

ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, April 16th, 2013 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. Approve minutes of March 19, 2013
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims Djumadi, Edwards, Eggebrecht, Gatterman, Gilner & James.
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** Appoint Larry Babcock to Fawn Lake District; Re-appoint Jack Allen & Lynda Bula to ACRIDC Board
13. **Unfinished Business:**
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Introduce Diane Cable, new Director of Health & Human Services
 - Administrative Coordinator/Director of Finance report
 - Daric Smith, RIDC
 - Update on the UW Carbone Cancer Center
 - Veteran's Services presentation by Dave Guerin
 - Town of Big Flats Land Use and Zoning Ordinance
 - SAYL/Student Government Day presentation/update

15. Review Committee Minutes			
Admin & Fin 2/18, 3/8 Airport 3/11 Board of Adjust 2/19 County Board 1/31, 3/19, 3/25	Executive 3/11, 3/22 H&HS 2/19, 3/8 Highway 3/14 Hwy Public Hearing 3/14	Jt Exec/H&HS 3/19 Land & Water 2/11, 3/14 Parks 2/12, 3/12, 3/27 P & Z 3/6	Property 3/12 PS&J 3/13, 3/19 Surveyor 4/3 UW Ext 3/12

16. **Resolutions:**

Res. #25: To establish a non-lapsing account for administration of Veterans Service donation funds.

Res. #26: To establish Non-lapsing Accounts for Community Policing and Honor Guard funds for Law Enforcement.

Res. #27: To create a 1.0 FTE Public Health Nurse position and a 0.5 FTE Public Health Technician Position in the Health and Human Services Department to implement the Adams County Wellness Project in coordination with University of Wisconsin Carbone Cancer Center.

Res. #28: To Sell Tax Foreclosure Property Tax No. 30-6938

Res. #29: Approve Adams County's 2013-2018 Comprehensive Outdoor Recreation Plan

Res. #30: To recognize John "Jack" Albert's retirement on April 12, 2013, and honor his 6 years of service to Adams County.

Res. #31: To appoint Marilyn Rogers to the casual position of Medical Examiner for Adams County at an annual salary of \$12,000 plus \$75 per call.

Res. #32: To approve a Quit-Claim Deed of County owned Parcel N. 030-00769-0000 to the Town of Rome.

17. **Ordinances:**

Ord. #07: Rezone an R1 Single Family Residential District to an I-1 Industrial District; Property located in the SE ¼, SE ¼, Section 8, Township 16 North, Range 7 East, at 508 Edgewood Avenue, Town of New Chester, Adams County, Wisconsin., Adams County, Wisconsin.

18. **Denials:** None

19. **Petition:** None

20. Approve Claims

21. Approve Per Diem and Mileage

22. Motion for County Clerk to correct errors

23. Anticipated closed session pursuant to Chapter 19, Wis. Stats.:

The Board will consider a motion to convene in closed session pursuant to Wis. Stats. § 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Wis. Stats. § 19.85(1)(f), 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 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; and Wis. Stats. §19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: to discuss issues surrounding personnel matter with legal counsel.

24. The Board will reconvene in open session per Wis. Stats. § 19.85(2), to consider and vote, if applicable, on appropriate matters relating to the issues discussed in closed session.

25. Set next meeting date

26. Adjournment



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County Board 04/16/13

Office Activities

1. Manage the transition and collaborate with Interim Medical Examiner
2. Orientation of GIS Specialist/Assistant Land Information
3. Wage Study Consortium (WIPFLI)
 - a. Point Factor Analysis Method (completed in March)
4. Orientation Payroll Specialist/Account Technician Position
5. Prepare for Year-end audit
 - a. Balance Fixed Assets
 - b. Prepare multiple work papers for auditors
 - c. Calculate Carryovers
 - d. Year-end cash reconciliation
6. Safety – loss prevention, training, coordination
 - a. MEUW presentation for Department Heads
 - b. Alpha Terra presentation needs to be scheduled
7. Schenck Annual Audit (April 8th—April 12th)

Upcoming Activities

1. Cross Training of Staff
 - a. Payroll (1st priority)
 - b. General Ledger/Account Reconciliations
 - c. Accounts Payable
2. Prepare Year-end Financial analysis for County Board
3. Wage Study Consortium (WIPFLI)
 - a. Point Factor Analysis Method (Review with each department their results)
4. Complete Incident Command System (ICS) 400 – Emergency Management
5. Review Employee Handbook and General and Administrative Polices for conflicts in language
 - a. Prepare a Training
6. Begin to prepare for 2014 Budget
 - a. Templates
 - b. 2014 Levy Projection
7. Continue to monitor State Budget Developments/Impact

Town of Big Flats

LAND USE AND ZONING ORDINANCE ADAMS COUNTY WISCONSIN

DRAFT: March 14, 2012

REVISED: April 4, 2012

REVISED: July 18, 2012

REVISED: Sep 19, 2012

REVISED: Oct 17, 2012

REVISED: Nov 21, 2012

REVISED: Dec 19, 2012

REVISED: Jan 16, 2013

REVISED: Mar 6, 2013

REVISED: Mar 20, 2013

PUBLIC HEARING: April 10, 2013

ADOPTED:

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**Town of Big Flats Land Use and Zoning Ordinance
Adams County, Wisconsin**

SECTION 1 – INTRODUCTION

A. Authority:

This Ordinance is adopted pursuant to the authority of the Town Board under Sections 60.10, 60.22, 60.62, 61.35, 62.23, and Chapter 236 of the Wisconsin Statutes.

B. Title:

This ordinance shall be known as, referred to, and cited as the Town of Big Flats Land Use and Zoning Ordinance, Adams County, Wisconsin and is hereinafter referred to as the Ordinance.

C. Purpose:

The purpose of this Ordinance is to promote the health, safety, morals, and general welfare of the Town of Big Flats.

D. Intent:

It is the intent of this Ordinance to regulate and restrict the location and use of buildings, structures, and land for trade, industry, commerce, agriculture, residence and other purposes, and:

1. To regulate yards, open spaces and the density of population.
2. To create districts for said purposes and establish the boundaries thereof.
3. To provide for changes in the regulations, restrictions and boundaries of such districts.
4. To define certain terms used herein.
5. To provide for administration and enforcement.
6. To establish a Board of Appeals and the office of the Zoning Administrator, and to provide penalties for its violation.

E. Severability:

This Ordinance is declared to be severable. If any part or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected. If any application of this Ordinance to a particular structure, land or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land or water not specifically included in the judgment.

F. Abrogation and Greater Restrictions:

It is not intended by this Ordinance to repeal, abrogate, annul, impair or interfere with any existing easement, covenants or agreements between parties or with any rules, regulations or permits previously adopted or issued pursuant to law; provided, however, that where this Ordinance imposes a greater restriction upon the use of buildings or premises, or requires larger open spaces than are required by other rules, regulations or permits or by easements, covenants or agreements, the provisions of this Ordinance shall govern.

G. Interpretation:

In their interpretation and application the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the Town of Big Flats and shall not be construed a limitation or repeal of any other power granted by the Wisconsin Statutes.

