

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

**April 15, 2014
5:00 PM
County Board Chambers
Administration Center**

ORGANIZATIONAL SESSION – 2014

1. Call to Order by the Chairperson pro tem
2. Pledge of Allegiance led by the Chairperson pro tem
3. Reading of Certificate of Board Membership by the County Clerk
4. Oath of Office – Administered by the County Clerk
5. Roll Call
6. Election of the Chairperson
7. Election of the Vice-Chairperson
8. Approval of the Rules of Order for the Kewaunee County Board of Supervisors
9. Approval of the Duties of the Committees
10. Election of the Highway/Solid Waste Committee
11. Election of the Chairperson for the Highway/Solid Waste Committee
12. First Reading of the updated Kewaunee County Sanitary Ordinance
13. Consideration of Resolutions:
 - a. Committee Days
 - b. Snowmobile/ATV Grants

- c. Shoreland Zoning/Sanitary Fee Schedule
- d. Approval to Transfer Non-Budgeted Funds

14. Recess for Committee Appointment Interviews

15. Ratification of Committee Appointments:

- a. County Board Standing Committees
- b. Special Appointments to Boards, Commissions & Committees
- c. Human Services Board Appointment

16. Recess for new committee members to set next committee meeting dates

17. Such other matters as authorized by Law

18. Set next meeting date

- a. May 20, 2014 at 6:00 P.M.
- b. June 17, 2014 at 6:00 P.M.

19. Adjourn

/s/Edward J. Dorner
Kewaunee County Administrator

/s/Jamie Annoye
Kewaunee County Clerk



RESOLUTION NO.

COMMITTEE DAYS

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, pursuant to Section 59.13(2)(b) the Board may, by a two-thirds vote of the members
 2 present, establish the number of Committee Meetings for which compensation and mileage may be paid
 3 in any one year; and
 4

5 **WHEREAS**, The limitations established for committee meetings for the previous Board of Supervisors
 6 were as follows:
 7

- 8 1. The number of days for which compensation and mileage may be paid a committee member
 9 in any year is limited to 75 days not counting meetings of the Highway & Solid Waste
 10 Committee.
 11
- 12 2. The number of days for which compensation and mileage may be paid a committee member
 13 in any one year for service on the Highway and Solid Waste Committee is limited to 60 days.
 14
- 15 3. The County Board Chairman, or another Board member designated by the Chairman, shall be
 16 paid for all meetings and events he or she attends for Kewaunee County.
 17
- 18 4. All committee members of the County Board are granted permission to attend all
 19 conferences, conventions, and tours in which their committee participates including any
 20 district or state association meetings.
 21
- 22 5. The limitations provided above do not apply in the following instances:
 23
 - 24 a. Regular standing committees are assigned special duties by the County Board in addition
 25 to their regular duties as adopted by the County Board;
 - 26 b. Service on Special County Board Committees that are created from time to time;
 - 27 c. County Board Supervisors are attending conferences, conventions, tours or state and
 28 district association meetings;
 29

30 **NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly
 31 assembled this 15th day of April 2014, that the Board hereby approves the committee meetings
 32 limitations set forth above.

Respectfully Submitted,

KEWAUNEE COUNTY BOARD CHAIRPERSON

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
Benes, P				
Cravillion, D.				
Garfinkel, R.				
Haske, V.				
Heidmann, B.				
Heuer, R.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastalir, J.				
Paape, G.				
Pagel, J.				
Paider, R.				
Reckelberg, G.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Tebon, K.				
Wagner, C.				
Weidner, R.				
TOTALS				



RESOLUTION NO.

A RESOLUTION AUTHORIZING AN APPLICATION FOR AND ACCEPTANCE OF FINANCIAL ASSISTANCE FOR COUNTY SNOWMOBILE TRAIL AND ATV TRAIL REHABILITATION PROJECTS.

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

- 1 **WHEREAS**, grant monies are available annually through State of Wisconsin, Department of
 2 Natural Resources for recreational trail maintenance and rehabilitation; and
 3
 4 **WHEREAS**, Kewaunee County seeks financial assistance through the State of Wisconsin for
 5 ATV and snowmobile trail rehabilitation of:
 6
 7 ▪ 176.3 miles of State-funded Snowmobile Trails
 8 ▪ 20 miles of All Terrain Vehicle (ATV) trails at the Riverview ATV Park ; and
 9
 10 **WHEREAS**, the State of Wisconsin and the Department of Natural Resources annually provide
 11 100% of the eligible project costs; and
 12
 13 **WHEREAS**, the Kewaunee County Board has reviewed the need for the proposed project(s)
 14 and the benefit(s) to be gained therefrom; and
 15
 16 **WHEREAS**, it is necessary for the Kewaunee County Board, to approve the application before
 17 funds can be disbursed from this account.
 18
 19 **NOW, THEREFORE, BE IT RESOLVED**, that the Kewaunee County Board of Supervisors duly
 20 assembled this 15th day of April 2014 does approve and authorize the application for the above-
 21 named projects; and the Kewaunee County Promotion and Recreation Director is hereby
 22 authorized to sign all necessary documents on behalf of the County of Kewaunee; and that
 23 authority is hereby granted to the Promotion and Recreation Director to take the necessary
 24 steps to disburse funds under this program in accordance with this resolution.
 25
 26 **BE IT FURTHER RESOLVED**, that Kewaunee County will comply with the project grant award
 27 contract mandates.

Respectfully Submitted,

PROMOTION & RECREATION COMMITTEE

APPROVED AS TO FORM

Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:

\$53,075 in Grant Funding.

	Y E S	N O	A B S E N T	A B S T A I N
Benes, P				
Cravillion, D.				
Garfinkel, R.				
Haske, V.				
Heidmann, B.				
Heuer, R.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastallir, J.				
Paape, G.				
Pagel, J.				
Paider, R.				
Reckelberg, G.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Tebon, K.				
Wagner, C.				
Weidner, R.				
TOTALS				



RESOLUTION NO.

A RESOLUTION APPROVING THE KEWAUNEE COUNTY SHORELAND ZONING AND SANITARY FEE SCHEDULE

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, the Kewaunee County Board of Supervisors reviewed and updated the Shoreland
2 Zoning and Sanitary Fee schedule on December 17, 2013; and
3

4 **WHEREAS**, the Zoning Committee reexamined the fee schedule with respect to Nuclear Dry
5 Storage Structures to ascertain if the fee truly bears a reasonable relationship to all the activities
6 undertaken by the Zoning Department in the issuance of a building permit; and
7

8 **WHEREAS**, the Zoning Committee considered:

- 9 a) the Zoning Department's annual budget
- 10 b) annual revenues generated by the Zoning Department
- 11 c) the inspections the Zoning Administrator will make of the Nuclear Dry Cask Storage
12 Structures before and during construction
- 13 d) the unique and exceptional nature of Nuclear Dry Cask Storage Structures
- 14 e) the health and safety risks posed by Nuclear Dry Cask Storage Structures
- 15 f) the fact that the Nuclear Regulatory Commission monitors and regulates all activities
16 at Nuclear Plants including Nuclear Dry Cask Storage Structures
- 17 g) zoning fee schedules from neighboring counties
18

19 **WHEREAS**, the Zoning Committee recommends the Shoreland Zoning and Sanitary Fee
20 Schedule be amended as set forth below.
21

22 **NOW THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly
23 assembled this 15th day of April 2014 that a new fee schedule be established; and
24

25 **BE IT FURTHER RESOLVED**, the new fee schedule shall be as follows and shall be effective
26 April 16, 2014.

	<u>Existing Fee</u>	<u>New Fee</u>
<u>Sanitary Permits</u>		
29 Conventional Systems/Holding Tanks	\$400.00	\$400.00
30 Mound Systems/At-Grade Systems	500.00	500.00
31 In-Ground Pressure Systems	475.00	475.00
32 New Technology Systems (Sand Filters, Aerobic Units, etc.)	600.00	600.00
33 Replacement of Septic Tank/Pump Chamber (only)	250.00	250.00
34 Installation of Aerobic Unit for System Rehabilitation	200.00	200.00
35 Reconnection Permit	150.00	150.00
36 Repair of System Permit	150.00	150.00
37 Plan Approval for Holding Tank(s) (1-2 Family Dwellings, Small Commercial Business)	100.00	100.00
39 Soil Evaluation Report Review Fee	25.00	25.00
40 Septic System Evaluations	150.00	150.00
41 Reinspection Fee	100.00	100.00
42 Transfer Sanitary Permit	75.00	75.00
43 Renewal Sanitary Permit	75.00	75.00
44 Wisconsin Fund Grant Program Application	100.00	100.00
45 POWTS Annual Maintenance Fee (Placed on Tax Assessment)	5.00	5.00
<u>Zoning/Building Permits</u>		
48 Footprint of Structure/Use ≤100 Square Feet	\$50.00	\$50.00
49 Footprint of Structure/Use 101 – 500 Square Feet	75.00	75.00
50 Footprint of Structure/Use 501 – 1,000 Square Feet	150.00	150.00
51 Footprint of Structure/Use 1,001 – 2,000 Square Feet	200.00	200.00
52 Footprint of Structure/Use 2,001 – 5,000 Square Feet	400.00	400.00
53 Footprint of Structure/Use >5,001 Square Feet	500.00	500.00
54 Commercial/Industrial (New)	500.00	500.00
55 Commercial/Industrial (Additions)	250.00	250.00

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Nuclear Dry Storage Structures (Stand Alone or Attached) 3,000.00 1,500.00

Land-Use Permits

1,000 – 5,000 Square Feet	\$50.00	\$50.00
5,001 – 20,000 Square Feet	100.00	100.00
>20,000 Square Feet	300.00	300.00

Note: If any project commences prior to the issuance of an appropriate permit or public hearing approval, all required fees shall double or the applicant will incur an additional charge equal to 3 percent of the project cost, whichever is greater.

Miscellaneous

Special Exception Hearing	\$550.00	\$550.00
Variance Hearing	550.00	550.00
Zoning Amendment Changes	400.00	400.00
Subdivision Plat Review	100.00	100.00
Water Sample Taken by County	35.00	35.00
Topographic Maps	3.00	3.00
Kewaunee County Ordinances —Floodplain, Sanitary or Shoreland	5.00	5.00

Respectfully Submitted,

ZONING 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
Benes, P				
Cravillion, D.				
Garfinkel, R.				
Haske, V.				
Heidmann, B.				
Heuer, R.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastalir, J.				
Paape, G.				
Pagel, J.				
Paider, R.				
Reckelberg, G.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Tebon, K.				
Wagner, C.				
Weidner, R.				
TOTALS				



RESOLUTION NO.

A RESOLUTION APPROVING TRANSFER OF NON-BUDGETED FUNDS

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, in accordance with Section 65.90(5)(a), Wis. Stats., the amounts of the various
 2 appropriations and the purposes for such appropriations stated in a budget may not be changed
 3 unless authorized by a vote of two-thirds of the entire membership of the County Board of
 4 Supervisors; and

5
 6 **WHEREAS**, the County Clerk presented a proposal to the Finance and Public Property Committee
 7 to purchase 840 cases of paper from Unisource at a price of \$24.75 per case. This price reflects a
 8 savings of \$4.24 per case by purchasing in bulk; and

9
 10 **WHEREAS**, Unisource is an Appleton business and currently has the contract with the State of
 11 Wisconsin to deliver copy paper; and

12
 13 **WHEREAS**, The Finance and Public Property Committee considered and hereby recommends
 14 purchasing the 840 cases of paper by transferring \$20,790.00 from the General Fund to pay for the
 15 paper from Unisource.

16
 17 **NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly
 18 assembled this 15th day of April 2014, that the Board approves
 19 transferring \$20,790.00 from the General fund to pay for the 840
 20 cases of paper; and

21
 22 **BE IT FURTHER RESOLVED**, that within 10 days the County Clerk
 23 shall file a Class 1 notice of this transfer of non-budgeted funds.

Respectfully Submitted,

FINANCE AND PUBLIC PROPERTY COMMITTEE

APPROVED AS TO FORM
 Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:
 \$20,790.00 from the General Fund

	Y E S	N O	A B S E N T	A B S T A I N
Benes, P				
Cravillion, D.				
Garfinkel, R.				
Haske, V.				
Heidmann, B.				
Heuer, R.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastalir, J.				
Paape, G.				
Pagel, J.				
Paider, R.				
Reckelberg, G.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Tebon, K.				
Wagner, C.				
Weidner, R.				
TOTALS				



KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

Edward J. Dorner
County Administrator

April 15, 2014

Human Services Board Appointment

TO: Honorable Members of the Kewaunee County Board

Pursuant to Wisconsin Statutes 46.23(4)(b)(2) I hereby make the following citizen appointment to the Human Services Board effective April 15, 2014, subject to County Board approval.

Term April 15, 2014 to December 31, 2014

Mary Ann Szydel
E3211 County Road F
Kewaunee, WI 54216
920-388-4587

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.kewauneeeco.org>



Kewaunee County Sanitary Ordinance

Proposed Revisions of 2/2014

Number 166-09-10

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KEWAUNEE COUNTY SANITARY ORDINANCE

The Kewaunee County Board of Supervisors does hereby ordain as follows:

KEWAUNEE COUNTY SANITARY ORDINANCE

1.0 TITLE, AUTHORIZATION, PURPOSE AND INTENT, AND SEVERABILITY AND LIABILITY

1.1 Title

This chapter shall be known as, referred to or cited as the "Kewaunee County Sanitary Ordinance."

1.2 Authorization and Incorporation of Provisions by Reference

This ordinance is adopted under the authority and responsibility granted to Kewaunee County in Sections 59.70(1), 59.70(5), 145.04, 145.19, 145.20, 145.245, and 968.10 Wisconsin Statutes. This ordinance incorporates by reference the following rules, regulations, and laws as set forth in Wisconsin Statutes and the Wisconsin Administrative Code governing the location, construction and use of POWTS (Private Onsite Wastewater Treatment System): Chapters 145 and 146, Wisconsin Statutes; Chapters NR 112 and NR 113, and ~~Comm~~-SPS 362.2900(2), 381, 383, 385, 387, and 391 of the Wisconsin Administrative Code. These rules, regulations, and laws shall apply until amended or renumbered and then shall apply as amended and renumbered.

