

AGENDA
Notice of Regular Meeting
Sauk County Board of Supervisors
Tuesday, April 15, 2025 – 6:00 p.m.
County Board Meeting Room 326, 3rd Floor
West Square Building, Baraboo, WI 53913

Any person who has a qualifying disability that requires the meeting or materials at the meetings to be in an accessible location or format should contact the Sauk County Clerk's Office at 608-355-3286, between the hours of 8:00 AM and 4:30 PM, Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.

1. CALL TO ORDER AND CERTIFY COMPLIANCE WITH OPEN MEETING LAW

2. ROLL CALL

3. INVOCATION AND PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

5. ADOPT MINUTES OF PREVIOUS MEETING

6. GENERAL CONSENT AGENDA ITEMS

7. SCHEDULED APPEARANCES

8. PUBLIC COMMENT

- a. Registration form located on the table in gallery of County Board Room 326 – turn in to the County Board Vice Chair. During Public Comment, any person who is not a member of the body may comment on a specific item or issue that is on the agenda. Any comments not related to the agenda should be sent to the County Clerk to forward to the County Board.

9. COMMUNICATIONS *(All communications are attached to Granicus)*

- a. 04/01/2025 Mark D. O'Connell Communication, re. 2025 WCA Annual Business Meeting Resolutions
Deadline for Submission: 4:30 p.m. on June 23, 2025. *(Attached on Granicus)*

10. APPOINTMENTS

a. **Ethics Inquiry Board:**

- i. Richard Cross, New Appointment, Citizen Member
3 – Year Term: 04/15/2025 to 04/18/2028

11. BILLS

12. CLAIMS

13. ELECTIONS

14. PROCLAMATIONS

15. REPORTS – INFORMATIONAL, NO ACTION REQUIRED

- a. Rebecca C. Evert, Sauk County Clerk – Rezoning petitions filed with the office of the Sauk County Clerk as a requirement of Wisconsin State Statutes 59.69(5)(e):
 - i. Petition 03-2025, Applicant: Live Love Dwell LLC; Project Location: Town of Baraboo; Current Zoning: Agriculture; Proposed Zoning: Recreational Commercial. (*Attached on Granicus*)
- b. Lisa Wilson, Sauk County Administrator:
 - i. Administrator’s Report.
- c. Tim McCumber, County Board Chair:
 - i. Board Chair Update.
 - ii. April 30th, 2025 - Special Board Meeting for Strategic Planning with The Lakota Group.
 - iii. WCA Convention, September 21-23, 2025
 - iv. WCA Donation

16. UNFINISHED BUSINESS

17. NEW BUSINESS

- a. **EXECUTIVE & LEGISLATIVE COMMITTEE:**
 - i. **Resolution 17-2025** To Designate Sauk County Sheriff’s Dispatch As Sauk County’s Designated Public Safety Answering Point (PSAP). (Pages 4-9)
- b. **EXECUTIVE & LEGISLATIVE COMMITTEE AND FINANCE, PERSONNEL, & INSURANCE COMMITTEE:**
 - i. **Resolution 18 -2025** To Approve Participation In The Fiscal Year 2025 PSAP (Public Safety Answering Point) Grant Program And Amend The 2025 Budget. (Pages 10-30)
- c. **FINANCE, PERSONNEL, & INSURANCE COMMITTEE:**
 - i. **Resolution 19-2025** To Approve Electronic Budget Book And Planning Software Package And Award Contract To Gravity IGM Technology Corporation. (Pages 31-32)
- d. **LAND RESOURCES AND EXTENSION COMMITTEE:**
 - i. **Ordinance 3-2025** Amendment To Approve A Map Amendment (Rezoning) Of Lands In The Town Of Sumpter From An Agriculture To A Recreational Commercial Zoning District Filed Upon Otter Creek Barn LLC, Property Owner. (Pages 33-34)
 - ii. **Ordinance 4-2025** Amendment To Chapter 25 Private Onsite Wastewater Treatment Systems Ordinance. (Pages 35-58)
 - iii. **Resolution 20-2025** To Support Increasing Base Funding For County Conservation Staffing To \$20.2 Million. (Pages 59-60)
- e. **PUBLIC WORKS & INFRASTRUCTURE COMMITTEE**
 - i. **Resolution 21-2025** Resolution Designating The Week Of April 21st Through April 25th 2025 As “Workzone Safety Awareness Week In Sauk County”. (Pages 61-62)
- f. **PUBLIC WORKS & INFRASTRUCTURE COMMITTEE AND FINANCE, PERSONNEL & INSURANCE COMMITTEE:**
 - i. **Resolution 22-2025** To Create A New Campus Custodian/Maintenance Assistant Position For The Building Services Department. (Pages 63-68)

18. REFERRALS

19. NEW AGENDA ITEMS (NO DISCUSSION). SUBMIT IN WRITING OR BY E-MAIL NEW BUSINESS ITEMS TO THE COUNTY ADMINISTRATOR AS SOON AS POSSIBLE FOR RULE III.A. REFERRAL.

20. ADJOURNMENT

Respectfully,



Tim McCumber
County Board Chair

County Board Members, County Staff & The Public – Provide the County Clerk a copy of:

1. Informational handouts distributed to Board Members
2. Original letters and communications presented to the Board.

www.co.sauk.wi.us

Agenda mail date via United States Postal Service: April 10, 2025

Agenda Preparation: Tim McCumber, County Board Chair, jointly with the County Clerk and the County Administrator. s:/admin/Co Bd Agendas/2025/ctybdagendaAPRIL2025

RESOLUTION # 17-2025

Resolution to Designate Sauk County Sheriff's Dispatch as Sauk County's Designated Public Safety Answering Point (PSAP)

Resolution offered by the Executive & Legislative Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: 2019 Wisconsin Act 26 requires the Wisconsin Department of Military Affairs to provide grants to one public safety answering point in each county that meet the eligibility criteria and grant purposes identified in Wis. Admin. Code § DMA 2.05. Wis. Admin. Code § DMA 2.03 requires that each county designate a public safety answering point (PSAP) as the "designated public safety answering point" to be eligible to apply for grants in that county. The designated public safety answering point for Sauk County is the Sauk County Sheriff's Department Dispatch Center. Sauk County Sheriff's Department Dispatch Center is only public safety answering point eligible to apply for grants for the life of the grant program in Sauk County.

THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, acknowledges that the Sauk County Sheriff's Department Dispatch Center is hereby selected as the designated public safety answering point for Sauk County, WI.

Approved for presentation to the County Board by the Executive and Legislative Committee, this 1st day of April, 2025.

Consent Agenda Item: [] YES [X] NO

Fiscal Impact: [X] None [] Budgeted Expenditure [] Not Budgeted

Vote Required: Majority = X 2/3 Majority = 2/3 3/4 Majority =

The County Board has the legal authority to adopt: Yes BUD No as reviewed by the Corporation Counsel, [Signature], Date: 04.08.2025.

Offered and passage moved by the Executive and Legislative Committee:

[Signature] Aye [] Nay [] Abstain [] Absent
Chair, Timothy McCumber

[Signature] Aye [] Nay [] Abstain [] Absent
Vice-Chair, John Deitrich

[Signature] Aye [] Nay [] Abstain [] Absent
Supervisor Dennis Polivka

[Signature] Aye [] Nay [] Abstain [] Absent
Supervisor Mark Detter

[] Aye [] Nay [] Abstain [X] Absent
Supervisor Lynn Eberl

55 *Patricia Rego* Aye Nay Abstain Absent
 56 Supervisor Patricia Rego
 57 *Marty Krueger* Aye Nay Abstain Absent
 58 Supervisor Marty Krueger
 59 *Sheila Carver* Aye Nay Abstain Absent
 60 Supervisor Sheila Carver
 61 *Brian Peper* Aye Nay Abstain Absent
 62 Supervisor Brian Peper
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68 Fiscal Note: Resolution needed to apply for future PSAP Grants. *JMA*
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MIS Note: No MIS Note.

State of Wisconsin



2019 Assembly Bill 471

Date of enactment: **November 19, 2019**

Date of publication*: **November 20, 2019**

2019 WISCONSIN ACT 26

AN ACT to amend 256.35 (3s) (d) 4.; and to create 256.35 (3s) (bm) of the statutes; relating to: grants for Next Generation 911 and granting rule-making authority.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 256.35 (3s) (bm) of the statutes is created to read:

256.35 (3s) (bm) *Competitive grant program.* 1. The department shall award grants to public safety answering points for the purposes identified under subd. 2. using the criteria in subd. 3.

2. The department shall promulgate rules that identify appropriate purposes for grants under subd. 1. based on the recommendations of the 911 subcommittee under par. (d) 4. Grant purposes may include advanced training of telecommunicators, equipment or software expenses, and incentives to consolidate some or all of the functions of 2 or more public safety answering points. Grant purposes may not include general public safety answering point overhead or staffing costs or costs for providing emergency services or emergency services equipment.

3. The department shall promulgate rules that contain eligibility criteria for grants under subd. 1. based on the recommendations of the 911 subcommittee under par. (d) 4.

4. The department may not award a grant under subd. 1. to more than one public safety answering point per county.

SECTION 2. 256.35 (3s) (d) 4. of the statutes is amended to read:

256.35 (3s) (d) 4. ~~If funding is made available for the department or another state agency to make grants to public safety answering points for training or upgrading facilities or services or for implementing Next Generation 911, advise~~ Advise the department or other state agency on ~~making the awarding~~ Next Generation 911 grants under par. (bm) 1., including advising on appropriate grant purposes and eligibility criteria for the grants. The criteria shall include basic training and service standards that grant applicants must satisfy.

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

Chapter DMA 2

COMPETITIVE GRANTS FOR PUBLIC SAFETY ANSWERING POINTS

DMA 2.01	Authority and purpose.
DMA 2.02	Definitions.
DMA 2.03	Designated public safety answering point.
DMA 2.04	Minimum training and service standards.

DMA 2.05	Eligibility.
DMA 2.06	Eligible and ineligible costs.
DMA 2.07	Awards.
DMA 2.08	Reconsideration.

DMA 2.01 Authority and purpose. This chapter is promulgated under the authority of s. 256.35 (3s) (bm), Stats., to establish the eligibility criteria and appropriate purposes for awarding competitive grants to local public safety answering points for Next Generation 911.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22.

DMA 2.02 Definitions. In this chapter:

(1) “Basic training” means the minimum level of training for a telecommunicator who performs 911 call taking or emergency services dispatching.

(2) “Department” means the department of military affairs.

(3) “Designated public safety answering point” means a public safety answering point identified pursuant to s. DMA 2.03 as the one public safety answering point in a given county that is eligible to receive grants under this chapter.

(4) “Emergency services” includes public or private organizations that provide law enforcement, emergency medical, or firefighting services and that at the request of a public safety answering point or dispatch center respond to and manage emergencies, calls for service, or critical incidents when they occur.

(5) “Equipment and software expenses” means the expenses incurred to purchase and maintain technology and data required for a public safety answering point and telecommunicator to communicate, locate, and dispatch emergency services to a 911 caller.

(6) “First class cities” are those cities that meet the criteria set forth in s. 62.05, Stats.

(7) “Grant period” means the period of time, as established by the department, in which grant funds can be spent by a public safety answering point.

(8) “Grants” means competitive public safety answering point grants authorized by s. 256.35 (3s) (bm), Stats.

(9) “Next Generation 911” has the meaning given in s. 256.35 (3s) (a) 3., Stats.

(10) “911 subcommittee” means the 911 subcommittee created in s. 15.315 (2), Stats.

(11) “Public safety answering point” has the meaning given in s. 256.35 (1) (gm), Stats.

(12) “Telecommunicator” means an emergency response coordination professional trained to receive, assess, and prioritize requests for emergency assistance.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22; correction in (3) made under s. 13.92 (4) (b) 1., Stats., Register June 2022 No. 798.

DMA 2.03 Designated public safety answering point. (1) Grants under this chapter may only be awarded to one public safety answering point per county. The single public safety answering point eligible to apply for grants in a given county shall be designated by resolution of its county board, except that, in counties with first class cities, the single public safety answering point shall be designated by majority vote of an

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intergovernmental cooperation council established pursuant to s. 66.0301, Stats.

(2) Once a public safety answering point has been designated under sub. (1), no other public safety answering point in that county may be awarded a grant in that grant period or any subsequent grant period.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22.

DMA 2.04 Minimum training and service standards. (1) This section establishes minimum training and service standards that designated public safety answering points must meet in order to be eligible to apply for grants.

(2) The designated public safety answering point shall establish and implement a basic training program that provides at least 40 hours of training to a telecommunicator by utilizing a commercially available program or a self-developed training program.

(3) The basic training program established under sub. (2) shall provide instruction to a telecommunicator in all of the following areas:

(a) The general knowledge and awareness of the geography, population, and demographic served, including emergency services agencies and their jurisdictions.

(b) The incident command system, national incident management system, interoperable communications plans, and emergency operations plans.

(c) The procedures for accurately processing and relaying caller information in accordance with established public safety answering point procedures, obtaining complete caller information, properly classifying and prioritizing requests for emergency services, and processing available caller information to identify conditions that may affect safety.

(d) The appropriate use of emergency services terminology and the ability to communicate clearly in written and oral form, especially when relaying emergency information to emergency services or communicating with the public requesting emergency assistance.

(e) The procedures to operate and respond to emergency alerts.

(f) The certifications required to operate computer applications and databases necessary to perform assigned duties, including radio communication equipment, computer equipment, telecommunication equipment, and computer applications and systems.

(g) The procedures to process and document records and operate records systems.

(4) The designated public safety answering point shall establish and implement a policy that does all of the following:

(a) Prohibits a telecommunicator from handling any request for emergency services without direct supervision until the telecommunicator receives at least 40 hours of basic training.

(b) Requires a telecommunicator employed by the designated

public safety answering point prior to the submission of an application for a grant to start the basic training program established under sub. (2) before the date of the application and be scheduled to complete the program within 12 months of starting the basic training.

(c) Requires a telecommunicator hired after the date of the application for a grant to complete the basic training program established under sub. (2) within 12 months of hire.

(5) The designated public safety answering point shall receive wireline and wireless 911 calls directly.

(6) The designated public safety answering point shall be in operation 24 hours per day, 7 days per week and have a minimum of 2 telecommunicators on duty and available to receive and process requests for emergency assistance while the designated public safety answering point is in operation.

(7) The designated public safety answering point shall answer 90 percent of requests for emergency assistance within 10 seconds and 95 percent of requests for emergency assistance within 20 seconds.

(8) (a) The designated public safety answering point shall establish and implement a continuity of operations plan to maintain operations in the event of catastrophic failure.

(b) A telecommunicator employed by the designated public safety answering point shall be trained in the continuity of operations plan established under par. (a) at least annually.

(c) At a minimum, the continuity of operations plan must address all of the following:

1. The designated public safety answering point operational processes that identify key communications and information technology components.

2. The processes required for the designated public safety answering point to recover operations.

3. The roles and responsibilities of a communications response team that may be deployed to restore emergency services operations.

4. Employee training exercises necessary to implement and maintain the continuity of operations plan.

5. Interoperable communications planning and operations.

6. A list of essential contacts, including public safety answering point and emergency services staff.

7. A list of priority services available during disruptions to the designated public safety answering point operations.

8. Identification of an alternate operations site.

(9) To remain eligible for grant funding, within 3 years following the first grant award, the designated public safety answering point shall, in circumstances where a caller may require medical assistance, provide emergency medical dispatching by doing any of the following:

(a) Establishing an emergency medical dispatch protocol that provides pre-arrival instruction through a recognized training provider that meets the standards set by the 911 subcommittee and includes certified emergency medical telecommunicators.

