

# Agenda

## Shawano County Board of Supervisors Meeting

Wednesday, February 26, 2025 @ 3:00 PM

Shawano County Board Room

311 N Main St., Shawano, WI



**Members: Ken Capelle, Martin Elmer, Russell Gehm, Rick Giese, Jeremy Gretzinger, Lowel Hammett, Annelies Hartwig, Jacob Hartwig, Thomas Kautza, Dennis Knaak, Al Kuhn, Kimberly Leffel, Kathy Luebke, Randy Mallmann, Joe Miller, Curtis Naja, Steve Natzke, Matt Pleshek, James Przybylski, Raymond Rigsby, Steven Schinke, Theresa Serrano, William J. Switalla, Terry Tipton, Lynn Tober-Steinke, Mike Wizner, Randy Young**

Page

1. **Call meeting to order.**
  2. **Silent meditation and Pledge of Allegiance.**
  3. **Public comment.**
  4. **Motion to deviate from the order of the agenda, if necessary.**
  5. **Chairman's report.**  
Ag Society - Scott Breitrick
    - [Ag Society Financials 2024](#) 3 - 32
  6. **Question & Answers with Local State Elected Officials**  
Guest Speaker - Elijah Behnke
  7. **Consent Agenda.**  
Approval of minutes from January meeting  
Acceptance of January/February committee minutes  
Special orders or appointments: Library Board - Gina Shatters, Linda Kreklow, and Sharon Beversdorf term ending in January 2028.  
DHS-Commission on Aging - Steven Schinke  
Public Property, Highway Representative - Rick Giese  
Wisconsin DNR Emergency Fire Wardens - Joanne Kostlevy, Town of Grant and Terry Esker, Town of Wittenberg  
Annual Reports: Ag Society and Technology Services
- Any item removed from the Consent Agenda will be taken up immediately after the Consent Agenda approval.*
- [Shawano County Board of Supervisors - 22 Jan 2025 - Minutes - Pdf](#) 33 - 237  
[Technology Services Annual Report 2024](#)  
[Committee minutes](#)

8. **Reading of petitions, memorials, communications and claims against the Board.**
9. **Resolution No. 2-25 Thanking Sarah Bartz**
  - [Res. No. 2-25 Thanking Sarah Bartz](#) 238
10. **Ordinance No. 1-25 To Adopt and Enact Vehicle Registration Fee (Wheel Tax)**
  - [Ord. No. 1-25 Vehicle Registration Fee \(Wheel Tax\) Amended](#) 239 - 241
11. **Resolution No. 7-25 WI DNR Abatement Program**  
To Authorize Continued County Participation in the Wisconsin Department of Natural Resources Wildlife Damage, Abatement and Claims Program
  - [Res. No. 7-25 Approve WDNR Wildlife Damage Abatement and Claims Program](#) 242 - 250  
[Res. No. 7-25 WI Wildlife Damage Program Plan of Administration](#)
12. **Resolution No. 8-25 Update of Personnel Policy and Procedure Manual**  
To Approve Updates to the Shawano County Personnel Policy and Procedures Manual
  - [Res. No. 8-25 Personnel Procedure and Policy Manual Update](#) 251 - 346  
[Res. No. 8-25 2025 Redlined Shawano County Policy and Procedure Manual](#)
13. **Resolution No. 9-25 WIAAP -Immunization Grant**  
To Accept Immunize Wisconsin Grant Awarded by the Wisconsin Chapter of the American Academy of Pediatrics ("WIAAP")
  - [Res. No. 9-25 To Accept Immunize WI Grant Awarded by WIAAP](#) 347 - 348
14. **Report by the Executive Committee on General Accounts and claims.**
  - [January Committee Meetings](#) 349 - 353  
[January General Accounts over \\$5,000](#)
15. **Board member comments or new business to be considered at a future meeting.**
16. **Claim report of County Board Supervisors mileage/per diem for today's County Board meeting.**
17. **Next meeting date: March 26th, 2025**
18. **Adjournment.**

**Accommodations due to disability can be made by calling: 715-526-9150**

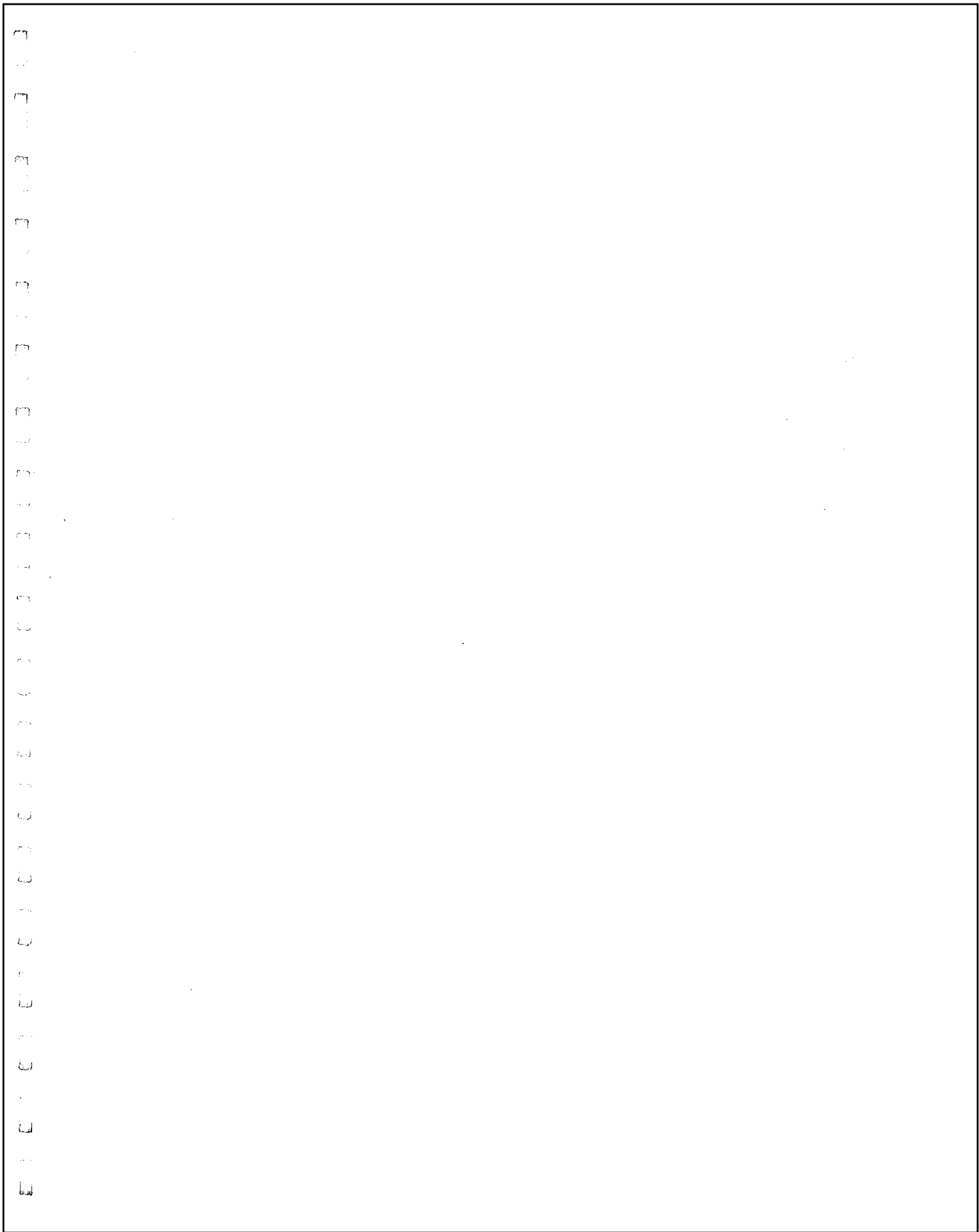
**Meeting notice emailed/posted:** Shawano County Courthouse, Department of Human Services, Shawano County Library, Shawano Leader, WTCH Radio, Shawano County Civic website @ [coshawanowi.civicweb.net](http://coshawanowi.civicweb.net)

**SHAWANO AREA  
AGRICULTURAL SOCIETY, INC.**

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**Financial Statements**

**For the Years Ended  
October 31, 2024 and 2023**



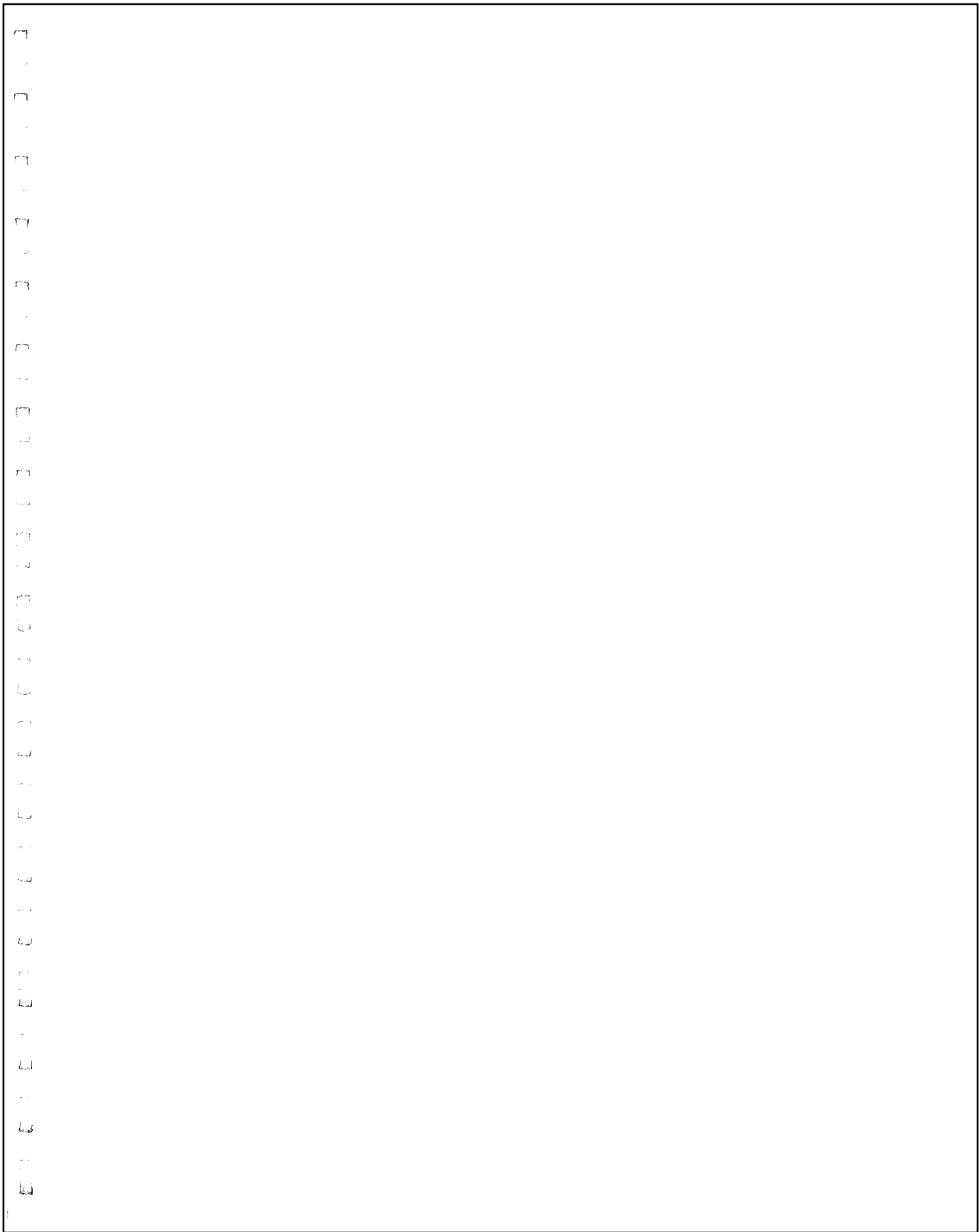
**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

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**October 31, 2024 and 2023**

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## Independent Auditors' Report

Board of Directors  
Shawano Area Agricultural Society, Inc.  
Shawano, Wisconsin

### **Opinion**

We have audited the accompanying financial statements of Shawano Area Agricultural Society, Inc. (Organization), which comprise the statements of financial position as of October 31, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Shawano Area Agricultural Society, Inc. as of October 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Shawano Area Agricultural Society, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

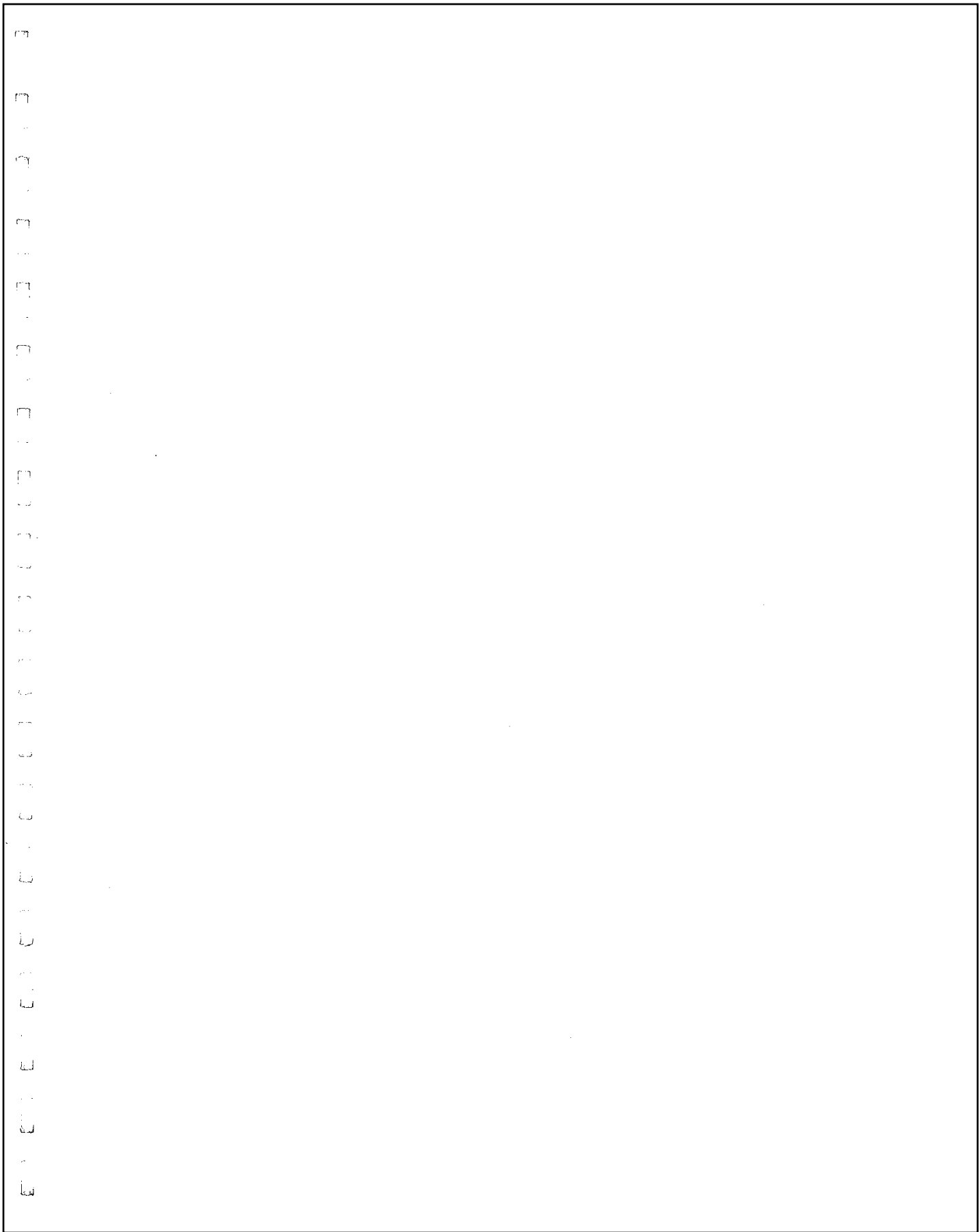
### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Shawano Area Agricultural Society, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.



To the Board of Directors  
Shawano Area Agricultural Society, Inc.

In performing an audit in accordance with generally accepted auditing standards, we:

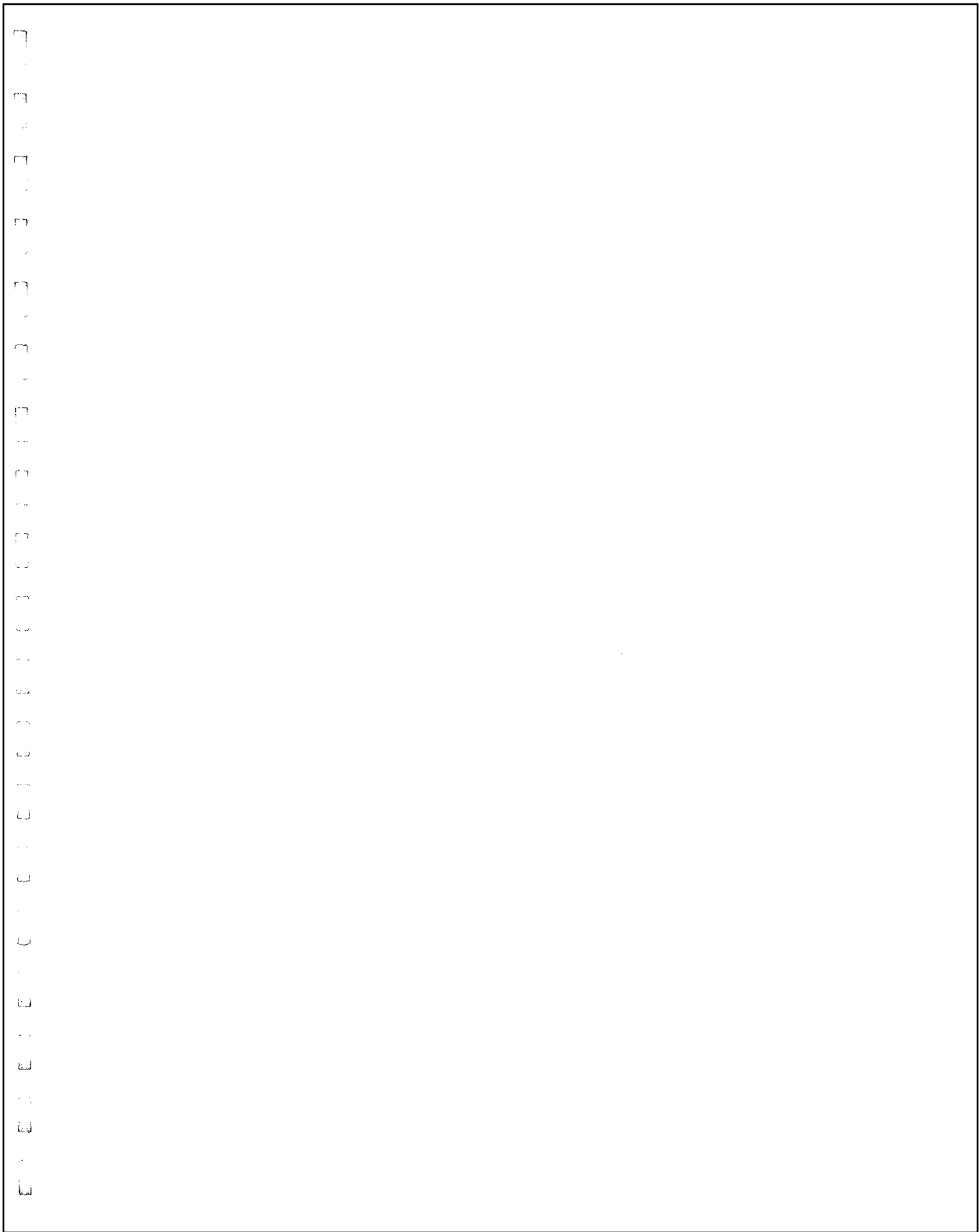
- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Shawano Area Agricultural Society, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Shawano Area Agricultural Society, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

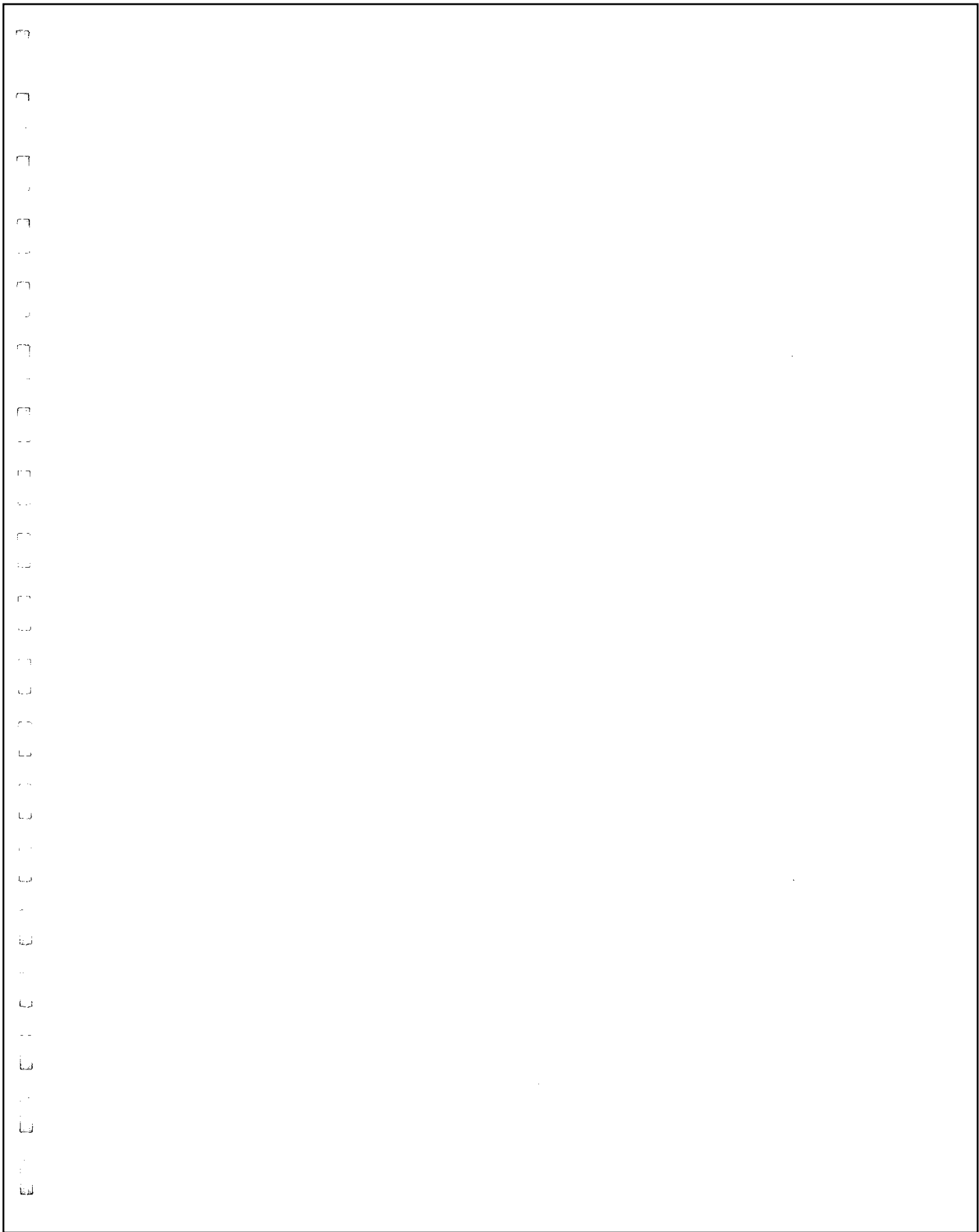
***Supplementary Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of operating revenues are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*KerberRose SC*  
**KerberRose SC**  
**Certified Public Accountants**  
Green Bay, Wisconsin  
December 5, 2024



**FINANCIAL STATEMENTS**



**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Statements of Financial Position  
As of October 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 158,128	\$ 74,677
Accounts Receivable	33,087	41,546
Inventory	7,187	13,260
Prepaid Expense	5,915	1,398
<b>Total Current Assets</b>	<u>204,317</u>	<u>130,881</u>
<b>PROPERTY AND EQUIPMENT</b>		
Vehicles	27,610	43,963
Furniture and Equipment	172,175	172,845
Building Improvements	1,135,013	1,064,687
Building	113,885	109,632
<b>Total Property and Equipment</b>	<u>1,448,683</u>	<u>1,391,127</u>
Less: Accumulated Depreciation	745,660	691,580
<b>Net Property and Equipment</b>	<u>703,023</u>	<u>699,547</u>
<b>OTHER ASSET</b>		
Restricted Cash	33,395	20,772
Investments	39,138	76,002
<b>Total Other Assets</b>	<u>72,533</u>	<u>96,774</u>
<b>TOTAL ASSETS</b>	<u>\$ 979,873</u>	<u>\$ 927,202</u>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 2,905	\$ 1,786
Payroll Liabilities	558	5,415
Agency Funds	33,395	20,772
Unearned Revenues	32,000	36,000
<b>Total Current Liabilities</b>	<u>68,858</u>	<u>63,973</u>
<b>NET ASSETS</b>		
Without Donor Restrictions:		
Net Investment in Property and Equipment	703,023	699,547
Undesignated	207,992	163,682
<b>Total Without Donor Restrictions</b>	<u>911,015</u>	<u>863,229</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 979,873</u>	<u>\$ 927,202</u>

See Accompanying Notes

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**  
 Statements of Activities  
 For the Years Ended October 31, 2024 and 2023

	2024	2023
<b>OPERATING REVENUES</b>		
Fair	\$ 763,995	\$ 557,401
Raceway	556,257	564,636
Building and Grounds Rental	64,035	84,619
Loss on Disposal of Assets	(1,717)	(6,392)
<b>Total Operating Revenues</b>	<b>1,382,570</b>	<b>1,200,264</b>
<b>OPERATING EXPENSES</b>		
Program:		
Fair	456,851	379,039
Raceway	589,107	597,273
<b>Total Program Expenses</b>	<b>1,045,958</b>	<b>976,312</b>
Management and General:		
Building and Grounds Rental	22,413	20,287
General	269,549	318,417
<b>Total Management and General Expenses</b>	<b>291,962</b>	<b>338,704</b>
<b>Total Operating Expenses</b>	<b>1,337,920</b>	<b>1,315,016</b>
<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>44,650</b>	<b>(114,752)</b>
<b>OTHER CHANGES</b>		
Investment Income	3,136	1,002
<b>CHANGE IN NET ASSETS</b>	<b>47,786</b>	<b>(113,750)</b>
<b>NET ASSETS - BEGINNING</b>	<b>863,229</b>	<b>976,979</b>
<b>NET ASSETS - ENDING</b>	<b>\$ 911,015</b>	<b>\$ 863,229</b>

See Accompanying Notes  
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**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**  
Statement of Functional Expenses  
For the Year Ended October 31, 2024

EXPENSES	Program Services		Total Program Services	Management and General		Total Management and General	Total
	Fair	Raceway		Building and Grounds Rental	General		
Cost of Goods Sold	\$ 32,559	\$ 132,100	\$ 164,659	\$ -	\$ 63	\$ 63	\$ 164,722
Advertising	21,737	2,095	23,832	-	-	-	23,832
Bad Debts	-	2,800	2,800	-	-	-	2,800
Bank Charges	946	1,639	2,585	178	3	181	2,766
Bingo Expenses	26,792	-	26,792	-	-	-	26,792
Computer and Software	5,043	799	5,842	-	2,763	2,763	8,605
Contracted Labor	81,003	31,329	112,332	-	1,950	1,950	114,282
Convention	2,067	-	2,067	-	-	-	2,067
Depreciation	29,894	16,013	45,907	-	11,608	11,608	57,515
Dues and Memberships	1,468	-	1,468	-	1,331	1,331	2,799
Employee Meals and Mileage	4,556	65	4,621	-	2,446	2,446	7,067
Equipment Rental/Leases	-	-	-	-	2,755	2,755	2,755
Fair Operated Stands	13,281	-	13,281	-	-	-	13,281
Finance Charges	276	-	276	-	5,336	5,336	5,612
Insurance	12,583	19,539	32,132	441	9,180	9,621	41,753
Interest	824	-	824	-	714	714	1,538
Judges	4,815	-	4,815	-	-	-	4,815
Legal and Accounting	8,139	-	8,139	-	-	-	8,139
Licenses	552	1,567	2,119	-	25	25	2,144
Maintenance	22,451	22,428	44,879	1,565	23,051	24,616	69,495
Miscellaneous	6,347	4,172	10,519	-	185	185	10,704
Office Supplies	4,548	126	4,674	-	2,281	2,281	6,955
Payroll Expenses:							
Salary and Wages	15,645	72,745	88,390	1,008	145,860	146,868	235,258
Social Security Taxes	1,197	5,565	6,762	77	11,158	11,235	17,987
Unemployment Taxes	242	2,202	2,444	-	1,514	1,514	3,958
Health Insurance	-	-	-	-	12,553	12,553	12,553
Postage	1,760	-	1,760	-	1,807	1,807	3,567
Premiums - Fair	19,082	-	19,082	-	-	-	19,082
Promotions	8,076	1,932	10,008	-	967	967	10,975
Raceway Fees	-	6,141	6,141	-	-	-	6,141
Raceway Payouts	480	203,900	204,380	-	-	-	204,380
Rentals	560	-	560	-	246	246	806
Ribbons and Trophies	5,279	1,992	7,271	-	-	-	7,271
Stanchion Fees	-	500	500	-	-	-	500
Special Acts and Features	83,810	17,490	101,300	-	-	-	101,300
Supplies	14,217	5,905	20,122	-	7,292	7,292	27,414
Telephone	2,190	4,390	6,580	2,190	3,009	5,199	9,579
Track Maintenance	-	16,453	16,453	-	-	-	16,453
Utilities	24,422	17,420	41,842	18,954	21,452	38,406	80,248
<b>Total Expenses</b>	<b>\$ 456,851</b>	<b>\$ 589,107</b>	<b>\$ 1,045,958</b>	<b>\$ 22,413</b>	<b>\$ 289,549</b>	<b>\$ 291,962</b>	<b>\$ 1,337,920</b>

See Accompanying Notes  
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**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Statement of Functional Expenses  
For the Year Ended October 31, 2023

EXPENSES	Program Services			Management and General			Total Management and General	Total
	Fair	Raceway	Total Program Services	Building and Grounds		General		
				Rental	General			
Cost of Goods Sold	\$ 28,044	\$ 134,925	\$ 162,969	\$ -	\$ -	\$ -	\$ -	\$ 162,969
Advertising	20,799	5,781	26,580	-	-	-	-	26,580
Bad Debts	380	-	380	-	-	-	-	380
Bank Charges	627	1,368	1,995	164	124	288	288	2,283
Bingo Expenses	23,069	-	23,069	-	-	-	-	23,069
Computer and Software	4,844	803	5,647	-	2,317	2,317	2,317	7,964
Contracted Labor	69,570	24,298	93,868	-	882	882	882	94,750
Convention	2,900	-	2,900	-	-	-	-	2,900
Depreciation	15,476	23,946	39,422	813	12,484	13,297	13,297	52,719
Dues and Memberships	1,366	595	1,961	-	926	926	926	2,887
Employee Meals and Mileage	4,138	78	4,216	-	3,440	3,440	3,440	7,656
Equipment Rental/Leases	-	-	-	-	2,692	2,692	2,692	2,692
Fair Operated Stands	7,348	-	7,348	-	-	-	-	7,348
Finance Charges	-	-	-	-	4,414	4,414	4,414	4,414
Insurance	13,930	19,815	33,745	427	2,251	2,678	2,678	36,423
Interest	78	-	78	-	-	-	-	78
Judges	4,835	-	4,835	-	-	-	-	4,835
Legal and Accounting	-	-	-	-	6,800	6,800	6,800	6,800
Licenses	825	737	1,562	-	79	79	79	1,641
Maintenance	18,289	3,421	21,710	1,147	25,643	26,790	26,790	48,500
Miscellaneous	3,484	1,084	4,568	-	617	617	617	5,185
Office Supplies	1,244	53	1,297	545	5,577	6,122	6,122	7,419
Payroll Expenses:								
Salary and Wages	10,971	71,095	82,066	-	191,860	191,860	191,860	273,926
Social Security Taxes	839	5,439	6,278	-	14,672	14,672	14,672	20,950
Unemployment Taxes	138	1,572	1,710	-	1,896	1,896	1,896	3,606
Health Insurance	-	-	-	-	14,521	14,521	14,521	14,521
Postage	1,855	-	1,855	-	1,093	1,093	1,093	2,948
Premiums - Fair	19,904	-	19,904	-	-	-	-	19,904
Promotions	6,985	5,589	12,584	-	2,191	2,191	2,191	14,775
Raceway Fees	-	6,653	6,653	-	-	-	-	6,653
Raceway Payouts	-	220,370	220,370	-	-	-	-	220,370
Rentals	731	100	831	-	294	294	294	1,125
Ribbons and Trophies	803	1,002	1,805	-	-	-	-	1,805
Sanction Fees	-	238	238	-	-	-	-	238
Special Acts and Features	71,163	19,590	90,753	-	-	-	-	90,753
Supplies	20,021	15,694	35,715	-	5,303	5,303	5,303	41,018
Telephone	2,944	2,306	5,250	2,306	2,796	5,102	5,102	10,352
Track Maintenance	-	15,300	15,300	-	245	245	245	15,545
Utilities	21,429	15,421	36,850	14,885	15,300	30,185	30,185	67,035
<b>Total Expenses</b>	<b>\$ 379,039</b>	<b>\$ 597,273</b>	<b>\$ 976,312</b>	<b>\$ 20,287</b>	<b>\$ 318,417</b>	<b>\$ 338,704</b>	<b>\$ 338,704</b>	<b>\$ 1,315,016</b>

See Accompanying Notes

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Statements of Cash Flows

For the Years Ended October 31, 2024 and 2023

	2024	2023
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 47,786	\$ (113,750)
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities		
Depreciation	52,719	52,719
Bad Debts	2,800	380
Investment Income	(3,136)	(1,002)
Loss on Disposal of Assets	1,717	6,392
Changes in Operating Assets:		
Accounts Receivable	5,659	(41,560)
Inventory	6,073	(5,935)
Prepaid Expense	(4,517)	219
Changes in Operating Liabilities:		
Accounts Payable	1,119	123
Payroll Liabilities	(4,857)	917
Agency Fund	12,623	(12,784)
Unearned Revenues	(4,000)	36,000
Total Adjustments	70,996	35,469
Net Cash Flows From Operating Activities	118,782	(78,281)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Investments	-	(75,000)
Distributions from Investments	40,000	-
Cash Received from Sale of Property and Equipment	13,000	-
Purchase of Property and Equipment	(75,708)	(127,592)
Net Cash Flows From Investing Activities	(22,708)	(202,592)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on Long-Term Debt	-	(1,122)
<b>NET CHANGE IN CASH</b>	96,074	(281,995)
<b>CASH - BEGINNING</b>	95,449	377,444
<b>CASH - ENDING</b>	\$ 191,523	\$ 95,449
<b>RECONCILIATION OF CASH PER STATEMENT OF FINANCIAL POSITION TO STATEMENT OF CASH FLOWS</b>		
Cash	\$ 158,128	\$ 74,677
Restricted Cash	33,395	20,772
Cash Per Statement of Financial Position	\$ 191,523	\$ 95,449

See Accompanying Notes

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Notes to Financial Statements  
October 31, 2024 and 2023

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**Note 1 - Summary of Significant Accounting Policies**

This summary of significant accounting policies of Shawano Area Agricultural Society, Inc. (Organization) is presented to assist in understanding the Organization's financial statements. The financial statements and notes are representations of the Organization's management who is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

**Nature of Operations**

Shawano Area Agricultural Society, Inc. is a nonprofit organization, organized under the laws of the state of Wisconsin for the purpose of promoting mechanical, educational and industrial agricultural interests, including the annual Shawano County Fair and weekly car races.

**Basis of Accounting**

The financial statements of the Organization have been prepared in accordance with the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

**Cash**

Cash deposits consist of demand deposits with financial institutions and are carried at cost. For purposes of the statements of cash flows, the Organization considers as cash all highly liquid investments which have a maturity period of ninety days or less from purchase. The Organization maintains its bank accounts at two financial institutions. Aggregate accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization had no uninsured cash as of October 31, 2024.

**Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the outstanding balances, it has concluded that realization losses on balances outstanding at October 31, 2024 and 2023 will be immaterial.

**Inventory**

Inventory is recorded at the lower of cost or net realizable value based on the first-in, first-out (FIFO) method of valuation. Inventory at October 31, 2024 and 2023 consisted of the following:

	<u>2024</u>	<u>2023</u>
Fair Office Inventory	\$ 800	\$ 800
Track Merchandise	4,385	6,570
Refreshment Stand Inventory	432	3,899
Fan Stand Inventory	1,570	1,991
Total Inventory	<u>\$ 7,187</u>	<u>\$ 13,260</u>

**Deferred Revenue**

Sponsorship sales received prior to the year to which they apply are recorded as deferred revenue and not recognized as revenues until the year earned.

The Organization has a lease agreement in place with Shawano County in which the Organization is allowed to use the premise free of charge and the Organization is responsible for any capital improvements. The property would not be used by any other organization if the Shawano Area Agricultural Society, Inc. was not using it so there is no in-kind rent to consider.

Vehicles	5 - 7 Years
Furniture and Equipment	3 - 20 Years
Building Improvements	15 - 40 Years
Building	39 Years

Purchased property and equipment is recorded at cost. All acquisitions of property and equipment and all expenditures for repairs, maintenance, renewals and betterments that materially prolong the useful life of assets in excess of \$1,000 are capitalized. Donated property and equipment is recorded at estimated fair value at date of donation. Depreciation for financial reporting purposes is calculated primarily using the straight-line method. Estimated useful lives of the assets are as follows:

**Property, Equipment and Depreciation**

The Organization recognizes revenue from ticket sales, event entry fees, parking and program fees at the time of admission. Revenue from the sale of food, refreshments and merchandise is recognized at the time of sale. Membership dues and rental income are comprised of an exchange element based on the value of benefits received. The Organization recognizes the exchange portion of membership dues and rental income at a point in time.

Contributions of cash, grants and other assets are reported as with donor restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, with donor restricted net assets are reclassified to without donor restricted net assets and reported in the statements of activities as net assets released from restrictions. Restricted contributions whose restrictions are met in the same reporting period are recorded as without donor restricted contributions.

**Revenue and Revenue Recognition**

The statements of activities report all changes in net assets, including changes in net assets from operating and other changes. Operating activities consist of those attributable to Shawano Area Agricultural Society, Inc.'s ongoing program services. Other changes are limited to resources considered to be of a more unusual or nonrecurring nature.

**Measure of Operations**

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of Shawano Area Agricultural Society, Inc. or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. The Organization currently does not have any donor restrictions that are temporary or perpetual in nature.

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of Shawano Area Agricultural Society, Inc.'s management and the board of directors.

The Organization reports information regarding its financial position and activities according to two classes of net assets.

**Financial Statements Presentation**

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Notes to Financial Statements  
October 31, 2024 and 2023

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**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Income Taxes**

The Organization is a charitable organization under Section 501(c)(5) of the Internal Revenue Code, and thus is exempt from income taxes. Gifts, grants and bequests are deductible by donors within limitations of the Internal Revenue Code. The Organization is subject to tax on income from any unrelated activities. The Organization continually evaluates its tax position, changes in tax laws and new authoritative rulings for potential implications to its tax status.

**Agency Funds**

The Organization is holding funds for three separate committees that are not part of the Shawano Area Agricultural Society, Inc. These funds do not belong to the Organization and are currently being held in separate bank accounts. The funds will be provided to the committees upon request.

**Advertising**

Advertising costs are expensed as incurred. Advertising expense for the years ended October 31, 2024 and 2023 was \$23,832 and \$26,580, respectively.

**Expense Allocation**

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities and in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The allocation methods are approved by the board of directors.

The expenses that are allocated include the following:

<u>Expenses</u>	<u>Method of Allocation</u>
Cost of Goods Sold	Actual Usage
Advertising	Actual Usage
Bank Charges	Actual Usage
Computer and Software	Actual Usage
Contracted Labor	Actual Usage
Depreciation	Square Footage/Actual Usage
Dues and Memberships	Actual Usage
Employee Meals and Mileage	Actual Usage
Insurance	Square Footage/Actual Usage
Licenses	Actual Usage
Maintenance	Actual Usage
Miscellaneous	Actual Usage
Office Supplies	Actual Usage
Payroll Expenses	Time and Effort
Postage	Actual Usage
Promotions	Actual Usage
Rentals	Actual Usage
Ribbons and Trophies	Actual Usage
Special Acts and Features	Actual Usage
Supplies	Actual Usage
Telephone	Actual Usage
Track Maintenance	Actual Usage
Utilities	Square Footage

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Notes to Financial Statements  
October 31, 2024 and 2023

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from these estimates.

**Recently Adopted Accounting Guidance – Allowance for Credit Losses**

In June 2016, the FASB issued guidance (FASB ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments not measured at fair value through the change in net assets. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses.

The Organization adopted the standard effective November 1, 2023. The impact of the adoption did not have an effect on the financial statements.

**Subsequent Events**

The Organization has evaluated subsequent events through December 5, 2024, the date which the financial statements were available to be issued.

**Note 2 - Availability and Liquidity**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at October 31, 2024 and 2023:

	2024	2023
Financial assets at year end:		
Cash and Restricted Cash	\$ 191,523	\$ 95,449
Accounts Receivable	33,087	41,546
Investments	39,138	76,002
Total financial assets	263,748	212,997
Less amounts not available to be used within one year:		
Restricted Cash	33,395	20,772
Contracted Accounts Receivable	65,395	56,772
Financial assets available to meet general expenditures over the next twelve months	\$ 198,353	\$ 156,225

The Organization's goal is generally to maintain financial assets to meet 90 days of operating expenses. The Organization also has a \$50,000 line of credit available to meet cash flow needs.

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Notes to Financial Statements  
October 31, 2024 and 2023

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**Note 3 - Investments**

The investment at Edward Jones, which consists of Federal US Treasury Bonds, was started during the year ended October 31, 2023.

The following schedule summarizes investments for the years ended October 31, 2024 and 2023, respectively:

Balance November 1, 2022	\$ -
Purchases	75,000
Investment Income	1,002
	<hr/>
Balance October 31, 2023	76,002
Withdrawals	(40,000)
Investment Income	3,136
	<hr/>
Balance October 31, 2024	<u>\$ 39,138</u>

**Note 4 - Fair Value Measurements**

Financial Accounting Standards Board Codification of Accounting Pronouncements, *Fair Value Measurements*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

- Level 1 Quoted prices (unadjusted) for identical assets or liabilities in active markets that the Organization has the ability to access as of the measurement date.
- Level 2 Significant other observable inputs other than level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following are descriptions of the valuation methodologies used for assets measured at fair value.

U.S. government: Bonds issued by the U.S. Treasury. The fair values of U.S. treasury bonds are based on quoted market prices in active markets, and are included in the Level 1 fair value hierarchy. The market for U.S. treasury bonds is an actively traded market given the high level of daily trading volume (Level 1).

- Ticket Sales and Event Entry Fees – admission revenue for races, the annual fair and other events
- Parking Fees – parking revenue for events
- Advertising – income received for providing advertising during races and other events
- Sales – revenue from sales of food, refreshments and merchandise during events
- Membership Dues – income from lifetime memberships sold
- Rental Income – income received from renting out the grounds, buildings and other equipment
- Commissions – income received related to use of food and beverage stands by outside parties during events

The Organization generates revenue from the following activities:

In accordance with Topic 606, the Organization accounts for a customer contract when both parties have approved the contract and are committed to perform their respective obligations, each party's rights can be identified, payment terms can be identified, the contract has commercial substance, and it is probable that the Organization will collect substantially all of the consideration to which it is entitled. Revenue is recognized when, or as, performance obligations are satisfied by transferring control of a promised product or service to a customer.

**Note 7 - Revenue from Contracts with Customers**

No amounts have been reflected in the financial statements for donated services. The Organization pays for most services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization with specific programs and various committee assignments.

**Note 6 - Donated Services**

The Organization has a \$50,000 line of credit with a maturity date of April 19, 2025. Amounts borrowed under this agreement bear interest at a variable interest rate based on an independent index which is the Wall Street Journal Rate as published in the Wall Street Journal Money Rates Section (the "Index"). Unpaid principal will be calculated using a rate of 0.50 percentage points over the Index. The current index is 9.00% (8.50% at October 31, 2023). At October 31, 2024 or 2023, there was no balance drawn on the line of credit. The line is secured by all current and future security agreements.

**Note 5 - Line of Credit**

Investment at Edward Jones:			
Fair Value	\$ 76,002	\$ 76,002	\$ -
Fair Value	Level 1	Level 2	Level 3
U.S. Treasury			
Fair Value	\$ -	\$ -	\$ -
Fair Value	Level 2	Level 3	

The fair value measurements and levels within the fair value hierarchy of those measurements for the assets reported at fair value on a recurring basis at October 31, 2023, is as follows:

Investment at Edward Jones:			
Fair Value	\$ 39,138	\$ 39,138	\$ -
Fair Value	Level 1	Level 2	Level 3
U.S. Treasury			
Fair Value	\$ -	\$ -	\$ -
Fair Value	Level 2	Level 3	

The fair value measurements and levels within the fair value hierarchy of those measurements for the assets reported at fair value on a recurring basis at October 31, 2024, is as follows:

**Note 4 - Fair Value Measurements (Continued)**

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Notes to Financial Statements  
October 31, 2024 and 2023

**Note 7 - Revenue from Contracts with Customers (Continued)**

Disaggregation of Revenue

The table below presents net sales disaggregated by timing of revenue recognition by segment:

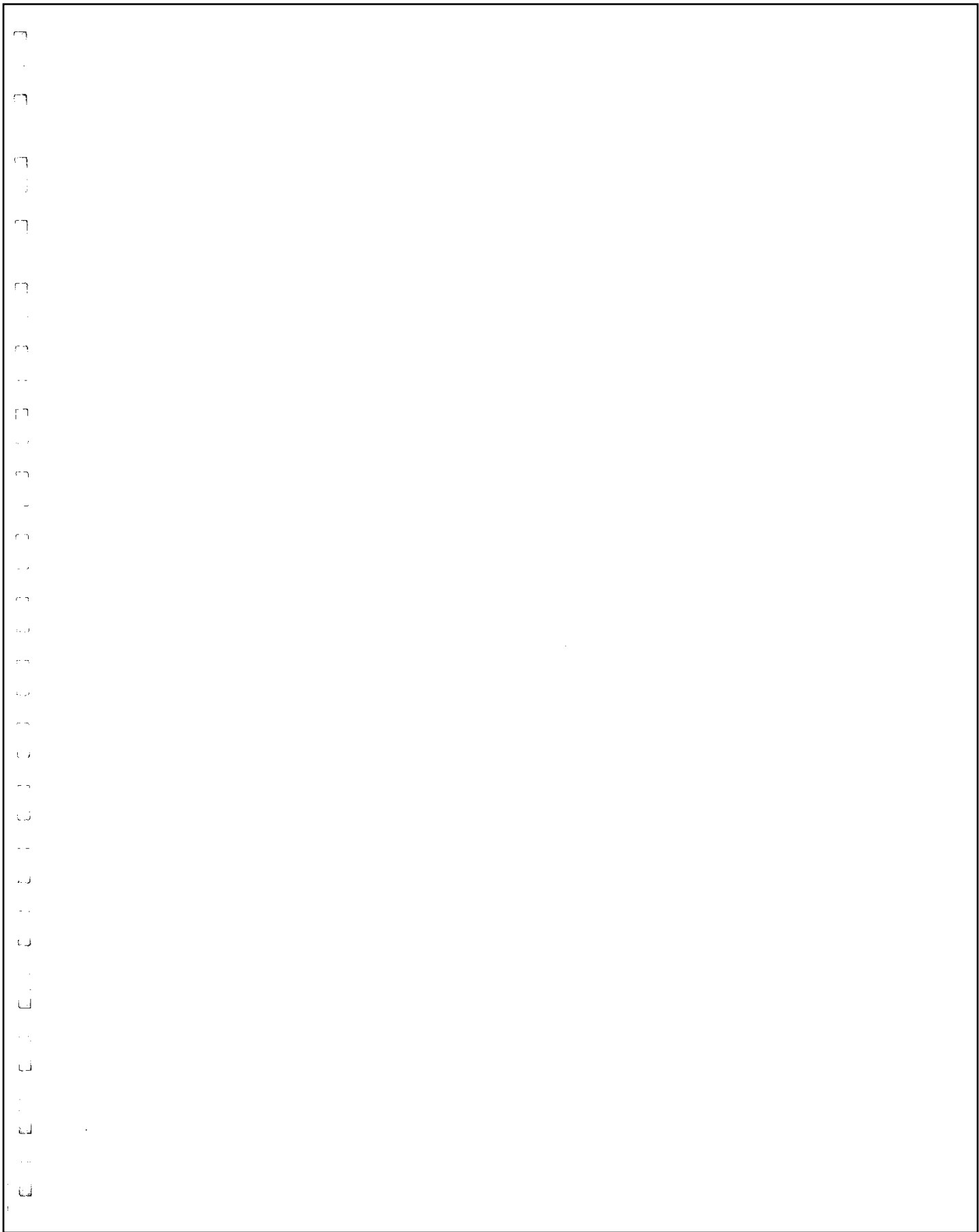
<b>2024</b>						
<u>Segments</u>	<u>Ticket Sales and Event Entry Fees</u>	<u>Parking Fees</u>	<u>Sales</u>	<u>Membership Dues</u>	<u>Rental and Transponder Rental Income</u>	<u>Commissions</u>
<u>Timing of Revenue Recognition</u>						
Services Transferred						
at a Point in Time	\$ 615,093	\$ 7,145	\$ 180,841	\$ 11,400	\$ 99,057	\$ 229,206
<b>2023</b>						
<u>Segments</u>	<u>Ticket Sales and Event Entry Fees</u>	<u>Parking Fees</u>	<u>Sales</u>	<u>Membership Dues</u>	<u>Rental and Transponder Rental Income</u>	<u>Commissions</u>
<u>Timing of Revenue Recognition</u>						
Services Transferred						
at a Point in Time	\$ 538,925	\$ 7,607	\$ 197,809	\$ 10,500	\$ 96,694	\$ 172,541

The following table provides information about accounts receivable and unearned revenue balances:

	<b>2024</b>	<b>2023</b>	<b>2022</b>
Accounts Receivable	\$ 33,087	\$ 41,546	\$ 366
Unearned Revenue	32,000	36,000	-

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**SUPPLEMENTARY INFORMATION**



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	Fair	Raceway	Building and Grounds Rental	Total
<b>REVENUES</b>				
Admissions Grandstand	\$ 99,392	\$ 295,916	\$ -	\$ 395,308
Admissions	216,155	-	-	216,155
Advertising	-	23,175	-	23,175
Camping	7,780	400	75	8,255
Commissions	225,881	3,325	-	229,206
Donations	18,575	-	-	18,575
Event Entry Fee	3,630	-	-	3,630
Fair State Aid	10,000	-	-	10,000
Food Stand	-	94,343	-	94,343
Gaming	32,505	21,283	-	53,788
Gift Certificates	-	529	-	529
Grounds Improvement Fund	38,981	-	-	38,981
Infield Parking	-	7,145	-	7,145
Insurance	700	-	-	700
Interest	21	18	-	39
Memberships	11,400	-	-	11,400
Merchandise Stand	-	19,406	-	19,406
Miscellaneous	5,680	5,988	-	11,668
Premium Fees	1,501	-	-	1,501
Rebates	809	1,605	-	2,414
Refreshment Stand	-	67,092	-	67,092
Rentals	34,130	-	63,720	97,850
Sponsorships	49,259	14,825	-	64,084
Stall and Pen Fees	1,076	-	-	1,076
Transponder Rental	-	1,207	-	1,207
Utilities	6,520	-	240	6,760
<b>Total Revenues</b>	<b>\$ 763,995</b>	<b>\$ 556,257</b>	<b>\$ 64,035</b>	<b>\$ 1,384,287</b>

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**  
 Schedule of Operating Revenues  
 For the Year Ended October 31, 2024

**SHAWANO AREA AGRICULTURAL SOCIETY, INC.**

Schedule of Operating Revenues  
For the Year Ended October 31, 2023

REVENUES	Fair	Raceway	Building and Grounds Rental	Total
Admissions Grandstand	\$ 57,059	\$ 276,888	\$ -	\$ 333,947
Admissions	193,128	-	-	193,128
Advertising	-	22,950	-	22,950
Camping	7,240	520	40	7,800
Commissions	170,233	2,308	-	172,541
Donations	1,355	5,000	-	6,355
Event Entry Fee	3,150	8,700	-	11,850
Fair State Aid	8,970	-	-	8,970
Food Stand	-	104,307	-	104,307
Gaming	29,204	20,661	-	49,865
Gift Certificates	-	525	-	525
Grounds Improvement Fund	-	-	19,667	19,667
Infield Parking	-	7,607	-	7,607
Insurance	1,450	-	-	1,450
Interest	62	42	-	104
Memberships	10,500	-	-	10,500
Merchandise Stand	-	20,453	-	20,453
Miscellaneous	5,092	5,064	-	10,156
Premium Fees	1,408	-	-	1,408
Rebates	641	2,427	-	3,068
Refreshment Stand	-	73,049	-	73,049
Rentals	31,257	-	64,409	95,666
Shipping and Handling	-	20	-	20
Sponsorships	28,849	12,675	-	41,524
Stall and Pen Fees	1,028	-	-	1,028
Transponder Rental	-	1,440	-	1,440
Utilities	6,775	-	503	7,278
<b>Total Revenues</b>	<b>\$ 557,401</b>	<b>\$ 564,636</b>	<b>\$ 84,619</b>	<b>\$ 1,206,656</b>

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## Minutes

### **Shawano County Board of Supervisors Meeting**

**Wednesday, January 22, 2025 @ 3:00 PM  
Shawano County Courthouse, County Board Room**

#### **Members Present:**

Ken Capelle, Steven Schinke, Martin Elmer, Russell Gehm, Rick Giese, Jeremy Gretzinger, Lowel Hammett, Annelies Hartwig, Jacob Hartwig, Thomas Kautza, Dennis Knaak, Al Kuhn, Kimberly Leffel, Kathy Luebke, Randy Mallmann, Joe Miller, Curtis Naja, Steve Natzke, Matt Pleshek, James Przybylski, Raymond Rigsby, Theresa Serrano, William Switalla, Terry Tipton, Lynn Tober-Steinke, Mike Wizner, and Randy Young

#### **Members Absent:**

**1. Call meeting to order.**

The meeting was called to order at 3:00 p.m. by Chairman Kautza with 26 members present and 1 vacant seat.

**2. Silent meditation and Pledge of Allegiance.**

Chairman Kautza requested a moment of silent meditation for Supervisor Conradt and his family and First Responders, followed by the Pledge of Allegiance.

**3. Public comment.**

Timothy Massey, N7099 River Drive, Shawano, WI; Expressing opposition to the Wheel Tax Ordinance.

John Zuiches, N1166 State Hwy 156, Schiocton, WI; Expressing opposition to the Wheel Tax Ordinance.

Richard Radtke, N4433 Cty Rd T, Shawano, WI; believe that the Amish should be included

Peter Schmidt, W3847 Old Dump Road, Bonduel, WI; Mr. Schmidt doesn't believe \$20 will solve the problem, Amish and Farmers are excluded from the fee. The Board should be looking at the whole pie and should get creative, plus have more open discourse.

**4. Chairman's report.**

Randy Mallmann, as requested by Chairman Kautza, gave a report on the Ad Hoc committee visit to Green Lake and Waushara County's facilities. Green Lake has a new combined jail and justice center. Waushara County built a new justice center which was attached to the jail. Main concerns for our facilities is the lack of security, safety upon entry for staff, jailers, inmates and the general public. Looked at efficiencies of the County staff, offices and footprint of the space needed. Energy cost savings have been considered. Maintenance would have a less of an area to maintain. Both facilities worked together with everyone, which worked out well. Looked at layout of an overall plan. Security played a major part in the planning. Both facilities worked with the Samuels Group through their process. Our Jail was built in 1954, Remolded 1992, Courthouse in 1956, Heating Plant 1900's. Old buildings, security and safe environments as well as outdated infrastructure are major concerns. We have outgrown of jail, if we had a new

facility, we would be able to house our own and even possibly rent to state and counties for added revenue stream. They held a meeting with 10 of the 11-committee members. All 10 voted to pursue starting a master plan, consolidate, if necessary, with a focus of new or a possible renovation of buildings.

Chairman Kautza mentioned that at the Public Property meeting that we should utilize the Samuels group as a step-by-step advisor.

**5. Appointment of Steven Schinke to District 13**

This appointment will fill the vacant District 13 seat. Current term will expire April 2026.

Motion by Supervisor Natzke, second by Supervisor Wizner, Mr. Schinke has a long history of public service everything from the Cemetary Association to the Town of Navarino board, motion carried. Vote: 26 Yes, 0 No, 1 Vacant.

**6. Election of Highway Committee Member - East District**

In accordance with County Board of Supervisors Rules book the election was held by an endorsed ballot. Nominations are Steven Schinke, James Przybylski, Kathy Luebke, Ken Capelle. Joe Miller and Raymond Rigsby were selected as tellers. Round One Vote: Schinke - 6, Przybylski - 8, Luebke - 11, Capelle - 1, No vote - 0, since there is not a majority vote the lowest candidate will be dropped off (Capelle). Round 2: Schinke - 2, Przybylski - 13, Luebke - 12, lowest candidate is Schinke he will drop off. Round 3: Przybylski - 16, Luebke - 11. Przybylski won with the majority at 16. He will take the position of the representative of the Highway East.

**7. Appointment of Steven Schinke to the Department of Human Services Board**

Motion by Supervisor Miller, second by Supervisor Young, motion carried. Vote: 27 Yes, 0 No.

**8. Motion to deviate from the order of the agenda, if necessary.**

Motion by Supervisor Rigsby, second by Supervisor Mallmann, to deviate as necessary. Motion prevailed by acclamation.

**9. Consent Agenda.**

Approval of minutes from November meeting

Acceptance of November/December/January committee minutes

Annual Reports: None

Special orders or appointments: Marshal Geise - Soldiers and Sailors Relief Commission for a 3-year term to end Jan. 1, 2028

Marsha Hoeffs - Nicolet Federated Library System for a 3-year term to end December 3, 2027

*Any item removed from the Consent Agenda will be taken up immediately after the Consent Agenda approval.*

Motion by Supervisor Leffel, second by Supervisor Switalla, to approve Consent Agenda. Consent Agenda approved 27 Yes, 0 No.

**10. Reading of petitions, memorials, communications and claims against the Board.**

Clerk Skarlupka read the Thank You note from the family of Kevin Conradt

At this time Chairman Kautza swore in Steven Schinke as the new District 13 Supervisor.

**11. Resolution No. 45-24 Town of Aniwa Zone Change Felendysz**

Motion by Supervisor Gretzinger, second by Supervisor Hammett, Luebke made a motion to amend the resolution to change it to an ordinance, the new ordinance number will be Ord. No. 6-25 and also to reflect the date of 1/22/2025 for the County Board meeting, Capelle second, motion to approve the amended date carried by a 27 Yes, 0 No vote. Ord. No. 6-25 went to a vote as amended, motion carried. Vote: 27 Yes, 0 No.

**12. Resolution No. 46-24 Check Cancellation for 2024**

Motion by Supervisor Switalla, second by Supervisor Mallmann, Luebke made a motion to amend the resolution to reflect the date of 1/22/2025 as the County Board meeting, Schinke second, motion to approve the amended date carried by a 27 Yes to 0 No vote. Res. No. 46-24 went to a vote as amended, motion carried. Vote: 27 Yes, 0 No.

**13. Ordinance No. 9-24 Town of Grant - Shawano County Comprehensive Plan Amendment**

Motion by Supervisor Luebke, second by Supervisor Knaak, Kautza made a motion to amend the ordinance to reflect the date of 1/22/2025 as the County Board meeting, Luebke second, motion to approve the amended date carried by a 27 Yes, 0 No vote. Ord. No. 9-24 went to a vote as amended, motion carried. Vote: 27 Yes, 0 No.

**14. Resolution No. 1-25 Thanking Lisa Onesti**

Motion by Supervisor Miller, second by Supervisor Schinke, Sheriff Lenzner recognized Lisa's commendations to her work with Shawano County, Ms. Onesti has been honored to work for Shawano County, motion carried. Vote: 27 Yes, 0 No.

**15. Resolution No. 3-25 Thanking Steve Dreher**

Motion by Supervisor Mallmann, second by Supervisor Giese, Giese thanked Mr. Dreher for his service to the County. Mr. Dreher thanked the County, and wished good luck with future endeavors, motion carried. Vote: 27 Yes, 0 No.

**16. Resolution No. 4-25 Thanking Julie Harland**

Motion by Supervisor Giese, second by Supervisor Young, motion carried. Vote: 27 Yes, 0 No.

**17. Resolution No. 5-25 Thanking Julie Dassler**

Motion by Supervisor Mallmann, second by Supervisor Leffel, motion carried. Vote: 27 Yes, 0 No.

**18. Resolution No. 6-25 Hiring of Nicholas Hesse**

Motion by Supervisor Kuhn, second by Supervisor Elmer, Mr. Hesse introduced himself to the board motion carried. Vote: 27 Yes, 0 No.

**19. Ordinance No. 1-25 To Adopt and Enact Vehicle Registration Fee (Wheel Tax)**

Motion by Supervisor Przybylski, second by Supervisor Tipton, Supervisor Tipton stated that Amish and Farm loads are both exempt by the State. While this may not be popular, our roads are not getting any better and with a Wheel Tax everyone would pay. Supervisor Young mentioned that he was considering making an amendment to have the City of Shawano not included, Corporation Counsel said that could not happen. Supervisor Miller wanted to know from Corporation Counsel if people living on Tribal Lands were exempt, which they are. Either way Supervisor Miller is not in favor of this and wanted people to know that the Stockbridge have make ongoing contributions to Shawano County. Gretzinger said that he had received calls regarding this, and they want to see numbers and be more transparent, Gretzinger made a motion to table,

seconded by Supervisor Hammett, Ord. No. 1-25, amendment was to table the ordinance until the February County Board meeting, amended motion carried. Vote: 22 Yes, 5 No.

**20. Ordinance No. 2-25 Amendment to Ordinance No. 4-13 (POWTS)**

Motion by Supervisor Luebke, second by Supervisor Capelle. Supervisor Rigsby wanted to know what the new POWTS fee was going to be, he couldn't find it. Supervisor Luebke stated the amendment is to just update it. The ordinance motion carried. Vote: 27 Yes, 0 No.

**21. Ordinance No. 3-25 Town of Grant Zone Change Peebles**

Motion by Supervisor Capelle, second by Supervisor Serrano, Supervisor Rigsby questioned why this is coming before the board today, the buildings are gone already, why are we approving something after the fact. Supervisor Luebke stated this had to be done and this parcel needed to be up to code. Supervisor Gretzinger said that he was parking his equipment on the corner, but with this change he can move the equipment back, motion carried. Vote: 26 Yes, 1 No.

**22. Ordinance No. 4-25 Town of Aniwa Zone Change Hultzman**

Motion by Supervisor Serrano, second by Supervisor Luebke, Supervisor Luebke suggested for future that the property address just be read into the minutes, this will be the process for the future. Supervisor Miller agreed. motion carried. Vote: 27 Yes, 0 No.

**23. Ordinance No. 5-25 Amendment to the Shawano County Comprehensive Land Plan**

Motion by Supervisor Luebke, second by Supervisor Schinke, Corporation Counsel stated the ordinance looks different because it was a template from the State, motion carried. Vote: 27 Yes, 0 No.

**24. Report by the Executive Committee on General Accounts and claims.**

Motion by Supervisor Pleshek, second by Supervisor Switalla, to approve the November General Accounts in the amount of \$183,744.66 and November Committee Claims of \$8,740.29, also December General Accounts in the amount of \$621,588.71 and December Committee Claims of \$7,780.58. Motion carried approved 27 Yes, 0 No.

**25. Board member comments or new business to be considered at a future meeting.**

Supervisor Young mentioned that Supervisor Gretzinger's motion only moves the approval of Ord. No. 1-25 to the February meeting but does not address the issue of the people. Chairman Kautza stated we can put information on the website, paper, have Highway and Parks hold an informational meeting. Also, to have Kevin Passon of the Leader put something in the paper and then when a date is picked to invite Kevin to the meeting.

Administrator Davel mentioned that there have been two articles already in the paper. Supervisors need to keep in mind that last October it was discussed that we needed to find other avenues of revenue and that this is an avenue that would help fund our highway projects. All of our departments took a 3% cut for 2025. If passed a \$20 Wheel Tax going to towards our roads would free up levy monies to go to the other departments if needed in 2025 and beyond. Without additional revenues we will be cutting more. PDZ, Highway and Parks has raised rates on their fees. Supervisor Gretzinger stated that the people would like to see where it is being used, they would be happy if they just had more information. Supervisor Luebke said that we need to look at

the State and get them to look a current levy limit formulas and procedures. State also has passed down unfunded mandates to the County, we need to contact the State (our representatives) to slow that process down or eliminate unfunded mandates. Supervisor Giese mentioned that a lot of us sit on Towns/Village/City boards and that we should talk about this and see what they say. Supervisor Kuhn might have a different way, like to add 2 to 6 cents to all fuel sales in the County. Chairman Kautza said it can be checked in to but when the State has a tax already in place it is hard to change it. Chairman Kautza was checking in on whether or not we can raise the County Sales Tax. This can be done only in special circumstances, Brewers Stadium, Green Bay Stadium, premier resort areas like the Lake Delton area have additional sales tax added for their Counties. Supervisor Przybylski said major concerns of residents is road and gas. How far does \$20 of gas get you, but \$20 across the County would be helpful to the Highway Department to catch up on bridges and roads.

**26. Claim report of County Board Supervisors mileage/per diem for today's County Board meeting.**

Motion by Supervisor Naja, second by Supervisor Przybylski, to approve the mileage/per diem for today's meeting in the amount of \$2,686.40. The mileage/per diem report was approved. 25 Yes, 1 No, 1 Absent ( Supervisor Switalla)

**27. Next meeting date: February 26, 2025 3:00 PM**

**28. Adjournment.**

Motion by Supervisor Miller, second by Supervisor Serrano, to adjourn the meeting at 4:46 p.m. Motion prevailed by acclamation.

Recorded by: Kara Skarlupka, County Clerk



## Minutes

### **Shawano County Board of Supervisors Meeting**

**Wednesday, November 20, 2024 @ 3:00 PM**  
**Shawano County Courthouse, County Board Room**

#### **Members Present:**

Ken Capelle, Martin Elmer, Russell Gehm, Jeremy Gretzinger, Lowel Hammett, Annelies Hartwig, Jacob Hartwig, Thomas Kautza, Dennis Knaak, Al Kuhn, Kimberly Leffel, Kathy Luebke, Randy Mallmann, Curtis Naja, Steve Natzke, Matt Pleshek, James Przybylski, Raymond Rigsby, William Switalla, Terry Tipton, Lynn Tober-Steinke, Mike Wizner, and Randy Young

#### **Members Absent:**

Kevin Conradt, Rick Giese, Joe Miller, and Theresa Serrano

#### **1. Call meeting to order.**

The meeting was called to order at 3:00 p.m. by Chairman Kautza with 23 members present and 4 absent.

#### **2. Silent meditation and Pledge of Allegiance.**

Katuza requested a moment of silent mediation, followed by the Pledge of Allegiance.

#### **3. Public comment.**

None

#### **4. Motion to deviate from the order of the agenda, if necessary.**

Motion by Supervisor Young, second by Supervisor Natzke, to deviate as necessary. Motion prevailed by acclamation.

#### **5. Chairman's report.**

Chairman Kautza stated that the Highway Department has started hauling approximately 18,000 cubic yards of clay from the clay barrow site to the landfill. This is about half of what is needed to cap. Second half will be moved next year. By utilizing the Highway Department this will save the County/City Landfill money for the capping project. There was not an AdHoc committee meeting this month, but the tour is set for December 2nd. Decisions need to be made on the building project, currently the jail project still needs to move forward just to keep it running.

#### **6. Consent Agenda.**

Approval of minutes from October meeting

Acceptance of October/November committee minutes

Special orders or appointments: DHS - Bob Krause and Jim Leuenberger, term to end January 1, 2028

Housing Authority for Resident Commissioner - Jodi Hunter, term to end November 30th, 2027

Annual Reports: Department of Human Services and Corporation Counsel

Res. No. 42-24 BEAD Funding for Broadband Expansion

Res. No. 43-24 DHS State Contract 2025

Res. No. 44-24 DOT Highway Safety Grant Award 2025

Page 1 of 10

Page 6 of 150

*Any item removed from the Consent Agenda will be taken up immediately after the Consent Agenda approval.*

**Item Res. No. 42-24 BEAD Funding for Broadband Expansion was removed from the Consent Agenda.**

Motion by Supervisor Switalla, second by Supervisor Capelle, to approve Consent Agenda with Res. No. 42-24 removed. Consent Agenda approved 23 Yes, 0 No, 4 Absent.

**Res. No. 42-24 BEAD Funding for Broadband Expansion**

Motion by Supervisor Tober-Steinke, second by Supervisor Luebke, to adopt Res. No. 42-24. Matt Hieptas Technology Services explained what the BEAD Project entails and that the Letter of Support is for Bertram Communications. Supervisor Tober-Steinke mentioned that Bertram is in her area via satellite, she questioned the addition of fiber and also stated that everyone seems to be very happy with Bertram. Supervisor Przybylski asked if other Counties have been contacted, two have and they have had good results with Bertram and their fiber projects. Supervisor Pleshek asked if the fiber will be placed in all road right of ways, yes, that will be the case. Res. No. 42-24 was adopted 23 Yes, 0 No, 4 Absent, motion carried.

**7. Reading of petitions, memorials, communications and claims against the Board.**

Clerk Skarlupka read Thank You's from Leadership Shawano County and Safe Haven.

**8. Report by the Executive Committee on General Accounts and claims.**

Motion by Supervisor Przybylski, second by Supervisor Tipton, to approve the October General Accounts in the amount of \$457,826.99 and October Committee Claims of \$11,130.66.00. General Accounts and Claims were approved 23 Yes, 0 No, 4 Absent

**9. Board member comments or new business to be considered at a future meeting.**

Supervisor Przybylski questioned Planning and Zonings "Chicken Ordinance" being pushed back onto the municipalities. Where is Planning and Zoning going for the future in regard to serving municipalities. Supervisor Rigsby also questioned the Junk Ordinance which was repealed leaving the municipalities with nothing regarding these types of properties.

**10. Claim report of County Board Supervisors mileage/per diem for today's County Board meeting.**

Motion by Supervisor Tipton, second by Supervisor Kuhn, to approve the mileage/per diem for today's meeting in the amount of \$2,229.94. The mileage/per diem report was approved. 20 Yes, 1 No, 4 Absent

**11. Next meeting date: December 18th, 2024**

**12. Adjournment.**

Motion by Supervisor Mallmann, second by Supervisor Leffel, to adjourn the meeting at 3:26 p.m. Motion prevailed by acclamation.

Recorded by: Kara Skarlupka, County Clerk

**Resolution No. 43-24**

**To Approve the State Contract(s) for the Department of Human Services**

**Whereas**, Wis. Stats. Sec. 46.031(2g)(a) requires the Shawano County Department of Human Services to procure approval of the County Board of Supervisors of a budget and entering a contract for 2025 between the State of Wisconsin, Departments of Health Services, Children and Families, Justice, Corrections, Administration, Transportation, Greater Wisconsin Agency on Aging Resources (GWAAR) and the county, containing the allocation of funds and administrative requirements as are necessary for the county department; and

**Whereas**, the Shawano County Department of Human Services has submitted its 2025 plans and budgets to its respective Board and those have been approved by the Shawano County Board of Supervisors at its October 2024 meeting; and

**Whereas**, Wis. Stats. Sec. 46.031(2g)(a) requires the Shawano County Board of Supervisors approve entering these contracts before January 1 of the year in which it is to take effect and further provides that the Shawano County Board of Supervisors may designate the approval of specific terms to the applicable home committee and agents as necessary as part of this resolution approving entering into the contact.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 20<sup>th</sup> day of November, 2024, that the 2025 State and County contracts for the Shawano County Department of Human Services with the State of Wisconsin, Departments of Health Services, Children and Families, Justice, Corrections, Administration, Transportation, Greater Wisconsin Agency on Aging Resources (GWAAR) is approved subject to the approval of the appropriate Home Committee and Corporation Counsel.

**Be it further resolved**, that the County Board Chair and the County Clerk are authorized to sign the 2025 contracts and any future addenda thereto.

Submitted by,  
Kevin Conrad  
Dennis Knaak  
Robert Krause  
Jim Leuenberger  
Thomas Madsen  
Kathy Stoltenow  
William Switalla  
Lynn Tober-Steinke  
Mike Wizner  
HUMAN SERVICES DEPARTMENT BOARD

Vote: 7 Yes; 0 No; 2 Absent

Approve 2025 State Contract(s) for the Department of Human Services  
Page 2

FISCAL NOTE: Grant funds included in the 2025 budget. The contract with the state must be signed in order to receive these funds.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires majority vote of the Board Members present.  
Larenda J. Maulson - Corporation Counsel

**Resolution No. 44-24**

**To Accept a Highway Safety Grant Awarded by the Wisconsin Department of Transportation**

**Whereas**, the need to vigorously enforce laws prohibiting the operation of motor vehicles while under the influence of drugs and alcohol ("OWI") is paramount when keeping our roadways safe for law-abiding drivers, and so too is enforcing Wisconsin's speed and seatbelt laws; and

**Whereas**, to that end, the Wisconsin Department of Transportation awards grants to various law enforcement agencies that are used to pay deputies and officers, including overtime pay, as necessary to provide additional traffic enforcement for OWI, speed and seatbelt special enforcement operations; and

**Whereas**, Shawano County, Menominee County, and the City of Shawano were jointly awarded a grant total of \$50,000 for seatbelt enforcement, \$35,000 for OWI enforcement, and \$50,000 for speed enforcement to be used from January 1, 2025 through September 30, 2025; and

**Whereas**, Shawano County's share of these grant funds totals \$30,000 for seatbelt, \$30,000 for speed enforcement, and \$25,000 for OWI special enforcement operations; and

**Whereas**, these funds will provide the residents of Shawano County with additional hours of law enforcement time on our roadways and no matching dollars are required by Shawano County.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 20<sup>th</sup> day of November 2024, that it does hereby approve the acceptance of the Wisconsin Department of Transportation grant for Shawano County in the amount of \$30,000 for seatbelt, \$30,000 for speed enforcement, and \$25,000 for OWI special enforcement operations to be used from January 1, 2025 through September 30, 2025, and consistent with the other terms herein above.

**Be it further resolved** that the Public Safety Committee shall oversee the proper receipt and expenditure of these grant funds.

