

**PUBLIC NOTICE AND AGENDA  
KEWAUNEE COUNTY BOARD MEETING**

**MONTH: JANUARY**

**DATE: January 21, 2014**

**TIME: 6:00 PM**

**PLACE: County Board Room  
Administrative Center  
810 Lincoln Street  
Kewaunee, WI**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approve County Board Agenda**
- 5. Committee Appointment:**
  - a. Local Emergency Planning Committee**
  - b. Long Term Support Planning Committee**
- 6. Annual Reports and Other Reports to the Board as Requested by the County Board or Committee:**
  - a. Kewaunee County Administrator – Edward J. Dorner**
- 7. Committee Reports:**
  - a. Highway Committee/Solid Waste Committee**
  - b. Personnel, Advisory & Legislative Committee**
  - c. Health, Child Support, Veterans Service (no meeting)**
  - d. University Extension (no zoning meeting)**
  - e. Land & Water Conservation**
  - f. Law Enforcement & Emergency Management (no meeting)**
  - g. Finance and Public Property**
  - h. Human Services**
  - i. Promotion and Recreation Committee (no meeting)**
  - j. Revolving Loan Fund Committee (no meeting)**
  - k. Bay Lake Regional Planning Commission**
- 8. Communications:**
  - a. Resolutions from other Counties**
- 9. Citizen's Input (maximum 3 minutes per appearance)  
(20 minutes total per meeting)**
- 10. First Reading of Ordinance, if applicable (vote to be taken at the next County Board meeting)**

**11. Consideration of Bills and Claims for Approval:**

- a. **University Extension & Zoning**
- b. **Land & Water Conservation**
- c. **Finance & Public Property**
- d. **Health, Child Support & Veterans Service**
- e. **Law Enforcement & Emergency Management**
- f. **Promotion & Recreation**
- g. **Human Services**
- h. **Highway/Solid Waste Management**

**12. Recess, for the Finance Committee to meet**

**13. Consideration of Resolutions:**

- a. **Resolution to Adjust the Kewaunee County Sheriff's Department Civil Process Fees**
- b. **Resolution Approving the CDGB Housing Program Multi-Jurisdictional Contract**
- c. **Resolution Approving County Fish and Game Project – Boat Landing Park Amenities**
- d. **Salary Schedule II**

**14. Consideration of Ordinance read at previous County Board Meeting, if applicable**

**15. Consideration of other matters as authorized by Law**

**16. County Board Chairman's Comments**

**17. Set meeting date for next County Board Meeting**

- a. **February 18, 2014 at 6:00 p.m.**
- b. **March 18, 2014 at 6:00 p.m.**
- c. **April 15, 2014 at 6:00 p.m. (proposed)**

**18. Adjournment**

**/s/ Robert A. Weidner**  
**Robert A. Weidner**  
**Kewaunee County Board Chairman**

**/s/Jamie Annoye**  
**Jamie Annoye**  
**Kewaunee County Clerk**

KEWAUNEE COUNTY BOARD OF SUPERVISORS

ROBERT A. WEIDNER  
CHAIRMAN

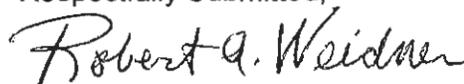
BRIAN DAX  
VICE-CHAIRMAN

Honorable Members of the Kewaunee County Board

Pursuant to Wis. Stats. 59.54 (8), I hereby make the following appointments to the "Local Emergency Planning Committee."

CLASSIFICATION	TERM
	9-12-12 to 09-12-14
Elected Local Official (group 1)	Kaye Shillin Chuck Hutter Jeff Vollenweider
Law (group 2)	Matt Joski John Massart
Emergency Management (group 2)	Lori Hucek Tracy Nollenberg
Fire (group 2)	Greg Hlinak
Transportation (group 2)	Dale Jandrain
Environmental (group 2)	David Allen
Community Groups (group 4)	Jack Novak – Rotary Club Joy Krieger - Chamber
Print Media (group 3)	Greg Mariucci
Facility Operators (group 5)	Green Bay Water Utility – Tom Landwehr Luxemburg Water Utility – Rick Simonar Algoma Utility – Richard Riederer Agropur Inc – Ted Winkelman Kewaunee Power Station- Ted Maloney Kewaunee Water Utility – Charles Petersen Kewaunee Water Utility – Matt Murphy
Public Health	Mary Halada

Respectfully Submitted,



Robert Weidner  
Kewaunee County Board Chairman

Dated this 21st day of January 2014



## KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

*Edward J. Dorner*  
County Administrator

January 21, 2014

Honorable Members of the Kewaunee County Board:

Pursuant to the provisions of Wisconsin Statute 46.27(4), I hereby make the following appointment to the Long Term Support Planning Committee subject to County Board approval.

Term: January 1, 2014 – December 31, 2016

Frail Elder	Barb Benzshawel, 1137 Sun Terrace Street, Luxemburg, WI 54217 Betty Urban, 625 4 <sup>th</sup> Street, Kewaunee, WI 54216
Physical Disability	Laurie Bouche, E2120 County Road X, Casco, WI 54205
Developmental Disability	Ted Eveler, E6185 11 <sup>th</sup> Road, Algoma, WI 54201
Chronic Mental Illness	Paulette Surk, N5639 Adams Street, Luxemburg, WI 54217
Chemical Dependence	Ted Eveler, E6185 11 <sup>th</sup> Road, Algoma, WI 54201
County Health Department	Mary Halada, Kewaunee County
Social Services	Monica Jacobson, Kewaunee County
Community Department	Deb Hakari, Kewaunee County
Commission on Aging	Rose Quinlan, N4404 Lakeshore Drive, Kewaunee, WI 54216
Human Services	Rose Sheehy, Kewaunee County
Nursing Home	Mike Rabas, 937 Jefferson Place, Sturgeon Bay, WI 54235 Sara Gouth, 1405 Fremont Street, Algoma, WI 54201
Dementia Target Group	Alisha Andrews, Manitowoc County
Chairperson	Lloyd Drossart, N6104 County C, Casco, WI 54205
Community Member	Shirley Kirchman, 512 Mill Street, Algoma, WI 54201

Respectfully submitted,

Edward J. Dorner  
Kewaunee County Administrator

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

PHONE (920) 388-7164  
FAX (920) 388-7101  
WEB SITE <http://www.kewauneeco.org>



**RESOLUTION NO.**

**A RESOLUTION TO ADJUST THE KEWAUNEE COUNTY SHERIFF'S DEPARTMENT CIVIL PROCESS FEES**

**TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:**

1 **WHEREAS**, The Law Enforcement/Emergency Management Committee of the Kewaunee County Board  
 2 of Supervisors has considered and hereby recommends adjusting the schedule of civil process fees  
 3 charged by the Kewaunee County Sheriff's Department as follows:  
 4

- 5 **Service Fees:** (Pre-payment of service fees is required.)  
 6 \$75.00 service fee per request/location. (Previous \$60)  
 7 \$25.00 fee per additional person/business/entity served at same location. (Previous \$15)  
 8  
 9 **Sheriff's Sale Fees:** (All fees must be pre-paid.)  
 10 \$75.00 for posting notices. (No Change)  
 11 \$75.00 for conducting Sheriff's sale. (No Change)  
 12  
 13 **Officer Standby:** (if necessary)  
 14 \$75.00 per hour (Previous \$60)

15 **NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly  
 16 assembled this 21st day of January 2014, that the Board adopts the  
 17 proposed civil process fee schedule.  
 18

19 **BE IT FURTHER RESOLVED**, the revised fee schedule is effective  
 20 February 1, 2014.  
 21

Respectfully Submitted,

**LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED AS TO FORM**

Jeffrey R. Wisnicky  
 Corporation Counsel

**FISCAL IMPACT STATEMENT:**

Civil process fees will be  
 increased as indicated.

	Y E S	N O	A B S E N T	A B S T A I N
Abrahamson, J.				
Barlow, J.				
Cravillion, D.				
Dax, B.				
Delebreaux, D.				
Garfinkel, R.				
Heidmann, B.				
Heuer, R.				
Hutter, C.				
Kirchman, L.				
Koenig, L.				
Mayer, D.				
Paider, R.				
Paplan, B.				
Reckelberg, G.				
Shillin, K.				
Sinkula, L.				
Swoboda, J.				
Wagner, C.				
Weidner, R.				
TOTALS				



**RESOLUTION NO.**

**A RESOLUTION APPROVING THE CDGB HOUSING PROGRAM  
MULTI-JURISDICTIONAL CONTRACT**

**TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:**

1 **WHEREAS**, on August 21, 2012 the Board passed a resolution approving the establishment of the  
2 Northeast Wisconsin Housing Consortium; and  
3

4 **WHEREAS**, The Human Services Committee has reviewed and hereby recommends that the Kewaunee  
5 County Board of Supervisors approve the Community Development Block Grant-Housing Program Multi-  
6 Jurisdictional Contract and authorize the County Administrator to execute the same on behalf of  
7 Kewaunee County; and  
8

9 **WHEREAS**, The Human Services Committee recommends that the Human Services Director be  
10 designated as the contract representative to receive any and all official notices delivered under the  
11 contract, or any amendment, addendum or exhibit thereto.  
12

13 **NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors, duly  
14 assembled this 21st day of January 2014, that Board approves the Community Development Block  
Grant-Housing Program Multi-Jurisdictional Contract and authorizes the County Administrator to execute  
16 the same on behalf of Kewaunee County; and  
17

18 **BE IT FURTHER RESOLVED**, the Kewaunee County Director of Human  
19 Services is hereby designated to act as Contract Representative for  
20 Kewaunee County.

Respectfully Submitted,

**HUMAN SERVICES COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED AS TO FORM**

Jeffrey R. Wisnicky  
Corporation Counsel

FISCAL IMPACT STATEMENT:  
  
\_\_\_\_\_

	Y E S	N O	A B S E N T	A B S T A I N
Abrahamson, J.				
Barlow, J.				
Cravillion, D.				
Dax, B.				
Delebreau, D.				
Garfinkel, R.				
Heidmann, B.				
Heuer, R.				
Hutter, C.				
Kirchman, L.				
Koenig, L.				
Mayer, D.				
Paider, R.				
Paptham, B.				
Reckelberg, G.				
Shillin, K.				
Sinkula, L.				
Swoboda, J.				
Wagner, C.				
Weidner, R.				
TOTALS				

## **COMMUNITY DEVELOPMENT BLOCK GRANT-HOUSING PROGRAM MULTI-JURISDICTIONAL CONTRACT**

This Community Development Block Grant (“CDBG”) – Housing Program Multi-Jurisdictional Contract (“Contract”) is being entered into pursuant to Wis. Stats., § 66.0301 and Title I of the Housing and Community Development Act of 1974, as amended (“HCDA”) by and among the counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan and Winnebago (collectively “County” or “Counties”), all of whom are political subdivisions of the State of Wisconsin, organized and existing under the state Constitution and Wis. Stats., Chapter 59, to form a multi-jurisdictional region hereinafter referred to as the Northeastern Wisconsin CDBG Housing Region (“Region”) for purposes of implementing and delivering services within the Region under the “state-administered program” component of the HCDA (“Program”), which permits states to distribute CDBG funds to non-entitlement communities pursuant to 24 CFR Part 570(I).

