

AMENDED ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, March 18, 2014 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of February 18, 2014 minutes
8. Public Participation:
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Bays, Djumadi, Edwards, Eggebrecht, Gatterman and Gilner.
10. **Claims:** None
11. **Correspondence:** Letter from Joan and Myron Byers concerning Conditional Use Permit to Rand Atkinson, Town of New Haven.
12. **Appointments:** none
13. **Unfinished Business: Res. #16:** To establish the annual compensation for the positions of Clerk of Circuit Court and Sheriff; and establish the employee contribution portion of the health insurance and Wisconsin Retirement System (WRS) contribution for eligible elected officials. **Res. #18:** Resolution to request dollars from the Health and Human Services fund balance to purchase furniture for new Department staff and replacement furniture.
14. **New Business:** Discuss and/or act on Administrative Coordinator/Director of Finance recruitment for position/job description/interim plan.
15. **Resolutions:**
 - Res. #20:** Approve CarteGraph 3 year Software and Services Contract
 - Res. #21:** To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a grant from the Wisconsin Department of Natural Resources Aquatic Invasive Grant Program for two years, 2015 and 2016 for the purposes of funding a staff person to provide educational and technical assistance for prevention and control of aquatic invasive species.
 - Res. #22:** To support the proclamation of celebration of grasslands month, April 2014
 - Res. #23:** To Sell County Advertised Property Parcel #14-681
 - Res. #24:** To Sell County Advertised Property Parcel #30-2608
 - Res. #25:** To Approve Transfer of County Owned Property To The Town Of Rome #30-152-35
 - Res. #26:** To Petition an airport development project with Federal and/or State Aid only, in accordance with the applicable State and Federal laws.
 - Res. #27:** Development and maintenance of State funded and/or County sponsored snowmobile and ATV/UTV trails.
 - Res. #28:** To rescind Chapter 10, Section 1, 3, 5, 6 & 7 and Chapter 11 of the Personnel and General Administrative Policy adopted by Res. #51-2011.
 - Res. #29:** To put into effect Discipline Policy Document Number Five and rescind corresponding Chapter 7, Sections 1 thru 4 of the Personnel and General Administrative Policy adopted by Res. #51-2011
 - Res. #30:** To put into effect Reclassification Document Number Six and rescind corresponding Chapter 4, Section 5 of the Personnel and General Administrative Policy adopted by Res. #51-2011.
 - Res. #31:** To adopt Key Control Policy Document Number Seven and rescind Resolution No. 30-1997.
 - Res. #32:** To put into effect Notice of Injury Policy Document Number Nine and rescind corresponding Chapter 11, Section 2 of the Personnel and General Administrative Policy adopted by Res. #51-2011.
 - Res. #33:** To put into effect Claims Policy Document Number Ten and rescind corresponding Chapter 10, Section 4 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #34: To put into effect Raffle Ticket Policy Document Number Twelve and rescind corresponding Chapter 8, Section 24 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #35: To put into effect Accounting Principles Policy Document Number Thirteen and rescind corresponding Chapter 8, Section 1 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #36: To put into effect Accounting Policy Document Number Fourteen and rescind corresponding Chapter 8, Section 2 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #37: To put into effect Chart of Accounts Policy Document Number Fifteen and rescind corresponding Chapter 8, Section 5 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #38: To put into effect Expense versus Capitalization Policy Document Number Sixteen and rescind corresponding Chapter 8, Section 6 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #39: To put into effect Depreciation Policy Document Number Seventeen and rescind corresponding Chapter 8, Section 7 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #40: To put into effect Investment Policy Document Number Eighteen and rescind corresponding Chapter 8, Section 13 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #41: To adopt rules to govern the County Board consistent with the requirements of seating a new County Board.

Res. #42: To approve the Tower Space Lease Agreement (attached) between Adams County and Bug Tussel Wireless, LLC, to install and operate its wireless communications equipment on the Adams County Communications Tower Site located at 1342 County F (next to the Highway Shop).

16. **Ordinances:**

Ord. #04: To Rescind Twice Amended Ordinance 26-2001 Establishing a Residency Requirement

Ord. #05: To Rezone property located Pt. of the SW ¼, SW ¼,, Section 6 (4.88) and Pt. of the NE ¼, NW ¼ Outlot 5663(.28 acres), & NW ¼, NW ¼ (approx 5.9 acres), of Section 7, all in Township 18 North, Range 6 East, at 1401 13th Lane, Town of Preston, owned by Scott Kotlowski, from A1-15 Exclusive Agriculture District, an R1 Single Family Residential District and A1 Exclusive Agriculture District to an A3 Secondary Agriculture District

Ord. #06: Rescind Ordinance 14-2000, to adhere to standards based on Disorderly Conduct as depicted within States Statutes

17. **Reports and Presentations:**

A. Miscellaneous:

- Judge Pollex with update on future funding effects on the courts
- Administrative Coordinator/Director of Finance report
- Daric Smith, RIDC
- Mike Long from Hilbert Communications with a project update
- 2013 Annual Fairgrounds Report
- Town of Rome Ordinance #14-02, 10.11, (2), (B)5.B & 10.11(2), (B)8 an Ordinance to revise and consolidate, amend, supplement and Code of Ordinances and Bylaws of the Town of Rome
- Town of Rome Ordinance #14-02, 10.02(1)(B) an Ordinance to revise and consolidate, amend, supplement and Code of Ordinances and Bylaws of the Town of Rome
- Presentation by Dennis McFarlin, representative of the Historical Society

18. Review Committee Minutes			
Ad Hoc Board Rules 2/13, 2/17 Ad Hoc Trans 2/13 Admin & Fin 2/10 Airport 2/10	CWCAC 10/23/13 County Board 2/18 Executive 2/7 H&HS&V 2/28 Highway 2/6	Jt Adm & Fin/Exec 1/23 L & W 1/13, 1/21 Library 1/27, 2/17 Parks 1/7 P & Z 3/5	Property 2/14 P S & J 2/12 Safety 1/28 Surveyor Feb UW Ext 2/11

- 19. **Denials:** None
- 20. **Petition:** None
- 21. Approve Claims
- 22. Approve Per Diem and Mileage
- 23. Motion for County Clerk to correct errors
- 24. Set next meeting date
- 25. Adjournment

RESOLUTION TO APPROVE TOWER SPACE LEASE AGREEMENT BETWEEN ADAMS COUNTY AND BUG TUSSEL WIRELESS, LLC.

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INTRODUCED BY: Public Safety & Judiciary Committee.

INTENT & SYNOPSIS: To approve the Tower Space Lease Agreement (attached) between Adams County and Bug Tussel Wireless, LLC, to install and operate its wireless communications equipment on the Adams County Communications Tower Site located at 1342 County F (next to the Highway Shop).

FISCAL NOTE: No cost to the County. Bug Tussel Wireless will pay \$400.00 rent per month until July 2016, then the monthly fee will be increased to \$1,400.00 per month, for a 25 year term, with a renewable option every five years.

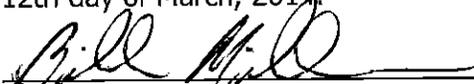
WHEREAS: Bug Tussel Wireless is a duly authorized wireless communications carrier that desires access to the Adams County Communication Tower Site (Highway Shop location), to offer wireless communications services to its customers in Adams County; and

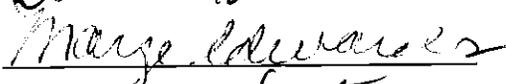
WHEREAS: Bug Tussel Wireless owns and manages wireless telecommunications tower facilities in Adams County, Wisconsin.

WHEREAS: Adams County hereby agrees to lease to Bug Tussel Wireless space on its Tower with a corresponding right to use other portions of the Tower and the real estate upon which the Tower is located.

NOW, THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that: To approve the Tower Space Lease Agreement (attached) between Adams County and Bug Tussel Wireless, LLC. to install and operate its wireless communications equipment on the Adams County Main Communications Tower, located next to the Highway Shop.

Lease Agreement was approved & reviewed by the Public Safety & Judiciary Committee on February 12, 2014. Recommended for adoption by the Public Safety & Judiciary Committee this 12th day of March, 2014.







Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 18th day of March, 2014.

County Board Chair County Clerk

Reviewed by Corporation Counsel
 TL Reviewed by Administrative Coordinator/Director of Finance

TOWER SPACE LEASE AGREEMENT

By and Between

ADAMS COUNTY

and

Bug Tussel Wireless, LLC
3rd Floor
130 East Walnut Street
Green Bay, Wisconsin 54301

identified on Exhibit A.

- 1.4 Initial Term.** Five (5) years, commencing on the Lease Commencement Date.
- 1.5 Lease Commencement Date.** Lessee's commencement of the installation of Lessee's Equipment at the Tower Site.
- 1.6 Renewal Terms.** Lessee or Lessor shall have the right to renew this Agreement for up to four (4) additional five year terms (each period a "Renewal Term"). Each Renewal Term shall commence automatically unless Lessee or Lessor provides the other party written notice of its intent not to renew the Agreement not less than 120 days prior to the end of the Initial Term or then current Renewal Term.
- 1.7 Base Rent.** The initial rent paid by Lessee shall be Four Hundred and 00/100 (\$400.00) dollars per month. Beginning July 1, 2016 and upon the termination of Lessee's existing lease at the tower located at 2376-A State Hwy 13, Adams, Wisconsin, the monthly rent shall be increased to Fourteen hundred and 00/100 (\$1,400.00) Dollars per month. The rent shall be paid on or before the first (1st) day of each month during the Initial Term, subject to adjustment as set forth in Section 3.2, below. The rental payment for any fractional calendar month at the commencement, termination, or expiration of this Agreement shall be prorated based on a thirty-one (31)-day month.
- 1.8 Use of Premises.** The Tower Site may be used by Lessee for the purpose of constructing, installing, maintaining, and operating Lessee's Equipment at the Tower Site and on the Tower as set forth in Exhibit B in continuance of its wireless telecommunications operations

ARTICLE II **DEMISE AND ACCESS**

Lessor hereby leases to Lessee, and Lessee hereby takes possession of and from Lessor that portion of the Tower and Tower Site described in Exhibit A hereinafter known as the Premises, subject to the provisions of this Agreement. Lessee shall have open and unrestricted access to the Premises at all times during the Term. If necessary to access the Premises as herein described, Lessor hereby grants to Lessee a non-exclusive license over, upon, and across property adjoining the Premises owned or under the control of Lessor for the purpose of providing Lessee with twenty-four (24)-hour daily access to the Premises from a public street or thoroughfare (the

“Access License”); provided that such use shall not unreasonably interfere with the use of such adjoining property by Lessor or others. In addition, Lessor hereby grants to Lessee a non-exclusive license over, upon, and across property adjoining the Premises owned or under the control of Lessor for the purpose of providing utilities to the Premises (the “Utility License”); provided that such use does not unreasonably interfere with the use of such adjoining property by Lessor or others. The Access License and the Utility License shall be automatically revoked or terminated upon the expiration or earlier termination of this Agreement.

ARTICLE III **RENT AND RENEWAL**

3.1 Base Rent. The Base Rent for the Initial Term shall be that specified in Section 1.7 herein.

3.2 Adjustments to Base Rent. Upon the anniversary of the first year of the Initial Term and each year thereafter, the Base Rent shall be increased by the greater of the percentage change in the Consumer Price Index (or such index as may replace it in the future), measured from the date closest to the anniversary date of this Agreement or three percent (3%) over the Base Rent in effect for the immediately preceding year.

3.3 Holdover Rent. If Lessee’s Equipment remains on the Tower or at the Tower Site beyond the expiration of this Agreement, or for more than thirty (30) days beyond the date of earlier termination of this Agreement, such holding over, in itself, shall not constitute a renewal or extension of this Agreement; but, in such an event, a tenancy from month to month shall be created. The rent payable during the holdover period shall be equal to one hundred twenty five percent (125%) of the monthly installment amount of the Base Rent for the last year of the Lease Term immediately preceding the expiration or termination of this Agreement.

ARTICLE IV **INSTALLATION, MAINTENANCE, AND ACCESS**

4.1 Equipment Specifications. Lessee agrees that all of its Equipment to be installed upon the Tower or Tower Site, and all frequencies utilized by Lessee pursuant to this Agreement, will be in accordance with the information specified on Exhibit B.

4.2 Installation and Replacement of Equipment. All installations, maintenance, and replacement of Lessee’s Equipment on the Tower or at the Tower Site shall be at Lessee’s sole expense and risk. Prior to the initial installation any of its Equipment on a Tower Site, or making any subsequent modifications, enhancement, or changes to its Equipment (hereinafter, Lessee’s “Work”), Lessee shall:

- a. have performed, at its own expense, a tower loading study to confirm that the Tower has the structural capacity to accommodate the proposed Equipment set forth in Exhibit B.
- b. submit to Lessor plans and specifications accurately describing all aspects of the proposed Work to be performed, including, without limitation, weight and wind

load requirements and power supply requirements and evidence that Lessee has obtained all approvals, permits, and consents required by, and has otherwise complied with, all legal requirements applicable to the performance of such Work;

c. Lessee shall not, and shall not permit any third party to, commence any of the work until Lessor notifies Lessee of its written approval thereof, which approval, with respect to Lessee's initial installation, will not be unreasonably withheld. Lessor may, at its election and expense, perform (or cause to be performed) any structural analysis that may be required, in Lessor's reasonable judgment, in order to determine available capacity for the installation or modification of Lessee's Equipment, provided that Lessee will not be prohibited from causing the performance of such analysis for its own account.

d. whether Lessee performs the Work directly or employs one or more third parties to perform the Work, Lessee shall cause all of the Work to be performed in compliance with the plans and specifications approved by Lessor and with all applicable legal requirements. Lessee shall ensure that the Work does not interfere with communications systems and equipment of other lessees or users of the Tower or Tower Site, including any of Lessor's equipment thereon (whether or not installed or modified before or after the Commencement Date hereof);

e. remain exclusively liable for all costs and expenses of all Work, and pay all invoices of labor and materialmen in a timely manner to prevent the imposition of any liens on the Tower Site or Tower;

f. if Lessee employs one or more third parties to perform the Work, Lessee shall ensure that each such third party is properly qualified, certified, and/or licensed (if applicable) and maintains the following policies of insurance at all times during the performance of the Work:

(i) Commercial general and automobile liability insurance:
Commercial general liability insurance with a minimum per-occurrence limit of \$1,000,000.00 for each of the following: bodily injury and property damage, personal injury and advertising injury, and products/completed operations; commercial automobile liability and/or non-owned automobile liability insurance with a combined single limit of no less than \$1,000,000.00; and

(ii) Worker's compensation and employers liability insurance:
Worker's compensation insurance covering the third-party construction firm and its employees in at least the minimum amounts required from time to time by applicable statutes and regulations; and employer's liability insurance with the following minimum limits: (1) bodily injury by accident, \$500,000.00 per occurrence; (2) bodily injury by disease, \$500,000.00 per employee; and (3) bodily injury policy limit, \$500,000.00;

g. at least ten (10) days prior to the date upon which Lessee's Equipment will become operational and first emit RF signals, Lessee shall notify Lessor of such intended operations and emissions and the date upon which each will commence;

h. comply with the reasonable directions and requirements which Lessor, in its discretion, may from time to time establish in connection with the Tower and Tower Site and the operations of Lessee thereon, provided that such directions and requirements do not unreasonably interfere with Lessee's ordinary course of business or operations; and

i. upon reasonable prior notice (except for emergency situations), reduce operating power or cease operations of Lessee's Equipment when it is necessary to prevent the overexposure of workers on the Tower or at the Tower Site to RF radiation.

4.3 Lessee's Maintenance of Its Equipment.

a. Maintenance Standards. Lessee shall be solely responsible for the maintenance of and repairs to its Equipment at the Tower Site and on the Tower and shall bear all maintenance and repair costs and expenses related thereto. Lessee shall maintain its Equipment in accordance with industry accepted engineering standards to assure operations of the Equipment are in compliance with the requirements of the Federal Communications Commission ("FCC") and all other public authorities with jurisdiction over Lessee's operations.

b. Liability for Damage. Lessee shall be responsible for any damage to the Tower or Tower Site, to any utility servicing the Tower or Tower Site, or to the equipment of Lessor or any other lessee that may result during any installation, maintenance, or modification operations conducted by Lessee or by any third party employed by Lessee or otherwise under Lessee's control. In the event Lessee or any such third party causes any damage to the Tower or Tower Site, to any utility servicing the Tower or Tower Site, or to the equipment of Lessor or any other lessee, Lessee shall immediately repair all such damages.

4.4 Lessor's Maintenance.

a. Lessor shall maintain the Tower and Tower Site in good order and repair and in material compliance with all applicable legal requirements, including, without limitation, those of the FCC. In the event Lessee receives notice, or otherwise obtains knowledge, that the Tower or Tower Site is not in compliance with any such legal requirement, Lessee shall immediately so notify Lessor by telephone or facsimile and, to the extent necessary, will cooperate in all reasonable respects with Lessor in curing any such non-compliance.

b. Lessor shall be responsible for compliance with all Tower and building marking and lighting requirements which may be required by the rules and regulations of the Federal Aviation Administration ("FAA") or the FCC without regard to any measures which may be taken by any lessee to monitor the Tower and/or notify the FAA or FCC of light failures. Lessee shall be entitled to install and monitor its own automatic circuit alarm, or otherwise monitor compliance with FAA and FCC regulations, which monitoring shall in no way relieve Lessor of its obligations hereunder.

4.5 Lessee's Access. Lessee shall have access to the Tower and Tower Site to effect repairs to Lessee's Equipment. In the event Lessor changes or replaces the locks or access codes necessary for Lessee to access the Tower Site, Lessor shall notify Lessee of such change or replacement as soon as practicable thereafter.

4.6 Removal of Equipment. Upon or prior to the expiration or termination of this Agreement by either party and for any reason, Lessee shall, at Lessee's cost, remove all of its Equipment located on the Tower and otherwise at the Tower Site, and shall restore the Tower and Tower Site to the condition existing on the Commencement Date, reasonable and ordinary wear and tear excepted. If Lessee fails to cause the removal of the Equipment from the Tower and Tower Site within sixty (60) days after the expiration or earlier termination of this Agreement, such Equipment shall be deemed abandoned; and Lessor may, at Lessor's sole and absolute option:

- a. cause any such Equipment to be removed at Lessee's expense, which expense must be paid in full to Lessor prior to Lessee's recovery of its Equipment;
- b. sell all or any part of Lessee's Equipment at a public or private sale, without notice to Lessee, and retain the proceeds of such sale; and/or
- c. declare that title to such Equipment shall be deemed to have passed to Lessor without any additional consideration to Lessee.

ARTICLE V **INTERFERENCE**

5.1 Definition. "Interference" shall mean either a material impairment of the quality of the sound signals or transmission and reception activity of any party using the Tower, or a condition which constitutes interference within the meaning of the provisions of the Recommended Practices of the Electronics Industries Association ("EIA") and the rules and regulations of the FCC then in effect.

5.2 Lessee's Covenants. Lessee covenants and agrees that its Equipment and all installation, operation, modification, relocation, and maintenance associated with its Equipment will:

- a. not interfere with Lessor's operation of the Tower or Tower Site, or the operations of any other lessees of the Tower or Tower Site that occupied the Tower or Tower Site on the Lease Commencement Date (a "Prior Tenant") as such Prior Tenant's(s') operations existed on the Lease Commencement Date. In the event Lessor determines, based on standard and accepted engineering practices, that Lessee's Equipment is interfering with Lessor's operations or a Prior Tenant's pre-existing operations, Lessee shall, within forty-eight (48) hours of notification, take all steps reasonably necessary to eliminate the Interference, with the exception of ceasing Lessee's operations. If Lessee cannot eliminate or resolve such Interference within the forty-eight (48)-hour period, Lessor shall have the right to require Lessee to turn off its Equipment

and only turn on its Equipment during off-peak hours in order to test whether such Interference continues, or has been satisfactorily eliminated. In the event that Lessee is unable to resolve or eliminate the Interference within thirty (30) days from the initial notification of such Interference, Lessee shall immediately remove or cease operations of the objectionable Equipment; and Lessor and Lessee shall each have the right to terminate this Agreement upon notice to the other;

- b. in no way damage the Tower, Tower Site, or any improvements, accessories, or appurtenances thereon;
- c. not interfere with Lessor's Tower and/or Tower Site maintenance operations;
- d. comply with all applicable rules and regulations of the FCC and state and local laws, regulations, and codes.

5.3 Quiet Enjoyment. Lessor shall, and shall further require all lessees of each Tower or Tower Site to, comply with the then-current FCC rules and regulations concerning installation, maintenance, and operation of such lessees' equipment at the Tower and/or Tower Site. During the Term of this Agreement, Lessor will not grant a lease to any other party if such lease would substantially affect or interfere with Lessee's use of the Tower or Tower Site, or the installation, maintenance, and operation of Lessee's Equipment thereon. In addition, in the event the installation, operation, modification, relocation, and/or maintenance associated with the equipment of Lessor or any other lessee of the Tower or Tower Site interferes with the operation of Lessee's Equipment, Lessor shall, following written notification from Lessee and as promptly thereafter as reasonably possible under the circumstances, take commercially reasonable steps necessary to eliminate the Interference. If, notwithstanding such efforts, Lessor cannot eliminate such Interference within a reasonable amount of time following notice from Lessee, Lessee shall have the right to terminate this Agreement upon notice to Lessor.

ARTICLE VI

ENVIRONMENTAL COMPLIANCE

6.1 Definition of Hazardous Materials. "Hazardous Materials" shall mean:

- a. any biologically or chemically active, or other toxic or hazardous wastes, pollutants, or substances, including, without limitation, asbestos, PCB's, petroleum products and by-products, substances defined or listed as "hazardous substances" or "toxic substances," or similarly identified in or pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §9601, et seq., and as hazardous wastes under the Resource Conservation and Recovery Act, 42 U.S.C. §6010, et seq.;
- b. any chemical substance or mixture regulated under the Toxic Substance Control Act 1976, as amended, 15 U.S.C. §2601, et seq.;
- c. any "toxic pollutant" under the Clean Water Act, 33 U.S.C. §466, et seq.,

as amended;

- d. any hazardous air pollutants under the Clean Air Act, 42 U.S.C. §7401, et seq.;
- e. hazardous materials identified in or pursuant to the Hazardous Materials Transportation Act, 49 U.S.C. §1802, et seq.; and
- f. any hazardous or toxic substances or pollutant regulated under any other requirements.

6.2 Lessee's Compliance with Hazardous Materials Requirements. Lessee covenants and agrees that Lessee shall, at Lessee's sole cost and expense, comply at all times with all requirements governing the use, generation, storage, treatment, and/or disposal of any Hazardous Materials used in connection with Lessee's use of the Tower and/or Tower Site. Notwithstanding, Lessee shall not be responsible for any cleanup, remediation, fines, or penalties resulting from the presence of any hazardous materials on or near the Tower or Tower Site existing prior to the Lease Commencement Date, or not caused by Lessee's use of the Tower or Tower Site.

ARTICLE VII TAXES AND UTILITIES

7.1 Real Property Taxes. Lessor shall pay, or cause to be paid, all real property taxes, special assessments, and improvement bonds levied and assessed against the Tower and/or Tower Site.

7.2 Personal Property/Other Taxes. Lessee shall pay any increase in such taxes, assessments or charges levied upon or assessed against the Property which are due solely to the Equipment and related improvements placed on the Property by Lessee. Lessee shall pay any applicable sales tax on the Base Rent paid herein.

7.3 Utilities. Lessee shall pay, or cause to be paid, all charges for electricity and/or any other utility or service used in connection with Lessee's installation, operation, or maintenance of Lessee's Equipment.

ARTICLE VIII INSURANCE

8.1 Lessor's Insurance. Lessor shall keep and maintain property damage insurance on and for the Tower and Tower Site to cover the same against loss or damage occasioned by fire, vandalism, extended coverage perils, and such other hazards as may be occasioned by Lessor's use and/or ownership of the Tower and Tower Site. Lessor shall also maintain public liability insurance against bodily injury or death and for damage to property suffered by others as a result of its ownership and/or operation of the Tower and Tower Site in an amount not less than \$1,000,000.00.

8.2 Lessee's Insurance. Lessee shall, during the entire Term hereof, keep in force and effect the following policies of insurance:

a. Commercial general and automobile liability insurance: Commercial general liability insurance with a minimum per-occurrence limit of \$2,000,000.00 for each of the following: bodily injury and property damage, personal injury and advertising injury, and products/completed operations; commercial automobile liability and/or non-owned automobile liability insurance with a combined single limit of no less than \$1,000,000.00; and

b. Worker's compensation and employers liability insurance: Worker's compensation insurance covering Lessee and its employees in at least the minimum amounts required from time to time by applicable statutes and regulations; and employer's liability insurance with the following minimum limits: (1) bodily injury by accident, \$500,000.00 per occurrence; (2) bodily injury by disease, \$500,000.00 per employee; and (3) bodily injury policy limit, \$500,000.00.

c. Personal property insurance: Personal property insurance covering Lessee's Equipment installed, maintained, and/or operated on the Tower and at the Tower Site, insuring the same at one hundred percent (100%) of its full insurable value against fire, vandalism, malicious mischief, and such other perils as are from time to time included in a standard extended coverage endorsement.

8.3 Evidence of Insurance. Lessee shall, prior to the Lease Commencement Date and thereafter on an annual basis or as Lessor may otherwise request, cause to be issued to Lessor by the insurer or insurers providing the insurance specified in this Article VIII certificates of insurance reflecting all such coverages. Each policy of insurance required of Lessee by this Article VIII shall name Lessor as an "additional insured."

ARTICLE IX INDEMNIFICATION

9.1 By Lessee. Lessee shall indemnify, defend, and hold harmless Lessor, its affiliates and their respective directors, employees, officers, shareholders, successors, and assigns, from any and all costs, demands, damages, suits, expenses, or causes of action (including reasonable attorneys' fees and court costs) arising from:

a. any demand, claim, suit, action, proceeding, or investigation (hereinafter, a "Claim") to the extent such Claim is attributable to the negligence, willful misconduct or strict liability of Lessee, or its agents, contractors, employees, representatives, contractors, or other persons acting or engaged by, through, or under Lessee; and

b. any material breach by Lessee of any provision of this Agreement.

9.2 By Lessor. Lessor shall indemnify, defend, and hold harmless Lessee, its affiliates and their respective directors, officers, shareholders, successors, and assigns, from any

and all costs, demands, damages, suits, expenses, or causes of action (including reasonable attorneys' fees and court costs) which arise from:

- a. any Claim to the extent such Claim is attributable to the negligence, willful misconduct or strict liability of Lessor, or its agents, employees, representatives, contractors, or other persons acting or engaged by, through, or under Lessor; and
- b. any material breach by Lessor of any provision of this Agreement.

9.3 Limits on Indemnification. Neither party shall be responsible or liable to any person entitled to indemnification under Section 9.1 or Section 9.2, above, for any cost, demand, damage, suit, expense, or cause of action arising from any Claim to the extent attributable to any acts or omissions of the party seeking indemnification or any third party not within Lessor's or Lessee's control.

9.4 Waiver of Certain Damages. The parties hereto, on their own behalf and on behalf of their affiliates and their respective directors, officers, shareholders, successors, and assigns, hereby waive the right to recover consequential (including lost profits), punitive, exemplary, and similar damages.

9.5 Survival. The provisions of this Article IX shall survive the termination or earlier expiration of this Agreement with respect to any events occurring on or before such termination or expiration, whether or not Claims relating thereto are asserted before or after such termination or expiration.

ARTICLE X

DAMAGE, DESTRUCTION, OR CONDEMNATION

10.1 Lessor May Repair or Restore Upon Insured Loss. If the Tower or Tower Site is damaged or destroyed by fire, vandalism, or other casualty, this Agreement shall continue in full force and effect if Lessor repairs or restores the Tower or Tower Site within ninety (90) days of such fire or other casualty to the condition which Lessor furnished the same to Lessee on the Lease Commencement Date. In the event Lessor elects to not make such repairs, Lessor shall deliver written notice to Lessee of Lessor's election to not repair the Tower; and Lessee shall have the right to terminate this Agreement effective as of the date of the damage.

10.2 Rent Abatement. If, through no fault of Lessee or its agents, employees, representatives, contractors, or other persons acting or engaged by, through, or under Lessee, the Tower or Tower Site is damaged so as to render the same substantially unusable for its intended purpose, the Base Rent shall abate for such period while Lessor, at Lessor's expense, restores the Tower of Tower Site to the condition which Lessor furnished the same to Lessee on the Lease Commencement Date.

10.3 Condemnation. If the entire Tower or Tower Site, or a substantial portion thereof so as to render either unusable for its intended purpose(s), shall be taken under the power of eminent domain, or sold under the threat of the exercise of such power, this Agreement shall, at the option of either Lessor or Lessee, be terminated upon thirty (30) days prior written notice; and the Base Rent and other charges due hereunder shall be prorated to the date of such taking or sale.

ARTICLE XI **TERMINATION**

11.1 Termination. This Agreement may be terminated, without any penalty or further liability upon written notice as follows:

- a. By either party upon a default of any covenant or term of this Agreement by the other party which is not cured within 60 days of receipt of written notice of default (without, however, limiting any other rights available to the parties in law or equity); provided, that if the defaulting party commences efforts to cure the default within such period and diligently pursues such cure, the non-defaulting party may not terminate this Agreement as a result of that default;
- b. Upon 30 days' written notice by Lessee to Lessor if Lessee is unable to obtain, maintain, renew or reinstate any agreement, easement, permit, certificates, license, variance, zoning approval, or any other approval which may be required from any federal, state or local authority necessary to the construction and operation of its Equipment at the Tower or Tower Site;
- c. Upon 30 days' written notice from Lessee to Lessor if the Premises is or becomes unsuitable, in Lessee's sole but reasonable judgment, for use as a wireless communications facility by Lessee; or
- d. In the event that Lessee has financed all or a portion of its Equipment and other related improvements through Midwestern Disaster Area Bonds issued by Adams County (the "MDAR Issuance"), then Lessor has a security interest in the Equipment and related improvements. In the event of a default by Lessee of the terms of the MDAR Issuance, Lessee acknowledges that Lessor shall be permitted, at its option, to assume this Agreement or terminate same and remove Lessee's Equipment and related improvements located on the Leased Premises and to enforce any mortgage or security interest that Lessor may have, free and clear of any interest of Lessor.

- e. In the event of termination by Lessee or Lessor pursuant to this section, Lessee shall be relieved of all further liability hereunder and shall remove all improvements made on the Property pursuant to Section 4.6 herein.

ARTICLE XII

MORTGAGE & SUBORDINATION

12.1 Mortgage. Lessee may, upon notice to Lessor, mortgage or grant a security interest in Lessee's leasehold estate under this Lease and any of Lessee's personal property, and may assign this Lease and any of Lessee's personal property to any such mortgagees or holders of security interests including their successors or assigns (hereinafter collectively referred to as "Mortgagees"), provided such Mortgagees agree to be bound by the terms and provisions of this Lease. In such event, Lessor shall execute such consent to leasehold financing as may reasonably be required by Mortgagees. Lessor agrees simultaneously to notify in writing Lessee and the Mortgagee of Lessee having first priority as to Lessee's leasehold interest and which has requested notice from Lessor of any default by Lessee and to give such Mortgagee the same right to cure any default as Lessee, except the cure period for any Mortgagee shall not be less than ten (10) days after receipt of the default notice.

12.2 Subordination. Lessor acknowledges that Lessee's Equipment related improvements placed upon the Tower and Tower Site are not Lessor's property and agrees to recognize the rights of the lender, owner, Mortgagee, secured creditor or lessor, if any ("Secured Party") of Lessee's property. Notwithstanding anything to the contrary contained herein, Lessor hereby agrees to subordinate any claim arising by way of any Lessor's lien (whether created by statute or by contract) or otherwise with respect to Lessee's property and agrees, if confirmation of said subordination and recognition of Secured Party's rights is requested by Lessee or Secured Party, to execute and deliver a subordination agreement and/or other document satisfactory to Secured Party with thirty (30) days from Lessee's or Secured Party's written request.

12.3 Recording. A short-form memorandum of this Lease may be recorded at Lessor or Lessee's option. Lessee may record any mortgage or security interest granted in Lessee's leasehold estate or any subordination agreement provided by Lessor.

ARTICLE XIII

MISCELLANEOUS

13.1 Assignment and Subletting. Lessee may assign this Agreement, in its entirety, provided Lessee first obtains Lessor's prior written consent to such assignment, which consent shall not be unreasonably withheld. Lessee may not sublet this Agreement, or any part of the Tower or Tower Site, to any third party unless Lessee first obtains Lessor's prior written consent, which consent may be withheld, conditioned, or delayed in Lessor's sole discretion. Lessor may freely assign this Agreement, or any interest herein, and, upon any such assignment, shall be released from any further obligations hereunder accruing from and after the date of any such assignment.

13.2 Successors and Assigns. All of the covenants, agreements, terms, and conditions contained in this Agreement shall inure to and be binding upon Lessor and Lessee and their respective heirs, executors, administrators, and permitted successors and/or assigns.

13.3 Headings. The titles to sections of this Agreement are not part of this Agreement and shall have no effect upon the construction or interpretation of any part hereof.

13.4 Non-Waiver. Waiver by Lessor or Lessee of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition of this Agreement, regardless of Lessor's or Lessee's knowledge of any prior or proceeding breach at the time of payment or acceptance of rent.

13.5 Applicable Law/Severability. This Agreement shall be governed by and construed in accordance with the laws of the state of Wisconsin. Any provision of this Agreement which shall be found invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision hereof; and the remaining provisions hereof shall nevertheless remain in full force and effect.

13.6 Notices. Any notice or other communication required or contemplated under the provisions of this Agreement shall be in writing and delivered in person, evidenced by a signed receipt, or mailed via certified mail, return receipt requested, postage prepaid, to the addresses indicated below, or to such other persons or addresses as Lessor or Lessee may provide by notice to the other. The date of the notice shall be the date of delivery if the notice is personally delivered, or the date of mailing if the notice is mailed by certified mail.

If to Lessor: Adams County
c/o Emergency Management
400 Main Street Courthouse
P.O. Box 144
Friendship, Wisconsin 53934

If to Lessee: Bug Tussel Wireless, LLC
130 East Walnut Avenue
Green Bay, Wisconsin 54301
Attn: Lease Administration

13.7 Liens. Lessee shall not permit any mechanic's, materialman's, or other liens to be filed against the Tower or Tower Site, or any interest therein, for any labor or material furnished to Lessee in connection with work of any character performed on or about the Tower or Tower Site by or at Lessee's direction. In the event Lessor or Lessee receives notice that any lien will be filed or given, Lessee shall, within thirty (30) days after Lessee's receipt of such notice, cause the lien to be released or discharged by payment, deposit, or bond. Lessee shall indemnify Lessor from and against any losses, damages, costs, expenses, fees, or penalties suffered or incurred by Lessor on account of the filing of any such claim or lien.

13.8 Master or Ground Lease(s). In the event this Agreement is subject or subordinate to one or more master or ground leases, Lessee agrees to comply with the terms thereof to the extent applicable (directly or indirectly) to Lessee's use or occupation of the Tower or Tower Site; and Lessee shall not cause, or permit to occur, a default or breach of any such master or ground lease. This Agreement shall immediately terminate upon the termination or expiration of any such master or ground lease. Upon the termination of this Agreement due to the termination or expiration of any such master or ground lease, no further rights or obligations shall accrue on the part of Lessor or Lessee as a result of the termination of this Agreement (other than Lessee's obligation for rent and other charges due and owing through the date of termination). Lessor shall, upon Lessee's request, provide to Lessee copies of any such master or ground leases with confidential and financial information redacted.

13.9 Interest on Unpaid Obligations. Any payment not made by Lessee on the date required by this Agreement shall accrue interest from the due date of such payment until the date such payment is made at the lesser of: (a) the rate of one and one-half percent (1-1/2%) per month; or (b) the maximum interest rate permitted by applicable law.

13.10 Force Majeure. Neither party hereto shall be liable for any losses or damages caused by acts of God, including, but not limited to, wind, lightning, rain, ice, earthquake, floods or rising water. In the event that Lessor or Lessee shall be delayed, hindered in, or prevented from the performance of any act required hereunder by reason of acts of God (including, but not limited to, wind, lightning, rain, ice, earthquake, flood or rising water), unforeseen soil conditions, acts of third parties who are not employees or agents of Lessor or Lessee, as the case may be, strikes, lockouts, labor troubles, inability to procure materials, failure of power, governmental actions or inactions (including, but not limited to, those related to zoning approvals, permits, or related appeals), laws or regulations, riots, insurrection, war, or other reasons beyond its control, then the performance of such act shall be excused for the period of delay; and the period for performance of any such act shall be extended for a period equivalent to the period of such delay.

13.11 Entire Agreement/Amendment. This Agreement constitutes the entire agreement of the Lessor and Lessee, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not stated in the Lease. Any amendments to the Lease shall be in writing and executed and delivered by Lessor and Lessee.

13.12 Estoppel Agreement. Within fifteen (15) days after a request by Lessor or Lessee, as the case may be, Lessor or Lessee shall execute and deliver to the other an estoppel certificate in such reasonable form as the other may request. The estoppel certificate shall include representations (i) that this Agreement is in full force and effect and (ii) that there are no uncured defaults in the other party's performance hereunder.

13.13 Title Insurance. Lessee may obtain title insurance on its interest in the Leased Premises, and Lessor will cooperate by executing any documentation required by the title insurance company.

13.14 Survey. Lessee shall have the right to have the Premises and Tower Site surveyed and to have soil borings and analysis tests run. In the event that any defects are shown by the

survey or the soil analysis, which in the opinion of the Lessee, may adversely affect Lessee's use of the Premises, Tower and Tower Site, Lessee shall have no obligation to perform under this Agreement.

13.15 Reports. Lessor shall provide Lessee with any and all reports it has regarding the acquisition, development and construction of the Premises, Tower and Tower site and related ingress/egress and utilities easements.

[Signature page to follow]

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the day and year first written above.

LESSOR: ADAMS COUNTY

By: _____

Its: _____

Date: _____

Subscribed and sworn before me
this ____ day of _____, 20__.

Notary Public, _____ County, __
My Commission: _____

LESSEE: BUG TUSSEL WIRELESS, LLC

By: _____

Its: _____

Date: _____

Subscribed and sworn before me
this ____ day of _____, 20__.

Notary Public, _____ County, __
My Commission: _____

Lease Exhibit A: (Site Location)- Adams County Tower – 300' guy tower

Registration Detail

Reg Number 1264966

Antenna Structure

Structure Type TOWER - Free standing or Guyed Structure used for Commu

Location (In NAD83 Coordinates)

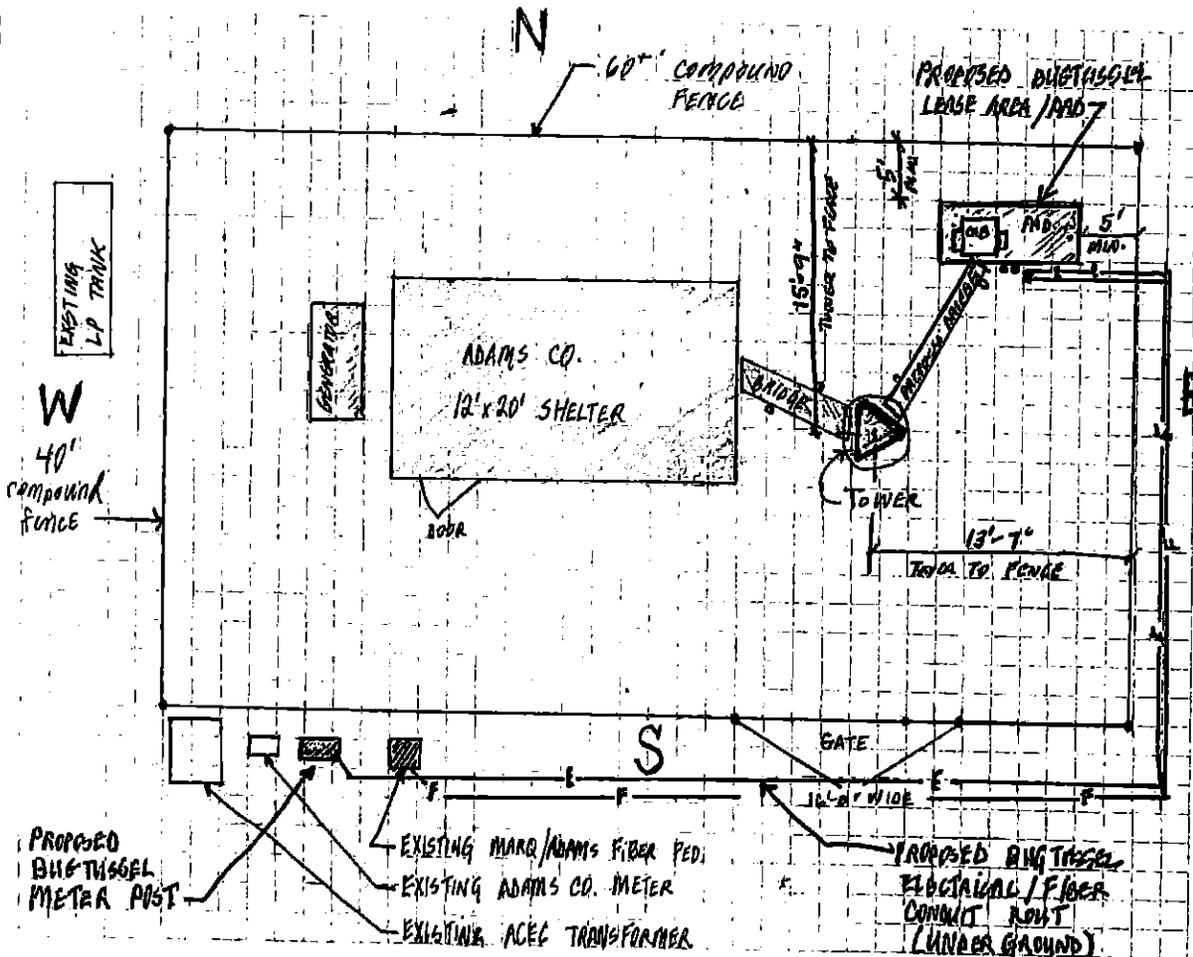
Lat/Long	43-55-30.1 N 089-49-25.4 W	Address	Quarter Section 19, Town 17 North, Range 6 East Town of Adams, Adams Cty, WI
City, State	Adams, WI	County	ADAMS
Zip	53910	Position of Tower in Array	
Center of AM Array			

Owner

Adams County Emergency Management

PO BOX 144

Friendship, WI 53934



Lease Exhibit B: (Equipment List) - Adams County Tower – 300' guy tower

Frequency:

UMTS: Downlink: 2112.5 / Uplink: 1712.5

LTE: Downlink: 2117.5 / Uplink: 1717.5

Microwave Backhaul: 11 GHz

Ground Space:

- 8'x8' Lease space w/ 5'x5' equipment platform and ice bridge inside existing compound
- (1) 9929 ALU LTE Cabinet/base station with integrated power and battery, 35.4in x 37.8in x 75.8in. Power access from Bug Tussel set Electrical Service Meter.

