

Notice of Meeting of the Dodge County Board of Supervisors

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, April 21, 2015**, at **9:00 A.M.** beginning in the Auditorium on the First Floor of the Dodge County Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Board a bus and travel to tour, view, and discuss the following properties and facilities:

- 9:10 Depart from Administration Building
- 9:15 Arrive at Reeseville Highway Shop, 404 North Main Street, Reeseville
- 9:50 Depart from Reeseville Highway Shop
- 10:05 Arrive at Astico Park, N3620 County Road TT, Columbus for tour and presentation by Bill Ehlenbeck, Manager of Parks and Trails
- 10:55 Depart from Astico Park
- 11:10 Arrive at MetalFab Property, 401 Madison Street, Beaver Dam for tour of facility
- 11:50 Depart from MetalFab Property
- 12:00 Arrive at the Administration Building in Juneau

Recess for Lunch

Reconvene at 1:00 p.m. in the County Board Room located on the Fourth Floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin to continue County Board meeting.

Call to Order by Russell Kottke, County Board Chairman

Roll Call

Approve Minutes from March 17, 2015, County Board Session

Communications on File

Special Orders of Business

Confirm Appointment made by County Administrator

1. Re-appoint John Zanghi to the Loan Advisory Committee for a one year term, commencing on May 18, 2015 to May 18, 2016, both inclusive.

Confirm Appointments made by County Board Chairman

1. Appoint Supervisor Muche to replace Jim Mielke on the Lake Sinissippi Improvement District Board.
2. Appoint Dave Magnussen, Anthony Brugger, Mary Roche, Brian Field, Larry Schraufnagel, Scott Fitzgerald, Kraig Biefeld, Jody Langfeldt, Nick Bruckner, Paul Nell, Elsie Gonzalez, Craig Warmbold, Patrick Schoebel, Nikki Salas, Don Wellnitz, Alan Mannel, Gary Berger, and Sarah Neu to the Local Emergency Planning Committee for one year terms, commencing on April 21, 2015 to April 21, 2016, both inclusive.
3. Chairman's One Year Committee Appointments.

Supervisor Miller, Chairman, Law Enforcement Committee
Sheriff Dale Schmidt
Lifesaving Award Presentation
Sheriff's Department Annual Report

Resolutions on File

- 15-1 County Board Rules Pertaining to Taxation Committee – Taxation Committee.
If Resolution 15-1 is adopted, appoint Dennis Schmidt and Allen Behl as members of the Taxation Committee.
- 15-2 Abolish One Vacant, Funded, 0.5 Full-Time Benefited Position of Payroll Specialist, and Create One, New, Full-Time, Benefited Position of Accounting Specialist – Accounts Receivable at Clearview – Health Facilities Committee.
- 15-3 General Fund Transfer - \$30,000.00 – Approve Purchase of Operational Review Consulting Services from Baker Tilly Virchow Krause, LLP – Executive Committee.
- 15-4 Approve Parks, Outdoor Recreation and Open Space Plan – Planning, Development and Parks Committee.
Exhibit A is on file in the Office of the County Clerk and may be viewed there during normal business hours.
- 15-5 Amend Town of Lowell Zoning Ordinance – Supervisor Caine.
- 15-6 Amend Town of Lowell Zoning Ordinance – Charles and Jeanne Neis Property – Supervisor Caine.
- 15-7 Amend Town of Lowell Zoning Ordinance – Blaine and Carol Priebusch Property – Supervisor Caine.
- 15-8 Approve the Sale of Four Vacant Lots – Highway Committee.
- 15-9 Authorize and Direct the Finance Committee to Follow Various Steps to Provide for an In-depth Audit of the Highway Department, Human Services and Health Department, Sheriff's Office and Clearview – Supervisors J. Bobholz, Berres, Schmidt, M. Bobholz, Uttke, Gohr, Houchin, Roesch, Hoelzel, Kriewald, and Mattson.
- 15-10 Approve Purchase of a New Daikin Brand Air Cooled Glycol Chiller – Building Committee.

Reports on File

1. Ordinance No. 938 – Amend Land Use Code – Dana Kelton Property – Section 26, Town of Ashippun – Planning, Development and Parks Committee.
2. Ordinance No. 939 – Amend Land Use Code – David Lauersdorf Trust Property- Section 11, Town of Lebanon – Planning, Development and Parks Committee.

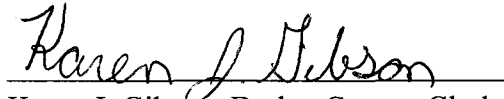
Ordinances on File

1. Ordinance No. 940 – Create Section 1.39 – Public Records Committee of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee.
2. Ordinance No. 941 - Amend Chapter 1 – General Government, of the Code of Ordinances, Dodge County, Wisconsin, to Repeal and Recreate Section 1.33 Records Schedule – Executive Committee.

Exhibits A and B are on file in the Office of the County Clerk and may be viewed there during normal business hours.

Set Next Meeting Date & Time

Recess



Karen J. Gibson, Dodge County Clerk

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

COMMITTEE NAME		COUNTY BOARD							
MEETING DATE April 21, 2015 A.M. SESSION									
						Approval <u>RK</u>		Date <u>4-21-2015</u>	
						Chair <u>Russell Kottke</u>			
VENDOR	NAME	PRESENT	ABSENT	PERDIEM	MILES	AMOUNT	MEALS	AMOUNT	
10023	Adelmeyer, Gerald		X	50.00	43	24.73			
11994	Behl, Allen	X		50.00	32	18.40			
19566	Berres, Jeff	X		50.00	42	24.15			
11970	Bischoff, Larry	X		50.00	20	11.50			
10583	Bobholz, Janice		EXC	0.00	0	0.00			
26899	Bobholz, Mary		EXC	50.00	28	16.10			
10008	Caine, Chester	X		50.00	17	9.78			
46788	Derr, Lisa	X		50.00	21	12.08			
10195	Duchac, Jeffry	X		50.00	15	8.63			
37968	Fabisch, John	X		50.00	20	11.50			
28760	Frohling, David	X		50.00	29	16.68			
43805	Gohr, Phillip	X		50.00	22	12.65			
16723	Grebel, Randy	X		50.00	13	7.48			
41853	Greshay, Richard	X		50.00	14	8.05			
10010	Hoelzel, Clem		EXC	50.00	32	16.40			
43806	Houchin, James		EXC	50.00	33	16.60			
25412	Johnson, Harold	X		50.00	54	31.05			
16348	Kottke, Russell	X		55.00	30	17.25			
10015	Kriewald, Howard	X		50.00	20	11.50			
29374	Maly, Donna	X		50.00	10	5.75			
22503	Marsik, Joseph M.	X		50.00	40	23.00			
10313	Mattson, Rodger	X		50.00	20	11.50			
34243	Miller, MaryAnn	X		50.00	22	12.65			
43804	Muche, William	X		50.00	22	12.65			
36482	Nelson, Ed	X		50.00	32	18.40			
47109	Nickel, Thomas	X		50.00	34	19.55			
10018	Pollesch, Darrell	X		50.00	38	21.85			
46789	Roesch, Mark E.	X		50.00	34	19.55			
30697	Schaefer, Thomas	X		50.00	30	17.25			
15819	Schmidt, Dennis	X		50.00	0	0.00			
37252	Schraufnagel, Larry	X		50.00	50	28.75			
26089	Stousland, Glenn	X		50.00	20	11.50			
45723	Uttke, Wayne	X		50.00	50	28.75			
<p>SUPERVISORS DUCHAC / MALY SPLIT MILEAGE WITH INFORMATION TECHNOLOGY</p>									

COMMITTEE NAME		COUNTY BOARD							
MEETING DATE April 21, 2015 P.M. SESSION									
						Approval <u>RK</u>		Date <u>4-21-2015</u>	
						Chair <u>Russell Kottke</u>			
VENDOR	NAME	PRESENT	ABSENT	PERDIEM	MILES	AMOUNT	MEALS	AMOUNT	
10023	Adelmeyer, Gerald		X						
11994	Behl, Allen	X							
19566	Berres, Jeff	X							
11970	Bischoff, Larry	X							
10583	Bobholz, Janice	X		0.00	0	0.00			
26899	Bobholz, Mary	X		50.00	28	16.10			
10008	Caine, Chester	X							
46788	Derr, Lisa	X							
10195	Duchac, Jeffry	X							
37968	Fabisch, John	X							
28760	Frohling, David	X							
43805	Gohr, Phillip	X							
16723	Grebel, Randy	X							
41853	Greshay, Richard	X							
10010	Hoelzel, Clem	X		50.00	32	18.40			
43806	Houchin, James	X		50.00	33	18.98			
25412	Johnson, Harold	X							
16348	Kottke, Russell	X							
10015	Kriewald, Howard	X							
29374	Maly, Donna	X							
22503	Marsik, Joseph M.	X							
10313	Mattson, Rodger	X							
34243	Miller, MaryAnn	X							
43804	Muche, William	X							
36482	Nelson, Ed	X							
47109	Nickel, Thomas	X							
10018	Pollesch, Darrell	X							
46789	Roesch, Mark E.	X							
30697	Schaefer, Thomas	X							
15819	Schmidt, Dennis	X							
37252	Schraufnagel, Larry	X							
26089	Stousland, Glenn	X							
45723	Uttke, Wayne	X							

**Dodge County Board of Supervisors
April 21, 2015 – 9:00 a.m.
Administration Building - Juneau, Wisconsin**

The April session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 9:00 a.m. in the Auditorium on the First Floor of the Administration Building, located at 127 East Oak Street, Juneau.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors J. Bobholz, M. Bobholz, Hoelzel and Houchin who had previously asked to be excused for the morning session. Supervisor Adelmeyer was absent.

Those present boarded a school bus at 9:05 a.m. and traveled throughout Dodge County by touring the Reeseville Highway Shop in Reeseville, Astico Park in Columbus, and MetalFab Property in Beaver Dam.

At 11:50 a.m., Supervisor Maly made a motion to recess the meeting to 1:00 p.m. The motion was seconded by Supervisor Marsik. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Chairman Kottke called the meeting to order at 1:00 p.m. in the County Board Room on the Fourth Floor of the Administration Building, located at 127 E. Oak Street, Juneau.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisor Adelmeyer.

A motion was made by Supervisor Nelson and seconded by Supervisor Schraufnagel to approve the minutes of the March 17, 2015, session of the County Board as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Communications on File

Karen J. Gibson, County Clerk, reported there were no communications on file.

Special Orders of Business

Chairman Kottke called the First Special Order of Business: Confirm appointment made by County Administrator, James Mielke. Re-appoint John Zanghi to the Loan Advisory Committee for a one year term, commencing on May 18, 2015 to May 18, 2016, both inclusive. A motion to approve the re-appointment was made by Supervisor Grebel and seconded by Supervisor Duchac. The motion passed by acclamation with no negative votes cast, thereby approving the re-appointment.

Chairman Kottke called the Second Special Order of Business: Confirm appointment made by County Board Chairman, Russell Kottke. Appoint Supervisor Muche to replace Jim Mielke on the Lake Sinissippi Improvement District Board. A motion to approve the appointment was made by Supervisor Nelson and seconded by Supervisor Marsik. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke then appointed Dave Magnussen, Anthony Brugger, Mary Roche, Brian Field, Larry Schraufnagel, Scott Fitzgerald, Kraig Biefeld, Jody Langfeldt, Nick Bruckner, Paul Nell, Elsie Gonzalez, Craig Warmbold, Patrick Schoebel, Nikki Salas, Don Wellnitz, Alan Mannel, Gary Berger, and

Sarah Neu to the Local Emergency Planning Committee for one year terms, commencing on April 21, 2015 to April 21, 2016, both inclusive. A motion to approve the appointments was made by Supervisor Caine and seconded by Supervisor Hoelzel. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Chairman Kottke announced the One Year Committee Appointments would stay the same.