H. References:

The contents of this Ordinance have been based and or drafted in consideration of provisions of the Wis. State Statutes, Department of Safety and Professional Services, Department of Health and Family Services and other sections of the Administrative Code, the Adams County Zoning Ordinance, the Adams County Private Sewage System Ordinance, the Adams County Shoreline Protection Ordinance, the Adams County Flood Plain Ordinance, the Adams County Building

Construction Ordinance, the Big Flats Housing Ordinance, and the Big Flats Land Division Ordinance in effect at the time of adoption of this Ordinance.

SECTION 2 – DEFINITIONS

A. General: Words used in the present tense include the future. The word "person" includes a firm, association, partnership trust, company or corporation as well as an individual. The word "shall" is mandatory, the word "should" is advisory, and the word "may" is permissive. Any words not defined in this Section shall be presumed to have their customary dictionary definitions.

B. Specific Definitions:

Accessory Building: A structure subordinate to the principal use of a building and which is located on the same lot serving a purpose customarily incidental to the use of the principal building.

Animal Unit: An animal unit (AU) is a standardized measure of mature animals. For the purpose of this ordinance, one animal unit translates to: 1 cow, cattle or horse, 3 swine, 5 sheep, goats or llamas, 25 poultry or rabbits.

Auto Salvage Yard: Any place which is owned, maintained, operated or used for storing, keeping, processing, buying or selling junk automobiles or automobile parts, including automobile graveyards, auto-wrecking yards, auto-recycling yards, used auto parts yards and temporary storage of automobile bodies or parts awaiting disposal as a normal part of a business operation when the business will continually have like materials located on the premises.

Basement: That portion of a dwelling below the first floor or ground floor with its entire floor below grade.

Building: Any structure, either temporary or permanent, having a roof or other covering and designed or used for the shelter or enclosure of any person, animal, equipment, machinery, or property of any kind.

Campground: Any parcel or tract of land designed, maintained, intended or used for the purpose of providing sites for non-permanent overnight use by four or more camping units.

Camping Unit: Any portable device, no more than 400 square feet in area, used as a temporary dwelling, including but not limited to a camping trailer, motor home, bus, truck camper or tent.

Class A Highway: All State and Federal highways.

Class B Highway: All County highways.

Class C Highway: All town roads, public streets and highways not otherwise classified.

Conditional Use: A use of a special nature as to make impractical its predetermination as a principal use in a district.

District: A part or parts of the Town for which the regulations of this Ordinance are uniform.

Dwelling: A building or portion thereof designated or used exclusively as a residence or sleeping place, but does not include boarding houses, motels, hotels, tents, cabins or mobile homes.

Dwelling, Multiple Family: A building or portion thereof designed for and occupied by more than two families including tenement houses, row houses, apartment houses and apartment hotels.

Essential Services: Services provided by public and private utilities, necessary for the exercise

of a principal use or service of the principal structure. These services include underground, surface, or overhead gas, electrical, water, sanitary, sewerage, storm water drainage and communication systems. Accessories such as poles, conduits, cables, fire alarm and police call boxes, traffic signals, pumps and lift stations, but not including buildings greater than 150 square feet in area, are also included.

Exotic Animals: An exotic animal is defined as any pet that is not a dog, cat, horse or domestic livestock. The term exotic animal can be used to describe non-traditional pets such as reptiles, fish, amphibians and small mammals.

Fence: A barrier made of wood, metal, stone, or other material.

Front Lot Line: A line dividing a lot from any public highway or street, except a limited or controlled access highway to which the lot has no access.

Frontage: The smallest dimension of a lot abutting a public street measured along the street line.

Front Yard: A front yard extends across the full width of the lot, the depth of which is measured from the existing or proposed street right-of-way line to the nearest point of the principal structure.

Garage, Private: A structure, including carports, primarily intended and used for enclosed storage or shelter of the private motor vehicles of the residents.

Garage, Public or Commercial: Any garage other than a private garage.

Group Campsite: A piece of land within the campground for overnight camping use by more than six campers.

Height: The vertical distance from the highest point of a structure, excepting any chimney or antenna on a building, to the average ground level where the walls or other structural elements intersect the ground.

DHS: Means the Wisconsin Department of Health Services.

Household Occupations: Any occupation for gain or support conducted entirely within buildings by resident occupants which is customarily incidental to the principal use of the premises; no special space is designated or arranged for such occupation; uses only household equipment, and no stock in trade is kept or sold except that on premises. A household occupation includes babysitting, dressmaking and crafts, but does not include the display of any goods.

HUD: US Department of Housing and Urban Development

Independent Camping Unit: A camping unit which contains, at a minimum, a water storage facility and a toilet facility which discharges to a liquid waste holding tank that is an integral part of the unit or to a sewage disposal system DHS 178.03(8).

Individual Campsite: A piece of land within a campground for overnight camping used by not more than six persons unless all are members of an individual family DHS 178.03(9).

Junk Yard: Any premises on which there is an accumulation of scrap metal, paper, rags, glass, scrap lumber or other scrap materials stored for salvage or sale unless such accumulation shall be housed in a completely enclosed building.

Livestock: Any horse, bovine, sheep, llama or other ruminants, goat, pig or domestic fowl, or other animals including fur-bearing animals and game fowl raised in captivity.

Lot: A parcel of land occupied or intended to be occupied by a principal structure or use and sufficient in size to meet the lot width, lot frontage, lot area, yard, parking area and other open

space provisions of this Ordinance.

Lot Line: A line marking a boundary of a lot.

Manufactured Home: A structure that is designed to be used as a dwelling that is certified by the federal department of housing and urban development as complying with the standards established under 42 USC 5401 to 5425.

Mobile Home: A vehicle manufactured or assembled before June 15, 1976, designed to be towed as a single unit or in sections upon a highway by a motor vehicle and equipped and used, or intended to be used, primarily for human habitation, with walls of rigid uncollapsible construction, which has an overall length in excess of 45 feet. "Mobile home" includes the mobile home structure, its plumbing, heating, air conditioning and electrical systems, and all appliances and all other equipment carrying a manufacturer's warranty.

Modular Home: Any structure or component thereof which is intended for use as a dwelling and:

1. Is of closed construction and fabricated or assembled on-site or off-site in manufacturing facilities for installation, connection, or assembly and installation, at the building site; or
2. Is a building of open construction which is made or assembled in manufacturing facilities away from the building site for installation, connection, or assembly and installation, on the building site and for which certification is sought by the manufacturer.

Motor Home: A motor vehicle designed to be operated on a highway for use as a temporary or recreational dwelling.

Municipality: A city, village or town.

Nonconforming Use or Structure: Any structure, land or water lawfully used, occupied or erected as of the effective date of this Ordinance, or date of amendments thereto which does not conform to the regulations of this Ordinance or amendments thereto. Any such structure conforming in respect to use but not in respect to frontage, width, height, area, yard, parking, loading or distance requirements shall be considered a nonconforming structure and not a nonconforming use.

Ordinary High Water Mark: The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation or other easily recognized characteristics.

Parking Space: A level area of not less than 9 feet by 20 feet area either enclosed or open for the parking of a motor vehicle, having adequate ingress and egress to a public street or alley.

