

COUNTY BOARD OF SUPERVISORS

COUNTY BOARD MEETING

DATE: WEDNESDAY, DECEMBER 19, 2012 TIME: 9:00 A.M.

MEMBERS: JOHN AINSWORTH, KEN CAPELLE, KEVIN CONRADT, JERRY ERDMANN, RAY FAEHLING, RICHARD FERFECKI, RICHARD GIESE, STEVEN GUETHS, GENE HOPPE, BERT A. HUNTINGTON, THOMAS KAUTZA, MARVIN KLOSTERMAN, DENNIS KNAAK, RONALD KUPPER, ROBERT KRAUSE, KATHY LUEBKE, MILTON MARQUARDT, MICHAEL MCCLELLAND, DEB NOFFKE, MARLIN NOFFKE, BONNIE OLSON, SANDRA STEINKE, ROSETTA STERN, WILLIAM J. SWITALLA, ARLYN TOBER, MARION WNEK, RANDY YOUNG

PLACE: COUNTY BOARD ROOM – UPPER LEVEL OF COURTHOUSE

ACCOMMODATIONS DUE TO DISABILITY CAN BE MADE BY CALLING 715-526-9150

AGENDA

- 1. ROLL CALL.**
- 2. SILENT MEDITATION AND PLEDGE OF ALLEGIANCE.**
- 3. APPROVAL OF THE NOVEMBER COUNTY BOARD MINUTES.**
- 4. PUBLIC COMMENTS.**
- 5. CHAIRMAN'S REPORT.**
- 6. PETITIONS AND COMMUNICATIONS TO THE COUNTY BOARD.
Correspondence regarding Shawano City/County Airport**
- 7. MOTION TO DEVIATE FROM THE ORDER OF THE AGENDA, IF NECESSARY.**
- 8. RESOLUTION NO. 67-12 TO EXTEND OFFICIAL THANKS AND BEST WISHES TO KAY SCHROEDER FOR NEARLY 40 YEARS OF SERVICE TO SHAWANO COUNTY.**
- 9. RESOLUTION NO. 68-12 THANKING BONNIE WEYERS FOR 34 YEARS OF SERVICE TO THE RESIDENTS OF SHAWANO COUNTY.**
- 10. RESOLUTION NO. 69-12 TO APPROVE APPLYING FOR FUNDING THROUGH THE DEPARTMENT OF NATURAL RESOURCES FOR A CONTROLLED BURN AT MUD LAKE.**

- 11. RESOLUTION NO. 70-12 TO APPROVE THE STATE CONTRACT FOR COMMUNITY PROGRAMS, SOCIAL SERVICES AND CHILD SUPPORT.**
- 12. RESOLUTION NO. 71-12 TO AMEND THE RESOLUTION CREATING A REVOLVING FUND FOR THE REPLACEMENT OF SOCIAL SERVICES VEHICLES.**
- 13. RESOLUTION NO. 72-12 TO AMEND THE BUDGET POLICY REGARDING THE DEPARTMENTAL 1% CARRYOVER.**
- 14. RESOLUTION NO. 73-12 TO APPROVE A GENERAL ZONING ORDINANCE FOR TOWN OF HARTLAND.**
- 15. RESOLUTION NO. 74-12 TO APPROVE AN AMENDMENT TO THE SHAWANO COUNTY FARMLAND PRESERVATION PLAN FOR THE TOWN OF HARTLAND**
- 16. ANNUAL REPORTS**
Social Services Annual Report - Rick Kane, Director
- 17. REPORT BY FINANCE COMMITTEE ON GENERAL ACCOUNTS.**
- 18. APPROVE THE COMMITTEE MINUTES AS SUBMITTED WITH THE AGENDA.**
- 19. SPECIAL ORDERS, APPOINTMENTS, OR NEW BUSINESS TO BE CONSIDERED AT A FUTURE BOARD MEETING.**
Long Term Support Committee - Please see enclosed listing of appointed individuals.
- 20. PUBLIC COMMENTS OR CONCERNS BY COUNTY BOARD SUPERVISORS.**
- 21. REPORT OF THE COUNTY BOARD OF SUPERVISORS MILEAGE AND PER DIEM REPORT.**
- 22. ADJOURNMENT.**

RESOLUTION NO. 67-12

**EXTENDING OFFICIAL THANKS AND BEST WISHES TO KAY SCHROEDER
FOR NEARLY 40 YEARS OF SERVICE TO SHAWANO COUNTY**

WHEREAS, Kay Schroeder began her employment with Shawano County on January 15, 1973 as Deputy Treasurer, and was elected to the position of Treasurer, taking office on January 1, 1994; and

