

**Grant County Board of Supervisors  
December 17, 2019**

The Grant County Board of Supervisors met on Tuesday, December 17, 2019 at 10:00 a.m. in the Administration Building, 111 South Jefferson Street, Lancaster, WI second floor Room 264, pursuant to the adjournment of the November 12, 2019 meeting.

Robert Keeney, County Board Chair called the meeting to order and the Pledge of Allegiance was recited.

Verification of compliance with the open meeting law was a notice in the Herald Independent stating the date, time and place of the County Board Meeting and posted in two public posting locations and the county website verified by Linda K. Gebhard, County Clerk.

Roll Call, December 17, 2019

	Present	Absent	Excused
Carol Beals			X
John Beinborn	X		
Gregory Fry	X		
Roger Guthrie	X		
Dale Hood	X		
Lester Jantzen	X		
Robert Keeney	X		
Mike Lieurance	X		
Dwight Nelson	X		
Gary Northouse	X		
John Patcle	X		
Gary Ranum	X		
Robert Scallon	X		
Patrick Schroeder	X		
Donald Splinter	X		
Mark Stead	X		
Porter Wagner	X		

The Clerk took the roll call resulting in 16 present, 1 Excused. Therefore, a quorum was present.

Agenda: Robert Scallon, seconded by John Beinborn, made a motion to approve the amended agenda as presented. Motion carried.

Minutes: Patrick Schroeder, seconded by Porter Wagner, made a motion to approve the minutes of November 12, 2019 as presented. Motion carried.

Communication: Chair Keeney asked if any Board Members would be interested in attending the WCA Legislative Exchange in Madison they should contact the County Clerk.

Chair Keeney invited the Board Members, Department Heads and Elected Officials to the Holiday Lunch after the Board Meeting; food prepared by Ma's Bakery.

Mark Stead extended congratulations to Amy Olsen for receiving the following awards at the International Association of Fairs and Exposition:

- One award in 1<sup>st</sup> place - Agriculture Rodeo
- Three awards in 2<sup>nd</sup> place – Agriculture Equine  
Agriculture Education (4-H/FFA)  
Agriculture Exhibitor Event
- One award in 3<sup>rd</sup> place – Participatory Contest – Fair Olympics

Chair Keeney stated he will be forming the Complete Count Committee in December for the 2020 Census; all interested parties should contact him or the County Clerk.

Presentation – Legion Park Event Center: Gene Weber, Inspiring Community gave the presentation. It is the goal of this group to “gain back” large population gatherings and events that have been lost to Iowa and Illinois for years as a result of inadequate event center facilities in the southern part of Grant County.

Construction has begun on a 5,760 square foot open span event center located at Legion Park in Platteville. The group is asking for a monetary donation of \$5,500.00. This is ½ of 1% of the total cost (\$1.1M) of the facility.

John Beinborn stated he had forwarded this information to Ron Brisbois, Economic Development for further consideration on this issue.

Employee Recognition(s): Chair Keeney recognized three Grant County employees for their years of service to Grant County. Kevin Lang, Conservation, Sanitation, Zoning for his 29 years of service, Deborah Schmitz, Orchard Manor CNA for her 36 years of service, and LuAnn Bendorf, Sheriff Department 41 years of service as the Administrative Assistant. Kevin Lang was present to accept his certificate.

Appointment(s): Chair Keeney asked for approval to appoint Eileen Nickels for a three year term on the Southwest Wisconsin Regional Planning Commission.

Mark Stead, seconded by John Beinborn, to approve the appointment of Eileen Nickels for a three year term on the Southwest Wisconsin Regional Planning Commission. Motion carried.

Once the Resolution for the Census of the population was approved by the County Board of Supervisors from line item 17, Chair Keeney re-visited Line Item (10.) Appointments to appoint members to the Complete Count Committee for the 2020 Census. The Census officially kicks off on April 1, 2020. The following people Chair Keeney asked for approval to appoint the following members to the Complete Count Committee:

- Chair Robert C. Keeney
- County Clerk Linda K. Gebhard
- Supervisor Don Splinter

Chris Colney, GIS Specialist  
James Schneider, UW Extension  
Jamie Nutter, CESA 3  
David Krantz, Southwest Library  
Gary and Karla Corbett  
Carol Ann Hood

A motion was made by Patrick Schroeder, seconded by Gary Northouse, to approve the appointed members to serve on the Complete Count Committee for the 2020 Census. Motion carried.