### **RECITALS**

**WHEREAS**, per Wis. Stats., § 16.309 and the rules promulgated thereunder, the Wisconsin Department of Administration - Division of Housing (“WDOA”) is changing its method of distributing the non-entitlement CDBG funds, allotted it under the Program, from a WDOA-administered Program to a county-administered Program; and

**WHEREAS**, to facilitate this change, the WDOA is requiring Wisconsin counties, wishing to hereinafter participate in the Program, to organize, through Resolution and subsequent entry of a multi-jurisdictional contract, into 6-8 multi-county regions, each with a designated county to assume the role of Lead County under separate contract with the WDOA (“Grant Contract”); and

**WHEREAS**, in accordance therewith, the Board of Supervisors/Chief Elected Official of the Counties, wishing to participate in the Program through Region membership, passed Resolutions authorizing their respective County to enter into this Contract and name Brown County as the Region’s Lead County, with Brown County accepting said nomination, subject to the conditions set forth herein, per its “Resolution Establishing the Northeastern Wisconsin Housing Consortium” approved by the Brown County Board of Supervisors on or around July 23, 2012; and

**WHEREAS**, by entering into this Contract, the Counties understand and agree that Brown County will act as the Region’s CDBG applicant for funding through the WDOA and will assume all obligations applicable to it as Lead County, including, in partnership with the WDOA, assuring compliance with all governing laws/regulations; the Grant Contract, to be entered into between Brown County and the WDOA; the Northeastern WI Region CDBG Housing Rehabilitation Policy and Procedures Manual dated October of 2013; and the most recent edition of the CDBG – Small Cities Housing Implementation Handbook (“Handbook”) as posted on the WDOA website; and

**WHEREAS**, the WDOA anticipates that the Region’s average annual CDBG award will equal around \$2,290,000.00, with approximately 13% being allocated to Brown County for the administrative expenses it incurs in fulfilling its obligations as Lead County, the role of which Brown County will relinquish in the event that the administrative expenses exceed said allocation; and

**WHEREAS**, it is the intent of the Counties hereto that this Contract shall not be interpreted to deprive any municipality served by the Region of any power, zoning authority, development control or other lawful authority which it presently possesses.

**NOW, THEREFORE**, in consideration of the mutual covenants of the Counties set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Counties agree as follows:

**I. DEFINITIONS**

1. CDBG: means community development block grant.
2. Income: means all income sources from all members of the household who are at least 18 years of age, including but not limited to all items further set forth in Section IV(B) of the Northeastern WI Region CDBG Housing Rehabilitation Policy and Procedures Manual dated October of 2013, a copy of which is attached hereto and incorporated herein by reference (“Manual”).
3. Low – and Moderate – Income (“LMI”): means a family or household annual income less than the Section 8 Low Income Limit, generally 80% of the area median income, as established by the U.S. Department of Housing and Urban Development (“HUD”). For the “state-administered program,” referred to throughout this Contract as the Program and defined more fully below, the 80% limit is calculated as 80% of the non-metro statewide median or the county median, whichever is greater.
4. Program: means the state-administered component to the HCDA’s Community Block Grant - Housing Program under which HUD provides CDBG funds to the State of Wisconsin for purposes of distributing to the Region’s non-entitlement Counties in a manner consistent with Section 106 of the HCDA, 24 CFR part 570(I), and any other statutory/administrative rules promulgated thereunder.
5. Covered Persons: means any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.

**II. GENERAL TERMS AND CONDITIONS**

**A. CONTRACT TERM**

This Contract shall be effective for the period from February 1, 2013, through December 31, 2014 (“Term”). Unless terminated in accordance with Section VIII below, this Contract shall automatically renew for additional two-year Terms commensurate with the Lead County’s regional application period and/or applicable grant cycle and contingent upon execution and/or renewal of the Grant Contract as more fully described under Subsection C

hereof.

**B. CONTRACT REPRESENTATIVES**

Prior to or simultaneous with the execution of this Contract, each of the Counties shall designate an individual on the attached Exhibit A, which is incorporated herein by reference, to act as their official contract representative (“Contract Representative”) to do the following, absent any compensation from the Region or Lead County unless specifically allotted herein:

1. Accept, on behalf of his or her respective County, any and all official notices delivered under this Contract or any amendments, addendums or exhibits thereto;
2. Unless said Contract Representative, other than the Lead County’s Contract Representative, designates another representative from his or her respective County for purposes of the same, serve as a member of the Region’s multi-jurisdictional housing committee, described more fully in Section V of this Contract, to represent their County’s interest in the application of CDBG funding, especially with respect to its LMI population, by approving local policies, resolving complaints and/or disputes within the Program, and making emergency loan awards, consistent with the Program’s objectives as more fully set forth in the Manual, the HCDA, 24 CFR Part 570(I) and any other regulations or policies promulgated thereunder (collectively referred to herein as the “Governing Law”);
3. With respect to the Contract Representative for the Lead County, serve as the Chair of the Region’s multi-jurisdictional housing committee during all of its meetings and/or activities and as more fully set forth in Section V of this Contract;
4. When necessary, assist the Lead County in choosing whether to continue to administer the Program in-house; employ a non-profit or for-profit agency to administer the Program; or administer the Program using some combination thereof; and
5. Assist the Lead County by receiving applications from each of their respective Counties, prioritizing applications from each of their respective Counties, publicizing the Program within each of their respective Counties, and participating in any other activity under the Program on behalf of each of their respective Counties, all in a manner consistent with Governing Law.

Except for eligible administrative or personnel costs, the general rule is that no Covered Persons, including Contract Representatives or their designees, who exercise or have exercised any functions or responsibilities with respect to the Program or who are in a

position to participate in a decision-making process or gain inside information with regard to any activities thereunder, may obtain a financial interest or benefit from a Program activity, or have an interest or benefit from the Program activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Any exception hereto must be obtained in accordance with Governing Law, including 24 CFR Part 570 and Section IVD of the Manual, but under no circumstances will the Chief Elected Officer of Brown County or any successor Lead County qualify for an exception hereunder.

Any County hereto may replace a Contract Representative upon written notice to all other Counties to this Contract, along with an amendment to Exhibit A.

C. GRANT CONTRACT AS A CONDITION PRECEDENT

Performance under this Contract is expressly conditioned upon the Lead County entering into the Grant Contract that is attached hereto as Exhibit B and incorporated herein by reference with the WDOA, the condition of which shall apply to any and all renewal Term(s) in the same manner as currently applies. If the Lead County decides not to execute the Grant Contract, it shall notify all Counties of the same as soon as practicable.

The Counties understand and agree that the Lead County is hereby delegated the responsibility to enter into the Grant Contract on behalf of the Region and that no other County shall be authorized to enter into the Grant Contract on its behalf. By executing the Grant Contract, the Lead County assumes the responsibility of adhering to the terms thereof, a condition precedent to receiving CDBG funding on behalf of the Region, but reserves the right to seek all relief afforded it under this Contract, as well as Governing Law, for any claims and/or causes of action, whether with or without merit, raised against the Lead County for breaches of the Grant Contract caused, directly or indirectly, by any of the other Counties' breaches or failures hereunder.

The Counties further understand and agree that participation in the Program, including participation as Lead County, is voluntary. In the event the incumbent Lead County resigns, the resignation of which shall comply with Section III(B) of this Contract, the Region shall work with the WDOA in identifying another County within the Region to assume the role of Lead County under this Contract and of Grantee under the Grant Contract.

This Contract shall be interpreted in a manner consistent with the Grant Contract and, in the event of a conflict between the terms of the Grant Contract and this Contract, the terms of the Grant Contract shall control; provided, they are not inconsistent with Governing Law.

III. DESIGNATION OF LEAD COUNTY

A. APPOINTMENT OF LEAD COUNTY

The Counties expressly understand and agree that no more than one Program administrator shall operate within the boundaries of the Region and, in designating a Lead County for the Region, the Counties further understand and agree that the Lead County will assume the role of the Region's Program administrator or, alternatively, employ an individual or entity to assume said role.

The Counties hereby designate Brown County and Brown County hereby accepts said designation as Lead County of the Region. Brown County's acceptance is and shall continue to be conditioned on the approximate 13% allocation from the annual CDBG award covering the yearly administrative expenses incurred by Brown County in fulfilling its obligations as Lead County, the role of which Brown County will resign from, per Subsection (B) hereof, if and when the actual administrative expenses exceed the allocation.

B. RESIGNATION OR REMOVAL AS LEAD COUNTY

1. Resignation. The Lead County may resign as Lead County by providing the other Counties and the DOA with sixty (60) days advance written notice, the resignation of which shall become effective upon expiration thereof. Unless specifically stated otherwise within the written notice, the Lead County's resignation hereunder shall not constitute a withdrawal from its membership in the Region nor shall it adversely affect its eligibility for or participation in the Program.
2. Removal. The Lead County may be removed as Lead County by the DOA in accordance with the Grant Contract. Unless otherwise provided in the Grant Contract, removal of the Lead County shall be effective upon the appointment of a new Lead County, per this Subsection B, and shall not constitute a withdrawal of its membership in the Region nor shall it adversely affect its eligibility for or participation in the Program, unless the grounds for removal also constitute grounds for its withdrawal or adverse action.
3. In the event of a resignation or removal of the Lead County, a new Lead County shall be appointed by a 3/4ths vote of the Counties, contingent upon the County's acceptance of said appointment and its eligibility to participate in the Program per Governing Law.

C. DUTIES OF LEAD COUNTY

As Lead County, Brown County and its successors shall be the only County that is authorized to act on the Region's behalf with respect to the Grant Contract or dealings between the Region and the WDOA, and is responsible for handling, in partnership with the WDOA, all administrative aspects of the Program, including the responsibility to:

1. Complete and submit the CDBG Housing Grant Application in accordance with the Manual and Governing Law, including that it expressly identify the

Region's priority needs and designate the Region's method of distributing CDBG award funds throughout the Region;

2. Serve as the Region's signatory on the Grant Contract, all renewals and/or amendments thereto and any other documentation legally binding on the Region. Further, to serve as the Region's contact under the Grant Contract;
3. Retain, for a minimum of three (3) years beyond that which is required by the HCDA, written records of CDBG activities, including the minutes of the meetings of the multi-jurisdictional housing committee, established under Section V of this Contract; loan applicants/applications, beneficiaries of CDBG funding and other necessary documents associated therewith; and all individual project files, including final inspection checklists relating thereto, so long as maintained as confidential files in accordance with the Manual and Governing Law. At a minimum and subject to the above, the Lead County must maintain sufficient records to demonstrate the level of public benefit, based on the standards set forth under Governing Law, that is actually achieved upon completion of the Program activities and how that compares to the level of such benefit anticipated when the CDBG assistance was obligated;
4. Serve as the fiscal agent, responsible, to the extent of the Grant Contract and so long as consistent with Governing Law, to the WDOA for purposes of:
  - a. Providing documentation/accounting of all CDBG draws and repayments associated with the Region's Program administration in a manner consistent with the audit and reporting requirements set forth in the Grant Contract and, absent language to the contrary in the Grant Contract, managing the repayment of CDBG loans under a revolving loan fund that shall be used to continue funding similar types of Program activities so long as consistent with Section IX of the Manual; and
  - b. Bearing the responsibility for the billing, payment and collection of funds associated with this Contract and/or the Grant Contract in a manner consistent therewith, which includes assuring that no work undertaken, whether complete or incomplete, no materials ordered, and no contracts entered into prior to the approval of the loan application by Lead County in accordance with the Manual will be eligible for payment with CDBG funds; and that only activities described in the Grant Contract may be funded through the Program, but that CDBG funds may not be used to pay for the same rehabilitation work twice unless expressly provided otherwise herein or pursuant to the Grant Contract, Manual, Handbook and/or Governing Law;
  - c. Managing and contracting for CDBG funded projects and activities; verifying applicant eligibility for Program participation and/or funding; and

exercising oversight, all in accordance with this Contract, the Grant Contract, the Manual, the Handbook and/or Governing Law. The Lead County shall further conduct all procurement transactions, contracting and subcontracting in a manner consistent with the Manual; provided, its procurement provisions are consistent with the Grant Contract, the Handbook and Governing Law; Facilitating the Region's Program policy development and oversight in conjunction with the multi-jurisdictional committee, established pursuant to Section V of this Contract.

5. Participate, in conjunction with the other Counties, in fulfilling the duties applicable to all Counties under this Contract, the Manual, the Handbook and Governing Law;
6. The Lead County may administer the Program in-house; hire a third-party administrator, whether non-profit or for-profit; or implement some combination thereof. Pursuant to the Manual, the Lead County shall administer the Program in-house; however, if the Lead County exercises its option to hire a third-party administrator, it shall be in accordance with the procurement provisions of 24 CFR Part 570 and the Grant Contract. Only trained parties may administer the Program and the WDOA shall provide said training, as well as ongoing technical assistance related thereto, to the Lead County or its third-party hire.
7. Ensure the Region's compliance with the Grant Contract and, in partnership with the WDOA, as further provided herein, all Governing Law, including but not limited to, Wisconsin's Open Meetings and Open Records Law; Section 10(b) of the National Historic Preservation Act of 1966 and Executive Order 11593; 24 CFR 42 and related portions of Wis. Stats., Chapter 32; the conflict of interest provisions of 24CFR Part 570.489(h), as well as Wis. Stats., §§ 946.12-946.13 and 19.59; Section 8 Housing Quality Standards, whenever possible; Wisconsin's lead-based paint regulations; applicable housing codes, including that CDBG funds may not be used for rehabilitation work on properties in a floodplain unless the municipality participates in the National Flood Insurance Program; stated and federal asbestos removal requirements; Wisconsin's Right to Cure Law; Davis Beacon; URA; NEPA; the Civil Rights Act; and the Fair Housing Act.