Chairman Kottke called upon Supervisor Miller, Law Enforcement Committee Chair who introduced Sheriff Dale Schmidt. Sheriff Schmidt recognized Deputy Justin Kontny, and dispatchers Erika Lemke and Tammy Lloyd for the lifesaving efforts they provided to a citizen and his dog on March 15, 2015 after they had fallen through ice on a pond. Sheriff Schmidt read a report regarding the incident, showed video from the incident, and presented a letter of commendation to the three individuals. Deputy Kontny also received a lifesaving award.

Sheriff Schmidt presented the 2014 Sheriff's Office Annual Report. He emphasized the mission and vision statements and goals of the Sheriff's Office, provided an overview on the 2014 Sheriff's Office Annual Report, and offered an update on the New World Records Management System. Question by Supervisor Derr answered by Sheriff Schmidt.

The following Resolutions, Reports and Ordinances were read by the Clerk and acted upon by the Board:

Resolution No. 15-1 County Board Rules Pertaining to Taxation Committee – Taxation Committee. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Grebel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Chairman Kottke appointed Dennis Schmidt and Allen Behl as members of the Taxation Committee. A motion to approve the appointments was made by Supervisor Mattson and seconded by Supervisor Frohling. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Resolution No. 15-2 Abolish One Vacant, Funded, 0.5 Full-Time Benefited Position of Payroll Specialist, and Create One, New, Full-Time, Benefited Position of Accounting Specialist – Accounts Receivable at Clearview – Health Facilities Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-3 General Fund Transfer - \$30,000.00 – Approve Purchase of Operational Review Consulting Services from Baker Tilly Virchow Krause, LLP – Executive Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Schraufnagel. Questions by Supervisors Mattson, Maly and Schmidt answered by James Mielke, County Administrator. Comment by Supervisor Miller. The vote was cast with 28 ayes, 3 noes and 1 abstention, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Stousland, Derr. Total 28.

Noes: Behl, Berres, Miller. Total 3.

Abstention: Mattson. Total 1.

Absent: Adelmeyer. Total 1.

Resolution No. 15-4 Approve Parks, Outdoor Recreation and Open Space Plan – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Grebel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-5 Amend Town of Lowell Zoning Ordinance – Supervisor Caine. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Marsik. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-6 Amend Town of Lowell Zoning Ordinance – Charles and Jeanne Neis Property – Supervisor Caine. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Grebel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-7 Amend Town of Lowell Zoning Ordinance – Blaine and Carol Priebusch Property – Supervisor Caine. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Marsik. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-8 Approve the Sale of Four Vacant Lots – Highway Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Muche. Comment by Supervisor Berres. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-9 Authorize and Direct the Finance Committee to Follow Various Steps to Provide for an In-depth Audit of the Highway Department, Human Services and Health Department, Sheriff's Office and Clearview – Supervisors J. Bobholz, Berres, Schmidt, M. Bobholz, Uttke, Gohr, Houchin, Roesch, Hoelzel, Kriewald, and Mattson. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Schmidt. Questions by Supervisors Miller and Derr answered by Supervisor J. Bobholz. Question by Supervisor Caine answered by John Corey, Corporation Counsel. Comments by Supervisors Berres, Maly, Pollesch, Stousland, Schmidt, Frohling, Derr, Uttke, Gohr, and Hoelzel. The vote was cast with 13 ayes and 19 noes, thereby defeating the Resolution.

Ayes: M. Bobholz, J. Bobholz, Grebel, Uttke, Gohr, Berres, Houchin, Roesch, Schmidt, Hoelzel, Maly, Miller, Mattson. Total 13.

Noes: Pollesch, Kottke, Nelson, Marsik, Greshay, Kriewald, Schaefer, Muche, Johnson, Schraufnagel, Bischoff, Caine, Behl, Frohling, Duchac, Nickel, Fabisch, Stousland, Derr. Total 19.

Absent: Adelmeyer. Total 1.

Supervisor Nelson was excused at 2:30 p.m.

Resolution No. 15-10 Approve Purchase of a New Daikin Brand Air Cooled Glycol Chiller – Building Committee. A motion for adoption was made by Supervisor Nickel and seconded by Supervisor Mattson. Chairman Kottke referred the Resolution to the Finance Committee.

Chairman Kottke called for a 10 minute recess at 2:30 p.m. to allow the Finance Committee to meet regarding the fiscal note on Resolution 15-10.

At 2:39 p.m., Chairman Kottke called for the meeting to reconvene. The meeting commenced with action on Resolution 15-10, which was previously referred to the Finance Committee. Comment by Supervisor Caine. Karen J. Gibson, County Clerk, read the Finance Committee's fiscal note. Question by Supervisor Marsik answered by Supervisor Mattson. The vote was cast with 30 ayes and 1 no, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, M. Bobholz, J. Bobholz, Marsik, Greshay, Kriewald, Schaefer, Uttke, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr, Mattson. Total 30.

Noes: Grebel. Total 1.

Absent: Adelmeyer, Nelson. Total 2.

Report No. 1 Ordinance No. 938 – Amend Land Use Code – Dana Kelton Property – Section 26, Town of Ashippun – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Duchac. The vote was cast with all voting in the affirmative, thereby adopting the Report.

Report No. 2 Ordinance No. 939 – Amend Land Use Code – David Lauersdorf Trust Property-Section 11, Town of Lebanon – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Grebel. The vote was cast with all voting in the affirmative, thereby adopting the Report.

Ordinance No. 1 Ordinance No. 940 – Create Section 1.39 – Public Records Committee of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Maly. Comment by Supervisor Houchin. The vote was cast with all voting in the affirmative, thereby adopting the Ordinance.

Ordinance No. 2 Ordinance No. 941 – Amend Chapter 1 – General Government, of the Code of Ordinances, Dodge County, Wisconsin, to Repeal and Recreate Section 1.33 Records Schedule – Executive Committee. A motion for adoption was made by Supervisor Frohling and seconded by Supervisor Duchac. Question by Supervisor Grebel answered by John Corey, Corporation Counsel. The vote was cast with 29 ayes and 2 noes, thereby adopting the Ordinance.

Ayes: Pollesch, Kottke, M. Bobholz, J. Bobholz, Marsik, Greshay, Kriewald, Schaefer, Uttke, Muche, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr, Mattson. Total 29.

Noes: Grebel, Gohr. Total 2.

Absent: Adelmeyer, Nelson. Total 2.

The Clerk noted the following had been placed on the Supervisor's desks: Memo from Russ Freber, Maintenance Director, Annual Reports from the Highway Department, Sheriff's Office, Land Resources and Parks Department, Land Conservation Department, Register of Deeds Department, and newsletters from the Aging, Disability Resource Center and the Friends of Dodge County Parks. The Chairman ordered these be placed on file.

At 2:54 p.m. Supervisor Maly made a motion to recess until Tuesday, May 19, 2015 at 7:00 p.m. Supervisor Schmidt seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

RESOLUTION NO. 15-1

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the undersigned Committee has determined that the Rules Of Order Governing The County Board Of Supervisors Of Dodge County, WI for the period of time commencing on April 15, 2014, and ending on April 19, 2016, both inclusive, should be amended;

SO, NOW, THEREFORE, BE IT RESOLVED, that effective immediately the Rules Of Order Governing The County Board Of Supervisors Of Dodge County, WI for the period of time commencing on April 15, 2014, and ending on April 19, 2016, both inclusive, shall be amended as follows:

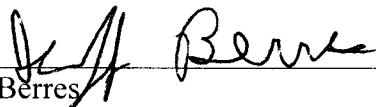
- 1. The paragraph pertaining to the Taxation Committee shall be amended to read as follows:

Taxation Committee

The Taxation Committee shall be comprised of ~~four (4)~~ **five (5)** Board members, ~~one of which shall be an alternate member.~~ The ~~four (4)~~ **five (5)** members shall be appointed by the Chairman and confirmed by the Board. ~~The alternate member shall act, with full power, only when a member of the Taxation Committee abstains from voting because of a conflict of interest or when a member is absent.~~ The committee shall: review foreclosure of tax liens by action in rem; appraise all parcels of ~~land~~ **real estate** acquired by Judgment of Foreclosure Of Tax Lien in in rem actions pursuant to Wis. Stats. §75.521; authorize the publication of a list of appraised values for the purpose of soliciting bids on parcels of ~~land~~ **real estate** to be sold; open all bids and accept or reject them; and, authorize the Dodge County Clerk to issue Quit Claim Deeds to successful bidders. **Pursuant to the provisions of Wis. Stats. § 75.69, the Board designates the Taxation Committee as the committee that is authorized to: review and approve the sales of parcels of real estate for amounts that are less than the appraised values of the parcels of real estate; accept bids for the sale of parcels of real estate that are less than the highest bids; and, prepare written statements, available for public inspection, that explain the reasons for accepting bids for the sale of parcels of real estate that are less than the highest bids.**

All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Taxation Committee:



Jeff Berres



Rodger Mattson



Ed Nelson



Dennis Schmidt

FISCAL NOTE:
 Is the referenced expenditure included in the adopted 2015 Budget? X Yes or ~~Y~~ No

Fiscal Impact on the adopted 2015 Budget:
 \$ 1000

Fiscal Impact reviewed by the Dodge County Finance Committee on 4/14, 2015.
David Frohling
 David Frohling, Chairman
 Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Wayne Uttke:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Phillip Gohr:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Gerald Adelmeyer:	_____	Aye	_____	No	_____	Abstain	<u>X</u>	Absent from Meeting
Thomas J. Schaefer:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 52 NOES 0
 ABSENT 1
 ABSTAIN 0

Karen J. Gibson
County Clerk

RESOLUTION NO. 15-2

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee has formed the considered conclusion that one vacant, funded, 0.5 full-time equivalent, benefited position of *Payroll Specialist* at Clearview should be abolished and that one new, full-time, benefited position of *Accounting Specialist - Accounts Receivable* at Clearview should be created, effective May 1, 2015; and,

WHEREAS, a job description for the position of *Payroll Specialist* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Accounting Specialist - Accounts Receivable* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, there are monies available in the 2015 Budget of Clearview sufficient to fund the proposed position of *Accounting Specialist - Accounts Receivable* during the period of time commencing on May 1, 2015, and ending on December 31, 2015, both inclusive;

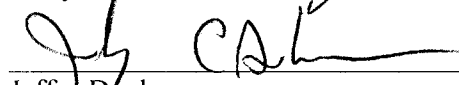
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes one vacant, funded, 0.5 full-time equivalent, benefited position of *Payroll Specialist*, and hereby creates one new, full-time, benefited position of *Accounting Specialist - Accounts Receivable* at Clearview, effective May 1, 2015; and,

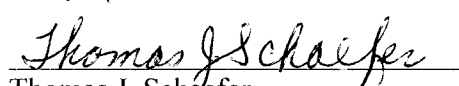
BE IT FINALLY RESOLVED, that monies from the 2015 Budget of Clearview shall be used to fund the position of *Accounting Specialist - Accounts Receivable* during the period of time commencing on May 1, 2015, and ending on December 31, 2015, both inclusive.


All of which is respectfully submitted this 21st day of April, 2015.

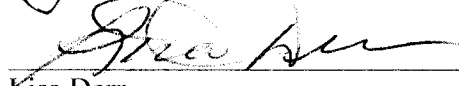
Dodge County Health Facilities Committee:


Larry Bischoff


Jeffrey Duchac


Thomas J. Schaefer



John Fabisch


Lisa Derr

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 32 NOES 0
ABSENT 0
ABSTAIN 0


County Clerk

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? X Yes or No

Fiscal Impact on the adopted 2015 Budget:

\$ -0-

Fiscal Impact reviewed by the Dodge County Finance Committee on 4/14 , 2015.