(b) Establishing an agreement with another public safety answering point or 3rd-party emergency medical dispatch provider that can be conferenced in and provide the caller with assistance on administering emergency medical protocol. If a public safety answering point transfers callers under this paragraph, the transferring public safety answering point shall do all of the following:

1. Use an evidence-based protocol for the identification of a person in need of emergency medical protocol.

2. Provide appropriate training and continuing education, as

determined by the department, on the protocol for identification of a person in need of emergency medical protocol.

3. Ensure that any dedicated 3rd-party emergency medical dispatch provider or public safety answering point to which calls are transferred under this paragraph uses telecommunicators that meet the requirements under par. (a) to provide assistance on administering emergency medical protocol.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22: renum. (intro.) to (8) to (1) to (9) under s. 13.92 (4) (b) 1., Stats., and correction in (3) (intro), (4) (b), (c) made under s. 13.92 (4) (b) 7., Stats., Register June 2022 No. 798.

DMA 2.05 Eligibility. (1) The department shall establish a process for determining whether an applicant has met the eligibility criteria listed in sub. (2) based on recommendations from the 911 subcommittee.

(2) An applicant must satisfy all of the following criteria to be eligible to apply for grants under this chapter:

(a) The applicant is a designated public safety answering point under s. DMA 2.03.

(b) The applicant meets all minimum training and service standards identified under s. DMA 2.04, as determined by the department.

(c) By the deadline set by the department, the applicant must submit all of the following to the department:

1. An application on a form prescribed by the department.

2. A copy of the county board resolution selecting the public safety answering point or a letter from the chair of the intergovernmental cooperation council affirming that the public safety answering point was selected by the majority vote of the council, as applicable.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22.

DMA 2.06 Eligible and ineligible costs. (1) ELIGIBLE COSTS. In this chapter all of the following costs are eligible for grants:

(a) Advanced telecommunicator training, including emergency medical dispatch protocol certification training from an emergency medical dispatch protocol training organization as approved by the 911 subcommittee.

(b) Public safety answering point equipment and software expenses for enabling Next Generation 911 services, including hosted equipment and software services.

(c) Activities to consolidate some or all functions of 2 or more public safety answering points.

(d) Enhanced continuity of operations planning and equipment.

(2) INELIGIBLE COSTS. In this chapter all of the following costs are ineligible for grants:

(a) General public safety answering point overhead and staffing.

(b) Costs for providing emergency services or emergency services equipment.

(c) Costs for facility construction.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22.

DMA 2.07 Awards. (1) In consultation with the 911 subcommittee, the department shall do all of the following when awarding grants to eligible public safety answering points under this chapter:

(a) Determine the maximum percentage of funds that must be derived from local funding sources for all eligible public safety answering points. The amount required from local funding sources shall not exceed 25 percent of the grant amount awarded by the department to a public safety answering point in a grant

period. The amount required from local funding sources shall be in addition to the grant amount awarded by the department.

(b) Set the maximum award amount that an eligible public safety answering point may apply for under each grant period based on the amount of funding available in the appropriation s. 20.465 (3) (qm), Stats., and the local funding source percentage identified in par. (a).

(2) For any application received for activities to consolidate some or all functions of 2 or more public safety answering points, the department may reduce or waive the required local funding source percentage and maximum award amount identified in sub. (1) (a) and (b).

(3) No grant period shall exceed 18 months.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22.

DMA 2.08 Reconsideration. An applicant shall have 30 days after receipt of the determination by the department to request reconsideration of any denial of funds. The applicant shall submit the request in writing to the department with a detailed rationale for overturning the determination. The department shall provide notice of the final determination to the applicant within 14 days after receipt of the request for reconsideration.

History: CR 21-075: cr. Register June 2022 No. 798, eff. 7-1-22.

RESOLUTION #18 -2025

Resolution to approve participation in the Fiscal Year 2025 PSAP (Public Safety Answering Point) Grant Program and amend the 2025 budget.

Resolution offered by the Executive & Legislative Committee and Finance, Personnel, and Insurance Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: The Wisconsin Department of Military Affairs/Office of Emergency Communications has announced the Round 2 Fiscal Year (FY) 2025 PSAP (Public Safety Answering Point) Grant Program funding opportunity. The PSAP Grant Program is intended to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation. With more PSAPs joining the statewide ESInet (Emergency Services IP-Based Network) there is an increased need to also establish radio interoperability between PSAPs statewide. This second round of FY2025 funding is being made available to establish interoperable connectivity to the new WISCOM800 system for the purposes of PSAP-to-PSAP communication. Sauk County Sheriff's Dispatch is Sauk County's primary PSAP responsible for county-wide emergency services communications. This grant funding opportunity addresses many necessary upgrades significantly reducing costs that would have been part of Sauk County's communications budget. This PSAP Grant became available on February 27, 2025 and closed for applications on March 20, 2025. Given the limited window for applications, Sauk County has applied for this funding opportunity with final approval of the Sauk County Board. The grant is a 90/10 state share/ local match, the application is requesting \$154,824. Of this, the State of Wisconsin share would be \$139,341.60 and Sauk County's match would be \$15,482.40, funded through general fund balance. Grant funds will be received in the form of reimbursement following project closeout. Project start date is June 1, 2025, project end date if June 1, 2026.

THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, hereby authorizes Sauk County Emergency Management to participate in the 2025 PSAP Grant Program funded through general fund balance and amend the 2025 budget at an amount not to exceed \$154,824 pending State of Wisconsin reimbursement of \$139,341.60. Sauk County's match would be \$15,482.40.

Approved for presentation to the County Board by the Executive and Legislative Committee, this 1st day of April, 2025.

Consent Agenda Item: [] YES [X] NO

Fiscal Impact: [] None [] Budgeted Expenditure [X] Not Budgeted

Vote Required: Majority = _____ 2/3 Majority = X 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed by the Corporation Counsel, _____, Date:

Offered and passage moved by the Executive and Legislative Committee:

Chair, Timothy McCumber [X] Aye [] Nay [] Abstain [] Absent

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Vice-Chair, John Deitrich

Aye Nay Abstain Absent



Supervisor Dennis Polivka

Aye Nay Abstain Absent



Supervisor Mark Detter

Aye Nay Abstain Absent



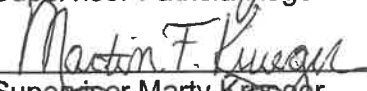
Supervisor Lynn Eberl

Aye Nay Abstain Absent



Supervisor Patricia Rego

Aye Nay Abstain Absent




Supervisor Marty Krueger

Aye Nay Abstain Absent



Supervisor Sheila Carver

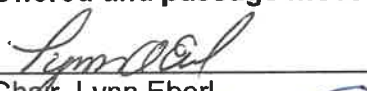
Aye Nay Abstain Absent



Supervisor Brian Peper

Aye Nay Abstain Absent

Offered and passage moved by the Finance, Personnel & Insurance Committee:



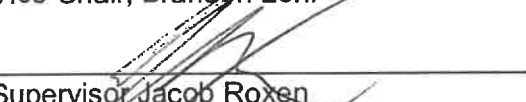
Chair, Lynn Eberl

Aye Nay Abstain Absent



Vice-Chair, Brandon Lohr

Aye Nay Abstain Absent

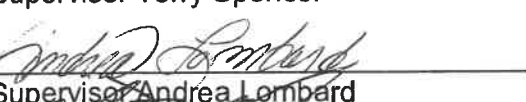


Supervisor Jacob Roxen

Aye Nay Abstain Absent

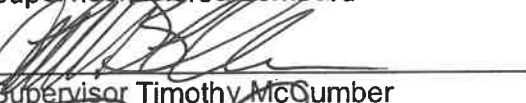
Supervisor Terry Spencer

Aye Nay Abstain Absent




Supervisor Andrea Lombard

Aye Nay Abstain Absent



Supervisor Timothy McCumber

Aye Nay Abstain Absent



Supervisor Sheila Carver

Aye Nay Abstain Absent



Supervisor Aaron Evert

Aye Nay Abstain Absent

Fiscal Note: The grant is a 90/10 State share/ local match, the application is requesting \$154,824. The State of Wisconsin share would be \$139,341.60 and Sauk County's match would be \$15,482.40 funded through general fund balance. Grant funds will be received in the form of reimbursement following project closeout.

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DAYE NAY ABSTAIN

Supervisor Gaile Burchill

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MIS Note: No MIS Note.

Wisconsin Department of Military Affairs

OEC Grant Announcement

PSAP Grant Program

Round 2

Fiscal Year 2025

Application Submission Deadline:

11:59 PM CT March 20, 2025

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Grant Announcement:

Round 2 FY2025 PSAP Grant Program

All questions for the PSAP Grant Program should be directed to: grant.grywalsky@widma.gov. If you experience difficulties with the email address above, please call [608] 888-5501.

Application Submission: Applications must be emailed as attachments to interop@widma.gov by the **application deadline of 11:59PM March 20, 2025**. All application documents must be submitted in PDF format as separate attachments. Emailed applications should be labeled with the subject "FY25 PSAP Grant Application".

Description: The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to announce the Round 2 Fiscal Year (FY) 2025 PSAP Grant Program funding opportunity. The PSAP Grant Program is intended to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation. **With more PSAPs joining the statewide ESInet, there is an increased need to also establish radio interoperability between PSAPs statewide. This second round of FY2025 funding is being made available to establish interoperable connectivity to the new WISCOM800 system for the purposes of PSAP-to-PSAP communication.**

Applicant Eligibility: Designated public safety answering points (PSAPs) that also meet the eligibility criteria outlined in [Wis. Admin. Code DMA § 2.05 Eligibility](#) may apply for grants under this program. The Designated PSAP process is outlined in [Wis. Admin. Code DMA § 2.03](#) or Section 2.1 of this Grant Announcement.

For more information about the PSAP Grant Program eligibility requirements, including the basic training and service standards required for each applicant, please see Section 2 of this Grant Announcement for more information.

OEC Grant Guide: For more information about the PSAP Grant Program, including budget and application tips, grant conditions, and supplanting, please see the OEC Grant Guide: [OEC Grant Guidance](#)

Opportunity Category: Competitive

1. Funding Information



1.1. Allowable Expenses:

Eligible applicants are encouraged to apply for all costs required for establishing PSAP radio interoperable connectivity to the new WISCOM800 system. When technically feasible, applicants are strongly encouraged to apply for solutions that integrate P25 Phase II 800 MHz radio control station(s) into their existing dispatch console network to enable multiple dispatch console positions to share/access the same radio resource. **Awards over \$55,000 will only be considered if there are remaining funds.**

Eligible Expenses:

- Desktop control station/consolette (7/800 MHz Phase 2 P25 is required, multi-band is encouraged)
- Desktop microphones (if not integrating into console network)
- Console integration costs (including supporting gateways and hardware)
- External antenna mounts or supports, excluding towers.
- Coaxial Feedline (LMR-400 equivalent or greater)
- Coaxial Surge Arrestors and grounding hardware.
- Installation costs (this may include costs for completing a tower climb if necessary)
- Programming costs
- Training on equipment
- Combining equipment (must feed receive or transmit of Control Station)

Equipment purchased through this grant program must follow local procurement rules. In addition, the equipment must comply with current industry standards such as the NENA i3 standard, the APCO P25 standard, and follow best practices listed in Appendix B of the newest version of the Department of Homeland Security's SAFECOM guidance:
https://www.sdao.com/files/5adc037fa/fy23_safecom_guidance.pdf

1.2. Unallowable Expenses:

- General PSAP overhead and staffing, including staff time to attend advanced training.
- Costs for providing emergency services or emergency services equipment.
- Costs for facility construction.
- Costs incurred outside of the grant performance period.

1.3. Anticipated Funding Amount

A maximum of \$18 million in FY2025 has been made available for grants under the PSAP Grant Program. There is **\$4 million** in FY2025 funding that is remaining for this second round of grants. Your proposed project budget total must reflect a maximum of 90% state share and a minimum of 10% local match. **There is no maximum request amount unless requested funds exceed the \$4 million funding level amount, in which case applicants may be awarded a maximum of \$55,000** (total including state share and local match).

Grant funds will be received in the form of reimbursement following project closeout. You should use your required vendor quote(s) to determine your estimated project budget and



consider the maximum amount that you are able to match from local sources and the ability to pay for the full project upfront.

DMA reserves the right to limit the amount that will be funded for individual grants based on project priorities and available state funds.

Source of Funds: This state grant was authorized by Wis. Stats. § 256.35 (3s) (bm), with anticipated funds allocated to DMA from the 911 Fund.

1.4. Match/Cost Sharing Requirement

Under the FY2025 PSAP Grant Program, there is a **10%** cost share/match requirement. Cash match only. Cash (hard) match includes non-state or federal cash spent for project related costs, according to the program guidance. Allowable cash match must only include those costs that are eligible expenses under the grant program.

As noted above, you must provide proof of the source of your match amount in your application. Examples of allowable funding sources that can be used for your match amount include:

- Local government budget (e.g., tax levy, bond)
- Donated funds

Unallowable funding sources that **CANNOT** be used for your match amount include:

- Other federal grants such as the Homeland Security Grant Program
- Local funds already allocated as match on another grant
- Any state or federal funds

For more information on cash match, how to calculate your local share, and supplanting, please see the OEC Grant Guide, Section 2: [OEC Grant Guidance](#)

2. Applicant Eligibility

2.1. Designated PSAP

Wisconsin statute restricts grants awarded under the PSAP Grant Program to one PSAP per county. Wis. Admin. Code DMA § 2.03 Designated Public Safety Answering Point requires a single PSAP to be designated in each county for the purposes of applying for grants under the PSAP Grant Program.

The Designated PSAP is identified in one of two ways:

1. By resolution of the county board.
2. For counties with first class cities, a majority vote of an intergovernmental cooperation council.

Documentation for the Designated PSAP will be due with the grant application. All applicants must submit the Designated PSAP documentation, even if there is only one PSAP located in the



county, or an applicant submitted documentation under a previous funding opportunity. A template with suggested language has been provided below.

A few important things to note about the Designated PSAP process:

- The Designated PSAP is also required to meet the basic training and service standards detailed in Sections 2.2 and 2.5 of this Grant Announcement.
- Once a PSAP has been identified as a Designated PSAP for a county, no other PSAP in that county may receive a grant under the PSAP Grant Program.
- The same Designated PSAP documentation may be used each time a PSAP applies.

Use of this template is optional. This document shall not be construed as legal advice and the appropriate legal counsel should be consulted before being adopted by the county board or intergovernmental cooperation council.

- Link to Designated PSAP Template attachment: https://oec.wi.gov/wp-content/library/2022/TEMPLATE_Designated_PSAP_Resolution_No.docx

2.2. Basic Training Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each Designated PSAP to maintain basic training requirements to remain eligible for grants under the PSAP Grant Program. The basic training program that meets the requirements outlined below may be administered by a commercially available program such as the Association of Public-Safety Communications Officials (APCO) Public Safety Telecommunicator training, or through an in-house program.

The basic training program must be at least 40 hours total of training to a telecommunicator in all of the following areas:

- General knowledge and awareness of geography, population and demographics served, including emergency services agencies and their jurisdictions.
- The Incident Command System (ICS), National Incident Management System (NIMS), interoperable communications plans, and emergency operations plans.
- Established procedures for:
 - Accurately processing and relaying caller information.
 - Obtaining complete caller information.
 - Properly classifying and prioritizing requests for emergency services.
 - Processing available caller information to identify conditions that may affect safety.
 - Operating and responding to emergency alerts.
 - Processing and documenting records and operating records systems.
- Appropriate use of emergency services terminology and the ability to



communicate clearly in written and oral form, especially when relaying emergency information or communicating with the public.