Submitted by,  
Russell Gehm  
Jeremy Gretzinger  
Steve Natzke  
Theresa Serrano  
Randy Young

Ken Capelle  
Kevin Conradt  
Thomas Kautza  
Kathy Luebke  
Theresa Serrano  
William Switalla  
Randy Young  
EXECUTIVE COMMITTEE

PUBLIC SAFETY COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

Vote: 6 Yes; 0 No; 1 Absent

Accept a Highway Safety Grant awarded by the WI DOT for 2025  
Page 2

FISCAL NOTE: No matching funds required.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel



**SHAWANO COUNTY TECHNOLOGY SERVICES** [www.co.shawano.wi.us](http://www.co.shawano.wi.us)

**Address:** 311 North Main Street, Shawano, WI 54166 **Phone:** (715) 526-4615 **Fax:** (715) 526-6273

11/20/24

Cru Stublely  
Secretary to the Commission  
Public Service Commission of Wisconsin  
4822 Madison Yards Way  
Madison, WI 53705

Dear Cru Stublely,

Endorsement of Bertram Communication LLC's Application for BEAD Funding

The Shawano County Board of Supervisors endorses Bertram Communications LLC bids for the Broadband Equity, Access, and Deployment (BEAD) Program auction in Wisconsin. Our county has demonstrated a strong commitment to expanding broadband access for all residents and businesses, recognizing it as an essential utility for modern life and economic development for our residents, and businesses. However, due to the budget limitations, it has been a long road trying to attract Internet Service Providers without grant funding.

The BEAD program provides essential funding to address the needs of our county's unserved and underserved households, businesses, and nonprofits in Shawano County.

The Shawano County Board of Supervisors established Shawano County Broadband Taskforce in 2023, a dedicated resource for broadband planning and expansion. Our County has participated in regional collaboration with New North on broadband expansion planning, mapping, and economic development efforts in the Northeast Wisconsin region. All of these efforts demonstrate the county's commitment and support to broadband expansion.

Bertram Communications LLC is seeking BEAD funding to expand broadband services in Shawano County. This project aligns with Shawano County's goals to expand and enhance connectivity of fiber-to-the-premises broadband access to all residents and businesses and supports Shawano County's choice to partner with Bertram Communications to serve their municipality with broadband access.

We have had a positive working relationship with Bertram Communications LLC, who we have previously partnered with and was previously awarded grant funding to increase internet connectivity in our rural areas that had very poor connectivity. The residents and businesses that were able to utilize the service added during this partnership were pleased with the service provided.

Therefore, the Shawano County Board of Supervisors fully endorses Bertram Communications application for BEAD funding for the Shawano County utilizing fiber-to-the-premises broadband technology. This endorsement was reviewed and approved by the Shawano County Board of Supervisors on November 20, 2024 at a County Board meeting. Minutes of that meeting are attached.

We are committed to supporting providers and their public-private partnerships with our municipalities to leverage this unprecedented opportunity to bridge the digital divide in our community. Shawano County's

comprehensive approach to broadband expansion, community engagement, and strategic planning, showcases its dedication to ensuring that every home and business in Shawano County has access to reliable, high-speed internet service. These efforts position the county as a leader in rural broadband development and underscore the critical role of connectivity in fostering economic growth and improving quality of life.

Sincerely,

Matt Hietpas  
Shawano County Broadband Task Force, Chair  
[matt.hietpas@shawanocountywi.gov](mailto:matt.hietpas@shawanocountywi.gov)  
715-526-4645

Thomas Kautza  
Shawano County Board Chairman

Kara Skarlupka  
Shawano County Clerk

**Resolution No. 42-24**

**To Approve an Application for Broadband Expansion in Shawano County from Bertram Communication, LLC for BEAD Funding**

**Whereas,** Broadband, Equity, Access and Deployment (“BEAD”) funding is available for unserved and underserved households and businesses within Shawano County; and

**Whereas,** the Shawano County Board of Supervisors recognizes that broadband connectivity and reliability are critical infrastructure for health, safety, and quality of life for all community resident to participate in the full benefits of our society and economy, including access to telemedicine, educational, and economic opportunities; and

**Whereas,** the Shawano County Board of Supervisors established a Broadband Committee in 2023; and

**Whereas,** the Broadband Taskforce Committee has made recommendations for broadband infrastructure, identifying unserved areas, underserved areas and fiber technology as priorities; and

**Whereas,** four (4) providers have been interviewed for partnership opportunities to meet Shawano County-identified broadband infrastructure goals; and

**Whereas,** Bertram Communication, LLC has partnered with Shawano County on previously awarded successful grant; and

**Whereas,** Bertram Communication, LLC has a proven record of accomplishments in Shawano County for 16 years, having made investments in our communities since 2008; and

**Whereas,** Bertram Communication, LLC has discussed their future plans at the Broadband Task Force and Executive committee meetings.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors,** in session this 20<sup>th</sup> day of November, 2024, that Shawano County endorses the application for Bertram Communication, LLC for BEAD funding to support infrastructure deployment in Shawano County, Wisconsin.

Submitted by,  
Ken Capelle  
Kevin Conradt  
Thomas Kautza  
Kathy Luebke  
Theresa Serrano  
William Switalla  
Randy Young  
EXECUTIVE COMMITTEE

Vote: 6 Yes; 0 No; 1 Absent

Submitted by,  
James Davel  
Joe Dawidziak  
Brooke Driessen  
Matt Hietpas  
Raymond Rigsby  
Peter Thillman  
Terry Tipton  
BROADBAND TASKFORCE

Vote: 5 Yes; 0 No; 2 Absent

Endorse Bertram Communication, LLC for BEAD Funding  
Page 2

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires majority vote of the Board Members present.  
Larenda J. Maulson - Corporation Counsel

**County Board Meeting Date: ~~December 18, 2024~~ Cancelled**

Per Resolution No. 228-80, adopted on March 11, 1980 by the Shawano County Board of Supervisors, minutes of all committees and commissions are to be included with agenda as per request.

<u>Committee</u>	<u>Meeting Date/Page</u>			
	<b>Date</b>	<b>Page</b>	<b>Date</b>	<b>Page</b>
Ad Hoc Building Committee	<b>12/2</b>	<b>1</b>		
ADRC Executive Committee	<b>12/9</b>	<b>2</b>		
Ag & Extension Committee	<b>12/5</b>	<b>4</b>		
Board of Canvass	<b>11/7</b>	<b>6</b>		
Board of Health/Veterans Service Committee	<b>11/8</b>	<b>10</b>		
Commission on Aging	<b>11/14</b> <i>Public Hearing</i>	<b>12</b>	<b>11/14</b>	<b>13</b>
Executive Committee	<b>11/13</b>	<b>16</b>		
Highway and Parks Committee	<b>12/3</b>	<b>20</b>		
Housing Authority of Shawano County	<b>11/21</b>	<b>23</b>		
Human Services Department Board	<b>11/12</b>	<b>26</b>		
Joint City/County Transportation Advisory	<b>11/14</b>	<b>30</b>		
Land Conservation Committee	<b>11/7</b> <i>Public Info.</i>	<b>32</b>	<b>12/5</b>	<b>35</b>
Planning, Development & Zoning Committee	<b>12/4</b> <i>Comprehensive Plan</i>	<b>38</b>	<b>12/4</b> <i>Public Hearing</i>	<b>39</b>
	<b>12/4</b>	<b>41</b>		
Public Property Committee	<b>12/5</b>	<b>45</b>		
Public Safety Committee	<b>12/4</b>	<b>47</b>		
Shawano County Arts Council	<b>11/4</b>	<b>49</b>		
Soldiers & Sailors Relief Commission	<b>12/10</b>	<b>51</b>		
Solid Waste management Board	<b>11/14</b>	<b>52</b>		

Pan/word/county board/committee minutes front page



**Minutes**

**Ad Hoc Building Committee Meeting**

**Monday, December 2, 2024 @ 2:00 PM  
Waushara County Courthouse, County Board Room**

**Members Present:**

Matt Pleshek, Randy Mallmann, Thomas Kautza, Scott Frank, Grant Bystol, Ty Raddant, Ethan Schmidt, Greg Strayer, James Davel, Keith Herm, Regan Mongold, and Sam Crawford

**Members Absent:**

John Jacobs Jr.

**Others Present:**

Kurt Berner - Samuels Group, John Jarvis - Waushara County Board Chair, James Przybylski - Shawano County Supervisor

- 1. Call meeting to order.**  
Chairman Mallmann called the meeting to order at 2:13 PM.
- 2. Public comment - limited to 10 minutes.**  
None
- 3. Approval of minutes from previous meeting.**  
Kautza made a motion to accept the previous minutes, Strayer second, motion carried.
- 4. Discussion and possible action on submitting a recommendation to the County Board for the future County infrasture**  
The recommendation was to start master planning of the County infrastructure focusing on consolidating the County buildings with a focus on building new with the possible renovation in the future.  
Motion by Mallmann, seconded by Strayer to move forward with the stated recommendation, motion carried.
- 5. Adjournment.**  
Motion by Frank, seconded by Bystol, motion carried to adjourn at 2:58 pm.  
Recorded by: James Davel, County Administrator



## Minutes

### **ADRC Executive Committee Meeting**

**Monday, December 9, 2024 @ 1:00 PM**  
**Shawano County Department of Human Services**  
**Building A, Room 115**  
**W7327 Anderson Ave, Shawano WI 54166**

**Members Present:** Richard Kane - Director Shawano County Human Services, Melissa Penass - Stockbridge-Munsee Aging and Disability Services Area Manager, Scott Shackelford - Director Oconto County Health and Human Services

**Members Absent:** Shannon Wilber - Director Menominee County Human Services

**Others Present:** Kim Wolfmeyer - ADRC Director, Laurie Wylie - ADRC Support Staff, Kristine Tuma - Fiscal Support Specialist

**1. Call meeting to order.**

Called to order at 1:10 pm by Chairperson Kane.

**2. Approve minutes from previous meeting.**

Motion made by Shackelford, second by Penass, to approve the October 14, 2024 minutes. All aye. Motion carried.

**3. Motion to deviate from the order of the agenda, if necessary.**

No action was taken to deviate from the posted agenda.

**4. Introduction of new ADRC staff member.**

Laurie Wylie is the newly hired support staff member working for the ADRC. Laurie will primarily be working out of the Oconto Falls location.

It was noted that Laurie left the meeting at 1:13 pm.

**5. Approval of accounts payable for the ADRC of the Wolf River Region.**

Motion made by Penass, second by Shackelford, to approve the bills and vouchers as presented. All aye. Motion carried.

**6. Discussion and possible approval of the Medicare Improvements for Patients and Providers Act (MIPPA) Grant Agreement with the State of Wisconsin Department of Health Services for 09/01/2024 - 08/31/2025.**

The ADRC has received the Medicare Improvements for Patients and Providers Act (MIPPA) Grant Agreement with the State of Wisconsin Department of Health Services for the time frame of 09/01/2024 - 08/31/2025. After discussion, motion made by Shackelford to approve this contract. Second by Penass. All aye. Motion carried.

**7. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Section 19.85(1)(c), Wis. Stats., to discuss budget and personnel of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Motion made by Shackelford, seconded by Penass, for the ADRC Executive Committee to go into closed session pursuant to Section 19.85(1)(c), Wis. Stats. Roll call vote: Kane, aye; Shackelford, aye; Penass, aye.

**8. It is anticipated that a motion will be made and seconded to come out of closed session, and to take action as needed on closed session item, and continue with the agenda.**

Motion made by Shackelford, seconded by Penass, for the ADRC Executive Committee to come out of closed session. Roll call vote: Kane, aye; Shackelford, aye; Penass, aye.

It was noted that the annual performance evaluation for the ADRC Director has been completed.

**9. Discussion and possible approval of 2025 ADRC Governing Board per diem.**

The current ADRC Governing Board per diem is \$70 per meeting. Penass motioned to retain the per diem rate of \$70 and the mileage reimbursement at the IRS rate. Second by Shackelford. All aye. Motion carried.

**10. Update on Information & Assistance and Benefit Specialist Reports.**

The State has implemented a new client tracking system for ADRCs called PeerPlace. ADRCs have recently started using this system and the process of obtaining reports is still being finalized.

The billing percent in the month of November 2024 was 43%.

**11. Aging and Disability Resource Center Status Report.**

The ADRC currently has an opening at the Shawano location for an Information & Assistance Specialist. Interviews took place last week and the vacancy is expected to be filled shortly.

The Long-Term Care Manual created by the State is fully in place for 2025.

ADRC staff members will be going to the Ella Besaw CBRF facility in Bowler to speak with residents about Long Term Care options.

The ADRC annual update has been submitted to the State.

**12. Committee member comments or new business to be considered at a future meeting.**

Introduction of new staff member, update on PeerPlace, discussion regarding any changes to the ADRC organizational structure.

**13. Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, February 10, 2025 at 1:00 pm.

**14. Adjournment.**

Motion to adjourn the meeting made by Shackelford. Second by Penass. All aye. Kane adjourned the meeting at 1:33 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist



## Minutes

### **Ag and Extension Committee Meeting**

**Thursday, December 5, 2024 @ 8:00 AM  
Shawano County Courthouse, Room 7**

**Members Present:** Joe Miller, Curtis Naja, Raymond Rigsby, Lynn Tober-Steinke, and Randy Young

**Members Absent:**

**Others Present:** Tami Goers (Extension Director), Lori Schuettepelz (FoodWise Nutrition Education Coordinator), Ann Maas (Extension Assistant), Jim Davel (Administrative Coordinator)

- 1. Call meeting to order.**  
Chairman Miller called the meeting to order at 8:02 am.
- 2. Approval of minutes from previous meeting.**  
Motion by Young, seconded by Tober-Steinke to approve the minutes from the October 3, 2024 meeting. Motion carried 5-0.
- 3. Public comment.**  
None.
- 4. Motion to deviate from the order of the agenda, if necessary.**  
Motion by Rigsby, seconded by Naja to deviate from the order of the agenda. Motion carried 5-0.
- 5. Staff reports on monthly activities.**  
Ann Maas, Office Assistant III, gave a brief introduction. Written summaries presented to the board, followed by brief verbal summaries given by Lori Schuettepelz and Tami Goers.
- 6. Area 8 Extension Director Update**  
None.
- 7. Discussion and possible action on approval of the 2025 136 Contract.**  
Motion to approve the 2025 136 Contract by Rigsby, seconded by Naja. Motion carried 5-0.
- 8. Discussion and possible action on the Memorandum of Understanding**  
Davel and Goers gave a brief overview of the Memorandum of Understanding (MOU). Motion by Tober-Steinke, seconded by Young to accept the MOU. Motion carried 5-0.
- 9. Shawano Area Agricultural Society update.**  
Rigsby updated the committee on the status of the racetrack. The Shawano County Ag Society is looking at possibly adding irrigation to the track. There has been no more discussion on shortening the track. Rigsby also informed the committee that John Shively has resigned his position on the Ag Society board. Jeff Styczynski will not be re-running for the board.

**10. Discussion and possible action on approval of Fair Grounds Maintenance Projects.**

None.

**11. Correspondence**

None.

**12. New business that is requested for future committee consideration.**

None.

**13. Set next meeting date.**

Thursday, January 2, 2024, meeting room 7 at 8:00 am.

**14. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Wis. Stats. 19.85(1)(c) to discuss and deliberate concerning the performance evaluation of the 4-H & Extension Shawano County Coordinator, who is an employee over which the county exercises jurisdiction.**

Motion by Tober-Steinke, seconded by Naja to move to closed session at 8:20 am.

Motion carried 5-0.

Roll call vote:

Joe Miller Yes

Curtis Naja Yes

Raymond Rigsby Yes

Lynn Tober-Steinke Yes

Randy Young Yes

**15. It is anticipated that a motion will be made and seconded to come out of closed session to take any action deemed appropriate concerning the closed session item, if any, and to continue with the agenda.**

Motion by Rigsby, seconded by Naja to move out of closed session and into open session at 8:30 am. Motion carried 5-0.

Roll call vote:

Joe Miller Yes

Curtis Naja Yes

Raymond Rigsby Yes

Lynn Tober-Steinke Yes

Randy Young Yes

**16. Adjournment.**

Motion by Rigsby, seconded by Young to adjourn meeting at 8:30 am. Motion carried 5-0.

Recorded by: Tami Goers, Extension Coordinator



## Minutes

### Board of Canvass Meeting

Thursday, November 7, 2024 @ 9:00 AM  
Shawano County Courthouse, County Clerk's  
Office/Room 7

#### Members Present:

Lisa Elsner, Dan Weidner, Betty Lohrengel-Republican, Lorraine Zehren-Democrat, Erica Davel-Deputy Clerk

#### Members Absent:

**1. Call meeting to order.**

The Board of Canvas meeting was called to order by Erica Davel, Deputy Clerk at 9:00 am.

**2. Review all tally sheets, poll lists, inspector's statements, etc. as received from municipal clerks.**

All 43 precincts have returned their tally sheets, poll lists, inspector's statements and the necessary election materials for the County. There were two provisional ballots within Shawano County. One at the City of Shawano the other was in the City of Marion. Both were cured prior to the Board of Canvas starting.

**3. Review unofficial vote totals and adjust, if necessary, based on inspection of the tapes and tally sheets received from municipalities.**

After review of the unofficial vote totals the following discrepancies have been found and corrected. Many of these errors were typos from the call-in sheet vs entering into the Canvass software.

**Town of Aniwa:** Changed call in from 0 to 1 for Kennedy, Jr. /Shanahan

**Town of Grant:** Changed call in from 10 to 110 for Kristin Lyerly

**Town of Green Valley:** Changed call in from 0 to 1 for Scattering - US Senator

Changed call in from 87 to 487 for Elijah Behnke

**Town of Hartland:** Changed call in from 34 to 35 EDR

Changed call in from 0 to 1 for Scattering - US Senator

Changed call in from 0 to 4 for Scattering - Rep to Assembly - D6

Changed call in from 0 to 10 for Scattering - DA

Changed call in from 0 to 5 for Scattering - County Clerk

Changed call in from 0 to 5 for Scattering - County Treasurer

Changed call in from 0 to 6 for Scattering - County ROD

**Town of Hutchins:** Changed call in from 51 to 775 for Harris/Walz

Changed call in from 182 to 258 Trump/Vance

Changed call in from 58 to 80 for Kristin Lyerly

Changed call in from 173 to 248 for Tony Wied

Changed call in from 61 to 81 for Baldwin

Changed call in from 169 to 241 for Hovde

Changed call in from 6 to 8 for Anderson

Changed call in from 1 to 4 for Leager

Changed call in from 59 to 81 for Lyerly  
Changed call in from 171 to 244 for Hovde  
Changed call in from 55 to 74 for Rich  
Changed call in from 181 to 259 for Felzkowski  
Changed call in from 1 to 2 for Scattering D12 Senator  
Changed call in from 54 to 72 for McCrank  
Changed call in from 176 to 254 for Calahan  
Changed call in from 189 to 265 for Parker  
Changed call in from 197 to 280 for County Clerk  
Changed call in from 195 to 278 for County Treasurer  
Changed call in from 190 to 272 for County ROD  
Changed call in from 184 to 257 for State Referendum Yes  
Changed call in from 32 to 44 for State Referendum No

**Town of Lessor:** Changed call in from 27 to 827 for Ballots Cast  
Changed call in from 0 to 8 for Leager

**Town of Morris:** Changed call in from 27 to 25 for EDR

**Town of Navarino:** Changed call in from 0 to 1 Scattering US President  
Changed call in from 210 to 205 Hovde  
Changed call in from 0 to 40 State Referendum NO

**Town of Pella:** Changed call in from 0 to 1 Scattering US President  
Changed call in from 0 to 2 County DA  
Changed call in from 0 to 1 Scattering County Treasurer

**Town of Seneca:** Changed call in from 317 to 301 Ballots Cast  
Changed call in from 29 to 28 EDR's  
Changed call in from 0 to 1 Scattering US President  
Changed call in from 0 to 3 Scattering County DA  
Changed call in from 255 to 263 County Treasurer

**Town of Waukechon:** Changed call in from 1 to 2 Scattering Special D8  
Changed call in from 1 to 2 State Senator D2  
Changed call in from 0 to 4 Scattering County Clerk  
Changed call in from 0 to 3 Scattering County Treasurer  
Changed call in from 36 to 536 County ROD  
Changed call in from 0 to 1 Scattering County ROD

**Town of Wescott:** Changed call in from 43 to 28 County DA  
Changed call in from 13 to 12 Scattering County Clerk  
Changed call in from 11 to 10 Scattering County ROD

**Village of Bonduel:** Changed call in from 99 to 105 EDR's

**Village of Cecil:** Changed call in from 96 to 92 Lyerly

**Village of Gresham:** Changed call in from 258 to 268 Ballots Cast

**Village of Wittenberg:** Changed call in from 64 to 66 EDR's

Changed call in from 376 to 367 County DA

**City of Shawano D1, WDS 1 & 2:** Changed call in from 0 to 2 Scattering US President

Changed call in from 0 to 20 Scattering County DA  
Changed call in from 0 to 8 Scattering County Clerk  
Changed call in from 0 to 9 Scattering County Treasurer  
Changed call in from 0 to 9 Scattering County ROD

**City of Shawano D2, WDS 3 & 4:** Changed call in from 9 to 11 Kennedy

Changed call in from 0 to 1 Sonski  
Changed call in from 0 to 3 Scattering US President  
Changed call in from 0 to 1 Scattering Special D8

Changed call in from 0 to 1 Scattering D8  
Changed call in from 0 to 1 Scattering State Senator D2  
Changed call in from 0 to 1 Scattering Rep Assembly D6  
Changed call in from 0 to 26 Scattering County DA  
Changed call in from 0 to 10 Scattering County Clerk  
Changed call in from 0 to 11 Scattering County Treasurer  
Changed call in from 0 to 8 Scattering County ROD

**City of Shawano D3, WDS 5 & 6:** Changed call in from 266 to 267 Harris/Walz

Changed call in from 0 to 4 Scattering US President  
Changed call in from 0 to 24 Scattering County DA  
Changed call in from 0 to 9 Scattering County Clerk  
Changed call in from 0 to 9 Scattering County Treasurer  
Changed call in from 0 to 7 Scattering County ROD

**City of Shawano D4, WDS 7 & 8:** Changed call in from 0 to 26 Scattering County DA

Changed call in from 0 to 5 Scattering County Clerk  
Changed call in from 0 to 6 Scattering County Treasurer  
Changed call in from 0 to 4 Scattering County ROD

**City of Shawano D5, WDS 9 & 10:** Changed call in from 975 to 976 Ballots Cast

Changed call in from 500 to 501 Trump/Vance  
Changed call in from 497 to 498 Special Wied  
Changed call in from 0 to 2 Scattering Special D8  
Changed call in from 470 to 471 Hovde  
Changed call in from 490 to 491 Wied  
Changed call in from 501 to 502 Behnke  
Changed call in from 726 to 727 County DA  
Changed call in from 0 to 15 Scattering County DA  
Changed call in from 766 to 766 County Clerk  
Changed call in from 0 to 3 Scattering County Clerk  
Changed call in from 765 to 766 County Treasurer  
Changed call in from 0 to 4 Scattering County Treasurer  
Changed call in from 778 to 799 County ROD  
Changed call in from 0 to 2 Scattering County ROD  
Changed call in from 598 to 599 SSD Referendum YES

**City of Shawano D6, WDS 11 & 12:** Changed call in from 0 to 3 Scattering US President

Changed call in from 0 to 2 Scattering Special D8  
Changed call in from 0 to 1 D8  
Changed call in from 0 to 1 Scattering State Senate D2  
Changed call in from 0 to 27 Scattering County DA  
Changed call in from 0 to 8 Scattering County Clerk  
Changed call in from 0 to 8 Scattering County Treasurer  
Changed call in from 0 to 6 Scattering County ROD

**4. List of Irregularities**

**Town of Aniwa:** Absentee ballot count was incorrect.

**Town of Bartelme:** Machine glitch with voter's ballot, count is one ballot more than number of voters.

**Town of Belle Plaine:** Absentee ballot count was incorrect. Inspectors Statement was not complete.

**Town of Birnamwood:** EDR's was incorrect.

**Town of Fairbanks:** EDR's and absentees incorrectly counted, inspector statement wrong. Duplicate number in poll book causes ballot cast and voter total to go up one.

**Town of Green Valley:** EDR's and absentees incorrectly counted.

**Town of Herman:** EDR's incorrectly counted.

**Town of Hutchings:** They don't have any hand count ballots, error on Inspector Statement.

**Town of Navarino:** EDR's and absentees incorrectly counted, inspector statement wrong.

**Town of Pella:** Had issues with ICX cards at pre-lat and Marrion SD card malfunctioned. Printer issues on borrowed machine.

**Town of Seneca:** Used registered voter number instead of last number of voter. EDR's off by one.

**Town of Washington:** EDR's off by one. Badger Books did a double EDR on a voter. There was 3 ballots less than voters. All three are accounted for on Inspectors Statement. There were many remade ballots because the machine would not read them.

**Town of Waukechon:** Used registered voter number instead of last number of voter. EDR's off by one. County did not receive absentee ballot log in a timely manner.

**Town of Wescott:** Many ballots had to be remade because machine couldn't read them.

**Town of Wittenberg:** EDR's were incorrect.

**Village of Birnamwood:** Birnamwood is split between two Counties. A Birnamwood card was loaded with Marathon County information. Therefore 107 Village of Birnamwood, Shawano County voters voted on a Marathon County ballot. WEC will make the final decision on the course of action.

**Village of Mattoon:** Did not fill out their Inspectors Statement.

**Village of Pulaski:** EDR's and Absentees were wrong on Inspectors Statement. The County found out when Inspectors Statement was verified with WisVote.

**Village of Wittenberg:** Machine jam, ballot not counted.

**City of Marion:** Provisional Ballot received and cured prior to County Canvass.

**City of Shawano, D5-WDS 9 & 10:** Provisional Ballot received and cured prior to County Canvass.

**Command Central -** ICX and ICE machines, very little machine error. But within a couple of municipalities there were a lot of ballots that had to be remade. Wescott and Washington in particular. Issue with Village of Birnamwood ICX cards. Some ICE jams causing counts to be off.

**Badger Books:** Washington had a double EDR.

**5. Finalize all election materials to report vote totals to the Wisconsin Elections Commission (WEC)**

The official counts have been entered into the States "Canvass" software and verified. Confirmation will also be emailed to the Wisconsin Election Commission.

**6. Adjournment.**

The board of Canvass meeting was adjourned with a motion by Davel and second by Weidner, motion carried. Adjourned at 1:45 pm.

Recorded by: Kara Skarlupka, County Clerk



## Minutes

### **Board of Health/Veterans Service Committee Meeting**

**Monday, November 18, 2024 @ 9:00 AM  
Shawano County Courthouse, Room 7**

**Members Present:** Ken Capelle, Sue Giese, Denise Gilane, Lynn Hollar, Rudolph Reiter, Mike Wizner and Jennifer Winkler via Teams

**Members Absent:** None

**Others Present:** Nick Mau, Jenny Thomas, Amanda VanderHeiden, Paul Pionke

- 1 Call meeting to order.**  
Meeting called to order by Chairman Wizner at 9:00 am. Quorum present.
- 2 Silent meditation and Pledge of Allegiance.**
- 3 Approve minutes from previous meeting.**  
Motion by Hollar and seconded by Gilane to approve minutes from the previous meeting. All in favor and motion carried.
- 4 Motion to deviate from the order of the agenda, if necessary.**  
Motion by Reiter and seconded by Capelle to deviate from the order of the agenda, if necessary. All in favor and motion carried.
- 5 Veteran Services Officer Report.**  
Pionke presented updates on office activities including new Administration Assistant hired, staff training, and monthly service report. Additionally, Veteran Services received over \$4,000 in donations from Shawano Community Organizations.
- 6 Health Department staff reports on monthly activities.**  
VanderHeiden provided WIC update regarding Intern on week 3 and is interested in WIC and management evaluation. Mau presented on Public Health Infrastructure challenges, Quarterly Newsletter, H5N1 (avian influenza) outreach to Shawano Farm Bureau, and DHS 140 Review Scheduled for January. Additionally, Mau presented an Immunize Wisconsin Grant that Public Health applied for that is for \$25,000.
- 7 Set next meeting date.**  
Monday December 16th, 2024, at 9:00 am in Room 7 at the Shawano County Courthouse.
- 8 CLOSED SESSION: It is anticipated that a motion will be made and seconded to convene into closed session pursuant to Wis. Stats. §§ 19.85 (1) (c) to discuss and deliberate concerning the performance evaluations of the Veteran Services Officer and the Health Officer/Director.**  
Was rescheduled for next Board of Health Veterans Service Committee meeting December 16th, 2024
- 9 OPEN SESSION: It is anticipated that a motion will be made and seconded to come out of closed session, take action, if necessary, on any closed session item and continue with the agenda.**

**10 Committee member comments.**

No committee member comments.

**11 Adjournment**

Motion by Reiter and seconded by Giese to adjourn. All in favor and motion carried.  
Meeting adjourned at 9:30 am.

Recorded by: Jenny Thomas, Office Specialist



**MINUTES**

**Commission on Aging Meeting - Public Hearing**

**Thursday, November 14, 2024 at 8:00 AM  
Department of Human Services, Room A115  
W7327 Anderson Ave., Shawano, WI**

The minutes from the Public Hearing on the 2025 Wisconsin Department of Transportation 85.21 Specialized Transportation Grant can be found in the minutes from the Commission on Aging meeting held on November 14, 2024.



## MINUTES

### Commission on Aging Meeting

Thursday, November 14, 2024 at 8:00 AM  
Department of Human Services, Room A115  
W7327 Anderson Ave., Shawano, WI

**Members Present:** Jeanne Cronce, June Erdmann, William Switalla, and Mike Wizner

**Members Absent:** Noreen Christianson, Kevin Conradt, and Irene Leuenberger

**Others Present:** Melissa Rosenow, Adult Services Supervisor; Jessica Edblom, JJ's on Main (attended by phone); Melissa Liesner, Administrative Assistant; Gene Perez, Menominee Department of Transit Services; Kim Wolfmeyer, ADRC Director

**1. Call meeting to order.**

The meeting was called to order by Switalla at 8:00 a.m. with four members present and three members excused (Christianson, Conradt, and Leuenberger).

**2. Silent meditation and Pledge of Allegiance.**

Switalla requested a moment of silent meditation followed by the recitation of the Pledge of Allegiance.

**3. Approval of minutes from previous meeting.**

Motion made by Erdmann, seconded by Cronce, to approve the minutes as presented from the Commission on Aging meeting held on October 17, 2024. Vote: 4 yes; 0 no; 3 absent (Christianson, Conradt, and Leuenberger).

**4. Public comment.**

None.

**5. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Wizner, seconded by Cronce, to deviate from the order of the agenda if necessary. Vote: 4 yes; 0 no; 3 absent (Christianson, Conradt, and Leuenberger)

**6. Public Hearing will be held on the Department of Transportation 2025 85.21 Specialized Transportation Grant.**

Switalla called the public hearing to order at 8:01 a.m. on the 2025 Wisconsin Department of Transportation 85.21 Specialized Transportation Grant. No one from the public was present. No comments were received by Melissa Rosenow or the Commission on Aging members concerning the 85.21 Specialized Transportation Grant.

With there being no questions or comments from the committee members, Switalla closed the public hearing on the 2025 Wisconsin Department of Transportation 85.21 Specialized Transportation Grant at 8:02 a.m.

## **7. Nutrition report.**

### Nutrition statistics report.

Melissa Rosenow reviewed the contribution spreadsheet concerning home delivered meals and congregate meal sites. The total number of meals delivered in October was 3,307. The total number of meals served at the congregate meal sites in October was 339. The average contribution for home delivered meals is \$2.74 per meal and the average contribution at congregate meal sites is \$4.79 per meal. The last Senior Safari event at Navarino Nature Center was held November 7th with 120 people who attended. Rob Zimmer was the presenter, and he provided information on the outdoors and fall plants.

### Phone discussion with JJ's On Main.

Jessica Edblom attended by phone. Jessica reported Oliver Packaging & Equipment changed the film that goes over the food trays for easier convenience of removing the film. With this change, it has created an issue as the film is peeling off in the coolers during transportation. Jessica is working with Oliver Packaging & Equipment and GWAAR to resolve this issue. Other counties are experiencing the same problem. An option that is being explored now is putting less meals in the cooler so there isn't as much pressure being placed on the trays. Solutions will continue to be explored to resolve this.

## **8. Transportation report.**

### Driver escort program.

Melissa Rosenow stated one new volunteer driver started in October. In October, there were 188 rides for the driver escort program. There was an appreciation event held for all of the volunteers in October at the Navarino Nature Center. They enjoyed a trolley ride along with a meal catered by JJ's On Main.

### Taxi ticket program.

Melissa Rosenow stated that we will be transitioning to the punch card system instead of using taxi tickets. In September, more taxi tickets were printed, and that cost was \$941.00. Cronce questioned what the impact might be if a consumer misplaced their punch card? Melissa will look into this and report back. Running Inc has been using a punch card system for some time so this wouldn't be a new operation for them.

### Menominee Tribal Transit report.

Gene Perez stated things continue to go well. The last Navarino trip and the monthly shopping trip both went well. There was a better turnout for the monthly shopping trip than previously. Gene is working with Lakeland Industries concerning transportation for the participant Christmas Party. One of the buses is having issues with the wheelchair lift and it doesn't sound like it's worth paying to have it fixed. Melissa will work with Gene to figure out next steps as this bus belongs to us, but Menominee Transit maintains our fleet.

### Discussion and possible approval of the 2024 Third Quarter 85.21 Ridership Report.

Melissa Rosenow reviewed the Ridership Report for the 2024 third quarter reporting period. Menominee Transit provided 2,865 trips, driver escort provided 509 trips, and 437 trips were provided for Lakeland Industries. Motion made by Wizner, seconded by Erdmann, to approve the Ridership Report for the third quarter of 2024. Vote: 4 yes; 0 no; 3 absent (Christianson, Conradt, and Leuenberger)

### Discussion and possible approval of the 2025 85.21 Specialized Transportation Plan.

Melissa Rosenow reviewed the transportation plan for 2025. There are no changes to the program plans. The minibus, user side subsidy, and volunteer driver escort will continue to operate as they have in the past years. Melissa pointed out each project listed and the breakdown of the budget. Motion made by Cronce, seconded by Wizner, to approve the 2025

85.21 Specialized Transportation Plan. Vote: 4 yes; 0 no; 3 absent (Christianson, Conradt, and Leuenberger)

**9. Aging Unit Director's report.**

Integration of the ADRC of the Wolf River Region and Aging Unit update.

Melissa Rosenow stated the Aging Unit is working with the ADRC regarding the integration process. Kim Wolfmeyer reported the state approved the integration plan yesterday so Shawano will be integrated as of January 1; 2025. Oconto County will possibly be integrated with Shawano at a later time. There are approximately five counties left in the state that have not integrated Aging with the ADRC yet, so most counties have already done this. All aging services will remain the same and will not change. The only change will be the funding. The aging services will count as billable services for the ADRC. The ADRC does not use tax levy. Kim explained how the funding for the ADRC works using funding provided by the state and the use of federal draw down. The other change will be asking people to use the ADRC phone number instead of the phone number for Human Services. Advertisement in the paper will be done to help with this as well as handing out cards and resource directories to those who receive meals.

Discussion and possible approval of the 2025 Aging Budget.

Melissa Rosenow reviewed and discussed the 2025 Budget Summary for Aging. Melissa reviewed and explained services and programs covered by the Aging Budget along with the contract expenses, cash match expenses, donations, and in-kind match allocations. Motion made by Erdmann, seconded by Cronce, to approve the 2025 Budget Summary for Aging and forward to GWAAR. Vote: 4 yes; 0 no; 3 absent (Christianson, Conradt, and Leuenberger)

District representative reports.

Western - Erdmann reported she spoke with an individual who attends the Tigerton meal site concerning the elimination of desserts in the nutrition program. The individual gave no indication of any issues related to this change.

Eastern - Christianson was not present.

Central - Leuenberger was not present.

Member at Large - Jeanne Cronce had nothing to report.

**10. New business that is requested for future committee consideration.**

None.

**11. Set next meeting date.**

The next Commission on Aging meeting is scheduled for January 16, 2025 beginning at 8:00 a.m.

**12. Adjournment.**

Motion made by Cronce, seconded by Wizner, to adjourn the meeting at approximately 8:30 a.m. Vote: 4 yes; 0 no; 3 absent (Christianson, Conradt, Leuenberger)

Recorded by: Melissa Liesner, Administrative Assistant



## Minutes

### **Executive Committee Meeting**

**Wednesday, November 13, 2024 @ 8:00 AM**  
**Shawano County Courthouse, Room 7**

**Members Present:** Ken Capelle, Thomas Kautza, Kathy Luebke, William Switalla, and Randy Young

**Members Absent:** Kevin Conrardt and Theresa Serrano

James Davel, Administrative Coordinator; Matt Hietpas, Technology Services Director; Carrie Buntjer, Finance Director; Amy Adams, Assistant Finance Director; Julie Hasser, Human Resources Director; Larenda Maulson, Corporation Counsel; Deb Wallace, Treasurer; Kara Skarlupka, County Clerk; George Lenzner, Sheriff; Troy Beyer, Jail Administrator; Peter Thillman, SCEPI; Kevin Passon, New Media; Jim Bertram, Bertram Communications LLC; Sarah Lawrenz, Bertram Communications LLC

**1. Call meeting to order.**

The meeting was called to order by Chairman Kautza at 8:00 a.m.

**2. Approve minutes from previous meeting.**

Motion by Young, seconded by Luebke to approve the October minutes as presented. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**3. Motion to deviate from the order of the agenda, if necessary.**

Motion by Capelle, seconded by Switalla to deviate from the order of the agenda, if necessary. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**4. Chairman's update to the committee.**

Highway hauled about one-half of clay needed for capping the landfill from the clay borrow site. In taking from the clay borrow site, they made a pond at the bottom of the site as residents do a lot of fishing in this area.

Chairman Kautza mentioned that he would like to see a push to move the county to be self-insured next year.

**5. Treasurer's Financial Report.**

The Treasurer's report was presented for the Committee's review and will be placed on file.

**6. Discussion and possible action on the Shawano County Investments.**

Buntjer provided two Shawano County investment schedules to the committee: 1) a schedule of investments by type of investment to show the diversification of all of the investments and 2) a schedule of investments showing the liquidity of the investments. In addition, a detail of all of the investment holdings in the PMA and Associated Wealth Management accounts was presented. No investment decisions were needed this month. Will review in December.

Buntjer also indicated that Associated Wealth Management is pulling some information as to the history of these two accounts and hopes to meet with them in the next couple of weeks to go over the information.

**7. Discussion and possible action on quarterly budget reports.**

County Board, Committees and Commission, County Clerk, Treasurer, Technology Services, Corporation Counsel and Administration year-to-date budget reports were presented to the committee. All departments indicated there are no issues with their budgets.

**8. Discussion and possible approval of ARPA request for Jail/Sheriff HVAC.**

Davel and Buntjer indicated that the accepted bid for the Jail/Sheriff HVAC project came in at \$1.7 million. Lenzner commented on the project and the committee addressed his concerns stating it will be several years before action is taken on the overall Jail facility. Committee consensus was to move forward with the project.

**9. Discussion and possible approval of the renewal of the Diversified Services Network, Inc. agreement.**

Davel discussed and recommended approval of the Diversified Services Network agreement which is for the County's indirect cost. This agreement will cover the next 5 years.

Motion by Luebke, seconded by Switalla to approve the Diversified Services Network agreement. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**10. Discussion and possible approval to accept a Highway Safety Grant Awarded by the Wisconsin Department of Transportation.**

Lenzner discussed that this grant is jointly awarded to Shawano County, Menominee County and the City of Shawano for seatbelt, OWI and speed enforcement. There is no match for this grant.

Motion by Capelle, seconded by Switalla to approve the Highway Safety Grant awarded by the Wisconsin Department of Transportation. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**11. Discussion and possible approval on Financial Policy updates.**

Buntjer mentioned in discussions with Treasurer's office that Petty Cash hasn't been used in a long time. As a result, this policy is being updated to eliminate petty cash.

Buntjer also asked that the Grant policy be updated to the Home Committees approving the acceptancy of a grant if in the budget. If there is a grant with a match outside the budget, the acceptance of the grant would need to go to full county board for approval and then a budget amendment would be completed. If some of the grants are in the budget but require Board Resolution, these grants will go to the County Board for approval. In addition, the policy is being updated for a formal review of the application before submitting as well as documented formal review of grant reporting.

Motion by Capelle, seconded by Young to approve the financial policy updates around petty cahs and grants. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**12. Finance Reports.**

Financial reports were presented to the committee for review.

**13. TS & HR Monthly Reports.**

Committee reviewed all monthly reports.

Hietpas discussed that LIO was informed they were awarded a grant which needs to be accepted by the end of November. This is for updating a GIS software for 911 services and if for \$9,336.13 and requires a 5% match of \$491.38. There is budget for the match.

Consensus of the committee was to accept the grant.

**14. Approval of October's Vouchers**

Motion by Kautza, seconded by Luebke to approve the listing of vouchers paid in October 2024. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**15. Closed Session:**

Motion made by Luebke, seconded by Switalla to go into closed session pursuant to Wis. Stat. Section 19.85(1)(e), for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes. Motion Carried.

**16. Open Session:**

Motion made by Capelle, seconded by Luebke to adjourn the closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes. Motion carried.

**17. Discussion and possible approval of an application for Broadband Expansion in Shawano County from Bertram Communication, LLC for BEAD Funding.**

Bertram Communications LLC presented to the committee in regards to BEAD funding within Shawano County.

Motion by Kautza to approve the letter of support for BEAD funding with Bertram Communications LLC, seconded by Young. Vote: 5 yes; 0 no; 2 absent. Motion

carried.

**18. Closed Session:**

Motion made by Kautza, seconded by Luebke to move into closed session pursuant to Wis. Stat. Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes. Motion carried.

**19. Open Session:**

Motion made by Luebke, seconded by Switalla to adjourn the closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes. Motion carried.

**20. Committee comment.**

None at this time.

**21. New business that is requested for future committee consideration.**

None at this time.

**22. Set next meeting date.**

The next meeting is set for December 11th @ 8:00 a.m.

**23. Adjournment.**

Motion made by Young, seconded by Luebke to adjourn the meeting. Vote: 5 yes; 0 no; 2 absent. Motion carried.

Recorded by: Amy Adams, Assistant Finance Director



## Minutes

### Highway and Parks Committee Meeting

Tuesday, December 3, 2024 @ 8:00 AM  
Shawano County Highway Department  
3035 E. Richmond Street, Shawano, WI

**Members Present:** Kevin Conradt, Rick Giese, Dennis Knaak, Randy Mallmann, and Terry Tipton

**Members Absent:**

**Others Present:** Grant Bystol, Highway Commissioner; Keith Marquardt, Parks Director; James Davel, Administrative Coordinator; George Lenzner, Sheriff; Gina Jobe, Account Technician; Jim Hauer, Alderman

**1. Call meeting to order.**

This meeting was called to order by Vice Chairman Tipton at 8:03 a.m. Chairman Conradt attending via phone.

**2. Approve minutes from previous meeting.**

Motion by Mallmann, seconded by Knaak, to approve the minutes from the previous meeting.  
5 Yes.

**3. Motion to deviate from the order of the agenda, if necessary.**

Motion by Giese, seconded by Mallmann, to deviate from the order of the agenda, if necessary.  
5 Yes.

**4. Public comment - limited to 15 minutes.**

None.

Vice Chairman Tipton deviated to agenda item #8.

**5. It is anticipated that a motion may be made and seconded to go into closed session pursuant to section 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Roll call vote: four (4) members present and one (1) member via phone all voted yes; motion passed to move into closed session.

**6. It is anticipated that a motion will be made and seconded to come out of closed session, take action on any closed session items, and continue with the agenda.**

Roll call vote: four (4) members present and one (1) member via phone all voted yes; motion passed to come out of closed session, take action on any closed session items, and continue with the agenda.

**7. Discuss / take action on 2025 DOT RMA.**

Bystol presented and reviewed the 2025 Routine Maintenance Agreement (RMA) with the committee. The amount provided this year is the same as last year. Bystol noted that highway costs have risen 57% with only a 7.4% RMA increase over the past 12 years. Bystol recommended approving the 2025 RMA as presented.

Motion by Knaak, seconded by Mallmann, to approve the 2025 WisDOT RMA.  
5 Yes.

**8. Discuss / take action on current ATV / UTV ordinance.**

Sheriff Lenzner informed the committee that incidents involving ATV/UTVs are increasing, and laws have not caught up to their use on roadways. Current laws regarding ATV/UTV use were created by the Department of Natural Resources for use on trails. A special ordinance would need to be created to address ATV/UTV users with revoked driver's license, drinking and driving, open intoxicants, speeding, and insurance coverage.

It is the general consensus of the committee to consult corporation counsel for appropriate changes to the ATV/UTV ordinance and discuss at the next meeting.

Lenzner and Hauer left the meeting.

Vice Chairman Tipton deviated to agenda item #5.

**9. Discuss / take action on ordinance to adopt and enact annual county vehicle registration fee.**

Davel and Bystol discussed the need for additional funds for road maintenance and repair. The proposed ordinance would ideally be in place for the 2026 budget. Several board members want the ordinance to reflect the use of farm equipment, ATV/UTV's, and horse and buggies. There is a need to cover the cost of repairs and maintenance from these vehicles as well. Giese stated he would not vote on this ordinance without this damage being considered.

It is the general consensus of the committee to consult corporation counsel and discuss at the next meeting.

**10. Discuss / take action on Parks' snowmobile bids.**

Marquardt informed the committee that no bids were received, and a snowmobile is still needed for grooming trails this year. Marquardt will consult with corporation counsel and will move this issue forward for consideration with the executive committee.

Motion by Mallmann, seconded by Knaak, to recommend the purchase of a snowmobile for parks and to move discussion forward to the executive committee for consideration.

5 Yes.

Giese left the meeting.

**11. Keith Marquardt, Parks Manager, oral report/work update.**

Marquardt updated the committee on park activities. A crew has been cutting trees, removing brush, and cutting firewood. The pavilion floor was refinished last week. The Mielke family has decided to develop a 2-year plan for their donation for grounds improvements at the Mielke Arts Center.

**12. Grant Bystol, Highway Commissioner, oral report/work update.**

Bystol updated the committee on activities at the clay borrow site. Crews have been producing and hauling salt sand, cleaning catch basins, patching, brushing, crackfilling, and putting up snowfence. All salt sheds have been filled. GPS training has been completed at the fairgrounds.

**13. Committee member comments or new business to be considered at a future meeting.**

Both the ordinance for county vehicle registration and ATV/UTV ordinance will be discussed at the next committee meeting.

**14. Review/approve accounts payable.**

The committee reviewed highway bills dated November 1st for \$131,673.06; November 8th for \$163,125.18; November 15th for \$64,267.21; and November 22nd for \$133,444.49. The committee also reviewed parks' bills dated October 2024 for \$11,156.70 and November 2024 for \$4,172.53.

Motion by Knaak, seconded by Mallmann, to approve the bills as presented.

5 Yes.

**15. Approve training/travel requests.**

None.

**16. Letters and communications.**

None.

**17. Set meeting dates and times.**

The next committee meeting will be held on January 7th at 8:00 a.m. at the highway department.

**18. Adjournment.**

Motion by Mallmann, seconded by Knaak, to adjourn the meeting at 9:47 a.m.

5 Yes.

Recorded by: Gina Jobe, Account Technician



## Minutes

### **Housing Authority of Shawano County Meeting Thursday, November 21, 2024 @ 10:00 AM 1259 Engel Drive, Shawano, WI 54166**

- 1. Call to order.**

A regular meeting of the Housing Authority of Shawano County (HASC) was held on November 21, 2024, at 10:00 AM at the Housing Authority office at 1259 Engel Dr, Shawano, WI.
- 2. Roll call.**

The meeting was called to order by Chairman Allen Kohn with the following Commissioners of the Housing Authority present: Dennis Knaak, Jerry Wendland, Jodi Hunter and John Stezenski. Also present was Jeff Theis, Executive Director/CEO (E.D.) Sheila Raddant, Public Housing Specialist (PHS)/Administration.  
Excused Absence: none
- 3. Public comments.**

None.
- 4. Approval of minutes from October 31, 2024, Meeting**

Minutes of the October 31, 2024, meeting was reviewed. A motion to approve the minutes was made by Commissioner Stezenski and second by Commissioner Wendland. The motion was unanimously approved and carried.
- 5. Financial reports.**
  - A)** Vouchers and ACH's: #25298 September 25, 2024 to #25443 November 20, 2024.
  - B)** 2024 Operating Fund: Has a drawdown balance of \$22,591.
  - C)** 2023 and 2024 Capital Fund Programs: The 2023 Capital Fund has \$149,418 for Operations and \$1,420 for General Capital Activity remaining. The 2024 Capital Fund has \$204,987 for Operations and \$309,876 for General Capital Activity remaining.
  - D)** Investment Schedule - CoVantage and Associated: Reviewed Co-Vantage member share savings \$3,532, security deposit/reg D account \$75,382, money market \$277,032, and checking account \$87,501. Associated Bank Money Market balance is \$240,749.
  - E)** Hawkins, Ash Accounting reports for October were reviewed.
  - F)** Resident Accounting: PHS Raddant reviewed current tenant account receivables and steps to collect and also tenant utilities past due. Current A/R is \$1,482 for month end, but all should be collectable within 30 days.
  - G)** TRIP (Tax Recovery Intercept Program) Dollars: Nov. collected \$0.00; YTD 2024 is \$2,647

**6. Occupancy 99.0% as of Nov. 21, 2024.**

Extremely low income move-ins are at 34%. Applicants will now be reviewed to be at Extremely low move ins to get the % up to required 40% by year end. November unit turnarounds completed are #47 Wittenberg Tigerton and TV#11 Gresham.

- A) Houses - #78 Mattoon
- B) Apartments - OR#2 Shawano and RV#6 Tigerton

**7. Betterment.**

- A) House 99 in Birnamwood. Scheduled to be completed Nov. 25, 2024: This will be delayed until spring due to snowfall.
- B) Replace sidewalks at houses 39 and 43 in Leopolis. Scheduled to be completed the week of November 25, 2024: These are anticipated to be completed as scheduled.
- C) Update - Replace secured entrances at all apartment buildings. Two Proposals have been submitted looking to get a third: Bid awarded below.
- D) Cable/internet upgrades and additions at apartment buildings. Ongoing: Still reviewing. Internet Wi/fi will be needed in apartment buildings for the security cameras, generators, etc.
- E) Update - House Annual Inspections. On pace to be completed by November 27, 2024: Finishing up Shawano next week.
- F) Update - Apartment Annual Inspections - Mapleview Complete. Remaining 5 apartment buildings scheduled to be completed by December 18, 2024: This is on schedule.
- G) Update - Upgrading the television antenna at the Mapleview Apartments: No progress - Still checking on upgrade.

**ADDITIONAL BETTERMENTS DISCUSSED:**

- H) Update - Upgrade all water systems at seven houses. Bids are in and decision will be made today on contractor awarded the job: Bid awarded below.
- I) Update - Replace the roof at the Oakridge apartment - Bids are in and decision will be made today on contractor awarded the job: Bid awarded below.
- J) Update - Replace the roofs at houses #55 and #96. Bids are in and decision will be made today on contractor awarded the job: Bid awarded below.
- K) Getting quotes to replace the large maintenance trailer.

**8. Other business.**

- A) Confirmation of Jodi Hunter to serve a five-year term as resident commissioner: Commissioner Hunter was approved by the Shawano County Board for the Resident Commissioner position. A motion was made to accept Jodi Hunter to a five-year term by Commissioner Knaak and second by Commissioner Wendland. The motion was unanimously approved and carried.
- B) Approval of Contractor to replace the Oakridge Apartment roof: The bid was awarded to Next Level Construction. A motion to confirm this bid was made by Commissioner Stezenski and second by Commissioner Knaak. The motion was unanimously approved and carried.

- C) Approval of Contractor to replace 7 well water systems at scattered site houses: The bid was awarded to Brady's Septic. A motion to confirm this bid was made by Commissioner Wendland and second by Commissioner Hunter. The motion was unanimously approved and carried.
  - D) Approval of Contractor to replace roofs at 2 scattered site houses: The project was awarded to Next Level Construction for houses #55 and #96. A third house may need to be added later and would be completed by Next Level Construction also. A motion to confirm this bid was made by Commissioner Stezenski and second by Commissioner Knaak. The motion was unanimously approved and carried.
  - E) Approval of contractor to add security cameras at all 6 apartment Buildings: The project bid was awarded to PerMar Security. A motion to confirm this bid was made by Commissioner Stezenski and second by Commissioner Hunter. The motion was unanimously approved and carried.
  - F) Update on HOTMA (Housing Opportunities Through Modernization Act) Implementation: No new information from last meeting and there has not been a rescheduled implementation date. (Previous information: It was announced September 18, 2024, by HUD that the implementation of HOTMA would be delayed from the January 1, 2025, date due to software programming. Housing Authorities should continue to get ready for the changes by updating their policies and forms. A new implementation date has not been announced.)
  - G) Any other business to come before the Board.  
E.D. Theis reviewed HASC's staff/safety meetings that are held weekly and their content.
- 9. Next meeting date.**  
The next Commissioners meeting will be held a Thursday, December 19, 2024, (one week prior than usual) at 10:00 a.m. at the office of HASC at 1259 Engel Drive, Shawano.
- 10. Adjournment.**  
There being no further business, Commissioner Stezenski motioned to adjourn, and adjournment was second by Commissioner Hunter. Adjournment was unanimously approved and carried.

Recorded by: Jeff Theis, Executive Director

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Allen Kohn, Chair

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Jeff Theis, Executive Director



## Minutes

### **Human Services Department Board Meeting**

**Tuesday, November 12, 2024 at 9:00 AM  
Department of Human Services, Room A115  
W7327 Anderson Avenue, Shawano, WI**

#### **Members Present:**

Dennis Knaak, Robert Krause, Tom Madsen, Kathy Stoltenow, William Switalla, Lynn Tober-Steinke, and Mike Wizner

#### **Members Absent:**

Kevin Conradt and Jim Leuenberger

#### **Others Present:**

Rick Kane, Director; Sarah Bartz, Income Maintenance/Child Support Division Manager; Jennifer Frost, Behavioral Health Division Manager; Lois Krizan, Business Division Manager; Melissa Liesner, Administrative Assistant; Amy Neumann, Operations Division Manager; Becky Onesti, Accounting Supervisor; Missi Rosenow, Adult Services Supervisor; Jennifer Stuber, Youth Division Manager; Tracy Van Ert, Community Services Division Manager; Kim Wolfmeyer, ADRC Director

#### **1. Call meeting to order.**

The meeting was called to order by Switalla at 9:00 a.m. with seven members present and two members excused (Conradt and Leuenberger).

#### **2. Silent meditation and Pledge of Allegiance.**

Switalla requested a moment of silent meditation. He then led the group in the recitation of the Pledge of Allegiance.

#### **3. Approve minutes from previous meeting.**

Motion made by Wizner, seconded by Stoltenow, to approve the minutes as presented from the Human Services Department Board meeting held on October 8, 2024. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

#### **4. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Tober-Steinke, seconded by Madsen, to deviate from the order of the agenda if necessary. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

#### **5. Introduction of new Aging Supervisor, Missi Rosenow.**

Heidi Russell resigned and Missi Rosenow replaced her as the Adult Services Supervisor. Missi was introduced to the Board members and she gave a brief description regarding her experience and roles that she has worked in with Shawano County.

#### **6. Discussion and possible approval to utilize 85.21 Trust Funds to apply for and possibly purchase a 2024 Ford E-450 Bus from Diverse Options.**

Missi Rosenow discussed that Diverse Options in Ripon has a 2024 Ford E-450 bus available for transfer. This vehicle can accommodate 12 passengers and two wheelchair passengers. It has

approximately 4,500 miles and is considered to be in very good condition. The cost of this vehicle is \$34,800.00. Lois Krizan stated the current balance in the 85.21 Trust Fund is \$47,848.75. If we are awarded this bus, it would leave a balance of \$13,048.75 in the 85.21 Trust Fund. Other discussion was had concerning if we were awarded this vehicle and it replaced an older vehicle, which would then be sold, could the funds from the sale be returned to the trust fund? Amy Neumann and Lois Krizan stated we would work with the DOT who would specify the placement of these funds. Motion made by Krause, seconded by Tober-Steinke, to apply for the purchase of the 2024 Ford E-450 bus. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

**7. Approve accounts payable for Department of Human Services.**

Becky Onesti discussed the accounts payable listing to the Board for Department of Human Services. Becky provided an explanation to the Board members regarding payments and services for October 2024 totaling \$465,353.42. After reviewing the accounts payable, Madsen made a motion, seconded by Wizner, to approve the accounts payable as presented for October 2024. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

**8. Discussion and possible approval of contracts/agreements for Department of Human Services.**

Lotus Recovery Homes - Jennifer Frost discussed the contract with Lotus Recovery Homes is for recovery residence for 250 days at a rate of \$80.00 per day. Motion made by Madsen, seconded by Wizner, to approve the contract with Lotus Recovery Homes as presented. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

Mirror Image Supervision Services - Tracy Van Ert discussed the contract addendum with Mirror Image Supervision Services is for Children's Long-Term Support with in-scope rates. Services provided may include daily living skills, arts and crafts, and other activities offered by Mirror Image offices. Motion made by Madsen, seconded by Knaak, to approve the contract addendum with Mirror Image Supervision Services as presented. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

Ascension NE Wisconsin Hospital - Jennifer Frost discussed the contract with Ascension NE Wisconsin Hospital is for room psych - adult for six days at a rate of \$1,774.00 per day, room psych - youth for six days at a rate of \$2,592.00 per day, room psych isolation - adult for six days at a rate of \$2,070.00 per day, and room psych isolation - youth for six days at a rate of \$2,760.00 per day. Motion made by Wizner, seconded by Knaak, to approve the contract with Ascension NE Wisconsin Hospital for 2025 as presented. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

ThedaCare Regional Medical Center - Jennifer Frost discussed the contract with ThedaCare Regional Medical Center is for mental health inpatient for 30 days at a rate of \$1,350.07 per day. Motion made by Krause, seconded by Tober-Steinke, to approve the contract with ThedaCare Regional Medical Center for 2025 as presented. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

**9. Discussion and possible approval of the resolution for the 2025 State Contract(s) for the Department of Human Services.**

Kane discussed the resolution pertaining to the State Contract(s) for Department of Human Services. State statutes require Department of Human Services to procure approval of the County Board of Supervisors of a budget and entering a contract for 2025 between the State of Wisconsin, Departments of Health Services, Children and Families, Justice, Corrections, Administration, Transportation, Greater Wisconsin Agency on Aging (GWAAR) and the county, containing the allocation of funds and administrative requirements as are necessary for the

county department. This resolution is a formality to operate all of our state funds for the upcoming year subject to the approval of the appropriate home committee and Corporation Counsel, and that the County Board Chairman and the County Clerk are authorized to sign the 2025 contracts and any future addenda thereto. Motion made by Madsen, seconded by Knaak, to approve the resolution pertaining to the State Contract(s) for Department of Human Services for 2025 as presented. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

**10. Review, discuss, and possible approval of the 2024 Department of Human Services Annual Report.**

The 2024 annual report for Department of Human Services was reviewed and discussed. Following discussion, motion made by Madsen, seconded by Wizner, to approve the 2024 Department of Human Services Annual Report as presented and forward to the County Board. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

**11. Update of monthly activities.**

Income Maintenance/Child Support Programs - Sarah Bartz reported statistics for the last two months for Income Maintenance as data was not available last month. Changes were made extending the window from 30-days to 60-days which allows consumers more time to turn in necessary paperwork, but the markers that track this data were not revised so it impacts performance. The count for Income Maintenance recipients is starting to show a decline but the count continues to be elevated compared to pre-pandemic.

The new calendar year for Child Support began October 1st. The federal measurements data for Child Support was reported. The caseload is approximately 1,700 cases.

Kinship/Foster care statistics - Jennifer Stuber reported there were 23 children placed in foster care, 24 children with relative placements, and two children with non-relative placements. There were 50 children in kinship care of which 38 were court ordered and 12 were voluntary. There are five children on a waitlist.

Youth aids statistics - Jennifer Stuber reported there was one youth in a group home, one youth in residential care, and no youth in corrections.

Mental Health statistics - Jennifer Frost reported there were 10 individuals (7 adults and 3 youth) referred to inpatient services for a total of 107 days. Three individuals used crisis stabilization. No tax levy dollars were used on residential days for substance use or mental health. New enrollments in October are as follows: 10 adult protective service enrollments, 57 crisis service enrollments, and 11 jail enrollments. There were 26 new outpatient clients.

Drug Court report - Jennifer Frost reported there are 12 participants enrolled in Drug Court with 14 referrals on the list with screening scheduled. There is one expected graduation to happen before the end of the year.

Lakeland Industries report - Amy Neumann reported for the month of October, 1,759 pounds of aluminum were collected from 50 customers. The price of aluminum increased to \$0.40 per pound. Day Services continued with their in-house programming focusing on adult daily living skills, appropriate social skills, and community connections. They visited the memory cafe and areas in Navarino and Birnamwood. Assemblies met the production needs for the businesses they work with. They started seasonal work at Nueske's Meats. The participants continued their volunteering at Sacred Heart, Hope Community Church, and the humane society. Woodworking met the production needs for the businesses they work with. They visited DotCom and Auto Select. The participants continued with their monthly money class at Premier Community Bank and volunteered at the humane society. One referral was received with interest in attending Lakeland Industries. As a reminder, RSVPs for the Lakeland Industries Christmas Party are due November 15th. Lakeland Industries will be decorating a tree at Franklin Park and will

participate in the holiday stroll and tree lighting event. They will also be participating in the Santa Parade.

**12. Approve reappointment of Robert Krause and Jim Leuenberger to the Human Services Department Board for a three-year term.**

Rick Kane stated Bob Krause and Jim Leuenberger expressed interest to continue serving on the Human Services Department Board. Their term is up January 1, 2025. Kane asked the Human Services Department Board to support the recommendation of reappointing Bob Krause and Jim Leuenberger to the Board for an additional three-year term. Motion made by Madsen, seconded by Wizner, to support the recommendation to the County Board for the reappointment of Robert Krause and Jim Leuenberger to the Human Services Department Board for a three-year term set to expire January 1, 2028. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

**13. Board member comments or new business to be considered at a future meeting.**

None.

**14. Per diem approvals for miscellaneous meetings.**

Motion made by Madsen, seconded by Switalla, to approve the per diem of this meeting and Commission on Aging on November 14, 2024. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

**15. Next meeting date - December 10, 2024 at 9:00 a.m.**

The next Human Services Department Board meeting is scheduled for December 10, 2024 beginning at 9:00 a.m.

**16. Adjournment.**

Motion made by Krause, seconded by Madsen, to adjourn the meeting at approximately 9:33 a.m. Vote: 7 yes; 0 no; 2 absent (Conradt and Leuenberger)

Recorded by: Melissa Liesner, Administrative Assistant



## MINUTES

### Joint City/County Transportation Advisory Committee Meeting

Thursday, November 14, 2024 @ 9:00 AM  
Shawano City Hall, 127 S. Sawyer St., Shawano, WI

#### **Members Present:**

County Board Members: Dennis Knaak, James Przybylski, Mike Wizner; City of Shawano Reps: Jack Young; Human Services Rep., Amy Neuman; Aging Unit Director, Melissa Rosenow; Menominee Transit Rep: Gene Perez

#### **Members Absent:**

Aaron Milavitz, Bruce Milavitz, City of Shawano Representative; Stephanie Bowman, Stockbridge-Munsee Representative; Justin Running, City Cab Representative

#### **Others Present:**

Pat Trinko, Shawano Ambulance; Julie Miller, Community Alternatives; Kim Wolfmeyer, ADRC of the Wolf River Region; Jess Betts-Nelson, Cian Fischer, Feonix Mobility Rising

#### **1. Call meeting to order.**

The meeting was called to order at 9:00 am by Knaak.

#### **2. Silent meditation and Pledge of Allegiance.**

A moment of silence and the Pledge of Allegiance was led by Knaak.

It was noted that Przybylski joined the meeting at 9:03 am.

#### **3. Approval of minutes from previous meeting.**

The motion to approve the minutes was made by Young and seconded by Wizner. All aye. Motion carried.

A discussion was had regarding the position of secretary on the Committee. Heidi Russell, who is the current secretary, is no longer on the Committee. Knaak opted to open nominations for the position of secretary. Wizner nominated Przybylski for the position of secretary. No further nominations were made. Nominations closed. Motion made by Wizner to name Przybylski the secretary on the Committee. Second by Neuman. All aye. Motion carried.

#### **4. Reports:**

**a.** City Taxi:  
None.

**b.** Department of Human Services:  
Neuman noted that Human Services has received the vehicle that was purchased with the 53.10 Grant. An application for a vehicle for 2024 was applied for as well.

**c. Community Alternatives:**

Miller noted that Community Alternatives did not apply for any vehicle grants at this time. Community Alternatives also provided just under 2,000 rides in their vehicles for the third quarter.

**d. Menominee Transportation:**

Perez reported that Menominee Transit is reviewing their rates for possible increases. Menominee Transit has contract with Oconto County to provide rides and transportation routes in that area.

**e. State Transportation:**

None.

**f. Veterans Transportation:**

None.

**g. Presentation on Feonix Mobility:**

Jess Betts-Nelson and Cian Fischer from Feonix Mobility spoke to the Committee about their agency and the services they provide. Feonix Mobility is a non-profit organization that strives to fill the gaps in the social service ecosystem for individuals living with transportation insecurity. Feonix Mobility currently offers the Waupaca County Catch-a-Ride (WCCAR) program that provides affordable transportation to individuals whose place of employment is within Waupaca County. They have also contracted with ThedaCare in Waupaca County to assist with the transportation needs for individuals who are being discharged from the hospital and do not have a ride home. Feonix Mobility is looking to expand their services into Shawano and Menominee Counties.

**5. Board member comments or new business to be considered at a future meeting.**

Upcoming 2025 Committee meeting dates were established. The 2025 meetings will be held on 02/13/2025, 05/08/2025, 08/14/2025, and 11/13/2025.

The next meeting will be held on February 13, 2025, beginning at 9:00 am.

**6. Adjournment.**

Knaak - Adj 9:56 am.

Recorded by: Kristine T, Fiscal Support Specialist



## Minutes

### Land Conservation Department - Public Informational Meeting

Thursday, November 7, 2024 @ 1:30 PM  
Town of Lessor Town Hall  
W4055 Landstad Road, Bonduel, WI 54107

#### Attendees Present:

Scott Frank and Jacob Buettner (LCD); Jeff and Carolyn Lehndorf and family (C & J Dairy, LLC); Michael Mohr (REI Engineering, Inc.); Steve Carlsen (Carlsen Crop Consulting); Norbert and Mary Short, Brian Wendt, Chris V.

**NOTE: Any person may appear at the public informational meeting and be heard and/or submit comments into the record for Land Conservation Department consideration. Correspondence must bear a legible signature of the author.**

The Shawano County Land Conservation Department has scheduled a public informational meeting for a Livestock Facilities License request of a proposed expansion by C & J Dairy, LLC. This meeting is being conducted for the purpose of receiving information from the applicant and receiving public input on the application.

- a. C & J Dairy, LLC proposes an expansion of its livestock facility to 880 Animal Units. The properties are located and described as Parcel 1: NE 1/4 NW 1/4 EX S 1.5 RDS SEC 16 T25N R17E, parcel in the Town of Lessor with a site address of W3913 County Road S, Pulaski, WI 54162. Parcel 2: SE 1/4 SE 1/4 SEC 10 T25N R17E, parcel in the Town of Lessor with a site address of W3340 County Road S, Pulaski, WI 54162.

#### **1. Call meeting to order.**

Frank called the public informational meeting to order at 1:31 PM, thanked everyone for coming and thanked the Town of Lessor for hosting the meeting. Shawano County LCD staff (Scott Frank and Jacob Buettner) introduced themselves. Frank stated we are here for C & J Dairy, LLC's request for a Livestock Facilities License to meet the requirements of the Shawano County Livestock Facilities Licensing Ordinance No. 1-18 (SCLFLO). The meeting will be recorded for the ability to take minutes. Frank explained the order of the meeting. The information presented at this meeting is limited to the proposed expansion of livestock facilities as it applies to local approval under ATCP 51 and SCLFLO. This meeting will not cover non-livestock facility siting matters which may include but are not limited to: traffic, road maintenance, hours of operation, noise or dust control as these items are not eligible for our consideration when making the decision. Frank asked those with comments or questions to please raise your hand and when speaking to state your name and address. Written comments may also be submitted to LCD staff any time during the meeting or up to ten (10) days following this meeting (November 18, 2024).

#### **2. Livestock Facility Licensing Request.**

Frank read the following: C & J Dairy, LLC, proposes an expansion of its livestock facility to 880 Animal Units. The properties are located and described as **Parcel 1:** NE 1/4 NW 1/4 EX S 1.5 RDS SEC 16 T25N R17E, parcel in the Town of Lessor with a site address of W3913 County Road

S, Pulaski, WI 54162. **Parcel 2:** SE 1/4 SE 1/4 SEC 10 T25N R17E, parcel in the Town of Lessor with a site address of W3340 County Road S, Pulaski, WI 54162. Carolyn Lehndorf is the registered agent for C & J Dairy.

**3. Overview of a Livestock Facilities License and Licensing Standards.**

Frank stated per the Shawano County Livestock Facilities Licensing Ordinance (SCLFLO), a license issued by the Shawano County Land Conservation Department (LCD) is required for:

1. New or expanded livestock facilities that will have 500 or more animal units.
2. The expansion of a pre-existing or previously approved livestock facility if the number of animal units kept at the expanded livestock facility will exceed all of the following:
  - a. The applicable threshold of a license.
  - b. The maximum number previously approved or, if no maximum number was previously approved, a number that is 20% higher than the number kept on the effective date of October 27, 2006.

Frank explained the Application Procedure and stated the application was received September 18, 2024.

1. After the applicant provides all of the required information:
  - a. The LCD shall notify the applicant that the application is complete (Emailed October 29, 2024).
  - b. The LCD shall notify adjacent landowners (Mailed October 30, 2024) and the Town Clerk (Emailed October 29, 2024) of the complete application.
  - c. The LCD shall schedule and give notice of a Public Informational meeting to the applicant (Emailed October 29, 2024), adjacent landowners (Mailed October 30, 2024) and Town Clerk (Emailed October 29, 2024).
2. The LCD will accept written comments up to ten days after said meeting (November 18, 2024).
3. The LCD shall grant or deny an application within 90 days after giving notice the application is complete. This is January 27, 2025 and Frank stated he expected this to take nowhere near that long.

The applicant must meet the state livestock facility siting standards adopted under ATCP 51, Wis. Admin. Code and incorporated into SCLFLO:

1. Odor Management
2. Waste and Nutrient Management
3. Waste Storage Facilities
4. Runoff Management
5. Setbacks\*
  - a. Livestock Structures
    - i. 100 feet from a property line
    - ii. 100 feet from a public road right-of-way
  - b. Waste Storage Structure
    - i. 250 feet from a property line
    - ii. 200 feet from a public road right-of-way

\* Exceptions could apply per SCLFLO Section 6 2.(c) 2 or Variance granted per Section 17 (7 and 8).

**4. Overview of proposal by the applicant.**

Frank noted the LCD staff have reviewed the application and that it meets the required standards. Jeff Lehndorf, C & J Dairy, LLC, introduced himself and his family. He gave some

Page 2 of 3

background on the farm, proposed barn addition and breakdown of livestock numbers on the two sites, and future manure storage construction.

Michael Mohr, REI Engineering, Inc., gave a detailed overview of the application which included worksheets on animal numbers, reviewed current conditions, structures, design, waste management and future abandonment of existing waste storage and construction of new waste storage, outdoor animal lots and management, employee training and environmental incident response. Frank displayed maps, worksheets and other documents in the application.

Steve Carlsen, Carlsen Crop Consulting, mentioned for the farm's nutrient management plan, the land owned and with the property they rent, there is more than enough acres to spread their manure.

Frank thanked them for the presentation as well as the application.

**5. Questions, comments and discussion on applicant's proposal.**

Frank offered the opportunity for questions or comments.

Frank thanked everyone and stated the LCD will be accepting comments until November 18, 2024.

**6. Adjournment.**

Frank adjourned the meeting at 1:40 PM.

Recorded by: Scott Frank, Conservationist and Lori Mathew, Office Assistant III



**Minutes**

**Land Conservation Committee Meeting**

**Thursday, December 5, 2024 @ 9:00 AM  
Shawano County Courthouse, Meeting Room 7**

**Members Present:** Martin Elmer, Kathy Luebke, Joe Miller, Lynn Tober-Steinke, and Curtis Naja

**Members Absent:** None

**Others Present:** Scott Frank, Blake Schuebel, Jacob Buettner, Bill Koepke, and Lori Mathew (LCD); Kori Halstead and Libby Stein (WAMSCO); James Davel (Admin)

**1. Call meeting to order.**

Meeting was called to order at 9:00 AM by Chairman Miller.

**2. Motion to deviate from order of items listed on agenda, if necessary.**

Motion made by Elmer, seconded by Naja to allow deviation from the order of items on the agenda, if necessary. Motion prevailed by acclamation.

**3. Public comment.**

None.

**4. Approval of minutes from previous meeting.**

Motion made by Luebke, seconded by Tober-Steinke to accept the minutes for November 7, 2024 LCC meeting as written. Motion prevailed by acclamation. Miller deviated to item #6.

**5. Waterways Association of Menominee and Shawano Counties (WAMSCO) Report.**

Halstead and Stein from WAMSCO gave a 2024 update. They reviewed their goals, activities with youth education, digital education, new logo/website, Farmer-Lead Watershed Council, Sturgeon Spawning and Monitoring, Community Education, Conferences, Training and New Hires, Shoreline Restoration and projects planned in 2025. It was noted that they did 20 shoreline restoration projects in 2024. Naja asked about and there was discussion on the mussel restoration project for the Embarrass River.

**6. Land Conservation Department Staff Reports.**

Staff reports are in the agenda packet. Koepke mentioned that the cover crops have been checked on 44 fields and the property owners are on track with the Climate Smart Program. Buettner stated the roof gutter project at Brizzo's farm has been completed and he is working on the NOD grant reporting. He is looking at the MDV grant funding available in the Wolf River watershed with initial focus of harvestable buffers for property owners in the Schoenick Creek watershed. Schuebel is working to close out the NOD for David Wohlt. He is working with various farms on wildlife damage plus possible 2025 expansions and livestock siting. Frank is working on numerous grants and the year-end processes for reimbursements. The C&J Dairy

license has been approved for 880 animal units. Frank attended the Shawano County Farm Bureau meeting to provide an LCC/LCD update. Frank also attended the last ADHOC Committee meeting this week where they toured the Green Lake County and Waushara County facilities and reviewed the different aspects of each building including land available, security and parking issues. Pictures were shown from the Waushara Courthouse and details given on their layout. That committee made a recommendation to start master planning of the county infrastructure, focusing on consolidating the county buildings and building new with possible renovation. Miller deviated to item #5 and continued on with the agenda.

**7. Discuss and take possible action on setting grain and hay prices for 2024 Wildlife Damage, Abatement & Claims Program.**

Schuebel stated there is one landowner with Wildlife Damage Claims this year for us to set prices on commodities of corn and hay. Schuebel checked prices at two different places and discussed the findings with the committee adding the committee will be setting the prices today and the actual claims will be on the next LCC meeting agenda. Schuebel recommended the price be set at \$3.90/bushel for corn and \$170/ton for hay. Schuebel answered questions from Miller and Tober-Steinke on the program and whether sandhill cranes were included. After discussion a motion made by Elmer, seconded by Luebke to approve the recommended prices as presented. Motion prevailed by acclamation.

**8. Discuss and take possible action on Notice(s) of Non-compliance to be issued for Farmland Preservation Program.**

Buettner explained there is one Notice of Non-Compliance with the Farmland Preservation Program to be issued because the landowner would not allow a walkover on the farm. The landowner is Darrell and Linda Hylok. After discussion, a motion made by Naja, seconded by Tober-Steinke to approve issuing a Notice of Non-compliance with the Farmland Preservation Program for this landowner as presented. Motion prevailed by acclamation with Luebke abstaining.