Grant(s): Fred Naatz, Social Services Director asked for approval to apply for \$110,000.00 for the Targeted Safety Support Funds (TSSF) from DCF. The funds would be used to develop services to address safety concerns in a home that will allow children to stay in the home rather than being revoked, also able to focus on similar situations for reunification. The funding period is 01/01/2020 to 12/31/2020. There would be an in kind match to the County of 10%.

A motion was made by Greg Fry, seconded by Dwight Nelson to approve the request for the grant for \$110,000.00 from DCF for Targeted Safety Support Funds. Motion carried.

Discussion and possible action to rescind the motion adopting the resolution regarding Assessments from Prior Tax Rolls to be Charged Back to Municipalities 2019 Tax Levy/Collectable in 2020—Carrie Eastlick, Treasurer presented the request. Carrie is asking to rescind the motion made at the November 12, 2019 County Board meeting on the resolution regarding Assessments from Prior Tax Rolls to be Charged Back to Municipalities 2019 Tax Levy/Collectable in 2020. Due to the process changing in this procedure, instead they should be built into the levy limit worksheet.

A motion was made by John Patcle, seconded by Don Splinter, to approve the rescinding of Resolution 56-18 regarding Assessments from Prior Tax Rolls to be Charged Back to Municipalities 2019 Tax Levy/Collectable in 2020 approved at the November 12, 2019 County Board of Supervisor meeting and going forward using the tax levy calculation method. Motion carried.

***\*\*This is the Resolution passed at the November 12, 2019 meeting, now rescinded per motion made above:***

**RESOLUTION # 56-18  
RESOLUTION REGARDING ASSESSMENTS FROM PRIOR TAX ROLLS  
TO BE CHARGED BACK TO MUNICIPALITIES  
2019 TAX LEVY/COLLECTABLE IN 2020  
Wis. Stats. 70.74(2)**

***WHEREAS***, Wisconsin Statute 70.74(1) states, “Whenever any tax or assessment or any portion thereof levied on real estate, whether heretofore or hereafter levied, shall be set aside or determined to be illegal or void, collection thereof prevented by the judgment of a court or the action of the county board,” and

**WHEREAS**, Wisconsin Statute 70.74(2) states, “Whenever any tax or assessment or any part thereof levied on real estate shall have been set aside or determined to be illegal or void or the collection thereof prevented by the judgment of a court or the action of the county board and such tax or assessment shall not be justly reassess able, the county board may order such tax or assessment to be charged back to the respective town, city or village wherein such lands are situated in the next apportionment of county taxes”, and

**WHEREAS**, the following descriptions of land upon which the tax certificates are deemed illegal located within Grant County have been inadvertently assessed, the reason which is stated opposite each description, for the year and amount shown,

<b>MUNICIPALITY</b>	<b>TAX YEAR</b>	<b>COMPUTER NUMBER</b>	<b>TAX AMOUNT ONLY</b>	<b>NAME &amp; EXPLANATION</b>
TOWN OF BLOOMINGTON <i>Paid by taxpayer-town reimbursed</i>	2017	004-00164-0000	934.34	ERROR- property was being assessed w/ improvement that didn't exist
VILLAGE OF MUSCODA <i>Paid by taxpayer-Village reimbursed</i>	2016	153-00523-0010	1101.69	DOUBLE ASSESSMENT- was assessed locally as commercial and DOR also assessed under 153-523 as mfg
BOSCOBEL CITY <i>Paid by City</i>	2017	206-00861-0000	\$5657.66	EXEMPT PROPERTY- illegal assessment

**NOW THEREFORE BE IT RESOLVED**, that the illegal taxes as set forth above be cancelled and the amounts represented be charged back to the taxing district in which the lands are affected and located.

Presented and recommended for passage on this 12<sup>th</sup> day of November, 2019 by the Executive Committee of the Grant County Board of Supervisors, Lancaster, Wisconsin.

