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Courthouse
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Lindsey Fuehrer,
Deputy Clerk

Waushara County Board of Supervisors – Regular Monthly Meeting
Tuesday, February 19, 2019, 7 p.m.
County Board Room (265), Courthouse, Wautoma (*Enter Through Door H*)

*** If, after reviewing your packet, you feel that something is missing and/or you need more information on an agenda item, please contact the clerk prior to the Board meeting. ***

- 1.) **Call to Order:** Chair Donna R. Kalata
- 2.) **Roll Call:** County Clerk Megan Kapp
- 3.) **Silent Prayer and Pledge of Allegiance**
- 4.) **Approval of Agenda**
- 5.) **Approval of Minutes of January 29, 2019, Monthly Meeting**
- 6.) **Public Comments** (3 Minutes Per Person, 15 Minute Maximum Time Period)
- 7.) **Unfinished Business:**

A.) Reports/Presentations:

- I.) **County Clerk's Office Annual Report**
County Clerk Megan Kapp
- II.) **District Attorney's Office Annual Report**
District Attorney Steve Anderson
- III.) **Parks & Solid Waste Department Annual Report**
Parks & Solid Waste Director Scott Schuman
- IV.) **Administration Department Annual Report**
Administrator Robert J. Sivick

B.) Discussion/Possible Motion Action Item:

- I.) **County Government Day and Rescheduling April Board Meeting**

8.) New Business:

A.) Report/Presentation:

- I.) **County Administrator's Monthly Report**
Administrator Robert J. Sivick

B.) Consideration/Possible Action on the Following Ordinance:

- I.) **Ordinance No. 634**
An Ordinance Amending Chapter 6 of the Waushara County Code

9.) Board Suggestions for Future Agenda Items
(Next Meeting: March 19, 2019, 7 p.m.)

10.) Adjournment

PLEASE NOTE: Under the provision of the Americans with Disabilities Act, if special accommodations are necessary to attend this meeting, please notify the County at (920) 787-0442.

This Public Notice Complies With Wisconsin Open Meetings Law (SS: 19.81-19.98)

**OFFICIAL MINUTES OF THE PROCEEDINGS OF THE
WAUSHARA COUNTY BOARD OF SUPERVISORS**

JANUARY 29, 2019

The meeting was called to order at 7:00 p.m. by Chairperson Donna R. Kalata at the Waushara County Courthouse. County Clerk Megan Kapp conducted roll call. All were present: Supvs. Bonfiglio, Eckstein, Kalata, Kapp, Kerschner, King, Lauer, Peterman, Piechowski, Timm and Wedde. A silent prayer was held, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Chair Kalata indicated the annual reports/presentations would be postponed to the February 19, 2019, monthly County Board meeting. Supv. Wedde made a motion to approve the agenda as amended, seconded by Supv. Bonfiglio. The motion carried by voice vote.

APPROVAL OF MINUTES

Supv. Eckstein moved to approve the minutes of the December 18, 2018, monthly County Board meeting; seconded by Supv. Lauer. The motion carried by voice vote.

PUBLIC COMMENTS - None

NEW BUSINESS

REPORTS/PRESENTATIONS

County Administrator's Monthly Report: Administrator Robert Sivick introduced Buildings & Grounds Superintendent David Picard and Medical Examiner Candidate Amanda Thoma. Sivick and Department of Aging Director Debbie Paavola shared operational considerations and preparations being made in order to serve the vulnerable population during the recent stretch of bad weather.

DISCUSSION/POSSIBLE MOTION ACTION ITEM

Fire Wardens List

Supv. Wedde moved to approve the list of 2019 fire wardens as proposed by the Wisconsin Department of Natural Resources. The motion was seconded by Supv. Eckstein and carried by voice vote.

**RESOLUTION NO. 01-01-19
A RESOLUTION MODIFYING AND INCREASING NUMBER OF HOURS OF
SHERIFF'S DEPARTMENT ADMINISTRATIVE ASSISTANT**

Submitted by Supv. Kalata, Public Safety and Personnel Committee chair. Motion to approve by Supv. Eckstein, seconded by Supv. Lauer. Motion carried by voice vote.