WHEREAS, Kay has openly welcomed numerous municipal treasurers, county board members, and fellow state treasurers, and mentored and trained them by providing leadership, education, and training with regard to the interpretation, application and enforcement of all applicable laws and regulations, and assuming the responsibility as an elected official, serving the public faithfully and diligently; and

WHEREAS, additionally, Kay demonstrated leadership by actively participating in the development and implementation of the Shawano County Land Information Modernization Program and serving on the Land Information Council as a voting member and liaison to the Wisconsin Department of Administration and a member of the WCCO and WCTA; and

WHEREAS, further still, Kay successfully took on and completed the collection and reconciliation of all property taxes, and was accountable for the proper management of all County deposits; and

WHEREAS, Kay's strong values and compassion allowed for the public's voice to be heard on many governmental levels about their concerns, issues and policies; and

WHEREAS, Kay Schroeder will retire from the Shawano County Treasurer's Office on January 6, 2013, and will be greatly missed by fellow employees and the residents of Shawano County; and

WHEREAS, Kay brought a healthy and positive work ethic to Shawano County on a daily basis; and

WHEREAS, Shawano County wishes to acknowledge Kay Schroeder's contributions and accomplishments since 1973.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that the County of Shawano hereby extends official thanks and best wishes to Kay Schroeder for nearly 40 years of service to Shawano County citizens.

Submitted by, Gerald Erdmann
 Marlin Noffke
 Sandy Steinke
 Rosetta Stern
 Arlyn Tober

FINANCE COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

RESOLUTION NO. 68-12

THANKING BONNIE WEYERS FOR 34 YEARS OF SERVICE TO THE RESIDENTS OF SHAWANO COUNTY

WHEREAS, Bonnie Weyers began employment with the Shawano County Department of Social Services on January 1, 1979; and

WHEREAS, during her entire career, Bonnie was dedicated to working with the elderly and their families in the Long-Term Support Unit; and

WHEREAS, through her endeavors, Bonnie became the Aging Unit Director in 2005, and in January of 2012, Bonnie assumed additional duties as Long-Term Support Supervisor; and

WHEREAS, Bonnie Weyers has given 34 years to improving the lives of and protecting the property of the elderly citizens of Shawano County, and her commitment to advocating for the elderly will be greatly missed; and

WHEREAS, Bonnie Weyers has been a devoted employee and is highly respected by her colleagues, professionals, elected officials and those whom she serves; and

WHEREAS, Bonnie Weyers will be retiring from the Shawano County Department of Social Services on January 4, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that the County of Shawano hereby extends thanks and best wishes to Bonnie Weyers for 34 years of service to the residents of Shawano County.

Submitted by, Dennis Knaak
 Deb Noffke
 Bonnie Olson
 John Ainsworth
 Rosetta Stern

SOCIAL SERVICES BOARD

Vote: 5 Yes; 0 No; 0 Absent;

FISCAL NOTE: No fiscal impact.

Diane L. Rusch, Finance Director

LEGAL NOTE: Requires a majority vote of the Board.

Tony A. Kordus, Corporation Counsel

ADMINISTRATIVE NOTE: Support.

Thomas B. Madsen, Administrative Coordinator

RESOLUTION NO. 69-12

TO APPROVE APPLYING FOR FUNDING THROUGH THE DEPARTMENT OF NATURAL RESOURCES FOR A CONTROLLED BURN AT MUD LAKE

WHEREAS, Shawano County desires to apply for a County Conservation Aid grant through the Wisconsin Department of Natural Resources (WDNR); and

WHEREAS, grant monies received would be used for a controlled burn at Mud Lake; and

WHEREAS, the controlled burn involves systematically burning the vegetation over a roughly 13 acre area in order to rejuvenate vegetation that is more habitat friendly and would better promote wildlife; and

WHEREAS, the total burn costs are anticipated to be \$1,435 and the WDNR has grants available to fund one-half of the burn cost, with the other half of the costs to be borne by Shawano County which has already been approved in the Shawano County Budget for 2013; and

WHEREAS, Shawano County Board approval for the grant application is necessary prior to submitting the application to the DNR.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that the Shawano County Parks Manager is hereby authorized to submit a grant application to the Wisconsin Department of Natural Resources, and to sign a grant agreement between Shawano County and the Wisconsin Department of Natural Resources, as necessary to receive grant funding for a controlled burn at Mud Lake consistent with the terms set forth above in this Resolution with such terms being incorporated into this section of the Resolution as though set forth in full herein.