1.3 Purpose and Intent

The purpose of this ordinance is to protect and promote the health, safety, prosperity, aesthetics, and general welfare of the people and Communities within Kewaunee County. The general intent of this ordinance is to regulate the location, design, construction, installation, alteration, maintenance, inspection, management, and use of POWTS and non-plumbing sanitation systems so as to protect the health of residents and transients and to secure safety from disease, nuisance, and pestilence.

1.4 Severability and Liability

If any section, provision or portion of this ordinance is judged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

This ordinance shall not create a liability on the part of or a cause of action against the county or any employee thereof for any POWTS which may not function as designed. There shall be no liability or warranty for any site which is approved or denied. The issuance of a sanitary permit and the final inspection of such a system does not warrant the system's function, nor is there a guarantee that the system is free of defects or that all aspects of the system comply to Wisconsin Statute or Administrative Code requirements.

2.0 GENERAL REQUIREMENTS

2.1 Applicability

The requirements of this ordinance shall apply to all geographic areas within Kewaunee County.

2.2 Compliance

- (1) All buildings, or other sources of domestic wastewater in Kewaunee County that are permanently or intermittently intended for human habitation or occupancy which are not serviced by a public sanitary sewer, shall have an approved system for holding or treatment and dispersal of sewage and wastewater which complies with the provisions of this ordinance.
- (2) No POWTS or part thereof shall be located, installed, moved, reconstructed or substantially altered except as permitted by this ordinance. The owner of the property on which the system is located and the company or individual doing the work are both responsible for compliance with this ordinance.
- (3) The POWTS for newly constructed buildings shall be approved, installed, and inspected before the building can be occupied.
- (4) No object may be installed or constructed that will adversely affect the performance of a POWTS.

2.3 Limitations

- (1) Installation of a holding tank is prohibited if a conventional, mound, at-grade, or in-ground pressure system may be utilized. However, a holding tank may be used in place of any other type of POWTS permitted by ~~Comm-83~~SPS 383, Wisconsin Administrative Code.

Installation of a holding tank for condo, multifamily, or other non-residential buildings shall be approved at the discretion of the Zoning Administrator and Kewaunee County Zoning Committee.

- (2) Any POWTS or portions thereof, installed within a floodplain shall comply with all applicable requirements of NR 116, Wisconsin Administrative Code, and the Kewaunee County Shoreland/Floodplain Zoning Ordinance.

2.4 Public Sanitary Sewer Connection

All buildings served by plumbing fixtures shall be connected to a public sanitary sewer system where available. Where such a public sewer is not available, a POWTS may be used. When a public sewer becomes available to the building, the POWTS shall be disconnected within one year and a connection made to the public sewer. The disconnected POWTS shall be properly abandoned according to the provisions of ~~Comm-83~~SPS 383 of the Wisconsin Administrative Code.

2.5 Non-Plumbing Sanitation System

A non-plumbing sanitation system may be permitted only when the building served is not provided with water service or plumbing. If plumbing is installed in the structure or running water is supplied to the structure, an acceptable method of sewage disposal other than, or in addition to, a non-plumbing sanitation system must be provided. Non-plumbing sanitation systems are prohibited on lands adjacent to or on back lots of lakes except on public lands and parks, private campgrounds, and group camps and except in remote locations without electrical service available.

2.6 Abandoned Systems

POWTS which have not been used for five years or longer shall be abandoned by complying with all of the required specifications per ~~Comm-83~~ SPS 383.33 Wisconsin Administrative Code.

3.0 SANITARY PERMITS

3.1 State Sanitary Permit

No person shall install, perform work to a POWTS unless the owner of the property on which the system is located holds a valid state sanitary permit. No person shall sell a septic tank or holding tank for installation unless the purchaser holds a valid state sanitary permit.

3.2 County Sanitary Permit

A county sanitary permit shall be obtained by the property owner, his agent or contractor, before any POWTS or part thereof may be reconnected, or repaired. A county sanitary permit is not required for the addition of manhole risers or for the replacement of manhole covers, manhole risers, baffles or pumps. A county sanitary permit shall be obtained prior to constructing or erecting a non-plumbing sanitation system.

3.3 Application

Application for a sanitary permit shall be made on forms specified by the Kewaunee County Zoning Department.

3.4 Applications Requirements

The sanitary permit application shall include the following information:

- (1) A completed sanitary permit application form.
- (2) A site plan.
- (3) An approved soil test on forms acceptable to the Department of ~~Commere~~Safety & Professional Services.
- (4) A copy of approved plans for systems requiring plan review by the Department of ~~Commere~~Safety & Professional Services.
- (5) A pump chamber cross section and pump information for systems that utilize a pump.

- (6) Agreements and/or affidavits required to install and/or utilize an existing system or for servicing holding tanks.
- (7) A Maintenance Plan and Contingency Plan for all POWTS in accordance with section 7 of this ordinance.
- (8) Required fee.

3.5 Issuance

- (1) After review and verification of the information submitted in the application, the Zoning Administrator shall approve or deny applications for sanitary permits. When an application for a sanitary permit is denied, the Zoning Administrator shall issue a written notice to the unsuccessful applicant, stating specifically the reasons for disapproval and whether an amendment to the application could be made which would render the application approvable. The Zoning Administrator shall also inform the applicant of his/her right to appeal the denial under the provision of this ordinance and Chapter 68 of the Wisconsin Statutes. The Zoning Administrator reserves the right to refuse incomplete or incorrect permit applications, and/or delay permit issuance until corrected and/or completed applications are received.

3.6 Permit Cards

When the application for sanitary permit is approved, the Zoning Administrator shall issue a permit card to the property owner. The permit card shall be posted in plain view, visible from the road fronting the lot during construction. The permit card shall not be removed from the site until the POWTS has been installed, inspected and approved by the Zoning Administrator.

3.7 Permit Validity

- (1) A sanitary permit is valid for two years from date of issuance. Permits may be renewed following written application to the Zoning Administrator by the property owner, his/her agent, or contractor, prior to the expiration date of the original permit provided that the proposed site and system comply with applicable codes in effect at the time the renewal is requested. If a permit has expired and the owner wants to build on the site, a new sanitary permit must be obtained before a building permit can be issued.
- (2) If the soil test is older than four years, the soil test must be verified by the Zoning Administrator prior to the issuance of a sanitary permit or renewal of a sanitary permit. The soil test shall be examined to determine reliability and the soil test report and soils at the proposed site verified in accordance with section 6.1 of this ordinance.

3.8 Permit Transfers

When there is a change of ownership, a transfer form shall be submitted to the Kewaunee County Zoning Department with a set of new plans if necessary, and a fee as prescribed by this ordinance.

- (1) Plans associated with a transferred sanitary permit cannot be utilized by a different licensed plumber unless the plan bears the stamp of an architect, engineer, or a designer of private

sewage systems. Otherwise, a new set of plans must be submitted by the new plumber and approved by the appropriate agency.

3.9 Fees

A sanitary permit shall not be issued until the fees required by this ordinance have been received.

4.0 RECONNECTION OF EXISTING POWTS

4.1 Requirements

A county sanitary permit shall be required when an existing POWTS is to be connected to a structure that has been rebuilt or where an existing structure has been replaced with a new or different structure.

4.2 Evaluation

Prior to issuing the sanitary permit for the reconnection to the new structure, an evaluation of the existing POWTS must be made. The following is the procedure that must be followed in evaluating the private sewage system:

- (1) Existing sanitary permits and soil test information on file shall be examined to determine reliability.
- (2) If there is not adequate or reliable soils information, a soil boring(s) shall be examined by a Certified Soil Tester to determine if there are suitable soils for the system in use and to identify a replacement area if there is not one available. This information shall be reported to the department which may verify the report and conduct an on-site study when considered appropriate.
- (3) The existing septic tank shall be pumped and inspected by a licensed pumper or plumber to determine the condition and size of the tank and whether it is in good repair. A pumping report signed by the pumper or plumber shall be submitted to the department.
- (4) The existing POWTS should be examined to:
 - (a) Determine the location of the septic and/or dose tank and soil absorption system to determine that all minimum setbacks of ~~Comm-83~~SPS 383 will be maintained.
 - (b) Determine, where possible, the size of the soil absorption system, if it corresponds to the county's files (if available), and whether it is capable of handling the proposed wastewater load.
 - (c) Determine whether the system is surfacing or has had an outfall pipe connected to it thereby creating a nuisance of surface discharge.
 - (d) Determine by examining through the vent whether or not the system is ponded, and to what degree it is ponded and whether the ponding represents a failing or nonfunctioning soil absorption system.
 - (e) Confirm based on file information, landscape position and vegetation that suitable soils should be present below the system installation.

- (f) Ensure that if any tank covers are installed above grade that they are installed with locks and warning labels visible.

4.3 System Capacity

- (1) Where a POWTS is intended for connection to a dwelling and does not appear to meet the capacity of the estimated flow based upon the number of bedrooms per ~~Comm-83~~SPS 383.43(3)(a) or 383.43(4)(a) Wisconsin Administrative Code, a detailed estimate of wastewater flow may be performed by a person holding an appropriate credential per ~~Comm-83~~SPS 383.43(3)(b) or 383.43(4)(b) Wisconsin Administrative Code. Flow estimation for dwelling that is not based upon the number of bedrooms must have this design condition recorded on the deed for the property.
- (2) Where a POWTS is intended for connection to a public building and/or a place of employment, adequate capacity shall be established by a person holding an appropriate credential by the methods for estimating wastewater flow and load provided by ~~Comm-83~~SPS 383.43(6) and 383.43(7) Wisconsin Administrative Code.
- (3) The Kewaunee County Zoning Administrator may require that a contingency plan and a management plan be submitted to the Kewaunee County Zoning Department and approved prior to issuing a county reconnection permit if the facility is considered to be at risk of producing wastewater exceeding the POWTS capacity.

4.4 Nonconforming Systems

If during the evaluation of the existing POWTS it is determined that the POWTS is failing or does not conform to the siting, design, construction, and maintenance rules in effect at the time the original permit was issued, the building permit shall not be issued until the noncompliance is rectified or a sanitary permit has been issued for a new POWTS. The new system must be installed before the facility can be occupied.

4.5 Holding Tank Reconnection

Reconnection to an existing holding tank will require an inspection of the location of the tank to determine if the minimum setback requirements of ~~Comm-83~~SPS 383 will be maintained and to ensure that the tank covers, locking devices, warning labels, and alarm systems are functioning properly. An updated holding tank agreement and holding tank servicing agreement which meets the current requirements of ~~Comm-83~~SPS 383 must be submitted as part of the application for the sanitary permit for reconnection.

4.6 Inspection of Reconnections

All systems shall be inspected at the time of reconnection to ensure that proper materials and methods are being used.

5.0 EXISTING SYSTEMS EVALUATIONS FOR BUILDING ADDITIONS/CHANGE OF USE

5.1 When there is a proposed addition, remodeling or change of use to an existing structure, the proposal shall be evaluated for the following and the results provided to the Kewaunee County Zoning Administrator:

- (1) That the proposed construction will conform to all applicable setback limitations of ~~Comm-83~~ SPS 383.43 Wisconsin Administrative Code
- (2) The proposed construction will not result in an increase in wastewater flow or contaminant load as determined per ~~Comm-83~~ SPS 383.25 Wisconsin Administrative Code.
- (3) That the existing POWTS is not a failing system and conforms to the siting, design, construction, and maintenance rules in effect at the time the original permit was issued. Documentation and/or evaluation shall be performed by procedures and methods acceptable to the Kewaunee County Zoning Administrator.
- (4) A determination that the above conditions are met must be made by the Kewaunee County Zoning Administrator before a building permit can be issued for the proposed construction.

5.2 Where it has been determined that the POWTS is failing or does not conform to the siting, design, construction, and maintenance rules in effect at the time the original permit was issued, the building permit shall not be issued until the noncompliance is rectified or a sanitary permit has been issued for a new POWTS.

5.3 Increase in wastewater flow or contaminant load

- (1) Where it has been determined that the proposed construction will result in an increase in wastewater flow or contaminant load, then a building permit cannot be issued unless the owner:
 - (a) Possesses a sanitary permit to either modify the existing private sewage system or construct a new private sewage system to accommodate the increased wastewater flow and/or contaminant load; or
 - (b) Provides documentation to verify that the existing private sewage system has sufficient size and soil conditions to accommodate the increased wastewater load.
- (2) Where it has been determined that the proposed addition to a dwelling will result in an increase in wastewater flow and does not appear to meet the capacity of the estimated flow based upon the number of bedrooms per ~~Comm-83~~ SPS 383.43(3)(a) or 383.43(4)(a) Wisconsin Administrative Code, a detailed estimate of wastewater flow may be performed by a person holding an appropriate credential per ~~Comm-83~~ SPS 383.43(3)(b) or 383.43(4)(b) Wisconsin Administrative Code. Flow estimation for dwellings that is not based upon the number of bedrooms must have this design condition recorded on the deed for the property.
- (3) Where it has been determined that the proposed construction or change of use of a public building and/or place of employment will result in an increase in wastewater flow or contaminant load, sufficient size and treatment capacity of the existing POWTS shall be established.

- (4) The Kewaunee County Zoning Administrator may require that a contingency plan and a management plan for the existing POWTS to be submitted to the Kewaunee County Zoning Department and approved prior to allowing the issuing of a building permit if the facility is considered by the Kewaunee County Zoning Administrator to be at risk of producing wastewater exceeding the POWTS capacity.

6.0 SOIL TEST REPORTS AND SITE EVALUATIONS

6.1 Soil Test Reports

A sanitary permit shall not be issued until a soil and site report has been approved by the zoning administrator. The report and evaluation must be in accordance with ~~Comm-83~~ SPS 383, ~~Comm-85~~ SPS 385 and ~~Comm-91~~ SPS 391, Wisconsin Administrative Code and submitted to the county within 30 days of the observations/tests.

