

**JUNE SESSION
KEWAUNEE ADMINISTRATION CENTER
JUNE 16, 2015**

The meeting of the Kewaunee County Board of Supervisors was called to order by the Kewaunee County Chairman, Ron Heuer, on June 16, 2015 at 6:04 PM.

The Pledge of Allegiance was recited, followed by prayer.

Roll Call: Supervisors Benes, Cravillion, Garfinkel, Haske, Heidmann, Heuer, Jahnke, Kirchman, Luft, Mastalir, Paape, Pagel, Paider, Romdenne, Shillin, Sinkula, Tebon, Wagner and Weidner (19) were present. Supervisor Reckelberg (1) was excused.

County Clerk, Jamie Annoye, read a letter of resignation from Supervisor Gordon Reckelberg.

Supervisors Wagner moved and Luft seconded to approve the County Board agenda. Motion carried.

APPOINTMENT

To: The Honorable Members of the Kewaunee County Board:

I hereby make the following appointment pursuant to Wisconsin Statutes Sec. 45.80(1)(c) effective June 1, 2015 and subject to County Board approval.

Kewaunee County Veterans Service Officer

Patricia Jane Babcock
1123 Wisconsin Avenue
Manitowoc, WI 54220

Respectfully submitted,
Scott Feldt, Kewaunee County Administrator

Supervisors Benes moved and Shillin seconded for approval of the above appointment. Motion carried.

APPOINTMENT

To: The Honorable Members of the Kewaunee County Board:

Pursuant to Section 18.5 of the Kewaunee County Ordinance No. 104-1-69 and Section 59.99(2) Wisconsin Statutes, I hereby make the following appointment to the Board of Adjustments for Shoreland and Flood Plain Zoning Ordinance:

**BOARD OF ADJUSTMENTS FOR SHORELAND AND
FLOOD PLAIN ZONING**

Term July 1, 2015 to June 30, 2018

Randy Hallet
N7173 County Road C
Casco, WI 54205

Respectfully submitted,
Scott Feldt, Kewaunee County Administrator

Supervisors Cravillion moved and Pagel seconded for approval of the above appointment. Motion carried.

Chairman Heuer also introduced Dave Myers, Director of the Promotion and Recreation Department.

ANNUAL REPORT

Kewaunee County Register of Deeds – Janet Wolf
Kewaunee County Sheriff's Dept. – Matt Joski
Kewaunee County Library Services – Bob Entringer

REPORT

Kewaunee County Administrator – Scott Feldt

Committee Reports:

- Highway/Solid Waste Committee - Supervisor Kirchman
- Personnel, Advisory & Legislative Committee – Supervisor Heuer
- Health Committee – Supervisor Shillin
- University Extension & Zoning Committee - Supervisor Romdenne
- Land & Water Conservation Committee – No minutes
- Law Enforcement & Emergency Management Committee – Supervisor Weidner
- Finance & Public Property Committee - Supervisor Haske (Supervisor Luft left at 6:30 p.m.)
- Human Services Committee – Supervisor Sinkula
- Promotion & Recreation Committee – No Meeting
- Groundwater Task Force – Supervisor Heuer
- Bay-Lake Regional Planning – Supervisor Haske
- Revolving Loan Fund Committee – No Meeting

Citizens Input:

Jodi Parins spoke regarding the Kewaunee County Farmer's Market

First Reading of Ordinance:

None

Consideration of Bills for June:

Supervisors Heidmann moved and Mastalir seconded for approval of the bills. Motion carried.

Recess at 7:40 p.m. until 7:50 p.m.

Consideration of Resolutions:

RESOLUTION NO. 6-6-15

**A RESOLUTION TO AMEND THE RULES AND DUTIES OF THE FINANCE AND PUBLIC PROPERTY COMMITTEE
(2/3 Vote Required for Approval)**

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Finance and Public Property Committee considered and hereby recommends amending its Rules and Duties as set forth in the attachment to this Resolution; and

WHEREAS, Rule 23, of the Rules of Order provides, "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."

NOW, THEREFORE, BE IT RESOLVED, by the Kewaunee County Board of Supervisors duly assembled this 16th day of June 2015, that the Board approves amending the Rules and Duties of the Finance and Public Property Committee.

Respectfully Submitted,

Finance and Public Property Committee

HASKE, LUFT, MASTALIR, ROMDENNE, TEBON

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.~~
1. Review and audit all just claims and accounts submitted against the County and submit the same to the County Board for final review and audit. Approve claims and authorize payment for claims not previously authorized by an oversight committee. The several oversight committees are authorized to approve budgeted claims up to \$10,000 and authorize payment arising from their respective departments. The County Administrator shall have authority to approve budgeted claims up to \$10,000 and authorize payment when necessary to assure timely payment.
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).~~
6. Approve transfer of funds over \$1,000 between account line items with no change in overall budget.
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 affect 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 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.
20. To perform all such other duties imposed by law or by order of the County Board.
21. 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
22. Acts as County Civil Rights Compliance Committee.

