to the Contract for Creating a New Multi-County Aging and Disability Resource Center
- Resolution 30-2017 Green Lake County Buffer Program

ORDINANCES

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON February 20, 2018

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

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

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

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 11/14/2017

3. **Motion/second (Jenkins/Toney)** to approve the minutes of November 14, 2017 as presented. **Motion/second (Slate/Starshak)** to amend the minutes to correct the motion made to amend Ordinance 23-2017. All Ayes. Motion carried to approve the minutes as amended.

ANNOUNCEMENTS

4. Chairman Reabe informed the supervisors that the new mileage rate of .545/mile as determined by the IRS will go into effect on January 1, 2018.
5. Supervisors were reminded to turn in their candidacy paperwork by January 2, 2018 at 5:00 PM. Anyone not running should turn in a Declaration of Noncandidacy by 5:00 PM on December 22.
6. Chairman Reabe stated that the annual reports from departments will not be reviewed by County Board until April of 2018 to allow more time to submit an accurate report and review by the committee of jurisdiction.
7. The next County Board meeting will take place on February 20, 2018 at 6:00 PM.

RECOGNITION OF SERVICE – DEB DAVEY AND TRACY SODA

8. Chairman Reabe presented Deb Davey, Maintenance/Mail Clerk, and Tracy Soda, Public Health Nurse, with plaques and thanked them for their years of service. Deb Davey has worked for Green Lake County for 25 years and Tracy Soda for 24 years. Reabe wished both of them well in their retirement.
9. Kathy Munsey, Green Lake County Public Health Officer, also thanked Tracy Soda for her years of service to the health department. Munsey read a plaque from the Wisconsin Department of Health Services recognizing Soda for her service to Green Lake County.

PUBLIC COMMENTS (3 Minute Limit)

10. Sheriff Mark Podoll spoke in recognition of retiring employees Deb Davey and Tracy Soda citing their dedication and service to fellow employees and citizens.

CORRESPONDENCE

11. None

APPEARANCES

12. None

DEPARTMENT REPORTS

13. None

BUDGET ADJUSTMENTS

14. Maintenance (Safety & Securities) – transfer \$9,300 from Contingency to cover the cost of a security study to be provided by Potter Lawson for the West Wing.
Motion/second (Jenkins/Schweder) to approve budget adjustment. Discussion held. Roll call vote – Ayes – 12, Nays – 3 (Slate, Schwandt, Starshak), Absent – 3 (Garro, Wendt, Guden), Vacant – 1 (District 9), Abstain – 0.
15. Land Use Planning & Zoning – adjust the budget for revenue and expenses by \$3,785 due to increased activity by the County Surveyor.
Motion/second (Toney/Wallace) to approve budget adjustment. Roll call vote – Ayes – 14, Nays – 1 (Schwandt), Absent – 3 (Garro, Wendt, Guden), Vacant – 1 (District 9), Abstain – 0.

RESOLUTIONS

16. Resolution No. 28-2017 Creation of One Chief Deputy Position and Eliminate One Court Records Clerk Position in the Clerk of Courts Office. **Motion/second (Schwandt/Trochinski)** to adopt Resolution No. 28-2017. Roll call vote to adopt Resolution No. 28-2017 – Ayes – 14, Nays – 1 (Starshak), Absent – 3 (Garro, Wendt, Guden), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 28-2017 passed as adopted.
17. Resolution No. 29-2017 Resolution Relating to the Contract for Creating a New Multi-County Aging and Disability Resource Center. **Motion/second (Gonyo/Lyon)** to adopt Resolution No. 29-2017. Discussion held regarding fiscal impact. Roll call vote to adopt Resolution No. 29-2017 – Ayes – 15, Nays – 0, Absent – 3 (Garro, Wendt, Guden), Vacant – 1 (District 9), Abstain – 0. Motion carried. Resolution No. 29-2017 passed as adopted.
18. Chairman Reabe stated that Resolution No. 30-2017 Green Lake County Buffer Program will not be acted on due to the inability of the County Conservationist to attend the meeting. This will be put on the February 2018 agenda.

