

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

MARCH 19, 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. Present were: Supvs. Eckstein, Kalata, Kapp, Kerschner, King, Lauer, Peterman, Piechowski, Timm and Wedde. Supv. Bonfiglio was excused. A silent prayer was held, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Supv. Wedde made a motion to approve the agenda as presented, seconded by Supv. Eckstein. The motion carried by voice vote.

APPROVAL OF MINUTES

Supv. Kapp moved to approve the minutes of the February 19, 2019, monthly County Board meeting; seconded by Supv. Peterman. The motion carried by voice vote.

PUBLIC COMMENTS - None

NEW BUSINESS

REPORTS/PRESENTATIONS

County Administrator's Monthly Report: Administrator Robert Sivick highlighted a number of recent and upcoming events. Waushara County Emergency Management Director Norman Duesterhoeft updated the Board on the flooding situation throughout the County.

Presentation Regarding an Episode of Discover Wisconsin Featuring Waushara County: Dr. Mark VandeCastle from the Waushara Tourism Resource Commission reported on the status of an upcoming episode of *Discover Wisconsin*. The episode will feature footage of Waushara County and is scheduled to air on April 7th, 2019, and then again in the fall of 2019 and spring of 2020. He invited Board members to a premiere showing on March 28, 2019, at the Waushara Country Club.

Land Conservation & Zoning Department Annual Report: Department Director Todd Wahler reported that his department saw a slight decrease in permit activity from 2017 to 2018, but there has been a general upward trend since 2013. The department mailed over 3,700 septic maintenance notices in 2018. Wahler shared updates on various programs, including cost-sharing practices and Conservation Field Days.

Highway Department Annual Report: Commissioner Brian Freimark shared levy and revenue trends from the past five years, showing an overall increase in revenue. The department generates revenue by providing services to other municipalities. Freimark shared photos of equipment purchased in 2018.

RESOLUTION NO. 05-03-19
RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM THE UNASSIGNED
FUND BALANCE OF THE GENERAL FUND TO THE EMERGENCY MEDICAL SERVICES
SPECIAL REVENUE FUND

WHEREAS, in accordance with a fund balance policy, Waushara County maintains an unassigned fund balance in its General Fund to provide financial stability and to provide available funds for emergencies and unforeseen budget overruns; and

WHEREAS, as of December 31, 2018, the Emergency Medical Services (EMS) Special Revenue Fund had incurred personnel expenditures that exceeded its 2018 budget by approximately \$85,000. The overrun resulted primarily from additional overtime incurred by current employees due to delays and difficulties in filling employment vacancies. The delay in filling vacancies was the result of the lack of qualified and available applicants applying for the open positions; and

WHEREAS, a transfer of funds of \$85,000 from the General Fund balance to the EMS Special Revenue Fund is necessary to fund the deficit caused by the additional personnel expenditures.

NOW, THEREFORE, the Waushara County Board of Supervisors does hereby authorize the Finance Supervisor to transfer \$85,000 from the Unassigned Fund Balance of the General Fund to the EMS Special Revenue Fund for the purposes of financing additional personnel expenditures incurred in 2018. The transfer will be recorded as of December 31, 2018 on the 2018 financial records of Waushara County.

Submitted by Supv. Kalata, Executive Committee chair. Motion to approve by Supv. Wedde, seconded by Supv. Lauer. A roll call vote showed 10 ayes, 0 nays, 1 absent (Supv. Bonfiglio). Motion carried.

In 2018, the Emergency Medical Services Special Revenue Fund incurred expenditures exceeding its budget by approximately \$85,000 as a result of overtime costs due to difficulties in filling vacant positions. This resolution transfers these funds in order to cover this budget overrun.

RESOLUTION NO. 06-03-19
A RESOLUTION ORDERING THE ISSUANCE OF TAX
DEEDS ON CERTAIN TAX FORECLOSED PROPERTY

WHEREAS, the Waushara County Treasurer has followed the procedures required by Chapters 74 and 75 of the Wisconsin Statutes in attempting to collect property tax owed on certain real estate located within Waushara County; and

WHEREAS, tax certificates have been issued, notices of application for tax deeds have been served upon the proper parties and affidavits of such service have been filed with the county clerk.