Tower Space:

Initial LTE install: Mounting Height TBD (per approved height with Structural Analysis)

- (3) Sector frames for Guy tower: Kenwood #T1680KT with (6) 2 ½" x 10' Mast Pipe mounts.
- (1) 7/8" diameter Power/Fiber from Base Cabinet to RayCap Box
- (3) 9442 Alcatel-Lucent Remote Radio Head Units.
- (3) 2 port antennas- Kathrein 2 port 742 213V01
- (1) Ray-Cap Lightning Protection box-RKEDC-8465-PF-48.

Future UMTS Install: Mounting height TBD (per approved height with Structural Analysis)

- Use same sector mounts as above
- (1) 7/8" diameter Power/Fiber – Base Cabinet to RayCap Box
- (3) 9341 Alcatel-Lucent Remote Radio Head Units.
- (3) 2 port antennas - Kathrein 2 port 742 213V01

Backhaul install:

- (2) 3' Dish: Andrew VHLP-11W 3ft Microwave dish with ODU mounts (on 6' Mast Pipe mounted on sector mount)
- (2) Runs of Coax (RG8)

February 8, 2014

Dear County Board Member,

We, along with the New Haven Plan Commission and the New Haven town board oppose the giving of the Conditional Use Permit to Rand Atkinson. New Haven has opposed the plan because it does not comply with our comprehensive plan for New Haven.

Most localities don't allow conditional use permits for livestock on the 1.8 acre size property like Rand Atkinson has. Which I think is a good policy and also believe is against Adams Counties Zoning.

I oppose for the following reasons:

A) The DNR said Rand does not need a Wisconsin Pollutant Discharge Elimination System (WPDES) permit if he feeds less than 5000 lbs of fish food per year or discharges less than 30 days per year. He stated to the New Haven Planning Commission, he will be feeding 12000 lbs of food per year, which should require a WPDES permit and where is all the water going he is pumping, if he is pumping 65 or 69 gallons per minute? He was not given a permit by the Plan Commission or the town of New Haven for a bore discharge pipe to go under the road. So how is he disposing of the 65 to 69 gallons per minute he is pumping? I don't believe this can be run in the ditch. (Too many inconsistencies) At the Board of Review he changed the pumping number again to 55 gallons per minute.

C) Pollution to Lake Mason - Rainbow trout produce high concentration of nitrogen, phosphorus, organic matter and suspended solids. It is also known that sediment basins and screens do not filter all of this out.

D) We understand that Rainbow trout are susceptible to many diseases. The diseases are a concern and also the antibiotics and various chemicals used in controlling these diseases that will be going into Lake Mason.

E) Water withdrawal of 55 to 69 (depending on who he is talking to) gallons per minute is a concern because unlike irrigation wells (which pump 70 gallons plus per minute) the water will be pumped into the Big Spring Creek and discharged from the aquifer thru the Lake Mason dam.

F) Rand Atkinson refused a courtesy review of the facility plan from the DNR.

We talked to a very knowledgeable retired DNR employee. He said this run off from the fish farm is very very fertile and will promote weed growth and it is not good for our health or the health of the water.

Thank you for your time.

Sincerely,

Joan Byers
Myron Byers

48					
49		2015	2016	2017	2018
50	Clerk of Circuit Court	\$59,000	\$60,000	\$61,200	\$62,424
51	Sheriff	\$76,881	\$78,419	\$79,987	\$81,587
52					

53 And,

54
55 **BE IT FURTHER RESOLVED** that these elected officials will be offered the same
56 benefits package as is provided to full-time non-represented employees; and

57
58 **BE IT FURTHER RESOLVED** that the aforementioned county elected officials are
59 entitled to participate in the Wisconsin Retirement System (WRS) in accordance with
60 law and the County shall pay only its share of contributions required by law; and

61
62 **BE IT FURTHER RESOLVED** that the aforementioned county elected officials are
63 entitled to participate in the County's health, dental and life insurance programs subject
64 to the terms and conditions of the programs, which may be modified from time to time,
65 under the same terms and conditions as the health, dental and life insurance coverage
66 offered to non-represented county employees; and

67
68 **BE IT FURTHER RESOLVED** that the established compensation for each office will
69 continue for ensuing terms unless changed by the County Board in accordance with
70 Wisconsin law.

71
72 Recommended for adoption by the Admin & Finance Committee this 10th day of March,
73 2014.

74
75 _____
76 _____
77 _____

78 Recommended for adoption by the Executive Committee this 10th day of March, 2014.

79
80 _____
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84 Adopted _____

85 Defeated _____ by the Adams County Board of Supervisors this 18th day of March,
86 2014.

87 Tabled _____

88
89
90 County Clerk

County Board Chair

91
92 Reviewed by Corporation Counsel

Reviewed by AC/DOF

RESOLUTION 18 - 2014

RESOLUTION TO Request dollars from the Health and Human Services 240 fund balance to purchase furniture for new department staff and replacement furniture

INTRODUCED BY: Administrative Finance Committee

INTENT & SYNOPSIS: Resolution to request dollars from the Health and Human Services fund balance to purchase furniture for new Department staff and replacement furniture.

FISCAL NOTE: \$16,500.00 from the Health and Human Services Fund Balance

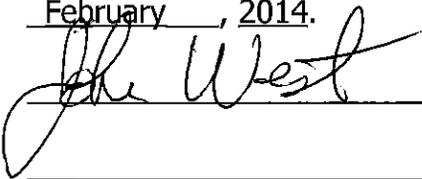
WHEREAS: The Health and Human Services Department is requesting to purchase 14 new desks, 7 for approved new staff, 7 replacement desks, and

WHEREAS: Two (2) of the Fourteen (14) desks will be purchased with Public Health' Wisconsin Family Foundations Home Visiting Program Grant funds, and

WHEREAS: The Health and Human Services Committee and the Administrative Finance Committee approved the request to purchase the furniture using the Health and Human Services fund balance.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the Adams County Board of Supervisors hereby approves the utilization of the Health and Human Services fund in the amount of \$16,500 to purchase furniture for the Department's new staff and replacement furniture.

Recommended for adoption by Administrative Finance Committee this 10th day of February, 2014.



Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair

County Clerk

- Reviewed by Corporation Counsel
- Reviewed by Administrative Coordinator/Director of Finance

Pulled 2/18/14

JOB DESCRIPTION

ADAMS COUNTY, WISCONSIN

JOB TITLE: ADMINISTRATIVE COORDINATOR/DIRECTOR OF FINANCE

STATUS: Full-time, exempt

DEPARTMENT: Administrative Coordinator

SUPERVISOR: County Board

GENERAL DESCRIPTION:

Coordinate all administrative and management functions of county government not otherwise vested by law in boards or commissions, or in other elected officers pursuant to Wis. Stat. §59.19. Under the supervision of the County Board, this person directs, administers, coordinates, and implements the activities of the County in support of policies, goals, and objectives established by the County Board. This person shall also serve as Chief Financial Officer for the County.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. In conjunction with the Administrative & Finance Committee, prepares and presents to the County Board an annual budget and long-range financial plan; submits a capital improvement plan; coordinates the development of department budgets to ensure consistency with the County's overall policies, goals and objectives; prepares and presents reports to the Administrative & Finance Committee, Executive Committee, and to the County Board on a regular basis regarding the County's financial condition.
2. Prepares and presents an Annual Report to the County Board on the condition and activities of the County developed with the advice and input from each department. The Report shall include a long-range forecast of needs.
3. Coordinates the development of the County's capital improvement and related long-term plans. Coordinates implementation of the plan for capital improvements, transportation systems and intergovernmental services.
4. Proposes to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations. In conjunction with the Personnel Director, recommends changes to the County Board and

committees in the organization and staffing of departments, including creation, consolidation and elimination of programs and positions. Recommends the determination of county-wide priorities for programs and activities, including economic development

5. Assures that the legislative and related policy directives of the County Board are implemented.
6. Assists with the coordination of a grant application and administration program; includes obtaining information, research, reports, and studies for the County Board to make policy decisions. Stay informed on Federal and State grants and mandates affecting County operations.
7. Advises Department Heads concerning County Board policies, directives, and expectations. Facilitates communication among departments, committees, and the County Board by attending all meetings of the County Board, except when excused; attending committee meetings as necessary to provide information; and, acting as liaison between individual County Board members and committees or departments
8. Serves as spokesperson and representative of the County, as directed by the County Board, with other units of government, state and federal officials, other agencies, interest groups, the public and the media. Represents the County's interest at legislative meetings, hearings and other places and events as directed by the County Board.
9. Schedules and chairs regular County Department Head meetings. Receives and reviews department activity reports.
10. Develops and maintains effective community relations, ensuring timely investigation and response to citizen complaints and inquiries.
11. Conducts special projects as directed by the County Board.
12. Reports at least monthly to the Executive Committee significant initiatives, work plans and policy changes.
13. Informs the County Board of Supervisors, on at least a quarterly basis or more frequently as required, of the financial and general condition of the County including the status of individual departments. Makes recommendations for changes and future needs.
14. Oversees the investment and securities and invests surplus funds, in accordance with the County's financial policies. Develops projected cash requirements for the County to ensure that cash is available when needed according to established practices. Monitors short term cash balances and the investment of such funds to

keep the County Board current on the County's short term financial position. Manages the County's long-term debt financing program, obtains the necessary bond underwriting.

15. Executes all lawful contracts on behalf of the County as to matters within his/her jurisdiction, except such as may be otherwise provided by law, ordinance, or resolution by the Board of Supervisors.
16. Prepares reports and make recommendations to the County Board and Committees on matters included within the authority of the office.
17. Recommends to the County Board Chairperson, individuals for appointments as citizen members to Boards, Commissions and non-standing Boards and/or Committees.
18. Coordinates with the Personnel Director for interviewing, hiring, discipline, and termination. Assists Corporation Counsel and Personnel Director on matters pertaining to collective bargaining/labor contract negotiations.
19. Identifies needs for new or changed personnel policies. In conjunction with the Personnel Director, develops said policies for recommendation to the appropriate home committee.
20. Directs the County-wide financial management system, including accounting services, budget and internal controls.
21. Signs all grant applications, federal/state grant awards/contracts and all reports required by federal/state grants.
22. Serves as County Internal Auditor per Wis. Statutes, maintaining the County's official books of account. Serves as Single Audit Liaison for other governmental units. Responsible for the preparation of the annual State Financial report and County Cost Allocation Plan. Manages payroll employees.
23. Performs such other duties as may be required.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in public administration, business management, accounting or closely related field; Masters degree preferred. Extensive experience with GASB rules highly desired. Substantial supervisory experience as an Administrative Coordinator or County Administrator in another County preferred.
2. Minimum five to ten years administrative and management experience in business, industry, multifunction organization or government; Experience in financial management of a large organization required; experience in County or

municipal government preferred. Must possess a valid driver's license. Must be bondable.

3. Competency and demonstrated experience in development and monitoring of large budgets.
4. Demonstrated effective oral and written communication skills.
5. Experience in risk management and insurance is desirable.
6. Excellent interpersonal skills. Experience in effective leadership.
7. Ability to conceptualize, evaluate and analyze complex issues.
8. Thorough knowledge of County organization, policies, procedures, rules, regulations and laws governing County government.
9. Knowledge of and significant experience in long-range planning of programs and services, management team development, fiscal management and budget planning. Ability to analyze and interpret statistical data and complete complex cost analysis.
10. Ability to express ideas effectively in oral and written form and to make formal presentations to the County Board, Committees, management, employees and outside groups.
11. Ability to make responsible decisions in accordance with established policies and procedures.
12. Desirable to become a resident of County within six (6) months of completing one year of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Work indoors in a controlled environment.
2. Work normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.
3. Activities include frequent verbal and written communication, utilizing phone systems and computer applications and frequently require the application of tact and understanding to resolve conflict or trouble-shoot problem situations.
4. Must have good hand-eye coordination.

5. Ability to operate a variety of office equipment such as computer terminal, computer printer, fax machine, photocopier, and calculator/adding machine.

Exposure to blood borne pathogens is considered low for this position.

APPROVED BY THE EXECUTIVE COMMITTEE on the ^{December} 11th day of ~~November~~, 2012

John West
Paul Allen
Harvey Babcock
Florina Johnson
Sebastian

RESOLUTION 20 -2014

RESOLUTION TO Approve CarteGraph Software and Services Contract

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INTRODUCED BY: Administrative & Finance

INTENT & SYNOPSIS: Approve CarteGraph 3 year Software and Services Contract.

FISCAL NOTE: 2014 – Budget neutral, 2015 - \$ 12, 000.00, 2016 - \$12,000.00

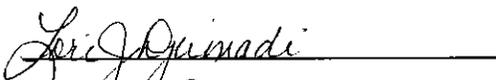
WHEREAS: The Highway department will continue to utilize CarteGraph software for the foreseeable future; and

WHEREAS: The three year agreement allows the county to upgrade the availability of the service; and

WHEREAS: The agreement also reduces year to year maintenance cost by \$3000.00 the second and third years.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that Adams County approves and enters into the 3 year Software Services Contact proposed by CarteGraph.

Recommended for adoption by the Administrative & Finance Committee this 7th day of March, 2014.

	_____
	_____
	_____

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

Reviewed by Corporation Counsel
 TL Reviewed by Administrative Coordinator/Director of Finance

Cart e Graph is an asset management system which provides a means of tracking and directing maintenance activities of recorded assets.

Though all license holders may access any of the modules, Highway Commissioner Patrick Kotlowski and or Patrol Superintendent Jason Kirsenlohr use "Pavement view" for tracking segments and condition of roadways, Patrol Superintendent Kirsenlohr will also use the "Culvert" module to record location, size, length, material type, etc.,. The sign shop staff and the Patrol Superintendent Dennis Premo use the "Sign" and "Marking" modules. With the sign related assets they record location, size, material type (backing and sheeting), support type & size, origin date, repairs, attachments (photos), etc. Markings are recorded by highway segment, location of zones, last repaint date, material used, last date surveyed, etc.

The Adams County Highway Department has been doing business with Cart e Graph for the past 10 years and will continue to need the services offered. The change in the licensing structure will allow the Highway Department to expand the number of user, implement new technologies in the field, and keep support cost from increasing. Data will be hosted off site allowing for access at anytime, and location via an internet capable device, independent of local conditions. Integrates with Google maps for positioning.

Cartègraph

3600 DIGITAL DRIVE | DUBUQUE, IA 52003

To: Patrick Kotlowski
Organization: Adams County
From: Jace Fecht
Date: March 5, 2014
RE: Cartegraph Sales Contract

Attached, please find a Contract from your Sales representative at Cartegraph Systems, Inc. We are pleased with the prospect of serving you and hope this meets with your approval.

Should the products and/or services and the associated pricing terms be agreeable to you as stated, please sign in the area indicated and return all pages of the Contract to Cartegraph by one of the following means:

- By email – salesoperations@cartegraph.com
- By fax – (563)556-8149, Attn: Sales Operations
- By mail – Cartegraph
Attn: Sales Operations
3600 Digital Drive
Dubuque, IA 52003

Please be aware that in order for Cartegraph to process an order, we must receive all of the following items:

- ✓ Fully-executed Cartegraph Contract returned in its entirety
- ✓ Approved Purchase Order from your organization

Should you have any questions about the contents of the Contract, please contact your Sales representative at (800) 688-2656.

Thank you!

Cartègraph

3600 Digital Drive | Dubuque, Iowa 52003 | (800) 688-2656 | (563) 556-8120 | fax (563) 556-8149
 Federal ID: 42-1419553

Software and Services Contract

Date: March 5, 2014 **Contract Expiration Date:** March 31, 2014 **Contract No.:** C1401067-1

Organization	Adams County				
Contact	Patrick Kotlowski				
Department					
Address	1342 County Highway F				
City	Adams	State/Prov.	WI	Zip/Code	53910

	Purchase Type	Qty.	Unit Price	Total Price
YEAR 1				
SOFTWARE PRODUCTS				
Cartègraph OMS – Standard Edition	Per-user Subscription License, Cartègraph Cloud Deployment	8	\$1,500.00	\$12,000.00
PROJECT SERVICES				
Implementation Services (Fee for Service)				
Implementation Services	Fixed Fee Service	1	\$9,974.00	\$9,974.00
YEAR 1 SUB-TOTAL				\$21,974.00
YEAR 2				
SOFTWARE PRODUCTS				
Cartègraph OMS – Standard Edition	Per-user Subscription License, Cartègraph Cloud Deployment	8	\$1,500.00	\$12,000.00
YEAR 2 SUB-TOTAL				\$12,000.00
YEAR 3				
SOFTWARE PRODUCTS				
Cartègraph OMS – Standard Edition	Per-user Subscription License, Cartègraph Cloud Deployment	8	\$1,500.00	\$12,000.00
YEAR 3 SUB-TOTAL				\$12,000.00
Total Cost (3-Year Term)				\$45,974.00

Project Services

Implementation Services (Fee for Service)

The Fee for Service Implementation Services as listed in the *Investment Summary* are specific **Cartègraph** services which will be delivered to the **Customer** based on the descriptions below and any descriptions that may be below..

Implementation of our Operations Management System (OMS) - Standard Edition includes the following:

- Hosted installation support
- System navigation training
- System dashboard training

Security roles training and support
Implementation and training on the Request Management portion of the system
Implementation and training on the Work Management portion of the system
Implementation and training on four Asset Applications: Signs, Markings, Pavement and Storm Culverts
Implementation and training on Cartegraph for iPad
Training on system reports and on-screen analytics
Create one custom report
Training on the use of Google mapping within the system
Implementation of the Citizen Request portal for smartphones and web
Dedicated Cartegraph Project Manager to facilitate the resource scheduling, timing and other project tasks
All training and consultation done via web

During the duration of the project, the client will appoint a project coordinator to be responsible for the following aspects of the project:

Approve the Project Status Report
Authorize the project work
Acceptance of deliverables defined in the Project Status Report
Ensure the project is in compliance with and satisfies the requirements of the Project Status Report
Consult with the Cartegraph Project Manager on a continuing basis
Provide leadership on all issues related to the client, such as policy, organization, staff, technical architecture, data, and current systems.
Monitor progress of the project, including the review of Cartegraph regular status reports and managing internal resources.

Not-to-Exceed Contract

Cartegraph will not exceed the total included in this Contract without written approval from **Customer**. In the event it becomes apparent to **Cartegraph** that additional service efforts will be needed due to any changes in the scope of this Contract, **Cartegraph** will notify **Customer** prior to exceeding the approved efforts and obtain written approval if additional software or services are required.

Software Subscription, Maintenance and Support Services Terms/Renewal

The initial term of Subscription, Maintenance or Support Services, if included, will commence upon execution of this Contract (unless listed differently in the *Investment Summary* above) and will continue for the term listed in the *Investment Summary* above. At the end of the term listed in the *Investment Summary* the Customer may renew at prices in effect at that time by execution of a new Agreement. The price in effect at that time will increase by the cumulative consumer price index (CPI) and will not increase by more than 10% over the previous term.

Software licensed under a subscription is governed by a license manager and must be renewed prior to the expiration date of the term in order to keep the software active.

Payment Terms and Conditions

In consideration for the Services and Products provided by **Cartegraph** to **Customer**, **Customer** agrees to pay **Cartegraph** Software Costs and Professional Service Fees in U.S. Dollars as described below:

1. **Delivery:** Software Products shall be licensed upon acceptance of this Contract. Project Services will be scheduled and delivered upon your acceptance of this Contract, which will be considered as your notification to proceed.
2. **Services Scheduling:** **Customer** agrees to work with **Cartegraph** to schedule Project Services in a timely manner. All undelivered Project Services shall expire 365 days from the signing of this Contract.
3. **Invoicing:** Invoicing for the Project Services fee shall occur upon the acceptance of this Contract. The Software Subscription Licenses fee will be due in annual installments 60 days prior to the anniversary of the initial term as follows:
 - a. \$12,000.00 due upon signing of this Contract.
 - b. \$12,000.00 due 60 days prior to 1st year anniversary of term start date.
 - c. \$12,000.00 due 60 days prior to 2nd year anniversary of term start date.

Expenses: In providing the services included in this Contract, **Cartegraph** shall be reimbursed for any reasonable out-of-pocket costs, including, but not limited to, travel, lodging, and meals. Out-of-pocket expenses are billed based on actual costs incurred and are due separately. .

5. **Payment Terms:** All payments are due Net 30 days from date of invoice.

This Contract constitutes the complete and exclusive agreement between Cartegraph Systems, Inc., and the above company, superseding all other Contracts, oral or written and all other communication with respect to the terms of the agreement. Contract must be executed and returned to **Cartegraph** prior to the expiration date shown above or all terms contained herein are invalid and the entire Contract is void.

Customer acknowledges that all materials and documents associated with this project are proprietary in nature. **Customer** further agrees not to copy or otherwise make available such materials outside of **Customer's** organization and its divisions and departments without the prior written consent of **Cartegraph**, except as required by law.

Acceptance

The parties, each acting under due and proper authority, have executed this Contract as of the date written below:

ADAMS COUNTY, WI

By:

Signature

Date: _____

Please
Print

Name

Title

CARTEGRAPH SYSTEMS, INC.

By:

Randy Skemp, V.P., Chief Revenue Officer

Date: _____

RESOLUTION 21 - 2014
RESOLUTION TO APPROVE APPLICATION FOR WDNR AQUATIC
INVASIVE SPECIES GRANT

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INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a grant from the Wisconsin Department of Natural Resources Aquatic Invasive Grant Program for two years, 2015 and 2016 for the purposes of funding a staff person to provide educational and technical assistance for prevention and control of aquatic invasive species.

FISCAL NOTE: The total cost of the grant activities will be \$158,500.00. The Wisconsin Department of Natural Resources Aquatic Invasive Species Grant requires matching contribution of 37%. Adams County will need to contribute \$29,322.50, each year 2015 and 2016.

WHEREAS: Adams County lakes are an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS: The protection of lake watersheds and the reasonable lake use activities are paramount in the protection of water quality and the natural ecosystems of the lakes; and

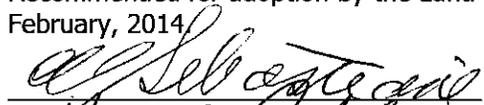
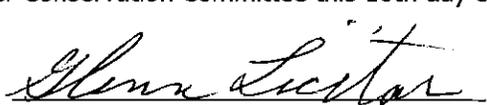
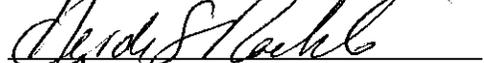
WHEREAS: Adams County Land & Water Conservation Department will use the funding to employ an Aquatic Invasive Species Coordinator to provide educational and technical assistance for prevention and control of aquatic invasive species; and

WHEREAS: Adams County Land & Water Conservation Department has the qualifications to perform the responsibilities and is currently assisting lake organizations and communities with Aquatic Invasive Species prevention and control efforts.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors hereby approves and authorizes the Administrative Coordinator/Director of Finance to submit an application to the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Grant Program" for financial aid in the amount of 63% of the total grant for the purpose of funding a staff person to provide educational and technical assistance for prevention and control of aquatic invasive species; and

BE IT FURTHER RESOLVED: That Adams County will comply with the State rules for the program and will meet the financial obligations under the grant requiring a matching contribution of 37% in the 2015 and 2016 budget.

Recommended for adoption by the Land & Water Conservation Committee this 10th day of February, 2014.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 18th day of February, 2014.

County Board Chair

County Clerk

- Reviewed by Corporation Counsel
- Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION 22-2014
RESOLUTION TO SUPPORT THE PROCLAMATION OF THE CELEBRATION
OF GRASSLANDS MONTH, APRIL 2014

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INTRODUCED BY: Al Sebastiani, Chair of the Land and Water Conservation Committee

INTENT & SYNOPSIS: To support the proclamation of celebration of grasslands month, April 2014

FISCAL NOTE: None

WHEREAS: Adams County values its natural resources and cultural heritage, and wishes to preserve these values for future generations; and

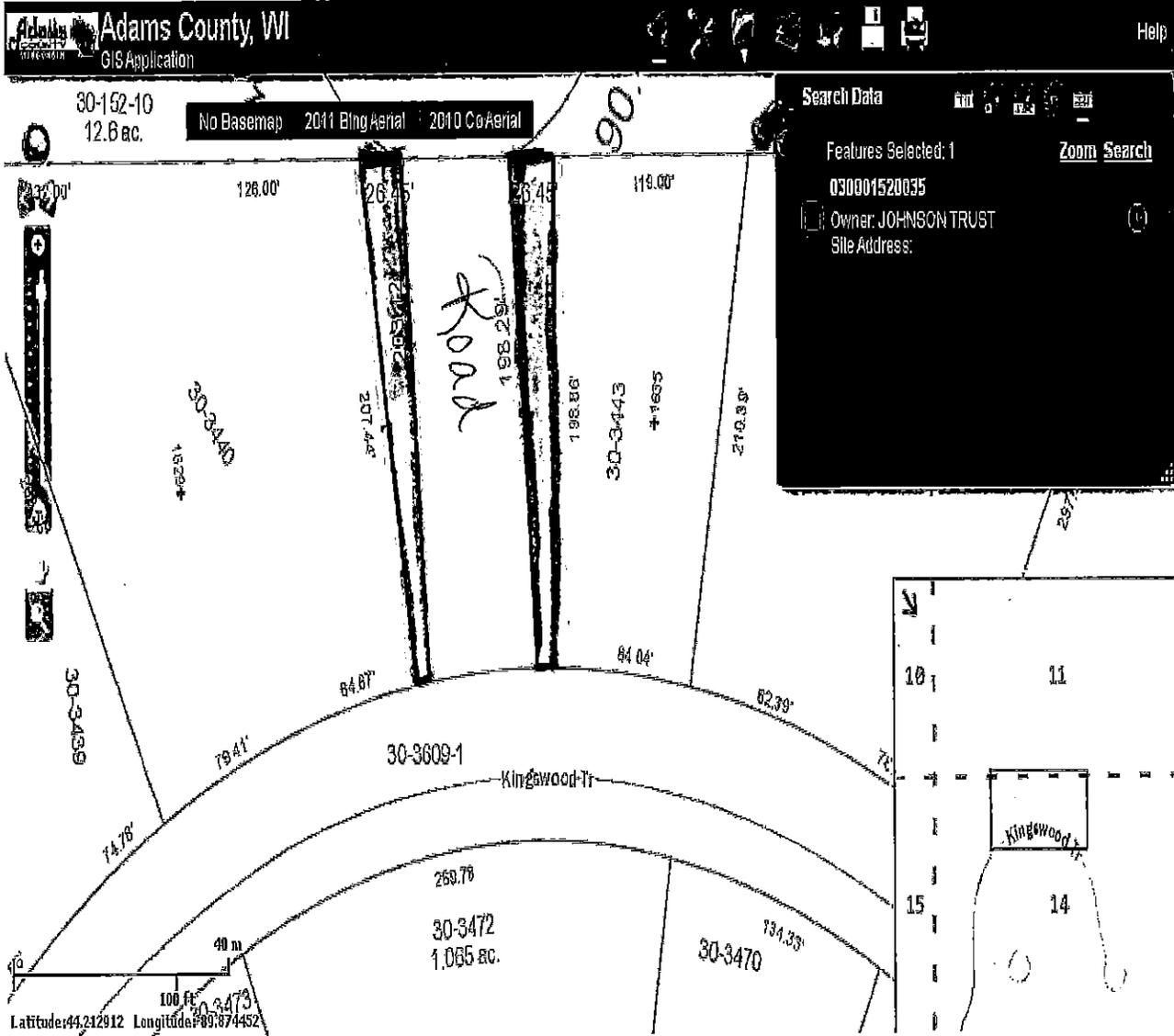
WHEREAS: Adams County is home to a portion of the largest contiguous grassland east of the Mississippi River, which supports a rich diversity of unique plants and animals, including the Greater Prairie Chicken and Henslow sparrows, both state-threatened species; and

WHEREAS: Historically, temperate grasslands around the world have been unrecognized as vital habitats, are often converted to intensive residential and agricultural purposes, and are therefore subject to degradation and destruction by development and human impact, threatening the hundreds of species that depend upon them for survival, and causing grassland to become the most quickly declining type of habitat in North America; and

WHEREAS: Annual festivities Celebrating Grasslands and the species they support have become an established tradition in April in Central Wisconsin, with Golden Sands Resource Conservation & Development Council, Inc., partnering with other conservation and wildlife organizations to host activities like the "Central Wisconsin Prairie Chicken Festival", celebrating the Greater Prairie Chicken and conservationists Fran and Hammy Hamerstrom and including the "Grasslands Gala", and other "Celebration of Grasslands," activities designed to raise public awareness about the need for sustainable practices to ensure that grasslands serve dually as productive farmlands and wildlife habitat;

NOW THEREFORE, BE IT RESOLVED the Adams County Board of Supervisors, on behalf of the citizens of Adams County, do hereby proclaim April, 2014, as **CELEBRATION OF GRASSLANDS MONTH** in Adams County, and urge all citizens to observe it by seeking opportunities to recognize the beauty and biological diversity of our grasslands, and to preserve it by utilizing sustainable agricultural practices.

Parcel 30-152-35 (highlighted)



outlets

48 planning studies for future development; purchase snow removal
49 and mowing equipment; Land acquisition in existing runway
50 approaches; Land acquisition for future runway extension; Clear
51 and maintain runway approaches as stated in Transportation
52 Administrative Code Chapter 55; and any necessary related work.

53
54 3. That the airport project, which your petitioner desires to petition, is
55 necessary for the following reasons: to meet the existing and
56 future needs of the airport.

57
58 **WHEREAS**, it is recognized that the improvements petitioned for as listed will be
59 funded individually or collectively as funds are available, with specific project
60 costs to be approved as work is authorized, the proportionate cost of the airport
61 development projects described above which are to be paid by the Petitioner to
62 the Secretary of the Wisconsin Department of Transportation (hereinafter
63 referred to as the Secretary) to be held in trust for the purposes of the project;
64 any unneeded and unspent balance after the project is completed is to be
65 returned to the Petitioner by the Secretary; the Petitioner will make available any
66 additional monies that may be found necessary, upon request of the Secretary, to
67 complete the project as described above; the Secretary shall have the right to
68 suspend or discontinue the project at any time additional monies are found to be
69 necessary by the Secretary, and the Petitioner does not provide the same; in the
70 event the Petitioner unilaterally terminates the project, all reasonable federal and
71 state expenditures related to the project shall be paid by the Petitioner; and

72
73 **WHEREAS**, the Petitioner is required by law (sec. 114.32(5), Wis. Stats.) to
74 designate the Secretary as its agent to accept, receive, receipt for and disburse
75 any funds granted by the United States under the federal Airport and Airway
76 Improvement Act, and is authorized by law to designate the Secretary as its
77 agent for other purposes.

78
79 **"DESIGNATION OF SECRETARY OF TRANSPORTATION AS**
80 **PETITIONER'S AGENT"**

81
82 **THEREFORE, BE IT RESOLVED** by the Petitioner, that the Secretary is hereby
83 designated as its agent and is requested to agree to act as such in matters
84 relating to the airport development project described above, and is hereby
85 authorized as its agent to make all arrangements for the development and final
86 acceptance of the completed project whether by contract, agreement, force
87 account or otherwise; and particularly, to accept, receive, receipt for and
88 disburse federal monies or other monies, either public or private, for the
89 acquisition, construction, improvement, maintenance and operation of the
90 airport; and, to acquire property or interests in property by purchase, gift, lease,
91 or eminent domain under chapter 32 of the Wisconsin Statutes; and, to
92 supervise the work of any engineer, appraiser, negotiator, contractor or other
93 person employed by the Secretary; and, to execute any assurances or other
94 documents required or requested by any agency of the federal government and

95 to comply with all federal and state laws, rules, and regulations relating to airport
96 development projects.

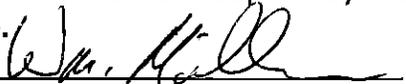
97
98 **FURTHER**, the Petitioner requests that the Secretary provide, per Section
99 114.33(8)(a) of the Wis. Stats., that the Petitioner may acquire certain parts of
100 the required land or interests in land that the Secretary shall find necessary to
101 complete the aforesaid project.

102
103 **"AIRPORT OWNER ASSURANCES"**

104
105 **AND BE IT FURTHER RESOLVED** that the Petitioner agrees to maintain and
106 operate the airport in accordance with certain conditions established in Chapter
107 Trans 55, Wisconsin Administrative Code, or in accordance with owner
108 assurances enumerated in a Federal Grant Agreement.

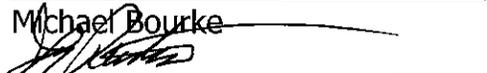
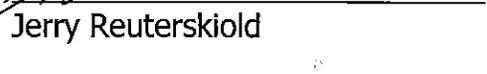
109
110 **AND BE IT FURTHER RESOLVED** that the _____
111 and _____ be authorized to sign and execute the Agency
112 Agreement and Federal Block Grant Owner Assurances authorized by this
113 Resolution.

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115 Recommended for adoption by the Airport Commission this 10th day of February,
116 2014.

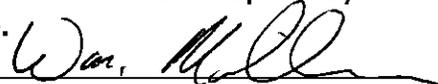
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118 _____
119 William Miller, Chair

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118 _____
119 Jerry Kotlowski

120 Steve Polina

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121 _____
122 Michael Bourke
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124 _____
125 Jerry Reuterskiold

124 Recommended for adoption by the Property Committee this 7th day of March,
125 2014.

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130 Adopted _____
131 Defeated _____ by the Adams County Board of Supervisors this
132 Tabled _____ day of _____, 2014

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134 _____
135 County Board Chair County Clerk

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137 Reviewed by Corporation Counsel
138 Reviewed by Administrative Coordinator/Director of Finance
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CERTIFICATION

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I, _____, Clerk of Adams County,
Wisconsin, do hereby certify that the foregoing is a correct copy of a Resolution
introduced at a public meeting of the Adam County Airport Commission on
February 10, 2014, adopted by a majority vote, and recorded in the minutes of
said meeting.

Clerk

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

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WHEREAS, Adams County, County, Wisconsin, hereinafter referred to as the Petitioner, desires to Petition an airport development project to be constructed with federal aid and/or state aid, specifically, the Adams County Legion Field project to:

Maintain Runway 15/33 pavement; Maintain/reconstruct taxiways and ramp; Sealcoat airport pavements; Replace/Upgrade airfield electrical and vault; Install perimeter fencing; Update Airport Layout Plan (ALP); Conduct planning studies for future development; purchase snow removal and mowing equipment; Land acquisition in existing runway approaches; Land acquisition for future runway extension; Clear and maintain runway approaches as stated in Transportation Administrative Code Chapter 55; and any necessary related work; and

WHEREAS, the Petitioner adopted a resolution on _____, 2014, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the Petitioner until financial closing of this project.

NOW THEREFORE, the Petitioner and the Secretary do mutually agree that the Secretary shall act as the Petitioner's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the Petitioner.

SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

195 **FEDERAL BLOCK GRANT OWNER ASSURANCES**

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WHEREAS, the Petitioner does agree to the conditions established in Trans 55, Wisconsin Administrative Code, and, for projects receiving federal aid, to the attached Federal Owner Assurances, which are a condition of a Federal Grant of funds.

The Federal Block Grant Owner Assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the Finding;

Acceptance: The Petitioner does hereby accept the Agency Agreement and the Federal Block Grant Owner Assurances.

Petitioner: Adams County, Wisconsin

Name

Name

Title

Title

Date

Date

Proposed 2014-2018 Airport Improvement Plan

The following is Adams County Legion Fields proposed Airport Improvement Program for the 2014 through 2018 period. The prioritization was largely recommended by the Bureau. The plan is as follows:

2014	Obstruction Survey	\$5,000
	Airport Layout Plan Update	\$50,000
	Fencing	\$290,400
2015	Crack fill Ramp, Taxiways, Drive and Parking Lot	\$20,000
	Seal coat Ramp, Taxiways, Drive and Parking Lot	\$25,000
2016	Land Acquisition	\$250,000
2017	New Snow Plow/Blower	\$202,200
2018	Seal Coat Runway	\$75,000

The costs are approximate as the type of fence and land acquisition to maintain compliance with the FAA is not fully known until the obstruction survey and airport layout plan are completed. Sponsor's (County) participation in cost is not expected to exceed 5% of the total cost.

\$ 917,600

RESOLUTION 27 - 2014

RESOLUTION FOR PARTICIPATION IN STATE SNOWMOBILE AND ALL-TERRAIN VEHICLE (ATV/UTV) AIDS PROGRAMS

INTRODUCED BY: Adams County Parks Committee

INTENT & SYNOPSIS: Development and maintenance of State funded and/or County sponsored snowmobile and ATV/UTV trails.

FISCAL NOTE: No cost sharing is required. The following grant proceeds will be used for the development and maintenance of ATV/UTV and Snowmobile Trails. Three ATV/UTV grants: \$3,400.00 for the production of ATV maps, \$17,100.00 for 28.5 miles of trail maintenance, \$15,000.00 for trail relocation, and \$320.00 for trail easement. Two snowmobile grants: \$55,492.00 for trail maintenance and management; and \$2,000.00 for 8.0 miles of additional trail.

WHEREAS: Public trails are eligible for funds under 23.09 (26) and 23.33 Wisconsin Statutes for maintenance, acquisition, insurance, rehabilitation and/or development costs and hereby authorizes Adams County Director of Parks, Recreation, and Trails Coordinator, under the direction of Adams County Parks Committee and Adams County Administrative Coordinator and Director of Finance, to submit applications to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; and take action to undertake, direct, and complete the approved project; and

WHEREAS: Adams County will comply with Wisconsin State rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project site.

NOW THEREFORE, BE IT RESOLVED: that the Adams County Board of Supervisors hereby authorizes Adams County Director of Parks, Recreation, and Trails Coordinator, under the direction of Adams County Parks Committee and Adams County Administrative Coordinator and Director of Finance, to submit applications to the State of Wisconsin Department of Natural Resources for whatever aids/grants/financial support that may be available to Adams County, for the development and/or maintenance of State funded and/or county sponsored snowmobile and ATV/UTV trails; and

BE IT FURTHER RESOLVED: That the Adams County Parks Committee, Director of Parks, Recreation and Trails Coordinator and Adams County

RESOLUTION 27 - 2014

46 Administrative Coordinator and Director of Finance are hereby authorized to
47 oversee and direct approved projects and account for any and all aid(s),
48 grant(s)/financial support awarded for these project(s).

49
50 Recommended for adoption by the Parks Committee this 11th day of March
51 2014.

52 *[Signature]* *[Signature]*
53 *[Signature]* *[Signature]*
54 *[Signature]* *[Signature]*
55 *[Signature]* *[Signature]*
56 *[Signature]* *[Signature]*
57 *[Signature]* *[Signature]*
58

59 Adopted _____
60 Defeated _____ by the Adams County Board of Supervisors this
61 Tabled _____ day of March 2014.

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63 _____
64 County Board Chair County Clerk

- 65
66 Reviewed by Corporation Counsel
67 Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION NO. ²⁸ 2014

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RESOLUTION TO ADOPT RESCINDING CHAPTER 10, SECTIONS 1, 3, 5, 6 & 7 AND CHAPTER 11, OF THE PERSONNEL & GENERAL ADMINISTRATIVE POLICY ADOPTED BY RES. #51-2011

INTRODUCED BY: Ad Hoc Transition Committee

INTENT & SYNOPSIS: To rescind Chapter 10, Section 1, 3, 5, 6 & 7 and Chapter 11 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

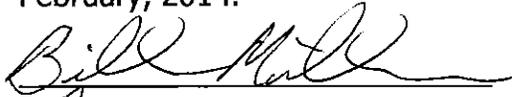
FISCAL NOTE: None.

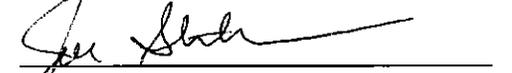
WHEREAS: The Chapters and Sections of the Personnel and General Administrative Policy manual have been incorporated into the Employee Handbook adopted by Res. #28-2012; and modified by Res. #89-2012, Res. #107-2012 and Res. #43-2013; and,

WHEREAS: such language has not been rescinded; and is still in effect.