Parties in Interest: Parties in interest include all abutting property owners within 300 feet for all zoning requests and 100 feet for variances and special exceptions.

Passive Recreation Area: An area set aside, developed and landscaped for passive activities, hiking, walking, sightseeing, nature walks, fishing, and similar activities.

Permanent Structure: A structure resting on its own foundation and not mobile.

P.O.W.T.S.: Private On-site Waste Treatment System.

Principal Building: The building of primary importance on a parcel of land, in contrast to those which are accessory or of secondary importance. In the case of a house and attached garage, the entire structure, including the house and garage, shall be considered the principal building.

Professional Home Office: The residence of a doctor of medicine, practitioner dentist,

clergyman, landscape architect, professional engineer, registered land surveyor, lawyer, artist, author, musician or other recognized profession used to conduct his or her profession where the office does not exceed 25% of the area of one floor of the residence and only one nonresident person is employed.

Rear Yard: A yard extending across the full width of the lot, the depth of which shall be the minimum horizontal distance between the rear lot line and a line parallel thereto through the nearest point of the principal structure. The yard shall be opposite the street yard or one of the street yards on a corner lot.

Recreational Vehicle: A vehicle having an overall length of 45 feet or less and a body width of 8 feet or less primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. The basic types are travel trailer, camping trailer, truck camper motor homes and park model homes that meet the overall length and width specifications listed in this definition.

Sanitary Station: A facility connected to approved sewerage, and designed for receiving liquid and water-carried waste from camping unit holding tanks.

Setback: The minimum horizontal distance between the right of way or property line and the nearest point of a building or any projection thereof, excluding uncovered steps.

Shelter Unit: A structure located on an individual or group campsite which is designed only to protect occupants from the elements and does not have a permanent water supply, a sewage system, electricity, or heating and cooking facilities.

Side Lot Line: A side lot line is any lot line, which is not a front, or a rear lot line.

Side Yard: A yard extending from the front property line to the rear yard of the lot, the width of which shall be the minimum horizontal distance between the side lot line parallel thereto through the nearest point of the principal street.

Signs: Signs are any words, letters, figures, numerals, phrases, sentences emblems, designs, trade names, or trade marks by which anything is made known, which are used to advertise or promote an individual, corporation, profession, business, commodity, or product, and which are visible from any public street.

Single-Family Dwelling: A single-family dwelling is a detached structure designed for and exclusively occupied by one family and containing a minimum width of at least 14 feet and 950 square feet of minimum livable floor area, with at least one portion able to contain a square 24 feet on a side. Single-family dwellings do not include rooming or boarding housing community-based residential facilities, fraternity or sorority homes or similar uses, or mobile homes.

Street: A public right-of-way providing access to abutting properties.

Structure: Anything erected or constructed such as buildings, towers, masts, poles, booms, signs, decorations and carport.

Structural Alteration: Any change in the supporting members of a structure such as foundations, bearing wall, columns, beams or girders.

Structure, Temporary: A structure which is built of such materials and in such a way that it would commonly be expected to have a relatively short useful life of one year or less, or is built for a purpose that would commonly be expected to be less than one year in duration.

Temporary Dwelling: A dwelling occupied no more than 4 months in a 12-month period.

Total Floor Area: The gross floor area of a building, enclosed by walls and roof, including all

floor levels except the basement or crawlspace floor.

Use Consistent With Agricultural: Any activity that meets all of the following conditions:

- A. The activity will not convert land that has been devoted primarily to agricultural use.
- B. The activity will not limit the surrounding land's potential for agricultural use.
- C. The activity will not conflict with agricultural operations on the land subject to a farmland preservation agreement.
- D. The activity will not conflict with agricultural operations on other properties.

Utilities: Utilities include public and private utility uses such as water wells, water and sewage pumping stations, water storage tanks, power and communication transmission lines, booster stations, electrical power substations, static transformer stations, telephone and telegraph exchanges, microwave radio relays and gas regulation stations, but not including wastewater treatment plants, or municipal incinerators warehouses, shops, and storage yards.

U.D.C.: Uniform Dwelling Code.

Vault Privies: An enclosed non-portable toilet into which non-water-carried human wastes are deposited to a subsurface storage chamber that is watertight.

Vision Triangle: A triangular area at the intersection of streets maintained in such a manner as to provide a safe and open line of vision for drivers of vehicles approaching the intersection.

Yard: Open space, unoccupied and unobstructed, except for vegetation, on a lot that contains a structure.

SECTION 3 - ZONING DISTRICTS AND DISTRICT MAPS

A. Establishment: The boundaries of these districts are hereby established as shown on the map entitled, Town of Big Flats Zoning Map, Adams County, Wisconsin.

B. Districts: For the purpose of this Ordinance, the Town of Big Flats, Adams County, Wisconsin is divided into Basic and Overlay zoning districts as defined herein and as named and described in the following subsections:

1. Basic Zoning Districts provide all primary regulations for land use. These regulations are supplemented with more restrictive or more permissive regulation in the case of those properties which are placed into an Overlay District.
2. Overlay Zoning Districts are established for the purpose of superimposing additional regulations upon lands already zoned in a Basic Zoning District. The regulations of the overlay may be more permissive, thereby allowing uses or requirements not allowed by the underlying basic district, or the overlay district may be more restrictive, imposing regulations more stringent than those of the underlying district.
3. Informational Overlay Districts of themselves do not ordinarily impose regulation. They exist primarily to alert users to the existence of conditions on or near various properties, or of regulations by other Jurisdictions. Since such districts are referring to other regulations, they are a public service, and not meant to be definitive when referring to other agencies. The map user should always consult the other regulatory agency for exact boundaries, regulations, and permit requirements.

C. Boundaries: The boundaries of these districts are hereby established as shown on the map entitled, Town of Big Flats Zoning Map, Adams County Wisconsin. Where uncertainty exists with

respect to the boundaries of the various districts as shown on the map, the following rules shall apply:

- a. Boundaries shown as approximately following Conservancy districts, town limits, property lines, and center lines of streets and highways shall be regarded as existing on such lines unless provisions to the contrary be expressly indicated.
- b. In order to reflect specific existing uses, some district boundaries do not follow these lines. These district boundaries shall be determined by the use of the scale shown on the zoning map and interpreted by the Zoning Administrator.
- c. Vacation of public streets shall cause the area vacated to be automatically placed in the same district as the land to which the vacated area reverts until a permanent district classification is adopted.

D. Zoning District Map: A copy of the Zoning District Map shall be adopted and approved as part of this Ordinance and shall bear upon its face the attestation of the Town of Big Flats Chairman and the Town Clerk and shall be available to view by the public in the office of the Town Clerk and at the office of the Zoning/Land Use Administrator.

E. Zoning Districts: The following Zoning Districts have been created by the Town of Big Flats for the purpose of this Ordinance:

1. Residential District (R-1)
2. Rural Residential District (R-2)
3. Agricultural District (A-1)
4. Agricultural District (A-2)
5. Commercial District (C-1)
6. Forestry/Recreational District (F-1)

1. RESIDENTIAL DISTRICT (R-1)

A. Purpose: The R-1 district is intended to provide a quiet, pleasant and relatively spacious living area protected from traffic hazards and the intrusion of incompatible land uses.

