

**LA CROSSE COUNTY BOARD OF SUPERVISORS MONTHLY MEETING  
PROCEEDINGS; THURSDAY, AUGUST 18, 2016**

The La Crosse County Board of Supervisors Monthly Meeting was held on Thursday, August 18, 2016 in the Administrative Center, Room B410. The County Clerk, Ginny Dankmeyer, took attendance. 27 supervisors were present when Chair Tara Johnson called the meeting to order at 6:00 P.M. and those otherwise present, excused or absent are noted in the roll call detail:

<b>District Name</b>	<b>Attendance</b>
1 Richmond, Andrea	Present
2 Geary, Ralph	Present
3 Weidenbach, Doug	Present
4 Freedland, Maureen	Present
5 Rosa, Keyla	Present
6 Plesha, Roger	Present
7 Hampson, Sharon	Present
8 Jerome, Peg	Present
9 Gundersen, Jerome	Present
10 Cable, Kim	Present
11 Scheller, Patrick	Present at 06:05 PM
12 Holtze, Dave	Present
13 Tryggestad, Tina	Present
14 Larson, Margaret	Present
15 Kruse, Monica	Present
16 Ferries, Dan	Present
17 Giese, Mike	Present
18 Berg, Laurence	Present
19 Cornforth, Rick	Present
20 Doyle, Steve	Present
21 Burke, Vicki	Present
22 Barlow, Patrick	Present
23 Nikolay, Matt	Present
24 Pfaff, Leon	Present
25 Ebert, Ray	Excused
26 Hesse, Dan	Present
27 Wehrs, Tina	Present
28 Tyser, Kathie	Present
29 Johnson, Tara	Present

**PLEDGE OF ALLEGIANCE**

**AGENDA ORDER**

Chair Johnson asked for unanimous consent to take the Administrator Report – Audit Presentation by Baker Tilly out of order. There were no objections.

**Administrator Report - Steve O'Malley**

- Audit Presentation by Baker Tilly – Carla Gogin, Partner
  - Finance Director Sharon Davison introduced Carla Gogin from Baker Tilly. The audit was performed in accordance with auditing standards generally

(79-16/17)

accepted in the United States of America and standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. The financial reports of the county were reviewed including the General Fund Balance History; major funds; business type funds; required communications; and accounting and auditing standards update.

## **COMMUNICATIONS AND ANNOUNCEMENTS:**

### **County Board Chair Report - Tara Johnson**

- County Board Picnic Sign up – A sheet was passed around for Supervisors to sign up for the picnic. The cost will be \$8.
- County Board Apparel - Several samples were on display. The deadline to order will be September 2<sup>nd</sup>.
- Supervisor Conference Reports and Announcements
  - Supervisor Hampson applied for the WCA Resolutions and Platform Committee.
  - Supervisor Freedland attended a reception for the first La Crosse Promise Home.
  - Supervisor Jerome reminded Supervisors about the grand opening ceremony on August 20<sup>th</sup> for Poage Park at 11am.
  - Supervisor Cable gave an update on the Homeless Connect Event. 185 individuals were served. A count on July 28<sup>th</sup> located 46 individuals living unsheltered. She also attended a breakfast for the Change Direction campaign to recognize mental health.
  - Supervisor Kruse attended the public unveiling of a new initiative called System of Care.
  - Supervisor Barlow invited everyone to Kornfest this weekend in Holmen. He also attended the Holmen Village Board meeting where the sale of bonds for the library were approved.
  - Supervisor Weidenbach was appointed to the Arts Board for the City of La Crosse.
- Discussion of priorities from the Board Advance
  - Associate Administrator Jane Klekamp reviewed the results of a survey from the County Board Advance on potential areas of focus.

## **ADDENDUM ITEM**

- Discussion on Library Services.
  - Chair Johnson presented a draft Joint Library Commission proposal that includes a purpose, scope of work, staff support, timeframe, and proposed membership of 13-17 people.

## **CHAIR CHANGE**

First Vice-Chair S. Hampson took the Chair.

## **APPOINTMENTS**

Motion by T. Johnson/D. Hesse to appoint Michele Olson to the La Crosse County Housing Authority as a Resident Commissioner to replace Michael Miller for the remainder of a term to expire December 31, 2019 passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

## **CHAIR CHANGE**

Chair Johnson resumed the Chair.

## **CONSENT AGENDA**

Motion by R. Plesha/P. Scheller to approve the minutes of the La Crosse County Board of Supervisors Monthly meeting held July 21, 2016 and the claims list for \$34,157,701.84 passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert

(80-16/17)

**RESOLUTION NO. 33-8/16 RE: APPROVAL OF CONVEYANCE OF PERMANENT LIMITED EASEMENT TO STATE DEPARTMENT OF TRANSPORTATION FOR STH 35 HIGHWAY PROJECT**

**WHEREAS**, the State Department of Transportation is performing a highway project to reconstruct STH 35 by addressing safety issues and making other improvements from north of Poplar Street in the City of Onalaska to the north end of CTH OT in La Crosse County; and, **WHEREAS**, La Crosse County owns a parcel consisting of 8.59 acres of land along STH 35 in the vicinity of where this highway project will occur, and, as part of the project, the State Department of Transportation (DOT) needs to acquire property consisting of .03 acres as a permanent limited easement from this parcel for drainage purposes; and, **WHEREAS**, based upon a Nominal Payment Parcel-Waiver of Appraisal document prepared by Gregory Messling of the Wisconsin Department of Transportation, which indicates that the value of the permanent limited easement consisting of .03 acres is \$933, the DOT has offered to purchase the easement from La Crosse County for \$1,000. **NOW THEREFORE BE IT RESOLVED** that the La Crosse County Board hereby authorizes the conveyance of .03 acres of permanent limited easement as described in the DOT Nominal Payment Parcel-Waiver of Appraisal document to the DOT for the sum of \$1,000. **BE IT FURTHER RESOLVED** that the La Crosse County Board Chair and County Clerk are hereby authorized to execute a conveyance document, and any other documents necessary for said transaction, after approval by Corporation Counsel. **FISCAL NOTE:** Proceeds from the conveyance of the property shall be deposited in Org. 1064, Non Departmental, Account 56015, Sale of County Property.

**PUBLIC WORKS AND INFRASTRUCTURE**

Motion by M. Freedland/L. Pfaff to approve passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**RESOLUTION NO. 34-8/16 RE: CONTINUATION OF HOUSEHOLD HAZARDOUS MATERIALS (HHM) PROGRAM AND REQUEST AN INCREASE IN PER CAPITA FUNDING TO BEGIN IN 2017**

**WHEREAS**, La Crosse County and all 18 municipalities within the County approved an Intergovernmental Agreement that established the Household Hazardous Waste Program beginning in 2003, which was later extended for a ten year period 2007-2017; and, **WHEREAS**, the agreement established an annual funding contribution of \$1 per capita to be paid by the County and \$1 per capita by all 18 municipalities, to provide the service to residents without user fees for most HHM services and without any increase since 2003; and, **WHEREAS**, the program has grown in popularity to more than 10,000 County residential users per year, providing for proper disposal of hazardous waste, while also increasing the disposal and staffing costs, at the same time that the State of Wisconsin Clean Sweep program funding has declined; and, **WHEREAS**, maintaining the current per capita charge resulted in a slight annual surplus through 2012, which has helped offset an annual funding deficit in 2013, 2014, 2015 and 2016 which makes the current program unsustainable without additional revenue by 2018; and **WHEREAS**, a survey of program users earlier this year indicated near unanimous support and satisfaction for the HHM program, while expressing a strong preference for future funding from local property taxes 82% vs. 18% preferring a fee based system; and **WHEREAS**, the Solid Waste Department formed an Ad Hoc work group including representatives of the Cities of La Crosse and Onalaska, Village of Holmen and the Towns of Holland and Campbell, to study future funding options and make a recommendation to the County Board and municipal policy makers; and, **WHEREAS**, following a comprehensive discussion of all options, including increased user fees or using landfill tipping fees, the work group unanimously recommends that the County and municipalities approve an increase to \$1.25 per capita for 2017, the final year of the agreement, then \$1.50 in 2018 as part of continuing the La Crosse County HHM program under a new Intergovernmental Agreement for the future; and **WHEREAS**, any increase in per capita contribution for 2017 must receive 100% approval by all 18 municipalities. **NOW THEREFORE BE IT RESOLVED**, that the La Crosse County Board supports continuation of the Household Hazardous Materials (HHM) Program and directs the 2017 County Administrator's Budget to include an increase in the County per capita contribution to \$1.25 per capita and to request that the Solid Waste

Department contact all 18 municipalities to support a matching increase to \$1.25 per capita for the 2017 budget and to develop a new Intergovernmental Agreement for the future. **FISCAL NOTE:** The increase of .25 cents per capita for 2017 would require an additional \$29,263 in County Tax Levy and a matching amount total for all 18 municipalities.