6.2 Verification

The county shall verify the report and soils at the proposed site as deemed necessary by the zoning administrator. Backhoe pits are required whenever the county verifies soil boring data. The soil test pits shall be left in such a manner that will permit access to them for the evaluation of the soil profile. All backhoe pits must be covered or fenced within one week after inspection. Unattended backhoe pits are the liability of the Certified Soil Tester and/or property owner.

7.0 POWTS MAINTENANCE AND MANAGEMENT

7.1 Maintenance and Management

- (1) All POWTS shall be managed and maintained in accordance with ~~Comm-83~~ SPS 383 and 384, Wisconsin Administrative Code, and this ordinance.
- (2) The property owner shall report to the County each inspection, maintenance or servicing event, in accordance with ~~Comm-83~~ SPS 383, Wisconsin Administrative Code, and this ordinance.
- (3) The property owner shall submit a copy of an appropriate maintenance agreement and/or servicing contract to the County prior to sanitary permit issuance.
- (4) The property owner shall submit a new or revised maintenance agreement and/or servicing contract to the County whenever there is a change to such document(s).
- (5) The property owner shall submit a new maintenance agreement and/or servicing contract to the County prior to expiration of any existing maintenance agreement and/or servicing contract.
- (6) An ANNUAL fee will be assessed to all properties where a POWTS is located. The fee will be used to cover the cost of administrating the maintenance program and will be included on the property tax bill mailed each year.

7.2 Septic Tanks

All systems, shall be visually inspected and have the septic tank pumped by a licensed pumper within three years of the date of installation and at least once every three years thereafter, or when the sludge level reaches one-third of the liquid capacity of the tank. The sludge level of the tank must be determined by a licensed pumper.

7.3 Postponements

Circumstances such as inclement weather, road weight restrictions and site limitations may necessitate a delay in the maintenance until conditions permit at the discretion of the Zoning Administrator.

7.4 Disposal

Sludge, scum or sewage pumped from a septic tank, must be disposed of in accordance with NR 113 of the Wisconsin Administrative Code.

7.5 Reports

The property owner shall submit to Kewaunee County every three years, a report signed by the licensed pumper and the property owner verifying the condition of the tank, whether wastewater or effluent from the POWTS is ponding, and certifying that the owner's septic tank has been pumped and properly maintained or is less than one-third full. Reports shall be furnished to the County within 30 calendar days of the inspection and pumping. Reports shall include all information required in ~~Comm-83~~SPS 383.55, Wisconsin Administrative Code. Other maintenance or management reports required by ~~Comm-83~~SPS 383 or 384, Wisconsin Administrative Code, should be included with this report.

7.6 Inspections

The Kewaunee County Zoning Administrator shall make or cause to be made by staff inspectors, or a licensed plumber, necessary inspections to determine the condition of the tank and whether wastewater or effluent from the POWTS is ponding, and to insure an effective program of maintenance of POWTS.

8.0 HOLDING TANKS

8.1 Holding Tank Pumping Agreements

In cases where holding tanks are allowed, the applicant for a holding tank shall enter into a Holding Tank Pumping Agreement with Kewaunee County before the sanitary permit is issued. The agreement shall be signed on forms provided by the Zoning Administrator. The agreement shall require the applicant to conform to state regulations regarding the maintenance and pumping of the holding tank. If the tank is not maintained and pumped in conformance with state regulations, the Zoning Administrator shall order it to be maintained or pumped by a private pumper, at county expense. The county shall then invoice the property owner for all such costs incurred. If the invoice is not paid within 30 days, the county may place the amount on the tax roll as a special assessment against the property in question.

8.2 Holding Tank Service Contract

The owners of all existing and future tanks are required to enter into an agreement with a licensed pumper to service the holding tank on a regular basis. The applicant shall file a copy of the Holding Tank Service Contract with the Zoning Administrator before the sanitary permit may be issued. The contract must be written in accordance with ~~Comm-83~~SPS 383.54, Wisconsin Administrative Code.

8.3 Pumping Report Forms

The owners of all existing and future holding tanks are required to submit pumping reports to the Kewaunee County Zoning Administrator. The pumping reports shall be submitted on forms provided by the county, and shall certify that the holding tank was pumped according to the terms of the Holding Tank Pumping Agreement and of the Service Contract, and that each time the tank was pumped in the subject period, it was pumped by a licensed pumper. The licensed pumper shall also fill out and submit a Pumping Report Form for each holding tank serviced.

8.4 Locks and High Water Alarm

All holding tanks shall be equipped with functional locking devices and high water alarms. In cases where the Zoning Administrator finds the locking devices and/or high water alarms missing or not functioning properly, the Administrator shall order them replaced or repaired.

8.5 Inspections

The Zoning Administrator shall cause to be conducted, inspections of at least 5 percent of all existing holding tanks each year.

8.6 Existing Holding Tanks

Holding tanks installed before the effective date of this ordinance with existing Holding Tank Pumping Agreements and Holding Tank Servicing Contract shall be administered in the same manner as section 8.1 through 8.6

9.0 NON-PLUMBING SANITATION SYSTEMS

9.1 Non-Plumbing Sanitation Systems Installation Agreement

Prior to the issuance of a sanitary permit for a non-plumbing sanitation system, the property owner must sign a non-plumbing sanitation system installation agreement and have it recorded in the Register of Deeds Office.

10.0 INSPECTIONS

10.1 Inspections; General

- (1) Notice for final inspection shall be given to the Zoning Administrator for all POWTS installed, modified or reconnected.
- (2) Installation or modification of a POWTS system shall be inspected by the Zoning Administrator for compliance with ~~Comm-82~~ SPS 382, ~~Comm-83~~SPS 383, ~~Comm-84~~SPS 384, Wisconsin Administrative Code, other appropriate Wisconsin Statutes and Administrative Codes and this ordinance.

- (3) Notification for final inspection shall be given in accordance with the requirements of ~~Comm-83~~SPS 383, Wisconsin Administrative Code or as specified in this ordinance.
- (4) The entire system shall be left completely open until it has been inspected and accepted, in accordance with the requirements of ~~Comm-83~~SPS 383, Wisconsin Administrative Code.
- (5) POWTS may be inspected periodically, after the initial installation inspection(s) and/or after the system is operative, as deemed necessary by the Zoning Administrator.

10.2 Inspections; Non-Plumbing Sanitation Systems

- (1) All non-plumbing sanitation systems installed shall be inspected for compliance with Comm 91, Wisconsin Administrative Code, or as amended, and this ordinance. Non-plumbing sanitation systems serving uses other than one and two family dwellings shall also be inspected for compliance with Comm 62.2900(2) Wisconsin Administrative Code.
- (2) The property owner shall notify the Zoning Administrator for inspection immediately after the non-plumbing sanitation system has been constructed or installed.

10.3 Inspections; Conventional, Mound, At-Grade and In-Ground Pressure Systems

All conventional, mound, at-grade and in-ground pressure systems shall be inspected at the time the distribution piping installation has been completed, prior to backfilling, and after all work has been completed. Other inspections may be necessary depending upon site conditions or as required by ~~Comm-83~~SPS 383. The plumber installing these systems shall notify the Zoning Administrator two working days in advance of the installation. The Zoning Administrator shall inspect these systems regularly as specified by the Department of ~~Commerce~~Safety & Professional Services.

10.4 Inspections; Sand Filters

Sand filters shall be inspected at the time the liner or tank and underdrain are in place, before placement of any treatment media, at the time the distribution piping installation has been completed and after all work has been completed. The plumber installing these systems shall notify the Zoning Administrator two working days in advance of the installation. The Zoning Administrator shall inspect these systems regularly as specified by the Department of ~~Commerce~~Safety & Professional Services.

10.5 Inspections; Other Systems Recognized by ~~Comm-83~~SPS 383

- (1) The plumber installing the system shall coordinate any required preconstruction meeting(s).
- (2) The plumber installing the system shall notify the Zoning Administrator at least five workdays prior to beginning the installation of the system to schedule the inspection(s) and shall notify the Department of ~~Commerce~~Safety & Professional Services or State as may be required by the approved plans.

10.6 Reinspections

When a reinspection of a POWTS is required because the initial inspection disclosed that the installation was incomplete or does not comply with applicable Wisconsin Statutes, Wisconsin Administrative codes, the approved plans, or this ordinance, a reinspection fee may be required. Additional reinspections required at the site may require a new fee. The reinspection fee will be due within 10 working days of written notification by the county. Failure to pay the fee within the period shall constitute a violation of this ordinance.

10.7 Testing

- (1) If testing of new systems or new system components is required by ~~Comm~~-SPS 382, 383 or 384, Wisconsin Administrative Code, or as a condition of plan approval, notice shall be given to the Zoning Administrator so that an inspection can be made during the test.
- (2) Zoning Administrator shall verify that required testing has been completed, by:
 - (a) Performing an inspection during the test;
 - (b) Requiring written verification from the responsible person; or
 - (c) Both (a) and (b).

10.8 Inspections; ~~Prior to the~~ At the Time of Property Transfer, ~~Sale or Conveyance of Property or Land Division~~

- (1) An existing septic system inspection is required for all property transfers, ~~sales, or conveyances of property~~ and land divisions in which the property contains a structure served by a POWTS (private onsite wastewater treatment system). The Kewaunee County Zoning Administrator may waive the inspection requirement if the system is one regulated by the mandatory maintenance program specified in Section 7 of the Kewaunee County Sanitary Ordinance, is less than 15 years old based on the installation date at the time of transfer, and compliance with the maintenance program is confirmed by documentation satisfactory to the Administrator. The inspection of the septic systems will help protect the waters of the county, ensure a properly functioning POWTS for the owner and enhance public health.
- (2) To adequately determine whether an existing POWTS is failing under conditions defined in s.145.245(4), Statutes, an existing system inspection must include:
 - (a) An observation soil boring described by a certified soil tester extending 3 feet below the bottom of the absorption area which is large enough to clearly depict the presence of groundwater, bedrock, or seasonally saturated soils which adversely affect the operation of the system. The Zoning Office may allow use of a previously filed soil test conducted in an area near the failing system to verify soil conditions if deemed reliable by the Zoning Administrator.
 - (b) A written evaluation of the general condition of the POWTS by a Master Plumber, Master Plumber-Restricted Service, POWTS Inspector or Certified Soil Tester including, but may not be limited to, the following:

1. Inlet and outlet baffles
2. Vents, observation ports
3. High water alarms
4. Treatment tanks including risers and covers
5. Absorption area including ponding, surface discharge
6. Presence of any outfall pipe or connection to a drain tile
7. All applicable setbacks require an accurate site diagram if none exists on file at the Zoning Office
8. Presence of any surface discharge of sewage
9. Evident ponding in a vent or observation port
10. Clean effluent filter

- (c) A county inspection to verify the results of the existing system inspection may be required. Any costs associated with the inspection including, but not limited to, backhoe pits or pumping fees are the responsibility of the owner at the time of inspection.
- (d) Septic system inspection reports shall be submitted within ~~15~~30 days ~~prior to~~ after said transfer, ~~sale, and conveyance~~ or land division to the Kewaunee County Zoning Office on forms obtained from the Zoning Office.
- (e) A failing POWTS shall be replaced or corrected and made code complying within 1 year of transfer, ~~sale, or conveyance date~~ or land division.

(3) POWTS (Private Onsite Wastewater Treatment System) Defined

- (a) Failing POWTS – State Statutes 145.245(4): A failing POWTS is one which causes or results in any of the following conditions:
1. The discharge of sewage into surface water or groundwater
 2. The introduction of sewage into zones of saturation which adversely affects the operation of the POWTS
 3. The discharge of sewage into a drain tile or into zones of bedrock
 4. The discharge of sewage to the surface of the ground
 5. The failure to accept sewage discharges and the backup of sewage into the structure served by the POWTS

(4) Transfers and Land Divisions, ~~Sale or Conveyance~~ Defined

- (a) All property transfers in which the property contains a POWTS, except as listed below:

- ~~1) Life Estate – When an owner transfers property and retains a life estate.~~
- ~~2) Buildings Not Separated From Land – Buildings are not separated from land. When land is transferred, an inspection of the existing POWTS is required no matter who owns the buildings.~~

~~3) Gifts - Prior to the transfer, an inspection is made and if a system is failing, it must be replaced. If and when another person is added to the property ownership, another inspection will be necessary unless the last inspection was completed within the last twenty four (24) months.~~

~~4) Marital Estates - The transfer between spouses will not require an evaluation.~~

~~5) Revocable Living Trust - No evaluation is required when property is transferred to a revocable living trust. Transfer back to an original owner from a revocable trust does not require an evaluation. A copy of the trust document must be sent to the Kewaunee County Zoning Administrator.~~

~~6) Irrevocable Living Trust - An irrevocable living trust is considered a transfer since it cannot be taken back by the transferor.~~

1. Addition/Subtraction - The addition of a name to or dropping of a name from property ownership is considered a transfer, except between spouses. ~~If a name is dropped from the property ownership, it is not a transfer.~~

2. Lease Option - A lease with an option to purchase or a lease giving credit for rent paid to the lessee is not considered a transfer until the option is exercised.

3. Land Contract - Inspection of existing POWTS must occur prior to the land contract buyer taking first physical possession of the land being transferred under the terms of a land contract, whether or not the land contract is recorded by the Register of Deeds.

4. Transfers of Property Ownership Within 24 Months of a Previous Transfer - If an inspection, evaluation and upgrade has been accomplished or if the system was inspected and found to be code complying, a second transfer within 24 months will not require an evaluation. The 24-month time period will be within the discretion of the Kewaunee County Zoning Administrator and Zoning Committee.

7)1) ~~Addition/Subtraction - The addition of a name to property ownership is considered a transfer except between spouses. If a name is dropped from the property ownership, it is not a transfer.~~

5. Proposed Sales That Fall Through - If a seller has a contract to sell and meets his/her obligation by having the existing system evaluated, that seller must replace a system determined to be failing even if the sale or transfer does not go through.