**9. Discuss and take possible action on approval of cost share payments for Climate Smart Agronomy and Back 40 Soil Health projects through Fox-Wolf Watershed Alliance.**

Koepke stated four (Grant Riesenber, Friendship Valley, Mike & Brian Damrau, Travis Ullmer) farmers are currently signed-up in the Climate Smart program. He explained the process, all planted cereal rye, how they were planted, showed pictures and payment breakdown for each operator. Cost share payments are split and made in the Fall (for cover crops) and Spring (for no-till). After discussion, a motion made by Luebke, seconded by Naja to approve the Fall payments to the four farmers as presented. Motion prevailed by acclamation.

Buettner reviewed the Back 40 project which is in its third and final year of the program. Cost share payments are being requested for Doug Breyer, Dave Race, Nick Ullmer and Grant Riesenber which will be reimbursed by Fox-Wolf Watershed Alliance. He showed pictures of each one and after discussion, a motion made by Elmer, seconded by Tober-Steinke to approve the Fall payments as presented. Motion prevailed by acclamation.

**10. Correspondence and news.**

Mathew noted the document in the agenda packet and provided an update on Governor Evers' Tree Planting Initiative. The Adamski family who run the Full Circle Community Farm in Shawano County received the Wisconsin Leopold Conservation Award for 2024. Frank pointed out this family has won numerous awards in the past and there will be events coming up to promote this new award.

**11. New business that is requested for future committee consideration.**

None.

**12. Approve travel and meeting requests if necessary.**

None.

**13. Discuss and set next meeting date(s).**

The next LCC meeting is scheduled for Thursday, January 2, 2025 at 9:00 AM.

**14. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Wis. Stats. §§ 19.85(1) (c) to discuss and deliberate concerning the performance evaluation of the County Conservationist, who is an employee over which the county exercises jurisdiction.**

James Davel (Administration) joined the meeting at this time. Motion was made by Elmer, seconded by Luebke to go into closed session to discuss performance evaluation of the County Conservationist. Chairman Miller asked for a roll call vote: Elmer - yes, Luebke - yes, Miller - yes, Naja - yes, Tober-Steinke - yes. Motion carried at 9:47 AM.

**15. It is anticipated that a motion will be made and seconded to come out of closed session to take any action deemed appropriate concerning the closed session item, if any, and to continue with the agenda.**

Motion by Luebke, seconded by Elmer to come out of closed session to take any action deemed appropriate concerning the closed session item, if any, and to continue with the agenda. Chairman Miller asked for a roll call vote: Elmer - yes, Luebke - yes, Miller - yes, Naja - yes, Tober-Steinke - yes. Motion carried at 9:54 AM. No action was taken.

**16. Adjournment.**

Motion made by Elmer, seconded by Naja to adjourn the meeting at 9:55 AM.

Recorded by: Lori Mathew, Office Assistant III, and Scott Frank, Conservationist



## MINUTES

### Planning, Development and Zoning Committee Comprehensive Plan Public Hearing

Wednesday, December 4, 2024 @ 9:00 AM  
Shawano County Courthouse, Rooms A & B

**Members Present** Ken Capelle, Jeremy Gretzinger, Lowel Hammett, Kathy Luebke, and Theresa Serrano

**Members Absent:** None

**Others Present:** Kimberly Gierach, Dana Krause, Ken Huebner, Town of Grant Planning Commission

**Chairman Luebke called the public hearing to order at 8:59 AM.**

NOTICE IS HEREBY GIVEN that the Shawano County Planning, Development and Zoning Committee will conduct a public hearing at 9:00 am on Wednesday, December 4, 2024. The hearing will be conducted in Room A and B of the Shawano County Courthouse, located at 311 N. Main St., Shawano, Wisconsin.

The public hearing will be held to gather public input on a proposed update to the 2009 Shawano County Comprehensive Plan. The Comprehensive Plan is a policy document used as a guide for making decisions regarding land use and development in the County. The proposed update is to adopt town approved amendments from the **Town of Grant** Comprehensive Plan including future land use maps pursuant to Section 66.1001(4)(c), of Wisconsin Statutes.

The proposed updates to the Shawano County Comprehensive Plan are available at: <http://www.co.shawano.wi.us> or from the County Planning and Development Department at the Shawano County Courthouse during business hours. If you have questions, please contact Kari Hopfensperger, County Planner, at 715-526-4970 or [Kari.Hopfensperger@shawanocountywi.gov](mailto:Kari.Hopfensperger@shawanocountywi.gov). Written comments should be submitted before the public hearing date to Mrs. Hopfensperger. All written comments will be forwarded to the committee.

Ken Huebner, Town of Grant Planning Commission advised the Committee of the proposed changes to 68 parcels of land. Final decision will be made at the December 18, 2024 County Board meeting. No other correspondence, either oral or written, was presented at the Public Hearing.

**Chairman Luebke closed the public hearing at 9:03 AM.**

Recorded by: Dana Krause, Office Assistant



## MINUTES

### Planning, Development and Zoning Committee Public Hearing

Wednesday, December 4, 2024 @ 9:00 AM  
Shawano County Courthouse, Rooms A & B

**Members Present** Ken Capelle, Jeremy Gretzinger, Lowel Hammett, Kathy Luebke, and Theresa Serrano

**Members Absent:** None

**Others Present:** Kimberly Gierach, Dana Krause

**Chairman Luebke called the public hearing to order at 9:03 AM.**

**Z-10-24:** Gary A Falendysz request zone change on 2 parcels of land, both from FP, Farmland and Forest Preservation Zoning District to A-R, Agricultural Residential Zoning District pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.2.01(1) to Section X.3.01(2), Table X.2.02 to Table X.3.02 and Section X.9.03 (287) on property located and described as **Parcel #1:** Part of the Northeast 1/4 of the Northwest 1/4 of Section 29, Township 29 North, Range 11 East, Town of Aniwa, Shawano County, Wisconsin, described as follows: Commencing at the Northwest quarter corner of said Section 29; thence N 89°40'58" E along the North line of the Northwest quarter, 1304.33 feet to the Northwest corner of the Northeast quarter of the Northwest quarter and to the point of beginning; thence continuing N 89°40'58" E along the North line of the Northwest quarter, 268.08 feet; thence S 0°57'59" E 325.00 feet; thence S 89°40'58" W 268.08 feet to the West line of the Northeast quarter of the Northwest quarter; thence N 0°57'59" W along the West line of the Northeast quarter of the Northwest quarter, 325.00 feet to the point of beginning for the purpose of converting an existing structure to a single family dwelling; **AND Parcel #2:** Part of the Northeast 1/4 of the Northwest 1/4 of Section 29, Township 29 North, Range 11 East, Town of Aniwa, Shawano County, Wisconsin, described as follows: Commencing at the Northwest quarter corner of said Section 29; thence N 89°40'58" E along the North line of the Northwest quarter, 1575.41 feet to the point of beginning; thence continuing N 89°40'58" E along the North line of the Northwest quarter, 268.08 feet; thence S 0°57'59" E 325.00 feet; thence S 89°40'58" W 268.08 feet; thence N 0°57'59" W, 325.00 feet to the point of beginning for the purpose of constructing a single family dwelling in the future. Both being part of parcel #'s 006-29210-0010 & 006-29210-0000.

Gary Falendysz, N9662 Lake Road, Bowler, WI 54416 advised the Committee the proposed zone change will allow for the construction of a single-family dwelling on both parcels in the future. Kimberly Gierach read in a letter of opposition from a neighbor. No other correspondence, either oral or written, was presented at the public hearing.

**CU-24-24:** Brian M and Bonnie K Feltz request conditional use permit for the Temporary Occupancy of Recreational Vehicle (land use) pursuant to the Shawano

County Zoning Ordinance No. 7-14, Table X.3.02 and Section X.9.03(307) on property located in the A-R, Agricultural Residential Zoning District. Property is located and described as part of the Southeast 1/4 of the Southeast 1/4 of Section 6 and part of the Northeast 1/4 of the Northeast 1/4 of Section 7, Township 27 North, Range 17 East commencing at the Northwest corner of the Southeast 1/4 of the Southeast 1/4 of Section 6; thence South 1380.0' to the point of beginning; thence East 1320' more or less parallel to the North line of the Southeast 1/4 of the Southeast 1/4 of Section 6; thence North 60' more or less to the Southeast corner of the Southeast 1/4 of the Southeast 1/4 of Section 6; thence West along said South line of the Southeast 1/4 of the Southeast 1/4 to the centerline of the creek; thence Northerly along the centerline of the creek to a point which is 1260' South of the North line of the Southeast 1/4 of the Southeast 1/4 of said Section 6; thence West parallel to said North line to the West line of the Southeast 1/4 of the Southeast 1/4; thence South 120.0' along said West line to the point of the beginning. Tax parcel #044-80150-0150. Town of Washington. Property address; N6912 Springbrook Road.

Brian Feltz, 2347 Highway A, West Bend, WI, 53095 advised the Committee the parcel was purchased in 2017 with the intent of building a single-family dwelling in the future. Since purchasing the parcel, Feltz stated flood plain changes occurred making the parcel unbuildable. Feltz was granted a conditional use permit in 2017 to allow the temporary occupancy of a recreational vehicle which expires December 31, 2024. Charlie Fritsch, Town of Washington Zoning Chairman, spoke in opposition. Committee discussion and comments from members of the audience followed. The Town of Washington recommends denial. No other correspondence, either oral or written, was presented at the public hearing.

**CU-25-24:** Aden E and Mary L Raber request conditional use permit to establish a Home Occupation, Major (land use) pursuant to the Shawano County Zoning Ordinance No. 7-14, Table X.2.02 and Section X.9.03(147) on property located in the OAR, Open Lands, Agriculture and Residential Zoning District for the purpose of establishing a business constructing vinyl windows for Tracy Corners IG of Cecil LLC. Property is located and described as Lot 2 of Certified Survey Map recorded in Volume 7 Page 367, Map #2057, located in the West 1/2 of the Northwest 1/4 of Section 33, T27N R17E. Tax parcel #044-33220-0070. Town of Washington. Property address: N5198 St 117 Highway.

Aden Raber, N5178 Hwy 117, Bonduel, WI, 54107 advised the Committee he will be constructing windows in an existing shed located on the parcel. Once constructed the windows will be transported to a different facility. No customers will be onsite, business is not open to the public. The Town of Washington recommends approval. No other correspondence, either oral or written, was presented at the public hearing.

**Chairman Luebke closed the public hearing at 10:09 AM.**

Recorded by: Dana Krause, Office Assistant



**Minutes**

**Planning, Development and Zoning Committee Meeting**

**Wednesday, December 4, 2024 @ 9:00 AM  
Shawano County Courthouse, Room A & B**

**Members Present:** Ken Capelle, Jeremy Gretzinger, Lowel Hammett, Kathy Luebke, and Theresa Serrano

**Members Absent:** None

**Others Present:** Kimberly Gierach, Dana Krause, Scott Konkle, Ricky Barbosa, Amy Dillenburg, James Davel, Carrie Buntjer & Julie Hasser

**1. Call meeting to order.**

Chairman Luebke called the meeting to order at 10:09 AM.

**2. Motion to deviate from order of agenda, if deemed necessary.**

Motion by Theresa Serrano, second by Jeremy Gretzinger to deviate from order of agenda, if necessary.

Vote: 5 yes 0 no. Motion carried.

**3. Approval of minutes**

Motion by Kathy Luebke, second by Jeremy Gretzinger to amend November 6, 2024 PD&Z Committee Meeting minutes agenda item #9 to read "Kimberly Gierach, Ricky Barbosa and Kyle Waelchli must obtain their State Certified Soil Tester License and POWTS Inspector License in 2025."

Vote: 5 yes 0 no. Motion carried.

Motion by Jeremy Gretzinger, second by Lowell Hammett to approve amended minutes as submitted.

Vote: 5 yes 0 no. Motion carried.

**4. Discuss, review and take possible action on public hearing requests as follows:**

**Adopting Updated Town of Grant Comprehensive Plan:** Consider action on a resolution recommending adoption of the updated Town of Grant Comprehensive Plan.

**Z-10-24:** Gary A Falendysz request zone change on 2 parcels of land, both FP, Farmland and Forest Preservation Zoning District to A-R, Agricultural Residential Zoning District for the purpose of constructing a single-family dwelling in the future. Both being part of parcel #'s 006-29210-0010 & 006-29210-0000. Town of Aniwa.

**CU-24-24:** Brian M & Bonnie K Feltz request conditional use permit for the Temporary Occupancy of Recreational Vehicle (land use) on a property located in the A-R, Agricultural Residential Zoning District. Tax parcel # 044-80150-0150. Town of Washington. Property address: N6912 Springbrook Road.

**CU-25-24:** Aden E & Mary L Raber request conditional use permit to establish a Home Occupation, Major (land use) on property located in the OAR, Open Lands, Agriculture and Residential Zoning District for the purpose of establishing a business constructing vinyl windows for Tracy Corners IG of Cecil LLC. Tax parcel # 044-33220-0070. Town of Washington. Property address: N5198 St 117 Highway.

**Adopting Updated Town of Grant Comprehensive Plan: Consider action on a resolution recommending adoption of the updated Town of Grant Comprehensive Plan.**

Motion by Ken Capelle, second by Lowell Hammett to recommend approval and forward resolution to the December 18, 2024 County Board Supervisor's Agenda.

Vote: 5 yes 0 no. Motion carried.

**Z-10-24: Gary A Falendysz**

Motion by Theresa Serrano, second by Jeremy Gretzinger to recommend approval with conditions.

Vote: 5 yes 0 no. Motion carried.

**CU-24-24: Brian M & Bonnie K Feltz**

Motion by Kathy Luebke, second by Jeremy Gretzinger to recommend staff gather more information to be presented at the January 8, 2025 PD&Z meeting and to postpone decision to a later meeting date.

Vote: 4 yes 1 no. Motion carried.

**CU-24-24: Aden E & Mary L Raber**

Motion by Ken Capelle, second by Theresa Serrano to recommend approval with conditions.

Vote: 5 yes 0 no. Motion carried.

**5. 2024 Non-Metallic Mining Report (NR-135) and set fees for 2025.**

Scott Konkle, Reclamation Specialist with East Central Wisconsin Regional Planning Commission reviewed the budget summary to the Committee. Konkle advised the Committee the WI DNR requires each county in the state of Wisconsin to abide by the NR-35 Ordinance and enforce it.

Motion by Theresa Serrano, second by Lowell Hammett, to set the 2025 operator fee for the NR-135 Program at \$38.00 per acre.

Vote: 5 yes 0 no. Motion carried.

**6. Discuss, review and take possible action on the 2025 PD&Z Fee Schedule.**

Committee reviewed fee schedule as presented. Kimberly Gierach advised the fees presented are based on a 20% WI inflation increase from the last four years (since the last update to the fee schedule). Committee discussion followed. Consensus to combine two categories into one from the land use permit fees. New fee schedule goes into effect January 1, 2025.

Motion by Jeremy Gretzinger, second by Lowell Hammett to approve the 2025 PD&Z fee schedule.

Vote: 5 yes 0 no. Motion carried.

**7. Discuss, review and take possible action on the Register of Deeds per diem request for mileage.**

Carrie Buntjer, Finance Director advised the Committee Amy Dillenburg, Register of Deeds attended a conference on two different occasions taking her personal vehicle and requested mileage reimbursement for both trips. The reimbursement for trip one would be \$95.14 and

reimbursement for the second trip would be \$320.93 for a grand total of \$416.07. County policy states, if available, a fleet vehicle must be used for traveling. Buntjer advised the Committee a fleet vehicle was available for trip one but cannot confirm if fleet vehicle was available for trip two. Committee discussion followed.

Motion by Theresa Serrano, second by Lowell Hammett to deny request for reimbursement as policy was not followed. After further discussion Serrano amended her motion to reimburse \$320.93 as fleet vehicle may not have been available for that request. Hammett second, motion carried.

Vote: 5 yes, 0 no.

**8. It is anticipated that the Planning, Development and Zoning Committee by motion and second will go into closed session pursuant to Section 19.85(1)(c), Wis. Stats., to discuss personnel issues.**

Motion by Lowell Hammett, second by Theresa Serrano to go into closed session at 11:40 AM.

Roll call vote:

Capelle: yes

Gretzinger: yes

Hammett: yes

Luebke: yes

Serrano: yes

**9. It is anticipated that a motion will be made and seconded to come out of closed session to take any action deemed appropriate concerning the closed session item, if any, and continue with the agenda.**

clkkara

Motion by Theresa Serrano, second by Ken Capelle to come out of closed session at 12:40 PM.

Roll call vote:

Capelle: yes

Gretzinger: yes

Hammett: yes

Luebke: yes

Serrano: yes

Take action as discussed in closed session.

**10. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Section 19.85(1)(c), Wis. stats., to conduct the performance evaluation of the director of Planning and Development/Zoning Administrator.**

Committee consensus this closed session was not needed.

**11. It is anticipated that a motion will be made and seconded to come out of closed session to take action concerning the closed session item, if any, and to continue with the agenda.**

Committee consensus this closed session was not needed.

**12. Policy Issues Discussion and Potential Committee Determination.**

A - Kimberly Gierach brought up a staff suggestion to educate the community about permits via the County radio time slot on the WTCH Breakfast Club. Davel supported the idea.

**13. Next public hearing and meeting date January 8, 2025 in rooms A & B of the**

**Courthouse and future agenda items:**

A - Committee members are asked to bring ideas for future discussion

B - Announcements/Requests/Correspondence

None at this time.

**14. Adjournment.**

Motion by Theresa Serrano, second by Jeremy Gretzinger to adjourn at 12:40 PM.

Vote: 5 yes 0 no. Motion carried.

Recorded by: Dana Krause, Office Assistant



Minutes

**Public Property Committee Meeting**  
**Thursday, December 5, 2024 @ 3:00 PM**  
**Shawano County Courthouse, Room 7**

**Members Present:** Rick Giese, Allan Kuhn, Tom Kautza, Steve Natzke and Randy Young

**Members Absent:**

**Others Present:** James Davel, Julie Hasser, Steve Dreher, Keith Herm, Mike Passon and Julie Harland

**1. Call meeting to order.**

Meeting called to order by Chairman Giese at 3:00 PM.

**2. Public comment - limited to 10 minutes.**

None.

**3. Approval of minutes from previous meeting.**

Motion by Young, seconded by Kuhn to approve the minutes of the previous meeting. All yes. Motion carried.

**4. Motion to deviate from the order of the agenda, if necessary .**

Motion by Natzke, seconded by Kautza to deviate from the posted agenda if necessary. All yes. Motion carried.

The committee deviated to number 7, 8, and 9.

**5. It is anticipated that a motion will be made and seconded to convene in closed session pursuant to Wis. Stats. 19.85 (1)(c) considering employment, promotion, compensation or performance data of a public employee over which the governmental body has jurisdiction or exercises responsibility.**

Motion by Young, seconded by Kautza to do into closed session pursuant to Wis. Stats. 19.85 (1)(c) considering employment, promotion, compensation or performance data of a public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote:

Kuhn: Yes

Kautza: Yes

Natzke: Yes

Young: Yes

Giese: Yes

Motion carried. The committee convened in closed session at 3:07 PM.

Also present in closed session: James Davel, Julie Hasser and Steve Dreher.

**6. It is anticipated that a motion will be made and seconded to come out of closed session and take appropriate action.**

Motion by Kautza, seconded by Young to come out of closed session, reconvene in open session and take appropriate action. Roll call vote:

Kuhn: Yes  
Kautza: Yes  
Natzke: Yes  
Young: Yes  
Giese: Yes.

The committee reconvened in open session at 3:54 PM.

Motion by Young, seconded by Natzke to direct the Human Resources Department to contact the candidate as discussed. All yes. Motion carried.

**7. Departmental update.**

**Jail:** Had one shower drain leaking after shower project completed. Prime Coat came and repaired.

**Mielke:** Old bathroom building has been demolished. SCAC was informed that any further improvements to the site were the responsibility of the SCAC. Left the electric service for their future use.

**Parks:** New griddle unit is missing a nitrogen gas cylinder for the fire suppression system. Working with Streich Equipment to rectify.

**WRC:** Working on getting updated proposal for replacing the dishwasher. Got one proposal but it was for a high temperature sanitizing unit and we are using chemical sanitizer, we received an updated proposal.

**8. New business that is requested for future committee consideration.**

None.

**9. Set next meeting date.**

The next meeting of the Public Property Committee will be held Thursday, January 9th at 3 PM.

The committee deviated to numbers 5, 6, and 10.

**10. Adjournment.**

Motion by Young, seconded by Kuhn to adjourn. All yes. Motion carried. Meeting adjourned.

Recorded by: Julie Harland, Office Purchasing Specialist



## Minutes

### **Public Safety Committee Meeting**

**Wednesday, December 4, 2024 @ 1:00 PM**  
**Shawano County Sheriff's Office**  
**James E. Stoltenow Training Room**

**Members Present:** Russell Gehm, Jeremy Gretzinger, Steve Natzke, Theresa Serrano, and Randy Young

**Members Absent:** None

**Others Present:** Sheriff George Lenzner, Chief Deputy Ty Raddant, Coroner Brian Westfahl, Clerk of Court Ethan Schmidt, Emergency Management Lieutenant Chris Madle, Captain Nick Prey, Jail Administrator Troy Beyer, Telecommunications Supervisor Kasey Cross, Register in Probate Gwen Hoffman, Kevin Passon and Office Manager Dana Ritchie.

**1. Call meeting to order.**

Meeting called to order by Chairperson Serrano at 1:00pm.

**2. Silent meditation and Pledge of Allegiance.**

**3. Motion to deviate from the order of the agenda, if necessary .**

Motion by Natzke, seconded by Young, to deviate from the agenda should it become necessary. All in favor and motion carried.

**4. Approve minutes from previous meeting.**

Motion by Gretzinger, seconded by Gehm, to approve the November 6, 2024 meeting minutes. all in favor and motion carried.

**5. Set next meeting date.**

Next meeting date set for January 8, 2025 at 1pm in the Sheriff's Office James Stoltenow Training Room.

**6. Public comment.**

None.

**7. Approve monthly bills and vouchers.**

Motion by Young, seconded by Gehm, to approve the October bills and vouchers as presented. All in favor and motion carried.

**COURT SYSTEM - Ethan Schmidt**

**8. Monthly report**

Schmidt and Hoffman provided a report to the committee.

**CORONER - Brian Westfahl**

**9. Monthly report**

Coroner Westfahl provided a report to the committee.

**LAW ENFORCEMENT**

**10. Discussion and possible action on current ATV/UTV ordinance.**

Lenzner advised he attended the Highway and Parks Committee meeting. He presented his proposed changes to the ATV ordinance. The Highway and Parks Committee advised Lenzner to draft an ordinance with the proposed changes. The Public Safety Committee also advised Lenzner to draft an ordinance with the proposed changes. Lenzner will work with Corporation Counsel on an ordinance amendment.

**11. Emergency Management report.**

Madle provided a report to the committee.

**12. Sheriff's comments.**

Lenzner advised the committee on upcoming events.

Raddant advised the committee that the Traffic deputies overtime costs are high due to court appearances, transports, and the need for posted overtime. He stated the department has tried to minimize the need for overtime as much as possible.

Prey advised the committee of the need for expert witness fees in a sensitive criminal case. More details on the budgetary needs will be presented to the committee by the District Attorney's Office and Sheriff's Office.

Supervisor Young and Supervisor Natzke left the meeting at 1:55pm.

**13. Jail Administrator's report.**

Beyer provided a report to the committee.

**14. Telecommunication Center report.**

Cross provided a report to the committee.

**15. Committee comments.**

None.

**16. Adjournment.**

Motion by Gretzinger, seconded by Serrano, to adjourn the meeting at 2:02pm. All in favor and meeting was adjourned.

Recorded by: Dana Ritchie, Office Manager

Shawano County Arts Council  
Minutes Monthly Meeting Nov. 14, 2024  
6:30 p.m.  
Zoom Meeting

**Present:** Mary Madsen, Linda Blohowiak, Sue Kluge, Alex Konen, Patty Luff, Ryan Winn, and guest Brenda Belongia

**Absent:** Linda Beversdorf, Marena Erickson, Cheryl Folkerts, Jeremy Gretzinger, Sandy Steinke, David Plekenpol, Stephen Mielke

**Call to order:** Meeting called to order by Madsen at 6:39 p.m.

**Special Guest, Brenda Belongia:** Brenda Belongia is an art teacher who recently moved to the Shawano area from Michigan and contacted the SCAC looking for opportunities to offer art programs. Brenda shared information about her teaching background and the programs she has offered in the past. Some possible programs that she could offer include art camps, studio art classes, weekly art classes, paint parties, and fabric arts. Brenda was thanked for her presentation and told that we would discuss the possibility of doing something during the summer and get back to her.

**SCAC Logo:** Winn shared a sample logo designed by a colleague of his. It was done as a favor for no charge. Everyone liked the lettering used in the logo but the "tree with shadow" was not readily recognizable for what it was. It was decided that the board will come up with some of its own ideas to share as feedback, and Winn will take that feedback back to the designer in January.

**Secretary's report:** Motion made by Luff, seconded by Kluge to approve the minutes of the Sept. 12, 2024 meeting. Motion carried. (No meeting was held in October.)

**Treasurer's report:** A finance committee meeting was not held this month, and no financial statements were available. Madsen received a letter from BMI, a performing rights organization, asking her to complete a form. She is not sure if we need to complete this form or if we need to pay the fee for BMI. Blohowiak checked with Shawano County regarding covering this cost. The county does not cover the cost of BMI, but they do cover the cost of ASCAP, a different performing rights organization. The SCAC and its member groups are covered by ASCAP under the umbrella of the county. Madsen will contact BMI and check with Linda Beversdorf to see if the SCAC has been paying for BMI. Blohowiak believes they were in the past.

**Committee Reports**

**Building & Grounds, Landscaping Committee:** Madsen reported that Keith Marquardt, Jeremy Gretzinger and David Plekenpol had met but she has not heard from them regarding any outcomes from that meeting. The old bathrooms have been taken down.

**Website:** The Trivia Challenge needs updating and Marena Erickson needs to be added to the board roster.

**Member Group Updates**

**Arts & Crafts Fair/Merry Mielke:** Luff reported on the Merry Mielke. There were only 6 or 7 vendors. No vendors were selling Christmas items. There was nothing for men. However, there was a good turnout of shoppers. Need to start working on getting crafters earlier next year. The white elephant sale took in \$100. The bake sale raised \$190. Donations were \$475. The food vendor (Annette) was very good.

**Box in the Wood:** Kluge reported that The Cemetery Club play went very well. Proceeds were: ticket sales -\$3,730, donations - \$58, concessions - \$300.

**Folk Music Festival:** Blohowiak reported that the first meeting for the 2025 festival was held on Nov. 12<sup>th</sup>. She and Julie Heise are both stepping down as directors. Becky Van Buren has agreed to be the director for 2025. A new approach, an executive committee made up of six members, each heading an area of the festival, is going to be tried. Six people left the committee and two new people have joined the committee. Blohowiak will ask Marena Erickson if she would be able to help with social media for the festival.

**Old Business**

**Email and On-line systems:** Emails have been assigned but some people have not been able to access their emails.

**Spectrum vs Frontier:** Blohowiak reported that Frontier does offer IP phone service. Cost is \$59.00 setup fee and a monthly charge of \$31.49. Madsen stated that the next step will be to compare that to the cost of Cellcom.

**Children's Workshops:** Madsen will call the past directors to discuss setting something up for 2025.

**New Business**

**Mielke Committee/Community Foundation:** There was discussion about what this agenda item is referring to. Blohowiak stated that she thinks it is a follow up to the presentation by the Community Foundation that offered resources for board development. It seems that everyone is so busy with the events at the theater that there hasn't been time to follow up with the resources offered. Blohowiak did attend a program called BoardBound that was put on by the Community Foundation. It was agreed that this item can come off of the agenda for now.

**Social Media ideas:** Tabled.

**Handicap Access:** Discussion continued from last meeting regarding use of some restricted funds to improve handicap access at the theater. Blohowiak brought the matter to a festival committee meeting to get suggestions from that group. They agreed that their top priority would be to bring in gravel to put alongside some of the walkways where there is a drop-off that can be a problem for wheelchair users, especially near the amphitheater. Blohowiak will work on getting an estimate for the work and a map showing the areas that need attention.

**Vision Committee:** Kluge will send emails out to schedule the first meeting.

**Grant Opportunities:** Maddie Steuer has applied for two grants.

**Old Bathroom Electrical access:** Now that the bathrooms have been removed, the SCAC is responsible for any new installation in that area.

**BoardBound Training Report:** Tabled.

**Adjourn:** Konen made a motion to adjourn. Seconded by Luff. Meeting adjourned at 8:22 p.m.

Minutes submitted by:  
Linda Blohowiak, SCAC Secretary



Minutes

**Soldiers & Sailors Relief Commission Meeting**

**Tuesday, December 10, 2024 @ 8:00 AM  
Shawano Cafe**

**Members Present:** Dennis Bohm, Marshal Giese, Richard Kucksdorf

**Members Absent:**

**1. Call meeting to order.**

Marshall Giese called the meeting to order at 8:00 am. Present were Marshall Giese, Rich Kucksdorf, Dennis Bohm, Jim Davel, Lewis Drumheller, Shasta Kuhn, Paul Pionke

**2. Silent meditation and the Pledge of Allegiance.**

Led by Marshall Giese

**3. Approval of minutes from the previous meeting.**

Motion by Kucksdorf, 2nd by Bohm, Motion Carried

**4. Review and approval of fund payment vouchers, new staff members, and 3 year term nomination if applicable**

- Nomination of Marshal Geise for 3 year term.  
1st by Bohm, 2nd Kucksdorf, Giese accepted for another 3 year term
- Balance of Soldiers and Sailors Account.  
The balance will be briefed in the quarterly meetings going forward.
- Introduction of Shasta Kuhn

**5. Public comment.**

None

**6. Any topics to be considered at a future meeting.**

None

**7. Next meeting date.**

Set for Tuesday April 1, 2025 at Shawano Cafe

**8. Adjournment.**

Recorded by: Paul Pionke, Veterans Service Officer



## Minutes

### **Solid Waste Management Board Meeting**

**Thursday, November 14, 2024 @ 8:30 AM**  
**Shawano County Courthouse, Room 7**

#### **Members Present:**

Mark Braun, Thomas Kautza, Al Kuhn, Bruce Milavitz, Steve Natzke, James Przybylski, Terry Tipton, John Stezenski, and Steve Gueths

#### **Members Absent:**

#### **Others Present:**

Kari Hopfensperger, Grant Bystol - Shawano County; Scott Kroening, Eddie Sheppard, Mike Mahloch - City of Shawano

#### **1. Call meeting to order.**

Chairman Tipton called the meeting to order at 8:30am.

#### **2. Motion to deviate from the order of the agenda, if necessary .**

Motion by Przybylski, second by Braun, to deviate from the order of the agenda if necessary.  
Vote: 9 Yes, 0 No, 0 Absent.

#### **3. Public comment.**

None presented.

#### **4. Approval of minutes from previous meeting.**

Motion by Gueths, second by Stezenski, to approve the minutes of the October 10th meeting as presented. Vote: 9 Yes, 0 No, 0 Absent.

#### **5. Review of monthly landfill budget report.**

Kroening presented an up to date budget report. The waste stream was steady for October with \$263,000 in revenue, \$204,000 in expenses for a total of \$59,700 net revenue over expenditures. Kroening told the committee to expect a large expense next month for the clay hauling charge at approximately \$180,000. Recycling revenue was \$28,000 with \$15,000 in expenses for a total of \$13,000 net revenue over expenditures. Kroening stated next month the recycling disposal rate is increasing to \$33 a ton. The foundry dust revenue was \$25,400. The current rate is \$39 a ton and will have approximately a 4% increase for 2025.

#### **6. Discussion and possible approval of the 2025 landfill tipping rates.**

Kroening suggested the committee wait until next month to approve the 2025 landfill tipping rates. He explained his concern with the drastic increase of the recycling rates and would like to wait and see what next month's rate is from Outagamie County. Also, the rate for large items may need to increase to meet the disposal cost from Marathon County. Kroening confirmed the waste rate, as sent to the municipalities, would stay at \$79 a ton.

Motion by Natzke, second by Milavitz to approve only the \$79 a ton rate for waste and wait to approve the rest of the 2025 rates until next month. Vote: 9 Yes, 0 No, 0 Absent.

**7. Clay hauling update**

Bystol updated the committee on the amount of clay (18,000 cubic yards) the County Highway Department hauled, which is approximately half of what is needed. He informed the committee that the rate was lower (\$9.78) than what they quoted (\$10.27) which included restoration of the area. Bystol explained the restoration and that plenty of material remains on the site, which will be hauled next year. All clay met the specs, Mahloch stated the material past the four tests that were done.

**8. Correspondence and news.**

None presented.

**9. New business that is requested for future committee consideration.**

December 19th:

- Discussion of landfill assets
- Approval of remaining landfill rates for 2025
- 2025 landfill budget

January 16th:

- Timeline for landfill capping - Foth presentation
- Discuss transition plan for Solid Waste Management Board

**10. Set next meeting date.**

December 19th, 2024 and January 16th, 2025 at 8:30am in meeting room 7 of the Shawano County Courthouse.

**11. Adjournment.**

Motion by Natzke, second by Kautza to adjourn the meeting at 8:58am. Motion prevailed by acclamation.

Recorded by: Kari Hopfensperger, Long Range Planner

**County Board Meeting Date: January 22, 2025**

Per Resolution No. 228-80, adopted on March 11, 1980 by the Shawano County Board of Supervisors, minutes of all committees and commissions are to be included with agenda as per request.

<u>Committee</u>	<u>Meeting Date/Page</u>			
	<b>Date</b>	<b>Page</b>	<b>Date</b>	<b>Page</b>
ADRC Governing Board	<b>12/10</b>	<b>1</b>		
Board of Health/Veterans Service Committee	<b>12/16</b>	<b>2</b>		
Community Services Advisory	<b>12/3</b>	<b>4</b>		
Executive Committee	<b>12/11</b>	<b>6</b>		
Highway and Parks Committee	<b>1/7</b>	<b>9</b>		
Housing Authority of Shawano County	<b>12/19</b>	<b>12</b>		
Human Services Department Board	<b>12/10</b>	<b>15</b>		
Land Conservation Committee	<b>1/2</b>	<b>18</b>		
Library Board	<b>12/9</b>	<b>21</b>	<b>1/13</b>	<b>25</b>
Local Emergency Planning Committee	<b>12/18</b>	<b>27</b>		
Planning, Development & Zoning Committee	<b>1/8</b> <i>Public Hearing</i>	<b>29</b>	<b>1/8</b>	<b>31</b>
Public Property Committee	<b>1/9</b>	<b>34</b>		
Public Safety Committee	<b>1/8</b>	<b>37</b>		
Shawano County Arts Council	<b>12/12</b>	<b>39</b>		
Solid Waste management Board	<b>12/9</b>	<b>41</b>	<b>1/9</b>	<b>43</b>
Tribal Affairs	<b>1/3</b>	<b>45</b>		

Pam/word/county board/committee minutes front page



Minutes

**ADRC Governing Board Meeting**

**Tuesday, December 10, 2024 @ 1:00 PM**  
**Shawano County Department of Human Services**  
**Building A, Room 115**  
**W7327 Anderson Ave, Shawano WI 54166**

**Members Present:** Carolyn Barke, Anne Miller, Forrest Perez, Lynnell Perez

**Members Absent:** Kevin Conrardt, Carolie Miller, Stephanie Holman, Terrie Terrio, Benjamin Warrington, Melissa Wescott

**Others Present:** Kim Wolfmeyer - ADRC Director, Kristine Tuma - Fiscal Support Specialist

**1. Call meeting to order.**

No meeting due to quorum not being met.

**2. Approve minutes from previous meeting.**

**3. Motion to deviate from the order of the agenda, if necessary.**

**4. Introduction of new ADRC staff member.**

**5. Discussion regarding unmet needs in the community.**

**6. Update on ADRC Governing Board Per Diem.**

**7. Update on Information & Assistance and Benefit Specialist Reports.**

**8. Aging and Disability Resource Center status report.**

**9. Per diem and mileage approval for today's meeting.**

**10. Committee member comments or new business to be considered at a future meeting.**

**11. Set next meeting date.**

**12. Adjournment.**

Recorded by: Kristine Tuma, Fiscal Support Specialist



**Minutes**

**Board of Health/Veterans Service Committee Meeting**

**Monday, December 16, 2024 @ 9:00 AM  
Shawano County Courthouse, Room 7**

**Members Present:** Ken Capelle, Sue Giese, Denise Gilane, Lynn Hollar, Rudolph Reiter, Mike Wizner, Jennifer Winkler – via Teams

**Members Absent:** None

**Others Present:** Nick Mau, Jenny Thomas, Paul Pionke, Shasta Kuhn

- 1 Call meeting to order.**  
Meeting called to order by Chairman Wizner at 9:00 am. Quorum present.
- 2 Silent meditation and Pledge of Allegiance.**
- 3 Approve minutes from previous meeting.**  
Motion by Giese and seconded by Hollar to approve minutes from the previous meeting. All in favor and motion carried.
- 4 Motion to deviate from the order of the agenda, if necessary.**  
Motion by Reiter and seconded by Capelle to deviate from the order of the agenda, if necessary. All in favor and motion carried
- 5 Veteran Services Officer Report.**  
Pionke presented updates regarding office activities, introducing new administrative assistant Shasta Kuhn and staff training.
- 6 Set next meeting date.**  
Monday, January 20th, 2025, at 9:00 am in Room 7 at the Shawano County Courthouse.
- 7 Health Department staff reports on monthly activities.**  
Mau provided WIC update regarding participation rates, fiscal review, and Christmas program for families. Mau presented update for Public Health on Immunize Wisconsin Grant that was awarded, 140 Review Scheduled for January, H5N1 (avian influenza) outreach to Shawano Farm Bureau, and hiring of a new Public Health Nurse to begin in January.
- 8 CLOSED SESSION: It is anticipated that a motion will be made and seconded to convene into closed session pursuant to Wis. Stats. §§ 19.85 (1) (c) to discuss and deliberate concerning the performance evaluations of the Veteran Services Officer and the Health Officer/Director.**  
9:25 AM - Kuhn and Thomas left meeting.  
Motion by Hollar and seconded by Giese at 9:25 am to go into closed session. Roll Call vote: Yes - Capelle, Giese, Gilane, Hollar, Reiter, Winkler and Wizner. No - 0. All in favor and motion carried.

**9 OPEN SESSION: It is anticipated that a motion will be made and seconded to come out of closed session, take action, if necessary, on any closed session item and continue with the agenda.**

Motion by Reiter and seconded by Gilane at 9:45 am to come out of closed session. Roll Call vote: Yes - Capelle, Giese, Gilane, Hollar, Reiter, Winkler and Wizner. No - 0. All in favor and motion carried.

**10 Committee member comments.**

No comments.

**11 Adjournment.**

Motion by Capelle and seconded by Reiter to adjourn. All in favor and motion carried. Meeting adjourned at 9:46 am.

Recorded by: Jenny Thomas, Office Specialist



## MINUTES

### Community Services Advisory Committee Meeting

Tuesday, December 3, 2024 @ 3:00 PM  
Department of Human Services, Room A115  
W7327 Anderson Ave., Shawano, WI

**Members Present:** Karla Downs, Katie Gebhardt, Kathy Stoltenow, Tracy Van Eart  
**Members Absent:** Margaret Boyd, Jessica Delzer, Laci Walkush  
**Others Present:** Tina Baldwin, Office Assistant III, Katie Bartell, CCS, Charles Hawley

1. **Call meeting to order.**  
The meeting was called to order by Van Ert at 3:00 P.M.
2. **Pledge of Allegiance.**  
Van Ert led the committee in the recitation of the Pledge of Allegiance.
3. **Approval of minutes from previous meeting.**  
Motion made by Stoltenow, motion seconded, to approve the minutes as presented for the Community Services Advisory Committee meeting held on September 17, 2024, motion passed.  
Vote 4 Yes, 0 No, 3 Absent (Boyd, Delzer, Walkush)
4. **Public comment.**  
No public comment.
5. **Motion to deviate from the order of the agenda, if necessary.**  
Motion made by Stoltenow, motion seconded, to deviate from the posted agenda if necessary, motion passed.  
Vote 4 Yes, 0 No, 3 Absent (Boyd, Delzer, Walkush)
6. **Welcome and introduction of new committee member.**  
Dallas Glodoski (CCS Regional Coordinator) was introduced to the committee. She shared what her job duties were and the other counties that she works with.
7. **Comprehensive Community Services (CCS) update.**  
Bartell reviewed a summary of CCS as of November 21, 2024. Current enrollment is at 58 consumers, an increase of 3 from last quarter. Identified Need at enrollment has stayed the same at 53% Substance Use and 47% Mental Health. Gender Identity has remained close to the same, female enrollees has increase slightly to 36, male and transgender have stayed the same. Age groups enrolled still has the 19-34 and 35-50 groups at the highest levels, with 0-14 next and 15-18 at the lowest. The majority of the 0-14 age group are from referrals from schools and CLTS. Referral sources are highest from Outpatient Mental Health (Therapists, crisis, etc.), Drug Court/Probation comes in a close second followed by Schools, other counties, self-referrals and recover center. YTD there are by 37 discharges, 10 due to successful completion, 12 have withdrawn, 3 moved out of county, 3 are currently incarcerated, 2 did not meet 30-day enrollment deadline and 7 required higher level of care (moved to CLTS, CSP, group homes or day-time treatment)

**8. Children's Long Term Support (CLTS) and Children's Community Options Program (CCOP) updates.**

Gebhardt reviewed current CLTS referrals and enrollments, current YTD referrals is at 63, with 47 enrollments. There are 2 individuals currently in assessment stage. YD participants are at 152 (ages 0-18). YTD closures are at 26, 6 were determined not functionally eligible, 9 were transitioned into adult services, 5 no longer had interest in the program, 3 moved, 2 are in ineligible setting and 1 passed away. Population serviced is led at 57% Developmental Disability, 38% Severe Emotional Disturbance and 5% with Physical Disability. Genders served 57% Male and 43% Female. Race serviced is 67% Caucasian, 24% American Indian/Alaska Native, with Asian and Black/African American also served. Enrollments are still down YTD from 2023. YTD referrals are at 60, 45 enrollments and 26 have closed. Although referrals are down, it is expected that actual enrollments will be higher by the end of 2024.

A brief review of CCOP shows no changes from previous reporting.

**9. Birth to Three updates.**

Downs reviewed YTD totals for the B-3 program. Total enrollment has dropped from 74 in September report to 72. Total YTD referrals as of November 20th, 2024, is at 124 (155 total last year). There are currently 11 children being monitored or screened prior to enrollment; this is a little higher due to more children being found not eligible. Currently there are 8 pending referrals, these are still in the evaluation process (this total included in totaled enrolled above). Demographics of served children are at 3 (4.92%) Hispanic/Latino, 12 (19.67%) American Indian/Alaska Native, 41 (67.21%) White and 5 (8.20%) two or more races. Currently they are working on training a new speech therapist for the program.

**10. New business that is requested for future committee consideration.**

Bartell discussed adding Charles Hawley as a new member of the committee after current member/s terms end.

Van Ert brought up doing a 2024 year in review at the next Committee Services Advisory Committee meeting.

**11. Per diem approval.**

Motion made by Stoltenow, motion seconded, to approve the per diem of this meeting, motion passed. Vote 4 Yes, 0 No, 3 Absent (Boyd, Delzer, Walkush).

**12. Next meeting date - March 18, 2025 at 3:00 p.m.**

**13. Adjournment.**

Motion made by Stoltenow, motion seconded, to adjourn meeting at 3:12 P.M. motion passed. Vote 4 Yes, 0 No, 3 Absent (Boyd, Delzer, Walkush)

Recorded by: Tina Baldwin, Office Assistant III



## Minutes

### Executive Committee Meeting

Wednesday, December 11, 2024 @ 8:00 AM  
Shawano County Courthouse, Room 7

**Members Present:** Ken Capelle, Thomas Kautza, Kathy Luebke, William Switalla, and Randy Young

**Members Absent:** Kevin Conradt and Theresa Serrano

**Others Present:** James Davel, Administrative Coordinator; Carrie Buntjer, Finance Director; Julie Hasser, Human Resources Director; Amy Adams, Assistant Finance Director; Deb Wallace, Treasurer; Kara Skarlupka, County Clerk; Keith Marquardt, Parks Director; Kevin Passon, New Media

**1. Call meeting to order.**

The meeting was called to order by Chairman Kautza at 8:01 a.m.

**2. Approve minutes from previous meeting.**

Motion by Luebke, seconded by Switalla to approve the November minutes as presented. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**3. Motion to deviate from the order of the agenda, if necessary.**

Motion by Capelle, seconded by Young to deviate from the order of the agenda, if necessary. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**4. Chairman's update to the committee.**

Chairman Kautza mentioned that he plans to cancel the December board meeting unless something comes up.

The Ad Hoc committee had their final meeting and voted unanimously to move forward with consolidating the County buildings with a focus on building new. The next step is for Public Property to obtain requests for proposals for design and layout services.

**5. Treasurer's Financial Report.**

The Treasurer's report was presented for the Committee's review and will be placed on file.

**6. Update on status of In Rem Properties.**

Chairman Kautza gave an update to the committee regarding the status of in rem

properties. The properties were to be presented at court on December 2. Due to some unforeseen circumstances, court needed to be rescheduled until January 27th.

**7. Discussion and possible action to approve a resolution to cancel expired checks issued by Shawano County.**

Motion by Switalla, seconded by Luebke to approve the resolution to cancel expired checks in the amount of \$2,669.31. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**8. Discuss and take possible action on the depository for Shawano County bank funds, per adopted Res. 29-20.**

Buntjer discussed back in 2020 a resolution was approved making Premier Community Bank the depository for Shawano County bank funds. This resolution commenced on October 1, 2020 for five years with the right to extend the agreement thereafter by another three years. Buntjer and Wallace recently met with Premier Community Bank and it is their recommendation to extend the contract for the additional 3 years starting October 1, 2025. Motion by Luebke, seconded by Switalla to renew Premier Community Bank for an additional three years as the depository for Shawano County bank funds. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**9. Discussion and possible action on the Shawano County Investments.**

Buntjer presented the Shawano County investments to the committee. Motion by Luebke, seconded by Young to move the remaining \$2,370,516 of PMA ARPA funds to the State Pool; invest \$1 million of debt proceeds in a CD at 4.5% with Premier; invest the remaining \$1,000,000 of debt proceeds in a CD at 4.4% with Premier and to keep the \$355,226 in the PMA General account liquid. Vote: 5 yes; 0 no; 2 absent. Motion carried.

Buntjer also provided an update regarding Associated Wealth Management investments. Shawano County's financial policy indicates that principal preservation is to be considered when investing. Due to this policy, this is the direction that was given to Associated Wealth Management. Graphs comparing the net yield versus the 1-year treasury rate were presented from 2017 through today showing both graphs to be in line with each other indicating Associated Wealth investments followed the policy of principal preservation. It was also mentioned that these investments provide a lot of diversity due to their longer maturities.

**10. Discuss/take action on Parks' snowmobile bids.**

Davel discussed that Parks solicited bids for the purchase of a new snowmobile which is currently budgeted. No sealed bids were received so Parks was tasked to obtain two proposals for comparison and bring them to the committee for approval. Motion by Kautza, seconded by Switalla to go with the proposal from Prime Motorsports for \$12,394.99 which includes the trade-in of a current snowmobile owned by the Parks. Vote: 5 yes; 0 no; 2 absent.

**11. Finance Reports.**

Financial reports were presented to the committee for review.

**12. TS & HR Monthly Reports.**

The Committee reviewed all monthly reports.

**13. Approval of November's Vouchers**

Motion by Young, seconded by Capelle to approve the listing of vouchers paid in November 2024. Vote: 5 yes; 0 no; 2 absent. Motion carried.

**14. Closed Session:**

Motion made by Luebke, seconded by Switalla to move into closed session pursuant to Section 19.85(1)(c), Wis. Stats., to address a personnel issue regarding employees over which Shawano County exercises jurisdiction. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes. Motion carried.

**15. Open Session:**

Motion made by Young, seconded by Luebke to come out of closed session, take action on any needed closed session item, and continue with the agenda. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes. Motion carried.

**16. Committee comment.**

None.

**17. New business that is requested for future committee consideration.**

None at this time.

**18. Set next meeting date.**

The next meeting is set for January 15th @ 8:00 a.m.

**19. Adjournment.**

Motion by Young, seconded by Switalla to adjourn the meeting. Vote: 5 yes; 0 no; 2 absent. Motion carried.

Recorded by: Amy Adams, Assistant Finance Director



## Minutes

### Highway and Parks Committee Meeting

**Tuesday, January 7, 2025 @ 8:00 AM**  
**Shawano County Highway Department**  
**3035 E. Richmond Street, Shawano, WI**

**Members Present:** Rick Giese, Dennis Knaak, Randy Mallmann, and Terry Tipton

**Members Absent:**

**Others Present:** Grant Bystol, Highway Commissioner; Keith Marquardt, Parks Director; James Davel, Administrative Coordinator; Carrie Buntjer, Finance Director; Tony Elfe, Shop Superintendent; Tom Kautza, County Board Member; Gina Jobe, Account Technician; Trevor Quillico, Fabick CAT

**1. Call meeting to order.**

This meeting was called to order by Vice Chairman Tipton at 8:00 a.m.

**2. Approve minutes from previous meeting.**

Motion by Giese, seconded by Mallmann, to approve the minutes from the previous meeting.  
4 Yes.

**3. Motion to deviate from the order of the agenda, if necessary.**

Motion by Mallmann, seconded by Giese, to deviate from the order of the agenda, if necessary.  
4 Yes.

**4. Public comment - limited to 15 minutes.**

None.

Vice Chairman Tipton deviated to agenda item #7.

**5. Discuss / take action on current ATV / UTV ordinance.**

Bystol updated the committee on the current progress of the ordinance. Discussion will continue in January or February.

**6. Discuss / take action on ordinance to adopt and enact annual county vehicle registration fee.**

Davel addressed the committee's concerns with the ordinance and emphasized the importance of road maintenance and repair. This ordinance would apply to vehicles 8,000 pounds and under and would need to be approved by the executive committee and county board.

Motion by Mallmann, seconded by Giese, to approve an ordinance to adopt and enact an annual county vehicle registration fee.

4 Yes.

Vice Chairman Tipton deviated to agenda item #9.

**7. Discuss / take action on bids for Cat D3 track dozer.**

Bystol presented one bid from Fabick CAT for a CAT D3 bulldozer for \$255,000. Bystol recommended the purchase.

Motion by Giese, seconded by Knaak, to approve the purchase of on CAT D3 track dozer.

4 Yes.

**8. Discuss / take action on bids for asphalt paving roller.**

Bystol presented one bid from Fabick CAT for a CAT CO4.4 paving roller for \$72,875. Bystol recommended the purchase.

Motion by Mallmann, seconded by Giese, to approve the purchase of one CAT CO4.4 asphalt paving roller.

4 Yes.

Vice Chairman Tipton deviated to agenda item #5.

**9. Discuss / take action on tool reimbursement policy.**

Bystol discussed the current tool reimbursement policy and the need to increase that amount. The mechanics provide and pay for their own tools and are reimbursed \$300 a year from the county. Bystol recommended an increase to \$1,750.

Motion by Knaak, seconded by Mallmann, to increase the tool reimbursement policy from \$300 to \$1,750.

4 Yes.

**10. Keith Marquardt, Parks Manager, oral report/work update.**

Crews have been busy cutting trees, brushing, and splitting campfire wood. Preventative maintenance is being completed on park equipment and buildings. Some picnic tables, grills, and fire pits will be replaced this year. Several events for January have been scheduled for the pavilion. The Wisconsin Interscholastic Fishing Association (WIFA) will be having their regional tournament on Shawano Lake and will be using the pavilion for their awards ceremony on February 1st. Marquardt noted that there has been an increase in campsite and equipment rentals since implementing the online reservation system.

**11. Grant Bystol, Highway Commissioner, oral report/work update.**

Bystol stated crews have been called out for several small icing events. Crews have also been busy delivering brine and salt sand, patching, crack filling, and brushing. All snowfence is now in place throughout the county.

**12. Committee member comments or new business to be considered at a future meeting.**

Kautza discussed the current vacancy on the committee and procedures for filling the open position.

**13. Review/approve accounts payable.**

The committee reviewed highway bills dated December 6th for \$219,350.71 and December 13th for \$61877.76. The committee also reviewed parks' bills dated December 2024 for \$5,719.43.

**14. Approve training/travel requests.**

Marquardt will be sending a ranger to attend the Wisconsin Park and Recreation conference this year. The Green Bay RV and Camping Expo will be held January 30th - February 2nd in Green Bay, and Marquardt will be there representing the Shawano tourism council and answering questions about Shawano County Parks.

Motion by Tipton, seconded by Mallmann, to approve travel requests as presented.  
4 Yes.

**15. Letters and communications.**

None.

**16. Set meeting dates and times.**

The next committee meeting will be held on February 2nd at 8:00 a.m. at the highway department.

**17. Adjournment.**

Motion by Giese, seconded by Mallmann, to adjourn the meeting at 9:05 a.m.  
4 Yes.

Recorded by: Gina Jobe, Account Technician



## Minutes

### **Housing Authority of Shawano County Meeting Thursday, December 19, 2024 @ 10:00 AM 1259 Engel Drive, Shawano, WI 54166**

**1. Call to order.**

A regular meeting of the Housing Authority of Shawano County (HASC) was held on December 19, 2024, at 10:00 AM at the Housing Authority office at 1259 Engel Dr, Shawano, WI.

**2. Roll call.**

The meeting was called to order by Chairman Allen Kohn with the following Commissioners of the Housing Authority present: Dennis Knaak, Jerry Wendland, and John Stezenski. Also present was Jeff Theis, Executive Director/CEO (E.D.) Sheila Raddant, Public Housing Specialist (PHS)/Administration. Excused Absence: Commissioner Jodi Hunter

**3. Public comments.**

None.

**4. Approval of minutes from November 21, 2024, Meeting**

Minutes of the November 21, 2024, meeting was reviewed. A motion to approve the minutes was made by Commissioner Stezenski and second by Commissioner Wendland. The motion was unanimously approved and carried.

**5. Financial reports.**

**A)** Vouchers and ACH's — #25444 November 20, 2024 to #25521 December 18, 2024

**B)** 2024 Operating Fund: Has a drawdown balance of \$0.00. 2025 operating funds was awarded initial amount of \$40,862.

**C)** 2023 and 2024 Capital Fund Programs: The 2023 Capital Fund has \$117,801 for Operations and \$1,420 for General Capital Activity remaining (\$119,221) remaining of \$600,149 for total year.

The 2024 Capital Fund has \$204,987 for Operations and \$251,463 for General Capital Activity (\$456,449) remaining of \$611,489 for total year.

**D)** Investment Schedule - CoVantage and Associated: Reviewed Co-Vantage member share savings \$3,525, security deposit/reg D account \$75,588, money market \$277,707, and checking account \$96,834. Associated Bank Money Market balance is \$241,555.

**E)** Hawkins, Ash Accounting (HABCO) reports: Reviewed November 2024 reports

**F)** Resident Accounting: PHS Raddant reviewed current tenant account receivables and steps to collect and also tenant utilities past due. Current A/R is \$1,459 for month end, but all should be collectable within 30 days.

**G)** TRIP (Tax Recovery Intercept Program) Dollars: Collected from bad debt thru TRIP: Dec. collected \$0.00; YTD 2024 is \$2,647

A motion was made by Commissioner Stezenski and second by Commissioner Knaak to approve all the Financial Reports. The motion was approved and carried unanimously.

**6. Occupancy - 98.5%**

as of 12/19/24.

Extremely low income move-ins are at 39%. Applicants will continue to be reviewed to select first from Extremely Low category to get new move-ins up to required 40% by year end.

**A)** House - #57 Tigerton, #78 Mattoon

**B)** Apartments - OR#2 Shawano

**7. Betterment.**

**A)** House 99 driveway in Birnamwood. Scheduled to be completed Spring of 2025

**B)** Replace sidewalks at houses 39 and 43 in Leopolis. Complete

**C)** Update – Replace secured entrances at all apartment buildings. Getting bids. Will complete this in March 2025

**D)** Update – Add Security Cameras to Apartments. Awarded to PerMar Security. Project to begin in January 2025 - Will start the project with Waterview apartment building in Shawano.

**E)** Cable/internet upgrades and additions at apartment buildings. Ongoing. Will be adding internet to all apartment buildings. No new activity.

**F)** Update – House Annual Inspections. Completed

**G)** Update – Apartment Annual Inspections – Completed

**H)** Update – Upgrading the television antenna at the Mapleview Apartments: No activity. It was suggested to check out Starlink as an option.

**8. Other business.**

**A)** Approval of 2024 Bad Debt Write Off's: Bad debt was reviewed with a total of \$6,872.78 from 8 outgoing tenants. Discussed potential recoveries or those to submit to attorney for collections. It was motioned for write-off. Commissioner Stezenski motioned to write off the indicated amount; second by Commissioner Knaak. The motion was approved and carried unanimously.

**B)** Approval of 2025 Utility Allowances: Updated utility averages were reviewed. Overall the averages were down, mainly due to a mild winter with heat/gas consumption less. Commissioner Wendland motioned to continue the 50% utility allowance off rents based on the usage amounts. Second by Commissioner Stezenski. The motion was unanimously approved and carried.

**C)** Approval to Purchase Maintenance Utility Trailers: E.D. Theis discussed need for new trailers for a 28' replacing current trailer, and a larger 20' one with dual wheels for second trailer. Commissioner Stezenski motioned to approve to pursue estimates and pricing quotes on the two trailers. Second by Commissioner Knaak. The motion was unanimously approved and carried.

**D)** Approval to Purchase Duper Dog dump box for Pick Up: Commissioner Stezenski motioned to approve the purchase of a dump box estimated at \$5,000. Second by Commissioner Knaak. The motion was unanimously approved and carried.

**E)** It is anticipated that a motion will be made and seconded to go into closed session pursuant to Section 19.85(1)(c), for consideration of 2024 Performance Bonus for Executive Director: Commissioner Knaak motioned to go into closed session and second

by Commissioner Stezenski. Individual voice votes by all commissioners were taken and all voted to go into closed session.

- F)** It is anticipated that a motion will be made and seconded to come out of closed session, take action on any needed closed session item, and continue with the agenda: Commissioner Stezenski motioned to come out of closed session and Commissioner Knaak second the motion. All voted unanimously by individual voice votes to come out of closed session. A motion to approve the 2024 performance bonuses for executive director and staff discussed in closed session was made by Commissioner Stezenski and second by Commissioner Wendland. The motion was unanimously approved and carried.
- G)** Update on HOTMA (Housing Opportunities Through Modernization Act) Implementation: No new information from last meeting and there has not been a rescheduled implementation date from HUD.
- H)** Any other business to come before the Board: It was discussed that HUD has now required in a ruling that a 30-day notice to pay rent must now be given, rather than a 14-day notice. The lease will be changed to reflect this in the future. Tenants have already signed an addendum to the lease reflecting the 30-day notice requirement that was put in effect during the COVID pandemic.
- 9. Next meeting date.**  
The next Commissioners meeting will be held a Thursday, January 30, 2025, at 3:00 p.m. at the office of HASC at 1259 Engel Drive, Shawano.
- 10. Adjournment.**  
There being no further business, Commissioner Wendland motioned to adjourn, and adjournment was second by Commissioner Knaak. Adjournment was unanimously approved and carried.

Recorded by: Jeff Theis, Executive Director

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Allen Kohn, Chair

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Jeff Theis, Executive Director



## Minutes

### **Human Services Department Board Meeting**

**Tuesday, December 10, 2024 at 9:00 AM  
Department of Human Services, Room A115  
W7327 Anderson Avenue, Shawano, WI**

**Members Present:** Dennis Knaak, Jim Leuenberger, Tom Madsen, Kathy Stoltenow, William Switalla, Lynn Tober-Steinke, and Mike Wizner

**Members Absent:** Kevin Conradt and Robert Krause

**Others Present:** Rick Kane, Director; Sarah Bartz, Income Maintenance/Child Support Division Manager; James Davel, Administrative Coordinator; Lois Krizan, Business Division Manager; Melissa Liesner, Administrative Assistant; Amy Neumann, Operations Division Manager; Becky Onesti, Accounting Supervisor; Jennifer Stuber, Youth Division Manager; Tracy Van Ert, Community Services Division Manager

**1. Call meeting to order.**

The meeting was called to order by Switalla at 9:00 a.m. with seven members present and two members excused (Conradt and Krause).

**2. Silent meditation and Pledge of Allegiance.**

Switalla requested a moment of silent meditation. He then led the group in the recitation of the Pledge of Allegiance.

**3. Approve minutes from previous meeting.**

Motion made by Wizner, seconded by Stoltenow, to approve the minutes as presented from the Human Services Department Board meeting held on November 12, 2024. Vote: 7 yes; 0 no; 2 absent (Conradt and Krause)

**4. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Madsen, seconded by Tober-Steinke, to deviate from the order of the agenda if necessary. Vote: 7 yes; 0 no; 2 absent (Conradt and Krause)

**5. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Section 19.85 (1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Motion made by Knaak, seconded by Madsen, at approximately 9:02 a.m. for the Human Services Department Board to go into closed session pursuant to Section 19.85 (1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Stoltenow, aye; Tober-Steinke, aye; Wizner, aye; Knaak, aye; Madsen, aye; Leuenberger, aye; Switalla, aye; Conradt, absent; Krause, absent.

James Davel, Rick Kane, and Melissa Liesner were present during the closed session.

**6. It is anticipated that a motion will be made and seconded to come out of closed session and action may be taken on the closed session item if necessary.**

Motion made by Madsen, seconded by Wizner, at approximately 9:11 a.m. for the Human Services Department Board to come out of closed session. Roll call vote: Stoltenow, aye; Tober-Steinke, aye; Wizner, aye; Knaak, aye; Madsen, aye; Leuenberger, aye; Switalla, aye; Conradt, absent; Krause, absent.

**7. Approve accounts payable for Department of Human Services.**

Becky Onesti discussed the accounts payable listing to the Board for Department of Human Services. Becky provided an explanation to the Board members regarding payments and services for November 2024 totaling \$333,603.82. After reviewing the accounts payable, Madsen made a motion, seconded by Leuenberger, to approve the accounts payable as presented for November 2024. Vote: 7 yes; 0 no; 2 absent (Conradt and Krause)

**8. Discussion and possible approval of contracts/agreements for Department of Human Services.**

Counting Stars - Tracy Van Ert discussed the contract with Counting Stars is for family/unpaid caregiver supports and services for 50 sessions/year at \$60.00/hour (\$15.00/15 min).

Fresh Start Mentoring - Tracy Van Ert discussed the contract with Fresh Start Mentoring is for Children's Long-Term Support services with in-scope rates.

Both contracts are covered by Children's Waiver funds. Motion made by Leuenberger, seconded by Wizner, to approve the contracts with Counting Stars and Fresh Start Mentoring as presented. Vote: 7 yes; 0 no; 2 absent (Conradt and Krause)

Reconnect - Lois Krizan discussed the contract with Reconnect is a call-in system for Drug Court participants regarding secure, two-way messaging and bulk messaging; drug test randomization with mobile app check ins; scheduled location checks for curfew, treatment, and work; automated event reminders; client self-reporting for regularly scheduled forms; benchmarks for progress tracking; continuous location monitoring (GPS). These services can be used for 12 clients per month at a rate of \$15.00/month per participant. This contract is covered by the TAD grant. Motion made by Tober-Steinke, seconded by Knaak, to approve the contract with Reconnect as presented. Vote: 7 yes; 0 no; 2 absent (Conradt and Krause)

**9. Update of monthly activities.**

Income Maintenance/Child Support Programs - Sarah Bartz referenced articles in the Wisconsin Counties magazine that focused on our courts concerning shared funding for circuit court costs, prosecutor staffing shortages, the impact of low public defender pay, and the need for sustainable victim witness program funding. Sarah discussed how these court system issues impact Child Support performance.

The IM (Income Maintenance) performance for November was 100%. The recipient count continues to be higher compared to pre-pandemic. Sarah provided further explanation detailing that approximately 22% of the population for Shawano County is receiving some sort of public assistance benefit.

Kinship/Foster care statistics - Jennifer Stuber commented concerning the same court system challenges Sarah discussed also impacts the Youth Division and the families they serve.

Jennifer reported there were 24 children placed in foster care, 24 children with relative placements, and two children with non-relative placements. There were 50 children in kinship care of which 38 were court ordered and 12 were voluntary. There is one child on a waitlist.

Youth aids statistics - Jennifer Stuber reported there was one youth in a group home, one youth in residential care, and no youth in corrections.

Mental Health statistics - Melissa Liesner reported for Jennifer Frost. There were 11 individuals (9 adults and 2 youth) referred to inpatient services for a total of 79 days. Two individuals used crisis stabilization. No tax levy dollars were used on residential days for substance use or mental health. New enrollments in November are as follows: 8 adult protective service enrollments, 38 crisis service enrollments, and 11 jail enrollments. There were nine new outpatient clients.

Drug Court report - Melissa Liesner reported for Jennifer Frost. Drug Court continues to operate at full capacity with 12 participants enrolled and 14 referrals. The different phases that participants are at was reported also. Participants and alumni decorated a tree at Franklin Park in Shawano for the holiday season.

Lakeland Industries report - Amy Neumann reported for the month of November, 2,666 pounds of aluminum were collected from 50 customers. The price of aluminum is \$0.40 per pound. Day Services continued with their in-house programming focusing on cooking and nutrition, behavioral health wellness and communication skills. Assemblies met the production needs for the businesses they work with. The participants continued their volunteering at Sacred Heart, Hope Community Church, and the humane society. Woodworking met the production needs for the businesses they work with. The participants also helped with decorating the tree in Franklin Park and prepped the float that was in the Santa Parade in Shawano this past weekend. One referral was received, and this person has started attending Lakeland Industries. Amy shared information about Lakeland Industries to St. Martin of Tours Parish in Cecil. A group from this church participated in the tootsie roll drive and are interested in donating money from this event to Lakeland Industries. The Lakeland Industries Christmas Party was held for the participants at Shawano County Park and everyone seemed to enjoy the event.

**10. Board member comments or new business to be considered at a future meeting.**

None.

**11. Per diem approvals for miscellaneous meetings.**

Motion made by Madsen, seconded by Knaak, to approve the per diem of this meeting. Vote: 7 yes; 0 no; 2 absent (Conradt and Krause)

**12. Next meeting date - January 14, 2025 at 9:00 a.m.**

The next Human Services Department Board meeting is scheduled for January 14, 2025 beginning at 9:00 a.m.

**13. Adjournment.**

Motion made by Leuenberger, seconded by Madsen, to adjourn the meeting at approximately 9:40 a.m. Vote: 7 yes; 0 no; 2 absent (Conradt and Krause)

Recorded by: Melissa Liesner, Administrative Assistant



## Minutes

### **Land Conservation Committee Meeting**

**Thursday, January 2, 2025 @ 9:00 AM  
Shawano County Courthouse, Meeting Room 7**

**Members Present:** Martin Elmer, Kathy Luebke, Joe Miller, Curtis Naja, Lynn Tober-Steinke

**Members Absent:** None

**Others Present:** Scott Frank, Blake Schuebel, Jacob Buettner, Bill Koepke, and Lori Mathew (LCD); James Davel (Admin); Abby Vogt (Timberland Invasives Partnership)

**1. Call meeting to order.**

Meeting was called to order at 9:00 AM by Chairman Miller.

**2. Motion to deviate from the order of items listed on the agenda, if necessary.**

Motion made by Tober-Steinke, seconded by Elmer to allow deviation from the order of items on the agenda, if necessary. Motion prevailed by acclamation.

**3. Public comment.**

None.

**4. Approval of minutes from previous meeting.**

Motion made by Luebke, seconded by Elmer to accept the minutes for December 5, 2024 LCC meeting as written. Motion prevailed by acclamation.

**5. Land Conservation Department Staff Reports.**

Staff reports are in the agenda packet. Buettner mentioned that the Bricco project has been completed, the cost share paperwork has been submitted, and the final reporting is in progress. Frank worked on the reimbursement for grants and the shoreline restoration project. The annual NMP workshop was held in December with 11 farms participating and included a short program on management of nitrogen and phosphorus along with soil health by UW Extension staff. Two projects will have carryover (2024 to 2025) funding through WI DATCP, a waste storage closure for Brad Krueger and a waterway for Synergy Dairy. Frank also mentioned that employee evaluations were completed. Koepke is working on cover crop payments and end of year paperwork. He is also planning the Winter Soil Health Workshop in February. Schuebel had nothing to add to his report.

**6. Timberland Invasives Partnership Report – Abby Vogt**

TIP report is in the agenda packet and Abby Vogt, TIP Coordinator, discussed the grants and invasive species control work she did in 2024 that totaled 126.9 acres, including 23.35 acres in Shawano County. Species include garlic mustard, Japanese knotweed, Japanese barberry, spotted knapweed, common buckthorn, glossy buckthorn, exotic bush honeysuckle, round-leaf bittersweet, black locust, hemp nettle, and phragmites. Vogt also mentioned holding multiple

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education events/workshops for over 600 people including a Natural Resources Foundation Field Trip at Maple Hills recreation area south of Shawano. She reviewed the grants received and the work completed. The upcoming Timberland Invasive Partnership (TIP) annual meeting on February 27 will be at Legend Lake Lodge in Keshena. Questions about buckthorn treatment methods were discussed and how it spreads to other areas. She is creating maps for terrestrial invasive species populations in the county.

**7. Discuss and take possible action on 2025 Organization Dues to which Land Conservation Committee/Department have membership and/or support.**

Frank explained the various annual dues and that they are budgeted. Each of the dues were acted on separately.

A motion was made by Elmer, seconded by Naja to pay the dues of \$150 for Lake Michigan Area Land & Water Conservation Association. Motion prevailed by acclamation.

Luebke had questions and there was discussion on how the dues were calculated for WI Land+Water. A motion was made by Tober-Steinke, seconded by Naja to pay the dues of \$1,684.73 for WI Land+Water that includes \$65 for Wisconsin Envirothon and \$50 for Great Lakes Committee. Motion prevailed by acclamation.

A motion was made by Luebke, seconded by Elmer to pay the dues of \$200 for Lumberjack RC&D. Motion prevailed by acclamation.

**8. Review and discuss 2024 LCD Budget Report through 4th quarter.**

Frank explained the grant reimbursements that we have not yet received and expects to be under budget for the year. Frank and Dave answered questions regarding the audit and various line items.

**9. Discuss and take possible action on 2024 Wildlife Damage, Abatement & Claims Program crop damage claims.**

Schuebel completed six appraisals for the one landowner with a claim, and we are using the prices set at our LCC meeting last month. The claim is for Tim Laatsch with damage to corn and hay. Based on \$170/ton for hay and \$3.90/Bu for corn, the total claim amount is \$3,143.93 less a \$500 deductible for a final claim amount of \$2,643.93. Pictures were shown of the property near Caroline. After discussion a motion made by Luebke, seconded by Elmer to approve the claim amount as presented. Motion prevailed by acclamation.

**10. Discuss and take possible action on LCC/LCD steps to implement Subchapter V – Soil and Water Conservation of Farmland Preservation Program (ch. 91, Wis. Stats.).**

Frank reviewed the state program details for implementing the Farmland Preservation Program (FPP) and how it has been done in Shawano County. We are looking for support from the Land Conservation Committee (LCC) for the Land Conservation Department (LCD) to complete the process without coming to the LCC for approval of issuing Notices of Non-Compliance to landowners. Frank requested LCC approval to designate the LCD to fully execute the FPP. It was noted that the property owner can still request to be put on a LCC agenda if the Notice of Non-Compliance is disputed. A motion was made by Elmer, seconded by Luebke to delegate this authority to the LCD as presented. Motion prevailed by acclamation.

**11. Correspondence and news.**

The Field Note Winter 2024 issue by WI Land+Water was provided. Frank noted that on pages 4 and 16 of this issue were pictures and a write-up on our recent Youth Conservation Field Day at

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Navarino Nature Center to highlight the Great Lakes Committee mini-grant we received to purchase re-usable water bottles.

**12. New business that is requested for future committee consideration.**

Elmer asked about bio terrorism and who in the county would handle this. Davel mentioned that various offices including Public Health, UW-Extension and Emergency Management would handle this and/or any food supply issues in addition state and federal agencies.

**13. Approve travel and meeting requests, if necessary.**

The WI Land+Water Annual Conference has been set for March 5-7, 2025 in Green Bay. These would be good meetings/sessions for LCC members to attend. Following discussion, a motion made by Naja, seconded by Elmer to approve any LCC members attendance at this conference. Motion prevailed by acclamation. Any committee member that wants to attend should let Frank or Mathew know by the end of January.

**14. Discuss and set next meeting date(s).**

The next LCC meeting is scheduled for Thursday, February 6, 2025 at 9:00 AM.

**15. Adjournment.**

Motion made by Luebke, seconded by Elmer to adjourn the meeting at 9:37 AM.

Recorded by: Lori Mathew, Office Assistant III, and Scott Frank, Conservationist



Minutes

**Library Board Meeting**

**Monday, December 9, 2024 @ 1:00 PM**  
**Shawano Library**  
**128 S. Sawyer Street, Shawano, WI**

**Members Present:**

Sharon Beversdorf, Emily Gardner, Lawrence Gillick, Annelies Hartwig, Marsha Hoeffs, Linda Kreklow, Kimberly Leffel, Gina Shatters, and Jeff Steig

**Members Absent:**

**Others Present:**

**1. Call to order.**

President Leffel called the meeting to order at 1:03p.m.

**2. Pledge of Allegiance.**

The Pledge of Allegiance was recited.

**3. Public comment.**

None.

**4. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Shatters and seconded by Kreklow to deviate from the order of the agenda, if necessary. Vote 9 yes, 0 no, 0 absent.

**5. Approval of minutes from previous meeting.**

Motion made by Shatters and seconded by Beversdorf to approve minutes from the previous meeting. Vote 9 yes, 0 no, 0 absent.

**6. Approve monthly bills and vouchers.**

Motion made by Shatters and seconded by Gardner to approve monthly bills and vouchers. Vote 9 yes, 0 no, 0 absent.

**7. Library Director's report.**

**8. Monthly Service report.**

**9. Fundraising subcommittee update.**

The subcommittee was unable to meet since the previous Library Board meeting.

**10. Discussion and action on disposal of Library Property: Library Furnishings.**

Director Bell asked for the removal and disposal of multiple library furnishings including an outdated mounted TV and DVD/VCR; six broken chairs; one broken table; three broken

display cases; and an fabric map wall hanging. Shatters asked if the DVD/VCR could be salvaged for the book sale. Kreklow asked if the fabric map would be valuable for a local history society. Bell said that the DVD/VCR could be stored for the book sale, but the map is in poor condition, as it is a piece of map fabric glued to cardboard backing, so it probably isn't of value. Motion made by Gardner and seconded by Shatters to dispose of library furnishings. Vote 9 yes, 0 no, 0 absent.

**11. It is anticipated that a motion will be made and seconded to convene into closed session pursuant to 19.85(1)(c) for the library director's performance evaluation.**

Motion made by Gardner and seconded by Hoefts to convene into closed session at 1:20p.m. Vote 9 yes, 0 no, 0 absent.

**12. It is anticipated that a motion will be made and seconded to reconvene into open session, take action if necessary, and continue with the agenda.**

Motion made by Shatters and seconded by Kreklow to reconvene into open session at 1:55p.m. Vote 9 yes, 0 no, 0 absent.

Motion made by Beversdorf and seconded by Gardner to approve the Library Director's performance evaluation. Vote 9 yes, 0 no, 0 absent.