#### **IV. DUTIES OF ALL COUNTIES PARTICIPATING IN THE REGION**

In addition to any other duties and/or responsibilities set forth in this Contract, the Manual, the Handbook and Governing Law, each County shall be responsible for the following:

1. Disseminating Program information to their citizens, receiving applications from their citizens and prioritizing applications from their citizens

2. Providing access to CDBG information/Program applications, via electronic and paper media, within their Counties during regularly scheduled business hours;
3. Complying with all the Program application requirements necessary to secure Program funding for the Region;
4. Assisting the Lead County with ensuring that the Region meets the service and performance standards set forth in the Manual, Grant Contract and under Governing Law, including maintaining the applicable state licensure and certification applicable to the services covered by this Contract and any addendum thereto; ensuring that all Program activities conducted within their respective Counties are limited to LMI Household beneficiaries; ensuring that their respective Counties qualify as a non-entitlement community under Governing Law, including the duty to notify the Lead County otherwise; and ensuring that all Program activities conducted within their respective Counties are eligible activities under the Manual, the Handbook and Governing Law.
5. Cooperating with the Lead County in all environmental assessments within their respective Counties, including assessing whether their County's applicants qualify as a participant in the National Flood Insurance Program and assisting in any mitigation requirements or other conditions necessary to obtain the Lead County's approval of Program applications within their boundaries.

**V. NORTHEASTERN WISCONSIN HOUSING COMMITTEE**

The Region hereby creates a multi-jurisdictional committee hereinafter referred to as the Northeastern Region CDBG Housing Committee ("Committee") made up of the Contract Representatives, or their designees, from each participating County. The Contract Representative from the Lead County shall chair all Committee meetings, the meetings of which shall be held in accordance with Section II of the Manual and pursuant to Wisconsin's Open Meetings and Open Records Laws. The Committee shall meet in accordance with Wisconsin's Public Meetings Law, on an as-needed basis, but no less than once per year.

The Committee has adopted policies relating to the conduct of the meetings and the administration of the Program in a manual referred to throughout this Contract as the Northeastern WI Region CDBG Housing Policy and Procedures Manual or "Manual," a copy of which is attached hereto and incorporated herein by reference, which should govern the Committee's activities so long as consistent with the Grant Contract, Handbook and Governing Law. In the absence of a policy governing a Committee meeting activity or procedure, Robert's Rules of Order, most recent edition, shall apply unless prohibited by the Grant Contract, Handbook or Governing Law.

The Lead County may seek guidance from the Committee on matters of fiscal or programmatic significance to the Region. The Committee shall make recommendations to the Lead County, but shall have no power to modify the terms or conditions of this Contract, including any addendum thereto, nor shall the Committee, with the exception of the duties subject to approval hereunder, including the duty, as more fully outlined in the Manual, to:

1. Approve the Region's method of distributing its CDBG funding;
2. Approve the Region's Manual based on the sample provided by the WDOH and in accordance with Governing Law, as well as the relevant portions of the Manual governing amendments/modifications in the event of an amendment/modification thereto; and
3. Approve the Region's appeal process and hear appeals relating to Program application denials pursuant to Section V of the Manual.

## **VI. CONTRACT AND ADDENDA**

A. This Contract and any addendum shall be construed consistent with the laws of the State of Wisconsin without regard to the law of conflicts of law.

B. This Contract and its provisions cannot be amended, modified, supplemented or waived in any way except in writing signed by all Counties. Any addendum may be amended as specifically provided in the addendum.

C. In the event of a conflict between the terms of this Contract and the terms of an addendum, the terms of this Contract shall prevail. In all other instances, this Contract shall be construed consistent with the terms of the Grant Contract per Section II(C) of this Contract.

## **VII. INDEMNITY AND INSURANCE**

To manage the Lead County's, as well as the Region's, exposure in the event of misused CDBG funds, the following guidelines shall apply to the Counties:

1. That Program activities be administered throughout the Region prudently to minimize liability, including but not limited to, the requirement that all contractors who provide services purchased with CDBG funding be required to maintain general liability, workers compensation, and automobile (if automobiles are used in providing said services) insurance policies in an amount of at least \$1,000,000. Said contractors may also be required to provide fidelity insurance and/or bonding in such amounts deemed necessary by the Lead County to protect the Region and individual Counties. Contracts for service delivery shall further require indemnification by the contractor in the event that contractor errors or omissions result in disallowed costs or other liability;

2. That the Counties each be required to maintain errors and omissions insurance, fidelity insurance/bonding, general liability insurance, workers compensation insurance and automobile insurance to the extent deemed necessary and in the amounts to be determined by the Lead County. Such insurance shall name the Committee and each County as additional insureds thereunder;
3. That each County be required to indemnify, defend and hold harmless the Lead County and all other Counties, their officers, employees, agents, and volunteers from and against any and all claims, demands, suits, payments, damages, losses, costs and/or expenses, including attorney fees, which a County or Counties, including the Lead County, its officers, employees, agents, and volunteers may sustain, incur, or be required to pay by reason of the indemnifying County's or Counties' provision of services under the Program or breach of this Contract.
4. The Lead County shall indemnify the other Counties, their officers, employees, agents, and volunteers against any and all loss, damages, and costs or expenses, including attorney fees, which a County or Counties, its officers, employees, agents, and volunteers may sustain, incur, or be required to pay by reason of the Lead County's administration of the Program in violation of this Contract or the Grant Contract, so long as traced solely to the Lead County's administration and not caused or contributed to by one or more of the Counties' provision of services, the latter of which would require indemnification in accordance with Subsection 3, above, and/or apportionment based on the County's or Counties' respective culpability as more fully set forth in Subsection 5, below.
5. In the event of misuse of CDBG funds and after every possible method to reduce liability is exhausted, any remaining liability, as determined by a majority vote of the Committee, unless based on the particular facts, the liabilities of each County, its employees, agents, officers and/or representatives for the particular funds at issue can be apportioned in a more equitable manner, shall be apportioned among the Counties in proportion to their respective populations in accordance with the results of the decennial census. In the event that the Committee is unable to make said determination, the WDOA, if able, shall determine the Counties' respective liabilities.

#### **VIII. CIVIL RIGHTS COMPLIANCE/ASSURANCES**

The Counties shall comply with all state and federal requirements related to civil rights compliance.

#### **IX. TERMINATION OF CONTRACT AND DISSOLUTION OF REGION**

A participating County may terminate this Contract by delivering written notice to the other

participating Counties and the WDOA by Certified Mail, Return Receipt Requested, not less than sixty (60) days prior to termination. The date of receipt as indicated on the Return Receipt shall be the effective date of notice of termination. The termination shall be effective as of December 31 in the year in which this Contract, or any renewed Term, expires unless the notice is delivered less than 60 days prior to the expiration date of this Contract, or any renewed Term, in which case the effective date shall be the expiration date of the following Contract or renewed Term. The County terminating its participation shall refund to the WDOA within forty-five (45) days of the effective date of notice of termination any payment received by said County which exceeds actual costs incurred in carrying out the project as of the date of termination.

A County's termination shall not affect the duties and obligations of the Counties that do not terminate. Provisions of this Contract intended as continuing obligations shall survive notice of termination or termination. The Counties understand and agree that any and all sums appropriated to the Region are Region funds and may not be transferred by a County to another Region.

The Counties may, by 2/3 vote of all Counties participating in the Region as evidenced by Resolution of a County's Board of Supervisors, vote to dissolve the Region provided that the vote to dissolve must take place on or before August 15 in the year in which the dissolution occurs and the dissolution will be effective as of December 31 of that year. If dissolution is ordered, the Lead County shall be responsible for all administrative tasks reasonably associated with winding up the Region's affairs. All of the Counties shall be bound by the terms and conditions of this Contract until such time as the Region's affairs are wound up.

#### **X. RECORDS**

As further set forth in the Manual, the Lead County shall maintain CDBG Program records and financial statements as required by state and federal laws, rules, and regulations, as well as the Grant Contract. The Lead County bears legal and fiscal responsibility for housing said records and financial statements of all other participating Counties, subject to Section VII of this Contract and any other applicable provision set forth herein.

#### **XI. DEBARMENT AND SUSPENSION**

Each County certifies through signing this Contract that neither the County nor any of its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in federal assistance programs by any federal department or agency. In addition, the County shall notify the Lead County within five (5) business days in writing if the County or its principals receive a designation from the federal government that they are debarred, suspended, proposed for debarment, or declared ineligible by a federal agency.

#### **XII. CONDITIONS OF THE PARTIES OBLIGATIONS**

A. This Contract is contingent upon authorization of Wisconsin and United States Laws. Any material amendment or repeal of the same affecting relevant funding or authority of the Wisconsin Department of Administration in relation to the Grant Contract shall serve to

terminate this Contract, except as further agreed to by the Counties hereto.

B. Nothing contained in this Contract shall be construed to supersede the lawful powers or duties of the Counties.

C. Except for those matters incorporated herein by reference and any addenda, it is understood and agreed that the entire Contract between the Counties is contained herein and that this Contract supersedes all oral agreements and negotiations between the Counties relating to the subject matter thereof.

D. Nothing in this Contract shall create a partnership or joint venture between the Counties. An employee of a County shall not be considered an employee, agent or volunteer of the Lead County or any other County.

**XIII. SIGNATURES**

IN WITNESS WHEREOF, the Counties enter into this Contract as of the date indicated below.

COUNTY: \_\_\_\_\_

Name: \_\_\_\_\_

Name and Title (typed): \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**NORTHEASTERN WISCONSIN CDBG HOUSING REGION**  
**CONTRACT REPRESENTATIVES**

The following individuals are hereby designated as the Contract Representatives for the identified County. These individuals will accept any and all official notices delivered under this Contract, or any amendment, addendum or exhibit thereto.

Brown County -- Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Calumet County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Door County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Fond du Lac County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Kewaunee County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Manitowoc County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Marinette County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Outagamie County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Sheboygan County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

Winnebago County – Ms./Mr. \_\_\_\_\_  
Official Street Address:  
Email Address:  
Telephone:

The aforementioned Contact Representatives may be replaced upon written notice to all other Counties to this Contract.

**EXHIBIT B**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING PROGRAM MULTI-  
JURISDICTIONAL CONTRACT ADDENDUM

**GRANT CONTRACT**



**RESOLUTION NO.**

**A RESOLUTION APPROVING COUNTY FISH AND GAME PROJECT -  
BOAT LANDING PARK AMENITIES.**

**TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:**

1 **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation to the  
 2 respective counties in that state on an acreage basis for county fish and game projects on the condition  
 3 that the counties match the state allocation; and  
 4

5 **WHEREAS**, Kewaunee County desires to participate in county fish and game projects pursuant to  
 6 provisions of s. 23.09(12) of the Wisconsin Statutes; and  
 7

8 **WHEREAS**, existing park amenities (picnic tables and grills) at West Alaska Lake are in poor condition  
 9 and in need of replacement; and  
 10

11 **WHEREAS**, The Kewaunee County Promotions and Recreation Department has funds in grounds and  
 12 grounds improvement sufficient fund to match the state allocation for the project.  
 13

14 **NOW, THEREFORE, BE IT RESOLVED**, that the Kewaunee County Board of Supervisors, duly  
 15 assembled this 21<sup>st</sup> day of January 2014, authorizes the expenditure of funds from the grounds and  
 16 grounds improvement fund and the funds to be received from the State of  
 17 Wisconsin, for the improvement of fish and wildlife habitat, and to operate  
 18 and maintain or to cause to be operated and maintained the project for its  
 19 intended purpose.