If an order is outstanding when a new buyer takes property ownership, the new buyer does not have a year from time of sale to replace the failing system. The new buyer is bound by the requirements of the order issued to the seller.

6. Hardship Extension - A buyer may apply to the Kewaunee County Zoning Committee for an extension of time in which to have the inspection of an existing POWTS made. The buyer will have the burden of establishing a hardship that is unique to the land in question. A hardship exists when compliance with the strict letter of the ordinance would unreasonably prevent the buyer from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome. Financial impact is not considered a hardship for a variance. The Committee may grant an extension of time for such period as it considers appropriate, but in no case for longer than 12 months from the date of transfer.
7. Abandonment - A buyer can enter into an agreement for ceasing use of the property. This agreement shall establish a deadline to have an acceptable POWTS ready to receive and treat the expected wastewater load prior to the resumed use of the property. Use of the property prior to the installation of a code complying POWTS, shall result in prosecution.
8. Recording of Transfers - Transfers are considered made when the deed, land contract, etc. is dated. Subsequent recording of the document will revert back to the date on the instrument indicating when the property was transferred.
9. Mistakes - A deed filed to correct a mistake in the spelling of a name or legal description is not a transfer. A deed by an owner to himself to combine two (2) lots is not considered a transfer. If a transfer is made and no inspections have been made, the grantees can deed back to the grantor without the requirement of further inspection under the ordinance.
10. Mortgage - Obtaining a loan and mortgaging property does not constitute a conveyance or transfer.
11. Transfers by Operation of Law - Transfers by operation of law or court order will not require a POWTS inspection.

Compliance is established when the information required is accepted and approved by the Kewaunee County Zoning Office.

- (b) All land divisions in which the property contains a POWTS.

11.0 ADMINISTRATION

11.1 Zoning Administrator

The Kewaunee County Zoning Administrator shall be responsible for administering this ordinance.

11.2 Powers and Duties

The Zoning Administrator shall have the following responsibilities and authority in the administration of this ordinance:

- (1) Delegate duties to and supervise the County Zoning Staff and other employees to assure full and complete compliance with this ordinance and related Wisconsin Statutes and the Administrative Code.
- (2) Explain the provisions of this ordinance to licensed professionals and interested persons and assist applicants in preparing permit applications. Review all applications and plans submitted to the county.
- (3) Issue, deny, and rescind permits; maintain records of permits, inspections made, work approved and performed, and other information as appropriate.
- (4) Investigate all complaints relative to this ordinance. Order any person, farm, firm, or corporation not in compliance with these provisions or otherwise in violation of this ordinance or applicable state regulations to comply with same.
- (5) Have access to any structure, land or water between the hours of 8:00 a.m. and 6:00 p.m. for the purpose of performing said duties or at other times set by mutual agreement by the property owner or his/her agent and the administrator. Access may be at any time upon determination that an emergency exists.
- (6) *Enforce any or all of the rules or orders and amendments thereto of the Department of ~~Commerce~~ Safety & Professional Services applicable to POWTS. Enforce any or all of the rules or orders and amendments thereto of the Department of Natural Resources applicable to the Septage and Sludge programs. Enforce any order of the Health Officer applicable to Nuisances.*
- (7) Administer the Wisconsin Fund Program for Failing Septic Systems and distribute grant monies to eligible applicants.
- (8) Refer all unresolved violations of this ordinance to the Corporation Counsel for appropriate legal or other action.
- (9) Any other duties relating to these programs as assigned by the Planning and Zoning Committee or as required by state regulations or law.

12.0 ENFORCEMENT

12.1 Violations

No person shall construct, repair, maintain, alter or use a private sewage system POWTS, dispose of septage or sludge, or create any nuisance in violation of any provisions of this ordinance. No person shall resist, obstruct or interfere in any way with the Zoning Administrator or Health Officer in the lawful enforcement of this ordinance. No person shall fail to obey the Zoning Administrator or Health Officer's enforcement orders.

12.2 Notification

Persons in violation of this ordinance shall be notified by the Zoning Administrator or Health Officer of said violation and corrective actions needed to abate the violation, if any. If the violation is not corrected by the specified deadline, the Zoning Administrator or Health Officer shall refer the violation to the Corporation Counsel.

12.3 Penalties

Any persons, farm, firm or corporation who fails to comply with the provisions of this ordinance shall, upon conviction thereof, forfeit not less than \$25.00 nor more than \$500.00 and the cost of prosecution as set by the Wisconsin Statutes for each violation and in default of payment of such forfeitures and costs, shall be imprisoned by the county jail until payment thereof, but not exceeding 30 days. Each day a violation occurs or continues shall constitute a separate offense. As appropriate, the Kewaunee County Uniform Citation Ordinance shall apply to the enforcement of this ordinance.

12.4 Remedial Action

Whenever an order of the Zoning Administrator or Health Officer has not been complied within the time specified, the Corporation Counsel shall institute appropriate legal action or proceedings to resolve the violation, prevent the use of premises, lands or waters until such order is complied with and to seek appropriate penalties.

12.5 Appeals

Persons seeking to appeal a decision of the Zoning Administrator under this ordinance shall file written letters of appeal with the Zoning Administrator. The Zoning Administrator shall place the appeal on the agenda of the Zoning Committee and the appeal shall be given a due process proceeding in accord with Chapter 68, Wisconsin Statutes. The Zoning Committee shall decide whether to uphold, uphold with modifications or reverse the Zoning Administrator's decision based upon the terms and intent of this ordinance and of relevant state laws and administrative rules. No appellate decision of the board shall have the effect of approving an existing or proposed condition that would violate this ordinance or state law or administrative rule. Zoning Committee appellate decisions shall be made in writing and shall be filed in the Zoning Administrator's office. Appeals of decisions made by authorized agents on the behalf of the administrator shall be made first to the administrator and then be appealable as provided herein.

13.0 FEES

13.1 All persons, firms or corporations performing any work on any POWTS disposal system shall pay a fee for the following:

- (1) New POWTS
Conventional System
Holding Tank
At-Grade System
In-Ground Pressure System
System in Fill
Mound System
- (2) New POWTS (Other Systems Recognized by **Comm 83SPS 383**)

- (3) Reconnection of Existing System
- (4) Non-Plumbing Sanitation System
- (5) Transfer Fee
- (6) Renewal Fee
- (7) Reinspection Fee
- (8) Wisconsin Fund Application
- (9) Appeals
- (10) Soil Evaluation Report Fee
- (11) POWTS Maintenance Fee
- (12) Plan Approval for a Holding Tank

13.2 All fees shall be established by separate resolution by the Kewaunee County Board from time-to-time as deemed appropriate.

13.3 Sanitary permit fees are due at the time of application. After any sanitary permit has been issued, the fee(s) will not be refunded.

14.0 DEFINITIONS

14.1 General

Except as specifically defined below, words and phrases used in this ordinance are to be interpreted as having the same meaning as they have in the State Statutes and Administrative Codes and in Common Law. Words in the present tense include the future; words in singular include the plural and words in the plural include the singular. The word "shall" is mandatory.

- (1) "Buildings" (see structure)
- (2) "~~Comm~~SPS" shall mean the State of Wisconsin Department of ~~Commer~~ce Safety & Professional Services.
- (3) "Conventional Private Sewage System" POWTS is defined as a POWTS consisting of a septic tank and in-ground soil absorption component with gravity distribution of effluent.
- (4) "County Sanitary Permit" is defined as a permit issued by the Kewaunee County Zoning Administrator for the reconnection and repair of a private sewage system or for the installation of a non-plumbing sanitation system, pursuant to Wisconsin Statutes 59.70 and 145.04.
- (5) "Failing" POWTS has the meaning specified under Wisconsin Statute 145.245(4).

- (6) "Holding Tank" is defined as an in-ground watertight receptacle, approved by the Department of ~~Commerce~~Safety & Professional Services, and used for the collection and holding of sewage.
- (7) "Human Habitation" is defined as the act of occupying a structure as a dwelling or sleeping place, whether intermittently or as a principal residence.
- (8) "In-ground Pressure System" is defined as a pressurized system placed entirely within the natural soil.
- (9) "Kewaunee County Zoning Administrator" is defined as a person appointed by the Kewaunee County Board of Supervisors to administer and enforce this ordinance, or any of his/her assistance or employees.
- (10) "Licensed Pumper" is defined as a person or firm licensed by the State of Wisconsin to pump, haul and dispose of sewage and septage.
- (11) "Non-plumbing sanitation system" shall mean sanitation systems and devices within the scope of ~~Comm-SPS~~ 391, Wisconsin Administrative Code, which are alternatives to water carried waste plumbing fixtures and drain systems; including, but not limited to, incinerating toilets, composting toilets and privies.
- (12) "Plumber" is defined as a person licensed by the State of Wisconsin as a Master Plumber or Master Plumber Restricted Services.
- (13) "Plumbing" is defined as any piping, fixtures, equipment, devices or appurtenances in connection with water supplies, water distribution and drainage systems, including hot water storage tanks, water softeners and water heaters connected with such water and drainage systems.
- (14) "Ponding" is defined as an increase in water surface elevation upstream of a blockage or an obstruction.
- (15) "Private Sewage System" shall have the meaning as given under Wisconsin Statute 145.01(12), also referred to as a Private On-site Wastewater Treatment System or (POWTS).
- (16) "Privy" is defined as an enclosed nonportable toilet into which nonwater-carried human wastes are deposited.
- (17) "Privy - pit" is defined as a privy with earthen sidewalls and/or bottom. The privy shall be so constructed so as to be insect and rodent proof per IND 62.29 Wisconsin Administrative Code.
- (18) "Privy - vault" is defined as a privy with a watertight vault consisting of:
 - (a) Concrete sidewalls and bottom (poured in place).
 - (b) A prefabricated concrete tank.
 - (c) An asphalt - coated steel tank.

- (d) The privy shall be constructed insect and rodent proof per IND, 62.29 Wisconsin Administrative Code.
- (19) "Sanitary Permit" is defined as a permit issued by the Zoning Administrator or designated issuing agent for the installation of a POWTS or for the installation of a non-plumbing sanitation system, pursuant to Wisconsin Statutes 59.70 and 145.04.
- (20) "Septic Tank" is defined as a tank which is an anaerobic treatment component of a POWTS and receives and partially treats sewage before discharging to a downstream component.
- (21) "Sewage" is defined as the liquid and liquid - carried wastes created in and to be conducted away from residences, businesses, industries, public building and other buildings in which people live, stay or work.
- (22) "Structure" is defined as anything constructed or erected, the use of which requires a more or less permanent location in or on a premise, or any other attachment to something having a permanent location on the ground and which encloses a space with walls and roof. Structure includes any underground construction within this definition.

15.0 VALIDITY, ADOPTION, AND EFFECTIVE DATE

15.1 Validity

All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed. Specifically, Ordinance No. ~~12966-109-85~~10, Kewaunee County Sanitary Ordinance is hereby repealed.

15.2 Adoption and Effective Date

This ordinance shall be effective after public hearing, adoption by the County Board of Supervisors and publication as required by law.

Adopted this _____ day of _____, 2010~~4~~ by the Kewaunee County Board of Supervisors.
County Administrator

Attest:

Robert A. Weidner
County Board Chairperson

~~Linda J. Teske~~ Jamie Annoye
County Clerk

Submitted by:

Zoning Committee

Edward J. Dorner

David Mayer, Chairperson

~~Melissa Huizenga~~ Ronald Pailer

Bob Garfinkel

~~Janice Swoboda~~ Donald Delebrea

**RULES OF ORDER
KEWAUNEE COUNTY BOARD OF SUPERVISORS**



April 17, 2012

RULES OF ORDER OF BUSINESS

Pursuant to Resolution 2-5-02, the following procedure shall be used for election of a County Board Chairman when the County Board holds its organizational meeting. If a vacancy occurs in the office of Board Chairman, the Vice-Chairman shall conduct the meetings of the County Board until a successor is elected by the County Board.

"At a time set to convene the first meeting after each regular election at which members are elected for full terms, the County Administrator shall occupy the chair as Chairperson pro tem to call the meeting into order and conduct the election of a full-term chairperson."

The order of business at the first meeting after each regular election at which members are elected for full terms shall be:

- Call to Order by the Chairperson pro tem
- Pledge of Allegiance led by the Chairperson pro tem
- Certification of Election Results by the County Clerk
- Oath of Office Administered by the County Clerk
- Roll Call of Supervisors by the County Clerk
- Election of the Full-Term Chairperson
- Election of the Vice-Chairperson
- Approval of the Rules of Order for the Kewaunee County Board of Supervisors
- Election of the Highway Committee
- Election of the Chair of the Highway Committee
- Ratification of Standing Committee Appointments
- Such Other Matters of Business as shall be placed on the Agenda by the County Clerk

Rule 1 The hour of the monthly meetings of this Board shall be at 6:00 P.M. unless otherwise ordered.

Rule 2 The Chairman shall take the Chair at the time to which the Board stands adjourned and the Board shall then be called to order. The Clerk of the Board shall provide a roll call of all members of the Board whose names shall be arranged alphabetically and the roll shall be called by names and not by districts. Any member thereof not answering roll call shall not receive compensation for such missed roll call; also, to receive compensation for a roll call period, no excused absence shall be made

within the first hour subsequent to each convening. If a member does not answer to the roll call, but joins the session at least one hour before adjournment such member shall receive compensation for such session. The record shall show at what time a tardy member reports to or leaves a session. A majority of the members elected shall constitute a quorum.

Rule 3 The Chairman shall preserve order, and shall decide questions of order, subject to an appeal of the Board.

Rule 4 The Chairman shall vote on all roll call questions taken by "Yeas" and Nays" except on appeals from his own decisions.