Supervisors Weidner moved and Haske seconded for adoption. Roll call vote: 18 ayes, 0 nays and 2 excused (Luft & Reckelberg). Motion carried.

Consideration of Ordinances:

ORDINANCE NO. 175-6-15

AN ORDINANCE AMENDING THE LAND DIVISIONS, PARCEL COMBINATIONS & CERTIFIED SURVEY MAPS ORDINANCE

THE KEWAUNEE COUNTY BOARD OF SUPERVISORS DO HEREBY ORDAIN AS FOLLOWS:

This ordinance is adopted under the authority and responsibility granted to Kewaunee County in Sections 16.967, 59.07(6), and 59.88 of the Wisconsin Statutes.

The Kewaunee County Board of Supervisors, duly assembled this 16th day of June 2015, hereby adopt the Amended Land Divisions, Parcel Combinations and Certified Survey Maps Ordinance, as set forth in the attachment hereto.

Effective Date: This ordinance shall take effect upon passage and publication.

Respectfully Submitted,
 Finance and Public Property Committee
 HASKE, LUFT, MASTALIR, ROMDENNE, TEBON

Land Divisions, Parcel Combinations
 And Certified Survey Maps

-
- 1.01 Authority
 - 1.02 Purpose
 - 1.03 Prior Ordinances
 - 1.04 Abrogation and greater restrictions
 - 1.05 Interpretation
 - 1.06 Severability
 - 1.07 Definitions
 - 1.08 Jurisdiction
 - 1.09 Compliance
 - 1.10 Effective Date
-

- 1.01 Authority. The Kewaunee County Board of Supervisors adopts the provisions of this ordinance pursuant to the authority granted in Sections 16.967, 59.07(6), and 59.88 of the Wisconsin Statutes.
- 1.02 Purpose. To establish a county-wide policy which will protect the citizens of Kewaunee County by insuring that future land divisions and parcel combinations comply with local ordinances, meet minimum surveying standards, and maintain or enhance the accuracy of Kewaunee County's land information system.
- 1.03 Prior Ordinances. This ordinance supersedes and repeals all prior land division, parcel combination and parcel map ordinances.
- 1.04 Abrogation and Greater Restrictions. It is not intended by this ordinance to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, rules, regulations, ordinances, or permits previously adopted or issued pursuant to law, except as set forth in the "Prior Ordinances" paragraph. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall govern.