David Frohling
David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<u> X </u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent from Meeting
Wayne Uttke:	<u> X </u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent from Meeting
Phillip Gohr:	<u> X </u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent from Meeting
Gerald Adelmeyer:	<u> </u> Aye	<u> </u> No	<u> </u> Abstain	<u> X </u> Absent from Meeting
Thomas J. Schaefer:	<u> X </u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent from Meeting

DODGE COUNTY JOB DESCRIPTION

April 2015

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Payroll Specialist	FLSA STATUS:	Non-exempt
DEPARTMENT:	Financial Services	REPORTS TO:	Director Financial Services
LOCATION:	Clearview	DATE:	July 28, 1998
LABOR GRADE:	Dodge County Three (3)	REVISED:	01/01/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Director Financial Services, prepares payroll, personnel and general administrative records. Provides training for new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and distributes bi-weekly payroll.
2. Updates/maintains computer programs and records relating to payroll.
3. Takes the lead in maintaining payroll deadlines.
4. Gathers and compiles payroll/personnel data and prepares special reports.
5. Responds to employee questions regarding payroll calculations and related personnel data.
6. Provide additional office support as required or assigned.
7. Participates in resident and facility emergencies.
8. Functions as a member of the team and participates in the household concept.
9. Attends all mandatory in-services.
10. Represents Clearview in a positive and professional manner at all times at work.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and respect for residents rights.
 Considerable knowledge of bookkeeping principles/procedures and modern office methods/practices.
 Thorough knowledge of current Federal and State Labor Laws.
 Knowledge of Business English and spelling.
 Ability to efficiently and accurately operate computer, printers and other related equipment.
 Ability to accurately enter data into computer.
 Ability to do mathematical calculations for accurate record keeping and preparation of reports.
 Ability to consistently apply payroll policies and procedures.
 Ability to understand and effectively carry out instructions.
 Ability to maintain confidentiality.
 Ability to communicate effectively, establishing/maintaining public and working relationships, and answer inquiries with tact and courtesy.
 Ability to work independently and without direct supervision.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, completion of vocational/technical training in bookkeeping or related area, two (2) years payroll processing experience, and knowledge of automated accounting and spreadsheets required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Must be certified as a Feeding Assistant or become certified within orientation period.

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

April 2015
Wage Range: \$14.74 - \$20.21

JOB TITLE:	Accounting Specialist - Accounts Receivable	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Administration	REPORTS TO:	Director of Financial
LOCATION:	Clearview	DATE:	August 10, 1999
LABOR GRADE:	Dodge County Three (3)	REVISED:	3/16/15

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Financial Services, prepares and maintains financial records. Performs third party billing and benefit checking.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains bookkeeping records by ensuring accurate data entry.
2. Controls/safeguards resident cash funds.
3. Receives payments, issues receipts and record payments.
4. Provides information regarding department activities or policies in response to telephone/TDD or personal inquiries.
5. May compile, verify, write and analyze periodic reports and statements.
6. Prepares and submits Medicare, Medicaid and third party billing statements.
7. Runs, analyzes and submits private pay billing statements.
8. Compiles and verifies resident account information.
9. Enters financial data to computerized records, journals and ledgers.
10. Contacts insurance companies for billing follow-up.
11. Refunds overpayments.
12. Regular attendance and punctuality required.
13. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern accounting theory and practice.
- Knowledge and experience in revenue cycle management.
- Knowledge of modern office practices/procedures.
- Ability to prepare complete accounting reports and statements.
- Ability to operate/maintain computer terminals, printers, and other equipment.
- Ability to accurately enter data/information into computer software.
- Ability to multi-task and pay attention to details.
- Ability to understand and effectively carry out instructions.
- Ability to establish and maintain effective public and working relationships.

EDUCATION AND EXPERIENCE

Two (2) year Associate's degree in accounting and two (2) years bookkeeping or accounting experience using computer equipment, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities.

WORKING CONDITIONS

Office environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 15-3

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, recently, James Mielke, Dodge County Administrator, solicited a proposal from Baker Tilly Virchow Krause, LLP, 10 Terrace Court, Madison, Wisconsin (Baker Tilly), to provide consulting services to perform an Operational Review of the Dodge County Human Services and Health Department during calendar year 2015, and additional County departments in future years; and,

WHEREAS, on March 24, 2015, Administrator Mielke received a proposal from Baker Tilly for consulting services to perform an Operational Review of the Dodge County Human Services and Health Department during calendar year 2015, at a total cost not to exceed \$30,000, and additional County departments in future years at additional costs (The Baker Tilly proposal), a copy of which proposal has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, the Dodge County Executive Committee has reviewed and studied the Baker Tilly proposal and conferred in person with Heather S. Acker, CPA, of Baker Tilly, who will serve as the Project Partner for this proposed engagement, at a meeting of the Executive Committee that was held on April 6, 2015, and has formed the considered conclusion that it is in the best interests of Dodge County to approve and accept the Baker Tilly proposal; and,

WHEREAS, no funds have been budgeted in the 2015 Dodge County Budget to pay for the proposed consulting services that Baker Tilly will provide to Dodge County in performing an Operational Review of the Human Services and Health Department during calendar year 2015; and,

WHEREAS, there are funds in Business Unit 100.3429, Unassigned General Fund, available for transfer and sufficient to pay for the proposed Operational Review consulting services to be provided to Dodge County by Baker Tilly in calendar year 2015;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and approves the purchase of Operational Review consulting services from Baker Tilly Virchow Krause, LLP, 10 Terrace Court, Madison, Wisconsin (Baker Tilly), as set forth in the proposal, dated March 24, 2015, submitted to Dodge County by Baker Tilly (the Baker Tilly proposal), a copy of which proposal has been marked for identification as Exhibit "A" and has been attached hereto; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to complete the purchase of consulting services from Baker Tilly as set forth in the Baker Tilly proposal; and,

BE IT FURTHER RESOLVED, that the Dodge County Finance Director is hereby authorized and directed to transfer the sum of \$30,000 from Business Unit 100.3429, Unassigned General Fund, to Business Unit 1305, Independent Auditing, Account No. .5219.131, Financial Procedures Review; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Finance Director, in a total amount not to exceed \$30,000, representing the purchase from Baker Tilly of consulting services to perform an Operational Review of the Dodge County Human Services and Health Department in calendar year 2015, the County Clerk is hereby authorized to draw orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 1305, Independent Auditing, Account No. .5219.131, Financial Procedures Review.

All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Executive Committee:

Russell Kottke
Russell Kottke

Harold Johnson
Harold Johnson

Donna Maly
Donna Maly

Joseph M. Marsik
Joseph M. Marsik

Mary Ann Miller
Mary Ann Miller

Jeff Berres
Jeff Berres

David Frohling
David Frohling

FISCAL NOTE:
Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or X No

Fiscal Impact on the adopted 2015 Budget:
\$ 30000

Fiscal Impact reviewed by the Dodge County Finance Committee on 4/14, 2015.
David Frohling
David Frohling, Chairman
Dodge County Finance Committee

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES	<u>28</u>	NOES	<u>3</u>
ABSENT	<u>1</u>		
ABSTAIN	<u>1</u>		

Karen J. Gilson
County Clerk

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Wayne Uttke:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Phillip Gohr:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Gerald Adelmeyer:	_____	Aye	_____	No	_____	Abstain	<u>X</u>	Absent from Meeting
Thomas J. Schaefer:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting



Baker Tilly Virchow Krause, LLP
Ten Terrace Ct, PO Box 7398
Madison, WI 53707-7398
tel 608 249 6622
fax 608 249 8532
bakertilly.com

April 13, 2015

Mr. James Mielke, County Administrator
Dodge County
127 E. Oak Street
Juneau, WI 53039

Dear Mr. Mielke:

Baker Tilly Virchow Krause, LLP ("Baker Tilly", "Contractor") appreciates the opportunity to be of service to Dodge County, Wisconsin ("County", "Client") in conducting annual operational reviews of County departments. This engagement letter outlines the terms of our proposal to perform an Operational Review of the Department of Human Services during 2015, and additional County departments in future years. It sets forth a Contractual Agreement for Baker Tilly to conduct these services on behalf of Dodge County. This work will be performed based on our discussions with you, and direction from the County Board Chair and Finance Committee Chair.

Project Scope and Approach

The objective of this project is to assist the County with an independent assessment of the financial operations of the county department. This assessment will be designed to identify opportunities to:

- > Strengthen internal controls
- > Reduce risk
- > Improve efficiency in operations

Confirm Project Scope

In determining specifically which financial activities to include in the scope of each department review, input will be gathered from meetings with the following individuals and committees, as relevant to the project: Executive Committee, County Administrator, County Board Chair, Finance Committee Chair, County Finance Director, the Department Head, and others we may determine are relevant to the process. The Dodge County Executive and Finance Committees will be considered the project oversight committees.

We will conduct a kickoff meeting with the Executive Committee and others determined to be relevant to the project to further understand the risks faced by the department from their perspective and how these risks affect the overall strategic and operational objectives of the County. We will then conduct a kickoff meeting with the Department Head and other department personnel to identify the risks and concerns facing their department operations and gather input on the financial activities of the department. The outcome of these meetings will be the specific identification of which of the department's activities will be in scope for analyzing internal controls and operational efficiency enhancements.

Exhibit "A"

Mr. James Mielke, County Administrator
Dodge County

April 13, 2015
Page 2

Common areas of evaluation include:

- > Revenue transactions – including billing, collecting, and reconciling activities
- > Expenditure transactions – including initiation of a purchase through receipt of goods and services and disbursement approval
- > Payroll cycle transactions
- > Recording and collecting of amounts due from other governments
- > Inventory tracking and accounting
- > Capital asset tracking and accounting
- > Bank account reconciliation activities
- > Other general ledger account reconciliation activities
- > Effective use of technology
- > Maintenance and accounting records

Review Current Policies, Procedures, and Compliance Requirements

Based upon the confirmed project scope, Baker Tilly will review previously documented policies and operating procedures.

Identify High Improvement Opportunity Areas

After gaining an understanding of the current approach, we will compare policies, practices and procedures to best practices. This review will result in identification of opportunities for enhanced control, improved accuracy, reduced effort and improved use of technology.

Document Processes and Controls

For those High Opportunity areas, we will further document the key processes and controls in place, and evaluate and document the specific modifications recommended. Controls documentation will include staff structure and financial and system controls. As a part of the process and controls documentation phase, we will take into account any planned changes in process or controls that have previously been identified by management.

As part of gaining our understanding and documenting the current state of internal controls, we will perform process and controls walk-throughs consisting of following a single transaction through the entire process. To complete the walk-through, key process owners will be interviewed. In addition, we will collect documentation as evidence of the performance of controls identified.

Evaluate Results and Report

Upon completion of the steps outlined above, Baker Tilly will prepare a report, including supporting documentation collected as a result of the procedures performed. The report includes a summary of observations and findings including:

- > Executive summary and scope
- > Detailed observations and findings
- > Summary of high improvement opportunity areas
- > Roadmap for sequencing and prioritizing improvements

Our report will be discussed with management, revisions made as appropriate, and a final report developed for presentation to the Executive Committee or County Board (as determined by the County).

Mr. James Mielke, County Administrator
Dodge County

April 13, 2015
Page 3

Project Timing

We will commence the project in a mutually agreed upon timeframe and anticipate each department review will take approximately three to four months to complete (from initial project kickoff meeting to final report presentation). The tentative project timing for the 2015 Department of Human Services review will be a project kickoff in May or June 2015, project fieldwork during the summer, and a final report completed by early fall. The specific project timeline will be finalized with project oversight team upon project kickoff.

Project Investment

The projected investment for this project is an amount not to exceed \$30,000 for the Department of Human Services to be completed in 2015. This includes all Baker Tilly professional time and out of pocket costs.

Additionally, these fees and our project timeline assume that appropriate staff and officials will be available and that information will be provided within the specified timeframes.

If at any time during the project we identify new information that changes the potential project scope or timing, we will communicate that information to the project oversight team.

We would expect to continue to perform our services under the arrangements outlined in this engagement letter from year to year, unless for some reason you or we find that some changes is necessary.

Communication of Other Matters

This project is not designed to seek to identify fraud or illegal acts. However, while not an objective of this engagement, should we identify any information that we believe could be indicative of fraud or illegal acts, we will promptly bring those to the attention of the Executive Committee.

Baker Tilly Project Management

Heather Acker will serve as the Project Partner for this engagement. Baker Tilly has identified three managers who may be involved in the project. The specific manager identification will be matched to the project need and their similar experience. We will also utilize staff and senior accountants and consultants during the project. Resumes of the project partner and managers are included in this engagement letter.

