

**WAUPACA COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL SESSION
APRIL 19, 2006**

Chair Koeppen called the meeting to order at 9:00 a.m. with 25 members present.

Present: Suprs. Aasen, Allen, Barrington, Brown, Craig, Flease, Gabert, Hillskotter, Hurlbut, Johnson, Jonely, Koeppen, Kussmann, Loughrin, Mares, G. Murphy, T. Murphy, Penney, Peterson, Rasmussen, Sasse, Sorensen, Sperl, Steenbock, Whitman. Suprs. Flink and Trambauer were 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. G. Murphy moved and Supr. Steenbock seconded the motion to approve the agenda. Motion carried 25-0.

**REPORT NO. 1 (2006-2007)
Committee on Committees Selections**

ACQUIRED LAND IN REM
Dennis Kussmann

AG, EXT & ED.
Kenneth Hurlbut, Chr.
Lloyd Mares
Gerald Murphy
Don Peterson
Don Steenbock

CAP SERVICES BOARD
David Johnson

CHAIN O'LAKES DISTRICT
Gerald Murphy

COMMITTEE ON AGING
Donn Allen
David Johnson
Dona Gabert

COMMITTEE ON COMMITTEES
Kay Hillskotter
David Johnson
Dick Koeppen
Jim Loughrin
John Penney
Pat Craig
Gene Sorensen

COMPREHENSIVE PLANNING
Ken Hurlbut
Dennis Kussmann

CO. LIBRARY PLANNING COMMITTEE
Gary Barrington
Kay Hillskotter

CRIMINAL JUSTICE
Fred Rasmussen

EAST CENTRAL REG. PLANNING COM.

Duane Brown
Dick Koeppen

ECONOMIC DEVELOPMENT CORP.

Dick Koeppen
John Penney

EMERGENCY MANAGEMENT

G. Robert Flease
Jim Flink
Kay Hillskotter
Dick Koeppen, Chr.
Jim Loughrin

ENVIRONMENTAL SITE ASSESS.

Dennis Kussmann
Don Peterson

FINANCE & PERSONNEL

Gary Barrington
Duane Brown
Patricia Craig
G. Robert Flease
Kay Hillskotter
Dick Koeppen
Jim Loughrin, Chr.
John Penney

INFORMATION SYSTEMS

(Subcommittee of Finance)
Jim Loughrin
Dick Koeppen
John Penney, Chr.

PERSONNEL

(Subcommittee of Finance)
Gary Barrington
Patricia Craig
Kay Hillskotter, Chr.

HEALTH & HUMAN SERVICE BD.

Don Aasen
Donn Allen
Steve Goedderz, Citizen
Kay Hillskotter, Chr.
Patty Kappelman, Citizen
Gerald Murphy
Elizabeth Tautges, Citizen
John Trambauer
Monica Sperl

HIGHWAY COMMITTEE

G. Robert Flease, Chr.
James Flink
William Jonely
Lloyd Mares
Don Aasen

IOLA LAKE DISTRICT

Don Aasen

ITBEC

Duane Brown
Jim Loughrin

LAKEVIEW MANOR BD OF TRUSTEES

Duane Brown
Patricia Craig
Fred Rasmussen
Gary Barrington
Robert Whitman, Chr.

LAND & WATER CONSERVATION

Donn Allen
Dorothy Clinton, Citizen
Monica Sperl
Don Peterson, Chr.
Fred Rasmussen
Don Steenbock

LAND INFORMATION/GIS

Dona Gabert
Jim Loughrin, Chr.
Terry Murphy

LAW ENFORCEMENT

Jim Flink, Chr.
Don Aasen
David Johnson
William Jonely
Robert Whitman

LEGISLATIVE & JUDICIAL

Don Allen
Terry Murphy
Dennis Kussmann, Chr.
Fred Rasmussen
Dona Gabert

LEPC

Dick Koeppen

OWLS BOARD

Kay Hillskotter

PARKS & RECREATION

Dona Gabert
Ken Hurlbut, Chr.
Gene Sorensen
Rosemary Sasse
John Trambauer

PUBLIC PROPERTY

James Flink
David Johnson
Lloyd Mares, Chr.
Rosemary Sasse
Robert Whitman

SECURITY COMMITTEE

Gary Barrington
Dennis Kussmann, Chr.
Fred Rasmussen

SOLID WASTE MANAGEMENT BD.