**13. New business that is requested for future Board consideration.**

Leffel requested updates on Public Property Committee meeting about the Ad Hoc Building Committee recommendation. Kreklow requested an update from the Fundraising subcommittee.

**14. Set next meeting date.**

January 13, 2024 at 1p.m. at Shawano Library.

**15. Adjournment.**

Motion made by Shatters and seconded by Gillick to adjourn. Vote 9 yes, 0 no, 0 absent.

President Leffel adjourned the meeting at 2:08p.m.

Recorded by: Nancy Bell, Library Director

Director's Update  
12/9/2024

**Staffing Update**

- Children's Library Assistant position at Shawano is still open.

**Outreach & Programs**

- Recent outreach includes the Holiday Stroll and Tree Lighting, and the Shawano Optimists Club. We changed it up this year and did our big winter book giveaway at the Holiday Stroll instead of the Santa Parade—120 craft kits and 862 books (many thanks to the Friends of Shawano County Libraries) were given away at the Holiday Stroll!
- Upcoming outreach includes a Holiday Treat on Dec. 14<sup>th</sup> at The Naberhood.
- Library Assistant Colleen Albers' Book Club featuring *The Women* by Kristin Hannah was an incredible success! 17 people attended and many participants registered for the next book club at The Daily Drip on December 16<sup>th</sup>.
- Tween Time presented by Children's Librarian Heather Morstad has also continued to be successful with 16 attendees this month!
- Children's Library Assistant Wendy Ebert's Library for All had an amazing 53 participants in the library, and an additional outreach event with 18 participants.

**Other Updates**

- Lori Baumgart at NFLS is working on a new website for the library!
- Carpet cleaning at Shawano is scheduled for Dec. 21<sup>st</sup> and 28<sup>th</sup>.
- Changes on the horizon at Shawano:
  - Re-vamping of Children's area to accommodate additional "learning through play" materials, expand Board Book collection & Parent/Educator collections, & modernize the space
  - Additional display shelving for Children's and Teens
  - Wall Calendar Installation by Holds for better promotion of programs
  - Reorganization of the Large Print collection for additional shelving and study tables

**Ad Hoc Building Committee Update (from the meeting minutes on the County website)**

- The Committee toured Green Lake and Waushara County government centers on Dec. 2<sup>nd</sup>.
- Committee's recommendation is to start master planning of the County infrastructure focusing on consolidating the County buildings with a focus on building new with the possible renovation in the future.
- This recommendation will now go to Public Property Committee, which will meet on Thursday, Jan. 9 at 3PM.



# November 2024 Service Report Shawano County Library

## PATRON TRENDS



7,011 Patron Visits

60% decrease from Nov. 2019  
9% increase from Nov. 2023



45 Deliveries

19% decrease from Nov. 2019  
10% increase from Nov. 2023

## CIRCULATION

16,860 total items



13,327 Physical Items (79%)



3,533 Digital Items (21%)

18% decrease from Nov. 2019  
7% increase from Nov. 2023

## MEETING ROOM USE

92 meetings reserved



814 total meetings in 2024

## ONLINE ACCESS

2,268 Internet Sessions



540 Computer Sessions



1,728 WiFi Sessions

4% decrease from Nov. 2019  
No change from Nov. 2023

## PROGRAMS

82 total programs & 2,200 attendees



45 Children's Programs  
741 attendees



23 Adult Programs  
367 attendees



11 Teen Program  
43 attendees



6 Outreach Programs  
1,151 attendees

37% decrease in programs offered (Nov. 2019)  
102% increase in attendance (Nov. 2019)

20% increase programs offered (Nov. 2023)  
35% increase in attendance (Nov. 2023)



## Minutes

### Library Board Meeting

Monday, January 13, 2025 @ 1:00 PM  
Shawano Library  
128 S. Sawyer Street, Shawano, WI

**Members Present:** Emily Gardner, Lawrence Gillick, Annelies Hartwig, Marsha Hoeffs, Linda Kreklow, Kimberly Leffel, and Gina Shatters

**Members Absent:** Sharon Beversdorf and Jeff Steig

### **Others Present:**

#### **1. Call to order.**

President Leffel called the meeting to order at 1:00 p.m.

#### **2. Pledge of Allegiance.**

The Pledge of Allegiance was recited;

#### **3. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Shatters and seconded by Hoeffs to deviate from the order of the agenda, if necessary. Vote 7 yes, 0 no, 2 absent.

Hartwig entered late at 1:02 p.m.

#### **4. Approval of minutes from previous meeting.**

Motion made by Shatters and seconded by Gillick to approve minutes from the previous meeting. Vote 7 yes, 0 no, 2 absent.

#### **5. Approve monthly bills and vouchers.**

Motion made by Kreklow and seconded by Shatters to approve monthly bills and vouchers. Vote 7 yes, 0 no, 2 absent.

#### **6. Library Director's report.**

#### **7. Monthly Service report.**

#### **8. Fundraising Subcommittee update.**

Director Bell provided talking points that were shared with the subcommittee at their meeting on December 1, 2024. Subcommittee had suggested that Bell draft a press release based on these talking points to communicate with the community the reasons why a new building is needed. Shatters shared that the subcommittee keeps questioning what the number goal should be for fundraising, and that the number goal is impossible to tell without knowledge of the County's plan. Hoeffs added that the subcommittee is hesitant to move forward with fundraising for a building that may not be approved by the County Board of Supervisors. Hoeffs also shared that a Foundation could be formed through the Shawano Area Community Foundation.

**9. Discussion and possible action on service resolution for Julie Dassler.**

Motion made by Shatters and seconded by Gillick to approve service resolution for Julie Dassler. Vote 7 yes, 0 no, 2 absent.

**10. Approve Board appointed recommendation for terms expiring in January 2025.**

Motion made by Gardner and seconded by Gillick to request County Board re-appoint Gina Shatters, Linda Kreklow, and Sharon Beversdorf with a term ending in January 2028. Vote 7 yes, 0 no, 2 absent.

**11. Discussion and possible action on Patron Behavior & Responsibilities Policy.**

Motion made by Hartwig and seconded by Shatters to approve the updated Patron Behavior & Responsibilities Policy. Vote 7 yes, 0 no, 2 absent.

**12. Discussion and possible action on Nicolet Federated Library System Library Services grant opportunity.**

Motion made by Shatters and seconded by Kreklow to approve the application the for Nicolet Federated Library System Library Services grant opportunity. Vote 7 yes, 0 no, 2 absent.

**13. Discussion and possible action on Nicolet Federated Library System Youth Services grant opportunity.**

Motion made by Shatters and seconded by Hoeffs to approve the application for the Nicolet Federated Library System Youth Services grant opportunity. Vote 7 yes, 0 no, 2 absent.

**14. New business that is requested for future Board consideration.**

Shatters requested updates from the Fundraising Subcommittee and the Public Property Committee.

**15. Set next meeting date.**

Monday, February 17, 2025, at 1:00 p.m. to be held at the Shawano library.

**16. Adjournment.**

Motion made by Shatters and seconded by Kreklow to adjourn. Vote 7 yes, 0 no, 2 absent.

Meeting adjourned at 1:38 p.m.

Recorded by: Nancy Bell, Library Director



## Minutes

### **Local Emergency Planning Committee Meeting**

**Wednesday, December 18, 2024 @ 9:00 AM**  
**Shawano County Sheriff's Office**  
**James E. Stoltenow Training Room**

#### **Members Present:**

Rodney Biadasz, Chris Madle, Terry Tipton, George Lenzner, Jeff Wolf, Nick Mau, Bill Mott Jr., Pat Trinko, Tim Davis

#### **Members Absent:**

Clark Delzer, Shawn Borlace, Nicholas Schutt, Jean Weston, William Terrio, Brad Williams, Mike Mathey

#### **Others Present:**

Matt Zierdah (for Grant Bystol - Hwy Dept), Mike Musolff (for Brad Rabideau - Shawano PD), Beth McCormick (Valley Environmental Response)

#### **1. Call meeting to order.**

Meeting called to order by Shawano Co EM Director Madle at 9:03am.

#### **2. Welcome and introductions.**

#### **3. Election of LEPC Chairperson**

Nomination of Terry Tipton for LEPC Chairperson. Motion by Madle for nomination, seconded by Mau. All in favor, Terry Tipton elected as LEPC Chairperson.

#### **4. Motion to deviate from the order of the agenda, if necessary .**

Motion by Lenzner, seconded by Trinko, to deviate from the agenda should it become necessary. All in favor and motion carried.

#### **5. Public comment/correspondence.**

None.

#### **6. Approval of minutes from previous meeting.**

Motion by Madle, seconded by Lenzner, to approve the minutes from the last LEPC meeting held in November of 2023. All in favor and motion carried.

#### **7. Approval of updated EPCRA Off-Site Hazard Plans**

Shawano County EM Office contracted these plans through Valley Environmental Response to be completed.

1. Bonduel Utility
2. Wal Mart Supercenter #2271
3. Charter Arrowcast
4. Novolex Custom Film and Bag
5. Novolex Recycling Center
6. Performance Food Service Shawano
7. Woodport Doors
8. Shawano Well #1

- 9. Shawano Well #3
- 10. Shawano Well #2

Beth McCormick from Valley Environmental Services briefed the LEPC on her role as her company completed all 10 EPCRA Off-Site Hazard Plans for this year. McCormick went through each of the 10 plans with the committee addressing site specific concerns.

Committee did not have any further questions. Motion by Mau, seconded by Mott Jr., to accept and sign all 10 off-site hazard plans completed. Plans were later signed by LEPC Chairperson, as well as EM Director Madle. All plans will be uploaded into statewide WHOPRS system and distributed to local first responder agencies.

**8. Review Shawano County Integrated Preparedness Plan**

Discuss the plan progress in 2024 and review the goals for 2025

Madle briefed the LEPC on the Shawano County Integrated Preparedness Plan. Madle discussed how the plan was created last year, the progress the county has made on the plan during 2024 and also discussed preparedness priorities for 2025. There were no questions from the committee. A copy of this plan is on file at the Shawano County Sheriff's Office - EM Office.

**9. Review and approval of the Countywide Hazardous Materials Strategic Plan**

Madle went over and briefed the LEPC on the Shawano County Countywide Hazardous Materials Strategic Plan. There was a brief discussion about solar farms and other lithium battery related trending topics. Beth McCormick was able to discuss these issues with the LEPC. Motion by Lenzner to approve and accept this countywide plan, seconded by Trinko. All in favor and motion carried.

**10. Review and approve LEPC by-laws and designate compliance inspector as noted in by-laws.**

McCormick suggested the wording of LEPC compliance inspector be changed to "EPCRA compliance inspector" within our LEPC by-laws to take the burden off the LEPC. Motion by Madle to change wording and accept the LEPC by-laws, seconded by Tipton. All in favor and motion carried. Madle will update the LEPC by-laws accordingly.

**11. Roundtable Discussion for all members**

Tim Davis from Red Cross provided some updates regarding sheltering agreements within Shawano County.

No other comments from LEPC members.

**12. Adjournment**

Motion by Lenzner, seconded by Mau, to adjourn the meeting at 10:17am. All in favor and meeting was adjourned.

Recorded by: Chris Madle, Emergency Management Director



## MINUTES

### Planning, Development and Zoning Committee Public Hearing

Wednesday, January 8, 2025 @ 9:00 AM  
Shawano County Courthouse, Rooms A & B

**Members Present** Ken Capelle, Jeremy Gretzinger, Lowel Hammett, Kathy Luebke, and Theresa Serrano

**Members Absent:** None

**Others Present:** Kimberly Gierach, Dana Krause, Keith Marquardt

**Chairman Luebke called the public hearing to order at 9:00 AM.**

**Z-1-25:** Scott and Alex Hultman request zone change on a 2 acre parcel from FP, Farmland and Forest Preservation Zoning District to A-R, Agricultural Residential Zoning District pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.2.01(1), Table X.2.02 to Section X.3.01(2), Table X.3.02 and Section X.9.03(287) for the purpose of constructing a new single family dwelling. Property is located and described as being part of the SE 1/4 of the NW 1/4 of Section 34, T29N R11E commencing at the North 1/4 corner of Section 34; thence S0°02'31"E, 1974.80 feet along the East line of the NW 1/4 of Section 34 to the point of beginning of the parcel herein described; thence continuing S0°02'31"E, 350.00 feet along the East line of the NW 1/4 of Section 34; thence S89°56'40"W, 249.00 feet; thence N0°02'31"W, 350.00 feet; thence N89°56'40"E, 249.00 feet to the East line of the NW 1/4 of Section 34 and the point of beginning herein described. Part of parent parcel #006-34240-0000. Town of Aniwa. Property address: N9951 Sugar Bush Road

Scott Hultman, 961 Hoks Ridge Lane, Depere, WI advised the Committee the proposed zone change will allow for the construction of a single-family dwelling in the future. The Town of Aniwa recommends approval. No other correspondence, either oral or written, was presented at the public hearing.

**Z-2-25 & CU-1-25:** Shawn T Peebles request zone change on three (3) parcels from the R-R, Rural Residential Zoning District to H, Hamlet Zoning District pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.3.01(1) to Section X.4.01(1) on property located and described as Lots 1, 2 & 3 of Malueg's Addition to the Village of Caroline, Section 23, T26N R13E, Tax parcel #'s 018-45250-0000, 018-45250-0010 & 048-45250-0020, property address: N3596 County G Road in the Town of Grant; **AND** Conditional Use Permit to establish an Outdoor Sales, Display, or Repair (land use) on above 3 parcels pursuant to the Shawano County Zoning Ordinance No. 7-14, Table X.4.02 and Section X.9.03(228) for parking and display of merchandise for Caroline Motorsports located across the road at W12698 County Road M.

Shawn Peebles, W12616 Romberg Road, Caroline, WI, 54928 informed the Committee the proposed zone change will allow construction of a new parking lot to display sale items. The

Town of Grant recommends approval. No other correspondence, either oral or written, was presented at the public hearing.

**Conditional Use Permit #6-21** authored by the Planning, Development and Zoning Committee to consider and take action to revoke Conditional Use Permit #6-21 for property described as: that part of Lot 6, Block 2, according to the recorded Original Plat of the Village of Pulcifer, in the Town of Green Valley, described as follows: Commencing at the Easterly boundary of Main Street, 33' Southeasterly and 75.24' Southwesterly from the Northwest Corner of said Lot 6, Block 2; thence Southeasterly at a right angle to Main Street, 75.24'; thence Southwesterly and parallel to Main Street, 125.40'; thence Northwesterly at a right angle, 75.24' to the East boundary of Main Street; thence Northeasterly to the beginning, AND the South 14' of Lot 6, Block 2, according to the recorded Original Plat of the Village of Pulcifer. (Property address: W2319 St 22 Hwy, Town of Green Valley (Parcel #020-70050-0210)).

Pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.8.12(4)(a): A permit or other approval may be revoked only by the action of the body that initially granted the permit or other approval, following procedures required for its initial issuance to the extent practical.

Pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.8.08(9); If the Planning, Development, and Zoning Committee finds that the review criteria of this Section or the conditions attached to the permit are not being complied with, the Planning, Development and Zoning Committee, after a public hearing as provided for in this Section, may revoke or alter the conditional use permit.

Jason Giese not present. Kimberly Gierach read the original conditions of the Conditional Use Permit and addressed the history of violations associated with the CUP. Committee discussion followed. No other correspondence, either oral or written, was presented at the public hearing.

**Proposed amendments to the Shawano County Private On-site Wastewater Treatment System (POWTS) Ordinance No. 4-13:** The proposed amendments mainly include but are not limited to updating of Wisconsin Department of Safety and Professional Services statute numbering, clarifying language regarding permit expiration and renewal, holding tanks, and POWTS evaluations, and the addition of a notice fee process regarding violations. **Full copies of the Amended Ordinance** for public inspection can be found on the Shawano County Website or at the Shawano County Planning and Development Department during regular business hours.

Kimberly Gierach advised the Committee of the proposed amendments to the Private On-Site Wastewater Treatment System Ordinance. Committee discussion followed. No other correspondence, either oral or written, was presented at the public hearing.

**Chairman Luebke closed the public hearing at 9:25 AM.**

Recorded by: Dana Krause, Office Assistant



## Minutes

### Planning, Development and Zoning Committee Meeting

Wednesday, January 8, 2025 @ 9:00 AM  
Shawano County Courthouse, Room A & B

**Members Present:** Ken Capelle, Jeremy Gretzinger, Lowel Hammett, Kathy Luebke, and Theresa Serrano

**Members Absent:** None

**Others Present:** Kimberly Gierach, Dana Krause, Ricky Barbosa, James Davel & Keith Marquardt

**1. Call meeting to order.**

Chairman Luebke called the meeting to order at 9:25 AM.

**2. Motion to deviate from order of agenda, if deemed necessary.**

Motion by Theresa Serrano, second by Jeremy Gretzinger to deviate from order of agenda, if necessary.

Vote: 5 yes 0 no. Motion carried.

**3. Approval of minutes**

Motion by Theresa Serrano, second by Lowel Hammett to approve minutes as submitted.

Vote: 5 yes 0 no. Motion carried.

**4. Discuss, review and take possible action on public hearing requests as follows:**

**Z-1-25:** Scott and Alex Hultman request zone change on a 2-acre parcel from FP, Farmland and Forest Preservation Zoning District to A-R, Agricultural Residential Zoning District for the purpose of constructing a new single-family dwelling. Part of parcel #006-34240-0000. Town of Aniwa. Property address: N9951 Sugar Bush Road.

**Z-2-25 & CU-1-25:** Shawn T Peebles request zone change on three (3) parcels from the R-R, Rural Residential Zoning District to H, Hamlet Zoning District. Tax parcel #'s 018-45250-0000, 018-45250-0010 & 018-45250-0020, property address: N3596 County G Road in the Town of Grant; **AND** Conditional Use Permit to establish an Outdoor Sales, Display, or Repair (land use) on above 3 parcels for parking and display of merchandise for Caroline Motorsports located across the road at W12698 County Road M.

**Conditional Use Permit #6-21 - Jason Giese Outdoor Recreation business:**

Authorized by the Planning, Development and Zoning Committee to consider and take action to revoke Conditional Use Permit #6-21: A permit or other approval may be revoked only by the action of the body that initially granted the permit or other approval, following the procedures required for its initial issuance to the extent practical. If the Planning, Development and Zoning Committee finds that the review criteria of this Section or the conditions attached to the permit are not being complied with, the

Planning, Development and Zoning Committee, after a public hearing as provided for this Section, may revoke or alter the conditional use permit.

**Proposed amendments to the Shawano County Private On-site Wastewater Treatment System (POWTS) Ordinance No. 4-13:** The proposed amendments mainly include but are not limited to updating of Wisconsin Department of Safety and Professional Services statute numbering, clarifying language regarding permit expiration and renewal, holding tanks, POWTS evaluations and the addition of a notice fee process regarding violations.

**Z-1-25: Scott and Alex Hultman**

Motion by Jeremy Gretzinger, second by Lowel Hammett to recommend approval and forward ordinance to the January 22, 2025 County Board of Supervisors Agenda.  
Vote: 5 yes 0 no. Motion carried.

**Z-2-25 & CU-1-25: Shawn T Peebles**

Motion by Ken Capelle, second by Theresa Serrano to recommend approval and forward ordinance to the January 22, 2025 County Board of Supervisors Agenda.  
Vote: 5 yes 0 no. Motion carried.

**Conditional Use Permit #6-21 - Jason Giese Outdoor Recreation business**

Motion by Theresa Serrano, second by Lowel Hammett to revoke CU-6-21.  
Vote: 5 yes 0 no. Motion carried.

**Proposed amendments to the Shawano County Private On-site Wastewater Treatment System (POWTS) Ordinance No. 4-13:**

Motion by Jeremy Gretzinger, second by Theresa Serrano to recommend approval and forward ordinance to the January 22, 2025 County Board of Supervisors Agenda.  
Vote: 5 yes 0 no. Motion carried.

**5. Discuss, review and take possible action on shipping containers.**

Kimberly Gierach brought forward a shipping container policy due to the number of complaints received by the department.

*Options for shipping containers identified in non-permitted zones: 1. Remove from property 2. Enclose within a building; approved Land Use Permit required. No modifications permitted, i.e., Adding a roof and siding to the shipping container itself.*

Gierach read a letter from a resident in Angelica that wishes to keep the shipping container on their parcel which is in a residential zone and not permitted. Committee discussion followed.

Motion by Jeremy Gretzinger, second by Theresa Serrano to approve shipping container policy.  
Vote: 5 yes 0 no. Motion carried.

**6. Discuss, review and take possible action on CU-24-24 - Feltz.**

Kimberly Gierach informed the Committee the camper has been removed from the parcel. Gierach stated if the camper is allowed to be brought back on the parcel, Mr. Feltz will obtain a land use permit for the existing carport. The Town of Washington recommends denial. Committee discussion followed.

Motion by Lowel Hammett, second by Theresa Serrano to approve the temporary occupancy of the recreational vehicle for 5 years expiring in 2030.

Vote: 5 yes 0 no. Motion carried.

**7. Discuss, review and take possible action on Ordinance to adopt an update to the Shawano County Comprehensive Plan.**

Motion by Theresa Serrano, second by Lowel Hammett to approve the Ordinance to adopt and update to the Shawano County Comprehensive Plan and forward ordinance to the January 22, 2025 County Board of Supervisors Agenda.

Vote: 5 yes 0 no. Motion carried.

**8. It is anticipated that the Planning, Development and Zoning Committee by motion and second will go into closed session pursuant to Section 19.85(1)(c), Wis Stats., to discuss personnel issues.**

Motion by Theresa Serrano, second by Jeremy Gretzinger to go into closed session at 10:28 AM.

Roll call vote:

Capelle: yes

Gretzinger: yes

Hammett: yes

Luebke: yes

Serrano: yes

**9. It is anticipated that a motion will be made and seconded to come out of closed session to take any action deemed appropriate concerning the closed session item, if any, and continue with the agenda.**

Motion by Theresa Serrano, second by Jeremy Gretzinger to come out of closed session at 12:18 PM.

Roll call vote:

Capelle: yes

Gretzinger: yes

Hammett: yes

Luebke: yes

Serrano: yes

**10. Policy Issues Discussion and Potential Committee Determination.**

A - Kathy Luebke discussed a call from a resident about creating new parcels. K. Gierach will review and follow up with Luebke.

B - Jeremy Gretzinger suggested a summer intern for the Planning Department to assist staff with follow up on violations. Discussion took place including Julie Hasser from HR.

**11. Next public hearing and meeting date February 5, 2025 in rooms A & B of the Courthouse and future agenda items:**

A - Committee members are asked to bring ideas for future discussion

B - Announcements/Requests/Correspondence

C - Staff Training

None at this time.

**12. Adjournment.**

Motion by Theresa Serrano, second by Lowel Hammett to adjourn at 12:30 PM.

Vote: 5 yes 0 no. Motion carried.

Recorded by: Dana Krause, Office Assistant



## Minutes

### **Public Property Committee Meeting**

**Thursday, January 9, 2025 @ 3:00 PM  
Shawano County Courthouse, Room 7**

**Members Present:** Rick Giese, Allan Kuhn, Tom Kautza, Steve Natzke and Randy Young.

**Members Absent:**

**Others Present:** Skeeter Beaulieu, Kurt Berner, Kevin Passon, Nick Hesse, Dana Krause, James Davel, Julie Hasser, Keith Herm and Julie Harland.

**1. Call meeting to order.**

Meeting called to order by Chairman Giese at 3:00 PM.

**2. Public comment - limited to 10 minutes.**

None.

**3. Approval of minutes from previous meeting.**

Motion by Young, seconded by Kuhn to approve the minutes of the previous meeting. All yes.  
Motion carried.

**4. Motion to deviate from the order of the agenda, if necessary .**

Motion by Natzke, seconded by Kautza to deviate from the posted agenda if necessary. All yes.  
Motion carried.

The committee deviated to item 6.

**5. Discussion and possible action on request to purchase county property.**

Skeeter Beaulieu was present and requested to purchase County Owned property from the city cemetery property located adjacent to his property. It was the consensus of the committee to not pursue sale of any of the county cemetery property.

**6. Discussion and possible action on resolution approving hiring Nick Hesse as Facilities Management Director of the Maintenance Department.**

Motion by Kautza, seconded by Kuhn to forward a resolution to the County Board approving the hire of Nick Hesse as the Facilities Management Director of the Maintenance Department effective 12/23/24. All yes. Motion carried.

The committee deviated back to item #5.

**7. Discussion and possible action to refill Maintenance Department Office/Purchasing Specialist position.**

Dana Krause has been hired as the office specialist for the Building Maintenance Department and is currently training.

The committee deviated to #10.

**8. Discussion and possible action on lease of the Crawford Center for the 4-H 2025 Horse Camp.**

Motion by Kautza, seconded by Kuhn to approve leasing the Crawford Center for the 4-H horse camp on June 12 - 14, 2025 at a total cost of \$900. All yes. Motion carried.

**9. Discussion and possible action to approve use of funds within the rental property project to pay costs to demolish county properties located at 205 and 221 West Second Street.**

After discussion, motion by Young, seconded by Kautza to approve have asbestos remediated at both 205 and 221 West Fourth Street properties owned by the county. All yes. Motion carried.

**10. Discussion and possible action on decisions made by the Ad Hoc Committee.**

Kurt Berner of the Samuels Group was present and explained the services his company can provide. It was the consensus of the committee to request Kurt put together a proposal for review and potential action at the next Public Property Committee meeting.

The committee deviated to #8 and completed the remainder of the agenda.

**11. Discussion and possible action to thank Steve Dreher and Julie Harland for their service to Shawano County.**

Motion by Kautza, seconded by Natzke to forward resolutions to the County Board thanking Steve Dreher and Julie Harland for their years of service to Shawano County. All yes. Motion carried.

**12. Discuss and possibly approve training requests.**

None.

**13. Departmental update.**

A rebate check in the amount of \$577.50 was received from Focus on Energy for T8 bulbs upgraded to LED.

There was vehicular damage to the transformer at the Crawford Center. Driver will be responsible for the cost of repairs.

On January 7th a ceiling collapsed in one of the jail pods. The maintenance staff did an excellent job of renting necessary equipment and repairing the ceiling at minimal cost. Six anchors were reattached and four more added to provide additional support of the ceiling. While the pod was vacant, the maintenance technicians also upgraded the faucets to metered faucets.

**14. New business that is requested for future committee consideration.**

Samuels Group proposal, Solar Park update, demolition of 4th Street houses.

**15. Set next meeting date.**

The next meeting of the Public Property Committee will be held February 13th at 3 PM.

**16. Adjournment.**

Motion by Kautza, seconded by Kuhn to adjourn. All yes. Meeting adjourned at 3:54 PM.

Recorded by: Julie Harland, Office Purchasing Specialist



## Minutes

### **Public Safety Committee Meeting**

**Wednesday, January 8, 2025 @ 1:00 PM**  
**Shawano County Sheriff's Office**  
**James E. Stoltenow Training Room**

**Members Present:** Jeremy Gretzinger, Steve Natzke, Theresa Serrano, and Randy Young

**Members Absent:** Russell Gehm

**Others Present:** Sheriff George Lenzner, Chief Deputy Ty Raddant, Administrative Coordinator James Davel, Captain Nick Prey, Coroner Brian Westfahl, Clerk of Court Ethan Schmidt, Emergency Management Lieutenant Chris Madle, Jail Administrator Troy Beyer, Telecommunications Supervisor Kasey Cross, Register in Probate Gwen Hoffman, Kevin Passon and Office Manager Dana Ritchie.

**1. Call meeting to order.**

Meeting called to order by Chairperson Serrano at 1:00pm.

**2. Silent meditation and Pledge of Allegiance.**

**3. Motion to deviate from the order of the agenda, if necessary .**

Motion by Young, seconded by Natzke, to deviate from the agenda should it become necessary. All in favor and motion carried.

**4. Approve minutes from previous meeting.**

Motion by Natzke, seconded by Gretzinger, to approve the December 4, 2024 meeting minutes. All in favor and motion carried.

**5. Set next meeting date.**

Next meeting date set for February 5, 2025 at 1pm in the Sheriff's Office James Stoltenow Training Room.

**6. Approve monthly bills and vouchers.**

Motion by Young, seconded by Serrano, to approve the November bills and vouchers as presented. All in favor and motion carried.

**CORONER - Brian Westfahl**

**7. Monthly report**

Westfahl provided a monthly report and a 2024 4th quarter budget review report to the committee.

**COURT SYSTEM - Ethan Schmidt and Gwen Hoffman**

**8. Monthly report**

Schmidt and Hoffman provided a monthly report and a 2024 4th quarter budget review report to the committee.

**9. Public comment.**

None.

**10. Budget Review - All Departments**

Ritchie, Madle, and Beyer provided 2024 4th quarter budget review reports to the committee for the Sheriff's Office, Emergency Management, and Jail Division.

**LAW ENFORCEMENT**

**11. Resolution: Thanking Lisa Onesti for 31 years of service to Shawano County.**

Motion by Young, seconded by Natzke, to approve the resolution as presented. All in favor and motion carried.

**12. Telecommunication Center report.**

Cross provided a report to the committee.

**13. Emergency Management report.**

Madle provided a report to the committee.

**14. Jail Administrator's report.**

Beyer provided a report to the committee.

**15. Sheriff's comments.**

Lenzner advised he is working on the ATV ordinance revisions with Corporation Counsel and will provide the committee with an update at the February meeting.

**16. Committee comments.**

- Young asked the minutes to reflect there was no representative from the District Attorney's Office at this meeting to discuss budget review.
- Davel advised the Highway and Parks Committee voted to enact an annual county vehicle registration fee.
- Gretzinger advised the Sheriff's Office of a potential safety concern at the Pulcifer Park.

**17. Adjournment.**

Motion by Gretzinger, seconded by Serrano, to adjourn the meeting at 1:47pm. All in favor and motion was adjourned.

Recorded by: Dana Ritchie, Office Manager

Shawano County Arts Council  
Minutes Monthly Meeting – Dec. 12, 2024  
6:30 p.m.  
Zoom Meeting

Present: Mary Madsen, Linda Blohowiak, Alex Konen, Stephen Mielke

Absent: Linda Beversdorf, Marena Erickson, Cheryl Folkerts, Jeremy Gretzinger, Sue Kluge, Patty Luff, Sandy Steinke, David Plekenpol, Ryan Winn

**Call to order:** Meeting called to order by Madsen at 6:39 p.m.

**Secretary's report:** Motion made by Mielke, seconded by Madsen to approve the minutes of the Nov. 14, 2024 meeting. Motion carried.

**Treasurer's report:** A finance committee meeting was held on Dec. 9 with Beversdorf, Blohowiak, Konen and Madsen attending. Konen reported that we have approximately \$21,000 in the checking account. Last year at this time it was approximately \$8,000 so our financial picture has improved since last year. We have not received a financial statement from Beversdorf since July, but we should have one for the January meeting. A \$2000 donation was received from the Bleser Family Foundation. Blohowiak will send a thank you.

**Committee Reports**

**Building & Grounds, Landscaping Committee:** Madsen reported that the old bathrooms have been taken down and it "looks beautiful."

**Website:** No report.

**Member Group Updates**

**Arts & Crafts Fair/Merry Mielke:** The Merry Mielke went well.

**Box in the Wood:** Auditions will be held in January.

**Folk Music Festival:** The festival is still in need of a social media person. Blohowiak will be asking Marena Erickson if she might be able to help with this. The committee met on Dec. 10 and has started working on music selection.

**Trivia Challenge:** The Trivia Challenge was held on the first Saturday in December. 81 people attended. This was the third year and attendance is growing. \$679 was taken in at the event plus \$760 in online ticket purchases. Beer was served (Bud Lite and Spotted Cow) and was sold out between intermission. There were quite a few cookies left over, but brownies went over well. It was a fun, successful event.

**Old Business**

**Email and On-line systems:** Some people have still not been able to access their emails. Konen will be able to work with them after February to get them set up.

**Spectrum vs Frontier:** Blohowiak reported that the cost for Frontier internet and IP phone service will be approximately \$20 more per month than Cellcom. Mielke made a motion to switch internet and phone service from Cellcom to Frontier. Konen seconded. Motion carried. Madsen will contact Beversdorf regarding making the change. A request will be made to keep the same phone number if possible.

**Children's Workshops:** The children's art workshop will be discussed in January. Joe Engels is willing to direct the children's theater workshop again. Madsen will ask him if he would be able to do it during the week following the festival for the same amount of pay as last time. There is enough money in the budget to cover the cost for this summer.

**Handicap Access:** Blohowiak shared a map of the area that needs improvements to create a safer path for wheelchair users. The path has a drop off that could cause a person using a wheelchair to tip over. A few years ago a woman using a wheelchair suffered an injury during the festival when she tipped over in a similar situation using the path to the area called Maple Grove. That area was then filled in to make it safer. Madsen will contact Keith Marquardt at the Parks Department to inform him of what we would like to do and coordinate with him. SCAC has approximately \$1900 of unused funds that have been designated for handicap access.

**New Business**

**Annual Meeting:** It was decided to have the annual meeting on January 16, 2025 at 6:30 p.m. A notice will be posted in the next few days in order to provide a 30-day notice to the public.

**Social Media ideas:** Tabled.

**Vision Committee:** Tabled.

**BoardBound Training Report:** Blohowiak attended a training put on by NPLI (Non-profit Leadership Initiative) which is under the umbrella of the Fox Valley Community Foundation. It was a 4-session training on how to be a good board member for a non-profit organization. She shared some of the ideas she learned and suggested that they might have benefit for the SCAC. After some discussion, Mielke suggested that a way to provide information for new board members might be to use our new Microsoft account as a way for board members to log in and access information. This could also be used for storing minutes and other SCAC information and documents.

**Adjourn:** Konen made a motion to adjourn. Seconded by Mielke. Meeting adjourned at 7:29 p.m.

Minutes submitted by:  
Linda Blohowiak, SCAC Secretary



## Minutes

### **Solid Waste Management Board Meeting**

**Thursday, December 19, 2024 @ 8:30 AM**  
**Shawano County Courthouse, Room 7**

#### **Members Present:**

Mark Braun, Thomas Kautza, Al Kuhn, Bruce Milavitz, James Przybylski, Terry Tipton, and John Stezenski

#### **Members Absent:**

Steve Natzke and Steve Gueths

#### **Others Present:**

Kari Hopfensperger, Carrie Buntjer, Jame Davel, Kimberly Gierach - Shawano County; Scott Kroening, Eddie Sheppard, Mike Maloch - City of Shawano

#### **1. Call meeting to order.**

Chairman Tipton called the meeting to order at 8:30am.

#### **2. Motion to deviate from the order of the agenda, if necessary .**

Motion by Stezenski, second by Braun, to deviate from the order of the agenda if necessary.  
Vote: 7 Yes, 0 No, 2 Absent: Natzke, Gueths

#### **3. Public comment.**

None presented.

#### **4. Approval of minutes from previous meeting.**

Motion by Kautza, second by Kuhn, to approve the minutes of the November 14th meeting as presented. Vote: 7 Yes, 0 No, 2 Absent: Natzke, Gueths

#### **5. Review of monthly landfill budget report.**

Kroening presented an up to date budget report. Waste revenue is slightly down. Kroening explained that's normal this time of year through March. On recycling the revenue over expenditures was just under \$8,000. Arrowcast dust amount was just under \$18,000, which also slows down this time of year. Revenue tracking through November is slightly higher than last year. Kroening presented a recycling tracking report and suggested the recycling rate increase by \$1.50 a ton to help cover the instability.

#### **6. Discussion and possible approval of the 2025 landfill tipping rates.**

Kroening presented the proposed 2025 landfill tipping rates explaining the increases match Marathon County's rates. Kroening compared rates from surrounding landfills and set the axle charge to match the County Highway fee. Charges were added for items not previously on the list: oil filter, anti-freeze and lithium batteries.

Motion made by Kautza, second by Przybylski, to approve the 2025 landfill tipping rates as presented. Vote: 7 Yes, 0 No, 2 Absent: Natzke, Gueths

Page 1 of 2

**7. Discussion and possible approval of the 2025 landfill budget.**

Kroening presented the proposed 2025 landfill budget showing an increase in budgeted waste revenue from 2024 and keeping recycling revenue steady with 2024. Davel and Buntjer presented a list of questions regarding the budget that were answered by Kroening and Sheppard.

Motion by Milavitz, second by Stezenski, to approve the 2025 landfill budget as presented. Vote: 7 Yes, 0 No, 2 Absent: Natzke, Gueths

**8. Discussion of Landfill assets.**

The committee received a copy of landfill assets provided by the City and a list of key tasks, handed out by Davel. The issue presented is who owns the assets, County, City or SWMB? Also, what will be done about tri-county agreements moving forward? A plan is needed to separate the finances and transition all contracts. The committee discussed empowering City and County Administrators to meet and bring a recommendation back to the committee.

**9. Correspondence and news.**

None presented.

**10. New business that is requested for future committee consideration.**

- Timeline for landfill capping - Foth presentation at January meeting.
- Discussion of official agreement that needs to be negotiated between the County, City and SWMB.
- Discuss transitional plan and timeline for creation of next SWMB.

**11. Set next meeting date.**

January 9th, 2025 at 8:30am in meeting room 7 of the Shawano County Courthouse.

**12. Adjournment.**

Motion made by Milavitz, second by Stezenski, to adjourn the meeting at 9:47am. Motion prevailed by acclamation.

Recorded by: Kari Hopfensperger, Long Range Planner



## Minutes

### **Solid Waste Management Board Meeting**

**Thursday, January 9, 2025 @ 8:30 AM**  
**Shawano County Courthouse, Room 7**

#### **Members Present:**

Thomas Kautza, Al Kuhn, Steve Natzke, James Przybylski, Terry Tipton, John Stezenski, and Steve Gueths

#### **Members Absent:**

Mark Braun and Bruce Milavitz

#### **Others Present:**

Dan Michiels, Gabi Romenesko - Foth Engineering; Scott Kroening, Eddie Sheppard, Mike Maloch - City of Shawano; Carrie Buntjer, James Davel, Kari Hopfensperger - Shawano County

#### **1. Call meeting to order.**

Chairman Tipton called the meeting to order at 8:30am.

#### **2. Motion to deviate from the order of the agenda, if necessary .**

Motion by Stezenski, second by Gueths, to deviate from the order of the agenda if necessary.  
Vote: 6 Yes, 0 No, 3 Absent: Braun, Milavitz, Kautza

#### **3. Public comment.**

None presented

#### **4. Approval of minutes from previous meeting.**

Motion by Natzke, second by Kuhn, to approve the minutes of the December 19th meeting as presented. Vote: 6 Yes, 0 No, 3 Absent: Braun, Milavitz, Kautza

#### **5. Discussion and possible action on official agreement for future landfill operations.**

Davel presented a letter to the committee to inform municipalities of the transition from the current SWMB to the newly appointed STSB (Shawano Transfer Station Board). He also provided an update on his meeting with City administration including discussion of transferring the landfill long-term care fund to the County.

Kautza entered the meeting at 8:35 AM.

#### **6. Foth Presentation - landfill capping timeline**

Michiels and Romenesko from Foth Engineering gave a presentation to the SWMB that included a detailed timeline for closure and capping of the active landfill:

- Summer 2025 - final cover design/permit modifications
- Winter 2025 - final closure bidding/contracting process
- Dec 31, 2025 - cease filling of landfill
- April 2026 - begin closure construction

- Nov/Dec 2026 - complete final closure construction
- Jan 2027 - submit closure documentation to WDNR
- Summer 2027 - closure process complete/enter long-term care period

Foth addressed committee questions. Foth will virtually join committee meetings and address committee questions as needed over the closing/capping timeline. Committee will need to make decisions as needed throughout the timeline to make any necessary adjustments. County and City staff will continue to communicate regularly and bring topics to the committee.

**7. Discussion and possible action on transition plan/creation of next SWMB.**

Sheppard and Davel will meet frequently and bring deliverables to the committee. The new board selection will go through the City Council and be ready by June 1st, 2025.

Gueths left the meeting at 9:30am.

**8. Correspondence and news.**

Davel will send the letter he presented to the municipalities.

**9. New business that is requested for future committee consideration.**

Survey of remaining space at the landfill  
Monthly vouchers

**10. Set next meeting date.**

Thursday, February 20th, 2025 at 8:30am in meeting room 7 of the Shawano County Courthouse.

**11. Adjournment.**

Motion made by Natzke, second by Kautza to adjourn the meeting a 9:45am. Motion prevailed by acclamation.

Recorded by: Kari Hopfensperger, Long Range Planner



## Minutes

### **Tribal Affairs Committee Meeting** **Friday, January 3, 2025 @ 8:00 AM** **Shawano County Courthouse, Room 7**

**Members Present:** Martin Elmer, Raymond Rigsby, and William Switalla

**Members Absent:** Jacob Hartwig and Kimberly Leffel

**Others Present:** George Lenzner, Larenda Maulson and Katie Johnson

**1 Call meeting to order.**

Meeting called to order at 8:03 a.m. by William Switalla

**2 Approval of minutes from previous meeting.**

Motion by Elmer, seconded by Rigsby, to approve the minutes presented from the meeting held in November 2024. Vote: 3 yes; 0 no; 2 absent. Motion carried.

**3 Public comment.**

Lenzner informed the committee that Ho-Chunk has held diversity training for officers this past December.

Lenzner informed the committee that the Chief position is still vacant for Stockbridge-Munsee and interviews are continuing to be held to fill that position. During this time, the Sheriff's office continues to monitor the Stockbridge-Munsee officers, until the Chief position is filled.

**4 Motion to deviate from the order of the agenda, if necessary.**

Motion by Rigsby, seconded by Elmer to deviate from the posted agenda. Vote: 3 yes; 0 no; 2 absent. Motion carried.

**5 Communications from representative of the Menominee Tribe.**

There was no Menominee Tribal Representative in attendance at this time.

**6 Communications from representative of the Stockbridge-Munsee Tribe.**

There was no Stockbridge-Munsee Tribal Representative in attendance at this time.

**7 Communications from representative of the Ho-Chunk Nation.**

Switalla informed the committee that he has been attending the Ho-Chunk Nation meetings and has nothing new to report at this time.

**8 Report from Tribal Affairs Committee member regarding attendance at monthly Ho-Chunk Nation meeting.**

Switalla informed the committee that the Ho-Chunk Nation wanted to discuss a few items with the Sheriff's office. However, no Ho-Chunk Nation Tribal Representative is present.

Lenzner informed the committee that he believes the Ho-Chunk Nation would like to discuss traffic issues with him. Lenzner told the committee that he has always relayed to the Nation and its representatives to call him directly to discuss any issues.

**9 Discussion and possible action on Letter to Stockbridge-Munsee.**

Maulson informed the committee that the Corporation Counsel office has assisted in drafting a letter to send to the Stockbridge-Munsee Tribal Council regarding a meeting. Maulson to update letter to include the next Tribal Affairs Committee meeting. Motion by Rigsby, seconded by Switalla, to send drafted letter to the Stockbridge-Munsee Tribal Council. Vote: 3 yes; 0 no; 2 absent. Motion carried.

**10 Letters and communications.**

Maulson informed the committee that there were no new letters received at this time.

**11 Board member comments or new business to be considered at a future meeting.**

Elmer suggested the committee think about a future meeting with the Executive committee to discuss topics pertaining to the Stockbridge-Munsee Tribe and how to enhance their relationship and communication for the future.

**12 Set next meeting date.**

Next meeting date set for February 7, 2025, at 8:00 a.m.

**13 Adjournment.**

Motion by Switalla, seconded by Elmer to adjourn. Vote: 3 yes; 0 no; 2 absent. Motion carried.

Recorded by: Katie Johnson, Paralegal - Corporation Counsel

**Ordinance No. 6-25**  
**Resolution No. ~~45-24~~**

**Approve a Zone Change for Gary A Falendysz**

**Whereas**, the Aniwa Town Board, acting on recommendation of its Planning Commission, recommends approval of a zone change request for Gary A Falendysz; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee held a public hearing on December 4, 2024 for a zone change request; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee at said public hearing on December 4, 2024, when considering the approval of said zone change request, did find the zone change request to be consistent with the overall purpose and intent of the Shawano County Zoning Ordinance; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee did find that a change in the zoning to accommodate the owner's desire for additional development will not unnecessarily burden or interfere with the surrounding properties.

**Now, therefore, be it resolved ordained by the Shawano County Board of Supervisors** in session this ~~18<sup>th</sup> day of December, 2024~~ 22<sup>nd</sup> day of January, 2025 that it approves the zone change as follows:

**Z-10-24:** Gary A Falendysz request zone change on 2 parcels of land, both from FP, Farmland and Forest Preservation Zoning District to A-R, Agricultural Residential Zoning District pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.2.01(1) to Section X.3.01(2), Table X.2.02 to Table X.3.02 and Section X.9.03 (287) on property located and described as **Parcel #1:** Part of the Northeast 1/4 of the Northwest 1/4 of Section 29, Township 29 North, Range 11 East, Town of Aniwa, Shawano County, Wisconsin, described as follows: Commencing at the Northwest quarter corner of said Section 29; thence N 89°40'58" E along the North line of the Northwest quarter, 1304.33 feet to the Northwest corner of the Northeast quarter of the Northwest quarter and to the point of beginning; thence continuing N 89°40'58" E along the North line of the Northwest quarter, 268.08 feet; thence S 0°57'59" E 325.00 feet; thence S 89°40'58" W 268.08 feet to the West line of the Northeast quarter of the Northwest quarter; thence N 0°57'59" W along the West line of the Northeast quarter of the Northwest quarter, 325.00 feet to the point of beginning for the purpose of converting an existing structure to a single family dwelling; **AND Parcel #2:** Part of the Northeast 1/4 of the Northwest 1/4 of Section 29, Township 29 North, Range 11 East, Town of Aniwa, Shawano County, Wisconsin, described as follows: Commencing at the Northwest quarter corner of said Section 29; thence N 89°40'58" E along the North line of the Northwest quarter, 1575.41 feet to the point of beginning; thence continuing N

Resolution Approving Zone Change – Falendysz  
Page 2

89°40'58" E along the North line of the Northwest quarter, 268.08 feet; thence S 0°57'59" E 325.00 feet; thence S 89°40'58" W 268.08 feet; thence N 0°57'59" W, 325.00 feet to the point of beginning for the purpose of constructing a single family dwelling in the future. Both being part of parcel #'s 006-29210-0010 & 006-29210-0000.

Submitted by,  
Ken Capelle  
Jeremy Gretzinger  
Lowel Hammett  
Kathy Luebke  
Theresa Serrano  
PLANNING, DEVELOPMENT & ZONING COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of Board members present.  
Larenda Maulson - Corporation Counsel

DRAFT

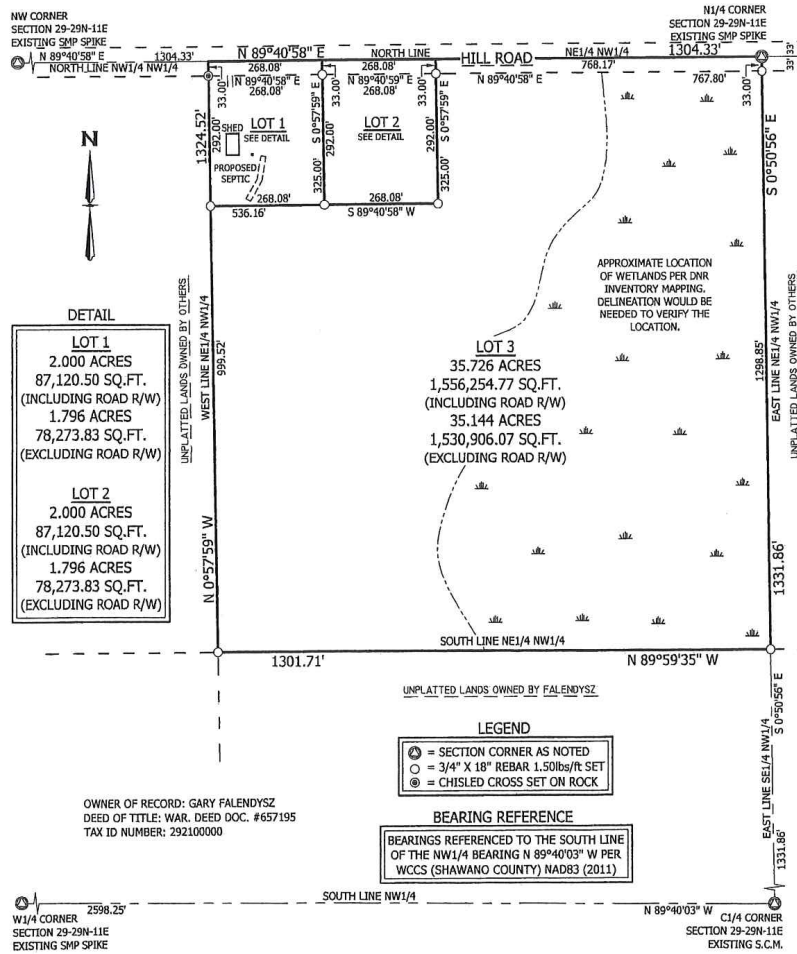
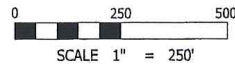
# CERTIFIED SURVEY MAP SHAWANO COUNTY NO. \_\_\_\_\_

ALL OF THE NE1/4 OF THE NW1/4 OF SECTION 29,  
TOWNSHIP 29 NORTH, RANGE 11 EAST, TOWN OF  
ANIWA, SHAWANO COUNTY, WISCONSIN.

**NORTHCENTRAL LAND SURVEYING, LLC**  
163957 OWL RIDGE ROAD, WAUSAU, WISCONSIN 54403  
WEBSITE: www.NorthCentralLandSurveying.com  
PHONE: 715-297-8343  
EMAIL: JasonPflieger@gmail.com  
DRAFTED & DRAWN BY: JASON J. PFLIEGER  
OWNER OF PROPERTY: GARY FALENDYSZ  
SURVEY PREPARED FOR: GARY FALENDYSZ  
DATE OF FIELDWORK: 10/14/2024  
FILE NUMBER: 2024130 FALENDYSZ

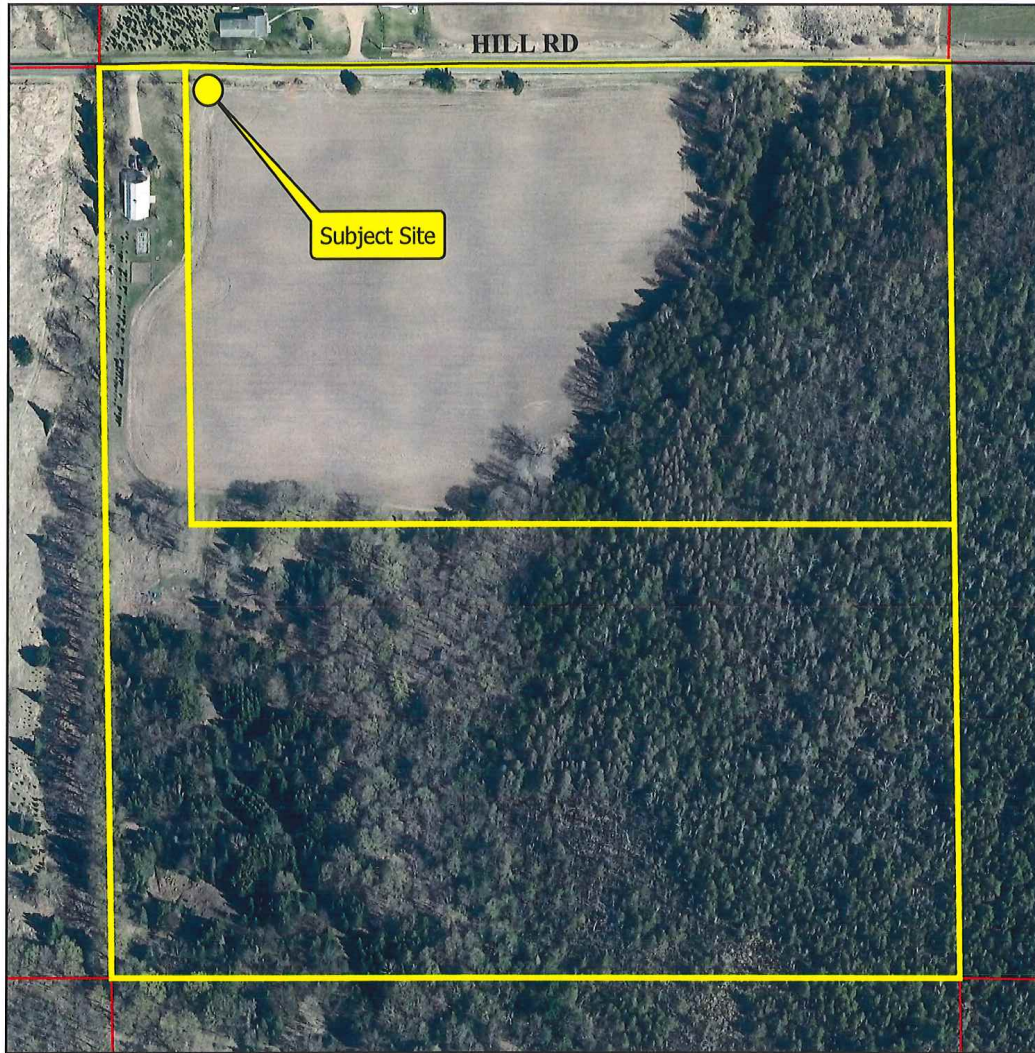
PAGE 1 OF 3

NOTE:  
THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP.  
SALE OR TRANSFER OF PROPERTY REQUIRES A DEED.





## Z-10-24 Falendysz



Gary A Falendysz request zone change on 2 parcels of land, both from FP, Farmland and Forest Preservation to A-R, Agricultural Residential, both located in the NE ¼ of the NW ¼ of Section 29, being part of parcel #006-29210-0010 & 006-29210-0000 in the Town of Aniwa for the purpose of converting an existing structure to a single family dwelling and also future construction of a single family dwelling.

- |                   |                        |
|-------------------|------------------------|
| Subject Parcel    | Federal/State Highways |
| Parcels           | County Highways        |
| Municipal Boundry | Town/Municipal Roads   |
| Waterbodies       | Private Roads          |
|                   | Railroad               |

0 50 100 200 300 400 500 US Feet

Information depicted on this map was interpreted from digital orthophotography and various other land records. An attempt was made to accurately represent the information shown hereon, however, recent changes in the physical and cultural landscape many not be represented. This map is intended for planning and general use only. Please refer to the original source documents for detailed information. If you have any questions or discover any discrepancies on this map, please contact the Shawano County Technology Services Dept. 715-526-4614.

**Resolution No. 46-24**

**To Cancel Expired Checks Issued by Shawano County**

**Whereas**, Shawano County has issued checks to the individuals identified on the attached Check Cancellation List; and

**Whereas**, the checks identified on the Check Cancellation List contained an express written provision that each check would remain valid for 90 or 180 days as indicated on the individual checks; and

**Whereas**, the checks identified on the Check Cancellation List were issued over 365 days or more ago and have not been cashed.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this ~~18<sup>th</sup> day of December, 2024~~ 22<sup>nd</sup> day of January, 2025, that said checks set forth on the attached Check Cancellation List totaling \$2,669.31, shall be cancelled and the funds shall revert to the fund balance of the originating fund.

Submitted by:  
Ken Capelle  
Kevin Conradt  
Thomas Kautza  
Kathy Luebke  
Theresa Serrano  
William Switalla  
Randy Young  
EXECUTIVE COMMITTEE

Vote: Yes; No; Absent

FISCAL NOTE: No additional fiscal information.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

COUNTY CLERK: As amended on County Board floor.

**Outstanding Check List November 2024**

<b>Check Number</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
20291	01/06/2023	The Wall Street Journal	659.88
21093	02/17/2023	Leonard Holsey	32.81
21314	03/03/2023	Ronald Mullins	14.47
21726	03/24/2023	Jacqueline Maxam	6.94
22647	05/12/2023	Amanda Ferron	36.08
22703	05/12/2023	Scott Moede	13.81
23370	06/16/2023	Lee Zhuckkahosee	78.82
23384	06/16/2023	Mya Habeck	14.47
23515	06/23/2023	Jacob Litza	31.20
23519	06/23/2023	Pamela Hoffman	28.00
24047	07/21/2023	Jillene Pavel	33.20
24640	08/18/2023	Brenda Gillam	50.49
24643	08/18/2023	Christi Peterson	14.47
24697	08/18/2023	Michael McKinnies	13.81
26724	12/15/2023	Demetrius Williams	26.00
26850	12/29/2023	The Gathering of Shawano, LLC	1,614.86
			2,669.31

**Ordinance No. 9-24**

**Adopting the Town of Grant Comprehensive Plan Amendments**

**Whereas**, the Shawano County Planning, Development & Zoning Committee held a public hearing on December 4, 2024 to consider adopting the Town of Grant Comprehensive Plan Amendments and incorporating said amendments into the County Comprehensive Plan; and

**Whereas**, the amendments were initiated by the Town of Grant Planning Commission who adopted public participation procedures, held an open house on the amendments, including future land use maps and also conducted a public hearing following the requirements found in Section 66.1001 of Wisconsin Statutes; and

**Whereas**, the Town of Grant Town Board now makes recommendation to approve said amendments; and

**Whereas**, the amended Comprehensive Plan for the Town of Grant will be incorporated into the County Comprehensive Plan upon approval by the Shawano County Board of Supervisors; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee is authorized by State Statutes to recommend that the Shawano County Board of Supervisors adopt said amendments and amend the County Comprehensive Plan to include the proposed revisions for the Town of Grant.

**Now, therefore, be it ordained by the Shawano County Board of Supervisors** in session this ~~18<sup>th</sup> day of December 2024~~ 22<sup>nd</sup> day of January 2025, that it approves the revised Town of Grant Comprehensive Plan and incorporates said changes into the County Comprehensive Plan.

To review the proposed amendments, follow the link at: [www.co.shawano.wi.us](http://www.co.shawano.wi.us)

The amendments can also be reviewed at the County Planning, Development and Zoning Office.

Submitted by,  
Ken Capelle  
Jeremy Gretzinger  
Lowel Hammett  
Kathy Luebke  
Theresa Serrano  
PLANNING, DEVELOPMENT & ZONING COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

COUNTY CLERK: As amended on County Board floor.

**Resolution No. 1-25**

**Thanking Lisa Onesti for 31 Years of Service to Shawano County**

**Whereas**, Lisa Onesti began serving as a dispatcher for the Shawano County Sheriff's Office on October 18, 1993; and

**Whereas**, Lisa was one of the first civilian dispatchers hired by the Shawano County Sheriff's Office and began her career when dispatch was located in the basement of the building and worked through the move to the present dispatch location and two major remodels of the room; and

**Whereas**, during the course of Lisa's career, she navigated the introduction of several technological updates for dispatch to include: new CAD programs and changes within those programs, the introduction of 911 to Shawano County and the expansion of information available through 911, new phone systems, new radio systems, and countless other database applications; and

**Whereas**, Lisa has worked with four different Dispatch Supervisors, five different Sheriffs, and likely hundreds of different agency colleagues throughout her career; and

**Whereas**, Lisa's most important impact would be the thousands of lives she has touched as a dispatcher – whether there was a caller reporting a barking dog or someone in the midst of a major medical event, Lisa treated all of them with care and concern in order to get whatever help they needed; and

**Whereas**, Lisa Onesti retired from the Shawano County Sheriff's Office on January 3, 2025 and the Shawano County Sheriff's Office hereby wishes to congratulate Lisa for a job well done and thank her for the dedication she has shown to the County.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 22<sup>nd</sup> day of January, 2025, that the Shawano County Board of Supervisors hereby publicly recognizes and thanks Lisa Onesti for her 31 years of service to the residents of Shawano County.

Submitted by,  
Russell Gehm  
Jeremy Gretzinger  
Steve Natzke  
Theresa Serrano  
Randy Young  
PUBLIC SAFETY COMMITTEE

Vote: 4 Yes; 0 No; 1 Absent

FISCAL NOTE: No fiscal impact.

Thanking Lisa Onesti  
Page 2

Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

**Resolution No. 3-25**

**Thanking Steve Dreher for 30 Years of Service to Shawano County**

**Whereas,** Steve Dreher began his employment as a maintenance technician with Shawano County in September 1995; and

**Whereas,** Steve's hard work, dedication, ambition and wealth of knowledge, did not go unnoticed as he was quickly promoted to the position of Facilities Management Director; and

**Whereas,** as the Facilities Management Director, Steve was responsible for the planning and execution of all remodeling, renovation, construction projects, office planning and design for the County, as well as overseeing and managing a handful of employees; and

**Whereas,** Steve has been involved in many projects throughout his employment and has served as an integral part of changes, advancements and improvements within the department over the last 30 years; and

**Whereas,** Steve Dreher retired on January 3, 2025 and the Shawano County Public Property Committee wishes to congratulate Steve for a job well done and to thank him for the dedication he has shown to the County.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors,** in session this 22<sup>nd</sup> day of January, 2025, that the Shawano County Board of Supervisors hereby publicly recognizes and thanks Steve Dreher for his 30 years of service to the residents of Shawano County.

Submitted by,  
Rick Giese  
Thomas Kautza  
Allan Kuhn  
Steve Natzke  
Randy Young  
PUBLIC PROPERTY COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Thanks for your service!!  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

**Resolution No. 4-25**

**Thanking Julie Harland for 32 Years of Service to Shawano County**

**Whereas,** Julie Harland began her employment with the Child Support Agency in July 1993; and

**Whereas,** during the course of Julie's career, she displayed a wealth of knowledge, while working within the Child Support, Property Listing, Finance and Maintenance departments; and

**Whereas,** Julie's hard work, dedication and ambition did not go unnoticed as she was promoted to the position of Purchasing Specialist in 2019; and

**Whereas,** as the Purchasing Specialist, Julie was responsible for countywide purchasing of office and janitorial supplies, meeting with suppliers and potential suppliers, negotiating supply contracts, compiling data for various reports, maintaining detailed records for various committees, and was the main point of contact for maintenance needs; and

**Whereas,** Julie Harland retired on January 14, 2025 and the Shawano County Public Property Committee wishes to congratulate Julie for a job well done and to thank her for the dedication she has shown to the County.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors,** in session this 22<sup>nd</sup> day of January 2025, that the Shawano County Board of Supervisors hereby publicly recognizes and thanks Julie Harland for her 32 years of service to the residents of Shawano County.

Submitted by,  
Rick Giese  
Thomas Kautza  
Allan Kuhn  
Steve Natzke  
Randy Young  
PUBLIC PROPERTY COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Thanks for a job well done!!  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

**Resolution No. 5-25**

**Thanking Julie Dassler for 21 Years of Service to Shawano County**

**Whereas**, Julie Dassler ended her employment with Shawano County on November 9, 2024, after serving 21 years as a Shawano County employee; and

**Whereas**, as one might suspect, Julie served as an integral part of many changes, advancements and improvements that occurred within the Shawano County Library over those 21 years; and

**Whereas**, Julie worked with three different library directors, trained many different departmental colleagues, helped a multitude of families and children, and ultimately retired while serving as the Children's Librarian; and

**Whereas**, the Shawano County Library hereby wishes to join in congratulating Julie for an impactful and lengthy legacy.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 22<sup>nd</sup> day of January, 2025, that the Shawano County Board of Supervisors hereby publicly recognizes and thanks Julie Dassler for her 21 years of dedicated and exemplary service to the residents of Shawano County.

Submitted by,  
Sharon Beversdorf  
Emily Gardner  
Lawrence Gillick  
Annelies Hartwig  
Marsha Hoeffs  
Linda Kreklow  
Kimberly Leffel  
Gina Shatters  
Jeff Steig  
LIBRARY BOARD

Vote: 7 Yes; 0 No; 2 Absent

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval, thank you for your service.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

**Resolution No. 6-25**

**To Appoint Nicholas Hesse as Facilities Management Director**

**Whereas**, the Shawano County Facilities Management Director position became vacant on January 3, 2025; and

**Whereas**, applications were received and interviews conducted, and the Shawano County Public Property Committee, as well as the Executive Committee, recommend appointing Nicholas Hesse as the Shawano County Facilities Management Director based upon his education, experience and interview; and

**Whereas**, Mr. Hesse earned an Associate Degree from Fox Valley Technical College, with training as an Auto Body and Paint Refinish Technician and Journeyman Millwright; and

**Whereas**, Mr. Hesse has over 10 years of related experience in a variety of positions ranging from Shop Manager to Lead Industrial Maintenance Technician, with additional experience in management and planning; and

**Whereas**, Mr. Hesse accepts the position of Facilities Management Director, subject to confirmation by the Shawano County Board of Supervisors.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 22<sup>nd</sup> day of January, 2025, that they appoint Nicholas Hesse as the Shawano County Facilities Management Director, effective December 23, 2024.

**Be it further resolved**, the appointment shall commence with the passage of this resolution and the position salary will begin at Grade R, Step 1, of the Carlson Dettmann Wage Table.

**Be it further resolved**, that other benefits and obligations applicable to Mr. Hesse shall be as set forth in the Shawano County Employee Handbook and consistent with Wisconsin Statutes.

Submitted by,  
Rick Giese  
Thomas Kautza  
Randy Young  
Steven Natzke

PUBLIC PROPERTY COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

Submitted by,  
Ken Capelle  
Allan Kuhn  
Thomas Kautza  
Kathy Luebke  
Theresa Serrano  
William Switalla  
Randy Young

EXECUTIVE COMMITTEE

Vote: 6 Yes; 0 No; 0 Absent  
1 Vacant

To Appoint Nicholas Hesse as Facilities Management Director  
Page 2

FISCAL NOTE: Estimated full annual cost of the position per the 2024 wage scale is shown below. Fringe benefits are an estimate and may vary upon benefit election.

Wages	\$	92,976.00
Fringe		<u>16,842.67</u>
<b>Total</b>	<b>\$</b>	<b>109,818.67</b>

Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board members present.  
Larenda J. Maulson - Corporation Counsel

**Ordinance No. 2-25**

**To Approve Amendments to Ordinance No. 4-13  
Private On-Site Waste Water Treatment Systems (POWTS)**

**Whereas**, the Shawano County Private On-Site Wastewater Treatment System Ordinance (POWTS) Ordinance No. 4-13 was last amended by the County Board on April 16, 2013; and

**Whereas**, said ordinance was adopted for the purpose of regulating the location, construction, installation, alteration, design, and use of all POWTS so as to protect the public health and to further the conservation of land and water resources, and to provide for the administration of said ordinance; and

**Whereas**, the State Agency responsible for promulgating the rules for POWTS, known as the Department of Safety and Professional Services, has from time to time, made administrative code changes and updates regulating POWTS; and

**Whereas**, the County deems it appropriate and necessary to amend said ordinance to reflect these changes and updates, including changes to the statute numbering, clarifying language regarding permit expiration and renewal, holding tanks and POWTS evaluations; and

**Whereas**, the County also created and added a notice fee process regarding violations to the Shawano County Maintenance program; and

**Whereas**, said proposed changes have been reviewed by the Department of Safety and Professional Services and have been given approval as submitted; and

**Whereas**, the Shawano County Planning, Development and Zoning Committee held a public hearing regarding the proposed changes on January 8, 2025, and recommends to the Shawano County Board of Supervisors approval of the changes as submitted.

**Now, therefore, be it ordained by the Shawano County Board of Supervisors**, in session this 22<sup>nd</sup> day of January, 2025, that the Shawano County POWTS Ordinance No. 4-13, be amended as proposed, and shall be effective the date after its publication.

\*\* Note: A complete copy of the proposed amendments can be reviewed at the Planning and Development Department Office located in the Shawano County Courthouse. The proposed amendments are also available on the Shawano County website.

Submitted by,  
Ken Capelle  
Jeremy Gretzinger  
Lowel Hammett

Approve Amendments to Ordinance No. 4-13  
Page 2

Kathy Luebke  
Theresa Serrano  
PLANNING, DEVELOPMENT & ZONING COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent;

FISCAL NOTE: - No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of Board members present.  
Larenda J. Maulson - Corporation Counsel

**Ordinance No. 3-25**

**To Amend the Shawano County Zoning Ordinance on Certain Property in the Town of Grant (Property of Shawn T Peebles)**

**Whereas**, the Grant Town Board, acting on recommendation of its Planning Commission, recommends approval of a zone change request for Shawn T Peebles; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee held a public hearing on January 8, 2025 for a zone change request; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee at said public hearing on January 8, 2025, when considering the approval of said zone change request, did find the zone change request to be consistent with the overall purpose and intent of the Shawano County Zoning Ordinance; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee did find that a change in the zoning to accommodate the owner's desire for additional development will not unnecessarily burden or interfere with the surrounding properties and recommends approval.

**Now, therefore, be it ordained by the Shawano County Board of Supervisors**, in session this 22<sup>nd</sup> day of January 2025, that it approves the amendment concerning the zone change as follows:

**Z-2-25:** Shawn T Peebles request zone change on three (3) parcels from the R-R, Rural Residential Zoning District to H, Hamlet Zoning District pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.3.01(1) to Section X.4.01(1) on property located and described as Lots 1, 2 & 3 of Malueg's Addition to the Village of Caroline, Section 23, T26N R13E, Tax parcel #'s 018-45250-0000, 018-45250-0010 & 018-45250-0020, property address: N3596 County G Road in the Town of Grant.

**Be it further ordained**, that this Ordinance shall be in full force and effect in the Town of Grant upon approval by the Shawano County Board of Supervisors, and publication per State Statute 59.14 and 66.0103; and

**Be it finally ordained**, that the Shawano County Clerk be directed to forward a certified copy of this ordinance to the Town of Grant, and the Shawano County Zoning Administrator.

Submitted by,  
Ken Capelle  
Jeremy Gretzinger  
Lowel Hammett  
Kathy Luebke  
Theresa Serrano

PLANNING, DEVELOPMENT & ZONING COMMITTEE

Ordinance Approving Zone Change – Peebles  
Page 2

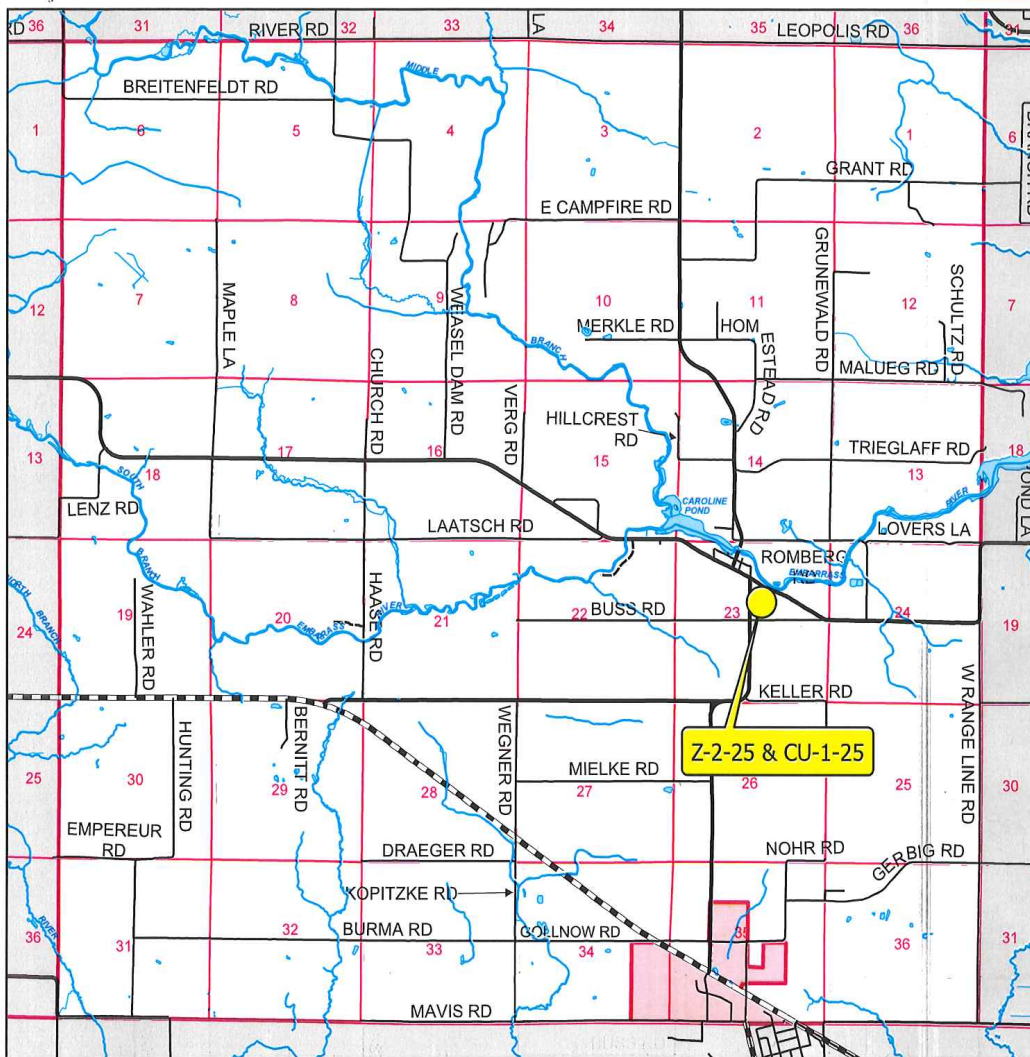
Vote: 5 Yes; 0 No; 0 Absent;

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of Board members present.  
Larenda Maulson - Corporation Counsel

# T26N, R13E Town of Grant



- Cities
- Villages
- Towns
- Sections
- ~ Waterbodies
- ~ Federal/State Highways
- ~ County Highways
- ~ Town/Municipal Roads
- ~ Private Roads
- ~ Railroad

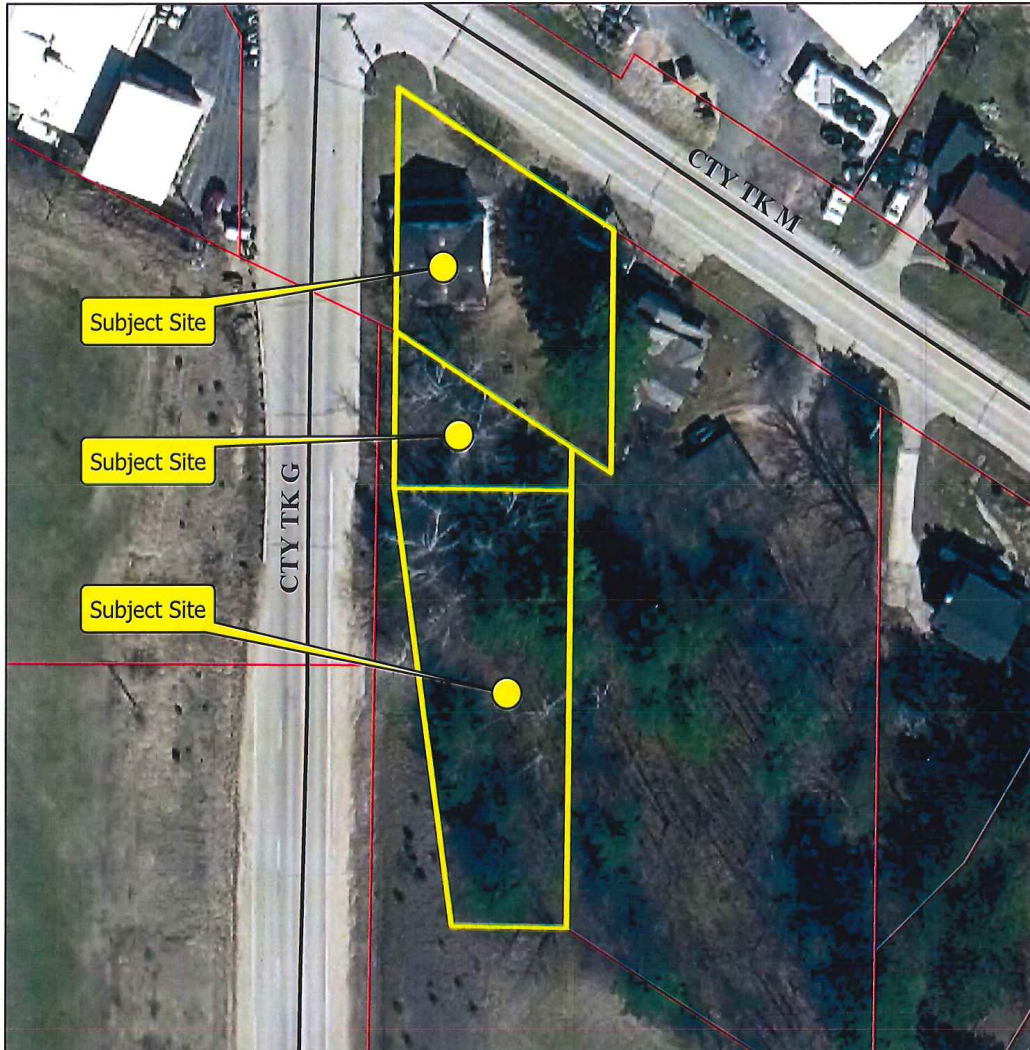
Information depicted on this map was interpreted from digital orthophotography and various other land records. An attempt was made to accurately represent the information shown hereon, however, recent changes in the physical and cultural landscape many not be represented. This map is intended for planning and general use only. Please refer to the original source documents for detailed information. If you have any questions or discover any discrepancies on this map, please contact the Shawano County Technology Services Dept. 715-526-4614.