- Agency continuity of operations plans – **all telecommunicators must be trained annually in any continuity plans.**

2.3. New Hire Training Policy

Each Designated PSAP must establish and implement a policy that prohibits a telecommunicator from handling 9-1-1 calls without direct supervision until the telecommunicator has completed the basic training program.

For any telecommunicators hired prior to submitting a grant application, the policy must specify that the newly hired telecommunicator(s) will begin the basic training program before the date of the grant application deadline and be scheduled to complete the program within 12 months of beginning the basic training.

Lastly, the policy must specify that any telecommunicator(s) hired after the date of the grant application deadline must complete the basic training program within 12 months of their hiring date.

2.4. Emergency Medical Dispatch Training

In order to remain eligible to apply for grants, Designated PSAPs must implement Emergency Medical Dispatch (EMD) protocols **within three years** following the first grant award if EMD has not already been implemented in the PSAP's operations.

EMD may be implemented by a PSAP in one of two ways:

1. Establishing EMD protocols that provide pre-arrival instruction through a recognized training provider that includes certified emergency medical telecommunicators and meets the standards set by the 9-1-1 Subcommittee. See below.
2. Establishing an agreement with another PSAP or 3rd party provider that can be conferenced in or transferred to in order to provide the caller with assistance.

If a PSAP chooses to transfer the caller to another PSAP or 3rd party provider, the PSAP that is transferring the call must use an evidence-based protocol and provide training/continuing education for telecommunicators on determining if a person needs emergency medical assistance before a call is transferred.

In addition, the PSAP that is transferring the call must ensure that the other PSAP or 3rd party provider under the established agreement meets the requirements in Option 1 above.

PSAPs may use grant funds to implement EMD protocol training or establish transferring agreements if the project is detailed in their grant application, approved in their grant budget, and the EMD organization providing the training meets the minimum standard below.

9-1-1 Subcommittee EMD Training Organization Minimum Standard:



1. Provider-specific training
2. Pre-Arrival Instruction (PAI) for:
 - a. Bleeding control
 - b. Airway control
 - c. Airway obstruction
 - d. Baby delivery
 - e. CPR
 - f. Patient maintain and monitor
3. Recertification
4. Quality Assurance
5. Continuing education requirement
6. Emergency rule procedure (requires no PAI during high volume times where it is not practical)

2.5. Service Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each Designated PSAP to meet the following minimum service standards to remain eligible for grants under the PSAP Grant Program:

- The PSAP receives both wireline and wireless 9-1-1 calls directly.
- The PSAP operates 24 hours per day, seven days per week.
- A minimum of two telecommunicators are on duty and available to receive and process calls while the PSAP is in operation.
- 90% of all 9-1-1 calls are answered within 10 seconds, and 95% within 20 seconds.

In addition to the service standards outlined above, the Designated PSAP must have an established continuity of operations plan (COOP) that addresses all of the following topics:

- The PSAP's operational processes that identify key communications and IT components.
- Any processes required to recover PSAP operations.
- Roles and responsibilities of a communications response team that may be deployed to restore PSAP operations.
- Employee training exercises necessary to implement and maintain COOP.
- Interoperable communications planning and operations.
- A list of essential contacts, include PSAP and emergency services staff within the agency.
- A list of priority services available during disruptions to the designated PSAP operations.
- Identification of any alternate operations site. (NOTE: This may also include any alternative routing agreements and procedures with outside jurisdictions capable of handling 9-1-1 calls from the PSAP in the event of system failure or facility abandonment)



2.6. Eligibility Determination

In each grant application, the PSAP designated to apply for grants in each county will submit a Standards Compliance Certification which will be used to certify that the PSAP has met the eligibility requirements outlined below and established by Chapter DMA 2 of the Wisconsin Administrative Code. The Standards Compliance Certification is contained within the Grant Application Form provided below.

In addition, the applicant will be required to submit additional backup documentation as outlined in Section 3.3. Additional Application Documents, that demonstrate the eligibility requirements have been met. DMA may request additional documentation as needed to verify compliance with the requirements.

2.7. Periodic Compliance Auditing

In each grant period, DMA will provide the 9-1-1 Subcommittee with a list of grantees and their Standards Compliance Certification, including any additional backup documentation. The 9-1-1 Subcommittee will review the list and advise DMA on any required compliance audits to verify the eligibility requirements have been met by a grantee.

Following the compliance audit by DMA staff, the 9-1-1 Subcommittee will review the findings and make recommendations to DMA on appropriate actions if any grantees are found to be not in compliance with the eligibility requirements.

3. Anticipated Application Requirements

3.1. Grant Timeline

These timelines may change at any point during the grant process. Changes will be communicated to all applicable parties. Individual periods of performance may differ, but no project period shall exceed 18 months.

<i>Application Period:</i>	January 13, 2025 – March 20, 2025
<i>Award Notice:</i>	No later than April 2025
<i>Project Start Date:</i>	June 1, 2025
<i>Progress Report:</i>	Due Quarterly
<i>Project End Date:</i>	June 1, 2026

Application Submission: Applications must be emailed as attachments to interop@widma.gov by the **application deadline of 11:59PM March 20, 2025**. Emailed applications should be labeled with the subject "FY25 PSAP Grant Application". **All application documents must be submitted as separate documents and in PDF format.**

3.2. Grant Application Form

Link to attachment: [FY25 Round 2 PSAP Grant Application.pdf](#)



The Grant Application Form has six required components:

1. General applicant information, including primary and secondary contact information.
2. A project narrative describing the allowable grant activities and timelines.
3. Project budget detailing the allowable expenses for the grant activities to be performed.
4. A sustainability plan for maintaining grant-funded project(s) after the grant period has ended.
5. Standards Compliance Certification.
6. Additional applicant data.

3.3. Additional Application Documents

Additional Documentation for all Grant Projects:

- **Designated PSAP documentation** (e.g., county board resolution, meeting minutes with motion from Intergovernmental Cooperation Council)
- **Basic training plan**, including topics covered during the training
- **Continuity of operations plans**, including any alternate routing agreements
- **Vendor quote(s) and other procurement documentation** to verify proposed project costs

4. Evaluation and Award

4.1. Evaluation Process

Grant applications under this program are reviewed for completeness, applicant eligibility, and whether the proposed expenses are allowable and reasonable. Applications for items not listed in Section 1.1 Allowable Expenses of this Grant Announcement will not be considered as part of this round 2 FY25 funding opportunity.

If requests for funding exceed the amount available in the fiscal year, grant applications will be scored competitively.

4.2. Award Process

Applicants will be notified once an award decision has been made. The award documents will specify the awarded grant amount, including the local match amount required, the grant period of performance, and any special conditions that have been placed on the grant award.

Awardees must return award documents to interop@widma.gov prior to starting the grant project. All round 2 FY25 grant projects may begin no sooner than June 1st.



4.3. Programming Requirements

- Grant recipients will be required to program a minimum prescribed set of state, national, and federal interoperability channels in all radios replaced or upgraded with grant funds.
- The prescribed set of channels and talkgroups will not exceed 300 in a multi-band radio capable of VHF, UHF, 700, and 800MHz RF band operation; the number of required channels and talkgroups will be less for radios supporting fewer RF bands. Prescribed channels and talkgroups shall be programmed with the exact names as provided; recommendations will be provided for grouping of channels and talkgroups into zones, along with recommended naming for these zones.
- The complete list of required channels and talkgroups, and zone recommendations, will be made available by the time grant awards are announced.
- Applicants may request an exception to this requirement if extenuating circumstances exist which will prevent full compliance; exception requests shall include a statement of justification and will be subject to review and approval by OEC. Exception requests must be received prior to returning signed grant award documents.
- Programming of WISCOM can only be done by programmers who have been issued an advanced system key by the Office of Emergency Communications.

4.4. Reporting Requirements

If awarded a grant, your agency will be responsible for completing a progress report on a quarterly basis which will be due by the deadlines listed in the award package. A progress report form will be provided.

4.5. Reimbursement

One-time reimbursement will occur when you submit your closeout materials. Reimbursements will be paid in a paper check unless electronic means are requested specifically by the agency prior to the payment. Additional forms to enable ACH electronic payment will need to be completed. Exceptions may be made in the event of extreme financial hardship.

4.6. Reconsideration Process

Wis. Admin. Code DMA § 2.08 Reconsideration outlines the process for applicants to challenge any denial of funding under the PSAP Grant Program. Applicants may submit a request to DMA to reconsider awarding grant funds to the applicant. The request must be in writing and detail reason for overturning the original denial of grant funds.

The written request must be received by DMA within 30 days following the receipt of DMA's original grant award decision. DMA will provide notice of a final determination within 14 days.



4.7. Recordkeeping Requirements

Grant financial and administrative records shall be maintained by grantees for a period of no less than four (4) years following the date of the closure/audit of the grant award. Equipment records shall be maintained for a period of four (4) years following the final disposition, replacement, or transfer of the equipment. Grantees shall record all match earned by its agency, including all supporting documentation.

Grantees shall keep records of different state fiscal periods separately, identified, and maintained so that backup documentation may be readily located. Grantees are also obligated to protect records adequately against fire or other damage. When records are stored away from the grantee's principal office, a written index of the location of records stored should be on hand and available.

CONTACT INFORMATION

For general questions related to the PSAP Grant Program, please send an email to grant.grywalsky@widma.gov. If you experience difficulties with the email address above, please call [608] 888-5501.





State of Wisconsin
 Department of Military Affairs
 Office of Emergency Communications
 DMA- 2202 (C.1/2025)

Round 2 PSAP Grant Program Application



Department of Military Affairs
 2400 Wright Street
 Madison, WI 537
 Phone: 608-888-55

Application complies with Wis. Stat. §256.35(3s)(bm) and Wis. Admin. Code DMA § 2. Completion of the form is voluntary; however, lack thereof will prevent grant processing.

INSTRUCTIONS: Submit completed form with required documentation to interop@widma.gov by the deadline specified in the grant announcement. If you are experiencing issues submitting your application, call (608) 888-5501 for assistance.

SECTION 1: Applicant Information	
AGENCY NAME Sauk County	
PHYSICAL ADDRESS PSAP Location: 1300 Lange Ct. Baraboo, WI 53913	MAILING ADDRESS (Leave blank if same as physical address) MIS Location: 505 Broadway St. Baraboo, WI 53913
Main Point of Contact	
NAME Daniel Kirch	TITLE Communications Supervisor
EMAIL daniel.kirch@saukcountywi.gov	PHONE NUMBER 608-355-3518
Secondary Point of Contact (must be different from above)	
NAME Jed Seidl	TITLE Emergency Management Director
EMAIL jed.seidl@saukcountywi.gov	PHONE NUMBER 608-355-4410
Signatory Official	
NAME Lisa Wilson	TITLE County Administrator
EMAIL lisa.wilson@saukcountywi.gov	PHONE NUMBER 608-355-3273

Section 2: Project Narrative

A. Provide a summary of the proposed grant project(s) to be funded during the grant period.

Sauk County is in the planning stages for an upgrade to our current PSAP location at 1300 Lange Court , Baraboo WI.

The upgrade is to include a complete renovation of our facility to include Radio console, dispatch furniture and back end radio equipment.

Sauk County would like to utilize the Grant funding for the immediate replacement of non-Trunking, Non P25 consolettes ONLY at the PASP for use with the current WISCOM Radio System and the proposed new State Wide System being implemented.

B. Provide a proposed timeline for your project(s), including proposed start/end date, anticipated purchasing process plan and implementation schedule. Timeline should not exceed June 1, 2026.

Sauk County would, upon Grant acceptance, order the consolette equipment. We would like to authorize and implement the consolettes for immediate use to work on the current WISCOM system in our PSAP as soon as they are delivered no later than January 2026.

Section 3: Proposed Project Budget

A. Provide a narrative for the proposed budget. The detail provided in the narrative must be sufficient so that reviewers can interpret what each identified cost is and how costs were estimated or calculated in the budget details in Section 3B based on the vendor quotes provided. The narrative must also identify the source of the local match required. The budget may include multiple projects. Grant funds cannot be used for existing contracts or costs beyond the grant performance period. Capital Improvement Plan

Sauk County serves multiple agencies to include the Lake Delton and a portion of the Wisconsin Dells areas for Public Safety disciplines. With some of our agencies utilizing the current WISOM system it is important to have the capabilities in our PSAP to interoperate with these agencies to include the State Patrol. Sauk County is in planning stages for a Capital Improvement project for the renovation of our current PSAP location at 1300 Lange Court, Baraboo, WI. As part of this project we plan to purchase 12 console radio systems to work with our current and future planned Dispatch radio console systems in our PSAP.

The planning budget would be classified as a Capital Improvement Project due to the scope and budget needs to complete.

*This Grant application would be for the portion of the monies needed to upgrade some of the console radio systems for our larger PSAP Upgrade project. These console radio systems would be used to have dedicated commonly used Talk Groups on the current and future State Radio system assigned to prevent miss calls due to having a scanning radio only.

B. Budget Details. Based on the narrative provided in Section 3A, enter the grant costs into the associated cost categories below. The total in the last row should reflect the entire amount to be funded with both the state share and any required local share/match. The state and local share are automatically calculated based on the required percentage and total cost of the grant project(s). The budget may include multiple projects.

Cost Category	Item(s) Description – List all proposed grant funded items	Total Cost
Equipment Hardware & Software	Limited to 12 All Band Radio Consolettes / WISCOM READY for both current and future Systems. \$11,802 Limited to 12 Antennas Systems with LMR400 cable and Connector and installation \$1100	\$ 154,824.00
Other Services		
	State Share: 90% of Total	Local Share/Match: 10% of Total
	\$ 139,341.60	\$ 15,482.40
		Total: \$ 154,824.00

Section 4: Grant Project Sustainability Plan

A. Provide a narrative for the proposed sustainment and maintenance of any grant-funded activities after the grant period has ended. Applicants must demonstrate that any projects that extend beyond the grant period will be sustained.

Sauk County is self maintained and will be providing the installation of the proposed equipment. We have a direct account with our radio provider for firmware upgrades and any repair needs that will be required. Sauk County has an asset tracking program which allows for the continued maintainence and future replacement planning for all radio equipment purchased regardless of the spending source.

B. Provide a narrative that demonstrates your regular operating budget will not decrease as a result of receiving this grant award.

The items that are included in this grant application will not decrease Sauk County's operational budget but will cause a managed increase due to the equipment additions. Sauk County will include the operational funding needed to continue the operation of all communications equipment added to the current and future PASP

Section 5: Standards Compliance Certification

By signing this application form, the Applicant certifies, to the best of their ability, that the information provided below is true and accurate at the time of this grant application. The Applicant also certifies that the below basic training and service standards will be maintained during the grant period. The 911 Subcommittee may choose to audit any applicant based on the responses to these questions.

Please review the statements carefully and check "yes" if the requirement has been met/will be maintained during the grant period and "no" if the requirement has not been met or cannot be maintained during the grant period.

