

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

**MARCH 20, 2018**

The meeting was called to order at 7:00 p.m. by Chairperson Donna R. Kalata. County Clerk Megan Kapp conducted roll call. Present were: Supvs. Eckstein, Heise, Kalata, Kapp, Kerschner, King, Krentz, Rothermel, Timm and Wedde. Supv. Wedell was excused. A silent prayer was held, followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Supv. Kalata requested to move the item for possible sale of land to StoneRidge ahead of presentations. Supv. Wedde made a motion to approve the agenda as amended, seconded by Supv. Krentz; motion carried.

**APPROVAL OF MINUTES**

Supv. Kapp moved to approve the minutes of the February 20, 2018, monthly County Board meeting; seconded by Supv. Wedde. Motion carried.

**PUBLIC COMMENTS**

Department of Human Services employee Jan Novak notified the Board that the 26<sup>th</sup> Annual Blue Ribbon Kid's Day will be held on April 7, 2018. She encouraged the Board to wear blue on April 6 to acknowledge child abuse prevention month and to show support for the work that is done in communities to keep kids safe.

**NEW BUSINESS**

*Proceeding with Possible Sale of Land to StoneRidge*

Moved by Supv. Kerschner, seconded by Supv. Eckstein to proceed with the sale of land. The motion was carried by voice vote.

StoneRidge Market's President Duane Detjens has been working with various state agencies and local officials on plans for an expansion to the existing Wautoma StoneRidge in order to grow the company's wholesale operations. The proposed expansion requires the purchase of approximately two acres of land that is currently owned by the Waushara County Highway Department. The County will proceed with an appraisal of the property, after which the item will be brought back to the Board for approval of the sale.

**REPORTS/PRESENTATIONS**

*County Administrator's Monthly Report*: Administrator Robert J. Sivick announced the appointment of Senior Master Sergeant David A. Picard as the new Buildings & Grounds Superintendent. Picard will begin employment on June 25, and Sivick thanked Interim Superintendent Mike Nigbor for his work in the interim. Four finalists for the Emergency Management Director were interviewed on March 16, and Sivick plans to make a decision by the end of the week.

Treasurer's Office Annual Report: County Treasurer Elaine Wedell outlined the duties her office handles. New to the office in 2017 was the cash receipting and accounts receivable modules in Springbrook. She provided 2016 to 2017 comparisons of bank reconciliation and general investments, and gave an overview of the tax deed process.

Land Conservation and Zoning Department Annual Report: Department Director Todd Wahler reported that his department saw an approximate 13% increase in permit activity in 2017. The department mailed over 3,500 septic maintenance notices in 2017, and plans to send 3,700 notices in 2018. Wahler shared updates on various programs, including nutrient management and cost-sharing practices.

District Attorney's Office Annual Report: D.A. Steve Anderson shared statistics on the caseload handled by his office. Heroin and prescription medication abuse is prevalent, and there is a strong return of methamphetamine usage. The office will be hiring a new assistant district attorney.

Parks & Solid Waste Department Annual Report: Superintendent Scott Schuman explained that he is responsible for six program areas in the budget: Parks, Advertising and Promotion, Snowmobile, Solid Waste, Recycling and Clean Sweep. He provided a handout on Waushara County Parks that lists the activities and amenities offered at each park. He described several initiatives and challenges of the various parks.

Capital Improvement Plan (CIP) Update: Finance Supervisor Sarah Luchini gave an update on the Waushara County CIP. At the January 16, 2018, County Board meeting, the Board approved the borrowing of \$1.9 million for the various projects included in the CIP. Luchini provided figures on the bills that have been paid to date.

Lunch 'n' Learn Series Presentation: UW-Extension staff Patrick Nehring and Heidi Hensel-Buntrock explained the new lunch 'n' learn series their department will be offering. Classes will be held each month on various topics, and will be open to county employees and all members of the public.

#### DISCUSSION/POSSIBLE MOTION ACTION ITEMS

##### Procurement Code

Moved by Supv. King, seconded by Supv. Kerschner to adopt the Procurement Code as presented. The motion was carried by voice vote.

This action adopts formal provisions relating to procurement for the purpose of providing equitable treatment of all persons involved in public purchasing by the County and to ensure efficient and responsible use of public funds. The Administrator will initially serve as the Procurement Officer.

##### Civil Rights Compliance Plan

Moved by Supv. Krentz, seconded by Supv. Eckstein to approve the plan as presented. The motion was carried by voice vote.

Several departments have provided data for the Civil Rights Compliance Plan, the biggest portion of which is a study of the population the County is serving with its programs and how that correlates to the overall population of the County. The documents within the Plan indicate that Waushara County will not discriminate for any reason.