<b>Shawano County</b>				29-11	29-12		
				28-11	28-12	28-13	28-14
27-11	27-12	27-13	27-14	27-15	27-16	27-17	27-18
26-11	26-12	26-13	26-14	26-15	26-16	26-17	26-18
				25-16	25-17	25-18	



# Z-2-25 & CU-1-25 Peebles



Shawn T Peebles request zone change on 3 parcels from the R-R, Rural Residential Zoning District to H, Hamlet Zoning District AND conditional use permit to establish an Outdoor Sales, Display, or Repair (land use) on the 3 parcels for parking and display of merchandise for Caroline Motorsports, located and described as Lots 1, 2 & 3 of Malueg's Addition to the Village of Caroline, tax parcel #'s 018-45250-0000, 018-45250-0010 & 018-45250-0020, property address N3596 County G Road in the Town of Grant.

- Subject Parcels
- Parcels
- Municipal Boundary
- Waterbodies
- Federal/State Highways
- County Highways
- Town/Municipal Roads
- Private Roads
- Railroad



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**Ordinance No. 4-25**

**To Amend the Shawano County Zoning Ordinance on Certain Property in the Town of Aniwa (Property of Scott and Alex Hultman)**

**Whereas**, the Aniwa Town Board, acting on recommendation of its Planning Commission, recommends approval of a zone change request for Scott and Alex Hultman; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee held a public hearing on January 8, 2025 for a zone change request; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee at said public hearing on January 8, 2025, when considering the approval of said zone change request, did find the zone change request to be consistent with the overall purpose and intent of the Shawano County Zoning Ordinance; and

**Whereas**, the Shawano County Planning, Development & Zoning Committee did find that a change in the zoning to accommodate the owner's desire for additional development will not unnecessarily burden or interfere with the surrounding properties and recommends approval.

**Now, therefore, be it ordained by the Shawano County Board of Supervisors**, in session this 22<sup>nd</sup> day of January 2025, that it approves the amendment concerning the zone change as follows:

**Z-1-25:** Scott and Alex Hultman request zone change on a 2 acre parcel from FP, Farmland and Forest Preservation Zoning District to A-R, Agricultural Residential Zoning District pursuant to the Shawano County Zoning Ordinance No. 7-14, Section X.2.01(1), Table X.2.02 to Section X.3.01(2), Table X.3.02 and Section X.9.03(287) for the purpose of constructing a new single family dwelling. Property is located and described as being part of the SE 1/4 of the NW 1/4 of Section 34, T29N R11E commencing at the North 1/4 corner of Section 34; thence S0°02'31"E, 1974.80 feet along the East line of the NW 1/4 of Section 34 to the point of beginning of the parcel herein described; thence continuing S0°02'31"E, 350.00 feet along the East line of the NW 1/4 of Section 34; thence S89°56'40"W, 249.00 feet; thence N0°02'31"W, 350.00 feet; thence N89°56'40"E, 249.00 feet to the East line of the NW 1/4 of Section 34 and the point of beginning herein described. Part of parent parcel #006-34240-0000. Town of Aniwa. Property address: N9951 Sugar Bush Road.

**Be it further ordained**, that this Ordinance shall be in full force and effect in the Town of Aniwa upon approval by the Shawano County Board of Supervisors, and publication per State Statute 59.14 and 66.0103; and

**Be it finally ordained**, that the Shawano County Clerk be directed to forward a certified copy of this ordinance to the Town of Aniwa, and the Shawano County Zoning Administrator.

Ordinance Approving Zone Change – Hultman  
Page 2

Submitted by,  
Ken Capelle  
Jeremy Gretzinger  
Lowel Hammett  
Kathy Luebke  
Theresa Serrano  
PLANNING, DEVELOPMENT & ZONING COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent;

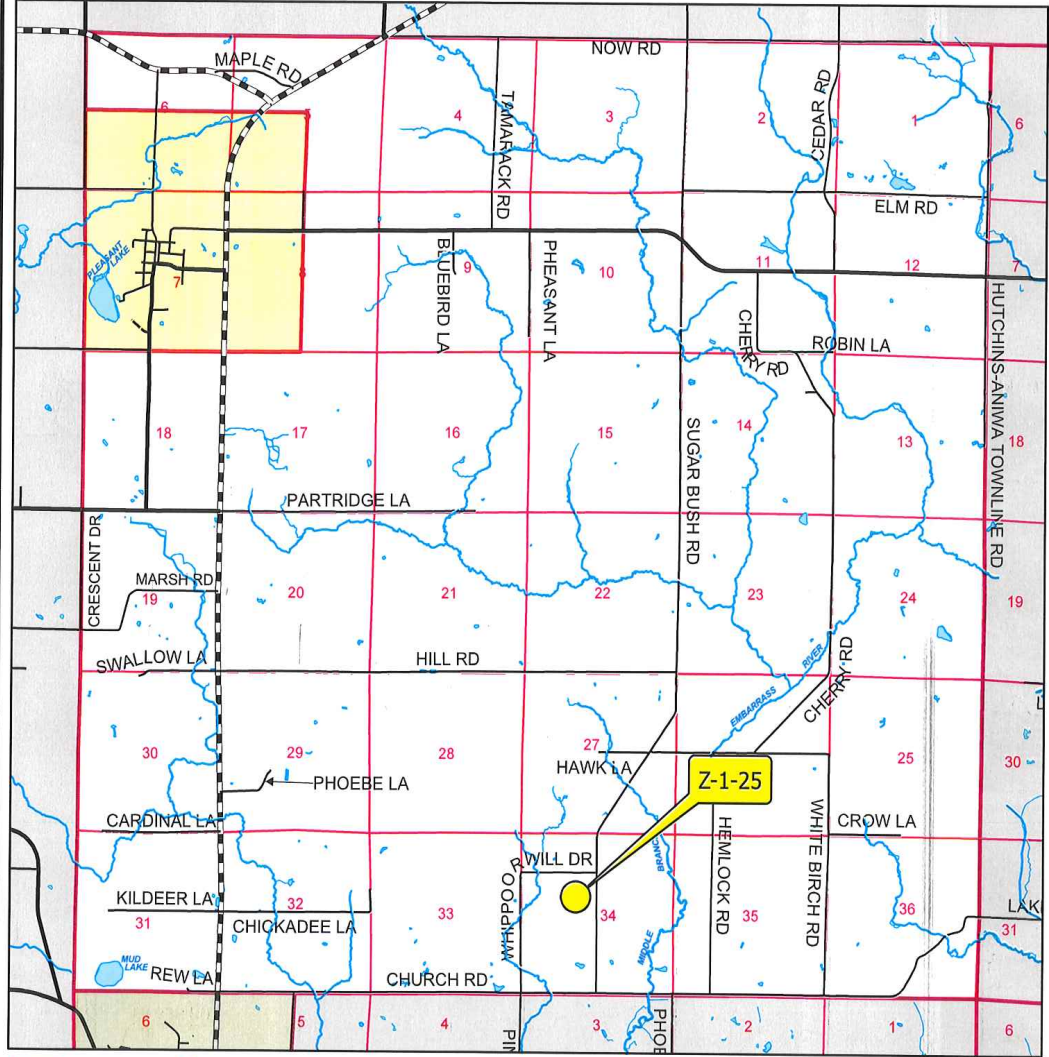
FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of Board members present.  
Larenda Maulson - Corporation Counsel



# T29N, R11E Town of Aniwa



- Cities
- Villages
- Towns
- Sections
- ~ Waterbodies
- ~ Federal/State Highways
- ~ County Highways
- ~ Town/Municipal Roads
- ~ Private Roads
- ~ Railroad

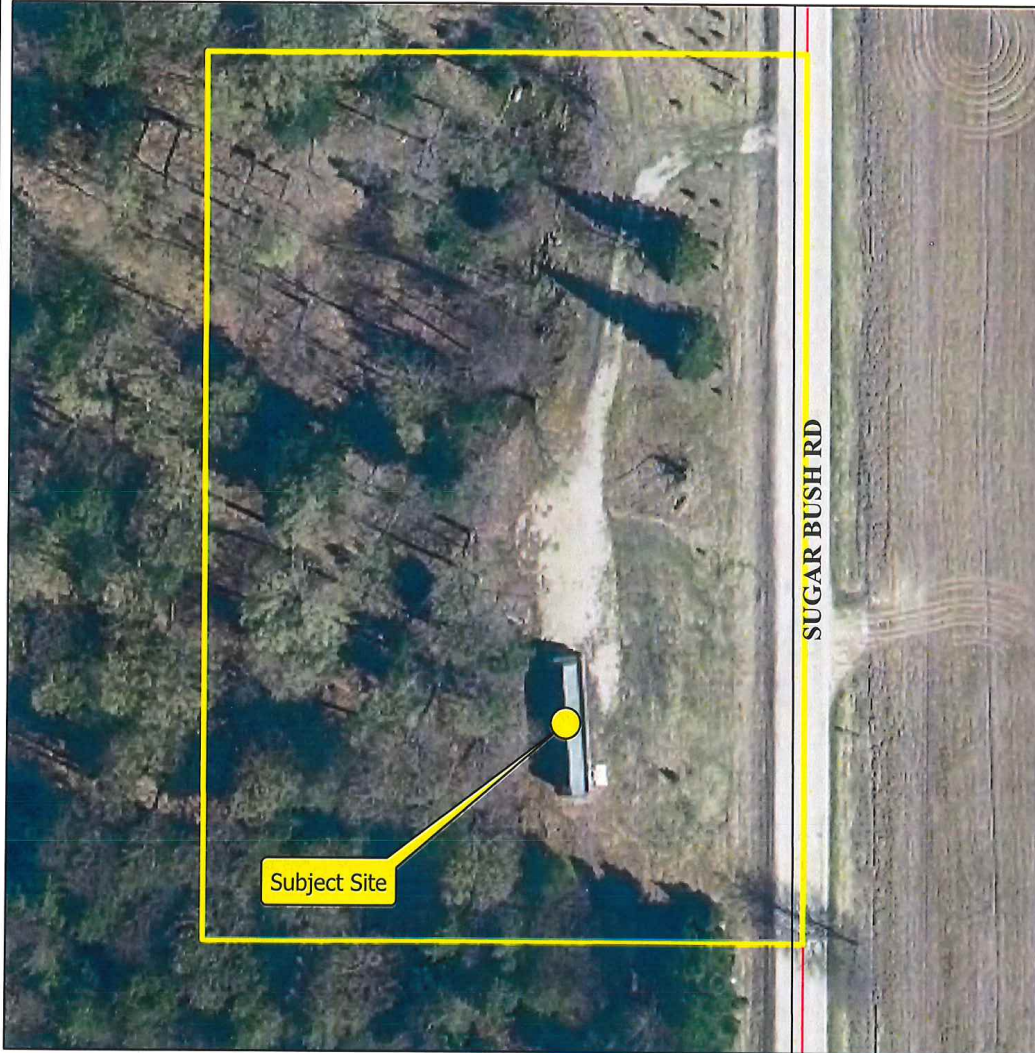
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<b>Shawano County</b>		29-11	29-12				
		28-11	28-12	28-13	28-14		
27-11	27-12	27-13	27-14	27-15	27-16	27-17	27-18
26-11	26-12	26-13	26-14	26-15	26-16	26-17	26-18
					25-16	25-17	25-18



## Z-1-25 Hultman



Scott and Alex Hultman request zone change on a 2-acre parcel from FP, Farmland and Forest Preservation Zoning District to A-R, Agricultural Residential Zoning District for the purpose of constructing a single family dwelling to be located in Section 34, located at N9951 Sugar Bush Road in the Town of Aniwa.

- Subject Parcel
- Parcels
- Municipal Boundry
- Waterbodies
- Federal/State Highways
- County Highways
- Town/Municipal Roads
- Private Roads
- Railroad



Information depicted on this map was interpreted from digital orthophotography and various other land records. An attempt was made to accurately represent the information shown hereon, however, recent changes in the physical and cultural landscape many not be represented. This map is intended for planning and general use only. Please refer to the original source documents for detailed information. If you have any questions or discover any discrepancies on this map, please contact the Shawano County Technology Services Dept. 715-526-4614.

**Ordinance No. 5-25**

**To Adopt an Update to the Shawano County Comprehensive Plan**

The County Board of Shawano County, Wisconsin does ordain as follows:

**Section 1.** Shawano County is authorized to adopt, amend, and update a comprehensive plan as defined in Sections 66.1001(1)(a) and 66.1001(2), Wisconsin Statutes. Section 66.1001(4), establishes the required procedure for a county government to update a comprehensive plan once adopted, and Section 66.1001(2)(i) requires a comprehensive plan update at least once every ten years. On January 29, 2009, the Shawano County Board of Supervisors adopted the Shawano County Comprehensive Plan under Section 66.1001(4), Wisconsin Statutes.

**Section 2.** Pursuant to Section 66.1001(4), Wisconsin Statutes, on October 18, 2013, Shawano County amended its Comprehensive Plan and integrated an updated Farmland Preservation Plan within the Shawano County Comprehensive Plan.

**Section 3.** On October 2, 2024, the County Planning and Development Department held a public informational meeting to inform residents about the County's Amended Comprehensive Plan, and included Farmland Preservation Plan updates, present the draft goals, objectives and key policies/recommendations, take comments and answer questions, and described the plan adoption process.

**Section 4.** The Planning, Development and Zoning Committee held a public hearing on the update to the Shawano County Comprehensive and Farmland Preservation Plan, in compliance with Section 66.1001(4)(d), Wisconsin Statutes, and following such hearing considered public comments, and resolved and voted to approve the recommended update as set forth herein. The Shawano County Board has duly considered those recommendations.

**Section 5.** The Shawano County Planning, Development and Zoning Committee is authorized by State Statutes to recommend, by adoption of Resolution 38-24, said amendments to the Shawano County Comprehensive and Farmland Preservation Plan.

**Section 6.** The County Board of Shawano County, Wisconsin, does, by enactment of this ordinance, formally adopt the "Shawano County Comprehensive and Farmland Preservation Plan" with an amended date of January 22, 2025, on the cover page, pursuant to Section 66.1001(4)(c), Wisconsin Statutes – a copy of which is on file at the County Clerk's office and Planning and Development Department.

To Adopt an Update to the Shawano County Comprehensive Plan  
Page 2

**Section 7.** This ordinance shall take effect upon passage by a majority vote of the County Board and publication/posting as required by law.

Submitted by,  
Ken Capelle  
Jeremy Gretzinger  
Lowel Hammett  
Kathy Luebke  
Theresa Serrano  
PLANNING, DEVELOPMENT & ZONING COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent;

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the members-elect.  
Larenda J. Maulson - Corporation Counsel

CLERKS NOTE: This was adopted by Res. No. 38-24, the State required it to be adopted by an Ordinance (Ord. No. 5-25).

<b>December Meetings Paid in January</b>			
<b>Committee Meetings</b>	<b>Mileage</b>	<b>Per Diem</b>	<b>Grand Total</b>
<b>Ad Hoc Building Committee</b>	<b>90.45</b>	<b>300</b>	<b>390.45</b>
Matt Pleshek	12.73	75	87.73
Randy Mallmann	3.35	75	78.35
Thomas Kautza	60.3	75	135.3
Greg Strayer	14.07	75	89.07
<b>ADRC Committee</b>	<b>79.06</b>	<b>280</b>	<b>359.06</b>
Anne Miller	10.72	70	80.72
Carolyn Barke	30.82	70	100.82
Forrest Perez	18.76	70	88.76
Lynnell Perez	18.76	70	88.76
<b>Ag. &amp; Ext Education, Cty Farm &amp; Cty Fair</b>	<b>108.54</b>	<b>525</b>	<b>633.54</b>
Curtis Naja	2.01	75	77.01
Joseph Miller	34.84	75	109.84
Lynn Tober-Steinke	14.07	75	89.07
Randy Young	1.34	75	76.34
Robert Rigsby	56.28	225	281.28
<b>Board of Health</b>	<b>76.38</b>	<b>450</b>	<b>526.38</b>
Denise Gilane	14.74	75	89.74
Kenneth Capelle	13.4	75	88.4
Lynn Hollar	14.74	75	89.74
Michael Wizner	2.68	75	77.68
Rudolph Reiter	10.72	75	85.72
Susan Giese	20.1	75	95.1
<b>Community Services Advisory Committee</b>		<b>75</b>	<b>75</b>
Kathy Stoltenow		75	75
<b>Executive Committee</b>	<b>144.05</b>	<b>375</b>	<b>519.05</b>
Kathleen Luebke	28.81	75	103.81
Kenneth Capelle	13.4	75	88.4
Randy Young	1.34	75	76.34
Thomas Kautza	60.3	75	135.3
William Switalla	40.2	75	115.2
<b>Highway &amp; Parks Maintenance Committee</b>	<b>92.46</b>	<b>300</b>	<b>392.46</b>
Dennis Knaak	53.6	75	128.6
Randy Mallmann	3.35	75	78.35
Richard Giese	18.09	75	93.09
Terry Tipton	17.42	75	92.42
<b>Housing Authority</b>	<b>53.6</b>	<b>75</b>	<b>128.6</b>
Dennis Knaak	53.6	75	128.6
<b>Human Services Board</b>	<b>127.3</b>	<b>525</b>	<b>652.3</b>
Dennis Knaak	53.6	75	128.6
Kathy Stoltenow	2.68	75	77.68
Lynn Tober-Steinke	14.74	75	89.74

Michael Wizner	1.34	75	76.34
Thomas Madsen	9.38	75	84.38
William Switalla	40.2	75	115.2
James Leuenberger	5.36	75	80.36
<b>ITBEC</b>		<b>75</b>	<b>75</b>
James Przybylski		75	75
<b>Land Conservation</b>	<b>39.53</b>	<b>375</b>	<b>414.53</b>
Curtis Naja		75	75
Joseph Miller		75	75
Kathleen Luebke	28.81	75	103.81
Lynn Tober-Steinke		75	75
Martin Elmer	10.72	75	85.72
<b>Library Board</b>	<b>193.63</b>	<b>600</b>	<b>793.63</b>
Annelies Hartwig	0.67	75	75.67
Emily Gardner	55.61	75	130.61
Gina Shatters	12.06	75	87.06
Kimberly Leffel	1.34	75	76.34
Linda Kreklow	36.18	75	111.18
Marsha Hoeffs	2.68	75	77.68
Sharon Beversdorf	39.53	75	114.53
Jeffery Steig	45.56	75	120.56
<b>Local Emergency Planning Committee</b>	<b>17.42</b>	<b>75</b>	<b>92.42</b>
Terry Tipton	17.42	75	92.42
<b>Nicolet Library Board</b>		<b>75</b>	<b>75</b>
Marsha Hoeffs		75	75
<b>NTC Board</b>	<b>33.5</b>	<b>75</b>	<b>108.5</b>
Thomas Kautza	33.5	75	108.5
<b>PACE</b>		<b>75</b>	<b>75</b>
James Przybylski		75	75
<b>Planning, Development &amp; Zoning Committee</b>	<b>107.2</b>	<b>375</b>	<b>482.2</b>
Jeremy Gretzinger	9.38	75	84.38
Kathleen Luebke	28.81	75	103.81
Kenneth Capelle	13.4	75	88.4
Theresa Serrano	42.88	75	117.88
Lowell Hammett	12.73	75	87.73
<b>Public Property Committee</b>	<b>196.31</b>	<b>675</b>	<b>871.31</b>
Allan Kuhn	20.1	150	170.1
Randy Young	1.34	150	151.34
Richard Giese	18.09	75	93.09
Steven Natzke	36.18	150	186.18
Thomas Kautza	120.6	150	270.6
<b>Public Safety Committee</b>	<b>101.84</b>	<b>375</b>	<b>476.84</b>
Jeremy Gretzinger	9.38	75	84.38
Randy Young	1.34	75	76.34
Russell Gehm	12.06	75	87.06

Steven Natzke	36.18	75	111.18
Theresa Serrano	42.88	75	117.88
<b>SCEPI</b>		<b>75</b>	<b>75</b>
Annelies Hartwig		75	75
<b>Solid Waste Management Board</b>	<b>129.31</b>	<b>525</b>	<b>654.31</b>
Allan Kuhn	10.05	75	85.05
Bruce Milavitz	1.34	75	76.34
James Przybylski	28.14	75	103.14
John Stezenski	10.72	75	85.72
Mark Braun	1.34	75	76.34
Terry Tipton	17.42	75	92.42
Thomas Kautza	60.3	75	135.3
<b>Grand Total</b>	<b>1590.58</b>	<b>6280</b>	<b>7870.58</b>

### December Accounts Listing

Vendor	Description	Amount
Committee's Payroll	Month of November paid in December	8,740.29
Wisconsin County Mut	2025 WORK COMP INSURANCE	123,145.00
Motorola Solutions	2025 Spillman mnt LAW/JAIL/SPD/STKPD	118,103.87
Prime Coat II, LLC	final inv jail shower project	64,250.00
Shawano Municipal Ut	NOV 2024 UTILITIES	42,714.21
Diverse Options, Inc	2024 Ford E-450 Bus	34,800.00
Wisconsin University	second half contracted staff 2024	34,529.08
Clinical Data Soluti	2025 TCM maintenance/DHS	22,860.00
Eis Michael Johannes	PSYCHIATRIC SERVICES DECEMBER 2024	22,580.00
Norris, Inc.	Residential Child Care	19,882.80
ThedaCare	Nov 2024 B-3 OT-PT-ST	18,513.00
Heartland Business S	HBSFlex Services/TS	12,000.00
Motorola Solutions	All Band Consolette	11,166.50
Willow Creek Behavio	JG Inpatient 09-25-24 - 10-03-24	10,914.03
Quadient Finance	prepay wire transfer	10,000.00
Heartland Business S	Milestone Renewal/DHS	9,178.96
Jan-Pro Franchise	DECEMBER JANITORIAL SERVICES 12/1/24 - 12/31/24	8,445.00
Peace of Mind Group	Group Home	7,832.70
JOSEPH L TYCZKOWSKI	Wisconsin Fund Grant	7,000.00
Shawano Auto Sales	#31 REPAIR	6,383.45
CORE Treatment	MALE PEER SERVICES	6,324.75
Shawano Auto Sales	#9 REPAIR	6,157.25
Cloudpoint Geospatia	2024 GIS consulting	5,400.00
Shawano Auto Sales	#20 REPAIR	5,350.70
CORE Treatment	OCTOBER CCS SERVICES	5,317.12
		<b>621,588.71</b>

### November Meetings Paid in December

Row Labels	Mileage - Per Diem	Per Diem	Grand Total
<b>Board of Health</b>	<b>76.38</b>	<b>450</b>	<b>526.38</b>
Denise Gilane	14.74	75	89.74
Kenneth Capelle	13.40	75	88.40
Lynn Hollar	14.74	75	89.74
Michael Wizner	2.68	75	77.68
Rudolph Reiter	10.72	75	85.72
Susan Giese	20.10	75	95.10
<b>City/County Transportation</b>	<b>53.60</b>	<b>225</b>	<b>278.60</b>
Dennis Knaak	53.60	75	128.60
James Przybylski		75	75.00
Michael Wizner		75	75.00
<b>Commission on Aging</b>	<b>75.04</b>	<b>300</b>	<b>375.04</b>
Jeanne Cronce	1.34	75	76.34
June Erdmann	32.16	75	107.16
Michael Wizner	1.34	75	76.34
William Switalla	40.20	75	115.20
<b>County Board Meeting</b>	<b>389.94</b>	<b>1840</b>	<b>2,229.94</b>
Allan Kuhn	10.05	80	90.05
Annelies Hartwig	0.67	80	80.67
Curtis Naja	2.01	80	82.01
Dennis Knaak	53.60	80	133.60
Jacob Hartwig	0.67	80	80.67
James Przybylski	28.14	80	108.14
Jeremy Gretzinger	9.38	80	89.38
Kathleen Luebke	28.81	80	108.81
Kenneth Capelle	13.40	80	93.40
Kimberly Leffel	1.34	80	81.34
Lowel Hammett	12.73	80	92.73
Lynn Tobber-Steinke	14.07	80	94.07
Martin Elmer	10.72	80	90.72
Matt Pleshek	12.73	80	92.73
Michael Wizner	2.01	80	82.01
Randy Mallmann	3.35	80	83.35
Randy Young	1.34	80	81.34
Raymond Rigsby	18.76	80	98.76
Russell Gehm	12.06	80	92.06
Steven Natzke	36.18	80	116.18

Terry Tipton	17.42	80	97.42
Thomas Kautza	60.30	80	140.30
William Switalla	40.20	80	120.20
<b>Executive Committee</b>	<b>144.05</b>	<b>375</b>	<b>519.05</b>
Kathleen Luebke	28.81	75	103.81
Kenneth Capelle	13.40	75	88.40
Randy Young	1.34	75	76.34
Thomas Kautza	60.30	75	135.30
William Switalla	40.20	75	115.20
<b>Highway &amp; Parks Committee</b>	<b>74.37</b>	<b>225</b>	<b>299.37</b>
Dennis Knaak	53.60	75	128.60
Randy Mallmann	3.35	75	78.35
Terry Tipton	17.42	75	92.42
<b>Human Services Board</b>	<b>146.06</b>	<b>525</b>	<b>671.06</b>
Dennis Knaak	53.60	75	128.60
Kathy Stoltenow	2.68	75	77.68
Lynn Tober-Steinke	14.74	75	89.74
Michael Wizner	1.34	75	76.34
Robert Krause	24.12	75	99.12
Thomas Madsen	9.38	75	84.38
William Switalla	40.20	75	115.20
<b>Land Conservation</b>	<b>90.45</b>	<b>375</b>	<b>465.45</b>
Curtis Naja	2.01	75	77.01
Joseph Miller	34.84	75	109.84
Kathleen Luebke	28.81	75	103.81
Lynn Tober-Steinke	14.07	75	89.07
Martin Elmer	10.72	75	85.72
<b>LEO Board</b>	<b>28.14</b>	<b>75</b>	<b>103.14</b>
James Przybylski	28.14	75	103.14
<b>Library Board</b>	<b>107.87</b>	<b>450</b>	<b>557.87</b>
Emily Gardner	55.61	75	130.61
Gina Shatters	12.06	75	87.06
Jeff Steig		75	75.00
Kimberly Leffel	1.34	75	76.34
Linda Kreklow	36.18	75	111.18
Marsha Hoeffs	2.68	75	77.68
<b>PD &amp; ZCommittee</b>	<b>107.20</b>	<b>375</b>	<b>482.20</b>
Jeremy Gretzinger	9.38	75	84.38
Kathleen Luebke	28.81	75	103.81
Kenneth Capelle	13.40	75	88.40

Lowel Hammett	12.73	75	87.73
Theresa Serrano	42.88	75	117.88
<b>Public Property Committee</b>	<b>125.96</b>	<b>375</b>	<b>500.96</b>
Allan Kuhn	10.05	75	85.05
Randy Young	1.34	75	76.34
Richard Giese	18.09	75	93.09
Steven Natzke	36.18	75	111.18
Thomas Kautza	60.30	75	135.30
<b>Public Safety Committee</b>	<b>164.78</b>	<b>312.06</b>	<b>476.84</b>
Jeremy Gretzinger	9.38	75	84.38
Randy Young	1.34	75	76.34
Russell Gehm	75.00	12.06	87.06
Steven Natzke	36.18	75	111.18
Theresa Serrano	42.88	75	117.88
<b>Shawano County Housing Authority</b>	<b>53.60</b>	<b>75</b>	<b>128.60</b>
Dennis Knaak	53.60	75	128.60
<b>Solid Waste Management Board</b>	<b>173.53</b>	<b>675</b>	<b>848.53</b>
Allan Kuhn	10.05	75	85.05
Bruce Milavitz	1.34	75	76.34
James Przybylski	28.14	75	103.14
John Stezenski	10.72	75	85.72
Mark Braun	1.34	75	76.34
Steven Gueths	8.04	75	83.04
Steven Natzke	36.18	75	111.18
Terry Tipton	17.42	75	92.42
Thomas Kautza	60.30	75	135.30
<b>Tribal Affairs Committee</b>	<b>52.26</b>	<b>225</b>	<b>277.26</b>
Kimberly Leffel	1.34	75	76.34
Martin Elmer	10.72	75	85.72
William Switalla	40.20	75	115.20
<b>Grand Total</b>	<b>1,863.23</b>	<b>6877.06</b>	<b>8,740.29</b>

### November Accounts Listing

Vendor	Description	Amount
Committee's Payroll	Month of October paid in November	11,130.66
Applied Concepts Inc	RADAR - SALES ORDER # 305920	6,386.00
Command Central LLC	Programming for November Election	21,149.95
Command Central LLC	Ballots for November Elections	18,738.20
Jan-Pro Franchise	November Janitorial Services 11/1/24 - 11/30/24	8,445.00
Norris, Inc.	Residential Child Care	20,545.56
Peace of Mind Group	Group Home	8,093.79
Shawano Auto Sales	#17 REPAIR	7,088.00
Shawano City Cab	PUNCH CARDS FOR 2025 (400)	14,000.00
Shawano City Cab	OCTOBER TAXI TICKETS (134/1388)	5,231.50
STEVEN J ONESTI	COST SHARE	13,846.00
Wellpath LLC	monthly med services/jail	49,070.00
		<b>183,724.66</b>

# 2024 ANNUAL REPORT



## Shawano County Technology Services

**Address:** 311 North Main Street, Shawano, WI 54166

**Phone:** (715) 526-4615

### Technology Services Mission Statement

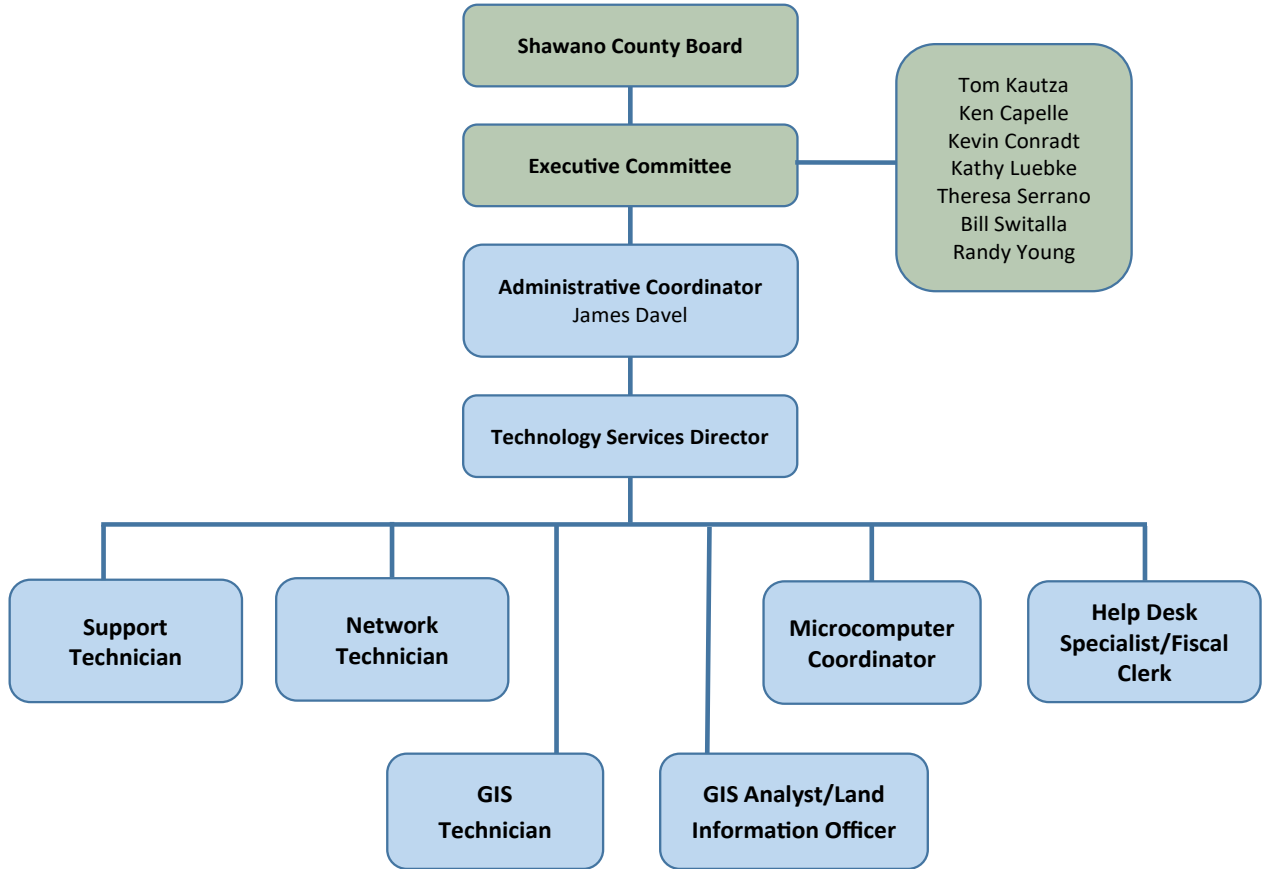
To provide technology services in support of Shawano County's business needs. Every area of County operations is affected by technology. Our objective is to supply the necessary tools in providing a better service to the taxpayer at a cost-effective price.

These services include, but are not limited to:

- Technical services and support for technology infrastructure
- Strategic Planning
- Systems Design, Configuration, and Implementation
- Telecommunications
- Project Management
- Cybersecurity
- Training

The scope of these services range from Technology Services Management to Geographic Information Systems. This encompasses areas of cartography, financial information, jail administration, law enforcement, case management, property listing and taxation, public health, zoning and sanitation as well as other areas in county government.

## Organizational Chart



### Technology Services Staff

Technology Services Director .....	Matt Hietpas
Help Desk Specialist/Fiscal Clerk .....	Angela Kort
Network Technician.....	Marguerite Greismer
Microcomputer Coordinator .....	Patrick Heath
Support Technician.....	Kyle Gast
GIS Analyst/Land Information Officer.....	Joe Martell
GIS Technician .....	Nathan Wehrle

## Services Provided

### HelpDesk Services

The Help Desk provides preliminary support for all inquires relating to technology issues by replying to in-coming calls and emails, resolving issues, or routing the inquiry to the appropriate T.S. staff member. In some cases, this may require going directly to the source of the problem to assess and/or resolve the issue. Types of help inquires include, questions or problems relating to the large variety of software applications, hardware, networking, internet, printing and communication issues. Information on help requests is maintained in a help desk request ticketing application in order to provide accurate data for reporting and call tracking of our services.

### Support Services

The Technology Services Department provides all technology that users need to efficiently complete their job duties. Some of these pieces of hardware supported include: laptops, computers, monitors, laptops, tablets, and any other connected peripherals (Examples: keyboards, cameras, scanners, printers, speakers, microphones, etc.).

We also install/troubleshoot/support/maintain the software used by all users on the County Network. This includes Microsoft Windows O/S, Microsoft Office suite, Web Browsers, Antivirus, IMS/21, Adobe Acrobat, etc. We also install and support software used by specific departments, such as Spillman, HVAC software, RecordEase, Ascent, AutoCAD, State applications/websites, ESRI, MUNIS, TCM, eWISACWIS, and many other applications.

### Network Services

Provides technical services and support for technology infrastructure including but not limited to servers, cloud systems, connectivity, telecommunications, video security systems, and end user device integration for all County departments and operations. Internet connectivity for many devices including but not limited to HVAC, environmental sensors, and integrations to cloud environments. Performs technology risk assessments and audits related to all technology assets and cybersecurity needs.

## Services Provided

### Telephone Communication Services

The majority of the County telephones utilize the County owned VOIP (Voice over IP) telephone system. This system was implemented to allow more functionality, simpler internal support/management, and to increase interoperability for users and integrations with other systems. It also allows a lower total cost of ownership and user fees for the County compared to traditional Centrex. We also are the point of contact for County departments' cellular phones and any centrex needs for faxing or overhead paging.

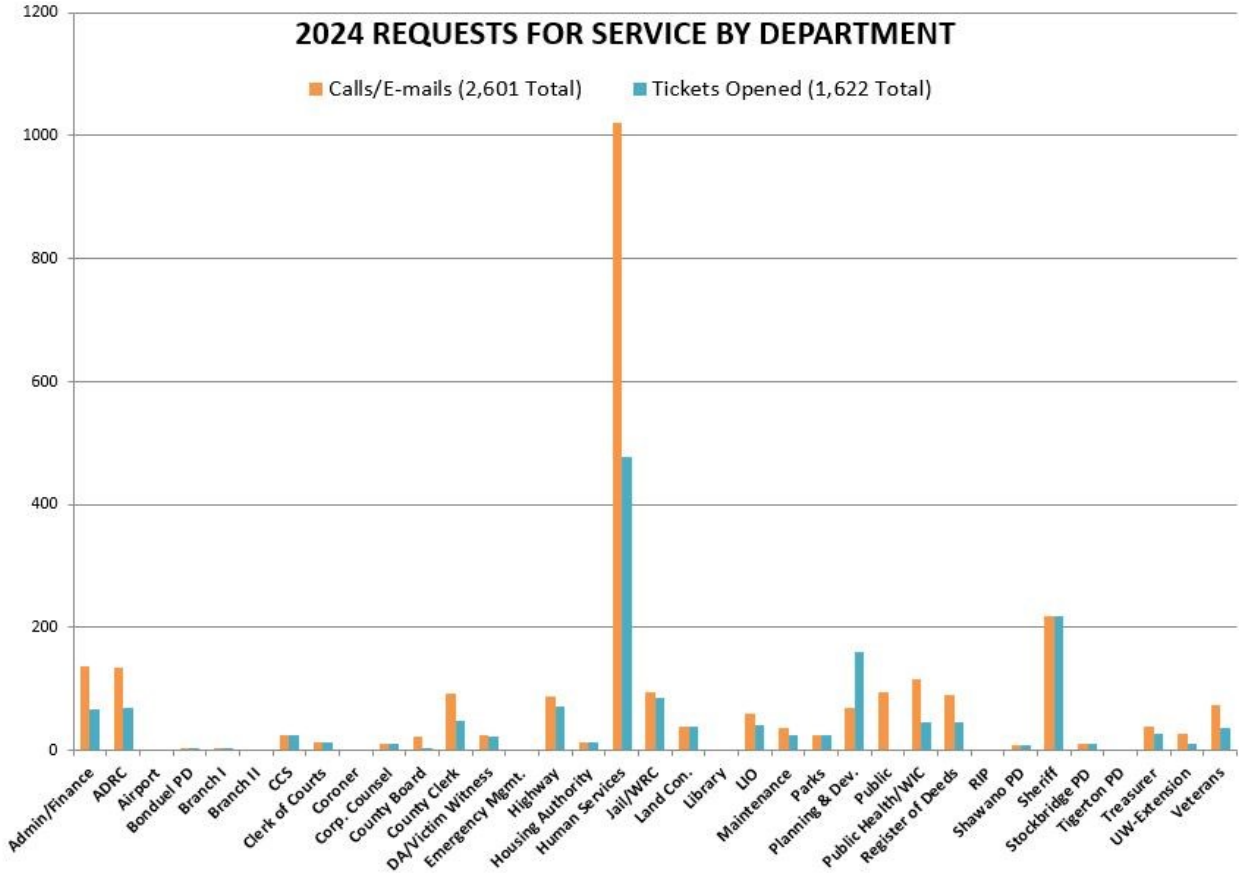
### Web Services

The Shawano County website is at: <https://www.co.shawano.wi.us>. This site allows easy access to a variety of County services and also keeps the public informed of current County issues/news along with providing committee/board information. The website serves various purposes that allow a centralized means of communication and access to information and data. Expanding online services help provide information electronically to the public in a more timely way ranging from online forms to property tax details and GIS mapping.

### GIS Services

Responsible for the development and maintenance of the County's GIS (Geographic Information System) databases ranging from Zoning to the Communication Center 911 mapping services. This includes researching necessary source documents and the automation of existing manual procedures. We maintain the necessary geographic information and analysis through the use of ESRI software, Windows SQL Server, digitizer, and other related hardware and software. Providing programs to streamline data entry and access to Shawano County's geographic data, one example is GIS Web Mapping which is accessed from the County website for all public to use. Other GIS services include: importing and/or converting of data supplied by other departments, agencies, etc. into usable formats, GPS consultation, data collection, conversion and exports. Project management and support for GIS related activities include customized mapping, printing, air photo and satellite imagery interpretation. We also educate users in the use of Shawano County's GIS system and related applications.

## Technology Services Summary



### Hardware Counts as of 12/31/24

	PCs	Laptops	Printers	Scanners
<b>County Devices Serviced</b>	184	192	115	36
<b>ADRC</b>	2	22	4	0
<b>TOTAL</b>	<b>186</b>	<b>214</b>	<b>119</b>	<b>36</b>

## County Board Meeting Date: February 26, 2025

Per Resolution No. 228-80, adopted on March 11, 1980 by the Shawano County Board of Supervisors, minutes of all committees and commissions are to be included with agenda as per request.

<b><u>Committee</u></b>	<b><u>Meeting Date/Page</u></b>			
	<b>Date</b>	<b>Page</b>	<b>Date</b>	<b>Page</b>
ADRC Executive Committee	<b>2/10</b>	<b>1</b>		
Ag & Extension Committee	<b>2/6</b>	<b>4</b>		
Board of Health/Veterans Service Committee	<b>1/20</b>	<b>7</b>		
Commission on Aging	<b>1/16</b>	<b>9</b>		
Criminal Justice Coordinating Council	<b>12/17</b>	<b>12</b>		
Ethics Committee	<b>1/23</b>	<b>14</b>		
Executive Committee	<b>1/15</b>	<b>16</b>	<b>1/29</b>	<b>20</b>
Highway and Parks Committee	<b>2/4</b>	<b>23</b>		
Housing Authority of Shawano County	<b>1/30</b>	<b>26</b>		
Human Services Department Board	<b>1/14</b>	<b>29</b>	<b>2/11</b>	<b>32</b>
Land Conservation Committee	<b>2/6</b>	<b>35</b>		
Planning, Development & Zoning Committee	<b>Public Hearing 2/5</b>	<b>38</b>	<b>2/5</b>	<b>29</b>
Public Property Committee	<b>2/13</b>	<b>41</b>		
Public Safety Committee	<b>2/5</b>	<b>44</b>		
Shawano County Arts Council	<b>1/16</b>	<b>46</b>		
Shawano County Highway Safety Commission	<b>1/28</b>	<b>48</b>		

Pam/word/county board/committee minutes front page



## Minutes

### **ADRC Executive Committee Meeting**

**Monday, February 10, 2025 @ 1:00 PM**  
**Shawano County Department of Human Services**  
**Building A, Room 115**  
**W7327 Anderson Ave, Shawano WI 54166**

**Members Present:** Richard Kane - Director Shawano County Human Services, Scott Shackelford - Director Oconto County Health and Human Services, Shannon Wilber - Director Menominee County Human Services

**Members Absent:** Melissa Penass - Stockbridge-Munsee Aging and Disability Services Area Manager

**Others Present:** Kim Wolfmeyer - ADRC Director, Kristine Tuma - Fiscal Support Specialist

**1. Call meeting to order.**

Called to order at 1:08 pm by Chairperson Kane.

**2. Approve minutes from previous meeting.**

Motion made by Wilber, second by Shackelford, to approve the December 9, 2024 minutes. All aye. Motion carried.

**3. Motion to deviate from the order of the agenda, if necessary.**

No action was taken to deviate from the posted agenda.

**4. Approval of accounts payable for the ADRC of the Wolf River Region.**

Motion made by Shackelford, second by Wilber, to approve the bills and vouchers as presented. All aye. Motion carried.

**5. Discussion and possible approval of the Grant Agreement between the ADRC of the Wolf River Region and the State of Wisconsin Department of Health Services for 01/01/2025 - 12/31/2025.**

The ADRC has received a grant contract agreement between the State of Wisconsin Department of Health Services and the ADRC for the time frame of 01/01/2025 - 12/31/2025. After discussion, motion made by Wilber to approve this contract. Second by Shackelford. All aye. Motion carried.

**6. Information on 2025 resource directory.**

The 2025 ADRC resource directory is now available. Staff are distributing the new directories to agencies and organizations throughout the region.

**7. Update regarding the State PeerPlace system.**

ADRC staff have been using the new PeerPlace reporting and client tracking system that was implemented by the State in November. At this time, the system does not allow tracking for Menominee County residents. Once this issue is resolved, reports can be generated to show

ADRC data for all counties within the region. The State is also offering online PeerPlace workshops that staff can attend.

**8. Information & Assistance Specialist Report.**

The ADRC has posted an upcoming job vacancy for an Information and Assistance (I&A) Specialist. Interviews for this position will begin this week.

Based on the data that is currently available in the PeerPlace system, I&A staff have had contact with 526 clients.

**9. Benefit Specialists Reports.**

Based on the data that is currently available in the PeerPlace system, the Disability Benefit Specialists have 134 cases. The average amount of time for an individual to receive a disability determination through Social Security is 291 days.

The ADRC has hired an Elder Benefit Specialist (EBS) to assist individuals living in Oconto County. This position will start at the end of February.

The current EBS worker at the ADRC is assisting individuals within all counties of the region. This worker has 130 cases. Common services provided include information on Medicare, retirement benefits, and doing outreach at local meal sites.

The Dementia Care Specialist is offering multiple educational trainings and caregiver programs. Currently, the programs being offered include boost your brain workshops, monthly Alzheimer education classes, caregiver support groups, and memory cafes.

**10. Aging and Disability Resource Center Status Report.**

Billing percent for January 2025 was 44%.

The Katie Beckett Medicaid program can now be managed online via [access.wi.gov](https://access.wi.gov). By using this online option, individuals can create an account to apply for services, check their information, upload documents, and find other helpful programs and supports.

As of January 21, the State launched the online public resource directory.

The State hosted a meeting at Shawano County Human Services that was open to all ADRCs. This meeting discussed topics such as reporting, billing, and time studies.

The State created a transition planning booklet that goes over ways an individuals can prepare for the transition from youth services to adult programs.

**11. Committee member comments or new business to be considered at a future meeting.**

Shackelford noted that the Oconto County Commission on Aging has dissolved. Individuals looking for transportation can contact Menominee Regional Transit at 1-877-648-9287. The meal sites in Oconto Falls and Mountain are up and running. Anyone looking to sign up for home delivered meals can contact Marinette County Elderly Services at 715-854-7453. The Elder Benefit Specialist for Oconto County will be employed through the ADRC of the Wolf River Region.

**12. Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, April 14, 2025 at 1:00 pm.

**13. Adjournment.**

Motion to adjourn the meeting made by Wilber. Second by Shackelford. All aye. Kane adjourned the meeting at 1:45 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist



## Minutes

### **Ag and Extension Committee Meeting**

**Thursday, February 6, 2025 @ 8:00 AM  
Shawano County Courthouse, Room 7**

**Members Present:** Joe Miller, Curtis Naja, Raymond Rigsby, Lynn Tober-Steinke, and Randy Young

**Members Absent:**

**Others Present:** Tami Goers (Extension Coordinator), Megan Suehring (4-H Positive Youth Development Educator), Stephanie Bowers (Regional Dairy Educator), Amanda Dornfeld (Area 8 Extension Director), Lori Schuettpelz (FoodWise Nutrition Education Coordinator), Ann Maas (Extension Assistant), Scott Breitrick (Shawano Area Ag Society President)

1. **Call meeting to order.**  
Chairman Miller called the meeting to order at 8:00 am.
2. **Approval of minutes from previous meeting.**  
Motion by Young, seconded by Rigsby to approve the minutes from the December 5, 2024 meeting. Motion carried 5-0.
3. **Public comment.**  
None.
4. **Motion to deviate from the order of the agenda, if necessary.**  
Motion by Tober-Steinke, seconded by Rigsby to deviate from the order of the agenda. Motion carried 5-0.

Schuettpelz and Bowers arrived at 8:10 am.

5. **Staff reports on monthly activities.**  
Written summaries presented to the board, followed by brief verbal summaries given by Megan Suehring, Stephanie Bowers, Lori Schuettpelz and Tami Goers.

Deviate to Item 7.

6. **Area 8 Director Update**  
Dornfeld updated the committee on the effects of the Federal Funding and Extension status with the actions happening with the Federal Government. The UW Division of Extension is taking a conservative approach on all spending. Out-of-state travel is being closely monitored, and director travels have been suspended. Shawano County Extension will operate as normal.

Dornfeld informed the group that there has been a clerical change to Suehring's title.

Suehring has been involved in both the Positive Youth Development and Health and Well Being Institutes. Suehring is going to focus her work efforts on Positive Youth Development which incorporates the Health and Well Being but will free Suehring from additional meetings and administrative tasks.

**7. Shawano Area Agricultural Society update.**

Rigsby updated the committee with the new Area Agriculture Society (Ag Society) members.

Discussion was had around the clay make-up of the racetrack. Rigsby and Breitrack discussed options of replacing the clay on the racetrack with clay from the Shawano County Borrow site.

Discussion was had on the possible shortening of the track. Breitrack mentioned that if changing the track, the Core of Engineering would possibly need to be involved which could get costly.

Rigsby shared that the Ag Society had questions around who insures the different assets that are housed at the fairgrounds. Goers had asked the question to the Finance Director who was checking into this for her. Goers stated that this is the importance of having a Memorandum of Understanding (MOU) with the Ag Society. Suehring shared that the Division of Extension has general Mou's that Shawano County could modify to use rather than beginning the process from scratch. The committee requested that MOU's and answers regarding to the insuring assets be brought to future meetings.

**8. Discussion and possible action on approval of Fair Grounds Maintenance Projects.**

Breitrack informed the committee that they are looking to put together a list of the fair buildings that need repair. He will bring this to a future meeting.

He stated that the Ag Society is looking to concrete the coliseum. Discussion was had by the Ag Society to convert the coliseum to housing animals and the current East Dairy Barn into the coliseum. Ag Society members are looking to get bids for this project.

Breitrack spoke on replacing the lights in the Commercial Building. It was discussed to put LED lights in that building to improve efficiency and brightness. It was recommended to get a bid for replacing them exactly as is and also with LED lights so that the committee can compare the costs.

**9. Correspondence**

None.

**10. New business that is requested for future committee consideration.**

Memorandum of Understanding with Ag Society regarding insurance and assets.  
Bids for lighting in the Commercial Building and concrete for the Coliseum.

Dornfeld arrived at 8:35 am.

Breitrack left at 8:35 am.

**11. Set next meeting date.**

Thursday, March 13, 2025 at 8:00 am.

Deviate back to Item 6.

**12. Adjournment.**

Motion by Young, seconded by Naja to adjourn meeting at 8:50 am. Motion carried 5- 0

Recorded by: Tami Goers, Extension Coordinator



## Minutes

### **Board of Health/Veterans Service Committee Meeting**

**Monday, January 20, 2025 @ 9:00 AM  
Shawano County Courthouse, Room 7**

**Members Present:** Ken Capelle, Sue Giese, Denise Gilane, Lynn Hollar, Rudolph Reiter, and Mike Wizner

**Members Absent:** Jennifer Winkler

**Others Present:** Nick Mau, Paul Pionke, Amanda VanderHeiden, Jen Steinbach

**1 Call meeting to order.**

Meeting called to order by Chairman Wizner at 9:00 am. Quorum present.

**2 Silent meditation and Pledge of Allegiance.**

**3 Approve minutes from previous meeting.**

Motion by Hollar and seconded by Reiter to approve minutes from the previous meeting. All in favor and motion carried.

**4 Motion to deviate from the order of the agenda, if necessary.**

Motion by Capelle and seconded by Gilane to deviate from the order of the agenda, if necessary. All in favor and motion carried.

**5 Veteran Services Officer Report.**

Pionke presented updates regarding office activities, including staff training completed, 2025 CVSO grant application has been submitted, Veterans Services Facebook page is now operational, and monthly services report. Additionally, Pionke shared Youth Government Day is planned for February 26, 2025, and staff will be attending the Wisconsin CVSO Conference in May 2025.

**6 Health Department staff reports on monthly activities.**

VanderHeiden provided a WIC update regarding increasing participant rates in December, currently at 518 participants, which leads to increased spending at our local grocery stores and great reputation of our WIC program through community referrals. Mau presented an update on Health Department, including the introduction of new Public Health Nurse, Jen Steinbach, BSN, RN, Community Health Assessment meeting moved to April 2025, H5N1 (avian influenza) state activity updates, and the next northeast WALHDAB meeting on March 13, 2025, will have a Board of Health focus and regional committee members are encouraged to attend. Additionally, Mau shared the health department will have its state 140 review on January 28th, 2025 and Board of Health members are encouraged to attend as long as no quorum is reached. Capelle, Gilane, and Wizner indicated interest in attending.

**7 Health Department discussion and possible action.**

Review/approve 2025 Immunization Wisconsin Grant and budget adjustment. Mau presented the need for resolution to accept the Immunize Wisconsin grant funds and another resolution to approve the resulting 2025 budget adjustment. The

resolutions will be postponed to February's BOHVS meeting, as necessary paperwork was not present.

**8 Set next meeting date.**

Monday, February 17th, 2025 at 9:00 am in Room 7 at the Shawano County Courthouse.

**9 Committee member comments.**

Lynn Hollar announced she is resigning from the Board of Health and Veteran Services, as she will be moving out of the county. Hollar and Mau will meet to identify potential candidates to fill the nursing seat on the BOHVS. Hollar's last meeting will be February 17th, 2025. Denise Gilane shared she is running for reelection for Menominee County Board of Supervisors in April. There will be two candidates running again Gilane in the primary.

**10 Adjournment.**

Motion by Reiter and seconded by Giese to adjourn. All in favor and motion carried. Meeting adjourned at 9:14 am.

Recorded by: Nick Mau, Health Officer



## MINUTES

### Commission on Aging Meeting

Thursday, January 16, 2025 at 8:00 AM  
Department of Human Services, Room A115  
W327 Anderson Ave., Shawano, WI

**Members Present:** Noreen Christianson, Jeanne Cronce, June Erdmann, Irene Leuenberger, William Switalla (arrived late), and Mike Wizner

**Members Absent:** None.

**Others Present:** Melissa Rosenow, ADRC Aging Supervisor; Jessica Edblom, JJ's on Main (attended by phone); Melissa Liesner, Administrative Assistant; Gene Perez, Menominee Department of Transit Services

**1. Call meeting to order.**

The meeting was called to order by Wizner at 8:01 a.m. with five members present and one member absent (Switalla).

**2. Silent meditation and Pledge of Allegiance.**

Wizner requested a moment of silent meditation in memory of our County Board Supervisor, Kevin Conradt, followed by the recitation of the Pledge of Allegiance.

**3. Approval of minutes from previous meeting.**

Motion made by Cronce, seconded by Erdmann, to approve the minutes as presented from the Commission on Aging meeting held on November 14, 2024. Vote: 5 yes; 0 no; 1 absent (Switalla)

**4. Public comment.**

None.

**5. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Cronce, seconded by Christianson, to deviate from the order of the agenda if necessary. Vote: 5 yes; 0 no; 1 absent (Switalla)

**6. Nutrition report.**

Nutrition statistics report.

Melissa Rosenow reviewed the contribution spreadsheet concerning home-delivered meals and congregate meal sites. The final numbers for contributions for December were not available yet. The number of home-delivered meals through December 2024 totaled 35,553. The number of meals delivered that are paid by a managed care organization through December 2024 totaled 4,616. In 2024, there was an increase in home-delivered meals and a decrease in the number of meals paid by a managed care organization compared to the previous year. The average contribution in October is lower than normal due to switching data bases. There were issues with the transition so the contribution letters for October did not go out until the end of

November. As of January 1st, the contribution for meals increased to \$5.00 per meal at the congregate meal sites and \$6.00 per meal for home-delivered meals.

Switalla arrived at 8:07 a.m.

Phone discussion with JJ's On Main.

Jessica Edblom attended by phone. At the last meeting, it was reported that there was an issue with the film that covers the food trays as the film was peeling off in the coolers. A new gasket was received and replaced in the sealer. Jessica thought she would know by the end of the week if this resolved the problem with the film. Jessica has been working with Oliver Packaging & Equipment and GWAAR to resolve this issue. It's expected to have a couple of meals per day that have an issue with the seal but not as many as we are experiencing.

**7. Transportation report.**

Driver escort program.

Melissa Rosenow discussed in October - December 2024, there were 460 rides for the driver escort program. 444 rides were medical related, and 16 rides were non-medical related. In 2024, 1,984 rides were provided which is up compared to 1,468 in the previous year. The increase in rides is partly due to significant medical needs from a few riders. The IRS mileage rate increased to \$0.70 per mile as of January 1st. The rider is billed \$0.42 per mile for medical rides or \$0.70 per mile for non-medical rides. Drivers volunteer their time but are reimbursed their mileage at the full IRS rate. No new drivers were added to the resource list for the last quarter in 2024.

Taxi ticket program.

Melissa Rosenow stated we have transitioned from using taxi tickets to a punch card system. If a consumer loses their punch card, Running Inc does not have a way to keep track of the number of punches that were on that card. The consumer needs to be responsible and not lose the punch card. Running Inc has not had this issue in the past concerning misplaced punch cards. A punch card consists of 10 punches that costs \$20.00. These can be purchased at the ADRC of the Wolf River Region or at City Hall.

Discuss the purchase of the 2024 Ford E-450 Bus from Diverse Options using 85.21 Trust Funds.

Melissa Rosenow stated an application was submitted to be considered in a competitive grant to purchase a 2024 Ford E-450 bus that was available for transfer from Diverse Options using funds available from the 85.21 Trust Fund. This vehicle can accommodate 12 passengers and two wheelchair passengers. It had 4,500 miles. We were selected and the bus was picked up on December 26th. The details of getting the vehicle registration and plates transferred are being worked out and we should be able to begin using this bus soon.

Menominee Tribal Transit report.

Gene Perez stated things continue to go well with the routes and shopping trips. As of January 2nd, Menominee Tribal Transit bus service is now offered in Oconto County.

**8. ADRC Aging Supervisor's report.**

GWAAR (Greater WI Agency on Aging Resources) updates.

Melissa Rosenow stated there weren't any updates for GWAAR. DHS and GWAAR have a 24-hour caregiver resource available called Trualta. Trualta is an online platform that provides caregivers with relevant educational content, practical tutorials, and a dependable online community where caregivers can join discussion forums, gain insight from support groups, and ask real questions of industry professionals. The website is <https://www.trualta.com>. Anyone is welcome to sign up and participate in this platform.

Discuss updated 2025-2027 Aging Plan.

Melissa Rosenow discussed the 2025-2027 Aging Plan was updated to reflect the integration piece of Aging combining with the Aging and Disability Resource Center. No major changes were made to the plan. Items such as incorporating factual numbers, updating the organizational chart and signatures were part of these updates.

District representative reports.

Western - June Erdmann had nothing to report.

Eastern - Noreen Christianson informed the committee members that Kevin (Covey) Conrad's celebration of life is available online through his sister's Facebook page. Noreen also provided information about a program that the library offers. A person from the library is able to locate books, audio and videos for elderly individuals and deliver the materials to their house. They will also come back to pick them up when they are due. Noreen was able to connect three senior citizens to this program.

Central - Irene Leuenberger had nothing to report.

Member at Large - Jeanne Cronce had nothing to report.

**9. New business that is requested for future committee consideration.**

None.

**10. Next meeting date - March 20, 2025 at 8:00 a.m.**

The next Commission on Aging meeting is scheduled for March 20, 2025 beginning at 8:00 a.m.

**11. Adjournment.**

Motion made by Erdmann, seconded by Leuenberger, to adjourn the meeting at approximately 8:30 a.m. Vote: 6 yes; 0 no; 0 absent

Recorded by: Melissa Liesner, Administrative Assistant



## Minutes

### **Criminal Justice Coordinating Council Meeting**

**Tuesday, December 17, 2024 @ 3:30 PM  
Branch 2 Courtroom**

**Members Present:** Ashley Caelwaerts, Elizabeth Stockbridge, Ethan Schmidt, George Lenzner, Greg Parker, Jennifer Frost, Jeremy Erdmann, Krista Buettner, Mindy Lohff, Rebecca Schramm, Rick Kane, Tiffany Kast, William Kussel, Jr, Ty Raddant, and Amanda Farmer

**Members Absent:** Brad Rabideau, Mike Wizner, and Shane Stange

**Others Present:** Tera Teesch

**1. Call meeting to order.**

Meeting was called to order by Judge Kussel at 3:30 pm.

**2. Approval of minutes from previous meeting.**

Sheriff Lenzner make a motion to approve the minutes of the last CJCC meeting Christa Buettner seconded, motion passed.

**3. Public comment.**

None

**4. Motion to deviate from the order of the agenda, if necessary.**

Jen Frost made a motion to deviate if necessary. Motion passed.

**5. Drug Court Oral Report**

Amanda Farmer -

- Drug Treatment Court is at capacity w/ 12 participants
- The participants are currently in phases:
- 1 discharge planned for Jan 12th due to max benefit
- 1 graduation tentatively scheduled for Feb 2025
- There are 6 DTC referral that need review

No major issues right now. Farmer is getting a good grasp on the Drug Court and how it is working. She also sat in Judge Morrisons Marinette County drug court, they currently have 17 participants. If at all possible we should try and stay on schedule and not miss a drug court session. We should have a plan in place if a meeting needs to be canceled. Ethan Schmidt made the motion to approve, seconded by Elizabeth Stockbridge, motion carried.

**6. Strategic Planning – Data presentation and review.**

Frost and her team gathered the data from each discipline and compiled it in a report by year, this report will be used for strategic planning. It is broken down into each year from 2021 to current and with the different data points. There seems to be an increase with Days of Pending information. The other data supplied was discussed. To get a good picture of the data sets it should go back to earlier than 2021. The intention of this data is to decide how to move forward with it.

Caelwaerts inquired about the Diversion Program due to an increase in low risk offenders which was the target population for that program. Currently there isn't any funding for this program.

**7. Discussion on signature bonds for treatment release.**

Due to an increasing number of incarcerated persons reporting they are being offered signature bonds for a treatment bed date, this was discussed to ensure all parties were in agreement with the current protocol. The Judge agreed to look into this further and proposed having written guidelines to provide clarification and consistency.

**8. New business that is requested for future committee consideration.**

Elizabeth Stockbridge has resigned from the Shawano Co Public Defenders Office and is proposing her replacement on the committee be Attorney Tera Teesch.

**9. Set next meeting date.**

February 18th, 3:30 pm.

**10. Adjournment.**

Motion made by Stockbridge to adjourn seconded by Teesch , motion carried.

Recorded by Jen Frost - KJS



## Minutes

### Ethics Committee Meeting

Thursday, January 23, 2025 @ 11:00 AM  
Shawano County Courthouse, Room 7

**Members Present:** Lowel Hammett, Kimberly Leffel, Chris Holewinski, Jim O'Neill, and Mike Stupecky

**Members Absent:** None

**Others Present:** Larenda Maulson Corporation Counsel, Jennifer Karnitz and Brandi Kiskis

**1. Call meeting to order.**

The meeting was called to order by Larenda Maulson, Shawano County Corporation Counsel.

**2. Approval of minutes from previous meeting.**

Motion made by Chris Holewinski, second by Lowel Hammett, motion carried.

**3. Review and discussion of ethics complaint process.**

Maulson explained the code and asked that all members consider their role and any possible conflicts.

**4. It is anticipated that a motion will be made and seconded, and a roll call vote will be taken to go into closed session pursuant to Wis. Stats. sec. 19.85(1)(f),(g), and (h) for the purposes of:**

**(f): Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data.**

**(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**

**(h): Consideration of requests for confidential written advice from the from any county ethics board.**

Motion by Hammett to go into closed session, second by Leffel, motion carried.  
Roll call vote: Hammett-yes, Stupecky-yes, Leffel-yes, Holewinski-yes, O'Neill-yes

**5. It is anticipated that a motion will be made and seconded, to come out of closed session and take any appropriate action from the closed session.**

Motion by O'Neil to come out of closed session and to continue the process, second by Holewinski, motion carried. Roll call vote: Leffel-yes, Holewinski-yes, O'Neill-yes;

Hammett and Stupecky left the meeting during closed session.

Motion by Leffel for Maulson, Corporation Counsel to contact outside counsel to preside over the meetings, second by Holewinski, motion carried.

**6. Letters and communications.**

Jennifer Karnitz presented a USB drive with information regarding the complaint.

**7. New business that is requested for future committee consideration.**

To review Code of Ethics and update.

**8. Set next meeting date.**

Next meeting will be determined once outside counsel has been attained.

**9. Adjournment.**

Motion by Holewinski to adjourn at 11:26 a.m., second by Leffel, motion carried.

Recorded by: Kimberly Leffel, Recording Secretary



## Minutes

### **Executive Committee Meeting**

**Wednesday, January 15, 2025 @ 8:00 AM**  
**Shawano County Courthouse, Room 7**

#### **Members Present:**

Ken Capelle, Thomas Kautza, Kathy Luebke, Theresa Serrano, William Switalla, and Randy Young

#### **Members Absent:**

#### **Others Present:**

James Davel, Administrative Coordinator; Carrie Buntjer, Finance Director; Julie Hasser, Human Resources Director; Amy Adams, Assistant Finance Director; Deb Wallace, Treasurer; Deb Wallace, Treasurer; Nick Hesse, Facilities Management Director; Keith Passon, New Media; Brad Williams, WTCH

#### **1. Call meeting to order.**

The meeting was called to order by Chairman Kautza at 8:01 a.m.

#### **2. Approve minutes from previous meeting.**

Motion by Luebke, seconded by Switalla to approve the December minutes as presented. Vote: 6 yes; 0 no. Motion carried.

#### **3. Motion to deviate from the order of the agenda, if necessary.**

Motion by Young, seconded by Serrano to deviate from the order of the agenda, if necessary. Vote: 6 yes; 0 no. Motion carried.

#### **4. Chairman's update to the committee.**

Kautza mentioned there have been numerous inquiries regarding the open board position from District 13 and that he was going to contact each of the clerks in District 13 to clearly identify the lines and determine if there is any interest in the open seat. An Eastern District representative for the Highway Committee will need to be voted on by the County Board. The Board Chairman can appoint a member to fill the open District 13 seat and this seat will be placed on the DHS committee.

Research of the state statutes was completed to see if a county could add another quarter percentage onto their sales tax. It was discovered that this could not be done; however, the state suggested reviewing the 2025 local government revenue options information when released later this month. This information is updated every other year.

A plan will need to be completed for the new courthouse and justice center and then a decision will need to be made whether to move forward with the plan. If the plan

moves forward, Public Property would like to retain Kurt Berner from the Samuels Group as the project manager. Received good recommendations from other counties for similar work that Kurt Berner did for their builds or remodeling.

Kautza mentioned Land Conservation and Planning Development Zoning used to be combined. This may be an option in the future.

**5. Treasurer's Financial Report.**

The Treasurer's report was presented for the Committee's review and will be placed on file.

**6. Discussion and possible action on the Shawano County Investments.**

Buntjer mentioned there is \$750,000 to invest. Suggested investing this money into an 8-month CD with Premier at 4.4%. Since more money is being invested with Premier, Buntjer and Wallace were meeting with Premier to look into getting the collateral amount increased. Motion by Luebke, seconded by Kautza to invest the \$750,000 into an 8-month CD with Premier at 4.4%. Vote: 6 yes; 0 no. Motion carried.

**7. Discussion and possible action on resolution approving hiring Nicholas Hesse as Facilities Management Director of the Maintenance Department.**

Nicholas Hesse introduced himself to the committee and provided a brief summary of his background. Motion by Young, seconded by Switalla to approve hiring Nicholas Hesse as Facilities Management Director of the Maintenance Department. Vote: 6 yes; 0 no. Motion carried.

**8. Discuss/take action on ordinance to adopt and enact annual county vehicle registration fee.**

Davel discussed that the Wheel Tax resolution was approved by the Highway committee. The Wheel tax affects vehicles 8000 lbs or less with ag and amish vehicles exempt. The state gets \$.17 per registration of the wheel tax and the remainder goes to the county. Discussion points among the committee included taxing property owners instead of registration locality of the vehicle; Shawano City residents shouldn't have to pay the county one as they are already being assessed; borrowing instead of charging the wheel tax and shifting the additional funding to the resident's property taxes. After these discussions, it was stated that this tax would need to be straight across the board.

Motion made by Kautza, seconded by Capelle to amend the current resolution to reduce the annual fee from \$25 to \$20 per vehicle county wide. This would reduce the annual revenue from \$933,750 to \$747,000. Vote: 5 yes; 1 no (Young). Motion carried.

Motion made by Kautza, seconded by Capelle to approve the amended resolution of a \$20 Wheel Tax. Vote: 4 yes; 2 no (Young and Luebke). Motion carried.

Motion by Capelle to stop the resolution and look further into the Wheel Tax. After further discussion, the motion was withdrawn.

**9. Report on Public Official Bonds for 2025.**

The report on Public Official bonds for 2025 was reviewed and will be placed on file.

**10. Discussion on adding a future Employee Relations Committee.**

Hasser mentioned to the committee that it would be beneficial to devote time regarding employee relations. Since the Executive Committee meetings can get long at times, it was suggested to have an additional Executive Committee meeting to discuss employee relations. It was the consensus of the committee to try these meetings for the rest of the year and have the first Executive Committee meeting devoted to Employee Relations on Wednesday, January 29th at 8:00 a.m.

**11. Finance Reports.**

Financial reports were presented to the committee for review.

**12. TS & HR Monthly Reports.**

TS's monthly report was reviewed with the committee. HR's monthly report will be reviewed at the Employee Relations Committee meeting on Wednesday, January 29th at 8:00 a.m.

**13. Approval of December's Vouchers.**

Motion by Luebke, seconded by Switalla to approve the listing of vouchers paid in December 2024. Vote: 6 yes; 0 no. Motion carried.

**14. It is anticipated that a motion will be made and seconded to convene into closed session pursuant to Wis. Stat. Section 19.85(1)(f), for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data. Preliminary discussion and consideration of specific personnel issues with potential interdepartmental impacts. No action will be taken in closed session.**

Motion made by Luebke, seconded by Serrano to move into closed session pursuant to Section 19.85(1)(f), Wis. Stats. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes; Serrano, yes. Motion carried.

Hasser, Supervisor Gretzinger and Supervisor Hammett were present during the closed session

**15. It is anticipated that a motion will be made and seconded to adjourn the closed session, take action on any needed closed session item, and continue with the agenda.**

Motion made by Luebke, seconded by Serrano to come out of closed session and continue with the agenda. Roll call vote: Capelle, yes; Luebke, yes; Switalla, yes; Kautza, yes; Young, yes; Serrano, yes. Motion carried.

**16. Committee comment.**

As a town president, Switalla voiced a concern about obtaining information on active

incidents from the Sheriff's department.

**17. New business that is requested for future committee consideration.**

None at this time.

**18. Set next meeting date.**

The next meeting is set for February 19th @ 8:00 a.m.

**19. Adjournment.**

Motion by Switalla, seconded by Serrano to adjourn the meeting. Vote: 6 yes; 0 no.  
Motion carried.

Recorded by: Amy Adams, Assistant Finance Director



## Minutes

### **Executive Committee Meeting**

**Wednesday, January 29, 2025 @ 8:00 AM  
Shawano County Courthouse, Room 7**

#### **Members Present:**

Ken Capelle, Thomas Kautza, Kathy Luebke, Theresa Serrano, William Switalla, and Randy Young

#### **Members Absent:**

#### **Others Present:**

James Davel, Administrative Coordinator; Carrie Buntjer, Finance Director; Julie Hasser, Human Resources Director; Amy Adams, Assistant Finance Director; Jana Yorton, Human Resources Generalist; Emily Kazik, Payroll Technician; James Przybylski, District 11 Supervisor

#### **1. Call meeting to order.**

The meeting was called to order by Chairman Kautza at 7:58 a.m.

#### **2. Human Resources Monthly Report.**

The Human Resources report was presented to the committee for review.

#### **3. Discuss PTO policy adjustments including PTO Use, Payout, and Extended Leave Bank.**

Hasser discussed the current PTO policy parameters which include new employees beginning to accrue PTO starting on day 1 and can use immediately. Upon termination of an employee, all accrued PTO is paid out regardless of reason for termination. It was mentioned that employees can carry over PTO up to 320 hours for full-time employees.

Consensus of the committee would be to set a probationary period of three months for new employees in which they could not use their accrued PTO for three months. Holiday pay would still be paid out should it fall during the probationary period. If the employee leaves the county before one year, their accrued PTO will not be paid out. Committee would like to see Bereavement included in the policy which was assigned to the Human Resources Director to devise.

Hasser asked that parameters be set for giving Directors and Managers PTO up front upon hire. Consensus of the committee was to provide 80 hours for directors and 40 hours for manager/salaried employees upon hire. These employees would still fall under the probationary period in which PTO could not be used for three months.

Hasser discussed the current Extended Leave Policy. 2014 and prior employees contributed hours to the bank and used their current rate of pay multiplied by the amount of hours banked when paid out. Starting in 2015, a dollar amount was put into

the extended leave bank by taking the elected hours to transfer per employee multiplied by the employee's current rate. In 2019, benefit was no longer eligible to new employees. Employees can use the Extended Leave Bank in which the employee is off of work due to an approved FMLA or Retirement. If using the Extended Leave Bank for retirement, the employee will only receive 75% of the funds accrued.

Consensus of the committee as of 12/31/2025 is to eliminate further contributions to the Extended Leave program. All hours would be transferred to dollars as of 12/31/2025 using the employee's current rate of pay. The balances would stay for those employees currently enrolled in the program, but contributions will no longer be accepted into the program starting 1/1/2026 and going forward.

Hasser will develop the resolutions for the items above and bring forward to both the Executive and County Board meetings.

**4. Discuss, develop, and approve Probationary Period for New Hires.**

Hasser discussed that the county should set a probationary period for all new hires as it protects the County if the employee is performing poorly. County directors were polled in a recent meeting and felt the probationary period should be 90 days. Hasser mentioned that the state has a 1-year probationary period. Several probationary period options from 90 days to six months were discussed.

It was the consensus of the committee to set a three-month probationary period for all new hires.

**5. Discuss and approve parameters on applying for new positions within the County.**

Hasser discussed that parameters should be set for applying for new positions within the County.

The consensus of the committee was to go with the recommendation by Human Resources that employees cannot apply for a new position within the county 6 months from initial hire and 6 months after transferring to another position within the County. In addition, the employee must be in good standing in their current role to apply for a new position within the County.

