

**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**

WHEREAS, in 2017 the Sheriff's Department was authorized to hire an LTE position for 8 hours per week to assist with administrative duties; and

WHEREAS, the Sheriff's Department has advised the Public Safety Committee that it is having difficulty keeping up with the required transcriptions of witness statements for referrals to the District Attorney's Office; and

WHEREAS, the Sheriff's Department has advised that this work was previously done by Dispatch and current staff, but additional time is needed due to an increase in volume and length of statements; and

WHEREAS, the Sheriff's Department has historically had funds remaining in its budget for personnel due to open positions; and

WHEREAS, the Public Safety Committee has agreed that a need exists in order to meet increased demand to ensure timely referrals for charges; and

WHEREAS, the Sheriff's Department is requesting that its current LTE position be modified to a regular part-time position, not to exceed 20 hours per week nor 1,200 hours per year; and

WHEREAS, the Finance Supervisor has advised that this position would be classified at level N, the same as other secretary positions, and would require an additional \$10,547 to fund the position; and

WHEREAS, the Personnel Committee has reviewed the request and has no objection assuming that the Sheriff's Department and the Administrator can fund the position within the budget.

NOW THEREFORE, the County Board of Supervisors does hereby resolve that the current Sheriff's Department LTE secretary position be modified from an LTE to a regular part-time position of not more than 20 hours per week nor more than 1,200 hours per year classified as a Level N.

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**

WHEREAS, the County of Waushara wishes to take this opportunity to express its appreciation to Sheriff Jeffrey Nett for fifteen years (15) years of service and dedication to Waushara County as Patrol Lieutenant, then Sheriff; and

WHEREAS, acknowledgment is given to Sheriff Jeffrey Nett for the conscientious and dedicated service he gave to the Waushara County Sheriff's Office and citizens of Waushara County.

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

1. The County Board of Supervisors does hereby commend Sheriff Jeffrey Nett for his conscientious and dedicated service.
2. That good wishes go to Sheriff Jeffrey Nett for a long and enjoyable retirement, filled with contentment and good health.

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**

WHEREAS, the Waushara County Land, Water and Education Committee (LWE) along with the County Board has previously determined that it is in the best interest of the County to contract with University of Wisconsin and its Extension program for the services of an Ag Agent; and

WHEREAS, the previous Ag Agent retired from this position in January of 2018; and the University of Wisconsin did not hire a replacement for the Ag Agent in 2018 despite the position being part of the 2018 contract with the County; and

WHEREAS, the University of Wisconsin did not include the Ag Agent position in the 2019 contract and advised LWE and the Administrator that the position was not included because the State did not believe that the position could be filled in 2019 due to budget and the fact that they had been unable to recruit a qualified individual the prior year; and

WHEREAS, LWE, the Administrator and the County Board Chair continue to believe that it is in the best interest of the County to have a person provide at least some of the services of an Ag Agent and have taken steps to contact the prior Ag Agent to determine whether he would be willing to perform some services on a limited basis; and

WHEREAS, the Administrator has advised that money was put in the budget to cover the County's share of the Ag Agent through its contract with the University of Wisconsin, which can be used to cover this cost; and

WHEREAS, the Personnel Committee has reviewed the situation and is recommending that the County create a limited term employee to provide the services of the Ag Agent for the year 2019 while encouraging the University of Wisconsin to include this position in the 2020 contract.

NOW, THEREFORE, the County Board of Supervisors does hereby resolve to create an LTE position of County Ag Agent with the duties described in the job description, such position to be paid at the rate of \$625.00 per pay period with no additional county benefits, not to exceed \$15,000.00.

BE IT FURTHER resolved that the position shall begin on February 4, 2019 and shall sunset on December 31, 2019.

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**

WHEREAS, the Waushara County Board previously adopted Ordinance No. 618 on January 16, 2018, eliminating the office of the coroner and creating the office of the medical examiner; and

WHEREAS, the Administrator formed an interview committee, advertised for applications and conducted such interviews; and

WHEREAS, the Committee is recommending appointment of Amanda Thoma as such Medical Examiner; and

WHEREAS, Amanda Thoma has indicated a willingness to accept such appointment.