**PUBLIC WORKS AND INFRASTRUCTURE  
EXECUTIVE COMMITTEE**

Motion by M. Freedland/P. Barlow to approve. Discussion ensued. Administrator O'Malley and Solid Waste Deputy Director Randy Nedrelo responded to questions from the Board. The motion to approve passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**RESOLUTION NO. 35-8/16 RE: APPROVAL OF SALE OF EXCESS HIGHWAY PROPERTY TO DAVID AND TAMMY CORNELL**

**WHEREAS**, La Crosse County owns certain excess property adjacent to the intersection of County Trunk Highway OA and Eagle Lane in the Town of Barre in La Crosse County, Wisconsin; and, **WHEREAS**, La Crosse County has surveyed such excess property as Outlot 1 of a Certified Survey Map consisting of approximately .14 acres of excess La Crosse County right-of-way; and, **WHEREAS**, adjacent owners David and Tammy Cornell wish to purchase the excess County property; and, **WHEREAS**, Wis. Stat. § 83.08(4) authorizes a county board to sell by public sale, or private sale for fair market value to an owner of adjacent property, excess property that is no longer necessary for highway purposes, subject to approval of the State Department of Transportation; and, **WHEREAS**, based upon recent real estate sale studies and other appraisals, the fair market value of the excess right-of-way is approximately \$87,333.33 per acre, or \$12,226.67 for .14 acres; and, **WHEREAS**, it is in the best interest of La Crosse County to sell the property to the adjacent owners David and Tammy Cornell; and, **NOW THEREFORE BE IT RESOLVED** that the La Crosse County Board determined that .14 acres of County right-of-way adjacent to CTH OA and Eagle Lane in the Town of Barre, La Crosse County, Wisconsin, is no longer necessary for County highway purposes and authorizes its sale to adjacent owners David and Tammy Cornell for the sum of \$12,226.67. **BE IT FURTHER RESOLVED** that the La Crosse County Board Chair and County Clerk are hereby authorized to execute any documents necessary to effectuate the sale of property, after approval by Corporation Counsel. **FISCAL NOTE:** The County will receive \$12,226.67 from the sale of the property, minus any required closing costs. Proceeds from the sale shall be deposited in Org. 3021 Highway Administration, Account 56015 Sale of County Property.

**PUBLIC WORKS AND INFRASTRUCTURE**

Motion by M. Freedland/A. Richmond to approve passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**ORDINANCE NO. 152-8/16 TO AMEND CHAPTER 5 ENTITLED "RECORDS MANAGEMENT" OF THE GENERAL CODE OF LA CROSSE COUNTY, WISCONSIN**

The County Board of Supervisors of the County of La Crosse does ordain as follows:

**Section 1.** Chapter 5 entitled "Records Management" is amended to read:

5.01 RECORDS MANAGEMENT.

5.02 PURPOSE. The purpose of this ordinance is:

(1) To establish a county-wide records retentions schedule and authorize destruction of county records pursuant to that schedule on an annual basis, and

(2) To establish the public's right of access to public records pursuant to Wis. Stats. 19.34.

5.03 DEFINITIONS.

(1) Authority. "Authority" means any of the following having custody of a record: a state or local office, elective official, agency, board, commission, committee, council, department or public body corporate and politic created by the constitution or by any law, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley center sports and entertainment corporation; a special purpose district; any court of law; the assembly or senate; a nonprofit corporation which receives more than 50% of its funds

(82-16/17)

from a county or a municipality, as defined in s. 59.001 (3), and which provides services related to public health or safety to the county or municipality; a university police department under s. 175.42; or a formally constituted subunit of any of the foregoing.

(2) Record. As defined in Sec. 19.32(2) Wis. Stats., "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

5.04 GENERAL. All La Crosse County records for which a specific retention period is not established in State Statutes, Federal law or regulation, shall be retained by La Crosse County for a period of not less than seven (7) years, unless another retention period is designated in this ordinance.

5.05 LEGAL CUSTODIANS. The legal custodian of records shall be those individuals designated as provided in s. 19.33, Wis. Stats.

5.06 HISTORICAL RECORDS. The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under s. 19.21(5)(d) Wis. Stats. for the records marked "Y" which designates waived notice. SHSW must be notified prior to the destruction of records marked "N" designating non-waiver. Notice is also required for any record not listed in this ordinance. "N/A" indicates not applicable and applies to all County records designated for permanent retention.

5.07 DESTRUCTION AFTER REQUEST FOR INSPECTION. No authority may destroy any record at any time after the receipt of a request for inspection or copying of the record under Section 19.35(1) Wis. Stats. until after the request is granted or until at least 60 days after the date that the request is denied or, if the requester is a committed or incarcerated person, until at least 90 days after the date that the request is denied. If an authority receives written notice that an action relating to a record has been commenced under s. 19.37, the record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed, or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the record may not be destroyed until after the request for inspection or copying is granted.

5.08 DESTRUCTION PENDING LITIGATION OR AUDIT. No record subject to pending litigation or audit shall be destroyed until the litigation or audit has been resolved.

5.09 MICROFILMING OF DEPARTMENT RECORDS. Departments may keep and preserve public records through the use of microfilm providing that the microfilming meets the applicable standards established in Section 16.61(7) Wis. Stats. Departments should consider factors such as the retention period and estimated cost of the microfilming in deciding which records to microfilm. After verification, paper records can be destroyed if these records are to be preserved on microfilm. For microfilmed records not identified as permanent, the indicated records retention period applies.

5.10 ANTIQUATED RECORDS. Obsolete, antiquated records which have no administrative use may be destroyed upon enactment of this ordinance after notice to the State Historical Society of Wisconsin. (See 5.06)

5.11 COUNTY-WIDE RECORDS. The following records are found throughout various departments in the County and are subject to uniform regulation unless otherwise specified in another section of this ordinance:

<u>TYPE OF RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>WAIVED</u>
<u>AUTHORITY</u>			

(83-16/17)

(1)	Contracts, leases, agreements	7 years	Y	s. 59.52(4)(a)10
(2)	Cancelled checks	*7 years	Y	s. 59.52(4)(a)16
(3)	Receipts	*7 years	Y	Ord. Ch. 5
(4)	Accounts payable – purchasing Invoices, vouchers, detailed listings, vendor listings	*7 years	Y	Ord. Ch. 5
(5)	Accounts receivable, received	*7 years	Y	Ord. Ch. 5
(6)	Receipt journal	*7 years	Y	Ord. Ch. 5
(7)	Vouchers, order register	*7 years	Y	Ord. Ch. 5

\*Time reduced to 2 years if another department has been officially designated as the custodian of the same record.

<u>TYPE OF RECORD AUTHORITY</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	
(8) Construction plans for County Buildings	Life of structure	N	Ord. Ch. 5
(9) Blueprints, as built tracings	Life of product	N	Ord. Ch. 5
(10) Warranty records	Life of project or end of warranty, whichever occurs first	Y	Ord. Ch. 5
(11) Equipment and furnishings inventories	Until superseded	Y	Ord. Ch. 5
(12) Invitation to Bid/Request for Proposal	7 years after completion of work	Y	s. 59.52(4)(a)10
(13) Bidder's (goods and services) proof of responsibility:			
(a) Successful bidders	7 years after contract expir.	Y	s. 59.52(4)(a)10
(b) Unsuccessful bidders	1 year after audit	Y	s. 59.52(4)(a)10
(14) Bids:			
(a) Successful bidders	7 years after contract expir.	Y	s. 59.52(4)(a)10
(b) Unsuccessful bidders	1 year after audit	Y	s. 59.52(4)(a)10

(84-16/17)

(15)	Performance bond	7 years after Contract expir. and/or completion of project	Y	s. 59.52(4)(a)10
(16)	Capital projects, master files	Design life of Project	Y	Ord. Ch. 5

5.12 CHILD SUPPORT.

(1)	Expenditure reports and supporting documentation	3 years	Y	Ord. Ch. 5
(2)	Statistical reports and supporting Documentation	3 years	Y	Ord. Ch. 5
(3)	Closed IV-D case records	3 years	Y	45 CFR 303.11
(4)	Legal files	6 years	Y	Ch. 948.22
(5)	Payment Records	30 years after Judgment or entry of final order; After 30 years, 7 years after final payment or termination of order	Y	SCR 72.01 (14)

5.13 CLERK OF COURTS, PROBATE COURT, FAMILY COURT AND JUVENILE COURT.

<u>TYPE OF RECORD AUTHORITY</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>
(1) Criminal case exhibits	1 year after time for appeal has expired	Y SCR 72
(2) Non-criminal case exhibits	1 year	Y SCR 72
(3) Register of officials	2 years	N SCR 72
(4) Juror questionnaires	3 years	Y SCR 72
(5) Jury array	3 years	Y SCR 72
(6) Records of jurors	3 years	Y SCR 72
(7) Misdemeanor traffic court: records, minute records	5 years	Y SCR 72
(8) Conservation forfeitures	6 years	Y SCR 72
(9) Misdemeanor traffic files	6 years	Y SCR 72
(10) Ordinance violation cases	6 years	Y SCR 72

**(85-16/17)**

(11)	Traffic forfeitures	6 years	Y	SCR 72
(12)	Bank transactions	7 years	Y	SCR 72
(13)	Certificates of payment	7 years	Y	SCR 72
(14)	Guardianship case files, court records, minute records	7 years	N	SCR 72
(15)	Jury payrolls	7 years	Y	SCR 72
(16)	Oaths of office	7 years	Y	SCR 72
(17)	Receipts	7 years	Y	SCR 72
(18)	Court report notes	10 years	Y	SCR 72
(19)	Juvenile CHIPS case files	10 years	Y	SCR 72
(20)	Juvenile delinquency case files, court records, minute records	10 years	N	SCR 72
(21)	Secured juvenile facility records	10 years after 18th birthday	Y	SCR 72
(22)	Mental health case files, court records, minute records	10 years	N	SCR 72
(23)	Civil case files, court records, minute records	20 years	N	SCR 72
(24)	Discontinued court records	20 years	N	SCR 72
(25)	Delinquent income tax warrants/ docket	20 years	Y	SCR 72
(26)	Judgment dockets	20 years	Y	SCR 72
(27)	Minister credentials	20 years	N	SCR 72
(28)	Misdemeanor case files, court records, minute records	20 years	Y	SCR 72
(29)	Small claims case files, court records, minute records	20 years	Y	SCR 72
(30)	Unemployment compensation warrants/ dockets	20 years	Y	SCR 72



(86-16/17)