NOW THEREFORE, BE IT RESOLVED To rescind Chapter 10, Section 1, 3, 5, 6 & 7 and Chapter 11 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Recommended for adoption by the Ad Hoc Transition Committee this 13th day of February, 2014.







Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

- Reviewed by Corporation Counsel
- Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION NO. ²⁹ 2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT DISCIPLINE POLICY DOCUMENT NUMBER FIVE

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Discipline Policy Document Number
4 Five and rescind corresponding Chapter 7, Sections 1 thru 4 of the Personnel and
5 General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 7, Sections 1 thru 4 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

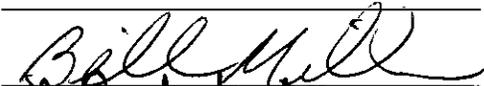
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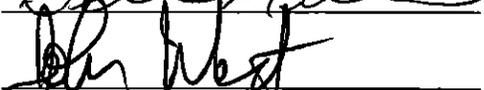
19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Discipline Policy Document Number Five to be put
21 into effect immediately upon adoption.

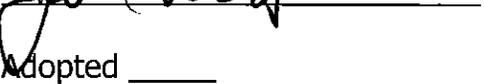
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23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

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29 Adopted _____

30 Defeated _____

by the Adams County Board of Supervisors this

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County Board Chair

County Clerk

Reviewed by Corporation Counsel

Reviewed by Administrative Coordinator/Director of Finance

DISCIPLINE POLICY DOCUMENT FIVE
SECTION 1 & 2

1 **1.01** Any communications or complaints that allege Employee misconduct shall be documented and
2 such documentation shall be forwarded to the appropriate Department Head for consideration of
3 possible disciplinary action.

SECTION 2 - DISCIPLINE AND DISCHARGE

4
5
6
7 **2.01 Disciplinary Procedure.** Discipline shall be applied to all County employees for violation of
8 Policies, or other reasonable work standards not specifically defined herein. The Department Head
9 may consult with the Personnel Director or in their absence the Corporation Counsel as deemed
10 appropriate. As part of the disciplinary process, the County may conduct an adequate investigation,
11 prepare a list of potential violations, provide a copy to the employee for comment, and meet with the
12 employee, and their union representative if applicable, to discuss the allegations and the response.

13
14 The following sequence of discipline is normally administered, however; there may be circumstances
15 that may accelerate discipline up to and/or including termination.

16
17 **A. First (1st) step - Verbal Reprimand.** The employee will be given a verbal reprimand in private.
18 The Department Head or immediate supervisor shall complete the standard disciplinary form giving
19 the date and time of the verbal reprimand, the reason for the discipline, and in conjunction with the
20 employee include what shall be done to correct the problem in the future. Signatures of both the
21 department head or immediate supervisor and employee are required. Copies shall be given to the
22 employee and the Personnel Director to be placed in the employee's official personnel file.

23
24 **B. Second (2nd) step - Written Reprimand.** The employee will be given a written reprimand in
25 private. The Department Head or immediate supervisor shall complete the standard disciplinary
26 form, giving the date and time of the written reprimand and the reason for the discipline, and
27 include what shall be done to correct the problem in the future. Signatures of both the department
28 head or immediate supervisor and employee are required. A copy shall be given to the employee
29 and one to the Personnel Director to be placed in the employee's official personnel file.

30
31 **C. Third (3rd) step - Suspension/Demotion.** The employee may be suspended with or without
32 pay, or demoted, by the Department Head, upon prior approval by the Personnel Director and
33 Corporation Counsel. The Personnel Director or Department Head will send a letter to the
34 suspended or demoted employee, notifying them, and/or department head, of the action taken and
35 place a copy of the letter in the employee's personnel file.

36
37 **D. Fourth (4th) or additional, offense - Termination.** The employee may be terminated by the
38 Department Head upon prior approval by the Personnel Director and the Corporation Counsel. The
39 Personnel Director or Department Head shall notify the Chair of the Home Committee of the
40 termination. The Personnel Director or Department Head will send a letter to the terminated
41 employee notifying them, and the department head, of the action taken and place a copy of the
42 letter in the employees official personnel file. The Personnel Director will inform the Executive
43 Committee of terminations.

44
45 **2.02 Department Head Discipline.** Unless WI Statutes directs otherwise, in situations involving
46 Department Heads, the Personnel Director or the Corporation Counsel shall administer disciplinary
47 procedures as outlined in this section. The Personnel Director or Corporation Counsel shall address the
48 Home Committee prior to discipline. Upon notification from the Personnel Director of an offense
49 disciplinary procedures shall be administered by the Home Committee and then the County Board in
50 consultation with the Personnel Director and Corporation Counsel.

DISCIPLINE POLICY DOCUMENT FIVE
SECTION 2

52 **2.04 Notification of Termination/Resignation.** When notified that an employee is leaving, the
53 Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance
54 Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director
55 shall be notified immediately, in order to remove access to County computers and systems at the
56 appropriate time.

1
2
3 **RESOLUTION NO. ³⁰-2014**

4 **RESOLUTION TO ADOPT AND PUT INTO EFFECT RECLASSIFICATION**
5 **POLICY DOCUMENT NUMBER SIX**

6 **INTRODUCED BY:** Ad Hoc Transition Committee

7
8 **INTENT & SYNOPSIS:** To put into effect Reclassification Document Number
9 Six and rescind corresponding Chapter 4, Section 5 of the Personnel and General
10 Administrative Policy adopted by Res. #51-2011.

11
12 **FISCAL NOTE:** None.

13
14 **WHEREAS:** Review and consideration of department heads comments have
15 been taken into account; and

16
17 **WHEREAS:** Language has been slightly modified to assist department heads in
18 daily operations.

19
20 **NOW THEREFORE, BE IT RESOLVED** that Chapter 4, Section 5 of the
21 Personnel and General Administrative Policy adopted by Res. #51-2011 be
22 rescinded; and,

23
24 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
25 approve the attached hereto Reclassification Policy Document Number Six to be
26 put into effect immediately upon adoption.

27
28 Recommended for adoption by the Ad Hoc Transition Committee this 13th day of
29 February, 2014.

30 _____
31 *Bill Hill*
32 _____
33 *Joe Strick*
34 *Florence Johnson*
35 _____

36 Adopted _____
37 Defeated _____ by the Adams County Board of Supervisors this
38 Tabled _____ day of _____, 20____.

39
40 _____
41 County Board Chair County Clerk

- 42
43 Reviewed by Corporation Counsel
44 Reviewed by Administrative Coordinator/Director of Finance

RECLASSIFICATION POLICY DOCUMENT NUMBER SIX
SECTION 1

1.01 The reclassification of an employee is the reassignment of a position from one (1) pay range to another to recognize a change in the duties and/or responsibilities of a position or to correct an error in the original assignment.

- A.** A Department Head or non-represented employee may request a reclassification.
- B.** Employees requesting reclassification shall submit the request to their Department Head in writing along with a current job description and recommended job description.
- C.** A reclassification request by a Union employee shall be processed according to the collective bargaining agreement.
- D.** All recommended employee reclassifications shall be submitted by the Department Head to the Personnel Director using the Justification for Upgrades Form. The Personnel Director in consultation with the Department Head may forward it to the consulting firm and then to the Executive Committee along with the consultants reports. Actions by the Executive Committee shall be forwarded to the Department Head in writing by the Personnel Director within fourteen (14) days of the request. Any changes shall take effect at the next regular payroll cycle unless otherwise directed by the Executive Committee. *(A step increase will not be given to any reclassified position until the following year.)(adopted 5/18/2010)*
- E.** When reclassified to a lower position, an employee's pay shall be changed to the rate of pay in the new salary range, which is closest to the current step without providing a decrease in pay. If the current rate of pay exceeds the maximum rate in the new salary range, the employee shall be red-circled.

1
2
3 **RESOLUTION NO. ³¹ -2014**

4 **RESOLUTION TO ADOPT KEY CONTROL POLICY DOCUMENT NUMBER**
5 **SEVEN AND RESCINDING RESOLUTION No. 30-1997**

6 **INTRODUCED BY:** Ad Hoc Transition Committee

7
8 **INTENT & SYNOPSIS:** To adopt Key Control Policy Document Number Seven
9 and rescind Resolution No. 30-1997.

10
11 **FISCAL NOTE:** None.

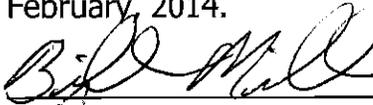
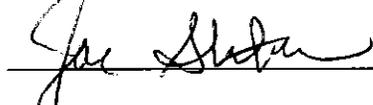
12
13 **WHEREAS:** It is imperative to have control and security of keys and for the
14 Maintenance Department and Property Committee to retain oversight of this
15 function; and

16
17 **WHEREAS:** The Ad Hoc Transition Committee reviewed the previously adopted
18 resolution and has determined it is outdated, and that the language needed
19 modification, and clarification.

20
21 **NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
22 Supervisors that Resolution NO. 30-1997 attached hereto is hereby rescinded;
23 and

24
25 **BE IT FURTHER RESOLVED** that Key Control Policy Document Number Seven,
26 attached hereto and incorporated herein, is adopted effective immediately upon
27 adoption.

28
29 Recommended for adoption by the Ad Hoc Transition Committee this 13th day of
30 February, 2014.

31  
32 _____
33 
34 _____

35
36 Adopted _____
37 Defeated _____ by the Adams County Board of Supervisors this
38 Tabled _____ day of _____, 20____.

39
40 _____
41 County Board Chair

_____ County Clerk

- 42
43 Reviewed by Corporation Counsel
44 Reviewed by Administrative Coordinator/Director of Finance

45 Page 1 of 1

46 **RESOLUTION TO ADOPT KEY CONTROL POLICY DOCUMENT NUMBER SEVEN**
47 **AND RESCINDING RESOLUTION NO. 30 - 1997**

KEY POLICY DOCUMENT NUMBER SEVEN
SECTION 1 – KEY CONTROL

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1.01 The Maintenance Department is hereby designated as the key control office. The key control office will maintain an official register of any issued keys to the interior and exterior doors of the courthouse, community center and library.

1.02 Department heads will determine issuance of keys whether interior or exterior. Department Heads only will be issued a maximum of two exterior (Primus Keyway, non duplicable) keys. Once authorized by the Department Head, the Maintenance Department will distribute and each employee will sign for the issued key(s) on the register, acknowledging receipt of the key and responsibility to return it/them upon leaving employment of the County (for any reason). It is the Department Heads responsibility to collect key(s) from the employee on or before their last day of employment. The department will be responsible to return the key to the Maintenance Department within 1 week of the employee leaving employment.

RESOLUTION NO. ³²-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT NOTICE OF INJURY POLICY DOCUMENT NUMBER NINE

1 INTRODUCTION: Ad Hoc Transition Committee

2
3 INTENT & SYNOPSIS: To put into effect Notice of Injury Policy Document
4 Number Nine and rescind corresponding Chapter 11, Section 2 of the Personnel
5 and General Administrative Policy adopted by Res. #51-2011.

6
7 FISCAL NOTE: None.

8
9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11
12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14
15 NOW THEREFORE, BE IT RESOLVED that Chapter 11, Section 2 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18
19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Notice of Injury Policy Document Number Nine to
21 be put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

25 _____
26 _____
27 _____
28 _____
29 _____
30 _____
31 _____
32 _____
33 _____
34 _____
35 _____
36 _____
37 _____
38 _____
39 _____
Florence Johnson

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair _____ County Clerk _____

- 38 Reviewed by Corporation Counsel
- 39 Reviewed by Administrative Coordinator/Director of Finance

NOTICE OF INJURY POLICY DOCUMENT NUMBER NINE

1 The Department Head or Immediate Supervisor will file the Employer's First Report of Injury or Disease
2 as soon as possible but no later than twenty-four (24) hours of the employee's notice of injury.
3 Complete the "Employer's First Report of Injury or Disease" form, available electronically or in the
4 Personnel Director's office, as soon as possible but no later than twenty-four (24) hours of the
5 employee's notice of injury. The Personnel Director or their designee will have twenty-four (24) hours
6 to report the claim with the Insurance Carrier once notification of the injury is received. If the
7 Department Head is out of the office for more than twenty-four (24) hours, the next immediate
8 supervisor of the Department shall be notified and is responsible for reporting the injury. It is the
9 responsibility of the Department Head to notify all employees or the next immediate supervisor when
10 he is out of the office.

11
12 **In an emergency.** Management should provide the attending physician with the above stated
13 information, as it becomes available.

14 If an employee will be absent from work in excess of three (3) days the Department Head or
15 Immediate Supervisor is responsible for consulting with the Personnel Director for the proper
16 procedures for the employee's return to work.

17 Failure of the Department Head or immediate supervisor to comply with the Policy shall be reported to
18 the Personnel Director and may result in disciplinary action. Any suspicion of fraud shall to be reported
19 to the Corporation Counsel and Personnel Director for investigation. If the claim is found to be
20 fraudulent, this shall result in disciplinary action.

33
RESOLUTION NO. -2014

**RESOLUTION TO ADOPT AND PUT INTO EFFECT CLAIMS POLICY
DOCUMENT NUMBER TEN**

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2
3 **INTENT & SYNOPSIS:** To put into effect Claims Policy Document Number Ten
4 and rescind corresponding Chapter 10, Section 4 of the Personnel and General
5 Administrative Policy adopted by Res. #51-2011.

6
7 **FISCAL NOTE:** None.

8
9 **WHEREAS:** Review and consideration of the previously adopted language has
10 taken place.

11
12 **NOW THEREFORE, BE IT RESOLVED** that Chapter 10, Section 4 of the
13 Personnel and General Administrative Policy adopted by Res. #51-2011 be
14 rescinded; and

15
16 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
17 approve the attached hereto Claims Policy Document Number Ten to be put into
18 effect immediately upon adoption.

19
20 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
21 March, 2014.

22 _____
23 _____
24 _____
25 *Bill Malt* _____
26 *Florence Johnson* _____
27

28 Adopted _____
29 Defeated _____ by the Adams County Board of Supervisors this
30 Tabled _____ day of _____, 20____.

31
32 _____
33 County Board Chair County Clerk

- 34
35 Reviewed by Corporation Counsel
36 Reviewed by Administrative Coordinator/Director of Finance

CLAIMS AGAINST THE COUNTY POLICY DOCUMENT NUMBER TEN

1 Claims filed against the County or a Department shall be filed with the County Clerk, who shall
2 provide copies to the insurance carrier, the Administrative Coordinator/Director of Finance, the
3 Corporation Counsel, and the Administrative & Finance Committee. All claims shall be processed in
4 accordance with §59.07(1) and (2). The Corporation Counsel shall review every claim(s) against the
5 County. The Corporation Counsel may in accordance with §59.52(12)(b), Wisconsin Statutes, and
6 take appropriate legal action, or after review shall advise the appropriate Committee(s) and/or
7 County Board of the appropriate legal action to be taken.

RESOLUTION NO. ³⁴ -2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT RAFFLE TICKET POLICY DOCUMENT NUMBER TWELVE

1 INTRODUCTION: Ad Hoc Transition Committee

2
3 INTENT & SYNOPSIS: To put into effect Raffle Ticket Policy Document
4 Number Twelve and rescind corresponding Chapter 8, Section 24 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6
7 FISCAL NOTE: None.

8
9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11
12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14
15 NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 24 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18
19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Raffle Ticket Policy Document Number Twelve to be
21 put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

25 _____
26 _____
27 _____
28 *Bill Miller* _____ *Florence Johnson* _____
29

30
31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34
35 _____
36 County Board Chair County Clerk

- 37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

RAFFLE TICKET POLICY DOCUMENT NUMBER TWELVE

1 Any department holding a raffle on behalf of Adams County shall follow requirements found in
2 Chapter 563 of the Wisconsin Statutes and Game 44 of the Wisconsin Administrative Code for
3 the Conduct of Raffles in Wisconsin.

4

5 The Original Raffle License Application form or the Annual Raffle Report and Renewal.
6 Application shall be reviewed by the Corporation Counsel and approved by the Home
7 Committee.

8

9 All raffle tickets shall be numbered sequentially and accounted for accordingly.

10

11 All raffle ticket money shall be remitted to the County Treasurer weekly.

12

13 A "Monthly Raffle Report" shall be filed with the Administrative Coordinator/Director of Finance
14 no later than 5 business days following the close of each month when a raffle is being held and
15 a final report to be filed no later than 15 business days following the drawing for prizes.

RESOLUTION NO. ³⁵-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT ACCOUNTING PRINCIPLES POLICY DOCUMENT NUMBER THIRTEEN

1 INTRODUCTION BY: Ad Hoc Transition Committee

2
3 INTENT & SYNOPSIS: To put into effect Accounting Principles Policy
4 Document Number Thirteen and rescind corresponding Chapter 8, Section 1 of
5 the Personnel and General Administrative Policy adopted by Res. #51-2011.

6
7 FISCAL NOTE: None.

8
9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11
12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14
15 NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 1 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18
19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Accounting Principles Policy Document Number
21 Thirteen to be put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

25 _____
26 _____
27 _____
28 *Bill Mull* _____
29 *Florence Johnson* _____
30

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34
35 _____
36 County Board Chair County Clerk

- 37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

ACCOUNTING PRINCIPLES POLICY DOCUMENT NUMBER THIRTEEN
SECTION - 1

1 **1.01 Purpose.** The purpose of this section is to introduce the user to basic accounting
2 concepts and principles as they relate to governmental accounting in general and to Adams
3 County in particular. Adams County is independently audited each year and as such, is required
4 to follow generally accepted accounting principles, which are discussed briefly in this section.
5 The County is wholly responsible for the receipt and expenditure of all funds regardless of
6 revenue source (i.e. federal, state, tax levy, donations, grants, etc.).
7

8 **1.02 Fund Accounting.** One of the integral parts of governmental accounting is the use of
9 funds to account for its activities. Adams County utilizes fund accounting. A fund is defined as
10 "an independent fiscal and accounting entity with a self balancing set of accounts recording,
11 cash and other financial resources, together with all related liabilities and residual equities, and
12 changes therein, which are segregated for the purpose of carrying on specific activities or
13 attaining certain objectives in accordance with regulations, restrictions or limitations."
14

15 **1.03 Types of Funds.** The following is a description of each major category of funds or
16 account groups used in Adams County.
17

18 **Governmental Funds:**

- 19 • **General Fund (100).** The general fund is the fund established to account for
20 resources devoted to financing the general services, which the governmental unit
21 performs for its citizens. This includes such things as general administration, protection
22 of life, property and similar broad services. The general fund is used to account for all
23 financial transactions not properly accounted for in another fund, and is primarily funded
24 by county tax levy.
25
- 26 • **Special Revenue Fund (200).** Special revenue funds are used to account for the
27 proceeds of specific revenues sources (other than major capital projects) that are legally
28 restricted to expenditures for specified purposes. This includes Health & Human
29 Services, and Library.
30
- 31 • **Debt Service Fund (300).** The debt service fund is used for the accumulation of
32 resources for, and the payment of, general long-term debt principal, interest and related
33 costs.
34
- 35 • **Capital Projects Fund (400).** The Capital projects fund is used to account for
36 financial resources to be used for the acquisitions or construction of major capital
37 facilities (other than those financed by proprietary funds or special revenue funds).
38

39 **Proprietary Funds (600-700):**

- 40 • **Enterprise Fund.** The enterprise fund is used to account for operations:
41
 - 42 • That are financed and operated in a manner similar to private business enterprises
43 where the intent of the County is that the costs (expenses, including depreciation) of
44 providing goods or services to the general public on a continuing basis be financed or
45 recovered primarily through user charges; or
46
 - 47 • Where the County has decided that periodic determination of revenues earned,
48 expenses incurred, and/or net income is appropriated for capital maintenance, public
49 policy, management control, accountability or other purposes. A County enterprise fund

**ACCOUNTING PRINCIPLES POLICY DOCUMENT NUMBER THIRTEEN
SECTION - 1**

would be Solid Waste.

- **Internal Service Fund.** The internal service fund is used to account for the financing of goods or services provided by one department to other departments of the County, or to other governmental entities on a cost reimbursement basis. County internal service funds include Highway.
- GASB 34 Rules may require alternate classification for certain reports from governmental accounting standards.

Fiduciary Funds:

- **Trust and Agency Funds.** Trust and agency funds accounts are used to account for assets held by the County in a fiduciary capacity as trustee, custodian or agent for individuals, other governmental units and non-public organizations.

1.04 Fixed Assets and Long-term Liabilities Account Groups.

- **Fixed Assets.** Fixed assets are accounted for in individual funds using object codes in the 900 range. (Account codes #18300 — 18890) All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.
- Effective 01/01/2003 GASB 34 required governmental entities to report all capital assets, including infrastructure, in the government-wide statement of net assets and will also require the reporting of depreciation expense.
- **Long-term Liabilities.** Long-term liabilities of Adams County are not records in the general ledger and are only reported in the notes section of the annual audit financial report.

RESOLUTION NO. ³⁶-2014

**RESOLUTION TO ADOPT AND PUT INTO EFFECT ACCOUNTING POLICY
DOCUMENT NUMBER FOURTEEN**

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2
3 **INTENT & SYNOPSIS:** To put into effect Accounting Policy Document Number
4 Fourteen and rescind corresponding Chapter 8, Section 2 of the Personnel and
5 General Administrative Policy adopted by Res. #51-2011.

6
7 **FISCAL NOTE:** None.

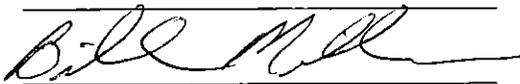
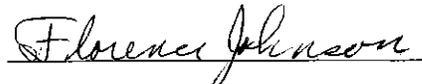
8
9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11
12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14
15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 2 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18
19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Accounting Policy Document Number Fourteen to
21 be put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

25 _____
26 _____
27 _____
28  _____
29  _____
30

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34
35 _____
36 County Board Chair County Clerk

- 37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

ACCOUNTING POLICIES DOCUMENT NUMBER FOURTEEN
SECTION - 1

1 **1.01 Appropriation and Revenue Control Policy.** Department Heads are responsible for
2 their respective departments' expenditures and revenues in comparison to the budget. The
3 Administrative Coordinator/Director of Finance will report monthly to the Administrative &
4 Finance Committee all deviations from budgeted line items. The Administrative
5 Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be
6 notified of any unrealized revenues and report to the Administrative Finance Committee.
7 Budget reviews are used to control appropriations. They are also used to monitor that
8 revenues of the County are realized in a timely manner in accordance with budget expectations.
9

10 **1.02 Method of Performing Review.** Actual accounting expenditures and revenues are
11 compared to the planned budget level to determine problem areas. If a problem exists and the
12 Department Head is required to resolve or alleviate the problem. The Administrative
13 Coordinator/Director of Finance shall approve the corrective plan and forward it to the Home
14 Committee and Administrative & Finance Committees.
15

16 **1.03 Capital Costs.** Capital costs are expenses for fixed assets such as land, land
17 improvements, building and equipment. The County capitalization thresholds, to comply with
18 GASB Statement #34, are as follows:
19

	Capitalize and Depreciate	
20 Tracking and Inventory		
21 Land Improvements	\$1	\$5000
22 Land	\$1	Capitalize only
23 Building	\$1	\$5000
24 Building Improvements	\$1	\$5000
25 Construction in Progress	\$1	Capitalize only
26 Machinery and Equipment	\$1000	\$5000
27 Vehicle	\$1000	\$5000
28 Infrastructure	\$5000	\$5000
29		

30 Fixed assets are required to be reported on a government's balance sheet. Fixed assets with
31 short useful lives and small monetary value are reported as an "expense" in the period in which
32 they are acquired. Fixed asset costs are expensed annually by depreciation expense, which is
33 amortized over the useful life of the assets using the straight-line depreciation method.

RESOLUTION NO. ³⁷-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT CHART OF ACCOUNTS POLICY DOCUMENT NUMBER FIFTEEN

1 INTRODUCTION BY: Ad Hoc Transition Committee

2
3 INTENT & SYNOPSIS: To put into effect Chart of Accounts Policy Document
4 Number Fifteen and rescind corresponding Chapter 8, Section 5 of the Personnel
5 and General Administrative Policy adopted by Res. #51-2011.

6
7 FISCAL NOTE: None.

8
9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11
12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14
15 NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 5 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18
19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Chart of Accounts Policy Document Number Fifteen
21 to be put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

25 _____
26 _____
27 _____
28 *Bill Miller* _____
29 *Florence Johnson* _____
30

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34
35 _____
36 County Board Chair County Clerk

- 37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

**CHART OF ACCOUNTS POLICY DOCUMENT NUMBER FIFTEEN
SECTION -1**

1.01 Purpose. The chart of accounts is a systematically arranged list of accounts applicable to an accounting system giving account names and numbers. Adams County's accounting system consists of three ledgers (general, revenue and expenditures). The account numbers for accounting and their specific use is explained below:

1.02 Adams County Account Structure.

FUND	DEPT	ACCOUNT	OBJECT	PROJECT
XXX	XX	XXXX	XXX	XXX

FUND	GENERAL FUND	
XXX	Special Revenue Fund	100 210, 240, 400-500, & 600
Level I	Debt Service	300
	Internal Service Fund	700
	Enterprise Fund	600

DEPT USED FOR	
XX	Each Dept or sub-unit of County Government is assigned a department code to see the total budget for that department or sub-unit. All account codes for the dept are then totaled to determine the department activity.
LEVEL 2	

ACCOUNT	ASSETS	
XXXX	LIABILITIES	1XXXX 2XXXX

LEVEL 3	FUND BALANCE	
		3XXXX
		Revenues
		4XXXX
		Expenditures
		5XXXX

Example: General Fund. Sheriff. Law Administration — 100.18.52000

OBJECT	
XXX	Expenditures to provide acct detail and classify expenditures by the type of goods and service purchased such as:
LEVEL 4	

OBJECT	NUMBER
Wages	100-199
Benefits	200-299
Operation	300-799
Capital Outlay	800-988

**CHART OF ACCOUNTS POLICY DOCUMENT NUMBER FIFTEEN
SECTION -1**

PROJECT USED FOR	Providing additional detail to identify transaction of specific projects
XXX	or programs. Allow dept to summarize data needed to prepare
LEVEL 5	grant financial statements required by state /federal agencies.

22
23
24
25
26
27
28
29
30
31
32
33

Example: Health & Human Services Fund. Youth Services. Substitute Care.
Other Purchased Services. Foster Care — 240 E 28 54505 350 323

1.03 Chart of Account Maintenance. The Administrative Coordinator/Director of Finance shall maintain the chart of accounts. Changes to accounts require submission of the appropriate form(s) as established by the Administrative and Finance Committee. The Administrative Coordinator/Director of Finance shall be notified when new elements (i.e. accounts, objects or projects) are needed using the above mentioned form. Only the Administrative Coordinator/Director of Finance, or the assigned designee, shall complete chart of account maintenance.

RESOLUTION TO ADOPT AND PUT INTO EFFECT EXPENSE VERSUS CAPITALIZATION POLICY DOCUMENT NUMBER SIXTEEN

1 **INTRODUCED BY:** Ad Hoc Transition Committee
2

3 **INTENT & SYNOPSIS:** To put into effect Expense versus Capitalization Policy
4 Document Number Sixteen and rescind corresponding Chapter 8, Section 6 of
5 the Personnel and General Administrative Policy adopted by Res. #51-2011.
6

7 **FISCAL NOTE:** None.
8

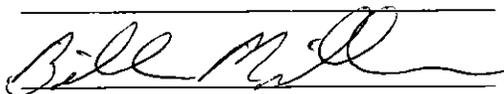
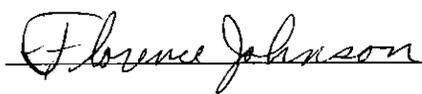
9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and
11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.
14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 6 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and
18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Expense verses Capitalization Policy Document
21 Number Sixteen to be put into effect immediately upon adoption.
22

23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.
25

26 _____
27 _____
28  _____
29  _____
30

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.
34

35 _____
36 County Board Chair County Clerk
37

- 38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

EXPENSE VERSUS CAPITALIZATION POLICY DOCUMENT NUMBER SIXTEEN
SECTION - 1

1 **1.01 Expense.** The cost of items (i.e. incidental repairs) which neither materially add to the
2 value of the assets nor appreciably prolong its life, but merely keep it in an ordinarily efficient
3 operating condition, are expense items that should be charged against the fiscal year the
4 material or service was received and the liability incurred. Equipment, which by its nature has a
5 short normal life expectancy, early obsolescence, or other factors that contribute to an early
6 loss of usefulness is expensed. Personal property with a unit cost of less than \$5,000 or a
7 useful life of less than two years is also expensed.

8
9 **1.02 Capitalization.** Amounts spent in restoring property or amounts spent for
10 replacements, which arrest deterioration and appreciably prolong the useful life of the asset are
11 expenditures which are capitalized to the general ledger and recorded in the fixed asset system.
12 Expenditures capitalized are considered assets of Adams County, which are depreciated, if
13 applicable, per the useful life of the property. Example of items capitalized includes those items
14 of personal property with a unit cost of at least \$5,000 and useful life of at least two (2) years.
15 Cost of additions/extensions to an existing fixed asset, which is replaced by a new one, are
16 capitalized and the old asset should be written off using a journal entry. Replacement,
17 however; must meet the definitions within the capitalization policy.

18
19 Because many factors enter into a determination of whether an item should be expensed or
20 capitalized, no complete set of rules can be laid down to fit all possible situation. Each case
21 must be analyzed on its own merits as to whether an expenditure appreciably prolongs or
22 materially adds to the value of the property resulting in capitalization of the item. If the
23 expenditure does not meet the criteria, it should be expensed.

24
25 Fixed Assets that are leased, and considered capital leases, should be capitalized by the
26 following journal entry:

- | | | |
|----|--|------|
| 27 | • Fixed Asset (Land, Building, or Equipment) | XXXX |
| 28 | • Lease Payable (Total lease payments less interest costs) | XXXX |

RESOLUTION NO. 39-2014

**RESOLUTION TO ADOPT AND PUT INTO EFFECT DEPRECIATION
POLICY DOCUMENT NUMBER SEVENTEEN**

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2
3 **INTENT & SYNOPSIS:** To put into effect Depreciation Policy Document
4 Number Seventeen and rescind corresponding Chapter 8, Section 7 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6
7 **FISCAL NOTE:** None.

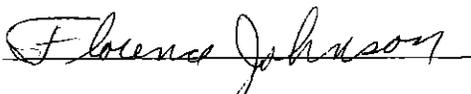
8
9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11
12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14
15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 7 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18
19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Depreciation Policy Document Number Seventeen to
21 be put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

25 _____
26 _____
27 _____
28  _____
29  _____
30

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34
35 _____
36 County Board Chair County Clerk

- 37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

DEPRECIATION POLICY DOCUMENT NUMBER SEVENTEEN
SECTION - 1

1 **1.01 Purpose.** In accordance with generally accepted accounting principles, depreciation of
2 fixed assets is required in the proprietary funds of government (enterprise and internal services
3 funds) and must be shown on the operating statements of these funds. Depreciation is also
4 used in examining or determining the full cost of a project or program. It is also a necessary
5 cost of business when establishing user rates for services.
6

7 **1.02 Definition.** Depreciation represents the expiration in the service life of fixed assets
8 attributable to wear and tear, deterioration, and obsolescence. It represents the portion of the
9 cost of a fixed asset, which is charged as an expense during a particular period or fiscal year.
10

11 **1.03 Method of Depreciation.** Adams County utilizes the straight-line method of
12 depreciating fixed assets. This method takes the cost of the fixed asset, less its salvage value,
13 and prorates that cost over the useful service life of the asset. Through this process, the entire
14 cost of the asset is ultimately charged off as an expense.
15

16 **1.04 Service Lives of Assets.** The County's fixed asset system can accommodate any
17 service life selected for an asset. A service life can be different from a similar asset if you have
18 a basis for such determination. Generally, service lives of assets are as follows:
19

- 20 • Land Improvements: 20-30 years
 - 21 • Buildings and Improvements: 20-50 years
 - 22 • Furniture, Machinery and Equipment: 3-20 years
- 23

24 **1.05 Budgeting for Depreciation.** Depreciation is entered as an expense and offset as an
25 abatement in the same budget. This recognizes the non-cash nature of this expense. Only
26 capital expenditures are part of the net budget of the County. Even though depreciation is not
27 recognized in the net budget, it should be recorded in the operating accounts with an offset to
28 accumulated depreciation in the general ledger.
29

30 **1.06 Internal Control.** The control over assets is the responsibility of management and
31 Home Committees.
32

33 **1.07 Inventory Systems.** All inventory systems are to be updated annually for any
34 additions or removals. Inventory Forms should be submitted to the Administrative
35 Coordinator/Director of Finance at time of event. Tags generally are not removable. When the
36 asset is disposed of the tag number should be noticed on the form and scratched off of the
37 item.
38

39 **1.08 Inventory Records.** Official Inventory records shall be kept and maintained in the
40 Office of the Administrative Coordinator/ Director of Finance.

RESOLUTION NO. 40-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT INVESTMENT POLICY DOCUMENT NUMBER EIGHTEEN

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Investment Policy Document Number
4 Eighteen and rescind corresponding Chapter 8, Section 13 of the Personnel and
5 General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 13 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Investment Policy Document Number Eighteen to
21 be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
24 March, 2014.

25

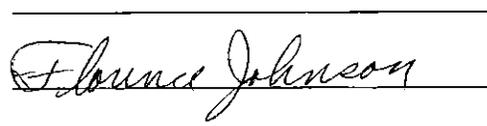
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Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

- Reviewed by Corporation Counsel
- Reviewed by Administrative Coordinator/Director of Finance

INVESTMENT POLICY DOCUMENT NUMBER EIGHTEEN

1 Adams County's cash is invested by the Adams County Treasurer with approval by the Administrative
2 and Finance Committee.

3
4 Withdrawal or disbursement of any funds in a qualified public depository shall be completed in
5 accordance with §66.0607, Wisconsin Stats., and shall have the signatures in the following order:

- 6
7 • County Board Chairperson
8 • County Clerk
9 • County Treasurer

10
11 All funds shall be held with a qualified public depository, pursuant with Chapter 34, Wisconsin Stats.

RESOLUTION 41 -2014
RESOLUTION TO ADOPT THE RULES OF THE ADAMS COUNTY BOARD

1 **INTRODUCED BY:** Ad Hoc County Board Rules Committee.
2

3 **INTENT & SYNOPSIS:** To adopt rules to govern the County Board consistent
4 with the requirement of seating a new County Board.
5

6 **FISCAL NOTE:** None.
7

8 **WHEREAS:** The Rules of the Board are to be adopted in even numbers years in
9 March; and
10

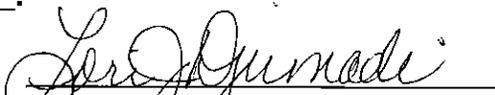
11 **WHEREAS:** The Committee, properly appointed by the County Board, has met
12 to review, edit and amend, as necessary, said Rules; and
13

14 **WHEREAS:** The Committee, having completed its review, has proposed the
15 Rules of the Board, as amended;
16

17 **NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
18 Supervisors that the attached Adams County Rules of the Board, as Amended,
19 are hereby adopted and all previously adopted Rules of the Board are hereby
20 rescinded.
21

22 Recommended for adoption by the Ad Hoc County Board Rules Committee this
23 27 day of Feb, 2014.

24 
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35 _____

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.
34

35 _____
36 County Board Chair County Clerk
37

38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance
40

41 ** Signature lines should not fall off the page and/or be on a page
42 independently (For reference only: remove this language from resolution)

Adams County Board Rules

2014-2016

Guiding Principles are based on our Mission, Values and Vision Statements.

Mission Statement

To provide high quality services in an economical, fair, professional, and courteous manner enhancing and protecting the health, welfare, and safety of those who visit, live and work in Adams County.

Values Statement

Adams County government conducts its affairs in a professional, accountable manner acting with the highest integrity. We are knowledgeable, resourceful, and credible and adhere to these values at all times.

Vision Statement

We strive to be Wisconsin's county of choice by providing sustainable opportunities that will enhance the quality of life, to preserve and protect our natural resources, and to create a positive environment for business.

Table of Contents

RULE ONE: COUNTY BOARD OF SUPERVISORS3

RULE TWO: TERM OF OFFICE.....3

RULE THREE: HOME RULE.....3

RULE FOUR: PARLIAMENTARY PROCEDURE3

RULE FIVE: ORGANIZATIONAL MEETING.....4

RULE SIX: CALL OF THE ROLL.....4

RULE SEVEN: VOTING4

RULE EIGHT: RULES OF THE BOARD.....5

RULE NINE: RULE CHANGE.....5

RULE TEN: ELECTION OF OFFICERS.....5

RULE ELEVEN: COMMITTEE ON APPOINTMENTS.....5

RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR5

RULE THIRTEEN: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR6

RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING6

RULE FIFTEEN: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR.....6

RULE SIXTEEN: COUNTY BOARD VACANCY7

RULE SEVENTEEN: TIME AND PLACE OF MEETINGS7

RULE EIGHTEEN: SPECIAL MEETING.....7

RULE NINETEEN: QUARTERLY COMMUNICATION AND STRATEGIC PLANNING MEETING.....7

RULE TWENTY: ATTENDANCE8

RULE TWENTY ONE: QUORUM.....8

RULE TWENTY TWO: OPEN MEETINGS8

RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES.....9

RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES10

RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS13

County Board General Duties:.....13

Standing Committees Organization:.....13

General Duties:.....13

ADMINISTRATIVE & FINANCE COMMITTEE.....14

1. *Health Insurance Committee*.....14

2. *Rural Industrial Development Commission*.....14

3. *Revolving Loan Fund*.....15

4. *Technology Steering Committee*.....15

ETHICS BOARD15

EXECUTIVE COMMITTEE16

<i>EXTENSION COMMITTEE</i>	16
<i>HEALTH & HUMAN SERVICES BOARD</i>	16
1. <i>Aging Advisory Committee</i>	17
2. <i>Nutrition Advisory Committee</i>	18
3. <i>Long Term Support Advisory Committee</i>	18
4. <i>Veteran Service Commission</i>	18
<i>HIGHWAY COMMITTEE</i>	19
1. <i>Traffic Safety Commission</i>	19
<i>HOUSING AUTHORITY</i>	19
<i>LAND & WATER CONSERVATION COMMITTEE</i>	20
<i>LIBRARY BOARD</i>	20
<i>PARKS COMMITTEE</i>	20
<i>PLANNING & ZONING COMMITTEE</i>	21
1. <i>Board of Adjustment</i>	21
2. <i>Land Information Committee</i>	22
<i>PROPERTY COMMITTEE</i>	22
1. <i>Airport Commission</i>	23
2. <i>Fair Board</i>	23
3. <i>Safety Committee</i>	23
<i>PUBLIC SAFETY & JUDICIARY COMMITTEE</i>	23
<i>SOLID WASTE COMMITTEE</i>	24
<i>SPECIAL OR AD HOC COMMITTEES</i>	24
RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES	25
RULE TWENTY SEVEN: NEW POSITIONS	25
RULE TWENTY EIGHT: FUNDING	25
RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY	26
RULE THIRTY: RULES IN VIOLATION OF LAW	26
RULE THIRTY ONE:	26
A. <i>Central Wisconsin Community Action Council (CWCAC)</i>	26
B. <i>Lake Districts</i>	26
C. <i>Golden Sands Committee</i>	26
D. <i>North Central Wisconsin Workforce Development Board (NCWWDB)</i>	26
E. <i>North Central Wisconsin Regional Planning Commission (NCWRPC)</i>	27
F. <i>SCLS BOARD</i>	27
APPENDIX ONE: DEFINITIONS	27
QUORUM: A MAJORITY OF SUPERVISORS OR COMMITTEE MEMBERS SHALL CONSTITUTE A QUORUM.	27
APPENDIX TWO: ACRONYMS:	27
APPENDIX THREE: TAKING MINUTES	27

1 **RULE ONE: COUNTY BOARD OF SUPERVISORS**

2 The governing body shall be known as "Adams County Board of Supervisors" and shall from this
3 point forward be called the "County Board". The County Board shall consist of twenty (20)
4 Supervisors representing twenty (20) Districts within Adams County.

5
6 **RULE TWO: TERM OF OFFICE**

7 The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the
8 even numbered years.

9
10 **RULE THREE: HOME RULE**

11 To give the County the largest measure of self government under the Administrative Home Rule
12 authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally
13 construed in favor of the rights, powers and privileges of the County to exercise any organizational
14 or administrative power.

15
16 **RULE FOUR: PARLIAMENTARY PROCEDURE**

- 17 A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of
18 Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County
19 Board in all cases where applicable.
- 20 B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the
21 whole County Board, and shall vote on all questions taken by ayes and nays except an appeal
22 from their own decisions.
- 23 C. Every matter that comes before the County Board, may without motion, be referred to its
24 appropriate Committee by the Chair.
- 25 D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate.
26 If a motion contains several points, a Supervisor may require the motion to be divided.
- 27 E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before
28 the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be
29 entered in the minutes.
- 30 F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County
31 Board, she/he shall address the Chair and limit their remarks to the question under debate.
- 32 G. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two
33 (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is
34 to speak first (1st).
- 35 H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The
36 County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the
37 Chair shall be submitted to.
- 38 I. All questions shall be put in the order in which they were moved except privileged questions.
39 When a question is under debate, no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
To adjourn	Yes	No	Majority
To lay on the table	Yes	No	Majority
For the previous question	Yes	No	2/3rds
To postpone to a certain day	Yes	Yes	Majority
To commit to a standing Committee	Yes	Yes	Majority

To commit to a Committee	Yes	Yes	Majority
To amend	Yes	Yes, if motion to be amended is debatable	Majority
To postpone indefinitely	Yes	Yes	Majority
To reconsider	Yes	Yes	Majority

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All other separate motions shall have precedence in the order in which they are named.