NOW, THEREFORE, the Waushara County Board of Supervisors hereby orders the issuance of tax deeds to Waushara County and its assigns for the parcels of land listed below:

006-00914-0230-TOWN OF COLOMA-EDWARD & CANDACE LANCOUR

Lot Three (3) of Certified Survey Map No. 4504 as recorded in Volume 22 of Surveys on Page 201, as Document No. 380522, located in and being part of the Northeast Quarter of the Northeast Quarter (NE1/4-NE1/4) and part of the Southeast Quarter of the Northeast Quarter (SE1/4- NE1/4), Section Nine (9), Township Eighteen (18) North, Range Eight (8) East, Town of Coloma, Waushara County, Wisconsin.

69012-01375-0500-TOWN OF HANCOCK-AD-LIB ENTERTAINMENT INC

Lot Five (5) of the Norquist Deer Lake Subdivision being Section Thirteen (13), Township Nineteen (19) North, Range Nine (9) East, Town of Hancock, Waushara County, Wisconsin.

69014-00712-2100-TOWN OF LEON-EQUITY TRUST COMPANY CUSTODIAN FBO KEITH GUTTORMSON ROTH IRA

Part of the West Half of the Northwest Quarter of the Northeast Quarter (W1/2-NW1/4-NE1/4), a/k/a a parcel 66 feet by 660 feet lying South of Lot Nineteen (19) of the Rasmussen Unrecorded Subdivision, Town of Leon, Waushara County, Wisconsin.

Parcel is also known as the following: That part of the West 660 feet of the Northwest Quarter of the Northeast Quarter (NW1/4-NE1/4) of Section Seven (7), Township Nineteen (19) North, Range Twelve (12) East, lying South of the parcel described in Volume 313 of Records on Page 369.

69018-02541-0400-TOWN OF MT MORRIS-DAVID C HELT

Lot Four (4) of Certified Survey Map No. 474 as recorded in Volume 2 of Surveys on Page 316, as Document No. 236250, located in and being part of the Northeast Quarter of the Southeast Quarter (NE1/4-SE1/4) of Section Twenty-Five (25), Township Nineteen (19) North, Range Eleven (11) East, including the North 23 feet of the South 66 feet of the above described parcel designated for private roadway purposes, Town of Mt. Morris, Waushara County, Wisconsin.

69028-03292-1400-TOWN OF ROSE-WILLIAM E & YVETTE L BRANSON (ET AL)

Lot Fourteen (14) of Certified Survey Map No. 353 as recorded in Volume 2 of surveys on Page 82, as Document No. 230271, located in and being part of the Southwest Quarter (SW1/4) of Section Thirty-two (32), Township Twenty (20) North, Range Ten (10) East, Town of Rose, Waushara County, Wisconsin.

ALSO a 1/89th interest in that property described in an affidavit recorded in Volume 241 on page 362, as Document No. 233083.

69171-01372-1210-VILLAGE OF PLAINFIELD-JOHN & DAWN SABEL

Lot one (1) of Certified Survey Map No. 5345 as recorded in Volume 29 of Surveys on Pages 34 & 35, as Document No. 424359, being a survey of Lot Two (2) and part of Lot Three (3) of Block "K" of Betsey Waterman's Addition to Plainfield and a part of Lot One (1) of Certified Survey Map No. 2199, being part of the Northeast Quarter of the Northwest Quarter (NE1/4-NW1/4) of Section Thirteen (13), Township Twenty (20) North, Range Eight (8) East, Village of Plainfield, Waushara County, Wisconsin.

69171-01372-1400-VILLAGE OF PLAINFIELD-BOYD R SPANGRUD

Lot Two (2) of Certified Survey Map No. 5891 as recorded in Volume 32 of Surveys on Page 288, as Document No. 457509, located in and being part of the Northeast Quarter of the Northwest Quarter (NE1/4-NW1/4) of Section Thirteen (13), Township Twenty (20) North, Range Eight (8) East, Village of Plainfield, Waushara County, Wisconsin.

69291-03487-0110-CITY OF WAUTOMA-CYNTHIA JANKA

Lot Eleven (11), Assessor's Plat No. 11, City of Wautoma, Waushara County, Wisconsin.