B. Use Regulations:

1. Permitted Uses: Stick built, manufactured or modular homes.
 - a. One, single-family dwelling per lot.
 - b. One garage(s), per parcel, either attached to the primary dwelling or standing free which shall have a minimum width of 14 feet, and the sidewalls shall not exceed 12 feet in height from the finished floor, and shall not exceed a height of 17 feet from the finished floor to the peak of the exterior roof.
 - c). Accessory buildings, not to exceed two.
 - d. Recreational Vehicles and Camping Units not to exceed one per lot without a permit: (See Section 4G).
2. Conditional Use:
 - a. Livestock not to exceed one animal unit per five acre parcel, with one additional animal unit allowed on each additional acre.

C. Lot Size Regulations:

1. Minimum Area: Two acres.
2. Minimum Width: 200 feet.

D. Minimum Water Setback: 75 feet from ordinary high water mark.

E. Yard and Setback Requirements:

1. Minimum Front Yard:
 - a. Class A and Class B highways: 50 feet from the right-of-way line.
 - b. Class C highways: 25 feet from the right-of-way line.
2. Side and Rear Yard: Minimum of 10 feet on all sides.

F. Building:

1. Area:
 - a. Minimum living space of 950 square feet for a single-family dwelling, not including basement.
2. Maximum building height:
 - Principal buildings: 35 ft.
 - Accessory building: 17 ft.

G. General Provisions:

1. Maximum Ground Coverage: The maximum ground occupied by any principal building with one garage and accessory building shall not exceed 30 percent of the total lot area.
2. Completion Requirements: All buildings must be completed in a manner so that they will not be detrimental to the community, thus lowering values of the Residential District.
3. A dwelling or any other structure, once the permit for construction of that structure has been issued by the proper authority, shall have, from date of issuance inclusive, a period of 270 days to have the exterior of said structure completed unless otherwise stated in writing on said permit.
4. Off-Street Parking: A minimum of two, off-street parking spaces (including garage) must be provided for each dwelling.
5. No advertising sign of any character shall be permitted in the Residential District except one sign not exceeding six square feet in area pertaining to the lease, hire or sale of the building or premises.

2. RURAL RESIDENTIAL DISTRICT (R-2)

A. Purpose: The R-2 district is intended to provide a quiet, pleasant and relatively spacious living area protected from traffic hazards and the intrusion of incompatible land uses, while allowing for additional rural opportunities.

B. Use Regulations:

1. Permitted Uses: Stick built, manufactured or modular homes.
 - a. One, single-family dwelling per lot.
 - b. One garage(s), per parcel, either attached to the primary dwelling or standing free which shall have a minimum width of 14 feet, and the sidewalls shall not exceed 12 feet in height from the finished floor, and shall not exceed a height of 17 feet from the finished floor to the peak of the exterior roof.

- c). Accessory buildings, not to exceed two.
- d. Recreational Vehicles and Camping Units not to exceed one per lot without a permit: (See Section 4G).

- 2. Conditional Use:
 - a. Livestock not to exceed one animal unit per five acre parcel, with one additional animal unit allowed on each additional acre.

C. Lot Size Requirements:

- 1. Minimum Area: Five acres.
- 2. Minimum Width: 200 feet.

D. Minimum Water Setback: 75 feet from ordinary high water mark.

E. Yard and Setback Requirements:

- 1. Minimum Front Yard:
 - a. Class A and Class B highways: 50 feet from the right-of-way line.
 - b. Class C highways: 25 feet from the right-of-way line.
- 2. Side and Rear Yard: Minimum of 10 feet on all sides.

F. Building:

- 1. Area:
 - a. Minimum living space of 950 square feet for a single-family dwelling, not including basement.
- 2. Maximum building height:
 - Principal building: 35 ft.
 - Accessory buildings: 20 ft.

G. General Provisions:

- 1. Maximum Ground Coverage: The maximum ground occupied by any principal building with one garage and accessory building shall not exceed 30 percent of the total lot area.
- 2. Buildable Area: Minimum two acres of buildable land for dwelling.
- 3. Completion Requirements: All buildings must be completed in a manner so that they will not be detrimental to the community, thus lowering values of the Residential District.
- 4. A dwelling or any other structure, once the permit for construction of that structure has been issued by the proper authority, shall have, from date of issuance inclusive, a period of 270 days to have the exterior of said structure completed unless otherwise stated in writing on said permit.
- 5. Off-Street Parking: A minimum of two, off-street parking spaces (including garage) must be provided for each dwelling.
- 6. No advertising sign of any character shall be permitted in the Rural Residential District except one sign not exceeding six square feet in area pertaining to the lease, hire or sale of the building or premises.

3. AGRICULTURAL DISTRICT (A-1)

A. Purpose: The A1 District provides exclusively for agricultural uses and uses compatible with

agriculture. The district's uses and regulations are designed to implement Comprehensive Plan goals by encouraging agricultural uses in areas where soil and other conditions are best suited to these agricultural pursuits, and controlling residential development to avoid potential conflict with agricultural uses.

B. Use Regulations:

1. Permitted Uses: Use consistent with agriculture.
 - a. General farming, truck gardening, dairy and livestock farming less than five hundred (500) animal units. This use does not include farms and operations operated for the disposal of garbage, rubbish and offal.
 - b. Operations related to the collection of farm produce or merchandise or manufacturing operations related thereto such as creameries, mill condensing, and pea vineries.
 - c. Horticulture, Apiculture, Viticulture, Forestry, Orchard, Greenhouse, Stable and Paddock.
 - d. One, single-family dwelling per lot constructed to Uniform Dwelling Code standards.
2. Conditional uses:
 - a. Communication Towers

C. Minimum Residential Area:

1. Portions of land in the Agricultural District, which are used for residential purposes, shall be at least 1 acre in size.

D. Minimum Agricultural Area Requirements:

1. Portions of land in the district used for agricultural purposes shall be at least 20 acres in size.

E. Yard and Setback Requirements:

1. Minimum Front Yard for farm residence: 50 feet from the right-of-way line of Class A, B and C highways.
2. Minimum Side and Rear Yard for farm residence: Minimum of 50 feet on all sides.
3. Minimum Front Yard for farm-related buildings: 100 feet from the right-of-way of Class A, B and C highways.
4. Minimum Side and Rear Yard for farm-related buildings: Minimum of 100 feet on all sides.
5. Setback for livestock operations:
 - a. Fewer than 500 Animal Units: 100 feet from the right-of-way.
6. Setback and Buffer for field operations (applies to re-zoning bordering R-1 and R-2 Districts and within 200 feet of residential dwellings):
 - a. Minimum setback: 20 feet from the right-of-way line.
 - b. Buffer area bordering residential districts: The area from the right-of-way or property line to 20 feet from the right-of-way or property line must be continuously planted in a minimum of two rows to provide a protective screen for the health and safety of residential properties from airborne particles produced by wind and agricultural activities. Allowances shall be made to provide no fewer than 2 (two), 33-foot driveway access locations per 1,320 feet of field.