(31)	Family case files, court records, minute records	50 years	N	SCR 72
(32)	Family maintenance and support Records	50 years	Y	SCR 72
(33)	Felony case files, court records, minute records (Class B-E)	50 years	N	SCR 72
(34)	Records of John Doe proceedings (Class B-E)	50 years	Y	SCR 72
(35)	Records of Grand Jury proceedings (Class B-E)	50 years	N	SCR 72
(36)	Felony case files, court records, minute records (Class A)	75 years	N	SCR 72
(37)	Sexually Violent Person Records	75 years	N	SCR 72
(38)	Estate case files	75 years	N	SCR 72
(39)	Probate Court records, minute records	75 years	N	SCR 72
(40)	Records of Grand Jury proceedings (Class A)	75 years	N	SCR 72
(41)	Records of John Doe proceedings (Class A)	75 years	Y	SCR 72
(42)	Search warrants	75 years	N	SCR 72
(43)	Registry of wills	100 years	N	SCR 72
(44)	Wills deposited for safekeeping	100 years	N	SCR 72
(45)	Wills not admitted to Probate	100 years	N	SCR 72
(46)	Adoption and TPR case files	Permanent	N/A	SCR 72
(47)	Naturalization records	Permanent Records prior to 6-29-06 may be retired to State Hist. Society	N/A	SCR 72
(48)	Court records in book form	Variable	N	SCR 72

(87-16/17)

(49)	Lien claims	Variable	Y	SCR 72
(50)	Notary public appointments	Variable	Y	SCR 72
(51)	Trust account ledgers	Variable	Y	SCR 72
(52)	Information and indictment records	None required	N	SCR 72
(53)	Judgment and order records	None required	N	SCR 72

5.14 CORPORATION COUNSEL.

(1)	Case files/non-litigation	3 years	Y	Ord. Ch. 5
(2)	Case files/litigation	3 years after closure of when appeal time has run, whichever is longer; or per SCR	Y	Ord. Ch. 5
(3)	Legal memos	7 years	Y	Ord. Ch. 5
(4)	Legal opinions	Permanent	N/A	Ord. Ch. 5
(5)	Claims	7 Years	Y	s.59.52(4)(a)9

5.15 COUNTY CLERK.

(1)	List of town, city and village officers certified to County Clerk	After date expiration of term listed	Y	s. 59.52(4)(a)4
(2)	Reports on town treasurers on dog licenses sold and records of dog licenses issued	3 years	Y	s. 59.52(4)(a)11
(3)	Oaths of office	7 years	Y	s. 59.52(4)(a)17
(4)	Marriage license applications and supporting papers	10 years	Y	s.59.52(4)(a)19
(5)	Original papers, resolutions and reports concerning County Board and County Board committee minutes	6 years after date of publication	N	s. 59.52(4)(c)1
(6)	County Board tapes	Organizational meeting even year to the end of term of office in the even numbered years	y	Ord. Ch. 5

(88-16/17)

(7)	Journal of proceedings	6 years after date of publication	N	s. 59.52(4)(c)1
(8)	Apportionment maps	Until next apportionment	Y	s. 59.03
(9)	Certified mileage lists	Until next lists received	Y	Ord. Ch. 5
(10)	Campaign financial registration statements	6 years after termination by the registrant	Y	s. 7.23(1)(d)
(11)	Campaign financial reports	6 years after the date of receipt	Y	s. 7.23(1)(d)
(12)	Poll lists for any election	22 months after election	Y	s. 7.23(1)(e)
(13)	Registration forms – electors changed to ineligible	4 years after change	Y	s. 7.23(1)(c)
(14)	Federal elections records other than registration cards	22 months	Y	s. 7.23(1)(f)
(15)	Detachable recording units on electronic voting equipment	14 days for primary & 21 days after any election; clear or erase after transfer to a disk or other recording medium which is kept 22 months after date of election	Y	s. 7.23(1)(g)
(16)	Ballots	30 days after Election-22 months if federal election	Y	s. 7.23(1)(h)
(17)	Official canvasses	10 years after election	Y	s. 7.23(1)(i)
(18)	Election notices and proofs of publication and correspondence	1 year after date of election, 22 months if federal election, unless contested, then by court order	Y	s. 7.23(1)(j)
(19)	All other election materials and supplies	30 days after election	Y	s. 7.23(1)(k)
(20)	Records transferred by registrants who submit dissolution reports	3 years after last election in which the registrant participated	Y	s. 10.74(8)(e)
(21)	Department of Natural Resources fish and game licenses	Current year plus past 2 years	Y	s. 29
(22)	Claims against County	7 years	Y	Ord. Ch. 5
(23)	Miscellaneous Notices (Timber cut, DNR)	7 years	Y	Ord. Ch. 5
(24)	Parade Permits	7 years	Y	Ord. Ch. 5

(89-16/17)

5.16 EMERGENCY SERVICES AND MANAGEMENT.

(1)	Contracts, lease, joint powers agreements	7 years	Y	s. 59.52(4)(a)10
(2)	Revenue receipts	7 years	Y	Ord. Ch. 5
(3)	Accounts payable, purchasing invoices/vouchers	2 years	Y	Ord. Ch. 5
(4)	Warranty records	Life of product	Y	Ord. Ch. 5
(5)	Work schedules	7 years	Y	Ord. Ch. 5
(6)	Annual reports	Indefinite	Y	Ord. Ch. 5
(7)	Governing Board, EMS & Law Enforcement meeting minutes	Indefinite	Y	Ord. Ch. 5
(8)	Payroll records (time sheets, leave and overtime records)	7 years	Y	Ord. Ch. 5
(9)	Personnel files (training, disciplinary, personnel action forms, etc)	10 years after end of service	Y	Ord. Ch. 5
(10)	Shift, holiday, and vacation sign ups	5 years	Y	Ord. Ch. 5
(11)	Employee clothing allowance inventories	2 years after end of service	Y	Ord. Ch. 5
(12)	General correspondence	2 years	Y	Ord. Ch. 5
(13)	Recording and Open Record requests	7 years	Y	Ord. Ch. 5
(14)	Bond sheets; no contacts; restraining orders; missing persons; pick-up orders; warrants; stolen articles, guns, vehicles, boats, etc.	Until expired, cancelled or purged	Y	Ord. Ch. 5
(15)	County law enforcement logs	10 years	Y	Ord. Ch. 5
(16)	Fire and first responder logs	10 years	Y	Ord. Ch. 5
(17)	Authorization forms for criminal history checks	1 year	Y	Ord. Ch. 5
(18)	Warrant validation letters (CIB)	1 year	Y	Ord. Ch. 5

(90-16/17)

(19)	Municipal/Circuit Court verifications	1 year	Y	Ord. Ch. 5
(20)	Audio recordings of telephone and radio transmissions	120 days	Y	Ord. Ch. 5
(21)	Complaints	7 years	Y	Ord. Ch. 5
(22)	Federal Emergency Management Agency (FEMA) grants and related documents	10 years	Y	Ord. Ch. 5
(23)	State Superfund Amendments and Reauthorization Act (SARA Title III Grants and related documents	10 years	Y	Ord. Ch. 5
(24)	Emergency Response Plans	Until superseded	Y	Ord. Ch. 5
(25)	Hazardous Materials Response Team – claims receiving reimbursement	5 years plus division to be given 60 days' notice before records may be destroyed	Y	Ord. Ch. 5
(26)	Disaster related records	Permanent	Y	Ord. Ch. 5
(27)	Emergency Operations Plans	Until superseded	Y	Ord. Ch. 5

5.17 FINANCE.

(1)	Receipts	7 years	Y	Ord. Ch. 5
(2)	Accounts payable – purchasing invoices, vouchers, detailed listings, vendor listings	7 years	Y	Ord. Ch. 5
(3)	Accounts receivable	7 years	Y	Ord. Ch. 5
(4)	Receipts, receipt journal	7 years	Y	Ord. Ch. 5
(5)	Vouchers, order register	7 years	Y	Ord. Ch. 5
(6)	Cancelled bonds, coupons and promissory notes	7 years after payoff	Y	Ord. Ch. 5
(7)	Journal entries	7 years	Y	Ord. Ch. 5
(8)	Check register	7 years	Y	Ord. Ch. 5
(9)	All accounts of County and books of accounts	7 years	Y	Ord. Ch. 5
(10)	General ledger, year-to-date	7 years	Y	Ord. Ch. 5
(11)	External audits and audit management letters	Indefinitely	Y	Ord. Ch. 5
(12)	Budget	7 years	Y	Ord. Ch. 5

(91-16/17)

(13)	Employee travel expense sheets and reports	7 years	Y	Ord. Ch. 5
(14)	Equipment and furnishings inventories	Until superseded	Y	Ord. Ch. 5
(15)	Purchase orders	7 years	Y	Ord. Ch. 5
(16)	Bids and proposals, successful	7 years after contract exp.	Y	s. 59.52(4)(a)10
(17)	Bids and proposals, unsuccessful	1 year after audit	Y	Ord. Ch. 5
(18)	Property inventory	Until superseded	Y	Ord. Ch. 5
(19)	Insurance applications, policies, correspondence, payment receipts, statements, and work sheets	7 years	Y	Ord. Ch. 5
(20)	Hard copy of quarterly and annual wage reports submitted to Wis. Retirement reporting employee wages	7 years	Y	Ord. Ch. 5
(21)	Payroll register	7 years	Y	Ord. Ch. 5
(22)	Employee payroll forms (salary, job changes, and new hire)	7 years	Y	Ord. Ch. 5
(23)	Related to payroll deductions (garnishments, insurance deductions, United Way deductions, etc.)	7 years	Y	Ord. Ch. 5
(24)	W-4 forms	7 years	Y	Ord. Ch. 5
(25)	Time documents	7 years	Y	Ord. Ch. 5
(26)	Time sheet proofs	2 years	Y	Ord. Ch. 5
(27)	Payroll edit reports	1 year	Y	Ord. Ch. 5
(28)	Federal tax deposit work sheets	7 years	Y	Ord. Ch. 5
(29)	Federal tax receipts	7 years	Y	Ord. Ch. 5
(30)	Federal tax vouchers	7 years	Y	Ord. Ch. 5
(31)	State tax deposit work sheets	7 years	Y	Ord. Ch. 5
(32)	State tax receipts	7 years	Y	Ord. Ch. 5