Raymond Brockhaus, citizen
Jeff Dyer, citizen
Ken Hurlbut
Gerald Murphy
John Penney
Maryann Snider, citizen
Gene Sorensen, Chr.
John Trambauer
Ken Van Dyke, citizen

TRAFFIC & SAFETY

Robert Fleese
Dick Koeppen

VETERANS SERVICE COMMISSION

Gerald Connolly
Sig Krostue
Olin Mead

WATER QUALITY

Monica Sperl
Don Peterson, Chr.
Don Steenbock

WAUPACA LIBRARY BOARD

Gerald Murphy
John Penney

ZONING, LAND USE, FARMLD PRESER

Ken Hurlbut
Dennis Kussmann
Terry Murphy
John Penney, Chr.
Gene Sorensen

Supr. Rasmussen moved and Supr. Kussmann seconded the motion to approve the Committee on Committee's report. Motion carried 25-0. Passed the 19th day of April, 2006.

Chair Koeppen called a recess for the committees to select committee chairs. Chair Koeppen called the meeting to order.

**ADOPTION OF COUNTY BOARD RULES, CHAPTER 2
OF THE GENERAL CODE OF ORDINANCES FOR WAUPACA COUNTY
The Governing Body**

Supr. Whitman moved and Supr. Steenbock seconded the motion to enact Chapter 2 of the Waupaca County Code of Ordinances, Rules of the Board. The motion carried 25-0.. Passed the 19th day of April, 2006. The entire ordinance is on file in the County Clerk's Office.

**AMEND CHAPTER 31 TO ADD 31.06
WAUPACA COUNTY COURTHOUSE
WEAPON SCREENING – CONTROLLED ACCESS
POLICY AND PROCEDURES**

POLICY STATEMENT:

In response to potential dangers to the safety of County and State staff who work in the Courthouse and for the safety of the public who conduct business in the building, the Waupaca County Board has authorized a weapons screening program for the building and controlled access to various areas of the building.

The program will increase building security in a fiscally responsible manner. It will provide a deterrent to acts of violence by keeping dangerous weapons and other unauthorized items out of the building. This program is designed to avoid major inconvenience to the staff and public.

IMPLEMENTATION:

Upon passage of the Board of Supervisors, the Waupaca County Clerk is authorized to hire Reserve Deputies (Security Officers) from the Waupaca County Sheriff's Department to conduct weapon and security screening.

Weapon and security screening will be conducted at the front entrance of the Waupaca County Courthouse at 811 Harding Street. The position will be manned by Sheriff's Department Reserve Deputies during this period. The officer's role will be to monitor the walk-through magnetometer and screen for weapons and unauthorized items before allowing access to the building.

STANDARD OPERATING PROCEDURES:

1. People who set off the alarm will be asked to empty their pockets of metal objects and to pass through again. If they pass through successfully, they may retrieve their belongings and proceed. If they do not pass through successfully, they will have a second opportunity to remove any metal that may set off the alarm and pass through again. People setting off the alarm a third time will be taken aside and a hand-held screening device will be used to screen them. If they fail this procedure, they may be denied access to the building.

2. Security officers may require that all handbags, attaché cases, packages, and boxes are opened for inspection. This applies to anyone entering the Courthouse, including County employees. See Deliveries, Page 3.
3. If any object appears to be of an illegal nature, deputies will deny access to the person possessing those objects. If deputies experience problems with individuals entering the building, they should request assistance. Security officers will request personnel to clear the lobby and notify the other respective departments in the immediate area to leave their work areas until such time as it is safe to return.
4. If inappropriate statements pertaining to weapons, bombs, etc. are made by people entering the building, security officers may call the Communication Center/911.

PUBLIC SAFETY RESPONSE:

Law enforcement, fire department, and ambulance units responding to an emergency will have immediate and unrestricted access.

LAW ENFORCEMENT RESPONSE:

Reserve Deputy/Security Officer is the primary responder in situations requiring the services of a sworn law enforcement officer. If reserve deputies/security officer notifies facilities staff of their unavailability to respond, staff will notify dispatch 911 for assistance.

LAW ENFORCEMENT SCREENING:

Uniformed Law Enforcement Personnel:

Law enforcement personnel wearing immediately recognizable uniforms will be allowed to pass through the magnetometer screening unit. Uniformed personnel who are not immediately recognized will be required to produce a law enforcement ID card. All law enforcement officers not employed by Waupaca County upon passing through the magnetometer must sign into the log, and log out prior to leaving.