- 1.05 Interpretation. The provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of this ordinance and Kewaunee County and shall not be deemed a limitation or repeal of any other power granted by Wisconsin Statutes.
- 1.06 Severability. If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.
- 1.07 Definitions. Terms used in this ordinance mean as follows:
- (a) Certified Survey Map, CSM, or CSMs: A map of a division of land prepared in accordance with Chapter 236 of the Wisconsin Statutes.
 - (b) Land Division: The act of creating two or more separately described parcels from a single parcel of land by the owner thereof or his agent.
 - (c) Local Unit of Government: The village, city, town, or county in which zoning laws apply.
 - (d) Lot: A parcel of land having frontage on a public street, occupied or intended to be occupied by a principal structure or use and sufficient in size to meet the lot width, lot frontage, yard, parking area, and other open space provisions of any applicable zoning code.
 - (e) Parcel: A continuous acreage of land described in a single description in a deed or one of a number of lots or outlets on a plat, separately owned or capable of being separately conveyed.
 - (f) Plat: A map of a division of land for the purpose of sale, lease, or building development.
 - (g) Surveyor: A land surveyor duly registered in the State of Wisconsin.
 - (h) Tract: See Parcel
 - (i) Undeveloped Land: Land in parcels or tracts sufficiently large for future subdivisions which is presently in agriculture, woodland, or other non-intensive use.
- 1.08 Jurisdiction. Jurisdiction of these regulations shall include all lands and waters within the limits of Kewaunee County. The provisions of this ordinance shall not apply to:
- (a) Transfers of interest in land by will or pursuant to court order or operation of law.
 - (b) Leases, mortgages, or easements.
 - (c) The sale or exchange of property between adjacent landowners if that property is attached to and incorporated into an existing tax parcel provided that the remnant parcel is not less than 1.5 acres in size. Wis. Stat. §236.45(2)(a)3.
 - (d) Cemetery plats made under Wis. Stat. §157.07.
 - (e) Assessor's plats made under Wis. Stat. §70.27. Assessor's plats shall comply with Wis. Stats. §§236.15(2)(a) to (g) and 236.20(1) and (2)(a) to (e).
 - (f) Parcels that are split or combined as whole lots in a recorded subdivision plat **or parcels that are split or combined as whole quarter/quarter sections in the public land survey system** provided the local zoning authority approves the exemption for the split or combination.
- 1.09 Compliance. No person shall divide any land located in Kewaunee County so that division results in a subdivision, land division, or replat; no such subdivision, land division, or replat shall be entitled to recording; and no street shall be laid out or improvements made to land without compliance with all requirements of this ordinance and the following:
- (a) Provisions of Chapter 236 of the Wisconsin Statutes.
 - (b) Rules of the Wisconsin Department of Transportation relating to safety of access and the preservation of the public interest and investment in the highway system if the land owned or controlled by the sub-divider abuts on a state trunk highway or connecting street.
 - (c) Any applicable zoning code and all other applicable local or county ordinances.
 - (d) Combining and Dividing Parcels. In addition to state statutory requirements for certified survey maps, subdivision plats, replats, assessor's plats, condominium plats and other recordable documents, the following additional requirements shall be adhered to for the purposes of this ordinance:
 - (1) Parcel Splits: A certified survey map shall be prepared and recorded in the Register of Deeds office for all land divisions that create a new parcel. A CSM will not be required for the sale or exchange of property between adjacent landowners if that property is attached to and incorporated into an existing tax parcel unless it results in a remnant parcel that is less than 1.5 acres in size. Wis. Stat. §236.45(2)(a) 3.
 - (2) Parcel Combinations: A certified survey map shall be prepared and recorded in the Register of Deeds office for all parcel combinations unless the combination is required by the local assessor or the Kewaunee County Land Information Office for valuation purposes under Wis. Stat. §70.23(2).
 - (3) Present zoning shall remain on a subdivided or combined parcel until a zoning change is applied for by the applicant and granted by the governing body of jurisdiction.
 - (e) Document Specifications; Certified Survey Maps.
 - (1) A CSM being prepared and submitted for recording shall show on its face any adjacent recorded CSMs and their accompanying document, volume and page numbers, previous CSM number which is being replaced in part or whole by a new CSM, and section, town and range.
 - (2) Road dedication shall be the minimum width required by each local unit of government, or by state law.
 - (3) A CSM shall be accompanied by a certificate of the Surveyor, Local Unit of Government, and the Owner. The owner's certificate shall include the following statement: "All mortgagees associated with this property have been contacted and made aware of these property boundary changes."
 - (f) Required Reviews.
 - (1) CSM Reviews. All certified surveys submitted for recording in the Register of Deeds office shall have undergone a self-review by the surveyor. Evidence of this review will be in the form of a completed, County approved CSM review checklist. The CSM review checklist shall be filed in the Kewaunee County Land Information Office prior to the recording of the certified survey, and the LIO shall stamp the CSM to indicate that the required self-review was completed.

(2) Condominium Plat Reviews. All condominium plats shall be reviewed by a Registered Land Surveyor designated by Kewaunee County to insure that they meet basic surveying standards.

(g) Zoning Certification. Each parcel that is split and partially combined with an adjacent parcel that is currently under different ownership, or will be under different ownership with the contemporaneous recording of a deed or other document of conveyance, shall be certified by the local zoning administrator and, if applicable, the Kewaunee County shoreland zoning administrator, to verify compliance with the governing zoning ordinance. The zoning certification must be filed in the Kewaunee County Land Information office at or prior to recording any documents of conveyance.

1.10 Effective Date. This ordinance shall be effective upon passage and publication.

Supervisors Wagner moved and Romdenne seconded for adoption. Roll call vote: 18 ayes, 0 nays and 2 excused (Luft & Reckelberg). Motion carried.

Communications:

- Resolutions from other counties
- Kewaunee County Economic Development Corp – Tourism Update by Jennifer Brown
- Chairman’s Comments: Highway/SW, Human Services, Dominion
- Kewaunee County Events:
 - Breakfast on the Farm on June 21
 - VIP fundraising event at Pizza Ranch on June 22 from 4:00 p.m. – 8:00 p.m.
 - Creek Fest on June 26-27
 - Kewaunee Trout Fest on July 12
 - Kewaunee County Fair kick-off on July 14
 - Kewaunee County Fair on July 16-19

Supervisors Heidmann moved and Paape seconded that the September County Board Meeting will be held on September 15, 2015 at 6:00 PM. Motion carried.

The July 21, 2015 County Board Meeting may be canceled if there is nothing for the agenda.

Supervisors Wagner moved and Pagel seconded to adjourn. Motion carried.

Board adjourned at 8:42 PM.

Ron Heuer, Kewaunee County Board Chairman

Jamie Annoye, Kewaunee County Clerk

CERTIFICATION

STATE OF WISCONSIN:

SS

COUNTY OF KEWAUNEE:

I, Jamie Annoye, County Clerk in and for Kewaunee County, Wisconsin do hereby certify that the following is a true and correct copy of the minutes of the meeting of the Kewaunee County Board of Supervisors held in regular Board Chambers at the Administration Center in Kewaunee on June 16, 2015.

Jamie Annoye, Kewaunee County Clerk