Rule 5 Unless otherwise ordered the monthly agenda shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve County Board Agenda
5. Appointments for Confirmation
6. Annual Reports and Appearances to Report to the Board
7. Committee Reports
8. Communications
9. Consideration of Petitions and Memorials, etc.
10. Citizen's Input (Shall be limited to 1-3 minutes per speaker for a period not to exceed 20 minutes.)
11. Consideration of Bridge Aid Petitions
12. First Reading of Ordinances (Vote to be taken at next County Board Meeting)
13. Consideration of Bills and Claims for Approval
14. Recess for Finance Committee to review and approve County Board and Supplementary Payroll
15. Consideration of Resolutions
16. Consideration of Ordinance read at previous Board Meeting
17. Consideration of other matters as authorized by law
18. Chairman's Comments
19. Set meeting date for next County Board Meeting
20. Adjournment

Rule 6 Every member, previous to his speaking, shall address himself to the Chair.

Rule 7 When two or more members address the Chair at once, the Chair shall designate the member who is first to speak; but in all cases, the member who is first to address the Chair shall speak first.

Rule 8 No member shall speak more than thrice on the same subject without leave of the Board.

Rule 9 No motion shall be debated or put, unless the same is seconded. It shall be stated by the Chairman before the debate; and any such motion shall be reduced to writing, if any member desires it.

Rule 10 After a motion shall be stated by the Chairman, it shall be deemed in possession of the Board, but it may be withdrawn at any time before amendment or decision. But all motions, resolutions and amendments shall be entered at large upon the Journal, unless withdrawn.

Rule 11 When a question is under debate no motion shall be received except:

1. Adjourn
2. To lay on the table
3. For the previous question
4. To postpone to a certain day
5. To commit to a standing committee
6. To commit to a select committee
7. To amend
8. To postpone indefinitely

And these separate motions shall have precedence in order in which they are named.

Rule 12 The motion to adjourn shall always be in order, except when a member is speaking; that, and a motion to lay on the table, and for the previous question, shall be decided without debate.

Rule 13 When the previous question is moved by a member of the Board; the Chair shall state, "Those that second the motion shall stand" and if more than two members shall stand the Chairman shall put the question in this form, "Shall the main question be not put?" and after this is carried it cuts off further debate and the next move will be on

the amendments and the main questions.

Rule 14 If the question on debate contains several points, any member may have it divided.

Rule 15 A member, called to order shall immediately sit down, unless permitted to explain and the Board if appealed to shall decide the case. If there by no appeal, the decision of the Chair shall be submitted to.

Rule 16 Every written resolution or motion shall have signed thereon the name of the person, or the names of the members of the committee introducing the same.

Rule 17 A roll call vote of any question shall be taken by "Yeas" and "Nays" when called for by any member of the Board; and the roll call vote shall be called for in all cases when an appropriation of money is considered.

Rule 18 All questions shall be put in the order they were moved except privileged questions.

Rule 19 No motion for reconsideration shall be in order, unless one of those voting with the majority shall move such consideration.

Rule 20 The standing committees of the Board shall be as follows:
(with the designated number of Board Members)

- * FINANCE & PUBLIC PROPERTY (5)
- HUMAN SERVICES (6)
- * HEALTH, VETERANS SERVICE, & CHILD SUPPORT (5)
- * EXTENSION EDUCATION & ZONING (4)
- LAND & WATER CONSERVATION (4)
- * LAW ENFORCEMENT, EMERGENCY MANAGEMENT (4)
- * HIGHWAY/SOLID WASTE (5 members elected by County Board)
- * PROMOTION & RECREATION (5)
- PERSONNEL, ADVISORY & LEGISLATIVE

“(This Committee shall consist of the Chairman of the Kewaunee County Board of Supervisors, Chairman of the Finance & Public Property Committee, Chairman of the Health, Veterans, & Child Support Committee, Chairman of the Extension Education & Zoning Committee, Chairman of the Land & Water Committee, Chairman of the

Law Enforcement/Emergency Management Committee, Chairman of the Highway/Solid Waste Committee, Chairman of the Promotion & Recreation Committee, and a County Board member of the Human Services Board as appointed by the County Board Chair.)”

Rule 21 In all cases when an order, resolution or motion shall be entered on the Journal of the Board, the name of the members moving the same shall be entered on the Journal.

Rule 22

A. Resolutions offered for consideration by a Committee of the Board or an individual board member must be prepared, signed, approved by Corporation Counsel as to form, and shall contain a fiscal impact statement signed by the County Administrator or appropriate Department Head, and filed with the County Clerk in time to be included on the Board Meeting Agenda. A copy of all resolutions shall be sent to each Board Member prior to each meeting along with the meeting notice and agenda.

B. All ordinances shall be presented and read at one County Board Meeting and acted upon at the next regular monthly meeting.

Rule 23 Any rule of the Board may be suspended, altered, or amended by consent of two-thirds of the members present, except Rule **22B** may **NOT** be suspended, altered, or amended.

Rule 24 Written Committee Reports prepared by the Committee Secretary shall be filed with the County Clerk in a timely manner to be included with the mailing of the monthly meeting notices and agenda. No per diem shall be paid for any committee meeting until the minutes of such meeting have been filed with the County Clerk's Office.

Rule 25 Reports shall be taken up for action when that order of business is reached, as the Chairman may direct; but the Chairman may order any report to be laid aside and another one to be taken up at its pleasure.

Rule 26 When a report is taken up and is under consideration, the main question shall be, "Shall the recommendation of the committee be concurred in by the Board?" But the recommendation of the committee shall always be open to amendment offered in the usual parliamentary form.

Rule 27 It shall always be in order for any member of the Board to call for the reading

of any account by item, and on the request, a separate vote shall be had on the allowance of any item unless the Board is under the operation of the previous question.

Rule 28 No account or claim against the County shall be audited unless it is made out in items and duly verified, and be filed with the Clerk of the Board in the manner prescribed by law.

Rule 29 The Committee on finance shall be charged with the duty of reporting the necessary tax levies for the County.

Rule 30 Highway Committee election process:

1. The Clerk shall read the names of all Supervisors who announced their intention to run for election to the Kewaunee County Highway Committee. Nominations from the floor shall also be in order.
2. Each Supervisor shall receive a ballot on which shall be listed the names of all Supervisors nominated for the Kewaunee County Highway Committee. Each Supervisor shall vote for no more than five (5) names.
3. A nominee must receive the votes of a majority of Supervisors to be elected. The five nominated Supervisors receiving the highest vote totals shall be elected to the Kewaunee County Highway Committee.
4. In the event of a tie vote for the fifth highest vote total, there shall be a single runoff ballot between the tied nominees. If there is still a tie vote after the single runoff ballot, then the tie shall be broken by some random chance means, coin toss or cut of cards.

Rule 31 When budgeted funds from a line item are transferred into a different line item by the Finance Committee and the total dollar amount is greater than \$20,000.00, the concurrence of the full board is required. The concurrence of the full board is also required when the Finance Committee approves an expenditure of greater than \$20,000.00 from the contingency or capital improvements funds or combination thereof, exempting the health and dental insurance.

Rule 32 Any proceedings not covered by the rules as adopted shall be governed by

Robert's Rules of Parliamentary Order.

Rule 33 When a quorum of the regular members of any Committee of the County Board are not present at a meeting of that committee, the Chairman of the County Board, if present, can serve as a voting member of said committee to create a quorum. If a vote by any Committee of the County Board results in a tie, the Chairman of the County Board, if present, can cast a tie breaking vote. The Vice Chairman of the County Board has authority under this rule in the absence of the Chairman of the County Board.

Rule 34 All proposed resolutions and ordinances shall be deemed to be read in full by the clerk reading the title of said resolution or ordinance, if said document was sent to all members prior to the meeting date. Any members may request that said proposed resolution or ordinance be read in full. The Chairperson shall honor such a request and the clerk will read the entire document.

**RULES AND DUTIES
OF THE COMMITTEES OF THE COUNTY BOARD**



**KEWAUNEE COUNTY
April 2010**

FINANCE AND PUBLIC PROPERTY COMMITTEE

1. Review and approve all just claims and accounts submitted on vouchers against the County, and submit same to County Board for payment. If a County Board meeting is not held in any given month, The Committee shall have claims paying authority for that month and all claims are approved as if acted on by the County Board.
2. Approve or disallow all requests, reports, or resolutions of all committees involving expenditures of county funds in excess of the budget and requiring an appropriation.
3. Approve or disallow requests for transfer of funds from contingency account to budget accounts up to \$20,000.00. Have authority to authorize expenditures from the Capital Improvement Fund up to \$20,000.00. Review and recommend to the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.00.
4. Examine and audit all accounts and County Board members per diem, and mileage claims, and make a report of their findings to the County Board. If a County Board meeting is not held in a given month, approval by the Committee shall be authorization to pay the monthly Supplementary Payroll.
5. It shall check the various accounts and balances from time to time to see that all departments stay within their budgets and that budgets are not overdrawn.
6. Approve transfer of funds between budget account line items with no change in the overall budget (over \$1,000.00).
7. Review annual County Budget as presented by the County Administrator and upon approval, recommend to the County Board for adoption.
8. Recommend to the County Board the working bank and the depository for all county funds.
9. Review all matters pertaining to defective and insufficient tax title and approve all tax deeds taken and all quit claim deeds issued.
10. Approve and recommend to the County Board the advertising and disposal of all county lands acquired by tax deed. Any sale of county right-of-way must be reviewed by the highway committee to determine how such sale would effect property that is adjacent to or part of a highway right future highway projects. A written opinion of the advisability of such sale would be forwarded from the highway committee to the finance committee.
11. Authorize the contract for the annual audit of all the departments of the county.
12. Approve County Treasurer and Administrator's recommendations to invest any funds not being used in accordance with Section 66.0603 (1m) of the Wisconsin Statutes.
13. Approve any plans for the maintenance, repair, improving, and remodeling of all county buildings excluding the Highway facilities.

14. Review and approve requests for the purchase of capital equipment and supplies for the above mentioned buildings in excess of \$2,500.00. The County Administrator shall have authority to authorize budgeted expenses up to \$2,500.00.
15. Review annually a complete inventory of all property owned by Kewaunee County and file a copy with the County Clerk.
16. Review and approve recommendations from the County Administrator to purchase adequate insurance to cover any and all county liability including without limitation workers compensation insurance. The committee shall from time to time consult with other standing committees of the County Board to determine special insurance needs of the various agencies and departments supervised by the other committees. Other standing committees may request special action by the committee for special needs.
17. Recommend to the County Board, all other types of insurance coverage deemed necessary, and purchase all the insurance coverage approved by the County Board.
18. Review and approve both the bond and the sufficiency of the sureties for all county officers and report in writing to the County Board their actions on all bonds.
19. To have charge of Kewaunee County Farm Property.
20. To have charge of the property belonging to the Edward Decker Memorial Collection and pursuant to Resolution No. 25-10-96, the Committee shall act as the "Edward Decker Memorial Commission" as specified in Board Resolution dated June 9, 1909.
21. To perform all such other duties imposed by law or by order of the County Board.
22. Pursuant to Resolution No. 45-12-90, Finance and Public Property Committee is designated as the Data Processing Committee for Kewaunee County and shall be responsible for establishing priorities for existing and new data processing needs, survey county agencies for possible uses of computers
23. Acts as County Civil Rights Compliance Committee.

PERSONNEL, LEGISLATIVE AND ADVISORY COMMITTEE

1. The Personnel, Legislative and Advisory Committee is designated as the County's Human Resources Committee and shall, with aid of the County Administrator, develop Personnel Policies and Procedures. Said policies and procedures shall be published as the Kewaunee County Personnel Policy and shall be reviewed and amended as deemed necessary. The County Personnel Policy and Amendments shall be approved by the Kewaunee County Board.
2. Consistent with the Kewaunee County Personnel Policy set policies regarding the hiring of all County employees. Receive advice from other standing committees of the County Board with regard to hiring of personnel and filling vacancies in existing or newly created positions; to act as advisory committee to the County Board of all

matters pertaining to salaries, wages, personnel, working conditions, and disciplinary actions affecting all county employees, whether appointive, elected or hired.

3. Consistent with the Kewaunee County Personnel Policy it shall approve job descriptions for all types of work within the county services. Such job descriptions shall be reviewed and revised from time to time.
4. Consistent with the Kewaunee County Personnel Policy the committee shall approve complete employment and discharge rules and procedures for all personnel in county employment.
5. Consistent with the Kewaunee County Personnel Policy it may establish and maintain eligibility lists of qualified candidates for any position except elective officers, within county employment, such lists to be compiled upon completion of procedures including testing, examination (written, and/or oral, interviews, prior employment investigation, etc.) of all applicants.
6. Consistent with the Kewaunee County Personnel Policy for filling vacancies, there is to be a notice of such vacancy published in the local newspaper for at least one issue, and such notice to set forth the description, personal qualifications, and compensation schedule pertaining to such vacancy.
7. Consistent with the Kewaunee County Personnel Policy it shall also act as a Review Board for all disputes between county personnel, and/or county personnel and outsiders. Review and approve procedures for such hearings and records required thereof.
8. Hear appeals on the filling of vacant positions denied by the County Administrator.
9. It shall annually review and recommend salary and wage requirements for each county job classification for inclusion in the annual budget.
10. The Personnel Committee or subcommittee thereof shall be the county committee to negotiate with the Highway Employees Union, Local 1470, of the AFL-CIO, the Kewaunee County Courthouse Union Local 2959 and Professional Union 2959A and the General Teamsters Local 662.
 - a.) The Committee Chairperson may designate a "Negotiating Subcommittee" to handle the negotiation responsibilities for union contracts.
11. To act as advisory committee to the County Board on all matters pertaining to Federal, State, or Regional Programs that are NOT specifically or directly connected to one of our regular committees of the County Board.
12. To review all legislative matters in which Kewaunee County has an interest and advise the County Board Members as to pending legislative matters in which the county may have an interest and to otherwise promote the passage of legislation which the County Board feels is the best interest of Kewaunee County.