- J. Any Supervisor desirous of terminating debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ($\frac{2}{3}$) vote of the County Board.
- K. A Motion to adjourn shall always be in order; a Motion to lay on the table shall be decided without debate; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- M. The Chair may, without suspension of the Rules, call on any County employee for remarks on matters pertaining to their Office or Department.

RULE FIVE: ORGANIZATIONAL MEETING

- A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:
 1. Call the meeting to Order by the County Clerk
 2. County Clerk to indicate if the Meeting was properly announced
 3. Administration of the Oath of Office
 4. Roll Call
 5. Moment of Silence
 6. Pledge of Allegiance
 7. Approve the Agenda
 8. Election of the County Board Chair (two (2) year term)
 9. Election of 1st Vice-Chair (two (2) year term)
 10. Election of 2nd Vice-Chair (two (2) year term)
 11. Go to regular business under Rule Twenty Four

RULE SIX: CALL OF THE ROLL

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

RULE SEVEN: VOTING

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on

81 any matter, the Secretary, or Recording Secretary of the Committee shall record the members'
82 votes and enter it into the meeting minutes.

83

84 **RULE EIGHT: RULES OF THE BOARD**

85 The Rules of the Board are adopted in even number years at the March regular County Board
86 Meeting.

87

88 **RULE NINE: RULE CHANGE**

- 89 A. The Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the Supervisors present.
90 B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-
91 thirds ($\frac{2}{3}$) vote of Supervisors present.

92

93 **RULE TEN: ELECTION OF OFFICERS**

94 The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by
95 secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair,
96 to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the
97 Chair is elected:

- 98 A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations",
99 nominations shall be closed
100 B. Secret ballots are used until a majority vote of the members present elects such Officers
101 C. Each position shall be voted on by separate ballot and each nominee may speak for three (3)
102 minutes
103 D. In the event a candidate does not obtain a majority vote the election shall continue until a
104 majority vote is obtained

105

106 **RULE ELEVEN: COMMITTEE ON APPOINTMENTS**

107 The Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, and 2nd
108 Vice Chair. The Committee on Appointments shall appoint all members of Committees, subject to
109 confirmation of the County Board. These initial appointments shall occur within 10 working days of
110 the Organizational Meeting held in April of even numbered years. The County Clerk shall be
111 responsible for maintaining committee listings.

112

113 **RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR**

114 The County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be
115 amended from time to time. The Chair preserves the order of the County Board, and shall decide
116 all the questions of order, subject to an appeal of the County Board.

117

- 118 A. The Chair may excuse the attendance of members and the same shall be entered into the
119 minutes of the County Board.
120 B. The Chair shall preserve and may speak on points of order in preference to other Supervisors
121 and shall be required to vote on all questions and matters pertaining to the County Board,
122 except questions on appeal from his decisions, and his vote shall be recorded with the rest.
123 C. The Chair/Clerk may administer oaths to persons required to be sworn concerning any matter
124 submitted to the board or a committee of the board or connected with their powers or duties.
125 D. The Chair shall be an ex-officio member of all Committees, and may vote only in the absence
126 of a member of the Committee if there is no quorum.
127 E. The Chair shall ensure the County Board and individual Supervisors act consistently with the
128 County Board's Rules and Policies.

- L29 F. The Chair shall preside at County Board meetings in an efficient and effective manner and shall
L30 set the general tone for each meeting through positive leadership.
L31 G. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the
L32 point.
L33 H. The Chair shall ensure the other Supervisors are informed of current and pending County Board
L34 issues and processes.
L35 I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when
L36 requested, and shall represent the County upon request of groups or organizations to present
L37 County positions or programs.
L38 J. Approve County Board Agendas within 24 hours of receipt
L39

L40 The Chair is a member of the County Board, and has the same rights in debate as any other
L41 member. However, the Chair is also obligated to maintain impartiality and fairness to the debate
L42 when presiding over the County Board.
L43

L44 **RULE THIRTEEN: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR**

- L45 A. The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.
L46 B. The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence
L47 due to disability, incapacity, death, resignation or removal. The 2nd Vice Chair shall be moved
L48 to 1st Vice Chair position and an election, as provided in **Rule Ten**, shall be held to elect a new
L49 2nd Vice Chair for the remainder of the term.
L50 C. In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the
L51 2nd Vice Chair shall assume the Chair's duties and responsibilities.
L52

L53 **RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING**

L54 The second meeting of the newly Elected Board is to be held after the Organizational Meeting.
L55 The meeting will be held within 10 working days of the Organization Meeting in April in even
L56 numbered years. The meeting will only consist of appointments and Orientation and no additional
L57 business shall take place. The order of business for this meeting will be as follows:

- L58 1. Call the meeting to Order by the Chair
L59 2. Was the meeting properly announced
L60 3. Roll Call
L61 4. Moment of Silence
L62 5. Pledge of Allegiance
L63 6. Approve the Agenda
L64 7. Appointments
L65 8. Recess for orientation of board members
L66 9. Conducted by Administrative Coordinator, Corporation Counsel, County Clerk and/or outside
L67 agencies as applicable
L68 10. Reconvene
L69 11. Adjourn
L70

L71 **RULE FIFTEEN: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR**

L72 In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to
L73 order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as
L74 temporary Chair.
L75

176 **RULE SIXTEEN: COUNTY BOARD VACANCY**

177 In the event of a vacancy on the County Board, the County Chairperson shall appoint a person
178 who is a qualified elector and resident of that supervisory district to fill the vacancy for the
179 unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board
180 disapproves the appointment, any member of the County Board, at the same meeting, may offer
181 nominations to fill the vacancy subject to the approval of the County Board. Any person appointed
182 to the County Board under this paragraph shall take Office upon being approved by the County
183 Board and sworn in by the Chair or the County Clerk.

184
185 **RULE SEVENTEEN: TIME AND PLACE OF MEETINGS**

186 The County Board shall meet on the following dates:

- 187 A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational
188 Meeting.
189 B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in
190 each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin
191 Statutes.
192 C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the
193 Board.

194 All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a
195 majority vote of the County Board. The place of the meetings shall be in the County Board Room
196 of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a
197 majority vote of the County Board.

198
199 **RULE EIGHTEEN: SPECIAL MEETING**

- 200 A. The County Board may cancel, postpone or set Special Meetings, except those expressly
201 required by law, upon the written request of a majority of the Supervisors. The request must
202 specify the time and date of the meeting, and must be delivered to the County Clerk at least 48
203 hours before the meeting. The request shall also list the reason(s) for canceling, postponing,
204 or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail,
205 fax, email, or telephone of the date and time of the meeting.
206 B. In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special
207 Meeting. The calling of the meeting must be in writing, specify the date, time and place and
208 be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall
209 prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date
210 and time of the meeting.

211
212 **RULE NINETEEN: QUARTERLY COMMUNICATION AND STRATEGIC PLANNING**
213 **MEETING**

214 The County Board may meet at a minimum quarterly and/or more frequently if necessary to
215 discuss communication needs and advancement of strategic planning. This meeting may include
216 Supervisors, members of management and/or others as deemed appropriate. It is encouraged that
217 this meeting take place in conjunction with a regular County Board Meeting and a Committee
218 Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior
219 to adjournment of the previous County Board Meeting. This meeting is meant to promote
220 communication, open government and transparency, and encourage forward thinking by
221 respectfully discussing, debating and searching for understanding of County plans.

222
223 The order of business for this meeting may be as follows:

- 224 1. Call to order by the Chair

- 225 2. Was the meeting properly announced
226 3. Roll Call
227 4. Approve Agenda
228 5. Review of previous meeting minutes
229 6. Identify agenda items:
230 a.
231 b. etc
232 7. Set next quarterly meeting date
233 8. Adjournment
234

235 **RULE TWENTY: ATTENDANCE**

- 236 A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4)
237 Wisconsin Statutes. Absences may be excused solely by the County Board Chair, but advance
238 notification to the County Clerk is acceptable subject to the Chair's approval.
239 B. The above attendance rules also apply to Committees, with the exception that only the
240 Committee Chair shall be contacted and approve any absences.
241

242 **Unexcused Absences**

- 243 A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the
244 circumstances, shall subject such Supervisor to suspension or expulsion from the County Board
245 upon two-thirds ($\frac{2}{3}$) vote of the members present.
246 B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be
247 reported to the County Board Chair for appropriate County Board action. The County Board
248 action may include reprimand or suspension from the County Board or Committee. This action
249 must be approved by two-thirds ($\frac{2}{3}$) vote of the members present.
250 C. If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair,
251 they may designate another Supervisor to replace the excused Supervisor, only to constitute a
252 quorum.
253

254 **RULE TWENTY ONE: QUORUM**

255 A majority of Supervisors or Committee members shall constitute a quorum.
256

257 **RULE TWENTY TWO: OPEN MEETINGS**

258 The public is entitled to the fullest and most complete information regarding the affairs of County
259 Government as is compatible with the conduct of County affairs and the transaction of County
260 business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The
261 County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin
262 Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall
263 be given, including the topics for any contemplated closed session, as provided by Wisconsin
264 Statutes.

- 265 A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at
266 closed session meetings. A legally constituted Committee of the County may lawfully vote to
267 exclude any Supervisor not a member of that Committee from a lawfully closed session
268 pursuant to §19.89 Wisconsin Statutes.
269 B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed
270 session of the County Board or Committee of the County Board shall maintain the
271 confidentiality of the proceedings during that closed session, and shall not disclose the events
272 of the closed session to any person not admitted to the closed session without approval of the
273 County Board or Committee that held the session. All County Board Supervisors and members

274 of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq.
275 Wisconsin Statutes.

276 C. **Agendas.** Agendas of all meetings shall be noticed at least 24 hours in advance of the
277 meeting with the County Clerk's office and any news media and those who request agendas.
278 In an emergency, a meeting may be called without 24 hours notice, but emergency meetings
279 do require at least two (2) hours notice of the meeting and shall be reviewed and advised by
280 the Corporation Counsel prior to the meeting being called to order.

281 D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall
282 be provided to the Supervisors with the next month's County Board packet. Minutes of all
283 Committee meetings shall be signed by the recorder of the minutes and filed with the County
284 Clerk's Office within 10 working days of the meeting and shall include all attachments
285 presented at the meeting or with the agenda. All minutes shall make note that the minutes
286 have not been approved by the governing body.

287
288 **RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES**

289 No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem
290 payments shall be allowed for actual attendance by a Supervisor at any of the following:

- 291
292 A. A meeting of the County Board
293 B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a
294 member, or which the Supervisor was directed by the County Board or the Board Chair to
295 attend
296 C. A meeting of any other group or organization to which the Supervisor has been appointed with
297 the consent and approval of the Board
298 D. A public hearing if the County Board or a Committee has approved that Supervisor's
299 attendance, in advance, as reflected in the minutes of such body
300 E. A seminar or conference where funding is available
301 F. Travel days prior to the start of or after the end of a conference or an event, providing the
302 event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends
303 after 3:00 p.m
304 G. No per diem compensation or travel expenses shall be allowed for meetings, seminars,
305 conferences, or other events outside of the State of Wisconsin unless specifically approved by a
306 majority vote of the County Board
307 H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or
308 if no business is transacted at that meeting, however mileage may be reimbursed
309 I. No per diem payments shall be allowed for attendance at Town Board meetings

310
311 The per diem rate for attendance at County Board meetings is \$45.00 per diem rate for
312 attendance at all other meetings and events is \$35.00.

313
314 No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day
315 except as follows:

- 316
317 A. If the Supervisor attends different meetings on the same day, and there is a gap of one and
318 one-half hours (1½) or longer between adjournment of one (1) meeting and the
319 commencement of the other meeting, then per diem payments may be allowed for each
320 meeting that day.

- 321 B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of
322 fifteen dollars (\$15.00) in addition to the rate specified shall be paid.
- 323 C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap
324 less than one and one-half (1½) hours between adjournment of one (1) meeting and the
325 commencement of the other meeting, then an additional per diem payment of fifteen dollars
326 (\$15.00) for that second (2) or subsequent meeting shall be paid.

327

328 **Mileage, Meals, and Lodging**

329 All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board
330 member's shall be paid mileage for all County Board meetings. County Board member's shall only
331 be paid mileage if they actually drive to all other Committee meetings. The County Board shall be
332 paid for mileage, meals, and lodging as provided in the Administrative Policy Documents and/or
333 Employee Manual.

334

335 **Expense Vouchers**

336 Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before
337 the County Board meeting. All members of Committees or other sub-units of County Government
338 who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall
339 review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall
340 rotate on a three (3) month cycle.

341

342 **County Board Chair**

343 The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition
344 to his or her regular Committee per diem.

345

346 **RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

347 A. **County Board Agenda.** All items, including Resolutions and Ordinances shall be in printed
348 hard copy delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board
349 meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board
350 meeting, present to each supervisor, written minutes of the previous meeting, current
351 resolutions and ordinances, along with an itemized agenda of the matters to be considered by
352 the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda.
353 County Board Supervisors may place items on the agenda seven days (7) prior to the County
354 Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all
355 Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and
356 written minutes of the previous meeting. At the beginning of the meeting, the County Board
357 shall approve the minutes of the previous meeting. The order of business for all regular
358 County Board meetings may be as follows:

359

- 360 1. Call to Order by the Chair
- 361 2. Was the meeting properly noticed
- 362 3. Moment of Silence
- 363 4. Pledge of Allegiance
- 364 5. Roll Call
- 365 6. Approve Agenda
- 366 7. Approval of Minutes
- 367 8. Public Participation
- 368 9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and
369 appoint six (6) Supervisors to approve claims
10. Correspondence

- 370 11. Appointments
- 371 12. Unfinished Business (includes reconsideration of previous month action - see preceding
- 372 month agenda.)
- 373 13. Reports and Presentations
- 374 a. Administrative Coordinator/Director of Finance
- 375 b. Department
- 376 c. Miscellaneous
- 377 14. Review Committee Minutes
- 378 15. Resolutions
- 379 16. Ordinances
- 380 17. Denials
- 381 18. Petitions
- 382 19. Approve Claims
- 383 20. Per Diem and Mileage for this Meeting read by the County Clerk
- 384 21. Motion for County Clerk to correct errors
- 385 22. Set next meeting date
- 386 23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes
- 387 24. Adjournment

388

389 **B. Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's

390 meeting agendas before it is sent to the Committee members. Items to be discussed shall

391 identify the topic with enough specificity for the members of the Committee and the public's

392 understanding. If the item is not clearly identified, the Committee shall not discuss or take

393 action on the issue. The following format shall be followed:

394 Date:

395 Time:

396 Place:

397 Agenda:

- 398 1. Call to Order by the Chair
- 399 2. Was the meeting properly noticed
- 400 3. Roll Call
- 401 4. Approve the agenda
- 402 5. Approve minutes (list date(s) of meeting(s))
- 403 6. Public Participation
- 404 7. Correspondence
- 405 8. List items for action or discussion
- 406 9. Report of Departments (List items for action)
- 407 10. Report of Committee Members (List items for action)
- 408 11. Set next meeting date
- 409 12. Closed Session, pursuant to Chapter 19, Wisconsin Statute.
- 410 13. Adjournment

411

412 Any person wishing to attend, who, because of a disability, requires special accommodation,

413 should contact the name of Department and phone number where they may call at least 24 hours

414 before the scheduled meeting time so appropriate arrangements can be made.

415

416 This is a public meeting. As such, all members or a majority of the members of the County Board

417 may be in attendance. While a majority of the County Board members or the majority of any

418 given County Board Committee may be present, only the above Committee will take official action

119 based on the above agenda. Public participation is limited to agenda items with a 3 minute
120 limitation.

121

122 **C. Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have
123 requested a joint meeting shall agree to the agenda items relating to the Joint Committee
124 Meeting and relay that information to the appropriate Department Head(s). Each Committee
125 involved in a Joint Committee Meeting shall be responsible for preparing their agenda for joint
126 meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall
127 chair the meeting. The members of all Committees involved in a Joint Committee meeting may
128 make motions and vote on all agenda items as a whole.

129

130 **D. Public Participation.** It is important that individuals have an opportunity to address the
131 County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall
132 sign their name, address, and indicate the agenda item on which they will be speaking. The
133 individual's name will be called when it is their turn to speak, on the related agenda item.
134 (State clearly and concisely the issue. Comments will be limited to a maximum of THREE
135 MINUTES, unless additional time is approved by the Chair. (If you have written material,
136 please provide copies. It is not necessary to read an entire document.))

137

138 The public participation portion, discussion at the meeting is limited to members of the County
139 Board. Department heads/employees shall be recognized by a County Board Member before
140 speaking.

141

142 **E. County Board Minutes.** Each Supervisor shall read the minutes of the previous Board
143 meeting before the County Board meeting. Any appropriate corrections or alterations of such
144 minutes will be made at the succeeding County Board. The minutes of the County Board
145 meetings will be printed in the County Board Proceedings Book.

146

147 The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases
148 where an order, motion, or resolution shall be entered on the minutes of the Board, the name of
149 the Supervisor moving the same, the name of the Supervisor seconding, and the results of the
150 vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES
151 HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

152

153 **F. Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep
154 correct minutes of all Committee meetings and shall provide copies to all Committee members.
155 Any time there is a motion, it shall be entered in the minutes of the Committee meeting,
156 including the name of the Supervisor moving the same and the name of the Supervisor
157 seconding the motion, and the results of the vote on the motion. The recorder is responsible
158 for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to
159 the County Clerk within 10 working days after the meeting. At the end of the meeting, minutes
160 it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

161

162 Any appropriate corrections or alterations of such minutes will be made at the succeeding
163 Committee meeting. The official signed minutes shall be completed and a hard copy given to the
164 County Clerk's Office within five (5) working days of the meeting and shall be made available to
165 the public as requested. At the end of the meeting minutes, it shall read as follows: THESE
166 MINUTES HAVE BEEN APPROVED BY THE COMMITTEE. (See Appendix Three (Taking Minutes))

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RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS

After the initial appointment to the Committees, the replacement will be based on the recommendations of the Committee seeking replacement, submitted to the County Board Chair for appointment subject to ratification by the County Board. Committee on Appointments shall recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the County Board. The County Board and Committee Duties and Structure shall be as follows:

County Board General Duties:

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board is responsible for the review and adoption of the Administrative Policy Documents and Employee Manual annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
 - 1. County Budget
 - 2. Collective Bargaining Agreements
 - 3. Transfer of General Funds
 - 4. Establish Committees, Boards and Commissions
 - 5. Review proposed state and local legislation concerning County Government and make recommendations
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes
- E. Elect the County Highway Commissioner per Wisconsin Statutes

Standing Committees Organization:

- A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- C. The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

General Duties:

- A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve items including but not limited to:
 - 1. Departmental budget with a written 1 year plan of operation to include goals & expectations
 - 2. Departmental policies and procedures
 - 3. Staffing levels and hours
 - 4. Grant applications and acceptances
 - 5. Establish Departmental fee schedules
 - 6. Establish Departmental short and long range goals
- F. Approve and bring forth intergovernmental agreements and contracts as necessary or as otherwise authorized by law

516 G. Approve and bring forth resolutions and ordinances for action by the County Board

517

518 **ADMINISTRATIVE & FINANCE COMMITTEE**

519 A. **Membership.** The Administrative & Finance Committee shall be comprised of (5) five County
520 Board Supervisors; one (1) of which would be a member of the Executive Committee; however,
521 this person cannot Chair both the Administrative & Finance Committee and the Executive
522 Committee.

523 B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making
524 responsibilities for the following Departments: County Clerk, County Treasurer, Administrative
525 Coordinator/Director of Finance, and MIS.

526 C. **Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of
527 funds per the County Budget and Accounting Policies and be consistent with §65.90 of the
528 Wisconsin State Statutes, as they may be amended from time to time.

529 Duties and responsibilities include, but are not limited to the following:

- 530 1. Examine all claims against the County
- 531 2. Provides oversight for all routine County financial matters including review and approval of:
- 532 • Audit reports
 - 533 • Investments
 - 534 • Insurance policies, bonding
 - 535 • Contingency funds, and
 - 536 • Recommends budget amendments to the County Board
- 537 3. Review on a monthly basis, the Treasurer's report on County investment activities pursuant
538 §59.62, Wisconsin Statutes
- 539 4. Evaluate and make recommendations to the County Board on the issuance of new debt,
540 refinancing existing debt, and authorizing debt repayment
- 541 5. Approve the implementation of a five (5) year technology plan for the County
- 542 6. Review and update all computer and technological policies annually
- 543 7. Review and update budget and accounting policies annually
- 544 8. Review and recommend benefits and compensation structure for all county personnel to the
545 Executive Committee
- 546 9. Maintain a level of communication with the Drainage Boards

547

548 D. **Sub Committees, Boards and Commissions:**

549 1. **Health Insurance Committee.** This is an advisory Commission not a policy making
550 Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc
551 insurances for both the county and the insured employees. Recommend plan design and
552 cost to the Finance Committee. Membership to include: two (2) County Board Members
553 that are appointed by the board and each department head or their designee.

554

555 2. **Rural Industrial Development Commission.** This is an advisory Commission not a
556 policy making Commission.

557 a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7)
558 members that reflect the diversity of needs within the County. The Commission shall
559 consist of representatives from the following and shall be appointed by the County
560 Board Chair and approved by the County Board:

- 561 1. Adams Columbia Electric Cooperative
- 562 2. Adams County Board Supervisor
- 563 3. Adams County Banks
- 564 4. Local Business Community

- 565 5. Towns
- 566 6. City of Adams
- 567 7. Village of Friendship
- 568 8. Ex-Officio members include:
- 569 a. President of the Village of Friendship
- 570 b. Mayor of the City of Adams
- 571 c. All Chairpersons of all Town Boards within the County
- 572 d. Adams County Executive Director of the Chamber
- 573

574 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
575 to the following:

- 576 1. The Rural Industrial Development Commission shall elect annually a President, Vice-
577 President, Recorder of the minutes, and Treasurer.
- 578 2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved
579 by the County Board

580 **3. Revolving Loan Fund.** This is an advisory Board, not a policy making Board.

581 a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of
582 the Rural Industrial Development Commission.

583 b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to
584 the following:

- 585 1. Serve new and expanding businesses in Adams County
- 586 2. Provide gap financing
- 587 3. Encourage investment
- 588 4. Encourage creation of permanent, year round jobs
- 589 5. Encourage retention and expansion of existing businesses
- 590 6. Attract new business
- 591 7. Encourage development of modern industrial technology, and a safe, healthful work
592 environment in Adams County

593 **4. Technology Steering Committee.** This is an advisory Committee, not a policy making
594 Committee.

595 a. **Membership.** The Technology Steering Committee will include seven (7) members.
596 The Committee members should be named as follows: Administrative
597 Coordinator/Director of Finance or representative ((Ad Hoc Member) anyone deemed
598 necessary by the committee, appointed by the committee serving limited term), the MIS
599 Department Information Systems Manager, a member of GIS, Health and Human
600 Services ((1) designated by the Oversight Committee), Public Safety & Judiciary ((1)
601 designated by the Oversight Committee), and (1) County Board Member (as
602 designated/appointed by the County Board Chair). The County Board Member will be
603 the Acting Chair.

604 b. **Oversight:** Identify areas where the investment in technology will be of the most value
605 to the County, trends that may make technology more important to an area, and
606 mandates, rulings, and guidelines that may make changes to infrastructure necessary,
607 allowing balanced input into the overall future technology plans for Adams County
608 Government.

609 **ETHICS BOARD**

611 This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-
612 2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and

513 any amendments or modifications or revisions thereto, as may be enacted by the County
514 Board.

515

516 **EXECUTIVE COMMITTEE**

517 **A. Membership.** The Executive Committee shall be comprised of five (5) County Board
518 Supervisors, which shall consist of:

- 519 1. County Board Chair
- 520 2. First (1st) Vice Chair
- 521 3. Three (3) appointed County Board Supervisors at large

522 **5. Oversight.** The Executive Committee shall confer and have policy-making responsibilities for
523 the following Departments: Corporation Counsel and Personnel Director.

524 **6. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
525 following:

- 526 a. The Executive Committee in conjunction with the Oversight Committee will interview up to
527 three (3) candidates to make the recommendation for an appointment to the position of
528 Department Head. The Executive Committee in conjunction with Administrative and
529 Finance Committee shall recommend an appointee for the position of Administrative
530 Coordinator/Director of Finance. Introduce Policy Resolutions that are not the responsibility
531 of another committee.
- 532 b. Communication and liaison between all committees, municipalities and government units, to
533 work out problems of mutual concern.
- 534 c. Hear policy violations and/or potential issues that may result in litigation.
- 535 d. Develop short and long range plans for the County.
- 536 e. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel
537 Director on collective bargaining issues. Prior to any contract being submitted to
538 arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee
539 and discuss the status of negotiations and receive further direction.
- 540 f. All proposed union contracts shall be submitted to the Committee and County Board for
541 final approval.
- 542 g. Review the recommendation of the Administrative & Finance Committee regarding salaries,
543 benefits and compensation structure for all county personnel, and submit to the County
544 Board for final approval.

545

546 **EXTENSION COMMITTEE**

547 **A. Membership.** The Extension Committee shall be comprised of five (5) County Board
548 Supervisors two (2) of which will serve on the Land & Water Committee.

549 **B. Oversight.** The Extension Committee shall confer and have policy making responsibilities for
550 the UW Extension Department.

551 **C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
552 following:

- 553 1. General policy making responsibilities.
- 554 2. Assist in determining appropriate programs to be provided by the County Extension
555 Department.
- 556 3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b),
557 Wisconsin Statutes.

558

559 **HEALTH & HUMAN SERVICES BOARD**

560 **A. Membership.** The Health & Human Services Board shall be comprised of nine (9) members,
561 which shall consist of:

- 362 1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the
363 Finance Committee
- 364 2. Four (4) shall be individuals who are not elected officials or employees of the County.
365 These members shall be comprised of the following:
- 366 a. An individual who receives or has received human services, or shall be a family member
367 of such an individual, and who has demonstrated interest or competence in the field of
368 public or community health
- 369 b. A good faith effort shall be made to appoint a Physician
- 370 c. A good faith effort shall be made to appoint a Registered Nurse
- 371 d. No public or private provider of services shall be appointed to the Health & Human
372 Services Board
- 373 B. **Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three
374 (3) years, so arranged that as nearly as practicable, the terms of one-third ($\frac{1}{3}$) of the
375 members shall expire each year.
- 376 C. **Oversight.** The Health & Human Services Board shall confer and have policy-making
377 responsibilities, except as provided by law, for the following Departments: Health & Human
378 Services and Veteran Services.
- 379 D. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2),
380 Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
- 381 1. Oversee the Department and assure enforcement of the Health and Human Services
382 Statutes, Rules, and Regulations
- 383 2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin
384 Statutes
- 385 3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes
- 386 4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by
387 §46.82(4)(d), Wisconsin Statutes
- 388 5. Develop Policies and authorize direction and planning for the delivery of all human services;
389 Health & Human Services that meet the physical and mental health, social and economic
390 needs of individuals and families; review the coordinated plan and budget; set priorities on
391 program operations within the funding mechanisms provided by Federal, State, and County
392 Government
- 393 6. Assess the health status of the citizens and recommend Policies that will improve the health
394 status and assure that needed health services are provided
- 395 E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health
396 & Human Services Board. The Health & Human Services Board shall be responsible for
397 interaction, communication and recommendations to the County Board with respect to its
398 subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long
399 Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall
400 have interaction and communication with the Veteran Services Commission, Central Wisconsin
401 Community Action Counsel, and North Central Wisconsin Workforce Development Board.
- 402 1. **Aging Advisory Committee.**
- 403 a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7)
404 members, and include at least 50% of older individuals. At least five (5) members will
405 be age 60 and over, and five (5) shall be citizen members. The remaining members
406 shall be the ADRC Manager serving as the Aging Director and Director of the Health &
407 Human Services Department. The membership should be representative of the varying
408 socio-economic composition of the older population in the County.

709 b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly
710 practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No
711 member may serve more than two (2) consecutive three (3) year terms.

712 c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
713 to the following:

- 714 1. This is an advisory Committee, not a policy making Committee.
- 715 2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
- 716 3. Meetings are held quarterly

717 2. **Nutrition Advisory Committee.**

718 a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12)
719 individuals which shall consist of the following:

- 720 1. Nine (9) nutrition program participants, with three (3) representing each meal site.
- 721 2. Others representing the public interest, consisting of:
 - 722 (a) One (1) County Board Supervisor
 - 723 (b) ADRC Manager serving as the Aging Director
 - 724 (c) Director of the Health & Human Services Department
- 725 3. Meal site participants shall elect members to serve on the Committee.

726 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
727 to the following:

- 728 1. This is an Advisory Committee, not a policy making committee.
- 729 2. Meetings shall be held every two (2) months.
- 730 3. Meetings shall provide opportunity for the Committee to address participant
731 grievances and complaints.

732 3. **Long Term Support Advisory Committee.**

733 a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at
734 least 13 members, which shall consist of the following:

- 735 1. One (1) County Board Supervisor
- 736 2. Five (5) individuals receiving long-term support services (or a relative or guardian of
737 such individuals) representing each of the groups eligible for Community Options
738 Program funding (frail elderly, physical disabilities, developmental disabilities, chronic
739 mental illness, and chemical dependence)
- 740 3. One (1) representative from each of the following:
 - 741 (a) County Health Department
 - 742 (b) Commission on Aging
 - 743 (c) Health & Human Services Department
 - 744 (d) Local nursing home
 - 745 (e) Local home health agency
 - 746 (f) Local medical center

747 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
748 to the following:

- 749 1. This is an Advisory Committee, not a policy making committee.
- 750 2. Meetings are held quarterly.
- 751 3. The Long Term Support Advisory Committee is responsible for approval and
752 oversight of the Community Options Plan (and annual updates).
- 753 4. Assuring coordination of services among local service providers and long-term
754 support programs
- 755 5. Evaluating service delivery

756 4. **Veteran Service Commission.**

- 757 a. **Membership.** The Veterans Service Commission shall be comprised of at least five (5)
758 residents of the County who are Veterans. Appointed by the County Board Chairperson
759 for staggered three (3) year terms. Pursuant to §45.81.
760 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
761 to the following:
762 1. This is an Advisory Commission, not a policy making commission.
763 2. Meet a minimum of two (2) times per year
764 3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and
765 dependent children of veterans, and the needy parents of veterans
766

767 **HIGHWAY COMMITTEE**

- 768 A. **Membership.** The Highway Committee shall be comprised of four (4) County Board
769 Supervisors and one (1) citizen member. The two (2) same serve on the Solid Waste
770 Committee.
771 B. **Oversight.** The Highway Committee shall confer and have policy making responsibilities for
772 the Highway Department.
773 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
774 following:
775 1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
776 D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be
777 responsible for interaction, communication and recommendations to the County Board with
778 respect to the Traffic Safety Commission.

779 **1. Traffic Safety Commission.**

- 780 a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
781 1. Highway Commissioner
782 2. Sheriff or Chief Deputy
783 3. County Highway Safety Coordinator
784 4. One (1) representative designated by the Committee on Appointments from each of
785 the disciplines of education, medicine, and law
786 5. Three (3) representatives involved in municipal law enforcement agencies, highways,
787 and highway safety
788 b. **Duties and Responsibilities.** Include but are not limited to:
789 1. Meet at least quarterly to review traffic accident data from the County and other
790 traffic safety related matters, and carryout all other duties pursuant to §83.013
791 2. Upon review, the Commission shall make written recommendation for any corrective
792 action it deems appropriate to the Department of Transportation, County Board,
793 Public Works Committee or any other appropriate branch of local government.
794 3. Committee shall file a report on each meeting with the Department of Transportation
795 4. The Department of Transportation shall furnish each commission with traffic accident
796 data and uniform traffic citation data for the rural, federal, state and county
797 highways in the jurisdictions represented in each Commission, which shall identify
798 the accident rates and arrest rates on their highways, and shall also furnish a
799 suitable map for use in spotting accidents.
300

301 **HOUSING AUTHORITY**

- 302 A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by
303 the County Board Chair pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which
304 shall consist of:
305 a. Two (2) County Board Supervisors

- 306 b. Three (3) citizen members
307 B. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin
308 Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin
309 Statutes, and include, but are not limited to the following:
310 1. Prepare, carry out, acquire, leave and operate housing projects approved by the County
311 Board to provide for the construction, reconstruction, improvement, alteration or repair of
312 any, or part of, housing projects
313 2. Own, hold, clear and improve property
314 3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or
315 facilities embraced in any housing project
316 4. Establish and revise the rents or charges for housing projects subject to the limitation of
317 §66.1201, Wisconsin Statutes
318

319 **LAND & WATER CONSERVATION COMMITTEE**

- 320 A. **Membership:** The Land & Water Conservation Committee shall be comprised of five (5) total
321 members: Three (3) County Board Supervisors, two (2) of which shall serve on the Extension
322 Committee, and the one (1) same serve on the Planning & Zoning Committee, and two (2)
323 citizen members, one (1) of which shall be an FSA Representative and one (1) from the Adams
324 County Lake Alliance.
325 B. **Oversight.** The Land & Water Conservation Committee shall confer and have policy making
326 responsibilities for the Land & Water Conservation Department.
327 1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water
328 conservation and animal waste management
329 2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and
330 maintain all ordinances passed and in accordance therewith
331 3. Supervision of operation and maintenance of County owned dams
332

333 **LIBRARY BOARD**

- 334 A. **MEMBERSHIP.** The Adams County Library Board of Trustees shall consist of seven (7)
335 appointed members who shall be residents of the County. One (1) school administrator or
336 his/her representative, to represent the public school district, or districts, in which the Adams
337 County Library is located; one (1) or two (2) members of the County Board of Supervisors;
338 and four (4) or five (5) members from the County at large.
339 B. **TERM.** Members shall be divided as nearly as may be into three (3) equal classes to serve for
340 one, two, and three years respectively from January 1 in the year of their appointment, and
341 thereafter each regular appointment shall be for a term of three (3) years.
342 C. The Library Board shall have all the powers and duties consistent with Chapter 43 of the
343 Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to
344 the Adams County Board for the general operation of the library. The Adams County Board
345 shall determine budget appropriations, personnel policies and building usages unless statutes
346 indicate otherwise.
347

348 **PARKS COMMITTEE**

- 349 A. **Membership.** The Parks Committee shall be comprised of five (5) County Board Supervisors.
350 B. **Oversight.** The Parks Committee shall confer and have policy making responsibilities for the
351 Parks Departments.
352 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
353 following:

- 354 1. General policy making responsibility for parks, trails, lake access areas, and recreation
355 property operated, maintained and developed by the County to provide adequate and safe
356 facilities for all users following the five (5) year recreational plan
357 2. Assist in determining appropriate programs to be provided by the Recreation Program
358

359 **PLANNING & ZONING COMMITTEE**

- 360 A. **Membership.** The Planning & Zoning Committee shall be comprised of five (5) total members
361 three (3) County Board Supervisors, the same one (1) shall serve on the (Land & Water
362 Conservation Committee and two (2) of which shall serve on the Extension Committee, and two
363 (2) citizen members. Citizen members are strongly recommended to be comprised of one (1)
364 from a building trade and one (1) from a Planning Commission.
- 365 B. **Oversight.** The Planning & Zoning Committee shall confer and have policy making
366 responsibilities for the following Departments: Planning & Zoning and Register of Deeds.
- 367 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
368 following:
- 369 1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and
370 maintain all ordinances passed and in accordance therewith.
 - 371 2. Recommend amendments of the County Comprehensive Plan to the County Board
 - 372 3. Review and take action on any Land Information policies and approval of expenditures and
373 contracts needed, proposed by the Land Information Officer or Land Information Sub
374 Committee
 - 375 4. Oversee County Surveyor projects and budget
- 376 D. **Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be
377 responsible for interaction, communication and recommendations regarding appointments to
378 the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land
379 Information Subcommittee.
- 380 1. **Board of Adjustment.** Language modified to be in compliance with statutes.
 - 381 a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section
382 59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more
383 than five (5) members of which the members must live within a town in the County,
384 with no two (2) members from the same town. No member shall be a member of the
385 Planning and Zoning Committee, a member of the County Board of Supervisors, or a
386 member of a Town Board. The County shall appoint two (2) alternates to the Board
387 pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by
388 the County Board Chairperson. The members shall serve with compensation and shall
389 be removable for cause by the County Board Chairperson upon written charges and after
390 a public hearing.
 - 391 b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and
392 responsibilities include, but are not limited to the following:
 - 393 1. Hear and decide appeals where it is alleged there is error in any order, requirement,
394 decision or determination made by an Administrative Officer
 - 395 2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which
396 the Board of Adjustment is required to pass
 - 397 3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning
398 Ordinance, as will not be contrary to the public interest, where due to special
399 conditions, a literal enforcement will result in practical difficulty or are unnecessarily
300 burdensome, so that the spirit of the Zoning Ordinance shall be observed, public
301 safety and welfare secured, and substantial justice done

302 **2. Land Information Committee**

- 303 a. **Membership.** The Adams County Land Information Committee will consist of the one
304 (1) County Board Supervisor who will serve as Acting Chair. The Administrative
305 Coordinator/Director of Finance, GIS Technican, Land Information Officer, County
306 Register of Deeds, County Treasurer, County Clerk and a representative from each of
307 the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning
308 and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister
309 and County Surveyor (in an advisory capacity only).
- 310 b. **Oversight.** The Land Information Committee shall confer and have policy development
311 responsibilities and oversight for the Land Information functions and duties.
- 312 c. **Duties and Responsibilities.** The Land Information Committee shall carry out all
313 duties and responsibilities in accordance with §59.72, Wisconsin Statutes.
314

315 **PROPERTY COMMITTEE**

- 316 A. **Membership.** The Property Committee shall be comprised of five (5) members of the County
317 Board for oversight of County owned property.
- 318 B. **Oversight.** The Property Committee shall confer and have policy making responsibilities for
319 the Building & Grounds Director/Maintenance Department.
- 320 C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the
321 following:
- 322 1. To maintain and keep in repair all public buildings and personal property owned and
323 operated by Adams County, to allocate departmental space in all county buildings among all
324 departments, excluding buildings operated by the Solid Waste Department, the Highway
325 Department, the Parks, and the Dams to ensure and monitor the proper operation and
326 management of all county owned property, both real and personal.
 - 327 2. Set policy for the Adams County Community Center and Room Usage.
 - 328 3. To cause to be prepared by all department heads full and accurate records of all capital
329 expenditures (\$5000.00 or greater) in each department no later than the 20th of January of
330 each year and to cause the same to be filed in the office of the Administrative Coordinator.
331 This committee shall see that the MIS Departments keep a perpetual inventory of the
332 county-owned computers and related equipment, hardware, electronic devices, and the
333 committee may make annual inspections of such property, including the county jail. All
334 county surplus property shall be listed with the Property Committee. County surplus
335 materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents,
336 80% of all computer related sales to be returned to MIS department budget as revenue,
337 80% of all other property to be returned to the furniture carryover account. The committee
338 shall consider, review and recommend the acquisition, lease, rent or sale of any real or
339 personal county property for public uses or purposes, as required by law, to the County
340 Board for approval pursuant to §59.52(6) of the Wis. Stats.
 - 341 4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant
342 §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax
343 deed or in- REM proceedings, requires approval of the County Board.
 - 344 5. Hold a public auction periodically to dispose of surplus equipment and goods not sold
345 through Practical Cents or any other county approved outlet.
 - 346 6. The County Clerk is authorized to execute and sign any and all legal documents relating to
347 sale and purchase of real or personal property.
 - 348 7. Propose and approve contracts, leases, fees, expenditures or other agreements as
349 necessary for the construction, improvement, equipment, maintenance, and operation of
350 the Airport.

351 8. Review reports presented by the Airport Manager

352 D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible
353 for interaction, communication and recommendations to the County Board of Supervisors with
354 respect to the Airport Commission and Adams County Fair Board.

355
356 **1. Airport Commission.**

357 a. **Membership.** The Airport Commission shall be comprised of two (2) County Board
358 members from the Property Committee and three (3) members especially interested in
359 aeronautics appointed by the County Board Chair.

360 b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and
361 responsibilities shall be as follows:

362 1. The Airport Commission shall have complete and exclusive control and management
363 over the airport as vested by the County.

364 2. The commission shall provide a report to the Property Committee quarterly.

365
366 **2. Fair Board.**

367 a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor to
368 the Fair Board as a liaison member.

369 b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to
370 assist and ensure communication between the entities.

371
372 **3. Safety Committee.** This is an Advisory Committee, not a policy making Committee.

373 a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or
374 their designee and two (2) qualified individuals that may or may not be County
375 employees.

376 b. **Oversight:** To address safety issues and oversee the County's workplace safety
377 program.

378 **PUBLIC SAFETY & JUDICIARY COMMITTEE**

379 A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County
380 Board Supervisors.

381 B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer
382 and have policy making responsibilities for the following Departments and Operations: Child
383 Support, Clerk of Circuit Courts, Medical Examiner, District Attorney, Emergency Management,
384 Office of the Family Court Commissioner, Register in Probate, and Sheriff.

385 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
386 following:

387 1. Review and approve as necessary emergency management plans for the County, consistent
388 with the State Plan of Emergency Management, assist in the review and approval of
389 Municipal Emergency Management Plans, and integration of such plans with the County
390 plan.

391 2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin
392 Statutes.

393 3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.

394 4. Approve rules, regulations and policies specific to the Sheriff's Department.