Submitted by, Richard Giese
 Steve Gueths
 Kevin Conradt
 John Ainsworth
 Thomas Kautza
HIGHWAY & PARKS COMMITTEE

Vote: 4 Yes; 0 No; 1 Absent (Gueths);

FISCAL NOTE: Grants permission to apply for grant. Potential fiscal impact of \$717.50 in grant revenue if successful.

Diane L. Rusch, Finance Director

LEGAL NOTE: Requires a majority vote of the Board.

Tony A. Kordus, Corporation Counsel

ADMINISTRATIVE NOTE: Support.

Thomas B. Madsen, Administrative Coordinator

RESOLUTION NO. 70-12

**TO APPROVE THE STATE CONTRACT FOR COMMUNITY PROGRAMS,
SOCIAL SERVICES AND CHILD SUPPORT**

WHEREAS, Sec. 46.031(2g)(a), Stats. requires the Department of Social Services, the Department of Community Programs and the Child Support Agency to submit to the County Board of Supervisors a proposed written contract for 2013 between the County Departments, and the State of Wisconsin, Department of Children and Families and Department of Health Services, containing the allocation of funds and such administrative requirements as necessary; and

WHEREAS, the Shawano County Department of Social Services, the Department of Community Programs and the Child Support Agency have submitted their 2013 plans and budgets to their respective Boards and to the Shawano County Board of Supervisors; and

WHEREAS, Sec. 46.031(2g)(a), Stats. requires the Shawano County Board of Supervisors to approve these contracts before January 1 of the year in which it is to take effect and further provides that the Shawano County Board of Supervisors may designate an agent to approve addenda to any contract after the contract has been approved.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that the 2013 State and County contracts for the Shawano County Department of Social Services, the Department of Community Programs and the Child Support Agency with the State of Wisconsin, Department of Children and Families and Department of Health Services, are approved subject to the approval of the appropriate home committee and Corporation Counsel, and that the County Board Chairman and the County Clerk are authorized to sign the 2013 contracts and any future addenda thereto.

Submitted by,

Steve Gueths
Dennis Knaak
Thomas Kautza
Rosetta Stern

Kevin Conradt
COMMUNITY PROGRAMS BOARD

Dennis Knaak
Deb Noffke
Bonnie Olson
John Ainsworth
Rosetta Stern
SOCIAL SERVICES BOARD

Vote: 4 Yes; 0 No; 1 Absent
(Stern)

Vote: 3 Yes; 0 No; 2 Absent
(Stern, Noffke)

FISCAL NOTE: Grant funds included in the 2013 budget. The contract with the state must be signed in order to receive these funds.

Diane L. Rusch, Finance Director

LEGAL NOTE: Requires a majority vote of the Board members present.

Tony A. Kordus, Corporation Counsel

ADMINISTRATIVE NOTE: Support.

Thomas B. Madsen, Administrative Coordinator

RESOLUTION NO. 71-12

TO AMEND THE RESOLUTION CREATING A REVOLVING FUND FOR THE REPLACEMENT OF SOCIAL SERVICES VEHICLES

WHEREAS, Resolution No. 11-09 established a Social Services vehicle cost center as a revolving fund to be used for future automobile replacement purchases; and

WHEREAS, it is recommended that this revolving fund allow for the purchase of a new vehicle as soon as a vehicle has been fully depreciated and sufficient funds are available in the replacement fund to purchase another vehicle. Funds may also be used for the purchase of not only replacement vehicles, but also additional vehicle purchases required by the Department of Social Services.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that Resolution No. 11-09 be amended to allow the funds therein to be used for the purchase of a replacement vehicle at the time that one of the vehicles has been fully depreciated, provided that sufficient funds are available in the replacement fund to purchase another vehicle.

BE IT FURTHER RESOLVED that vehicles that have been fully depreciated may continue to be used by the department as long as it is cost effective to utilize these vehicles.

Submitted by,

Dennis Knaak
Deb Noffke
Bonnie Olson
John Ainsworth
Rosetta Stern
SOCIAL SERVICES BOARD

Gerald Erdmann
Marlin Noffke
Sandy Steinke
Rosetta Stern
Arlyn Tober
FINANCE COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

Vote: 5 Yes; 0 No; 0 Absent

FISCAL NOTE: No fiscal impact. Clarifies the process of purchasing vehicles from the replacement fund.

Diane L. Rusch, Finance Director

LEGAL NOTE: Requires a majority vote of the Board.

Tony A. Kordus, Corporation Counsel

ADMINISTRATIVE NOTE: Support.