ORDINANCES

19. None

COMMITTEE APPOINTMENTS

20. Chairman Reabe appointed John Gende to the Veterans Service Commission to complete the term of Anthony Soda which expires in 2018. He also appointed Victor Shrock to another term which expires in 2020.
21. **Motion/second (Schweder/Toney)** to approve the appointments. All ayes. Motion carried.

DEPARTMENTS TO REPORT ON February 20, 2018

22. Chairman Reabe stated that Advocap and Derek Kavanaugh of Land Conservation will give reports in February.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

23. None

ADJOURN

24. **Motion/second (Schweder/Starshak)** to adjourn at 6:24 PM. All Ayes. Motion carried.

Respectfully Submitted,

/s/

Elizabeth Otto

Green Lake County Clerk

RESOLUTION NUMBER 28-2017

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

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

WHEREAS, the Clerk of Circuit Court has reviewed the needs of the office and has determined that the creation and appointment of a Chief Deputy Clerk position will enhance the management of the Clerk of Courts Office; and,

WHEREAS, the position of Chief Deputy Clerk is recommended by District Court Administration; and,

WHEREAS, the position of Chief Deputy Clerk will have additional supervisory and financial duties, and in the absence of the Clerk of Court would have the statutory authority to act as the Clerk of Court until the Clerk of Court returns.

Fiscal note available at County Clerk's Office ☒ Approved by Finance ☐ Disapproved by Finance

☒ Approved by Personnel ☐ Disapproved by Personnel

Majority vote is needed to pass.

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

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

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

BE IT FURTHER RESOLVED that the Green Lake County Board of Supervisors hereby creates one position of Chief Deputy Clerk effective January 1, 2018.
Judicial/Law Enforcement and Emergency Management Committee recommends approval
Passed and Adopted this 19th day of December 2017
Roll Call on Resolution 28-2017
Ayes 14, Nays 1, Absent 3, Abstain 0, Vacant 1
Submitted by Judicial/Law Enforcement and Emergency Management Committee: /s/ Michael Starshack, Chair; /s/ Larry Jenkins; Peter Wallace; Sue Wendt

RESOLUTION NUMBER 29-2017

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

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

WHEREAS, on August 15, 2017, the Green Lake County Board of Supervisors approved Resolution No. 15-2017 Relating to the Creation of a New Multi-County Aging and Disability Resource Center; and,
Fiscal note is not applicable.

Majority vote is needed to pass.

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

NOW THEREFORE BE IT RESOLVED, the County Board of Supervisors of Green Lake County, Wisconsin hereby ratifies the attached Agreement to Create and Maintain an Aging and Disability Resources Center Pursuant to §§46.283 & 66.0301, Wis. Stats.
BE IT FURTHER RESOLVED, that County Board Chair, Harley Reabe is authorized to sign the agreement and bind the County thereto.

DHHS Board recommends approval

Passed and Adopted this 19th day of December 2017

Roll Call on Resolution 29-2017

Ayes 15, Nays 0, Absent 3, Abstain 0, Vacant 1

Submitted by DHHS Board: /s/ Joe Gonyo, Chair; /s/ Nick Toney; /s/ John Gende; /s/ Nancy Hoffmann; /s/ Harley Reabe; /s/ Joy Waterbury