Client Project Management

The County Administrator will serve as County's project manager. The County agrees to:

- > Designate a management-level individual to be responsible and accountable for overseeing this project
- > Establish and monitor the performance of the project to ensure that it meets the County's objectives
- > Make any decisions that involve management functions related to this project
- > Evaluate the adequacy of the services performed and any findings that result

If there are any questions regarding the engagement letter, please feel free to contact Heather Acker, Project Partner, at 608 240 2391. If the services outlined herein are in accordance with your requirements, and if the above terms are acceptable, please have one copy of this letter signed in the space provided below and on the attached standard business terms and return it to us at:

Baker Tilly Virchow Krause, LLP
Ten Terrace Court
Madison, WI 53707

Mr. James Mielke, County Administrator
Dodge County

April 13, 2015
Page 4

We look forward to working with you on this project.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

Baker Tilly Virchow Krause, LLP

The services and terms set forth in the Engagement Letter are agreed to by:

Name

Title

Signature

Date

Resolution # 15-4

TO THE HONORABLE BOARD OF SUPERVISORS, DODGE COUNTY, WISCONSIN

WHEREAS, there is a need to update the Parks, Outdoor Recreation and Open Space Plan for Dodge County in order to provide an inventory of recreational resources, an analysis of demand and options for meeting this demand; and,

WHEREAS, it is necessary to encourage the protection of recreational resources and provide for recreational facilities in Dodge County; and,

WHEREAS, to become eligible for state and federal grant-in-aid programs, it is necessary to adopt the updated Parks, Outdoor Recreation and Open Space Plan for Dodge County; and,

WHEREAS, a copy of the proposed Parks, Outdoor Recreation and Open Space Plan is on file in the office of the Dodge County Clerk office and the Dodge County Land Resources and Parks office and may be viewed there during normal business hours.

THEREFORE, BE IT RESOLVED, that the Parks, Outdoor Recreation and Open Space Plan 2015 of Dodge County, Wisconsin, a copy of which is attached hereto and marked "Exhibit A" be and hereby is approved and adopted by the Dodge County Board of Supervisors, pursuant to Section 59.97(3)(d) of the Wisconsin Statutes.

Respectfully submitted this 21st day of April, 2015.

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 32 NOES 0
ABSENT 0
ABSTAIN 0

Karen J. Gibson
County Clerk

Tom Schaefer
Allen Behl
Randy Gulka
Jan M. [unclear]
Janice K. Bohrer
DODGE COUNTY PLANNING,
DEVELOPMENT AND PARKS
COMMITTEE

RESOLUTION # 15-5

TO THE HONORABLE BOARD OF SUPERVISORS
OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Ordinance which is full force and effect; and

WHEREAS, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Ordinance, the power to adopt and amend the Zoning Ordinance having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Ordinance under Section 61.35 and Section 62.23, Wisconsin Statutes; and

WHEREAS, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Ordinance by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Ordinance in full force and effect; and

WHEREAS, public meetings regarding the proposed amendments to the Town of Lowell Zoning Ordinance were held before the Lowell Plan Commission on December 2, 2014; and

WHEREAS, the proposed amendments to the Town of Lowell Zoning Ordinance were presented before the Lowell Town Board on December 9, 2014, and

WHEREAS, the proposed amendments to the Town of Lowell Zoning Ordinance were adopted by the Lowell Town Board on March 10, 2015;

THEREFORE, BE IT RESOLVED, that the amendments to the Town of Lowell Zoning Ordinance as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 21st day of April, 2015.

Chester Caine, County Supervisor

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 32 NOES 0
ABSENT 1
ABSTAIN 0

Karen J. Gibson, County Clerk

REPORT to Res. 15-5

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS


We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of the Town of Lowell requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, as represented by Exhibits A through F for the purpose of updating the regulations in the Zoning Ordinance and recommend approval of the resolution for this petition.

The committee has reviewed the petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed code amendments appear to be consistent with the Town's Comprehensive Plan.

Respectfully submitted this 6th day of April, 2015



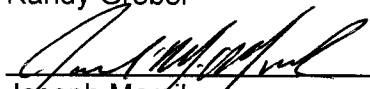
Tom Schaefer



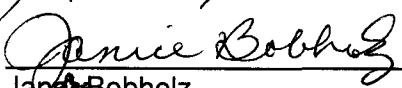
Allen Behl



Randy Grebel



Joseph Marsik



Janice Bobholz
Janice

Planning, Development and Parks
Committee

EXHIBIT "A"

Town of Lowell Zoning Code Amendment

Section 13-1-46 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

Sec. 13-1-46 AG-I General Agricultural District.

- (a) Purpose and Characteristics. The AG-I General Agricultural District is intended to provide for, maintain, preserve, and enhance agricultural lands historically utilized for crop production and maintain the existing rural character.
- (b) Permitted Uses.
- (1) Dairy farming (limited to operations with less than 500 animal units; see Section 13-1-7).
 - (2) Floriculture and florists.
 - (3) Forestry.
 - (4) Grazing and pasturing.
 - (5) Greenhouses and plant nurseries.
 - (6) Fish Hatcheries.
 - (7) Fur farms.
 - (8) Horticulture.
 - (9) Livestock raising (limited to operations with less than 500 animal units; see Section 13-1-7).
 - (10) Orchards and vineyards.
 - (11) Paddocks and stables.
 - (12) Poultry raising (limited to operations with less than 500 animal units; see Section 13-1-7).
 - (13) Essential services for farming.
 - (14) Single family ~~dwelling~~ ~~residences~~ and necessary appurtenant structures on any operating farm for occupancy by those employed in connection with the farm operation and their families at a density not to exceed one (1) dwelling unit per thirty-five (35) acres.
 - (15) Minor Home occupations and professional home offices (see Section 13-1-72).
 - (16) Accessory Dwelling Unit (attached) subject to the provisions of 13-1-77.

- c. Rear Yard: Ten (10) ~~Twenty-five (25)~~ feet.
 - (6) Setbacks for Secondary Agricultural Structures (non residential).
 - a. Street Yard: Seventy-five (75) feet unless otherwise specified in Section 13-1-24 due to the highway classification whichever is greater.
 - b. Side Yard: Ten (10) ~~Twenty-five (25)~~ feet.
 - c. Rear Yard: Ten (10) ~~Twenty-five (25)~~ feet.
- (e) Farmette Regulations. A farmette is a small farm containing pre-existing farm buildings that is at least five (5) acres in size created by a land division usually because of a farm consolidation. A farmette is intended to be used for hobby farm or other small-scale agricultural uses.
 - (1) Lot Size.
 - a. Minimum: Five (5) acres.
 - b. Maximum: to be determined by the Plan Commission but not to exceed fifteen (15) acres based on the suitability of the land and existing buildings for the intended use and the required setbacks surrounding the existing buildings deemed necessary by the Plan Commission to buffer adjacent uses and parcels.
 - (2) Lot Width.
 - a. Minimum: None.
 - (3) Agriculture Structure Height.
 - a. Minimum: None.
 - (4) Residential Structure Height.
 - a. Maximum: Thirty-five (35) feet.
 - (5) Minimum Setbacks.
 - a. Street Yard: Seventy-five (75) feet unless otherwise specified in Section 13-1-24 due to the highway classification whichever is greater.
 - b. Side Yard: Ten (10) ~~Twenty-five (25)~~ feet.
 - c. Rear Yard: Ten (10) ~~Twenty-five (25)~~ feet.
- (f) Animal Unit Restrictions. Unless otherwise specifically allowed or restricted as part of a conditional use permit, variance or previously existing as a legal non-conforming use prior to January 1, 2010, the number of animal units (see "animal unit" definition in Section 13-1-7) allowed to be kept on a parcel of land shall be limited as follows:
 - (1) Parcel <= 3 acres: One (1) animal unit.
 - (2) Parcel 3 to 15 acres: One (1) animal unit for the first three (3) acres plus one (1) additional animal unit per each additional acre.
 - (3) Parcel >15 acres: No limit.

- (c) Conditional Uses.
- (1) Aircraft landing fields and hangars (see Section 13-1-73).
 - (2) Commercial greenhouse, landscape and nursery business.
 - (3) Sanitary landfill that serves the needs of Town residents.
 - (4) Duplexes (two-family dwellings) and necessary appurtenant structures on any operating farm for occupancy by those employed in connection with the farm operation and their families subject to the provisions of the RC-1 district.
 - (5) Farm machinery repair businesses.
 - (6) Governmental and cultural uses (see Section 13-1-73).
 - (7) Utilities (see Section 13-1-73).
 - (8) Gravel pits and quarries, but not including the manufacture of products other than the production of crushed stone, gravel or sand (see Section 13-1-74).
 - (9) Dog kennels and horse boarding (see Section 13-1-76).
 - (10) Major Home occupations and professional home offices (see Section 13-1-72).
 - (11) Landscape contracting.
 - (12) Storing, manufacturing and sale of explosives (limited to such uses existing as of January 1, 2009 and which are deemed to be non-conforming uses subject to Section 13-1-80).
 - (13) Agricultural and other compatible uses of existing farm structures.
 - (14) Farmettes (see Section 13-1-46(f)).
 - (15) Agricultural operations listed as permitted or conditional uses on substandard lots existing prior to the adoption of this ordinance.
 - (16) Rifle/shotgun ranges.
 - (17) Accessory Dwelling Unit (detached) subject to the provisions of 13-1-77.
- (d) AG-1 Site Regulations (Principal Structure).
- (1) Lot Width.
 - a. Minimum: Two hundred fifty (250) feet.
 - (2) Lot Size.
 - a. Minimum: Thirty-Five (35) acres. (except lots created under the provisions of the RC-1 Rural Cluster Overlay District).
 - (3) Agriculture Structure Height.
 - a. Maximum: None.
 - (4) Residential Structure Height.
 - a. Maximum: Thirty-five (35) feet.
 - (5) Setbacks for Primary Agricultural Structures.
 - a. Street Yard: Seventy-five (75) feet unless otherwise specified in Section 13-1-24 due to the highway classification whichever is greater.
 - b. Side Yard: Ten (10) Twenty-five (25) feet.

EXHIBIT "B"

Town of Lowell Zoning Code Amendment

Section 13-1-7 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

13-1-7 Definitions.

(6a) **Animal Unit.** A unit of measure used to determine the total number of a single animal type or a combination of animals types which are allowed to be kept, fed, confined or stabled on a property located in the RC-1: Rural Cluster Residential Overlay District and AG-1: Agricultural Zoning Districts (but not applicable in the AE: Agricultural Enterprise District), where one (1) animal unit equals the following:

Animal Type	Number of Animals Equal to One (1) Animal Unit
Cattle, Buffalo or other Livestock	1
Horse, Mule or Donkey	1
Pony or Small Horse (<35" at withers)	3
Swine	5
Goat, Sheep, Llama, Alpaca, Emu or Ostrich	5
Poultry	50
Mink, Rabbit or other fur-bearing animals	50

(41) **Dwelling Unit.** One or more rooms in a dwelling, which is designed, occupied, or intended for occupancy as separate living quarters, with an individual entrance, cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of one (1) household. ~~A building or portion thereof used exclusively for human habitation, including single-family, two-family and multi-family dwellings, but not including hotels, motels or lodging houses.~~

(41b) Dwelling Unit, Accessory (Attached): A second dwelling unit including separate kitchen, sleeping and sanitation facilities, and entrance, within or on a lot with a primary residence. The second unit shares one or more common or abutting walls, and is created auxiliary to and is always smaller than the primary residence.

(41c) Dwelling Unit, Accessory (Detached): A second dwelling unit including separate kitchen, sleeping, and sanitation facilities, on a lot with a primary residence. The second unit is created auxiliary to and is always smaller than the primary residence.

EXHIBIT "C"

Town of Lowell Zoning Code Amendment

Section 13-1-47 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

Sec. 13-1-47 C-I Conservancy Overlay District.