**6. Set meeting parameters going forward.**

It was the consensus of the committee that meeting topics going forward should revolve around planning for the future. Such topics include, but are not limited to, long-term benefits, employee retention, employee appreciation, HRIS analysis, leadership, new positions, salary structure, employee relations.

**7. Committee comment.**

None at this time.

**8. New business that is requested for future committee consideration.**

Seranno discussed the possibility of looking at the amount of PTO that is currently carried over.

**9. Set next meeting date.**

Hasser to notify Chairman Kautza when ready to discuss more employee relation topics at which time a date will be decided.

**10. Adjournment.**

Motion by Serrano, seconded by Luebke to adjourn the meeting. Vote: 5 yes; 0 no.  
Motion carried.

Recorded by: Amy Adams, Assistant Finance Director



## Minutes

### Highway and Parks Committee Meeting

**Tuesday, February 4, 2025 @ 8:00 AM**  
**Shawano County Highway Department**  
**3035 E. Richmond Street, Shawano, WI**

**Members Present:** Dennis Knaak, Randy Mallmann, Terry Tipton, and James Przybylski

**Members Absent:** Rick Giese

**Others Present:** Grant Bystol, Highway Commissioner; Keith Marquardt, Parks Director; James Davel, Administrative Coordinator; Tony Elfe, Highway Superintendent; Gina Jobe, Account Technician; Tom Kautza, County Board; Nick Prey, Sheriff's Dept Captain; Nick Hesse, Maintenance Director; Steven Schinke, Town of Navarino; John Carpenter, MCC Inc; Eric Letter, NEA; Mark Winkler, Packer City; Chris Kirchner; Jesse Rankin

#### **1. Call meeting to order.**

This meeting was called to order by Vice Chairman Tipton at 8:02 a.m.

#### **2. Election of Officers.**

**A.** Chairperson: Vice Chairman Tipton asked for nominations for Chairperson. Mallmann nominated Tipton for Chairperson, seconded by Knaak.  
4 Yes, 1 Absent: Giese; motion carried.

**B.** Vice-Chairperson: Chairman Tipton asked for nominations for Vice-Chairperson. Mallmann nominated Giese, seconded by Przybylski.  
4 Yes, 1 Absent: Giese; motion carried.

**C.** Secretary: It was the general consensus of the committee that a nomination would not be necessary, and Knaak would remain secretary.

**D.** Appointment to Executive Committee: Chairman Tipton asked for nominations for Executive Committee. Knaak nominated Mallmann, seconded by Tipton.  
4 Yes, 1 Absent: Giese; motion carried.

**E.** Appointment to Highway Safety Commission: Chairman Tipton asked for nominations for Highway Safety Commission. Chairman Tipton nominated Knaak, seconded Przybylski.  
4 Yes, 1 Absent: Giese; motion carried.

#### **3. Approve minutes from previous meeting.**

Przybylski noted that the minutes from the January 7th meeting were shown as not approved. A correction will be made to the January 7th minutes to reflect a motion by Giese, a second by Mallmann, and 4 yes votes by Giese, Knaak, Mallmann, and Tipton for approval.

Motion by Mallmann, seconded by Przybylski, to approve the corrected minutes from the previous meeting.

4 Yes, 1 Absent: Giese.

**4. Motion to deviate from the order of the agenda, if necessary.**

Motion by Knaak, seconded by Przybylski, to deviate from the order of the agenda, if necessary.

4 Yes, 1 Absent: Giese.

**5. Public comment - limited to 15 minutes.**

Marquardt introduced the new Facilities Management Director, Nick Hesse, to the committee.

**6. Discuss / take action on bids for 2025 bituminous paving mix material for LRIP projects.**

Two bids were received from Northeast Asphalt and Murphy Concrete Construction. These bids will be reviewed by Bystol and awarded at the next committee meeting.

*No action was taken at this time.*

Carpenter and Letter left the meeting.

**7. Discuss / take action on bids for two (2) new 2025 quad axle dump truck cabs and chassis.**

One bid was received from Packer City International Trucks. Bystol and Elfe reviewed the bid and proposed purchasing two new quad axle dump truck cabs and chassis from Packer City International Trucks for \$354,310.

Motion by Mallmann, seconded by Przybylski, to purchase two new 2025 quad axle dump truck cabs and chassis from Packer City International.

4 Yes, 1 Absent: Giese.

Winkler and Elfe left the meeting.

**8. Discuss / take action on letter of support for intersection improvements within Shawano County.**

Bystol gave an overview of the letter he and Sheriff Lenzner would like to send to Tony Kemnitz, DOT Traffic Safety Engineer; Senator Eric Wimberger; and Representative Elijah Behnke. The letter addressed functionality, congestion issues, safety concerns or crash history concerns with three Shawano County intersections—STH 22/CTH B intersection, STH 47/55 and CTH B intersection, and STH 29/River Road intersection.

Motion by Przybylski, seconded by Mallmann, to approve a letter of support of intersection improvements within Shawano County.

4 Yes, 1 Absent: Giese.

**9. Keith Marquardt, Parks Manager, oral report/work update.**

Marquardt updated the committee on the parks' budget. The summer LTE positions have been posted. Marquardt will be getting quotes on replacement equipment—2 trucks, lawn tractors, and a jet ski. New tables, chairs, picnic tables, grills, and fire rings are being ordered. The Mielke family is continuing work on their plan for their donation for grounds improvements at the Mielke Arts Center. Marquardt remains as tourism president for the Shawano County Chamber of Commerce for 2025. Highway will be pushing ice shoves back. Marquardt attended the RV and camping expo in Green Bay. A highway crew removed a large tree from Oconto River County Park.

**10. Grant Bystol, Highway Commissioner, oral report/work update.**

Bystol did an overview of highway operations for committee members. Crews have been busy cutting brush, making and hauling salt sand, and making and delivering brine. During extreme cold weather, crews have been doing extensive washing and waxing of plow trucks. The old shop hoist has been removed and concrete repoured to repair the floor. The rubber-tired excavator with brush head is booked for the year. MSHA training has been completed.

Bystol and Captain Prey from the Sheriff's department discussed enforcement of this year's spring weight limits.

**11. Committee member comments or new business to be considered at a future meeting.**

Davel and Bystol discussed the wheel tax with the committee. County's cost for services have increased, and the county cannot legally change sales tax or mill rates to pay for these services. The wheel tax would be used as a budgeting tool for the entire county, and the funds generated can only be used towards roads and bridges. Highway's current portion of levy dollars would then be disbursed to other county departments to help maintain their services. The public is encouraged to attend an informational meeting regarding the proposed wheel tax ordinance on February 20th from 3:30 p.m. to 6:00 p.m. at the Shawano County Courthouse in Room A/B.

**12. Review/approve accounts payable.**

The committee reviewed highway bills date December 20th for \$98,552.64; January 3rd for \$86,343.71; January 10th for \$70,442.98; January 17th for \$143,892.80; January 24th for \$96,413.25; and January 31st for \$142,770.17.

Motion by Mallmann, seconded by Knaak, to approve the bills as presented.

4 Yes, 1 Absent: Giese.

**13. Approve training/travel requests.**

None.

**14. Letters and communications.**

None.

**15. Set meeting dates and times.**

A public informational meeting regarding the proposed wheel tax ordinance will be held February 20th from 3:30 p.m. to 6:00 p.m. at the Shawano County Courthouse in Room A/B.

The next highway committee meeting will be held on March 4th at 8:00 a.m. at the highway department.

**clkkara**

**16. Adjournment.**

Motion by Mallmann, seconded by Przybylski, to adjourn the meeting at 9:40 a.m.

4 Yes, 1 Absent: Giese.

Recorded by: Gina Jobe, Account Technician



## Minutes

### **Housing Authority of Shawano County Meeting Thursday, January 30, 2025 @ 3:00 PM 1259 Engel Drive, Shawano, WI 54166**

**1. Call to order.**

A regular meeting of the Housing Authority of Shawano County (HASC) was held on January 30, 2025, at 3:00 p.m. at the Housing Authority office at 1259 Engel Dr, Shawano, WI.

**2. Roll call.**

The meeting was called to order by Chairman Allen Kohn with the following Commissioners of the Housing Authority present: Dennis Knaak, Jerry Wendland, and John Stezenski. Also present was Jeff Theis, Executive Director/CEO (E.D.) Sheila Raddant, Public Housing Specialist (PHS)/Administration. Excused Absence: Jodi Hunter

**3. Public comments.**

None.

**4. Approval of minutes from, Dec. 19, 2024, meeting**

Minutes of the December 19, 2024, meeting was reviewed. A motion to approve the minutes was made by Commissioner Wendland and second by Commissioner Stezenski. The motion was unanimously approved and carried.

**5. Financial reports.**

**A)** Vouchers and ACH's - #25222 December 18, 2024 - #25611 January 29, 2025

**B)** 2025 Operating Fund - has a balance of \$27,862.

**C)** 2023 and 2024 Capital Funds Program - The 2023 Capital Fund has \$84,488 for Operations and \$1,420 for General Capital Activity remaining (\$85,908) remaining of \$600,149 for total year.

The 2024 Capital Fund has \$204,987 for Operations and \$251,463 for General Capital Activity (\$446,009) remaining of \$611,489 for total year.

**D)** Investment Schedule - CoVantage and Associated - Reviewed Co-Vantage member share savings \$4,037, security deposit/reg D account \$76,105, money market \$278,348, and checking account \$75,159. Associated Bank Money Market balance is \$242,390.

**E)** Hawkins, Ash Accounting (HABCO) reports for December - 2024 Year End Reports were not yet available.

**F)** Resident Accounting - PHS Raddant reviewed current tenant account receivables at \$576 and steps to collect and also tenant utilities past due. All should be collectable within 30 days.

**G)** TRIP (Tax Recovery Intercept Program) Dollars: Collected from bad debt thru TRIP: Jan. \$608. YTD \$608

A motion was made by Commissioner Stezenski and second by Commissioner Wendland to approve all the Financial Reports. The motion was approved and carried unanimously.

**6. Occupancy - 100% at End of Month**

Current occupancy was reviewed PHS Sheila Raddant, which is at 100% as of 1-30-2025.

Extremely low income move-ins are at 50%. Unit turnaround days average for vacant units was 106. This reflects 2 houses that were vacant quite long, but are now rented. December unit turnarounds completed: None Transfers: None

- A) House -none
- B) Apartments - none

**7. Betterment.**

- A) House 99 driveway in Birnamwood. Scheduled to be completed Spring of 2025.
- B) Update – Replace secured entrances at all apartment buildings. Getting bids. - Will complete this in March 2025.
- C) Update – Add Security Camera's to Apartments. Awarded to PerMar Security. In Progress and On Pace - The remaining 3 Apartment buildings and Office are on pace to be completed by the end of February.
- D) Cable/internet upgrades and additions at apartment buildings. Ongoing. Will be adding internet to all apartment buildings. - No new activity
- E) Update – Upgrading the television antenna at the Maplevue Apartment building. - Had a contractor investigate what is needed to upgrade the existing equipment. His proposal is due by February 7, 2025.
- F) Update – Modernize Unit #9, Occupied Unit - currently working on this.

**8. Other business.**

- A) Update on Department of Labor Wage Investigation - Working with our architect that our roofers have the proper paperwork from the subcontractor to submit to the Dept of Labor.
- B) Update on HOTMA (Housing Opportunities Through Modernization Act) Implementation - No new information from last meeting and there has not been a rescheduled implementation date from HUD.
- C) Any other business to come before the Board. - E.D. Theis updated Capital Plan projects.

**9. Next meeting date.**

The next Commissioners meeting will be held Thursday, February 27, 2025, at 10:00 a.m. at the office of HASC at 1259 Engel Drive, Shawano.

**10. Adjournment.**

There being no further business, Commissioner Stezenski motioned to adjourn, and adjournment was second by Commissioner Knaak. Adjournment was unanimously approved and carried.

Recorded by: Jeff Theis, Executive Director

Allen Kohn, Chair

Jeff Theis, Executive Director



## Minutes

### **Human Services Department Board Meeting**

**Tuesday, January 14, 2025 at 9:00 AM  
Department of Human Services, Room A115  
W7327 Anderson Avenue, Shawano, WI**

- Members Present:** Robert Krause, Jim Leuenberger, Tom Madsen, Kathy Stoltenow, William Switalla, Lynn Tober-Steinke, and Mike Wizner
- Members Absent:** Dennis Knaak
- Others Present:** Rick Kane, Director; James Davel, Administrative Coordinator; Jennifer Frost, Behavioral Health Division Manager; Lois Krizan, Business Division Manager; Melissa Liesner, Administrative Assistant; Amy Neumann, Operations Division Manager; Heather Ondik, Income Maintenance/Child Support Division Manager; Becky Onesti, Accounting Supervisor; Jennifer Stuber, Youth Division Manager

**1. Call meeting to order.**

The meeting was called to order by Switalla at 9:00 a.m. with seven members present and one member excused (Knaak).

**2. Silent meditation and Pledge of Allegiance.**

Switalla requested a moment of silent meditation in remembrance of Kevin Conradt. He then led the group in the recitation of the Pledge of Allegiance.

**3. Approve minutes from previous meeting.**

Motion made by Leuenberger, seconded by Wizner, to approve the minutes as presented from the Human Services Department Board meeting held on December 10, 2024. Vote: 7 yes; 0 no; 1 absent (Knaak)

**4. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Madsen, seconded by Tober-Steinke, to deviate from the order of the agenda if necessary. Vote: 7 yes; 0 no; 1 absent (Knaak)

**5. Discuss and possibly approve resolution thanking Sarah Bartz for 25 years of service to Shawano County.**

Rick Kane stated Sarah Bartz retired after working 25 years with Shawano County. Her last day was January 10, 2025. A resolution was presented to recognize Sarah for her employment with the County and the resolution will go before the County Board. Motion made by Krause, seconded by Madsen, to approve the resolution to publicly recognize and thank Sarah Bartz for her 25 years of dedicated service. Vote: 7 yes; 0 no; 1 absent (Knaak)

**6. Introduction of new Income Maintenance/Child Support Division Manager, Heather Ondik.**

Rick Kane introduced Heather Ondik as the new Income Maintenance/Child Support Division Manager to the Board members. Heather gave a brief overview regarding her experience prior to Shawano County.

**7. Approve accounts payable for Department of Human Services.**

Becky Onesti discussed the accounts payable listing to the Board for Department of Human Services. Becky provided an explanation to the Board members regarding payments and services for December 2024 totaling \$413,216.55. After reviewing the accounts payable, Madsen made a motion, seconded by Wizner, to approve the accounts payable as presented for December 2024. Vote: 7 yes; 0 no; 1 absent (Knaak)

**8. Discussion and possible approval of contracts/agreements for Department of Human Services.**

Meta House - Jennifer Frost discussed the contract with Meta House is for residential treatment room and board for 75 days for one adult with one child at \$82.00/day for client and \$100.00/day for each accompanying child. This contract is grant funded. Motion made by Wizner, seconded by Tober-Steinke, to approve the contract with Meta House as presented. Vote: 7 yes; 0 no; 1 absent (Knaak)

**9. Update of monthly activities.**

Income Maintenance/Child Support Programs - Heather Ondik stated an employee within the county transferred to an opening in Child Support. This new worker is in training. There is still one more vacancy in Child Support to be filled.

The IM (Income Maintenance) performance for December was 99.72%. Heather reported the benefit issuance dollar amounts. There is an increase in total recipients of approximately 1,700 pre-pandemic which is equivalent to three extra employees covering this caseload. Call volumes have increased now due to recipients having to provide justification for qualifying benefits.

The federal measurements data for Child Support was reported. The paternity establishment is over 95%, which is really good.

Kinship/Foster care statistics - Jennifer Stuber reported there were 21 children placed in foster care, 21 children with relative placements, and three children with non-relative placements. There were 50 children in kinship care of which 38 were court ordered and 12 were voluntary.

Youth aids statistics - Jennifer Stuber reported there was one youth in a group home and no youth in residential care or in corrections.

Mental Health statistics - Jennifer Frost reported there were 16 individuals (14 adults and 2 youth) referred to inpatient services for a total of 70 days. One individual used crisis stabilization. No tax levy dollars were used on residential days for substance use or mental health. New enrollments in December are as follows: 12 adult protective service enrollments, 47 crisis service enrollments, and 10 jail enrollments. There were 16 new outpatient clients.

Outpatient and crisis are scheduled for a site certification visit in February. Jennifer also informed the Board members that at the next meeting she will be presenting and requesting approval of a new policy along with an ordinance pertaining to guardianship fees associated with adult protective services.

Drug Court report - Jennifer Frost reported there are 11 participants enrolled in Drug Court and 12 referrals. One graduation is scheduled for February with the location to be determined yet. There is one individual on administrative hold.

Lakeland Industries report - Amy Neumann reported for the month of December, 1,339 pounds of aluminum were collected from 28 customers. The price of aluminum is \$0.40 per pound. Day Services continued with their in-house programming focusing on health and wellness, personal development, communication skills, cooking and nutrition. The participants were able to visit and use the Clintonville pool and the track at the Face Center in Keshena to focus on their fitness. Assemblies met the production needs for the businesses they work with. The participants continued with their class at BMO and North States Wood Gates. Woodworking met the production needs for the businesses they work with. The participants volunteered at the Shawano Humane Society and Navarino Nature Center. No referrals were received. Lakeland Industries received donations from Shawano Knights of Columbus in the amount of \$6,001.18 and \$1,323.01 from Pulaski Knights of Columbus. St. Martin of Tours Parish plans on donating money also to Lakeland Industries. These donations are a result from money raised from the tootsie roll drives.

**10. Board member comments or new business to be considered at a future meeting.**

None.

**11. Per diem approvals for miscellaneous meetings.**

Motion made by Madsen, seconded by Krause, to approve the per diem of this meeting and Commission on Aging on January 16, 2025. Vote: 7 yes; 0 no; 1 absent (Knaak)

**12. Next meeting date - February 11, 2025 at 9:00 a.m.**

The next Human Services Department Board meeting is scheduled for February 11, 2025 beginning at 9:00 a.m.

**13. Adjournment.**

Motion made by Leuenberger, seconded by Switalla, to adjourn the meeting at approximately 9:30 a.m. Vote: 7 yes; 0 no; 1 absent (Knaak)

Recorded by: Melissa Liesner, Administrative Assistant



## Minutes

### **Human Services Department Board Meeting**

**Tuesday, February 11, 2025 at 9:00 AM  
Department of Human Services, Room A115  
W7327 Anderson Avenue, Shawano, WI**

**Members Present:** Dennis Knaak, Robert Krause, Jim Leuenberger, Tom Madsen, Steve Schinke, Kathy Stoltenow, William Switalla, Lynn Tober-Steinke, and Mike Wizner

**Members Absent:** None.

**Others Present:** Rick Kane, Director; James Davel, Administrative Coordinator; Jennifer Frost, Behavioral Health Division Manager; Lois Krizan, Business Division Manager; Melissa Liesner, Administrative Assistant; Heather Ondik, Income Maintenance/Child Support Division Manager; Becky Onesti, Accounting Supervisor; Cara Pahl, Production Supervisor

**1. Call meeting to order.**

The meeting was called to order by Switalla at 9:00 a.m. with nine members present.

**2. Silent meditation and Pledge of Allegiance.**

Switalla requested a moment of silent meditation. He then led the group in the recitation of the Pledge of Allegiance.

**3. Approve minutes from previous meeting.**

Motion made by Madsen, seconded by Krause, to approve the minutes as presented from the Human Services Department Board meeting held on January 14, 2025. Vote: 9 yes; 0 no; 0 absent

**4. Motion to deviate from the order of the agenda, if necessary.**

Motion made by Schinke, seconded by Krause, to deviate from the order of the agenda if necessary. Vote: 9 yes; 0 no; 0 absent

**5. Approve accounts payable for Department of Human Services.**

Becky Onesti discussed the accounts payable listing to the Board for Department of Human Services. Becky provided an explanation to the Board members regarding payments and services for January 2025 totaling \$404,202.24. After reviewing the accounts payable, Madsen made a motion, seconded by Schinke, to approve the accounts payable as presented for January 2025. Vote: 9 yes; 0 no; 0 absent

**6. Update of monthly activities.**

Income Maintenance/Child Support Programs - Heather Ondik stated the statistical reporting for Income Maintenance was not available yet. Caseloads continue to be high. There were 45 families served, and 61 children served in ChildCare. Income Maintenance will be going through

the Management Evaluation Review (MER). This review will take place at our department. The ChildCare fraud plan is due at the end of the month, so this is currently being worked on.

The federal measurements data for Child Support was reviewed. Performance is up in all areas. Arrears collection is up 12.5% compared to last month and overall, there is an increase of approximately 84 cases compared to this time last year.

Kinship/Foster care statistics - Melissa Liesner reported for Jennifer Stuber. There were 24 children placed in foster care, 23 children with relative placements, and four children with non-relative placements. There were 49 children in kinship care of which 36 were court ordered and 13 were voluntary.

Youth aids statistics - Melissa Liesner reported for Jennifer Stuber. There was one youth in a group home and no youth in residential care or in corrections.

Mental Health statistics - Jennifer Frost reported there were eight individuals (8 adults and no youth) referred to inpatient services for a total of 64 days. One individual used crisis stabilization. New enrollments in January are as follows: 19 adult protective service enrollments, 47 crisis service enrollments, and 14 jail enrollments. There were 17 new outpatient clients.

The State completed their site visit and recertified outpatient integrated behavioral health treatment services, the intoxicated driver program, and emergency mental health. The site review went very well.

Drug Court report - Jennifer Frost reported there are 10 active participants enrolled in Drug Court with two approved candidates to enroll and three other active referrals being screened. There is a graduation scheduled for February 28th at 3:30 p.m. that will be held in A115 at Department of Human Services.

Lakeland Industries report - Cara Pahl reported for the month of January, 1,327 pounds of aluminum were collected from 33 customers. The price of aluminum as of February 3rd increased to \$0.50 per pound. Day Services continued with their in-house programming and educational classes. The participants visited Lark Country Store, Sam's Club and toured NBC 26 news. Assemblies met the production needs for the businesses they work with. The participants continued with their money classes at BMO and volunteering at Hope Community Church and Sacred Heart. They also attended a presentation learning about therapy dogs. Woodworking met the production needs for the businesses they work with. The participants volunteered at the Shawano Humane Society and explored businesses in Clintonville such as the bowling alley and the Clintonville ambulance. Four referrals were received regarding interest in attending Lakeland Industries. Lakeland Industries received a donation from St. Martin of Tours Parish as a result from their tootsie roll drive in the amount of \$1,347.37.

**7. Board member comments or new business to be considered at a future meeting.**

Krause inquired how the pause with federal grants could impact Department of Human Services. Rick Kane and Lois Krizan followed up with discussion concerning the possible impact this could have on the Department.

**8. Per diem approvals for miscellaneous meetings.**

Motion made by Madsen, seconded by Leuenberger, to approve the per diem of this meeting. Vote: 9 yes; 0 no; 0 absent

**9. Next meeting date - March 11, 2025 at 9:00 a.m.**

The next Human Services Department Board meeting is scheduled for March 11, 2025 beginning at 9:00 a.m.

**10. Adjournment.**

Motion made by Schinke, seconded by Wizner, to adjourn the meeting at approximately 9:28 a.m. Vote: 9 yes; 0 no; 0 absent

Recorded by: Melissa Liesner, Administrative Assistant



## Minutes

### Land Conservation Committee Meeting Thursday, February 6, 2025 @ 9:00 AM Shawano County Courthouse, Meeting Room 7

**Members Present:** Martin Elmer, Kathy Luebke, Joe Miller, Lynn Tober-Steinke, and Curtis Naja

**Members Absent:** None

**Others Present:** Scott Frank, Blake Schuebel, Jacob Buettner, Bill Koepke, and Lori Mathew (LCD); Shanda Hubertus, Kori Halstead, and Elizabeth Stein, Waterways Association of Menominee & Shawano Counties (WAMSCO); Sherrie Zenk-Reed, Natural Resources Conservation Service (NRCS)

**1. Call meeting to order.**

Meeting was called to order at 9:00 AM by Chairman Miller.

**2. Motion to deviate from the order of items listed on agenda, if necessary.**

Motion made by Elmer, seconded by Luebke to allow deviation from the order of items on the agenda, if necessary. Motion prevailed by acclamation.

**3. Public comment.**

None.

**4. Approval of minutes from previous meeting.**

Motion made by Tober-Steinke, seconded by Naja to accept the minutes for January 2, 2025 LCC meeting as written. Motion prevailed by acclamation.

**5. Agency Report: United States Department of Agriculture (USDA) – Natural Resources Conservation Service (NRCS).**

Zenk-Reed stated they had a record signup of 50 applicants for the Environmental Quality Incentives Program (EQIP) but part of the funding is still up in air. Also, they have 13 applications for the Conservation Stewardship Program (CSP) program in Shawano County. She reviewed some of the requirements for wetland and highly erodible lands based on the Food Security Act of 1985. She asked that we remind farmers about USDA's process involving wetlands and to contact their office before any work starts. There was discussion regarding wetlands, cleaning ditches and the processes.

**6. Land Conservation Department Staff Reports.**

Staff reports are in the agenda packet. Frank worked on the final reimbursement for grants and we still need to complete the Wildlife Damage paperwork. The Memorandums of Understanding (MOU) with Timberland Invasives Partnership for work in 2025 and WI DNR for habitat restoration on North Branch Embarrass River were finalized. Buettner continued work on Synergy Dairy waterway and DNR permitting for Tilleda Falls shoreline restoration, Lehdorf's

waste storage facility abandonment and numerous trainings/meetings. Koepke continues to work on the upcoming Winter Farmer Workshop scheduled for Friday, February 21. The flyer was created by Halstead and was handed out to the committee members. He continues to study for his Certified Crop Advisor Certification. Schuebel worked with a landowner on 2023 Farmland Preservation Plan tax submission issue and projects for Steve Esch and Brad Krueger. For Wildlife Damage Program, he completed request to WDNR for a deer shooting permit, processed invoice for venison processor and completed end of year documents. Various questions from the Committee were answered.

**7. Report on 1/10/25 Lake Michigan Area Association meeting.**

Elmer and Schuebel attended this meeting. It was the association's annual planning for upcoming activities and budget meeting. There was a presentation by Chris Flicek (Brown County) and Isaac Mevis (USGS) on phosphorus capture systems and a discussion on insecticides.

**8. Discussion and possible action on request for letter of support for WAMSCO's grant application on Lake Sturgeon Research Project.**

Hubertus mentioned that Halstead now has her drone pilot's license and is looking for conservation project areas to take before/after video of. A couple project areas including the Tilleda project were suggested before their presentation started. They reviewed their grant application to Midwest Glacial Lakes Partnership. There are approximately 41,000 lake sturgeon in Lake Winnebago system. WAMSCO is looking at purchasing monitoring buoys for above and below dams to compare data. They propose to monitor lake sturgeon spawning and water quality, identify potential sites for shoreline restoration and include outreach with the community of this work. The features of these buoys were reviewed along with placement of them. The intention is to identify differences between preferred spawning areas vs areas not used and will share this data for improving critical spawning grounds. Motion made by Luebke, seconded by Tober-Steinke to approve the letter of support for WAMSCO's grant application. Motion prevailed by acclamation.

**9. Discussion on wake enhancement and transfer of aquatic invasive species with watercraft.**

Frank mentioned that Miller recently shared with him of Lincoln County passing a resolution on this subject that maybe Shawano County might want to look at. Wisconsin Lakes is calling for statewide standards to limit the impact safety, enjoyment and lake environment from watercraft using ballast tanks and other devices to enhance their wakes. Following discussion, consensus of the Committee was for Frank draft a resolution for review/action at their March or April meeting.

**10. Discussion and possible action on resolution to approve participation in the WI Department of Natural Resources Wildlife Damage, Abatement and Claims grant program.**

Frank noted WDNR is requesting that Shawano County renew its Wisconsin Wildlife Damage Program Plan of Administration participation for the next five years, through December 31, 2029. The current plan expired at end of 2023. Motion made by Elmer, seconded by Miller to approve participation in this Plan. Motion prevailed by acclamation.

**11. Correspondence and news.**

Mathew reported we had 176 posters submitted for the 2025 Conservation Poster Contest. The top three posters in each division were passed around. Mathew and Frank discussed planning for the Lake Michigan Area Land & Water Conservation Spring Conference to be hosted by Shawano County on June 6, 2025. Locations, food and budget were discussed. Consensus was to reserve the Shawano County Park Pavilion and secure a caterer for the food.

**12. New business that is requested for future committee consideration.**

Buettner mentioned to the Committee that the Synergy Dairy waterway bids may be coming in before their April meeting and the desire of the landowner to begin project as soon as they can. Buettner requested pre-authorization, if needed, to award the work to the low bidder. By consensus of the Committee, it was agreed to move ahead with the low bid for cost share purposes and take official action at an upcoming LCC meeting.

**13. Approve travel and meeting requests, if necessary.**

None.

**14. Discuss and set next meeting date(s).**

The next LCC meeting is scheduled for Thursday, March 13, 2025 at 9:00 AM.

**15. Adjournment.**

Motion made by Luebke, seconded by Elmer to adjourn the meeting at 10:00 AM.

Recorded by: Lori Mathew, Office Assistant III, and Scott Frank, Conservationist



## MINUTES

### Planning, Development and Zoning Committee Public Hearing

Wednesday, February 5, 2025 @ 9:00 AM  
Shawano County Courthouse, Rooms A & B

**Members Present**

Ken Capelle, Jeremy Gretzinger, Lowel Hammett, Kathy Luebke, and Theresa Serrano

**Members Absent:**

**Others Present:**

Kari Hopfensperger, Andrew Popp, Kristen Erb

**Chairman Luebke called the public hearing to order at 9:00 AM.**

**AMENDED CU-21-24:** Daniel J and Julie Brown Hanauer request a conditional use permit for the placement of up to 650 cubic yards of fill on a parcel greater than 2 acres in size (044-80350-0170) and up to 500 cubic yards of fill each on two parcels less than 2 acres in size (044-80350-0171 and 044-80350-0172) in the Residential Sewered Zoning District pursuant to the Shawano County Zoning Ordinance No. 7-14, Table X.2.02 and Section X.9.03(120)(c) for the purpose of preparing the lots for future single family dwelling to be located at W4696 Swan Acre Lane (044-80350-0170). Property is located and described as Outlots 1, 2, and 3 of Certified Survey Map No. 4897 being part of Swan Acre Drive, located in Government Lots 2 and 3, unrecorded Plat of Swan Acres, Section 19, T27N R17E in the Town of Washington.

Dan Hanauer appeared before the Committee regarding fill placement on 3 lots. Discussion included placement of fill, stockpiling of fill, project timeline, grading of lots and drainage direction as well as placement of swale(s). Questions by Kathy Luebke, Ken Capelle and Theresa Serrano. Hanauer advised there will not actually be stockpiling of fill but placement of fill on the lots until such time that they are graded. Ron Lotto, W4694 Swan Acre Lane, Cecil, WI 54111 addressed the Committee regarding his concerns with water drainage and placement of swale between the properties. Lotto inquired as to the depth of the swale and if it will drain to the lake. Discussion regarding elevations of the lots and of the swale. Inquiry of installing drain tile. Andrew Popp advised there is high groundwater, no ditch and no storm sewer to move water. Charlie Fritsch, Town of Washington Zoning Chairman advised the Town of Washington recommended approval of the conditional use permit request. No other correspondence, either oral or written, was presented at the public hearing.

**Chairman Luebke closed the public hearing at 9:22 AM.**

Recorded by: Kristen Erb, Land Use Specialist



## Minutes

### **Planning, Development and Zoning Committee Meeting**

**Wednesday, February 5, 2025 @ 9:00 AM  
Shawano County Courthouse, Room A & B**

**Members Present:** Ken Capellè, Jeremy Gretzinger, Lowel Hammett, Kathy Luebke, and Theresa Serrano

**Members Absent:**

**Others Present:** Kari Hopfensperger, Andrew Popp, Kyle Waelchli, Kristen Erb  
Julie Hasser - Human Resources Director

**1. Call meeting to order.**

Chairman Luebke called the meeting to order at 9:23 AM.

**2. Motion to deviate from order of agenda, if deemed necessary.**

Motion by Theresa Serrano, second by Jeremy Gretzinger to deviate from order of agenda, if necessary.

Vote: 5 yes 0 no. Motion carried.

**3. Approval of minutes**

January 8, 2025 Public Hearing and Meeting Agenda

Motion by Theresa Serrano, second by Jeremy Gretzinger to approve minutes as submitted.

Vote: 5 yes 0 no. Motion carried.

**4. Discuss, review and take possible action on public hearing requests as follows:**

AMENDED CU-21-24: Daniel J and Julie Brown Hanauer

**Amended CU-21-24: Daniel J and Julie Brown Hanauer**

Motion by Ken Capelle, second by Lowel Hammett to recommend approval with amended conditions (amended #4).

Vote: 5 yes 0 no. Motion carried.

**5. It is anticipated that the Planning, Development and Zoning Committee by motion and second will go into closed session pursuant to Section 19.85(1)(c), Wis Stats., to discuss personnel issues.**

Motion by Theresa Serrano, second by Lowel Hammett to go into closed session at 9:29 AM.

Roll call vote:

Capelle: yes

Gretzinger: yes

Hammett: yes

Luebke: yes

Serrano: yes

**6. It is anticipated that a motion will be made and seconded to come out of closed**

**session to take any action deemed appropriate concerning the closed session item, if any, and continue with the agenda.**

Motion by Theresa Serrano, second by Lowell Hammett to come out of closed session at 11:20 AM.

Roll call vote:

Capelle: yes

Gretzinger: yes

Hammett: yes

Luebke: yes

Serrano: yes

**7. Next public hearing and meeting date is March 5, 2025 in rooms A & B of the Courthouse and future agenda items:**

A - Committee members are asked to bring ideas for future discussion

B - Announcements/Requests/Correspondence

C - Staff Travel

**8. Adjournment.**

Motion by Theresa Serrano, second by Ken Capelle to adjourn at 11:23 AM.

Vote: 5 yes 0 no. Motion carried.

Recorded by: Kristen Erb, Land Use Specialist



## Minutes

### **Public Property Committee Meeting**

**Thursday, February 13, 2025 @ 8:00 AM  
Shawano County Courthouse, Room 7**

**Members Present:** Rick Giese, Thomas Kautza, Al Kuhn, Steve Natzke, and Randy Young

**Members Absent:** None, Allan Kuhn arrived at 8:20AM

**Others Present:** Kurt Berner - Samuels Group, Nick Hesse, Keith Herm, Carrie Buntjer & Dana Krause

**1. Call meeting to order.**

Meeting called to order by Chairman Giese at 8:12 AM.

**2. Public comment - limited to 10 minutes.**

None.

**3. Approval of minutes from previous meeting.**

Motion by Randy Young, second by Steve Natzke to approve the minutes of the previous meeting. All yes. Motion carried.

**4. Motion to deviate from the order of the agenda, if necessary .**

Motion by Randy Young, second by Steve Natzke to deviate from the posted agenda if necessary. All yes. Motion carried.

The Committee deviated to item 6.

**5. Discussion and possible action on proposal from Samuels Group - Kurt Berner.**

Kurt Berner from the Samuels Group addressed the Committee regarding the four phases from the proposal. Berner stated the RFP can be created and placed on our website. Samuels Group would manage all questions received from vendors and facilitate interviews with the chosen vendors. Discussion followed.

Motion by Randy Young, second by Allan Kuhn to hire Samuels Group to complete the RFP and Master Planning Phase of the proposal. All yes. Motion carried.

Motion by Tom Kautza, second by Allan Kuhn to authorize the Samuels Group to approve and move forward with the RFP. All yes. Motion carried.

**6. Discussion on Insurance for Shawano County Fairgrounds.**

The question was brought up by members of the 4-H Horse Group if the stalls and bleachers were insured. Carrie Buntjer informed the Committee an audit was done at the Fairgrounds to assure the assessed value. James Davel will look into what exactly is insured.

**7. Discussion and possible action on Shawano County Shawano Arts Council Mielke Lease.**

After discussion, motion by Steve Natzke, second by Randy Young to postpone any action until the March 13, 2025 meeting. All yes. Motion carried.

The Committee deviated back to item 5.

**8. Discussion and possible action on update from Mike Rosenow with National Grid Renewables.**

Nick Hesse informed the Committee National Grid Renewables is looking at another way to connect the project at the County Farm. Negotiations for a longer TEA line going west of the site are being pursued. This will allow lower cost of interconnection and make the project feasible financially.

**9. Discussion and possible action on In Rem properties.**

Nick Hesse indicated the Sheriff's Dept. has posted eviction notices on all in rem properties and is working through the eviction process. Properties are set to be vacated as of February 17, 2025. When notified by the Sheriff's Dept all properties are indeed vacant, the Maintenance Department will then secure the properties.

**10. Discuss and possibly approve training requests.**

- Nick Hesse would like to attend a course titled Understanding Building Mechanical Systems in June 3 & 4, 2025 in Madison.

Motion by Tom Kautza, second by Steve Natzke to approve Nick Hesse taking HVAC course June 3 & 4, 2025 in Madison. All yes. Motion carried.

**11. Departmental update.**

- A check in the amount of \$12,807.00 was received from National Grid Renewables Development for the Geronimo Solar Park Revenue.
- Jail - Ahern has started to verify sizes and locations of VAVS, Booster Coils, and Wall Fins. Ahern has also started pulling and laying out wiring for the control side of the project. The duct cleaning process will be February 10 - 25, 2025.
- DHS - Had a broken roof drain PVC pipe. Was not covered under roof warranty due to being a plumbing issue not a roof leak. The maintenance crew purchased the needed supplies to replace the broken section of drainpipe.
- The bid proposal for 4 County vehicles (one vehicle for Maintenance, one for Admin and two for Parks) is now active. Bids are due to the County Clerk's Office by March 4, 2025.
- Crawford sign - communication cable was rotted. Cable replaced; sign controls may need to be updated at some point.

**12. New business that is requested for future committee consideration.**

SBA Communications cell tower tax bill at Clay Borrow site.

**13. Set next meeting date.**

The next meeting of the Public Property Committee will be held March 13, 2025, at 3 PM.

**14. Adjournment.**

Motion by Steve Natzke, seconded by Randy Young to adjourn. All yes. Meeting adjourned at 9:17 AM.

Recorded by: Dana Krause, Facilities Management Office Specialist



## Minutes

### **Public Safety Committee Meeting**

**Wednesday, February 5, 2025 @ 1:00 PM**  
**Shawano County Sheriff's Office**  
**James E. Stoltenow Training Room**

**Members Present:** Russell Gehm, Jeremy Gretzinger, Steve Natzke, Theresa Serrano, and Randy Young

**Members Absent:** None

**Others Present:** Sheriff George Lenzner, Chief Deputy Ty Raddant, Administrative Coordinator James Davel, Captain Nick Prey, Coroner Brian Westfahl, Clerk of Court Ethan Schmidt, Jail Administrator Troy Beyer, Telecommunications Supervisor Kasey Cross, Register in Probate Gwen Hoffman, Kevin Passon and Office Manager Dana Ritchie.

**1. Call meeting to order.**

Meeting called to order by Chairperson Serrano at 1:00pm.

**2. Silent meditation and Pledge of Allegiance.**

**3. Motion to deviate from the order of the agenda, if necessary .**

Motion by Young, seconded by Natzke to deviate from the agenda should it become necessary. All in favor and motion carried.

**4. Approve minutes from previous meeting.**

Serrano stated there was a previous correction to the members present at the January meeting. Young was present and Gehm was absent. The change was addressed in January and posted on the website correctly. The minutes attached to the February agenda were incorrect. Motion by Natzke, seconded by Serrano, to approve the January 8, 2025 meeting minutes with Young listed as present and Gehm listed as absent. All in favor and motion carried.

**5. Set next meeting date.**

Next meeting date set for March 5, 2025 at 1pm in the Sheriff's Office James Stoltenow Training Room.

**6. Public comment.**

None.

**7. Approve monthly bills and vouchers.**

Motion by Young, seconded by Gehm, to approve the December bills and vouchers as presented. All in favor and motion carried.

**COURT SYSTEM - Ethan Schmidt and Gwen Hoffman**

**8. Monthly report.**

Schmidt and Hoffman provided a monthly report to the committee.

**CORONER - Brian Westfahl**

**9. Monthly report.**

Westfahl provided a monthly report to the committee.

**LAW ENFORCEMENT**

**10. Discussion and possible approval for Hazardous Materials Emergency Preparedness Training Grant.**

Prey asked the committee to accept a Hazardous Materials Emergency Preparedness Training Grant in the amount of \$2,850 for HazMat training costs. This is not a matching grant. Motion by Natzke, seconded by Gehm, to approve the grant acceptance. All in favor and motion carried.

**11. Emergency Management report.**

Prey provided a report to the committee. Prey advised the office has been looking into future plans for the Motorola tower service contract. Ritchie advised this is part of the overall Motorola contract review for the Sheriff's Office. There will be information at future meetings for a 5-10 year plan regarding all Motorola contracts.

**12. Jail Administrator's report.**

Beyer provided a report to the committee.

**13. Telecommunications Center report.**

Cross provided a report to the committee.

**14. Sheriff's comments.**

Lenzner advised the committee of monthly activities. He stated Corporation Counsel is working on the updated ATV ordinance and will bring it to the committee when it is finished.

**15. Committee comments.**

- Young asked the minutes to reflect there was no representative from the District Attorney's Office. He asked that an agenda item for a District Attorney's report be added to the future agendas. Serrano advised this item will be added in the future.
- Young asked about the differences in marijuana criminal charges and marijuana ordinances.
- Gretzinger asked about the citation revenue retained by the county. Schmidt provided information on this topic.
- Natzke asked about the weight limit enforcement on the roads. Discussions have taken place between county departments on this matter.

**16. Adjournment.**

Motion by Natzke, seconded by Serrano, to adjourn the meeting at 1:47pm. All in favor and the meeting was adjourned.

Recorded by: Dana Ritchie, Office Manager

Shawano County Arts Council  
Minutes Monthly Meeting – Jan. 16, 2025  
7:30 p.m.  
Mielke Arts Center and Zoom Meeting

Present: Mary Madsen, Linda Blohowiak, Marena Erickson, Cheryl Folkerts, Sue Kluge, Alex Konen, Ryan Winn

Absent: Linda Beversdorf, Jeremy Gretzinger, Patty Luff, Stephen Mielke, David Plekenpol, Sandy Steinke

**Call to order:** Meeting called to order by Madsen at 7:37 p.m.

**Secretary's report:** Motion made by Konen, seconded by Erickson to approve the minutes of the Dec. 12, 2024 meeting. Motion carried.

**Treasurer's report:** Nothing new to report since the December meeting.

**Committee Reports**

**Building & Grounds, Landscaping Committee:** Madsen reported that Steve Dreher has retired. Konen volunteered to find out who the new Building and Grounds Maintenance person is.

**Website:** Kluge updated the festival information on the website and made some minor corrections in other spots. She asked for dates for 2025 events. They are: A & C Fair – July 27, Merry Mielke – Nov. 15, Trivia – Dec. 6. She will post the dates on the website. Blohowiak will send Kluge a poster for the Sweetheart Ball to post on the website.

**Member Group Updates**

**Arts & Crafts Fair/Merry Mielke:** No report.

**Box in the Wood:** Auditions for The Café Mocha Murders are currently being held.

**Folk Music Festival:** Two musicians were booked but one (Art Stevenson and High Water) backed out to take another gig. The second annual Sweetheart Ball will be held on Feb. 15. The goal of this event is to promote the festival. It is not a fundraiser. Blohowiak asked about the possibility of bringing a musical group to the theater for a one night show. The Ludden Brothers are a trio of triplets from Nashville that do folk music and will be touring in Wisconsin in the fall. The theater should be available during the first week in September and the board is supportive of the idea. This is just in the discussion stages. Erickson was asked if she could provide social media support for the festival and she is willing to do that. Mari Beth Weidner is a new festival committee member that may be willing to chair that area for the festival.

**Old Business**

**Email and On-line systems:** Some people have still not been able to access their emails. Konen suggested Feb. 12 & 13 to work with those people needing the help.

**Social Media ideas:** Erickson developed a "public affairs request" form that could be used by the SCAC and its member groups to ask her to publicize events. She will send the form out to the board for review.

**Children's Workshops:** Joe Engels is willing to direct the children's theater workshop again. It will be held on August 11 – 16.

**Handicap Access:** Blohowiak reported that she looked into what it would cost to have an assessment for handicap accessibility done for the theater. She contacted Options for Independent Living in Green Bay and found out that they had received a grant to do accessibility assessments for parks in their geographic area and were looking for a project in Shawano County, so she took the liberty of scheduling an assessment with Dave Whitlinger of Options. An assessment was completed by Mr. Whitlinger on both the inside of the theater and the grounds on Jan. 9. A written report will be completed. We need to find out where the report should be sent. Madsen will contact Kieth Marquardt regarding this matter. There may also be grant money available through Options to put toward any accessibility improvements that are made.

**Spectrum vs Frontier:** At the last meeting the board voted to switch from Cellcom to Frontier for internet and phone services. However, the contract did not get signed by Dec. 31 so the rates may have increased. It was suggested that if the cost of the internet was increased to no more than \$110/mo. and the phone was the same quoted price (\$31.49/mo.) that the approval to make the switch would stand. Blohowiak made a motion to approve that suggestion, seconded by Kluge. Motion carried.

**Vision Committee:** Kluge reported that it looks like Fridays will be the best day to have the vision committee meetings. She will reach out to everyone to set up a meeting. Madsen reported that the building was rented out on Dec. 21 for a family reunion for a cost of \$250. The group loved the facility. She thinks the Writer's Guild will be using the theater on May 18.

#### New Business

**Box in the Wood membership:** Kluge stated that the guild recently talked about becoming a membership organization as had been done in the past and charging a \$5.00 membership fee. The possibility of doing a quarterly newsletter for the SCAC was also discussed. She is seeking the board's approval to charge a membership fee. Konen made a motion to approve the request for the Box in the Wood to charge a \$5.00 annual membership fee. Winn seconded. Motion was approved.

**Adjourn:** Winn made a motion to adjourn. Seconded by Konen. Meeting adjourned at 8:26 p.m.

Minutes submitted by:  
Linda Blohowiak, SCAC Secretary



## Minutes

### **Shawano County Highway Safety Commission**

**January 28, 2025 @ 10:00 a.m.  
Shawano County Sheriff's Office  
James E. Stoltenow Training Room**

#### **Members Present:**

Sheriff, George Lenzner; Chief Deputy, Ty Raddant;  
Shawano Area Ambulance Service, Pat Trinko;  
WI DOT, Tony Kemnitz; Highway Commissioner, Grant Bystol;  
Bureau of Transportation Safety, Randy Wiessinger (virtual);  
County Board Rep: Jeremy Gretzinger

#### **Members Absent:**

Police Chief, Brad Rabideau

#### **Others Present:**

Captain, Nick Prey; State Patrol, Megan LaFave;  
Regional Program Manager (BOTS), Macalister Crowe

#### **1. Call meeting to order.**

Gretzinger called the meeting to order at 10:00 a.m.

#### **2. Approve minutes from previous meeting.**

Motion made by Lenzner, second by Bystol to approve the minutes from the meeting on October 22, 2024.

#### **3. Public comment.**

None.

#### **4. Status of area highway construction projects.**

Bystol:

- Hwy M - Buss Rd to Range Line Rd. Main reconstruct under full closure. Ten-week project anticipated to begin in June.
- Many other resurfacing projects that will be done under traffic.

Kemnitz:

- Sidewalk project in Wittenberg: Scheduled to begin in April.
- School House Rd: Bridge replacement over the north branch of the Embarrass River. Detour will be in place. Construction will be May-July.

#### **5. Old business.**

Kemnitz:

- Hwy 22 - Shawano to Cecil. Signs were verified to be installed correctly. Will check the signs after the meeting today.

Bystol:

- Asked Kemnitz for the status on intersection improvements at Hwy 22 & Cty B for traffic concerns and Hwy 47/55 & Cty B for safety concerns. Kemnitz advised he will schedule a traffic count during high-traffic times at Hwy 22 & Cty B and provided information on who to contact regarding the safety concerns at Hwy 47/55 & Cty B.

**6. New business.**

None.

**7. Accident review.**

Raddant:

- Yearly comparisons of accidents and OWI's in the county.
- Update on fatal accidents.

**8. Safety issues.**

Raddant:

- Discussion on accidents at Hwy 29 & River Rd intersection, along with road sign placement. Kemnitz advised the sign placement can be looked at. LaFave offered suggestions to improve this intersection regarding cross traffic and signage.

Wiessinger:

- County and state accident review and comparisons.
- Advised of Community Maps virtual office hours.
- Governor's Conference in scheduled for August 19-20, 2025.
- Drug Recognition Expert (DRE) training dates.
- Driver Orientated Screening (for) Cognitive Impairment is a new screening tool for law enforcement that has been adopted and used in several other states. WI DMV supports the use of the tool to gather information roadside. Available on an app, or printed visor card.

Lenzner:

- Changes to the ATV/UTV ordinance were sent to Corporation Counsel and is waiting for feedback.

**9. Set next meeting date.**

Meeting set for April 22, 2025 @ 10:00 a.m.

**10. Adjournment.**

Motion to adjourn at 10:50 a.m. by Kemnitz and Raddant. All in favor. Motion carried.

Recorded by: Terri Anton, Account Technician

**Resolution No. 2-25**

**Thanking Sarah Bartz for 25 Years of Service to Shawano County**

**Whereas,** Sarah Bartz ended her employment with Shawano County on January 10, 2025, after faithfully serving 25 years as a Shawano County employee; and

**Whereas,** Sarah was able to observe and serve as an integral part of a plethora of changes, advancements and improvements that occurred within the department over the last 25 years; and

**Whereas,** Sarah was with Shawano County when the Social Services Department moved from the Shawano County Courthouse to the Fellman Center location, and then to the Anderson Avenue location, and along the way combined with the Department of Community Programs to form the current Department of Human Services; and

**Whereas,** additionally, during that process, Sarah worked with two different department directors and hundreds of different departmental colleagues, and served in several positions ultimately retiring while serving as the current Human Services Income Maintenance and Child Support Division Manager; and

**Whereas,** the Shawano County Department of Human Services hereby wishes to join in congratulating Sarah for a job and tenure that was as lengthy as it was impressive.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors,** in session this 22<sup>nd</sup> day of January, 2025, that the Shawano County Board of Supervisors hereby publicly recognizes and thanks Sarah Bartz for her 25 years of dedicated and exemplary service to the residents of Shawano County.

Submitted by,  
Dennis Knaak  
Robert Krause  
Jim Leuenberger  
Thomas Madsen  
Kathy Stoltenow  
William Switalla  
Lynn Tober-Steinke  
Mike Wizner  
HUMAN SERVICES DEPARTMENT BOARD

Vote: 7 Yes; 0 No; 1 Absent; 1 Vacant

FISCAL NOTE: No fiscal impact.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel -Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

**Ordinance No. 1-25**

**To Adopt and Enact Annual County Vehicle Registration Fee  
As Amended by Executive Committee**

**Whereas**, building and maintaining highways and bridges are essential to sustaining the quality of Wisconsin’s highway infrastructure, which is vital to the state, counties and municipalities to support commerce, tourism and the safe transportation of people and goods; and

**Whereas**, the State and Federal governments continue to reduce funding available to Shawano County, while the costs of maintaining county highways, bridges and related infrastructure continue to increase; and

**Whereas**, Wisconsin Statutes § 341.35 authorizes a county to enact an ordinance imposing an annual flat registration fee on all motor vehicles customarily kept in the county (commonly referred to as a “wheel tax”); and

**Whereas**, a \$20.00 annual county vehicle registration fee would become a designated revenue source for the core service of highway maintenance in Shawano County that comes directly from the users of highways; and

**Whereas**, this Ordinance shall take effect January 1, 2026; and

**Whereas**, the Shawano County Highway Committee approved creation of this ordinance on January 7, 2025 and Executive Committee approved on January 15, 2025.

**Now, therefore, be it ordained by the Shawano County Board of Supervisors**, in session this 22<sup>nd</sup> day of January, 2025, that it adopts and enacts the Shawano County Annual County Vehicle Registration Fee Ordinance, attached hereto.

**Be it further ordained**, the County Clerk is directed to forward a copy of this Ordinance and attachment to the Wisconsin Department of Transportation (WisDOT).

**Be it further ordained**, that said Ordinance shall take effect upon passage and publication as required by law.

Submitted by,  
Terry Tipton  
Rick Giese  
Dennis Knaak  
Randy Mallmann

HIGHWAY & PARKS COMMITTEE

Vote: 4 Yes; 0 No; 0 Absent  
1 Vacant

Submitted by,  
Ken Capelle  
Randy Young  
Thomas Kautza  
Kathy Luebke  
Theresa Serrano  
William Switalla  
EXECUTIVE COMMITTEE

Vote: 4 Yes; 2 No; 0 Absent  
1 Vacant

Vehicle Registration Fee  
Page 2

FISCAL NOTE: Approximately 37,350 vehicles are eligible. At wheel tax rate of \$20.00 would generate \$747,000 in annual revenue.

Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.

James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires majority vote of the Board Members present.

Larenda J. Maulson - Corporation Counsel

## **Shawano County Annual Vehicle Registration Fee Ordinance**

**(1) Authority.** This ordinance is adopted pursuant to the authority granted by Wisconsin Statutes § 341.35.

**(2) Purpose.** The purpose of this ordinance is to provide the Shawano County Highway with a source of funds in addition to other funding sources currently being utilized to maintain highways, bridges, and other transportation related purposes.

**(3) Definition.** In this section, "motor vehicle" means an automobile or motor truck registered under Wisconsin Statutes § 341.25(1)(c) at a gross weight of not more than 8,000 pounds, that is registered in this state and is customarily kept in Shawano County.

**(4) Annual Registration Fee.** At the time a motor vehicle is first registered or at the time of registration renewal, the applicant shall pay a county vehicle registration fee of ~~\$25.00~~ \$20.00. This fee is in addition to other fees required by Wisconsin Statutes Chapter 341. The Wisconsin Department of Transportation (WisDOT) shall collect the fee.

**(5) Exemptions.** The following motor vehicles are exempt from the annual vehicle registration fee:

- (a) All vehicles exempted by Wisconsin Statutes Chapter 341 from payment of a state vehicle registration fee.
- (b) All vehicles owned by a governmental entity and registered by the State of Wisconsin under Wisconsin Statutes § 341.26.

**(6) Replacements.** No county vehicle registration fee may be imposed on a motor vehicle which is a replacement for a motor vehicle for which a current county vehicle registration fee has been paid.

**(7) Administrative Costs.** The Wisconsin Department of Transportation shall retain a portion of the moneys collected under this section equal to the actual administrative costs related to the collection of these fees (currently \$0.17 cents per vehicle). The method for computing the administrative costs will be reviewed annually by WisDOT, as provided in Wisconsin Statutes § 341.35.

**(8) Effective Date.** This ordinance shall be effective January 1, 2026.

**Resolution No. 7-25**

**To Authorize Continued County Participation in the Wisconsin Department of Natural Resources Wildlife Damage, Abatement and Claims Program**

**Whereas**, Shawano County has participated in the Wisconsin Wildlife Damage, Abatement and Claims program since 1987 to help alleviate the damage done to crops or commercial seedlings on agricultural lands, to crops that have been harvested for sale or further use but have not been removed from the agricultural land, orchard trees, Christmas trees, nursery stock, livestock or apiaries by bear, cougar, deer, elk, goose, turkey and sandhill crane\* (\*become eligible for program services when a hunting season is established) to help reimburse producers when damage does occur; and

**Whereas**, the populations of these wild animals causing damage has been constantly growing, increasing the threat of damage to crops; and

**Whereas**, the Wisconsin Department of Natural Resources has requested Shawano County renew its Wisconsin Wildlife Damage Program Plan of Administration to continue participation in the Program for the next five (5) years; and

**Whereas**, on February 6, 2025, the Land Conservation Committee reviewed and recommended approval of the Wisconsin Wildlife Damage Program Plan of Administration for Shawano County; and

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 26<sup>th</sup> day of February, 2025, that the Wisconsin Wildlife Damage Program Plan of Administration for Shawano County is approved and confirms Shawano County's participation in the Wildlife Damage, Abatement and Claims Program through December 31, 2029.

**Be it further resolved**, that Land Conservation Department staff is authorized to take necessary action to undertake, direct and complete the program requirements, and is to submit to the WDNR signed documents and reimbursement claims, along with any necessary supporting documentation.

Submitted by,  
Martin Elmer  
Kathy Luebke  
Joe Miller  
Curtis Naja  
Lynn Tober-Steinke  
LAND CONSERVATION COMMITTEE

Vote: 5 Yes; 0 No; 0 Absent

FISCAL NOTE: Grant funding received is used in accordance to grant requirements.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend Approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

# WISCONSIN WILDLIFE DAMAGE PROGRAM PLAN OF ADMINISTRATION

\_\_\_\_\_ COUNTY

As confirmed in the County Board of Supervisor's Resolution No. \_\_\_\_\_, the County requests to participate in the Wildlife Damage Abatement and Claims Program (WDACP), established under s. 29.889, Stats., and s. NR 12, Wis. Adm. Code. This Plan of Administration (Plan) outlines the relationships and duties of the County and the Wisconsin Department of Natural Resources (WDNR), herein called the Parties. By submission of this Plan the County agrees to fully comply with s.29.889, Stats., s. NR 12, Wis. Adm. Code and the Wisconsin WDACP Technical Manual, which are made part of this Plan by reference.

- A. Definitions: For the purposes of this Plan, the Parties, the County and WDNR, accept the definitions found in s. 29.889(1), Stats., and s. NR 12.31, Wis. Adm. Code. In addition, the Parties agree that:
1. "Improperly filed claims" means any wildlife damage claim received by WDNR which does not comply fully with all eligibility requirements of s. 29.889, Stats., s. NR 12, Wis. Adm. Code or this Plan or procedures described in the WDACP Technical Manual.
  2. "Permanent fence contract" means any fence contract written in accordance with the Wisconsin WDACP Technical Manual and designed to remain effective for a minimum of 15 years.
- B. Level of Participation:  
The County agrees to administer the full Wildlife Damage Abatement and Claims Program.
- C. Eligible Species:  
The County agrees to administer the WDACP with respect to the following wild animals: bear, cougar, deer, elk, goose, turkey, and sandhill crane\*.  
*\*become eligible for program services when a hunting season is established.*
- D. Eligible Crops:  
The County agrees to provide the WDACP with respect to the following: Damage to commercial seedings or crops on agricultural lands, damage to crops that have been harvested for sale or further use but have not been removed from the agricultural land, damage to orchard trees, Christmas trees, nursery stock or damage to livestock or apiaries.
- E. Administration Responsibility:
1. The County, through designation of an established oversight committee shall provide overall supervision of the WDACP including approval of: annual budget requests, permanent fence contracts, properly filed wildlife damage claims and enrollee appeal (if any).
  2. The County shall provide day-to-day administration, recordkeeping, purchasing, field investigations, recommendation/delivery of abatement paperwork or equipment, field operations, crop appraisals, and budget preparations.
- F. Budgeting:
1. The County agrees to:
    - a. Prepare a draft WDACP budget request for the following calendar year for County review at the designated oversight committee's October meeting.
    - b. Keep administrative costs to a minimum.

- c. Provide an annual budget request (Section IV.) to WDNR by **November 1st** immediately preceding the calendar year it pertains to. All budget requests will include cost estimates for administration, abatement, wildlife damage claims and an estimated number of claimants.
  - d. Prepare quarterly reimbursement requests to WDNR for eligible WDACP expenditures by the following deadlines: 1st quarter - May 31; 2nd quarter - August 31; 3rd quarter - November 31; 4th quarter - March 1.
  - e. Not bind WDNR for expenditures beyond the approved County Plan of Administration. The County may, by written amendment, request additional funding. It is understood that additional funding is not guaranteed and is subject to fund availability.
  - f. Submit all wildlife damage claim requests which are in compliance with s. 28.889, Stats, and s. NR 12.34, NR 12.35, NR 12.36, NR 12.15 and NR 12.16 for the previous calendar year to WDNR by the next succeeding March 1st.
2. WDNR agrees to:
- a. Review and approve, amend or deny the annual budget request in accordance with s. 29.889, Stats., and s. NR 12.32, Wis. Adm. Code, and advance funds under s. NR 12.34, Wis. Adm. Code within 30 days of budget approval.
  - b. Review and approve, amend or deny reimbursement requests in accordance with s. NR 12.34 and 12.35, Wis. Adm. Codes.
  - c. Review and act on properly filed wildlife damage claims requests no later than June 1 following the calendar year in which damage occurred.
  - d. If eligible wildlife damage claims are submitted late by the County, WDNR may accept and process the claims if funds are available, and if the payment will not adversely affect claimants for preceding calendar year claim payments.
  - e. If statewide approved wildlife damage claims exceed available funds, claims shall be paid on a prorated basis as established in s. NR 12.37(3) Wis. Adm. Code.
3. The Parties mutually recognize and agree:
- a. WDNR shall not bind the State of Wisconsin to pay costs beyond the amount appropriated for the WDACP. WDNR may defer until after July 1st, the payment of County reimbursement requests beyond the initial 25% funds advancement.
  - b. The County may distribute permanent fence materials to the landowner immediately upon the LCC's approval of a signed permanent fence contract, after written project approval by WDNR, completion of the bidding process and subject to the limits imposed by the WDNR approved WDACP budget for that year.
  - c. Supplies, materials, and equipment purchased for WDACP operations shall be turned over to the WDNR or its agents if this Plan is terminated by any of the Parties.
  - d. WDNR shall not reimburse the cost of abatement measures unless those measures were prescribed and implemented according to county direction and the Wisconsin WDACP Technical Manual, or unless written approval is given by WDNR.
  - e. WDNR shall not make payment for any wildlife damage claim which does not comply with all eligibility requirements of s. 29.889, Stats., s. NR 12, Wis. Adm. Code or this Plan of Administration.

G. Recordkeeping:

1. The County agrees to:
  - a. Maintain recordkeeping practices and procedures that conform to accounting practices directed by the Department of Natural Resources and in compliance with s. NR 12.39, Wis. Adm. Code.
  - b. Make all records and files relating to the WDACP available to the WDNR, upon request.
  - c. Send copies of any WDACP documentation to the WDNR upon request.
  - d. Use WDNR authorized databases and forms for billing and reporting.
  - e. Maintain separate enrollee files and keep records of all abatement recommendations, appraisals and all WDACP related interactions with each enrollee.
  - f. Direct all billings to WDNR Wildlife Damage Specialist (see Contact Person List).
2. WDNR may:

Conduct periodic audits of County recordkeeping procedures and prepare a written report to the County.
3. The Parties recognize and agree:

All WDACP records are subject to the Wisconsin Open Records Law, s. 16.61, Stats.

H. Abatement Measures:

1. The Parties mutually recognize and agree that:
  - a. The County shall prepare an annual informational news release for County residents on the WDACP describing how services may be requested.
  - b. All enrollees shall be required to have a signed enrollment form on file to meet the hunting requirements in s. 29.889 (7m), Stats. and s. NR 12.36 Wis. Adm. Code prior to providing WDACP assistance.
  - c. All abatement measures prescribed to alleviate wildlife damage shall conform to the procedures and priorities found in the Wisconsin WDACP Technical Manual and will be accepted by the County as complete and appropriate "prescribed abatement". Other abatement measures may be used if approved in advance in writing by WDNR.
  - d. In the event equipment loaned by the County to a particular crop owner is damaged beyond normal wear and tear, the crop owner shall be responsible for parts and labor to repair and the County agrees to seek such costs in all reasonable manners, including legal action. If the repair cost exceeds the value of the equipment, the crop owner will be billed for the equipment. If the enrollee fails to pay:
    - 1) The County shall refuse to provide subsequent materials or equipment until payment is made, (consequently the crop owner would be ineligible for a wildlife damage claim) to the County, or
    - 2) The County will take reasonable legal action to recover the loss, and deposit the proceeds in the County's WDACP account.
  - e. Permanent fences for deer damage abatement shall only be recommended subject to the priorities and conditions set forth in the Wisconsin WDACP Technical Manual.
  - f. A WDACP enrollee for which a permanent fence has been recommended and approved will be required to agree to the design of the fence in advance of letting the project for bid. The enrollee

will be responsible for all materials or installation costs in excess of the low bid amount if the enrollee requests changes in fence design subsequent to letting bids for said fence.

- g. A permanent fence contract shall be signed by the applicant/ landowner, the County, and WDNR prior to bidding for materials and installation costs. The Contract used shall have all the provisions in the "model" contract in the current WDACP "Technical Manual". This contract shall be registered with the appropriate County Register of Deeds.
  - h. All permanent fences shall be built according to the specifications found in the current WDACP Technical Manual or have written approval from WDNR.
  - i. The County will pay the WDACP's 75% obligation for permanent high tensile woven wire fence projects approved by the WDNR, when the County has determined that WDACP requirements for fence materials and construction have been met.
  - j. The County shall conduct inspections a minimum of one each year of all permanent fences cost-shared through the WDACP to insure Fence Contract Compliance.
  - k. The County shall seek competitive bids for all WDACP expenditures likely to exceed \$1,000 in cost.
  - l. Enrollees shall be encouraged to integrate sound conservation practices with their normal agricultural practices. Counties may place as a condition for abatement and claims assistance that enrollees comply with County farm conservation plans.
  - m. The County, in accordance with s. NR 12.35(4) will not administer abatement measures to persons not cooperating with County personnel or the County's agents responsible for administering the County's Wildlife Damage Abatement and Claims Program. Abusive language, behavior or threats of violence or otherwise will be considered a failure on the part of an applicant to cooperate. This condition of administration will be provided by the County or its agent, in writing to program participants.
  - n. If the County elects to participate in the WDACP Venison Donation Program that is authorized by the WDNR in accordance with s. 29.89, Stats in a given year, the County will establish and coordinate development of the program.
  - o. The County will reimburse venison processing facilities for processing deer donated under a WDACP Venison Donation Program approved by the WDNR in accordance with s. 29.89, Stats. The County is obliged to reimburse participating venison processing facilities once it is determined that all WDACP Venison Donation Program requirements have been met by the facility.
2. WDNR agrees to:  
Provide current information on abatement effectiveness through the WDACP newsletter and/or changes to the WDACP Technical Manual.
- I. Wildlife Damage Claims.
- 1. The County agrees to:
    - a. Advise County WDACP enrollees in writing regarding procedures and requirements for submitting a wildlife damage claim, and all other WDACP eligibility requirements.
    - b. Require that potential claimants specify in writing or by telephone: the location of damage, crop(s) being damaged, species of wildlife causing damage and the date damage first occurred.
    - c. Require that potential enrollees have a signed enrollment form (WDNR form) on file to meet the hunting requirements in s. 29.889 (7m), Stats. and s. NR 12.36(2) Wis. Adm. Code. The County may

require the enrollee to keep a hunting access log, using the approved form. This log shall be kept complete and the enrollee shall make this log accessible to the County, counties agent or WDNR for their enforcement of the hunting access requirement and to investigate any complaints regarding compliance to the hunting access requirement in s. 29.889 (7m), Stats.

- d. Date the damage notice, inspect the alleged damage to verify the enrollee's statements and recommend abatement measures.
- e. Determine the amount of huntable land and the applicable number of hunters for each enrollee in accordance with ss. NR 12.31 (4), Wis. Adm. Code, notify each enrollee of the requirement to allow open public hunting or managed hunting access (at least 2 hunters per 40 acres of land suitable for hunting), and provide "Hunting by Permission Only" signs if requested by the enrollee. Land suitable for hunting all eligible species other than deer and elk shall be determined in a manner consistent with NR 12.31(4). Land suitable for hunting deer and elk shall be determined in a manner consistent with NR 12.31(4e). Participants who only receive a deer shooting permit and waive any eligibility to receive a wildlife damage claim payment are exempt from the public hunting requirement (s. NR 12.36 (1m)).
- f. Provide the WDNR, and the public, upon request, a list of enrollees (and their contact information) who have signed enrollment forms under the terms of the WDACP.
- g. Notify WDACP enrollees that ineligibility on any site will result if they fail to:
  - 1) Control hunting access on all contiguous land under the same ownership and control, except in situations involving apiaries on land not controlled by the enrollee as defined in s. 29.889 (7m)(am), Stats.
  - 2) Allow public hunting for the species causing damage (two options available).
    - a) Open public hunting, or
    - b) Managed hunting access – the presence of 2 hunters/40 acres of land suitable for hunting
  - 3) Sign enrollment form(s)
  - 4) File a wildlife damage complaint with the County within 14 days of first damage each year.
  - 5) Follow the County's abatement prescriptions.
  - 6) Notify the County, orally or in writing, 10 days prior to harvest of crops subject to a statement of claim so that the County can conduct a damage appraisal.
  - 7) Comply with the requirement that they not charge any hunting, hunting access fee or any fee associated with the hunting the species causing damage.
  - 8) Meet their shooting permit harvest objective if a shooting permit has been issued.
- h. Inspect the crop prior to harvest, conduct an appraisal upon the crops using appraisal methods detailed in the WDACP Technical Manual, and prepare a wildlife damage claim form.
- i. Retain the claim until the end of the calendar year to determine the claimant's compliance with the WDACP requirements.
- j. Establish, as described below, uniform unit prices for eligible crops and calculate the value of the eligible wildlife damage claim.
- k. Deduct from the total wildlife damage claim amount any charge for damage to equipment or



- d. The County will not administer a damage appraisal and/or claims to persons not cooperating with County personnel or its agents responsible for administering the County's WDACP. Abusive language, behavior or threats of violence or otherwise will be considered a failure on the part of an applicant to cooperate. This condition of administration will be provided by the County or its agent, in writing to program enrollees
- e. As required by s. NR 12.37(4)(a)4.b., Wis. Adm. Code as part of the claims approval process, if a enrollee who has been issued a shooting permit is found not to be compliant with the harvest objective prescribed under his or her permit under s. NR 12.16(2)(a), Wis. Adm. Code, then the County, its agent, and the department shall consult before making a collective recommendation to grant an exemption to the harvest objective requirement. This group shall review the evidence and if there is consensus that an exemption is warranted, shall recommend that the County designated committee charged with approval of such damage claims, grant approval of the damage claim for the year in which the permit was issued. Compelling evidence that shall be used is detailed in s. NR 12.16(2)(b)2., Wis. Adm. Code.

J. Changes:

The terms of this Plan may be changed by written amendment approved by all Parties.

K. Termination:

1. The County may terminate participation in the WDACP upon notifying WDNR in writing thirty (30) days prior to termination.
2. WDNR shall terminate a County Plan of Administration if the County does not comply with all conditions of s.29.889, Stats., s. NR 12, Wis. Adm. Code, this Plan, the Wisconsin WDACP Technical Manual or fails to properly report costs of the program or claims. WDNR shall give 30 days written notice of termination.
3. WDNR agrees to reimburse the County for reasonable WDACP costs incurred and determined proper by WDNR under this Plan prior to the effective date of termination.

L. Length of Effect:

This Plan shall remain in effect until December 31, \_\_\_\_\_ (5 years from WDNR approval).

M. Approvals:

\_\_\_\_\_ COUNTY

Date \_\_\_\_\_ By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_

Title \_\_\_\_\_

DEPARTMENT OF NATURAL RESOURCES

Date \_\_\_\_\_ By \_\_\_\_\_

Section Chief,  
Bureau of Wildlife Management

CONTACT LIST:

1. Wisconsin Department of Natural Resources  
Bureau of Wildlife Management - Administration  
Wildlife Damage Specialist  
GEF 2, WM/6  
P.O. Box 7921  
Madison, WI 53707-7921 phone: 608-261-7589

2. \_\_\_\_\_ County  
\_\_\_\_\_, County representative  
\_\_\_\_\_, Department  
\_\_\_\_\_, WI Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. If the County hires a contractor to conduct field work, that person's name, address and contact information should appear here.

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

**Resolution No. 8-25**

**To Approve Updates to the Shawano County Personnel Policy and Procedures Manual**

**Whereas**, Shawano County has authorized a Personnel Policy and Procedures Manual to establish uniform personnel policies and procedures governing its employees covered by such Manual; and

**Whereas**, the Personnel Policy and Procedures Manual establishes the performance standards expected of County employees and additionally governs employee benefit terms; and

**Whereas**, amendments must be made to the Personnel Policy and Procedures Manual from time to time to keep policies current, reflect current practice, and address new issues and circumstances; and

**Whereas**, the Personnel Policy and Procedures Manual was last updated in November of 2018; and

**Whereas**, after careful consideration and review the Executive Committee recommends approval of the following amendments to the Shawano County Personnel Policy and Procedures Manual; and

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 26<sup>th</sup> day of February, 2025, that Shawano County approves and adopts the following amendments to the Shawano County Personnel Policy and Procedures Manual:

1. A new policy is established that employees applying for a new job within the County must have completed 6 months in their current role and be in good standing.
2. A new policy is established setting a 90-day probationary period for all new hires.
3. New PTO policies are established as to PTO terms, with the following updated terms:
  - a. During the 90-day probationary period, new hires cannot use PTO.
  - b. If an employee terminates employment prior to 1 year, all accrued unused PTO will be forfeited.
  - c. New policies are established for crediting new hires with PTO (Director level 80 hours and Manager/Supervisor level 40 hours).
  - d. A new policy is established that employees will be subject to disciplinary action for unexcused absences and the employee having no available PTO.
  - e. Dated language due to use of Dayforce is removed.
  - f. Employee contributions to Extended Leave Bank shall be ended as of 12/31/2025.

- g. All non-union employees' current hours balance in the Extended Leave Bank will be converted to dollars based on the employees' wage as of 12/31/2025.

**Be it further resolved**, the attached updated Personnel Policy and Procedures Manual, containing the foregoing approved updates, is approved and adopted and this updated Personnel Policy and Procedures Manual shall hereinafter supersede all prior personnel policies, procedures and practices, whether written or established by past practice or conduct.

Submitted by,  
Ken Capelle  
Thomas Kautza  
Kathy Luebke  
Randy Mallmann  
Theresa Serrano  
William Switalla  
Randy Young  
EXECUTIVE COMMITTEE

Vote: 6 Yes; 0 No; 1 Absent; Switalla

FISCAL NOTE: As of December 31, 2024 the number of hours in the extended leave program that apply to the new policy total 14,942.37. Using an anticipated rate of pay as of December 31, 2025 the amount estimated to be frozen as a liability to the county will be \$526,934.58.

Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend approval.  
James A. Davel - Administrative Coordinator

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda Maulson - Corporation Counsel



**PERSONNEL POLICIES AND  
PROCEDURES MANUAL**

**Last Revised: 11/2018**

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## MISSION AND QUALITY STATEMENT

Shawano County is organized according to Chapter 59 of the Wisconsin Statutes. The following is the County's Mission Statement and Policy on Quality:

***“The primary mission of Shawano County is to provide all County citizens with cost-effective, prompt and high quality County services. Quality is the extent to which a product or service conforms to requirements and meets or exceeds customer expectations.”***

The County Board is responsible for the setting County policy as it relates to the terms and conditions of employment for those hired to provide services to its citizens and taxpayers. The County Board establishes and evaluates the success of its policies as it relates to employment within the County. The foundation for the Board's policies is the principle that government should be accountable to the taxpayers for all expenditures from the public treasury including expenditures for those hired to provide services. All those who are hired to work for the County including management, supervisors and employees are responsible for complying with and executing the policies adopted by the County Board.

## **INTRODUCTION**

This Shawano County Personnel Policy and Procedures Manual (Manual) has been prepared to acquaint you with Shawano County (County) and provides guidance and information regarding your employment with the County. It is your responsibility to read, understand, and comply with all provisions of the Manual.