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1. The applicant is a Designated PSAP as required by Wis. Admin. Code DMA § 2.03. See FY25 PSAP Grant Announcement, Section 2.1 for additional details.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2. The applicant has a basic training program (either commercially available or in-house) that provides at least 40 hours of instruction to telecommunicator/dispatch staff.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	3. The basic training program covers general knowledge and awareness of geography, population and demographics served by the applicant, including other emergency services agencies and their jurisdictions.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	4. The basic training program provides an overview of the Incident Command System (ICS), National Incident Management System (NIMS), interoperable communications plans, and emergency operations plans.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5. The basic training program reviews procedures for: <ul style="list-style-type: none"> a) Accurately processing and relaying caller information b) Obtaining complete caller information c) Properly classifying and prioritizing requests for emergency services d) Processing available caller information to identify conditions that may affect safety e) Operating and responding to emergency alerts f) Processing and documenting records and operating records systems
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6. The basic training program instructs telecommunicators in the appropriate use of emergency services terminology and the ability to communicate clearly in written and oral form, especially when relaying emergency information and communicating with the public.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	7. The basic training program includes initial training in the applicant's continuity of operations plans and provides annual refresher training to all telecommunicators on the applicant's plans.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	8. The applicant has implemented a policy that prohibits a telecommunicator from handling 9-1-1 calls without direct supervision until the telecommunicator has completed the basic training program.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	9. If any telecommunicators were hired prior to submitting this grant application, the newly hired telecommunicators were scheduled to begin the basic training program before the grant application deadline and will complete the program within 12 months of starting the training.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	10. Any telecommunicators hired after submission of this grant application will begin basic training within 12 months of their hiring date.
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	11. The applicant has implemented Emergency Medical Dispatch (EMD) protocols at the agency or transfers EMD-related calls to a 3 rd party provider. The EMD training organization used meets the standards set by the 9-1-1 Subcommittee. See FY25 PSAP Grant Announcement, Section 2.4. for additional details.
—	11.a. If yes to #11, enter the date in which EMD protocols were implemented at the agency or the date in which EMD-related calls began to be transferred to a 3 rd party provider. If no to #11, skip to #12.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	12. If no to #11, within 3 years of the first grant award under this grant program, the applicant will implement EMD protocols at the agency or contract to transfer EMD-related calls to an authorized 3 rd party such as another PSAP that has implemented the required EMD protocols. If yes to #11, skip to #13.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	13. The applicant agency receives both wireline and wireless 9-1-1 calls directly.

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	14. The applicant operates 24 hours per day, seven days per week.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	15. A minimum of two telecommunicators are on duty and available to receive and process 9-1-1 calls while the applicant agency is in operation.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	16. 90% of all 9-1-1 calls are answered within 10 seconds, and 95% of 9-1-1 calls are answered within 20 seconds.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>17. The applicant has established a continuity of operations plan (COOP) that addresses all of the following topics:</p> <ul style="list-style-type: none"> a) The PSAP's operational processes that identify key communications and IT components. b) Any processes required to recover PSAP operations. c) Roles and responsibilities of a communications response team that may be deployed to restore PSAP operations. d) Employee training exercises necessary to implement and maintain the COOP. e) Interoperable communications planning and operations. f) A list of essential contacts, including PSAP and emergency services staff within the agency. g) A list of priority services available during disruptions to the designated public safety answering point operations h) Identification of any alternate operations site. (NOTE: This may also include any alternate routing agreements and procedures with outside jurisdictions capable of handling 9-1-1 calls from the PSAP in the event of system failure or facility abandonment.)

Section 6: Authorized Signature

Lisa M. Wilson	3/17/2025
Signatory Official Printed Name	Date
<i>Lisa Wilson</i>	
Signatory Official Signature	

RESOLUTION # 19 - 2025

Resolution to Approve Electronic Budget Book and Planning Software Package and Award Contract to Gravity IGM Technology Corporation

Resolution offered by the Finance, Personnel, & Insurance Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: Sauk County Accounting Department wishes to procure an Electronic Budget Book and planning modules to facilitate the creation of the annual budget for Sauk County. The County currently builds the Budget Book in an ad-hoc fashion using the financial system and various other reports and resources. The ideal system will provide operational support for all aspects of budget development and meet all applicable regulatory requirements. The successful vendor will perform any software installation and configuration required for the system. In addition, data migration, mapping and user training will to be provided. Four vendor responses to the January 6, 2025, Request for Proposal (RFP) were received by February 6, 2025. Three vendors were asked to demonstrate their hardware, software and related services. The Electronic Budget Book and related services will modernize and streamline the compilation of the budget through uniformity, efficiencies, and integration with the county financial system. The system will also allow for ease of calculating projections or scenarios for long-term planning. The 2025 Adopted Budget includes funding for this contract.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, does hereby authorize Sauk County Accounting Department to enter a contract with Gravity IGM Technology Corporation for the Electronic Budget Book and related services that meet the RFP qualifications in the amount of, \$107,498 (2025); \$62,138 (2026); \$65,245 (2027).

Approved for presentation to the County Board by the Finance, Personnel and Insurance Committee, this 9th day of April, 2025

Consent Agenda Item: [] YES [x] NO

Fiscal Impact: [] None [X] Budgeted Expenditure [] Not Budgeted

Vote Required: Majority = X 2/3 Majority = 3/4 Majority =

The County Board has the legal authority to adopt: Yes No as reviewed by the Corporation Counsel, Date:

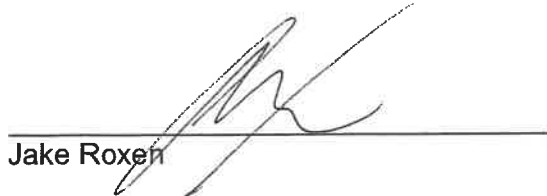





Offered and passage moved by:

Finance, Personnel, & Insurance Committee

Lynn Ebrel [x] Aye [] Nay [] Abstain [] Absent

Terry Spencer (virtual) [x] Aye [] Nay [] Abstain [] Absent

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 _____	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Jake Roxen				
 _____	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Andrea Lombard				
 _____	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Tim McCumber				
 _____	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Sheila Carver				
_____	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
Gaile Burchill (Virtual)				
 _____	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Brandon Lohr				
 _____	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Aaron Evert				

Fiscal Note: The 2025 Adopted Budget includes \$107,498 for the budget book and planning software/subscription and implementation (\$75,000 General Fund Balance and \$32,498 MIS carryforward). Ongoing software licensing/ subscription costs will be included in future budgets.

MIS Note: These services integrate into the existing Tyler MUNIS system and meet the required security standards for a financial system. Minimal MIS staff time will be required for this implementation.

1
2
3 **GENERAL CODE OF SAUK COUNTY, WISCONSIN**
4 **ORDINANCE AMENDMENT # 03-2025**
5

6 **Ordinance Amendment to approve a map amendment (rezoning) of lands in the**
7 **Town of Sumpter from an Agriculture to a Recreational Commercial Zoning District**
8 **filed upon Otter Creek Barn LLC, property owner.**
9

10 **Ordinance Amendment offered by the Land Resources and Extension Committee**
11

12 **BACKGROUND:**
13

14 Background: Otter Creek Barn LLC owns property in the SW ¼, NE ¼, and SE ¼, NW ¼,
15 Section 15, T10N, R6E, Town of Sumpter, and has requested a map amendment
16 (rezoning) of property legally described pursuant to petition 01-2025 from Agriculture to
17 Recreational Commercial zoning. The intent of the map amendment (rezoning) is to allow
18 the property owners to redevelop a vacant barn to operate an indoor recreation facility,
19 outdoor recreation facility, and eating establishment with alcohol, liquor, or malt
20 beverages.
21

22 Pursuant to Wis. Stat. §59.69(5) Sauk County has the authority to develop, adopt, and
23 amend a zoning ordinance. At a public hearing held by the Land Resources and Extension
24 (LRE) Committee on March 25, 2025; the LRE Committee made findings pursuant to Sauk
25 County Code of Ordinance §7.150(9) and recommended approval of the map amendment.
26

27 Pursuant to Wis. Stat. §66.1001 Wisconsin Statutes, any program or action of a local
28 governmental unit that affects land use shall be consistent with the comprehensive plan.
29 The Sauk County Comprehensive Plan, adopted by the Sauk County Board of Supervisors
30 in 2009, defines managing and focusing "on efficient land use patterns that promotes
31 redevelopment of under-utilized lands. It sets limits on outward growth, incorporates
32 permanent land preservation techniques, and achieves livable communities." Upon
33 evaluation of the request, the Land Resources and Extension Committee found that the
34 rezone request to the Recreational Commercial Zoning District maintains this objective.
35

36 **NOW, THEREFORE, THE SAUK COUNTY BOARD OF SUPERVISORS DOES**
37 **ORDAIN AS FOLLOWS:**

38 Section 1. Any existing ordinances, codes, resolutions, or portions thereof in
39 conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

40 Section 2. This ordinance shall take effect the day after passage and publication
41 as required by law.

42 Section 3. If any claims, provisions or portions of this ordinance are adjudged
43 unconstitutional or invalid by a court of competent jurisdiction, the remainder of this
44 ordinance shall not be affected thereby.

45 Section 4. Section 7.005(2) Official Zoning Map of the General Code of Sauk
46 County, Wisconsin, is amended as follows:
47

48 Rezone of the approximate 11.37 acres of tax parcel 034-0170-05000 from an Agriculture
49 Zoning District to a Recreational Commercial Zoning District.
50

51 Approved for presentation to the County Board by the Land Resources and Extension

52 Committee this 15th day of April, 2025.

53

54 Consent Agenda Item: [] YES [] NO

55

56 Fiscal Impact: [X] None [] Budgeted Expenditure [] Not Budgeted

57

58 Vote Required: Majority = X 2/3 Majority = _____ 3/4 Majority = _____

59

60 The County Board has the legal authority to adopt Yes X No _____ as
61 reviewed by the Corporation Counsel, Bryant, Date:

62

63

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65 Offered and passage moved by:

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<u>Marty Krueger</u> MARTY KRUEGER, CHAIR	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
<u>Dennis Polivka</u> DENNIS POLIVKA, VICE CHAIR	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
<u>Peter Kinsman</u> PETER KINSMAN	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
<u>Robert Spencer</u> ROBERT SPENCER	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
<u>Brandon Loehr</u> BRANDON LOHR	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
<u>Lynn Eberl</u> LYNN EBERL	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
<u>Valerie McAuliffe</u> VALERIE MCAULIFFE	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
<u>Robert Prosser</u> ROBERT PROSSER	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent

99 Fiscal Note: None HT

101 MIS Note:

1 GENERAL CODE OF SAUK COUNTY, WISCONSIN
2 ORDINANCE AMENDMENT # 04-2025

3
4 Ordinance Amendment to Chapter 25, ~~Sauk County Code of Ordinance~~ Private Onsite Wastewater Treatment System
5 Ordinance Amendment offered by Land Resources and Extension Committee. Ordinance.
6
7

8 **BACKGROUND:**

9 Wisconsin Statutes §§ 59.70(1), 59.70(5), 145.04, 145.19, 145.20, 145.245, and
10 Wisconsin Administrative Code Chapter SPS 383 provide the authority for counties to
11 administer private onsite wastewater treatment system (POWTS) ordinance regulations.
12 The proposed text amendment to Chapter 25, Sauk County Code of Ordinance was
13 compiled by staff and presented to the Land Resources and Extension Committee. The
14 proposed text amendment has been further modified by the department to address public
15 health, safety, and general welfare concerns. The proposed amendment would affect all
16 unsewered properties within Sauk County.
17

18 Pursuant to Wis. Stats. §59.70(5) Sauk County is granted the authority to enact a text
19 amendment governing private on-site wastewater treatment systems which conforms with
20 the state plumbing code. At a public hearing held by the Land Resources and Extension
21 (LRE) Committee on March 25, 2025; the LRE Committee recommended approval of the
22 text amendment.
23

24 **NOW, THEREFORE, THE SAUK COUNTY BOARD OF SUPERVISORS DOES**
25 **ORDAIN AS FOLLOWS:**

26 Section 1. Any existing ordinances, codes, resolutions, or portions thereof in
27 conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

28 Section 2. If any claims, provisions, or portions of this ordinance are adjudged
29 unconstitutional or invalid by a court of competent jurisdiction, the remainder of this
30 ordinance shall not be affected thereby.

31 Section 3. The text amendment to Chapter 25, Sauk County Code of Ordinance is
32 attached as Appendix A and is amended as noted [additions noted by underline, deletions
33 noted by strikethrough].
34
35

36 Approved for presentation to the County Board by the Land Resources and Extension
37 Committee this 15th day of April 2025.
38

39 Consent Agenda Item: YES NO

40 Fiscal Impact: None Budgeted Expenditure Not Budgeted

41 Vote Required: Majority = X 2/3 Majority = _____ 3/4 Majority = _____

42
43 The County Board has the legal authority to adopt: Yes X No _____ as
44 reviewed by the Corporation Counsel, [Signature], Date:
45 04.08.2025.

46
47
48 Offered and passage moved by: Land Resources and Extension Committee
49
50
51

52 Marty Krueger Aye Nay Abstain Absent
53 MARTY KRUEGER, CHAIR

54 Dennis Polivka Aye Nay Abstain Absent
55 DENNIS POLIVKA, VICE CHAIR
56

57 Peter Kinsman Aye Nay Abstain Absent
58 PETER KINSMAN
59

60 Robert Spencer Aye Nay Abstain Absent
61 ROBERT SPENCER
62

63 _____ Aye Nay Abstain Absent
64 BRANDON LOHR
65

66 Lynn Eberl Aye Nay Abstain Absent
67 LYNN EBERL
68

69 Valerie McAuliffe Aye Nay Abstain Absent
70 VALERIE MCAULIFFE
71

72 _____ Aye Nay Abstain Absent
73 ROBERT PROSSER
74

75
76
77
78
79 Fiscal Note: Not applicable. *HT*

81
82 MIS Note: Not applicable.

APPENDIX A

- SAUK COUNTY CODE
CHAPTER 25 PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS

CHAPTER 25 PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS¹

Sec. 25.001. Authority.

This ordinance is adopted pursuant to the authority contained in Wis. Stats. §§ 59.70(1), 59.70(5), 145.04, 145.19, 145.20, 145.245 and Wis. Admin. Code ~~ch.~~ Ch. SPS 383.

Sec. 25.002. Jurisdiction.

This ordinance applies to all land located within Sauk County, including lands within corporate limits of cities and villages.

Sec. 25.003. Purpose.

The underlying principles of this ordinance are to promote and protect the public health, safety, general welfare and natural resources and to:

- (a) Further the maintenance of safe and healthful conditions by regulating POWTS use, location, design installation, operation, management, inspection, and repair.
- (b) Prevent and control surface water and groundwater pollution through:
 1. Requiring setbacks between POWTS components and water courses.
 - ~~2. Regulating the use of POWTS to protect the public health, safety, general welfare and natural resources.~~
 - ~~2.3.~~ Requiring in-situ soils to be the preferred system.

Sec. 25.004. Severability.

It is the intention of the Sauk County Board of Supervisors that the provisions of this chapter are severable as follows:

- (1) *Judgment of ordinance provisions.* If any court of competent jurisdiction shall adjudge any provision of this chapter to be invalid, the judgment shall not affect any other provision of this chapter not specifically included in the judgment.
- (2) *Judgment of ordinance application.* If any court of competent jurisdiction shall adjudge invalid the application of any portion of this chapter to a particular property, building, use, or structure, the judgment shall not affect the application of the provision to any other property, building, use, or structure not specifically included in the judgment.

¹Editor's note(s)—Ordinance adopted June 24, 1980. Published July 25, 1980. Section 25.09(2)(e)3 created by County Board of Supervisors on March 17, 1981. Section 25.08(3)(g)(2) repealed and recreated by County Board of Supervisors on March 17, 1981. Sections 25.01—25.15 repealed and recreated by County Board of Supervisors on July 23, 1996. Repealed and recreated by the County Board of Supervisors on March 18, 2003, Ord. No. 30-03; amended on Oct. 16, 2007, Ord. No. 125-07; amended on Aug. 21, 2018, Ord. No. 15-18.

-
- (3) *Judgment of permit.* If any court of competent jurisdiction shall adjudge invalid any requirement or limitation contained in a permit given under this chapter the whole permit shall be void.

Sec. 25.005. Word usage.