Respectfully Submitted,

**THE PROMOTIONS AND RECREATION COMMITTEE**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED AS TO FORM**

Jeffrey R. Wisnicky  
 Corporation Counsel

<b>FISCAL IMPACT STATEMENT:</b>
Donated Matching Contribution: \$884.00

	Y E S	N O	A B S E N T	A B S T A I N
Abrahamson, J.				
Barlow, J.				
Cravillion, D.				
Dax, B.				
Delebreau, D.				
Garfinkel, R.				
Heidmann, B.				
Heuer, R.				
Hutter, C.				
Kirchman, L.				
Koenig, L.				
Mayer, D.				
Paider, R.				
Paptham, B.				
Reckelberg, G.				
Shillin, K.				
Sinkula, L.				
Swoboda, J.				
Wagner, C.				
Weidner, R.				
<b>TOTALS</b>				



**RESOLUTION NO.**

**SALARY SCHEDULE II**

**TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:**

1 **WHEREAS**, the Personnel, Advisory and Legislative Committee has considered and hereby  
 2 recommends approving Salary Schedule II attached hereto.  
 3  
 4 **NOW THEREFORE, BE IT RESOLVED** by the Kewaunee County Board of Supervisors duly  
 5 assembled this 21<sup>st</sup> day of January 2014, that the following salaries affecting appointive  
 6 employees in the services of Kewaunee County shall be the annual amounts payable for the  
 7 year commencing January 1, 2014, and such payments shall be made in accordance with the  
 8 usual procedures; and that the revised Salary Schedule II attached hereto shall be the actual  
 9 annual compensation effective as of January 1, 2014, and shall remain in effect until December  
 10 31, 2014, superseding such Salary Schedule II now in effect.

Respectfully Submitted,

**PERSONNEL, ADVISORY AND LEGISLATIVE COMMITTEE**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED AS TO FORM**

Jeffrey R. Wisnicky  
 Corporation Counsel

**FISCAL IMPACT STATEMENT:**  
 Increases to wage totaling:  
 \$21,442.00

	Y E S	N O	A B S E N T	A B S T A I N
Abrahamson, J.				
Barlow, J.				
Cravillion, D.				
Dax, B.				
Delebreau, D.				
Garfinkel, R.				
Heidmann, B.				
Heuer, R.				
Hutter, C.				
Kirchman, L.				
Koenig, L.				
Mayer, D.				
Paider, R.				
Paptham, B.				
Reckelberg, G.				
Shillin, K.				
Sinkula, L.				
Swoboda, J.				
Wagner, C.				
Weidner, R.				
<b>TOTALS</b>				



Kewaunee County  
Salary Schedule II

<b>CLASSIFICATIONS</b>	<b>1/1/2014</b>
Executive Assistant - Administration	\$48,403
Highway Commissioner	\$71,854
Highway Patrol Superintendent	\$63,793
Highway Shop Superintendent	\$61,855
Highway Office Manager	\$47,733
Zoning Administrator	\$62,515
County Conservationist – Department Head	\$58,756
Conservationist/Soils Specialist	\$46,947
Conservationist/Water Quality Specialist	\$45,606
Veteran's Service Officer	\$51,065
Family Court Commissioner (part-time)	\$31,195
Corporation Counsel (part-time)	\$46,264
Confidential Secretary/Victim Witness Secretary	\$19.16/hour
Child Support Coordinator	\$49,082
Maintenance Manager	\$49,566
Emergency Management Director	\$49,857
Public Health Director	\$68,185
Bio-Terrorism Coordinator (part-time)	\$21.23/hour
County Physician (part-time)	\$4,000
Human Services Director	\$80,000
Children and Families Manager	\$64,150
Developmental Disabilities Coordinator/Counselor	\$64,150
Behavioral Health Services Manager	\$64,150
Long Term Support Manager	\$64,150
Chief Deputy	\$68,815
Lieutenant	\$65,755
Head Cook	\$14.78/hour
Jail Cook	\$14.23/hour
I.S. Director/Technician	\$75,759
Promotions & Recreation Director	\$59,869
Register in Probate	\$46,163
Land Information Director	\$60,000

## Highway/Landfill Committee Minutes

**December 5, 2013**

The Highway Committee meeting was called to order at 8:45 A.M. by Chairman Bruce Heidmann. Members present included: Bruce Heidmann, Larry Kirchman, Brian Paplham, Brian Dax and Linda Sinkula. Also present was Commissioner Dale Jandrain, Recording Secretary Jenny Salentine, Office Manager Mary O'Leary, Road Superintendent Leonard LeGrave, and Shop Superintendent Jim Fencl. Guests at today's meeting include: County Board Chairman, Bob Weidner; County Board Supervisor, Ron Heuer; Tom Kruse, Highway Dept Fuel Manager; Pat Benes. Lester Schlies joined the mtg at 9:50 A.M.

Brian Paplham made a motion to adopt today's Agenda and approve the Highway Committee meeting minutes from November 21<sup>st</sup>. Second by Brian Dax. Motion carried unanimously.

**Public Comment:** Pat Benes addressed the committee with concerns about the road conditions on Friday, November 22<sup>nd</sup> as to why we didn't have sanders out. Roads got icy around 6:30 / 7:00 A.M. Mr. Benes also wondered if the Highway Dept still communicated w/ the Sheriff's Dept regarding road conditions.

### **Reports:**

Office Manager, Mary O'Leary, didn't have anything to share. We just finished our long billing period (6 wks) on Saturday, November 30<sup>th</sup> & all reports will be updated for the December 19<sup>th</sup> Committee Mtg.

Patrol Superintendent, Leonard LeGrave, had the following to report:

- ❖ Snowfence posts have been installed for the State Hwy's, County Roads, & in 3 townships
- ❖ Crews have been ditching on County Roads
- ❖ Crews have been hauling materials to stock-pile at Hot-mix Plant
- ❖ We have been treating roads w/ Salt-Brine (pre-wetting)
- ❖ Snow-Plowing has begun for the season
- ❖ Upcoming work includes:
  - More Ditching for Towns & on County Roads
  - Hauling & Installing Snow-fence to State Hwy's, County Roads & in 3 Townships
  - Continue to haul materials to Hotmix
  - Hauling Salt for snow removal
  - Snow-Plowing as needed
  - Brush Cutting on State Hwy's

Lenny also addressed the committee about a concern he has regarding the new radios ... he no longer can receive scans from Door, Brown or Manitowoc Counties. In the past, being able to access these scans have been extremely helpful during the winter weather season.

Shop Superintendent, Jim Fencl, had the following to report:

- ❖ Down to the last 2 or 3 trucks, getting them ready for Winter Maintenance/Snow Plowing
- ❖ Old Evidence Storage Building at the Landfill is going to be utilized to store our ditch mowers & any other equipment items to keep out of the elements
- ❖ Getting Tractors ready for the Parks Dept for snowmaking at Winter Park
- ❖ #31 Truck will be ready for the Landfill to use for snow removal

Tom Kruse, Fuel Manager, provided the committee with an update on the fuel system. The equipment is being shipped next week from Texas. Once it's installed and the electrical work has been completed, the system will need to be inspected by the State. After that, we will begin test runs & will hopefully be ready to convert over shortly after January 1<sup>st</sup>. Tom continues to assign numbers to all equipment pieces and other training on the system has been on-going. Tom mentioned that we will need to have an IT Person to assist that knows the CHEMS PRO system. Unfortunately, Ross is not familiar w/ CHEMS PRO & therefore it is recommended we work with Dwayne from Door County.

Highway Commissioner, Dale Jandrain had the following to report:

Dale had an update on employee retirements, 3 more retirement notices have been handed in since the last Highway Committee Mtg. We do have 2 temporary snow-plow drivers hired and they will need to be trained on section routes. The DOT Road Certification is due December 15<sup>th</sup>. This will determine our GTA's (General Transportation Aids) for 2014. Dale had a handout for the committee: May - November Solid Waste Tonnage & Charge Summary. We are down about 28% in Tonnage and down 15% in Dollars when comparing to this same time period in 2012. Dale also reminded the Committee about the Winter Conference deadline. To date, we have received 15 applications for the Assistant Highway Commissioner position, the deadline has been extended. Update on mechanic position: the position is currently posted, however, we are unsure about the number of applicants received thus far.

Highway Committee Chairman, Bruce Heidmann, had the following to report:

Bruce attended the WCHA (Wisconsin County Highway Assoc.) Board of Directors Mtg earlier this week & gave a re-cap to the committee as to what was discussed.

**Review & Approve Personnel Manual as it relates to the Highway Department:** Bob Weidner had a hand-out for the Committee and Highway Management Staff: Amended Highway Employee Compensation Policy for January 1, 2014. After discussion, the following changes were recommended to page 2:

1. Drop the 200 hp to 150 hp for the heavy equipment
2. Add Wing Operator to item 2 under the Heavy Equipment Category, which will now read: All sanders/truck mounted snow blower/wing operator
3. Add Track-Dozer as item 10 under the Heavy Equipment Category
4. Adjust line 4 under the Skilled Positions to include Fuel Plant Specialist, which will now read: Stock Room Clerk, Fuel Plant Specialist

Brian Dax moved to adopt the above mentioned changes to page 2. Second by Linda Sinkula. All in favor. Motion carries unanimously.

Lengthy discussion about page 1, paragraph 2: "All benefit hours not worked would be at base pay". Mary stated we could calculate a "blended rate" already for 2014 based on the employees worked hours from 2013. Chairman Heidmann felt this would be the most fair way to pay benefit wages. Mr. Weidner does not agree & strongly feels all employees should be paid all benefits (ie: Vacation, Sick Leave, & Holidays) at the Base Rate. After reviewing a spreadsheet provided at an earlier meeting, Mary stated the difference in pay would be estimated around \$4,000.00. Mr. Weidner has asked Mary to compile the numbers if a benefit wage was set for each employee based on their 2013 wages. Mr. Weidner suggested the Committee Authorize its 3 members who also serve on the personnel committee to act on our behalf. Mr. Heidmann is suggesting the language on page 1, paragraph 2 changed to read as follows:

"All benefit hours not worked would be at the employees blended rate of pay without over-time from the previous year."

Larry Kirchman motioned to authorize the 3 representatives from the Highway Committee (Brian Paplham, Bruce Heidmann, & Linda Sinkula) to act on behalf of the Highway Committee @ the Personnel Committee Meeting on Wednesday, December 11<sup>th</sup>. Second by Brian Dax. All in favor. Motion carries unanimously.

**Update on Algoma Shop :** Discussion continued from previous meetings about the parcel boundaries at the Algoma Shop. The City of Algoma has constructed a building that is over the boundary line. Dale felt the City of Algoma should pay all filing fees involved. Kip from Title Town Surveying had mentioned to Dale that perhaps we'd rather just notch out the corner where their building is built over the property line. Linda Sinkula motioned to go ahead with Commissioner Jandrain's recommendation to notch out the corner of the property line and give to the City of Algoma with city of Algoma paying any fees required. Second by Brian Paplham. All in favor. Motion carries unanimously.

**Approve any travel requests:** None

**Approve & Sign Vouchers:** Today's Solid Waste Voucher totals were: \$119,497.08 paid by check and \$3,163.32 paid by credit card. A motion to approve Vouchers as presented was made by Linda Sinkula. Second by Brian Paplham. All in favor. Motion carried.

**Any other business as allowed by law:** None

**Tour Construction Projects:** No tours today.

**Next Meeting Dates:**

- Wednesday, December 11<sup>th</sup> @ 3:30 PM
- Thursday, December 19<sup>th</sup> @ 8:45 AM
- Thursday, January 16<sup>th</sup> @ 8:45 AM

Motion made to adjourn today's meeting by Larry Kirchman. Second by Brian Dax. All in favor. Motion carried. Meeting adjourned at 10:37 AM.

Respectfully submitted:

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Jenny Salentine, Recording Secretary

## Highway/Landfill Committee Minutes

December 11, 2013

The Highway Committee meeting was called to order at 3:30 P.M. by Chairman Bruce Heidmann. Members present included: Bruce Heidmann, Brian Paplham, and Linda Sinkula. Also present was Commissioner Dale Jandrain. Guests at today's meeting include: County Board Chairman, Bob Weidner and County Board Supervisor, Ron Heuer.