- (a) Purpose and Characteristics. The C-I Conservancy Overlay District is intended to be used to prevent destruction of valuable natural or man-made resources and to protect watercourses and areas that are not adequately drained, or which are subject to periodic flooding, where development would result in hazards to health or safety, or would deplete or destroy natural resources or be otherwise incompatible with the public welfare. The District includes county-designated primary environmental corridors. The C-I District provides for additional uses which are not permitted in the underlying districts but also sets forth additional regulations.
- (b) Permitted Uses.
- (1) Hiking, fishing, trapping, hunting, swimming, and boating, unless prohibited by other ordinances or laws.
 - (2) Harvesting of wild crops, such as marsh hay, ferns, moss, wild rice, berries, tree fruits and tree seeds, in a manner that is not injurious to the natural reproduction of such crops and that does not involve filling, flooding, draining, dredging, ditching, tiling, or excavating.
 - (3) Silviculture, including the planting, thinning, and harvesting of timber.
 - (4) Pasturing of livestock and the construction and maintenance of fences, provided that no filling, flooding, draining, dredging, ditching, tiling, or excavating is done.
 - (5) Cultivation of agricultural crops if cultivation can be accomplished without filling, flooding, or artificial drainage of the wetland through ditching, tiling, dredging or excavating except that flooding, dike and dam construction, and ditching shall be allowed for the purpose of growing and harvesting cranberries.
 - (6) Ditching, tiling, dredging, excavating, or filling done to maintain or repair an existing agricultural drainage system only to the extent necessary to maintain the level of drainage required to continue the existing agricultural use.
 - (7) Construction and maintenance of piers, docks, walkways, observation decks, and trail bridges, including those buildings on pilings, provided that no filling, flooding, dredging, draining, ditching, tiling, or excavating is done, except limited filling for access ramps.

- (8) Maintenance, repair, replacement, and construction of existing streets, roads, highways, and bridges.
- (c) Conditional Uses. The following public and private recreational facilities shall be conditional uses and may be permitted as specified (provided that the lot area is not less than three (3) acres and all structures are not less than fifty (50) feet from any district boundary):
- (1) Archery ranges.
 - (2) Boating.
 - (3) Camps.
 - (4) Conservatories.
 - (5) Utilities (see Section 13-1-73).
 - (6) See Section 13-1-75.
 - (7) Rifle/shotgun ranges.
 - (8) Other agricultural use as approved by the Plan Commission that does not significantly destroy or negatively impact the environment and does not include structures in county-designated floodplains.
- (d) Structures Prohibited. No structures shall be placed or moved onto lands lying in the C-I District, except structures not exceeding an area of five hundred (500) square feet which are accessory to principal or conditional uses. Habitable buildings or structures used for dwelling purposes are prohibited.
- ~~(e) Filling and Draining Improvements Prohibited. Except as otherwise provided in this Section, filling, flooding, draining, dredging, ditching, tiling or excavating is prohibited in the C-I District.~~
- (f) Incompatible Uses Prohibited. No on-site soil absorption sanitary sewage system, holding tank, or private well used to obtain water for ultimate human consumption shall be constructed in the C-I District.

EXHIBIT "D"

Town of Lowell Zoning Code Amendment

Section 13-1-49 is amended to read as follows where words that are underlined are to be added and words that are ~~stricken~~ are to be deleted:

13-1-49 AE Agricultural Enterprise District.

- (a) Purpose and Characteristics. The AE Agriculture Enterprise District is intended to preserve and promote a full range of agricultural uses, secure land for livestock production and other agricultural uses that may be more intensive than crop production. The AE District is intended to implement the requirements of and be consistent with Wisconsin's Livestock Facility Siting Law established in Wis. Stats. 93.90 and Wis. Admin. Code ATCP 51. The AE District is intended to implement applicable 2020 Comprehensive Plan goals, objectives and policies by encouraging livestock and other agricultural uses in areas where conditions are best suited for these agricultural uses and discourage non-farm residential development to avoid potential land use conflicts. The AE district is generally compatible with the "Agricultural" areas designated on the Future Land Use Plan Map in the 2020 Comprehensive Plan. Due to the more intensive nature of uses allowed, the AE district is not intended to be applied within the "Agricultural Transition" areas designated on the Future Land Use Plan Map in the 2020 Comprehensive Plan.
- (b) Permitted Uses.
- (1) General Agricultural uses, including: floriculture, forestry, grazing and pasturing, greenhouses, florists, plant nurseries, orchards, hatcheries, horticulture, viticulture.
 - (2) Livestock facilities with less than 500 animal units; see Section 13-1-49(f)(10).
 - (3) Paddocks and stables.
 - (4) Single-family residences and accessory structures thereto for occupancy by those employed in connection with the agricultural operation and their families.
 - (5) Minor Home occupations and professional home offices (see Section 13-1-72).

- (c) Conditional Uses.
- (1) Aircraft landing fields and hangers (see Section 13-1-73).
 - (2) Livestock facilities and animal confinement facilities with more than 500 animal units (see Section 13-1-~~49(f)(10)~~ ~~13-1-73~~).
 - (3) Commercial greenhouse, landscape and nursery business.
 - (4) Sanitary landfill that serves the needs of Town residents.
 - (5) Governmental and cultural uses (see Section 13-1-73).
 - (6) Utilities (see Section 13-1-73).
 - (7) Rifle/shotgun ranges.
 - (8) Gravel pits and quarries, but not including the manufacture of products other than the production of crushed stone, gravel or sand (see Section 13-1-74).
 - (9) Major Home occupations and professional home offices (see Section 13-1-72).
 - (10) Agricultural operations listed or permitted as conditional uses herein on substandard lots in existence prior to the adoption of this ordinance.

EXHIBIT "E"

Town of Lowell Zoning Code Amendment

Section 13-1-133 is appealed and replaced to read as follows:

13-1-133 Mobile Service Telecommunication Facilities.

(a) Purpose. The purpose of this ordinance is to regulate by zoning permit (1) the siting and construction of any new mobile service support structure and facilities; (2) with regard to a class 1 collocation, the substantial modification of an existing support structure and mobile service facilities; and (3) with regard to a class 2 collocation, collocation on an existing support structure which does not require the substantial modification of an existing support structure and mobile service facilities.

(b) Definitions. All definitions contained in Wis. Stats. 66.0404(1) are hereby incorporated by reference.

(c) Siting and Construction of any New Mobile Service Communication Support Structure and Facility.

(1) Application Process.

a. A town zoning permit is required for the siting and construction of any new mobile service support structure and facilities. The siting and construction of any new mobile service support structure and facilities is a conditional use in the town obtainable with this permit.

b. A written permit application must be completed by any applicant and submitted to the town. The application must contain the following information:

1. The name and business address of, and the contact individual for, the applicant.
2. The location of the proposed or affected support structure.
3. The location of the proposed mobile service facility.
4. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and

network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications.

5. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
 6. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.
- c. A permit application will be provided by the town upon request to any applicant.
 - d. If an applicant submits to the town an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the town shall consider the application complete. If the town does not believe that the application is complete, the town shall notify the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
 - e. Within 90 days of its receipt of a complete application, the town shall complete all of the following or the applicant may consider the application approved, except that the applicant and the town may agree in writing to an extension of the 90 day period:
 1. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.

2. Make a final decision whether to approve or disapprove the application.
 3. Notify the applicant, in writing, of its final decision.
 4. If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.
- f. The town may disapprove an application if an applicant refuses to evaluate the feasibility of collocation within the applicant's search ring and provide the sworn statement described under paragraph (c)(1)b.6 above.
 - g. If an applicant provides the town with an engineering certification showing that a mobile service support structure, or an existing structure, is designed to collapse within a smaller area than the set back or fall zone area required in a zoning ordinance, that zoning ordinance does not apply to such a structure unless the town provides the applicant with substantial evidence that the engineering certification is flawed.
 - h. The fee for the permit is established by Town Resolution; see the Town Clerk for the current fee schedule.

(d) Class I Collocation.

(1) Application Process

- a. A town zoning permit is required for a class 1 collocation. A class 1 collocation is a conditional use in the town obtainable with this permit.
- b. A written permit application must be completed by any applicant and submitted to the town. The application must contain the following information:
 1. The name and business address of, and the contact individual for, the applicant.
 2. The location of the proposed or affected support structure.
 3. The location of the proposed mobile service facility.
 4. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers,

base stations, power supplies, cabling, and related equipment associated with the proposed modifications.

5. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
 6. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.
- c. A permit application will be provided by the town upon request to any applicant.
 - d. If an applicant submits to the town an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the town shall consider the application complete. If the town does not believe that the application is complete, the town shall notify the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
 - e. Within 90 days of its receipt of a complete application, the town shall complete all of the following or the applicant may consider the application approved, except that the applicant and the town may agree in writing to an extension of the 90 day period:
 1. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.
 2. Make a final decision whether to approve or disapprove the application.

(a) Notify the applicant, in writing, of its final decision.

(b) If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

f. The town may disapprove an application if an applicant refuses to evaluate the feasibility of collocation within the applicant's searching and provide the sworn statement described under paragraph (d)(1)b.6. above.

g. If an applicant provides the town with an engineering certification showing that a mobile service support structure, or an existing structure, is designed to collapse within a smaller area than the set back or fall zone area required in a zoning ordinance, that zoning ordinance does not apply to such a structure unless the town provides the applicant with substantial evidence that the engineering certification is flawed.

h. The fee for the permit is established by town resolution; see the town clerk for the current fee schedule.

(e) Class 2 Collocation.

(1) Application Process.

a. A town zoning permit is required for a class 2 collocation. A class 2 collocation is a permitted use in the town but still requires the issuance of the town permit.

b. A written permit application must be completed by any applicant and submitted to the town. The application must contain the following information:

1. The name and business address of, and the contact individual for, the applicant.
2. The location of the proposed or affected support structure.
3. The location of the proposed mobile service facility.

c. A permit application will be provided by the town upon request to any applicant.

d. A class 2 collocation is subject to the same requirements for the issuance of a building permit to which any other type of commercial development or land use development is subject.

- e. If an applicant submits to the town an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the town shall consider the application complete. If any of the required information is not in the application, the town shall notify the applicant in writing, within 5 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.

 - f. Within 45 days of its receipt of a complete application, the town shall complete all of the following or the applicant may consider the application approved, except that the applicant and the town may agree in writing to an extension of the 45 day period:
 - 1. Make a final decision whether to approve or disapprove the application.
 - 2. Notify the applicant, in writing, of its final decision.
 - 3. If the application is approved, issue the applicant the relevant permit.
 - 4. If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

 - g. The fee for the permit is established by town resolution; see the town clerk for the current fee schedule.
- (f) Penalty Provision. Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$100 nor more than \$10,000, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this ordinance. In addition, the town board may seek injunctive relief from a court of record to enjoin further violations.

EXHIBIT "F"

Town of Lowell Zoning Code Amendment

Section 13-1-77 is created to read as follows:

Sec. 13-1-77 Accessory Dwelling Units (ADU's).

- (a) Intent. Accessory dwelling units (ADU's) are a second dwelling unit located on a property that is intended to be an accessory or secondary use of that property. ADU's are created auxiliary to, and smaller than, the primary dwelling on a property. ADU's can be created in a variety of ways, including conversion of a portion of an existing house, addition to an existing house, conversion of an existing garage or the construction of an entirely new and detached building. ADU's are also known as "mother-in-law suites", "care-giver suites", "guest quarters" and "granny flats".
- (b) Minimum Standards.
- (1) Property Size. The property upon which an ADU is proposed shall not be less than three 3(3) acres in area, or, the minimum parcel size required in order to accommodate the ADU and a replacement or expanded septic system.
 - (2) Size. The ADU may have no more than two (2) bedrooms and cannot exceed in size (gross square feet) more than 50% of the total living area (gross square feet) of the primary dwelling or a maximum of 1,000 square feet, whichever is less.
 - (3) Only one ADU will be allowed per property with an existing single-family residence. ADU's are not allowed on lots containing a duplex. A detached ADU will not be allowed on a property containing an existing attached ADU, and, an attached ADU will not be allowed on a property containing a detached ADU.
 - (4) A detached ADU shall be located in a side or rear yard of the property and within 150 feet of the primary dwelling.
 - (5) An ADU cannot be used as a rental unit or property.
 - (6) Attached vs. Detached. The standard for attached versus detached ADUs is as follows:
 - a. Detached buildings. To be considered a detached building, the ADU must be located in the side or rear yard of the property and at least 25 feet behind the primary dwelling.
 - b. Attached buildings. To be considered attached, living space of both the primary dwelling and ADU must abut, i.e. share a common wall, or, be connected by a breezeway, garage, or other enclosed structure constructed on a foundation where the length of the connecting structure cannot exceed twice the width. Features such as trellises, decks, patios, or other

unenclosed structures will not be considered an attached structure.