For the purposes of this chapter, certain words and terms are used as follows:

- (1) Words used in the present tense include the future.
- (2) Words in the singular include the plural.
- (3) Words in the plural include the singular.
- (4) The word "shall" is mandatory and not permissive.

Sec. 25.006. Definitions.

For the purposes of this chapter, certain words and terms are defined as follows:

Absorption cell means the soil absorption or dispersal component of a POWTS.

Acceptable mound sand means the sand which complies with ASTM Specification C-33 for fine aggregate.

Agency means the Land Resources and Extension Committee as designated by the Sauk County Board of Supervisors pursuant to Wis. Stat. § 59.69.

At-Risk means a POWTS serving a new public or commercial facility that may produce influent to a POWTS treatment or dispersal component, consisting in part of in situ soil in excess of the quantities specified in Wis. Admin. Code Ch. SPS 383. This definition does not include existing facilities where the influent has been tested and determined to produce influent below the quantities specified in State Administrative code or facilities that are known to produce influent exceeding the influent quantities.

Administrator means the person who is authorized by the Sauk County Conservation, Planning, and Zoning Committee to oversee the implementation of this ordinance, or duly authorized representatives as POWTS administrators.

Bedrock means rock that is exposed at the earth's surface or underlies soil material and includes:

- (a) Weathered, in-place, consolidated material, larger than two mm in size and greater than 50 percent by volume; and
- (b) Weakly consolidated sandstone at the point of increased resistance to penetration of a knife blade.

Camping unit transfer container means a type of stationary holding tank used to collect and hold wastewater discharges generated by an individual camping trailer or recreational vehicle.

Certified soil tester (CST) means a person licensed as a certified soil tester, pursuant to Wis. Stats. § 145.045, by the State of Wisconsin, or other persons deemed qualified by the Wisconsin Department of Safety and Professional Services.

Commercial portable toilet means a portable, ~~water-tight~~ watertight, toilet device owned or operated by a licensed supplier.

Convenience bathroom means a bathroom not associated with a dwelling unit or a kitchen.

County sanitary permit means a permit issued by Sauk County for the reconnection of a POWTS or for the installation of a privy.

Department means Sauk County Department of ~~Conservation, Planning, and Zoning~~ Land Resources and Environment.

~~DSPC DSPS~~ means the Wisconsin Department of Safety and Professional Services.

~~Dwelling~~ means a structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by one or more persons.

Dwelling means a structure or portion thereof designed or arranged for human habitation, which may include a short-term rental, but does not include, motels, hotels, or camping units.

- a) "Dwelling, multi-family" means a structure containing three (3) or more dwelling units.
- b) "Dwelling, principle" means the dwelling in which is conducted the principal residential use of the lot on which it is located.
- c) "Dwelling, single family" means a structure containing one dwelling unit.
- d) "Dwelling, two-family" means a structure on a single lot that contains two (2) dwelling units.

Effluent means the untreated liquid discharged from a POWTS treatment tank component.

Failing private on-site wastewater system means a failing private sewage system is one, which causes or results in any of the following conditions:

- (a) The discharge of sewage into surface water or groundwater.
- (b) The introduction of sewage into zones of saturation that adversely affects the operation of the private sewage system.
- (c) The discharge of sewage to a drain tile or into zones of bedrock.
- (d) The discharge of sewage to the surface of the ground.
- (e) The failure to accept sewage discharges and back up of sewage into the structure served by the private sewage system.
- (f) A holding tank that discharges sewage to the ground, including intentional discharges and discharges caused by neglect or failure to properly maintain said system.

Fixture means a receptacle or device which is either permanently or temporarily connected to the water distribution system of the premises, and demands a supply of water from the system; discharges water-carried wastes or sewage either directly or indirectly to the drain system ~~or of~~ the premises; or requires both a water supply connection and a discharge to the drain system of the premises.

Flood proofing means a method of construction which will prevent flood waters from directly entering or damaging a POWTS or contaminating surface or ground waters.

Groundwater means subsurface water or water identified by zones of seasonal saturation by a certified soils tester.

High Strength means a POWTS serving a new public or commercial facility that produces influent to a POWTS treatment or dispersal component, consisting in part of in situ soil in excess of one or more of the following quantities as a monthly average as specified in Wis. Admin. Code § SPS 383; 30 mg/L fats, oil and grease, 220 mg/L BOD₅, and 150 mg/L TSS. Wastewater from facilities with the following uses are **considered high strength unless shown otherwise: bars (with or without meals served), bowling alleys with a bar, dining halls, drive-in restaurants, hospitals, schools with meals or showers, restaurants including coffee shops, ice cream shops and sandwich shops,**

Holding tank means a ~~water-tight~~watertight reservoir, tank or vessel, which receives crude, raw or untreated sewage for the purpose of storage before it can be removed for treatment or disposal in method and location approved by law. The holding tank shall be constructed according to minimum guidelines established by law or regulation.

Human habitation means the act of occupying a structure as a dwelling, living or sleeping place, whether infrequently, intermittently, or as a principal residence.

In situ soil means soil that is naturally formed or deposited in its present location or position and includes soil material that has been plowed using normal tillage implements and depositional material resulting from erosion or flooding.

Limiting factor means occurrence of zones of seasonal or periodic saturation, groundwater, weathered bedrock, bedrock, or disturbed soil that impact negatively upon a POWTS.

Maintenance means the reporting of and the periodic or scheduled servicing, monitoring and maintaining of POWTS components, including the pumping or removal of accumulated solids or byproducts, and the metering, adjusting, sampling and monitoring of the POWTS. Maintenance also includes compliance with a management plan as required pursuant to, Wis. Admin. Code § SPS 383.54.

Occupancy means the purpose for which a structure is used, or intended to be used. A change in occupancy includes a change of owners, tenants, proprietors or occupiers.

Ordinary ~~high-water~~high-water mark (OHWM) means the same as the definition contained in Wis. Admin. Code § NR 115.03(6).

POWTS means a private on-site wastewater treatment system. See "Private sewage system."

POWTS component means any subsystem, subassembly or other system designed for use in, or as part of, a private on-site wastewater treatment system, which may include treatment, dispersal or holding and related piping.

Private sewage system means a sewage treatment and disposal system serving a single structure with a septic tank and soil absorption field located on the same parcel as the structure. This term also means an alternative sewage system approved by the Department including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure, or a system located on a different parcel than the structure. A private sewage system may be owned by the property owner or by a special purpose district.

Privy means a structure used for the depositing of human excrement, which is an alternative to water-carried sanitation systems. Privies are not connected to a water supply or a plumbing system.

Sanitary district means a town sanitary district created under this chapter and pursuant to Wis. Stats. § 60.70.

Sanitary permit means State sanitary permit pursuant to Wis. Stats. § 145.19, which is issued by the State of Wisconsin or the County allowing the installation of, or work on, a POWTS.

Septic tank means a POWTS anaerobic treatment component that consists of a reservoir or ~~water-tight~~watertight tank or appropriate material which receives raw sewage and by bacterial action and sedimentation effects a process of clarification and decomposition of solids.

Septic verification means a required inspection of the drainfield and tank conducted by an individual approved by the County which verifies that the soils adjacent or below the drainfield provide the required separation between the limiting factor and system elevation.

Structure means

- a) any human-made object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lakebed; including but not limited to any building.

dwelling, manufactured building, manufactured home, mobile home, boathouse, sign, deck, patio, driveway, fences, retaining walls or other similar types of improvements or any part of such structures; and

- b) a structure includes any permanent or temporary attachments, including but not limited to awnings, extensions, porches, or decks.
- c) Structure does not include landscaping or earthwork such as graded areas, berms, soil piles, ditches, or earthen terraces.

~~Structure means any construction or related activity which has form, shape and utility, including, buildings, mounding or excavating of earth.~~

Wetlands means those areas where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation, and which have soils indicative of wet conditions.

Zoning administrator means the Director of Land Resources and Environment or their authorized designee charged with the administration, enforcement, and interpretation of the Sauk County Zoning Ordinance.

Sec. 25.007. Intent.

The intent of this ordinance is to regulate the location, maintenance, construction, installation, alteration, design, and use of all private sewage systems. To further provide for the maintenance of safe and healthy conditions, to secure safety from disease causing organisms, and to provide for pollution control of surface and subsurface waters. It is further intended to provide for the administration and enforcement of this ordinance and to establish penalties for its violation.

Sec. 25.008. Cooperation with other units.

Sauk County shall cooperate with all other governmental units and agencies thereof in the enforcement of all State and local laws and regulations pertaining to matters related to this chapter.

Sec. 25.009. Administration.

(1) Pursuant to Wis. Stats. § 145.20(1), there is hereby created the position of Sauk County POWTS Administrator, who shall have the following duties and powers:

(a) *Duties.*

1. Administer and enforce the provisions of this ordinance.
2. Pursuant to Wis. Stats. § 145.20(2)(a), review soil and site evaluation reports for proposed POWTS and verify the report at the proposed site, if necessary.
3. Pursuant to Wis. Stats. § 145.20(2)(b), approve or disapprove applications for sanitary permits and assist applicants in preparing an acceptable application.
4. Pursuant to Wis. Stats. § 145.20(2)(c), issue written notice to each applicant whose sanitary permit application is disapproved. Each notice shall state the specific reasons for disapproval and amendments to the application, if any, which could render the application approvable. Each notice shall also provide information regarding the applicant's right to appeal and the procedures for conducting an appeal under this ordinance.

-
5. Pursuant to Wis. Stats. § 145.20(2)(d), inspect all POWTS after construction but before backfilling. Said inspection shall occur no later than the end of the next workday, excluding Saturdays, Sundays and holidays, from the scheduled time of inspection.
 6. Maintain and record all permits issued, inspections made, work approved, orders issued, maintenance records received, and other official actions.
 7. Pursuant to Wis. Stats. § 145.20(2)(e), file reports and conduct surveys and inspections as required by Sauk County or the DSPS.
 8. Pursuant to Wis. Stats. § 145.20(2)(f), investigate complaints and violations of this ordinance and Wis. Stats. § 254.59, issue orders to abate the violations and submit orders to the Corporation Counsel or district attorney for enforcement.
 9. Maintain a current list of all persons active in Sauk County having valid State licenses as certified soil testers, master plumbers, master plumbers-restricted service, and POWTS maintainers.
 10. Pursuant to Wis. Stats. § 145.20(2)(g), perform other duties regarding POWTS as considered appropriate by Sauk County or as required by the rules of the WDOC or laws of the State of Wisconsin.
- (b) *Powers.* The POWTS Administrator shall have all the ~~necessary~~ powers necessary to enforce the provisions of this ordinance without limitation by reason of enumeration, including the following:
1. Access to any property at a reasonable time to perform their duties, provided that the owner or occupant is notified of the intent to access the property, or if access to the property is denied by an owner or occupant, upon issuance of a special inspection warrant in accordance with Wis. Stats. § 66.0119.
 2. Order any person owning, using, operating or installing a POWTS to modify, repair or place it in a safe or sanitary condition if such system is found to be in a failing, malfunctioning, non-permitted, illegal, defective, unsafe or unsanitary condition.
 3. Request assistance and cooperation from appropriate agencies of the State of Wisconsin and other local health and police officials.
 4. Condemn and prohibit the use of any POWTS which is found to be so constructed, operated or maintained as to be a human health hazard, or in violation of this ordinance.
 5. Cooperate with and enforcement of local, county, and state health programs and regulations.
 6. Place a stop work order on any building, structure, or sanitary system that is in violation of this ordinance.
- (c) *Noncompliance with an order of the POWTS Administrator.* Whenever an order of the POWTS Administrator has not been complied with after written notice to the owner, resident, contractor, agent, or occupant of the premises, the POWTS Administrator, or the County Health Officer may request the County Corporation Counsel to institute appropriate legal action or proceeding, which would prohibit any person from installing or using a POWTS until such order is complied with.

Sec. 25.010. Basic principles of compliance.

- (1) All structures or premises in the County that are permanently or intermittently used or intended for human habitation or occupancy, which are not serviced by a public sewer, shall have a system for holding or treatment and dispersal of sewage and wastewater which complies with the provisions of this ordinance.

-
- (2) All domestic or ~~commercial-nondomestic~~ wastewater shall enter a septic or treatment tank before discharge to a treatment or dispersal component unless specifically exempted by Wis. Admin. Code ~~Chs.~~ SPS 383 and 384, or any provision of this chapter.
 - (3) Every POWTS or non-plumbing sanitation system shall be located, designed, constructed or installed and maintained to prevent the discharge of sewage, partially treated sewage, or effluent in drain tiles, on to the ground surface, into the structure served, into the surface or subsurface waters to include zones of seasonal saturation, or into bedrock.
 - (4) When a failing POWTS is identified, it shall be brought into compliance with current code requirements, replaced with a code compliant POWTS, or its use discontinued within the period of time required by order of the POWTS Administrator.
 - (5) When an addition or alteration is proposed to an existing structure served by an existing POWTS that will result in a change that affects the wastewater flow or wastewater contaminant load beyond the maximum capabilities of the existing POWTS, the POWTS shall be modified to conform to the requirements of this Chapter and of Wis. Admin. Code ~~chs~~Chs. SPS 383 and 384.
 - (6) All soil and site evaluations conducted to meet the provisions of this chapter shall be performed in accordance with Wis. Admin. Code ~~ch.Ch.~~ SPS 385.
 - (7) All POWTS or non-plumbing sanitation systems for newly constructed buildings shall be installed, inspected, and approved before the structure is occupied.

Sec. 25.011. Prohibitions.

- (1) The following are prohibited by this chapter.
 - (a) The discharge of sewage, wastewater or effluent to surface water, ground water or ground surface unless specifically licensed or approved to do so by the appropriate agencies.
 - (b) A holding tank for new construction, outside of a sanitary district, ~~if that construction is for a dwelling. New construction is considered to be construction on a property where the owner does not have an existing habitable building. Holding tanks may serve non-habitable buildings with high-strength wastewater and/or a convenience bathroom. New construction is considered to be construction on a property where the owner does not have an existing habitable building.~~
 - (c) An existing POWTS installed with an infiltrative surface of a treatment and dispersal component that is located less than three feet above ground water or bedrock.
 - (d) Discharges of deleterious substances to a POWTS before interception, dilution, or treatment in accordance with Wis. Admin. Code § SPS 382.34(5)(b) and regulations of the Wisconsin Department of Natural Resources.
 - (e) Discharge to a POWTS, of storm and clear water waste, including contact cooling water, condensate drainage from refrigeration and cooling, water used for equipment chilling and cooled condensate from steam heating systems unless the POWTS has been designed to accept the discharge or the discharge is 20 gallons or less per day.
 - (f) Industrial waste and wastewater shall not be discharged to a POWTS unless approved by the State of Wisconsin Department of Natural Resources.
 - (g) No person shall discharge or cause to be discharged into a POWTS any roof drain, drain tiles, fuel, oil, flammables, tar, explosives, or any other substance likely to cause an obstruction, nuisance or explosion or which will interfere with the effective treatment or disposal of wastes.

Sec. 25.012. Soils and site evaluation.

- (1) Soil and site evaluations shall be done prior to the issuance of permits as specified in Wis. Admin. Code ~~chs~~Chs. SPS 383, SPS 385 and SPS 393.
- (2) Soil test borings shall be constructed pursuant to Wis. Admin. Code ~~ch~~Ch. SPS 385.
- (3) Department verification of a Soil and Site Evaluation Report may be necessary to determine the suitability of a lot for a POWTS. The verification will be made at the discretion of the Department and will be made prior to the issuance of a sanitary permit. This verification shall result in one of the following:
 - (a) Issuance of a permit provided all information on the application is correct and complete.
 - (b) Establishment of a file indicating site suitability.
 - (c) Holding the application pending clarification of information or new information by the owner, plumber, or certified soil tester.
 - (d) Determination of site suitability. In such cases, written notice of determination shall be provided to the certified soil tester and property owner.
- (4) A certified soil tester may request Department verification of a Soil and Site Evaluation Report before a complete sanitary permit application is submitted. An original copy of the Soil and Site Evaluation Report shall be filed with the Department prior to such verification.