(92-16/17)

(33)	State tax vouchers	7 years	Y	Ord. Ch. 5
(34)	941 reports – quarterly, yearly (used to report to IRS taxable wage withholding on quarterly basis)	7 years	Y	Ord. Ch. 5
(35)	Payroll work sheets (used to prepare tax deposits and used by auditors)	7 years	Y	Ord. Ch. 5
(36)	FICA reports – cycle and quarterly (shows FICA wages)	7 years	Y	Ord. Ch. 5
(37)	Tax liability reports (used to determine deposits amount for withholding)	7 years	Y	Ord. Ch. 5
(38)	End of year reports (reconciliation)	7 years	Y	Ord. Ch. 5
(39)	W-2's	7 years	Y	Ord. Ch. 5
(40)	W-2 correspondence	7 years	Y	Ord. Ch. 5
(41)	W-2 returns (undeliverable employee copy)	7 years	Y	Ord. Ch. 5
(42)	Tax apportionment sheets sent to local taxing districts	3 years	Y	s.59.52(4)(a) 2

5.18 HEALTH.

Administrative Records

(1)	Mission statement, philosophy, purpose	7 years	Y	s.19.21
(2)	Agency goals, objectives, short and long term strategic plans	7 years	Y	s.19.21
(3)	Agency program evaluation	7 years	Y	s.19.21
(4)	Job descriptions, other personnel records	7 years	Y	s.19.21
(5)	Incident reports	Length of employment plus 30 years if occupational exposure; otherwise 7 years	Y	s.19.21
(6)	Inventories: facility, equipment, supplies	7 years	Y	s.19.21
(7)	Program policies, procedures	7 years	Y	s.19.21
(8)	Daily activity report	7 years	Y	s.19.21

(93-16/17)

(9)	Billing records	7 years	Y	s.19.21
(10)	Taped meeting minutes	90 days after approval & publication	Y	s.19.21
(11)	Grants, contracts	4 years after denial of grant; 7 years for contracts	Y	s.19.21
(12)	Inventory on non-expandable personal property	3 years after disposal of property	Y	s.19.21
(13)	Meeting agendas, minutes	7 years	Y	Ord. Ch. 5
(14)	Annual reports	Permanent	N/A	Ord. Ch. 5
Nutrition				
(15)	General correspondence	2 years	Y	Ord. Ch. 5
(16)	W.I.C. (fiscal and client)	7 years	Y	s.19.21
(17)	Public health nutrition	7 years	Y	s.19.21
Client/Family Care Records				
(18)	Birth certificate information	1 year	Y	s.19.21
(19)	Client record/patient care record	7 years	Y	s.19.21
(20)	Family care record	7 years	Y	s.19.21
(21)	Health check/well child	7 years	Y	s.19.21
(22)	Care coordination records	7 years	Y	s.19.21
Communicable Disease Records				
(23)	Immunization record	Permanent	N/A	Ord. Ch. 5
(24)	Communicable Disease Outbreak Records (4142)	Until investigation is complete	Y	s.19.21
(25)	Communicable disease reports (4151) local copy and original to State Epidemiologist	7 years. If minor, 7 years after minor attains 19 years of age.	Y	s.19.21 DHS 92.12
(26)	STD report (4343) local copy and original to State Epidemiologist	7 years. If minor, 7 years after minor attains 19 years of age.	Y	s.19.21 DHS 92.12
Community Education				
(26)	Curriculum	7 years	Y	s. 19.21
(27)	Educational materials	7 years	Y	s. 19.21
(28)	Evaluation	7 years	Y	s.19.21
(29)	Program materials	7 years	Y	s.19.21



(94-16/17)

School Health Records

(30) Patient health care records 7 years Y s. 19.21  
s.118.12(s)

Environmental Health Records

(31) Licensed establishments 3 years Y DHS 192.08  
ATCP 75.10

(32) POWTS Upon abandonment Y ILHR Ch. 52  
SPS 383.21(9)

(33) Complaints 7 years Y DHS 192.08

(34) DATCP Food Samples 3 years Y ATCP 75.10

(35) Private wells Upon abandonment Y DHS 38.17

(36) Public wells (municipal) Upon abandonment Y Ord. Ch. 5

(37) Wells DNR Transient Non-Community 7 years Y Ord. Ch. 5

(38) Lab Sample Records 7 years Y NR 149.39

(39) Lab Quality Control Records 7 years Y NR 149.39

(40) Lab Quality Control Drug 7 years Y 42 CFR  
s. 493.1105

(41) Material Safety Data Sheets Permanent Y 29 CFR  
1910.1020

(42) Clinical Records Lab 3 years Y 42 CFR  
s. 493.1105

(43) Landfill reports 10 years Y Ord. Ch. 5

(44) All other testing 10 years Y Ord. Ch. 5

(45) Animal bites 5 years Y Ord. Ch. 5

(46) County code enforcement 5 year Y Ord. Ch. 5

(47) Humane criminal investigation Permanent N/A s. 951

5.19 HIGHWAY

<u>TYPE OF RECORD</u>	<u>NOTICE</u>	<u>WAIVED</u>	
<u>AUTHORITY</u>	<u>RETENTION</u>		
(1) Original time cards and time sheets	3 years	Y	Ord. Ch. 5
(2) Warranty deeds – road plans	Permanent	N/A	Ord. Ch. 5
(3) Paid claims with attached invoices, purchase orders, etc.	7 years	Y	Ord. Ch. 5

(95-16/17)

(4)	Permits – driveway, utility	2 years	Y	Ord. Ch. 5
(5)	Stock control records	2 years	Y	Ord. Ch. 5
(6)	Equipment use, maintenance	Life of unit	Y	Ord. Ch. 5
(7)	Accident reports, insurance	3 years	Y	Ord. Ch. 5
(8)	Federal aid project files	10 years	Y	Ord. Ch. 5
(9)	Accounts receivable	Until paid or superseded	Y	Ord. Ch. 5
(10)	Fuel usage reports	2 years	Y	Ord. Ch. 5

5.20 HILLVIEW HEALTH CARE CENTER.

(1)	Original medical record	5 years after discharge or death	Y	DHS 132.45 (4)
(2)	Master resident indexes	Permanent	N/A	DHS 132.45 (4)
(3)	Disease index	Permanent	N/A	DHS 132.45 (4)
(4)	Census reports	5 years	Y	DHS 132.45 (4)+(6)
(5)	Documents authorizing another person to speak or act on behalf of the resident	5 years	Y	DHS 143.45 (4)+(6)
(6)	Personnel/employee records	5 years after separation	Y	Ord. Ch. 5
(7)	Professional consultation records if not routinely maintained as part of medical chart	2 years after discharge or death	Y	DHS 132.45 (4)+(6)
(8)	Dietary records (all menus and therapeutic diets)	2 years	Y	DHS 132.45 (4)+(6)
(9)	Staff work and time schedules	2 years	Y	DHS 132.45 (4)+(6)
(10)	Safety tests/records of fire detection, alarm and extinguishment test	2 years	Y	DHS 132.45 (4)+(6)
(11)	In-service and orientation programs (including subject matter, instructors and attendance records)	2 years	Y	DHS 132.45 (4)+(6)
(12)	Transfer agreements	2 years	Y	DHS 132.45 (4)+(6)

(96-16/17)

(13)	Funds and property statements of residents	2 years from date of residents' discharge, transfer from facility or death	Y	DHS 132.45 (4)+(6)
(14)	All other records required by HSS 132.45	2 years	Y	DHS 132.45 (4)
(15)	Drug control sheets	5 years	Y	WI Adm. Code Pharm. 7.05
(16)	Receipts, patient cash, bank statements, documents & income records maintained by facility for residents	7 years	Y	Ord. Ch. 5
(17)	Purchase order copies (Ord. 134019-1990, Ord. 132-100 Sec. 3-5-1989, Ord. 132-62 Sec. 1-1988)	3 years	Y	Ord. Ch. 5

5.21 HUMAN SERVICES.

(1)	Original fiscal records	7 years	Y	Ord. Ch. 5
(2)	Fiscal – billing	90 days after approval and publication	Y	Ord. Ch. 5
(3)	Child welfare records (Includes any welfare records from Family and Children's Section)	7 years after child reaches age of 18	Y	s. 48.59
(4)	Open public assistance case records:			
	(a) All data forms, case determination sheets, work sheets, assistance certification sheets, sheets which document the verification of changeable items, such as income or health status, correspondence to and from applicants and recipients, and any other documents needed to support income maintenance agency decisions	To cover most recent 6 year period	Y	Ord. Ch. 5
	(b) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, and citizenship	As long as case is open	Y	Ord. Ch. 5
	(c) Financial record for all payments not on file in CRN	As long as case is open	Y	Ord. Ch. 5
(5)	Closed public assistance cases, denied cases:			
	(a) Records specified in DHS or DCF	36 months following date of closing	N	s.59.52(4)(a)18
	(b) Most recent data, records specified in DHS and materials relating to any lack of cooperation on the part of a recipient	3 years from date of closing	N	s.59.52(4)(a)18

(97-16/17)

