

**WAUPACA COUNTY BOARD OF SUPERVISORS
ADJOURNED ANNUAL SESSION
DECEMBER 18, 2001**

County Board Chair Brown called the meeting to order at 10:00 a.m. with 27 members present. Meeting held at Lakeview Manor, Weyauwega.

	Supervisors entitled to seats:
District 1:	Rose Mary Sasse
District 2:	Dennis Kussmann
District 3:	Dick Koeppen
District 4:	Donald L. Steenbock
District 5:	James Flink
District 6:	Lloyd Mares
District 7:	Raymond M. Arndt
District 8:	Donald Aasen
District 9:	Donald J. Peterson
District 10:	Gene Sorensen
District 11:	Fred J. Rasmussen
District 12:	Robert H. Whitman
District 13:	Eunice Lawrence
District 14:	Donald E. Fabricius
District 15:	Kenneth Hurlbut
District 16:	John F. Penney
District 17:	Dale Bonikowske
District 18:	Patricia Craig
District 19:	Kay Hillskotter
District 20:	William Jonely
District 21:	Carl Kietzmann
District 22:	G. Robert Flease
District 23:	Dona Gabert
District 24:	Jack Algiers
District 25:	Duane R. Brown
District 26:	James Loughrin
District 27:	Gary Barrington

County Board Chair Brown made the opening statement that this meeting and all other meetings of this board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes so the citizenry may be aware of the time, place and agenda of this meeting.

Pledge of Allegiance was said by all followed by a moment of silence.

Supr. Bonikowske moved and Supr. Whitman seconded the motion to approve the amended agenda. Motion carried 27-0.

Supr. Rasmussen moved and Supr. Kussmann seconded the motion to approve the minutes from the November 20, 2001 meeting. Motion carried 27-0.

REPORT NO. 13 (2001-2002)
Lakeview Manor 2000 Annual Report – Jeanne Zempel, Administrator

Jeanne Zempel reviewed the annual report. Chairman Brown placed Report No. 13 on file in its entirety in the County Clerk’s Office.

REPORT NO. 14 (2001-2002)
Veterans Service Office Annual Report
Jon LiDonne

Jon LiDonne presented the Financial Report, Admissions, Training Sessions and other services provided for the year 2000 by the Veterans Service Office. Chairman Brown placed Report No. 14 on file in its entirety in the County Clerk’s Office.

AMEND GENERAL CODE OF ORDINANCES
CHAPTER 3 – PERSONNEL POLICY & PROCEDURES – ID BADGES

Supr. Barrington moved and Supr. Algiers seconded the motion to amend Chapter 3, Personnel Policy & Procedures, ID Badges to read “Department Heads/Supervisors shall discipline employees who allow unauthorized individuals enter the premises without an ID Badge or who repeatedly report for work without an ID Badge.” Motion carried 27-0. Passed this 18th day of December, 2001.

Supr. Craig moved and Supr. Fabricius seconded the motion to waive the reading and approve the amended Chapter 3 – Personnel Policy & Procedures – ID Badges. Motion carried 27-0. Passed this 18th day of December, 2001.

ID BADGE POLICY

A. Purpose –

To promote a safe and healthful workplace environment for all, to protect the County’s property, confidential, and proprietary information, Waupaca County requires that all employees, contractors, visitors, and volunteers display an identification badge at all times during working hours and while conducting County business in specified secure areas.

B. Requirements -

- 1) **Employees** – All Waupaca County employees shall have in their possession at all times an ID badge with photograph & first name. ID badges are to be worn on the front of their body and visible to co-workers and the public at all times unless otherwise authorized by the Department Head for legitimate business reasons.

Employees will be provided ID badges at the beginning of his/her employment. If an employee loses an ID badge, he/she must immediately report the loss to the Personnel Department and Department Head. **Lost ID badges must be replaced at the employee's personal expense. Employees must return ID badges to the Department Head at the end of employment.**

If an employee reports for work without an ID badge, they must obtain a badge for the day from the Personnel Department. This badge must be returned at the end of the day to the Personnel Department.

Department Heads/Supervisors shall discipline employees who allow unauthorized individuals to enter the premises without an ID badge or who repeatedly report for work without an ID badge.

- 2) **Contractors/Visitors/Volunteers** – Contractors/visitors/volunteers will receive authorization for ID badges from the department with which they have business. Upon completion of business, the ID badges must be returned to the Department Head authorizing the ID badge. Department Heads must forward the ID badges to Personnel.

Exception: Employees with ID badges may escort visitors, clients, etc., as business need require.

C. Responsibility and Authority

- 1) Personnel – Personnel shall be responsible for issuing the ID badges including scheduling the taking of pictures and obtaining the necessary forms and signatures for access authority. Anyone needing a replacement ID badge shall contact Personnel.
- 2) Maintenance – Maintenance shall ensure that the necessary access codes are entered for each ID badge in accordance with the necessary forms completed by the Department Head requesting access for employees, contractors, etc.
- 3) Department Heads – Each Department Head shall advise Personnel of any lost cards and complete forms for ID badge accessibility.