**RESOLUTION NO. 15-03-18**  
**RESOLUTION MODIFYING THE HUMAN SERVICES FINANCIAL MANAGER**  
**POSITION FROM A PAY LEVEL H TO A PAY LEVEL F**

WHEREAS, there currently exists a Financial Manager Position within the Department of Human Services at pay level H; and

WHEREAS, the County Board had previously approved the creation of a Finance Department under the direction of the Executive Committee in order to centralize finance policies, procedures and responsibilities throughout the County (Resolution 28-11-16); and

WHEREAS, as part of centralizing these functions, the consultant previously hired by the County Board and the Administrator have been reviewing the current financial positions within the County to determine their functions and how they should be paid to keep with the market; and

WHEREAS, the Administrator in consultation with the consultant have determined that the Financial Manager position within the Department of Human Services should be modified from pay level H to pay level F to be consistent with the market for recruitment and retention purposes; and

WHEREAS, the Administrator has reviewed this proposed change with the Personnel Committee; and

WHEREAS, the current employee in this position is within the merit pay range for pay level H with a salary for 2018 based on \$29.16 per hour.

NOW THEREFORE, BE IT RESOLVED that the Financial Manager position shall be modified from pay level H to pay level F.

BE IT FURTHER RESOLVED that the change in position and pay will be effective January 8, 2018 and the current employee shall be placed at Step 2, pay level F, \$29.78 per hour.

Submitted by Supv. Kalata, Personnel Committee chair. Motion to approve by Supv. Wedde, seconded by Supv. Krentz. A roll call vote showed 10 ayes, 0 nays, 1 absent. Motion carried.

Financial Consultant Mike Konecny has recommended the Human Services Financial Manager position be given a pay increase to align with comparable wages from the area market study.

**RESOLUTION NO. 16-03-18  
A RESOLUTION CREATING THE PROCEDURE  
TO APPROVE BUDGET AMENDMENTS**

WHEREAS, the Finance Supervisor has recommended that the County adopt a formal policy to ensure consistency in Budget Amendment Requests; and

WHEREAS, the Department Heads and the Executive Committee have reviewed the policy and recommended it for adoption by the County Board of Supervisors; and

WHEREAS, the policy includes provisions relating to when budget amendments need full County Board approval and when they do not that are consistent with State Statutes.

NOW THEREFORE, BE IT RESOLVED that any request for a budget amendment that does not exceed 10% of a department's total expenditure appropriation may be approved by the Executive Committee by motion at any scheduled meeting.

BE IT FURTHER RESOLVED that any budget amendment that exceeds 10% of the department's total expenditure appropriation may be approved by a resolution that is first reviewed by the Executive Committee and then passed by 2/3 majority vote of the County Board of Supervisors at any scheduled meeting.

This resolution shall be effective upon passage of this and the corresponding Budget Amendment Policy.

Submitted by Supv. Kalata, Executive Committee chair. Motion to approve by Supv. Wedde, seconded by Supv. Krentz. Motion carried by voice vote.

The resolution adopts a formal Budget Amendment Policy to keep the County in compliance with Wis. Stat. §65.90 which requires budgets to be amended if expenditures will exceed the budget appropriation. When amounts are exceeded by less than 1%, budget amendments or transfers are not required. The Executive Committee is authorized to approve budget amendments or transfers that do not exceed 10% of the department's total expenditure appropriation. Amounts exceeding 10% or those that request to use unassigned fund balance require approval from the full County Board with a two-thirds majority vote.

**RESOLUTION NO. 17-03-18  
RESOLUTION DESIGNATING THE WEEK OF APRIL 9 THROUGH APRIL 13, 2018  
AS "WORK ZONE AWARENESS WEEK" IN WAUSHARA COUNTY**

WHEREAS, in 1999, the Federal Highway Administration partnered with the American Association of State Highway Officials and more recently the American Traffic Safety Services Association to create the National Work Zone Safety Awareness campaign which is held annually in April prior to construction season in much of the nation; and

WHEREAS, the Wisconsin County Highway Association is asking all seventy-two counties in the state to unite and kick off "Work Zone Safety Awareness Week" with a proclamation and campaign to raise awareness for its workers, the traveling public, public safety workers, and those of various highway contractors performing work for the counties; and

WHEREAS, construction and maintenance activities on our streets and highways periodically require that work zones be established; and

WHEREAS, there has been over 2,000 work zone crashes in Wisconsin in each of the last three years; and

WHEREAS, in 2017, Wisconsin suffered from over nearly 2,700 crashes in road construction and maintenance zones, resulting in over 1,000 injuries and six fatalities; and

WHEREAS, between 2012 and 2017, there were 55 fatalities recorded as a result of crashes in Wisconsin work zones including three Wisconsin County Highway workers which were killed in work zones in 2015; and

WHEREAS, through their enforcement activities and other participation, the Waushara County Sheriff's Office, Wisconsin State Patrol, and Waushara County Highway Department are committed to working together in 2018 to make Work Zone Awareness Week a success; and

WHEREAS, the Federal Highway Administration has designated April 9 through April 13, 2018, as National Work Zone Awareness Week.