	(c) Most recent data from & records specified in DHS	36 months from date of denial	N	s.59.52(4)(a)18
(6)	Social Service case files:			
	(a) State required case documents, initial contact sheet, notice of agency action, Social Services agreement, Social Services narrative, financial information, any other records documenting client eligibility and activity	3.5 years after case is closed	N	HHS Memo (92-12) MA Waivers pp. 7-8 (1-91)
	(b) State required & County developed case documentation: assessment or diagnostic forms, records and narratives, social and medical histories, copies of court reports pertinent to the case, release of information forms, client progress notes, case review forms, client or service agreements, forms documentation of eligibility or financial status	3.5 years after case is closed	Y	HSS (92-12) MA Waivers pp. 7-8 (1-91)
	(c) Social Services records for cases not opened for services: applications, referral actions not resulting in case opening, miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 year after final determination	Y	HSS Memo (92-12)
(7)	51.437 treatment records	7 years after no longer active; if minor, then until 19 yrs of age or 7 yrs after treatment completed, whichever is longer	Y	DHS 92.12(1) & (2)
	(a) Undergoing federal or state audit	Until completion of audit	Y	DHS 92.12(3)
	(b) Relating to legal actions	Until completion of legal action	Y	DHS 92.12(4)
(8)	Client collection files:			
	(a) Active client records	Active as long as liability exists	Y	DHS 1.06 (3)(d)
	(b) Inactive client records	5 yrs except where liability for in-patient mental health services re-mains, then 10 yrs after last trans-action posted to the record	Y	DHS 1.06 (3)(d)

(98-16/17)

(9)	Payee records	7 years	N/A	Ord. Ch. 5
(10)	Payee miscellaneous files	3 months after audit completed	Y	Ord. Ch. 5
(11)	Case management files	7 years	Y	Ord. Ch. 5
(12)	Licensing and certification records for in-home and family daycare, adult family homes, foster homes and group foster homes for children; application or other request forms, inspection and observation check lists, correspondence, other documentation relating to licensing or certification, approved license or certificate	2 years after facility closed, 4 years where a license is revoked, 1 year when application is made but not approved	Y	Ord. Ch. 5 HSS Memo (92-12)
(13)	Third-party recovery records	7 years	Y	Ord. Ch. 5

(14) Elderly Services. All financial and programmatic records, supporting documents, statistical records, and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonably considered as pertinent to the grant/contract are governed by federal DHSS Regulations Title 45 part 74 Subpart D. Case files covered under 5.19(5).

(a)	Records as defined above	3 years from date the Office on Aging submits to HSS the last federal expenditure report for each grant awarded	Y	Ord. Ch. 5
(b)	Litigation, claims, audit or other action involving records	Completion of action & resolution of all issues or the regular 3 year period, whichever is later	Y	Ord. Ch. 5
(c)	Equipment record	3 years from date of disposition or replacement or transfer. (Direction of awarding agency)	Y	Ord. Ch. 5
(d)	Indirect cost rate proposals and cost allocation plans	3 years from the end of the contract covered by the plan or proposal	Y	Ord. Ch. 5

(99-16/17)

- |     |  |  |   |            |
|-----|--|--|---|------------|
| (e) | Non-expendable property acquired with Title III or other federal or state funds  | At least 3 years after final sale or disposition | Y | Ord. Ch. 5 |
| (f) | In case of litigation, claim, or other action involving records concerning non-expendable property, such records may not be disposed until authorization has been obtained by the awarding agency to dispose of records. | Until completion                                 | Y | Ord. Ch. 5 |

5.22 LAKEVIEW HEALTH CENTER.

- |      |  |                                  |     |                    |
|------|--|----------------------------------|-----|--------------------|
| (1)  | Health histories and treatment records   | 3 years                          | Y   | DHS 132.45 (4)     |
| (2)  | Daily inventory sheets   | 3 years and after audit          | Y   | Ord. Ch. 5         |
| (3)  | Receipt book<br>(Ord. 132-100 Sec. 2-1989, Ord. 132-62, Sec.s-1988)                    | 3 years                          | Y   | Ord. Ch. 5         |
| (4)  | Original medical record  | 5 years after discharge or death | Y   | DHS 132.45 (4)     |
| (5)  | Master resident indexes  | Permanent                        | N/A | DHS 132.45 (4)     |
| (6)  | Disease index  | Permanent                        | N/A | DHS 132.45 (4)     |
| (7)  | Patient accident reports   | 5 years                          | Y   | DHS 132.45 (4)(5)  |
| (8)  | Census reports   | 5 years                          | Y   | DHS 132.45 (4)     |
| (9)  | Documents authorizing another person to speak or act on behalf of the resident         | 5 years                          | Y   | DHS 132.45 (4)     |
| (10) | Personnel/employee records   | 5 years after separation         | Y   | Ord. Ch. 5         |
| (11) | Professional consultation records if not routinely maintained as part of medical chart | 5 years after discharge or death | Y   | DHS 132.45 (4)+(6) |
| (12) | Dietary records (all menus and therapeutic diets)                                      | 2 years                          | Y   | DHS 132.45 (4)+(6) |
| (13) | Staff work and time schedules  | 2 years                          | Y   | DHS 132.45 (4)+(6) |
| (14) | Safety tests/records of fire detection, alarm and extinguishment tests                 | 2 years                          | Y   | DHS 132.45 (4)+(6) |

(100-16/17)

(15)	Inservice and orientation programs (including subject matter, instructors and attendance records)	2 years	Y	DHS 132.45 (4)+(6)
(16)	Transfer agreements	2 years	Y	DHS 132.45 (4)+(6)
(17)	Funds and property statements of residents	2 years from date of residents' discharge, transfer from facility or death	Y	DHS 132.45 (4)+(6)
(18)	All other records required by HSS 132.45	2 years	Y	DHS 132.45 (4)
(19)	Drug control sheets	5 years	Y	WI Adm. Code Pharm. 7.05
(20)	Gas tax refund	3 years	Y	Ord. Ch. 5
(21)	Receipts, patient cash, bank statements, documents & income records maintained by facility for residents	2 years	Y	Ord. Ch. 5
(22)	Purchase order copies (Ord. 134019-1990, Ord. 132-100, Sec.3-5-1989, Ord. 132.62 Sec. 1-1988)	3 years	Y	Ord. Ch. 5

5.23 LAND CONSERVATION.

(1)	Plat reviews	Permanent	N/A	Ord. Ch. 5
(2)	Erosion control permits	2 years min.	Y	Ord. Ch. 5
(3)	Inspection reports & Noncompliance	Permanent	Y	Ord. Ch. 5
(4)	Certificates of Compliance for FPP	Permanent	Y	Ord. Ch. 5
(5)	Gills Coulee Creek Watershed Contracts	15 years past installation date	Y	Ord. Ch. 5
(6)	Landowner conservation plans	Permanent	N/A	Ord. Ch. 5
(7)	Animal Waste Permits	15 years	N/A	Ord. Ch. 5
(8)	Memos of understanding with various agencies	Until updated or cancelled	Y	Ord. Ch. 5
(9)	Engineering plans for conservation practices	15 years	Y	Ord. Ch. 5
(10)	Timber sale contracts	Permanent	N/A	Ord. Ch. 5
(11)	Stormwater Management Permits	Permanent	N/A	Ord. Ch. 5

(101-16/17)

(12)	TRM Contracts	15 years	N/A	Ord. Ch. 5
(13)	SWRM Contracts	15 years	N/A	Ord. Ch. 5
(14)	Nonmetallic Mining Permits	Permanent	N/A	Ord. Ch. 5

5.24 MEDIATION AND FAMILY COURT SERVICES.

(1)	Notes and Correspondence	7 years	Y	Ord. Ch. 5
(2)	Mediation and custody evaluation records	7 years from date youngest child attains 18 years of age	Y	Ord. Ch. 5

5.25 MEDICAL EXAMINER.

(1)	Homicide or suspicious deaths	Permanent	N/A	s. 30.040
(2)	All other records	15 years unless subject to litigation and then until litigation resolved	Y	s. 30.040

5.26 FACILITIES.

(1)	Blueprints	Permanent	N/A	Ord. Ch. 5
(2)	Material safety data sheets	Permanent	N/A	Ord. Ch. 5
(3)	Equipment and vehicle registration	Until disposed	Y	Ord. Ch. 5
(4)	Aerial photographs	Permanent	N/A	Ord. Ch. 5
(5)	Satisfied parking tickets	7 years	Y	Ord. Ch. 5
(6)	Committee agendas	Permanent	N/A	Ord. Ch. 5
(7)	Committee minutes	Permanent	N/A	Ord. Ch. 5
(8)	Maps, brochures, promotional materials, etc.	Until updated	Y	Ord. Ch. 5
(9)	Leases	2 years beyond lease period	Y	Ord. Ch. 5
(10)	Campground and Park Shelter receipts	2 years	Y	Ord. Ch. 5
(11)	Payroll records	2 years	Y	Ord. Ch. 5
(12)	Employee personnel files	2 years past	Y	Ord. Ch. 5



(102-16/17)

		employment		
(13)	Utility usage	2 years	Y	Ord. Ch. 5
(14)	Keying list	Permanent or until revised	N/A	Ord. Ch. 5
(15)	Building, equipment and machine maintenance	Life of item	Y	Ord. Ch. 5
(16)	Facilities inventory	Permanent or until revised	N/A	Ord. Ch. 5
(17)	Facilities project files	Permanent	N/A	Ord. Ch. 5
(18)	Snowmobile grant project files, etc.	7 years	Y	Ord. Ch. 5
(19)	Posted meeting notices	1 year	Y	Ord. Ch. 5
(23)	Annual Reports	Permanent	Y	Ord. Ch. 5
5.27	PERSONNEL.			
(1)	Tests, recruitment file, documentation including scoring sheets and other miscellaneous information and other obsolete employment records made or kept included but not limited to applicants and other records of decisions pertaining to hiring; obsolete job descriptions	3 years	Y	Ord. Ch. 5
(2)	NEO Gov electronic Records of applications	5 years	Y	Ord. Ch. 5
(3)	Referred lists of applicants	Permanent	N/A	Ord. Ch. 5
(4)	EEO-4 reports, affirmative action policy and compliance plans	5 years	Y	Ord. Ch. 5
(5)	Individual employee personnel files including performance evaluations attendance records and personnel action forms	Permanent	N/A	Ord. Ch. 5
(6)	Sick leave, vacation, leave without pay, funeral leave, compensatory, overtime	3 years after termination	Y	Ord. Ch. 5
(7)	Bi-weekly time sheets (department) Bi-weekly time records (individual)	3 years	Y	Ord. Ch. 5
(8)	Salary histories and department training records	7 years	Y	Ord. Ch. 5