/s/ John Patcle, Chair  
 /s/ Robert C. Keeney, Co Board Chair  
 /s/ Mark Stead, Vice Chair

/s/ Carol Beals  
 /s/ Gary Ranum, Secretary  
 /s/ Don Splinter

/s/ Mike Lieurance

**ATTEST:** I, Linda K. Gebhard, Grant County Clerk, do certify that this resolution was adopted by the Grant County Board of Supervisors at a meeting held on November 12th, 2019.

/s/ Linda K. Gebhard, County Clerk

Request to amend 2019 budget to transfer \$120,000.00 from the Farm Fund to Orchard Manor to complete a capital project: Carol Schwartz, Orchard Manor presented the request. Due to an increase in the scope of cost for the requirements for wiring and having to hire an Engineer in the generator project that was previously approved by the County Board, Orchard Manor is requesting \$120,000.00 more from the Farm Fund. This was recommended for approval by the Orchard Manor Committee.

A motion was made by Gary Ranum, seconded by Don Splinter, to approve the additional funds of \$120,000.00 be taken out of the Farm Fund to complete the Orchard Manor generator project. A roll call vote was called for.

**ROLL CALL VOTE**

**DATE:** December 17, 2019

**QUESTION:** Orchard Manors request to take \$120,000.00 additional funds from the Farm Fund for the Generator Project.

	<b>YES</b>	<b>NO</b>	<b>EXCUSED</b>
1. GARY RANUM	X		
2. GARY NORTHOUSE	X		
3. ROBERT SCALLON	X		
4. ROBERT KEENEY	X		
5. ROGER GUTHRIE	X		
6. JOHN PATCLE	X		
7. GREGORY FRY	X		
8. PATRICK SCHROEDER	X		
9. MIKE LIEURANCE	X		
10. MARK STEAD	X		
11. DALE HOOD	X		
12. DWIGHT NELSON	X		
13. CAROL BEALS			X
14. LESTER JANTZEN	X		
15. JOHN BEINBORN	X		
16. DONALD SPLINTER	X		
17. PORTER WAGNER	X		

County Clerk took the roll call vote resulting in 16 Yes votes and 1 excused. Therefore motion carried.

Progress Report, Discussion & Possible action on Grant County Community Services Facility: Chair Keeney gave the update. They had to replace the front doors with a sliding door instead of the mechanic doors. The wind has been causing the current doors to malfunction. There have been some other warranty issues that have been worked through. All but dispatch has been moved into the building, they are delayed because of some TDS issues; hoping to be fully occupied by spring.

Nate Dreckman stated they moved in the building on November 6<sup>th</sup> and prior to that time the State Jail inspector came out to investigate the facility. The Inspector felt of all the facilities he has inspected this one is the best one he has seen and it has experienced the least amount of bumps in the road than other facilities. Nate extended a thank you to all who had been involved with the facility. He felt this speaks highly for Grant County to have an exceptional facility.

Progress Report on City of Lancaster Sewer extension project: Robert Keeney presented the updates. The city started the flow of materials through the system on November 12, 2019 which was forty two days after the completion date. The County is disputing liquidation damages with the city. Because the delay of the project, due to weather, some of the landscaping did not get completed. There may have to be some concessions on contracts to switch some of the funding from the sewer project back to the building project.

Authorize Quit Claim Deed in City of Platteville: Chair Keeney updated the Board on this issue. The parcels in question are in City of Platteville back when the roundabout was constructed near the campus there were parcels of land which were never officially transferred from the Grant County Highway, part of the Federal Project got into red tape, only verbal consent was given to transfer this land. The two triangular pieces of parcels 271-01447-0585 and 050-00663-0010 being asked to quit claim to the City of Platteville.

A motion was made by Mark Stead, seconded by Porter Wagner, to authorizing the County Clerk to sign the Quit Claim Deed for Parcels 271-01447-0585 and 050-00063-0010 to the City of Platteville. Motion carried.

Resolution Census of the Population for Grant County: Chair Keeney asked for a motion to approve the Resolution for the 2020 Census population for Grant County. Once this resolution is passed Chair Keeney will then appoint a Complete Count Committee so the process can be started so no one is missed in the count, for every one person missed there is a potential of losing \$1200.00 in Federal money. This was recommended for approval by the Administrative Committee.