Linda Sinkula made a motion to adopt today's Agenda. Second by Brian Paplham. Motion carried unanimously.

Public Comment: None

The Highway Committee reviewed the recommended changes that The Highway Committee would present to the Personnel Committee concerning paid time off rates for Highway Department Employees.

Motion to accept the recommended changes to be presented to the Personnel Committee regarding the updated policy was made by Brian Paplham. Second by Linda Sinkula. All in favor. Motion carried unanimously.

Motion made to adjourn today's meeting by Brian Paplham. Second by Linda Sinkula. All in favor. Motion carried. Meeting adjourned at 3:45 P.M.

Respectfully submitted:

---

Dale R. Jandrain, Highway Commissioner

## Highway/Landfill Committee Minutes

**December 19, 2013**

The Highway Committee meeting was called to order at 8:45 A.M. by Chairman Bruce Heidmann. Members present included: Bruce Heidmann, Larry Kirchman, Brian Paplham, Brian Dax and Linda Sinkula. Also present was Commissioner Dale Jandrain, Recording Secretary Jenny Salentine, Office Manager Mary O'Leary, Road Superintendent Leonard LeGrave, and Shop Superintendent Jim Fencil. Guests at today's meeting include: County Board Chairman, Bob Weidner; County Board Supervisor, Ron Heuer. Robert Marquart, Highway Dept Bridge Inspector/Stock Room Clerk joined the meeting from 9:10 – 9:25 A.M.

Linda Sinkula made a motion to adopt today's Agenda and approve the Highway Committee meeting minutes from December 5<sup>th</sup> and December 11<sup>th</sup>. Second by Brian Paplham. Motion carried unanimously.

**Public Comment:** None

### **Reports:**

Office Manager, Mary O'Leary, had the following reports to hand out:

- ❖ Roads & Bridges Budget ~ Updated thru 11/30/2013
- ❖ "DK" Fund
- ❖ Highway Overtime Update
- ❖ Solid Waste Overtime Update

Patrol Superintendent, Leonard LeGrave, had the following to report:

- ❖ Snow-fence is being installed for the State Hwy's & Towns first, County Roads will follow
- ❖ Ditching in Red River Town
- ❖ Due to shortness in staff, Lenny has been doing the Deer-Kill pick-up
- ❖ Guard Rail repairs on the State
- ❖ Upcoming work includes:
  - Snow-fence installation is ongoing
  - Need to catch-up on mixing sand & salt

Linda Sinkula asked about the radios (follow-up from previous meeting) ... Lenny stated they aren't up & running yet w/ the Sheriff's Dept. The Highway Dept continues to operate on their old frequency.

Larry Kirchman inquired about our Part-Time Snow Plow drivers & how they are working out. Two part-time employees have been hired ~ one is already plowing the section on their own, the second is still training with another plow driver. Jack Thompson, retired Highway Dept. Employee, has helped out.

Bruce Heidman inquired about the amount of salt applied to State Highways. Lenny explained that the State dictates how much we are allowed to apply.

Ron Heuer inquired about the road conditions last week Saturday (December 14<sup>th</sup>) on Hwy 54 & CTH "AB". Ron is wondering if we're short on guys. Yes, we are, Jim Fencil (Shop Superintendent) was needed to plow that day. Lenny further explained about the sand and/or salt application spread during snow-plowing and how the time of day plays into what is applied, also the wind conditions and temperatures have an effect on what is applied. Mr. Heuer also asked how many part-time applications were received for the temporary snow-plow driver position ... 3 total applications were received. 2 of the 3 were hired, the 3<sup>rd</sup> applicant currently has a full-time job & has limited availability to plow.

Shop Superintendent, Jim Fencil, had the following to report:

- ❖ Mechanics are trying to keep-up with equipment repairs
- ❖ Dennis from the State was here yesterday (December 18<sup>th</sup>) ... we calibrated the State Truck Sanders
- ❖ #53 Had Repairs - a new transmission & clutch were installed
- ❖ Kurt Burmeister, Shop Foreman, has announced his retirement

Highway Commissioner, Dale Jandrain had the following to report:

Dale shared with the committee an email he received from the DOT about a deadline extension for the "2014 – 2018 Local Programs". This includes the Surface Transportation Program ~ Urban (STP-URB), Surface Transportation – Rural (STP-Rural), and Local Bridge Improvement Assistance Program (Local Bridge). Upon the completion of their computer system upgrade, the department is committed to program approvals by January 8<sup>th</sup>, 2014. The Landfill is waiting for pumps for Cell #10 ~ they are supposed to be delivered this week. Dale attended the NE District

Commissioners Meeting earlier this month and Ray Palone will be taking Dale's position on the Safety Committee after retirement. Another retirement notice was received from Wayne Porath, he will be retiring January 3<sup>rd</sup>. Dale updated the committee about Chip-D money to be used for paving on CTH "S" and regular Chip money to be used for the bridge on Highway 54 & CTH "H".

**Consider Purchase of used DOT Snooper Truck:** Jim passed around paperwork with details about the 1986 Snooper Truck the DOT is selling. The truck has 109,850 miles and 8,564 hours. The Deck has already been replaced (expense at the time was \$13,000). New Tires have been replaced 1 year ago. New Axel-Brakes have been replaced 1 year ago. New ladder was replaced 1 year ago. The truck must pass an annual inspection for the state. Last summer we did less maintenance than we could have due to the limited time we could schedule the state truck because they are in such high demand. All we could get them for was 2 weeks. Mary estimated the equipment cost per hour to be \$44.68, but we may need to set a special rate. Motion to purchase DOT Snooper Truck in the amount of \$13,000.00 made by Larry Kirchman. Second by Brian Paplham. All in favor. Motion carried. Dollars will come from the Highway Internal Fund.

**Landfill Capping Costs:** Dale had a hand-out for the committee detailing the capping costs for Cells 4-8 plus the gas system. We will still need to do the seeding. Larry requested Dale put together the numbers from Ed Dorner about the total dollar amount the DNR requires Solid Waste to have in the Capping Fund.

**Landfill Accounts Receivable:** Dale had an updated Account Receivable Report thru 12/09/2013. Just 2 accounts are past due "over 90 days" & will be notified via a letter. Larry requested a Tonnage & Charge Summary report by user name to be prepared for an upcoming Highway Committee meeting.

**Revisit Algoma Shop Survey:** Dale is recommending we simply do a land swap. Brian Dax recommended we check with Steve Hanson for review. A motion to approve the land swap recommendation from the Commissioner with Algoma City & forward to the Finance Committee was made by Linda Sinkula. Second by Brian Dax. All in favor. Motion carried.

**Approve any travel requests:** Travel request to Winter Conference in WI Dells ~ Bruce Heidmann, Brian Paplham, & Linda Sinkula to attend. Motion to approve travel request made by Larry Kirchman. Second by Brian Dax. All in favor. Motion carried.

**Approve & Sign Vouchers:** Today's Highway Voucher totals were: \$270,910.65 paid by check and \$38,915.63 paid by credit card. A motion to approve Vouchers as presented was made by Brian Paplham. Second by Brian Dax. All in favor. Motion carried.

**Any other business as allowed by law:** Bob Weidner touched on a topic discussed back in October about the need for Highway Dept Staffing. We currently have an immediate need for 2 mechanics. Discussion followed. Bob would like to see a flow chart showing the amount of staff needed to perform specific operations. He'd also like a flow chart for Bridge work.

Commissioner Jandrain stated that the Algoma Shop Roof work should start in approximately 3 weeks.

**Tour Construction Projects:** No tours today.

**Next Meeting Dates:**

➤ Thursday, January 16<sup>th</sup> @ 8:45 AM

Motion made to adjourn today's meeting by Larry Kirchman. Second by Brian Paplham. All in favor. Motion carried. Meeting adjourned at 10:22 AM.

Respectfully submitted:

---

Jenny Salentine, Recording Secretary

PERSONNEL, ADVISORY AND LEGISLATIVE COMMITTEE  
DECEMBER 17, 2013

1. Call to Order: The meeting was called to order at 5:30 PM by Chairman Robert Weidner.
2. Roll Call: Members present were Robert Weidner, Linda Sinkula, Brian Paplham, Charles Hutter, David Mayer, Charles Wagner, Kaye Shillin, and James Barlow.
3. Members Excused: Bruce Heidmann
4. Others Present: Edward Dorner, Brian Dax and James Abrahamson.
5. Approve Contract for 2014 with AFSCME Local 1470 Highway Workers: James Barlow moved to approve the proposed contract as presented. David Mayer seconded the motion. Motion carried unanimously.
- 6.. Adjournment: James Barlow moved to adjourn. David Mayer seconded the motion. Motion carried unanimously. The meeting adjourned at 5:32 PM.

Respectfully submitted,



James J. Barlow, Secretary

PERSONNEL, ADVISORY AND LEGISLATIVE COMMITTEE  
NEGOTIATIONS SUBCOMMITTEE  
JANUARY 9, 2014

1. Call to Order: The meeting was called to order at 4:00PM.
2. Roll Call: All members were present: Robert Weidner, David Mayer, Charles Hutter and James Barlow.
3. Others Present: Edward Dorner, Jeff Wisnicky, and Ron Heuer.
4. Closed Session Pursuant to Wisconsin Statutes 19.85(1) (e) to Consider Union Contract Offers and Negotiate With AFSCME Local 2959, 2959A. for 2014: James Barlow moved to go into closed session pursuant to Wisconsin Statutes listed above. David Mayer seconded the motion. The motion carried unanimously.
5. Adjournment: James Barlow moved to adjourn. David Mayer seconded the motion. Motion carried unanimously. The meeting adjourned at 5:40PM.

Respectfully submitted,



James J. Barlow, Secretary

Agriculture & Extension Committee Meeting  
January 7, 2014  
Kewaunee County Administration Committee Room

Minutes

**Call to Order:**

Chairman David Mayer called the meeting to order at 4:00 pm.

**Roll Call:**

Members included: Dave Mayer, Don Delebreaux, Ron Paider. Bob Garfinkel was excused. Jill Jorgensen, 4-H Youth Development Educator, Claire Thompson, Community Development Educator were also present.

**Approval of Agenda:**

A motion made by Don and seconded by Ron to approve the agenda. Motion carried.

**Review/Approval of Minutes:**

A motion made by Don and seconded by Ron to approve the minutes. Motion carried.

**Citizen Input:**

None

**Educators' Reports: Complete Written Reports are attached.**

Claire asked the committee if they had any questions about any of the Educators' reports. Hearing no questions, Jill told about the successful Toys for Tots campaign that 4-H participated in. She also discussed charter renewals for 4-H clubs. Jill is chairing the 4-H Wisconsin Centennial Committee. Claire talked about her work with Sheriff's Department helping them set up a performance evaluation process and providing a training on how to conduct an Annual Performance Review. She also talked about receiving a \$1500 mini grant to develop a Digital Literacy and Broadband Education program in Kewaunee County this year. She will work to form a coalition of other organizations to develop the program and apply for grants to support the work.

**Overtime:**

None

**Other Business as Allowed by Law:**

None

**Approval – Travel:**

None

**Approval of Bills:**

Ron moved to approve all bills presented and Don seconded. Motion passed.

**Set Next Meeting Date:**

The next meeting date is set for Tuesday February 11, 2014 at 4:00 pm.

**Adjourn:**

Motion to adjourn by Don and seconded by Ron. Motion carried. The meeting was adjourned at 4:25 pm.

Respectfully Submitted by Ron Paider

**Aerica Bjurstrom**  
Agriculture Agent  
Prepared for January 7, 2014

**Management Assessment Center** – Took part in the second half of training for the Management Assessment Center (MAC), which is offered by the Center for Dairy Profitability. The MAC program evaluates dairy producers (and other enterprises such as grain and fruit crops) on seven aspects of management and communication. The program is meant to help producers communicate and manage their enterprises with self-awareness of their best management attributes. I traveled with my trainer Jerry Clark from Chippewa County to follow up with two local producers who recently took part in the MAC program. Professional Dairy Producers of Wisconsin funds the two-day program for their members in order to make it affordable for managers to attend.