Non-Uniformed Law Enforcement Personnel:

On-duty law enforcement personnel in civilian attire who are armed, will be allowed to pass through the magnetometer when properly identified with a law enforcement ID card. All law enforcement officers not employed by Waupaca County Sheriff's Department, upon passing through the magnetometer, must sign into the Courthouse log, and log out prior to leaving.

All properly identified on duty law enforcement personnel will maintain control of their weapon(s) at all times. Officers who enter the LEC on personal business shall not be armed.

DANGEROUS WEAPONS/UNAUTHORIZED ITEMS:

The following is a partial list of items people are not allowed to carry into the Courthouse. Sheriff staff will be authorized to use discretion in disallowing items not included on this list:

Guns, including pellet and BB guns	Ammunition
Explosives	Electric Weapons
Martial Arts Weapons	Knives
Batons	Brass Knuckles
Mace	Pepper Spray

If people request to enter with questionable articles such as, but not limited to, hammers, box cutters, and utility cutters, they will be asked for their destination and purpose for bringing in the objects. These items will be allowed in the facility at the discretion of the security officer.

People attempting to enter the building with unauthorized items that are not illegal will be advised to return unauthorized items to their vehicle prior to being authorized into the facility.

DELIVERIES:

Delivery personnel and the materials being delivered will be screened. Department will be called to review any delivery that fails screening procedures to determine acceptability.

PEOPLE WITH DISABILITIES:

Security officers will be instructed to ensure that people with disabilities will be thoroughly screened while being sensitive to each person's condition.

People approaching the screening station will be asked to walk through the magnetometer. If this is not possible, a hand-held detector search will be conducted. Hand-carried items will be screened using standard operating procedures. Service animals will be visually inspected.

SPECIAL PROCEDURES:

* Strollers, Child Carriers and Wheelchairs:

People with any of the above will be screened by standard procedures. Children in this equipment will either walk through or be carried through the magnetometer by the person accompanying the child. If the person with the child cannot or prefers not to remove a child from the stroller or carrier, a physical search will be conducted by the security officer. The above physical search will apply to those individuals in wheelchairs as well. The physical search will be conducted by a staff person of the same gender, if possible.

Any and all packages, bags, etc. will be screened in accordance with standard operating procedures.

MEDIA:

TV cameras used by media outlets will be visually checked by security officers. Camera operators and all other media equipment will be screened in accordance with current policies and procedures.

COURT PROCEDURES:

If a request is made for unauthorized items to be allowed into the Courthouse as part of court proceedings, the Sheriff's Department will be advised prior to items being brought into the Courthouse. When approved, staff will ensure the items are delivered to the appropriate court in a timely manner.

LOADING DOCK ACCESS:

Deliveries to the loading dock will be met by a department representative to ensure facility security.

LOST & FOUND:

Items abandoned at the scanner will be held in the County Clerk's office. If unclaimed within 30 days, they may be disposed of at the discretion of the County Clerk.

UPGRADES.

The Safety & Security Committee shall be authorized to make any changes and upgrades as necessary for the safety/security of the Courthouse proper to this ordinance.

Approved by: Legislative & Judicial Committee 03/25/06, Safety & Security Committee 04/04/06.

Effective upon passage of the Waupaca County Board of Supervisors

Supr. Kussmann moved and Supr. Mares seconded the motion to amend Chapter 31 of the Waupaca County Code of Ordinances. Motion carried 25-0. Passed the 19th day of April, 2006.

**AMEND CHAPTER 8.02(7)
OF THE WAUPACA COUNTY ORDINANCES**

SUBJECT: PARKING RESTRICTION - County Trunk Highway "X"

WHEREAS, the Waupaca County Highway Department has received a request from Town of Mukwa officials to limit vehicle parking along the south side of CTH "X" at the Northport Bridge; and

WHEREAS, the parking of vehicles along the south side of CTH "X" represents a hazard to pedestrians, bicyclists, and motor vehicle drivers; and

WHEREAS, the limiting of parking on this section of CTH "X" will reduce the risk of accident and personal injury to the general public from vehicles traveling on CTH "X".

NOW, THEREFORE, BE IT RESOLVED that pursuant to §349.11 Wis. Stats. the Waupaca County Board of Supervisors prohibit vehicle parking on the south side of CTH "X" from the Northport Bridge west 450 feet.