- c. Establish a choice of trees and bushes for buffer areas: A combination of coniferous and deciduous trees and bushes must be of Wisconsin-native varieties and established within one year following field development.
- d. Buffer area bordering residential dwellings within 200 from field operations: the area from the right-of-way or property line to 20 feet from the right-of-way or property line must be continuously planted in a minimum of two rows and at a minimum length of two hundred feet to provide a protective screen for the health and safety of residential properties from airborne particles produced by wind and agricultural activities.

F. Building:

1. Area:

- a. Minimum living space of 950 square feet for a single-family dwelling, not including basement.

2. Maximum building height:

- a. Principal residential building: 35 feet.
- b. Detached accessory structures: 35 feet.
- c. Silo-type storage facilities: 85 feet.

4. AGRICULTURAL DISTRICT (A-2)

A. Purpose: The A2 District provides exclusively for agricultural uses and uses compatible with agriculture. Livestock facilities of any size are regulated as conditional uses to ensure compatible land use. The district's uses and regulations are designed to implement Comprehensive Plan goals by encouraging agricultural uses in areas where soil and other conditions are best suited to these agricultural pursuits, and controlling residential development to avoid potential conflict with agricultural uses.

B. Use Regulations:

1. Permitted Uses:

- a. Any permitted use in the A1 District, except raising of livestock.

2 Conditional uses:

- a. Agricultural practices requiring large volumes of water.
- b. Keeping of animals; production of eggs; raising, hatching, fattening and propagation.
- c. Livestock Facilities subject to requirements of ATCP 51 if applicable.
- d. Communication Towers.

C. Minimum Residential Area:

- 1. Portions of land in the Agricultural District, which are used for residential purposes, shall be at least 1 acre in size.

D. Minimum Agricultural Area Requirements:

- 1. Portions of land in the district used for agricultural purposes shall be at least 40 acres in size.

E. Yard and Setback Requirements:

1. Minimum Front Yard for farm residence: 50 feet from the right-of-way line of Class A, B and C highways.
2. Minimum Side and Rear Yard for farm residence: Minimum of 50 feet on all sides.
3. Minimum Front Yard for farm-related buildings: 100 feet from the right-of-way of Class A, B and C highways.
4. Minimum Side and Rear Yard for farm-related buildings: Minimum of 100 feet on all sides.
5. Setback for livestock operations:
 - a. Fewer than 500 Animal Units: 100 feet from the right-of-way.
 - b. 500 Animal Units or greater: 200 feet from the right-of-way.
 - c. Manure Storage Facility: 350 feet from the right-of-way.
 - d. The setback requirements do not prevent the use or expansion of a livestock structure that was located within the setback area prior to the effective date of the setback requirement, except that a structure may not be expanded closer to the public road roadway.
6. Setback and Buffer for field operations (applies to re-zoning bordering R-1 and R-2 Districts and within 200 feet of residential dwellings):
 - a. Minimum setback: 20 feet from the right-of-way line.
 - b. Buffer area bordering residential districts or subdivisions: The area from the right-of-way or property line to 20 feet from the right-of-way or property line must be continuously planted in a minimum of two rows to provide a protective screen for the health and safety of residential properties from airborne particles produced by wind and agricultural activities. Allowances shall be made to provide no fewer than 2 (two), 33-foot driveway access locations per 1,320 feet of field.
 - c. Establishment a choice of trees and bushes for buffer areas: A combination of coniferous and deciduous trees and bushes must be of Wisconsin-native varieties and established within one year following field development.
 - d. Buffer area bordering residential dwellings within 200 from field operations: the area from the right-of-way or property line to 20 feet from the right-of-way or property line must be continuously planted in a minimum of two rows and at a minimum length of two hundred feet to provide a protective screen for the health and safety of residential properties from airborne particles produced by wind and agricultural activities.

F. Building:

1. Area:
 - a. Minimum living space of 950 square feet for a single-family dwelling, not including basement.
2. Maximum building height:
 - a. Principal residential building: 35 feet.
 - b. Detached accessory structures: 40 feet.
 - c. Silo-type storage facilities: 85 feet.

G. Incorporation of Administrative Code:

The provisions of ATCP 51, including standards and application requirements are incorporated herein by reference.

5. COMMERCIAL DISTRICT (C-1)

A. Purpose: The C-1 district is intended to provide an area for the business and commercial needs of the community.

B. Use Regulations:

1. Permitted Uses: In the Commercial District no building, structure or land shall be used, and no building or structure shall be hereafter erected or moved, unless otherwise provided in the Ordinance, except for the following uses (See part D and E for more details):

- a. Motels.
- b. Specialty merchandise stores: souvenirs, antiques or gift shops.
- c. Restaurants, cafes or taverns.
- d. Automobile filling and service stations.
- e. Banks or financial institutions.
- f. Personal service establishments: Barbershops, beauty parlors, tailor shops, etc.
- g. Business and professional offices and studios.
- h. General grocery, specialty foods or bakeries.
- i. Retail laundry outlets.
- j. Electrical, telephone and public utility buildings.
- k. Mobile home parks, recreational vehicle parks and campgrounds.
- l. Churches.
- m. Governmental buildings

2. Conditional Uses:

- a. Single-family residence: Single-family residence may be allowed in a commercial district if residential setbacks are followed. Single-family residences (if attached to or adjacent to the business building) intended to be occupied by the owner or manager of the business.
- b. Multi-family dwellings: Minimum living space of 1550 square feet for a two-family dwelling (Stick built or Modular Home). Add 500 square feet per unit for a multi-family dwelling.
- c. Communication Towers

C. Yard regulations: In the Commercial District no building, structure or premises shall be used, and building or structure shall be erected or moved, except in accordance with the following regulations:

1. Minimum Area: Two acres
2. Front Yard:
 - a. No building or structure shall hereafter be erected and no existing building or structure shall be reconstructed or altered in such a way that any portion thereof shall be closer to the right-of-way line of any street than is permitted by the setback requirements of Sec. 4, of this Ordinance except in areas designated by the Town Board as primary business districts in which there shall be a special reduced speed limit, in which case the minimum front yard setback shall be 25 feet.
3. Side and Rear Yard: Minimum of 25 feet.
4. Height: Maximum of 35 feet.

5. Off-Street Parking: Every business located in the Commercial District shall provide sufficient off-street parking commensurate with the anticipated customer traffic.

D. Mobile/Manufactured Home Parks

1. Use Regulations:

a. Permitted Uses:

1. Single family dwellings.

2 Conditional Uses: None

3. Lot Size Regulations:

- a. Minimum Area: Per state regulations.
- b. Minimum Water Setback: 75 feet from ordinary high water mark.

4. Yard and Setback Requirements:

a. Minimum Front Yard

1. Class A and Class B highways: 50 feet from right-of-way.
2. Class C highway: 25 feet from the right-of-way.

b. Side and Rear Yard: Minimum of 10 feet on all sides.

5. General Provisions:

a. Garages and Accessory Buildings: Same requirements as Residential District.

b. Off-Street Parking: A minimum of two, off-street parking spaces must be provided for each dwelling.