A motion was made by Roger Guthrie, seconded by Porter Wagner to approve the resolution regarding the 2020 Census of the Population for Grant County. Motion carried.

**RESOLUTION # 68-18  
CENSUS OF THE POPULATION FOR GRANT COUNTY**

**TO:** The Honorable Chairperson and Members of the Grant County Board of Supervisors.

**RE:** Census of the Population of our nation in Grant County every ten years.

**WHEREAS,** our United States Constitution requires a Census of the population of our nation every ten years, AND,

**WHEREAS**, Census information is used to determine how many members our state has in the United States House of Representatives and is also used to determine districts in our state legislature and local governing bodies, AND,

**WHEREAS**. Having an accurate and complete Census count is important to our community in determining Federal and State Aids and Grants, economic development, housing assistance, transportation improvements and many other uses, AND,

**WHEREAS**, every resident of our community counts and deserves to be counted,

**NOW, THEREFORE, BE IT RESOLVED**, that the Grant County Board of Supervisors of Grant County recognizes the importance of the 2020 Census and agrees to form a Complete Count Committee, with appropriate sub-committees as needed, and to promote the Census to assume that all residents of our community are counted.

Submitted and hereby recommended for passage by the Grant County Board of Supervisors this 17<sup>th</sup> day of December, 2019 by the majority of a quorum of the Administrative Committee.

/s/ Roger Guthrie, Chair

/s/ Mark Stead, Vice Chair

/s/ Patrick Schroeder, Secretary

/s/ Robert Keeney

/s/ John Patcle

/s/ John Beinborn

/s/ Robert Scallon

This Resolution is hereby passed by the Grant County Board of Supervisors on this 17<sup>th</sup> day of December, 2019 by the majority of a quorum.

/s/ Robert C. Keeney, Chair

/s/ Linda K. Gebhard, Grant County Clerk

**ATTEST:** I Linda K. Gebhard, Grant County Clerk, do certify that Resolution 68-18 of the Census of the population for Grant County was passed by the Grant County Board of Supervisors at a meeting held on December 17, 2019.

/s/ Linda K. Gebhard, Grant County Clerk

Resolution Designating Grant County Information Technology Director as Grant County Administrative Coordinator with limited authority: County Clerk Linda K. Gebhard has indicated to the Board she would like to be taken off as the designated person for this title. This action stems from the presentation by the WCA to the County Board. It states in the State Stat. "A County must have an Executive, Administrator or Administrative Coordinator in place." This way Grant County can state they have an Administrator Coordinator designated in title; however, with no authority.

A motion was made by John Patcle, seconded by Lester Jantzen to approve the resolution designating the Information Technology Director as the Grant County Administrative Coordinator with limited authority. Motion carried.

**RESOLUTION NO. 69-18**

**A RESOLUTION DESIGNATING GRANT COUNTY INFORMATION TECHNOLOGY DIRECTOR AS GRANT COUNTY ADMINISTRATIVE COORDINATOR WITH LIMITED AUTHORITY**

**WHEREAS**, Wis. Stat. §59.19 provides that “[i]n any county which has not created the office of the county executive or county administrator, the board shall designate . . . an elected or appointed official to serve as administrative coordinator of the county;” and

**WHEREAS**, Grant County Resolution No. 53-10 provides that the County Board appointed the Grant County Clerk upon the resignation of Grant County Finance Director; and

**WHEREAS**, the Grant County Clerk has expressed her desire to discontinue that role effective January 1, 2020; and

**WHEREAS**, it is the intent of this Resolution to provide for the designation of the Grant County Information Technology Director as the Grant County Administrative Coordinator with limited authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Grant County Board of Supervisors, that:

1. By virtue of this Resolution, the Grant County Clerk is hereby no longer the Grant County Administrative Coordinator effective January 1, 2020.

2. The Grant County Information Technology Director is hereby designated as the Grant County Administrative Coordinator pursuant to, and consistent with, Wis. Stat. §59.19, effective January 1, 2020, with limited authority.

3. The Grant County Information Technology Director’s job description and salary shall remain unchanged and subject to revision only in a manner consistent with statute.