Sec. 25.013. Septic verification.

- (1) Septic verification shall consist of two separate inspections and be completed on the Sauk County Verification Form.
 - (a) The drainfield verification shall be evaluated by a CST to determine suitable soils and approved separation distances between the system and the soil limiting factor.
 - (b) The verification of the tank shall be performed by an individual designated under Wis. Admin. Code § SPS 383.04.
- (2) Verification of the drainfield and tank ~~are to~~shall be completed when required by the POWTS Administrator ~~under~~for the following circumstances:
 - (a) Additions of a bedroom or bedrooms.
 - ~~(b) Any enclosed additions of 25 percent or more to the total livable space.~~
 - ~~(c)~~ Changes in use that affect the ~~waste water~~wastewater flow per, Wis. Admin. Code ~~ch~~Ch. SPS 383.
 - ~~(d)~~ Replacement of structures for human habitation.
 - ~~(e)~~ Discharge of septic effluent to the ground surface or groundwater.
- (3) All septic verifications shall be filed with the Department.
- (4) No person shall own, use, operate, or install a failing private sewage system. In cases where the Department suspects a POWTS failure, the owner may be required to provide written verification that the POWTS is in compliance with all applicable code requirements. Such verification shall be made on forms provided by the Department.

Sec. 25.014. Sanitary permits.

- (1) *Permit required prior to construction.* No person shall construct, alter, change the use of, or place a structure or building designed for human habitation, which requires a POWTS until all appropriate permits have been issued by the Department.
 - (a) *Reconnection permits.* Pursuant to Wis. Stats. § 145.195, a County reconnection permit shall be obtained when the county, town, village or city issues a building permit for any of the following:
 1. Construction of a structure or building to be connected to an existing POWTS including mobile homes and manufactured homes intended for human occupancy.
 2. Disconnection of a structure or building from an existing POWTS and connection of another structure or building to the POWTS.
 3. Reconstruction or rebuilding of a structure or building that is connected to an existing POWTS.
 - (b) *Failed POWTS.* If an existing septic or treatment tank component has failed, collapsed, or if an existing absorption area component has failed, the complete POWTS must be evaluated for compliance with this ordinance and applicable state regulations prior to issuance of a sanitary permit or construction or reconstruction on the property served by the POWTS.
 - (c) *Undersized POWTS.* The Department may not issue a land use permit to commence construction of any addition or alteration to an existing structure when the proposed construction will modify the design wastewater flow or contaminant load, or both, to an existing POWTS, unless the owner of the property:
 1. Possesses a sanitary permit to either modify the existing POWTS or construct a POWTS to accommodate the modification in wastewater flow or contaminant load, or both; or
 2. Provides documentation that the design of the POWTS is not based on the number of bedrooms in the dwelling, but rather shall be accompanied by information documenting that design condition on the deed for the property, per Wis. Admin. Code § SPS 383.22(2)(b)3.
- (2) No person shall install, extend, enlarge, convert, structurally alter or change the use of a POWTS or a POWTS component without appropriate sanitary permits and without full compliance with the provisions of this ordinance. No sanitary permit shall be required for servicing treatment or holding tanks, or cleaning clogged sewer or effluent line pipes provided the work is performed in accordance with statutory requirements of the State of Wisconsin.
- (3) *Sanitary permit procedure application.* An application for a sanitary permit shall be made on forms provided by the ~~Department~~ and DSPS. Every private sewage system shall require a separate application. A complete sanitary permit application shall contain the following items:
 - (a) A dated and complete application form prescribed by the Department.
 - ~~(b) A completed maintenance form.~~
 - ~~(c) A completed POWTS management plan.~~
 - ~~(d) A completed holding tank agreement and servicing contract if the system is a holding tank.~~
 - ~~(e) A completed DSPS Sanitary Permit Application.~~
 - ~~(f) One original and one copy of DSPS approved plans when required by order or regulation.~~
 - ~~(g) One original and one copy of a An approved soil test report.~~
 - ~~(h) Applicable sanitary permit fees.~~

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- ~~(hi)~~ Two copies of a completed plot plan.
 - (hj) A cross-section of the tank and pump chamber, filters and placement depth where applicable.
 - ~~(ki)~~ A cross-section of the dispersal cell.
 - ~~(kj)~~ Floodplain elevations are required in or near mapped or suspected floodplain.
 - ~~(kl)~~ A wetland delineation when required by the Department for the building site or proposed private sewage system area.
 - ~~(km)~~ Driveway approval when required by the authority having jurisdiction for driveway and access for new construction.
 - ~~(kn)~~ Agreements or affidavits required to install or utilize an existing system, or service holding tanks if required by the Department.
 - ~~(po)~~ A sanitary permit card issued by the POWTS Administrator.
 - ~~(qp)~~ The Department reserves the right to impose other conditions reasonably necessary to protect the public health, safety and welfare.
- (4) The following documents where required must be recorded with the Sauk County Register of Deeds prior to the issuance of a sanitary permit:
 - (a) An easement where any component of the planned septic system is on a different lot than the home.
 - (b) A certified survey map when combining lots or creating a new lot.
 - (c) A document identifying all parties that have ownership rights and are responsible for the operation and maintenance if a POWTS is to serve more than one structure under different ownership.
 - (d) A document identifying a utility or sanitary district ownership of a POWTS if the property owner does not own the POWTS.
 - (e) A deed restriction limiting occupancy to that figure used in the design if the design wastewater flow of a POWTS serving a dwelling is not based upon the number of bedrooms within the dwelling.
 - (f) A privy agreement.
 - (g) A holding tank agreement.
 - (h) Other related agreements as required by the POWTS Administrator.
 - (5) Within 30 days of receipt of a complete application, the agency shall review the plans for completeness, accuracy and suitability, and may issue the sanitary permit if all determinations are favorable.
 - (6) The Department reserves the right to refuse incomplete or incorrect permit applications or delay permit issuance until corrected or completed applications are received.
 - (7) Denial shall be made in writing to the applicant along with an explanation describing an alternate course of action available to the applicant, if any, including the right to appeal pursuant to Section 7.149 of this Code.
 - (8) *Issuance of a permit.*
 - (a) A preliminary field inspection shall be made before a permit is issued when it is deemed necessary by the POWTS Administrator or designee.
 - (b) A sanitary permit shall be issued by the POWTS Administrator only if a completed application has been made and the appropriate fee paid, and if it is found that such application and the proposed installation will be in conformity with this ordinance and other rules of the state, county or applicable township.

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- (c) Upon issuance of a sanitary permit the assigned plumber shall be presented with a "sanitary permit" card that shall be posted on the property for which the sanitary permit was issued, and in plain view from the nearest public roadway. Said card shall be posted by the plumber prior to commencement of any construction on the property and shall remain posted until construction is completed and the site is stabilized. Failure to post the permit card shall be considered a violation of this section and may subject the owner, agent or contractor, to the penalty provisions of this ordinance.
- (d) Noncompliance with conditions of approval shall be considered a violation of this ordinance.
- (9) *Permit expiration.* The installation of a POWTS, and all permit conditions required under a sanitary permit, shall be completed within two years from the date of issuance, unless the permit has been renewed and a renewal fee paid prior to the expiration of the permit. Only one renewal, which shall be based on requirements in force at the time of the ~~renewal~~original application, shall be granted for a period of two years based upon the original date of issuance. A new sanitary permit shall be required if a previously issued permit expires without being renewed.
- (10) *Sanitary permit transfers.* An issued sanitary permit may be transferred from the holder to a subsequent owner of the land, provided that the subsequent owner obtain a new copy of the sanitary permit from the POWTS Administrator requested by the installing plumber listed on the permit and upon payment of the required transfer fee.
- (11) *Permit revocation.* Pursuant to Wis. Admin. Code § SPS 383.21(7)(b), the POWTS Administrator may revoke a sanitary permit that was issued on the basis of any incorrect or false statements or misrepresentations of facts.
- (12) *Occupancy.* Occupancy of a new residence cannot occur until the POWTS is installed and fully functional.
- (13) A sanitary permit is not required for the addition of manhole risers or for the replacement of manhole covers, manhole risers, baffles or pumps.
- (14) *Fee schedule.* Permit fees shall be set and amended as needed by the Department.
- (15) Once a permit has been issued the fees are nonrefundable.

Sec. 25.015. Private sewage systems.

- (1) *General.* The standards, requirements and specifications required herein are declared to represent the minimum protection afforded by this ordinance.
- (a) *Sewage disposal required.* All plumbing fixtures used or intended for use to collect, discharge or transmit wastes shall be connected to a POWTS in conformity with the provisions of this ordinance and Wis. Admin. Code ~~ch.Ch.~~ SPS 383. No person shall permit the discharge, by any means whatsoever, of liquid wastes onto the ground surface, into the groundwater or zones of seasonal saturation, into a road-side ditch, dry run, or any surface waters including lakes, streams, flowages, ponds and any other natural water courses, subject to the provisions of appropriate Wisconsin Statutes. Except as allowed by Wis. Admin. Code ~~ch.Ch.~~ NR 113, no person shall pump, discharge or in any way allow the removal of any waste material from a septic tank, privy seepage pit or holding tank anywhere other than an approved disposal site.
- (b) *Industrial waste disposal.* Industrial waste disposal systems shall be subject to approval by the appropriate state, county and local agency prior to construction.
- (2) *POWTS treatment tank components.* All septic or treatment tank components, their design, installation, repair and service shall conform to Wis. Admin. Code ~~ch.Ch.~~ SPS 383, Wis. Stats. § 145.06, and the requirements stated herein.

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- (a) *Type.* Only septic or treatment tank components, approved by ~~the WDOCDSPS~~ shall be installed or constructed.
 - (b) *Size.* The size and capacity of septic or treatment tank components shall be determined using the formula in Wis. Admin. Code ~~eh.Ch.~~ SPS 383.
 - (c) *Location.* Wis. Admin. Code ~~eh.Ch.~~ SPS 383, shall be used to determine the minimum horizontal setbacks between a POWTS component and the following: wells, water mains or water services, buildings, lot lines, swimming pools, and navigable waters. Such tank components located in floodplain areas shall be made and maintained watertight to prevent infiltration. It is recommended treatment tanks set in groundwater shall have a waterproof coating on all external walls and risers.
 - (d) *Bedding.* Shall conform per Wis. Admin. Code § SPS 383.45(5).
 - (e) *Tank filters.* All filters shall be easily accessible as provided under Wis. Admin. Code ~~eh.Ch.~~ SPS 383.
 - (f) *Maintenance and management.* The owner of a POWTS shall be responsible for operating and maintaining the POWTS in accordance with an approved management plan under Wis. Admin. Code ~~eh.Ch.~~ SPS 383, and this ordinance.
 - (g) *Accessibility.* Septic tanks and other treatment tanks shall be located so as to not exceed 25 feet of vertical separation between the bottom of any treatment tank and the access point for the septage hauling vehicle. If the system design cannot accommodate this requirement, the applicant must submit an alternative plan that shows how servicing, as may be necessary due to anticipated, as well as unanticipated causes, can be achieved at any time of year.
 - (h) *Tank abandonment.* When a tank is no longer used as a POWTS component, it shall be abandoned pursuant to the requirements of Wis. Admin. Code ~~eh.Ch.~~ SPS 383.
 - (i) *Tank covers.* If covered, shall be within six inches of the surface of the ground. Pump chamber covers shall be above grade and installed with locks and warning labels visible.
- (3) *Drainfield components.*
- (a) ~~Mounds, A+4 Mounds.~~
 1. Sites having multiple system choices shall favor in situ soils over those areas requiring additional sand.
 2. May be inspected at the time the ground surface is plowed, at the time the distribution piping has been installed, and after all grading work is complete.
 3. Shall comply with Wis. Admin. Code ~~eh.Ch.~~ SPS 383.
 - (b) *At-grades.*
 1. May be inspected at the time the ground surface is plowed, at the time the distribution piping has been installed, after all grading work is complete.
 2. Shall comply with Wis. Admin. Code ~~eh.Ch.~~ SPS 383 component manuals.
 - (c) *IGP and conventional systems.*
 1. Inspection before backfilling.
 2. Shall comply with Wis. Admin. Code ~~eh.Ch.~~ SPS 383 component manuals.
 - (d) Sand filters and pretreatment systems may be inspected at the time the liner and tank are in place, before placement of aggregate or sand, at the time the distribution piping installation has been completed. Shall comply with Wis. Admin. Code ~~eh.Ch.~~ SPS 383 component manuals.

- (e) *Experimental systems.*
1. A pre-construction meeting with the POWTS Administrator and DSPS is required and shall be coordinated by the plumber.
 2. Shall comply with Wis. Admin. Code ~~ch. Ch.~~ SPS 383.
- (f) *Fill systems.* The installing plumber listed on the permit shall notify the County when the site has been prepared for inspection. Fill systems ~~shall may~~ be inspected after the site has been prepared, but before the placement of the fill. This inspection does not eliminate the need for an inspection after the installation has been completed.
- (g) Other DSPS approved systems shall require a pre-construction meeting and comply with Wis. Admin. Code ~~ch. Ch.~~ SPS 383.
- (4) *Holding tanks.* The type, size, installation, and location shall conform to Wis. Admin. Code ~~Cehs.~~ SPS 383 and 384, and Wis. Stats. § 145.06, and the requirements as stated herein.
- (a) Holding tanks shall not be allowed for ~~new construction~~ construction of a new dwelling unless located in those areas with an approved Sanitary District. In ~~these~~ districts allowing holding tanks, the in situ soils must not be suitable for any absorption cells, including ~~A+4~~ mounds. Pretreatment would not be required.
 - (b) Holding tanks may be permitted to serve non-habitable buildings. If a change of use to a habitable building is proposed, the POWTS shall be made compliant with this chapter, including s.25.013.
 - ~~(cb)~~ *Sanitary districts.* The County will recognize all sanitary districts established by local governments. However, in those districts allowing holding tanks, the in situ soils must not be suitable for any absorption cell, including ~~A+4~~ mounds. Pretreatment would not be required.
 - ~~(ed)~~ Shall be allowed as a system of last resort to replace an existing permitted POWTS system which has failed according to Wis. Stats. § 145.245(4). Pretreatment would not be required.
 - ~~(ee)~~ In ~~all~~ cases where the use of a holding tank is proposed or allowed to serve a dwelling, prior to any sanitary permit application, a suitable and approved Soil and Site Evaluation Report must be on file with the Department that illustrates that no other system would be possible on the parcel, excluding pre-treatment. If Wisconsin plumbing codes and this Code allow another type of POWTS system, it must be installed in lieu of a holding tank.
 - ~~(ef)~~ Licensed campgrounds in possession of all required permits may be allowed to utilize state approved transfer containers, if used as part of a collection system incidental to a code-compliant sewage disposal system on the premises.
 - ~~(fg)~~ *Management, maintenance and reporting.*
 1. The owner of a property served by a holding tank shall be responsible for operating and maintaining the holding tank pursuant to this ordinance.
 2. No person shall backfill, cover or put into use any holding tank until such holding tank has been inspected and approved by the POWTS Administrator.
 3. A management and reporting program for all holding tanks shall be conducted by the POWTS Administrator or a private firm duly designated by the County to conduct such a program. Any modification of the management and reporting program approved by the County shall be pursuant to Wis. Admin. Code ~~ch. Ch.~~ SPS ~~383, and 383~~ and shall be applicable to all new and existing holding tank systems installed in the County. The POWTS owner or owner's agent shall provide the POWTS Administrator, in a manner specified by the Department, a certified report of any inspection, maintenance or servicing required pursuant to Wis. Admin. Code § SPS 383.55.