Reforestation Tax	Charit. /Penal	Special Charges	Special Total	District	TID Out Ratio	Health Department	Library Services	Bridge Aid	All Other Governmental	County Tax Total	County and Charitable	Charge Back	All Taxes/Charges Total
0.00	94.89	0.00	94.89	TOTAL		374,312.00	309,075.00	128,705.00	13,506,355.00	14,318,447.00	14,318,541.89		14,318,541.89
0.00	4.52	0.00	4.52	Town of Berlin	0.047626669	17,827.23	14,720.21	6,129.79	643,262.70	681,939.93	681,944.45	0.00	681,944.45
0.00	19.67	0.00	19.67	Town of Brooklyn	0.207271202	77,584.10	64,062.35	26,676.84	2,799,478.41	2,967,801.70	2,967,821.37	0.00	2,967,821.37
0.00	17.87	0.00	17.87	Town of Green Lake	0.188360885	70,505.74	58,217.64	24,242.99	2,544,068.98	2,697,035.35	2,697,053.22	0.00	2,697,053.22
0.00	2.19	0.00	2.19	Town of Kingston	0.023094108	8,644.40	7,137.81	2,972.33	311,917.22	330,671.76	330,673.95	0.00	330,673.95
0.00	2.32	0.00	2.32	Town of Mackford	0.024397002	9,132.09	7,540.50	3,140.02	329,514.57	349,327.18	349,329.50	0.00	349,329.50
0.00	2.78	0.00	2.78	Town of Manchester	0.029312882	10,972.16	9,059.88	3,772.71	395,910.19	419,714.94	419,717.72	0.00	419,717.72
0.00	3.25	0.00	3.25	Town of Marquette	0.034229739	12,812.60	10,579.56	4,405.54	462,319.01	490,116.71	490,119.96	0.00	490,119.96
0.00	13.20	0.00	13.20	Town of Princeton	0.139091671	52,063.68	42,989.76	17,901.79	1,878,621.49	1,991,576.72	1,991,589.92	0.00	1,991,589.92
0.00	1.51	0.00	1.51	Town of Saint Mary	0.015944297	5,968.14	4,927.98	2,052.11	215,349.34	228,297.57	228,299.08	0.00	228,299.08
0.00	1.41	0.00	1.41	Town of Seneca	0.014849400	5,558.31	4,589.58	1,911.19	200,561.27	212,620.35	212,621.76	0.00	212,621.76
0.00	0.66	0.00	0.66	Village of Kingston	0.006982181	2,613.51	2,158.02	898.64	94,303.82	99,973.99	99,974.65	0.00	99,974.65
0.00	0.67	0.00	0.67	Village of Marquette	0.007037407	2,634.19	2,175.09	905.75	95,049.72	100,764.75	100,765.42	0.00	100,765.42
0.00	10.69	0.00	10.69	City of Berlin	0.112661371	42,170.50	34,820.81	14,500.08	1,521,644.47	1,613,135.86	1,613,146.55	0.00	1,613,146.55
0.00	9.28	0.00	9.28	City of Green Lake	0.097765706	36,594.88	30,216.94	12,582.94	1,320,458.33	1,399,853.09	1,399,862.37	0.00	1,399,862.37
0.00	2.87	0.00	2.87	City of Markesan	0.030246714	11,321.71	9,348.50	3,892.90	408,522.86	433,085.97	433,088.84	0.00	433,088.84
0.00	2.00	0.00	2.00	City of Princeton	0.021128767	7,908.75	6,530.37	2,719.38	285,372.63	302,531.13	302,533.13	0.00	302,533.13
0.00	94.89	0.00	94.89	Totals	1.00	374,311.99	309,075.00	128,705.00	13,506,355.01	14,318,447.00	14,318,541.89	0.00	14,318,541.89

State ReforestationTax is based on the "TID in" Ratio.

All County Taxes are based on the "TID out" Ratio

**TO THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS
OF GREEN LAKE COUNTY**

I herewith submit the annual report of the Green Lake County Treasurer's office for the period of
January 1, 2017 through December 31, 2017

Report on General Activity in County Treasurer's office for 2017:

	TOTAL AMOUNT 2016	TOTAL AMOUNT 2017
General Receipts	20,208,977.73	22,480,267.83
General Property Tax Receipts	10,163,417.50	10,128,104.71
Tax Settlement	13,742,918.68	14,130,813.46
Withdrawals related to tax settlement	9,300,000.00	9,365,000.00
Total Interest Received on Investments	54,128.09	232,897.76
Sales Tax Received	1,332,449.39	1,391,076.39
Withdrawal of Sales Tax funds for loan payment on bldg	1,010,625.00	948,599.69
Total Interest and Penalty Received on Delinquent Taxes	262,340.14	322,889.22
City of Berlin Tax Incremental District (TID) Closure	0.00	337,547.03
 Total General Maintenance Checks	 22,801,040.51	 23,871,875.43
Total Payroll Disbursement	6,170,617.21	6,387,885.42
Total Outgoing Wire Transfers for Payroll and Fees	4,336,370.86	4,522,338.58
Real Estate Transfer Fees	218,941.67	268,774.55
Total Sales Tax Wires	1,332,449.39	1,396,635.44
Investment Wires	8,000,000.00	10,005,454.79
Tax Settlement	10,151,623.74	10,192,423.51
Repayment of Bond Loan +Interest on Loan	1,010,625.00	948,599.69
Direct Deposit HS Funds	1,252,304.36	1,389,415.49