Presented and recommended for passage on this 17<sup>th</sup> day of December, 2019, by the Administrative Committee of the Grant County Board of Supervisors.

/s/ Roger Guthrie, Chair  
/s/ Patrick Schroeder, Secretary  
/s/ John Patcle  
/s/ John Beinborn

/s/ Mark Stead, Vice Chair  
/s/ Robert Keeney  
/s/ Robert Scallon

Adopted and approved this 17<sup>th</sup> day of December, 2019, by the Grant County Board of Supervisors.

BOARD OF SUPERVISERS BY:  
/s/ Robert C. Keeney, County Chair

**ATTEST:** I, Linda K. Gebhard, Grant County Clerk, do certify that the Resolution has been adopted and approved by the Grant County Board of Supervisors at a meeting held on December 17, 2019.

/s/ Linda K. Gebhard, County Clerk

Comprehensive Plan Change: None

Zoning Amendment: None

Dog Claim(s): Grant County Humane Society: Roger Guthrie presented the dog claims to the Board for approval.

A motion was made by Roger Guthrie, seconded by Greg Fry, to approve paying the amount of \$150.00 for one stray dog taken to the Grant County Humane Society. Motion carried.

Grant County Summary of Duties for County Board Chair: Supervisor Ranum presented the updated job description for the County Board Chair to the Board. Because Grant County still has the governing system where the County Board Chair is full time and acts similar to an Administrator. The Committee structure will still continue to function as they do now; this simply defines the County Board Chair job.

Patrick Schroeder, seconded by Dwight Nelson, made a motion to approve the job description of the summary of duties for the County Board Chair as presented. Motion carried.

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** County Board Chair

**DEPARTMENT/AGENCY:** Grant County Board of Supervisors

**SALARY:** Set by County Board

**FLSA:** Exempt – Elected

### **NATURE OF WORK**

This position is elected by the County Board as prescribed under Wisconsin State Statutes, pertaining to County governance, and has a wide range of executive powers limited only by expressed legislation of the County Board and/or State law. Considerable independent judgment is exercised within the guidelines established by law. Term of office is for two (2) years.

This full time public service position is required to be courteous, cooperative and respectful at all times and maintains cooperative and respectful working relationship with the public, employees, and public officials.

### **SUGGESTED KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of the operations of County government
2. Knowledge of legislative processes in State and Federal government
3. Demonstrated executive and administrative abilities
4. Knowledge of the budget process
5. Knowledge of State and Federal laws relating to County government operations
6. Good verbal skills for giving oral presentations and speaking before large groups
7. Extensive knowledge of Grant County government operations
8. Knowledge of Roberts Rules of Order
9. Professional level writing skills

### **EXPERIENCE AND TRAINING**

1. Elected member of the Grant County Board required
2. Experience in organizational management strongly recommended
3. County Elected Official and County Board Organizational Structure Training provided by Wisconsin Counties Association strongly recommended or completed shortly after appointment