**Ag Plastics Recycling** – Attended an informational meeting with a potential agriculture plastics recycling enterprise. A company in Indiana has developed a use for agriculture plastics and a local business owner in the Appleton area is looking to start a business collecting and delivering plastic to the buyer. Agriculture plastics companies have come and gone for many years, so before UW-Extension commits to the project, the Appleton business owner needs to prepare a business plan. It is possible on-farm ag plastics pick up will be available in 2014 depending on what pans out with the private business. UW-Extension would provide learning opportunities for dairy producers on how to collect and store plastic for recycling.

**OSHA Webinar** – Participated in an OSHA Webinar focusing on the new Local Emphasis Program (LEP). New York State is now developing their own OSHA LEP and basing much of their protocols on what Wisconsin has already developed. Some training resources made available to dairy producers in New York are the Dairy Workers' Training modules, specifically the cattle handling module which I developed with another agent and the skid steer training that was developed by the Brown and Outagamie County ag agents. The Wisconsin LEP will continue to be enforced and dairy producers have shown very good cooperation and preparedness for inspections.

**Reporting and planning** – Planning for 2014 and reporting on 2013 activities was finished. There are 10 producer meetings planned for February, March, and April in/sponsored by Kewaunee County. New meetings added to the agenda this year are a slaughter plant tour at JBS in Green Bay and a horse health program involving local veterinarians and the state Extension horse specialist. The program will be held at the Kewaunee County Fairgrounds and feature hands-on work with horses.

## Kewaunee County 4-H Youth Development Extension Update

Jill Jorgensen, 4-H Youth Development Agent

January 7, 2014

**4-H Teen Association:** The 4-H Teen Association took part in the annual Kewaunee County Toys for Tots campaign. The group has worked with the program for the last 3 years. I worked with the youth to make this a service learning project for the group. Service learning goes beyond community service and engages the members at levels of the service process. One of the major activities that they plan is children's area. This year the activity area child friendly, hands-on activities like decorating cookies, making crafts, and playing games. The children's area allows a parent the time to choose gifts for their family and keep it a surprise.

For the Toys for Tots campaign the 4-H Teen Association issues a challenge to the 4-H community clubs to collect as many gifts as a club as possible. On a specified night, the clubs deliver the toys. They are counted and sorted for delivery to the Toys for Tots program. The teen association sponsors a movie and ice cream party for the group that collects the most toys per member. In addition to toys, this year collected hats and mittens as well. The teen association wanted to make sure that kids had access to warm winter gear in addition to the toys that they receive.

Distribution day is the highlight of this service-learning project. The start of the day begins with the Teen Association helping the Toys for Tots volunteers by unloading, sorting, and grouping the toys for the event. Also, during this time, they set-up their children's activity area to ensure that it is ready to go when the children arrive with their parents. The teens helped sort and set-up the gifts that the children chose for the parents, and collected the food box donations from a local church. Additionally, some of the teen association members were able to go shopping with additional toys with Toys for Tots adult volunteers. When it came time to distribute the toys, some the teens worked with adult volunteers to hand out the toys, some worked in the children's activity area and others worked with the youth to help select them select gifts for their parents. Two of the teens worked with the Spanish speaking youth and adults to help with communication about the different activities.

After the day was over, the teen had many observations. Some of them commented on how important it was to support people in our community, especially children, in need. Other commented on what they learned about themselves through working with the program. For others, it helped them realize the impact programs like this have on other's lives.

**4-H Club and Committee Charter Renewal Process:** I submitted all of the 4-H charters and financial documents need to be filed with the State 4-H Office. The state office reviewed and accepted the Kewaunee County documents as complete. These documents are then put on file for further review with the IRS as needed.

**4-H Centennial WI State Fair Committee:** I was asked by the State 4-H Office to co-chair a committee for the WI 4-H Centennial at the WI State Fair. I will be working with a statewide committee of colleagues and youth and adult volunteers to plan the centennial day at the WI State Fair. This committee will be planning this event and looking for ways to create an overall centennial presence at the State Fair. I will be working with this committee through the end of summer.

### *Upcoming Events*

**Project Day:** The Kewaunee County annual Project Day planning is under way for 2014. The event is tentatively planned for Saturday, March 1, 2014 from 9:30am until 2:45 pm. We are currently seeking older youth and adult presenters as well as volunteers willing to help with the day's activities. Last year we had over 100 youth (both 4-H and non 4-H members) participate and this year we are anticipating more participants. Not only does the program provide the youth with new life-skills, but it also is a good method for promoting the 4-H program in Kewaunee County.

**Winter Leadership Camp:** Plans are underway for the 2014 Winter Leadership Camp. Eastern district agents are collaborating to help middle school youth improve their leadership skills focusing on teamwork, communication, decision-making, and planning and organizing through hands-on, interactive workshops. In addition to attending leadership sessions, youth will participate in a variety of recreational choices. I will be presenting workshops on communication and creating a fun 4-H experience. Up to four youth and a chaperone will be able to attend this training.



University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating.  
UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

Kewaunee County Agriculture and Extension Committee  
Activities Report for December, 2013  
Claire Thompson, Community Development Educator  
Kewaunee County Cooperative Extension

**Broadband and Digital Literacy:**

- Submitted application and received Digital Leaders small grant from the UW Center for Community Technology Solutions to support the initial development of a Kewaunee County Digital Literacy Education Program in 2014; collaboration and planning activities with KCEDC and other community stakeholders in support of effort.

**Local Food System Economy:**

- Implemented December 5<sup>th</sup> workshop on Legal Issues for Local Food Producers, in conjunction with DTCAP.
- Continued facilitation and planning for Lakeshore Industry Cluster Initiative – Local Food (formerly Fruit and Vegetable) Cluster work to conduct aggregation feasibility study.
- Planning and facilitation for the development of a Northeast Wisconsin Food Hub in cooperation with the Wisconsin Local Food Network and the Lakeshore Industry Cluster Initiative.
- Planning for Feb-March Hops workshop in Northeast Wisconsin.
- Planning and preparation for February 2014: Planning the Best to Avoid the Worst - Food Safety workshop in collaboration with DATCP. Covering licensing, labeling requirements, hazard control and recall plans for food processing businesses. On-farm food safety resources will also be shared for fresh fruit and vegetable farms.

**Organizational Development:**

- Facilitation and priority setting for Kewaunee County Nuclear Plant Decommissioning Task Force.
- Implemented Performance Appraisal workshop for Kewaunee County Sheriff's Department.
- Implemented Super Swim program students in conjunction with the YMCA in Sturgeon Bay and the City of Algoma Youth Club, with support and participation from Ministry Health Care and Jill Jorgensen, UWEX Youth Development Educator.

**Other:**

- Attended Agricultural Plastics Recycling meeting in Appleton with Aerica Bjurstrom
- Continued work to research and record on-going impacts of the closure of the Kewaunee Power Station.
- Administrative/budget work associated with Department Head role.

**Kewaunee County  
Land and Water Conservation Committee  
Special Committee Meeting Minutes**

**January 10, 2014**

Members of the committee met at the Land & Water Conservation Department in Luxemburg at 8:30 a.m. for the trip to Brown County Extension office and the Lake Michigan District meeting of the Wis Land & Water Conservation Association. Attending the meeting were Committee members Brian Paplham, Chuck Wagner, Bob Garfinkel, and Andy Wallander from the Department.

The meeting was called to order at 9:30 a.m. by Lake Michigan District President Hugh Mulliken

Minutes from the Jan 11, 2013 meeting were approved.

The Treasurers Report was approved.

Wagner and Schuster gave reports on the LWCB and WLWCA County Conservationist meetings that were held in the last few months.

The 2014 Activity Schedule; this will be a reorganization year with the elections coming in April.

The 2014 Annual Budget

- a. Review of the 2014 Budget and Actuals – approved
- b. 2014 Budget Preparation – approved

There were no resolutions at this time to forward on to the state organization.

Lake Michigan Area Association of the Land and Water Conservation Board Nominations were due this month. Wagner – Kewaunee County was nominated and elected to run for the position at the state meeting in March.

The group discussed DATCP's recommended changes to the Funding Formula and the merger of GLNAC into WLWCA.

The group discussed events taking place in each of their counties.

The next meeting will be held at the WLWCA Annual meeting March 10-12, 2014 in Appleton.

The meeting adjourned and the group traveled back to Luxemburg arriving at 2:30 p.m.

Respectfully submitted;

Chuck Wagner/Secretary.

FINANCE & PUBLIC PROPERTY COMMITTEE  
Regular Monthly Meeting

December 17, 2013

**Call to Order**

Chairman Chuck Wagner called the meeting to order at 4:30 p.m. in the Conference Room of the Administration Center.

**Roll Call**

All committee members were present including Chuck Wagner, Jim Barlow, Brian Dax, Chuck Hutter and Jim Abrahamson.

**Approve Committee Minutes**

Barlow moved and Dax seconded a motion to approve the minutes of the November 19, 2013 meeting. Motion carried.

**Approval of Bills**

Following review of the vouchers, a motion to approve their payment by Hutter was seconded by Dax. The motion carried unanimously.

**Consider County Board and Supplementary Payroll**

Following review of the vouchers, a motion to approve them for payment by Hutter was seconded by Barlow. The motion carried unanimously.

**Public Comment**

None

**Such Other Matters as Authorized by Law**

None

**Adjournment**

A motion to adjourn by Barlow was seconded by Dax. The meeting adjourned at 4:35 p.m.

Respectfully submitted,

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James M. Abrahamson, Secretary

## **HUMAN SERVICES COMMITTEE MEETING**

Wednesday, January 8, 2014

### **Call to Order**

The meeting was called to order at 9:00 a.m. by Chairperson Linda Sinkula in the Health and Human Services Conference Room.

### **Present**

Committee members present included Linda Sinkula, Paul Ravet, Rose Quinlan, Mark Buchanan, Don Delebreau, Kaye Shillin, Shirley Kirchman and Jim Abrahamson. Also present were Human Services Director Greg Thousand, Ron Opicka of East Shore Industries, and staff member Rose Sheehy.

### **Excused**

Jan Swoboda and LeVerle Koenig. Note: Helen Horak has resigned.

### **Approval of Agenda**

A motion to approve the agenda by Kaye Shillin was seconded by Rose Quinlan. Motion carried.

### **Approval of Minutes**

A motion to approve the minutes (as revised) of the December 11, 2013 meeting by Shirley Kirchman was seconded by Paul Ravet. Motion carried.

### **Update on “The Memory Tree – Giving for Sara” Holiday Food Drive**

Director Greg Thousand highlighted several ongoing initiatives and actions that are improving Human Services operations. These include the new Energy Services contract, improved accounting practices, centralized supply operations, a better collection process, improved performance measures and others. The “Memory Tree – Giving for Sara” holiday food drive was a huge success and one which could become an annual event. Over a ton of food was donated with two matching gifts.

### **Consider a Motion to Support Creation of Economic Support Lead Worker Position**

A job description for the Economic Support Specialist Lead position was distributed. Director Thousand explained the need for this position and how it would benefit the organization and enhance its effectiveness. Jim Abrahamson moved to approve the job description and the creation of the position. There was no second to the motion.

### **Contract Approvals**

A listing of contracts needing approval was distributed. Two were 2013 updated contracts (\$1,053,115.73) and 23 were 2014 contracts (\$2,693,528.08). After questions, a motion was made by Shirley Kirchman, seconded by Kaye Shillin to approve the contracts as presented. Motion carried.

### **Approval of Travel**

There were none this month.

**Approval of Vouchers**

After questions, a motion was made by Don Delebreaux, seconded by Paul Ravet, to approve the vouchers as presented. Motion carried.

**Public Comments (five minutes per individual)**

Ron Opicka mentioned an upcoming Legislative Breakfast he will be attending.

**Other Items as Authorized by Law**

Kaye Shillin reported a complaint regarding the MTM transportation program.

The agenda for the January 17, 2014 meeting of the Wisconsin County Human Service Association was handed out.

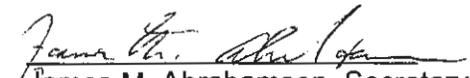
**Next Meeting Date and Time**

The next meeting was scheduled for: **Wednesday, March 12, 2014 at 9:00 a.m.** There will be no February meeting.