Report of activity by the Real Property Lister's Office for the Year 2017:

	2016	2017
Documents of transfer processed	1,394	1,443
Tax parcels affected by splits and/or combinations	160	172
Tax parcels affected by ownership, valuation and address changes	7,969	9,193
911/Fire Numbers processed/issued in 2017	36	37

Report of Cash Balance on Hand

STATEMENT OF CONDITION OF GREEN LAKE COUNTY

From January 1, 2017 to December 31, 2017

Cash Balance 1-1-17	1,011,749.92	
Receipts - 2017	59,337,196.09	
	60,348,946.01	
Disbursements - 2017		58,983,402.90
Required Cash Balance 12-31-17		1,365,543.11
		60,348,946.01

Respectfully submitted,
Amanda R Toney, County Treasurer

***FOLLOWING IS A LISTING OF TAX CERTIFICATES, WHICH REPRESENT DELINQUENT TAX,
HELD BY GREEN LAKE COUNTY AS OF:**

	<u>31-Dec-15</u>	<u>31-Dec-16</u>	<u>31-Dec-17</u>
TOWN OF BERLIN	28,138.61	40,750.40	28,221.44
TOWN OF BROOKLYN	61,594.63	45,830.44	44,556.08
TOWN OF GREEN LAKE	165,731.04	236,172.47	140,183.52
TOWN OF KINGSTON	11,060.16	6,338.08	8,809.86
TOWN OF MACKFORD	21,554.04	13,929.75	21,959.54
TOWN OF MANCHESTER	3,099.77	10,174.10	8,755.17
TOWN OF MARQUETTE	16,006.25	19,041.99	23,470.65
TOWN PRINCETON	150,477.30	116,193.46	88,042.96
TOWN OF ST MARIE	5,833.91	7,042.39	7,628.94
TOWN OF SENECA	16,450.98	24,363.36	12,653.20
VILLAGE OF KINGSTON	20,780.76	20,063.90	22,680.83
VILLAGE OF MARQUETTE	7,359.76	11,218.36	12,392.39
CITY OF BERLIN	146,618.74	205,587.57	142,234.19
CITY OF GREEN LAKE	52,856.98	73,031.05	27,341.92
CITY OF MARKESAN	100,882.17	84,293.21	58,026.81
CITY OF PRINCETON	69,603.90	66,788.94	57,882.36
<u>TOTAL COUNTY DELINQUENT 12-31-2015</u>	<u>878,049.00</u> **		

**\$87,870.81 in uncollected special assessments and charges included in figure

TOTAL COUNTY DELINQUENT 12-31-2016

980,819.47 **

**\$99,562.71 in uncollected special assessments and charges included in figure

TOTAL COUNTY DELINQUENT 12-31-2017

704,839.86 **

**\$66,669.78 in uncollected special assessments and charges included in figure

*See following page for graph of these figures sorted by Municipality

ACTIVITY IN THE SALES TAX ACCOUNT DURING 2017

	PRINCIPLE	INTEREST	TOTAL SALES TAX
BALANCE 12/31/16			2,644,895.49
2017 COLLECTIONS	1,405,329.42	10,045.56	1,415,374.98
Loan Payments	2,448,599.69		2,448,599.69
Bond Income	0.00		0.00
Over/Under +/-	0.00		0.00
BALANCE 12/31/17	3,853,929.11	10,045.56	1,611,670.78

SALES TAX INVESTMENTS

Institution	C.D. #	TERM	PRINCIPLE	INTEREST	DUE DATE
L.G.I.P.			1,611,670.78		
TOTAL SALES TAX FUNDS INVESTED:		12/31/2017	1,611,670.78		

TOTAL SALES TAX REVENUE SINCE INCEPTION, PLUS INTEREST, IS HELD IN TRUST

2017
(Subject to Audit Adjustment)