- (7) A detached ADU shall not be approved unless and until a legal covenant or title notice is recorded on the property which will generally state that the accessory dwelling located on this property may not be sold as a separate residence until such time as the accessory dwelling is located as the sole residence on a legally subdivided parcel. Said covenant shall also contain whatever additional conditions or stipulations are approved by the Town for ADU's requiring a conditional use permit.

RESOLUTION # 15-6

TO THE HONORABLE BOARD OF SUPERVISORS
OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

WHEREAS, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

WHEREAS, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

WHEREAS, a public hearing of the proposed amendment to the Town of Lowell Zoning Code was held before the Lowell Town Board on December 9, 2014; and

WHEREAS, the proposed amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on December 9, 2014, as set forth and attached hereto as "Exhibit A";

THEREFORE, BE IT RESOLVED, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 21st day of April, 2015.

Chester Caine
Chester Caine, County Supervisor

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 32 NOES 0
ABSENT 1
ABSTAIN 0

Karen J. Gibson
County Clerk

REPORT to Res. 15-6

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

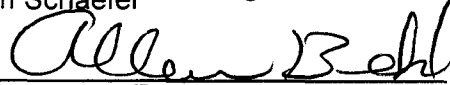
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Charles and Jeanne Neis Trust requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 25-acres of land from an AG1 General Agricultural Zoning District to an RC1 Rural Cluster Residential Zoning District in part of the SW ¼, NE ¼, Section 12, T10N, R14E, Town of Lowell, for the purpose of creating a non-farm residential lot and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with both the Town's and the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

Respectfully submitted this 6th day of April, 2015



Tom Schaefer



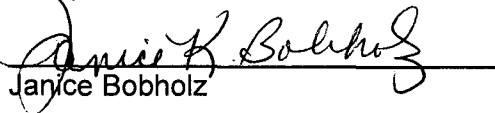
Allen Behl



Randy Grebel



Joseph Marsik

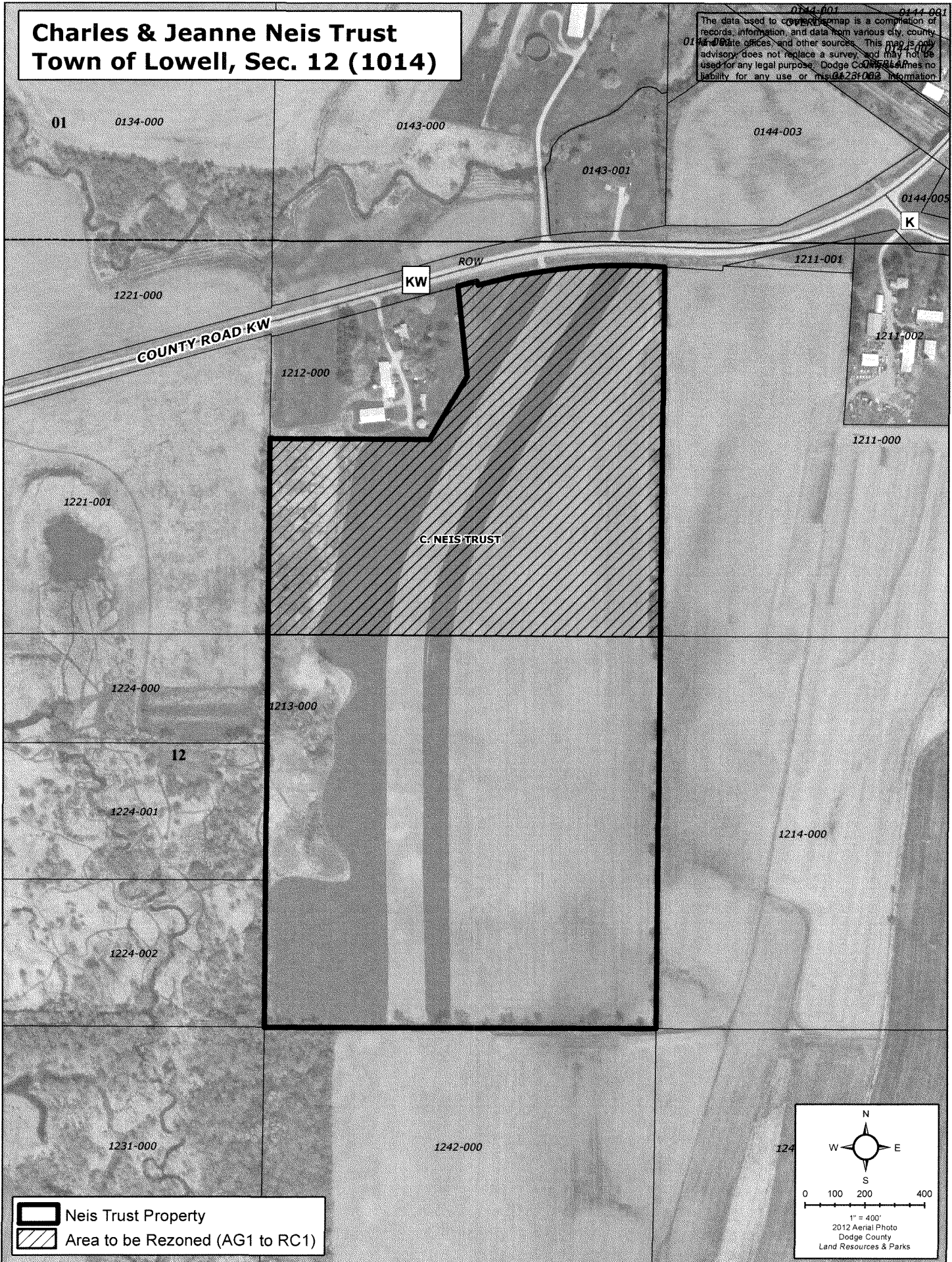




Janice Bobholz

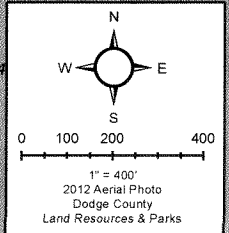
Planning, Development and Parks
Committee

Charles & Jeanne Neis Trust Town of Lowell, Sec. 12 (1014)

The data used to create this map is a compilation of records, information, and data from various city, county, and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County has no liability for any use or misuse of this information.



 Neis Trust Property
 Area to be Rezoned (AG1 to RC1)



RESOLUTION # 15-7

TO THE HONORABLE BOARD OF SUPERVISORS
OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

WHEREAS, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

WHEREAS, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

WHEREAS, a public hearing of the proposed amendment to the Town of Lowell Zoning Code was held before the Lowell Town Board on February 3, 2015; and

WHEREAS, the proposed amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on February 10, 2015, as set forth and attached hereto as "Exhibit A";

THEREFORE, BE IT RESOLVED, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 21st day of April, 2015.

Chester Caine
Chester Caine, County Supervisor

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 32 NOES 0
ABSENT 0
ABSTAIN 0

Karen J. Gibson
County Clerk

REPORT to Res. 15-7

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

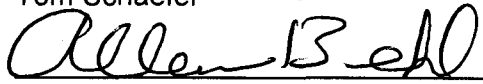
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Blaine and Carol Priebusch requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 25-acres of land from an AG1 General Agricultural Zoning District to an RC1 Rural Cluster Residential Zoning District in part of the SW ¼, NE ¼, Section 30, T10N, R14E, Town of Lowell for the purpose of creating a non-farm residential lot and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with both the Town's and the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

Respectfully submitted this 6th day of April, 2015



Tom Schaefer




Allen Behl



Randy Grebel



Joseph Marsik

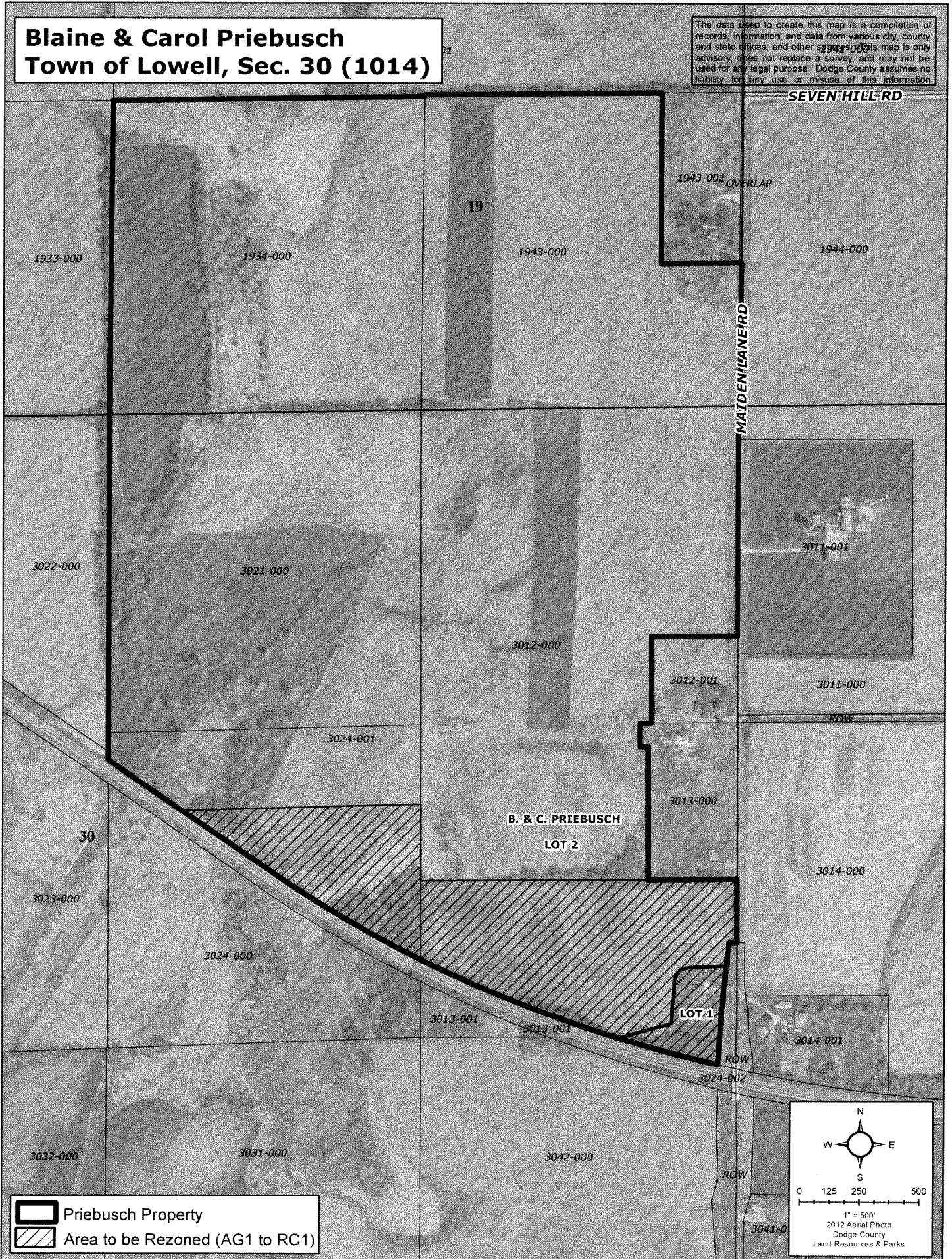


Janice Bobholz

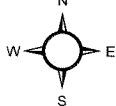
Planning, Development and Parks
Committee