**Adjournment**

A motion was made by Mark Buchanan, seconded by Kaye Shillin to adjourn the meeting. The meeting was adjourned at 9:44 a.m.

Respectfully Submitted,

  
James M, Abrahamson, Secretary

Nuclear Task Force Meeting  
December 12, 2013  
Kewaunee County Administration Center  
Conference Room

Minutes

**Call to Order:**

Chairman Dave Mayer called the meeting to order at 6:30 p.m.

**Roll Call:**

Members included: Dave Mayer, Dave Hardtke, Bob Garfinkel, Susan Connor, John Slatky, Sandy Christman, and Matt Erickson. Claire Thompson (UWEX) was also present.

**Approval of Agenda:**

A motion made by Garfinkel and seconded by Hardtke to approve the agenda. Motion carried.

**Review/Approval of Minutes:**

A motion made by Erickson and seconded by Garfinkel to approve the minutes from the 11/26/13 meeting. Motion carried.

**Verbal debrief of Economic Strategy Team meeting with Dominion:**

Discussion of notes and thoughts from December 5th Meeting with Dominion regarding the Kewaunee Power Station Decommission updates. Topics discussed included: conflicting answers regarding what greenfield status is; possibility of vertical dry casks in addition to the existing horizontal - unsightly visually; Dominion has group hopeful with opening door to shortening the decommissioning timeframe; status of AB 513; investigation of obtaining money from DOE nuclear waste funds; status of decommissioning fund; and obtaining more PSDAR comparisons to compare decommissioning cost amounts and timeframes.

**Identify and prioritize main issues for consideration:**

Brainstorming session resulted in ideas focusing on the following areas: relationships and communication, site, legal/lobby, project management, employees, expediting decommissioning, and money (tax revenue, decommission fund, economy).

**Identify next steps and research needs:**

Next steps: developing a list of who the contact people are (Dominion, State of WI, Federal, etc.) and how to communicate information to the public. Claire, Jennifer and Sandy will start creating a list. Step two: have Jeff Wisnicky draft a resolution for Kewaunee County in support of AB 513.

At the next meeting the committee will pick the top three priorities and then create a timeline and action steps for the next 90 days. The committee will also review the draft resolution in support of AB 513.

**Citizen Input:**

None.

**Next Meeting Date:**

Date and Time: January 9, 2014, 6:30 p.m.

**Adjourn:**

Motion to adjourn by Erickson and seconded by Slatky. Motion carried. The meeting was adjourned at 8.10 p.m.

Respectfully Submitted

Susan Connor, Secretary

**Nuclear Task Force Meeting  
November 26, 2013  
5:00 P.M.  
Kewaunee County Administration Center  
Human Services Training Room**

**Minutes**

**Call to Order:**

Chairman David Mayer called the meeting to order at 5:00 pm

**Roll Call:**

Members included: Dave Mayer, Bob Garfinkel, Jeff Wisnicky, Susan Connor, Matt Erickson. Claire Thompson, UWEX and Jennifer Brown, KCEDC were also present

**Approval of Agenda:**

A motion made by Garfinkel and seconded by Wisnicky to approve the agenda. Motion carried.

**Elect Vice Chair and Secretary:**

Mayer nominated Wisnicky to serve as Vice Chair. A motion made by Garfinkel and seconded by Connor. Connor self-nominated to serve as Secretary. Motion made by Wisnicky and seconded by Erickson. The Vice Chair and Secretary were elected by unanimous ballot.

**Review Task Force Background Materials:**

The participants reviewed the binder of documents pertaining to the Kewaunee Power Station shutdown assembled by Brown and Thompson. The group discussed in more detail some of the issues that have come up in the past year since the plant decommissioning was announced. Some of the issues discussed include: accelerated time line for decommissioning; County zoning ordinances; Legislative actions such as WI AB 513; working with Town of Carlton on mutual interests; development opportunities for the County; staying informed about the process. The committee will further develop the list of issues and begin the prioritization process at the next meeting.

**Citizen Input:**

None

**Set Next Meeting Date:**

Second Thursday of the Month at 6:30. December 12, January 9, February 13, March 13.

**Adjourn:**

Motion to adjourn by Erickson and seconded by Connor. Motion carried. The meeting was adjourned at 6:45 pm.

Respectfully Submitted

Claire Thompson

**MONTHLY WORK PROGRAM ACTIVITY REPORT  
DECEMBER 2013  
By County**

**BAY-LAKE REGIONAL PLANNING COMMISSION  
425 SOUTH ADAMS STREET, SUITE 201  
GREEN BAY, WI 54301  
[www.baylakerpc.org](http://www.baylakerpc.org)**

**MULTI-COUNTY/REGIONAL**

- On December 5<sup>th</sup>, the Executive Director participated in teleconference to continue planning for the 2014 Sustainable Forestry Conference in Florence.
- The Executive Director attended the New North Summit at the Radisson Hotel and Conference Center on December 6<sup>th</sup> in Green Bay.
- On December 6<sup>th</sup>, the Natural Resources Planner met with Wisconsin Sea Grant to get the Lake Michigan Tipping Points project underway.
- On December 10<sup>th</sup>, the Natural Resources Planner participated in a meeting of the Green Bay & Fox River AOC citizen advisory committee - outreach subcommittee at UWGB.
- On December 13<sup>th</sup>, the full Commission met for its quarterly meeting in Green Bay. An Open House was held after the meeting at the Commission's new offices on Adams Street.
- On December 16<sup>th</sup>, the Natural Resources Planner hosted a webinar on behalf of the Lake Michigan Stakeholders.
- Commission staff finalized the Commission's *2014 Regional Transportation Work Program*, with the Commission approving the work program at its December 13, 2013 meeting. The final work program was submitted to WisDOT on December 16<sup>th</sup>.
- The Natural Resources Planner continued work on the region wide GLRI beach project. Implementation of the beach redesign plans for some beaches in the region is underway.
- Commission staff continued development of the trail inventory report as part of a WCMP funded project.
- Commission staff prepared and submitted a 2014-2018 Transportation Alternatives Program (TAP) Pre-Scoping Application for funding in order to provide regional safe routes to school planning assistance.
- The Natural Resources Planner conducted sewer service area reviews for the Sheboygan Urbanized Area Sewer Service Area, the Manitowoc-Two Rivers-Mishicot Urbanized Area Sewer Service Area, and the Marinette Areawide Sewer Service Area.
- In early December, Commission staff completed a "Port Planning Benchmarking Survey" for a study being completed by UW Superior faculty and their consultant. Selected transportation planners from Wisconsin MPOs and RPCs and from WisDOT regions were asked to complete this survey.

**BROWN COUNTY**

- On December 5<sup>th</sup>, the Executive Director attended the monthly Downtown Green Bay/Olde Main Street Business Development Committee meeting in Green Bay.

- On December 5<sup>th</sup>, the Natural Resources Planner participated on the Green Bay/Lower Fox AOC biota & habitat, social uses, and citizen advisory committees hosted by the Wisconsin DNR.
- The Natural Resources Planner continued work on the Bay Beach improvement project.
- The Natural Resources Planner continued work on the City of Green Bay EAB mitigation project.
- Commission staff continued work on a trail inventory in the City of Green Bay as part of the WCMP Regional Trail project.

#### **DOOR COUNTY**

- Commission staff continued work on a trail inventory in the City of Sturgeon Bay as part of the WCMP Regional Trail project.

#### **FLORENCE COUNTY**

- The Community Planner completed the *2013 Coordinated Public Transit/Human Services Transportation Plan* for Florence County and distributed the document to WisDOT staff.

#### **KEWAUNEE COUNTY**

- The Natural Resources Planner continued work on the GLRI beach survey project for Kewaunee County beaches. Implementation of the beach redesign plan for Selner Beach in Kewaunee is complete.
- Commission staff continued providing zoning assistance to the Town of Red River.

#### **MANITOWOC COUNTY**

- Commission staff continued work on updating Manitowoc County's hazard mitigation plan.
- The Natural Resources Planner continued work on the GLRI beach survey project for Manitowoc County beaches. The beach redesign plan has been implemented at Red Arrow Beach in Manitowoc.
- Commission staff continued work on a trail inventory for the cities of Two Rivers and Manitowoc as part of the WCMP Regional Trail project.
- At the request of WisDOT's Bureau of Transit, Local Roads, Railroads and Harbors, Commission staff began estimating the population within a quarter mile of all Maritime Metro Transit routes in mid December; this data will be transmitted to WisDOT staff in early January.

#### **MARINETTE COUNTY**

- Commission staff continues to assist WisDOT staff and Jewell & Associates staff on the US 141 Corridor Study from STH 64 to Smith Creek Road in Marinette County.
- Commission staff continued work to finalize the Marinette County's hazard mitigation plan.
- The Community Planner completed the *2013 Coordinated Public Transit/Human Services Transportation Plan* for Marinette County and distributed the document to WisDOT staff.
- The Natural Resources Planner continued work on the GLRI beach survey project for Red Arrow Park beach in Marinette. Implementation of the plan at Red Arrow Park beach will move forward in spring 2014.

- Commission staff continued work on a trail inventory in the City of Marinette as part of the WCMP Regional Trail project.
- Commission staff provided limited technical assistance to the Village of Wausaukee in early December. This technical assistance was associated with a Transportation Alternatives Program (TAP) pre-scoping application that the village was submitting to WisDOT in mid December.

### **OCONTO COUNTY**

- On December 18<sup>th</sup>, the Natural Resources Planner submitted a grant application to NOAA to fund climate change planning as part of the Oconto County Hazard Mitigation Plan update.
- The Natural Resources Planner continued work on the GLRI beach survey project for Oconto City Beach in the City of Oconto.
- Commission staff continued work on a trail inventory in the City of Oconto as part of the WCMP Regional Trail project.
- Commission staff began working to update Oconto County's hazard mitigation plan.
- The Community Planner completed the *2013 Coordinated Public Transit/Human Services Transportation Plan* for Oconto County and distributed the document to WisDOT staff.
- Commission staff completed the pavement inventory for the Town of Riverview and submitted it to WisDOT in early December.

### **SHEBOYGAN COUNTY**

- Commission staff participated in a meeting to discuss reauthorization of the "Moving Ahead for Progress in the 21<sup>st</sup> Century" Act (MAP 21) at the WisDOT Central Office in Madison on December 12<sup>th</sup>.
- At the request of the FHWA Wisconsin Division, Commission staff submitted updates to a "Freight Program Assessment" survey on December 16<sup>th</sup>.
- The Natural Resources Planner continued work on the GLRI beach survey project for Sheboygan beaches.
- Commission staff continued work on a trail inventory in the City of Sheboygan as part of the WCMP Regional Trail project.
- Commission staff participated in an interagency meeting called by the Wisconsin Department of Natural Resources Bureau of Air Management to discuss planning assumptions being used in upcoming conformity analyses on long-range transportation plans and transportation improvement programs (TIPs) on December 2<sup>nd</sup>. This meeting was held in Madison, but Commission staff participated via teleconference.
- The Sheboygan MPO Technical and Policy Advisory Committees met jointly on December 19<sup>th</sup>.
- Commission staff presented (via a projector) a series of maps depicting demographic patterns under the "Corridor Development" growth scenario at the joint meeting of the MPO advisory committees on December 19<sup>th</sup>. Packets including these maps were also distributed to everyone in attendance at the meeting, and members of the MPO advisory committees offered comments on the distribution of growth under this scenario. These maps were completed during much of December.