E. Recreational Vehicle Parks and Camp Grounds:

In addition to the other requirements herein, RV Parks and Campgrounds must comply with the provisions of DHS Chapter 178, which is incorporated herein by reference.

1. Use Regulations:

a. Permitted Use:

1. As permitted by Health and Family Services (DHS Chapter 178).

b. Conditional Use:

1. As permitted by Health and Family Services (DHS Chapter 178).

c. Lot size requirements:

1. As permitted by Health and Family Services (DHS Chapter 178).

6. FORESTRY/RECREATIONAL DISTRICT (F-1)

A. Purpose: The F-1 district is intended to provide a quiet, pleasant and spacious living area protected from traffic hazards and the intrusion of incompatible land uses, while allowing for managed forest practices and recreational opportunities.

B. Use Regulations:

1. Permitted Uses:

a. Harvesting of wild crops such as wild hay, ferns, moss, berries and nuts, fruits and seeds.

b. Hiking, hunting, fishing and trapping.

c. The practice of forest management in accordance with scientific Silva culture practices.

- d. The practice of wildlife and fish management.
- e. Preservation of areas scenic, historic, or scientific value.
- f. One, single-family dwelling per parcel constructed to Uniform Dwelling Code standards. Minimum living space of 950 square feet for a single-family dwelling not including basement.
- g. Maximum principal building height: 35 feet.
Accessory buildings: 17 ft.
- h. One garage(s), per parcel, either attached to the primary dwelling or standing free which shall have a minimum width of 14 feet, and the sidewalls shall not exceed 12 feet in height from the finished floor, and shall not exceed a height of 17 feet from the finished floor to the peak of the exterior roof.
- i. Accessory buildings, not to exceed two.
- j. Recreational Vehicles and Camping Units not to exceed one per lot without a permit: (See Section 4(G)).
- k. Public Parks

2. Conditional Use:

- a. Communication Towers
- b. Livestock not to exceed one animal unit per five acre parcel, with one additional animal unit allowed on each additional acre.

D. Lot Size Requirements:

Minimum Area: Twenty acres.

E. Minimum Water Setback: 75 feet from ordinary high water mark.

F. Yard and Setback Requirements:

- 1. Minimum Front Yard:
 - a. Class A and Class B highways: 50 feet from the right-of-way line.
 - b. Class C highways: 25 feet from the right-of-way line.
- 2. Side and Rear Yard: Minimum of 10 feet on all sides.

G. General Provisions:

- 1. Buildable Area: Minimum two acres of buildable land for dwelling.
- 2. Completion Requirements: All buildings must be completed in a manner so that they will not be detrimental to the community, thus lowering values of the District.
- 3. A dwelling or any other structure, once the permit for construction of that structure has been issued by the proper authority, shall have, from date of issuance inclusive, a period of 270 days to have the exterior of said structure completed unless otherwise stated in writing on said permit.

SECTION 4 - GENERAL REGULATIONS

A. Sanitary Provisions:

1. Use Requirements:

- a. Each building or structure utilized for the purpose of human habitation in the Town of Big Flats shall have provision for sanitary disposal of waste pursuant to the minimum requirements of the Wisconsin Department of Safety and Professional Services and the Adams County Planning and Zoning Office shall be in effect at the time of the construction or moving of a building or structure. An Adams County Sanitary Permit is Mandatory for Private On-site Waste Treatment System (POWTS).

B. Keeping of Animals and Fowl:

1. Permitted Animals:

- a. All domestic animals and fowl in the Agricultural District.
- b. Dogs and cats and those animals normally purchased at a pet store and kept in the house as household pets in all districts.

2. Conditional Use: Upon obtaining a conditional use permit (See Sec. 4.E.) of this Ordinance), animals and fowl, except as otherwise provided for in Sec. 4(B)(1)(a) and (b), may be kept in all districts subject to the following restrictions and regulations.

- a. The number of animals or fowl shall be commensurate with the size of the parcel and according to district regulation.
- b. The premises shall be adequately fenced to prevent animals and fowl from straying on neighboring premises.
- c. The premises shall be maintained in a clean and sanitary condition free of rodents, vermin and objectionable odors.
- d. The keeping of exotic animals is prohibited.
- e. In the event that the above regulations are not complied with the permit may be revoked by the Plan Commission.

C. Nonconforming Uses: The lawful use of land and buildings existing at the time of the adoption of this Ordinance, although such use does not conform to the provisions hereof, may be continued, but if such nonconforming use is discontinued for more than 12 months or changed to another use, any future use of said land and/or buildings shall be in conformity with the provisions of this Ordinance.**D. Conditional Uses:** Uses listed as conditional uses in a given district may be authorized upon application to the Plan Commission and subject to the Commission's issuance of a conditional use permit.

- 1. The Plan Commission shall consider the effect of such grant on the health, general welfare, safety and economic prosperity of the Town and of the immediate area in which such use would be located, including such considerations as the effect on the established character and quality of the area; its physical attractiveness; the movement of traffic; the demand for related services; and the possible hazardous, harmful, noxious, offensive or nuisance effects resulting from noise, dust, smoke or odor and other factors.

- 2. A request for a conditional use permit shall be submitted in writing to the Zoning Administrator who shall promptly refer the application to the Plan Commission. The application shall be accompanied by the same information as is required for a land use

permit.

3. The Commission may require such other information as may be necessary to determine and provide for an enforcement of this Ordinance, including a site plan.

4. The Commission shall review the site; existing and proposed structures; architectural plans; parking areas; driveway locations; highway access, traffic generation and circulation; drainage; operation; conditions which shall affect the maintenance of safe and healthful conditions, prevention and control of water pollution including sedimentation, the location of the site with respect to flood plains, and the compatibility of the proposed use with the use of adjacent land.

5. Upon consideration of the factors listed above, the Commission may require such conditions in addition to those listed elsewhere in this Ordinance, as it deems necessary in furthering the purpose of this Ordinance. Such conditions may include specifications for, without limitation because of specific enumeration, landscaping, type of construction, construction commencement and completion dates, sureties, lighting, fencing, operational control, hours of operation, traffic circulation, access restrictions, increased setbacks and yards, type of shore cover, planting screens, signs or any other requirements necessary to fulfill the purpose and intent of this Ordinance.

6. Fee (set by Town Board resolution): An applicant for a conditional use shall pay a **non-refundable fee** at the time of filing with the Zoning Administrator.

7. Hearing: The Plan Commission shall publish a Class I notice as specified in Ch. 985, Wis. Stats for a public hearing on the application to be held within 30 days after the date of publication.

8. Determination: The Plan Commission shall make its decision within 90 days after the filing of the application. Its decision shall be in Writing signed by the majority and shall include an accurate description of the use permitted, of the property on which it is permitted, and any and all conditions made applicable thereto.

9. Mapping and Recording: When a conditional use is approved, an appropriate record shall be made of the land use and building permits and such decision shall be applicable solely to the structures, use and property so described.

10. Termination: Where a permitted conditional use does not conform to the conditions of the original decision, the conditional permit may be terminated by the Plan Commission after due notice and hearing conducted under the same procedure as is used for the issuance of a conditional use permit.