HIGHWAY & SOLID WASTE COMMITTEE

HIGHWAY

1. To set policy governing the county Highway Department as provided by Section 83.015 of the Wisconsin Statutes.
2. To determine the broad outline of the operation, the upkeep, and maintenance of all Highway Department vehicles, highway equipment, and all highway shop buildings.
3. To approve the purchase, trade, or sale of highway equipment, vehicles, and road machinery. Provide that no one complete unit of equipment of a value exceeding THIRTY THOUSAND DOLLARS (\$30,000.00) shall be purchased without further authority of the County Board.
4. Direct the administration, the construction, and the maintenance of highways and bridges, and if necessary, enter into contract in the name of the County for such construction and maintenance.
5. Meet periodically at the Highway Office to audit all payrolls, material claims, vouchers, and budget updates.
6. To act as the Highway Set-Back Zoning Committee of the county as per County Zoning Ordinance adopted by the Kewaunee County Board on April 19, 1950.

PLEASE NOTE: This Highway Set-Back Ordinance applies to the entire county, except the villages and cities. This Committee shall continue to carry out the provisions of this Ordinance including cases that are also subject to the Shoreland and Flood Plain Zoning Ordinance No. 104-1-69 being administered by County Zoning Administrator.

7. Any resolution to buy or sell real property must be presented to the Board with a certified survey map. Any sale or quit claim of property that includes or is adjacent to a road right of way must first be presented to the Highway Committee. The Highway Committee will issue a written opinion as to the impact the sale may have on future highway projects.
8. To perform all such other duties imposed by law or by order of the County Board.

SOLID WASTE

1. Provide for the administration of activities which establish operations and methods of waste management as are deemed appropriate, including collection, source operation, storage, transportation, transfer, processing, treatment, and disposal of solid waste.
2. Recommend purchase of lands for use in Solid Waste Management System.
3. Comply with all state and local regulations concerning solid waste disposal.
4. Approve and follow plan of operation as approved by Wisconsin Department of Natural Resources.

5. Secure all necessary licenses and permits as required by DNR on behalf of Kewaunee County.
6. Audit all payrolls, claims, and other vouchers arising from the landfill operations.
7. Provide facility and acquire and keep in good repair all equipment necessary for the solid waste disposal operation.
8. Develop an annual operating budget for submission to the County Administrator.
9. Set and charge fees for various types of waste disposals.
10. Provide for contracting of various management services.
11. Set hours of operation of solid waste disposal facility.
12. To perform all other such duties imposed by law or by order of the County Board.

PROMOTION AND RECREATION COMMITTEE

1. This committee shall serve as the oversight Committee for all Kewaunee County recreational facilities, areas, programs and activities.
2. This committee shall serve as the oversight Committee for the Kewaunee County Fairgrounds.
3. Meet monthly or as necessary with the County Department Head of the above facilities and programs to provide policy decisions and guidelines for the programs.
4. Review and approve budget recommendation to the County Administrator.

The purpose of the Promotional & Recreation Committee shall be the following:

- a. Develop a coordinated effort to assist in a unified approach to increasing tourism and recreational activities in Kewaunee County.
- b. Promote all natural, cultural and commercial resources in Kewaunee County.
- c. Develop and Supervise coordinated advertising programs that will increase awareness and encourage growth within Kewaunee County.
- d. Supervise and assist the Kewaunee County Promotions & Recreation Department as well as its director.
- e. Oversee the development of a Kewaunee County Promotions and Recreation webpage for the Internet. This webpage should include all tourism activities, industrial development opportunities, commercial business and lodging within the county as well as municipal and county government information.
- f. Promote industrial expansion and business retention within Kewaunee County and work with the Kewaunee County Economic Development Corporation to achieve this endeavor.

- g. The Committee will encourage the application for grant funds for all of the promotional and recreation programs.

HUMAN SERVICES

Any reference to a county board appointed under s.46.22(1m)(b) 1., 51.42(4)(a)1. or 51.437(7)(a)1., Kewaunee County Resolution 40-11-01 applies to the county human services board appointed under sub.(4)(b)1. in its administration of the powers and duties of the county board to which the reference is made. Except as provided in s.46.21(2m)(b)2.c., any reference in any law to the county board appointed under s.46.22(1m)(b)2., 51.42(4)(a)2. or 51.437(7)(a)2. applies to the county human services board appointed under sub.(4) (b)2. in its administration of the powers and duties of the county board to which the reference is made.

1. At the first meeting of the county human services board, elect from their number, a chairperson, a secretary and other officers as deemed necessary. Vacancies in these office shall be filled for the unexpired terms. The chairperson presides at all meetings when present, and countersigns all actions taken by the county human services board. In case of the absence of the chairperson for any meeting the members present shall choose a temporary chairperson.
2. Supervise the working of the county department of human services and shall be a policy-making body determining the broad outlines and principles governing the administration of the functions, duties and powers assigned to the county department of human services.
3. Appoint committees consisting of residents of the county to advise the county human services board as it deems necessary.
4. Recommend program priorities, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
5. Prepare, with the assistance of the county human services director, a proposed budget for submission to the county administrator and a final budget for submission to the department of health and family services in accordance with s.46.031(1)for authorized services.
6. Advise the county human services director regarding purchasing and providing services and the selection of purchase of service vendors, and make recommendations to the county administrator regarding modifications in such purchasing, providing and selection.
7. Develop county human services board operating procedures.
8. Comply with state requirements.
9. Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section.

10. Advise the county human services director regarding coordination of local services and continuity of care.
11. A county department of human services shall develop, under the requirements of s.46.036 DHFS, plans and contracts for care and services.
12. A county department of human services shall develop, under the requirements of s.49.34 DWD, plans and contracts for care and services under sub.ch.III of ch.49 to be purchased.
13. A county department of human services shall develop, under the requirements of s.301.08(2) DOC, plans and contracts for juvenile delinquency-related care and services to be purchased.
14. Decide if recommendations forwarded by the Aging Services Advisory Committee will be approved by this committee.

AGING SERVICES ADVISORY COMMITTEE

1. The name of this committee shall be called the Kewaunee County Human Services Aging Services Advisory Committee.
2. The Aging Services Advisory Committee shall be the body designated by the Kewaunee County Human Services Board within Kewaunee County to represent the opinions, interests and concerns of aging people within Kewaunee County. It shall be responsible for identifying and promoting ways in which aging people can contribute to this community's welfare. To assure all the above activities are carried out in a comprehensive and coordinated method, The Aging Services Advisory Committee shall plan and recommend services to the aging population in Kewaunee County. The Aging Services Advisory Committee's focus shall be on opportunities which are available in this community.
3. The duties and powers of the Aging Services Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Kewaunee County including the following:
 - a. Advocate on behalf of aging individuals to assist in enabling them to meet their basic needs.
 - b. Provide a visible and accessible point of contact for individuals to obtain information about public and private resources available in Kewaunee County, which can help meet the needs of older individuals.
 - c. Provide current information on the ages, income, population and demographic characteristics of the elderly in the county.
 - d. Determine the areas that need services and utilize existing community programs through community cooperation and coordination that will provide an appropriate method for delivery of services.

- e. Work cooperatively with the Area Agency on Aging for the most effective implementation of the County Plan. Advise on program reports required by the Area Agency on Aging and the Bureau of Aging.
 - f. Act as the mechanism through which the voices of the older person can be heard on issues in relation to the well being of the elderly in preparation of a County Plan that identifies needs, goals, activities and county resources for older individuals.
 - g. Work to ensure all older individuals, regardless of income, have access to information, services and opportunities available through Kewaunee County and also have the opportunity to contribute to the cost of these services. The services and resources of the Aging Services Unit are designed to reach those in greatest social and economic need.
 - h. Assist in representing needs, views and concerns of older individuals in local decision-making and assist older individuals in expressing their views to elected officials and providers of services in Kewaunee County.
 - i. Establish subcommittees and task forces in order to encourage community involvement, but in keeping with the purposes and objectives of the Advisory Committee and all other existing committees.
 - j. Participate in the selection of delegates to the Area Agency on Aging Board and its Advisory Board.
4. The Aging Service Advisory Committee shall consist of at least five (5) but no more than sixteen (16) members. At least 51% shall be persons 60 years and older. 49% of the members may be elected officials. The membership represents all income levels, geographical locations and minority backgrounds of the older population in Kewaunee County. The membership does not include individuals with a real or potential conflict of interest.

In Kewaunee County, the County Administrator or County Chairman shall appoint, subject to confirmation by the county Board of Supervisors, the Aging Services Advisory Committee members. A member of the Committee may be removed by the County Administrator or County Chairman for cause.

Six (6) members shall be residents of Kewaunee County who are not elected officials. The term of office of each citizen member shall be a three (3) year term. No member may serve more than two consecutive three year terms. They are appointed by County Administrator subject to confirmation by the County Board.

Five (5) members shall be members of the Kewaunee County Board of Supervisors. The County Board Chairman shall appoint these members to the Aging Services Advisory Committee. The term of office of each elected official shall be a two (2) year term, unless to fill an unexpired term. If a vacancy shall occur for any reason, the vacancy shall be refilled by appointment by the County Board Chairman. County Board members will be appointed on even numbered years following election and will remain members as designated by the County Board Chairman. If County Board members are re-elected, some of those members should remain on the Committee for another term to ensure continuity on the Committee. No member

may serve for longer than a six (6) year period in accordance with the Wisconsin Elders Act 235.

Any Committee member may be removed by the Kewaunee County Board Chairman upon recommendation of 2/3 of the Aging Services Advisory Committee on due notice in writing and hearing of the charges against the member.

5. The officers shall consist of a Chairperson, Vice-Chairperson and a Secretary.

The officers shall be elected each year at the Annual Meeting held in May.

In the event of a vacancy of any elected officer due to death, resignation, removal or otherwise, the vacancy may be filled by an election conducted by the full Committee. Any officer elected or appointed by the Aging Services Advisory Committee may be removed by a 2/3 vote of the entire Committee.

The Chairperson shall be the principal officer of the Committee and shall supervise and control all the business affairs of the Committee. The Chairperson or any other person authorized by the committee may sign any legal document, which the Committee has authorized to be executed.

The Vice Chairperson shall perform all the duties of the Chairperson in the event of his/her inability or refusal to act.

The Secretary shall keep the minutes of the meetings. Records and other important information shall be kept in the Aging Services Unit office.

6. The chairperson, with the approval of the Advisory Committee, may name members of Advisory Committee to serve on the Transportation Committee. This committee will oversee the 85-21 transportation grant and act as a liaison with the Advisory Committee on all transportation issues in Kewaunee County. This committee will meet on an as-needed basis.

The chairperson, with the approval of the Advisory Committee, may name members of the committee to serve on a Nutrition Committee. This committee will be responsible for the Elderly Nutrition Program in Kewaunee County. This committee will meet as needed.

The chairperson will develop other committees as needed.

7. All meetings will be conducted by following Robert's Rules of Order. The official meeting place of the Aging Services Advisory Committee shall be at the Kewaunee County Human Services, Aging Services Unit, 915 Second Street, Kewaunee, Wisconsin or as designated by the Aging Services Advisory Committee.

Regular Meetings shall be held on a date and time that is agreeable to the members of the Committee. Committee members must attend at least nine (9) meetings per year or be excused by the Committee Chairperson.

Special Meetings may be called by the Chairperson or at the written request of any two members.

An Annual Meeting shall be held in May of each year for the purpose of electing officers and transacting such other business as may come before the meeting.

Meetings must be advertised by legal notice in an appropriate official city or municipal newspaper. This assures that the public is alerted to the meeting sufficiently in advance to afford them an opportunity to attend.

Meetings will be held in a publicly accessible place and open to all persons.

All elections and decisions requiring a vote shall be taken by open ballot.

Public interest and input is a goal of this Committee. Each regular meeting will allow time for citizens to address the Committee. The time limit shall consist of five (5) minutes per person with a total of thirty (30) minutes.

The act of a majority of the Aging Services Advisory Committee present at a meeting at which a quorum is present shall be the act of the Committee. A quorum shall consist of 51% of the total membership.

8. These by-laws may be amended as deemed necessary by a majority of the Aging Services Advisory Committee. There must be prior notification of thirty (30) days when these by-laws are to be amended.

LAW ENFORCEMENT AND EMERGENCY MANAGEMENT

1. Review and approve all the accounts and claims filed against the County for Sheriff's fees; per diem and expenses; for the Kewaunee County Sheriff's Department.
2. It shall establish policy guidelines for the operations for the Kewaunee County Sheriff's Department.
3. Approve recommendations for non-routine maintenance and repair for the Kewaunee County Sheriff's Department automobiles, and authorize the receiving of bids or proposals when purchasing automobiles for the Kewaunee County Sheriff's Department.
4. To approve recommendations for the purchase and maintenance of the special Law Enforcement equipment required by the Kewaunee County Sheriff's Department. (This does not include regular office equipment and supplies.)
5. To oversee the upkeep and maintenance of Kewaunee County Sheriff's Department and Emergency Management owned equipment and supplies.
6. Review and approve recommendations to purchase and lease, provide maintenance service, and operational procedures for Kewaunee County Law Enforcement radio system.
7. Develop and promulgate Emergency Management plans for Kewaunee County consistent with the State of Wisconsin Emergency Management plan.
8. Review county-wide Emergency Management training programs and exercises.

9. Review of municipal Emergency Management plans within the Kewaunee County and integrate such plans with Kewaunee County.
10. Review and approve all bills and claims for Kewaunee County Sheriff's Department and Kewaunee County Emergency Management.
11. To perform all such other duties imposed by law or by order of the Kewaunee County Board of Supervisors.

HEALTH, VETERAN SERVICES & CHILD SUPPORT

BOARD OF HEALTH

1. All duties as specified in 251.04 of the Wisconsin Statutes are hereby incorporated.
2. Review and approve Public Health Director's recommendations on program policies and procedures subject to County Board approval.
3. Membership on the County Board of Health shall be in compliance with Wisconsin Statutes 251.04 with 3 citizen members and 5 County Board members all with voting authority. County Physician shall be Ex-Officio member.
4. Review and approve all monthly bills and claims.
5. Review and approve Director's recommendations on the application for grant funds.