(103-16/17)

(9)	Union contracts, grievances, mediation and arbitration records	Permanent	Y	Ord. Ch. 5
(10)	Directives and policies	Permanent	N/A	Ord. Ch. 5
(11)	Departmental correspondence files	Permanent	N/A	Ord. Ch. 5
(12)	Personnel Dept. summaries 1972-present	Permanent	N/A	Ord. Ch. 5
(13)	Pay grade master and departmental listings	Permanent	N/A	Ord. Ch. 5
(14)	Union matters, fair share negotiations and unit clarifications	Permanent	N/A	Ord. Ch. 5
(15)	Insurance data on retirees and active employees 1982-present	7 years	Y	Ord. Ch. 5
(16)	Workers compensation loss/runs	5 years	Y	Ord. Ch. 5
(17)	Workers compensation claims	13 years	N/A	Ord. Ch. 5
(18)	Deceased and retired employee files	Permanent	N/A	Ord. Ch. 5

5.28 PRINTING.

(1)	Correspondence (legal/important)	7 years	N/A	Ord. Ch. 5
(2)	Financial statements (year-end)	7 years	N/A	Ord. Ch. 5
(3)	General ledgers	15 years	Y	Ord. Ch. 5
(4)	Inventory	Until superseded	Y	Ord. Ch. 5
(5)	Payroll records and related	2 years	Y	Ord. Ch. 5
(6)	General correspondence, and miscellaneous internal reports	3 years	Y	Ord. Ch. 5
(7)	Petty cash vouchers	2 years	Y	Ord. Ch. 5
(8)	Physical inventory tags	2 years	Y	Ord. Ch. 5
(9)	Purchase orders	1 year	Y	Ord. Ch. 5
(10)	Deposit tickets and receipts from Treasurer	1 year	Y	Ord. Ch. 5
(11)	Product delivery slips	1 year	Y	Ord. Ch. 5
(12)	Check requisitions	1 year	Y	Ord. Ch. 5

5.29 REGISTER OF DEEDS.

(1)	Receipts from Treasurer	7 years	Y	s.59.52(4)(a)
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(2)	Personnel records past employees	7 years after service	Y	Ord. Ch. 5
(3)	Uniform Commercial Code	6 years Unless continued	Y	s.409.403
(4)	Applications for vital statistics	2 years	Y	Ord. Ch. 5
(5)	Grantee/Grantor journals	Permanent	N/A	Ord. Ch. 5
(6)	Other Records. (Amended #1/4-97) All other records on file with the Register of Deeds or which may be filed with the La Crosse County Register of Deeds shall be retained in accordance with the Register of Deeds Records Retention Schedule which shall be kept on file in the Register of Deeds office. Where the retention period noted in such schedule is different from the retention periods for records indicated above, the more restrictive retention period as provided for in 5.28(1) through (4) above shall apply.			

## 5.30 SHERIFF.

(1)	Criminal court register, daily jail records, cash books	8 years	N	s.59.27(8)
(2)	Arrest citations: traffic, ordinances, warnings, etc.	8 years	Y	s.59.27(8)
(3)	Accident and incident reports	8 years	Y	Ord. Ch. 5
(4)	Incident reports	30 years	Y	Ord. Ch. 5
(5)	Training materials: records of attendance, lesson plans, etc.	3 years following end of service	Y	Ord. Ch. 5
(6)	Billing statements for invoices: subpoena service, foreclosure sales, civil process, executions	7 years	Y	Ord. Ch. 5
(7)	Civil process logs/cover sheets	7 years	Y	Ord. Ch. 5
(8)	Solicitor/guard permits	8 years	Y	Ord. Ch. 5
(9)	Correspondence	7 years	Y	Ord. Ch. 5
(10)	Civil executions: correspondence, monetary and personal property records	7 years	Y	Ord. Ch. 5
(11)	Payroll documentation: vacation, overtime sheets	3 years	Y	Ord. Ch. 5
(12)	Work schedules: payroll breakdown	7 years	Y	Ord. Ch. 5

(105-16/17)

(13)	Personnel files	Forward to Personnel at end of service	Y	Ord. Ch. 5
(14)	Citizens' complaints	7 years	Y	s.66.312
(15)	Invoices (bills paid, monies collected, receipts, insurance requests, boarding bills, civil service, etc.)	8 years	Y	s.59.27(8)
(16)	Accounts payable forms	7 years	Y	Ord. Ch. 5
(17)	C.A.R.E. Program	3 years	Y	By contract
(18)	D.A.R.E. Program	3 years	N	Ord. Ch. 5
(19)	Prisoner files	8 years	Y	s.59.27(8)
(20)	Inmates' medical records	8 years after release	Y	s.59.27(8)
(21)	Jail log activity report	8 years	Y	s.59.27(8)
(22)	Jail register record and booking number sheet	8 years	Y	s.59.27(8)
(23)	Daily cell assignment sheet	8 years	Y	s.59.27(8)
(24)	Original criminal arrest card unless computerized	Permanent	N/A	Ord. Ch. 5
(25)	Fingerprint cards and mugshots	Permanent	N/A	Ord. Ch. 5
(26)	Inmate financial records	8 years	Y	s.59.27(8)
(27)	Quarterly billing reports	8 years	Y	s.59.27(8)
(28)	Bond receipts for court	8 years	N	s.59.27(8)
(29)	Prisoner commissary reports	7 years	Y	Ord. Ch. 5
(30)	Inmate request forms	7 years	Y	Ord. Ch. 5
(31)	Visitor records	7 years	Y	Ord. Ch. 5
5.31	SOLID WASTE.			
(1)	Scale tickets (County copy)	1 year	Y	Ord. Ch. 5
(2)	Daily journal	Permanent	N/A	Ord. Ch. 5
(3)	Landfill account transactions	Permanent	N/A	Ord. Ch. 5
(4)	Transactions and tonnages	Permanent	N/A	Ord. Ch. 5
(5)	Vehicle empty weights for permitted accounts	4 years	Y	Ord. Ch. 5

(106-16/17)

(6)	NSP pass-throughs	Permanent	N/A	Ord. Ch. 5
(7)	Demolition site violations	7 years	Y	Ord. Ch. 5
(8)	Leachate removal	4 years after last removal	Y	Ord. Ch. 5
(9)	Landfill photo log	4 years after project completion	Y	Ord. Ch. 5
(10)	Asbestos log for new landfill	Permanent	N/A	Ord. Ch. 5
(11)	Environmental monitoring data	Permanent	N/A	Ord. Ch. 5
(12)	Landfill permits	Permanent	N/A	Ord. Ch. 5
(13)	Monthly billing statement	Permanent	N/A	Ord. Ch. 5
(14)	Monetary account records	Permanent	N/A	Ord. Ch. 5
(15)	Monthly operations report	Permanent	N/A	Ord. Ch. 5
(16)	Vouchers	4 years	Y	Ord. Ch. 5
(17)	Payroll attendance sheets	7 years	Y	Ord. Ch. 5
(18)	Committee meeting minutes	Permanent	N/A	Ord. Ch. 5
(19)	Committee meeting notices	Permanent	N/A	Ord. Ch. 5
(20)	Out-of-county tonnage reports	Permanent	N/A	Ord. Ch. 5
(21)	Contracts	Permanent	N/A	Ord. Ch. 5
(22)	Contract addendums	Permanent	N/A	Ord. Ch. 5
(23)	Regulatory correspondence	Permanent	N/A	Ord. Ch. 5
(24)	Regulatory approvals	Permanent	N/A	Ord. Ch. 5
(25)	Operating licenses	Permanent	N/A	Ord. Ch. 5
(26)	Engineering drawings	Permanent	N/A	Ord. Ch. 5
(27)	Engineering reports	Permanent	N/A	Ord. Ch. 5

5.32 TREASURER.

(1)	Cash books	7 years	Y	Ord. Ch. 5
(2)	Balancing reports	3 years	Y	Ord. Ch. 5
(3)	Bank statements	7 years	Y	Ord. Ch. 5
(4)	Bank reconciliations	3 years	Y	Ord. Ch. 5

(107-16/17)

		after audit		
(5)	Cancelled checks	7 years	Y	s.59.52(4)(a)16
(6)	Outstanding checks	7 years	Y	Ord. Ch. 5
(7)	Duplicate deposit slips	1 year after audit	Y	Ord. Ch. 5
(8)	Non-tax receipts, including highway general settlements	7 years	Y	s.59.52(4)(a)15
(9)	Cash drawer reconciliation	1 year after	Y	Ord. Ch. 5
(10)	Tax rolls	15 years	N	s.59.52(4)(a)
(11)	Tax sales books	15 years	N	s.44.09
(12)	Tax receipts	15 years	Y	s.59.52(4)(a)14
(13)	Taxes charged back to district	15 years	N	s.44.09
(14)	Tax foreclosure documents, including deeds	15 years	Y	s.59.52(4)(a)7
(15)	Tax sales records/sale of tax foreclosure Property	7 years	Y	Ord. Ch. 5 75.35
5.33	UW-EXTENSION.			
(1)	4-H Enrollment forms	7 years	Y	Ord. Ch. 5
(2)	Volunteer application forms	7 years after Leader ceases involvement	Y	Ord. Ch. 5
(3)	Photo release forms	7 years	Y	Ord. Ch. 5
(4)	Camp/trip medical/health histories	7 years	Y	Ord. Ch. 5
(5)	Human subjects protection assent and	3 years—Best practice: consent forms keep through research study; publication or professional promotion	Y	Ord. Ch. 5
(6)	Behavior expectation form	7 years	Y	Ord. Ch. 5
(7)	Criminal records checks	4 years (keep latest records check)	Y	Ord. Ch. 5
(8)	4-H Charters	3 years (transfer to UW Archives)	Y	Ord. Ch. 5

