

**WAUPACA COUNTY BOARD OF SUPERVISORS  
ADJOURNED ORGANIZATIONAL SESSION  
MAY 17, 2005**

Chair Koeppen called the meeting to order at 9:00 a.m. with 26 members present.

Present: Suprs. Aasen, Allen, Barrington, Brown, Craig, Flease, Flink, Gabert, Hillskotter, Hurlbut, Johnson, Jonely, Koeppen, Kussmann, Lawrence, Loughrin, Mares, Murphy, Penney, Rasmussen, Sasse, Sorensen, Steenbock, Trambauer, Trudell, Whitman. Supr. Peterson was excused.

Chair Koeppen made the open meeting 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.

A moment of silent meditation was observed followed by the Pledge of Allegiance.

Supr. Rasmussen moved and Supr. Steenbock seconded the motion to approve the agenda. Motion carried 26-0.

Supr. Flink moved and Supr. Murphy seconded the motion to approve the minutes from the April 19, 2005 meeting. Motion carried 26-0.

**AMEND CHAPTER 7.07  
OF THE WAUPACA COUNTY CODE OF ORDINANCES**

SUBJECT: WEIGHT RESTRICTION - County Trunk Highway "U" From United States Highway 10 To Waushara County Line

WHEREAS, Wisconsin Statutes 349.15(2), relative to the authority to modify weight limitations and classify highways, gives the County Highway Committee authority to designate all or parts of such highways maintained by them to be Class "B" highways for the purpose of putting into effect the weight limitations set forth in Section 348.16(2) (3); and

WHEREAS, the imposition of weight limits can be based on weakness of the roadbed due to deterioration or climatic conditions or other special conditions, and the potential for serious damage or destruction in the absence of such weight restrictions; and

WHEREAS, the Highway Committee and Highway Commissioner have reviewed and considered the implications of adopting an ordinance by submitting this county trunk highway to the County Board; and

WHEREAS, proper signing will be enacted in accordance with Wisconsin Statute 349.16 (2) and the authority in charge of maintenance may exempt vehicles carrying certain commodities specified by the authority, including but not limited to pumping septic or holding tanks, from the special weight limitations which are imposed under sub. (1) (a); and

WHEREAS, weight limitations on Class "B" highways Wisconsin Statute 348.16(2) state, pursuant to s.349.15 (3) "No person without a permit therefore shall operate any vehicle or combination of vehicles imposing wheel, axle, group of axles, or gross weight on the highway exceeding 60 per cent of the weights authorized in Wisconsin Statutes 348.15 (3)," and certain highways should be class "B" to insure them as safe traffic carriers, as so designated by the Highway Committee.

NOW, THEREFORE, BE IT RESOLVED that the Waupaca County Board of Supervisors do hereby ordain as follows:

This special ordinance shall be in force for the Waupaca County Highway Department to designate and maintain CTH "U" from USH 10 to Waushara County Line as a Class "B" highway for the purpose of establishing weight limitations to preserve the roadbed and insure this road as a safe traffic carrier, and signed in accordance with Wisconsin Statute 349.16 (1)(2)(3).

CONDITIONS: No person, whether operating under a permit or otherwise, shall operate a vehicle in violation of special weight limitations imposed by local authorities on the highway designated herein when signs have been erected as required by Wisconsin Statutes 349.16 (3). The compliance with regard to the modification, designation, and signing of the county trunk highway will be in accordance with applicable Wisconsin Statutes.

This ordinance shall be effective upon passage and publication and the signing as required by Wisconsin State Statutes.

**RECOMMENDED FOR INTRODUCTION BY THE WAUPACA COUNTY HIGHWAY COMMITTEE:** /s/ G. Robert Flease, William Jonely, Donald Aasen, James Flink, Lloyd Mares

ATTEST: /s/ Mary A. Robbins, Waupaca County Clerk                      APPROVED AS TO FORM:  
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Jonely moved and Supr. Flease seconded the motion to amend Chapter 7.04 of the Waupaca County of Ordinances. Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

**Amendment to Waupaca County Code of Ordinances  
Chapter 6, Law Enforcement and Courts**

WHEREAS, Waupaca County Board of Supervisors enacted Ch. 6 of the Waupaca County Code of Ordinances on Oct. 29, 1996, Res. No. 44; and

WHEREAS, Waupaca County Law Enforcement and Sheriff's Department reviewed the cost of the civil process and eviction fees and it was discovered that an increase in fees was necessary to more accurately reflect the actual cost.

NOW THEREFORE BE IT RESOLVED that Chapter 6, Section 6.10 of the Waupaca County Code of Ordinance is hereby amended as follows:

Repeal: Subsection B of Section 6.10 and Recreate Section 6.10 Sub B to read as follows:

The charge for Civil Process eviction fees shall be \$60.00 plus two mileage charges for an eviction with a Waupaca mailing address and \$80.00 plus two mileage charges for an eviction within Waupaca County but with a mailing address other than a Waupaca Mailing Address.