This ordinance shall be effective upon erection of standard signs giving notice thereof.

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY HIGHWAY DEPARTMENT: /s/ G. Robert Flease, Don Aasen, William Jonely, Lloyd Mares

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

Supr. Rasmussen moved and Supr. Jonely seconded the motion to amend Chapter 8.02(7) of the Waupaca County Code of Ordinances. Motion carried 25-0. Passed the 19th day of April, 2006.

**AMEND CHAPTER 8.02(7)
OF THE WAUPACA COUNTY ORDINANCES**

SUBJECT: PARKING RESTRICTION - County Trunk Highway "H"

WHEREAS, the Waupaca County Highway Department has received a request from the Waupaca County Sheriff's Department to limit vehicle parking along the north side of CTH "H"; and

WHEREAS, the parking of vehicles along the north side of CTH "H" represents a hazard to pedestrians, bicyclists, and motor vehicle drivers; and

WHEREAS, the limiting of parking on this section of CTH "H" will reduce the risk of accident and personal injury to the general public from vehicles traveling on CTH "H".

NOW, THEREFORE, BE IT RESOLVED that pursuant to §349.11 Wis. Stats. the Waupaca County Board of Supervisors prohibit vehicle parking on the north side of CTH "H" from the Winnebago County line westerly 620 feet.

This ordinance shall be effective upon erection of standard signs giving notice thereof.

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY HIGHWAY DEPARTMENT: /s/ G. Robert Flease, Don Aasen, William Jonely, Lloyd Mares

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

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

Supr. Fleuse moved and Supr. G. Murphy seconded the motion to amend Chapter 8.02(7) of the Waupaca County Code of Ordinances. Motion carried 25-0. Passed the 19th day of April, 2006.

RESOLUTION NO. 3 (2006-2007)

WHEREAS, 2005 Wisconsin Act 59, which includes various provisions pertaining to the collection of fees, fines, forfeitures and surcharges owed to counties and municipalities, will become effective April 2, 2006, and

WHEREAS, included in 2005 Wisconsin Act 59 are the following provisions which apply to required payments to the clerk of circuit court.

- The clerk of circuit court may accept a credit card or debit card for any required payment to the clerk of circuit court.
- The clerk of circuit court may charge and collect a reasonable service fee for the use of a credit card or debit card, the amount of which fee shall be established by the county board.
- The clerk of circuit court may charge and collect a fee for the establishment and monitoring of a payment plan for persons ordered to make payments to the clerk of circuit court.
- The amount of the fee for establishing and monitoring such a payment plan may not exceed \$15 and shall be on a sliding scale based upon ability to pay as measured by income.

WHEREAS, the use of credit and debit cards, subject to an appropriate charge for such service, and the establishment and monitoring of payment plans, subject to an appropriate charge for such service, would be valuable to the clerk of circuit court as an additional means to assist him/her in the efficient collection of amounts ordered to be paid to the clerk of circuit court, and

WHEREAS, for that reason, the taxpayers of Waupaca County will benefit if the clerk of circuit court is authorized to accept credit and debit cards, subject to an appropriate charge for such service, and to establish and monitor payment plans, subject to an appropriate charge for such service.

NOW, THEREFORE, BE IT RESOLVED that the clerk of circuit court is authorized to accept a credit card or debit card for any required payment to the clerk of circuit court.

BE IT FURTHER RESOLVED that the clerk of circuit court is authorized and directed to charge and collect the following fees for the use of a credit card:

3% service fee will be added to the fine, fee and forfeiture

BE IT FURTHER RESOLVED that the clerk of circuit court is authorized and directed to charge and collect a reasonable fee, which shall not exceed \$15 and which shall be on a sliding scale based upon ability to pay as measured by income, to establish and monitor payment plans for persons ordered to make payments to the clerk of circuit court.

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY LEGISLATIVE AND JUDICIAL COMMITTEE: /s/ Dennis A. Kussmann, Gary Barrington, Fred Rasmussen, Donn L. Allen

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

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

Supr. Brown moved and Supr. Kussmann seconded the motion to adopt Resolution No. 3 (2006-2007). Motion carried 25-0. Passed the 19th day of April, 2006.