This resolution increases a current 8 hour per week administrative position to 20 hours per week for the purposes of transcribing statements and catching up backlog.

RESOLUTION NO. 02-01-19
ACKNOWLEDGMENT OF SHERIFF JEFFREY NETT'S
SERVICE TO AND RETIREMENT FROM WAUSHARA COUNTY

Submitted by Supv. Kalata, Public Safety Committee chair. Motion to approve by Supv. Peterman, seconded by Supv. Kapp. Motion carried by voice vote.

After more than 15 years of service to the Waushara County Sheriff's Office, Sheriff Jeffrey Nett has retired. He is wished well in his retirement and thanked for his long-time service.

RESOLUTION NO. 03-01-19
A RESOLUTION CREATING A LIMITED TERM EMPLOYEE POSITION TO
PROVIDE SERVICES PREVIOUSLY PROVIDED BY THE EXTENSION AG AGENT

Submitted by Supv. Kalata, Personnel Committee chair. Motion to approve by Supv. Eckstein, seconded by Supv. Wedde. A roll call vote showed 11 ayes, 0 nays, 0 absent. Motion carried.

The previous Ag Agent retired from the position in January 2018, and the University of Wisconsin has not yet hired a replacement. This resolutions authorizes a limited term employee position to provide the services of the Ag Agent for the year 2019.

RESOLUTION NO. 04-01-19
A RESOLUTION APPOINTING AMANDA THOMA
MEDICAL EXAMINER FOR WAUSHARA COUNTY

Submitted by Supv. Kalata, County Board chair. Motion to approve by Supv. Kerschner, seconded by Supv. Lauer. Motion carried by voice vote.

The County Board has appointed Amanda Thoma as Medical Examiner for Waushara County in accordance with Sec. 59.34(1), Wis. Stats.

ORDINANCE NO. 632
ORDINANCE AMENDING WAUSHARA COUNTY ZONING MAPS PURSUANT TO THE
AUTHORITY GRANTED IN CHAPTER 58 WAUSHARA COUNTY CODE
ZONE CHANGE - MT. MORRIS MUTUAL INS. CO. - TOWN OF RICHFORD

Submitted by Supv. Kapp, Planning & Zoning Committee chair. Motion to approve by Supv. Kapp, seconded by Supv. King. Motion carried by voice vote.

The ordinance rezones the westerly half of an existing 3.67 acre parcel from General Agriculture (A-G) to General Commercial (C-G) zoning, in order to construct a new insurance office.

ORDINANCE NO. 633
ORDINANCE AMENDING WAUSHARA COUNTY ZONING MAPS PURSUANT TO THE
AUTHORITY GRANTED IN CHAPTER 58 WAUSHARA COUNTY CODE
ZONE CHANGE – SPENCER TIMM – TOWN OF SAXEVILLE

Submitted by Supv. Kapp, Planning & Zoning Committee chair. Motion to approve by Supv. Kapp, seconded by Supv. Peterman. Motion carried by voice vote.

The ordinance rezones an approximate 375' X 200' portion of land from General Agriculture (A-G) to Commercial Service (C-S) zoning, to expand an existing mini storage facility.

APPOINTMENT

Veterans Service Commission

John F. Bronk, Almond (*Term: January 1, 2019 – December 31, 2021*)

Motion to approve by Supv. Eckstein, seconded by Supv. Kapp; motion carried by voice vote.

ADJOURNMENT

There being no further business, Supv. Eckstein moved to adjourn, seconded by Supv. Timm; motion carried. The meeting thus adjourned at 7:21 p.m.

I, Megan Kapp, county clerk in and for the county of Waushara, Wis., do hereby certify that the foregoing is a summarized version of the unapproved minutes of the Waushara County Board of Supervisors at its regular monthly meeting held January 29, 2019. These minutes are subject to amendment or change at subsequent meetings of the County Board, and any such changes will be detailed in the minutes of the meeting at which the amendments are proposed.