D. Waiver

The Department Head, for legitimate business reasons, waive the identification requirement. Notice of waiver should be made in writing to the affected employees and a copy of the notification forwarded to the Personnel Department for inclusion in the employee's personnel file.

All individuals accessing the building on weekends, holidays, or outside of the hours of 6:00 a.m. to 10:00 p.m. must notify the Sheriff's Department.

Effective upon publication of ordinance.

**AMENDMENT TO ORDINANCE NO. 34 (2001-457)
Town of Helvetia, Amendment to Remove Land from the Wetland Inventory Maps
Z-12-01**

Parcels #08-18-34 & 08-18-43-1, Z-12-01, Jerry & Bonnie Tetzlaff and Faldet Farms Inc. in Sec. 18, Town of Helvetia for an Amendment to remove land from the Wetland Inventory Maps for driveway purposes.

An amendment to amend the Waupaca County Zoning Ordinance by changing the zoning classification of certain specified lands located in part of the SW ¼ of the SE ¼ and also being in part of the SE ¼ of the SW ¼ of Sec. 18, Town of Helvetia, lying along Lutz Road, Fire Number N-8499, Waupaca County, Wisconsin, on approximately .23 acres.

Subject matter of this ordinance having been duly referred to and considered by the Waupaca County Planning and Zoning Committee and public hearing having been held after the giving of requisite notice of said hearing and a recommendation thereon reported to the Board of Supervisors, Waupaca County, Wisconsin as required by Section 59.97 of the Wisconsin Statutes, said Board does ordain as follows:

- Section 1. The Wetland Inventory Map entitled Helvetia Township, Waupaca County is hereby amended by removing land from the wetlands.
- Section 2. This ordinance shall be in full force and effect in the Town of Helvetia upon filing with the County Clerk of Waupaca County a certified copy of a resolution of the Town Board of Supervisors of said town approving said ordinance or 40 days after the adoption of the ordinance by County Board, unless a certified copy of a resolution disapproving the amendment is filed within ten (10) days with the County Clerk within that time.
- Section 3. All ordinances or parts of ordinances inconsistent with or in contravention of provisions of this ordinance are hereby repealed.

I, Mary A. Robbins, Waupaca County Clerk
do hereby certify that the above Zoning
Amendment was adopted on December 18, 2001.
/s/ Mary A. Robbins, Waupaca County Clerk

Supr. Penney moved and Supr. Arndt seconded the motion to approve Amendment to Ordinance No. 34 (2001-457). Motion carried 27-0.

RESOLUTION NO. 48 (2001-2002)

Subject: Banking account for the Clerk of Circuit Court Office.

WHEREAS, the Clerk of Circuit Court per Sec. 59.40, Wis. Stats., maintains a banking account for the purpose of recording payments as ordered by the Court, monthly payment to the treasurer the State’s percentage of fees, jail assessment surcharge, municipal share of fines and forfeitures and all income that may accrue shall be paid into the County general fund.

WHEREAS, the Farmer’s State Bank has been so designated to carry the account for the Clerk of Circuit Court with an annual renewal option.

NOW, THEREFORE, LET IT BE RESOLVED that the Waupaca County Board of Supervisors does hereby designate Farmer’s State Bank to carry the account for the Clerk of Circuit Court under Sec. 59.40, Wis. Stats., effective January 1, 2002.

RECOMMENDED FOR INTRODUCTION BY THE WAUPACA COUNTY FINANCE COMMITTEE: /s/ James Loughrin, Don Fabricius, John F. Penney, Kay Hillskotter, Jack V. Algiers, Dick Koeppen, Patricia Craig, Duane R. Brown

ATTEST:
/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:
/s/ Jeffrey J. Siewert, Corporation Counsel

Supr. Koeppen moved and Supr. Craig seconded the motion to adopt Resolution No. 48 (2001-2002) . Motion carried 27-0. Passed this 18th day of December, 2001.

RESOLUTION NO. 49 (2001-2002)
Outstanding Checks Cancellation

The following items consisting of outstanding payroll, general, and insurance checks are being presented for cancellation. The outstanding check list is as follows:

CHECK NUMBER	DATE OF ISSUE	AMOUNT
INSURANCE		
86579	11/11/2000	\$6.78
TOTAL		\$6.78
PAYROLL		
77007	5/5/2000	\$174.07
84843	11/3/2000	0.74
874259	11/3/2000	4.15
TOTAL		178.96