VETERAN SERVICES

1. Committee will meet with County Veteran Service Officer.
2. Audit all bills incurred by the Veteran Service Office.
3. Review and recommend policies for the efficient operation of the Veteran Service Office.
4. Perform all other duties imposed by Law or the County Board.

CHILD SUPPORT

1. It shall meet with the Child Support Coordinator and insure the implementation and administration of the Child and Spousal Support, and Establishment of Paternity and Medical Support Liability Programs provided for by Title IV of the federal Social Security Act, in accordance with the language of s.59.53(5) Wisconsin Statute.
2. Audit all Child Support Office bills and claims.

LAND AND WATER CONSERVATION COMMITTEE

1. The Land & Water Conservation Committee (LWCC) shall provide local land and water conservation policy direction, general oversight, and support for Land & Water Conservation Department activities in accordance with chapter 92.07 and 92.09,

Wis. Stats. The Land & Water Conservation Department (LWCD) shall administer local land and water conservation programs and activities.

2. LWCC membership, designated representation, and public participation shall be in accordance with chapter 92.06, Wis. Stats.
3. The LWCC may exercise general powers established through chapter 92.07, Wis. Stats.
4. The LWCC/LWCD shall serve as the lead management agency for all Kewaunee County soil conservation/water quality projects.
5. The LWCC shall audit all accounts and vouchers for the Land & Water Conservation Department.
6. The LWCC shall perform all such other duties imposed by law or by order of the County Board.

UNIVERSITY EXTENSION AND ZONING

1. Accept applications for the positions of Agricultural Agent, Family Living Agent, 4-H Youth Development Agent and Community Resource Development Agent and to enter into contract with the University of Wisconsin (as provided in 59.87 Wisconsin Statutes) for their employment.
2. It shall have charge of all matters relating to the offices, duties and activities of the Agricultural Agent, Family Living Agent, 4-H Youth Development Agent, Community Resource Development Agent and Small Business Agent.
3. It shall oversee all matters relating to the office, duties and activities of the County Zoning Administration including:
 - Shoreland Zoning Ordinance No. 104-1-69
 - Flood Plain Zoning Ordinance No. 118-7-80
 - Subdivision Ordinance No. 104-1-69
 - Private Sewage System Ordinance No. 117-6-80
4. It shall review and approve all the accounts and vouchers for the above departments.
5. To perform all such other duties imposed by law or order of the County Board.

The John Hopkins Center for a Livable Future
Bloomberg School of Public Health
615 North Wolfe Street, W7010
Baltimore, MD 21205

March 27, 2014

Kewaunee CARES
P.O. Box 84
Kewaunee, WI 54216

Disclaimer: The opinions expressed herein are our own and do not necessarily reflect the views of The Johns Hopkins University.

Re: Manure from intensive livestock operations: health and environmental concerns

To whom it may concern:

We are researchers at The Johns Hopkins Center for a Livable Future, based at the Bloomberg School of Public Health. The Center engages in research, policy analysis, education, advocacy, and other activities guided by an ecologic perspective that diet, food production, the environment, and public health are interwoven elements of a single complex system. We recognize the fundamental importance of food animal production in these issues as they relate to the U.S. food system.

We are writing to present some of the concerns associated with the generation and management of manure from intensive livestock operations, particularly regarding the health of Wisconsin's rural citizens. These health and environmental concerns include:

- The spread of infectious disease, including antibiotic-resistant bacteria, to nearby communities.
- Groundwater and surface water pollution, and associated health and ecological impacts.
- Air pollution, odors, and associated health and social impacts.

These are detailed below, with supporting evidence from the peer-reviewed scientific literature.

Background

According to the 2007 Census of Agriculture, Wisconsin is the second leading dairy-producing state in the country. The state is home to over 1.2 million milk cows, with an inventory of close to 3.4 million cattle and calves—the 9th largest in the nation. Wisconsin is also a significant contributor to U.S. pork, poultry and egg production (1,2).

Over half of Wisconsin's cattle and calves are on farms with reported inventories of over 200 head, and 27 percent are on farms with over 500 head (1). With regards to health and environmental concerns, it is critical to consider inventory size alongside other important factors such as feed inputs, stocking density, and the amount of available cropland for spreading manure.

Producing large numbers of animals over a relatively small land area presents the challenge of managing the quantities of manure they generate. A 1400 pound lactating cow, for example, produces an estimated 148 lbs of waste daily (3). Humans, by comparison, produce 2.5 lbs daily. An intensive dairy operation with several hundred animals, by extension, may produce as much excrement as a small city, concentrated over a tiny fraction of the land area and without the benefit of a wastewater treatment plant to eliminate biological and chemical contaminants. In large part because of these challenges, intensive livestock operations have emerged as a major source of pollution to ground and surface waters (4–9).

Any farmer can attest to the value of manure as a source of nutrients and organic matter for their soil. The quantity of manure generated at intensive operations, however, frequently exceeds the amount that can be utilized by surrounding cropland, and transporting manure further may not be economically feasible (10–12). When manure is over-applied, the excess—along with chemical (13–17) and microbial (4,18,19) contaminants associated with it—may be transported by runoff into surface waters and/or leach into groundwater. Results from a 2005 study, for example, suggest 71 percent of Wisconsin dairy farms generate manure in amounts that exceed the nutrient requirements of the cropland on which manure is applied (20). The potential health and ecological effects associated with these scenarios are detailed below.

Spread of infectious disease to nearby communities

Crowded conditions in intensive livestock operations present frequent opportunities for the transmission of viral and bacterial pathogens among animals, and between animals and humans. Many of these pathogens live in the digestive tracts of animals and may be passed in their waste (4,18,19).

The disease risks stemming from intensive livestock production are heightened by the potential for infection with antibiotic-resistant bacteria. The use of low doses of antibiotic drugs as a means to promote growth (often also called “disease prevention”) in animals has become commonplace—an estimated 80 percent of antibiotics sold for human and animal uses in the U.S. are sold for use in food-producing animals (21). Administering antibiotics to animals at doses too low to treat disease fosters the proliferation of antibiotic-resistant pathogens, which can cause infections in humans. When a person is infected with antibiotic-resistant bacteria, these infections can be more difficult and expensive to treat (22).

A growing body of evidence points to the potential pathways by which pathogens (antibiotic-resistant or otherwise) might spread from intensive livestock operations into communities. Studies suggest, for example, that antibiotic-resistant pathogens may be transmitted by workers into their homes and communities (23,24), conveyed by runoff into ground and surface waters (19), blown out of ventilation systems (25–27), and spread to consumers via contaminated meat (28,29). Pathogens may also be transported by flies (30), wild birds (31,32), and animal transport vehicles (33). Further evidence for these pathways is documented in a 2013 study in which living closer to swine operations—and to fields where manure is spread—was significantly associated with elevated rates of infection with methicillin-resistant *Staphylococcus aureus* (MRSA), an antibiotic-resistant pathogen that can be challenging and expensive to treat (34). A similar study found similar associations between proximity to a swine operation and colonization with MRSA (35).

Health and ecological impacts of ground and surface water pollution

Manure from intensive livestock operations may introduce a range of waterborne contaminants into ground and/or surface waters, including nitrates (7,8), microbial pathogens (4,19,34), veterinary pharmaceuticals(14–18,36) and natural and synthetic hormones (37,38). Communities living downstream from these operations may be exposed to these agents via drinking or having skin contact with contaminated ground or surface waters.

Exposure to these waterborne contaminants can result in adverse health effects. Ingesting high levels of nitrate (naturally occurring in manure), for example, has been associated with increased risks for thyroid conditions (39,40), birth defects and other reproductive problems (39,41), diabetes (39), various cancers (39,42), and methemoglobinemia (blue baby syndrome), a potentially fatal condition among infants (43).

The risks of exposure to waterborne contaminants are particularly salient for the 70 percent of Wisconsin’s population who depend on groundwater for their drinking water

supply—the state ranks fourth in the nation for the percentage of households on private wells (44). Adding to these concerns, much of southern and eastern Wisconsin has karst geology—a feature that can readily channel surface contaminants into groundwater sources (45). Private wells are not subject to federal drinking water regulations, and while some states have minimal requirements for private wells, state-level action is usually only triggered during property transfer and rarely requires periodic monitoring of water quality (46). Further, most water treatment systems for private wells are designed to deal with heavy metals and other more common drinking water contaminants, and are not suited for removal of drug residues and hormonally-active compounds.

Nutrient runoff into surface waters may also have consequences for marine ecosystems and the people who depend on them for recreation and economic activity. Intensive livestock operations are a major source of nutrient runoff (6,7,47), contributing to algal blooms and subsequent hypoxic “dead zones” that may result from algal decomposition. Aquatic regions exposed to long periods of hypoxia often see dramatic reductions in fisheries, among other health, ecological, and economic harms (48). Nutrient runoff has also been implicated in the growth of harmful algal blooms (49), which may pose health risks for people who swim or fish in recreational waters, or who consume contaminated seafood. Exposure to algal toxins has been linked to neurological impairments, liver damage, stomach illness, skin lesions, and other adverse health effects (50).

In more severe cases, manure storage facilities may rupture, leak, or overflow during extreme weather events, releasing their contents into surrounding waterways. For example, in 1995 a large swine waste holding lagoon in North Carolina ruptured due to faulty management. Close to 26 million gallons of manure emptied onto fields and lawns of adjacent homes before draining into a nearby river. The pollution load led to the proliferation of toxic algal blooms and widespread fish kills, and fecal bacteria were detected in river sediment at levels over 15,000 times higher than state standards (51).

Air pollution, odors, and associated health and social impacts

Intensive livestock operations release a range of airborne pollutants, including ammonia, hydrogen sulfide, and other gases emitted from animal waste; and airborne particulates, which may be comprised of dried feces, animal dander, fungal spores, and bacterial toxins (52). Results from a two-year air monitoring study, jointly sponsored by the U.S. Environmental Protection Agency and representatives of the pork, poultry, dairy and egg industries, suggest intensive livestock operations produce several of these pollutants at levels well above federal standards.(53)

Much of the research on the health effects associated with exposure to airborne pollutants from confinement operations has focused on workers. At least one in four workers in these operations are estimated to suffer from respiratory illness (54).

A growing body of evidence suggests residents living near intensive livestock operations may also be at greater risks of respiratory illness. Results from a study of industrial-scale dairy operations in Washington State, for example, suggest intensive dairy operations are a significant source of particulate matter among nearby rural communities (55). Another study detected high concentrations of particulate matter downwind from swine confinement operations, which was linked to wheezing, breathing difficulties, and eye, skin, and nasal irritation among residents of downwind communities (56). Indicators of air pollution from swine confinement operations have also been linked to asthma symptoms among students at nearby schools (57). Additional studies have illustrated relationships between proximity to intensive livestock operations and respiratory effects (58–61) among other adverse health outcomes.

Odors associated with air pollutants from intensive livestock operations have been known to interfere with daily activities, quality of life, social gatherings, and community cohesion (62,63). In addition to the stigma and social disruption they often generate, odors from swine confinement operations have been associated with physiological and psychological effects, including high blood pressure, depression, anxiety, and sleep disturbances (64–66).

Despite the above concerns, all but the largest livestock operations—those designated as “Large CAFOs” (concentrated animal feeding operations)—are required by federal law to report hazardous airborne emissions, and then only if the levels are above certain thresholds. Even in cases when operations report emissions, such information may not be available to the public. For these reasons, the relationships between intensive livestock operations, air quality, and the health of rural residents are poorly understood. These data gaps speak to the need for better methods of estimating emissions, including more stringent reporting requirements and air monitoring stations at intensive livestock operations and communities (67).

Conclusion

For thousands of years, manure has been valued by farmers for its roles in building soil quality and increasing crop yields. Producing livestock such that they generate more manure than can be utilized by nearby cropland is not only a waste of this important resource, it is also a public health and environmental problem. A growing body of evidence has implicated the generation and management of manure from intensive livestock operations in the spread of infectious disease (including antibiotic-resistant strains), the

introduction of microbial and chemical contaminants into ground and surface waters, impacts to air quality, and the wide range of adverse health, social, ecological and economic outcomes that result from these events.

We hope our letter is helpful in describing some of the public health and environmental concerns associated with the generation and management of manure from intensive livestock operations. Please do not hesitate to contact us if you have any questions.

Sincerely,

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Kewaunee County Clerk 2013 Annual Report



Honorable County Board Members:

I am currently serving my second year as County Clerk since being elected in 2012. Myself, and my hardworking, dedicated staff, Bev Dolski, Janine Bowers and Debbie Miller were able to accomplish many things that were financially beneficial to Kewaunee County in 2013. I was able to implement the usage of a new postal service, United Mailing Service (UMS). The use of UMS will save the County on postage by no longer having to pay for rent, servicing, and supplies to maintain the postage meters we had been using in the past. UMS is also able to give the County a discount on postage as we are getting it at a bulk rate now. I was also able to cut election costs in 2013 by choosing not to have all the voting machines programmed for the smaller elections, saving on ballot costs, and cutting back on staffing at elections. I have changed over purchase orders and invoicing to electronic formats as well as many of the reports I have to do for the auditors. Our office has also taken over the videotaping of the County Board Meetings so we are no longer paying someone to do this from the outside.

My goals for this year are to continue to offer quality service to the citizens of Kewaunee County. Our office is in the process of transitioning many of the records and reports in the clerk's office to electronic format. This will allow for a more efficient way to produce and find documents. It will also minimize the amount of storage needed and reduce costs of supplies in paper, ink cartridges, and storage folders. I would also like to do some presentations to the local high school seniors on the election process to try and encourage them to vote once they turn 18.

The County Clerk's Office has a set of duties that are established either by State Statutes or by the County Board. A major portion of our work comes from the financial and payroll functions that we take care of for the county. The financial system is set up as a fund accounting system. The County Clerk's Office maintains approximately 4,842 expense accounts and approximately 1,330 revenue accounts. We process invoices and issue payments to approximately 8,223 vendors. The county payroll in 2013 totaled \$8,558,165.92 in wages and \$4,053,531.97 in fringe benefits.