These minutes in their entirety are available in the Waushara County Clerk's Office and also on the Waushara County website: www.co.waushara.wi.us.

/s/ Megan Kapp, Waushara County Clerk

2017 COUNTY CLERK'S ANNUAL REPORT

The County Clerk's Office is one set up by State Statute as an elected position of county government. We are located on the first level of the Courthouse building. The main areas we are involved in are:

- ❖ **Elections**
- ❖ **County Board**
- ❖ **Budget and Accounting**
- ❖ **Licensing:** Marriage, Domestic Partnerships, Dogs, Automobiles, Timber Cutting
- ❖ **Office Supplies**
- ❖ **General Information**

The office saw some staffing changes in 2017 as a result of the resignation of former Clerk Melanie Stake in September 2017. Megan Kapp, former Deputy Clerk, was appointed to the post beginning September 30, 2017. The Deputy position is now held by Lindsey Fuehrer, who worked in the Zoning Office previously.

ELECTIONS

The Wisconsin Elections Commission (WEC) oversees election actions of county clerks. Our office administered two elections in 2017.

The following are some examples of the County's standard election duties:

- ❖ Acquiring and distributing election supplies to municipal clerks
- ❖ Preparing, printing and distributing ballots
- ❖ Publishing election notices
- ❖ Tabulating election results on election night (faxed/emailed from municipal clerks)
- ❖ Overseeing the County Board of Canvassers following each election
- ❖ Filing official canvass with the State
- ❖ Conducting recounts as necessary

In 2013, the Clerk's Office began requesting remuneration for municipal, school district and sanitary district election costs that are not the County's responsibility. This included collecting fees for performing municipal work in Wisconsin's statewide election administration system, WisVote, for 17 of the County's 26 municipalities, as well as obtaining reimbursement for some election supplies, legal notices, and voting machine programming and related documentation. Fees and reimbursements totaled approximately \$9,800 in revenue in 2017.

In addition to providing WisVote services to most of the county's municipalities, every election, this office is charged with providing programming information to voting machine vendor Command Central. This requires us to gather data on federal, state, county, municipal, sanitary district and school board races, and compile this data into the format prescribed by Command Central.

COUNTY BOARD

The Clerk's Office coordinates all items for County Board meetings, including preparation of various information papers, resolutions, ordinances, proclamations, appointments and the County Board agenda.

The *Waushara Argus* receives copies of agendas. In addition, official minutes of the proceedings are recorded, transcribed and then published in the *Argus*. A record of all County Board minutes and actions are maintained in the Clerk's Office. We also post agendas, minutes and annual proceedings on the County's website.

Our office maintains an ordinance book and prepares the annual County Board proceedings book along with an annual County directory of public officials.

BUDGET & ACCOUNTING

The County Clerk's Office keeps all records of accounts, receipts and disbursements and has primary responsibility for coordinating and reconciling financial records of all County departments. Sarah Luchini has been the Budget/Finance Supervisor since May 2015.

The accounting procedures include a variety of tasks. Examples are: IRS Form 1099-MISC issuance, voucher entries, journal and ledger entries, and running numerous reports relating to vouchers and budget. Financial reports relating to vouchers are prepared for presentation to the Executive Committee. Disbursement checks are prepared from authorized vouchers. To give you an idea of overall volume, our office processes approximately 6,000 financial checks annually. In 2017, our office processed 5,927 financial checks, for an average of 114 checks per week.

In 2017, the County began contracting with Financial Consultant Mike Konecny to improve financial procedures and help with the eventual transition to a finance department. The Clerk's office assisted with many improvements to financial procedures in 2017 including the implementation of a new voucher process, new cash receipting and accounts receivable programs, and the implementation of a five-year Capital Improvement Plan.