NOW, THEREFORE, BE IT RESOLVED, by the Waushara County Board of Supervisors that the week of April 9 through April 13, 2018 be designated as Work Zone Awareness Week in Waushara County.

Submitted by Supv. Eckstein, Public Works Committee chair. Motion to approve by Supv. Eckstein, seconded by Supv. Kapp. Motion carried by voice vote.

**RESOLUTION 18-03-18**  
**RESOLUTION ACKNOWLEDGING THE COMMENDABLE SERVICE OF**  
**RUSSELL HEISE AS WAUSHARA COUNTY SUPERVISOR**

WHEREAS, Russell Heise was appointed in September 2013 to Waushara County Supervisory District 2 as a representative for the Town of Poy Sippi and the Town of Leon Wards I & II, and previously served from 2002-2004 as the Waushara County Supervisory District 5 representative for the Town Leon; and

WHEREAS, Mr. Heise did serve on numerous boards and committees, including the Buildings and Grounds Committee, Commission on Aging, Land Information Council, Planning and Zoning Committee, Veterans Service Committee, and others; and

WHEREAS, Mr. Heise also previously served the residents of Waushara County as a FSA Representative to the Land Conservation Committee off and on from 1985 through 2008.

NOW, THEREFORE, BE IT RESOLVED by the Waushara County Board of Supervisors as follows:

1. Mr. Heise is hereby commended for the commitment and dedication he has provided in his years as a Waushara County Supervisor.
2. The Waushara County Board does hereby commend Mr. Heise for his dedicated, faithful and diligent service to this County. Every good wish goes to him for a happy and healthful future.

Submitted by Supv. Kalata, Executive Committee chair. Motion to approve by Supv. Timm, seconded by Supv. Kapp. Motion carried by voice vote.

Russell Heise initially served on the Board from 2002-2004, and then was called upon in 2013 to fill a vacancy in District 2. The resolution acknowledges Heise for his dedicated service and wishes him a happy future.

**RESOLUTION 19-03-18**  
**RESOLUTION ACKNOWLEDGING THE COMMENDABLE SERVICE OF**  
**JERRY ROTHERMEL AS WAUSHARA COUNTY SUPERVISOR**

WHEREAS, Jerry Rothermel was appointed in August 2014 to fill a vacancy in Waushara County Supervisory District 10, which encompasses the Town of Oasis, Town of Plainfield, Town of Rose Ward II and Village of Plainfield, and previously served from 1980-2008 as the Waushara County Supervisory District 19 representative for the Towns of Oasis and Deerfield and the Village of Plainfield; and

WHEREAS, Mr. Rothermel did serve on numerous boards and committees, including the Land/Water & Education Committee, Library Services Committee, Planning and Zoning Committee, Public Safety Committee, Veterans Service Committee, and others.

NOW, THEREFORE, BE IT RESOLVED that Mr. Rothermel is recognized for his more than 31 years of service and contributions to the residents of Waushara County. We wish you good luck in your future, and thank you!

Submitted by Supv. Kalata, Executive Committee chair. Motion to approve by Supv. Kerschner, seconded by Supv. Wedde. Motion carried by voice vote.

Jerry Rothermel previously served for 28 consecutive years on the Board, and was called upon again in 2014 to fill a vacancy in District 10. The resolution thanks him for his many years of service and his contributions to the residents of Waushara County.

**ORDINANCE NO. 623**  
**AN ORDINANCE AMENDING ORDINANCE NO. 592 –**  
**THE WAUSHARA COUNTY 20-YEAR COMPREHENSIVE PLAN**  
**WAUSHARA COUNTY, WISCONSIN**

The County Board of Waushara County, Wisconsin, does ordain as follows:

WHEREAS, Waushara County, Wisconsin adopted the Waushara County 20-Year Comprehensive Plan 2030 on December 8, 2009, in compliance with *Wisconsin Statutes* 66.1001(1)(a) and 66.1001(2), as Ordinance No. 592; and

WHEREAS, Pursuit to sections 59.69(2) and (3) of the *Wisconsin Statutes*, Waushara County is authorized to prepare, adopt and amend a comprehensive plan as defined in sections 66.1001(1)(a) and 66.1001(2) of the *Wisconsin Statutes*; and

WHEREAS, The Waushara County Board has adopted written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan amendment as required by section 66.1001(4)(a) of the *Wisconsin Statutes*; and

WHEREAS, Proposed February 2018 Amendments to the Waushara County Comprehensive Plan dated February 15, 2018, has been prepared by the Waushara County Land Use Planning Committee; and