NOW, THEREFORE, pursuant to Sec. 59.34(1), Wis. Stats., the Waushara County Board hereby appoints Amanda Thoma as Medical Examiner for Waushara County, who will report to the Public Safety Committee and be generally under the supervision of the Administration Department and will begin employment March 4, 2019.

BE IT FURTHER RESOLVED that pursuant to Secs. 59.34 and 59.38, Wis. Stats., the Medical Examiner shall be placed on the wage scale at Level F and such position will be a full-time exempt position entitled to all benefits of full-time county employees.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the appropriate State and Local Municipal Authorities for their information.

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**

WHEREAS, on November 14, 2018, Mt. Morris Mutual Insurance Co. did file an application with the Waushara County Zoning office for a zoning amendment in Section 21, in the Town of Richford; and

WHEREAS, said application involves The westerly ½ of an existing 3.67 acre parcel being lots 2-5, Block B of the Village of Richford Plat, Section 21, T21N, R9E, Town of Richford, N1211 County Road B; and

WHEREAS, the said Zoning Office did process said application as required; and

WHEREAS, the Waushara County Planning Committee did consider said application at a regular meeting held at the Waushara County Courthouse on December 20, 2018; and

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

1. The development must be in substantial compliance with the site plan and testimony provided at the public hearing.
2. All required setbacks must be complied with and all other codes must be adhered to.
3. All permits must be obtained including land use, building, and proper re-connection made to sanitary system.
4. A certified survey map must be submitted and recorded in accordance with County and State requirements.
5. Deed restrictions must be included, if applicable.
6. Utility easements must be shown
7. Adequate parking must be provided.
8. All driveways shall meet all required codes, including fire and access code requirements to provide for access by emergency vehicles. In addition, the driveways shall provide good visibility and a turnaround area to prevent backing onto the road.

9. The applicant will allow agents of Waushara County access to the property to ensure compliance with all applicable regulations.
10. The application is now forwarded to the Waushara County Board of Supervisors and the Town Board of Richford for their consideration. The Town Board is responsible for determining whether this application, if approved, is in compliance with the Towns' approved Land Use Plan.

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

1. That the Waushara County Zoning maps are amended by changing the zoning district of the described property from General Agriculture to General Commercial.
2. That this ordinance shall be effective upon approval and recording with the Office of the County Clerk for Waushara County.

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**

WHEREAS, on December 19, 2019, Spencer Timm did file an application with the Waushara County Zoning office for a zoning amendment in Section 16, in the Town of Saxeville; and

WHEREAS, said application involves Approximately 375'x200' portion of land directly to the south of an existing 375'x200' C-S zoned portion of land on an existing 10.24 acre parcel of land, known as Lot 1 of Certified Survey Map #5121, being part of the NW1/4 of the NW1/4, Section 16, T20N, R12E, Town of Saxeville, W4053 County Road TT; and

WHEREAS, the said Zoning Office did process said application as required; and

WHEREAS, the Waushara County Planning Committee did consider said application at a regular meeting held at the Waushara County Courthouse on January 17, 2019; and

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

1. All conditions of the original Notice of Decision, the governing Ordinance for the original zone change and conditional use for the mini-storage facility shall apply.
2. No additional driveways will be permitted.

3. All existing driveways shall meet all required codes, including fire and access code requirements to provide for access by emergency vehicles. In addition, the driveway shall provide good visibility and a turnaround area to prevent backing onto the road.
4. The applicant will allow agents of Waushara County access to the property to ensure compliance with all applicable regulations.
5. The applicant shall contact the County Building Inspector within 30 days of this approval and comply with their recommendations and the adopted building code, including adequate sanitary facilities. Compliance with State Building Codes including approved permits, if applicable, shall be accomplished at the time of building permit.

The application is now forwarded to the Waushara County Board of Supervisors and the Town Board of Saxeville for their consideration. The Town Board is responsible for determining whether this application, if approved, is in compliance with the Towns' approved Land Use Plan.

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

1. That the Waushara County Zoning maps are amended by changing the zoning district of the described property from A-G (General Agriculture) to C-S (Commercial Service).
2. That this ordinance shall be effective upon approval and recording with the Office of the County Clerk for Waushara County.

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 the original record of the proceedings 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.

/s/ Megan Kapp, Waushara County Clerk