The transition from an Administrative Coordinator to a County Administrator form of government also brought about changes to the overall County budgeting process. The County Administrator now has oversight of the entire budget process and formally presents the budget to the County Board. The preparation of individual departmental budgets, compiling of the overall budget, preparation of the budget public hearing notice, and preparation of apportionment remain as responsibilities of the Finance Supervisor.

LICENSING

Marriage Licensing

Marriage licenses processed in 2017 numbered 109, and this number has been on the downward trend for the past several years. Marriage license revenue for 2017 was \$2,915. Of the current \$80.00 marriage license fee, the County Clerk receives only \$25.00 (plus any five-day waiting period waiver fees or reprint fees), while \$10.00 goes to a domestic violence fund, \$25.00 goes to the State, and the remaining \$20.00 goes toward family mediation fees for divorces.

We provide applicants social security/name change information, and by State Statute, a pamphlet on the effects of Fetal Alcohol Syndrome, drug use, and smoking during pregnancy.

Domestic Partnership Licensing

The State of Wisconsin has allowed for domestic partnerships since 2009. The Clerk's Office is responsible for issuing domestic partnership licenses, as well as handling the paperwork if these same couples decide to dissolve the partnerships in the future. In September of 2017, 2017 Wisconsin Act 59 was published, which ended the issuance of domestic partnerships effective April 1, 2018. This office has not issued any domestic partnership licenses since same-sex marriage became legal in 2014.

Dog Licensing

The Clerk's Office is responsible for purchasing and assigning dog tags and license supplies to all 26 municipal treasurers in December. They collect dog license fees until early February, and we are required to compensate them \$0.25 for each dog they license.

Year-round, the Clerk's Office sells dog licenses on behalf of municipalities, since many years ago, they authorized us as their "collecting official." County-wide, there were 2,079 dog tags and 17 kennel licenses issued in 2017.

The cost of each dog license was \$5.00 for spayed/neutered dogs and \$10.00 for unspayed/unneutered dogs in 2017. These fees have been the same since 2013. By State Statutes we must also charge a \$5.00 late fee for all dog licenses purchased after each April 1st. The State gets five (5) percent of the minimum dog license fee, and the County receives the remaining ninety-five (95) percent of the minimum, the extra \$2.00 per dog, plus any late fees. The County's revenue in 2017 was \$13,384.

According to State Statutes, we post notices twice a year explaining dog rabies vaccination and licensing requirements. We often receive telephone calls regarding lost dogs, which involve locating information in order to reunite the dog with its owner.

Temporary License Plates

The County Clerk's Office issues temporary license plates for cars and light trucks. Customers are assisted with filling out the proper forms that are then sent to the Wisconsin Department of Transportation with titles and payment. During 2017 there were 67 temporary license plates sold with revenues of \$335. There has been a significant drop in issuance of temporary license plates over the last several years due to the local DMV now providing this service two days per week.

Timber Cutting Notices

The cutter provides landowner and parcel information on the property to be cut, and then our office ensures there are no delinquent taxes associated with the property and verifies that the property description is correct. If all is acceptable, a filing is completed, and the Clerk's Office distributes a copy of it to the landowner, cutter, town chairperson, and the DNR. A total of 218 cutting notices were filed in 2017, with revenues amounting to \$2,180. The significant increase was due to many notices being filed for storm damage cleanup as a result of the June 2017 wind storms.

OFFICE SUPPLIES

We are a central point of contact for most office supply purchasing. The County continues to be eligible for state contract pricing from certain copy paper vendors and for office supplies through Staples Advantage.

Copy paper is one example of a product that is bought through our office and charged to each department as they need it. Waushara County uses approximately 400 cases of paper annually, requiring our office to place two major paper orders each year for a total cost of approximately \$12,000. Most departments frequently visit our “office supplies store” in the courthouse, where we stock common supplies.

Purchase orders are also issued from our office and used by some departments.

GENERAL INFORMATION

The County Clerk's Office is an overall information source to much of the public. We continuously update the “Directory of Public Officials” for posting on the County's website, and also have hard copies of the directory printed once a year. We provide many other informational materials to the public, including Wisconsin State tax forms, county and state maps, etc. We also print and distribute the annual County statistical report, and schedule two meeting rooms in the courthouse.