Some of the other activities that the County Clerk's Office is involved with are: County Board Meeting minutes and agendas, elections, issuance of marriage licenses and domestic partnerships, issuance of passports, hunting licenses, fishing licenses, distribution of dog licenses and issuance of temporary license plates. The County Clerk's Office prepares the County Tax Apportionment. We also prepare and publish the County Directory, County Board Proceedings and the Statistical Report of Property Values.

I would like to thank the County Board for its support. Please feel free to call or stop in the County Clerk's Office at any time to request reports or any information to aid you in your decision-making. My staff and I will be happy to serve you!

Sincerely,

A handwritten signature in black ink that reads "Jamie Annoye".

Jamie Annoye
Kewaunee County Clerk

2013 COUNTY CLERK'S OFFICE ANNUAL REPORT
MISCELLANEOUS ITEMS

96 Marriage Licenses issued

State share (\$25 per license)	\$2,400.00
County share (\$29.50 per license)	\$2,832.00
Divorce Counseling Services Fund (\$20 per license)	\$1,920.00
Clerk Fee (.50 per license)	\$48.00

1 Domestic Partnership issued

State share (\$25.00 per partnership)	\$25.00
County share (29.50 per partnership)	\$29.50
Counseling Services Fund (\$20.00 per partnership)	\$20.00
Clerk Fee (.50 per partnership)	\$.50

18 - 5-Day waivers issued

County Share (\$10.00 per waiver)	\$180.00
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Total Fees Collected	\$ 7,455.00
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114 Temporary Plates Issued

County share (\$5.00)	\$570.00
Remitted to State (registration fee, sales tax, temporary license plate fee, & title fee)	\$26,556.07

Total Fees Collected	\$27,126.07
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Department of Natural Resources Fees

Agent Fees	\$86.70
Transaction Fees	\$56.50

Total Fees Collected	\$143.20
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185 Passports Issued

Passport fees (adult, children & expedited fees)	\$20,078.11
County Share (\$25.00 per passport issued)	\$4,625.00

Total Fees Collected	\$24,703.11
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EXECUTIVE DIRECTOR
Jennifer K. Brown

March 6, 2014

BOARD OF DIRECTORS
PRIVATE SECTOR

Dear Kewaunee County Board:

Scott Bortolini, Chair
Cornerstone Appraisal

Jim Smidel, Vice-Chair
Baylake Bank

Tim Trembl, Treasurer
Bank of Luxemburg

Mark Kanz
Dominion Energy

Tom Kleiman
Accurate Marine & Storage

Joy Krieger
Algoma Chamber
of Commerce

Karen Naze
WS Packaging Group

Lynie Vincent
NEW Plastics Corp.

Dayna Watson
Wisconsin Public Service

Tom Wilson
GreenStone Farm Credit
Services

PUBLIC SECTOR
Kewaunee County
City of Algoma
Village of Casco
City of Kewaunee

The Kewaunee County Economic Development Corporation (KCEDC) is pleased to work cooperatively and collaboratively with the Kewaunee County Board to strengthen Kewaunee County's economy. As you know, 2013 presented the county with many unique challenges; more specifically, the loss of the county's largest employer and closure of the nuclear plant. In response, the KCEDC Executive Director and Board of Directors leveraged local and regional partnerships to begin mapping a plan for economic recovery.

After more than a year of research and planning, KCEDC completed and presented the regional economic action plan, "Aligning the Region for Economic Success". The economic action plan provided a foundation for a proposal to Dominion, which requests funding for economic development programming. Funding such a proposal, offers Dominion the opportunity to leave a positive long-term legacy in Kewaunee County.

Included you will find a resolution adopted by the KCEDC Board of Directors on February 20, 2014. The resolution was developed to support the regional economic action plan and proposal submitted to Dominion "Aligning the Region for Economic Success". The Board of Directors of the Kewaunee County Economic Development Corporation strongly advocates for continued involvement and county board support in any discussions that reference a county-wide proposal to Dominion. The KCEDC Board of Directors is happy to assist with any planning that aids in the economic well-being of Kewaunee County.

A copy of the resolution is included for your information. If you have any questions, please don't hesitate to call me at 920.676.1464 or send an email to scott@cornerstoneappraisalllc.com. You can also contact Jennifer Brown at 920.255.1661 or send an email to brownjk@kcedc.org.

Sincerely,

Scott Bortolini
Chair, KCEDC

Kewaunee County Economic Development Corporation (KCEDC)
Resolution 2014-1
Aligning the Region for Economic Success

WHEREAS, the Kewaunee Power Station, owned and operated by Dominion Energy ceased power generation in 2013; and

WHEREAS, the Kewaunee Power Station was Kewaunee County's largest employer generating over \$600M in annual economic activity and supporting over 1,000 jobs throughout a tri-county region; and

WHEREAS, Kewaunee County Economic Development Corporation collaborated with the Wisconsin Economic Development Corporation, Economic Development Corporation of Manitowoc County, Advance of Brown County, New North, Bay-Lakes Regional Planning Commission, UW Extension – Kewaunee County and other local partners to develop a regional economic action plan addressing the significant loss from the closure of the Kewaunee Power Station; and

WHEREAS, the process for development of the regional action plan offered numerous opportunities for engagement with, and input from businesses, elected official and residents; and

WHEREAS, Kewaunee County Economic Development Corporation and the Economic Development Corporation of Manitowoc County submitted a proposal to Dominion to fund the implementation of the economic action plan.; and

WHEREAS, the implementation of the economic action plan will bring significant economic benefit to Kewaunee and Manitowoc Counties by growing businesses and creating jobs that will help revitalize the stressed economies due to the closure of the Kewaunee Power Station; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Kewaunee County Economic Development Corporation that we support the regional economic action plan and proposal submitted to Dominion "Aligning the Region for Economic Success". The Board of Directors of the Kewaunee County Economic Development Corporation strongly advocates for continued involvement in any discussions that reference a county-wide proposal to Dominion. Further, the Board of Directors of the Kewaunee County Economic Development Corporation strongly urges the favorable consideration and approval of funding for implementation of the economic action plan from Dominion in 2014.

Approved and adopted this 20th day of February, 20 14 by the Kewaunee County Economic Development Corporation Board of Directors.



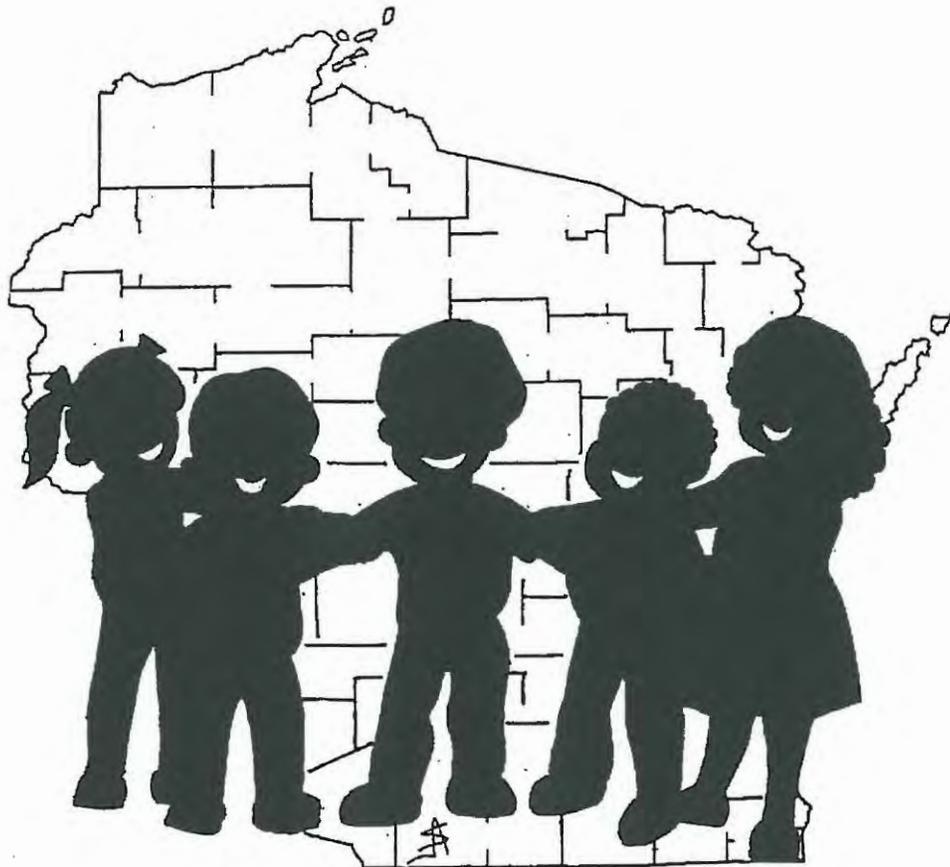
Chair

ATTEST:



Secretary

2013
Annual Report
of the
Kewaunee County
Child Support Agency



*The Honorable Chairman
and Members of the
Kewaunee County
Board of Supervisors for
Kewaunee County, Wisconsin*

Dear County Board Members:

*The following is a report of all financial and statistical
transactions of the Kewaunee County Child Support
Agency for the period of January 1, 2013 through
December 31, 2013.*

Sincerely,

*Cindy Kudick
Kewaunee County
Child Support Coordinator*

STAFFING

CHILD SUPPORT OFFICE

	<i>HOURS</i>	
	<u>2013</u>	<u>2012</u>
Cindy Kudick – Coordinator (full time)	2,080.00	2,080.00
Mary Holly – Specialist (full time)	2,080.00	2,080.00
Tammy Malach – Financial Worker (full time)	<u>2,080.00</u>	<u>2,080.00</u>
<i>TOTAL</i>	6,240.00	6,240.00

FAMILY COURT COMMISSIONER'S OFFICE

	<i>HOURS</i>	
	<u>2013</u>	<u>2012</u>
William J. Wolske – Family Court Commissioner (part time)	104.10	86.20
Family Court Commissioner Secretary (part time)	<u>69.70</u>	<u>73.68</u>
<i>TOTAL</i>	173.80	159.88

STAFFING (continued)

CORPORATION COUNSEL'S OFFICE

	<i>HOURS</i>	
	<u>2013</u>	<u>2012</u>
Jeffrey Wisnicky – Corporation Counsel (part time)	48.00	48.00
Jamie Yunk – Clerk-Typist (part time)	<u>12.00</u>	<u>12.00</u>
<i>TOTAL</i>	<i>60.00</i>	60.00

SHERIFF'S OFFICE

	<i>HOURS</i>	
	<u>2013</u>	<u>2012</u>
Matthew Joski – Sheriff (part time)	9.75	8.50
Mark Jandrin – Court Security Officer	<u>12.55</u>	<u>0.00</u>
<i>TOTAL</i>	<i>22.30</i>	8.50

STAFFING (continued)

CLERK OF CIRCUIT COURT'S OFFICE

	<i>HOURS</i>	
	<u>2013</u>	<u>2012</u>
Rebecca Deterville – Clerk of Circuit Court (part time)	176.00	188.25
Kaye Kratz – Deputy Clerk of Circuit Court (part time)	<u>894.00</u>	<u>836.00</u>
<i>TOTAL</i>	<i>1,070.00</i>	1,024.25

2013 TOTAL TIME INVESTED ***7,566.10 HOURS***

2012 Total Time Invested – 7,492.63 Hours

CHILD SUPPORT CASES

CATEGORICAL BREAKDOWN

<u>CASE TYPE</u>	<u>2013</u>	<u>2012</u>
AFDC / W-2	40	37
Substitute Care (Foster Care)	54	36
Non-AFDC	434	409
Medicaid Only	263	257
Arrears Only	41	41
Non IV-D *	<u>138</u>	<u>133</u>
<i>CASE TOTAL</i>	<i>970</i>	<i>913</i>

* Non IV-D cases: Child, family, or spousal support cases for which no child support enforcement case has been opened with Kewaunee County Child Support.

CHILD SUPPORT COLLECTIONS

<i>SOURCE OF COLLECTION</i>	<i>AMOUNT</i>
Federal Tax Refund	\$ 75,215.02
State Tax Refund	\$ 27,229.69
Unemployment Compensation	\$ 89,600.92
Income Withholding	\$1,869,604.85
Other States	\$ 21,881.85
Other Sources	<u>\$ 275,290.21</u>
<i>2013 TOTAL COLLECTIONS</i>	<i>\$2,358,822.54</i>

2012 Total Collections - \$2,234,090.65

COLLECTIONS DISTRIBUTION

<i>RECIPIENT</i>	<i>AMOUNT</i>
Collections forwarded to other States	\$ 23,004.04
State Assistance Reimbursement	\$ 46,638.65
Medical Support	\$ 33,653.52
IV-D Families	\$1,782,091.57
Non IV-D Families	<u>\$ 473,434.76</u>
<i>2013 TOTAL COLLECTIONS DISTRIBUTED</i>	<i>\$2,358,822.54</i>

CHILD SUPPORT PROGRAM FISCAL SUMMARY

COUNTY OFFICE

CLAIMED COSTS

	<u>2013</u>	<u>2012</u>
Child Support Agency	\$222,730.58	\$223,485.55
Family Court Commissioner	\$ 5,476.22	\$ 4,821.77
Corporation Counsel	\$ 2,786.77	\$ 2,767.28
Sheriff	\$ 1,054.88	\$ 436.39
Clerk of Circuit Court	<u>\$ 28,561.28</u>	<u>\$ 27,774.28</u>
<i>TOTAL</i>	<i>\$260,609.73</i>	<i>\$259,285.27</i>

2013 REIMBURSEMENT TO KEWAUNEE COUNTY

SOURCE

AMOUNT

Administrative Costs	\$213,357.66
County Cooperative Agreements	\$ 24,998.26
Program Base Funding	\$ 27,488.00
Medical Support Incentives	<u>\$ 2,929.00</u>
<i>TOTAL</i>	<i>\$268,772.92</i>

2012 Revenues - \$242,684.14

2011 Revenues - \$202,689.98