General Government

Revenues

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Tax Levy/Miscellaneous	9,040,873	9,207,305	9,421,584	(214,279)
Circuit Court	175,135	175,135	210,266	(35,131)
Legal Services	45,540	45,540	41,496	4,044
County Clerk Services	131,910	26,910	20,890	6,020
Probate	69,000	73,000	63,089	9,911
Maintenance	0	0	0	0
Register of Deeds	139,000	139,000	192,024	(53,024)
Treasurer & Land Description	14,100	14,350	17,763	(3,413)
Zoning & Permits	92,580	96,365	133,179	(36,814)
Verterans Service Office	16,100	16,100	10,340	5,760
Parks & Recreation	457,950	510,250	72,342	437,908
University Extension	26,972	26,972	22,242	4,729
Land Conservation	307,608	307,608	274,055	33,553
GIS	151,000	151,000	153,408	(2,408)
Information Technology	6,600	6,600	3,770	2,830
Revenue Total	10,674,368	10,796,135	10,636,448	159,687

Expenditure

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Tax Levy/Miscellaneous	441,259	441,259	414,309	26,950
County Board	30,683	81,283	70,756	10,526
Circuit Court	358,361	358,361	368,407	(10,047)
Legal Services	424,673	424,673	414,188	10,485
County Clerk Services	1,263,649	1,257,149	1,157,612	99,537
Probate	144,228	148,228	135,624	12,604
Maintenance	566,468	568,368	558,667	9,700
Register of Deeds	274,541	274,541	271,948	2,593
Treasurer & Land Description	217,978	217,978	232,382	(14,404)
Land Use Planning & Zoning	366,771	370,556	397,188	(26,633)
Verterans Service Office	121,363	121,363	114,417	6,945
Parks & Recreation	513,752	563,752	80,010	483,742
University Extension	341,192	341,192	292,430	48,762
Land Conservation	661,110	661,110	672,074	(10,964)
Land Information	151,000	151,000	99,624	51,376
County Administrator	191,063	191,063	173,115	17,948
Information Technology	486,704	513,530	491,063	22,467
Expenditure Total	6,554,792	6,685,403	5,943,815	741,588
		(4,110,731)		

Law Enforcement**Revenues**

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Buoy Revenue	400	400	0	400
State Aid - Water Patrol	12,500	12,500	11,849	651
State Aid - Snowmobile Law E	0			0
Sheriff's Training	8,900	8,900	8,742	158
ICAC Grant	1,500	1,500	2,703	(1,203)
Parking Ticket Fees	1,500	1,500	3,480	(1,980)
Business and Home Alarm Fe	2,000	2,000	3,050	(1,050)
Sheriff's Fees	19,000	19,000	15,606	3,394
Law Enforcement Revenue	4,100	4,100	4,377	(277)
Prisoner Board Revenue	134,703	134,703	158,144	(23,441)
Reimb. For Juvenile Board	7,000	7,000	9,817	(2,817)
Incentive Revenue SS Adm.	1,600	1,600	1,200	400
Jail Medical	3,875	3,875	6,266	(2,391)
Jail Phone	31,909	31,909	51,439	(19,530)
Program to Fund OT	993	993	1,249	(256)
Jail Blood Draws	1,000	1,000	2,017	(1,017)
Inmate Commissary	10,000	10,000	11,508	(1,508)
DOC Grant Program	150,000	150,000	108,976	41,024
Recidivism Reduction Donati	50	50	0	50
Miscellaneous Revenue	0	0	1,006	(1,006)
Fingerprinting	100	100	100	0
Leads Online	1,250	1,250	1,253	(3)
Drug Test Fees	650	650	1,051	(401)
Firearms	2,000	2,000	0	2,000
Huber Law Maintenance	53,000	53,000	58,512	(5,512)
Electronic Monitoring	600	600	19,196	(18,596)
Crime Prevention Prog. Rev.	4,100	4,100	2,567	1,533
Asset Forfeiture	1,940	1,940	0	1,940
CDWTF Grant Funds	1,000	1,000	868	132
State Aid-LE Child Support Pr	2,000	2,000	2,083	(83)
Sale of Equipment	3,500	12,038	18,068	(6,030)
BOTS Grant	20,000	20,000	9,972	10,028
CDWTF-Opioids	46,400	46,400	27,963	18,437
Canine	2,400	2,400	5,405	(3,005)
Unanticipated Grants	250	7,450	7,272	178
Jail Assessment	18,775	18,775	19,446	(671)
Aid - Emergency Government	26,424	43,957	29,808	14,149
Coroner	15,640	15,640	28,100	(12,460)
Revenue Total	591,060	624,330	633,094	(8,764)