(108-16/17)

(9)	Human subjects protection self-assessments Approvals	3 years (or event= until research completion)	Y	Ord. Ch. 5
(10)	4-H committee minutes	7 years	Y	Ord. Ch. 5
(11)	ES-327 (annual federal statistical report)	7 years (or as long as item is retained for use)	Y	Ord. Ch. 5
(12)	4-H leaders association minutes and financial records	7 years	Y	Ord. Ch. 5
(13)	4-H Enrollment and Application Forms- Youth (Adults, Volunteers and Group Enrollment	7 years	Y	Ord. Ch. 5
(14)	4-H Name and Emblem Report	7 years	Y	Ord. Ch. 5
(15)	Institutional Review Board (IRB) Protocols	3 years (after research completion)	Y	Ord. Ch. 5
(16)	Photo/Video/Audio Release forms	7 years (after date item is retained for use)	Y	Ord. Ch. 5
(17)	Program participant data and records Registration forms	1.5 years (after session ends)	Y	Ord. Ch. 5
(18)	Telephone call center management data records	1 year	Y	Ord. Ch. 5
5.34	VETERANS SERVICE.			
(1)	Wis. Dept. of Veteran Affairs Bulletins	Until superseded	Y	Ord. Ch. 5
(2)	Regulations: State Stats. Ch. 45	Until superseded	Y	Ord. Ch. 5
(3)	Regulations: Federal	Until superseded	Y	Ord. Ch. 5
(4)	Military separation records	Permanent	N/A	Ord. Ch. 5
(5)	Graves registration	Permanent	N/A	Ord. Ch. 5
(6)	Client case files	File main- tained intact until 2 years after death of veteran or	Y	Ord. Ch. 5

(109-16/17)

death of surviving eligible dependents. File then cleared of all non-essential data and placed in permanent storage

- |     |   |          |   |            |
|-----|---|----------|---|------------|
| (7) | Veterans Service Commission applications      | 2 years  | Y | Ord. Ch. 5 |
| (8) | Veterans Service Commission financial records | 7 years  | Y | Ord. Ch. 5 |
| (9) | Veteran's Relief Records                      | 10 years | Y | Ord. Ch. 5 |

5.35 ZONING, PLANNING AND LAND INFORMATION.

- |      |                                      |                          |     |            |
|------|--------------------------------------|--------------------------|-----|------------|
| (1)  | County Surveyor records              | Permanent                | N/A | s.59.60    |
| (2)  | Proceedings of Zoning Committee      | Permanent                | N/A | Ord. Ch. 5 |
| (3)  | Conditional use permits              | Permanent                | N/A | Ord. Ch. 5 |
| (4)  | Zoning/occupancy permits             | Permanent                | N/A | Ord. Ch. 5 |
| (5)  | Special exception permits            | Permanent                | N/A | Ord. Ch. 5 |
| (6)  | Special use permits                  | Permanent                | N/A | Ord. Ch. 5 |
| (7)  | Official maps                        | Permanent                | N/A | Ord. Ch. 5 |
| (8)  | Violation complaints and files       | Permanent                | N/A | Ord. Ch. 5 |
| (9)  | Board of Adjustment proceedings      | Permanent                | N/A | Ord. Ch. 5 |
| (10) | 9-1-1 fire number maps and directory | Permanent                | N/A | Ord. Ch. 5 |
| (11) | Farmland zoning certificates         | 10 years                 | Y   | s.91.19    |
| (12) | Tax parcel maps                      | Until superseded         | Y   | Ord. Ch. 5 |
| (13) | Aerial photos                        | Permanent                | N/A | Ord. Ch. 5 |
| (14) | Railroad R/W maps                    | Permanent                | N/A | Ord. Ch. 5 |
| (15) | Certified road mileage maps          | Permanent                | N/A | Ord. Ch. 5 |
| (16) | Apportionment census maps            | Until next apportionment | Y   | s. 59.03   |



(110-16/17)

(17)	Mill rates for municipalities	Permanent for WTL/FTL withdrawals	N/A	Ord. Ch. 5
(18)	Ownership/legal description workbooks	Permanent	N/A	Ord. Ch. 5
(19)	Grant applications (successful)	5 years or until audited	Y	Ord. Ch. 5
(20)	Grant applications (unsuccessful)	1 year	Y	Ord. Ch. 5
(21)	Grant Contract work	10 years	Y	Ord. Ch. 5
(22)	Land Information Plan	Permanent	Y	Ord. Ch. 5

5.36 SAMPLE LETTER (RECORDS DESTRUCTION REQUEST). The following sample letter may be used to request approval for destruction of records requiring Historical Society approval or notice:

Date

State Archives  
State Historical Society of Wisconsin  
816 State Street  
Madison, WI 53706

RE: Destruction of Obsolete County Records  
County: La Crosse  
Department:

Dear Sir or Madam:

The County of La Crosse intends to destroy the following obsolete County records that require notification:

Type(s) of Record(s): \_\_\_\_\_

Description of Record(s): \_\_\_\_\_

Dates of Record(s): \_\_\_\_\_

Quantity of Record(s): \_\_\_\_\_

Pursuant to Sec. 19.21(5) Wis. Stats., should your department desire to preserve any of these records, you are required to contact this department within sixty (60) days of this inquiry.

Should you **decline** preservation of such documents, please contact this department at your earliest convenience in order that we may expedite the disposal process.

If you believe that these **categories** of records do not contain historical value, please issue this department a written **waiver** authorizing this department to destroy such records without providing notification to the State Historical Society in the future.

Very truly yours,

La Crosse County Department

By:

(Name/Records Custodian)

P. O. Box Address:

400 North 4th Street

La Crosse, WI 54601

#### 5.37 ACCESS TO PUBLIC RECORDS.

(1) Procedural Information. Pursuant to s. 19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian under s. 19.33, Wis. Stats., from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records or obtain copies of records and the costs thereof. The notice shall also separately identify each position of the authority that constitutes a local public office or a state public office. This subsection does not apply to members of the legislature or to members of any local governmental body.

(2) Access Rights. The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of s. 19.35(1), Wis. Stats. Each authority shall provide any person who is authorized to inspect or copy a record with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours as provided in s. 19.35(2), Wis. Stats.

(3) Fees. A requester shall be charged a fee to defray the cost of locating and copying records as follows: (a) The cost of photocopying shall not exceed the actual, necessary, and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by the law.

(b) If the form of a written record does not permit copying, the actual, necessary, and direct cost of photographing and photographic processing shall be charged.

(c) Except and otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.

(d) If mailing or shipping is necessary, the actual, necessary and direct cost thereof shall also be charged.

(e) The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.

(f) Each authority may require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5. If the requestor is a prisoner, as defined in s. 301.01(2), or is a person confined in a federal correctional institution located in this state, and he or she has failed to pay any fee that was imposed by the authority for a request made previously by that requestor, the authority may require prepayment both of the amount owed for the previous request and the amount owed for the current request.

(4) Response Time. Each authority, in acting upon a request for any record, shall respond within the times and according to the procedures set out in s. 19.35(4), Wis. Stats.

(5) Separation of Information. If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the County Corporation Counsel prior to releasing any information under this section.

5.38 OPTICAL DISK AND ELECTRONIC STORAGE OF RECORDS. Any County record in the custody of any County office, department, commission, board or agency may be transferred to, or maintained in, optical disk or electronic storage in accordance with the rules of the state department of administration under s. 16.612, Wis. Stats.

(112-16/17)

**Section 2.** This Ordinance shall take effect the day after passage and publication as required by law.

**Tara Johnson, County Board Chair**  
**Ginny Dankmeyer, County Clerk**

**EXECUTIVE COMMITTEE**

Motion by S. Hampson/M. Nikolay to approve. Motion by S. Hampson/M. Kruse to amend section 5.15 County Clerk (16) to state for the retention time: 30 days after election-22 months if federal election and to amend (18) regarding retention time: 1 year after date of election-22 months if federal election, unless contested, then by court order and also amend section 5.30 Sheriff by deleting sections (32), (33), (34), (35) and (36) regarding Huber records because there is no longer a Huber facility and there is no longer a need to include these records in the ordinance. Discussion ensued. Corporation Counsel David Lange responded to questions from the Board. The motion to amend passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert. The motion to approve as amended passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**FIRST CONSIDERATION OF ORDINANCE**

**ORDINANCE NO. 154 TO AMEND S. 4.06(7)(K)1 OF CHAPTER 4 ENTITLED  
“FINANCE” OF THE GENERAL CODE OF LA CROSSE COUNTY, WISCONSIN**

**EXECUTIVE COMMITTEE**

Motion by S. Hampson to move the first reading. Discussion ensued. The ordinance will be held over for 30 days and is on file and open for public inspection in the office of the County Clerk and on the La Crosse County web site at: [www.co.la-crosse.wi.us](http://www.co.la-crosse.wi.us). Upon adoption and publication it will be incorporated into the La Crosse County General Code of Ordinances.