395 5. Oversee the County Court and Court related processes.

396 6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year
397 the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail
398 maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail
shall lay before the board or the committee a calendar setting forth the name, age and

cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.

7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or renaming of said statute.

D. Sub Committees, Boards, and Commissions. The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

1. Local Emergency Planning Commission.

a. Membership. Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;

1. Elected State and Local Officials
2. Law Enforcement
3. Fire
4. Emergency Management
5. Health Professionals
6. Environmental
7. Representatives of facilities subject to the Emergency Planning requirements and the Media.

b. Duties and Responsibilities. Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy making committee.
2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

SOLID WASTE COMMITTEE

A. Membership: The Solid Waste Committee shall be comprised of four (4) County Board Supervisors and one (1) citizen member and the two (2) same serve on the Highway Committee.

B. Oversight. The Solid Waste Committee shall confer and have policy making responsibilities for the Solid Waste

C. Duties and Responsibilities. Duties and responsibilities include, but are not limited to the following:

1. General policy making responsibility for the operations of the Solid Waste Department
2. Remain updated of changing legislation regarding waste disposal and recycling to ensure County compliance

SPECIAL OR AD HOC COMMITTEES

A. Duties and Responsibilities. Special or Ad Hoc Committees may be recommended by the Committee on Appointments with approval by the County Board as the need arises, to carry out a specific task requested by the County Board Chair and/or recommended by an Oversight Committee, which duration shall automatically cease upon completion of the task, or at the direction of the Committee on Appointments.

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RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tues morning)
- B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.
- C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). The Administrative Coordinator/Director of Finance and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.
- D. Copies of late (should be exceptions and not the rule) Resolutions or Ordinances shall be provided to all Supervisors and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.
- E. All Resolutions and Ordinances shall start with the number one (1) at the beginning of each calendar year. For example: Resolution 1-201__ or Ordinance 1-201__.

RULE TWENTY SEVEN: NEW POSITIONS

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ($\frac{2}{3}$) of the County Board member's present.

RULE TWENTY EIGHT: FUNDING

- A. **General Fund.** Any appropriation from the General Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- B. **Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
 - a. The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).
 - b. Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.
- C. **To Transfer.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required to permit the transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.
- D. **To Borrow.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)

097 E. **Annual Budget.** The County Board annual budget will not be valid unless it conforms with
098 §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any
099 amendments to the budget following the hearing shall require two-thirds (²/₃) vote of the
100 County Board membership.
101

102 **RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY**

- 103 A. All claims shall be brought against the county in compliance with §59.07 and §893.80
104 Wisconsin Statutes
105 B. The Corporation Counsel shall review claim(s) against the County in accordance with section
106 59.52 (12) (a) (b)
107 C. Pre-Claim notices
108

109 **RULE THIRTY: RULES IN VIOLATION OF LAW**

110 If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid
111 by any court of competent jurisdiction, the remainder of these rules shall not be affected.
112

113 **RULE THIRTY ONE:** The County Board and/or appropriate Standing Committee shall be
114 responsible for interaction, communication with respect to:
115

116 **A. Central Wisconsin Community Action Council (CWCAC).**

- 117 a. **Membership.** The County Board Chair shall appoint (1) one County Board Supervisor to
118 the CWCAC. The Council meets six (6) times a year in even months with the following
119 Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.
120

121 **B. Lake Districts.**

- 122 a. **Membership.** The County Board Chair shall appoint a member of the County's Land &
123 Water Conservation Committee as the County Board's representative.
124 b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and
125 §33.31, Wisconsin Statutes.

126 **C. Golden Sands Committee.**

- 127 a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that
128 shall be a member from the Land & Water Committee to the Golden Sands Committee.
129 That member must sit on the Water Quality Sub Committee.
130 b. **Oversight.** Manage natural and human resources in ways consistent with sound
131 conservation principles by working across county lines to address local concerns.
132 c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
133 the following:
134 1. To develop and implement a program of resource conservation and development for
135 Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and
136 Wood counties in an effort to conserve, develop and utilize natural resources and
137 thereby improve general economic conditions.
138 2. To coordinate and assist in carrying out the local and regional development plans of
139 other organizations and agencies.
140 3. To create a general awareness on the part of all people of the urgency and need for
141 sustainable development, conservation and utilization of natural resources.

142 **D. North Central Wisconsin Workforce Development Board (NCWWDB).**

- 143 a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that
144 shall be a member from the Planning & Zoning Committee to the NCWWDB. The Board
145 meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade,
Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.

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E. North Central Wisconsin Regional Planning Commission (NCWRPC).

- a. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
 - 1. The County Board Chair shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
 - 2. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

F. SCLS BOARD

- a. **Membership.** The position on the Board of Trustees for the South Central Library System is a required position that somebody from the Library Board of Trustees needs to fill. The SCLS Board governs the library system the position can vote. One nonvoting alternate position can attend all the meetings but cannot vote.

APPENDIX ONE: DEFINITIONS.

- Committee:** Referred to Committees, Boards, and Commissions, unless otherwise specifically noted.
- Majority:** The majority of the elected or appointed Supervisors present. A majority of citizens cannot make up a quorum of a meeting.
- Quorum:** A majority of Supervisors or Committee members shall constitute a quorum.

PUBLIC PARTICIPATION:

- 1. The topic must be part of the agenda.
- 2. Identify yourself and if representing a group, identify the group.
- 3. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
- 4. Plan group representation by appointing one or two members to present an issue

APPENDIX TWO: ACRONYMS:

- ADRC:** Aging Disability Resource Center
- FSA:** Farm Service Agency
- SCLS:** South Central Library System

APPENDIX THREE: TAKING MINUTES.

When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it relates to that particular meeting. The best procedure is to study the minutes of the last several meetings. Become familiar with the type of issues dealt with by the particular committee. A complete study of the agenda and all attachments is helpful to do a good job when taking minutes.

Write as much as possible. If you have holes in your notes, check with the individual who spoke to confirm content of their discussion. In most cases, you will find them helpful. Any staff members or supervisors present at the meeting can also be of assistance.

194

195 Recording actions taken is the single most important part of the final minutes. The minutes should
196 identify the item of business, highlights of discussions resulting in an action, and the exact actions
197 of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of
198 the members, the desires of the committee as to what future actions are to be carried out, and
199 who is responsible for carrying them out. The names are necessary for follow-up actions relating
200 to discussions or future action items. You must be able to use good judgment on items of this
201 nature. Be sure to note the name/time of people arriving late and/or leaving early. This is
202 important as it may hinge whether or not a quorum is still present.

203

204 Minutes need not be typed verbatim except motions that have occurred or if there is a request for
205 the recording of a statement. Identifying makers of motions and incorporating individual names is
206 required. In typing, the action should be specific, complete, and accurate so that it can stand
207 alone and be referred to at some future time. Final minutes should be typed from your notes and
208 have enough information that accurately reflect the intent of the meeting and actions taken.

209

210 Even though other attendees at the meeting may take notes of actions affecting them individually,
211 they are depending upon the meeting secretary for a complete and accurate record of the entire
212 meeting's proceedings.

213

214 S:\County Board\Board Rules\Board Rules 2014\3-4-14 draft working document with change of County Board
215 Rules.doc

216

Revised 3-5-14 Draft

1 **ORDINANCE NO. 4-2014**

2
3 **ORDINANCE TO RESCIND TWICE AMENDED ORDINANCE 26-2001**
4 **ESTABLISHING A RESIDENCY REQUIREMENT**

5
6 The County Board of Supervisors of the County of Adams does ordain as follows:

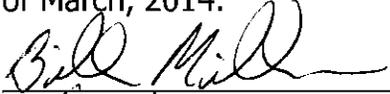
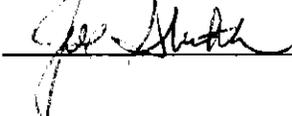
7
8 That Ordinance 26-2001 attached hereto establishing a residency required be
9 rescinded.

10
11 **WHEREAS:** Adams County is not establishing an overall residency requirement
12 for employment; and

13
14 **WHEREAS:** however, those employees required by Statutes and/or Collective
15 Bargaining agreement; and

16
17 The **Adams County Board of Supervisors does hereby ordain as follows:**
18 that the attached hereto Ordinance 26-2001 is rescinded effective upon
19 enactment. This ordinance upon the date of publication following enactment
20 shall take effect immediately.

21
22 Recommended for enactment by the Ad Hoc Transition Committee this 6th day
23 of March, 2014.

24  
25 _____
26  _____

27
28 Enacted _____
29 Defeated _____ by the Adams County Board of Supervisors
30 Tabled _____ this day of March, 2014.

31
32 ADAMS COUNTY, WISCONSIN

33 _____
34 Chairman

_____ County Clerk

- 35
36 Reviewed by Corporation Counsel
37 Reviewed by Administrative Coordinator/Director of Finance

WHEREAS, Adams County deems it beneficial and expedient to have protective services and other vital service employees reside within the County; and

WHEREAS, the County currently has no residency requirement for those employees; now, therefore:

IT IS HEREBY ORDAINED THAT:

The following employees of Adams County are required to live in Adams County:

1. All regular full-time and part-time employees of the following departments: Highway, Solid Waste, Sheriff, Planning & Zoning, Emergency Government, Community Programs and Social Services.
2. Employees required by statute to reside within this County.
3. Employees required to maintain residency in Adams County by a collective bargaining agreement.
4. The Personnel Committee may grant waivers of this requirement in cases where literal compliance would work an undue hardship on the individual employee.
5. Employees subject to the residency requirement must establish residence in Adams County within 6 months of the end of their probationary period.
6. As used in this section, "reside" means to be physically present with intent to remain indefinitely, and includes but is not limited to factors such as maintaining a principal address, voting address, mailing address and other indicators that a person in fact lives in this County.

This ordinance shall take effect on the date of its publication following enactment by the Adams County Board of Supervisors, and does not apply to persons employed by Adams County prior to that date.

Recommended for enactment by the Adams County Personnel Committee on this 8th day of June, 2001.

George Hallenberg Travis Debnoid
Charles Hill
Marcelo Varden

Recommended for adoption by the Adams County Board of Supervisors this 19 day of June, 2001.

Frank Schultz George Kaldenberg

Charles Hill

Marcus Gordon

Enacted by the Adams County Board on the 19 day of June, 2001.

Defeated

Published in the Times-Reporter, the official newspaper of Adams County, on the 27 day of June, 2001.

Bev Ward

Bev Ward, County Clerk

George Kaldenberg

George Kaldenberg, Board Chairman

ORDINANCE 5 - 2014
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Preston on December 2, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On February 12, 2014 Scott Kotlowski, owner, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone 3 parcels of land in the Town of Preston, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on March 5, 2014, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

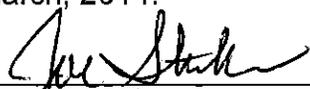
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, No. 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described properties be changed from an A1-15 Exclusive Agriculture District, an R1 Single Family Residential District and A1 Exclusive Agriculture District to an A3 Secondary Agriculture District.

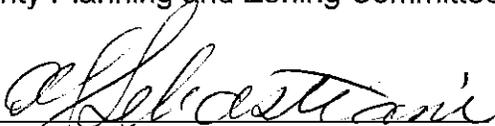
Pt. of the SW ¼, SW ¼,, Section 6 (4.88) and Pt. of the NE ¼, NW ¼ Outlot 5663(.28 acres), & NW ¼, NW ¼ (approx 5.9 acres), of Section 7, all in Township 18 North, Range 6 East, at 1401 13th Lane, Town of Preston, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of March, 2014.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 5th day of March, 2014.



Joe Stuchlak, Chair



Al Sebastiani



Terry James, Vice-Chair
Rocky Gilner



Glenn Licitar

Heidi Roekle

Barb Morgan



Randy Weisen

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of March, 2014

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934
PHONE: 608-339-4222
www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE
March 5, 2014 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Scott E. Kotlowski –Request the rezoning of two parcels (4.88 & .28 acres) from an A1-15 Exclusive Agriculture District and an R1 Single Family Residential District respectively and a portion of a parcel (approx 5.9 acres) from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to create one parcel by a Certified Survey Map (approx 11 acres) around the existing farmstead and separate it from the fields on property located in Pt. of the SW ¼, SW ¼, Outlot 1 of CSM 5663, Section 6 and Pt. of the NE ¼, NW ¼, & NW ¼, NW ¼, of Section 7, all in Township 18 North, Range 6 East, at 1401 13th Lane, Town of Preston, Adams County, Wisconsin.(Portions of these properties are zoned Recreational/Residential and Shoreland/Wetland under the Shoreland Ordinance and Floodfringe and Dam Break Shadow under the Floodplain Ordinance)

Appearing for with testimony: Greg Rhinehart, representing Mr. Kotlowski.

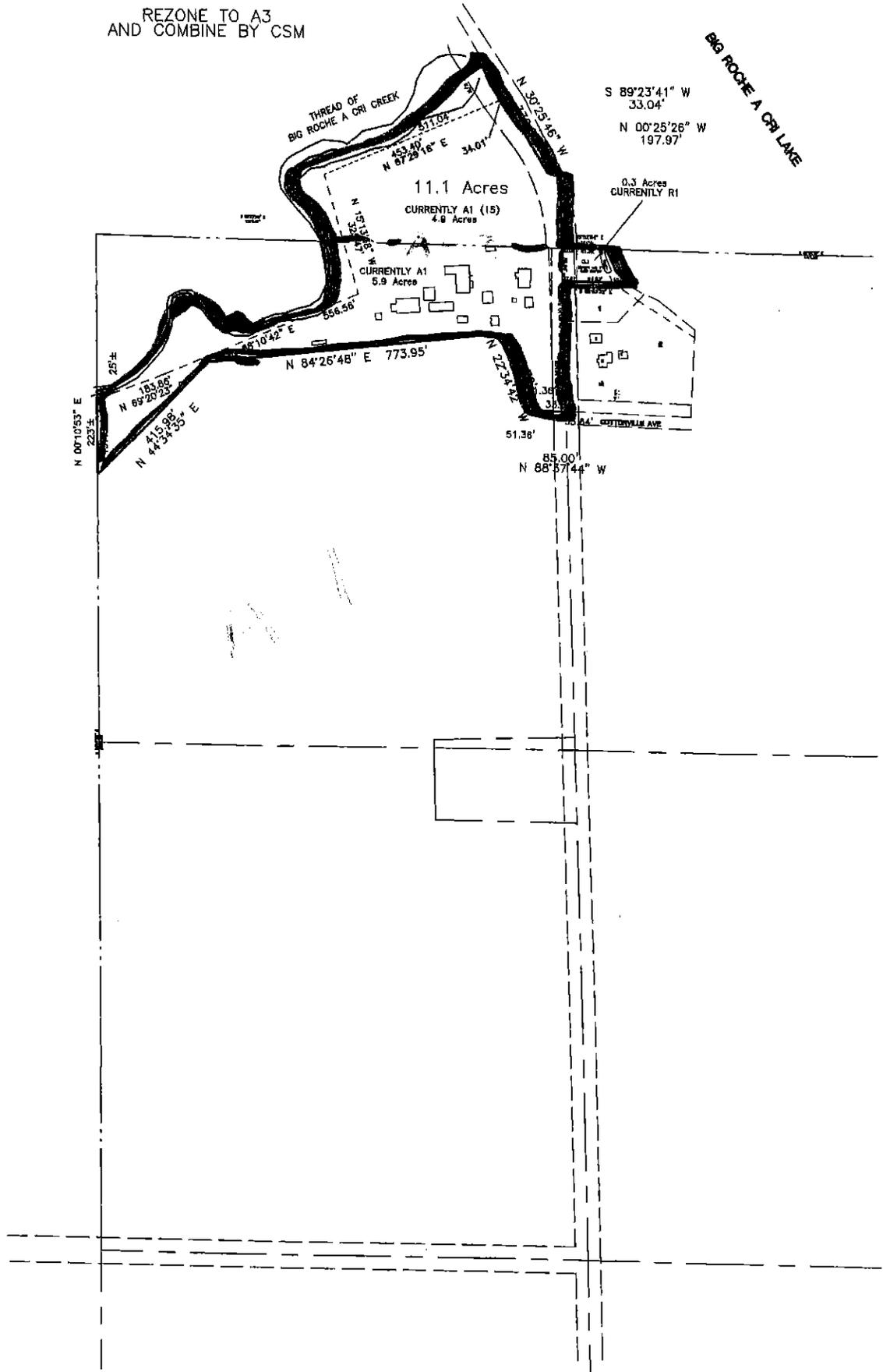
Appearing for without testimony: None.

Appearing against: None.

Correspondence: Notification from the Town Board of Preston that they met on February 5, 2014 regarding this matter and they do not object and feel it is in the best interest of the township. Email from DNR with no comment.

Disposition: Randy Theisen made a motion to approve the request and forward that recommendation to the County Board for final action. Glenn Licitar seconded the motion. Roll Call Vote: 5 -Yes. Motion carried.

REZONE TO A3
AND COMBINE BY CSM



Ordinance No. 6 2014
Security Ordinance

1 The Adams County Board of Supervisors does ordain as follows:
2

- 3 1. To rescind Ordinance 14-2000 attached hereto;
4
5 2. To adhere to standards based on Disorderly Conduct as depicted within States
6 Statutes;
7
8 3. To make effective upon enactment and publication on the _____ day of
9 _____, 2014 according to law.
10

11 Recommended for enactment by the Ad Hoc Transition Committee this _____ day of
12 March, 2014.
13

14 _____
15 _____
16 *Bile Miller* _____ *Fluence Johnson*
17 _____
18

19 Enacted _____
20 Defeated _____ by the Adams County Board of Supervisors
21 Tabled _____ this _____ day of March, 2014.
22

23 _____
24 Chairman _____ County Clerk _____

COUNTY BOARD MEETING SECURITY ORDINANCE

The County Board of Supervisors of the county of Adams does ordain as follows:

1. Authority. This ordinance is enacted under the authority of sections 59.51(1), 59.52(6)(b), and 59.54(6) of the Wisconsin Statutes.
2. Findings. The Adams County Board of Supervisors hereby finds that the provisions of this ordinance will serve a public purpose by aiding in the administration of county government, by providing a safe and secure environment in which the county board of supervisors may meet, by providing proper controls over the use of county property, and by assisting in the preservation of peace and good order within Adams County.
3. Prohibited Conduct. No person shall do any of the following while the Adams County Board of Supervisors is in session, including while the board is in recess, or during a period of time thirty minutes before the published starting time of a county board session or during a period of time thirty minutes after the adjournment of a county board session:
 - (a) Approach within three (3) feet of a county board supervisor who is in his or her chair or at his or her desk in the county board meeting room, unless such person is an employee or officer of Adams County or unless such person has obtained the express consent of the county board supervisor.
 - (b) Engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance on county property or within sight of the building or location where the county board meeting is or was held.
 - (c) Approach using an unreasonably loud voice any county board supervisor while the supervisor is on county property or at the building or location where the county board meeting is or was held.

4. Enforcement and Sanctions. Any person violating any provision of this ordinance may be required to forfeit an amount not more than \$100.00 in addition to statutory costs. Violations may be enforced by citation or by any other procedure allowed by law.
5. Posting. A copy of this ordinance will be posted at or near any location where the county board of supervisors is to meet.
6. Effective Date. This ordinance shall take effect upon enactment and publication according to law.

Published in the Times-Reporter, the official newspaper of Adams County, on the 29 day of March, 2000.

Recommended for enactment by the Adams County Rules Committee on this 21 day of March, 2000.

George Kaldenberg
Frances W. Kaldenberg James D. Jensen

Enacted by the Adams County Board on the 21 day of March, 2000.

Bev Ward
 Bev Ward, County Clerk

George Kaldenberg
 George Kaldenberg, Board Chairman



Trena Larson

Administrative Coordinator/Director of Finance

400 N. Main Street P.O. Box 102 Friendship, WI 53934-0102

Phone: 608-339-4579 Cell: 608-403-1618 Fax: 608-339-4509

Trena.Larson@co.adams.wi.us

County Board 03/18/14

Office Activities

1. Coordinate Year End processes
 - a. Define tasks to be completed for annual audit
 - i. Assign to staff and myself
 - b. Complete Workers Comp – Final payroll audit
2. Work on resolving encroachment at Airport
3. Working with Corporation Counsel on correspondence from DNR in regards to The Easton Store
4. Coordinate with Marcia on training opportunity for management staff
 - a. Effective Supervisory Practices (1/30)
 - b. Building a Great Workplace: Ethics, Respect, and Safety (2/27)
 - c. Charting the Course and Staying on It: Strategic Planning, Managing Workflow, and Budgeting (03/27)

Upcoming Activities

1. Coordinate Year End processes
 - a. Complete tasks related to annual audit (04/7/14 - 04/16/14)
2. Review Employee Handbook and General and Administrative Policies for conflicts in language
 - a. Prepare a Training
3. Complete Incident Command System (ICS) 400 – Emergency Management

Wisconsin Department of Agriculture, Trade & Consumer Protection, Fair Coordinator, Division of Agricultural Development
2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911

ANNUAL REPORT

(Do NOT add, change or delete lines)

Adams Co

Fair &/or Agricultural Society for the year 2013 which is made in accordance with the provisions of State Law. The State Aid Law requires that this be filed on or before December 31 of the calendar year in which the fair is held.

RECEIPTS

Administrative Income	\$ <u>653⁷⁹</u>
Aid--State	<u>3507⁹⁷</u>
Aid--County and Other Governmental	<u>5000⁰⁰</u>
Advertisements	<u>—</u>
Gate Receipts (Include Parking)	<u>8983⁵⁰</u>
Grandstand (Include Tax)	<u>—</u>
Space Rental to Concessionaires and Commercial	<u>1983⁰⁰</u>
Contest Entry Fees	<u>4385⁰⁰</u>
Fair Operated Concessions	<u>2961⁰⁰</u>
Stall and Pen Fees	<u>—</u>
Exhibitor Entry Fees	<u>260⁰⁰</u>
Gifts	<u>—</u>
Loans	<u>—</u>
Use of Grounds Rentals	
(Non-Fair Income)	<u>3711⁰³</u>
Sponsorships, Donations, etc.	<u>16700⁰⁰</u>
Merchandise, Sold	<u>—</u>
Milk Sales	<u>—</u>
Fairest of the Fair Contest	<u>—</u>
Vendor (Recovery) Insurance	<u>—</u>
Carnival Income	<u>9338⁰⁰</u>
Meat Animal Sale	<u>—</u>
Merchandise	<u>—</u>
Miscellaneous (Itemize Items Over \$500)	
a. \$	
b.	
c.	
Total Miscellaneous	
Total Receipts	<u>57483²⁹</u>
Cash on hand (Last Report)	<u>1431031</u>
Total	<u>71793⁶⁰</u>

DISBURSEMENTS

Administrative Expense	\$ <u>1015⁶⁰</u>
All Federal Taxes	<u>—</u>
All State Taxes	<u>—</u>
Salaries and Cost for Service	<u>1852⁹⁰</u>
Officers' Salaries and Expense	<u>5066⁶³</u>
Superintendents and Assistants	<u>—</u>
Judges	<u>1560⁰⁰</u>
Premiums	<u>6447⁵⁰</u>
Supplies, Ribbons, and Trophies	<u>1154²⁹</u>
Printing, Premium Books, and Programs	<u>627⁵⁰</u>
Advertising	<u>3141⁷⁴</u>
Association Dues and Memberships	<u>490²⁰</u>
Insurance	<u>3791⁰⁰</u>
Utilities	<u>8442⁵³</u>
Rental of Equipment	<u>—</u>
Special Acts, Features, and Contests	<u>12517¹³</u>
Fair Operated Concessions	<u>—</u>
Merchandise, Bought for Resale	<u>—</u>
Maintenance, Buildings and Grounds	<u>11396⁴²</u>
Fairest of the Fair Contest	<u>555⁰⁰</u>
Plant and Equipment (Permanent)	<u>—</u>
Meat Animal Sale	<u>—</u>
Interest on Loans	<u>—</u>
Repayment of Loans	<u>—</u>
Miscellaneous (Itemize Items Over \$500)	
a. \$	
b.	
c.	
Total Miscellaneous	
Total Disbursements	<u>58058⁴⁴</u>
Cash on hand	<u>13735¹⁶</u>
Total	<u>71793⁶⁰</u>

STATEMENT MUST BALANCE

FINANCIAL STATEMENT

As of 31 Dec 2014

ASSETS

LIABILITIES

Cash..... \$ 13735¹⁶
 Receivables..... _____
 Land (y Adams Co) farms _____
 Buildings..... _____

Fixtures 47932³¹

 Total..... 61667⁴⁷

Payables..... \$ _____
 Bonds, Mortgage Loans..... _____

 Capital Stock Outstanding..... 61667⁴⁷
 Surplus..... _____
 Total..... 61667⁴⁷

STATEMENT MUST BALANCE

Explanatory statement Adams Co Fair allows other Co. Nonprofits to use fairgrounds by paying for utilities & insurance

AFFIDAVIT OF OFFICERS

State of Wisconsin

County of Adams

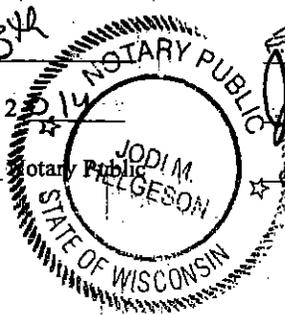
JAMES C GRONOWSKI, Treasurer, and LIANA CLAVIN, Secretary of the above-named Agricultural Society, being severally duly sworn on oath depose and say that the foregoing is a true and correct statement of receipts and disbursements of the said Society for the past year and a true and correct statement of attendance at its annual fair held on

13 day, 2014.

Subscribed and sworn before me this 13th

day of January A.D., 2014

Jodi M Helgeson
Adams Co. Wisconsin



James C Gronowski President
James C Gronowski Treasurer
Liana Clavin Secretary

Do NOT add, change or delete lines

ATTENDANCE RECORD

(Please fill this in, as it is important to have an accurate count for the Annual Report)

Do NOT add, change or delete lines

REGULAR GATE ATTENDANCE

	Number of Tickets Sold	X	Price of Each Ticket	=	Total Dollar Amount
Adults	1797	X	5.00	=	8983 ⁵⁰
Children	Free	X		=	
Senior Citizens	Adult ticket	X		=	

SEASON GATE ATTENDANCE

Do NOT add, change or delete lines

Multiply the number of season tickets sold by the number of days the fair was held for which admission was charged, which will give total admissions.

	Number of Tickets Sold	X	Number of Fair Days	=	Total Admissions
Adults		X		=	
Children		X		=	
Senior Citizens		X		=	
Exhibitor		X		=	

	Price of Season Tickets	X	Number of Tickets Sold	=	Total Dollar Amount
Adults		X		=	
Children		X		=	
Senior Citizens		X		=	
Exhibitor		X		=	

Total NUMBER of Admissions
Regular and Season

1797

NUMBER of Children &
Others Free

Thursday free
Saturday Days estimated at 3500/Day

TOTAL NUMBER ATTENDANCE _____

TOTAL DOLLAR AMOUNT \$ 8983⁵⁰

VEHICLES

Do NOT add, change or delete lines

	Number of Vehicles	Price of Each Ticket
Single Vehicles	<i>free Parking</i>	
Season Vehicles		
TOTAL parking		\$
GRAND TOTAL (Gate Receipts & Parking)		\$

GRANDSTAND

Do NOT add, change or delete lines

	Number of Tickets	=	Total Dollar Amount
Adults	<i>free GRANDSTAND</i>	=	
Children			
TOTAL Adults		=	
TOTAL Children		=	

TOTAL Paid Admissions 1797

Children & Others Free 7000

TOTAL Attendance 8797

Cash (over or under)

\$ 8983⁵⁰

TOTAL Grandstand

\$ —

County and District Fairs Visitation/Inspection Report

Name of fair visited: Adams County Fair Address: Friendship

Fair personnel contacted: Sec./Board members

Date: 8-9-13 Name of carnival: A & P Person contacted: Family

Day of fair: 2nd Time of visit: from 9:45 to 11:15 Weather conditions: Cloudy

Observation and evaluation of the following:	Excellent	Very Good	Good	Fair	Needs Improvement
Condition of parking area		X			
General appearance of grounds and buildings		X			
Sanitation and condition of restrooms		X			
General condition of the midway and games		X			
Amount and quality of exhibits a. Junior class b. Open class		X X			
Judging, judging sheets and procedures		OK			
Police protection and emergency equipment		X			
General attitude and mood of fair-goers		X			

Comments of specific exhibits:

Livestock: Barns well decorated, good quantity of animals Cultural Arts: Very Good

Small Animals/Poultry: Very good quantity Antiques: Very good

Fruit, Vegetables & Crops: Very good Foods & Nutrition: Very good

Flowers & House Plants: Very good School Exhibits: Very Good

Signage: Good signage for wash stations Booths: Excellent

Customer Service: Very good Miscellaneous: Very Good Photography, Clover Buds

and half barrels of flower for landscaping. Also a new clay track.

Brief, overall summary of this fair: A lot of hard work, but you folks do a very good job putting on your fair.

Fairs Coordinator
 Dept. of Agric., Trade & Consumer Protection
 P.O. Box 8911
 Madison, WI 53708-8911
 608/224-5116, 608/224-5131
 Fax: 608/224-5110

Signed 

 DATCP Representative

ORDINANCE NO. 14-02

AN ORDINANCE TO REVISE AND CONSOLIDATE, AMEND, SUPPLEMENT AND
CODE OF ORDINANCES AND BY LAWS OF THE TOWN OF ROME

The Town Board of the Town of Rome, Wisconsin, do ordain as follows:

Section 1. The amendment to the Code of Ordinances in book form entitled, "Municipal Code of Ordinances of the Town of Rome", having been placed on file and open to public inspection in the office of the town clerk and in the office of the town zoning administration, in accordance with the procedure provided under Sec. 66.0103 of Wis. Stats. is hereby adopted as an amendment to the general Code of Ordinances in and for the Town of Rome, Adams County, Wisconsin.

Section 2. The amendments to the Code of Ordinances are hereby adopted in:

CHAPTER 10 ZONING
10.11 LA LAKE DISTRICT (2) PERMITTED USES (B) 5. B
10.11(2) PERMITTED USES (B) 8

Section 3. Summary of the amendment to Chapter 10 Zoning: outlaws portable toilets and vault privies on camping lots in the LD (Lakes District), protecting the look and property values of the neighborhoods but also protects the campers rights by allowing certain types of portable toilets if they are completely enclosed within the camping unit.

Section 4. This ordinance shall take effect upon passage and posting as required by law.

Adopted: February 20, 2014
Posted: February 21, 2014


Clerk Terri Anderson


Chairman Phil McLaughlin

Terri Anderson certified that a copy of Ordinance 14-02 was posted on February 21, 2014 at the

Rome Municipal Building
Pritzls Trading Post
US Bank
Nekoosa State Bank

10.11 LD LAKE DISTRICT; (1) PURPOSE: This district is intended to provide regulations that address the unique concerns of residential developments in waterfront and near waterfront areas. The limited number of permitted uses, and absence of conditional uses, are intended to foster neighborhoods dedicated exclusively to uses associated with one (1) family and that protect the environmentally sensitive nature of lakefront areas.

(2) PERMITTED USES

(a) Single family dwellings, constructed to the standards of the Wisconsin Uniform Dwelling Code, and used for owner-occupancy or long-term (31 days or more) rental purposes, and accessory buildings.

(b)

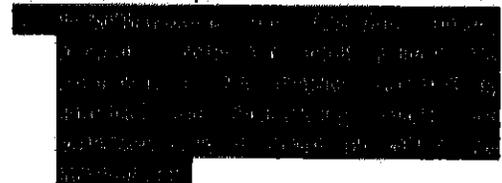
1. **Camping limit:** One (1) camping unit in a subdivision; (2) camping units outside a subdivision.
2. **Season:** Camping is allowed from April 14 through November 30.
3. **Permit Required:** An annual permit issued by the Zoning Administrator is required for seasonal camping on any lot on which a single family residence does not exist.
4. **Guest Camping:** A second camping unit to be occupied by guests of a lot owner shall be permitted on the zoning lot in a subdivision between April 15th and October 15th of each calendar year for no more than three (3) non-sequential periods of a maximum of ten (10) days each in duration. At least fifteen (15) days must elapse between each such period. A guest camping permit issued by the Town of Rome is required.
5. **Water/Septic requirements;** Commencing on January 1, 2012, camping may not occur on a lot on which a single family residence does not exist unless said lot satisfies both of the following requirements:

a. Is either connected to water service offered by the Rome Water Utility or is served by a private, code-compliant well providing potable water; and,

b. Is  connected to a municipal sanitary sewer system or is directly served by a private onsite waste treatment system



6. **Off-Season Camping Permit:** Camping is permitted from December 1 through April 14th only upon issuance of an off-season camping permit by the Zoning Administrator. Such camping is limited to no more than two (2) occurrences for a cumulative total of no more than twenty-one (21) days during any off-season period. A separate permit is required for each occurrence and will only be issued upon proof that the camping unit will be connected to either a municipal sanitary sewer system or has direct access to a private onsite waste treatment system approved by the State of Wisconsin and Adams County.
7. All permits required herein must be displayed in a weather-resistant receptacle that is securely attached, below the address sign, to the town-issued address identification post.



(c) Home Occupation

(d) One Shed

(3) CONDITIONAL USES: None

(4) HEIGHT, SETBACKS, AREA AND OTHER REQUIREMENTS:

(a) Lot Requirements:

1. Frontage: Min. 70 ft.

1. Area: one (1) acre

3. Depth/Width: Max. 4:1

ORDINANCE NO. 14-04

AN ORDINANCE TO REVISE AND CONSOLIDATE, AMEND, SUPPLEMENT AND
CODE OF ORDINANCES AND BY LAWS OF THE TOWN OF ROME

The Town Board of the Town of Rome, Wisconsin, do ordain as follows:

Section 1. The amendment to the Code of Ordinances in book form entitled, "Municipal Code of Ordinances of the Town of Rome", having been placed on file and open to public inspection in the office of the town clerk and in the office of the town zoning administration, in accordance with the procedure provided under Sec. 66.0103 of Wis. Stats. is hereby adopted as an amendment to the general Code of Ordinances in and for the Town of Rome, Adams County, Wisconsin.

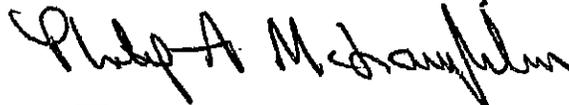
Section 2. The amendments to the Code of Ordinances are hereby adopted in:
CHAPTER 10 ZONING
10.02 RULES GENERAL INTERPRETATIONS (1) (B)

Section 3. Summary of the amendment to Chapter 10 Zoning: keeps the Town's Zoning rules current with state statute and simply states that if a part of the zoning rules are found to be invalid, the remainder of the zoning rules will remain in effect.

Section 4. This ordinance shall take effect upon passage and posting as required by law.

Adopted: March 6, 2014
Posted: March 7, 2014


Clerk Terri Anderson


Chairman Phil McLaughlin

Terri Anderson certified that a copy of Ordinance 14-04 was posted on March 7, 2014 at the

Rome Municipal Building
Pritzls Trading Post
US Bank
Nekoosa State Bank

**PLAN COMMISSION
FINDING OF FACTS
For
Zoning Code Text Amendment**

Applicant: Town of Rome
1156 Alpine Dr
Nekoosa, WI 54457

715-325-8019
zoning@romewi.com

Sections to be amended: 10.02(1)(b)

Proposed amendment: Amendment of section to expand the scope of the severability clause.

Finding of Fact: Keep the Town's zoning ordinance current with changes in State Statute.

Plan Commission Chairman: _____ **Dated:** _____

Plan Commission Recording Secretary: _____ **Dated:** _____

Proposed amendment in **YELLOW BOLD**

(b) If any Court of competent jurisdiction shall adjudge invalid the application of any provision of this Chapter to a particular property, building, or other structure, such judgment shall not affect the application of said provision to any other property, building, or structure not specifically included in said judgment. The provisions of this Chapter are severable. If any provision of this Chapter is held by a court of competent jurisdiction to be invalid, or if its application to any person, property or circumstance is invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application.

10.02 RULES GENERAL INTERPRETATIONS:

(1) The following rules of construction apply to this Chapter: The particular shall control the general: In case of any difference of meaning or implication between the text of this Chapter and any caption or illustration, the text shall control; the word "shall" is always mandatory whereas the word "may" is permissive; words used in the present tense shall include the future, and words used with singular number shall include the plural, and the plural the singular, unless the context clearly indicates the contrary; "building" or "structure" includes any part thereof; the phrase "used for" includes "arranged for", the word "person" includes an individual, a corporation, a partnership, an incorporated association, or any other similar entity; unless the context clearly indicates the contrary, where a regulation involves two (2) or more items, conditions, provisions, or events connected by the conjunction "and", "either" or "or" the conjunction shall be interpreted as follows: "and" indicates that all the connected items, conditions, provisions or events shall apply; "or" indicates that the connected items, conditions, provisions, or events may apply singly or in any combination; "either/or" indicates that the connected items, conditions, provisions or events shall apply singly but not in combination; all measured distances shall be to the nearest integral foot, if a fraction is one-half (1/2) foot or more, the integral foot next above shall be taken; the masculine gender includes the feminine and neuter.

(a) The provisions of this Chapter shall be held to be minimum requirements and shall be liberally construed in favor of the Town and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes and related administrative codes.

~~(b) If any Court of competent jurisdiction shall adjudge invalid the application of any provision of this Chapter to a particular property, building, or other structure, such judgment shall not affect the application of said provision to any other property, building, or structure not specifically included in said judgment.~~

The provisions of this Chapter are severable. If any provision of this Chapter is held by a court of competent jurisdiction to be invalid, or if its application to any person, property or circumstance is invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application.

Ad Hoc County Board Rules Minutes

February 13, 2014, 1:00 p.m., A160

The County Clerk called the meeting to order at 1:03 p.m. The meeting was properly noticed. Roll call: Gatterman, Allen, Djumadi, Roekle, and Edwards. Also present Murphy and Stuchlak. Motioned by Roekle/Allen to approve the agenda. Motion carried by unanimous voice vote.

Nominations were opened to appoint a Chair. Roekle nominated Gatterman. There were no other nominations. Nomination was unanimous. Nominations for chair were closed. Motioned by Roekle/Djumadi to appoint Phillippi as recording secretary. Motion carried by unanimous voice vote.

Discuss and/or act on Adams County Board Rules:

Stuchlak requests:

- 1 member from Property to be on Extension
- 3 members should on P & Z and Land & Water; however the committee believe 2 is a more reasonable number
- No one should be a representative on Planning & Zoning if their district (township) has their own zoning
- Would like per diem increase by \$5.00

Murphy gave input related the history of merging of the Planning & Zoning/Land & Water Committee, and then separating the committee again. Identified or provide an example of the two departments sharing an ordinance.

RULE I: COUNTY BOARD OF SUPERVISORS

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County.

RULE II: TERM OF OFFICE

The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.

RULE III: HOME RULE

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power.

RULE IV: PARLIAMENTARY PROCEDURE

- A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable.
- B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.

- C. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.
- D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate. If a motion contains several points, a Supervisor may require the motion to be divided.
- E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes.
- F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, she/he shall address the Chair and ~~confine his~~ limit their remarks to the question under debate ~~and avoid personality.~~

Public comment: Murphy asked for clarification of department heads having to participate in the debate as it relates to resolutions and/or subject matter. The committee concurred that the board is generally looking for the clarification and/or understanding of subject matter, not necessarily that the department head is to participate in the debate.

- G. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1st).
- H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- I. All questions shall be put in the order in which they were moved except privileged questions. When a question is under debate, no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
To adjourn	Yes	No	Majority
To lay on the table	Yes	No	Majority
For the previous question	Yes	No	2/3rds
To postpone to a certain day	Yes	Yes	Majority
To commit to a standing Committee	Yes	Yes	Majority
To commit to a Committee	Yes	Yes	Majority
To amend	Yes	Yes, if motion to be amended is debatable	Majority
To postpone indefinitely	Yes	Yes	Majority
To reconsider	Yes	Yes	Majority

All other separate motions shall have precedence in the order in which they are named.

- J. Any Supervisor desirous of terminating debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded the

Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ($\frac{2}{3}$) vote of the County Board.

- K. A Motion to adjourn shall always be in order; a Motion to lay on the table shall be decided without debate; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- M. The Chair may, without suspension of the Rules, call on any County employee for remarks on matters pertaining to their Office or Department.

RULE V: ORGANIZATIONAL MEETING

- A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:
 1. Call the meeting to Order by the County Clerk
 2. County Clerk to indicate if the Meeting was properly announced
 3. Administration of the Oath of Office
 4. Roll Call
 5. Moment of Silence
 6. Pledge of Allegiance
 7. Approve the Agenda
 8. Election of the County Board Chair (two (2) year term)
 9. Election of 1st Vice-Chair (two (2) year term)
 10. Election of 2nd Vice-Chair (two (2) year term)
 11. Go to regular business under Rule XXII.

RULE VI: CALL OF THE ROLL

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

RULE VII: VOTING

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on any matter, the Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

RULE VIII: RULES OF THE BOARD

The Rules of the Board are adopted in even number years at the March regular County Board Meeting.

RULE IX: RULE CHANGE

- A. The Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ($\frac{2}{3}$) vote of Supervisors present.

RULE X: ELECTION OF OFFICERS

The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

- A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations", nominations shall be closed.
- B. ~~Formal~~ Secret ballots are used until a majority vote of the members present elects such Officers.
- C. Each position shall be voted on by separate ballot and each nominee may speak for three (3) minutes.
- D. In the event a candidate does not obtain a majority vote the election shall continue until a majority vote is obtained.