Blaine & Carol Priebusch Town of Lowell, Sec. 30 (1014)

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



Priebusch Property
 Area to be Rezoned (AG1 to RC1)

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 S

0 125 250 500
 1" = 500'
 2012 Aerial Photo
 Dodge County
 Land Resources & Parks

RESOLUTION NO. 15-8

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, Dodge County, Wisconsin, is the owner in fee for highway purposes, of four vacant lots located in the City of Fox Lake, Dodge County, Wisconsin (four vacant lots); and,

WHEREAS, a legal description of the four vacant lots is as follows:

Lot 1, Lot 2, Lot 3, and Lot 4 of Dodge County Certified Survey Map No. 5966, as recorded in the Office of the Register of Deeds in and for Dodge County, Wisconsin, on July 11, 2006, at 1:52 P.M., in Volume 40 of Certified Survey Maps at Pages 55, 56, and 57, as Document No. 1073045; and,

WHEREAS, a copy of Dodge County Certified Survey Map No. 5966 has been attached hereto as Exhibit "A"; and,

WHEREAS, the Dodge County Highway Committee has determined that the four vacant lots are no longer necessary for Dodge County's use for highway purposes, and requests and recommends that the Dodge County Board of Supervisors also determine that the four vacant lots are no longer necessary for Dodge County's use for highway purposes; and,

WHEREAS, the Highway Committee has offered the four vacant lots for sale to the public by sealed bids; and,

WHEREAS, the Highway Committee received one written sealed bid, which was submitted by Dale Paul and Laura Helmer, in the amount of \$17,777, and has accepted the written bid from Dale Paul and Laura Helmer; and,

WHEREAS, copies of the bidding documents are on file in the Office of the County Clerk and may be viewed there during normal business hours; and,

WHEREAS, the Highway Committee recommends that the Dodge County Board of Supervisors authorize and approve the sale of the four vacant lots by the Highway Committee on behalf of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Authorizes and approves the sale by the Dodge County Highway Committee, on behalf of Dodge County, to Dale Paul and Laura Helmer, at a purchase price of \$17,777, of the four vacant lots located in the City of Fox Lake, Dodge County, Wisconsin. (four vacant lots) which are legally described as follows:

Lot 1, Lot 2, Lot 3, and Lot 4 of Dodge County Certified Survey Map No. 5966, as recorded in the Office of the Register of Deeds in and for Dodge County, Wisconsin, on July 11, 2006, at 1:52 P.M., in Volume 40 of Certified Survey Maps at Pages 55, 56, and 57, as Document No. 1073045; and,

2. Determines that the four vacant lots are no longer necessary for Dodge County's use for highway purposes;
3. Authorizes and directs the Dodge County Clerk to convey the four vacant lots to Dale Paul and Laura Helmer, by Quit Claim Deed; and,
4. Authorizes and directs the Chairman of the Dodge County Board of Supervisors, the County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to sell the four vacant lots to Dale Paul and Laura Helmer; and,

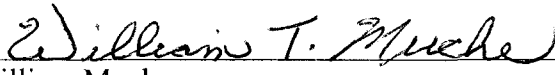
BE IT FINALLY RESOLVED, that the Dodge County Treasurer shall deposit the proceeds of sale in Dodge County Highway Department Business Unit 3281, Capital Asset Acquisition, Account No. .4833.08, Highway Auction Sales.

All of which is respectfully submitted this 21st day of April, 2015.


Dodge County Highway Committee:



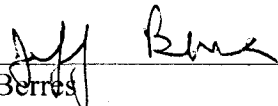
 Harold Johnson



 William Muehe



 Chester Caine



 Jeff Berres




 Randy Grebel

ADOPTED
 BY DODGE COUNTY BOARD

APR 21 2015

AYES	<u>32</u>	NOES	<u>0</u>
ABSENT	<u>1</u>		
ABSTAIN	<u>6</u>		


 County Clerk

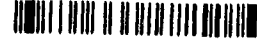
April 2015

DOCUMENT# 1073045
Office of Register of Deeds
Dodge County, Wisconsin
RECEIVED FOR RECORD
JULY 11, 2006 AT 01:52PM

15
3

Chris Planasch

CHRIS PLANASCH - Registrar
Fee Amount: \$15.00



DODGE COUNTY CERTIFIED SURVEY

MAP # 5966

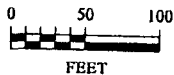
A RESURVEY OF LOT 1 CSM #3832 BEING
LOCATED IN PART OF THE NW 1/4 OF THE NW 1/4
AND PART OF THE SW 1/4 OF THE NW 1/4
SECTION 36, TOWN 13 NORTH, RANGE 13 EAST,
CITY OF FOX LAKE, DODGE COUNTY, WISCONSIN.

OWNER: Dodge County
127 East Oak Street
Juneau WI 53039

These lots shall not
be further subdivided.

Total Area
65340 sq. ft.
1.500 acres

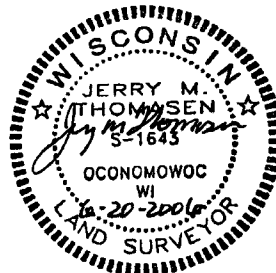
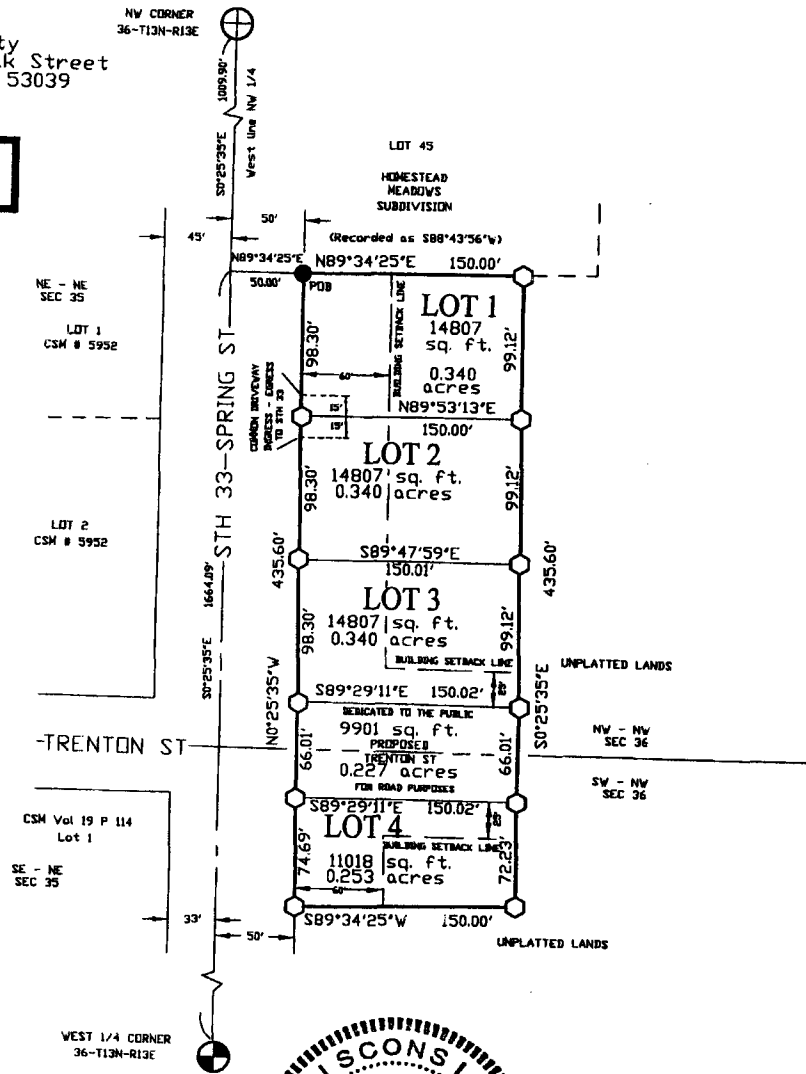
Bearings referenced to the
Dodge County Coordinate System.



SCALE: 1" = 100'

LEGEND

- ⊕ Bertsen cast aluminum monument found
- ⊗ Accessory referenced
- 3/4" x 18" Rebar placed
- 1 1/4" x 24" Rebar found



RESOLUTION NO. 15-10

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Building Committee has considered the equipment needs of the Henry Dodge Office Building and has determined that it is necessary to purchase a new air cooled glycol chiller (chiller); and,

WHEREAS, the Dodge County Physical Facilities Maintenance Department (Maintenance Department) has solicited bids for the purchase of a new chiller, and has received four bids; and,

WHEREAS, the bid documents are on file in the Maintenance Department and may be viewed there during normal business hours; and,

WHEREAS, Focus On Energy will pay an energy efficiency incentive to Dodge County, the amount of which energy efficiency incentive will depend on the particular new chiller that Dodge County will purchase; and,

WHEREAS, a summary of the four bids that were received is set forth in a document that is entitled *Summary of Bids Received*, which has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, it is the recommendation of the Dodge County Building Committee that Dodge County purchase a new Daikin brand chiller from Masters Building Solutions, 3912 N. Providence Avenue, Suite A, Appleton, Wisconsin, at a purchase price of \$109,800; and,

WHEREAS, there are funds available in the 2015 Budget of the Maintenance Department in Business Unit 1905, Henry Dodge Office Building, Account No. .5829, Other Capital Improvements, and sufficient to pay for the new Daikin brand chiller at a purchase price in the amount of \$109,800;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves and accepts the bid from Masters Building Solutions, 3912 N. Providence Avenue, Suite A, Appleton, Wisconsin, for the purchase of a new Daikin brand air cooled glycol chiller (chiller), in the amount of \$109,800; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Dodge County Physical Facilities Director in a total amount not to exceed \$109,800, representing the purchase of a new Daikin brand chiller from Masters Building Solutions, at a purchase price of \$109,800, the County Clerk is authorized to issue an order upon the Dodge County Treasurer for payment of such invoice, and that funds for payment of such invoice shall be taken from Business Unit 1905, Henry Dodge Office Building, Account No. .5829, Other Capital Improvements.

All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Building Committee:

Rodger Mattson
Rodger Mattson

Chester Caine

Dennis Schmidt
Dennis Schmidt

Mark Roesch

Thomas Nickel

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 30 NOES 1
ABSENT 2
ABSTAIN 8

Raven J. Gibson
County Clerk

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? X Yes or _____ No

Fiscal Impact on the adopted 2015 Budget:
\$ 0

Fiscal Impact reviewed by the Dodge County Finance Committee on 4/21, 2015.

David Frohling
David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Wayne Uttke:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Phillip Gohr:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting
Gerald Adelmeyer:	_____	Aye	_____	No	_____	Abstain	<u>X</u>	Absent from Meeting
Thomas J. Schaefer:	<u>X</u>	Aye	_____	No	_____	Abstain	_____	Absent from Meeting

Summary of Bids Received

BIDDER	BRAND OF CHILLER	BID AMOUNT
Temperature Systems, Inc. 5001 Voges Road Madison, WI 53718	Carrier	\$108,500
Masters Building Solutions 3912 N. Providence Avenue, Suite A Appleton, WI 54913	Daikin	\$109,800
Johnson Controls, Inc. 10201 Innovation Drive, Suite 300 Milwaukee, WI 53226	York	\$116,880
Trane U.S., Inc. 234 West Florida Street, 6 th Floor Milwaukee, WI 53204	Trane	\$143,500

REPORT 1

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Dana Kelton requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 0.3-acres of land from a C-1 Commercial Zoning District to a C-2 Extensive Commercial Zoning District in the SW ¼, NE ¼, Section 26, Town of Ashippun, for the purpose of establishing a home based garden center and gift shop at this location and recommend adoption of the attached ordinance.

The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

Respectfully submitted this 16th day of MARCH, 2015

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 31 NOES 0
ABSENT 2
ABSTAIN 0

Ranen J. Nilson
County Clerk

Tom Schaefer
Tom Schaefer

Allen Behl
Allen Behl

Randy Grebel
Randy Grebel

Joseph Marsik
Joseph Marsik

Janice Bobholz
Janice Bobholz

Planning, Development and Parks Committee

Ordinance No. 938

An Ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 26, T09N, R17E, Town of Ashippun, in the C-2 Extensive Commercial zoning district.