This Manual applies to all County employees not covered by a collective bargaining agreement and to all employees so covered when the provisions of this Manual do not contradict a collective bargaining agreement or when this Manual addresses an area which is not covered by a collective bargaining agreement. This Manual is subject to any controlling ordinance, resolution, regulation, state or federal statute, code or regulation or other legally controlling authority.

Unless otherwise agreed by resolution of the County Board or as otherwise required by law, employment with the County is “at-will” and is for no definite period of time and may, regardless of the date and method of payment of salary or wages, be terminated by the County or an employee, with or without cause and with or without prior notice at any time. No personnel policy, procedure, practice or representation, oral or written, may abrogate or alter this “at-will” condition of employment. Nothing contained in the Manual, or any other document provided to County employees is intended to be, nor should it be, construed as a guarantee that employment or any employment benefit will be continued for any period of time (except as otherwise mandated by State or Federal law). The policies set forth in this Manual are not a contract, are not intended to create a contract, nor do they create a contract of employment or an obligation of any kind between the County and any of its employees. None of the statements, policies, procedures, rules or regulations contained in this Manual creates or is intended to create a guarantee of or vested right to any practice, procedure or benefit, or a contract of any kind, express or implied.

Individual Departments may have policies that supplement the policies in this Manual. Employees are expected to follow both the policies in this Manual and Departmental policies. If there is a conflict between this Manual and Departmental policies, this Manual will control.

The County has developed the policies and provisions in this Manual and may change, supplement or rescind them at any time. The Executive Committee (hereinafter “Administrative Committee”) has authority to adopt minor revisions/corrections to this Manual. Substantive revisions and/or policy changes must be approved by the County Board. Changes to this Manual may be made by the Executive Committee and/or County Board in their sole and absolute discretion, with or without prior notice. Unless otherwise set forth in this Manual, the provisions in this Manual supersede any and all prior personnel policies, procedures and practices, whether written or established by past practice or conduct. Final interpretation and implementation of any of the policies or rules in this Manual is vested solely with the County through the County Board, the Executive Committee and/or their designees.

## **I. CLASSIFICATION OF EMPLOYEES, WAGES AND HOURS**

### **PERSONNEL CLASSIFICATIONS**

The following establishes the categories of employees in the County and will be used to determine an employee's status unless otherwise stated in this Manual. Once placed in a category, an employee shall remain in that category unless and until the County formally changes the employee's status to another employment category. Employees may not automatically change employment categories.

1. "Regular full time employee" is defined as an employee who is regularly scheduled to work a full-time shift of thirty-seven and one-half (37 ½) to forty (40) hours per week. Regular full time employees in law enforcement (sheriff's deputies and corrections) may be regularly scheduled to work full-time shifts in excess of forty (40) hours per week under the partial law enforcement exemption of the Fair Labor Standards Act. Correction officers will receive overtime after 86 hours worked during a 14-day work period.
2. "Regular part-time employee" is defined as an employee who is regularly scheduled to work less than a full time schedule but at least 1200 hours annually.
3. "Limited Term Employee" (LTE) means an employee who is hired for a limited duration to temporarily supplement the workforce, to serve as an interim replacement for an employee on leave or to assist in the completion of a specific project. Limited term employees include seasonal, call-in employees and temporary help. Limited term employees are ineligible for the County's benefit programs unless required by law.

### **NON-EXEMPT, EXEMPT AND PARTIALLY EXEMPT EMPLOYEES**

In addition to personnel classifications, employees are generally classified under the Fair Labor Standards Act and state wage and hour laws (collectively "FLSA") as non-exempt, exempt and partially exempt. An employee's classification under the FLSA determines, among other things, whether an employee is entitled to overtime pay. The County designates employees as non-exempt, exempt or partially exempt in accordance with the requirements of the FLSA.

1. Non-exempt employees. Non-exempt employees are entitled to all of the protections provided by the FLSA including the minimum hourly wage, compensation for all hours worked and overtime pay equal to time and one-half for all hours worked in excess of forty (40) hours in a work week.
2. Exempt employees. Exempt employees receive an annual salary for the services they perform for the County and generally are not subject to and "exempt" from the requirements of the FLSA. This means that exempt employees are not entitled to, and do not receive, among other things, additional compensation for hours worked outside of their scheduled hours (if any) or overtime pay/compensatory time for hours worked in excess of forty (40) hours per week. Exempt employees may include, but are not limited to, Department Heads, supervisors, administrators, managers, certain information technology (IT) employees and certain professional employees.

3. Partially-exempt employee. Partially exempt employees are paid on an hourly basis but are not eligible to receive overtime pay for hours worked over forty (40) in a work week. Instead, partially exempt employees receive overtime pay based on whether they work more than a defined number of hours in a designated “work period.” A “work period” consists of a period of days set by the County (which may or may not coincide with an employee pay period). The FLSA defines the number of hours which a partially exempt employee may be required to work during a work period before being entitled to overtime pay equal to time and one-half for all hours worked in excess of the work period. The maximum number of hours that may be worked within a work period prior to the employee being entitled to overtime pay varies depending upon the occupation of the employee. Partially exempt employees include sheriff’s deputies and corrections employees.

### **CHAIN OF COMMAND**

The Administrative Coordinator is the primary professional advisor to the County Board and administers the day to day operations of the County including the development, supervision, and operation of the County, its departments, personnel and facilities. The Administrative Coordinator is provided with the discretion to determine the best method of implementing the policy decisions of the County Board under the direction of the Executive Committee and the County Board.

The Department Heads of the County are part of the management team. Department Heads are responsible for managing their departments in compliance with all County rules, regulations, policies and procedures. They are further responsible for providing information, updates and reports regarding departmental operations, personnel and facilities to their home committee, the Administrative Coordinator and/or their designees. Supervisors subordinate to the Department Heads are also members of the management team. This management team concept is the process by which a recommendation for County action is developed and the decision implemented.

All staff members and supervisors shall be responsible for referring matters requiring attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrative Coordinator and County Board. Each employee is to keep the person to whom that the employee reports informed of the employee’s activities by whatever means the supervisor deems appropriate. Unless otherwise provided in this Manual, if an employee has any questions, concerns, opinions or suggestions about the information contained in this Manual, Departmental Rules or about any other aspect of his or her job, including problems with any other County employees, then those issues should be delivered through the chain of command by first raising the issue with his or her supervisor and proceeding onward through the chain of command to the extent necessary and appropriate.

Non-management employees who receive a directive or request that is outside of normal delivery of services, from any individual citizen, business representative or elected or appointed official should not comply with the request or directive and shall immediately report such directive or request to the employee’s supervisor. No specific directives or requests to non-management employees from such persons are to be fulfilled unless permission to do so is given by the employee’s supervisor. Notwithstanding the foregoing, non-management employees who receive requests for information from Board Supervisors or consultants (i.e. accountants, engineers, attorneys, etc.) who have been authorized by County Board or Committee action to receive and review such information, may comply with the request without further action. Non-management

employees who receive such requests and have questions regarding the scope of the requests or the appropriateness of providing the information shall refer such questions to the Administrative Coordinator or Corporation Counsel.

### **WORK WEEK**

The normal work week for full-time non-exempt County employees will be determined by the County but will generally be either thirty-seven and one half (37 ½) or forty (40) hours per week. For purposes of payroll and calculating overtime pay, the work week for all departments begins at 12:00 a.m. each Monday and ends at 11:59 p.m. each Sunday. Work periods for partially exempt law enforcement employees (sheriff's deputies and corrections/jailers) will be established in accordance with the FLSA.

These are hours of work under normal circumstances. They are not a guarantee of hours to be worked or a guarantee of pay for hours not worked. The actual number of hours worked by an employee will be determined based on the needs of the County. Hours actually worked are paid in accordance with the FLSA.

Department Heads will inform employees of their work schedules and the specific hours they are required to work. Department Heads and management are required to take proactive steps to schedule employees based on the need for services which may require Department Heads and managers to schedule employees to work non-standard shifts and to send employees home when their services are not required.

The normal work week for exempt employees will be determined at the discretion of the County but will generally be at least thirty-seven and one half (37 1/2) or forty (40) hours per week depending upon the position. The actual number of hours worked by management will be determined based on the needs and service demands of the County. Exempt employees are expected and required to work over-and-above their scheduled work week if necessary to complete the work required of the position and to meet the needs of their Department and the public. Unless otherwise approved in advance by the home and Executive committees, exempt management personnel are required to work, at a minimum, shifts within the operating hours of the employees' department as established by the County.

### **DAY LIGHT SAVINGS TIME**

Employees working a shift that includes the midnight hour when Daylight Saving Time (DST) begins (springs forward) (second Sunday in March) work one hour less because the clocks are set ahead one hour. In accordance with FLSA, to make up the one-hour difference, employees must submit requests for Paid Time Off (PTO), or time will be Absent Without Pay if paid time is unavailable.

Those employees working a shift that includes the midnight hour when DST ends (falls back) (first Sunday in November) work an extra hour because the clocks are set back one hour at 2 a.m. These employees are paid for the hour worked in accordance with the provisions of this Manual and the FLSA.

## **LUNCHES AND BREAKS**

Department Heads may provide regular full-time employees with up to two (2) break periods of 15 minutes each per work day. Employee break periods are not guaranteed and are subject to the discretion of the Department Head based on work demands and needs. The availability and length of break times (not to exceed fifteen (15) minutes in length) will be determined by the Department Head based on staffing and other operational concerns. Since this time is counted and paid as time worked, employees must not be absent from their workstation beyond the allotted break period time. Up to a one (1) fifteen (15) minute break period may be allowed in the 1st half of the work schedule, and up to a one (1) fifteen (15) minute break period may be allowed in the 2nd half of the work schedule. Employees may not combine available breaks for a ½ hour break period, to extend a lunch period or to leave work before the end of the workday. A “smoke break” is considered a break period. Each “smoke break” shall be counted as a full break period, regardless of its actual length.

Regular full-time employees will, under ordinary circumstances, be provided with one (1) meal period each workday consisting of either thirty (30) or sixty (60) minutes as determined by the Department Head. Supervisors may schedule meal periods and breaks to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

## **BREAK TIME FOR NURSING MOTHERS**

Employers are legally required to provide reasonable break time for an employee to express breast milk for her child(ren) for up to one year after the child(ren)’s birth, each time such employee has need to express the milk. Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time will be granted by the Department Head solely for the purpose of expressing milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. The County will make facilities available for nursing in accordance with the FLSA.

## **OVERTIME**

**Overtime Hours.** Overtime hours for non-exempt employees are hours worked in excess of forty (40) hours. Overtime hours should be granted for unusual occurrences or Department requirements only, and must be pre-approved by the employee’s Department Head or supervisor utilizing the County’s current electronic time and attendance management system or by initialing the employee’s timecard/timesheet as applicable.

**Overtime Pay.** Unless otherwise provided in this Manual, non-exempt employees will be paid their straight hourly rate for overtime hours worked up to and including forty (40) hours in a work week and overtime pay at one and one-half (1½) times the employee’s regular rate of pay for all hours worked over forty (40) in a workweek. Pursuant to the Section 7(k) exemption in the FLSA, the workweek for corrections officers be a period of fourteen (14) consecutive days commencing

on Monday at 6:00 AM and ending on Monday at 5:59 AM. Correctional officers shall receive overtime after 86 hours worked during a 14-day work period.

Overtime pay is based on hours actually worked. PTO or any other paid and unpaid leaves of absence are not considered hours worked for purposes of determining premium overtime pay under the FLSA. Overtime pay shall be paid in the pay period in which it was earned. Additionally, flex time cannot be used between pay period weeks to reduce the need to pay overtime for time worked over 40 hours in any given pay week.

### **COMPENSATORY TIME**

**Compensatory Time for Non-exempt and Partially Exempt Employees.** The County may provide non-exempt and partially exempt employees with compensatory time instead of paying premium overtime for hours worked. Unless otherwise provided in this Manual, compensatory time may be provided for hours worked in excess of forty (40) hours in a work week in the case of non-exempt employees and for all hours worked in excess of the work period for partially exempt employees. Compensatory time is provided at a rate of one and one-half hours for each hour of overtime due and owing an employee in a work week or work period. Compensatory time will be provided in accordance with the requirements of the FLSA.

**Use of Compensatory Time by Non-exempt and Partially Exempt Employees.** The Department Head or supervisor must pre-approve the hours that the employee plans to be absent from work prior to the employee taking compensatory time off. The Department Head and supervisor shall manage requests to use compensatory time in accordance with the requirements of the FLSA. The County may require employees to use banked compensatory time in accordance with the requirements of the FLSA.

**Accumulation of Compensatory Time.** Compensatory time may be accumulated in an amount not to exceed twenty four (24) hours and any hours in excess of this amount shall be paid out with the next payroll following the date compensatory time exceeds this limit. It is the Department Head's responsibility to monitor and pay employees for any compensatory time hours which exceed this limit. The County may pay out banked compensatory time at any time. All unused compensatory time earned by employees shall be used by December 1<sup>st</sup> or it will be paid out with the last payroll check issued in December.

### **UNAUTHORIZED HOURS AND WORKING FROM HOME**

Non-exempt and partially exempt employees are prohibited from working outside their scheduled hours without the express approval of their Department Head or supervisor. Likewise, County non-exempt and partially exempt employees are generally prohibited from working at home.

The County recognizes there could be extenuating circumstances which would make it necessary for a non-exempt or partially exempt employee to work from their home but only on a very limited and temporary basis. If circumstances warrant such a decision for a non-exempt or partially exempt employee, prior approval for work at home must be granted by the Department Head, Administrative Coordinator and Home Committee and all hours worked by the employee must be recorded in writing and accurately. Should an employee be approved to work from home, they will

be required to provide a report of work performed to their immediate supervisor if requested.

Non-exempt and partially exempt employees who work outside of their scheduled work hours without authorization, i.e., who work unauthorized overtime, or who work from home without prior approval shall be subject to discipline up to and including discharge from employment.

### **ATTENDANCE**

All employees shall work every scheduled work day, report on time for their assigned shift and to end their shift as scheduled unless otherwise directed. Employees are further expected to return from scheduled rest breaks and lunch breaks on time and to work until the employee is relieved from duty. Punctuality and regularity in attendance are required. All absences from work whether paid or unpaid must be approved by a department head and/or supervisor in advance of the absence.

An employee shall immediately contact his or her supervisor or department head if unable to report for work or if unable to report to work on time for any reason. If an employee is unable to report to work, he/she must contact their immediate supervisor as early as possible, but no less than fifteen (15) minutes prior to the start of their schedule shift. Failure to report an absence within this time period will result in ineligibility for paid time off and/or disciplinary action. This notice period may be modified in the event of an emergency. If an employee is absent from work for three (3) consecutive days without notifying their supervisor or an employee's request for time off has been denied and the absence occurs anyway, the County will consider employment to have been voluntarily terminated and/or abandoned. Per County policy, a Physician's verification statement is required for the employee to return to work following a medical absence of three (3) days or more.

Employees must promptly report to work upon the expiration of an approved leave including, without limitation, return from approved PTO and Family Medical Leave. Failure to comply with any aspect of the County's attendance policy as well as excessive, habitually repetitive, or patterns of absences and/or tardiness will, in the sole discretion of the County, result in disciplinary action up to and including discharge.

### **RECORDKEEPING OF HOURS**

All hourly employees are required to record their hours on the County's current computer time management and attendance or other applicable timekeeping system.

### **PAYMENT OF WAGES**

A pay period consists of two (2) weeks. Employees will be paid by the County on Friday of every other week. If payday falls on a holiday, every effort will be made to pay employees on the day before the holiday.

All employees are required to receive their wages by direct deposit at the financial institution of the employee's choice. An employee should examine their advice of deposit carefully when it is received.

It is the policy of the County to fully comply with the FLSA and applicable state law relating to the payment of wages for non-exempt and partially exempt employees and deductions from salaries of exempt employees. It is further the policy of the County to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. If an employee believes that an improper payroll practice — such as an improper deduction from an exempt salary, failing to compensate a non-exempt employee for all hours worked and/or failing to compensate a non-exempt or partially exempt employee at the proper rate for overtime hours worked — has occurred, he or she may make a complaint to the Finance Division. The Finance Division will see that the matter is appropriately investigated and the employee will be reimbursed for the amount of any inappropriate deductions or underpayments.

### **MILITARY LEAVE**

The County provides military leave in accordance with state and federal law. For more information regarding employment benefits during military leave and reemployment rights following leave, please contact the Department of Administration.

### **FAMILY AND MEDICAL LEAVE**

The County complies with all federal and state laws and regulations regarding Family Medical and Military Caregiver Leave. A copy of the County's policy on Family Medical and Military Caregiver Leave is attached as Appendix A to this Manual.

## **II. PERSONNEL ADMINISTRATION**

### **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the County to provide equal opportunity in County employment as required by law regardless of age, race, creed, religion, color, marital status, sex, national origin, ancestry, disability, sexual orientation, arrest or conviction record or political beliefs. This policy shall include, but not be limited to the following: recruitment and employment, promotion, transfer or demotion, compensation, selection for training and layoff or termination.

It is the policy of the County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The County will make reasonable accommodation whenever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments of the job and provided that any accommodations made do not impose an undue hardship on the County.

Any employee who believes that a violation of any portion of this policy has occurred should bring such violation to the attention of the Department of Administration or the County Board Chairperson who will investigate and remedy any violation found to have occurred. The County prohibits retaliation against any employee who makes a good faith report of discrimination. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including discharge. The Administrative Coordinator or his/her designee is the Equal Rights Officer as required by law.

## **OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as they meet the performance standards of their job with the County. Employees may not engage in outside employment during their County work hours.

If the County determines that an employee's outside work interferes with performance or the ability to meet the requirements of this organization as they are modified from time to time, the employee may be asked to terminate the outside employment, if he/she wishes to remain with the County.

Outside employment, which constitutes a conflict of interest, is prohibited. Employees may not receive any income or material gain from individuals outside the organization for materials produced or services rendered while performing their jobs as County employees.

Determining whether or not such outside employment constitutes a conflict of interest shall be the responsibility of both the employer and the employee. Either party may request an advisory opinion of the County Ethics Committee to determine whether a conflict exists. The employee must act in accordance with this advisory opinion.

## **JOB CHANGES WITHING THE COUNTY**

With the vast opportunities for professional growth within the County, having a full understanding of your current position is important prior to making a change. Employees must have completed 6 months and be in good standing before applying to a new position within the County.

## **PERSONNEL RECORDS**

The County maintains employee personnel and medical records in the Administration Office. Employee medical records are maintained separately from the employee's personnel file. Personnel files and employee medical records are confidential and remain the property of the County. All employee personnel and medical records will be maintained and retained in accordance with applicable County record retention policies and existing state and federal laws.

The County allows viewing of personnel and medical records by employees and designated representatives upon written request in accordance with, and subject to the limitations and exceptions of, section 103.13 of the Wisconsin Statutes. The right of the employee or the employee's representative to inspect personnel and medical records includes the right to receive a copy of the records. The County may charge a reasonable fee for providing copies of records.

Employees are responsible for ensuring that the information in their personnel files is up to date. Accordingly, it is an employee's responsibility to:

- Provide such information and documentation as may be necessary to prepare a complete and accurate personnel file;

- Advise the Department of Administration in writing of those items in their personnel file which may be released to other than governmental agencies having a need to know, e.g., financial institutions/lenders, etc.; and
- Advise the Department of Administration of changes in personal status such as change of address, marriage, divorce, birth of a child, death of a family member, etc., within five (5) working days of the occurrence so that appropriate changes can be made in his/her personnel record file.

Subject to applicable law, only the Administrative Coordinator, Human Resource Staff, Corporation Counsel, the employee's Department Head or their authorized designees, or pertinent home committee or its designees acting on official County business are permitted to have access to personnel records of County employees.

### **CONFIDENTIALITY AND REQUESTS FOR INFORMATION**

County employees may have access to confidential, client, personnel or other sensitive information. Such confidential information includes, but is not limited to, the following examples:

- Labor relations strategies;
- Privileged legal advice, documents, knowledge or strategies;
- Confidential law enforcement investigative information;
- Confidential Social Service, Health and AODA or mental health information including, without limitation, information designated as confidential under federal and state statutes and regulations;
- Information which would assist an outside firm or person in either bidding or purchasing activity; and
- Information obtained at any closed session proceedings.

This confidential information cannot be disclosed to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the Corporation Counsel. There may be special circumstances in which the information may be released only with specific signed releases that may be time sensitive. All employees are responsible for protecting the confidentiality of this information.

Likewise, no information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the Corporation Counsel. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the Administrative Coordinator or Department Head for a response to that inquiry. Non-management employees who receive requests for information from Board Supervisors or consultants (i.e. accountants, engineers, attorneys, etc.) who have been authorized by County Board or Committee action to receive and review such information, may comply with the request without further action.

The Administrative Coordinator and Department Heads shall seek advice from Corporation Counsel if there is any question regarding the authority of the County to release any information or records to any third-party or governmental agency.

The County Clerk is responsible for the disclosure of records pursuant to requests for records of the County Board under Wisconsin's Public Records Law. Unless directed by the County Clerk, employees shall not act as the County's custodian of records or disseminate information in response to a Public Records request seeking records of the County Board. Each department shall designate a custodian of records who shall be responsible for maintaining records and responding

to records within their department. Responses to Public Records requests shall be coordinated through the Office of the Corporation Counsel as appropriate.

Any employee who discloses confidential information will be subject to disciplinary action, up to and including possible discharge and legal action, even if he or she does not actually benefit from the disclosed information.

#### **IDENTIFICATION BADGE**

To provide an additional degree of safety in the work place, all employees are required to wear a signature/photo identification badge. Badges are to be worn on the job to identify individuals as County employees. Employees shall carry an identification badge in their wallet in the event that the Department Head or immediate supervisor determines that wearing or displaying a signature/photo identification badge poses a safety concern. Employees who lose their badges must pay the replacement cost.

#### **TRAINING AND DEVELOPMENT**

Employee training and development programs (collectively “training”) may be paid for by the County when required to meet competency, licensure or other statutory or regulatory standards or when the training promotes the quality, efficiency and/or safe delivery of services to the County’s citizens. Employees seeking to attend a training program must first submit a request to their manager. The request must include the name and subject of the training program, the program sponsor, the program dates, the location, registration deadline and the estimated costs of attendance. Unless the home committee directs otherwise, if the manager approves the training request, it will be forwarded to the Department Head for final approval. Out-of-state travel/training requests require prior approval of the home committee. Employee training programs are subject to available funding.

Employees who attend training programs paid for by the County are required to complete a written report to share the information obtained during the program and also may be required to provide a verbal presentation regarding the training subject matter. The written training report must be submitted with expense reimbursement requests and provide proof of attendance to the Department Head.

Training expenses are reimbursed as set forth in the Training, Travel and Meal Expense Reimbursement policy. Employees will be paid for attending training programs in accordance with the requirements of the FLSA.

#### **TRAVEL, TRAINING AND MEAL EXPENSE REIMBURSEMENT**

The County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location subject to the provisions of this policy. Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

### **Pre-Authorization of Travel and Training Expenses**

All in-state business travel and training must be approved in advance. Unless the home committee directs otherwise, Department Heads are authorized to approve in-state travel/training requests. Out-of-state travel/training requests require prior approval of the home committee. Travel out-of-state or out-of-country required by State law or administrative rule will be completed with approval of the department head and notification of the appropriate home committee (i.e. return of prisoner, runaway, kidnapped child, placement or staffing associated with an out-of-state placement, etc.).

Requests for travel and training expenses which exceed a department's travel and training budget will need prior Executive Committee approval.

### **General Reimbursement Guidelines**

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel or training will be reimbursed by the County, to the extent such expenses would be deductible by the employee under current IRS regulations. Employees are expected to limit expenses to reasonable amounts. Reports should be accompanied by receipts for all individual expenses.

Expenses that generally will be reimbursed include the following:

- Mileage costs for use of personal cars, only when less expensive transportation is not available (i.e. fleet vehicles)
- Cost of meals associated with conventions, training or overnight travel will be reimbursed up to \$10 for breakfast, \$15 for lunch and \$25 for dinner when accompanied by original detailed receipts.
- Charges for telephone calls, facsimiles, and similar services required for business purposes.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.

Expenses that will not be reimbursed include the following:

- The cost of alcoholic beverages.
- Any meal without an attached detailed vendor receipt.
- Any expense report submitted for reimbursement after forty-five (45) days from when it was incurred.
- Any expense not documented as to date, place and purpose.
- The cost of meals incurred during the standard course of business, including those whose normal job duties require them to travel within the county on a daily basis.

### **Mileage Reimbursement**

Authorized use of an employee's vehicle for County business shall be reimbursed at the Internal Revenue Service's current standard mileage rate. Mileage reimbursement will be calculated as follows:

- Mileage computation for all business travel during normal business hours (8:00 a.m. – 4:30 p.m. Monday through Friday) shall use the employee’s workplace or the point of origin whichever is less. If the return trip is outside normal business hours, mileage shall be paid to the employee’s workplace or to the employee’s home, whichever is less.
- Employees will not be reimbursed for miles traveled between their residence and their normal work location.
- Eligible mileage expenses shall be for the most direct route possible.
- If a pooled county vehicle is available for use, staff will not be reimbursed for mileage for use of their personal vehicle.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the County shall not be used for personal use unless authorized under the County’s Vehicle Usage Policy (which is attached to this Manual as Appendix B).

**Lodging Expense:**

Overnight lodging expenses during a conference, seminar, etc. at single room rates where possible, are allowable if mileage costs exceed lodging expense(s). Employees that incur overnight lodging expenses that exceed mileage costs will be reimbursed the amount of the mileage costs had they driven back and forth. Hotels/motels that honor government rates should be utilized whenever possible. Receipts are required when requesting lodging reimbursement. Only direct lodging costs are eligible for reimbursement (for example, no in-room movies, personal phone calls, etc. will be reimbursed). Lodging can be purchased with the procurement card.

**Registration Fee:**

Registration fees can be prepaid by the employees, by a County check, purchasing card or use of a County purchase order. Registration for Wisconsin County Association sponsored seminars shall be prearranged by the County whenever possible to take advantage of group discounts.

**Miscellaneous Expense:**

Incidental expenses such as parking and toll fees, County business-related telephone charges, automobile rental are reimbursable. Receipts are required for reimbursement. In instances where a receipt cannot be obtained, a written explanation must be provided.

**PERFORMANCE EVALUATIONS**

The Department Head or Supervisor may conduct formal performance evaluations of employees under their direction on at least an annual basis and more frequently as circumstances may require. Employees are further evaluated on a day-to-day basis to ensure that they are meeting their job expectations and requirements and that their performance is otherwise satisfactory. Performance

evaluation results may be considered and used for a variety of reasons including, without limitation, decisions affecting placement, transfers, salary advancement, promotions, demotions, layoffs, discipline and training.

### **SEPARATION FROM EMPLOYMENT**

Since employment with the County is based on mutual consent, both the employee and the employer has the right to terminate employment at-will, at any time, subject to law and any provision of existing bargaining agreements. Below are examples of some of the most common circumstances under which employment is terminated:

**Resignation:** employment termination initiated by an employee.

**Discharge:** employment termination initiated by the County.

**Retirement:** retirement from active employment status initiated by the employee.

In order to resign or retire in good standing, an employee must submit a letter of resignation/retirement to the Department Head at least two (2) weeks in advance of the separation. A supervisor or Department Head wishing to resign or retire in good standing shall give a thirty (30) day notice of resignation to the Administrative Coordinator.

Employees must work through their notice period and may not use benefited time or regularly scheduled days off to complete their notice period or extend their last date of employment (except in cases of an emergency).

Employee benefits will be affected by employment terminations in the following manner: Health insurance ends the month the employee leaves employment; lump-sum payments are made to employees after their last working day for any additional compensation of fringe benefits that may be due, without extending their termination. Any employee enrolled in the Deferred Compensation Program must notify the Plan Administrator's office within sixty (60) days of their termination or retirement.

### **RETURN OF PROPERTY UPON LEAVING EMPLOYMENT AND EXIT INTERVIEWS**

Employees are responsible for all County property (i.e. equipment, cell phones, laptop computers, name plates/tags, identification cards, keys, software, briefcases, calculators, pagers, tools, books, etc.) materials or written information issued to them or in their possession or control. Employees must return all such property and information to the County upon leaving County employment. Where permitted by applicable laws, the County may withhold from the employee's check or final paycheck, the cost of any item(s) that are not returned when required. The County may also take all action deemed appropriate to recover or protect its property. In addition, if an employee changes offices or building site, keys must be turned in or exchanged. Exit interviews may be conducted with all employees leaving County service.

### **EMPLOYEE REFERENCES**

Only the Administrative Coordinator or designee is authorized to provide employee references

and employment information to third parties. Department Heads, supervisors or employees who receive reference requests shall refer the requests to the Administrative Coordinator. Except as set forth below, the Department of Administration shall reveal no information to others, without the employee's signature on a release. This applies to requests for information from anyone or any organization, including other government agencies.

Employment information will not be released without the authorization of the individual concerned, except for the following:

- "Directory" information, which consists of verification of employment or past employment; dates of employment; position held; or, location of employment.
- When required as part of an established statutory reporting procedure.
- To protect the legal interests of the County when the actions of an individual appear to violate the conditions of employment or threaten physical injury to members of the general public, to other employees, or to County property.
- In response to a court order, administrative summons, search warrant, or subpoena, and such responses shall be coordinated with Corporation Counsel as appropriate.
- When requested as part of an appropriate governmental inquiry into the County's employment practices.

If an application has been filed by a County employee for a position that would constitute a transfer or promotion, pertinent Department Heads may be consulted regarding personnel records.

### **III. FACILITIES, EQUIPMENT AND VEHICLES**

#### **SMOKE FREE WORKPLACE**

The County has established a "No Smoking Policy" (Ordinance #14-92, #1-96 and #1-17) on certain County grounds and in all County buildings and vehicles owned, leased or rented or in like manner, under the control of the County, and including employee vehicles when used for County work purposes involving the transporting of other County employees, clients, and/or members of the public in the course of such County work purposes. Smoking is permitted in or on the County Park properties and County Fairgrounds, unless otherwise agreed to by the Lessee and the Highway & Parks Committee or Fair Board (as applicable). The County's Ordinances regarding smoking (14-92, 1-96, 1-17) are incorporated by reference as if fully set forth herein.

#### **INCLEMENT WEATHER AND FACILITY CLOSINGS**

Facilities will generally remain open in all conditions including inclement weather. Employees are expected to report to work and remain for the duration of their regular work shift.

County operations may be reduced, suspended or closed due to inclement weather conditions, facility damage or other emergency conditions that prevent normal operations. Department Heads may use discretion regarding employee attendance should weather conditions become extreme. To be compensated for lost time due to inclement weather or any other closure, an employee must use PTO.

Employees may be required to work notwithstanding weather conditions if necessary to meet the County's service demands.

#### **USE OF COUNTY EQUIPMENT**

Employees in possession of County equipment are expected to protect the equipment from loss, damage or theft. All County equipment is to be used in a professional manner and to conduct County business. No person, other than a County employee, shall operate County equipment. County equipment may not be used for commercial or profit-making purposes, political purposes or other personal benefit. Employees will not abuse, misuse or destroy any County property. Employees will not remove equipment from the premises without Department Head authorization. Employees must report all property and equipment damage immediately to their supervisor.

#### **VEHICLE USAGE POLICY**

The County has adopted a policy governing the use of County and personal vehicles for County business. The policy includes insurance requirements for employees who use their personal vehicles for County business. The policy is attached as Appendix B to this Manual.

#### **PARKING**

To better serve the needs of our customers, the parking areas directly surrounding the Courthouse and the streets to the north, south, east and west have been reserved for our customers. The County will make exceptions for employees with disabilities in accordance with state and federal law.

### **IV. WORKPLACE SAFETY AND WORKPLACE INJURIES**

#### **WORKPLACE SAFETY**

The County's workplace safety manual is set forth as an Appendix C to this Manual. If you have questions, please contact Administration.

#### **COUNTY WEAPONS POLICY/CONCEALED CARRY POLICY**

The County is committed to providing its employees a work environment that is safe and secure. The County's weapons policy/concealed carry policy is set forth in County ordinance No. 1-12 which is incorporated by reference as if fully set forth in this Manual.

### **V. TELEPHONES, INFORMATION TECHNOLOGY AND SOCIAL MEDIA**

#### **TELEPHONE/CELL PHONE POLICY**

This policy outlines the use of telephones while at work. This includes the personal use of business phones, business cell phones, personal cell phones and the safe use of cell phones by employees while driving.

Making personal long distance telephone calls using the County's telephone system is prohibited. The County's telephone system includes office telephones, county issued charge cards, mobile and cellular phones.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of County phones. Employees are neither encouraged nor discouraged from purchasing and using personal cell phones, however, the County does not accept any financial responsibility associated with staff using their personal cell phones for any purpose, whether work related or otherwise, under any circumstances. Unless emergency circumstances exist, personal cell phone usage must be limited to breaks or unpaid lunch time and should be stored with ringers silenced during work hours. This includes instant messaging, texting, internet usage on cell phones or any other media capabilities. The use of picture cell phones, or any camera or device, to take pictures of any work related information or any other visual image without prior authorization from the Department Head is strictly prohibited in the course of your employment.

Upon resignation or termination of employment, or at any time upon request, an employee may be asked to produce a County-provided phone for return or inspection. Employees unable to present the equipment in good working condition within the time period requested, will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Employees are expected to safely pull over and stop when answering or placing a cell phone call.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Employees should be aware that any information, contained on personal cell phones used for county business whether related to County business or not, is subject to Public Records Law and must be made available upon request.

Violations of this policy will be subject to discipline, up to and including termination.

### **INFORMATION TECHNOLOGY**

The County's information technology use policy is attached to this Manual as Appendix D.

### **SOCIAL MEDIA AND NETWORKING AND USE OF PERSONAL COMMUNICATION DEVICES**

Social networking and communication forums present challenges to the County as it relates to content and compliance with public records laws. This policy is designed to govern and to provide guidelines for social networking and use of personal communication devices. For purposes of this policy, "social media" means any internet-based medium created through social interaction, where users primarily produce and contribute to the content as well as any form of electronic communication. "Social media" includes, but is not limited to, social or professional networking

websites, wikis, blogs, virtual worlds, image-sharing websites, video-sharing websites, messaging and texting. Lack of reference to a specific social media website (e.g. Facebook, Twitter, etc.) or means of electronic communication (e.g. computer, cell phone, etc.) throughout this policy does not limit its extent or applicability. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

### **Guidelines for Social Media Use**

Employees who use social media must comply with the following guidelines:

- Employees shall not engage in any social media while on duty which is personal in nature or relates to outside business whether using County, personal or other electronic communication devices.
- Employees are prohibited from accessing any social media, whether on duty or off-duty, using any County computer, equipment or other electronic communication devices unless approved in advance by the TS Department and the Department Head and such access is for work-related purposes only.
- Employees shall not use personal or other business cell phones, email accounts or social media accounts to communicate regarding County business. Notwithstanding the foregoing, the County recognizes that, in limited cases and under extenuating circumstances, use of personal or other business devices may be reasonably necessary. For example, in connection with County business, employees may need to convey important or sensitive messages in a timely manner to other employees or members of the public and may not have access to County based communication devices. In such limited and extenuating circumstances, the employee may use a personal or other business electronic communication device but shall be responsible for saving such communications and printing and saving a paper copy and filing it in the appropriate County file. Employees are also required to forward copies of any such electronic communications to a County account so it can be properly retained and archived in compliance with the requirements of the public records law. Employees shall produce all communications on personal or other business electronic devices upon request by the County. The burden falls on the employee to comply with public records laws when using personal or other business electronic communications devices for County business.
- If you are communicating as an employee of the County in your online communications, you must be aware that readers will assume you “speak for the County.” Therefore, all of your online communications, when you are actually acting on behalf of the County, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the County. Never pretend to be someone else and post information about the County. Tracking tools enable supposedly anonymous posts to be traced back to their authors. If you use social media, you may not, without express permission from the Administrative Coordinator, use the County’s logo, likeness or any photographs or other property that belongs to the County.

- Any conduct, whether online or not, that reflects poorly upon the County or consists of inappropriate behavior on the part of an employee may expose an employee to discipline. Even if you post information or comments that are not related to the County, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to posting of photographs, regardless of the content, which could be considered offensive to other parties and be a violation of state and/or County rules and policies and posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene.
- Employees who use social media, whether on a County-based, personal or other business site, must comply with all County rules, policies, procedures, standards of conduct and guidelines as well as all applicable laws and regulations including, without limitation, those laws relating to privacy, confidentiality and copyright.
- Before establishing any social networking account, employees should review and understand the features of any account they choose to use. Employees will be responsible should any information they intended to be “private” becomes “public” due to the features of the social network the employee has decided to use or the employee’s failure to properly use such features. Any information you share privately with a recipient could be re- distributed by such recipient, without your knowledge or consent.

If you have any questions regarding the application of the social media and networking and use of personal communication devices policy, please contact the Administrative Coordinator.

## **VI. EMPLOYEE CONDUCT**

### **PUBLIC SERVICE MISSION**

Each employee of the County, as a public servant, will deal with the public at all times in a prompt, polite and helpful manner.

### **WORKPLACE VIOLENCE**

The County will not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats, possession, use, or threat of use of any weapon in the workplace, or engaging in violent acts. For the purposes of this policy, the word “violence” includes any act which is physically abusive, indicates the potential for violence (throwing objects, shaking fists, verbally threatening and the like) or intentionally damages personal or County property. This is a zero-tolerance policy, meaning that the County will discipline or terminate any employee found to have violated this policy. Workplace violence does not include the use of reasonable force in the defense of oneself or others. Prohibited conduct for purposes of this policy includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing or using a weapon while on County premises or engaged in County business.

- Brandishing a weapon while on County premises or engaged in County business.
- Damaging property intentionally.
- Threatening to injure an individual, damage property or stalking incidents.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

All employees shall notify their supervisor whenever they have witnessed, experienced, or become aware of any act or threat of workplace violence. As an alternative means of reports of acts or threats of violence, an employee may report such incidents of workplace violence to their department head, any supervisory employee in any county department (including the sheriff's department) or to the Administrative Coordinator.

The identity of the individual making a report will be protected as much as is practicable. Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith are prohibited. Anyone who engages in or assists in any retaliatory actions will be subject to disciplinary action, up to and including termination of employment.

It is the policy of the County to investigate reports of workplace violence for all acts occurring on county property or against an employee acting in their capacity as an employee. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation, who give false information or who retaliate against an employee for making a report of workplace violence or for participating in a workplace violence investigation will be subject to disciplinary action, up to and including termination of employment. Likewise, employees who intentionally make false reports will be subject to discipline, up to and including termination.

Employees who are seeking or have obtained restraining orders or injunctions against another person(s) should notify their supervisor so that appropriate measures can be taken. When an injunction or restraining order lists County facilities as being protected areas, employees must provide their supervisor and the Department of Administration with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

All employees who commit violent acts or who otherwise violate this policy are subject to discipline up to and including termination. The County will seek the prosecution of all who engage in violence on county premises or against its employees while they are engaged in County business.

#### **POLICY ON HARASSMENT INCLUDING SEXUAL HARASSMENT**

The County is committed to providing a professional work environment for its employees that is free from physical, psychological, or verbal harassment based upon race, religion, color, sex, sexual orientation, creed, national origin, age, marital status, veteran and handicap status or any other legally protected status. The Harassment, Discrimination and Retaliation Policy attached to this Manual as Appendix E details the County's policy against harassment, includes a statement against prohibited conduct, penalties for misconduct and details the procedures for making, investigating and resolving harassment and discrimination complaints.

## **DRUG AND ALCOHOL POLICY**

No employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs while on County premises, while conducting business-related activities off of County premises or while operating a vehicle or machine leased or owned by the County. The use of drugs legally prescribed for the employee is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees using prescribed medication(s) on the job that impairs their ability to operate automobiles, heavy machinery or dangerous instruments, or contains warnings that the prescribed medication may do so, are required to inform their immediate supervisor or department head that they are under the influence of such medication(s).

Should an employee be requested to report for an unscheduled work assignment after consumption of alcoholic beverages or drugs, to include judgment/physical dexterity altering prescription drugs, the employee shall inform the requester of his/her unsuitability for work, rather than reporting in the impaired condition. Any employee observed to have either reported for work or returned to work from lunch/break period in an impaired condition shall be immediately suspended from work for the balance of that workday without pay pending any further disciplinary action by the County. Any level of consumption may be considered as causing impairment by the employee's supervisor or Administrative Coordinator.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Appropriate personnel action, including discipline up to and including discharge and/or participation in a drug assistance or rehabilitation program may result after notice of the conviction is received.

Employees who are involved in a work-place accident or who are suspected of being under the influence of alcohol or an illegal drug during work hours may be required to undergo drug and alcohol testing.

## **DRUG AND ALCOHOL TESTING**

The County may promptly conduct a Drug/Alcohol Screen of individuals employed by or contracted to the County as soon as possible after an accident or injury on County property, involving a County vehicle or an accident or injury of any type occurring off county property during any county-sponsored activity, event or function where employees or contractors are under the jurisdiction of the County. The County will only conduct post-accident testing when there is a reasonable basis to believe drugs or alcohol contributed to the accident. The County may also conduct a Drug/Alcohol Screen if there is reasonable suspicion that individuals employed by or contracted to the County are violating the County's Drug and Alcohol Policy. As required and in accordance with DOT drug and alcohol procedures and 49 C.F.R. § 40 and 49 C.F.R. § 3820, the County is required to perform unannounced, random drug and alcohol testing of all individuals employed by or contracted to the County who are required to have a CDL license as required to fulfill their job duties. Each such employee will have an equal chance to be selected each and every time a selection is conducted.

## **EMPLOYEE ASSISTANCE PROGRAM**

The County has established an Employee Assistance Program to provide assistance for a wide range of personal concerns. Employees who seek to participate in EAP should call the Department of Administration for further information about the EAP. This service is provided to employees and their immediate family members and is strictly confidential. Employees utilizing the EAP are required to meet and maintain work performance standards. Employee Participation in EAP does not preclude the County from taking appropriate disciplinary action up to and including discharge for any reason.

### **DRESS FOR YOUR DAY**

Shawano County asks you to consider what your day will bring and dress accordingly. Here are a few examples:

- Have an important meeting or vendors coming in? You might wear a suit or a nicer outfit, or maybe even your dressier jeans with a blazer or fancier top.
- Have a quiet day? Feel free to wear jeans and a nice top or polo (no waiting for Friday).
- Departments that have specific dress codes or uniforms will remain as such. This policy does not amend any safety practices which require Personal Protective Equipment (PPE).

Dress for Your Day is all about being YOU. Feel free to continue wearing your button downs / skirts if you want...or...tuck them away until you need them; it is all about you showing your own work style. We simply ask that you use your good judgement to maintain a professional work environment...and the small list below where we note what is never acceptable:

- Clothing with potentially offensive graphics or words
- Shorts, overalls, sweats (including sweatshirts, zip-up hoodies, etc.), fleece, workout clothes or jogging suits. Any branded t-shirts and sweatshirts (sports teams, products, etc.)\*
- Overly worn out jeans (distressed is fine, falling apart or showing skin isn't)
- Any type of athletic or fashion sneaker (unless medically necessary)
- Hats or caps
- Rubber flip-flops, "shower shoes", etc.
- Halter tops and spaghetti-strap tops or dresses unless covered by a sweater or jacket
- Sheer or revealing clothing (for example – mesh tops, excessively short skirts, etc.)
- Leggings unless paired with an appropriate length dress, skirt or top
- Body piercing, such as nose, lip, eyebrow, cheek and tongue, are not allowed to be worn in the workplace. Earrings must be conservative in nature and not pose a safety risk. Every effort should be made to cover all body tattoos deemed inappropriate.

Have questions regarding our Dress for Your Day guidelines? Contact a member of Human Resources.

\* when we're celebrating any of our sports teams, you'll receive an email and this will be allowed – but for every day, please wait to wear your sports apparel until after work.

### **SOLICITATION POLICY**

Employees may engage in limited solicitation and distribution of materials to other employees, on County premises on behalf of non-profit organizations, subject to the following requirements. Solicitation or distribution of materials is prohibited during the working time of either of the individuals making or receiving the solicitation or distribution. "Working time" does not include an employee's authorized lunch or rest period. Off-duty employees may not return to County premises to solicit or distribute materials to employees. Employees shall not use County equipment, supplies, property, communication devices or bulletin boards for any unauthorized solicitation or distribution.

The County may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary and may not be conducted during working time. Employees seeking authorization for such a charitable fund drive should contact the Administrative Coordinator.

The County reserves the right, subject to applicable state and federal labor law, to monitor any permitted solicitation and distribution under this policy and to terminate in its sole discretion any such solicitation or distribution.

Commercial solicitation is strictly prohibited on County premises. "Commercial Solicitation" for purposes of this policy means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit.

### **POLITICAL ACTIVITY**

No employee may engage in political activity which: (1) interferes with normal work performance; (2) is conducted during normal work hours; or (3) involves the use of County equipment, supplies or property. No County employee may, on County time or on County property actively participate in any political campaign including, without limitation, the display of political insignia on personal vehicles used for County business and on County time. This shall include the wearing of any political campaign paraphernalia such as buttons, T-shirts or the like and may not hang or post candidate materials in County offices, departments or bulletin boards. Additionally, no County employee shall participate in any campaign activities on County time or County property such as campaign rallies. Under the provisions of the Federal law known as the Hatch Act, employees who are employed in a function that is financed in part or in whole by Federal grants, loans, or other subsidies shall not become a candidate in a partisan political election while thus employed.

## CODE OF ETHICS

County Public Officials and Employees must comply with the County Ethics Code, as may from time to time be amended and the applicable parts of Secs. 19.41-19.59, Stats., relating to Ethics for Public Officials and Employees. If a Public Official or Employee has questions regarding Ethics related to public office or activity, the Public Official or

Employees shall request an Advisory Opinion from the County Ethics Committee and shall abide by such Advisory Opinion.

It is the Employee's responsibility to read and understand the County Ethics Code and comply with same. The complete County Code of Ethics can be reviewed on the County Intranet site (*extranet@co.shawano.wi.us/home/*) under Code of Ethics, or from hard copy available from the Corporation Counsel's Office.

### **Conflict of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. Examples of matters and relationships that could create a conflict of interest or a potential conflict, include, but are not limited to, when an employee or a member of the employee's immediate family:

- accepts or solicits a gift, favor, or service from an individual, business, or other party involved, or potentially involved, in a contract or transaction with the County; accepts, agrees to accept, or solicits money or other tangible or intangible benefit in exchange for the exercise of official powers or the performance of official responsibilities;
- accepts employment or compensation or engages in any business or professional activity that might require disclosure of confidential County information;
- accepts other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties;
- negotiates or enters into a contract with the County from which they derive a pecuniary interest, contrary to law.

These conflicts of interest and other ethical rules are more fully described in the County Code of Ethics. Employees are directed to read and comply with all such rules.

**Notwithstanding the foregoing prohibitions, donations may be accepted on behalf of a department with approval of the Department Head. All donation information should be recorded in a log including donor, date and approximate value.**

### **Nepotism**

The County shall not employ persons having a familial relationship except as allowed, defined and outlined in the County Code of Ethics.

## **90-DAY PROBATIONARY PERIOD**

The purpose of the 90-day probationary period is to evaluate the employee's performance, compatibility with the County, and overall ability to meet the demands of the position. During this time, the County will assess the employee's skills, work ethic, attitude, and ability to integrate into the team. Likewise, the employee will have an opportunity to determine if the County is a good fit for their professional goals.

The probationary period begins on the first day of employment and ends 90 days later. At the conclusion of the probationary period, the employee's performance will be reviewed and a decision will be made regarding their continued employment. If at any time, actions which violate County policy as set forth in the Employee Discipline section of this handbook, employees may be discharged without recourse to the County.

### **Expectations:**

#### **1. Performance and Responsibilities:**

- Employees are expected to meet the job's essential duties and responsibilities, as outlined in the job description.
- Employees will be provided with regular feedback on their performance, with specific areas of improvement communicated.
- The employee is expected to demonstrate initiative, productivity, and consistency in their work.

#### **2. Behavior and Professionalism:**

- Employees should exhibit a positive attitude, teamwork, and professionalism while interacting with colleagues, supervisors, and the public.
- Punctuality, regular attendance, and adherence to company policies are required during the probationary period.
- Effective communication and a willingness to learn and adapt to feedback are key elements of successful performance.

#### **3. Training and Development:**

- The employee will participate in on-the-job training or any relevant development programs.
- The employee should take the initiative to seek clarification on any areas of confusion or concern and actively work towards continuous learning.
- The employee will gain all required licensing or certifications as described in the job description.

#### **4. Evaluation Process:**

- At the 30-day, 60-day, and 90-day marks, a performance review will be conducted with the employee's supervisor or manager.
- Constructive feedback will be provided, and areas for improvement will be discussed.
- Adjustments to performance expectations will be made if necessary to help the employee succeed in their role.

#### **5. Use of PTO:**

- Although PTO will be accruing during the probationary period, use of PTO is not allowed.
- The County will provide an exception due to needed Bereavement Leave

- The County will allow up to 2 days of paid bereavement leave (deducted from the employee's PTO bank) for an immediate family member. (Spouse, Parent, Step-parent, child, or sibling)
- Other unforeseen situations will be reviewed and approved by the Department's Director and Home Committee.

**End of Probation:**

At the conclusion of the 90-day period, the following outcomes are possible:

**1. Successful Completion:**

- If the employee has met or exceeded the performance expectations during the probationary period, their employment will be confirmed as permanent.
- The employee may receive feedback for continuous development.

**2. Extension of Probation:**

- If the employee's performance does not fully meet expectations, the probationary period may be extended for an additional period (not exceeding 60 days).
- A clear plan for improvement, along with support and training, will be provided.

**3. Termination:**

- If the employee's performance does not improve or does not meet expectations after feedback and training, employment may be terminated at the conclusion of the probationary period.

**EMPLOYEE DISCIPLINE**

All employees must meet County standards of work quality and must accomplish work within the time limits established by the County. Employees who do not satisfy the levels of performance expected by the County, who exhibit poor work performance or who are unable to work with other employees may be disciplined up to and including termination. Likewise, employees who violate County rules, regulations, policies and procedures, including, without limitation, those listed in this Manual are subject to disciplinary action up to and including discharge.

At the sole discretion of the County, various types of employee discipline may be imposed which include oral reprimand, written reprimand, suspension and discharge. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Nothing in this Manual shall be construed as establishing a "just cause" standard for discipline or discharge of employees or to require the County to follow progressive discipline before taking any action.

Listed below are examples of behaviors or actions which, in the absolute discretion of the County may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive:

- Incompetence or unacceptable work productivity;
- Refusal to work scheduled work hours including overtime hours;
- Dishonesty or falsification of records, including time records;
- Failure to follow safety procedures;
- Fighting with, threatening or intimidating the general public or other employees;

- Endangering an employee's own safety and/or safety of others through carelessness in the performance of his/her job and/or non-compliance with established safety procedures;
- Attendance issues including, without limitation: (1) failing to provide or timely provide proper notification that the employee will be absent or tardy from work; (2) failing to report promptly at the employee's designated starting time or end work as prescribed by the employee's supervisor; (3) poor attendance; (4) absence without leave, or failing to report upon the expiration of an approved leave of absence; (5) improperly using or abusing the extended leave benefit; or (6) hindering the regular operation of a department or County office because of unauthorized or excessive absenteeism, tardiness or leaving work without permission.
- Theft;
- Immoral conduct which brings disrepute or which reflects on the County as an employer including, but not limited to, conviction of a felony, misdemeanor or violation involving moral turpitude;
- Drinking intoxicating beverages, using illegal drugs, or engaging in illegal gambling on duty or reporting for duty under the influence of drugs or alcohol;
- Willful misconduct;
- Insubordination;
- Withholding County information, documents or records from the County Board, Board committees, the Department of Administration, management or supervisors;
- Abuse of County equipment or property including, without limitation, carelessness or negligence in handling or control of equipment or property;
- Using County-owned equipment, supplies, uniforms, or a vehicle for personal use without receiving proper authorization.

- Knowingly making a false statement in an employee's application for employment;
- Discourteous, insulting, abusive or inflammatory conduct toward the public or fellow employees;
- Acceptance of any gift, favor or service that would improperly influence an employee;
- Leave used for a purpose other than for which it was requested and granted;
- Harassment of any type;
- Unauthorized publication of confidential information or records;
- Discrimination against members of the public or fellow employees based on race, color, creed, sex, sexual orientation, national origin or handicap;
- Engaging in political activity which: (1) interferes with normal work performance; (2) is conducted during normal work hours; or (3) involves the use of County equipment or property;
- Failing to show proof of possession and/or maintenance of a valid license and/or certificate that is required in the performance of his/her assigned position;
- Operating County vehicle(s) in violation of County policy and/or in an unlawful or hazardous manner;
- Misappropriation of County funds, appropriated County property for personal use, or illegally disposed of County property;
- Refusal or delay in carrying out work assignments or instructions given by the work unit supervisor, department head or a County official exercising authority over an employee.
- Failing to participate and/or cooperate with a County investigation;
- Sleeping during working hours;
- Engaging in personal or outside business on county work time.
- Providing incorrect or fraudulent information pertaining to an on-the-job injury or an off-the-job injury;
- PTO leave abuse;
- Failure to complete reports promptly and accurately;
- Violation of any law, regulation, ordinance, order or rule or failing to obey any lawful and reasonable direction given the employee by his/her supervisor; or
- Violating any of the rules, regulations or policies in this Manual as well as any department rule, policy or procedure.

### **GRIEVANCE PROCEDURE**

The County has adopted a grievance procedure in accordance with Wis. Stat. § 66.0509(1m). The grievance procedure outlines the actions which may be grieved, the employees who are eligible to utilize the grievance procedure and the procedures and processes for resolving grievances. The Grievance Procedure is set forth as Appendix F to this Manual. If you have questions regarding the policy, please contact the Administrative Coordinator.

## **VII. BENEFITS**

### **PAID TIME OFF (PTO)**

Regular full-time and regular part-time employees are eligible for PTO benefits under this policy unless the employee's paid leave benefits are governed by a collective bargaining agreement. Elected officials are not eligible for PTO.

## Definitions

**Paid benefits:** Includes short-term sick leave (anything less than three (3) consecutive days), vacation, funeral leave and Paid Time Off (PTO).

**Pay Period:** Pay period means a two-work week period. A work week is the number of regular hours per week for the position as approved by County Board resolution.

**PTO:** Paid Time Off (PTO) is a benefit plan which consolidates all paid benefits into a single paid leave account, which the employee is responsible for managing and using.

~~**PTO Calendar:** A calendar within each Department, identifying planned PTO to be utilized per employee during the calendar year.~~

**PTO Distribution Form:** Form submitted by the employee by ~~November 30~~ December 31<sup>st</sup> of each year. This form is used to allocate remaining PTO hours for ~~carry forward,~~ cash pay-out, ~~or transfer to Extended Leave Bank.~~

**Regular Hours:** Regular hours are defined as the number of hours approved by position by County Board resolution ~~and in accordance with the County Wage Scale. (e.g. Clerk Typist I position is approved at 27 hours per week by County Board resolution means that the position's regular hours for PTO benefits are 27 hours per week.)~~

**Retirement:** Retirement is defined as an employee who will upon termination of employment from the County be eligible for full Wisconsin Retirement benefits; or who after 25 years of continuous service, meets the minimum age requirements of Wisconsin Retirement System, 55 for General Employee and 50 for Protected Employees.

## Accrual

Employees will accrue PTO based on the following schedule unless modified by the home and Executive Committees:

- Each regular full-time and regular part-time employee earns PTO hours every pay period based upon the number of hours (not overtime hours) that an employee is paid during the pay period.
- **Accrual begins on the first day worked**
- Accrual amounts are added to the employees' PTO bank each pay period.
- Upon hire, Director level positions will be credited with 80 hours of PTO and Manager/Supervisor level positions will be credited 40 hours of PTO. Any changes to this offer will need approval by the Department Director and Human Resources.

PTO is determined by multiplying the number of regular hours paid each pay period by the predetermined multiplier listed below. The sum results in the hours of PTO time earned in that pay period.

For example, an employee who has been employed by the County for six years, who works a 5/2 schedule and is paid for 80 regular hours during a work period would receive PTO as follows:

80 hours x .1188 (multiplier based on 5/2 schedule for six-year employee) = 9.50 PTO hours

**Jail Cook**

YEARS OF SERVICE	MULTIPLIER
0- 1	.1153
2- 7	.1383
8 - 13	.1498
14- 19	.1689
20 - +	.1881

~~2-2-3 Work Schedule (Jail)~~ Jail Correction Officers

YEARS OF SERVICE	MULTIPLIER
0- 1	.1142
2- 7	.1458
8 - 13	.1704
14- 19	.1946
20 - +	.2188

Telecommunicators/Dispatch

YEARS OF SERVICE	MULTIPLIER
0- 1	.1214
2- 7	.1546
8 - 13	.1805
14- 19	.2059
20 - +	.2314

~~2-2-3 Work Schedule (Deputy)~~ Sheriff Deputies

YEARS OF SERVICE	MULTIPLIER
0- 1	.0958
2- 7	.1274
8 - 13	.1520
14- 19	.1762
20 - +	.2004

~~5/2 and All Other Work Schedules~~ Monday - Friday Work Schedules

YEARS OF SERVICE	MULTIPLIER
0- 1	.0958
2- 7	.1188
8 - 13	.1303
14 - 19	.1494
20 - +	.1686

**Accrual Limits**

- For a regular full time employee, the PTO bank shall not exceed 320 hours.
- For regular part-time employees, the maximum number of PTO bank hours will be limited to 208 hours.
- PTO hours accrued in excess of the maximum may not be banked and are lost.
- **\*\*Usage and Authorization goes here...**
- On or before December 31 of each year, an employee may make an irrevocable election that for the following calendar year, hours of PTO that the employee accrues but does not use prior to July 1 of that calendar year will be cashed out and payable as of the last pay period of July.
  - Full-time employees electing to cash out accrued PTO will have cashed out only those hours accrued in the applicable calendar year that exceed 120 hours of the employee's total accrued PTO,
  - A maximum of 48 hours ~~(the election must be for either 48 hours or 24 hours).~~
  - Part-time employees electing to cash out accrued PTO will have cashed out only those hours accrued in the applicable calendar year that exceed 48 hours of the employees total accrued PTO, and only up to a maximum of 24 hours ~~(the election must be for either 24 hours or 12 hours).~~
- ~~If an employee makes this election, any PTO an employee uses in the accrual year will be subtracted first from hours carried forward from the previous year, then from any newly accrued PTO for which the cash out election would not apply, prior to newly accrued PTO subject to the cash out election.~~
- ~~A maximum of 120 PTO hours may be added to the employees Extended Leave Bank each calendar year.~~
- ~~For part-time employees a maximum of 80 PTO hours may be added to the employee's Extended Leave Bank each calendar year.~~
- ~~Transfers from the PTO bank to the Extended Leave bank will be in dollars. The total dollar amount to be transferred will be the number of hours to be transferred times the current hourly rate at the time of the transfer~~

### Usage and Authorization

- Successful completion of a 90-day probationary period must occur prior to use of any accrued PTO.
- ~~Each Department should maintain a "PTO Use Calendar", which will allow employees to plan their time off in conjunction with fellow employees while meeting the operational needs of the department.~~
- ~~Each employee must complete a PTO Distribution Form by December 31<sup>st</sup> of each year. The PTO Distribution Form includes hours allocated for:
 
  1. ~~Transfer to the Extended Leave Bank~~
  2. ~~Cash pay out~~
  3. ~~Anticipated carry forward~~~~
- Employees must adhere to their Distribution Form allocations for: ~~transfer to Extended Leave and~~ Cash Pay-Out. Exceptions can only be made under extenuating circumstances and by approval of the Executive Committee.
- Unused, non-allocated hours will automatically be carried forward into the New Year.
- Employees using planned PTO hours or scheduled time off must seek prior approval from their supervisor per personnel policy and departmental protocol.

- Employees using PTO for anything other than planned or scheduled time off, need to inform their supervisor prior to the start of the workday. (Subject to Department interpretation. 24/7 operations require more notification to call-in OT to maintain minimum staffing levels)
- The operational needs of the Department will be considered in granting requests of a non-emergency nature.
- ~~All hourly employees scheduled to work on a legal holiday will receive compensation at 1½ times their regular rate of pay, no PTO will be utilized.~~
- ~~Emergencies may require mandatory work on a Holiday which shall be approved by the Department Head and submitted along with time card. (24/7 operations are exempt)~~
- PTO must be used in increments of no less than
  - ¼ hour for non-exempt or hourly employees
  - ½ day for exempt, salaried employees (24/7 operations are exempt)
- ~~To maintain maximum work integrity and personal well being, one (1) week of continuous paid time of (PTO) must be used annually after two (2) years of employment, except in circumstances approved by the Department Head and the home committee.~~
- Employees may not donate PTO days to a third party.

#### **PTO Usage Without Accrued Time.**

Employees are expected to manage their PTO bank so as to preserve a balance of accrued time to cover an unexpected absence. Employees who are granted and receive PTO in excess of accrued hours will be expected to repay the overpayment. The County shall deduct this overpayment from the next pay period. **Employees with unexcused absences and no available PTO will be subject to disciplinary action.**

#### ~~Extended Leave Bank~~ EXTENDED LEAVE BANK (centered)

The Extended Leave Bank is intended for use in situations where the employee is off of work due to an approved Family Medical Leave or Leave of Absence.

- Employees hired after 01/01/2019 are not eligible ~~to bank extended leave.~~
- ~~There is no cap on the accrual of dollars in the Extended Leave Bank~~
- ~~The bank can be increased annually, after an employee completes 2 years of service, up to 120 hours. Part time employees may not bank more than 120 hours of Extend Leave. Transfers from the PTO bank to the Extended Leave bank will be in dollars. The total dollar amount to be transferred will be the number of hours to be transferred times the current hourly rate at the time of the transfer~~
- All unused Extended Leave Bank hours dollars are carried forward annually in the bank.
- Extended Leave Bank dollars can be utilized upon retirement from the County, under certain conditions (see Retirement below).
- The protocol to utilize Extended Leave hours is found in the Family and Medical Leave Policy.
- Per County policy, a Physician's verification statement is required for the employee to return to work following a medical absence of three (3) days or more (Moved to Attendance Section).

- The original “Physician’s Certification” must be submitted to the ~~Department of Administration~~ **Human Resources** for placement in the personnel medical file (and kept separate from the employee’s general personnel file). ~~Department of Administration will notify Finance Department of employees on Family and Medical Leave for payroll processing. (Moved to FMLA)~~
- Employees may not donate Extended Leave Days to a third party.
- As of 12/31/2025, there will be no future contributions to the Extended Leave Bank
  - Current balances will be frozen and can be used during FMLA or upon retirement from the County.
  - As of 12/31/2025, all non-union employees’ hour balances will be converted to dollars using their 2025 hourly rate.

### **Compensation for Elected Officials Extended Leave**

Elected Officials who began their employment with the County as a County employee are authorized to collect the appropriate payout of 75% of their PTO Extended Leave that they earned as a County employee at the time of their initial election, provided that they meet all of the following conditions per Resolution #81-99 adopted on June 23, 1999:

- There is no gap in their employment with the County between being an employee and being an elected official;
- The person applying for payment did not complete their service as an elected official prior to the adoption of this policy (i.e., this policy would not apply to persons who had been an elected official but are no longer serving in that capacity).

### **Retirement**

Effective 1/1/2000, any employee who terminates employment from the County due to retirement or death, and is eligible to collect a retirement annuity or benefit from the Wisconsin Retirement System will convert seventy-five percent (75%) of his/her Extended Leave Bank into the County’s Post-Employment Health Plan.

- Employees should check with the Department of Administration while making retirement plans and decisions, to familiarize themselves with criteria and conditions regarding continuation of health insurance, Wisconsin Retirement, Deferred Compensation and other County policies.
- Please see the ~~Department of Administration~~ **Human Resources Department** for further information regarding this benefit.

### **Termination of Employment**

- Employees leaving the County prior to 1 year of employment forfeit all accrued unused PTO.
- Employees leaving the County after 1 year of employment are paid for all PTO hours that remain in his/her bank at the time of termination. Please refer to **Separation of Employment** for details.

- No pay-out of Extended Leave Bank funds occurs at termination.

### ~~HOLIDAYS~~ Holidays

The County considers the following legal holidays for the purpose of office closure:

New Year's Day  
Good Friday  
Easter (corrections and dispatchers only)  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day (excluding sheriff's deputies, corrections and dispatchers)  
Christmas Eve  
Christmas Day

### **Holiday Pay for Employees other than Corrections and Dispatch**

- Regular Full-time and Regular Part-time employees normally scheduled to work on a day deemed a Holiday will receive holiday pay for **their normal scheduled hours**. ~~time they normally would have worked had the day not have been a holiday.~~
- Regular Full-time and Regular Part-time employees on leave of absence, lay off, or disciplinary suspension, do not qualify for holiday pay.
- Regular full-time and Regular Part-time employees may not designate a holiday as their last day of employment when voluntarily resigning from their position.
- Holiday pay will be paid based on the number of hours the employee would normally have worked. For example, an employee regularly scheduled to work Monday – Thursday at 10 hours a day would be paid 10 hours of holiday pay if a holiday were to fall on a Monday, however, if a holiday fell on a Friday the employee would not receive holiday pay.
- Holiday pay is not included in the calculation of an employee's overtime hours.
- There may be some instances when work on a holiday may be required; however, prior written approval from the Department Head must be obtained in order to work on a holiday and the approval must be submitted with the employee's time card.
  - Prior approval is not required if the employee works in a department that operates on a 24/7 basis.
  - All hourly employees scheduled to work on a legal holiday will receive compensation at 1½ times their regular rate of pay, no PTO will be utilized.

A recognized holiday that falls on a Saturday will be observed on the proceeding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. (If Christmas Day falls on a Sunday, the Christmas Eve Holiday will be observed the preceding Friday. If Christmas Eve falls on a Sunday, the preceding Friday will be observed as the Christmas Eve Holiday.)

~~If a non-exempt employee works on a legal holiday, he or she will be compensated at time and one-half of their regular hourly rate for all hours worked on the holiday.~~

### **Holiday Pay for Corrections and Dispatch**

Corrections and dispatch employees will observe holidays on the actual day of the legal holiday. If a corrections or dispatch employee works on a full day legal holiday, the employee will be paid time and one-half for the hours actually worked on the full day legal holiday.

### **HEALTH INSURANCE**

Eligible employees may participate in the single, limited family or family group health insurance program sponsored by County, beginning on the first day of the month following sixty (60) days of continuous employment. Required employee premium contributions will be processed through payroll deductions and shall be eligible for special treatment under Section 125 of the Internal Revenue Code. A description of the County's health insurance plan can be obtained from the Administration Department. Employees regularly scheduled to work 30 hours per week may participate in the single, limited family or family group health insurance program on a pro-rata basis.

Employees that terminate employment from the County that are on the health insurance plan will be eligible to continue their health insurance through Consolidated Omnibus Budget Reconciliation Act (COBRA).

### **HEALTH REIMBURSEMENT ACCOUNT**

The County sponsors a Health Reimbursement Account (HRA) for all employees that are enrolled in the County group health insurance policy. Annually, a designated amount is put into a separate account to help with deductible costs and co-insurance costs not paid under the individual policies. Contact the Administration Department for specific amounts added for single, limited family and Family plans. If the specified amounts are not accessed annually, any balance is carried forward into the next calendar year. All forms and reimbursements can be accessed through the vendor's website.

### **FLEXIBLE BENEFITS PLAN**

The County offers flexible benefits plan under Section 125 of the Internal Revenue Code. Under the plan, eligible employees may set aside funds to pay for the cost of unreimbursed medical, dental and child-care expenses. Employees should contact the Department of Administration for more information concerning the Section 125 program.

### **WISCONSIN RETIREMENT FUND**

As a public employer, the County participates in the Wisconsin Retirement System (WRS). The County will make employer required WRS contributions as required by law. Employees should direct all questions involving WRS eligibility or contribution levels to the Department of Administration or the Department of Employee Trust Funds at 1-877-533-5020.

### **LIFE INSURANCE**

Eligible employees may participate in optional term life insurance coverage provided by the County (refer to plan documents). The County will pay that portion of the employee's share of the premium authorized by County Board Resolution. Currently, the County pays 70% of the premium (no cash value). This life insurance is for employees only and is strictly term insurance. The value of the policy is to the next 1000th of your annual salary. Coverage is based on annual salary. Cost is based on age and amount of insurance. Contact the Department of Administration for additional information.

Additional coverage options to be offered and paid for by the employee would be Supplemental Group Life Insurance, Additional Life Insurance, and Spouse & Dependent Group Life Insurance. As per resolution 6-16, dated January 27, 2016 any employee who attains the age of 65 on or after the effective date is eligible for 50% of the available insured rather than 25%.

### **DENTAL INSURANCE**

Dental insurance is available for purchase by eligible employees through the County's group plans. Employees are responsible for the entire cost of the premiums for the insurance. An open enrollment period occurs annually. Interested employees should contact the Administration Department for enrollment forms and further information.

## **DISABILITY/ACCIDENT/LIFE INSURANCE POLICIES**

Employees may purchase a variety of disability, accident and life insurance policies through the County's group plans. Employees are responsible for the entire cost of the premiums for the insurance. Interested employees should contact the Department of Administration for enrollment and further information.

## **DEFERRED COMPENSATION**

The County provides the means under Sec. 457 of the Internal Revenue Code to defer earned income. Employees pay state/federal taxes on deferred income, usually after retirement. In addition, employees may make contributions to the Roth 457 program. Roth contributions are made with after-tax dollars as opposed to the before-tax contribution. With the Roth option, employees pay taxes at the time of the contribution and not when they receive a distribution

Employees should consult with the Administration Department for more information concerning Deferred Compensation.

## **JURY DUTY**

Regular full time and regular part time employees will receive their normal pay when called for jury duty. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Either the employer or the employee may request the employee to be excused from jury duty if, in the employer's judgment, the employee's absence would create serious operational difficulties.

Employees receiving full pay while on jury duty shall turn in jury duty fees received to the County. An employee is allowed to keep mileage for jury duty.

Employees are expected to report for work whenever the court schedule permits or upon completion of jury duty unless excused from returning to work by their Department Head. If an employee does not return to work, the employee must use PTO to be paid for the balance of workday.

## **VIII. PAY POLICIES**

The County recognizes that employees in certain departments provide services after hours, during the weekend and on holidays and that certain employees also require special equipment to perform services for the County. Accordingly, the County has adopted the pay policies attached to this Manual as Appendix H to address these work schedules and equipment needs.

## **IX. SUPPLEMENTAL POLICIES**

The supplemental policies listed below are incorporated in this Manual by reference as if fully

set forth herein. It is the Employee's responsibility to read and understand these policies and to comply with the same as applicable. The supplemental policies can be reviewed on the County Intranet site at [extranet@co.shawano.wi.us/home/](mailto:extranet@co.shawano.wi.us/home/).

Courthouse Fire  
Courthouse Tornado  
Courthouse Lockdown  
Cash Disbursements Policy  
Cash Handling Policy  
Petty Cash Policy  
Purchase Order Policy  
Receipting Policy  
Technology Services After Hours Policy

## APPENDIX A

### **FAMILY AND MEDICAL LEAVE**

Family and medical leaves are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

#### (1) GENERAL REQUIREMENTS.

(a) Eligibility and Length of Leave: Family & Medical Leave refers to unpaid family, care-taking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, care-taking or medical leave under Federal and/or State law.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 52 weeks to take leave in a calendar year.

1. Up to 6 weeks of family leave during any 12 month period for the birth or adoption of a child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
2. Up to 2 weeks of family leave during any 12 month period to care for a child, spouse, domestic partner, parent, or parent of a domestic partner suffering from a serious health condition.
3. Up to 2 weeks of medical leave during any 12 month period for an employee to care for his/her own serious health condition.

Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12 weeks of leave in a year, which is calculated in one of four ways prescribed by federal law, for one or more of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse or parent suffering from a serious health condition.
3. Medical leave for an employee to care for their own serious health condition.
4. Due to any qualifying exigency arising out of the fact that a child, spouse or parent of the employee is a military member on covered active duty, or has been notified of an impending call or order to covered active duty status.

(b) State and Federal Leave Run Concurrently: Time allowed under County policies and agreements and also under federal and state statutes is to be used concurrently and not consecutively. For example, if an employee is off for 12 weeks for the birth of their child, state

and federal leave will run concurrently for the first six weeks, then federal will cover the remaining six weeks.

(c) Use of Paid Leave: Employees have the option to substitute extended leave or other accrued leave when both state and federal leave are being used concurrently. After state leave has been exhausted for any qualifying event, employees will be required to substitute extended leave time from their Extended Leave Bank. If an employee has exhausted their extended leave time, the employee may take the balance of their leave unpaid or choose to substitute other accrued leave.

(d) Short Term Disability Benefits During Leave: Eligible employees have the option to purchase short-term disability benefits as a form of income replacement during extended leaves of absence. Additional information regarding eligibility and amount of the benefit can be provided upon request. Any eligible employee who has purchased short-term disability benefits has the option to substitute extended leave or other accrued leave between the date when the leave of absence starts and their short-term disability benefits begin.

(e) Definitions:

1. "Serious health condition" is defined herein to mean an illness, injury, impairment, or physical or mental condition involving any of the following:

- a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility.
- b. Outpatient care that requires continuing treatment or supervision by a health care provider.

2. A "qualifying exigency" is defined as the following:

- a. Short-notice deployment.
- b. Military events and related activities.
- c. Childcare and school activities.
- d. Financial and legal arrangements.
- e. Counseling.
- f. Rest and Recuperation.
- g. Post-deployment activities.
- h. Parental care.
- i. Additional activities not encompassed by any of the above, but agreed to by the employer and employee.

3. "Covered active duty" means:

- a. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

b. In the case of a member of the reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

4. A “domestic partner” means either of the following:

a. “Registered domestic partners” are two individuals who have registered their domestic partnership with the Register of Deeds in their county of residence and meet the following criteria:

1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
3. The individuals must share a residence;
4. The individuals must not be more closely related than second cousins; and

5. The individuals must be of the same gender.

b. “Nonregistered domestic partners” are two individuals, whether the same or opposite genders, who have not registered their domestic partnership and meet the following criteria:

1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
3. The individuals must share a residence;
4. The individuals must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
5. The individuals must consider themselves to be members of each other’s immediate family; and
6. The individuals must agree to be responsible for each other’s basic living requirements.

5. “Week” means five eight hour work days of leave for purposes of calculating intermittent or partial leave.

6. For each work day or work week in which an employee works fewer than the regularly scheduled hours by using intermittent or partial leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.

7. “In loco parentis” means having day-to-day responsibilities to care for and financially support a child with whom one has no biological or legal relationship.

8. Calendar year refers to the months of January through December.

(2) BIRTH OR PLACEMENT LEAVE.

(a) Unpaid birth or placement leave may be used within 16 weeks before, or within 12 months following the birth of the employee's natural child, the placement of a child with the employee for adoption, or the placement of a child with the employee for 24-hour foster care that is made by or with agreement of a licensed child welfare agency or County Social Services/Human Services Department.

(b) In a calendar year, no employee may take more than 12 weeks of birth or placement leave. In addition, no more than 12 weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the County, they are entitled only to a combined total leave of 12 weeks.

(c) An employee may substitute extended leave or other accrued leave for the first six of the otherwise unpaid 12-week periods, provided the first six of 12 weeks occur within a period of 16 weeks before to 16 weeks after the birth or placement. After the first six weeks, county policy requires that any extended leave or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period.

(d) An employee must submit a written request for birth or placement leave not less than 30 days before the leave is to commence and must schedule the leave after reasonably considering the County's needs. If the date of the birth, adoption or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as possible. The employee shall identify if and what type of paid accrued leave the employee intends to substitute as provided under the law. All of the notification requirements are included on the Medical Certification form available from the Personnel Department.