RULE XI: COMMITTEE ON APPOINTMENTS

The Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, and 2nd Vice Chair. The ~~County Board Chair~~ Committee on Appointments shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur within 10 working days of the Organizational Meeting held in April of even numbered years. The County Clerk shall be responsible for maintaining committee listings.

RULE XII: DUTIES OF THE COUNTY BOARD CHAIR ~~OF THE COUNTY BOARD~~

The ~~Chairperson~~ County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board.

- A. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board.
- B. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest.
- C. The Chair/Clerk may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties.
- D. The Chair shall be an ex-officio member of all Committees, ~~but~~ and may vote only in the absence of a member of the Committee if there is no quorum.
- E. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies.
- F. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- G. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- H. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes.
- I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.
- J. Approve County Board Agendas within 24 hours of receipt.

The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality and fairness to the debate when presiding over the County Board.

RULE XIII: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR

- A. The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.
- B. The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. The 2nd Vice Chair shall be moved to 1st Vice Chair position and an election, as provided in **Rule X**, shall be held to elect a new 2nd Vice Chair for the remainder of the term.
- C. In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the 2nd Vice Chair shall assume the Chair's duties and responsibilities.

Discussion regarding the meeting on appointments took place including, Phillippi suggesting to include an orientation process that could be incorporated that day. Discussion continued and the committee consented to the following language:

RULE XIV: APPOINTMENTS AND ORIENTATION MEETING

The second meeting of the newly Elected Board is to be held after the Organizational Meeting. The meeting will be held within 10 working days of the Organization Meeting in April in even numbered years. The meeting will only consist of appointments and Orientation and no additional business shall take place. The order of business for this meeting will be as follows:

- 1. Call the meeting to Order by the Chair
- 2. Was the meeting properly announced
- 3. Roll Call
- 4. Moment of Silence
- 5. Pledge of Allegiance
- 6. Approve the Agenda
- 7. Appointments
- 8. Recess for orientation of board members
- 9. Conducted by Administrative Coordinator, Corporation Counsel, County Clerk and/or outside agencies as applicable
- 10. Reconvene
- 11. Adjourn

RULE XIV: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in **Rule X**, one (1) of the members as temporary Chair.

RULE XV: COUNTY BOARD VACANCY

In the event of a vacancy on the County Board, the County Chairperson shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Chair or the County Clerk.

RULE XVI: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

- A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

RULE XVII: SPECIAL MEETING

- A. The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least 48 hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.
- B. In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

RULE XVIII: ATTENDANCE

- A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4) Wisconsin Statutes. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.
- B. The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

Unexcused Absences

- A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ($\frac{2}{3}$) vote of the members present.
- B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ($\frac{2}{3}$) vote of the members present.
- C. If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor, only to constitute a quorum.

RULE XIX: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum.

RULE XX: OPEN MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes ~~are to be~~ shall be complied with by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session pursuant to §19.89 Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least 24 hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without 24 hours notice, but emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.
- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

RULE XXI: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board.
- B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board or the Board Chair to attend.
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board.
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body.
- E. A seminar or conference ~~at which attendance of the Supervisor has been approved by the County Board, Committee or County Board Chair~~ where funding is available.
- F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.
- G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board.

- H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed.
- I. No per diem payments shall be allowed for attendance at Town Board meetings.

Motioned by Allen/Edwards to increase per diem for County Board meetings and all other meetings by \$15.00. Motion failed by roll call vote. Voting yes, Allen, Gatterman. Voting no, Edwards, Roekle and Djumadi.

Motioned by Djumadi/Edwards to increase per diem for County Board meetings and all other meetings by \$10.00. Motion carried by roll call vote. Voting yes, Allen, Edwards, Djumadi, and Gatterman. Voting no, Roekle.

The per diem rate for attendance at County Board meetings is ~~\$45.00~~ \$55.00. The per diem rate for attendance at all other meetings and events is ~~\$35.00~~ \$45.00.

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
- B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid.
- C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars (\$15.00) for that second (2) or subsequent meeting shall be paid.

Mileage, Meals, and Lodging

All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all County Board meetings. County Board member's shall only be paid mileage if they actually drive to all other Committee meetings. The County Board shall be paid for mileage, meals, and lodging as provided in the Personnel Policies.

Expense Vouchers

Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All ~~Non-County Board~~ members of Committees or other sub-units of County Government who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.

County Board Chair

The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diem.

RULE XXII: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES

A. County Board Agenda. All items, including Resolutions and Ordinances shall be in printed hard copy delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before each meeting of the County Board meeting, present to each supervisor, written minutes of the previous ~~County Board~~ meeting, and current resolutions and ordinances, along with an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda seven days (7) prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. The order of business for all regular County Board meetings may be as follows:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of Minutes
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims
10. Correspondence
11. Appointments
12. Unfinished Business (includes reconsideration of previous months action - see preceding months agenda.)
13. Reports and Presentations
 - a. Administrative Coordinator/Director of Finance
 - b. Department
 - c. Miscellaneous
14. Review Committee Minutes
15. Resolutions
16. Ordinances
17. Denials
18. Petitions
19. Approve Claims
20. Per Diem and Mileage for this Meeting read by the County Clerk
21. Motion for County Clerk to correct errors
22. Set next meeting date
23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes.
24. Adjournment.

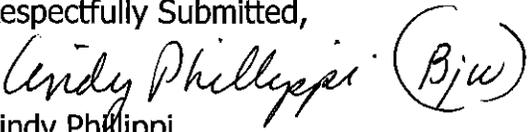
Discussion about incorporating a quarterly meeting of the whole took place, by either starting a regular meeting early or by extending the meeting. Language to include an organizational communicational meeting or something of similarity will be brought back on Feb 17th, 2014. Roekle volunteered to draft the language.

Discuss and/or act on Resolution to adopt the 2014 Adams County Board Rules to be placed on the next agenda.

Next meeting date was set for February 17th, 2014 at 1:00 p.m.

Motioned by Allen/Roekle to adjourn at 3:18 p.m. Motioned carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi

Recording Secretary

These minutes have NOT been approved.

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Draft Revised 3-5-14

AD HOC COUNTY BOARD RULES MINUTES

February 17, 2014, 1:00 p.m., Room A160

The meeting was called to order by Chairman Gatterman at 1:03 p.m.

The meeting was properly noticed.

Roll call: Present, Djumadi, Roekle, Allen, and Gatterman. Excused, Edwards. Also present, Phillippi and Murphy.

Motioned by Roekle/Allen to approve the agenda. Motion carried by unanimous voice vote

Discuss and/or act on Adams County Board Rules:

Committee Agenda. The Home Oversight Committee Chair shall approve/finalize ~~their~~ the Committee's meeting agendas ~~when possible,~~ before it is sent to the Committee members. Items to be discussed shall identify the topic ~~to be discussed~~ with enough specificity ~~so~~ for the members of the Committee and the public's understanding. ~~will know what will be discussed.~~ If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:

Time:

Place:

Agenda:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Roll Call
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation (~~if requested by the Committee Chair~~)
- ~~7. Communications Correspondence~~
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute. (~~This Shall have the approval of the be reviewed by Corporation Counsel as to contents.~~)
13. Adjournment

Any person wishing to attend, who, because of a disability, requires special accommodation, should contact the name of Department and phone number where they may call at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or the majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda. Public participation is limited to agenda items with a 3 minute limitation.

Agendas for a Joint Committee Meeting. The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head(s). Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for joint meeting. The Chairs of the

Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

Public Participation. It is important that individuals have an opportunity to ~~Community members~~ may address the County Board and the Committee at meetings ~~at the portion of the agenda listed as under PUBLIC PARTICIPATION.~~ ~~Citizen members~~ Individuals shall sign their name, address, and indicate the ~~topic~~ agenda item on which ~~the citizen~~ they will be speaking. ~~on the lines provided on the public participation sign-up sheet.~~ The ~~citizen member's~~ individual's name will be called when it is their turn to speak, on the related agenda item. State clearly and concisely the issue. ~~limiting~~ Comments will be limited to a maximum of THREE MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.)

The public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by ~~the~~ a County Board Member before speaking.

Moved to Definitions Section:

~~Community members are asked to follow these guidelines for PUBLIC PARTICIPATION:~~

- ~~1. The topic may must be any item related to County Government part of the agenda.~~
- ~~2. Identify yourself and if representing a group, identify the group.~~

Moved to Public Participation Section:

- ~~3. State clearly and concisely the issue, limiting comments to a maximum of THREE MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.)~~

Moved to Definitions Section:

- ~~4. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.~~
- ~~5. Plan group representation by appointing one or two members to present an issue~~

Moved to Public Participation Section as D.

~~Following the public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by ~~the~~ a County Board Member before speaking.~~

County Board Minutes. Each Supervisor shall read the minutes of the previous Board meeting either ~~in the County newspaper or in the copy sent to them by the County Clerk~~ before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board. The minutes of the County Board meetings will be printed in the County Board Proceedings Book. ~~All minutes shall include the time of adjournment.~~

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

Committee Meeting Minutes. The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. ~~The recorder of the minutes shall also include the time of adjournment in the minutes, and shall sign the minutes verifying they are true and accurate.~~ The recorder is responsible for submitting a hard copy of the meeting minutes with associated hand outs/attachments to the County Clerk within 10 working days after the meeting. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alterations of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and a hard copy given to the County Clerk's Office within five (5) working days of the meeting and shall be made available to the public as requested. At the end of the meeting minutes, it shall read as follows: THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE.

(see appendix)

RECESS: Motioned by Roekle/Allen to recess at 2:05 p.m. Motion carried by unanimous voice vote.
RECONVENE: Called back to order by Chairman Gatterman at 2:10 p.m. All present.

RULE XXIII: COMMITTEES, BOARDS AND COMMISSIONS

After the initial appointment to the Committees, the replacement will be based on the recommendations of the Committee seeking replacement, submitted to the County Board Chair for appointment subject to ratification by the County Board. ~~County Board Chair Committee on Appointments shall recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the County Board. shall make all future appointments.~~ The County Board and Committee Duties and Structure shall be as follows:

County Board General Duties:

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board ~~shall be~~ is responsible for the review and adoption of the Administrative Policy Documents ~~Adams County Personnel and General Administrative Policies and Employee Manual and review them annually.~~
- C. The County Board shall have final approval of the following items, including but not limited to:
 1. County Budget.
 2. Collective Bargaining Agreements.
 3. Transfer of General Funds.
 4. Establish Committees, Boards and Commissions.
 5. Review proposed state and local legislation concerning County Government and make recommendations. Moved from Executive Committee Number 4.
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes.
- E. Elect the County Highway Commissioner per Wisconsin Statutes.

Standing Committees Organization: General Duties: Moved from Committee Organization

- A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- C. ~~Each Committee shall:~~ The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

General Duties:

- A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments. ~~within the Committee's oversight, and refer to the Administrative Coordinator/Director of Finance for further action review.~~
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight.
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve items ~~per the Adams County Personnel and General Administrative Policies~~ including but not limited to:
 - 1. Departmental budget with a written 1 year plan of operation to include goals & expectations
 - 2. Departmental policies and procedures
 - 3. Staffing levels and hours
 - 4. ~~New positions~~
 - 5. Grant applications and acceptances
 - 6. Establish Departmental fee schedules
 - 7. Establish Departmental short and long range goals.
- F. Approve and bring forth intergovernmental agreements and contracts as necessary or as otherwise authorized by law
- G. Approve and bring forth resolutions and ordinances for action by the County Board

ADMINISTRATIVE & FINANCE COMMITTEE

- A. **Membership.** The Administrative & Finance Committee shall be comprised of (5) five County Board Supervisors; one (1) of which would be a member of the Executive Committee; however, this person cannot Chair both the Administrative & Finance Committee and the Executive Committee.
- B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making responsibilities for the following Departments: County Clerk, County Treasurer, Administrative Coordinator/Director of Finance, and MIS.
- C. **Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of funds per the County Budget and Accounting Polices and be consistent with §65.90 of the Wisconsin State Statutes, as they may be amended from time to time.
Duties and responsibilities include, but are not limited to the following:
 - 1. Examine all claims against the County. ~~as referred to the committee~~

2. Provides oversight for all routine County financial matters including review and approval of: audit reports, investments, insurance policies, bonding, contingency funds, and recommends budget amendments to the County Board
3. Review on a monthly basis, the Treasurer's report on County investment activities per §59.62, Wisconsin Statutes
4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment
5. Approve the implementation of a five (5) year technology plan for the County
6. Review and update all computer and technological policies annually
7. Review and update budget and accounting policies annually
8. Review and recommend benefits and compensation structure for all county personnel to the Executive Committee
9. Maintain a level of communication with the Drainage Boards
(bullet items as possible)

D. Sub Committees, Boards and Commissions:

1. **Rural Industrial Development Commission.** This is an advisory Commission, not a policy making Commission.

a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. ~~Ex-Officio members include the President of the Village of Friendship, Mayor of the City of Adams, and all Chairpersons of all Town Boards within the County.~~ Moved below Village of Friendship. The Commission shall consist of representatives from the following and shall be appointed by the County Board Chair and approved by the County Board:

1. Adams Columbia Electric Cooperative
2. Adams County Board Supervisor
3. Adams County Banks
4. Local Business Community
5. Towns
6. City of Adams
7. Village of Friendship
8. Ex-Officio members include:
 - a. President of the Village of Friendship
 - b. Mayor of the City of Adams
 - c. All Chairpersons of all Town Boards within the County
 - d. Adams County Executive Director of the Chamber

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- ~~1. This is an advisory Commission, not a policy making Commission.~~
2. The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
3. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board.

2. **Revolving Loan Fund.** This is an advisory Board, not a policy making Board.

a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.

b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:

- ~~1. This is an advisory Board, not a policy making Board~~

2. Serve new and expanding businesses in Adams County
3. Provide gap financing
4. Encourage investment
5. Encourage creation of permanent, year round jobs
6. Encourage retention and expansion of existing businesses
7. Attract new business
8. Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County.

Motioned by Roekle/Allen to keep Technology Steering Committee deemed as an Advisory Board with only one (1) County Board Supervisor sitting on the Committee who shall serve as the Chair. Motion carried by roll call vote 3 yes, 1 no. Voting yes, Allen, Roekle, and Gatterman. Voting no, Djumadi.

3. Technology Steering Committee. This is an advisory Committee, not a policy making Committee.

A. Membership. The Technology Steering Committee will include 7 ~~8~~ members. The Committee members should be named as follows: Administrative Coordinator/Director of Finance or representative ((ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term), the MIS Department Information Systems Manager, a member of GIS, Health and Human Services ((1) designated by the oversight committee), Public Safety & Judiciary ((1) designated by the oversight committee), and (1)(~~2~~) County Board Member (as designated/appointed by the County Board Chair). The County Board Member will be the Acting Chair.

B. Oversight: ~~Purpose is to~~ Identify areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

EXECUTIVE COMMITTEE

A. Membership. The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:

1. County Board Chair
2. First (1st) Vice Chair
- ~~3. Second (2nd) Vice Chair~~
4. ~~Two (2)~~ Three (3) appointed County Board Supervisors at large.

B. Oversight. The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel and Personnel Director. ~~and Administrative Coordinator.~~

C. Duties and Responsibilities. Duties and responsibilities include, but are not limited to the following:

- a. ~~Interview up to three (3) candidates recommended by~~ The Executive Committee in conjunction with the Oversight Committee will interview up to three (3) candidates to make the recommendation which shall include two (2) members of the Oversight Committee for an appointment to the position of Department Head. ~~subject to approval of the County Board.~~ The Executive Committee in conjunction with Administrative and Finance Committee shall recommend an appointee for the position of Administrative Coordinator/Director of Finance. ~~7 Corporation Counsel and Personnel Director to the County Board for confirmation.~~

- b. Introduce Policy Resolutions that are not the responsibility of another committee. ~~or that affect the County Government as a whole.~~
- c. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
- d. ~~Review proposed state and local legislation concerning County Government and make recommendations.~~ Moved to County Board General Duties as Number 5. Hear policy violations and/or potential issues that may result in litigation.
- e. ~~Review, approve and update the County's mission and goals.~~
- f. Develop short and long range plans for the County.
- g. Set parameters, goals, and give Policy directions to the ~~Administrative Coordinator/Director of Finance~~, Corporation Counsel, and Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.
- h. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
- i. Reviews the recommendation of the Administrative & Finance Committee regarding salaries, benefits and compensation structure for all county personnel, and submit to the County Board for final approval.

4. Sub Committees, Boards, and Commissions. None.

HEALTH & HUMAN SERVICES BOARD

- A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:
 Motioned by Djumadi/Allen to have a member of Finance and not Executive Committee on the Health & Human Services Board. Motion carried by roll call vote, 3 yes, 1 no. Voting yes, Allen, Djumadi and Gatterman. Voting no, Roekle.
 - 1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the ~~Executive Finance~~ Finance Committee.
 - 2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:
 - a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health.
 - b. A good faith effort shall be made to appoint a Physician.
 - c. A good faith effort shall be made to appoint a Registered Nurse.
 - d. No public or private provider of services shall be appointed to the Health & Human Services Board.
- B. **Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year.
- C. **Oversight.** The Health & Human Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.
- D. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
 - 1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations.

2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes.
 3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes.
 4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes.
 5. Develop Policies and authorize direction and planning for the delivery of all human services; Health & Human Services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government.
 6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided.
- E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to its subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall have interaction and communication with the Veteran Services Commission, Central Wisconsin Community Action Council, and North Central Wisconsin Workforce Development Board.
1. **Aging Advisory Committee.**
 - a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least 50% of older individuals. At least five (5) members will be age 60 and over, and five (5) shall be citizen members. The remaining members shall be the ADRC Manager serving as the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
 - b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
 - c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. This is an advisory Committee, not a policy making Committee.
 2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging.
 3. Meetings are held quarterly.
 2. **Central Wisconsin Community Action Council (CWCAC).** To be moved.
The County Board Chair shall appoint (1) one County Board Supervisor to the CWCAC. The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.
 3. **Nutrition Advisory Committee.**
 - a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
 1. Nine (9) nutrition program participants, with three (3) representing each meal site.
 2. Others representing the public interest, consisting of:
 - (a) One (1) County Board Supervisor
 - (b) ADRC Manger serving as the Aging Director
 - (c) Director of the Health & Human Services Department
 3. Meal site participants shall elect members to serve on the Committee.
 - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy making committee.
 2. Meetings shall be held every two (2) months.
 3. Meetings shall provide opportunity for the Committee to address participant grievances and complaints.
4. **Long Term Support Advisory Committee.**
- a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least 13 members, which shall consist of the following:
 1. ~~Two (2)~~ One (1) County Board Supervisor
 2. Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence);
 3. One (1) representative from each of the following:
 - (a) County Health Department
 - (b) Commission on Aging
 - (c) Health & Human Services Department
 - (d) Local nursing home
 - (e) Local home health agency
 - (f) Local medical center
 - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. This is an Advisory Committee, not a policy making committee.
 2. Meetings are held quarterly.
 3. The Long Term Support Advisory Committee is responsible for approval and oversight of the Community Options Plan (and annual updates).
 4. Assuring coordination of services among local service providers and long-term support programs
 5. Evaluating service delivery.
5. **North Central Wisconsin Workforce Development Board (NCWWDB).** To be moved.
- a. The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Planning and Development & Zoning Committee to the NCWWDB. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.
6. **Veteran Service Commission.**
- a. **Membership.** The Veterans Service Commission shall be comprised of at least ~~three (3)~~ five (5) residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.
 - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. This is an Advisory Commission, not a policy making commission.
 2. Meet a minimum of two (2) times per year.
 3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans.

HOUSING AUTHORITY

- A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the County Board Chair pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:
 - a. Two (2) County Board Supervisors
 - b. Three (3) citizen members

- B. Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:
1. Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.
 2. Own, hold, clear and improve property.
 3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.
 4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.

LAND AND WATER CONSERVATION COMMITTEE

- A. Membership:** The Land and Water Conservation Committee shall be comprised of ~~seven (7)~~ five (5) total members: ~~five (5)~~ three (3) County Board Supervisors, two (2) of which shall serve on the Extension Committee, and the ~~five (5)~~ one (1) same serve on the Planning & Zoning Committee, and two (2) citizen members, one (1) of which shall be an FSA Representative and one (1) from the Adams County Lake Alliance.
- B. Oversight.** The Land & Water Conservation Committee shall confer and have policy making responsibilities for the Land & Water Conservation Department.
1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management.
 2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith.
 3. Supervision of operation and maintenance of County owned dams.
- C. Sub Committees, Boards, and Commissions.** The Land and Water Conservation Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Drainage Board, Lake Districts, and Golden Sands Sub Committee.
1. ~~**Drainage Board.**~~ Insert language under finance related to communication.
 - a. ~~**Membership.**~~ Pursuant to §88.17, Wisconsin Statutes, the Drainage Board shall be comprised of three (3) members, which shall be appointed by the Adams County Circuit Court.
 - b. ~~**Duties and Responsibilities.**~~ The Drainage Board shall carry out all duties and responsibilities as specified in §88.17, Wisconsin Statutes.
 2. **Lake Districts.**
 - a. **Membership.**
 1. The County Board Chair shall appoint a member ~~or nominee~~ of the County's Land & Water Conservation Committee as the County Board's appointee representative.
 - b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.
 3. **Golden Sands Committee.**
 - a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Land & Water Committee to the Golden Sands Committee. That member must sit on the Water Quality Sub Committee.
 - b. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
 - c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
2. To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
3. To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

RECESS: Motioned by Allen/Roekle to recess at 5:09 p.m. Motion carried by unanimous voice vote.

RECONVENE: Meeting was called back to order by Chairman Gatterman at 5:16 p.m. All present.

PLANNING & ZONING COMMITTEE

- A. **Membership.** The Planning & Zoning Committee shall be comprised of ~~seven (7)~~ five (5) total members ~~five (5)~~ three (3) County Board Supervisors, the ~~(5) five~~ same one (1) shall serve on the (Land & Water Conservation Committee and ~~(1) one of which shall be a member of the Executive Committee~~ two (2) of which shall serve on the Extension Committee, and two (2) citizen members. ~~The Planning & Zoning Committee shall be comprised of five (5) County Board Supervisors one (1) of which shall be a member of the Executive Committee and two (2) citizen members.~~ Citizen members are strongly recommended to be comprised of one (1) from a building trade and one (1) from a Planning Commission.
- B. **Oversight.** The Planning & Zoning Committee shall confer and have policy making responsibilities for the following Departments: ~~County Surveyor,~~ Planning & Zoning and Register of Deeds.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
 2. Recommend amendments of the County Comprehensive Plan to the County Board.
 3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee.
 4. Oversee County Surveyor projects and budget.
- D. **Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations regarding appointments ~~to the County Board with respect to the Board of Adjustment,~~ North Central Wisconsin Regional Planning Commission and Land Information Subcommittee.
1. **Board of Adjustment.** Language modified to be in compliance with statutes.
 - a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section 59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. No member shall be a member of the Planning and Zoning Committee, a member of the County Board of Supervisors, or a member of a Town Board. The County shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by the County Board Chairperson. The members shall serve with compensation and shall be removable for cause by the County Board Chairperson upon written charges and after a public hearing.
 - b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer.
 2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass.
 3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done.
2. **North Central Wisconsin Regional Planning Commission (NCWRPC).** To be moved.
- a. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
 1. The County Board Chair shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
 2. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.
3. **Land Information Committee**
- a. **Membership.** The Adams County Land Information Committee will consist of the one (1) County Board Chair Supervisor who will serve as Acting Chair. The Administrative Coordinator/Director of Finance, GIS Technician, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor (in an advisory capacity only).
 - b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
 - c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

PROPERTY COMMITTEE

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy making responsibilities for the Building & Grounds Director/Maintenance Department. ~~as described below:~~
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
 1. To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, to allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation and management of all county owned property, both real and personal.
 2. Set policy for the Adams County Community Center and Room Usage.
 3. To cause to be prepared by all department heads full and accurate records of all capital expenditures (\$5000.00 or greater) in each department no later than the 20th of January of

each year and to cause the same to be filed in the office of the Administrative Coordinator. This committee shall see that the MIS Departments keep a perpetual inventory of the county-owned computers and related equipment, hardware, electronic devices, and the committee may make annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats.

4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in- REM proceedings, requires approval of the County Board.
5. Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.
6. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
7. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
8. Review reports presented by the Airport Manager.

D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission and Adams County Fair Board.

1. **Airport Commission.**

a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members from the Property Committee and three (3) members especially interested in aeronautics appointed by the County Board Chair.

b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:

1. The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
2. The commission shall provide a report to the Property Committee quarterly.

2. **Fair Board.**

a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Property Committee to the Fair Board as a liaison member.

b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to assist and ensure communication between the entities.

1. ~~The Fair Board shall provide a report to the Property Committee quarterly.~~

Moved from page 24

3. **SAFETY COMMITTEE** ~~Adams County has appointed a Safety Committee To address safety issues and oversee the County's workplace safety program. This is an Advisory Committee, not a policy making Committee.~~

A. **Membership.** ~~The Safety Committee consists of One (1) County Board supervisor, the Building & Grounds Director or their designee and two (2) qualified individuals and that may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues~~

that arise in the County.

B. **Oversight:** To address safety issues and oversee the County's workplace safety program.

PUBLIC SAFETY & JUDICIARY COMMITTEE

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors. ~~of which one (1) shall be a member from the Executive Committee.~~
- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, ~~Coroner~~ Medical Examiner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
 2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin Statutes.
 3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
 4. Approve rules, regulations and policies specific to the Sheriff's Department.
 5. Oversee the County Court and Court related processes.
 6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
 7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or renaming of said statute.
- D. **Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.
1. **Local Emergency Planning Commission.**
 - a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;
 1. Elected State and Local Officials
 2. Law Enforcement
 3. Fire
 4. Emergency Management
 5. Health Professionals
 6. Environmental
 7. Representatives of facilities subject to the Emergency Planning requirements and the Media.
 - b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy making committee.
2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

SOLID WASTE COMMITTEE

- A. **Membership:** The Solid Waste Committee shall be comprised of ~~five (5)~~ four (4) County Board Supervisors and one (1) citizen member ~~one (1) of which shall be a member from the Executive Committee~~ and the ~~(5)~~ two (2) same serve on the Highway Committee.
- B. **Oversight.** The Solid Waste Committee shall confer and have policy making responsibilities for the Solid Waste
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. General policy making responsibility for the operations of the Solid Waste Department.
 2. Remain updated of changing legislation regarding waste disposal and recycling, and to ensure County compliance.

HIGHWAY COMMITTEE

- A. **Membership.** The Highway Committee shall be comprised of ~~five (5)~~ four (4) County Board Supervisors and one (1) citizen member. ~~one (1) of which shall be a member from of the Executive Committee.~~ The ~~five (5)~~ two (2) same serve on the Solid Waste Committee.
- B. **Oversight.** The Highway Committee shall confer and have policy making responsibilities for the Highway Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
- D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.
 1. **Traffic Safety Commission.**
 - a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
 1. Highway Commissioner
 2. Sheriff or Chief Deputy
 3. County Highway Safety Coordinator
 4. One (1) representative designated by the ~~County Board Chair~~ Committee on Appointments from each of the disciplines of education, medicine, and law
 5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety
 - b. **Duties and Responsibilities.** Include but are not limited to:
 2. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to 83.013
 3. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
 4. Committee shall file a report on each meeting with the Department of Transportation.
 5. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident

rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

PARKS COMMITTEE

- A. **Membership.** The Parks Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Parks Committee shall confer and have policy making responsibilities for the Parks Departments.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - 1. General policy making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan.
 - 2. Assist in determining appropriate programs to be provided by the Recreation Program.

EXTENSION COMMITTEE

- A. **Membership.** The Extension Committee shall be comprised of five (5) County Board Supervisors two (2) of which will serve on the Land & Water Committee.
- B. **Oversight.** The Extension Committee shall confer and have policy making responsibilities for the following Departments: UW Extension Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - 1. General policy making responsibilities.
 - 2. Assist in determining appropriate programs to be provided by the County Extension Department Program.
 - 2. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.
 - 3. ~~Assist in determining appropriate programs to be provided by the County's UW Extension.~~
Move under Property Committee as a Sub Committee

~~**SAFETY COMMITTEE** Adams County has appointed a Safety Committee To address safety issues and oversee the County's workplace safety program.~~

- ~~C. **Membership.** The Safety Committee consists of One (1) County Board supervisor, the Building & Grounds Director or their designee and two (2) qualified individuals and that may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.~~
- ~~D. **Oversight:** To address safety issues and oversee the County's workplace safety program.~~

SPECIAL OR AD HOC COMMITTEES

- A. **Duties and Responsibilities.** Special or Ad Hoc Committees will may be recommended by the County Board Chair Committee on Appointments with approval by the County Board as the need arises, to carry out a specific task ordered requested by the County Board Chair and/or recommended by an Oversight Committee, which duration shall automatically cease upon completion of the task, or at the direction of the Chair Committee on Appointments.

ETHICS BOARD

This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and

any amendments or modifications or revisions thereto, as may be adopted by the County Board.

~~RULE XXIV: COMMITTEE ORGANIZATION~~

~~The County Board Chair shall appoint all members of all Committees after receiving based on the recommendations from of the Committee on Appointments. The appointments are subject to County Board approval.~~

Moved to Section Standing Committees:

- ~~D. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.~~
- ~~E. A majority of the members of any Committee shall constitute a quorum for the transaction of business.~~
- ~~F. Each Committee shall: The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.~~

~~RULE XXV: COUNTY LIBRARY BOARD~~

- ~~A. **MEMBERSHIP.** The Adams County Library Board of Trustees shall consist of seven (7) appointed members who shall be residents of the County. One (1) school administrator or his/her representative, to represent the public school district, or districts, in which the Adams County Library is located; one (1) or two (2) members of the County Board of Supervisors; and four (4) or five (5) members from the County at large.~~
 - ~~B. **TERM.** Members shall be divided as nearly as may be into three (3) equal classes to serve for one, two, and three years respectively from January 1 in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years.~~
 - ~~C. The County Library Board shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to the Adams County Board for the general operation of the library. The Adams County Board shall determine budget appropriations, personnel policies and building usages unless statutes indicate otherwise.~~
- ~~***SCLS. Phillippi is to talk with Jeff Wavrunek regarding the makeup of the South Central Library System/citizenship membership and if this is a subcommittee. If this is needed in the board rules then add it in only if it is necessary.~~

~~RULE XXVI: RESOLUTIONS AND ORDINANCES~~

- ~~A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tues morning)~~
- ~~B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.~~
- ~~C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). The Administrative~~

Coordinator/Director of Finance and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.

- D. Copies of late (should be exceptions and not the rule) Resolutions or Ordinances shall be provided to all Supervisors, ~~Administrative Coordinator/Director of Finance, Corporation Counsel, Personnel Director~~ and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.
- E. All Resolutions and Ordinances shall start with the number one (1) at the beginning of each calendar year. For example: Resolution 1-201_ or Ordinance 1-201__.

RULE XXVII: NEW POSITIONS

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ($\frac{2}{3}$) of the County Board member's present.

Reorganized order in which language was listed to flow better.

RULE XXVIII: FUNDING

- A. **General Fund.** Any appropriation from the General Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- B. **Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).
 - Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.
- C. **To Transfer.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required to permit the transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.
- D. **To Borrow.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)

Annual Budget. The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds ($\frac{2}{3}$) vote of the County Board membership.

RULE XXIX: CLAIMS AGAINST THE COUNTY

- A. All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes,
- B. The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)
- C. Pre-Claim notices (Phillippi will if possible get language that is more definitive)

RULE XXX: RULES IN VIOLATION OF LAW

If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by any court of competent jurisdiction, the remainder of these rules shall not be affected.

RULE XXXI: DEFINITIONS

~~A. Pronouns of masculine gender used herein refer to persons of either sex.~~

B. Majority shall mean the majority of the elected or appointed Supervisors present.

~~The term~~ C. Committee shall be used herein to refer to Committees, Boards, and Commissions, unless otherwise specifically noted.

Moved from page 10 community members guidelines.

Community members are asked to follow these guidelines for PUBLIC PARTICIPATION:

6. The topic may must be any item related to County Government part of the agenda.
7. Identify yourself and if representing a group, identify the group.
8. ~~State clearly and concisely the issue, limiting comments to a maximum of THREE MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.)~~
9. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
10. Plan group representation by appointing one or two members to present an issue

ADRC: Aging Disability Resource Center

FSA: Farm Service Agency

Language to be inserted before special meeting:

RULE ___ Quarterly Communication and Strategic Planning Meeting

The County Board may meet at a minimum quarterly and/or more frequently if necessary to discuss communication needs and advancement of strategic planning. This meeting may include Supervisors, members of management and/or others as deemed appropriate. It is encouraged that this meeting take place in conjunction with a regular county board meeting and a Committee Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior to adjournment of the previous County Board Meeting. This meeting is meant to promote communication, open government and transparency, and encourage forward thinking by respectfully discussing, debating and searching for understanding of County plans.

The order of business for this meeting may be as follows:

1. Call to order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Approve Agenda
5. Review of previous meeting minutes
6. Identify agenda items:
 - a.
 - b. etc
7. Set next quarterly meeting date
8. Adjournment

Insert the following language as an appendix for taking minutes:

When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it relates to that particular meeting. The best procedure is to study the minutes of the last several meetings. Become familiar with the type of issues dealt with by the particular committee. A complete study of the agenda and all attachments is helpful to do a good job when taking minutes.

Write as much as possible. If you have holes in your notes, check with the individual who spoke to confirm content of their discussion. In most cases, you will find them helpful. Any staff members or supervisors present at the meeting can also be of assistance.

Recording actions taken is the single most important part of the final minutes. The minutes should identify the item of business, highlights of discussions resulting in an action, and the exact actions of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of the members, the desires of the committee as to what future actions are to be carried out, and who is responsible for carrying them out. The names are necessary for follow-up actions relating to discussions or future action items. You must be able to use good judgment on items of this nature. Be sure to note the name/time of people arriving late and/or leaving early. This is important as it may hinge whether or not a quorum is still present.

Minutes need not be typed verbatim except motions that have occurred or if there is a request for the recording of a statement. Identifying makers of motions and incorporating individual names is required. In typing, the action should be specific, complete, and accurate so that it can stand alone and be referred to at some future time. Final minutes should be typed from your notes and have enough information that accurately reflect the intent of the meeting and actions taken.

Even though other attendees at the meeting may take notes of actions affecting them individually, they are depending upon the meeting secretary for a complete and accurate record of the entire meeting's proceedings.

Related discussion:

Oversight should be changed to Home Committee wherever applicable. Some acronyms' should be placed under definitions to help members of the board. An appendix with a brief explanation to minute taking should be included in the rules. The consensus is to move ADRC, NCWWDB, Community Response, Lake Districts, Golden Sands, NCWRPC to the back of the rules book.

It was also discussed and determined that the front cover of the board rules should say: Guiding principles are based on our mission/vision and values and to insert the language from the adopted resolutions. If any of the language is changed by modification of the current adopted resolutions the front cover can be modified without introducing another resolution to change the cover to avoid redundancy. The committee unanimously consented to this philosophy.

To fix language to be consistent such as pursuant to, one (1) to show the word and then the number, and any other areas, but not to change substance/intent.

Insert Health Insurance as a subcommittee under Finance this will be identified as an Advisory Committee. The purpose is to find ways to reduce costs of health, dental, vision, etc insurances for

both the county and the insured employees. Recommend plan design and cost to the Finance Committee. Membership to include: two (2) County Board Members that are appointed by the board and each department head or their designee.

Motioned by Roekle/Djumadi to approve the resolution to adopt the 2014 Adams County Board Rules. Motion carried by unanimous voice vote.

Set Next Meeting Date: none

Motioned by Roekle/Allen to adjourn at 7:40 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi
Recording Secretary

These minutes have not been approved.

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Draft as of 3-5-14

AD HOC TRANSITION COMMITTEE MINUTES
February 13, 2014, Room A260 9:00 a.m.

The meeting was called to order by Chairman Miller at 9:00 a.m.

Present, Miller, Johnson and Stuchlak. Excused, West and Bays. Also present, Kotlowski, Phillippi, Wagner, Rogers, Fahrenkrug, and Kaye.

The meeting was properly noticed.

Motioned by Johnson/Stuchlak to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Jonson to approve the minutes from November 21, 2013. Motion carried by unanimous voice vote.

West present at 9:05 a.m.

Motioned by Stuchlak/West to deviate to item 6. i. Res. to rescind Chapter 10 Section 1, 3, 5, 6 & 7 and Chapter 11 and work back up the agenda. Motion carried by unanimous voice vote. Motioned by West/Stuchlak to forward resolution to County Board changing rescinding to rescinded contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Johnson to forward Reclassification Resolution to County Board contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance. Motion carried by unanimous voice vote.

Motioned by West/Johnson to strike on line 16 of the Key Control Policy Document "prior to" and insert "on or before" and to forward Key Control Resolution on to County Board contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance. Motion carried by unanimous voice vote.

Discussion on County Board Meeting Security Ord. #1-2000 took place. The committee suggests striking in section 3 "while the Adams County Board of Supervisors is in session, including while the board is in recess, or during a period of time thirty minutes before the published starting time of a county board session or during a period of time thirty minutes after the adjournment of a county board session: Also all of (a) approach with in three (3) feet of a county board supervisor who is in his or her chair or at his or her desk in the county board meeting room, unless such person is an employee or officer of Adams County or unless such person has obtained the express consent of the county board supervisor and to also strike "Meeting" from the title.

After further discussion the committee requested Corporation Counsel redraft the Ordinance and bring it back to the next meeting for further discussion.

Motioned by West/Stuchlak to strike lines 11 & 12, 20 thru 27 and "shall be a resident of the county and" from line 18, then forward Residency Ordinance to County Board, contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance approval. Motion carried by unanimous voice vote.

Motioned by Stuchlak/West to return to a. Discipline & discharge and continue forward on the agenda. Motion carried by unanimous voice vote.

Discipline & discharge: Disciplinary Procedure First, Second, Third & Fourth Offense;

1.01 ~~All communications and complaints that may result in employee discipline shall be made to the Personnel Director in writing. Any communications or complaints that allege Employee misconduct shall be~~

~~documented and such documentation shall be forwarded to the appropriate Department Head for consideration of possible disciplinary action. Any communications or complaints that allege Employee misconduct shall be documented and such documentation shall be forwarded to the appropriate Department Head for consideration of possible disciplinary action.~~

SECTION 2 - DISCIPLINE AND DISCHARGE

2.01 Disciplinary Procedure. Discipline shall be applied to all County employees for violation of the ~~Personnel and General Administrative Policies~~, or other reasonable work standards not specifically defined herein. ~~but only after~~ The Department Head may consults with the Personnel Director or in their absence the Corporation Counsel as deemed appropriate. As part of the disciplinary process, the County ~~shall~~ may conduct an adequate investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet with the employee, and his ~~their~~ union representative if applicable, to discuss the allegations and the response.

~~While~~ The following sequence of discipline is normally administered, there may be circumstances that may accelerate discipline up to and/or including termination. ~~the Personnel Director and Corporation Counsel will exercise the appropriate measure of discipline.~~

- ~~A. First (1st) step offense-- Verbal Reprimand.~~ The employee will be given a verbal reprimand in private. The Department Head or immediate supervisor shall complete the standard triplicate disciplinary form giving the date and time of the verbal reprimand, the reason for the discipline, and in conjunction with the employee include what shall be done to correct the problem in the future. Signatures of both the department head or immediate supervisor and employee are required. ~~employee the reason for being disciplined and also the manner in which the employee shall correct his problem in the future. A letter~~ Copies shall be given to the employee and the Personnel Director to be and placed in the employee's official personnel file. with the signatures of both, the Department Head or immediate supervisor and receiving the reprimand. The letter shall include the date and time of the reprimand, state that this was a verbal reprimand, the reason for the discipline, and include what shall be done to correct the problem in the future.
- ~~B. Second (2nd) step offense - Written Reprimand.~~ The employee shall be given a written reprimand with a copy given to the Personnel Director to be placed in the employee's official personnel file. The written reprimand shall be signed by the Department Head or immediate supervisor and by the employee who is acknowledging receipt. A copy shall be provided to the employee and this will list the rule or policy broken and a manner to improve performance. The employee will be given a written reprimand in private. The Department Head or immediate supervisor shall complete the standard triplicate disciplinary form, giving the date and time of the written reprimand and the reason for the discipline, and include what shall be done to correct the problem in the future. Signatures of both the department head or immediate supervisor and employee are required. A copy shall be given to the employee and one to the Personnel Director to be placed in the employee's official personnel file
- ~~C. Third (3rd) step offense - Suspension/Demotion.~~ The employee may be suspended with or without pay, or demoted, by the Department Head, upon prior approval by the Personnel Director and Corporation Counsel. The Personnel Director or Department Head will send a letter to the suspended or demoted employee, notifying them, cc and/or department head, ~~when applicable~~, of the action taken and place a copy of the letter in the employee's personnel file.
- ~~D. Fourth (4th) or additional, offense- Termination.~~ The employee may be terminated by the Department Head upon prior approval by the Personnel Director and the Corporation Counsel. The

Personnel Director or Department Head shall notify the Chair of the Home Committee of the termination. The Personnel Director or Department Head will send a letter to the terminated employee notifying them, ~~ee-and~~ the department head, ~~when applicable,~~ of the action taken and place a copy of the letter in ~~his/her~~ the employees official personnel file. The Personnel Director will inform the Executive Committee of terminations.