WHEREAS, Waushara County published the required Class 1, 30 day-notice on January 11, 2018; and

WHEREAS, The Waushara County Planning and Zoning Committee conducted a public hearing on February 15, 2018, in compliance with *Wisconsin Statutes* 66.1001(4)(d), regarding the proposed February 2018 Amendments to the Waushara County Comprehensive Plan; and

WHEREAS, the said Planning Committee did approve said request with the following conditions:

1. After reviewing the application and considering all related testimony, the proposed amendments to the 20-Year Comprehensive Plan, if approved, will not harm the public interest.
2. The proposed amendments to the land use plan have been recommended for adoption by the Waushara County Land Use Committee, the Waushara County Land, Water, and Education Committee, and accomplishes the goals set forth in the *Wisconsin Statutes*.
3. The proposed amendment is consistent with the remaining sections of the adopted Waushara County 20-Year Comprehensive Plan.
4. The proposed amendment, together with the adopted Waushara County 20-Year Comprehensive Plan, contains all the elements set forth in *Wisconsin Statutes* 66.

5. The Waushara County Planning and Zoning Committee approves the proposed changes to the Waushara County 20-Year Comprehensive Plan and recommends the Waushara County Board of Supervisors approve the recommended changes to the Comprehensive Plan as presented.
6. The plan is now referred to the Waushara County Board of Supervisors, for their consideration.

THEREFORE, the County Board of the Waushara County, Wisconsin, does, by the enactment of this ordinance, formally adopt the document entitled "February 2018 Amendments to the Waushara County Comprehensive Plan" as described in the resolution by the Waushara County Planning and Zoning Committee dated February 15, 2018, and make these amendments to Ordinance No. 592 – The Waushara County 20-Year Comprehensive Plan 2030.

Submitted by Supv. Kerschner, Planning and Zoning Committee chair. Motion to approve by Supv. Eckstein, seconded by Supv. Krentz. Motion carried by voice vote.

The ordinance makes revisions to the County's Comprehensive Plan in order to change the future land use map designation of a portion of property in the town of Marion.

**ORDINANCE NO. 624**  
**ORDINANCE AMENDING WAUSHARA COUNTY CODES**  
**NOS. 8, 22, 42, 54, & 58**

WHEREAS, the Waushara County Planning & Zoning Committee did file attached Draft #5 (1-31-2018) Ordinance Amending Waushara County Codes; and

WHEREAS, the Waushara County Planning & Zoning Committee did consider said application at a regular meeting held at the Waushara County Courthouse on February 15, 2018; and

WHEREAS, the said Planning Committee did approve said request with the following conditions:

1. The application is now referred to the Waushara County Board of Supervisors for their consideration.

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

1. That the Waushara County Codes Nos. 8, 22, 42, 54, & 58 are amended.
2. That these Codes shall be effective upon the approval and recording with the office of the County Clerk for Waushara County.

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



The ordinance offers updates to the following county codes: Chapter 8 Building and Mechanical, Chapter 22 Health and Sanitation, Chapter 42 Subdivisions, Chapter 54 Utilities, and Chapter 58 Zoning. The amendments will ensure better enforcement of these codes, compliance with State Statutes, and protection of the County's resources.

*\*\* The full text of these amendments is available for viewing in the County Clerk's Office. \*\**

#### APPOINTMENTS

##### Central Wisconsin Health Partnership Regional Comprehensive Community Services (CCS)

**Christy Pongratz**, Wautoma (Term: Beginning March 20, 2018)

**Clara Voigtlander**, Wautoma (Term: Beginning March 20, 2018)

**Linda Manske**, Pine River (Term: Beginning March 20, 2018)

Motion to approve by Supv. Krentz, seconded by Supv. Wedde; motion carried by voice vote.

##### Veterans Service Commission

**James Blaszczyk**, Wautoma (Term: December 2017 – December 2020)

**Barbara Diedrick**, Wautoma (Term: March 20, 2018 – December 2019)

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

#### PROCLAMATION

##### Designating April 2018 Child Abuse Prevention Month

Motion to approve by Supv. Wedde, seconded by Supv. Krentz; motion carried by voice vote.

#### FUTURE AGENDA ITEMS/ANNOUNCEMENTS

Chair Kalata reminded the Board that the organizational meeting will be at 9 a.m. on April 17.

#### ADJOURNMENT

There being no further business, Supv. Eckstein moved to adjourn, seconded by Supv. Timm; motion carried. The meeting thus adjourned at 8:53 p.m.

I, Megan Kapp, county clerk in and for the county of Waushara, Wis., do hereby certify that the foregoing is the original record of proceedings of the Waushara County Board of Supervisors at its regular monthly meeting held March 20, 2018. 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.

/s/ Megan Kapp, Waushara County Clerk