**BE IT FURTHER RESOLVED** that this Amendment becomes effective upon passage by the Waupaca County Board of Supervisors.

Approved and forwarded to the Waupaca County Board of Supervisors by the Waupaca County Law Enforcement Committee on May 10, 2005.

ATTEST:

/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:

/s/ Jeffrey Siewert, Corporation Counsel

Supr. Flink moved and Supr. Brown seconded the motion to amend Chapter 6 of the Waupaca County Code of Ordinances. Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

**AMEND CHAPTER 3 OF THE WAUPACA COUNTY  
CODE OF ORDINANCES, PERSONNEL POLICIES & PROCEDURES TO  
CREATE: SECTION 21 – WORKPLACE VIOLENCE**

**A. POLICY.** It is the policy of Waupaca County to promote a safe environment for its employees. The County is committed to working with its employees to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our facilities, no employer is immune. Disruptive behavior at one time or another may affect every employer.

**B. DEFINITIONS.** Violence, threats, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Any situation which gives the perception that a danger may exist should be reported. Such situations or behaviors may include but are not limited to the following:

1. Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
2. Possession of firearms or other dangerous weapons while at work, unless a requirement of your employment with Waupaca County.

3. Threatening or intimidating behavior or acts of violence against an employee, contractor, vendor, visitor or other individuals present in a County facility or property.

**C. PROCEDURE FOR REPORTING.** Employees are responsible for reporting any incidents or situations, which cause them personal concern or concern for the safety and well-being of others, even in the absence of an expressed threat. Employees should immediately report any behavior they have witnessed or heard discussed by others that they regard as threatening or intimidating. **ALL REPORTS** will be investigated and assessed for their level of severity.

Employees should report any threatening or intimidating behavior or cause for concern to their Direct Supervisor/Department Head, Personnel Department or Administrative Coordinator. As soon as possible, the appropriate individuals will review and address the matter.

**ASSAULTS OR OTHER VIOLENT ACTS THAT REQUIRE IMMEDIATE ATTENTION SHOULD BE REPORTED TO THE PROPER AUTHORITIES BY DIALING 911.**

**D. ENFORCEMENT.** Violations of this policy will lead to disciplinary action up to and including termination, arrest, and prosecution. Retaliation against employees or visitors who report, or provide information in the course of an investigation of a report, will be considered a violation of this policy and will not be tolerated.

When necessary, local authorities will be called upon to conduct an investigation. Once local authorities are involved, they will have total control of the investigation and prosecution may result.

All employees who apply for, or obtain, a protective or restraining order that lists a place of employment, co-worker, or may impact the workplace must provide a copy to the Personnel Department.

**E. TRAINING.** The County will periodically provide employees with training regarding this policy, reporting procedures, etc.

All employees have the right to expect that the County will maintain a place of employment that is free of workplace violence. Employee cooperation is necessary to effectively maintain a safe working environment. Do not ignore violent, intimidating, or other disruptive behavior that may be in violation of this policy.

ATTEST:

/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:

/s/ Jeffrey Siewert, Corporation Counsel

Supr. Rasmussen moved and Supr. Sorensen seconded the motion to waive the reading of Section 21. Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005. Supr. Rasmussen moved

and Supr. Craig seconded the motion to approve the creation of Section 21 of Chapter 3 of the Waupaca Code of Ordinances. Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

**PRESENTATION**  
**QUANTUM DAIRY FARMS**  
**John Young & Richard Wagner**

Bruce Bushweiler introduced Richard Wagner and John Young of Quantum Dairy Farms who gave a presentation on the operation of Quantum Dairy Farms.

**Amendment to**  
**RESOLUTION NO. 11 (2004-2005)**

**SUBJECT:** Authorizing Waupaca County Treasurer to act as agent for the collection of taxes assessed by Municipalities.

**WHEREAS**, the Waupaca County Treasurer has been approached by Waupaca County municipalities to act as the collection agent for Real Estate and Personal Property Taxes; and

**WHEREAS**, the County is equipped and has the programming to handle the collection; and

**WHEREAS**, this type of agreement is in place in many Wisconsin Counties, it is requested that the County Board of Supervisors give formal approval to the County Treasurer to act as collection agent for municipalities for the purpose of collection of real estate and personal property taxes, special assessments and charges, all under the direction of the Finance & Personnel Committee; and

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Waupaca County Treasurer may at his/her discretion, enter into a written agreement under the provisions of Sec. 66.30(2) Wis. Stats. With any municipality in Waupaca County for the collection of real estate and personal property taxes, special assessments and charges.
2. The agreement shall continue in force until either Waupaca County or the municipality gives notice of intention to terminate and withdraw from the agreement by July 1<sup>st</sup> of the tax year.
3. There will be no direct charge to the municipality for this service, however in consideration for these services the County will bank the collections; including interest earnings and will complete the January and February settlements.
4. The County will notify the municipality of any Personal Property Tax still due as of February 1<sup>st</sup> and it will then become the municipality's responsibility to collect the 2<sup>nd</sup> half and delinquent Personal Property Taxes.