2.02 Department Head Discipline. Unless WI Statutes directs otherwise, in situations involving Department Heads, the Personnel Director or the Corporation Counsel shall administer disciplinary procedures as outlined in this section. ~~regarding first and second offense or Sec. 59.26 Wisconsin Statutes.~~ The Personnel Director or Corporation Counsel shall address the Home Committee prior to discipline. Upon notification from the Personnel Director of a ~~third and fourth~~ offense disciplinary procedures shall be administered by the Home Committee and then the County Board in consultation with the Personnel Director and Corporation Counsel.

2.03 ~~Administrative Coordinator/Director of Finance, Personnel Director and Corporation Counsel Discipline.~~ ~~Unless otherwise directed by the Wisconsin Statutes, in situations involving the Administrative Coordinator/Director of Finance, the Personnel Director, or the Corporation Counsel, the Executive Committee Chair~~ Corporation Counsel shall conduct all disciplinary investigations and administer procedures as outlined in this section regarding first and second offense. The Corporation Counsel shall address the Executive Committee prior to discipline. Upon notification by the Corporation Counsel of a third and fourth offense disciplinary procedures shall be administered by the Executive Committee and then the County Board in consultation with the Corporation Counsel. any disciplinary action in consultation with the Executive Committee and County Board.

2.04 Notification of Termination/Resignation. When notified that an employee is leaving, the Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems at the appropriate time.

2.05 Exit Interview. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director. A summary of comments will be provided to the Department Head and Home Committee.

Next agenda item: County Board Meeting Security

Set next meeting date: March 6th at 9:00 a.m.

Motioned by Stuchlak/West to adjourn at 11:10 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, February 10, 2014 9:00 a.m. Room A160

The meeting was called to order by Chairman West at 9:06 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Sebastiani and West. Excused: Kotlowski. Also present: Sedlar, Diemert, Zander, Cable, Pierce, Larson and Phillippi.

Motioned by Sebastiani/Babcock to approve the agenda. Motion carried by unanimous voice vote. Motioned by Djumadi/Sebastiani to approve the January 9, 2014 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Item #8: Discuss and/or act on utilization of Health and Human Service 240 Fund Balance dollars to purchase furniture for new Department positions and replacement furniture. Motioned by Djumadi/Sebastiani to postpone until Cable is present. Motion carried by unanimous voice vote.

Item #9: Discuss and or Act on budget revision for Land & Water, WDNR Grant – Waterfront Property Information Packets. Motioned by Babcock/Sebastiani to approve the budget revision of \$3,000 – 100.44.43620 and 100.44.56166.412 LCD. Motion carried by unanimous voice vote.

Item #10: Discuss and or Act on budget transfer for Land & Water from Contracted Services to Capital Equipment for the purchase of a Truck. Motioned by Sebastiani/Djumadi to purchase a truck in the amount of \$28,600; with a budget revision of a credit 100.44.56150.316 for \$28,600, and a debit for 100.44.56150.910 of \$28,600. Motion carried by unanimous voice vote.

Item #11: Discuss and/or act on purchase of Solid Waste Compactor. Motioned by Djumadi/Sebastiani to allow Solid Waste to purchase a used compactor that was presented in the amount not to exceed \$106,000 from the equipment fund. Motion carried by unanimous voice vote.

Administrative Coordinator/Director of Finance:

The contingency fund/general fund balance report is currently not available. The cash reconciliation; in progress. Will look at approving the check register at the next meeting as the committee hadn't had time to review.

Item #8: Discuss and/or act on utilization of Health and Human Service 240 Fund Balance dollars to purchase furniture for new Department positions and replacement furniture. Motioned by Djumadi/Babcock to allow Health & Human Services to purchase 12 new desks from 240 fund balance not to exceed \$16,500; and 2 additional desks through the Public Health Department per Res #18-2014, to be approved at the February 18, 2014 County Board meeting. Motion carried by unanimous voice vote.

MIS: McGhee was not present.

County Clerk:

Staff will be short, as there will be a medical leave. We are entering into election cycle with one primary in February for the Town of Strongs Prairie and a referendum in the City of Wisconsin Dells. Discussion occurred regarding submitting a letter to departments regarding meeting notices, booking meeting rooms and deadlines for submitting materials for the County Board Packet to the County Clerk's Office. The committee agrees that sending out letters again is appropriate, then a follow up with the Chair of a specific committee if necessary.

Treasurer:

The department is 1/3 of the way done with the tax deed list. Discussion on the Department of Revenue settlement for rollover townships. One staff person may go into the Leadership Program. The 2014 budget revision for the Drainage Board is not needed; there will be additional funding this year.

Items on next agenda:

IT Tech Steering project review procedure

Next meeting date set for March 7, 2014 at 9:00 a.m.

Motioned by Sebastiani/Djumadi to adjourn at 10:16 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

These minutes have been approved.

Adams County Airport Commission
Minutes for the February 10, 2014 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 6:45PM.

Roll Call: Present were B. Miller, M. Bourke, J. Reuterskiold, S. Pollina, and J. Kotlowski. Also in attendance were M. Scott, airport manager, S. Sundsmo, grounds keeper and Terry Donovan and Paul Strege from Mead & Hunt.

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Pollina, Second by Kotlowski to approve the agenda. All voted aye, motion carried.

Approve the Minutes for January 20, 2014: Motion by Pollina, Second by Reuterskiold, to approve the minutes. All voted aye, motion carried.

Airport Managers Report:

Financial/Review Monthly Check Summary:

Scott passed around the monthly check summary and expenses for January. With just 8% of the year having passed all accounts are within budget.

Review Correspondence:

A letter from Heath Systems University of Michigan was read by Scott. AvFuel, the supplier of the airport fuel, gave three Glideslopes (medical devices that help secure a patient's airway) to the University on behalf of their airport customers. The letter was a thank you sent to the airport fuel customers.

A letter was also received from Phoenix Aviation to give notice that the airport's policy may not be renewed as currently written or may not be renewed in its entirety. According to Scott, finance director personnel were not aware so Scott will be meeting with them on Tuesday.

Scott produced an email from the FAA regarding the visual surface area penetrations that have been identified and lead to the rendering of the GPS Rwy 33 being "not authorized" at night. Five trees have been shown to pose a low to moderate safety risk to the approach and the airport is to develop and report a plan to remove the penetrations. Scott was instructed to respond and inform the FAA that the airport is updating its Airport Layout Plan which will include an obstacle survey to identify the penetrations for their subsequent removal.

Scott also received the Bureau's request for their annual Rates & Charges Survey for 2013. Scott was directed to complete and submit to the Bureau.

Adams County Airport Commission
Minutes for the February 10, 2014 Meeting

Also received from the Bureau was an offer to participate in the 2014 Airport Sponsor Workshop. Scott will contact Stacey Miller from the BOA to determine if attending would be of benefit to the airport.

Discuss and Act on Proposed 2014-2018 Airport Improvement Plan:

A public hearing to discuss the proposed airport improvement plan was held just prior to the commission meeting, starting at 6:00PM. As no negative comments were received it was the consensus of the commission that the proposed improvements are in the best interest of the airport. Motion was made by Pollina to forward the proposed 2014-2018 Airport Improvement Plan to the county for their approval and then forward to the Bureau. Second by Reuterskiold, all voted aye, motion carried.

Discuss MEUW Facility Inspection:

Scott produced the finding from the facility inspection that took place earlier in the year. Four safety items were identified in the report and Scott addressed each one. 1) An electric wire to the water heater was not enclosed in conduit. During discussion it was asked what code requires the conduit. No one, despite the germane vocation of one commission member and an audience member, knew of such a code requirement. Regardless, Sundsmo was directed to look into correcting the item. 2) Exposed wire on power cord. Again, in discussion it was revealed that the cord in question is a low voltage cord and there is no code requirement for low voltage. Still, Sundsmo was directed to look into its correction. 3) Blower attachment to the back of the tractor requires operator to twist in the seat to operate. The snowblower/tractor is used after plowing to blow the snow windrows beyond the runway edge lights. It is not used to remove snow from the runway so its use is limited in scope and time. Regardless, the airports snowplow was obtained from the county about ten years ago and considered obsolete at that time so a new plow is included in the proposed 2014-2018 Airport Improvement Plan. 4) No MSDS book available. There is one on site that includes all known chemicals used at the airport, however the inspector never asked to see it. This item requires no action.

2014 Hangar Ground Lease Payments:

Scott reported that as of last week all hangar owners and access leases had paid their rent with two exceptions. Those delinquent have been sent a reminder of the monthly penalty.

Compliance Inspection Report – Update:

Scott reported that there was nothing new to report.

Motion made by Pollina, second by Bourke to accept the managers' report. All voted aye, motion carried.

Adams County Airport Commission
Minutes for the February 10, 2014 Meeting

Grounds Keeper Report:

Sundsmo reported that all equipment is operational and there is nothing new to report.

Motion by Bourke, Second by Kotlowski to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None

Next meeting set for March 10, 2014 at 7PM at the Welcome Center.

There being no further business a motion was made by Pollina to adjourn. Second by Bourke. All voted aye, motion carried. Meeting was adjourned at 7:05 PM.

Respectfully Submitted,



Michael L. Scott,
Airport Manager



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: October 23, 2013
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Bill Gomoll, Sandy Wormet, Rocky Gilner, John Atkinson,
Bob McClyman, Muriel Harper, Jim Layman, John Wenum,
Dave Singer, Charlie Krupa, Renee Greenland, and John Earl

Absent: Scott Beard

Unexcused Absence: None

Staff Present: Susan Tucker, Lisa Williams, Jim Dahlke, and Kari Labansky

Guests: Kay Gomoll

Opening

1. Motion was made by Bill Gomoll to adopt the agenda with the revisions of adding "Letter E - Adoption of Minutes" under Call to Order and adding "Motion to Approve - Glenville Timberwrights" under Action Items. Seconded by Bob McClyman. Passed unanimously. **MOTION CARRIED.**

Motion was made by Bob McClyman to adopt the August 28, 2013 meeting minutes. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. John welcomed guests Susan Tucker, Lisa Williams, Jim Dahlke, Kari Labansky, and Kay Gomoll.

2. **President's Comments**

John mentioned the by-laws revision work of our Ad Hoc Committee; when completed it will be presented to the full board for approval. We will need to find a new replacement for Denise Herbst as low-income rep for Dodge County. A Resolution will be presented requesting full board approval of a buy-out option of the loan extended to Glenville Timberwrights which would provide more funding for us to loan out to other businesses. We continue work on Rolan's Senior Village in Necedah and Senior Housing on Lot 2 in the Dells. John expressed his sincere appreciation for the hard work of the board members, Executive Director, managers, and staff.

3. Executive Director's Report

Fred updated board members of Robin Skala's illness; she is still in the hospital and we are extending our prayers for her recovery. Our Receptionist, Crystal has resigned; we are conducting a candidate search. Several staff will be attending the upcoming WISCAP Quarterly Meeting in LaCrosse and Fred will be traveling to Stevens Point for a WISCAP Executive Committee Meeting. He presented to the Baraboo Optimist Club earlier in the week. We recently held the Pine Grove 12th Anniversary Celebration in Adams. Fred encouraged board members to attend the Buddy Lee Benefit Show beginning at 12:00 pm on Sunday, December 8th at Wintergreen in Lake Delton. The Holiday Train will take place beginning at 1:30 pm on Thursday, December 5th. The Turkey Raffle will be held on Saturday, November 16th at 7:00 pm at Country Keg.

Motion was made by Bill Gomoll to approve the Executive Directors Report of October 23, 2013. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari presented the Statement of Revenues & Expenditures for period ending September 30, 2013. Total operating revenue reflected \$3,686,606.30 compared to \$2,848,174.35 in 2012. Total expenditures reflected \$3,813,046.92 compared to \$4,088,987.37 in 2012. Revenues are down by 4% and expenditures are down by 7%. Restricted and unrestricted funds reflected (\$126,440.62) compared to (\$240,813.02) in 2012. Restricted funds mainly reflect depreciation and unrestricted funds will change with fundraisers being held in December.

Jim Dahlke presented the 2014 Projected Budget. Funds available for program budgets include: \$78,706 for Employment & Training; \$2,821,635 for Housing & Energy; \$1,039,136 for Food Pantry; \$446,750 for Homeless Unit; \$1,229,196 for Corporate Budget; and \$97,749 for Community Services Block Grant (CSBG)/Admin. Budget totals reflect total revenues of \$5,713,172 and total expenditures of \$5,697,490.

Motion was made by Bill Gomoll to accept the Budget & Finance Report of October 23, 2013. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Sandy Wormet to accept the 2014 Projected Budget as presented on October 23, 2013. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. Ad Hoc Committee

Bill Gomoll asked board members to review the Ad Hoc Committee

Meeting minutes of October 11, 2013. Committee Chair Bill Gomoll called the meeting to order and motion passed by unanimous vote approving the agenda. Committee members reviewed and made suggested revisions to the current agency by-laws:

By-Law 1.05- The Corporation's fiscal year will be the calendar year January 1st through December 31st. The annual compliance and financial audit will be conducted within 120 days ~~at the end of the end of the fiscal year.~~ ~~no later than April 30th~~ each year.

By-Law 2.02, Letter A - Committee members requested further clarification from Fred on the wording "...elected public officials or their representatives."

By-Law 2.02, Letter B- Committee members will review the following sentence further at the next Ad Hoc Committee Meeting, "Election to membership on the Board of Directors shall be for a two (2) year term from the date of the annual meeting." (i.e., Bill Gomoll serves a two-year term and John Wenum serves a one-year term.)

The Ad Hoc Committee will resume on Wednesday, October 23, 2013 at 9:30 am just prior to the Board of Directors Meeting.

There was no formal motion to accept the Ad Hoc Committee Report. This is an ongoing process; all proposed revisions will be presented for full board approval upon completion.

b. **PBP Committee**

John Earl asked board members to review the PBP Committee report of September 13, 2013. Bill Gomoll called the meeting to order and roll call was taken with six members present. Motion passed by unanimous vote approving the agenda and minutes of the August 9, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs; motion passed by unanimous vote approving addition of extra support to main entrance bridge in the amount of \$350. Committee members agreed to form an Ad Hoc Committee to conduct a general review of our Agency By-Laws and Mission Statement. New site drawings for Rolan's Senior Village were reviewed. Because two different banks are financing our projects, the property will be surveyed and split into two separate lots. We anticipate completion of the HOME grant application for the Dells Senior Project in fall or winter of 2013. The Wautoma Food Pantry transfer to Waushara Industries is due for completion by October 1st. A food pantry volunteer recognition lunch is being held on September 30th. Susan Tucker and her staff will be recognized with certificates of appreciation for their presentation at the August 28th board meeting regarding the homeless search and identification. Renee reported on the warming center in Baraboo. Fred reported we may be renting one of our Wisconsin Dells offices for \$300 per month to an attorney from the Chicago area. Fred is working with Tom

Holmes of Glenville Timberwrights regarding possibly refinancing to generate income for our agency to invest in our business development program. Committee members congratulated Fred on receiving the UW-Colleges and UW-Extension Chancellor's Award in Madison, on Thursday, September 12th. The next meeting will be held on Friday, October 11, 2013.

John Earl asked board members to review the PBP Committee report of October 11, 2013. Bill Gomoll called the meeting to order and roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the September 13, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Committee members discussed Rolan's Senior Project including road access. An Appreciation Lunch was held in Wautoma on September 30th to honor Helen Biader and the other Wautoma Food Pantry Volunteers. Waushara Industries assumed management of the Waushara Food Pantry on October 1st. Committee members discussed the Dells Senior Project including possible addition of two market rate units. We will invite the mayor to our next PBP Committee Meeting for additional input. Fred updated the committee on the Wells Fargo House Donation Program with a potential donation in the City of Juneau. Renee updated the committee on Homeless Issues with the warming center in Baraboo. The next meeting will be held on Friday, November 8, 2013.

Motion was made by Jim Layman to accept the PBP Committee reports of September 13, 2013 and October 11, 2013. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

c. **EPF&A Committee**

John Earl asked board members to review the EPF&A Committee report of September 13, 2013. Bill Gomoll called the meeting to order and roll call was taken with three members present. Motion passed by unanimous vote approving the agenda and minutes of the August 9, 2013 EPF&A Committee meeting. No Personnel issues to report. Jim Dahlke presented a budget comparison from 2009 - 2013 which reflected fluctuations due to ARRA funding received. Fred reported we are working on an Annual Plan Draft. Committee members discussed board member term limit exceptions. Motion passed by unanimous vote recommending full board approval of revision to By-Law 2.02, addition of letter "D" which reads, "No member shall serve more than fifteen (15) consecutive years; however in serving the best interests of the agency and board of directors any board member who has served fifteen (15) consecutive years may be

reappointed for another term by majority vote of the board. This extension process may extend up to five (5) additional terms. Motion passed by unanimous vote recommending full board approval of revision to By-Law 3.03 which will now read, "No person shall hold the same elected office on the board for more than eight (8) consecutive years; however in serving the best interests of the agency and board of directors any board member who has served fifteen (15) consecutive years may be reappointed for another term by majority vote of the board. This extension process may extend up to five (5) additional terms. Motion passed by unanimous vote recommending full board approval of revision to the agency Articles of Incorporation, Article Ten, by striking "No member shall serve more than fifteen (15) consecutive years. Motion passed by unanimous vote recommending full board approval of Letty Montenegro as the new Dodge County Low-Income Rep replacing Joe Garvin. Fred reported that no one has been assigned yet as a replacement for Joan Smoke as our Sauk County Elected Official. Committee members agreed to form an Ad Hoc Committee to conduct a general review of our Agency By-Laws and Mission Statement. Motion was approved by unanimous vote to thank Susan Tucker and her staff for their presentation at the August 28th board meeting regarding the homeless search and identification and present them each with a Certificate of Appreciation. Committee members congratulated Fred on receiving the UW-Colleges and UW-Extension Chancellor's Award in Madison. The next meeting will be held on, Friday, October 11, 2013.

John Earl asked board members to review the EPF&A Committee report of October 11, 2013. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the September 13, 2013 EPF&A Committee meeting with the exception of Item #6 regarding revisions to By-Law 2.02 which will be referred back to the Ad Hoc Committee for further review. No Personnel issues to report. No Finance report. Committee members suggested revisions to the Annual Report & Strategic Plan Drafts; motion passed by unanimous vote to continue review at the next EPF&A Committee meeting. The Pine Grove Anniversary Lunch will be held at 1:00 pm today in Adams. Community Action National Standards for Excellence will be discussed at the next EPF&A Committee Meeting. Fred updated committee members on the Weatherization Contract funding adjustment request submitted to the Department of Energy Services asking them to consider CWCAC, Inc. for any additional funding. Fred updated committee members on the possibility of Juneau County appointing us as the lead agency for administration of the CDBG North Central Area Administrative Contract.

The next meeting will be held on Friday, November 8, 2013.

The EPF&A Committee met on October 23, 2013 just prior to the board meeting. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous roll call vote to go into Closed Session. Motion passed by unanimous roll call vote to resume in Open Session. Motion was made by Muriel Harper to recommend full board approval of accepting a buy-out option from TS Holmes Properties, LLC of \$225,000 cash and \$20,000 over a five year period in the form of a personal note. Seconded by Bill Gomoll. After discussion, Muriel withdrew the motion. Motion was approved by unanimous vote to recommend full board approval of Fred continuing financing negotiations with Glenville Timberwrights and Baraboo National Bank for the purpose of recovering funds CWCAC, Inc. dispersed under the 2008 USDA flood recovery grant for businesses. The next meeting will be held on November 8, 2013.

Motion was made by Dave Singer to accept the EPF&A Committee reports of September 13, 2013, October 11, 2013, and October 23, 2013. Seconded by John Atkinson. Passed unanimously. **MOTION CARRIED.**

6. **Program Reports**

- a. **Weatherization**
- b. **Homeless**
- c. **Hunger Reduction**

The Weatherization report reflected total clients served being 60 including 84 audits done and a service goal of 161. To date 45 freezers/refrigerators, 20 furnaces, 14 water heaters, and 7 windows were installed. Susan Tucker presented the Homeless Unit Report. Total cost of all services was \$117,308.92 compared to \$95,433.46 in 2012 and amount of rental assistance paid was \$21,607.91 compared to \$17,604.05 in 2012. We have received a lot of calls from the homeless and continue to refer clients to landlords that may have housing openings. Lisa Williams presented the Hunger Reduction Program Report. There was a 6% increase in households served in July 2013 over 2012 corresponding with a 28% increase in donated and/or purchased foods. July is the month that USDA conducts inventory in their warehouses; no USDA food is delivered. There was a .002% increase in households served in August 2013 over 2012 corresponding with a 1% increase in donated and/or purchased food and a 200% increase in USDA commodities received. We currently have 95 Section 8 vouchers covering Adams, Columbia, Rusk and Taylor Counties. The waiting list for Section 8 is currently closed.

Motion was made by John Atkinson to accept the Weatherization, Homeless, and Hunger Reduction Reports of October 23, 2013. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Renee Greenland to accept the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves submission of the 2014 Community Services Block Grant Application recognizing CSBG dollars as base and core sources of funding with continued use of those funds to develop and strengthen programs that assist local communities in their pursuits to combat and reduce poverty." Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

Board members reviewed the Resolution which reads, "*WHEREAS:* Central Wisconsin Community Action Council, Inc. received grant funding from the United States Department of Agriculture (USDA) in 2008 for the intended purpose to assist successful small business owners adversely affected by the June 2008 floods; and *WHEREAS:* Loans would be provided to business owners to restore and rebuild operations; and *WHEREAS:* Repaid loan proceeds (program income) would be used to assist new and expanding businesses; and *WHEREAS:* CWCAC, Inc. provided a \$400,000 construction loan in November 2008 to TS Holmes Properties, LLC, a Wisconsin Limited Liability Company, for the purpose of rebuilding Glenville Timberwrights, a customized construction business; and *WHEREAS:* The construction of the Glenville Timberwrights building was completed in 2009 resulting in "business as usual" prior to the flooding; and *WHEREAS:* CWCAC, Inc. desires to utilize proceeds (program income) from the business (construction) loan to assist development and expansion of small businesses in our geographic district; and *WHEREAS:* CWCAC, Inc. has demonstrated and is committed to the highest standards of stewardship; however in the best interests of our agency and in the best interests of expanding our Business Development Program and desire to assist many potential businesses using proceeds from the TS Holmes Properties, LLC loan; and *WHEREAS:* TS Holmes Properties, LLC has paid on the loan a total of \$27,000; *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. will accept a "buy-out" from TS Holmes Properties, LLC of \$245,000 which will release them from the mortgage and mortgage note signed on November 13, 2008. A term of the "buy-out" would be a cash settlement, and further *Resolve*, that authority be vested in the President and/or Executive Director to sign all closing documents necessary and required." After discussion, motion was made by Bob McClyman directing Fred to continue

negotiations with Glenville Timberwrights including a cash payment of \$245,000 with a \$20,000 balance due within three to five years as a personal note. Seconded by Bill Gomoll. Passed unanimously. **MOTION CARRIED.**

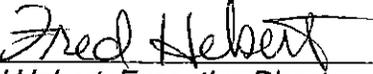
9. **Next Meeting**

Wednesday, December 11, 2013 @ 10:00 a.m.

10. **Adjourn**

Bill Gomoll made a motion to adjourn. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

Signed by:



Fred Hebert, Executive Director

11-18-13
Date

ADAMS COUNTY BOARD OF SUPERVISORS MINUTES
Adams County Board Room, February 18, 2014 6:00 p.m.

Called to Order by the Chairman West at 6:04 p.m.
The meeting properly was announced.
There was a Moment of Silence followed by the Pledge of Allegiance

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02 Rocky Gilner; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-James Bays; Dist. #09-Patrick Gatterman; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #14-Marjorie Edwards; Dist. #15-Jack Allen; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #20-Paul Pisellini. **Excused:** Dist. #03-Larry Babcock; Dist. #16-Bill Miller; Dist. #19-Terry James.

Motioned by Roekle/Edwards to approve agenda. Motion carried by unanimous voice vote.
Motioned by Licitar/Pisellini to approval of January 17 & January 21, 2014 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Bays, Djumadi, Edwards, Eggebrecht, Gatterman and Gilner.

Claims: None

Correspondence: Letter from Heidi Roekle received February 11th, 2014. Letter from Post Prom Committee Chair dated February 5, 2014.

Appointments: Motioned by Bays/Kotlowski to approve all appointments as follows: Appoint Mary Nelson to the South Central Library System Board for a 2 year term, Jeanne Heidemann for a 3 year term (Jan. 2014 – Dec. 2016) and Dana Peterson to replace Leslie Fugate as a representative from the school (term to end Dec. 2014). Appoint Emergency Fire Wardens for Adams County 2014 year. Motion carried by unanimous voice vote.

Unfinished Business: None

Reports and Presentations: Administrative Coordinator/Director of Finance report was submitted in the board packet. Daric Smith submitted a report for RIDC. Motioned by Roekle/Licitar to approve Register of Deeds Annual Report. Motion carried by unanimous voice vote. Motioned by Sebastiani/Allen to approve the Land Information Annual Report. Motion carried by unanimous voice vote. Motioned by Eggebrecht/Bays to approve the Dog License Report. Motion carried by unanimous voice vote.

Resolutions:

Res. #12: Motioned by Djumadi/Pisellini to approve Res. #12 to recognize Norma Osterloh's retirement on January 7, 2014, and honor her 13 years of service to Adams County and the Adams County Health and Human Services Department. Motion to adopt Res. #12 carried by unanimous voice vote.

Res. #13: Motioned by Stuchlak/Bays to adopt Res. #13 to have North Central Wisconsin Regional Planning Commission (NCWRPC) update the Adams County Farmland Preservation Plan in order

remain eligible for participation in the Farmland Preservation Program. Motion to adopt Res. #13 carried by roll call vote, 17 yes, 3 excused. Excused, Babcock, Miller and James.

Res. #14: Motioned by Pisellini/Djumadi to adopt Res. #14 to approve an Intergovernmental Agreement between Adams, Juneau and Sauk Counties Creating the South Central Environmental Health Consortium. Motion to adopt Res. #14 carried by roll call vote, 17 yes, 3 excused. Excused, Babcock, Miller and James.

Res. #15: Motioned by Roekle/Djumadi to suspend the County Board Rules. Motion withdrawn. Motioned by Allen/Roekle to table Res. #15. Motion to table Res. #15 carried by roll call vote, 17 yes, 3 excused. Excused, Babcock, Miller and James.

Res. #16: Motioned by Djumadi/Edwards to send Res. #16 to Finance Committee. Motion to send Res. #16 to Finance Committee carried by roll call vote, 17 yes, 3 excused. Excused, Babcock, Miller and James.

Res. #17: Motioned by Roekle/Allen to adopt Res. #17 to establish for each Department and Public Health a five-year plan that will align and support the County's Mission, Vision, and Values Statements adopted by the Adams County Board and present said written Plan to an Ad Hoc Committee for review of such Plans. Motioned by Roekle/Allen to strike Public Health from lines 3 and 28 and in the title. Motion to amend Res. 17 carried by roll call vote, 16 yes, 1 no, 3 excused. Voting no, Eggebrecht. Excused Babcock, Miller and James. Motioned by Djumadi/Roseberry to amend strike Ad Hoc and replace with Executive and strike bi-annual and replace with to annual. Motion to amend Res. #17 carried by roll call vote, 10 yes, 7 no, 3 excused. Voting no, Edwards, Gatterman, Gilner, Pisellini, Roekle, Stuchlak and West. Excused, Babcock, Miller and James. Motion to adopt amended Res. #17 carried by roll call vote, 12 yes, 5 no, 3 excused. Voting no, Eggebrecht, Gilner, Roseberry, Sebastiani and Stuchlak. Excused, Babcock, Miller and James.

Res. #18: Pulled Resolution to request dollars from the Health and Human Services fund balance to purchase furniture for new Department staff and replacement furniture.

Res. #19: Motioned by Allen/Pisellini to adopt Res. #19 to accept whatever proceeds of a "short sale" in full satisfaction of real estate mortgages described herein. Motion to adopt Res. #19 carried by roll call vote, 17 yes, 3 excused. Excused, Babcock, Miller and James.

RECESS: Motioned by Allen/Kotlowski to recess at 6:50 p.m. Motion carried by unanimous voice vote.

RECONVENE: Called back to order by Chairman West at 7:00 p.m. Roll call, 17 present, 3 excused. Excused, Babcock, James and Miller.

Ordinances:

Ord. #02: Motioned by Stuchlak/Roekle to enact Ord. #2 text amendment to the Adams County Comprehensive Zoning Ordinance. Motioned by Allen/Bays to send back to Planning & Zoning Committee. Motion to send back to Planning & Zoning Committee Ord. #2 by roll call vote, 13 yes, 4 no, 3 excused. Voting no, Gilner and Johnson. Excused, Babcock, Miller and James.

Ord. #03: Motioned by Gatterman/Bays to enact Ord. #3 Ordinance establishing a County Highway driveway Access Policy. Motion to enact Ord. #3 carried by roll call vote, 16 yes, 1 no, 3 excused. Voting no, Bays; excused Babcock, Miller and James.

Denials: None

Petition: None

Motioned by Roekle/Edwards to approve claims. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Roekle to have the County Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set next meeting date at March 18, 2014 at 6:00 p.m.

Motioned by Roekle/Djumadi to adjourn at 7:21 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cindy Phillippi". The signature is written in black ink and is positioned above the typed name.

Cindy Phillippi
Adams County Clerk

These minutes have not been approved.

**Executive Committee Meeting
February 7, 2014 – 8:30 a.m.
Adams County Courthouse, Conference Room A-260**

Minutes

Al Sebastiani, Vice-chair, called the meeting to order at 8:33 a.m.

Present were: Supervisors Allen, Babcock, Johnson and Sebastiani.

Also present: Kenneth M. Wagner, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; and Diane M. Heider, Recording Secretary; Sheriff Sam Wollin; Clerk of Circuit Court Kathleen Dye. Trena Larson, Administrative Coordinator/Director of Finance joined the meeting at 8:55 a.m.

The meeting was properly announced.

Motion by Allen, seconded by Johnson to approve the agenda. Motion passed by unanimous vote.

Motion by Johnson, seconded by Babcock to approve the Minutes of January 13, 2014. Motion carried by unanimous vote.

There was no public participation. There is no new correspondence.

The committee deviated to Agenda Item 13. Corporation Counsel reported the types and number of cases, legal opinions and documents reviewed. West joined the meeting at 8:35 and chaired the meeting. Allen requested that Hilbert Communications give an update to the County Board regarding potential changes to the Master Contract

Discussion regarding establishing elected official compensation for the 2015-2018 term of Clerk of Circuit Court. Kaye distributed a survey of information from other counties. Discussion. Motion by Sebastiani, seconded by Allen, and carried by unanimous vote that the following wages be set for Clerk of Circuit Court:

2015	\$59,000
2016	\$60,000
2017	\$61,500
2018	\$63,000

Discussion regarding establishing elected official compensation for the 2015-2018 term of Adams County Sheriff. Motion by Allen, seconded by Babcock, for a 2% increase in each year for four years. Discussion. Amended motion by Allen, seconded by Babcock, and carried by unanimous vote, that the following wages be set for the Adams County Sheriff:

2015 a 3% increase resulting in wages of	\$77,635
2016 a 2% increase resulting in wages of	\$79,188
2017 a 2% increase resulting in wages of	\$80,771
2018 a 2% increase resulting in wages of	\$82,387

Agenda item #9 was struck, being a duplication of subject matter contained in agenda item #10.

THESE MINUTES ARE NOT YET APPROVED

Discussion regarding a Letter of Agreement provided in the Executive Committee agenda packet. Motion by Allen, seconded by Sebastiani to adopt the Letter of Agreement. Motion carried by unanimous vote.

Discussion regarding designating one County employee to handle all media questions regarding GEITS. Motion by Allen, seconded by Sebastiani, that all contact with GEITS be stopped. Discussion. Allen withdrew his motion. Motion by Allen, seconded by Johnson, that Trena Larson is designated as the Adams County official to handle all media contacts regarding GEITS. Sebastiani left the meeting at 10:25. Motion carried 4-0; Sebastiani absent for the vote. Sebastiani returned to the meeting at 10:28 a.m.

AC/DOF Report. Larson updated committee on correspondence to GEITS from 1/10/14. Schenk is performing an annual audit of the Highway Department. Larson attended 2 meetings of the A-F Wellness Coalition which is investigating the development of a community wellness facility. The new AC/DOF department has a new employee.

Personnel Report. Kaye distributed a handout of department activities.

Kaye went to Bangor and met with MEUW and 4 other municipalities to interview for the Regional Safety Coordinator. None of the applicants were offered the position and additional interviews will be held. MEUW provided copies of the recent safety inspections to the Safety Committee. A theme among all facilities is that there are currently no safety plans for evacuation, tornado, or bomb checklist. Fire hydrant inspections for outlying county buildings have not been performed on a regular basis. Overall there were minor violations in the various facilities, but no OSHA violations were reported. Inspection reports were provided to the respective areas. The Maintenance Director will go to Department Heads in Courthouse, Law Enforcement, Community Center and H&HS facilities regarding deficiencies and can help to develop a plan to correct. Chris Schlecta (MEUW) will attend the February Department Head Meeting, and the March Safety Meeting. The Safety Committee recommended that an ad hoc committee should be formed to bring issues forward and to work directly with each Department representative on safety issues.

OSHA 300 reports are done. Overall there were 19 reportable injuries/incidents County-wide. County Wellness meets regularly. Heart Health program is currently being offered. Future projects will include nutrition and hydration. Zumba classes are well attended.

The District Attorney office expressed concern over air quality in their offices due to leaks in the heating and ventilation system. Kaye described the action taken, inspection, and report of findings. The District Attorney Office staff reported improved conditions.

Motion by Allen, seconded by Babcock to approve January vouchers. Motion carried by unanimous vote.

The next meeting date is set for March 11, 2014 at 8:00 a.m.

Action items for next meeting: None.

Motion by Sebastiani, seconded by Allen, to adjourn at 10:58 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane M. Heider
Recording Secretary

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – February 28, 2014**

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Djumadi at 10:00 a.m.

Roll Call of Board Members: Lori Djumadi, Paul Pisellini, Fran Dehmlow, Rocky Gilner, Heidi Roekle, Deb Johnson-Shuh. Absent excused: Teresa Harvey-Beversdorf, Jack Allen, Dr. Mark Hatton.

Health & Human Services Staff: Diane Cable, Wendy Pierce, Diane Osborn, Donna Richards, Kelly Oleson, Sarah Grosshuesch. Absent excused: Sherrie Manning and Cindi Flynn.

Veterans Services Staff: Dave Guerin

Motion was made by Pisellini / Gilner to approve Agenda in compliance with Open Meetings Law. Motion carried by UVV.

Motion was made by Pisellini / Dehmlow to approve the January 24, 2014 minutes as submitted. Motion carried by UVV.

Public Comment – none

Correspondence – none

Announcements – There will be a Drug Free Task Force Town Hall Meeting on April 15, 2014. Information will be available at the next HHS Board Meeting.

Veterans Service

Review and approval of January 2014 Veterans Service vouchers and financial report. A brief discussion was held and a motion was made to approve the January 2014 Veterans Services Vouchers and Financial Report by Roekle / Pisellini. Motion carried by UVV.

Veterans Service Officer's report. Dave gave a brief update to the HHS Board on the audit that may be occurring during the next year from the State of Wisconsin. The State audit is currently being reviewed by the State Senate which may cause the audit to be put on hold. The State Senate is looking at the affects the audit may have on counties that may not be following grant guidelines.

Health & Human Services

Review and approval of January 2014 Health & Human Services vouchers and financial report. A discussion was held and a motion was made to approve the January 2014 Health & Human Services vouchers and financial report by Pisellini / Johnson-Shuh. Motion carried by UVV.

Director's Report and Manager Narratives – A written report was submitted to the Committee prior to the meeting. A brief discussion was held and an update was given by Diane Cable on the audit that the Behavioral Health Services has been undergoing. The audit is on all of the certified programs provided by Behavioral Health Services. The board will be given an update at the next board meeting. Sarah Grosshuesch also gave the board members an update on some of the Environmental Health Issues and their regulations that her department is currently working on.

Administration – An update was given to the Director and the Department Managers from the HHS Board on the need for a development of a five year Health & Human Services Department Plan. An outline of our 5 year plan will be available for the HHS Board by the next meeting. The HHS Board also asked for the HHS Department to turn in an Annual Report for the 2012/2013 year.

Administration – A handout was presented to the HHS Board explaining the fiscal projection for the year end of 2013. A discussion was held and the HHS Board and HHS Management gave acknowledgement to the Practical Cents workers for the great work they have done, for their outstanding service to HHS Clients and for the positive impact that they have on the community. A discussion was held on how 2013 revenues have not all been reported yet and how they will impact our final yearend balance.

Administration – Diane Cable gave an update to the HHS Board on the furniture request. The resolution was pulled from the last County Board meeting, to have a closer analysis of the HHS fund balance and HHS 2013 yearend projection. Resolution will be resubmitted for the March County Board meeting.

Administration – An update was given by Diane Cable on The Clinical Manager (TCM), Three Pillars Contract and the need for phasing in a tech position for on-going system service and management.

Administration – A brief discussion was held on the process for requesting modifications to the Health & Human Services Building and the HHS portion of the Adams County Community Center.

Children and Families/Behavioral Health – Diane Cable gave an update and a discussion was held on the resolution to accept funding from the State Department of Health Services (DHS) for

Health & Human Services Board Meeting Minutes – February 28, 2014

the Coordinated Services Team (CST) Statewide initiative. A motion was made by Roekle / Pisellini to accept the resolution and to move forward with the process to accept the funding from the State Department of Health Services. Motion carried by UVV.

Behavioral Health Services – An update was given by Diane Cable to the HHS Board on the State Audit of Adams County Mental Health Programs and a brief discussion was held.

Public Health – Sarah Grosshuesch gave a brief update on the Child Passenger Safety and MCH Water Testing policies. A discussion was held on the policies. A motion was made by Roekle / Johnson-Shuh to accept the policies. Motion carried by UVV.

New Business – Outline draft for the projected 5 year plan.

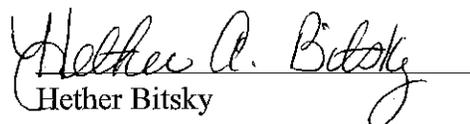
Next Regular Meeting Date – March 28, 2014 @ 10:00 a.m.

Motion to adjourn at 11:15 a.m. by Gilner / Dehmlow. Motion carried by UVV.

These minutes have not yet been approved by the committee.

Minutes respectfully submitted by Hether Bitsky.

Lori Djumadi – Chairperson



Hether Bitsky

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, FEBRUARY 6, 2014 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
Florence Johnson
James Bays

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Barbara Morgan, Scott Whitsett and Greg Jewell

MEMBER ABSENT: Patrick Gatterman ~ Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, February 6, 2014.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, MORGAN AND BAYS. MEMBER ABSENT: GATTERMAN ~ EXCUSED.

APPROVAL OF AGENDA: *Motion by Johnson to approve the Agenda as presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (JANUARY 9, 2014): *Motion by Bays to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for January 9, 2014 Regular Monthly Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

REVIEW & APPROVE EQUIPMENT SPECIFICATIONS FOR ADVERTISING BIDS: CENTER LINER TRUCK & MOWER: Equipment specifications for center liner truck and mower were reviewed by the Highway Committee. *Motion by Bays to approve the equipment specifications for the center liner truck and mower and to advertise for bids, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & APPROVE COUNTY ROAD G CONSTRUCTION MATERIAL QUOTE: The Highway Committee reviewed the material quote for the County Road G Construction Project:

1 ¼" Base Course	40,000 TON @ \$6.30 per ton
¾" Base Course	12,000 TON @ \$6.30 per ton
5" Select Breaker Run	13,000 TON @ \$6.30 per ton

DISCUSS & ACT ON FUTURE ROAD CONSTRUCTION PROJECTS: The Highway Committee and Commissioner discussed future road construction projects for County Road M, P and Z. *Motion by Bays to proceed forward with County Road Z (Alpine Drive to*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
FEBRUARY 6, 2014 ~ 9:00 A.M.**

Wood County Line Construction and start design on County Road P (County Road G to Marquette County Line), second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

DISCUSS & ACT ON STATE PERFORMANCE BASE MAINTENANCE: Highway Commissioner updated the Highway Committee on the State Performance Base Maintenance progress. The Highway Committee instructed the Commissioner to continue to pursue State Performance Base Maintenance Projects and if we would be successful the agreement would be brought back to Highway Committee for approval.

DISCUSS & ACT IN SCENIC BYWAYS: Highway Commissioner updated the Highway Committee on the Scenic Byways. The Highway Committee instructed the Commissioner to continue to work with Scenic Byways as what was previously authorized.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Currently Brushing on CTH Z
- Snow & Ice Events
- Executive Committee Meeting / Shop Foreman & Office Manager moved to exempt status were approved effective 1/1/14.
- Heated Storage Building Deteriorating
- WIPFLI ~ Wage Study

FINANCIAL REPORT: *Motion by Bays to approve the December 2013 Prior to Audit Financial Report as audited, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department January 2014 monthly check summary report was presented to the Committee for review. *Motion by Bays to approve the Monthly Check Summary report as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Winter Maintenance
- Oil Quotes

SET NEXT MEETING DATE AND ADJOURN: *Motion by Bays, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, March 13, 2014 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:45 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Minutes of Joint Administrative & Finance/Executive Committee Meeting
January 23, 2014 – 9:00 a.m.
Adams County Courthouse – Conference Room A-260**

John West, Chair called the meeting to order at 9:02 a.m.

The meeting was properly announced.