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- (eh) The applicant for a sanitary permit for a holding tank system shall sign a holding tank agreement with the County, ~~in addition to a servicing contract with a licensed pumper,~~ in accordance with Wis. Admin. Code ~~ch.Ch.~~ SPS 383.
- (hj) All holding tanks shall be equipped with functional locking devices and high water alarms. In cases where the Zoning Administrator or designee finds the locking devices or high water alarms missing or not functioning properly, they shall order them replaced.
- (ji) *Modifications.* No person shall remove, alter, disconnect, damage, or otherwise render unworkable, any part of a holding tank system.
- ~~(j) *Water meters.*~~
- ~~1. Pursuant to Wis. Admin. Code S SPS 383.54(2)(c), all sanitary permit applications for holding tanks shall include the installation of a water meter to measure the inflows of the water supplies to buildings and structures to allow comparisons to the holding tank pumping activity.~~
- ~~2. The water meter shall be installed by a licensed plumber and the reading shall be reported when tank is pumped.~~
- ~~3. No person shall utilize any new building or structure that requires connection to a holding tank system until the water meter has been correctly installed. The water meter must not be disconnected or damaged for as long as the holding tank system services the building or structure.~~
- (kk) It is recommended that holding tanks set in groundwater shall have waterproof coating on all exterior walls and risers.
- (ll) *Temporary holding tanks.* A temporary holding tank, including the water meter, or a POWTS, may be installed when a public sewer, approved by the Department of Natural Resources, will be installed to serve the property within two years of the date of the sanitary permit issuance. An application for a sanitary permit to install a temporary holding tank shall include written statements from:
1. The municipality or sanitary district, verifying the date that public sewer will be installed and available to serve the property.
 2. The property owner, agreeing to connect public sewer when it becomes available and to abandon the temporary holding tank. If public sewer does not become available within two years of the date of the sanitary permit issuance, each temporary holding tank system will be evaluated to determine if it must be replaced with another type of system as determined by the results of a soil and site evaluation report of the property conducted by a certified soil tester.
 3. A septic tank may be used as a temporary holding tank provided the POWTS Administrator has reviewed and approved such request.
- (mm) *Emergency tanks.* When a treatment tank becomes non-compliant to the extent that it creates a safety or health hazard, a new treatment tank may be installed without prior evaluation of the existing POWTS as required by this ordinance, provided the following conditions are met:
1. The County determines that an emergency exists; and
 2. A County sanitary permit application or system verification is completed within 30 days of the emergency tank set; and
 3. Affidavit for emergency. An affidavit for emergency tank is signed and filed with the County prior to the installation of the new tank.
- (nn) *Tank abandonment.* A tank that is no longer used as a POWTS component shall be abandoned pursuant to the requirements of Wis. Admin. Code ~~ch.Ch.~~ SPS 383.

(5) *Privies.*

- (a) Any person constructing a privy in the County must hold a valid permit from POWTS Administrator for such privy.
- (b) Privies may be used for a primary residence when such residence is not served by running water.
- (c) Privies shall not be located within 75 feet of any stream, lake or any other body of water, not within 50 feet of a well, nor within five feet of any habitable structure, nor within ten feet of any lot line, nor within 150 feet from any building used for human habitation on adjoining properties. If a privy is constructed in a flood fringe area, the base of the privy shall be located two feet above the regional flood elevation. A privy may not be installed in a floodway.
- ~~(d) Privies shall not be allowed within any platted lands, except for public boat landings sites.~~
- (e) No water-carried wastes shall discharge to a privy.
- (f) Pit privies shall have 36 inches of suitable soil from the bottom of the pit to any limiting factor. Those areas with less than 36 inches of suitable soil shall be acceptable only for the installation of a water tight vaulted privy.
- (g) Vaulted privies may not require a soil test. Vaulted privies shall be water-tight and have a capacity of at least 200 gallons. Vaulted privies shall be pumped as needed by a certified septage service operator.
- (h) Privies shall not be used in conjunction with any building serviced by running water.
- (i) Privies shall not be constructed in areas serviced by a public sewage disposal system.
- (j) Construction shall comply with this chapter and Wisconsin Administrative Code.
 - 1. Privies shall be fly-tight and vermin proof.
 - 2. Exterior doors shall open outward and be self-closing.
 - 3. Seats shall be provided with hinged lids.
 - 4. All windows, vents and other openings shall be screened with 16 mesh screen or finer.
 - 5. The outer base of the entire privy structure shall be banked in order to drain surface waters away from the privy.
 - 6. All privies shall be inspected by a POWTS Administrator to determine conformance with this ordinance prior to usage.
 - 7. When abandoning or moving a privy site, the vault shall be filled level to the ground with soil. When moving a privy, a new permit will be required and all aspects of this ordinance shall apply.
 - 8. Multiple privies can be permitted for schools, churches, town halls, educational facilities and sport clubs.
 - 9. A Privy Installation Agreement shall be recorded with the Sauk County Register of Deeds.
 - 10. When replacing a privy with a POWTS, pretreatment shall be considered when necessary.
 - 11. Composting, chemical, incinerating toilets are allowed as a backup to any POWTS.
 - 12. Privies are not recognized as qualifying for Wisconsin Fund Grant.

(6) High Strength. New High Strength POWTS shall be designed in accordance with Wis. Admin. Code Ch. SPS 383.

(7) At-Risk.

At-risk POWTS are determined by the Department of Safety and Professional Services through influent sampling. For public/commercial buildings that have food preparation as part of their operation, but less than that of a full-service restaurant, the system will be considered At-Risk, and the following standards will apply:

(a) Uses considered at At-Risk may include:

- (1) Licensed daycare facilities.
- (2) Schools with cafeterias.
- (3) Small bar and grills, or operation where food is a minor part of business.
- (4) Coffee shop.

(b) New or Replacement POWTS Systems, if pretreatment is not included in the initial design, shall conform to the following standards:

- (1) Pressure distribution is installed in the dispersal cell or dispersal cell components are installed that can easily be retrofitted to pressure distribution (e.g. EZ Flow).
- (2) Kitchen waste is separated from other domestic strength wastewater and an exterior grease interceptor, if required by DSPS, is installed.
- (3) The system is monitored on an annual basis by a POWTS Maintainer and reported to the County with additional specific monitoring written into the management plan.

(c) Additional documentation required to be submitted with a Sanitary Permit Application for an At-Risk Facility include:

- (1) Written determination from Wisconsin Department of Safety and Professional Services that the facility is an At-Risk facility (not High-Strength).
- (2) An At-Risk POWTS Agreement with a notarized signature of the property owner in accordance with Wis. Admin. Code § SPS 383.21(2)(c)(5).
- (3) A Management Plan Addendum that identifies the specific monitoring plan.
- (4) A Contingency Plan indicating the measures that will be taken should signs of early failure be observed and a map showing the type and location of pretreatment units that will be installed if signs of early failure are observed.

- ~~(86)~~ *Commercial portable toilets.* Shall not be used to serve a primary residence or dwelling. In the event that a POWTS fails, a commercial portable toilet may serve the primary residence while action is taken to correct the failing POWTS.
- ~~(97)~~ *Setbacks.* All holding tanks, treatment tanks, privies and drainfield components shall maintain all setbacks established by interested regulating agencies. The property owner shall provide accurate property line locations before installing any private septic system. The Department can require a survey, at the owner's expense, to locate any property line in dispute.

Sec. 25.016. Inspections.

- (1) *POWTS inspections.* The installing plumber whose name appears on the sanitary permit shall allow the POWTS Administrator to make a field inspection of the POWTS installation, modification or reconnection after construction, but before backfilling, no later than the end of the next work day, excluding Saturdays, Sundays and holidays, after receiving notice from the installing plumber that the POWTS has been installed. The installing plumber will be held in violation of this section when any POWTS is backfilled and covered before it has been inspected and approved by the POWTS Administrator, unless the inspection requirements of Wis. Admin. Code ~~ch. Ch.~~ SPS 383 are not met by the County.
- (2) *Return inspections.* A return inspection of a installed POWTS shall be required when an initial inspection discloses that the installation is incomplete or does not comply with Wis. Admin. Code ~~ch. Ch.~~ SPS 383, or the provisions of this ordinance. A fee will be assessed to the Plumber or CST for not notifying the Department of changes to scheduled inspections. Permits will not be issued and field work will not be scheduled until the fee is paid.
- (3) *Periodic inspections.* If deemed necessary by the Department, the POWTS Administrator may conduct periodic inspections of any POWTS after the initial installation inspection or after the POWTS is operative. The affected POWTS owners shall be notified in advance of any inspection program.
- (4) The County shall maintain a ~~written~~ record of each inspection conducted.

Sec. 25.017. POWTS management and contingency.

- (1) *Maintenance program.* The applicant for a sanitary permit shall be provided ~~written~~ notice of the maintenance program requirements by the POWTS Administrator at the time the sanitary permit is issued. The Department shall ensure that POWTS are maintained in accordance with Wis. Admin. Code § SPS 383.54(4).
 - (a) *Management.*
 1. *Responsibility.* The owner of POWTS shall operate and maintain the system in compliance with the approved system design and maintenance provision that were submitted with the permit application.
 2. Any POWTS that is not maintained in accordance with the approved management plans shall be considered a failing private sewage system. The use, maintenance or operation of a failed private sewage system is prohibited.
 3. Each POWTS design shall include a management plan for maintaining the designed performance and operational standards required by this ordinance. The management plan shall be a part of the sanitary permit application. The plans shall include all necessary information, including but not limited to:
 - a. Accumulated solids or byproduct removal.
 - b. Influent and effluent volume and characteristics.
 - c. Groundwater monitoring well locations.
 - d. Monitoring well construction requirements and sampling procedures.
 - e. Monitoring and sampling locations.
 - f. Metering, sampling and monitoring schedules.
 - g. Site vegetative cover maintenance.

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- h. Load and rest schedules.
 - i. Contingency plans for events involving component or operational failure.
 - j. Alarms or other systems to alert owner when system is not operating properly.
 - k. Odor and nuisance control.
 - l. All maintenance requirements in terms of processes and their frequency.
 - m. Reporting frequency, and designated reporting agent.
 - n. The location of a replacement system area and the means for protecting this area.
 - o. Other pertinent information as deemed necessary, per Wis. Admin. Code ~~ch.Ch.~~ SPS 383.

(b) *Contingency plan.*

- ~~1. All applications for sanitary permit shall include a contingency plan that describes the procedures that must be followed at any time when the POWTS is not operating in accordance with the approved design. The plan must include specifics about the system characteristics or other safeguards that will assure that the system will not discharge untreated or partially treated effluent during any component malfunction.~~
- ~~2. The plan must include information on whether or not the soil test has sufficient area for a future replacement site. A holding tank shall not be designated as a replacement system if any other soil-based treatment area is available to the property.~~

Sec. 25.018. Sludge disposal and POWTS maintenance.

- (1) *General requirements.* The maintenance and sludge disposal of POWTS tank components, seepage pits, grease traps, privies, holding tanks, camping unit transfer containers and other disposal facilities shall be serviced in accordance with Wis. Admin. Code ~~ch.Ch.~~ NR 113, relevant provisions of the Wisconsin Statutes, and the requirements of this ordinance.
- (2) *Sludge disposal.* Sludge, scum and effluent from POWTS tank components and holding tanks and any other material removed from sewage disposal units, all herein referred to as sludge, shall be disposed of in such a manner as not to create a nuisance or human hazard. Unless otherwise authorized by the appropriate state agency, such sludge shall be disposed of in accordance with Wis. Admin. Code ~~ch.Ch.~~ NR 113.
 - (a) All POWTS that utilize a treatment or dispersal component shall be visibly inspected and pumped, as necessary, two years after the system ~~ins~~ initially installed and at least once every three years thereafter, to determine whether wastewater or effluent from the POWTS is ponding on the surface of the ground. The inspection shall be performed by one of the following:
 1. A licensed master plumber.
 2. A licensed master plumber-restricted service.
 3. A certified POWTS inspector.
 4. A certified septage servicing operator under Wis. Admin. Code ~~ch.Ch.~~ NR 113.
 - (b) All POWTS owners shall have the treatment tank components inspected ~~and~~ ~~inspected and~~ pumped by a licensed servicing operator at three-year intervals after the installation of the POWTS. If, upon inspection, the tank for a POWTS has a combined sludge and scum volume equal to or greater than one-third of the tank volume, it shall be pumped. If the volume is unknown the tank shall be cleaned when the sludge and scum reaches a combined depth of 18 inches.

- (c) The POWTS owner or owner's agent, shall provide the POWTS Administrator in a manner specified by the County, a certified report of any inspection, maintenance or servicing required pursuant to Wis. Admin. Code § SPS 383.55. The report shall state the current operating condition of the POWTS, if the treatment tank component was recently pumped by a certified septage servicing operator or that the tank component was inspected and is less than one-third full of sludge and scum, and the name and license number of the individual completing the report.
- (d) The owner of the property where the POWTS is installed shall be responsible for submitting the report certification to the POWTS Administrator when due.
- (e) The licensed servicing operator shall record and file the pumping or servicing of every treatment, holding and vaulted privy tank with the Department. Pumping reports shall be filed with the Department within 90 days of servicing.

Sec. 25.019. Wisconsin Fund grant program.

- (1) *Application.* Applications for Wisconsin Fund grants shall be made to the POWTS Administrator on forms that meet the minimum requirements of Wis. Admin. Code ~~ch.Ch.~~ SPS 387. All completed applications that qualify for a grant shall be filed with the POWTS Administrator by December 31 of each year to qualify for a grant payment in that same year.
- (2) *Eligibility.* The eligibility for each applicant shall be determined by the POWTS Administrator pursuant to the eligibility requirements of Wis. Stats. § 145.245, and Wis. Admin. Code ~~ch.Ch.~~ SPS 387.
- (3) *Determination of failure.* A determination of failure, as defined in Wis. Stats. § 145.245(4), of an existing POWTS shall be made by the POWTS Administrator prior to accepting any application for a grant. The determination of failure shall specify the type of failure pursuant to Wis. Stats. § 245.245(4), and establish a deadline for correcting the failure.
- (4) *Application fee.* For each Wisconsin Fund application, the applicant shall pay a fee. The fee shall be assessed only to qualifying grants, and shall be paid prior to receipt of the grant award by the applicant.
- (5) *Variiances.* All variance requests for Wisconsin Fund applications shall be filed with the DSPS in a manner described in Wis. Admin. Code § SPS 387.90.
- (6) *Process of appeal.* When a decision by a participating governmental unit is denial of a grant award, the owner may appeal the decision in accordance with Wis. Stats. ~~ch.Ch.~~ 68 to the Sauk County ~~Conservation, Planning and Zoning Committee~~Board of Adjustments.

Sec. 25.020. Subdivisions.

The purpose of this section is to identify primary and replacement soils absorption areas necessary for proper on-site wastewater treatment ~~for all lots~~ in subdivisions not served by a public sewer.

- (1) ~~The County~~A Certified Soil Tester shall ~~will~~ conduct a preliminary soils evaluation of the proposed development ~~with a CST~~. The County will verify the depth to bedrock, observed groundwater, soil mottling, and surface drainage. ~~Other concerns may be identified at the discretion of the POWTS Administrator.~~
- (2) The ~~Sauk County Conservation, Planning and Zoning Committee Agency~~ shall review the preliminary soils data as part of a development plan or preliminary plat ~~for a major subdivision~~ as defined in Sauk County Code Chapter 22 to consider the human and environmental impacts to ground and surface water resources both on-site and surrounding the proposed development. The ~~Committee~~Zoning Administrator may request of the developer any additional information as part of the submitted plan, as to how POWTS systems may impact ground and surface water resources. Lot size, lot density, and

lot location shall be as such to protect ground and surface water resources and to further protect human health, safety and welfare to the greatest extent possible.