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4.5. The Finance & Personnel Committee may approve a standard form agreement, which the County Treasurer may enter into with any municipality without further authorization from the Finance & Personnel Committee. However, any deviation from the standard form contract as authorized by the Finance & Personnel shall require separate specific approval by the same committee.

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5.6. The municipality desiring the services of the Waupaca County Treasurer for the collection of taxes is required to pass a resolution authorizing Waupaca County to act as its agent in the collection of taxes and to enter into an agreement in the form authorized by the Finance & Personnel Committee.

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**RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE:** /s/ James Loughrin, Gary Barrington, John F. Penney, Kay Hillskotter, Don Aasen, Duane R. Brown, Patricia Craig, Dick Koeppen

ATTEST: /s/ Mary A. Robbins, Waupaca County Clerk                      APPROVED AS TO FORM:  
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Craig moved and Supr. Kussmann seconded the motion to approve the amendment to Resolution No. 11 (2004-2005). Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

#### **RESOLUTION NO. 1 (2005-2006)**

**SUBJECT:** The Health and Human Services Board is recommending the restructuring of the Personal Care Worker (PCW) program by eliminating a 75% PCW Nurse position and creating a 75% PCW Nurse Manager.

**WHEREAS**, the Department of Health and Human Services has been operating a Personal Care Worker (PCW) program since the spring of 1998; and

**WHEREAS**, the PCW program provides medically necessary assistance to elderly and disabled who are unable to care for themselves in the community; and

**WHEREAS**, the PCW program has grown significantly from a \$38,000 program in 1997 to a \$475,000 program in 2005 budget; and

**WHEREAS**, all PCW program expenses are fully funded by Medical Assistance with no county funding; and

**WHEREAS**, the PCW program administrative responsibilities have grown significantly with the overall operation's growth, policy changes, managing of contract workers, complying with State policy changes, etc.; and

**WHEREAS**, currently a 75% PCW Nurse position provides direct program supervision and monitoring with the overall responsibility for supervision by the Community Care Coordinator.

**NOW, THEREFORE, LET IT BE RESOLVED** that the Waupaca County Board of Supervisors does hereby approve eliminating the 75% PCW Nurse position and creating a 75% PCW Nurse Manager position effective with this approval.

**BE IT FUTHER RESOLVED** that any increase in expense for this change will be fully covered by Medical Assistance collections for the program.

**RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE AND WAUPACA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD:** /s/ James Loughrin, Gary Barrington, John F. Penney, Kay Hillskotter, Don Aasen, Duane R. Brown, Patricia Craig, Dick Koeppen, Elizabeth Tautges, Howard Trudell, Patty Kappelman, Rose Mary Sasse, Donn L. Allen, Gerald M. Murphy, Steve Goedderz

ATTEST: /s/ Mary A. Robbins, Waupaca County Clerk                      APPROVED AS TO FORM:  
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Rasmussen moved and Supr. Trudell seconded the motion to adopt Resolution No. 1 (2005-2006). Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

**RESOLUTION NO. 2 (2005-2006)**

**SUBJECT:** The Health and Human Services Board is recommending the elimination of a vacant FTE Vocational Worker position and the creation of an FTE Operations Manager position at Waupaca County Industries (WCI).

**WHEREAS,** WCI's management structure has not changed since 1987, even though the overall operations have significantly expanded; and,

**WHEREAS,** WCI's annual production revenues have increased from 1987 of \$168,000.00 to 2003 production of over \$1 million dollars in business; and,

**WHEREAS,** the wages paid to our participants have also increased significantly from \$95,000 in 1987 to \$340,000 in 2003; and,

**WHEREAS,** the demands of managing a significantly larger workforce with production lines operating in three county private industries, in addition to the main production plant in Manawa, require adequate management, accurate/timely decisions, effective communications, etc.; and,

**WHEREAS,** an Operations Manager will provide increased management assistance to meet the growing demands of our industry customers and the requirements of the clients.

**NOW, THEREFORE, LET IT BE RESOLVED,** that the Waupaca County Board of Supervisors does hereby approve eliminating one full-time Vocational Worker position and

creating one full-time Non-Represented Operations Manager position (Grade J) at Waupaca County Industries, effective with this approval.

**BE IT FUTHER RESOLVED** that any increase in expense for this change will be fully funded by production revenues with no new county funds required.

**RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE AND WAUPACA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD:** /s/ James Loughrin, Gary Barrington, John F. Penney, Kay Hillskotter, Don Aasen, Duane R. Brown, Patricia Craig, Dick Koeppen, Elizabeth Tautges, Howard Trudell, Patty Kappelman, Rose Mary Sasse, Donn L. Allen, Gerald M. Murphy, Steve Goedderz

ATTEST: /s/ Mary A. Robbins, Waupaca County Clerk                      APPROVED AS TO FORM:  
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Murphy moved and Supr. Hillskotter seconded the motion to adopt Resolution No. 2 (2005-2006). Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

**RESOLUTION NO. 3 (2005-2006)**

**SUBJECT:** Highway Department Truck Driver (Class III) one new position to replace an existing Motor Grader C (Class IV) position.

**WHEREAS**, the Waupaca County Highway Department currently has a Motor Grader C position and has been evaluating operations to determine the appropriate classification and number of positions needed for the most efficient operations; and

**WHEREAS**, it has been determined that it would be most efficient and appropriate to have the job duties performed by a Truck Driver; and

**WHEREAS**, it has been determined by the Highway Committee to approve the creation of a Truck Driver position to replace the one Motor Grader C position on the table of organization at the Highway Department; and

**WHEREAS**, this position will become effective upon passage by the Waupaca County Board of Supervisors.

**NOW, THEREFORE, LET IT BE RESOLVED** that the Waupaca County Board of Supervisors does hereby approve one new position of Truck Driver (Class III) and the elimination of a Motor Grader C position (Class IV) in the Highway Department of Waupaca County.

**RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE:** /s/ James Loughrin, Gary Barrington, John F. Penney, Kay Hillskotter, Don Aasen, Duane R. Brown, Patricia Craig, Dick Koeppen,



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

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

Supr. Flink moved and Supr. Jonely seconded the motion to adopt Resolution No. 3 (2005-2006).  
Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

**RESOLUTION NO. 4 (2005-2006)**

**RESOLUTION SUPPORTING THE MEMORANDA OF UNDERSTANDING  
BETWEEN THE COUNTY OF WAUPACA AND ANY MUNICIPALITIES  
REQUESTING A RESOURCE SHARING RELATIONSHIP  
FOR USE OF THE STATEWIDE VOTER REGISTRATION SYSTEM**

**WHEREAS**, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform Voter registration and voting system in the United States; and

**WHEREAS**, the Wisconsin State Elections Board (SEB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

**WHEREAS**, local units of government understand their obligations and commitments as mandated by HAVA and state statutes to administer, implement and maintain local voter registration information within a centralized SVRS; and

**WHEREAS**, the State Legislature has enacted legislation which allows local units of government to share technology and resources with the County or other municipalities to maintain the local voter registration information within the centralized SVRS.

**THEREFORE, BE IT RESOLVED** the County of Waupaca directs the Clerk, upon the request of a municipality, to enter into a Memorandum of Understanding with that municipality that will comply with the requirements of HAVA and provide a more efficient and cost effective implementation of SVRS through the sharing of technology and resources.

**FURTHER, BE IT RESOLVED** the County of Waupaca directs the County Clerk to follow the technology, security, maintenance, support, and process guidelines developed by the State Elections Board relating to use of the Statewide Voter Registration System (SVRS).

**FURTHER, BE IT RESOLVED** that a copy of this resolution and Memorandums of Understanding be sent to the State Elections Board.

**RECOMMENDED FOR INTRODUCTION BY THE WAUPACA COUNTY FINANCE & PERSONNEL COMMITTEE:** /s/ James Loughrin, Gary Barrington, John F. Penney, Kay Hillskotter, Don Aasen, Duane R. Brown, Patricia Craig, Dick Koeppen

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

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



Law Enforcement Officers' Association, Local 2771. Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

#### **APPOINTMENTS**

Supr. Trudell moved and Supr. Flink seconded the motion to approve the appointment of Jennifer Voelks to the Integrated Services Advisory Committee. Motion carried 26-0. Passed the 17<sup>th</sup> day of May, 2005.

#### **ANNOUNCEMENTS AND CORRESPONDENCE**

Chair Koeppen placed the following correspondence for May on file in the County Clerk's Office: Waupaca County Economic Development Corp. Report for April 2005, Department of Health & Human Services Public Hearing notice, and County Board Tour information.

Chair Koeppen called for a 10 minute recess. Chair Koeppen called the meeting back to order.

#### **PRESENTATION**

Attorney James Macy reviewed the open meeting laws and arbitration laws.

Supr. Aasen moved and Supr. Sorensen seconded the motion to adjourn. Motion carried 26-0. Chair Koeppen declared the meeting adjourned at 11:00 a.m.