Committee members present:

John West, Al Sebastiani, Larry Babcock, Florence Johnson, Jack Allen and Lori Djumadi.
Jerry Kotlowski was excused.

Others present:

Trena Larson, Administrative Coordinator/Director of Finance; Kenneth Wagner, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, recording secretary; Department Heads Cable, Phillippi, Guerin, McLaughlin, Zander, Wollin and Kotlowski; and Carol Collins, Fiscal & Support Services, Sheriff's Department.

Motion by Sebastiani, seconded by Babcock to approve the Agenda. West clarified the reason for removing Item 8 from the first agenda. Motion carried by unanimous vote.

Motion by Allen, seconded by Johnson to approve the Minutes of December 23, 2013. Djumadi commented that page 1, paragraph 11 should be corrected to read that Larson will provide a chart using WIPFLI information on how to compare the midpoint, minimum and maximum to determine how the hourly rates, with a 2% increase, would impact employees. Motion unanimously carried. West instructed the recording secretary to correct the December 23, 2013 minutes.

There is no new correspondence.

Motion by Allen, seconded by Djumadi that the new Health and Human Services AODA/Mental Health Therapist candidate be hired at the rate of \$25.58 per hour at Step 3. Motion carried by unanimous vote.

Discussion regarding developing a philosophy on wage structure including an appeals process. Kaye distributed a handout of materials previously provided to the committee, and gave a synopsis of appeals processes developed by other counties. Motion by Djumadi, seconded by Allen, for Department Heads to use the WIPFLI Position Description Questionnaire form for issues within their own departments for positions and pay grades. Motion by Allen, seconded by Johnson to call. Motion unanimously carried. Motion by Allen, seconded by Johnson to move forward with Djumadi's motion. Motion carried by unanimous vote.

Motion by Djumadi, seconded by Johnson to allow the County Clerk to pull job descriptions, highlight discrepancies and bring to the Committee. Discussion. Motion carried by unanimous vote. West will send a letter to department heads describing the committee's decisions,

THESE MINUTES ARE NOT YET APPROVED BY THE COMMITTEE

expectations and goals. Kaye will have the current job descriptions scanned, grouped by department, and request MIS to place job descriptions on the "T" drive.

A department head may object to the slotting of a position in the WIPFLI study. The Department Head will provide copies of all materials supporting objections, including a detailed Position Description Questionnaire, to the Personnel Director no later than February 13, 2014. The department head will request through the Personnel Director to be placed on the next joint committee meeting. Comparisons are not to exceed regional, using consortium comparisons and benchmarks.

Next meeting date: February 19, 2014 at 9:00 a.m.

Action Items for Next Meeting:

- Discuss and/or act on review of job descriptions if requested by Department Heads
- Discuss how Robert's Rules of Order fits into the County Board Rules
- Discuss calendar of committee meeting dates.

Motion by Allen, seconded by Djumadi to adjourn at 11:08 a.m. Motion carried by unanimous vote.

Respectfully submitted,


Diane M. Heider
Recording Secretary

**LAND & WATER CONSERVATION COMMITTEE MEETING
JANUARY 13, 2014 – 1:00 P.M.
CONFERENCE ROOM A-231**

Minutes

The meeting was called to order by Al Sebastiani, Chair, at 1:00 p.m. The meeting was properly announced.

Attending: Al Sebastiani; Barb Morgan; Glenn Licitar; Joe Stuchlak; Kevin Bork; Terry James; Heidi Roekle; Trena Larson; Wally Sedlar; Reesa Evans; Chuck Sibilsky; and Michelle Harrison, recording secretary.

Motion by Morgan/Roekle, to approve the Agenda. Motion carried by unanimous vote.

Motion by Licitar/Roekle, to approve the Minutes of December 9, 2013. Motion carried by unanimous vote.

Motion by Morgan/Stuchlak to deviate from the agenda and move to item 8. Motion carried by unanimous vote.

Public participation as we go.

Report on Duck Creek Activities- Bill Euclide gave a report on the Duck Creek Watershed advisory group – this Thursday, January 16th at 5:30pm at the Adams Town Hall they will hold their monthly meeting and the WDNR will be giving a presentation on the history of Duck Creek and what the future might hold. Euclide stated that they recently had their elections for their board. He thanked Robin Skala and Joe Stuchlak for their three years of dedication.

Wildlife Abatement and Claims- none

Discuss and/or act on Operational agreement and resolution between Adams County and the USDA Natural Resources Conservation Service. Sedlar stated that he reviewed the agreement. He stated that everything is workable in the agreement.

Motion by James/Licitar to approve the resolution for the agreement between Adams County and the NRCS. Motion carried by unanimous vote.

Michelle Komiskey/NRCS stated that she is looking forward to working more with the department. She also mentioned that the Conservation aid deadline has been extended.

WNDR- none

Report on L&WC department activities- report in packet, no questions were asked.

Report on Central Wisconsin Windshed Partners- none

THESE MINUTES HAVE BEEN APPROVED

Report on Golden Sands Resource Conservation and Development- Stuchlak will be attending the meeting on Thursday, January 16, 2014.

Report on USDA Farm Services Agency- Bork reported that the lowered the corn yield prices for 2013. He also read an article from a Farming/Agricultural magazine.

Financial report- The committee reviewed the financial report. Discussion took place. Motion made by Roekle/James to approve the financials. Motion carried by unanimous vote.

Discuss and/or act on paying the 2014 WLWCA dues. Discussion occurred. Motion made by James/Roekle to pay the WLWCA dues. Motion carried by unanimous vote. Amendment was made by James that the money used to pay the dues needs to come out of the 2014 budget and not to come out of the contingency fund.

Discuss and/or act on Sedlar and Sibilsky attending the WLWCA Annual Conference. Discussion occurred. Sedlar stated that if they are allowed to attend this conference all of the money budgeted for training will be used for the two of them to attend the WLWCA Conference. He gave a hand out showing how much training was issued through the years and this year it was decreased substantially to \$506.00. Motion made by Roekle/James to approve sending Sedlar and Sibilsky to the WLWCA Conference. Motion carried by unanimous vote. It was stated that for any further training it would need to come before the committee for approval.

Discuss and/or act on resolution to apply for grant to inventory 14 mile creek, Big Roche a Cri, and Little Roche a Cri watersheds. Discussion occurred. Motion made by James/Licitar to approve the resolution to apply for a grant for the inventories. Motion carried by unanimous vote.

A handout was given that showed the correction for payroll that will be included in the actual grant application.

Discuss and/or act on resolution to apply for municipal dam grant through the WDNR for Cottonville dam repairs. Discussion occurred. Grant is due Jan 22, 2014. Sedlar gave an explanation as to why he chose the Cottonville Dam over Sherwood and Arrowhead seal repair. Motion made by Morgan/Roekle to apply for municipal dam grant. Motion carried by unanimous vote.

Discuss and/or act on resolution to apply for WDNR Educational Lake Planning Grant for 500 waterfront property owners' packets. Verbiage in the resolution states that a grant previously applied for, but only granted in part, was included in the 2014 budget. So there would be no additional costs to the county. However, this is not the case so the resolution needs to be pulled and revised.

Discuss and/or act on remainder of funds left over from 2013 and the purchase of a vehicle. Trena Larson passed out information showing our overages in our budget. Discussion took place. Due to the County Conservationist position being open for 5 months, there is a surplus of money. Sedlar explained to the committee that we are in need of a fourth vehicle in our

THESE MINUTES HAVE BEEN APPROVED

department. We have 5 employees in the department and only 3 vehicles. We have received grant money for NR 151 in the Tri-Lakes area, a vehicle is needed to complete this grant. Sedlar received a bid for \$28,900. Discussion took place. A motion was made by James/Bork to allow Sedlar to seek bids for a pickup truck not to exceed \$30,000.00. Motion carried by unanimous vote.

Once the bids are received to bring it back to the committee to decide how the vehicle will be paid for.

Communications: Nutrient Management training brochure was handed out. Sedlar will be one of the instructors for this free training offered through a grant received. WLWCA handout was given – requesting any donations for the WLWCA conference.

The next meeting is set for February 10, 2014 at 1:00 p.m.

Motion at 2:15 p.m. by Roekle/Licitar to adjourn. Motion carried by unanimous vote.

Respectfully submitted,



Michelle Harrison
Recording Secretary

THESE MINUTES HAVE BEEN APPROVED

ADAMS COUNTY
LAND & WATER CONSERVATION COMMITTEE MEETING
Minutes
January 21, 2014 5:00 p.m.
Courthouse Conference Room: A231

Al Sebastiani, Chair called the meeting to order at 5:00p.m. Harrison stated that the meeting was properly announced.

Attending: Al Sebastiani, Barb Morgan, Glenn Licitar, Joe Stuchlak, Terry James, Wally Sedlar, and Michelle Harrison recording secretary. Excused: Heidi Roekle and Kevin Bork.

Motion made by James/Morgan to approve the Agenda. Motion carried by unanimous vote.

Discuss and/or act on resolution for authorizing application for WDNR educational lake planning grant. Discussion took place. Motion made by James/Licitar to approve the resolution to authorize an application for the WDNR Educational Lake Planning Grant. Motion carried by unanimous vote.

Discuss and/or act on purchase of a vehicle for the Land and Water Conservation Department. Discussion took place. Sedlar handed out the three bids that the department received. The bids were reviewed. It was stated to purchase the vehicle locally through AF Motors. Motion was made by James/Stuchlak to approve the purchase of a vehicle for the department not to exceed \$28,600.00. Motion was carried by unanimous vote.

Motion was made by Stuchlak/Morgan to adjourn at 5:10p.m. Motion carried by unanimous vote.

Respectfully submitted,



Michelle Harrison
Recording Secretary

THESE MINUTES HAVE BEEN APPROVED

**Adams County Library
Board Minutes
01-27-14**

The meeting was called to order by President Mary Nelson at 1:03 p.m. Present were Challoner, Heideman, Nelson, Peterson, Gilner, Townsend, Kreten and Director Wavrunek.

President Nelson verified that the meeting was properly announced.

Motion to approve the agenda was made by Townsend, 2nd by Kreten. **Motion carried.**

Public input was invited. No one from the public was present.

Recommended Actions: minutes, bills and financial report:

Motion to approve the November minutes was made with an amendment correcting the spelling of Jeanne Heideman's last name. Motion made by Kreten 2nd by Challoner . **Motion carried.**

Motion to approve the November & December, 2013 financial report was made by Heideman and 2nd by Challoner. **Motion carried.**

Recent bills were distributed for initialing & reviewing. There was no discussion.

Communications and Reports:

The Board welcomes Danna Peterson, School Library representative as a new member replacing Leslie Fugate.

South Central Library System report:

The SCLS had a potluck dinner at the last meeting. Usual business conducted with the election of a slate of officers and encouragement to attend the Wisconsin Legislative Day which Mary has signed up for on February 11th. A delegate from SCLS Board will attend the National Legislative Day also. The Sauk City Library Director, Ben Miller also attended the meeting to discuss the Memory Library in Sauk City. The new Director of the Wisconsin Library Association, Klummer Lovelace was introduced.

President Nelson thanked Jeff for his tireless effort on behalf of the Adams County Library to help enact an amendment/compromise to Assembly Bill 288, which would save the library money and to ensure the continuation of Adams County Library in the future.

Director's Report:

- A. Director Wavrunek reported that library circulation year to date is up about 5.4%.
- B. Amazon book sales have been going well.
- C. Jeff reported that library circulation will be flat due to the number of patron accounts blocked because of non-returned items.
- D. The Promise Neighborhood grant for the schools was not funded by the government for 2014.
- E. Robert Lewis from the high school was hired as an intern for the library.

Election of Officers:

A motion to reinstate the existing slate of officers for 2014 as submitted by the Nominating Committee was made by Nelson, 2nd by Kreten. **Motion carried** by unanimous vote. Mary Nelson - President, Jeanne Heideman - Vice President, and Kathleen Challoner-Secretary.

Jeanne Heideman was nominated for another term on the Library Board. Motion made by Challoner to accept Jeanne's nomination 2nd by Townsend. **Motion carried.**

A motion was made by Challoner to continue Mary Nelson as representative to the SCLS. Jeanne Heideman 2nd. **Motion carried.** No alternate was named at this time.

Identify possible upcoming items for future meetings:

- A. Chocolate Affair report.
- B. Audit committee report.
- C. Amazon book sales.
- D. Review of Adams County Library Bi-laws.
- E. Discussion of use of Collection Agency for overdue items and fines.
- F. Budget report.

Due to date conflicts the February 24th Library Board meeting will be moved to February 17th at 1:00 p.m.

A **motion** was made by Heideman and 2nd by Kreten to adjourn the meeting. **Motion carried.**

Meeting was adjourned at 1:34 p.m.

Respectfully submitted:



Kathleen Challoner, Secretary

Adams County Library Board Minutes

02-17-2014

The meeting was called to order by Vice President Jeanne Heideman. Present were Heideman, Gilner, Peterson, Townsend, and Director Wavrunek. Excused were, Kreten, Nelson, and Challoner.

VP Heideman verified that the meeting was properly announced.

Motion to approve the agenda made by Townsend, second by Heideman.

No public input.

Recommended Actions: minutes, bills and financial report:

Motion to approve the January minutes was made by Gilner, second by Heideman. **Motion carried.**

Motion to approve the January financial report was made by Gilner, second by Heideman. **Motion carried.**

Recent bills were distributed for initialing and reviewing. No discussion.

Communications and reports:

No communications.

South Central Library System:

Report not available.

Director's report:

- A. January circulation down about 10%
- B. Amazon book store sales continue
- C. Action tabled re: cover sheets for faxes.

Director Wavrunek attended Legislative Day. Met with the four Legislators who represent Adams County residents. Assembly bill #288 passed and is now being brought before the Senate for passage.

We will have double broad band width available to us sometime between February and June of this year.

Audit committee report:

Tabled

Review by-laws:

Tabled

Report on Chocolate Affair:

Revenue was about the same as last year, final amount not available yet.

Use of collection agency:

Tabled

Identify possible upcoming items for future meetings:

- A. Discuss use of cover sheet for faxes.
- B. Review by-laws
- C. Final report on Chocolate Affair
- D. Audit committee report
- E. Discuss use of Collection Agency
- F. Amazon Book store sales
- G. Budget report

The date of the next meeting has been changed to March 17, 2014 at 1:00 p.m.

A motion was made by Peterson and second by Gilner to adjourn the meeting.

Motion carried.

Meeting adjourned at 1:25 p.m.

Respectfully submitted:



Patricia Townsend, acting secretary

Parks Committee Meeting
January 7, 2014 9:00 a.m.
Courthouse Conference Room A231

Call to Order: Chairman called the meeting to order at 9:00 a.m.

The meeting was properly announced.

Roll Call: Committee Members: Bob Eggebrecht, Jerry Kotlowski, and Bill Miller. Paul Pisellini and Jake Roseberry - excused. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Administrative Clerk, Darren Tolley – Petenwell Park Manager, and Mark Miller – Castle Rock Park Manager, and Reesa Evans – Adams County Land Conservation Lake Specialist.

Approve Agenda: Motion by Kotlowski/Miller to approve the agenda as presented. Motion carried by unanimous vote.

Previous Minutes: Motion by Kotlowski/Miller to approve the December 10, 2013, minutes as presented. Motion carried by unanimous vote.

Agenda Items:

Eggebrecht requested the Committee to deviate to agenda item number 9.

Update on Possible Americorps Crew: Ms. Evans reviewed Americorps with Committee. 8-12 member crews that would provide labor at no cost to the County to work on park projects and land conservation projects. Discussion followed. Motion by Kotlowski/Miller to work cooperatively with the Land Conservation Department in attempting to acquire free labor for work related projects for Americorps crew(s) for 2014. Motion carried by unanimous vote.

Correspondences /Special User Requests: Motion by Miller/Kotlowski to approve the Quincy Fire Department's request to hold a pancake breakfast in the Castle Rock Park shelter building August 31, 2014, per Adams County Park Ordinance # 6-2008. Motion carried by unanimous vote.

Public Participation on Agenda Items: See above.

Patrick Lake Park Maintenance and Building Upgrades: Director reported speaking with Steve Zoulek from the Patrick Lake Association. Mr. Zoulek stated the Association would provide the labor if the Parks Dept. provided the materials to repair the old shelter building, tear down old maintenance building and build an open air shelter in that location. Discussion followed. Motion by Miller/Kotlowski to approve the Patrick Lake Association repair the existing shelter with the following stipulations: this project to be done first, remove the inner ceiling, raise the light fixtures, make wood windows similar to Castle Rock Park shelter building's that can be opened or closed. Once the shelter is remodeled the Parks Committee will review the possibility of a smaller open air shelter where the old maintenance building once stood. Motion carried by unanimous vote.

Castle Rock and Petenwell Park Expansion Projects: Director will be re-applying for State and/or Federal dollars for 2014, as previously done in 2013, for Castle Rock and Petenwell Park campground projects provided Parks Committee approves.

Castle Rock Park Office Building Water Softener System: Castle Rock Park Manager reported hard water issues are occurring at the Park causing plumbing problems. Plumbers have recommended a water softening system be installed. Manager is still waiting on price quotes. Item will be placed on February agenda.

Park Managers Input: Castle Rock Manger reported a black locust infestation in the expansion area of the park. It is a process to eradicate them and he will possibly request assistance from other agencies.

Staff Scheduling: Work schedules are turned in bi-weekly along with employee bi-monthly time reports.

Re-evaluate Electrical Rate Policy for Campers: After pricing electric meters another option for curbing electric usage by campers in the winter months was discussed. Motion by Kotlowski/Miller to limit electric usage to a maximum of 60 days at a fee of \$5.00 per day October 15 to April 15 beginning February 1, 2014. Motion carried by unanimous vote.

Trails Report: Adams County State funded and County sponsored snowmobile trails are currently open per the Snowmobile Association's recommendation.

Trails Coordinator will be meeting with Plum Creek Reps in the near future to re-route ATV trails. ATV grant request must be submitted by April 15, 2014, to possibly include relocation costs of existing trails.

Town of Monroe Request and Follow-up: Director will be meeting with the Town of Monroe in the near future concerning road issues and report back to the Committee.

Revenue Report: Distributed to Committee.

Expense Check Summary Report and Expense Report: Reviewed by Committee.

Future Agenda Items: Castle Rock Park Office Building Water Softener System, Proposed Premium Campsite Rate Change(s).

Set Next Meeting Date: February 11, 2014, 9:00 a.m., at Courthouse Conference Room A231.

Adjourn: Motion by Kotlowski/Miller to adjourn at 9:50 a.m. Motion carried by unanimous vote.

Submitted by,



Jerry Kotlowski
Parks Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.
These minutes have not been approved by the Parks Committee.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: MARCH 5, 2014

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M with the following members present: Randy Theisen, Glenn Licitar and Al Sebastiani. Rocky Gilner sat in for Terry James, who was excused along with Barb Morgan and Heidi Roekle. Others present were: Matt Bremer filling in for Phil McLaughlin, Zoning Administrator; and Cathy Allen, Recording Secretary. Pledge of Allegiance. Was this meeting properly announced? Cathy Allen stated that it was. Roll call. Al Sebastiani made a motion to approve the agenda as noticed. Glenn Licitar seconded the motion. All in favor. Motion carried.

Public Hearings: Matthew F. & Susan K. Lewandowski – Conditional Use Permit request under Section 5-6B.03 of the Adams County Comprehensive Zoning Ordinance to allow the replacement of a single wide manufactured home with a new 16' x 80' manufactured home on property located in the SW ¼, SE ¼, Section 5, Township 15 North, Range 6 East, Lot 4 of Sunrise Acres at 1128 Fern Avenue, Town of Springville, Adams County, Wisconsin. Patty Thompson of Timberlake Homes represented the Lewandowski's and explained that when the owner found out that they could not replace the existing mobile home with a park model camper, they opted for a new manufactured home. Discussion followed. Glenn Licitar made a motion to grant the Conditional Use Permit. Al Sebastiani seconded the motion. Roll Call. 5 – Yes. Motion carried. Scott E. Kotlowski – Request the rezoning of two parcels (4.88 & .28 acres) from an A1-15 Exclusive Agriculture District and an R1 Single Family Residential District respectively and a portion of a parcel (approx 5.9 acres) from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to create one parcel by a Certified Survey Map (approx 11 acres) around the existing farmstead and separate it from the fields on property located in Pt. of the SW ¼, SW ¼, Outlot 1 of CSM 5663, Section 6 and Pt. of the NE ¼, NW ¼, & NW ¼, NW ¼, of Section 7, all in Township 18 North, Range 6 East, at 1401 13th Lane, Town of Preston, Adams County, Wisconsin. (Portions of these properties are zoned Recreational/Residential and Shoreland/Wetland under the Shoreland Ordinance and Floodfringe and Dam Break Shadow under the Floodplain Ordinance) Greg Rhinehart was present to represent Mr. Kotlowski. Mr. Rhinehart explained the request and stated that the buildings have been removed from the Floodplain. Discussion followed. Randy Theisen made a motion to approve the request and forward that recommendation to the County Board for final approval. Glenn Licitar seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Boy Scouts of America-Three Fires Council – Conditional Use Permit Request under Section 5-3.03(A) (21) of the Adams County Comprehensive Zoning Ordinance to allow future construction of sun shade shelters, food service building, two pole buildings and remodeling of existing headquarters, shooting range shelter, storage and teaching shelters on property located in the SE ¼, Section 1, Township 15 North, Range 7 East at 105 Fawn Drive, Town of Jackson, Adams County, Wisconsin. Josh Kirkham, Ranger/Manager was present to explain that the request is to construct a shade shelter and expand a shade area over the firing range this spring, with the remaining as long range plans. The idea being that everything will be covered under this Conditional Use Permit so that they would not be held up on each individual project when applying for their building permits. Discussion followed. Al Sebastiani made a motion to grant the Conditional Use Permit. Randy Theisen seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that Public Participation would be taken as needed.

Glenn Licitar made a motion to approve the minutes from the February 5, 2014 meeting as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the surveyor's report for the month of February to the Committee for review. Glenn Licitar made a motion to approve the Surveyor's report. Randy Theisen seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson stated that there is nothing new to report for Register of Deeds. Ms. Helgeson informed the Committee that the plotter machine needs work. Al Sebastiani made a motion to approve the Register of Deeds and Land Information reports as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

WIPFLI Study-Grade Classifications. Matt Bremer handed out copies of Job Descriptions and Position Description Questionnaires for the staff positions in the Planning & Zoning Department which has been presented to the Joint Committee on the WIFLI Wage Study. Since Mr. McLaughlin was not present to answer any questions the Committee might have, Chairman Stuchlak stated that it should be put on the April Agenda.

Planning & Zoning Updates: Matt Bremer updated the Committee on Buffer Documentation progress and electronic Citation progress for issuing Citations for non compliant Septic Tank Maintenance. Mr. Bremer also stated that Phil McLaughlin and Joe Jackson are attending UDC Code updates in Lake Delton.

Copies of the Financial Report for January 2014 were distributed to the members. Ms. Allen informed the Committee that the Final Financial Statement for 2013 will be presented at the April meeting, as the Department will not receive it until Friday. Glenn Licitar made a motion to approve the Financial Report as submitted. Randy Theisen seconded the motion. All in favor. Motion carried.

Correspondence: None.

Chairman Stuchlak stated there was no need for closed session this month.

The next meeting was scheduled for April 2, 2014 at 1:00 P.M.

Al Sebastiani made a motion to adjourn. Randy Theisen seconded the motion. All in favor. Motion carried.

Adjourned: 1:56 P.M.

Joe Stuchlak, Chair

Glenn Licitar

Terry James, Vice-Chair/Rocky Gilner

Barb Morgan

Randy Theisen

Heidi Roekle

Al Sebastiani



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Meeting Minutes
February 14, 2014 1:00 p.m.

Called to order by Chairman Allen at 8:31 a.m. The meeting was properly noticed.

Present: Allen, Djumadi, Kotlowski and Miller. Excused: James. Also present: Hamman, Voboril, Jim Grabarski, Wagner, Zander and Phillippi.

Motioned by Kotlowski/Miller to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Djumadi/Kotlowski to approve the minutes from December 3, 2013 and January 10, 2014. Motion carried by unanimous voice vote.

Item #6 Fairboard Report. Jim Grabarski was present for discussion. Will contract out for mowing the fairgrounds. Hamman and Grabarski will work out the mowing schedule. The waterline broke; the cost to patch is \$400. The 2015 Adams County Fair will be held in July.

Item #7 Open and/or act on bids for tax foreclosure property. Miller opened and read the bids. Robert Rubin submitted 10%, \$3,010.00 for his bid of \$30,100.10 for Parcel #11. Mark Schmeling submitted 10%, \$151.21 for his bid of \$1,521.00 for Parcel #23. Motioned by Miller/Kotlowski to except the 2 bids for Parcels #11 and #23. Motion carried by unanimous voice vote.

Item #8 Discussion/update #24 Town of Preston. Not a parcel, per owner; will try 1 more time.

Item #9 Discuss and/or act on tax deed parcels #30-152-35 Town of Rome. No information was available.

Item #10 Discussion/update on parcel #24-1406. People are still living in home; previous loan is being re-modified to be able to pay off all back taxes.

Item #11 Discuss and/or act on rescinding Ord. #14-1984. Motioned by Djumadi/Miller to proceed with the ordinance with the language as was submitted. Will be put on the agenda to bring back next month for further discussion.

Item #12 Discuss and/or act on rescinding Ord. #22-1989. Ordinance #22-1989 is ok as is per the review of Corporation Counsel.

Item #13 Discuss and/or act on correspondence from P&Z regarding County owned waterfront properties. Matt Bremer will bring a list of these properties at the next meeting.

Item #14 Update on Easton property. A letter was sent to the DNR Specialist to see if they will accept the letter from Ayers regarding samples. What was tested for doesn't relate to gas products, so we will need to run test wells and get 2-3 estimates from vendors who can do this type of work.

Item #15 Update on warranty items for Health & Human Services project. Transformers still need to be installed on the furnaces.

Item #16 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. None

Item #17 Discuss and/or act on infrared scan by consultant. Next steps and action to follow will be coming forth. We are waiting on comments from Ayres. Matt Long has replaced Mike as the new contact person.

Item #18 Update on Safety Security meeting (Miller). A safety inspection will take place on 3/11/14.

Item #19 Discuss Health & Human Services different security systems options. Getting information from 3 different vendors on audio, visual and fire alarm systems; still a work in progress.

Item #20 Update on maintenance items.

- Leak in DA's office, the hot water system contracts and expands. There is red dye in the water, which causes the leaking water to be discolored. Environmental health status is not a concern there are no health hazards associated. The situation has been resolved.
- Portage Glass will install borrowed light in door for the new office space.
- Voboril Cleaning update was given by Hamman and Voboril.

*Item #21 Discuss and/or act on shelter over employees door on north side of Sheriff's Department. Motioned by Miller/Djumadi to **not** provide a covering over the employee north side Sheriff's Department's door. Motion carried by unanimous voice vote.*

Items on next agenda:

Fairboard report;

Discuss and/or act on rescinding Ord. #14-1984;

Airport Resolution for 6 year plan;

Discuss and/or act on correspondence from P&Z regarding County owned waterfront properties.

Next meeting date: March 7, 2014 at 1:00 p.m.

Motioned by Kotlowski/Miller to adjourn at 2:49 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved by the committee.

Public Safety & Judiciary CommitteeWednesday, February 12, 20149:00 a.m. – Conference Room A260**MINUTES**

Chairman Sebastiani called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Bob Eggebrecht, Marge Edwards, Al Sebastiani, and Jack Allen filling in for Terry James. Bill Miller and Terry James were excused.

Others present: Carol Collins, Kris Steffens, Dennis McFarlin, Janet Leja, Kathie Dye, Janis Cada, Jane Gervais, Marilyn Rogers, Terry Fahrenkrug, and Ray Bildings (Bug Tussel Wireless)

Motion by Edwards to approve the agenda, seconded by Eggebrecht. All in favor, motion carried.

Motion by Eggebrecht to approve the prior meeting minutes (January 8, 2014), seconded by Edwards. All in favor, motion carried.

There was no public participation. There was no correspondence.

Eyes of Hope Shelter—Kris Steffens—Present

Steffens provided the Committee with her monthly report for January 2014. Steffens discussed her report and answered the Committee's questions. Steffens stated she offered to help the Humane Society with their animals after the fire this week. The Humane Society transferred 17 cats to Columbia County. There was no need to transfer the dogs so no additional help was needed by Eyes of Hope Shelter at this time.

Family Court Commissioner – Dennis McFarlin – Present

McFarlin explained to the Committee that there are two access points to Courtroom B and for better security he would recommend the side door off of the courtroom be locked with a key pad lock. Allen stated there is a study being done and asked if it could wait as the Property Committee is already working on a security plan. McFarlin stated it could wait to be considered with the plan and/or study. McFarlin stated his informational sessions have grown in popularity and there was almost no room at the last session.

Child Support – Janet Leja – Present

Committee was provided with the performance measures and check summary for January 2014. Leja discussed the performance measures and stated they are better than last year at this time. Leja explained tax intercepts will help with their arrears collection rate. Leja stated the cooperative agreements are complete and filed in the County Clerk's Office. Leja stated the scanning and purging of files is going well and she will be able to utilize the LTE until the first week in March. Leja informed the Committee that the partitions they received from the Clerk of Courts Office have been installed. Leja stated she was able to purchase a laptop for the office out of the 2013 incentives monies.

Clerk of Circuit Court – Kathie Dye – Present

Dye provided the Committee with her monthly expense report for December 2013. Dye explained that she will be returning approximately \$37,000 to the general fund. Dye informed the Committee on the upcoming Clerk of Court Conference in February and the Court Security Conference in March. Dye updated the committee on her new employee and stated she is working out well. Dye explained how the Community Service Program works and stated it is under her budget, but she is not the department head.

Register in Probate – Terry Reynolds – Not Present

Reynolds was unable to attend the meeting.

District Attorney – Janis Cada – Present

Cada provided the Committee with the monthly expense reports for December 2013 & January 2014 and the Community Service report for January 2014. Cada explained that they are over budget in 2013 due to unemployment that was paid out on a previous employee. Cada stated the boiler in the courthouse was having problems and was causing water problems in the DA's Office. They are having ongoing issues with water leaking on the ceiling tiles. Cada explained there was an air quality control test done and those results did not show any problems at this time. Cada explained they had to redo files that were damaged due to the wet ceiling tiles that fell in their office. Cada stated there are 40 trials scheduled between now and September.

Emergency Management – Jane Gervais – Present

Chairman Sebastiani abstained from the discussion regarding the lease agreement between Adams County and Bug Tussel Wireless, LLC for tower space at the main tower site and excused himself from the meeting at 9:37 a.m. Supervisor Edwards was the acting chair during the Bug Tussel Wireless, LLC discussion. Gervais provided the Committee with the Tower Space Lease Agreement between Adams County and Bug Tussel Wireless, LLC. Gervais discussed the lease agreement and explained the changes that were made after she reviewed the initial lease agreement. Gervais stated Corporation Counsel has approved the lease agreement with all the changes. Gervais and Ray Bildings addressed the Committee's questions regarding the load study and insurance on the equipment and tower. **Motion by Allen to approve the lease agreement and authorize Gervais to move forward with the resolution and bring back to the next meeting in March for approval, seconded by Eggebrecht. All in favor, motion carried. Sebastiani – Abstain, Miller – Excused and James – Excused.** Chairman Sebastiani returned to the meeting at 9:48 a.m. upon completion of the Bug Tussel Wireless, LLC discussion.

Gervais provided the Committee with the monthly expense report for January 2014. Gervais discussed her report and answered the Committee's questions. Gervais stated she received the signed agreement for the generator and it is now turned over to the Solid Waste Department. Gervais updated the Committee on the purchases that she made with the 2013 Enbridge donation/grant monies. Gervais informed the Committee on the upcoming trainings and discussed the table top exercise that she attended on January 28th. Gervais stated she had many discussions regarding the recent propane shortage. Gervais stated she received many calls from individuals and took care of everyone on an individual basis. Gervais stated it has leveled off to date, but may be a problem in the future if it stays cold.

Medical Examiner – Marilyn Rogers – Present

Rogers provided the Committee with the monthly activity report for January 2014. Rogers discussed the monthly activity report and answered the Committee's questions. Rogers explained there was one indigent case in January. Rogers stated it was sent out of county for cremation so our expenses could not be reimbursed by the State. Rogers stated the mandatory training is underway. Each deputy is expected to have five hours per month of training. Rogers stated the tissue contract with RTI is all set. Rogers explained she has completed the first employee evaluations and these will be done every three months. Rogers stated the results are kept by her and not given to HR.

Sheriff's Office – Sheriff Wollin – Not Present

Wollin was unable to attend the meeting.

Chief Deputy Fahrenkrug – Present

Committee was provided with the monthly expense report for December 2013 & January 2014 and the animal control report for January 2014. There were no questions at this time. Fahrenkrug updated the Committee on the recent two day in-service at the Community Center for jail and patrol. Dispatch will be having two 8-hr training days. Fahrenkrug stated there are two jail deputies and one patrol deputy in field training at this time. Fahrenkrug informed the Committee of a recent \$10,000 seat belt grant that was received for the months of March through August. Fahrenkrug stated there were no issues with cats in January and the hours for the animal control officer were appropriate.

The Committee will convene in closed session per Wis. Stats. §19.85(1)(f), for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Discuss and/or act on potential discipline of Sheriff's Office employee. **Motion by Eggebrecht to convene in closed session per Wis. Stats. §19.85(1)(f), seconded by Allen. Voice vote: Eggebrecht-Yes, Edwards-Yes, Sebastiani-Yes, Allen-Yes, Miller-Excused, and James-Excused. All in favor, motion carried by voice vote.**

The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. **Motion by Allen to reconvene in open session per Wis. Stats. §19.85 (2), seconded by Edwards. Voice vote: Eggebrecht-Yes, Edwards-Yes, Sebastiani-Yes, Allen-Yes, Miller-Excused, and James-Excused. All in favor, motion carried by voice vote.**

Motion by Edwards to approve vouchers and monthly expense reports as presented, seconded by Eggebrecht. All in favor, motion carried.

Identify upcoming agenda items: Resolution for Bug Tussel Wireless, LLC lease agreement with Adams County

Set next monthly meeting date as March 12, 2014 at 9:00 a.m.

Motion by Edwards to adjourn, seconded by Eggebrecht. All in favor, motion carried. Meeting adjourned at 10:43 a.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol A. Collins
Recording Secretary

Adams County Safety Committee
Meeting Minutes
January 28, 2014

The meeting was called to order at 10:03 by Chairman Paul Pisellini.

The meeting was properly noticed.

Roll call was taken. Committee members Pat Kotlowski and Brenda Quinnell were in attendance. Also in attendance were: Marcia Kay, Personnel Director, and by teleconference Chris Schlechta of MEUW (10:15).

Pat moved to approve the agenda. Motion seconded by Brenda. All were in favor; motion carried.

Pat moved to accept the minutes of the October 28, 2013 meeting, seconded by Brenda. All in favor; motion carried.

There was no public participation.

There were no communications or correspondence.

Marcia reported that she was part of the interview process for the MEUW position, along with an MEUW representative and seven other persons from other municipalities that this position would be servicing. The interviewers did not feel that any of the finalists met the required needs, so the position will be re-posted for more applicants. Adams County will only be billed in January for actual time spent here.

Chris Schlechta joined the meeting via telephone to review the audit reports. Chris reported that the employees were friendly and receptive, and the visits were overall positive. Chris noted that there were no major issues to report, with most items normal daily issues. Two items he would like to see addressed right away are housekeeping at Highway and snowplowing in reverse at the Airport. Sheriff's Dept needs SCBA training which includes annual fit testing and bottle testing. It was noted that the Fairgrounds or individual Parks were not audited, but that those will be done in the late spring during warmer weather. Globally the Policy and Procedure Manuals range from none at all to being too large. The manuals need to be more user-friendly and no longer need supporting forms or other documents in the binders since these can be accessed on-line.

Pat asked what the next step is and who is responsible for making these recommended changes? Chris recommended that each department identify a person that will be responsible to arrange training, oversee changes and provide accountability. A plan for corrective action should be developed, noting even if it will take time and budget planning, it should still be addressed in the plan. Chris recommends a universal policy and procedure manual across the whole county, which can then be suited to individual departments, as needed. Marcia had sent Chris what currently have and noted that employees have access to the manuals/policies through the T-drive. Paul wondered how each department would keep their own hardcopies updated? Chris stated that would be another purpose of having a responsible person in each department.

Paul asked if the evacuation plans were looked at. Chris reported that he will be working on these but wants to combine efforts with Emergency Government and the work already completed. He would like to dovetail this training during National Tornado Awareness week.

Marcia asked Chris if he had any suggestions regarding this Committee's roles and responsibilities. Paul wondered if it should be changed to 11-12 members. A discussion was held on the Committee's purpose, alignment with Board Rules and definition in the Handbook. Chris recommended the following: asking for a volunteer or designated employee from each department as a Safety Representative; forming a 10 member Ad Hoc Safety Committee; and leaving the current 3 person Safety Committee as is for now since these are appointed positions. The Ad Hoc committee should consist of a representative from each facility (Admin/Courthouse, HHS, Community Center/Library, Solid Waste, Highway, Airport, Parks), plus the Emergency Management Director, Personnel/Safety Director, and the Law Enforcement Center. MEUW will develop an introductory letter and scoping statement that lists levels of responsibility for the Safety Committee to use as an introduction to the employees. Paul would like to address the Department Heads at the February meeting to introduce Chris and the program. Marcia will alert Trena that Paul requests to be on the agenda that day.

Future training and vehicle inspection/maintenance was discussed. Chris will send a template of a safety manual.

Chris asked about the current county return-to-work (RTW) program and whether we felt it was effective? Marcia reported that we work closely with the county's insurance carrier and take advantage of their nurse triage Care Line. Some departments do place injured employees with restrictions in other county departments if they do not have limited work available within their own. She is aware that PA's and NP's are not able to prescribe time off or work restrictions.

Marcia will forward the audit results to Maintenance Department Head Tracy Hamman so that he can begin making some of the changes (such as extension cords) and to begin developing a plan. Marcia will give the Airport Manager the recommendation for different equipment or procedure for snowplowing.

A discussion of re-defining this committee, including new Board Rules and better alignment between the Board Rules and the Handbook, was held earlier in the meeting.

Future agenda items should include a follow-up to the audit reports, department Safety Representatives, and the Ad Hoc Committee. The next meeting should also include meeting with the new MEUW employee if hired.

The next meeting will be held on March 11, 2014 at 10:00 a.m.

Pat moved to adjourn the meeting. Motion was seconded by Brenda. All in favor; motion carried. The meeting adjourned at 12:20 p.m.

Submitted by:

Brenda Quinnell 
Recording Secretary

Unapproved

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 483

Report for the month of February, 2014

The 2014 Government Corner Maintenance Project

The 2014 project area is Rome (T20N, R5&6E), Leola (T20N, R7E), Monroe (T19N, R4 & 5E), and the part of Big Flats in T19 N, R5E. We have been visiting some corners even though the weather isn't the best. We have been re-drafting some of the older tie sheets in the project area where major changes have occurred. IE: land clearing.

Work is continuing on the project to scan the Surveyor Files and prepare them for access through the County GIS Site. I will be sending some of the large maps filed in my office out to be scanned this month.

I am continuing to respond to queries and perform the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
P.O. BOX 187, FRIENDSHIP, WI 53934
(608) 339-4226

SUMMARY OF ACCOUNTS 2014

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,900.00	\$25,500.00	\$ 300.00
JANUARY	325.00		100.00
Balance	\$3,575.00	\$25,500.00	\$ 200.00
FEBRUARY	325.00	10,071.90	
Balance	\$3,250.00	\$15,128.10	\$ 200.00
MARCH			
Balance			
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total \$	0.00	\$ 0.00	\$ 0.00



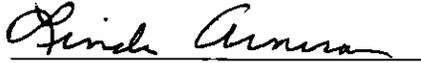
**Extension Committee
Minutes of Meeting
February 11, 2014 @ 1:00PM
Adams County Community Center
569 N. Cedar Street, Room 103
Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Glenn Licitar, Joe Stuchlak, Rocky Gilner, Jack Allen, and Florence Johnson - Present
Extension Staff: Jennifer Swensen and Linda Arneson – Present.
Donald Genrich and Theresa Wimann – Excused.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Gilner to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Stuchlak and Second by Gilner to accept minutes of the Extension Committee Meeting of January 14, 2014 Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
 - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, and WNEP:** Committee discussed the monthly reports. Motion by Stuchlak Second by Licitar to place monthly Reports on file. Motion carried.
 - b) **Review Calendars of Extension Education Staff:** Committee reviewed current calendars for all education staff.
 - c) **Review Check Summary and Financial Statements for January 2014:** Check Summary and Financial Statements for January 2014 were reviewed and discussed. Motion by Stuchlak Second by Allen to place January 2014 Check Summary and Financial Statements on File. Motion carried.
 - d) **100th Anniversary of 4-H/Youth Development:** Swensen talked about plans for the 100th Anniversary of the 4-H/Youth Development program. A Resolution will be prepared for the County Board .
9. **Set Next Meeting Date:** Next regular meeting will be March 11, 2014 at 1:00 p.m. at the Adams County Community Center.

10. **Agenda Items for Next Meeting:**

- Clean Sweep
- Community Center

11. **Adjourn:** Motion by Allen and Second by Licitar to adjourn. Motion carried. Meeting adjourned at 1:20 p.m.



Minutes taken by
Linda Arneson
Clerk/Bookkeeper
UW-Extension, Adams County

Jack Allen, Committee Secretary

These minutes have not been approved by the Extension Committee.