By said tax deeds, title to the above named properties shall be vested in Waushara County in fee simple.

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

The resolution authorizes the County to take several parcels on tax deeds for failure to pay property taxes. Proper procedures were followed, and notifications were made and published.

**RESOLUTION NO. 07-03-19
RESOLUTION AUTHORIZING FUND BALANCE RESTRICTIONS,
COMMITMENTS, ASSIGNS, AND REAPPROPRIATION OF
SPECIFIED FUNDS FROM 2018 TO 2019**

WHEREAS, Waushara County has previously established fund balances of various programs and activities for carryover and reappropriation to subsequent budget years. Some of the fund balances are restricted by outside authority, while some have been set up by previous County Board budgets or subsequent action; and

WHEREAS, the County Board has previously adopted Resolution No.08-02-12 Implementing Fund Balance Policy in Accordance With GASB Statement No. 54 on 2-21-2012; and

WHEREAS, the Finance Supervisor has compiled a pre-audit list identifying those activities, programs, projects, and funds that should be carried forward and reappropriated in the 2019 budget; and

WHEREAS, the appropriate oversight committees and the Executive Committee have reviewed the requests and recommend that the restrictions, commitments, assigns and reappropriation requests be approved; and

WHEREAS, Wisconsin statutes and county board rules require that the county board take official action to authorize the commitments, assigns and reappropriation of funds; and

WHEREAS, sound financial practice requires that such carryovers be recorded in the official records of the County; and

WHEREAS, any additional items or adjustments that may be required at the completion of the County's external audit will be brought to the County Board in a separate resolution at the conclusion of the field work of the external audit.

NOW, THEREFORE, BE IT RESOLVED by the Waushara County Board of Supervisors that the following funds and their designations are authorized to be carried over from the official records of the County for the year ended December 31, 2018, to the official records of the County for the year ending December 31, 2019; that the funds be reappropriated and expended as may be required; and that the 2019 annual budget is amended and the appropriate line items in the General Fund may be increased as necessary:

RESTRICTED FUND BALANCE

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
100-00-00000-34130-000000	(25) Redaction Fund	\$ 3,154.78
100-00-00000-34155-000000	(51) DNR/Add'l Tower Exp (Debt)	\$ 105,523.88
100-00-00000-34160-000000	(42) Timber Salv-Mt. M/Rattle Crk	\$ 28,296.90
100-00-00000-34170-000000	(57) Protective Vest Replace	\$ 2,550.00
100-00-00000-34200-000000	(09) Land Rec Modernization Rev	\$ 76,510.83
100-00-00000-34214-000000	(44) Loan Closet Rent/Donation	\$ 24,692.26
100-00-00000-34215-000000	(44) Tobacco Coalit Donation	\$ 3,364.15
100-00-00000-34219-000000	(43) Vets Svs Comm Donation	\$ 9,738.72
100-00-00000-34220-000000	(57) DARE Program	\$ 8,729.98
100-00-00000-34221-000000	(57) State Asset Forf/Drug Educ	\$ 10,075.55
100-00-00000-34223-000000	(27) LCC Field Day Donations	\$ 3,415.93
100-00-00000-34281-000000	(22) M/W Drainage Boards	\$ 5,168.38
100-00-00000-34363-000000	(43) Veterans Mini Bus Donation	\$ 444.00
120-00-00000-35153-000000	(19) Transport Trust s.85.21	\$ 51,139.12
120-00-00000-35156-000000	(19) Prog Inc. Carry-Over/Donations	\$ 3,033.00
160-00-00000-34251-000000	(50) EMS Donations	\$ 44,681.94
160-00-00000-34371-000000	(50) EMS Medical Dispatch/Donations	\$ 361.83
	TOTAL:	\$ 380,881.25