(e) For the first six weeks, an employee may take birth or placement leave as an intermittent or partial absence in employment in increments of no less than one quarter hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of intermittent or partial absences no less than two weeks before the schedule of absences is to begin. The schedule must be sufficiently explicit so that the County is able to schedule replacement employees, if necessary, to cover the absences. Intermittent or partial leave must conclude within sixteen weeks following the birth, adoption or foster placement of a child. The remaining period of up to six weeks must be taken in a single block, but exceptions may be granted.

(f) The employee must provide medical certification as required in (6) below.

(3) FAMILY ILLNESS LEAVE.

(a) Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

1. Spouse

2. Biological, adopted or foster child
3. Child for which the employee stands “in loco parentis”
4. Biological parent or parent who stood “in loco parentis” to employee
5. Spouse’s parent
6. Domestic partner
7. Domestic partner’s parent

(b) In a calendar year, no employee may take more than 12 weeks of family illness leave for the employee’s spouse, child or parents. A maximum of two weeks of family illness leave may be taken for a spouse’s parent, domestic partner or a domestic partner’s parent.

(c) An employee may substitute extended leave or other accrued leave for the first two weeks of the otherwise unpaid 12-week leave period. After the first two weeks, county policy requires that any extended leave time or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period. An eligible employee who is enrolled in short-term disability benefits shall not be allowed to receive a weekly benefit until extended leave is exhausted.

(d) An employee must consider the needs of the County when scheduling family illness leave. If an employee intends to use family illness leave for planned medical treatment or supervision of a family member, as defined above, the employee must do the following:

1. Give the County two weeks advance written notice of the intent to take such leave, the reason for the leave, and the planned dates of the leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued time the employee intends to substitute as provided under the law.

2. Schedule medical treatment or supervision so that it does not unduly disrupt the County’s operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.

3. Provide the required medical certification as required in, (6) below.

(e) When medically necessary, an employee may take family illness leave as an intermittent or partial absence from employment in increments of no less than one quarter hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County’s operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

(4) EMPLOYEE MEDICAL LEAVE.

(a) Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties. No employee may take more than 12 weeks of unpaid medical leave in a calendar year.

(b) An employee may schedule medical leave as medically necessary. If an employee intends to use the medical leave for a planned medical treatment or supervision, the employee must:

1. Give the County two weeks written advance notice of the intent to take a leave, the reason for the leave, and the planned dates of leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued leave the employee intends to substitute as provided under the law.

2. Schedule the medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.

3. Provide the required medical certification as required in (6) below.

(c) An employee may substitute extended leave or other accrued leave for the first two weeks of the otherwise unpaid 12 week period. After the first two weeks, county policy requires that any extended leave time or compensatory time be used prior to unpaid leave for part or all of the remaining leave period. An eligible employee with short-term disability benefits shall exhaust all Extended Leave prior to receiving short-term disability benefits.

(d) When medically necessary, an employee may take employee medical leave as intermittent or partial absences from employment in increments of no less than one-quarter hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so that it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent or partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

(5) QUALIFYING EXIGENCY LEAVE.

(a) In a calendar year, an employee may take up to 12 weeks of unpaid leave due to any qualifying exigency arising out of the fact that a child, spouse or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty in the Armed Forces. The County requires that any extended leave or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave.

(b) In any case in which the necessity for qualifying exigency leave is foreseeable, the employee shall provide such notice as is reasonable and practicable.

(c) The request for qualifying exigency leave must be supported by a certification issued at such time and in such manner as the U.S. Secretary of Labor may by regulation prescribe. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification.

(d) An employee may take qualifying exigency leave as an intermittent or partial absence in employment in increments of no less than quarter hour, or as allowed by union agreement.

(6) MEDICAL CERTIFICATION.

(a) If an employee requests leave under this policy, the employee must obtain a Medical Certification form from the Personnel Department. This form must be completed by the employee and the health care provider treating the family member or employee. In the case of placement for adoption or foster care, a copy of the legal documentation attached to the Medical Certification form will substitute for the health care provider's certification.

(b) If requirements for certification are not completed, the County may deny the leave. The County may request a second health care provider's opinion and/or periodic recertification at the County's expense.

(7) INSURANCE AND BENEFITS.

(a) While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.

(b) If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to recover the health insurance premiums paid on behalf of the employee during a period of unpaid leave. An employee must return to work for at least thirty calendar days in order to be considered to have "returned" to work.

(8) RETURN FROM LEAVE.

(a) An employee returning from employee medical leave is required to obtain medical certification from the health care provider that the employee is able to resume work.

(b) An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(c) An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

(9) INTERPRETATION.

Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Human Resources Department for clarification.

## MILITARY CAREGIVER LEAVE

### (1) GENERAL REQUIREMENTS.

Federal law allows eligible employees who are family members of covered servicemembers to take up to 26 workweeks of leave in a single 12-month period to care for a covered servicemember (hereinafter “military caregiver leave”). The County requires that any extended leave and/or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave.

### (2) DEFINITIONS.

“Family members of a covered service member” include the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

A “parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

The “next of kin of a covered servicemember” is the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA to the covered servicemember.

A “covered servicemember” means:

(a) A current member of the Armed forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) A covered veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness.

A “covered veteran” means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date, regardless of the method used by the employer to determine the employee’s 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered servicemember during this “single 12-month period,” the remaining part of his or her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

A “serious injury or illness” means:

(a) In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:

(i) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or

(ii) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(iii) A physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(iii) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

(3) AMOUNT OF LEAVE.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period”, provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee’s own serious health condition; or because of a qualifying exigency.

Thus, for example, an eligible employee may, during the “single 12-month period,” take 16 weeks of FMLA leave to care for a covered servicemember and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the “single 12-month period,” even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered servicemember.

In the case of a husband and wife who are both employed by the county, the aggregate number of workweeks of leave to which both the husband and wife may be entitled is limited to 26 weeks combined for military caregiver leave or 26 weeks combined for a combination of military caregiver leave and family and medical leave.

(4) NOTICE.

An employee may schedule military caregiver leave as medically necessary. If an employee intends to use the military caregiver leave for a planned medical treatment or supervision, the employee must:

1. Give the County two weeks written advance notice of the intent to take a leave, the reason for the leave, and the planned dates of leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued leave the employee intends to substitute as provided under the law.

2. Schedule the medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.

(5) REDUCED OR INTERMITTENT LEAVE.

When medically necessary, an employee may take military caregiver leave as an intermittent or partial absence from employment in increments of no less than quarter hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

CERTIFICATION.

If an employee requests leave under this policy, the employee must obtain a Medical Certification form from the Administration Department. This form must be completed by the employee and the health care provider treating the covered servicemember. If requirements for certification are not completed, the County may deny the leave. The County may request periodic recertification at the County's expense.

(7) INSURANCE AND BENEFITS.

While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.

If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to recover the health insurance premiums paid on behalf of the employee during a period of unpaid leave. An employee must return to work for at least thirty calendar days in order to be considered to have "returned" to work.

(8) RETURN FROM LEAVE.

An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

(9) INTERPRETATION.

Any questions regarding military caregiver leave use and/or interpretation should be directed to the Human Resources Department for clarification.

## **APPENDIX B**

### **VEHICLE USAGE POLICY**

#### **General**

The Shawano County Vehicle Usage Policy addresses the operation of county vehicles and use of personal vehicles for County business. The County fleet is comprised of shared vehicles for use through a reservation system by all employees, specialty vehicles that are specific to a department (i.e. squad cars, highway vehicles) and group shared specialty vehicles that several departments may share. The fleet program is administered through various county departments as outlined below under the general supervision of the Administrative Coordinator. The Committee responsible for oversight of the Administrative Coordinator will have policy oversight of the vehicle fleet.

The County's Administration office is responsible for the coordination of vehicle reservations, and for checking vehicles in and out.

#### **Vehicle Marking/Identification**

All County vehicles will be marked with the Shawano County logo and either the name of the department or County Fleet Vehicle, Marking requirements for the Sheriff Office and Highway Office do not apply.

All employees are required to possess a valid driver's license if they use a personal or County vehicle for County business. All employees must wear seat belts while traveling for County business or while operating County vehicles.

#### **Use of County Vehicles:**

County vehicles may only be used for County business unless prior authorization is given by the governing and Executive committees. When using County vehicles, employees are expected to exercise care, follow all operating instructions, safety standards and guidelines. The improper, careless, negligent, destructive or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up to and including discharge.

Employees shall immediately notify their supervisor if any vehicle is damaged, defective or in need of maintenance. The supervisor will provide instruction regarding vehicle maintenance including any employee responsibility for maintenance.

Unless otherwise authorized, County vehicles shall be housed on County-owned property during non-working hours. The vehicle is to be locked each night with work-related articles secured in either a locked glove compartment or trunk during times when the vehicle is not in use. Personal, non-work-related items may not be stored in County vehicles.

## **Use of Fleet Vehicles**

### **Operator Requirements**

- 1) Only authorized county employees are allowed to operate county vehicles. Independent contractors are specifically prohibited from operating county vehicles.
- 2) No county employee will be permitted to operate a county vehicle without a valid driver's license applicable to the class of vehicle to be operated. Any operation of a county vehicle with a suspended driver's license will subject the operator to disciplinary action. If an employee is involved in an accident with a county vehicle and has a suspended license, the employee will be subject to termination.
- 3) All operators of county vehicles shall abide by all traffic laws to include use of seat belts.
- 4) Payment of parking tickets and/or other traffic violations are the responsibility of the employee and shall not be reimbursed by the county.
- 5) Operators shall manage their driving environment to minimize distractions that could have an impact on their ability to safely operate the vehicle (i.e. consuming food or beverages, talking to passengers, using cellphones, texting, etc.).
- 6) Employees transporting children as part of their job responsibilities as authorized by their supervisor shall comply with state regulations regarding the use of child safety restraint systems. (DOT chapter 310 Child Restraint Standards and Exemptions)
- 7) When business cargo, materials or tools are being transported, operators are responsible for ensuring that all items are properly secured to prevent spillage or shifting.

### **Personal Use Prohibited**

Personal use of county vehicles is prohibited to include transporting family members and/or friends. Personal use is defined as any use which is for the benefit or enjoyment of the employee or not in the pursuit of the business or interest of the county. County employees on distant trips can use county vehicles to attain lodging or food without violating this policy.

### **Pool/Fleet Vehicle Reservation System**

#### **A. County-Wide Computer Registration Program**

Utilizing the calendar option on Microsoft Outlook, County Employees or elected officials can make a reservation for one of the vehicles in the fleet pool. All information entered into the system (including date, time, employee name and destination) should be verified to ensure completeness and accuracy in order to ensure the registration system functions correctly.

If an employee has multiple trips to make in a short period of time (defined as not more than 30 minutes between trips), they may schedule a vehicle for the entire period if all trips are annotated during the registration process. Any employee found willfully abusing the system in order to create a situation necessitating use of a personal vehicle will be subject to disciplinary action.

**B. Registration Process**

Registration procedures using Microsoft Outlook are available by viewing Procedure for Reserving Pooled Vehicles on the County Intranet site.

**C. Priority Use**

Reservations may be bumped by a higher priority and/or vehicle need. Factors to be considered in determining priority include trip length, client transport or emergency use. Respective department heads or managers should come to a mutual agreement as to which need is of a higher priority. In the event such an agreement is not possible, the County Administrative Coordinator will make the final determination.

**Fleet/Pool Vehicle Check Out/In**

**A. Check Out**

Employees should pick up vehicle keys in the Administration Office. All employees must take the vehicle specific forms on each trip, and ensure all required information is properly annotated. If an employee needs a vehicle for an early morning commute that will occur before the Administration Office is open, it is the responsibility of that employee to ensure they have made arrangements to secure the keys prior to needing the vehicle. Employees leaving early in the morning from their home to a conference or meeting may take a vehicle home overnight but personal use is prohibited (see Personal Use Prohibited).

**B. Check In**

Upon returning from a trip, vehicles are to be parked in the northernmost parking lot. Vehicle keys and forms are to be returned immediately to the Administration Office and checked in. If the Administration Office is closed for the day, vehicles can be checked in at the beginning of the next business day. Vehicles, however, have to remain parked in the County Parking lot, and cannot be used for any other purpose.

**C. Maintenance Issues**

In the event maintenance is required, employees need to make all necessary notations on the trip information form and then must inform Administration personnel of the issue. This is necessary because the vehicle may need to be removed from service until the issues/problems/concerns can be assessed by a local dealer.

**D. Reservation Cancellations**

In the event that a planned trip is canceled, the vehicle reservation is to be immediately canceled in order to ensure vehicles are available for use. Extenuating circumstances that may prevent a cancellation must be approved by supervisors.

**Fueling Fleet/Pool Vehicles**

At the end of the workday, users need to ensure that each vehicle is returned with at least ½ full tank of gas. Drivers are to fuel vehicles at the Highway Shop. The lone exception is when refueling during a longer trip is necessary to prevent running out of fuel. In these cases only

purchase enough fuel to return to the Highway Shop for complete re-fueling. Fueling Procedures are in the glove compartment of the vehicles.

### **Vehicles Provided to On-Call Employees**

For County business reasons, certain employees residing in Shawano County have been designated to drive a County-owned vehicle to and from their residence. Unless otherwise authorized, the only personal use allowed of such vehicles is in commuting between an employee's home and his/her work. Under IRS regulations, this commuting is considered personal use and is required to be reported as compensation subject to Federal and State taxes and FICA. Individuals driving County vehicles may have occasions where an incidental stop is necessary between business stops. Such use shall not be considered a violation of this policy.

No other personal use of County vehicles is permitted without the prior written authority of the governing and Executive Committees. In instances when such personal use is approved, employees are required to maintain a mileage log to substantiate the business use of the vehicle. The mileage log should include the beginning and ending odometer reading, destination and purpose of the trip. The difference between the total miles driven and the business miles driven are considered personal miles. In the absence of adequate substantiation records, the full value of all miles driven or the annual lease value of the vehicle will be reported as taxable income to the employee.

All personal use of County-owned vehicles shall be valued in accordance with IRS regulations and will be included on the employee's W-2.

### **Sheriff's Department Vehicles.**

Sheriff Department squads may be assigned to sworn law enforcement officers who are residents of Shawano County on a 24-hour basis. A law enforcement officer is an employee of Shawano County who is responsible for preventing or investigating crimes involving injury to persons or property. The law allows these officers to:

- Carry firearms;
- Execute search warrants;
- Make arrests – other than citizen arrests.

Personal use of squads is prohibited with the exception of commuting to and from work. Individuals driving Sheriff Department squads may have occasions where an incidental stop is necessary between stops or driving between home and work-such use shall not be considered to be in violation of this policy.

Law enforcement officers are prohibited from leaving the County jurisdiction in Sheriff Department vehicles unless on approved official business or in pursuit situations.

The Public Safety Committee can authorize personal use of unmarked squads for certain management positions in the Sheriff's Department. These vehicles will be subject to the

substantiation requirements of the IRS and subject to the taxable fringe benefit provision of the IRS (as described above).

### **Personal Vehicles Used for County Business.**

All County employees who use their private vehicles for County business are required at their own cost to carry liability insurance on the individual's personal vehicle to be used for work-related activities in the following amounts:

\$100,000 per person /\$300,000 per accident bodily injury coverage  
\$100,000 property damage per accident; or coverage of \$300,000 combined single  
limit coverage.

Employees who use their private vehicles for County business shall file proof of such insurance with the Department of Administration at the time of hire and at each subsequent renewal or change. Mileage will not be reimbursed to any employee who does not comply with this policy. The employee's motor vehicle insurance coverage shall be primary over all other collectible insurance maintained by the County. Coverage under the County's insurance is subject to the terms and conditions of the County's policies. Volunteer Drivers for the Aging Unit will be required to follow respective departmental policy.

### **Required Reporting**

Employees within the Highway Department, Community Programs and Aging Unit are required to provide information on their driver's license number and CDL endorsements. The County participates in the DOT Employer Notification Program. This program notifies the County any time an employee receives a citation or is involved in an accident.

### **Smoking in Vehicles**

Shawano County has established a "No Smoking Policy" (Ordinance #14-92 and #1-96) in all County vehicles owned, leased or rented or in like manner, under the control of Shawano County, and including employee vehicles when used for Shawano County work purposes involving the transporting of other County employees, clients, and/or members of the public in the course of such County work purposes.

## APPENDIX C

### SHAWANO COUNTY SAFETY POLICY

**1.01 General.** It is the intent of Shawano County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. In order for Shawano County to achieve its goals, it has developed a workplace safety policy outlining the procedures regarding employee health and safety. Each and every employee must become familiar with the policy, follow and enforce safety practices and procedures, and become an active participant in this workplace safety program. While management and the Shawano County Safety Committee (Safety Committee) will be responsible for developing, organizing and implementing this policy, the policy's success will depend on the involvement of each employee. The County looks forward to your cooperation and participation.

**1.02 Safety Committee.** Shawano County has a Safety Committee to address safety issues and oversee the County's workplace safety program. The Safety Committee is appointed by the Executive Committee and consists of the Administrative Coordinator, Human Resources Manager, representatives of the Highway Department, Health Department, Human Services Department, Sheriff's Office, Emergency Management, Library, Parks, Technology Services, and County Maintenance. Other department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.

**1.03 County Compliance with Chapter SPS 332.** The County will comply with all applicable standards of Chapter SPS 332 of the Wisconsin Administrative Code.

#### **1.04 General Safety Rules.**

The following general safety rules apply to all employees of the County:

- Employees will exercise caution and observe all safety laws, regulations, rules and practices applicable to their positions and the operation of tools and equipment in their positions.
- Employees will participate in, and comply with, the County's Safety and Health Program.
- Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety laws, regulations, rules and practices.
- All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
- All employees shall familiarize themselves with the safety laws, regulations and rules applicable to their jobs and shall consult with their supervisor on any safety law, regulation or rule or practice not understood, or whenever work conditions present unforeseen hazards.

- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as necessary, provided, or directed.
- When driving or riding as a passenger in a County-owned vehicle, or in a personal vehicle while on County business, employees shall wear properly adjusted and fastened seat belts.
- Employees shall comply with all applicable local, State and federal traffic laws when operating a County vehicle or personal vehicle while on County business.

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

**1.05 Reporting Unsafe Conditions or Hazards.** It is the responsibility of every employee who has knowledge of any unsafe condition or hazard to immediately report such condition or hazard to their immediate supervisor and/or the department head. Unsafe conditions and hazards may also be reported to the Administrative Coordinator. Employees are encouraged to first report an unsafe condition or hazard to their immediate supervisor or department head for resolution before referring the issue to the Administrative Coordinator.

**1.06 Loss Control Program.** The County maintains a loss control/safety and health program in accordance with Chapter SPS 332 of the Wisconsin Administrative Code that describes the procedures, methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control, and information and training. The Loss Control program is coordinated with the Administrative Coordinator.

**1.07 Responsibilities of Supervisors and Department Heads.** Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Keep a regular check on work conditions, practices and methods to prevent safety violations.

- Correct and instruct employees concerning safety laws, rules, regulations and practices.
- Exercise stop work authority as necessary.
- Promote employee accountability to safety practices.

**1.08 Disciplinary Action for Safety Related Issues and Violations.** The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a “just cause” standard for discipline for employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- **Drugs and Alcohol.** Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- **Violation of Safety Rules and Regulations.** Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.
- **Hazardous Acts.** Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- **Medical Information.** Failure to provide appropriate medical information and required forms.
- **Negligent Conduct.** Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- **Irresponsible Actions.** Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.

## APPENDIX D

### SHAWANO COUNTY INFORMATION TECHNOLOGY USE POLICY

#### **I. Introduction**

This Information Technology Use Policy (policy) establishes the acceptable use of Information Technology resources (IT resources) for all employees of Shawano County (County). IT resources include, without limitation, the County and State of Wisconsin networks, computer equipment, software, data and any means of electronic communication on any County-owned computer, system or device. The guidelines and prohibitions established in this policy are meant to protect the County's IT resources from damage caused by unauthorized or inappropriate use, to ensure the integrity of information located on county networks, to ensure that County IT resources are utilized for business purposes and to protect County employees from harm that may result from the improper use of the County's IT resources.

The County has implemented electronic communications to enhance the quality of the County's business communications. The County encourages authorized staff to use information technology to its fullest potential in order to enhance the services that the County provides.

#### **II. General Guidelines and Prohibitions.**

**A. Conditions for IT Use.** Every computer user needs to read, understand, agree and adhere to the standards set forth in this policy before being granted computer access. Technology Services (TS) requires a two-week notice of any new computer users. Access can only be obtained using the Shawano County Computer Access Request form which can be obtained from TS. TS will perform initial orientation training through our Help Desk operations. For security reasons, employee exits have to be reported to TS immediately.

**B. Business Use.** County IT resources may only be used by authorized employees for County business purposes. This includes, without limitation, portable personal computers and devices provided to employees by the County. Employees are prohibited from using County IT resources for personal purposes, including, without limitation, outside business pursuits. The County's policy applies to anyone (employees, contractors, volunteers, board members, etc.) who uses the County's IT resources.

**C. Restrictions on Use.** Employees are provided with the IT resources as part of their employment and such use is a privilege, not a right. Only employees who are authorized to use County IT resources may do so. Department Heads are responsible for submitting the names of new employees who require access and to make the TS Coordinator aware of any changes to access resulting from terminations, resignations, disciplinary action and/or any other reason. The County has the right to limit or deny access to e-mail, internet and other IT resources to any employee at any time, with or without reason or cause.

**D. Revocation of Use Upon Termination.** User access will be revoked immediately upon termination of employment. Department Heads shall be responsible for immediately notifying the TS Coordinator of an employment termination so steps can be taken to revoke user access. In addition, a Computer Access form must be sent to TS from the Department Head to

document the removal of the employee. TS is not responsible for any data that is lost when accounts are deleted. Department heads should contact TS to make arrangements for backing up any necessary data.

**E. Monitoring.** All communications on, and uses of, the County's IT resources during work or personal time may be monitored from time to time by the County with or without notice. County employees should be aware that all communications and uses of the network are not private and that the County has and may exercise the right to review, audit, intercept, and disclose all matters created, transmitted, received or stored on such resources. No employee should have any expectation of privacy as to his or her use of County IT resources including, without limitation, internet usage or any other means of electronic communications, i.e., e-mail, telephones including voice mail, computers, facsimiles, etc.

**F. Work for Hire.** Any data created on your computer is considered work done for hire and is the property of the County. This includes, but is not limited to, any reports, programs, spreadsheets and documents.

**G. Compliance with Law.** Employees must use IT resources in compliance with all laws including, without limitation, HIPPA and federal copyright laws.

**H. Modifications.** Employees may not explore and/or change their PC Windows Operating System (i.e., screen savers, games, wallpaper, color schemes, desktop fonts, etc.). If employees need the operating system modified they should contact the Help Desk. Any unapproved changes made by users will be considered a billable incident and further subject employees to discipline.

**I. Hardware and Software.**

**1. Hardware and Software Installation and Purchase.**

The TS Department is solely responsible for the purchase and installation of computer hardware and software. Employees are required to contact T.S. for information regarding hardware, software, or working with computer technology vendors and consultants. County Board Resolution 88-95 states that, all contracts for service or purchases of computer software or hardware (to include all peripherals, i.e. anything that plugs into your computer) and programming by consultants shall be coordinated through the TS Director and require his/her prior written concurrence. The T.S. Department will not support any unauthorized hardware, software, or contracts in violation of the aforementioned County Board Resolution 88-95.

**2. Ownership and Use of Software**

All software acquired for or on behalf of the County or developed by County employees or contract personnel on behalf of the County is and shall be deemed county property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements. Unless otherwise provided in the applicable license, notice contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes is prohibited and may be in

violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of this policy.

Employees are strictly prohibited from copying proprietary software for personal use or other business reasons. Employees are also prohibited from installing proprietary software onto personal computers even for County business use unless such installation is authorized in advance by the Department Head and TS Coordinator and is permitted in the applicable license, notice or agreement.

**J. Violations.** The County expects all employees and staff to comply with this policy. All employees and staff are expected to remain current in their knowledge of electronic resources, standards, and protocol. Violations of this policy may result in discipline up to and including discharge from employment.

### **III.E-Mail Use**

**A. E-Mail System.** Authorized users will be given a County e-mail account for use in connection with County business. Accessing private e-mail accounts utilizing County IT resources is strictly prohibited.

**B. User Responsibility.**

**1. Content.** The content and maintenance of the County's electronic mail and shared file storage areas are the user's responsibility. Employees are expected to communicate in a professional manner that will reflect positively on the employees and the County.

**2. E-mails from Non-County Sources.** Employees must use caution in opening and using e-mail from any source as e-mails is often used to spread viruses and other bugs. Employees shall not open any messages with which they are unfamiliar with the sender. Any questionable e-mails should be forwarded to the TS Coordinator for proper handling.

**C. No Privacy.** Like all other communications on the County computer network, employees should be aware that electronic mail messages sent within the County network or on the Internet using the County's IT resources are not private communications and that all Email messages are the property of the County. The County reserves the right to access, review, and disclose all e-mail messages. Employees should regard all Email messages as non-private communications that may be viewed by County management.

**D. Public Records.** The County, as a governmental agency, must comply with various state and federal guidelines concerning open records. Email documents can sometimes be subject to public records requests; depending upon their content. It is the employee's responsibility to save all messages, whether in electronic format or hard copy, pursuant to records retention statues and the County's record retention policy. The TS Coordinator will not be responsible for saving or producing these messages.

**E. Business Use.** Employees are strictly prohibited from utilizing the County e-mail system for non-business related purposes during work time. Any type of personal (non-business) activity during work time is strictly prohibited including, without limitation, the preparation, forwarding, printing or transmission of e-mails which fall into the following categories:

- Chain e-mails;
- Jokes, pictures, videos, websites;
- Purchase of products or services;
- Surveys;
- Personal/outside business pursuits;
- Offensive e-mails of any type, including those with sexual, religious or racial references; and
- Social activities.

**F. Security.** E-mail is not secure and should not be used to send confidential messages. Department Heads and their respective employees are responsible for understanding and adhering to applicable County and Departmental confidentiality policies regulations and statutes.

#### **IV. Internet Usage.**

**A. Business Use.** Internet access is provided to County employees to use as a resource to perform their jobs more effectively and efficiently. The internet is a powerful communication and research tool, and employees are encouraged to use it to:

- Disseminate information to the public on approved County sites
- Improve communication with the public through County sites
- Keep current on professional standards, regulations, and training
- Convey accepted standards of business conversation and utilize good judgment in the type of messages created as well as the tone and content of those messages
- Conduct research and analysis for work related projects

The County recognizes, however, that the availability of this resource on the County computer network may have an adverse impact on employee productivity. As a result, the internet is to be used solely for official County business. Employees who have any question as to whether the use of the internet may violate this policy should contact their Department Heads and/or the TS Coordinator before accessing an internet site.

**B. Instant Messaging and Social Networking.** Instant messaging and social networking sites (Facebook, Twitter, etc.) are a popular means of communications but pose a significant security risk to the county network. Therefore use of these web based services is prohibited unless the sites are used or related to official County business and prior approval for such use is given by a designated Department Head in conjunction with the TS Coordinator. Employees shall not use personal social networking sites to conduct County business.

**C. System Concerns.** Employees have an obligation to be aware of computer security, economic and privacy concerns associated with the use of various systems on the Internet, and to guard against computer viruses and incurring unauthorized costs while conducting research or communications on the Internet. Employees must use caution when viewing websites and should never click “yes” if a website prompts the employee to install anything unless the employee has received prior authorization from the TS Coordinator. At no time, shall an employee knowingly incur charges for Internet usage without the express consent of their Department Head.

**D. Monitoring.** The County may monitor Internet usage at workstations and remote sites and maintain a record of employee time on Internet and sites accessed at its discretion for any purpose including, without limitation, the appropriateness of sites accessed and to determine the benefits and potential productivity problems related to Internet use.

## **V. Security.**

### **A. User Identification.**

**1. User ID.** The TS Coordinator will provide each employee with unique user identification (User ID) to gain access to the County computer network. Authorized users of the County network will be required to enter a password to gain access to their individual and shared areas on the network servers and other information resources located on the network.

**2. Confidentiality.** Employees are responsible for maintaining the confidentiality of their user ID’s and passwords. Employees are required to change their passwords as directed by the TS Coordinator. Employees shall immediately notify the TS Coordinator if they believe that unauthorized users have obtained their User ID or password information to gain access to their user area or County’s network.

**3. Department Head Access.** Each Department Head or their designee shall maintain a username and password list. There will be no file(s), programs, or data that cannot be accessed by appropriate management personnel.

**4. Security Breaches and Revocation of Access.** If the TS Coordinator believes or has reason to believe that the security of the County IT computer network or resources has been compromised, the TS Coordinator shall take appropriate action to disable the User ID and passwords of users, workstations, or other access points to the system that may be involved.

**6. Passwords.** Employees are responsible for their own passwords and maintaining the confidentiality of those passwords. Passwords should not be provided to others or stored in or around work centers. Employees are accountable for harm caused by others who use their passwords. Passwords must be changed approximately every 180 days. The County’s computers will prompt employees when a password change is required.

### **B. Equipment Security.**

**1. County Hardware and Equipment.** Computer hardware (computers,

printers, etc.) cannot be relocated without prior approval from the TS Coordinator. Unauthorized employees are not permitted to install new or replacement hardware.

**2. Personal Hardware.** Personal electronic hardware or computer equipment may not be connected or installed onto any county computer or on to the county network without the prior authorization of the Department Head and TS Coordinator. Examples are modems, digital cameras, PDA's, printers, tablets, smartphones etc.

**C. Data Security.**

**1. Anti-Virus Software.** Computer viruses and other debilitating programs present a major threat to the integrity of the information systems. Viruses are programs that infiltrate a computing environment and disrupt or damage computers, networks, program applications, and data. To prevent such problems from occurring on the County's computer network, anti-virus software has been installed on servers and workstations. Servers and workstations will be scanned for viruses on a regular basis. All floppy disks, USB drives (also known as thumb, flash, or pen drives), and workstation hard drives will be presumed to have viruses. Therefore, the anti-virus software will automatically scan every file accessed by a user. EMPLOYEES SHALL NOT REMOVE OR DISABLE ANY ADMINISTRATIVE, SECURITY, OR VIRUS SCANNING SOFTWARE FROM THEIR COMPUTER FOR ANY REASON. Contact TS if you have any questions regarding viruses and/or anti-virus procedures.

**2. Software Programs.** Software programs cannot be downloaded from the internet or brought to work by a user and installed on any computer. Software installation and repair is the sole responsibility of Technology Services.

**3. Confidential Information.** Computer monitors that display confidential information including, without limitation, confidential personal and health information, should not be viewable from outside the employees' office or workstation. Each PC should be locked into screensaver mode or logged off before a worker leaves their office.

**4. Files.** Users are responsible to manage their files by storing them in the correct location based on security requirements. Employees should store individual information or files on their home directories on the "H:" drive on the County network. Information stored on employees' hard drives, i.e., the "C:" drive as well as a computer desktop are not automatically backed up and the information will be lost if there is a hardware failure.

**5. Removable Disk Storage Media.** Each employee is responsible for the maintenance and security of the data they store onto removable storage media. Users must ensure the devices are password protected if they contain county data. Users must also password protect any confidential data should these devices be lost and fall into a person's hands who is not authorized to see the information. All removable storage devices utilized for County business must be approved by the TS Coordinator.

**D. System Security**

Employees should not allow non-departmental employees to access their computers.

Employees should never leave their computers logged in or unattended.

**VI. Standards of Conduct.**

Employees are responsible for preserving the integrity of the County's IT resources agree not to interfere with, disrupt or make any inappropriate use of the County's IT resources. The following is a non-exhaustive list of conduct which may result in discipline up to and including discharge from employment.

1. Use of County IT resources for personal purposes or personal business interests or in violation of any County policy, regulation or procedure or for any unlawful purpose including, without limitation, intellectual property violations, discrimination or sexual/other forms of harassment.
2. Allowing unauthorized users to use County IT resources.
3. Engaging in any activities which cause disruption or degradation of network operation, performance or services including without limitation, abusive language or postings, mail bombs, programs which flood other users or the network or sending bad data with the intent to interfere with other users' systems or attempts to gain illegal access to the network.
4. Downloading, viewing or storing pornographic or other inappropriate materials using County IT resources.
5. Downloading any other non-business related materials including without limitation, utility programs, screen savers and games or access any unauthorized network utilizing County IT resources.
6. Using the County system and/or networks to gain unauthorized access to remote systems.
7. Using the County system to copy and/or distribute unauthorized system files or copyrighted material such as third-party software, pictures and documents.
8. Attempting to secure unauthorized higher level privileges on the networked systems.
9. Willfully or negligently introducing computer viruses or destructive programs that could adversely affect the County's IT resources.
10. Sharing user ID's and password information with any other person other than a Department head or other authorized individual in management.

11. Deleting, examining or modifying files or work product belonging to other users without their prior consent.
12. Using abusive or obscene language in any messages transmitted on County IT resources including, without limitation, any internal or external Email messages, sexually explicit messages, cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be construed as the harassment or disparagement of others.
13. Using IT resources to publish inappropriate content, to send or display offensive messages or pictures.
14. Engaging in practices that threaten the network including the willful introduction of a virus.
15. Using IT resources for political purposes.
16. Failing to protect confidential information or unauthorized distribution of confidential information.
17. Using IT resources to send jokes or other comments that may be discriminatory, harassing or offensive to others, or to send materials that defames an individual, company or business, or discloses personal information without authorization.
18. Violating copyright laws in connection with the use of any approved software.
19. Modifying, destroying, accessing, taking possession of, or copying data from computer programs or supporting documentation without appropriate authority.
20. Utilizing County IT resources in violation of any state or federal regulation or law.
21. Engaging in any conduct which is in violation of this Information Technology Use Policy or any other County policy including, without limitation, those set forth in the County's Personnel Policy Manual.

## **VII. SERVICE REQUESTS**

All service requests are to be sent to the Technology Services Department using Help Desk Operations. Anyone can call the Help Desk to ask questions or report problems. Project requests can also be reported using the Help Desk. Additionally, you may be required to complete a Technology Services Request Form if the work is of a project nature. Service examples are: networking connections; Internet Access; programming; computer and printer installation and repairs; Geographic Information Systems; new employee profiles, etc. Before employees call the Help Desk to report an equipment problem, employees must inspect all cables attached to the PC, making sure they are secure.

## APPENDIX E

### HARASSMENT, DISCRIMINATION AND RETALIATION POLICY

#### A. Statement of Policy

Federal and state law prohibits employment discrimination on the basis of race, color, religion, creed, sex, age, disability, national origin or sexual preference. Among these prohibitions is the harassment of fellow employees. Shawano County is committed to maintaining a place of employment and a work environment that is free from discrimination and any form of harassment whatsoever.

Harassment is unlawful and is conduct that exposes both Shawano County and individuals engaging in harassment to significant liability under the law. Employees at all times should treat other employees respectfully, with dignity and in a manner so as not to offend the sensibilities of a co-worker. Accordingly, Shawano County is committed to vigorously enforcing this Harassment, Discrimination and Retaliation Policy at all levels within Shawano County.

No employee should be subjected to behavior that is personally offensive, which lowers morale or interferes with productivity in the workplace. Each employee has a duty to help maintain a workplace free from harassment. This duty involves refraining from any insulting, degrading, demeaning or exploitative behavior toward other employees, including sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about harassment or discrimination against the individual raising the concern or against another individual.

Examples of conduct that would be considered harassment or regarded as retaliation are set forth in the Statement of Prohibited Conduct below. These examples are provided to illustrate the kind of conduct prohibited by this Policy and the list is not exhaustive.

Shawano County has an affirmative duty to investigate and eradicate all forms of harassment, discrimination and complaints about conduct in violation of this Policy. All employees should be advised that Shawano County will impose strict penalties for all confirmed violations of this Policy.

#### B. Statement of Prohibited Conduct

Shawano County considers the following conduct to represent the kind of acts that violate this

Harassment Policy:

1. Physical Contact of a Degrading, Demeaning or Sexual Nature. This includes:
  - a) Any punching, hitting, slapping, rape, battery, molestation or attempts to commit any such assaults; and
  - b) Intentional physical conduct that is offensive or sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
2. Unwanted Sexual Advances, Propositions, or Other Sexual Comments. This includes:
  - a) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
  - b) Preferential treatment or promises of preferential treatment to any employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
  - c) Subjecting or making threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making performance of the employee's job more difficult because of that employee's sex.
3. Sexual, Discriminatory or Otherwise Offensive Displays or Publications Anywhere in Workplace by Employees. This includes:
  - a) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are offensive to other employees, sexually suggestive, demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display, or view at work.

Materials will be presumed to be offensive to other employees if such materials depict persons, symbols, situations, objects, caricatures, language or any other thing known to be generally offensive to certain classes of persons or known to be offensive to a particular employee.

Materials will be presumed to be sexually suggestive if such materials depict through words, symbols, situations or in any other way a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work and who is posed for the obvious purpose of displaying or drawing attention to the private portions of his or her body.

- b) Reading or otherwise publicizing in the workplace or during work-related activities materials that are in any way offensive to other employees, sexually suggestive, demeaning or pornographic; and
- c) Displaying signs or other materials purporting to segregate an employee by sex, race, creed, color, age, disability or sexual preference in any area of the workplace.

4. Retaliation for Harassment Complaints. This includes:

- a) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
- b) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above.

5. Other Acts.

- a) Any language or gesture depicting hostility toward any employee because of that employee's race, color, creed, sex, age, disability or sexual preference.

Please note that the prohibited conduct listed above is illustrative and not exhaustive of all acts prohibited under this Policy.

**C. Penalties for Misconduct**

Harassment is unlawful and hurts other employees. Every incident of harassment creates a negative work environment in which all employees suffer the consequences. Harassment and sexually based conduct has no legitimate business purpose. Accordingly, any employee who engages in such conduct will be made to bear the full responsibility for such unlawful conduct, up to and including termination.

**D. Procedures for Making, Investigating and Resolving Harassment and Discrimination Complaints**

1. Complaints

Shawano County will provide its employees with a convenient, confidential and reliable mechanism for reporting incidents of harassment and retaliation.

Complaints of harassment or retaliation that are in violation of this Harassment, Discrimination and Retaliation Policy will be accepted in writing or orally and should be directed to the following people:

- a) If the harasser is a non-supervisory employee or a supervisory employee other than a department head, the complaint should be made to the employee's

- department head or the Administrative Coordinator;
- b) If the harasser is a department head, the complaint should be made to the Administrative Coordinator;
  - c) If the harasser is a county board member other than the county board chair, the complaint should be made to the county board chair or the Administrative Coordinator;
  - d) If the harasser is the Administrative Coordinator, the complaint should be made to the county board chair or the corporation counsel.
  - e) If the harasser is the chair of the county board, the complaint should be made to the Administrative Coordinator or the corporation counsel.

The purpose of having several persons to whom complaints may be made is to avoid situations where employees are faced with complaining to a person, or a close associate of a person, who might be the subject of a complaint. Anyone who has observed sexual harassment or retaliation should report it to designated personnel immediately. A complainant need not be the person who was the target of harassment or retaliation. All employees have an affirmative duty to report any harassment, discrimination or retaliation that they know of.

The identity of complainants will be revealed only to those persons who have an immediate need to know. All persons contacted in the course of an investigation will be advised that the parties involved in a charge are entitled to confidentiality and respect and that any breach of such confidentiality and respect or other act of retaliation or reprisal against the complainant or other individuals involved with the complaint is a separate, actionable violation of this Policy.

## 2. Investigations

Once a complaint has been received by any of the people designated above, it shall be investigated thoroughly and expeditiously by such person or their designee. The investigator shall have appropriate knowledge, training and/or experience in harassment investigations. The investigator will produce a written report, which, together with the investigation file, will be shown to the complainant within a reasonable time upon request. The investigator is empowered to recommend remedial measures based upon the results of the investigation, and Shawano County will promptly consider and act upon any such recommendation. Shawano County will maintain a file on all harassment charges and the particulars of the investigation.

## 3. Cooperation

An effective sexual harassment policy requires the support and example of Shawano County personnel in positions of authority. Shawano County agents or employees who engage in harassment or retaliation or who fail to cooperate with Shawano County-sponsored investigations of harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Shawano County employees, and/or retaliate against harassment complainants or witnesses may be immediately discharged.

**APPENDIX F**  
**TERMINATION, SUSPENSION AND WORKPLACE SAFETY**  
**GRIEVANCE PROCEDURE**

**PURPOSE**

This grievance procedure is established pursuant to Wis. Stat. § 66.0509(1m). Eligible employees shall use the procedure to resolve disputes with Shawano County (County) regarding covered employee termination, employee discipline or workplace safety issues. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice. This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.

**DEFINITIONS**

The following definitions shall apply to this grievance procedure:

1. **"Employee"** means a "regular full-time" and "regular part-time" employee as defined in the Shawano County Policies and Procedures Manual who has completed six (6) continuous months of employment with the County. An "Employee" includes an individual who meets foregoing conditions but whose employment with the County has been "terminated" as defined by this grievance procedure. "Employee" does not include, without limitation, any of the following: elected officials, temporary employees, contract employees, limited term employees, contractors or their respective employees, employees covered by a collective bargaining agreement containing a grievance procedure or any employees and officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statute.

**"Employee"** for purposes of Workplace Safety (as defined in this grievance procedure) means any employee of the County.

2. **"Conflict of Interest"** is defined as a conflict between the private interests and the official responsibilities of a person in a position of trust.
3. **"Discipline"** is defined as any of the following adverse employment actions: disciplinary suspension of employment; disciplinary reduction in base pay; and disciplinary reduction in rank or demotion. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of Employee acts or omissions in an employment file; oral or

written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.

4. **“Termination”** is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough, workforce reduction or involuntary separation of employment due to disability or failure to maintain proper certification or qualifications for a position within the County.
5. **“Working day”** herein means a day when the Shawano County Courthouse is open for business.
6. **“Workplace safety”** shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. Furthermore, the alleged conditions have a substantial and not minimal impact on the physical health and safety of the Employee in the discretion of the County. “Workplace safety” means conditions of employment related to the substantial physical health and safety of Employees in the discretion of the County, as long as such conditions are not mandated by state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. “Workplace safety” does not include conditions of employment unrelated to physical health and safety matters, including but not limited to hours, overtime, family or medical leave, work schedules, breaks, termination, performance reviews, and compensation.

## **I. GRIEVANCE PROCEDURE FOR DISCIPLINE AND TERMINATION.**

### **A. Filing Procedure.**

1. **Who May File A Grievance For Discipline Or Termination.** A grievance may only be filed by the “Employee” who is the subject of the Discipline or Termination.

2. **Grievance Filing Fee.** A fee, paid by the Employee who is filing the grievance, of \$100.00 must accompany the grievance. If mutual resolution of the grievance is accomplished prior to Section D.1., **Selection of an Impartial Hearing Officer (IHO)**, the filing fee will be refunded to the Employee. Beyond that, the only refund to the Employee will be if the Employee’s grievance is sustained in whole or in part.

3. **Initiating a Grievance.** An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance on the form attached to this policy as Appendix F1 to the Office of the County Administrative Coordinator within ten (10) working days of the event giving rise to the grievance or the date upon which the Employee should have reasonably known the facts giving rise to the grievance. The Employee must sign and date the grievance. A grievance will not be considered filed until the Employee signs the grievance and the grievance is received by the Office of the County Administrative Coordinator. Failure to timely file a grievance with the Office of the County Administrative Coordinator within ten (10)

working days shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

**4. Incomplete Grievance; Impact of Failure to Provide Complete Information.**

If a timely filed grievance is missing information or is incomplete, the Administrative Coordinator shall issue a written request to the Employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The Employee shall have five (5) working days from receipt of the written request to provide the Office of the Administrative Coordinator with the missing information identified by the Administrative Coordinator. If the Administrative Coordinator finds that the grievance is complete, the grievance shall move forward.

**5. Grievance Verification.** By signing the grievance, the Employee is verifying and affirming that the statements contained in a grievance relating to Discipline or Termination are true and accurate to the best of the Employee's knowledge. Any Employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action and/or the abandonment of the grievance.

**B. County Response.** Upon receipt of the filing of a complete grievance form, the Administrative Coordinator shall have ten (10) working days to provide a written response to the Employee either granting or denying the grievance. If the County does not respond within ten (10) working days, the grievance is deemed denied as of the tenth working day.

**C. Request for Hearing.** An Employee shall have five (5) working days from receipt of the County's Response or from the tenth working day if the County does not respond to file a written request for hearing with the Office of the Administrative Coordinator. Failure of the Office of the Administrative Coordinator to receive a timely written request for hearing from the Employee shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance.

**D. Hearing Procedure.**

**1. Selection of an Impartial Hearing Officer.** Upon the timely request for hearing being made by the Employee, an Impartial Hearing Officer shall be appointed. The Executive Committee shall ratify selection of Impartial Hearing Officer and shall notify the Impartial Hearing Officer as soon as possible of his or her appointment. The Impartial Hearing Officer shall be appointed within ten (10) working days.

**2. Hearing Date.** Upon notification of his or her selection, the Impartial Hearing Officer shall schedule a hearing within a period of not less than thirty (30) days or greater than ninety (90) days. Within three (3) working days of the date of the appointment of the Impartial Hearing Officer, the Impartial Hearing Officer shall confer with the Employee and the Administrative Coordinator to select a date for the hearing. Once a hearing date is scheduled, it may be adjourned only upon written motion by the Employee or the County to the Impartial Hearing Officer and a finding by the Impartial Hearing Officer that there is "good cause" for an

adjournment. The decision of the Impartial Hearing Officer regarding a request for adjournment shall be final, binding and not subject to appeal.

**3. Discovery; Grievance Amendment; Witnesses and Documents; Pre-Hearing Statement; Mediation.** There shall be no formal pre-hearing discovery. The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any exhibits they intend to introduce at the hearing no less than three (3) working days before the hearing. Any amendments to the grievance by the Employee shall be made in connection with the witness list and exchange of documents.

The parties shall provide a copy of the witness list and documents to the Impartial Hearing Officer. No witness or document which was not identified or exchanged by a party may be introduced absent a written finding by the Impartial Hearing Officer that there was good cause for the failure of the party to identify a witness or document within the deadline for exchanging witnesses or documents. Each party may file a pre-hearing statement of no more than three (3) typewritten single-space pages outlining their position relative to any issues related to the grievance. The Impartial Hearing Officer may, in his or her discretion, attempt to mediate the dispute.

**4. Hearing.**

**a. Recording; Closed Hearing.** The hearing before the Impartial Hearing Officer will be digitally recorded and transcribed by the County. A copy of the transcript shall be provided at no cost to the Employee, the County and the Impartial Hearing Officer. The hearing transcript shall be maintained by the County for the period required by law. The hearing shall be closed to the public unless otherwise required by statute.

**b. Representation.** The Employee and the County may be represented by an attorney of their choice. Neither party shall be responsible for the attorneys' fees of the other. The Employee may only be represented by an attorney.

**c. Order of Case; Cross-Examination.** The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. At the close of the Employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the Impartial Hearing Officer. The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements not to exceed ten (10) minutes in length.

**d. Rules of Evidence; Exclusion Of evidence.** The Impartial Hearing Officer is not bound by the rules of evidence and has the discretion to admit all evidence that the Impartial Hearing Officer determines is relevant and shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. Notwithstanding the foregoing, the Impartial Hearing Officer may not base any factual finding or conclusion solely on hearsay evidence.

**e. Right of Impartial Hearing Officer to Question.** During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary or helpful.

**f. Close of the Hearing; No Briefs.** After the Employee and the County have finished introducing evidence, the Impartial Hearing Officer shall close the hearing. The parties shall have no right to file briefs or position statements.

**E. Burden Of Proof; Impartial Hearing Officer's Decision; Remedies**

**1. Burden Of Proof; Standard of Review.** Unless specifically required by another statute or code, the Employee bears the burden of proof to persuade the Impartial Hearing Officer by clear and convincing and satisfactory evidence that the County's decision to Discipline/Terminate the Employee was unlawful or based on a mistake of fact. If the Employee does not meet his or her burden of proof, the Impartial Hearing Officer shall deny the grievance.

**2. Decision.** The Impartial Hearing Officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard of review, findings, and a remedy for the Employee if appropriate. If the Impartial Hearing Officer sustains the grievance, in whole or in part, the Impartial Hearing Officer's decision must include a detailed explanation as to why the County's decision to Discipline/Terminate was unlawful or based on a mistake of fact as well as a detailed description of the Impartial Hearing Officer's reasons for reducing or modifying the Discipline/Termination imposed by the County.

**3. Remedies.** If the grievance is sustained, the Impartial Hearing Officer may award the Employee one or more of the following remedies: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of Employee acts and/or omissions in an employment file; (c) back pay; (d) lost benefits; and (e) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

**II. GRIEVANCE PROCEDURE – WORKPLACE SAFETY**

**A. Preconditions to Filing.**

**1. Report of an Unsafe Condition.** An Employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the Employee has first reported the condition to the Office of the Administrative Coordinator in writing on the attached form, Appendix F2.

**2. County Response.** Upon receiving notice of an alleged Workplace Safety violation from an Employee, the County shall have ten (10) working days in which to investigate

the condition and advise the Employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or (b) will be taking corrective action in accordance with law to address the condition.

**3. Grievance Filing Limitation.** If the County advises the Employee in writing within ten (10) working days that it is taking corrective action in accordance with law and has commenced corrective action within this period, an Employee may not initiate a Workplace Safety grievance.

**4. Dissatisfaction with the County's Corrective Action.** If, at completion of the County's corrective action, the Employee believes a Workplace Safety violation continues to exist, the Employee must resubmit a new Unsafe Condition or Hazard Report and follow the procedures in this paragraph prior to proceeding with a Workplace Safety grievance.

**B. Filing Procedure.**

**1. Who May File A Workplace Safety Grievance.** A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.

**2. Initiating a Grievance.** An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form attached to this policy as Appendix F3 to the Office of the County Administrative Coordinator within ten (10) working days of: (a) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the failure of the County to respond to a report of a Workplace Safety violation within ten (10) working days. The Employee must sign and date the grievance. A grievance will not be considered filed until the Employee signs the grievance and the grievance is received by the County Administrative Coordinator.

**3. Extensions of Time; Impact of Untimely Filing.** The Administrative Coordinator may, in his or her sole and absolute discretion, agree to extend the time for filing a grievance up to an additional five (5) working days based upon a written request for an extension received from the Employee prior to the expiration of the ten (10) working day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the Employee cannot meet the grievance filing deadline. Failure to timely file a grievance with the Office of the County Administrative Coordinator within ten (10) working days or any period of extension granted by the Administrative Coordinator shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

**4. Incomplete Grievance; Impact of Failure to Provide Complete Information.** If a timely filed grievance is missing information or is incomplete, the Administrative Coordinator shall issue a written request to the Employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The Employee shall have five (5) working days from receipt of the written request to provide the Office of the

disciAdministrative Coordinator finds that the grievance is complete, the grievance shall move forward.

**5. Grievance Verification.** By signing the grievance, the Employee is verifying and affirming that the statements contained in a grievance relating to Workplace Safety are true and accurate to the best of the Employee's knowledge. Any Employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

**C. County Answer.** Upon receipt of the filing of a complete grievance form, the Administrative Coordinator shall have ten (10) working days to provide a written response to the Employee either granting or denying the grievance. If the County does not respond within 10 (ten) working days, the grievance is deemed denied as of the tenth working day.

**D. Request for Hearing.** An Employee shall have five (5) working days from receipt of the County's response or from the tenth working day if the County does not respond to file a written request for hearing with the Office of the Administrative Coordinator. Failure of the Office of the Administrative Coordinator to receive a timely written request for hearing from the Employee shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance.

**E. Hearing Procedure.** The selection of an Impartial Hearing Officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in section 1.03(D) above.

It is the County's desire to provide an Impartial Hearing Officer with risk management experience, to the extent available, for grievances related to Workplace Safety.

**F. Burden Of Proof; Impartial Hearing Officer's Decision; Remedies.**

**1. Burden Of Proof; Standard of Review.** The County bears the burden of proof to persuade the Impartial Hearing Officer by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the Impartial Hearing Officer shall grant the grievance.

**2. Decision.** The Impartial Hearing Officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the Impartial Hearing Officer's findings as to whether a Workplace Safety violation exists and the reasoning upon which those findings are based; and (c) a remedy, if any.

**3. Remedies.** If the grievance is sustained, the Impartial Hearing Officer may order the County take corrective action in accordance with law to address the Workplace Safety violation. The Impartial Hearing Officer shall have no authority to require the County to take

any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

### **III. COUNTY BOARD APPEAL OF DISCIPLINE, TERMINATION AND WORKPLACE SAFETY MATTERS**

**A. Who May File An Appeal.** An appeal of the Impartial Hearing Officer's decision may be filed by the Employee or by the affected County Department.

**B. Requesting an Appeal.** An appeal may be initiated to the County Board by filing an appeal with the Administrative Coordinator on the form attached as Appendix F4 within ten (10) working days of the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the Hearing Officer shall be final. The non-appealing party may file a written response to the appeal within ten (10) working days of the receipt of the appeal also utilizing Appendix D.

**C. County Board Appeal.** When the Administrative Coordinator receives a timely request for appeal, the Administrative Coordinator shall forward the appeal to the chair of the County Board along with a copy of the hearing record inclusive of the hearing transcript and any exhibits introduced at the grievance hearing. The Chair shall place the matter on the County Board's agenda for consideration at a County Board meeting. The Board may review the record before the Impartial Hearing Officer. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal. The hearing before the Impartial Hearing Officer will be digitally recorded and transcribed by the County. A copy of the transcript shall be provided at no cost to the Employee, the County and the Impartial Hearing Officer. The hearing transcript shall be maintained by the County for the period required by law. The hearing shall be closed to the public unless otherwise required by statute.

**D. Standard of Review.** The Board shall not overturn or otherwise modify the Impartial Hearing Officer's decision unless the decision is found to be incorrect which, for purposes of this Grievance Procedure, means having insufficient basis in law or fact.

**E. Decision.** The County Board shall deliver a written decision to the Employee and the County no later than ten (10) working days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings along with an explanation as to why any findings differ from the Impartial Hearing Officer; and (3) a remedy, if applicable, along with an explanation as to why any remedy differs from the remedy granted by the Hearing Officer.

**F. Remedies on Appeal; Discipline and Termination.** The County Board may award the following remedies to the Employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand and/or documentation of Employee acts and/or

omissions in an employment file; (c) back pay; (d) lost benefits; and (e) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The County Board may award the County remedies as it sees fit in its discretion including affirming disciplinary action taken by county department and upholding termination by county departments.

**G. Remedies on Appeal; Workplace Safety.** If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.

**H. Final Decision.** The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

**SHAWANO COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM  
APPENDIX F1**

*Please fill out this form completely. If you need more space, use a separate sheet of paper.*

<b>Name of Grievant:</b>	<b>Work Phone:</b>
<b>Job Title:</b>	<b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<p><b>1. Discipline/Termination Being Grieved.</b> Provide a description of the discipline/termination being grieved, and who administered the discipline/termination.</p>	
<p><b>2. Basis for Grievance.</b> Provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.</p>	
<p><b>3. Witnesses.</b> Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.</p>	
<p><b>4. Documents.</b> Attach any documents which support your claim that the County's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.</p>	
<p><b>5. Remedy Requested.</b> Describe in detail how you believe the County's disciplinary action or termination should be modified.</p>	
<p><b>6. Certification and Signature.</b></p> <p>By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct.</p> <p><b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____</p>	

**SHAWANO COUNTY**  
**Unsafe Condition or Hazard Report**  
**APPENDIX F2**

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions. See page 2 of this form for instructions on such conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Department of Administration at (715) 524-4611.
- Submit completed forms to the Department of Administration for consideration by the Shawano County Insurance/Risk Management Committee.

Employee's Name: _____ Job Title: _____ Date of Report: _____	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
---	---

1. Location of Condition Believed to Be Unsafe or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Detailed Description of Unsafe or Hazardous Condition And Its Cause:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Date and Time Unsafe or Hazardous Condition First Observed By Employee:

\_\_\_\_\_

4. Are there any employees or other individuals who you believe have been injured or become ill from the unsafe or hazardous condition? If so, please identify the employee or individual, the nature or the illness or injury and the date on which the employee or individual was injured or became ill.

\_\_\_\_\_

\_\_\_\_\_

5. To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

\_\_\_\_\_

\_\_\_\_\_

6. To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

\_\_\_\_\_

\_\_\_\_\_

7. What changes would you recommend to correct the unsafe or hazardous condition?

\_\_\_\_\_

8. Certification.

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: \_\_\_\_\_

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

### **Immediate and Dangerous Working Conditions**

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee must notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.

2. Upon being advised of an immediate and dangerous working condition, the supervisor shall evaluate the condition take any immediate action necessary to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the Department Head and the Department of Administration of the employee's report of an immediate and dangerous working condition and the corrective action, if any, taken by the supervisor.

3. If corrective action is not taken immediately by the supervisor, or the employee believes that action taken by the supervisor does not minimize the hazard to a reasonable standard of safety, the employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Department of Administration.

4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the supervisor and the Administrative Coordinator.

5. The County's Insurance/Risk Management Committee will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The Administrative Coordinator will advise the employee in writing of the results of the investigation and any corrective action that the County intends to take.

**SHAWANO COUNTY WORKPLACE SAFETY GRIEVANCE FORM  
APPENDIX F3**

*Please fill out this form completely. If you need more space, use a separate sheet of paper.*

<b>Name of Grievant:</b>	<b>Work Phone:</b>
<b>Job Title:</b>	<b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<p><b>1. Identification of Condition Being Grievied.</b> Provide a description of the Workplace Safety condition being grievied.</p>	
<p><b>2. Basis for Grievance.</b> Provide a detailed description of the standard under Wis. Admin. Code Chap. Comm 32 that you believe has been violated and a detailed description of any facts or information which support your belief. Include any injury you believe you suffered as a result of the alleged violation.</p>	
<p><b>3. Witnesses.</b> Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County has violated a standard established under Wis. Admin. Code Chap. Comm 32. Provide a summary of the facts and/or information known by each witness.</p>	
<p><b>4. Documents.</b> Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.</p>	
<p><b>5. Remedy Requested.</b> Describe in detail the remedy you request.</p>	
<p><b>6. Certification and Signature.</b></p> <p>By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief.</p> <p><b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____</p>	

**SHAWANO COUNTY GRIEVANCE PROCEDURE APPEAL FORM  
APPENDIX F4**

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<p><b>1. Decision from Which an Appeal Is Being Taken.</b> Attach a copy of the impartial hearing officer's decision to this form. If you do not have a copy, provide the date of the decision, the name of the Impartial Hearing Officer and briefly describe the decision and order of the impartial hearing officer in the space below.</p>	
<p><b>2. Basis for Appeal.</b> Describe why you believe the decision of the impartial hearing officer was incorrect.</p>	

**3. Remedy.** Describe what you believe the impartial hearing officer should have ordered and why.

**Signature of Appealing Party:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

## **APPENDIX G**

Shawano County department of Administration should be consulted for the most up-to-date listing of Health insurance benefits.

## APPENDIX H

### PAY POLICIES

#### **A. Human Services On-Call Pay**

Non-salaried, non-exempt Department of Human Service staff will receive on-call pay as follows:

Weekday Hours: On-call time after the normal weekday hours of Monday 8:00 a.m. through Friday 4:30 p.m. will be paid at Two Dollars (\$2.00) per hour.

Weekend Hours: On-call time from 4:30 p.m. Friday to 8:00 a.m. Monday will be paid at Two Dollars and Seventy-five cents (\$2.75) per hour.

Holiday Hours:

On-call time during the holiday hours below will be paid at Four Dollars (\$4.00) per hour, except for the actual Christmas Day holiday which will be paid at Two Dollars and Seventy-five cents (\$2.75) per hour plus an additional day off.

Easter, Memorial Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving:  
8:00 a.m. until 8:00 a.m. the following day.

Christmas, Christmas Eve, New Year's Day, Friday Before Easter, and July 4th:  
8:00 a.m. until 8:00 a.m. the following day, and if the holiday is on the weekend (Saturday or Sunday) additionally 8:00 a.m. to 8:00 a.m. for the day (Friday or Monday), the office is closed in celebration of the holiday.

New Year's Eve: 4:30 p.m. the eve of the holiday until 8:00 a.m. the day of the holiday. If the actual holiday is on a Saturday or Sunday the eve holiday on-call pay is from 8:00 a.m. the eve of the holiday until 8:00 a.m. the day of the holiday.

Only one Department of Human Services' employee will be on-call at a time and such employee will be assigned by the unit supervisor. If an employee is called upon to render actual services while on-call, the employee will be paid at their normal hourly rate and in compliance with the Fair Labor Standards Act.

#### **B. Technology Department On-Call Time**

Non-salaried, non-exempt staff in the Information Technology Department who are called in to perform actual work outside of their normally scheduled hours will be paid a minimum of two (2) hours pay at their normal hourly rate. Minimum call-in pay does not constitute hours worked for purposes of calculating premium overtime pay. Premium overtime pay for non-salaried nonexempt staff in the Information Technology Department shall be based solely on hours actually worked.

**C. Highway Department Safety Shoe Allowance and Overtime**

Highway Department employees who are required to wear safety shoes will be provided with a shoe allowance of up to \$150.00 per employee, per year. Employees may not carry over the shoe allowance from year to year. Employees must present an original receipt for the purchase of safety shoes in order to receive the allowance.

Non-exempt employees in the highway department shall receive premium overtime pay equal to time and one-half for all hours worked in excess of ten (10) hours in a work day and forty (40) hours in a work week. Employees shall further be paid premium overtime pay equal to time and one-half for all hours worked on Sundays.

**D. Jail Staff Uniform and Equipment Allowance and Court/Meeting Pay**

Non-exempt jail staff will be issued a uniform and required industry equipment. Thereafter, non-exempt jail staff will be reimbursed up to \$200 annually for uniform purchases. Jail staff are required to present a receipt in order to receive reimbursement for items purchased. The annual uniform reimbursement may not be carried over from year-to-year.

When required to attend court appearances and mandatory meetings off-duty, non-exempt jail employees shall be paid a minimum of two (2) hours at their normal hourly rate regardless of the time actually worked. Minimum call-in pay does not constitute hours worked for purposes of calculating premium overtime pay for jail employees. Premium overtime pay for jail employees shall be based solely on hours actually worked.

**E. Building Maintenance Department On-Call Time**

**1. Daily On-Call Pay**

Non-salaried, non-exempt Building Maintenance Department employees will receive on-call pay as follows:

Weekday Hours: Employees who are on-call after normal weekday hours of Monday 8:00 a.m. through Friday 5:00 p.m. will be paid Five Dollars (\$5.00) per day.

Weekend Hours: Employees who are on-call from 5:00 p.m. Friday to 8:00 a.m. Monday will be paid Twenty Five Dollars (\$25.00) per day.

Holidays: Employees who are on-call during the full twenty-four hour holidays recognized in the Personnel Policies and Procedures Manual will be paid Twenty Five Dollars (\$25.00) per day.

Only one Building Maintenance Department employee will be on-call at a time and such employee will be assigned by the Department Head.

**2. Minimum Call-In Pay.**

Non-salaried, non-exempt Building Maintenance Department employees who are called in to

perform actual work outside of their normally scheduled hours will be paid a minimum of two (2) hours pay at their normal hourly rate. Minimum call-in pay does not constitute hours worked for the purposes of calculating overtime pay. Overtime pay for non-salaried, nonexempt staff in the Building Maintenance Department shall be based solely on hours actually worked.

**F. Flex Time**

As per County Board Resolution 72-15 dated December 16, 2015, flex time is defined by applicable labor law standards as requiring employees to work certain core hours, but allowing management to adjust the employee's starting and finishing times to accommodate county needs and the needs of the employee. The use of flex time scheduling requires the oversight and approval of management, and to that end, any such schedule must first be approved by each applicable department head and the Administrative Coordinator – who shall provide a monthly report of flex time scheduling to the Administration Department.

**G. Jail OIC and FTO Pay**

Staffing limitations occasionally require Shawano County Correction Officers to take on additional shift duties as the Officer-in-Charge (OIC) or Field Training Officer (FTO) when a Shift Supervisor is not available during a particular shift, in such cases, a tenured Corrections Officer is thereby selected to serve as the OIC/FTO following the proper departmental protocol to provide operational decision-making, leadership and training in the absence of the Shift Supervisor. Under these circumstances a Corrections Officer who takes on the additional shift responsibilities of an OIC/FTO will receive an increase of \$1.50/hour during the shift.

**Resolution No. 9-25**

**To Accept Immunize Wisconsin Grant Awarded by  
the Wisconsin Chapter of the American Academy of Pediatrics (“WIAAP”)**

**Whereas**, the need to promote healthy initiatives including immunization among rural populations in Shawano County is of great public health significance, and with emerging gaps within our local healthcare system with the rebranding of their Rural Health Initiative; and

**Whereas**, to that end, the Wisconsin Chapter of the American Academy of Pediatrics awards grants to various healthcare and public health agencies that are used to fund immunization initiatives which significantly advance education and vaccine accessibility for the residents of Wisconsin; and

**Whereas**, Shawano-Menominee Counties Health Department was awarded a grant total of \$25,000 to be used from January 1, 2025 through June 30, 2025; and

**Whereas**, these funds will support the creation of a Rural Health Network to provide rural community members in Shawano County with evidenced-based immunization information, and on-site immunization clinics and other vaccine access opportunities.

**Now, therefore, be it resolved by the Shawano County Board of Supervisors**, in session this 26<sup>th</sup> day of February 2025, that it does hereby approve the acceptance of the Immunize Wisconsin Grant for Shawano-Menominee Counties Health Department in the amount of \$25,000 for farmer immunization clinics to be used from January 1, 2025 through June 30, 2025, and consistent with the other terms herein above.

**Be it further resolved** that the Shawano-Menominee Counties Board of Health/Veterans Services shall oversee the proper receipt and expenditure of these grant funds.

Submitted by,  
Ken Capelle  
Sue Giese  
Denise Gilane  
Lynn Hollar  
Rudolph Reiter  
Jennifer Winkler  
Mike Wizner  
BOARD OF HEALTH/VETERANS SERVICE COMMITTEE

Vote: 6 Yes; 0 No; 1 Absent

FISCAL NOTE: No matching funds required.  
Carrie Buntjer - Finance Director

ADMINISTRATIVE NOTE: Recommend approval.  
James A. Davel - Administrative Coordinator

Accept Immunize WI Grant Awarded by WIAAP for 2025  
Page 2

LEGAL NOTE: Requires a majority vote of the Board.  
Larenda J. Maulson - Corporation Counsel

<b>January Meetings Paid in February</b>			
<b>Committee Meetings</b>	<b>Mileage</b>	<b>Per Diem</b>	<b>Grand Total</b>
<b>Board of Health</b>	<b>79.80</b>	<b>450.00</b>	<b>529.80</b>
Denise Gilane	15.40	75.00	90.40
Kenneth Capelle	14.00	75.00	89.00
Lynn Hollar	15.40	75.00	90.40
Michael Wizner	2.80	75.00	77.80
Rudolph Reiter	11.20	75.00	86.20
Susan Giese	21.00	75.00	96.00
<b>Commission on Aging</b>	<b>107.80</b>	<b>450.00</b>	<b>557.80</b>
Irene Leuenberger	5.60	75.00	80.60
Jeanne Cronce	1.40	75.00	76.40
June Erdmann	33.60	75.00	108.60
Michael Wizner	1.40	75.00	76.40
Noreen Christianson	23.80	75.00	98.80
William Switalla	42.00	75.00	117.00
<b>County Board</b>	<b>526.40</b>	<b>2,160.00</b>	<b>2,686.40</b>
Allan Kuhn	10.50	80.00	90.50
Annelies Hartwig	0.70	80.00	80.70
Curtis Naja	2.10	80.00	82.10
Dennis Knaak	56.00	80.00	136.00
Jacob Hartwig	0.70	80.00	80.70
James Przybylski	29.40	80.00	109.40
Jeremy Gretzinger	9.80	80.00	89.80
Joseph Miller	36.40	80.00	116.40
Kathleen Luebke	30.10	80.00	110.10
Kenneth Capelle	14.00	80.00	94.00
Kimberly Leffel	1.40	80.00	81.40
Lowel Hammett	13.30	80.00	93.30
Lynn Tober-Steinke	14.70	80.00	94.70
Martin Elmer	11.20	80.00	91.20
Matt Pleshek	13.30	80.00	93.30
Michael Wizner	2.10	80.00	82.10
Randy Mallmann	3.50	80.00	83.50
Randy Young	1.40	80.00	81.40
Raymond Rigsby	19.60	80.00	99.60
Richard Giese	18.90	80.00	98.90
Russell Gehm	12.60	80.00	92.60
Steven Natzke	37.80	80.00	117.80

Steven Schinke	18.90	80.00	98.90
Terry Tipton	18.20	80.00	98.20
Theresa Serrano	44.80	80.00	124.80
Thomas Kautza	63.00	80.00	143.00
William Switalla	42.00	80.00	122.00
<b>Ethics Committee</b>	<b>109.20</b>	<b>300.00</b>	<b>409.20</b>
Christine Holewinski	30.80	75.00	105.80
James O'Neill	63.00	75.00	138.00
Kimberly Leffel	1.40	75.00	76.40
Michael Stupecky	14.00	75.00	89.00
<b>Executive Committee</b>	<b>390.60</b>	<b>900.00</b>	<b>1,290.60</b>
Kathleen Luebke	60.20	150.00	210.20
Kenneth Capelle	28.00	150.00	178.00
Randy Young	2.80	150.00	152.80
Theresa Serrano	89.60	150.00	239.60
Thomas Kautza	126.00	150.00	276.00
William Switalla	84.00	150.00	234.00
<b>Highway &amp; Parks Maintenance Committee</b>	<b>96.60</b>	<b>300.00</b>	<b>396.60</b>
Dennis Knaak	56.00	75.00	131.00
Randy Mallmann	3.50	75.00	78.50
Richard Giese	18.90	75.00	93.90
Terry Tipton	18.20	75.00	93.20
<b>Highway Safety Commission</b>	<b>10.50</b>	<b>75.00</b>	<b>85.50</b>
Jeremy Gretzinger	10.50	75.00	85.50
<b>Housing Authority</b>	<b>56.00</b>	<b>75.00</b>	<b>131.00</b>
Dennis Knaak	56.00	75.00	131.00
<b>Human Services Board</b>	<b>102.20</b>	<b>525.00</b>	<b>627.20</b>
James Leuenberger	5.60	75.00	80.60
Kathy Stoltenow	2.80	75.00	77.80
Lynn Tober-Steinke	15.40	75.00	90.40
Michael Wizner	1.40	75.00	76.40
Robert Krause	25.20	75.00	100.20
Thomas Madsen	9.80	75.00	84.80
William Switalla	42.00	75.00	117.00
<b>Lake Michigan</b>	<b>11.20</b>	<b>75.00</b>	<b>86.20</b>
Martin Elmer	11.20	75.00	86.20
<b>Land Conservation</b>	<b>94.50</b>	<b>375.00</b>	<b>469.50</b>
Curtis Naja	2.10	75.00	77.10
Joseph Miller	36.40	75.00	111.40

Kathleen Luebke	30.10	75.00	105.10
Lynn Tober-Steinke	14.70	75.00	89.70
Martin Elmer	11.20	75.00	86.20
<b>Library Board</b>	<b>113.40</b>	<b>450.00</b>	<b>563.40</b>
Annelies Hartwig	0.70	75.00	75.70
Emily Gardner	58.10	75.00	133.10
Gina Shatters	12.60	75.00	87.60
Kimberly Leffel	1.40	75.00	76.40
Linda Kreklow	37.80	75.00	112.80
Marsha Hoeffs	2.80	75.00	77.80
<b>Nicolet Library Board</b>		<b>75.00</b>	<b>75.00</b>
Marsha Hoeffs		75.00	75.00
<b>Planning, Development &amp; Zoning Committee</b>	<b>112.00</b>	<b>375.00</b>	<b>487.00</b>
Jeremy Gretzinger	9.80	75.00	84.80
Kathleen Luebke	30.10	75.00	105.10
Kenneth Capelle	14.00	75.00	89.00
Lowel Hammett	13.30	75.00	88.30
Theresa Serrano	44.80	75.00	119.80
<b>Public Property Committee</b>	<b>131.60</b>	<b>375.00</b>	<b>506.60</b>
Allan Kuhn	10.50	75.00	85.50
Randy Young	1.40	75.00	76.40
Richard Giese	18.90	75.00	93.90
Steven Natzke	37.80	75.00	112.80
Thomas Kautza	63.00	75.00	138.00
<b>Public Safety Committee</b>	<b>93.80</b>	<b>300.00</b>	<b>393.80</b>
Jeremy Gretzinger	9.80	75.00	84.80
Randy Young	1.40	75.00	76.40
Steven Natzke	37.80	75.00	112.80
Theresa Serrano	44.80	75.00	119.80
<b>Solid Waste Management Board</b>	<b>178.50</b>	<b>525.00</b>	<b>703.50</b>
Allan Kuhn	10.50	75.00	85.50
James Przybylski	29.40	75.00	104.40
John Stezenski	11.20	75.00	86.20
Steve Gueths	8.40	75.00	83.40
Steven Natzke	37.80	75.00	112.80
Terry Tipton	18.20	75.00	93.20
Thomas Kautza	63.00	75.00	138.00
<b>Tribal Affairs</b>	<b>72.80</b>	<b>225.00</b>	<b>297.80</b>
Martin Elmer	11.20	75.00	86.20

Raymond Rigsby	19.60	75.00	94.60
William Switalla	42.00	75.00	117.00
<b>TriCounty Meeting</b>		<b>150.00</b>	<b>150.00</b>
Randy Young		75.00	75.00
Thomas Kautza		75.00	75.00
<b>Grand Total</b>	<b>2,286.90</b>	<b>8,160.00</b>	<b>10,446.90</b>

### January Accounts Listing

Vendor	Description	Amount
Committee's Payroll	Month of December paid in January	7,870.58
Wisconsin County Mutual	2025 INS PREMIUM	132,217.00
Motorola Solutions	CORE MASTER SITE AND RF SITE - YEAR 7	128,448.00
Wellpath LLC	Jan Med. Services/Jail	50,817.00
Wellpath LLC	Feb Med. Services/Jail	50,817.00
Transcendent Technol	2025 Transcendent mnt LCD/LIO/PropList/Zon/TRE	49,433.45
East Central Regional	2025 LEVY DUES	44,195.00
Ewald Motors	2025 Vehicle replacement purchases	40,950.00
Eis Michael Johannes	PSYCHIATRIC SERVICES JANUARY 2025	28,180.00
Shawano County Econo	1ST QTR 2025 CONTRIBUTION	26,250.00
Wisconsin County Mutual	DEDUCTIBLE FUND DEPOSIT	22,307.00
ESRI Inc	2025 ESRI ArcGIS renewal LCD/PND/LAW/JAIL/SPD	15,575.41
Aegis Corporation	STORAGE TANK LIABILITY	15,041.09
Shawano City Cab	TAXI PUNCH CARDS (400)	14,000.00
Motorola Solutions	2025 SERVICE / MAINTENANCE PLAN	8,528.20
Peace of Mind Group	Group Home	8,483.15
Jan-Pro Franchise	JANUARY 2025 JANITORIAL SERVICES	8,445.00
Wisconsin Counties Assoc	2025 WCA Dues	6,436.00
CovertTrack Group In	CovertTrack Stealth w/3-year maintenance/LAW	5,815.00
		<b>663,808.88</b>