Respectfully submitted,

Megan Kapp
Waushara County Clerk

Itinerary for County Government Day Open Houses—DRAFT

Approximately 90 high school students participating each day:

April 5th for Tri-County and Wild Rose Sophomores or Juniors and
April 22nd for Wautoma Juniors.

Kids arrive at 8:45 a.m., are greeted by assigned County staff (see below), and divided into 7 groups of 10-15 kids:

Justice Group:	Ruth Zouski, Melissa Zamzow & Kim Stebbins
Zoning/Land Conservation:	Todd Wahler & staff
Elected Offices:	Megan Kapp, Elaine Wedell & Heather Schwersenska
Dept. of Aging/Human Services:	Debbie Paavola & Greg Erickson
Human Services, North Annex:	Sue Shemanski & Dawn Buchholz
EMS/Health:	Jennifer Pulvermacher/Heather Piencikowski/Dixie Haefner
Sheriff/Highway/Med Examiner/Emergency Management: (Brian Freimark on April 22 nd only)	Curt Olson, Norman Duesterhoeft

(Sheriff, Highway, Emergency Management & Med Examiner will be located in the garage by EMS)

Each group, will submit 1 or 2 questions for kids to be able to answer after hearing presentations.

Groups run in 30 minute “shifts” as follows:

9:00 – 9:30	11:00 – 11:30
9:30 – 10:00	11:30 – 12:00
10:00 – 10:30	12:00 – 12:30
10:30 – 11:00	

Staff escorting kids to next group in the above order. After last group, at 12:30, kids escorted to Demo Room for lunch.

Panel to present during the lunch hour, 12:45 – 1:30. Panel to include:

Robert Sivick, County Administrator UW-Extension Staff Bill Rosenau, Veterans

Donna Kalata (or designee), County Board Chair....**possible viewing of What Are Counties video, which is about 3 minutes long <https://www.wicounties.org/what-are-counties.iml>** Short Power Point available as well.

County Board meeting to begin at 1:45. **No regular April County Board meeting and instead split the meeting into 2, using these dates/times? Add to the beginning of the Board agendas for each member to introduce self, district represented, and converse with kids?**

Dismiss at 2:30.

Next planning meeting: March 5th, 1:00 in room 109 of Waushara County Courthouse.

ORDINANCE NO. 634
AN ORDINANCE AMENDING CHAPTER 6 OF THE WAUSHARA COUNTY CODE

WHEREAS, the County Board previously adopted Ordinances 311, 325, 442, 504, 555 and 619 which make up the substance of Chapter 6 of the Waushara County Code; and

WHEREAS, the Public Safety Committee received a citizen complaint regarding barking dogs and the ability to enforce the existing ordinance; and

WHEREAS, the Public Safety Committee reviewed the complaint and recommends that Chapter 6 be updated to better address the barking dog issue.

NOW, THEREFORE, the Waushara County Board of Supervisors does hereby ordain as follows:

Chapter 6 - ANIMALS¹¹

Sec. 6-4. - Definitions.

(a) *Generally.* Terms or phrases, unless specifically defined, shall be interpreted as having the same meaning as they have in state statutes, state administrative codes and/or judicially interpreted by state case law.

(b) *Enumeration.* The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Animal means every living warm-blooded and cold-blooded creature, except human beings.

Animal at large means any animal when off the property of the owner and not under restraint or control.

Animal control officer means any person designated by a government agency (county or township) to enforce the adopted ordinances of the county and statutes as they pertain to animal control, except authority restricted to humane officers under Wis. Stats. § 173.07.

Animal shelter means any facility operated by a humane society or municipal agency or its authorized agents for the purpose of impounding and caring for animals held under the authority of this chapter or law.

Confined means the restriction of an animal at all times by the owner or an agent of the owner to an escape proof building, vehicle or other enclosure.