GENERAL

195545	1/7/2000	\$2.48
195782	1/14/2000	11.39
199441	3/24/2000	3.01
201295	4/28/2000	160.78
207398	8/18/2000	125.65
211270	11/3/2000	6.32
196389	1/21/2000	47.96
196403	1/21/2000	36.00
196754	1/28/2000	1,500.00
198041	2/25/2000	18.00
198489	3/3/2000	82.29
200673	4/14/2000	162.51
200688	4/14/2000	41.85
202851	5/26/2000	0.83
205966	7/21/2000	12.50
207519	8/18/2000	5.80
210687	10/20/2000	128.55
TOTAL		\$2,345.92
Totals for Insurance, Payroll & General		\$2,531.66

Fiscal note: \$2,531.66 will be credited back to the General Fund

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE:

/s/ James Loughrin, Don Fabricius, John F. Penney, Jack V. Algiers, Dick Koeppen, Patricia Craig, Duane R. Brown, Kay Hillskotter

ATTEST:

/s/ Mary A. Robbins, Waupaca County Clerk

Supr. Rasmussen moved and Supr. Flink seconded the motion to approve Resolution No. 49 (2001-2002). Motion carried 27-0. Passed this 18th day of December, 2001.

Resolution No. 50 (2001-2002)

Subject: Opposition to closing of local DMV Service Centers

WHEREAS, State Department of Transportation, Division of Motor Vehicles has decided to close small local DMV Service Centers; and

WHEREAS, Waupaca County does not have a centrally located DMV Service Station, by having them located throughout the County, this has provided a valuable service for the taxpayers, both elderly and working people, of Waupaca County and the State of Wisconsin to provide easy access to a DMV Service Center; and

WHEREAS, the money the State will save by closing these Service Centers, i.e.; Clintonville, Manawa, Marion, New London, and Weyauwega does not justify the time and money spent by the average citizen to locate a full service center.

NOW, THEREFORE, LET IT BE RESOLVED that the Waupaca County Board of Supervisors does hereby strongly oppose the closing of the small local DMV Service Centers and request that the State Department of Transportation and the Governor re-visit the issue of closing the small local DMV Service Centers throughout Waupaca County and the entire State of Wisconsin. County Clerk will mail a copy of this resolution to Governor McCallum, Senator Welch, Representative Hundertmark and Secretary of the Department of Transportation Roger Cross.

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY LEGISLATIVE & JUDICIAL COMMITTEE: /s/ Dennis Kussmann, Dona Gabert, Gary Barrington, Raymond Arndt, Fred Rasmussen

ATTEST:
Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:
Jeffrey J. Siewert, Corporation Counsel

Supr. Kussmann moved and Supr. Fleuse seconded the motion to adopt Resolution No. 50 (2001-2002). Motion carried 27-0. Passed this 18th day of December, 2001.

DESIGNATE 2002 OFFICIAL NEWSPAPER

Supr. Steenbock moved and Supr. Kietzmann seconded the motion to designate the Clintonville Tribute-Gazette as the official 2002 county newspaper. Motion carried 27-0. Passed this 18th day of December, 2001.

RATIFICATION OF LAKEVIEW MANOR UNION CONTRACT, LOCAL 2664

Supr. Whitman moved and Supr. Bonikowske seconded the motion to ratify the Lakeview Manor Union Contract, Local 2664. Motion carried 27-0. Passed this 18th day of December, 2001.

APPOINTMENTS

Supr. Hillskotter moved and Supr. Barrington seconded the motion to appoint Lenny Purull, Jr. to the Home Care Professional/Medical Advisory Committee for the Department of Health and Human Services. Motion carried 27-0. Passed this 18th day of December, 2001.

ANNOUNCEMENTS AND CORRESPONDENCE

Waupaca County Economic Development Corporation Report for November is placed on file in the Clerk's Office and made part of the minutes.

November 16, 2001

Waupaca County Board Chair
Duane R. Brown
811 Harding Street
Waupaca, WI 54981

Dear County Board Chair:

The East Central Regional Office of Emergency Management has received and reviewed quarterly reports submitted by county directors of Emergency Management for the fourth quarter period of July through September 2001. The following is an excerpt from the East Central Regional report as it relates to your county.

Waupaca County:

During the fourth quarter, Waupaca County submitted updates to four (4) Emergency Operations Plan annexes, A, D, E and Basic Plan. Included was an updated County Hazardous Analysis. There were three (3) EPCRA facility plans submitted. Waupaca County completed their WMD Plan Annex in the 2nd quarter. The Local Emergency Planning Committee met in September and meeting minutes were submitted and reviewed. Outreach included a booth at the County Fair. All requirements for program administration were provided in a proper and timely manner. Approval of fourth quarter Emergency Management Performance Grant and EPCRA funds is recommended for Waupaca County.

If you have any questions regarding your County's Emergency Management Plan of Work, or my comments in this report, please feel free to contact me at any time.

Sincerely,
/s/ Daniel E. Dahlke
Wisconsin Emergency Management
East Central Region Director

Supr. Arndt moved and Supr. Sorensen seconded the motion to adjourn. Motion carried 27-0. Chairman Brown declared the meeting adjourned at 10:40 a.m.