E. Exterior Siding: Each building in the Town shall have finished exterior siding. Specifically prohibited is the utilization of tarpaper, uncovered insulation, or unfinished metal siding.

F. Town of Big Flats Front Setback Requirements:

1. General: For the purpose of determining the distance buildings and other structures shall be set back from street and highways, the streets and highways of the Town are divided into the following classes:

- a. Class A Highways: All state and federal highways.
- b. Class B Highways: All county trunk highways.
- c. Class C Highways: All Town roads, streets and highways not otherwise classified.

2. Vision Clearance: There shall be a vision clearance triangle, as defined in Section 2 as follows:

a. For Class A and B highways, 50 feet from the point of intersection of the right-of-way lines.

b. For Class C highways, 25 feet from the point of intersection of the right-of-way lines.

3. Structures Permitted Within Front Setback Lines:

a. Open fences.

b. Telephone, power transmission and distribution towers, poles and lines, substations, repeater stations and similar necessary mechanical appurtenances and portable equipment housings that are readily removable in their entirety.

c. Underground structures not capable of being used as foundations for future, prohibited, over-ground structures; provided that this regulation shall not apply to wells and septic tanks or other means of private waste disposal.

d. Access or frontage roads.

e. Permitted signs and signs placed by public authorities for the guidance of traffic.

4. Clearance of Vision Triangles: In the event that there is any obstruction to vision in the above indicated vision triangles by brush, shrubs or trees, the Zoning Administrator shall give written notice thereof to the owner of the premises at his last known address requiring the removal of such obstruction within 30 days from the date of notice. In the event that said obstruction has not been removed within the stated 30 day period, the Zoning Administrator shall notify the Town Board, which may take action as necessary to have the same removed and the cost thereof assessed to the property as a special charge on the next tax roll.

G. Recreational Vehicles and Camping Units in the Town of Big Flats:

1. Regulated:

a. It shall be unlawful to locate or maintain any Recreational Vehicle and or Camping Unit in the Town of Big Flats, except in accordance with the provisions of this Ordinance.

2. Requirements: No Recreational Vehicle or Camping Unit is permitted unless it meets the minimum standards of an Independent Camping Unit as defined in Section 2 of this ordinance.

3. Service Hook-Up:

a. All Independent Camping Units are prohibited from any permanent hook-up to a septic system or water supply (well) except in a licensed campground.

b. Independent Camping Units may be hooked up temporarily to electric by way of an extension cord extending from a disconnect box.

4. Use:

a. No Recreational Vehicle or Camping Unit may be used as a permanent dwelling.

b. Recreational Vehicles and Camping Units shall be maintained in a safe condition and shall not have an appearance that has a negative effect on neighboring properties.

5. Improvements:

a. No external additions, piers, or concrete pads are allowed on any Recreational Vehicle or Camping Unit.

6. License:

- a. All Recreational Vehicles and Camping Units must have a valid license and be "**Road Ready**" at all times.
- b. Any un-licensed Vehicles, Recreational Vehicles or Camping Units will constitute a violation of this Ordinance and therefore be subject to a forfeiture of not less than \$50.00.

H. Modular and Manufactured Homes

1. Regulated:

- a. It shall be unlawful to locate or maintain any Modular or Manufactured Home in the Town of Big Flats except in accordance with provisions of this Ordinance.
- b. Manufactured Homes shall have a Gable Roof as regulated by H.U.D. and a minimum titled size of not less than 950 square feet.
- c. Modular Homes shall have a minimum size of 950 square feet and be regulated by current U.D.C. codes.
- d. Manufactured Homes shall be regulated by H.U.D. with an H.U.D. seal attached to them.

2. Requirements:

- a. Lot Ownership: Modular or Manufactured homes shall be located only on a lot or parcel owned by the owner of the unit, except in the case of a Mobile Home or Manufactured Home Park.
- b. Modular or Manufactured Homes must be placed on foundations or piers conforming to Adams County Building Regulations.
- c. Sanitary Disposal Systems must conform to State and County Regulations.
- d. Modular or Manufactured Homes must be skirted within one year from date of entry. Materials shall not be of lesser grade than that used on the Manufactured Home.
- e. No home that could be considered to be unsafe, or in a condition that would be against the health and welfare of the Town regardless of size or year shall be permitted. This applies to all homes for either temporary or permanent use.
- f. There shall not be more than one modular or manufactured home placed on a lot or parcel of land owned by the same property owner with the same property tax identification number or fire number assigned to it.

I. Maintenance of Property and Fencing:

1. Maintenance of Property:

- a. It shall be the duty of the owner or tenant of all property, real or personal, residential, business or commercial to keep all property in a clean, neat or orderly appearance and free of refuse or "junk".
- b. If complaints are received or the Town Board determines that there is a violation of this ordinance, the property owner or tenant shall be notified in writing and requested to correct the problem within thirty (30) days. The property owner or tenant shall have ten (10) days to respond to such notice in writing to said agent of the Town Board. If the respondent does not agree to correct the conditions or fails to respond within the period in the notice, then the Town shall follow guidelines established in the Town of Big Flats Public Nuisance Ordinance.

c. Junk or refuse is defined as useless items, rubbish, waste or anything that is thrown away or rejected as worthless or useless or which is discarded for any reason according to the common usage of the term.

2. Fencing: Any property owner or tenant who regularly stores, places or maintains any disabled vehicles, equipment or machinery on its property shall comply with the following.

- a. Regularly shall mean the use such property for the above purposes in excess of sixty (60) days in any calendar year.

- b. Disabled shall mean any object not suitable for its normal use in its original state and original intended use.

- c. The property owner shall fence in all areas used for the purpose above by a solid fence no less than six feet high, completely enclosing the disabled objects, in residential and business zoned areas and that solid fence shall be approved by the Zoning Administrator or the Town's agent.

J. Adams County Ordinance Referenced

The following Adams County Ordinances are in effect in the Town of Big Flats and this Ordinance shall not be interpreted to conflict with same:

1. Adams County Land Information
2. Adams County Shoreland Protection Ordinance, effective December 24, 1970. Revised August 2011.
3. Adams County Flood plain Ordinance Revised, November 16, 1990.
4. Adams County Sewage System Ordinance, July 1, 1992.

K. Land Use Permit and Plot Plan:

1. No building shall hereafter be erected or moved until a **land use permit** shall have been applied for in writing and issued by the Zoning Administrator. Said permit shall be posted in a prominent place on the premises prior to and during the period of construction or move. Form for application for land use permits shall be supplied by the Zoning Administrator. The land use permit shall be valid for one year and may require a bond to guarantee completion, if required by the Town Board.

2. Each application for land use permit shall be accompanied by a plot plan, drawn to scale, showing the actual dimensions of the lot to be built upon, the size of the buildings to be erected, its location on the lot, the road the driveway will be on, and such other information as may be necessary to provide for the enforcement of these regulations. A record of such applications and plats shall be kept in the Office of the Zoning Administrator. Prior to site inspection by Zoning Administrator, proposed site must be staked showing location of proposed building(s).