Whereas the subject matter of this Ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Planning, Development and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this Ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and that the rezoning is the minimum action necessary to accomplish the intent of the petition.

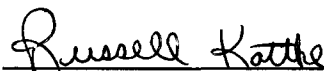
The County Board of Supervisors of the County of Dodge does ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this Ordinance.

Section 2. This Ordinance shall be effective upon enactment and publication.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Adopted and Approved this 21 day of April, 2015.



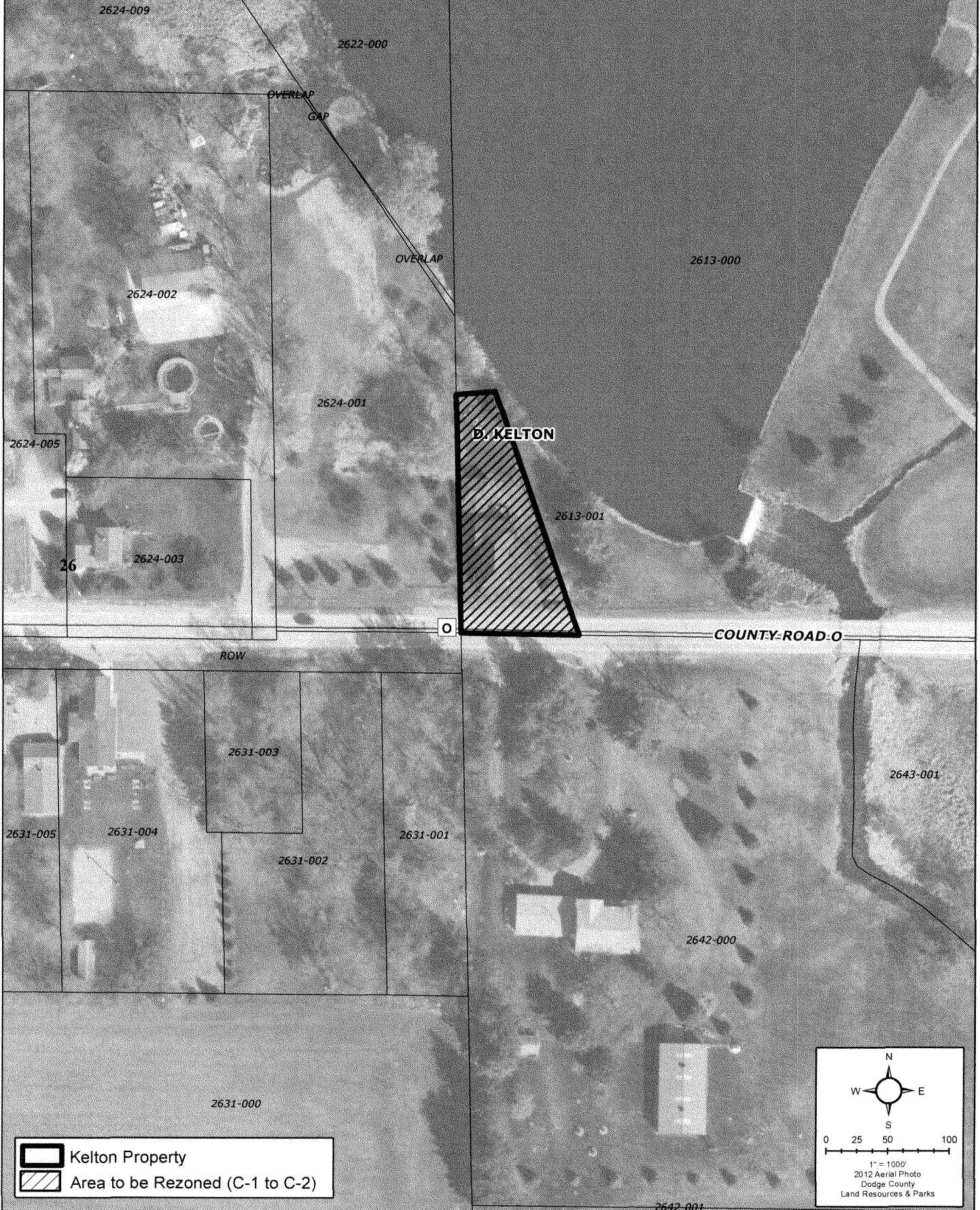
Russell Kottke
Chairman





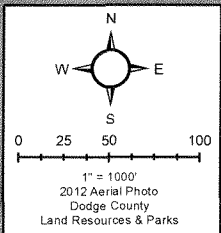
Karen J. Gibson
County Clerk

Dana Kelton Town of Ashippun, Sec. 26

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



 Kelton Property
 Area to be Rezoned (C-1 to C-2)



REPORT 2

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of David Lauersdorf Trust requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 24.7-acres of land from an A1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in part of the NW ¼, and part of the NE ¼, Section 11, Town of Lebanon, in order to allow for the expansion of two existing non-farm residential lots and to allow for the creation of two non-farm residential lots at this location and recommend adoption of the attached ordinance.

The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plans and is consistent with the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

Respectfully submitted this 6th day of April, 2015.

ADOPTED
BY DODGE COUNTY BOARD

APR 21 2015

AYES 31 NOES 0
ABSENT 2
ABSTAIN 0

Karen J. Dilsen
County Clerk

Tom Schaefer
Tom Schaefer

Allen Behl
Allen Behl

Randy Grebel
Randy Grebel

Joseph Marzik
Joseph Marzik

Jarlice Bobholz
Jarlice Bobholz

Planning, Development and Parks Committee

Ordinance No. 939

An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 11, T09N, R16E, Town of Lebanon, in the A-2 General Agricultural zoning district.

Whereas the subject matter of this ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Planning, Development and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties, be used to legitimize or spot zone a nonconforming use or structure and that the rezoning petition is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge do ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this ordinance.

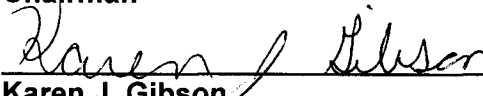
Section 2. This ordinance shall be effective upon passage.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance are hereby repealed.

Adopted and Approved this 21 day of April, 2015.



Russell Kottke
Chairman





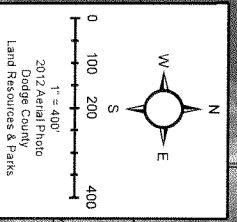
Karen J. Gibson
County Clerk

David Lauersdorf Trust Town of Lebanon, Sec. 11

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not constitute a warranty, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



 Lauersdorf Trust Property
 Area to be Rezoned (A-2 to A-1)



ORDINANCE NO. 940

AN ORDINANCE TO CREATE SECTION 1.39 – PUBLIC RECORDS COMMITTEE, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN.

WHEREAS, Section 19.21(5)(3) of the *Wisconsin Statutes*, permits a County Board of Supervisors to provide, by ordinance, a program for keeping, preservation, retention, and disposition of public records, including the establishment of a committee on public records, and may institute a records management service for the county and may appropriate funds to accomplish such purposes; and,

WHEREAS, it is the considered opinion of the Dodge County Board of Supervisors that the creation of a committee on public records will benefit Dodge County by helping to ensure that public records of Dodge County are properly kept, preserved, retained, and disposed of in manners consistent with the laws of the State of Wisconsin and the Public Records Retention and Disposition Policies of Dodge County; and,

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Section 1.39 of the Code of Ordinances, Dodge County, Wisconsin, is hereby created to read as follows:

1.39 PUBLIC RECORDS COMMITTEE.

- (1) CREATION OF PUBLIC RECORDS COMMITTEE. A Dodge County Public Records Committee is hereby created;
- (2) DUTIES. The duties of the Dodge County Public Records Committee shall be to: review Dodge County Records Retention and Disposition Policies; review statutes, administrative code provisions, and other rules or regulations that pertain to either the retention or disposition of records of Wisconsin counties; make recommendations to the Dodge County Executive Committee for changes to the Dodge County Records Retention and Disposition Policies; inform Dodge County Departments about Dodge County Records Retention and Disposition Policies; encourage compliance by Dodge County Departments with Dodge County Records Retention and Disposition Policies; and, monitor compliance by Dodge County Departments with Dodge County Records Retention and Disposition Policies;
- (3) MEMBERSHIP. The Public Records Committee shall consist of seven members, as set forth as follows:
 - (a) Chairman of the County Board of Supervisors, or the First Vice Chairman of the County Board of Supervisors, if designated by the Chairman of the County Board of Supervisors;
 - (b) County Clerk;

(c) Corporation Counsel, or an Assistant Corporation Counsel, if designated by the Corporation Counsel;

(d) County Administrator;

(e) Sheriff, or designee;

(f) Director of Information Technology, or designee;

(g) Director of Human Services and Health Department, or designee.

(4) MEETINGS. The Public Records Committee shall meet at least one time per year, and more often as required. Meetings of the Committee will be called by the Chairperson of the Committee. Minutes of meetings shall be recorded. Minutes of meetings shall be filed with the County Clerk.

Section 2. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 21st day of April, 2015.

Dodge County Executive Committee:

Russell Kottke
Russell Kottke

Harold Johnson
Harold Johnson

Donna Maly
Donna Maly

Joseph M. Marsik
Joseph M. Marsik

MaryAnn Miller
MaryAnn Miller

Jeff Berres
Jeff Berres

David Frohling
David Frohling

Enacted and approved this 21st day of April, 2015.

ADOPTED
BY DODGE COUNTY BOARD

Russell Kottke
Russell Kottke, Chairman
Dodge County Board of Supervisors

APR 21 2015

Karen J. Gibson
Karen J. Gibson, County Clerk

AYES 31 NOES 0
ABSENT 2
ABSTAIN 0

Karen J. Gibson
County Clerk

ORDINANCE NO. 941

AN ORDINANCE AMENDING CHAPTER 1-GENERAL GOVERNMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO REPEAL AND RECREATE SECTION 1.33 *RECORDS SCHEDULE*.

WHEREAS, the Wisconsin Counties Association initiated a Records Retention Task Force, which sought to create a comprehensive and flexible records retention and disposition schedule tailored to Wisconsin counties; and,

WHEREAS, the Task Force prepared a schedule, which has been approved by the Wisconsin Public Records Board, that will allow for records to be disposed of with permission of the Wisconsin Public Records Board in a time period less than the default time period of seven years otherwise required by Section 19.21(5)(c) of the *Wisconsin Statutes*; and,

WHEREAS, Dodge County has made changes to the Task Force's retention and disposition schedule to include records specific to Dodge County's respective retention periods not included by the Task Force; and,

WHEREAS, Dodge County requested and received approval of those changes from the Wisconsin Public Records Board; and,

WHEREAS, by enacting the Task Force's schedule with the approved changes, Dodge County will have adopted a records retention schedule that will allow for the disposition of records in a timely and scheduled manner;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Section 1.33 *Retention Schedule* of the Code of Ordinances, Dodge County, Wisconsin, a copy of which has been marked for identification as Exhibit "A" and has been attached hereto, is hereby repealed and recreated to read as set forth in Exhibit "B", attached hereto.

Section 2. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 21st day of April, 2015.

Dodge County Executive Committee:

Russell Kottke
Russell Kottke

David Frohling
David Frohling

Joseph Marsik
Joseph Marsik

Jeff Berres
Jeff Berres

Donna Maly
Donna Maly

MaryAnn Miller
MaryAnn Miller

Harold Johnson
Harold Johnson

Enacted and approved this 21st day of April, 2015.

Russell Kottke
Russell Kottke, Chairman
Dodge County Board of Supervisors

ADOPTED
BY DODGE COUNTY BOARD

Karen J. Gibson
Karen J. Gibson, Dodge County Clerk

APR 21 2015

AYES 29 NOES 2
 ABSENT 2
 ABSTAIN 0

Karen J. Gibson
County Clerk