RESOLUTION NO. 4 (2006-2007)
RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING
(Handicapped-Accessible Voting Equipment)

TO THE WAUPACA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Help America Vote Act (HAVA) requires that each local unit of government provide a handicapped-accessible voting machine (VOTING MACHINE) at every polling place so that persons with disabilities can vote privately and independently; and

WHEREAS, federal funds in the amount of \$6,000 per polling place have been allocated to those municipalities whose polling places are handicapped-accessible; and

WHEREAS, Waupaca County is willing to purchase equipment and software on behalf of participating units of government within Waupaca County in order to secure a better price; and

NOW, THEREFORE, BE IT RESOLVED that the Waupaca County Board of Supervisors authorizes the County Clerk to enter into a Memorandum of Understanding with each qualifying municipality that wants the County to provide services necessary to comply with HAVA requirements; and

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution to the State Elections Board to show Waupaca County's compliance with HAVA.

Dated this 21st day of March, 2006.

Respectfully submitted by the
Finance & Personnel Committee
/s/ James Loughrin, Chair

Fiscal Impact: No tax levy impact. Increases revenue and expenditures by \$6,000 per participating polling place, with the total charge not to exceed \$240,000.

Legal Note: This resolution amends the budget and requires a two-thirds vote of the entire county board. Reviewed and approved as to form by Corporation Counsel.

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

Supr. Craig moved and Supr. Sasse seconded the motion to adopt Resolution No. 4 (2006-2007). Motion carried 25-0. Passed the 19th day of April, 2006.

RESOLUTION NO. 5 (2006-2007)

SUBJECT: Reauthorization of Self-Insurance for Worker’s Compensation

WHEREAS, Waupaca County is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker’s Compensation Act provides that employers covered by the Act either insure their liability with worker’s compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker’s compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker’s compensation without a special order from the department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Waupaca County Finance and Personnel Committee at its April 12, 2006 approved the continuation of the self-insured worker’s compensation program, in compliance with Wisconsin Administrative Code DWD 80.60 (3); and

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

- (1) Provide for the continuation of a self-insured worker’s compensation program that is currently in effect.
- (2) Authorize the Personnel Coordinator to forward certified copies of this resolution to the Worker’s Compensation Division, Wisconsin Department of Workforce Development.

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. Hillskotter moved and Supr. Barrington seconded the motion to adopt Resolution No. 5 (2006-2007). Motion carried 25-0. Passed the 19th day of April, 2006.

RESOLUTION NO. 6 (2006-2007)

SUBJECT: The Health and Human Services Board recommends the creation of an Aging and Disability Resource Center (ADRC) Advisory Committee as detailed by the attached By-Laws.

WHEREAS, Calumet, Outagamie, and Waupaca Counties submitted a collaborative Aging and Disability Resource Center proposal to the State of Wisconsin in January of 2005; and

WHEREAS, Our counties received notice that the collaborative proposal would be funded by the State of Wisconsin under the conditions set forth within our ADRC proposal and implementation guidelines; and

WHEREAS, One specific expectation of the State of Wisconsin for all proposals submitted was the creation of a governing authority to monitor the overall development and standards set forth in contract agreement; and

WHEREAS, An Aging and Disability Resource Center Advisory Committee, with each county equally appointing committee members, would comply with the governing authority expectations of the State of Wisconsin; and

WHEREAS, This newly created ADRC Advisory Committee would be attached to the organizational structure of the Health and Human Services Board of each county identical to all other advisory committees.

NOW, THEREFORE, LET IT BE RESOLVED that the Waupaca County Board of Supervisors authorizes the Health and Human Services Board to create an ADRC Advisory Committee by the attached By-Laws.

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, Patty Kappelman, Howard Trudell, John Trambauer, 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. G. Murphy moved and Supr. Mares seconded the motion to adopt Resolution No. 6 (2006-2007). Motion carried 25-0. Passed the 19th day of April, 2006.

ANNOUNCEMENTS AND CORRESPONDENCE

Chair Koeppen placed the following correspondence for April on file in the County Clerk's Office: Waupaca County Economic Development Corp. Report, Homeland Security Grant letter from Governor Doyle, Office of Justice Assistance – Grant award for Homeland Security, and Wisconsin Department of Transportation – Planning for Federal Transit Program Funding.

Supr. Steenbock moved and Supr. Aasen seconded the motion to adjourn. Motion carried 25-0. Chair Koeppen declared the meeting adjourned at 9:55 a.m.