- (3) Where concerns arise over the protection of ground and surface water resources and human health, safety and welfare, the developer shall consider larger lot size, pretreatment, municipal sewer, community treatment systems, community wells or other identified proactive measures.

Sec. 25.021. Camping.

Anyone camping outside a designated campground shall comply with approved Sstate and County sanitary provisions.

Sec. 25.022. Sensitive area standards.

~~The County recognizes that the "A-plus 4" mound technology will allow POWTS in areas historically not approved for septic systems. These areas include shoreline, flood fringe and shallow bedrock sites. Any site determined to be wetland shall be prohibited from installing a POWTS. Any POWTS located in a flood plain shall be flood proofed, and shall require pretreatment of all treatment tank effluent if groundwater is within three feet of the system elevation.~~ POWTS shall not be allowed in the floodway for new construction.

Sec. 25.023. Complaints.

- (1) The Department shall inspect and verify complaints concerning improper or inappropriate installation, ~~operation~~operation, or maintenance of a POWTS, lack of approved methods of treating and dispersing wastewater, and failure of an existing POWTS.
- (2) The inspection must verify any violations of this ordinance or related state regulations.
- (3) The owner of the property shall be notified in writing of the violations found and the options available for correcting the violation.
- (4) If the property owner does not respond or take corrective action in a timely fashion, the County shall begin enforcement actions.

Sec. 25.024. Appeals to the Board of Adjustment.

Any person, firm, corporation, board, office or department aggrieved by an order, requirement, interpretation or determination made by the POWTS Administrator may, within 15 days of the date of the decision, appeal such decision pursuant to Sauk County Code Chapter 33.

Sec. 25.025. Enforcement and penalties.

- (1) The provisions of this chapter shall be enforced by employees of the Department, the Sauk County Sheriff's Department, the Sauk County Health Department, or other persons authorized by the Board of Supervisors.
 - (a) The Sauk County Corporation Counsel's Office is authorized to prosecute violations of this ordinance.
 - (b) Compliance herewith may be enforced by injunctive order at suit of the County or the occupancy of real estate within the district affected by the regulations of this ordinance. It is not necessary to prosecute for forfeiture prior to resorting to injunctive proceedings.
 - (c) Any person, business, corporation, property owner or other entity in violation this ordinance may be issued a citation in which punishment shall occur by forfeiture provided in Chapter 20 of this Code. Any person who has the ability to pay any forfeiture entered against him or her under this ordinance but

refuses to do so may be confined in the Sauk County Jail until such forfeiture is paid, but in no event for more than 30 days.

- (d) The penalty for violation of any section of this ordinance shall be a forfeiture of not less than \$50.00 nor more than \$200.00. Each day of violation shall constitute a separate offense.
- (2) Malfunctioning POWTS, or parts thereof, are declared to be a human health hazard pursuant to Wis. Admin. Code ch. SPS 383 and a violation of this ordinance. Malfunctioning POWTS shall be subject to the enforcement provisions of this ordinance, and Wis. Stats. §§ 145.20 and 254.59.

RESOLUTION # 20-2025

Resolution to Support Increasing Base Funding For County Conservation Staffing to \$20.2 Million

Resolution offered by the Land Resources and Extension Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: County Land and Water Conservation Department (LWCD) staff are relied upon to carry out a range of Wisconsin's state agricultural and resource management programs that reduce non-point pollution, preserve farmland, protect waterfront property, reclaim non-metallic mines, limit aquatic invasive species control, manage forests, and reduce floods. LWCDs assist Wisconsin's farmers in many ways, including supporting producer-led watershed groups, developing nutrient management plans, engineering manure storage and transfer systems, and applying conservation practices that promote soil health and build profitability. The shared conservation work of LWCD professionals and landowners has major water quality benefits, including preventing soil erosion, protecting drinking water supply, increasing rainwater infiltration into groundwater aquifers, and restoring native habitat.

LWCD experts are trusted, technical advisors that consult with landowners to understand their land management goals and then propose customized solutions that includes project planning and contracting, engineering, quality control, and securing of cost-share funding to reduce project expenses to. Building a partnership based on trust and understanding with farmer and landowner clients cannot happen instantly, but rather, requires a sustained commitment over time from LWCD professionals.

LWCDs leverage cost-share funding from federal and private sources, providing a 2:1 return on the state investment, and spurring local economic growth in industries including agriculture, construction, tourism, forestry, and recreation. The State of Wisconsin codifies LWCDs' role in carrying out state conservation standards via Wis. Stats Chap. 92, defining a goal that the State fund staff positions in every LWCD at 100% of the first, 70% of the second, and 50% of each additional staff position. The State of Wisconsin has not ensured baseline support of LWCDs by meeting this funding goal since its inception, and in the 18-year period from 2006 to 2024, base funding relative to LWCD staffing needs decreased by 24%. Supporting county LWCDs is a widely supported priority supported by conservation, environmental and local government groups alike; and,

NOW, THEREFORE, BE IT RESOLVED by the Sauk County Board of Supervisors that Sauk County does hereby urge the Wisconsin State Legislature to strengthen the viability of the State's County Land and Water Conservation Staffing program by increasing base funding for the program by \$11,035,900 on an annual basis to a total of \$20.2 million annually.

BE IT FURTHER RESOLVED that a copy of the resolution be sent to WI Land+Water Conservation Association, all State Legislators, the Governor, DATCP Secretary, DNR Secretary, DOA Secretary, the Wisconsin Counties Association, and the Wisconsin Towns Association.

Approved for presentation to the County Board by the Land Resources and Extension Committee, this 15th day of April 2025.

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Consent Agenda Item: [] YES [] NO

Fiscal Impact: [X] None [] Budgeted Expenditure [] Not Budgeted

Vote Required: Majority = X 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed by the Corporation Counsel, _____, Date: _____.

Offered and passage moved by:

Marty Krueger Aye Nay Abstain Absent
Marty Krueger, Chair

Dennis Polivka Aye Nay Abstain Absent
Dennis Polivka, Vice Chair

Brandon Lohr Aye Nay Abstain Absent
Brandon Lohr

Peter Kinsman Aye Nay Abstain Absent
Peter Kinsman

Robert Spencer Aye Nay Abstain Absent
Robert Spencer

Robert Prosser Aye Nay Abstain Absent
Robert Prosser

Valerie McAuliffe Aye Nay Abstain Absent
Valerie McAuliffe

Lynn Eberl Aye Nay Abstain Absent
Lynn Eberl

Randy Puttkamer Aye Nay Abstain Absent
Randy Puttkamer

Fiscal Note: No impact.

MIS Note: No impact.

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RESOLUTION # 21 - 2025

**RESOLUTION DESIGNATING THE WEEK OF APRIL 21ST THROUGH APRIL 25TH 2025 As
“WORKZONE SAFETY AWARENESS WEEK IN SAUK COUNTY”**

Resolution offered by the Public Works and Infrastructure Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: In 1999 the Federal Highway Administration (FHWA) partnered with the American Association of State and Highway Officials (AASHTO) and more recently with the American Traffic Safety Services Association (ATSSA) to create the National Work Zone Safety Awareness Week campaign, held annually in April prior to the construction season for much of the nation. The Wisconsin County Highway Association is asking all seventy-two (72) counties in the state to unite and kick-off “Work Zone Safety Awareness Week” with a resolution and campaign to raise awareness for its workers and those of various highway contractors performing work for the counties. Construction and maintenance activities on our streets and highways periodically require that work zones be established. There has been an average of 2,336 work zone crashes in Wisconsin in each of the last five years. Between 2020 and 2024 Sauk County recorded 68 Work Zone Accidents resulting in 12 injuries and 3 deaths. Through enforcement activities and other participation, the Sauk County Sheriff’s Office, Wisconsin State Patrol, and the Sauk County Highway Department will work to make “Work Zone Safety Awareness Week” a success. The Federal Highway Administration has designated April 21st through April 25th, 2025, as National Work Zone Safety Awareness Week, with this year’s theme being, “Protect the Zone, So We All Get Home”, which focuses on awareness to all drivers in work zones of their speed and proximity to workers.

THEREFORE BE IT RESOLVED by the Sauk County Board of Supervisors that the week of April 21st through April 25th, 2025 be designated as “Work Zone Safety Awareness Week” in Sauk County.

Approved for presentation to the County Board by the Public Works and Infrastructure Committee, this 14 day of April 2025

Consent Agenda Item: [] YES [] NO

Fiscal Impact: [X] None [] Budgeted Expenditure [] Not Budgeted

Vote Required: Majority = _____ 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed by the Corporation Counsel, _____, Date:

Offered and passage moved by:

Brian Peper Aye Nay Abstain Absent

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- 51 _____ Aye Nay Abstain Absent
- 52 Kevin Schell
- 53 _____ Aye Nay Abstain Absent
- 54 Thomas Dorner
- 55 _____ Aye Nay Abstain Absent
- 56 Terry Spencer
- 57 _____ Aye Nay Abstain Absent
- 58 Bryant Hazard
- 59 _____ Aye Nay Abstain Absent
- 60 Robert Spencer
- 61 _____ Aye Nay Abstain Absent
- 62 Smooth Detter
- 63 _____ Aye Nay Abstain Absent
- 64 Valerie McAuliffe
- 65 _____ Aye Nay Abstain Absent
- 66 Mark Waldon

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74 Fiscal Note: None. *JS*

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76 MIS Note: None.

RESOLUTION # 22 - 2025

Resolution to Create a New Campus Custodian/Maintenance Assistant Position for the Building Services Department.

Resolution offered by the Public Works and Infrastructure Committee and the Finance, Personnel and Insurance Committee.

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: On the 1st day of February 2025, a Memorandum of Agreement (MOA) was entered into between the Board of Regents of the University of Wisconsin System doing business as UW-Platteville Baraboo-Sauk County and the UW Baraboo-Sauk County Campus Commission. Per the MOA, the UW Baraboo-Sauk County Campus Commission will be responsible for facility maintenance and janitorial services. This was not an anticipated position, and therefore is not in the Building Services 2025 budget. The new position is expected to start May 26, 2025, with an estimated cost for 2025 of \$50,400.

THEREFORE, BE IT RESOLVED, that effective April 15, 2025, the Campus Custodian/Maintenance Assistant position will be created.

Approved for presentation to the County Board by the Public Works and Infrastructure Committee and the Finance, Personnel and Insurance Committee, this 15th day of April, 2025

Consent Agenda Item: [] YES [X] NO

Fiscal Impact: [] None [X] Budgeted Expenditure [] Not Budgeted

Vote Required: Majority = _____ 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed by the Corporation Counsel, _____, Date: _____

Offered and passage moved by the Public Works and Infrastructure Committee:

_____ Aye Nay Abstain Absent

Brian Peper

_____ Aye Nay Abstain Absent

Kevin Schell

_____ Aye Nay Abstain Absent

Tom Dorner

_____ Aye Nay Abstain Absent

Terry Spencer

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Valerie McAuliffe

Aye Nay Abstain Absent

Bryant Hazard

Aye Nay Abstain Absent

Robert Spencer

Aye Nay Abstain Absent

Smooth Detter

Aye Nay Abstain Absent

Mark Waldon

Aye Nay Abstain Absent

Offered and passage moved by the Finance, Personnel and Insurance Committee:

Lynn Eberl

Aye Nay Abstain Absent

Gaile Burchill

Aye Nay Abstain Absent

Sheila Carver

Aye Nay Abstain Absent

Aaron Evert

Aye Nay Abstain Absent

Brandon Lohr

Aye Nay Abstain Absent

Andrea Lombard

Aye Nay Abstain Absent

Timothy McCumber

Aye Nay Abstain Absent

Jake Roxen

Aye Nay Abstain Absent

Terry Spencer

Aye Nay Abstain Absent

Fiscal Note: The Sauk County Board of Supervisors approved in April 2024, Resolution 39-2024 directing the County Administrator to include \$390,000 use of General Fund Balance in the 2025 and 2026 budget to cover operational overhead at the UW-Platteville Baraboo Sauk County. The cost of this position will be funded through the 2025 budgeted use of General Fund Balance.



104 **MIS Note:** A computer and county user programs will need to be planned for as a part of this
105 additional staff person at a not to exceed cost of \$900.



Job Code: 2518
Reports To: Buildings & Grounds Director
EEO Code: 8. Service-Maintenance

Pay Grade: F
FLSA Status: Non-Exempt
Last Revision: 2/26/2025

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Campus Custodian/Maintenance Assistant is to perform general cleaning, housekeeping and related work as well as operate and maintain facilities in an orderly manner for the Sauk County Building Services Department.

Job Duties and Responsibilities

- Process assigned work orders daily.
- Clean and sanitize classrooms, offices, restrooms, hallways, and meetings rooms.
- Collect and dispose of waste and separate recyclable materials.
- Sweep floors, mop hard surface floors, and vacuum carpets.
- Clean interior and exterior glass.
- Dust/wipe down furniture and fixtures.
- Set up rooms for activities as requested.
- Perform routine building maintenance tasks such as: carpentry repairs, installations & removal of furniture, lubricating motors, changing belts, changing filters on HVAC equipment, replace light fixtures, lamps, ballasts, and painting.
- Hard surface floor care to include removing old wax and applying new and burnishing floors for maintenance.
- Maintain carpets by shampooing on an annual basis
- Load, lift or unload supplies and materials, equipment, etc. as needed.
- Gather litter from grounds.
- Assist with removal of snow and ice from walkways as needed.
- Perform minor repairs (maintaining/cleaning of custodial equipment).
- Perform monthly, quarterly, & annual inspections
- Maintain maintenance logs for equipment within facilities
- Properly operate a vehicle with a trailer

- Secure doors and windows nightly.
- Contact personnel as required for emergency conditions outside regular hours.
- Occasionally on call for emergencies.
- Other duties as assigned by Buildings & Grounds Director or Assistant Buildings & Grounds Director.

Knowledge, Skills and Abilities

- Descriptive data and information, such as regulations, blueprints, maintenance schedules, general operating manuals and routine and non-routine correspondence.
- Communicate verbally and in writing with department personnel.
- Explain, demonstrate, and clarify to others established policies, procedures, and standards.
- Adding, subtracting, multiplying, and dividing.
- Maintain all relevant certifications.
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information.
- Assemble, copy, record, and transcribe data and/or information.
- Analyze data and information using established criteria to define consequences and consider and select alternatives.
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations.
- Ability to regularly ascend and work from elevated heights using ladders to perform various repair and maintenance tasks on buildings or equipment.
- Ability to work indoors and outdoors and may be exposed to adverse weather conditions.
- Ability to lift and carry heavy objects and equipment and stand for prolonged periods of time.

Environment

- Moderately unsafe and uncomfortable in respects to noise, temperature variations, odors, toxic agents, and dust.
- May work in confined or cramped spaces.

Required Working Hours

Standard working hours are Monday through Friday, 7:00 am until 3:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: High School Diploma or equivalent
Ability to safely lift objects weighing 60-75 pounds on a regular basis without assistance
Valid Wisconsin Drivers License
Job related training or skills

Certification: Become First Aid and Cardiopulmonary Resuscitation (CPR) certified within 6 months of start date

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Employee's Name

Employee's Signature

Date

APPROVALS:

Department Head/Supervisor/HR

Date

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

- BID upon hire BID every 4 years OIG SAM SORT
- Driver License Physical Test Fit Test Educational Background Reference Check

Verified by: _____