Thomas B. Madsen, Administrative Coordinator

RESOLUTION NO. 72-12

**TO AMEND THE BUDGET POLICY REGARDING THE
DEPARTMENTAL 1% CARRYOVER**

WHEREAS, Shawano County's budget policy was originally approved pursuant to Resolution No. 74-01; and

WHEREAS, Resolution No. 77-09 amended the budget policy to allow each department to carry over 1% of their departmental operating budget on an annual basis with the accumulated carryover amounts not to exceed the lesser of either: (a) 5% of the current departmental operating budget; or (b) 8% of their departmental tax levy allocation for operations on an annual basis with the accumulated carryover amounts not to exceed 40% of the current tax levy allocation for operations; and

WHEREAS, pursuant to Resolution No. 5-12, the budget policy was further revised to allow transfers from a department's carryover cost center to another cost center within the same department with the approval of the home committee and the Finance Director; and

WHEREAS, as of November 30, 2012, a total of approximately \$400,000.00 exists in the various departmental carryover accounts; and

WHEREAS, it is recommended that the budget policy be amended so that the remainder of the \$400,000.00 in carryover funds which exists after the close of the 2012 accounting records be transferred to the General Fund; and starting January 1, 2013, departments shall continue to have 1% carry-forward amount based on their departmental operating budget, but if that 1% is not used by the following calendar year end, the remainder of that 1% would also be forwarded to the General Fund; and

WHEREAS, if a subsequent departmental emergency expenditure need arises, the department's home committee can seek approval from the County Board for a return transfer from the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that the budget policy be amended as follows:

(a) any amounts which remain in the existing carryover accounts after the close of the 2012 accounting records shall be transferred to the General Fund, and the ability to accumulate up to the lesser of 5% of the departmental operating budget or 8% of their tax levy allocation established by Resolution No. 77-09 is hereby rescinded; and

(b) effective as of January 1, 2013 and applicable for the 2012 calendar year and years thereafter, departments may carryover 1% of their total operating

budget, however, if that 1% carry forward is not used by the end of the following calendar year, the remainder of the unused 1% carry over shall be placed in the General Fund.

BE IT FURTHER RESOLVED that if a departmental emergency expenditure need arises, the home committee may seek approval from the County Board for a return transfer from the General Fund necessary to cover the emergency expenditure with such return transfer requiring a 2/3rds vote of the County Board as set forth in Section 65.90(5)(a) of the Wisconsin Statutes.

BE IT FURTHER RESOLVED that all other aspects of the budget policy shall remain in full force and effect.

Submitted by,

Gerald Erdmann
Gene Hoppe
Kathy Luebke
Deb Noffke
William Switalla
ADMINISTRATIVE COMMITTEE

Gerald Erdmann
Marlin Noffke
Sandy Steinke
Rosetta Stern
Arlyn Tober
FINANCE COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

Vote: 3 Yes; 2 No (Steinke, Tober);
0 Absent

FISCAL NOTE:

- Current amount in the department carryover cost centers would be returned to the general fund with the closing of the 2012 accounting records. At 11/30/12, this amount was around \$400,000.
- Calculating the annual carryover on 1% of expenditures versus the lower of 1% of expenditures or 5% of tax levy, as proposed, would increase the maximum amount to carryover in one year by approximately \$99,000
- Amounts to be included in the carryover cost centers in 2013 would be based on 1% of the 2012 expenditure budgets. Depending on the amounts left in the departments' 2012 budget, the amount to be carried over would be between \$0 - \$342,000 plus. (If the department ended 2012 in a deficit position, they would have no carryover funds for 2013. If the department ended 2012 with a surplus, the carryover amount would be the lesser of 1% of their budget or the surplus amount.) Any amounts not used in 2013, they would be returned to the General Fund with the closing of the 2013 accounting records.
- Since the carryover was implemented, departments have utilized it to cover being over budget, among other things. This has allowed for fewer over budget situations to have to be funded by the contingency fund. In prior years, the contingency fund budget was as much as \$200,000 plus. In 2013, the contingency budget is \$35,000. Without the 1%, there is the potential that additional funding will need to be included in the contingency fund in subsequent years.
- With the carryover as a safety net, departments could budget on a more realistic basis versus the worst case scenario. The potential exists that departments

would revert back to budget at higher amounts to make sure that they were covered for the 'worst case' scenario that may arise.

Diane L. Rusch, Finance Director

LEGAL NOTE: Requires a majority vote of the Board.

Tony A. Kordus, Corporation Counsel

ADMINISTRATIVE NOTE: Support.