Expenditure

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Coroner	54,027	56,002	55,629	373
Sheriff's Administration	2,149,085	2,148,503	2,289,671	(141,168)
Police Radio	851,215	851,215	906,391	(55,176)
Water Safety	7,044	7,044	3,853	3,192
Anti Drug Task Force	6,596	6,596	4,681	1,915
CDWTF	46,400	46,400	27,963	18,437
Snowmobile/ATV Safety	882	882	422	460
Sheriff Outlay	176,999	192,737	186,086	6,651
Jail	1,613,686	1,613,686	1,480,500	133,186
WI DOC Grant Program	150,000	150,000	102,227	47,773
Crime Prevention	7,250	7,250	6,214	1,036
Emergency Government	59,573	77,106	58,737	18,369
Expenditure Total	5,122,757	5,157,421	5,122,374	35,047

Contingency/Capital Outlay	Revenues			
	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Tax Levy/Miscellaneous	100,000	437,547	437,547	0
Applied Funds	1,974,722	2,362,058	507,307	1,854,751
Revenue Total	2,074,722	2,799,605	944,854	1,854,751
	Expenditure			
	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Contingency/Capitol Outlay Ex	100,000	399,446	5,000	394,446
Applied Funds	1,974,722	2,417,058	416,587	2,000,471
Expenditure Total	2,074,722	2,816,505	421,587	2,394,917

Debt Service	Revenues			
	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Tax Levy/Miscellaneous	250,599	250,599	250,599	0
Revenue Total	250,599	250,599	250,599	0
	Expenditure			
	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Debt Expenditure	250,599	250,599	250,599	0
Expenditure Total	250,599	250,599	250,599	0

Human Service Administration**Revenues**

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Administration	703,841	703,841	656,702	47,139
Health Unit	550,383	563,828	579,111	(15,283)
Aging/Long Term Support	1,003,733	1,003,733	1,017,454	(13,721)
Children & Family	1,601,115	1,618,715	1,746,874	(128,159)
Economic Support Unit	419,948	440,191	499,077	(58,886)
Fox River Industries	1,218,628	1,218,628	1,210,757	7,870
Behavioral Health	1,638,139	1,772,979	1,892,094	(119,115)
Child Support	211,542	211,542	378,313	(166,772)
Total Revenue	7,347,327	7,533,456	7,980,382	(446,926)

Expenditure

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Administration	703,841	703,841	627,704	76,137
Health Unit	550,383	563,828	562,411	1,417
Aging/Long Term Support	1,003,733	1,014,833	1,143,621	(128,788)
Child & Family	1,601,115	1,543,715	1,460,700	83,015
Economic Support Unit	419,948	440,191	456,814	(16,623)
Fox River Industries	1,218,628	1,218,628	1,174,084	44,544
Behavioral Health	1,638,139	1,847,979	2,348,052	(500,073)
Child Support	211,542	211,842	140,223	71,619
Expenditure Total	7,347,327	7,544,856	7,913,608	(368,752)

Highway**Revenues**

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Highway	3,298,919	3,298,919	3,298,847	72
Revenue Total	3,298,919	3,298,919	3,298,847	72

Expenditure

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Highway	3,298,919	3,298,919	3,351,412	(52,493)
Expenditure Total	3,298,919	3,298,919	3,351,412	(52,493)

Dog License Fund**Revenues**

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Dog License Revenues	0	0	8,648	(8,648)
Revenue Total	0	0	8,648	(8,648)

Expenditure

	Budget	Adjusted Budget	YTD Amount	Unrealized or (excess)
Dog License Expenditure	0	0	8,646	(8,646)
Expenditure Total	0	0	8,646	(8,646)

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