COMMITTED FUND BALANCE

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
100-00-00000-34124-000000	(48) Strategic Planning	\$ 19,709.60
100-00-00000-34140-000000	(43) WI Stat45.84(1)/Vet-Burial	\$ 2,130.00
100-00-00000-34202-000000	(48) EE Contingency Fund	\$ 1,056,523.86
100-00-00000-34203-000000	(48) Health Reimb Arrangement	\$ 121,488.40
100-00-00000-34208-000000	(27) LCC Vehicle	\$ 26,963.90
100-00-00000-34210-000000	(27) LCC Technical Svs Fee	\$ 3,000.00
100-00-00000-34216-000000	(44) Tri-Co Food & Retail	\$ 196,500.47
100-00-00000-34227-000000	(44) Reproductive Health	\$ 12,442.75
100-00-00000-34232-000000	(42) Sub-Div Dedication \$'s	\$ 138,912.94
100-00-00000-34234-000000	(42) Parks/Vehicle-Capitol Impr	\$ 187,328.97
100-00-00000-34321-000000	(36) Bldg/Grnds Contingency	\$ 307,806.36
100-00-00000-34341-000000	(57) Confid Investigation	\$ 38,605.84
100-00-00000-34361-000000	(36) Bldg/Grnds Parking Lot	\$ 1,719.94
100-00-00000-34365-000000	(57) 911 System Upgrade	\$ 5,001.43
120-00-00000-35154-000000	(19) Transportation-General	\$ 12,875.72
120-00-00000-35155-000000	(19) Caregiver Non-Lapsing Acct	\$ 4,228.62
120-00-00000-35157-000000	(19) Waushara Co Health Prog	\$ 90,034.82
120-00-00000-35165-000000	(19) Senior Home Repair/Non-Lapse	\$ 13,109.62
120-00-00000-35167-000000	(19) Fundraiser	\$ 4,339.70
120-00-00000-35168-000000	(19) Memory Café	\$ 4,011.50
120-00-00000-35169-000000	(19) Multi-Generational Program	\$ 17,466.20
	TOTAL:	\$ 2,264,200.64

UNASSIGNED FUND BALANCE

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
100-00-00000-34301-000000	Unreserved/Undesignated Fd Bal	\$ 7,930,178.54

BE IT FURTHER RESOLVED that remaining funds in the County's Special Revenue Funds Debt Service Fund, and Capital Projects Fund be carried forward for their intended purpose as previously approved by the County Board.

BE IT FURTHER RESOLVED that the Finance Supervisor is directed to record such information in the official records of the County for the year ended December 31, 2018, and for the year ending December 31, 2019, as may be required.

Submitted by Supv. Kalata, Executive Committee chair. Motion to approve by Supv. Eckstein, seconded by Supv. Wedde. A roll call vote showed 10 ayes, 0 nays, 1 absent (Supv. Bonfiglio). Motion carried.

The resolution provides details on the funds carried over from the 2018 to 2019 budget. Some of this money is available for any purpose, and some must be kept in reserve for emergencies. Various other funds are earmarked for specific purposes, programs or projects. With the passage of Resolution No. 05-03-19, the unassigned fund balance figure is updated to \$7,848,861.70.

RESOLUTION NO. 08-03-19
RESOLUTION DESIGNATING THE WEEK OF APRIL 8 THROUGH APRIL 12, 2019,
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 resolution 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 were 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 2019 to make Work Zone Awareness Week a success; and

WHEREAS, the Federal Highway Administration has designated April 8 through April 12, 2019 as National Work Zone Awareness Week.

NOW, THEREFORE, BE IT RESOLVED, by the Waushara County Board of Supervisors that the week of April 8 through April 12, 2019, be designated as Work Zone Awareness Week in Waushara County.

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

**ORDINANCE NO. 635
ORDINANCE AMENDING WAUSHARA COUNTY CODES
NOS. 18 & 58**

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

The ordinance offers updates to the following county codes: Chapter 18 Floods 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

Human Services Board

James Jarvis, Wautoma (*Term: April 2019-March 2022*)

Linda Manske, Pine River (*Term: April 2019-March 2022*)

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

FUTURE AGENDA ITEMS/ANNOUNCEMENTS

Chair Kalata reminded the Board that the next regular meeting will be on April 5, 2019, at 1:45 p.m. in conjunction with County Government Day. She also thanked the Board for their approval to bring back Agriculture Agent Ken Williams.

ADJOURNMENT

There being no further business, Supv. Eckstein moved to adjourn, seconded by Supv. Kapp; motion carried. The meeting thus adjourned at 8:12 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 March 19, 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