Thomas B. Madsen, Administrative Coordinator

RESOLUTION NO. 73-12

APPROVE A GENERAL ZONING ORDINANCE FOR TOWN OF HARTLAND

WHEREAS, pursuant to Wis. Stats. s. 60.62, the Town of Hartland adopted Village Powers on April 11, 1995; and

WHEREAS, under the authority granted by state statutes regarding Village Powers, the Town of Hartland desires to administer their own general zoning ordinance; and

WHEREAS, the Shawano County Land Conservation Committee and Planning, Development and Zoning Committee reviewed said ordinance on December 14, 2012, and the zoning ordinance is on file at the County Clerk’s office; and

WHEREAS, pursuant to Wis. Stats. s. 60.62 (3) the Shawano County Board of Supervisors must approve said ordinance; and

WHEREAS, the proposed Town of Hartland Zoning Ordinance contains a Farmland Preservation zoning district and in accordance with Wis. Stats. s. 91.36, this Ordinance should be certified by the Wisconsin State Department of Agriculture, Trade and Consumer Protection prior to enactment; and

WHEREAS, the Shawano County Land Conservation Committee and Planning, Development and Zoning Committee recommend that the Shawano County Board of Supervisors approve the general zoning ordinance for the Town of Hartland, subject to certification by the State of Wisconsin.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that it approves the general zoning ordinance for the Town of Hartland, subject to certification by the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.

Submitted by,

Kathy Luebke
Ken Capelle
Gene Hoppe
Steve Gueths
Marlin Noffke
PLANNING, DEVELOPMENT &
ZONING COMMITTEE

Bert A. Huntington
Robert Krause
Richard Ferfecki
Marvin Klosterman
Arlyn Tober
LAND CONSERVATION COMMITTEE

Vote: _ Yes; _ No; _ Absent

Vote: _ Yes; _ No; _ Absent

FISCAL NOTE: Based on 2011 permit records, county revenue would decrease by approximately \$1,200.

Diane L. Rusch, Finance Director

LEGAL NOTE: Requires a majority vote of the Board.

Tony A. Kordus, Corporation Counsel

ADMINISTRATIVE NOTE: Support.

Thomas B. Madsen, Administrative Coordinator

RESOLUTION NO. 74-12

TO APPROVE AN AMENDMENT TO THE SHAWANO COUNTY FARMLAND PRESERVATION PLAN FOR THE TOWN OF HARTLAND

WHEREAS, Shawano County adopted the Shawano County Farmland Preservation Plan in August 1982; and

WHEREAS, the Farmland Preservation Plan was adopted over 30 years ago and does not reflect the recently amended Town of Hartland Comprehensive Plan or the proposed Town of Hartland Farmland Preservation zoning district; and

WHEREAS, the Town of Hartland is seeking a Farmland Preservation zoning district certified by the Wisconsin State Department of Agriculture, Trade and Consumer Protection; and

WHEREAS, the Shawano County Land Conservation Committee and Planning, Development and Zoning Committee reviewed the proposed amendment on December 14, 2012; and

WHEREAS, amending the Farmland Preservation Plan Map is necessary to ensure property owner eligibility for farmland preservation tax credits; and

WHEREAS, the Farmland Preservation Plan amendment will only impact the Town of Hartland which has demonstrated support for the amendment; and

WHEREAS, Shawano County has begun its Farmland Preservation Planning process and the proposed amendment will only be valid until expiration of the existing Farmland Preservation Plan; and

WHEREAS, Shawano County recognizes that this is a temporary measure and will work with the Town of Hartland during the Farmland Preservation planning process to ensure that State mapping standards are followed uniformly across Shawano County.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAWANO COUNTY BOARD OF SUPERVISORS in session this 19th day of December, 2012, that the Shawano County Farmland Preservation Plan be amended to include the attached Farmland Preservation Map for the Town of Hartland.

Submitted by,

Kathy Luebke
Ken Capelle
Gene Hoppe
Steve Gueths
Marlin Noffke

Bert A. Huntington
Robert Krause
Richard Ferfecki
Marvin Klosterman
Arlyn Tober

PLANNING, DEVELOPMENT &
ZONING COMMITTEE

LAND CONSERVATION COMMITTEE

Vote: _ Yes; _ No; _ Absent

Vote: _ Yes; _ No; _ Absent

FISCAL NOTE: No fiscal impact to the County.

Diane L. Rusch, Finance Director

LEGAL NOTE: Requires a majority vote of the Board.

Tony A. Kordus, Corporation Counsel

ADMINISTRATIVE NOTE: Support.

Thomas B. Madsen, Administrative Coordinator