DATCP means the state department of agriculture, trade, and consumer protection.

Domestic animal means any animal which normally can be considered tame and converted to home life or livestock.

Dwelling unit means a building, or portion thereof, designated or used exclusively for residential purposes.

Health officer means the person with authority in the county or a municipality for public health law enforcement and the implementation of public health program activities, or duly designated representative of such person.

Kennel means any premises wherein any person engages in the business of boarding, breeding, buying, letting for hire, training for a fee or selling of dogs.

Licensing authority means the municipal treasurer or its delegated collecting agent.

Owner means any person who owns, harbors or keeps a domestic animal or owns or keeps any animal. Where an animal is kept by a family, the head of the household shall be responsible for the requirements of this chapter. Any animal shall be deemed to be harbored if it is fed and/or sheltered.

Public nuisance means any domestic animal or animals which engage in one or more of the following:

- (1) Molesting passersby or passing vehicles;
- (2) Attacking persons or animals without provocation when such persons or animals were peacefully conducting themselves, where they were lawfully entitled to be;
- (3) Trespassing on school grounds, parks, or cemeteries;
- (4) Being repeatedly at-large, where repeatedly means at least two times;
- (5) Damaging private or public property; or

- (6) Barking, whining or howling in a continuous manner for a time duration of one hour or longer so as to materially disturb or annoy persons who are of ordinary sensibilities. Such provision will be considered met, if the Sheriff's Department receives two (2) separate and distinct formal, written complaints within a consecutive four (4) week period or if observed by a law enforcement officer for a continuous period of fifteen (15) minutes or more.

Quarantine and isolation facility mean a humane society, shelter, veterinary hospital, municipal pound or other place, which is equipped with a pen or a cage which isolates one animal from contact with other animals.

Restraint means any animal secured by a leash, lead, or within the fenced (underground/aboveground) property limits of the animal's owner or leashed by a chain or other significant restraining device that limits the animal to the property limits of the owner.

Veterinarian means a person who is currently licensed in the state to practice veterinary medicine.

Veterinary hospital/clinic means any establishment maintained and operated by a licensed veterinarian for surgery, diagnosis and treatment of disease and injury of animals.

Vicious animal means any animal that when, unprovoked, inflicts bites, injures, kills or attacks a human being or domestic animal on either public or private property. Two bite incidents occurring off the owner's property constitutes a vicious animal, except:

- (1) No animal may be declared vicious if death, injury or damage is sustained by a person who, at the time such was sustained, was committing a trespass of the land or a criminal trespass of the dwelling upon the premises occupied by the owner of the animal; or was teasing, tormenting, abusing or assaulting the animal; or was committing or attempting to commit a crime or violating or attempting to violate any ordinance which protects person or property.
- (2) No animal may be declared vicious if death, injury or damage was sustained by a domestic animal which, at the time such was sustained, was teased, tormented, abused or assaulted.
- (3) No animal may be declared vicious if the animal was protecting or defending a human being within the immediate vicinity from an unjustified attack or assault.
- (4) No animal may be declared vicious for the act committed by such animal, while being utilized by a law enforcement agency for law enforcement purposes, while under the control and direction of a law enforcement officer.

Wild animal means any indigenous, warm-blooded mammal which is now or historically has been found in the wild, including raccoon, skunk, fox, wolf, wolf-hybrid, coyote or any other indigenous species meeting the definition of the term "animal."

IT IS FURTHER ORDAINED that this ordinance shall take effect upon passage and publication.

Ordinance No. 634

Ayes _____ Nays _____ Abstain _____ Absent _____ [] Voice Vote

Approved and adopted this 19th day of February, 2019.

Denied this 19th day of February, 2019.

Approved as to Form:

Submitted by:

Ruth Zouski
Corporation Counsel

Donna R. Kalata, Chair
Public Safety Committee

Attest:

Signed by:

Megan Kapp
Waushara County Clerk

Donna R. Kalata, Chair
Waushara County Board of Supervisors