**RESOLUTION NO. 36-8/16 RE: ENCOURAGING FINANCIAL SUPPORT BY THE STATE  
OF WISCONSIN FOR LA CROSSE CENTER EXPANSION PROJECT**

**WHEREAS**, the La Crosse Center is a multi-purpose event arena that provides space for conventions, nationally known concert performances and regional trade shows, in addition to venues for banquets, graduations, weddings and social events; and **WHEREAS**, since construction in 1980, the La Crosse Center has become a vital asset to the area economy, attracting visitors from throughout the mid-west, in particular serving western Wisconsin, southeast Minnesota and eastern Iowa with expanded entertainment choices, while enhancing the tourism, hotel and hospitality demands throughout the region; and, **WHEREAS**, the La Crosse City Council has approved up to \$45 million for expansion of the Center that will add a ballroom, renovate the entrance lobby, enhance corridors, hallways and office space, while providing improved visitor access to the Mississippi River; and, **WHEREAS**, the City of La Crosse and La Crosse Center Board are seeking \$10-\$12 million from the State of Wisconsin in support of the expansion project, which is consistent with the significant financial support provided to other local projects that serve as regional entertainment venues, including: the Dane County Expo Center, Bradley Center, the Milwaukee Bucks Arena, KI Convention Center in Green Bay, the Maritime Center in Marinette County, and the Eau Claire Confluence Project. **NOW THEREFORE BE IT RESOLVED**, that the La Crosse County Board strongly encourages the State of Wisconsin to provide financial support of \$10-\$12 million for the La Crosse Center Expansion project. **BE IT FURTHER RESOLVED**, a copy of this resolution shall be forwarded to the La Crosse Center Board of Directors, area Counties and municipalities, Governor Walker and all area legislators. **FISCAL NOTE:** There will be no direct fiscal impact to La Crosse County, except the multiple financial benefits from enhanced economic activity with the increased events enabled by the expansion project.

**EXECUTIVE COMMITTEE**

Motion by S. Hampson/D. Holtze to approve passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**RESOLUTION NO. 37-8/16 RE: RESOLUTION AUTHORIZING THE REDEMPTION OF CERTAIN OUTSTANDING BONDS OF THE COUNTY OF LACROSSE, WISCONSIN; AND RELATED MATTERS**

**WHEREAS**, the County of La Crosse, Wisconsin (the "County") is authorized by the provisions of Chapter 67, Wisconsin Statutes, as supplemented and amended, to issue bonds for any public purpose and to refund any municipal obligations, including interest on them; and, **WHEREAS**, the County has previously issued \$12,775,000 aggregate principal amount of General Obligation Solid Waste Bonds, Series 2006-B (the "Bonds"), currently outstanding in the aggregate principal amount of \$8,420,000; and, **WHEREAS**, it is now desirable and in the best interests of the County and its taxpayers for the County to provide for the payment of the principal of and the interest on the Bonds maturing on and after October 1, 2017 upon redemption prior to maturity on October 1, 2016 with the proceeds of a State Trust Fund Loan and other available funds of the County. **NOW, THEREFORE BE IT RESOLVED, AS FOLLOWS:**

*Section 1.* Based upon its review and findings that it is in the best interests of the County and its taxpayers, the County hereby approves the application of the proceeds of the State Trust Fund Loan described above and other available funds of the County to provide for the redemption on October 1, 2016 of \$7,820,000 aggregate principal amount of the Bonds maturing on and after October 1, 2017, as set forth in the preambles to this Resolution.

*Section 2.* The County hereby authorizes the redemption of the Bonds as set forth in the Notice of Redemption attached as Exhibit A to this Resolution.

*Section 3.* The Chairperson, the County Clerk, the County Treasurer, the Finance Director and all other officers of the County be, and each of them hereby is, authorized to execute and deliver such documents, certificates, and undertakings of the County and to take such other actions as may be required in connection with the redemption of the Bonds authorized by this Resolution.

*Section 4.* All acts of the officers, employees and agents of the County which are in conformity with the purposes and intent of this Resolution be, and the same hereby are, in all respects, ratified, approved and confirmed.

*Section 5.* If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability or such section, paragraph or provision shall not affect any of the remaining sections, paragraphs and provisions of this Resolution.

*Section 6. Conflicting Proceedings Superseded.* All ordinances, resolutions or orders, or parts thereof, heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, shall be and in the same are hereby superseded to the extent of such conflict, and this Resolution shall be in effect from and after its passage.

**FISCAL NOTE:** The refinancing of the 2006B General Obligation Solid Waste Bonds with a revenue loan from the State Trust Fund is part of the long-term debt plan for the County. The interest rate for the remaining term of the 2006B Bonds ranges from 4.25% - 4.55%. The projected interest rate on the revenue loan is expected to be 4% or less. Sufficient funding for principal and interest payments is provided in the 2017 Solid Waste budget.

**EXECUTIVE COMMITTEE**

Motion by S. Hampson/M. Giese to approve passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**Motion** by S. Hampson/M. Kruse to suspend the rules to have no fiscal note and only to read part of the resolution. Discussion ensued. The motion to approve passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert

**RESOLUTION NO. 38-8/16 RE: BORROWING RESOLUTION REVENUE OBLIGATION TRUST FUND LOAN**

**WHEREAS**, pursuant to the provisions of Chapter 66 Subchapter VIII or Chapter 67 of the Wisconsin Statutes, municipalities may borrow money for purchasing, acquiring, constructing, extending, adding to, improving operating and managing a public utility and repay such loan from revenues received from any source; and **WHEREAS**, pursuant to the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands ("BCPL") is authorized to make loans from the State Trust Funds to municipalities for such purposes; and **WHEREAS**, the **County of La Crosse** owns and operates the **La Crosse County Solid Waste Utility** (the "System") for the collection, treatment, storage and disposal of solid waste; and **WHEREAS**, certain improvements to the System necessary to meet the needs of the **County of La Crosse** and the residents thereof (the "Project") were funded by the **La Crosse County Taxable General Obligation Solid Waste Bonds, Series 2006-B**, **WHEREAS**, the **County of La Crosse** deems it to be necessary, desirable and in its best interest to obtain a Revenue Obligation Trust Fund Loan from BCPL for **refinancing General Obligation Solid Waste Bonds, Series 2006-B**, and such Loan is to be payable from the income and revenues of the System. **NOW, THEREFORE, BE IT RESOLVED** that the **County of La Crosse** is hereby authorized to borrow from the Trust Funds of the State of Wisconsin the sum of **Seven Million Eight Hundred Twenty Thousand And 00/100 Dollars (\$7,820,000)** for the purpose of **refinancing General Obligation Solid Waste Bonds, Series 2006-B** and for no other purpose. Such loan shall be payable within **10** years from the 15<sup>th</sup> day of March preceding the date the loan is disbursed. The loan will be repaid in full on the 15<sup>th</sup> day of March, 2025 with interest at the rate of **3.75** percent per year from the date of disbursement of the loan to the date the loan is repaid. Such loan may be prepaid before the maturity date in accordance with the limitations set forth in Chapter 24 of the Wisconsin Statutes. **BE IT FURTHER RESOLVED** that the revenues of the System are hereby pledged to BCPL to repay this loan and that such pledge shall be senior and superior to all other pledges of such revenues to any other lender. No notes, bonds or other obligations payable out of the revenues of the System may be issued in such manner as to enjoy priority over this Loan. Any and all payments made to the **County of La Crosse** out of the revenues of the System, including any required tax equivalent payments, shall be subordinate to payments required under this obligation. **BE IT FURTHER RESOLVED** that all ordinances, resolutions, or orders, or parts thereof which were previously enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed, and this Resolution shall be in effect from and after its passage. **BE IT FURTHER RESOLVED**, we acknowledge that should the **County of La Crosse** default on this loan, BCPL is required under Wisconsin Statute Section 24.70 to intercept any state payments that may be otherwise due the **County of La Crosse**. **BE IT FURTHER RESOLVED**, we acknowledge that the Certificate of Indebtedness will contain a covenant requiring that the System tipping and other user fees and rates charged to customers of the System will be sufficient to ensure adequate maintenance and repair, adequate replacement reserves when considering the current functional age of the System and expected timing and costs of future capital expenditures including liabilities for anticipated landfill closure(s), and a debt service coverage ratio (defined as net operating income divided by total debt service) exceeding 1.25. **BE IT FURTHER RESOLVED** that if BCPL agrees to make such loan, that the Chairman and Clerk of the **County of La Crosse** are authorized and empowered in the name of the County to execute and deliver to BCPL, those Certificates of Indebtedness in such form as required by BCPL, for the sum of money that may be loaned to the **County of La Crosse** pursuant to this resolution. The Chairman and Clerk are authorized and directed to perform all actions reasonably necessary to fully carry out the provisions of Chapter 24 of the Wisconsin Statutes, and these resolutions. **BE IT FURTHER RESOLVED**, that these recitals and these resolutions and the votes by which they were adopted, shall be recorded, and that the Clerk of the **County of La Crosse** shall forward this certified record, along with the application for the loan, to BCPL.

**EXECUTIVE COMMITTEE**

(115-16/17)

Motion by S. Hampson/M. Nikolay to approve. Discussion ensued. Administrator O'Malley responded to questions from the Board. The motion to approve passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**SUGGESTIONS FOR FUTURE AGENDA TOPICS – none offered.**

**ADJOURN**

Motion by L. Berg/J. Gundersen to adjourn at 7:50 PM passed on a unanimous voice vote with 28 ayes, 1 excused - R. Ebert.

**STATE OF WISCONSIN )**

**COUNTY OF LA CROSSE )**

**I, Ginny Dankmeyer , La Crosse County Clerk, in and for the County of La Crosse, Wisconsin, do hereby certify that the foregoing is a true and correct copy of the Journal of Proceedings of the La Crosse County Board of Supervisors at the La Crosse County Board of Supervisors Monthly Meeting held Thursday, August 18, 2016 and that it is the whole thereof. IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE OFFICIAL SEAL THIS DAY 23 OF AUGUST 2016.**