### **ESSENTIAL JOB FUNCTIONS**

1. Presides over County Board meetings; maintain decorum, rule upon points of order, vote upon matters
2. Provides leadership, direction and coordination for the integration of county governmental functions including the county board, its committees and the departments
3. Transacts all necessary County Board and county administrative business with local, State and Federal officials as prescribed by the County Board
4. Enforces compliance with Federal, State and local laws, rules and regulations pertaining to County government
5. Recommends to the full County Board the appointed person to serve on committees, boards or commissions except when specifically limited by law
6. Coordinates all legislative functions of County government not prohibited by specific law
7. Acts as the liaison and public relations officer for the County, and spokesperson for the County Board for civic affairs, public hearings on general County government and appearances before investigative committees, commissions, task forces, etc.
8. Works with local public officials, business leaders and civic/social organizations regarding community development, including: inter-governmental partnerships, public-private partnerships, and related projects
9. Review and sign payroll, vouchers, resolutions, grant requests, contracts, zoning petitions, and other documents as needed
10. Recommends changes to practices that are designed to improve the efficiency, productivity, and effectiveness of County operations
11. Recommends the adoption of procedures as may be deemed necessary or expedient for the health, safety or general welfare of the community, or the improvement of administrative services within County government
12. Meets with local residents to address concerns regarding the administration or operation of County government
13. Evaluates all department heads, with the committee, and leadership staff's performance in accordance with the County performance evaluation process
14. Authorized to take disciplinary action concerning County Department Heads as recommended and assisted by legal counsel and the Personnel Director, in conjunction with the standing committee
15. Works with the County Board, committees and department heads to identify, develop, and implement strategic planning goals and objectives, consistent with County Board Rules
16. Oversees the process of updating the strategic plan adopted by the County Board, measuring outcomes of planning objectives, and the implementation of action plans
17. Provides guidance to management staff regarding the implementation of policies and procedures to accomplish the goals and objectives established by the County Board
18. Analyzes monitors and modifies as necessary the County organizational structure working with management staff and elected officials to facilitate the efficient and effective delivery of services to the public
19. Manages programs and projects for the County Government as designated by the County Board
20. Together with the County Clerk prepares County Board agendas
21. Provides a monthly report to the County Board on the condition and activities relating to the administration of County government and reports on the status of significant initiatives, work plans, and policy changes occurring within County government
22. Monitors department spending throughout the budget cycle recommending adjustments based upon the priorities, goals and objectives established by the County Board and budgetary oversight (Executive) committee

23. Develops and maintains close working relationship with all Department Heads to oversee that department objectives are met consistent with those of other departments and those of the County Board Rules and priorities

## **CLOSING STATEMENT**

This description has been prepared to assist in summarizing a list of duties and responsibilities of the County Board Chair. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

Approved by County Board 12/17/2019

### Committee Reports:

**Executive, John Patcle**—next meeting will be January 9, 2020 at 1:00 p.m.

**Highway, Mark Stead**—discussed the Quit Claim Platteville property action which action was taken on today. Highway submitted two bid applications to the State on the MLS program to replace a bridge on County T and install new asphalt on County A.

**Unified, Patrick Schroeder**—the Director of Unified will be establishing a baseline report to keep track of the progress made by Unified throughout the year, this is not implemented at this time for previous years because of being short staffed.

**Ag and Extension/Fair, Roger Guthrie**—2020 Fair Convention will take place in January. Extension is looking to hire a water quality person to have on staff for Southwest Wisconsin to help field water concerns.

**Hidden Valley, Robert Scallon**—next magazine is being worked on. Stated the sales tax is down this year because of the weather conditions this year.

**Law Enforcement/Emergency, Gary Ranum**—State Prisoners will start to be brought in to house in the new jail facility in February, next meeting January 13<sup>th</sup>.

**CJCC, Gary Ranum**—was updated on the Treatment Court Budget. Looked at the sequential intercepting state model looking to intercepting drug, mental health and alcohol offenders before they get into the criminal system. Discussed upgrading the members to include a school official. Next meeting February 4<sup>th</sup>.

**Railroad, Mike Lieurance**—all is on track, they are working on the 2020 Calendar, they will be available next month.

Chair Keeney extended best wishes to Mike Lierance on his upcoming surgery.

**ADRC, Dale Hood**--reported that Darlington is losing their Hispanic heritage deputy and he will be missed by the community.

**Conservation, Sanitation, Zoning, Dwight Nelson**--reported that the CSZD issued 79 citations for failure to submit sanitary 3 year maintenance report, they received the latest results on the SWIGG study and the tree sale order forms are now available.

**Health Department, Dwight Nelson**—approved for the Child Safety seat grant, applied for a grant for mental health, they applied for a summer intern, next meeting is Feb 25<sup>th</sup>.

**Veterans, Lester Jantzen**—they had in 195 contacts in October and 179 in November, they have been very busy.

**Social Service, John Beinborn**—will have a short meeting after the County Board meeting today.

**Economic Development, John Beinborn**—next meeting will be in Muscoda January 22.

**Orchard Manor, Don Splinter**—discussed new generator.

Chair Keeney reminded the Board Dr. Gloria Belken would like to hand out some information to them after the adjournment of the meeting.

Adjournment: Mark Stead, seconded by Lester Jantzen, made a motion to adjourn the meeting pursuant to the next meeting on January 21, 2020 at 10:00 a.m. Motion carried.