- Commission staff continued to meet internally to discuss possible visualization applications (transportation projects and land use scenarios) for the next MPO long-range transportation plan in December. Some of these visualization applications could also be transferred to other Commission-led planning efforts in the region.
- The Commission approved modifications to the functional classification of streets and highways in the recently adjusted Sheboygan Urbanized Area at its meeting on December 13<sup>th</sup>. These approved modifications were transmitted to WisDOT and FHWA staff on December 18<sup>th</sup>.
- Commission staff provided some technical assistance to Shoreline Metro in December. Commission staff spent some time in early December assisting Shoreline Metro with its annual application for CDBG funds. In mid December, Commission staff assisted Shoreline Metro with the collection of data for a peer system analysis of Wisconsin transit operations.
- At the request of WisDOT's Bureau of Transit, Local Roads, Railroads and Harbors, Commission staff began estimating the population within a quarter mile of all Shoreline Metro routes in mid December; this data will be transmitted to WisDOT staff in early January.
- Commission staff continued working on preparation of a report on 2013 transportation system performance indicators in December. This report was presented to the MPO advisory committees at their joint meeting on December 19<sup>th</sup>. Commission staff thanks WisDOT staff, other state agency staff and local staff (particularly the Sheboygan County Planning and Conservation Department for bicycle facility data and Shoreline Metro for transit data) for their cooperation in the completion of this report.
- Commission staff presented changes to Table 5 (Bicycle and Pedestrian Transportation Projects) of the 2013 – 2016 TIP at the joint meeting of the MPO advisory committees on December 19<sup>th</sup>. Staff from the Sheboygan County Planning and Conservation Department assisted MPO staff in determining changes to the timing and funding of existing Non-Motorized Transportation Pilot Program (NMTPP) projects.
- Commission staff discussed the funding distribution of selected STP Urban projects for the Sheboygan Urbanized Area with the WisDOT Northeast Region's Local Program Coordinator in mid December.

**OFFICE OF THE  
KEWAUNEE COUNTY CORONER  
Rory A Groessl**

**50 Villa Heights Ct  
Algoma, Wi 54201**

**(920)255-0666  
rory.groessl@gmail.com**

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2013 Year End Report

This is the 2013 year-end report for the Kewaunee County Coroner's Office. I feel it is the duty of this office to provide the constituency with the information herein. The information in this report is based from 2013 records kept by Kewaunee County Coroner Rory A Groessl.

2013 marks the second year since gubernatorial appointment through the 2014 term of Coroner, David Hudson, who passed away while in office January, 4 2012. Kelly Koss, Al Tlachac, Russ Laplante, Karen Schmidt, and Kris Dejardin continued to assist with operations this year; each Deputy had been selected with varying degrees of medical training. In 2012, I began work to transition records to be almost completely electronic. This has continued in 2013 reducing the amount of storage space needed at the county buildings. My goal for 2013 was to continue to provide cost effective, high quality service to the residents of Kewaunee County and maintaining fiduciary responsibility at or below the 2013 budgeted amounts. Despite a large increase in request for service this year, I feel that I have met this goal, and are reflected by the numbers contained within this report.

The Coroner's Office recorded 264 total requests in 2013, up from 193 in 2012. 58 cases were fully investigated cases up from 35 in 2012. Another 65 requests were made where no jurisdiction was assumed. This includes all home hospice deaths as well as reported deaths at community based residential facilities where a physician was deemed the appropriate medical certifier; this number was comparable to the 70 cases in 2012. Each of the 58 investigated cases generates a death certificates to be signed by the Coroner's Office. There were two additional cases where the physician was unavailable totaling 60 death certificates signed. The county fee for death certificates remained at \$35 for 2013 and is consistent with neighboring counties. This fee generated approximately \$2100 in revenue. For 2013 there were 41 cremation permits issued up from 36 last year. The county fee for cremation permits remained at \$150 and is also consistent with neighboring counties. Cremation permits generated approximately \$6150 dollars in revenue. There were no disinterment requests for 2013. The Brown County Medical Examiner's Office was utilized for four full autopsies, up from only one in 2012. Brown County also assisted with four additional external examinations where a full autopsy was not needed. I also began performing fully documented external examinations in 2013 to determine if full autopsy was necessary and have reduced the need to outsource to Brown County.

In addition to the above requests, there had been an increase in request for records for 2013 (12) up from four in 2012. Most of these requests were due to an unexpected number of accidental (16) and suicide deaths (3) in the county for 2013. One day was utilized to attend and participate in student government day and one day for an every 15 minutes presentation in Kewaunee. There was three day s of continuing education conferences attended. Two days were spent at training in conjunction with Brown County to develop a mass fatality management plan for the region. This also involves public health and emergency management, and will hopefully be completed in 2014. One day was allotted for training of the state vital records electronic death reporting system for signing electronic death certificates; this will save the county both postage and mileage which were both reduced for the 2014

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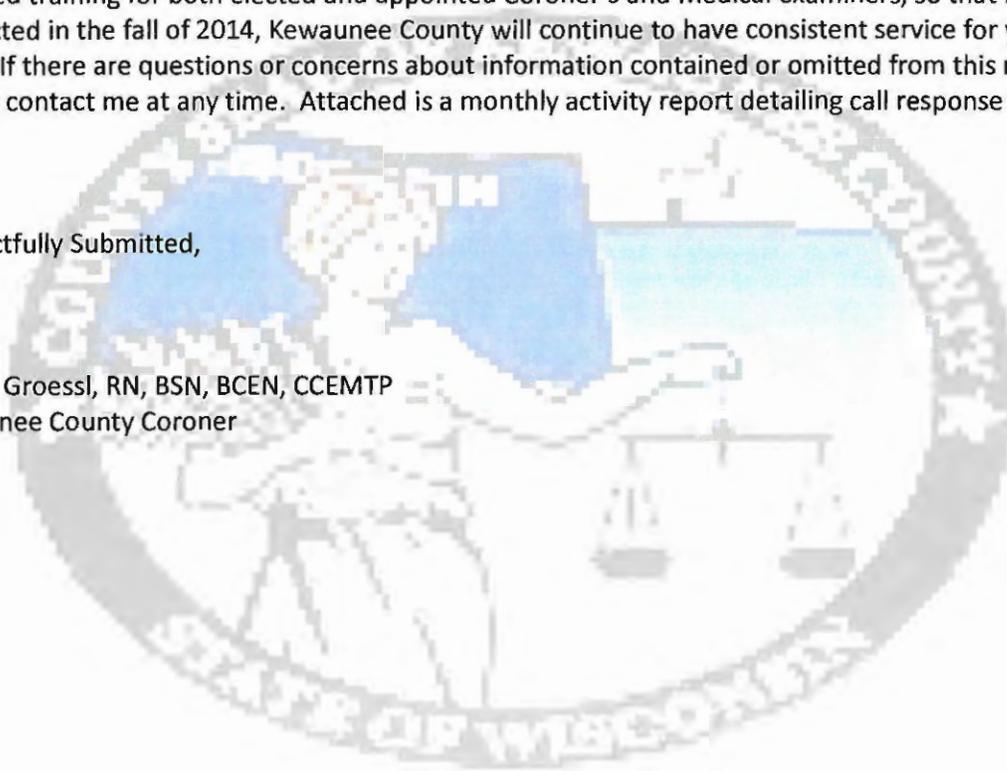
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budget plan. Estimated total operational cost of Coroner's services for 2013 after fees collected is approximately \$21,000 of the \$30,000 budgeted.

My office strives to serve the residents of Kewaunee County with professionalism, integrity, and compassion. Going forward, for 2014 and beyond, I would like to continue to maintain a cost effective, quality service for Kewaunee County. I will continue to seek educational opportunities to continue my growth and professional development as a medical investigator and ensure Kewaunee County has a skilled and competent resource. In conjunction with the Wisconsin Coroner's and Medical Examiner's Association, I will also support proposed legislative changes to Wisconsin State Statute 979, to ensure required training for both elected and appointed Coroner's and Medical examiners, so that if I am not re-elected in the fall of 2014, Kewaunee County will continue to have consistent service for years to come. If there are questions or concerns about information contained or omitted from this report, feel free to contact me at any time. Attached is a monthly activity report detailing call response for the past year.

Respectfully Submitted,

Rory A Groessl, RN, BSN, BCEN, CCEMTP  
Kewaunee County Coroner



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2013 Activity Log

January 2013

23 Total Requests for Service

8 Total Deaths

-5 Natural, 2 Accidental (1-Polysubstance Tox. 1- Fall , 1-Suicide Asphyxiation)

5 Cremation Permits Issued

6 Death Certificates Signed

1 Autopsy

1 External Exam by BCME (not attended)

1 Record request from Children's Hospital of Milwaukee from 2004 Child Death

1 Record request from Wisconsin Dept of Health Services 2012 Heat Related Death

Attended/Coordinated Kewaunee County Child Death Review Team Meeting

February 2013

16 Total Requests for Service

9 Total Deaths

-8 Natural, 1 Suicide (Firearm)

2 Cremation Permits Issued

3 Death Certificates Signed

1 External Exam by BCME (not attended)

Attended County Board Meeting – Yearly Report

March 2013

16 Total Requests for Service

8 Total Deaths

-8 Natural

2 Cremation Permits Issued

5 Death Certificates Signed

1 Autopsy

April 2013

18 Total Requests for Service

11 Total Deaths

-10 Natural, 1 Accidental (Polysubstance Toxicity)

1 Cremation Permit Issued

3 Death Certificates Signed

Participated in Student Government Day

Participated in Every 15 Minute Program at Kewaunee High School

Attended Northeast Wi Child Death Review Regional Coordinators Meeting

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May 2013

21 Total Requests for Service  
12 Total Deaths  
-12 Natural  
4 Cremation Permits Issued  
5 Death Certificates Signed

June 2013

12 Total requests for Service  
6 Total Deaths  
-5 Natural, 1 Accidental (Motor Vehicle Crash Related)  
2 Cremation Permits Issued  
2 Death Certificates Signed  
1 Autopsy  
Created Operational Guidelines

July 2013

19 Total Requests for Service  
9 Total Deaths  
-7 Natural, 2 Accidental (1-Near Drowning at Krohn's Lake, 1- Fall)  
4 Cremation Permits Issued  
5 Death Certificates Signed  
1 OPO Referral/Cancelled

August 2013

36 total Requests for Service  
15 Total Deaths  
-10 Natural, 5 Accidental (1-Motor Vehicle Crash Related, 2-Fall, 1-Poly  
Substance Toxicity, 1- Anaphylaxis)  
8 Cremation Permits Issued  
9 Death Certificates Signed  
1 External Exam per BCME (Not Attended)  
1 External Exam Per Kewaunee County Coroner  
1 Record Request  
Attended training for State Vital Records Information System (Online Death Records)

September 2013

37 Total Requests for Service  
20 Total Deaths  
-18 Natural, 1 Accidental Fall, 1 Suicide (Firearm)

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7 Cremation Permits Issued  
7 Death Certificates Signed  
1 Autopsy  
1 External Exam per Kewaunee County Coroner  
CDRT Review Krohn's Lake Death

**October 2013**

27 Total Requests for Service  
11 Total Deaths  
    - 9 Natural, 2 Accidental (1-Motor Vehicle Crash Related, 1-Fall)  
1 Cremation Permit Issued  
5 Death Certificates Signed  
1 Autopsy Private Pay (not attended)  
3 External Exams per Kewaunee County Coroner  
3 Education/Conference Days  
3 Record Requests

**November 2013**

20 Total Requests for Service  
10 Total Deaths  
    - 9 Natural, 1 Accidental (Bicycle Crash)  
2 Cremation Permits Issued  
5 Death Certificates Signed  
2 FEMA Mass Fatality Management Training  
1 Court Order for DNA

**December 2013**

19 Total Requests for Service  
10 Total Deaths  
    - 9 Natural, 1 Accidental (Fall)  
3 Cremation Permits  
5 Death Certificates Signed  
1 Record Request – Work Related Death

**Other**

January - CDRT Data 1/5/13, Meeting 1/15/13, Record Request 1/17/13- Children Hospital-Milwaukee  
Congenital Heart death from 2007, Record Request 1/31/13- Wis Dept Health Services Heat Death.

April - CDRT Regional Meeting 4/16/13, Student Gov't Day 4/17/13, Every 15 Min. Kewaunee 4/24/13

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July – Organ Procurement referral/patient survived

August – Record request on cause of death Bellin Psych, SVRIS Training

September - CDRT Review 9/17/13

October – Records Request x3 related to accidental deaths, Conference 10/14, 10/15, 10/16,

November - DNA sample Request, FEMA Mass Fatality Management Training 11/7, 11/8

December – Wisconsin Lab of Hygiene Record request – Work Related Death

2013 Wisconsin Violent Death Reporting System x4 cases