3. A copy of each application will then be delivered to the Adams County Planning and Zoning office. If there is no street number assigned to the property a request will be filled out by the Zoning Administrator and sent to the Adams County Land Information Office. A copy of the plot plan shall be forwarded to the Town highway employee when new driveways are put in with the names of the person(s) obtaining permits to determine if a culvert is needed.

L. Fees:

All fees under this Ordinance shall be set by resolution by the Town Board. The permit fee shall be doubled if construction is commenced prior to the issuance of the permit.

SECTION 5 - PLAN COMMISSION

A. Membership:

1. A Plan Commission is hereby established. The Plan Commission shall consist of a Town Supervisor and 4 citizen members appointed by the Town Chairperson subject to confirmation by the Town Board for 3 year terms. The Zoning Administrator shall be an ex officio member. Members shall reside in the Town of Big Flats for at least 1 year prior to appointment. The Town Clerk shall serve as Clerk for the Plan Commission. The Town Chairperson shall appoint the presiding officer of the Plan Commission.

B. Powers and Duties:

1. The Plan Commission shall have the following powers and duties:
 - a. The following matters shall be referred to the Plan Commission by the Town Board for its consideration and report before final action is taken by the Town Board.
 - b. Proposed changes in zoning district boundaries.
 - c. Proposed amendments to this Ordinance.
 - d. Proposed subdivisions.
 - e. Such other matters referred to the Plan Commission by the Town Board.
 - f. Plan Commission members may view any property in question before a hearing is held on the matter.
 - g. The duties and functions set forth in Sec. 62.23 (2), (4) and (5) Wis. Stats.

In the event the Plan Commission does not make its report to the Town Board within 30 days, or such longer period stipulated by the Town Board, the Town board may take final action without such report.

2. The Plan Commission shall act upon applications for conditional uses pursuant to Sec. 4E, 1 of this Ordinance.

C. Compensation:

1. Compensation for Plan Commission members shall be set by the Town Board by resolution.

D. Fees:

1. Fees will be set by the Town Board by resolution.

SECTION 6 - BOARD OF APPEALS**A. Membership:**

1. A Board of Appeals is hereby established. The Board shall consist of 5 members, appointed by the Town Chairperson subject to Town Board approval, for 3 year terms, except that of those first appointed, one shall serve for a term of one year, two for a term of 2 years, and 2 for a term of 3 years. The Town Chairperson, subject to Town Board approval, shall appoint first and second alternate members for a term of 3 years who shall act with full power only when a member(s) of the Board of Appeals refuses to vote because of interest or is absent. Vacancies shall be filled by the Town Board for the unexpired terms of members whose terms become vacant. Members of the Board of Appeals shall be residents of the Town of Big Flats for at least one year prior to their appointments. The Town Chairperson shall designate one of the members as the Board of Appeals Chairperson.

B. Procedure:

1. The Board of Appeals shall adopt a set of written rules for its government and procedure which shall be filed with the Town Clerk. Meetings of the Board shall be held at the call of its Chairperson and at such other times as the Board may determine, except that the Board shall meet within one month after their appointments to adopt written rules, and further shall compile their report for the Town Board. The Chairperson, or in his absence the acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.

2. The Board shall keep written minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Town Hall and shall be a public record. The Town Clerk shall serve as Clerk for the Board.

C. Appeals:

Appeals to the Board may be taken by any persons aggrieved or by any officer or department of the Town of Big Flats affected by any decision of the Zoning Administrator by filing with the Board of Zoning Appeals a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken. The Board shall fix a reasonable time for the hearing of appeals and give public notice thereof as well as due notice to the parties in interest and shall decide the same within a reasonable time.

D. Powers and Duties:

The Board of Appeals shall have the following powers and duties:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator or other administrative official.

2. To authorize, upon appeal in specific cases, such variance from the terms of this Ordinance as will not be contrary to the public interest where, owing to special conditions peculiar to a specific property, a literal enforcement will result in practical difficulty or unnecessary hardship so that the spirit of this Ordinance shall be observed, public safety and welfare secured and substantial justice done. In every case where a variance from these regulations has been granted by the board, the written minutes of the Board shall affirmatively show in what particular and specific respects an "unnecessary hardship" or "practical difficulty" would have been created by the literal application of the regulations of this Ordinance.

3. The Board may reverse or affirm, wholly or in part, or may modify any order, requirements, decision or determination appealed from and shall make such order, requirement decision or determination as in its opinion ought to be made in the premises and to that end shall have all the powers of the Zoning Administrator.

E. Compensation:

1. The compensation of members of the Board of Appeals shall be set by the Town Board by resolution.

SECTION 7. ZONING ADMINISTRATOR

A. Office Created: There is hereby created the office of Zoning Administrator who shall be appointed by the Town Board and shall hold office at the pleasure of the Town Board.

B. Powers and Duties: The Zoning Administrator shall have the following powers and duties:

- a. To review applications for land use permits, inspect the premises and to grant such permits which comply with this Ordinance.

- b. To periodically inspect the Town to ascertain that all land uses and changes in land use comply with this Ordinance.

- c. To enforce all the provisions of this Ordinance and related ordinances.

- d. To forward, at least monthly to the Town Treasurer, all fees collected.

C. Compensation:

Compensation of the Zoning Administrator shall be determined by the Town Board.

SECTION 8. CHANGES AND AMENDMENTS

A. Changes and Amendments:

1. The Town Board may from time to time, on its own motion or on petition, amend the district boundaries or the regulations herein. The Town Board shall forward all proposed amendments to the Plan Commission for review and recommendation. The Town Board or, at the direction of the Town Board, the Plan Commission shall conduct a public hearing on the proposed amendment. Such notice shall contain the street names and house or lot number to which the proposed amendment applies for purposes of identification.

2. Notice of the public hearing on the proposed amendment shall be given by publication of a class 2 notice and further by ordinary mail at least 10 days before the date of the hearing to the owner(s) of all properties lying within 300 feet of the property for which the amendment is proposed at the address listed for them on the tax roll. Inadvertent omission of such notice shall not effect the enforceability of the action taken.

SECTION 9. ENFORCEMENT

A. Enforcement, Violations and Penalties:

1. Any building or structure hereafter erected or moved or any use hereafter established in violation of any provision of this Ordinance shall be deemed an unlawful building, structure or use. The Zoning Administrator shall promptly report all such violations to the Town Board, who may bring action in the name of the Town to enjoin the erection of moving of such building or the establishment or such use as to cause such building, structure or use to be vacated or removed.

2. Any person, firm or corporation who violates, disobeys, neglects, omits or *refuses to comply with, or who resists the enforcement of any of the provisions* of this Ordinance, may be issued a citation for such violation and shall be required, upon conviction, to forfeit not less than \$50.00 for each offense, together with court costs and all fees. Each day that a violation continues to exist shall constitute a separate offense.

This Ordinance shall be in force the day after its approval by the Adams County Board and shall supplement all previous Ordinances of the Township of Big Flats.

Adopted on the ___ day of _____, _____.

Big Flats Town Board

_____ Chairman

_____ Supervisor I

_____ Supervisor II

_____ Town Clerk

Date of Public Hearing:

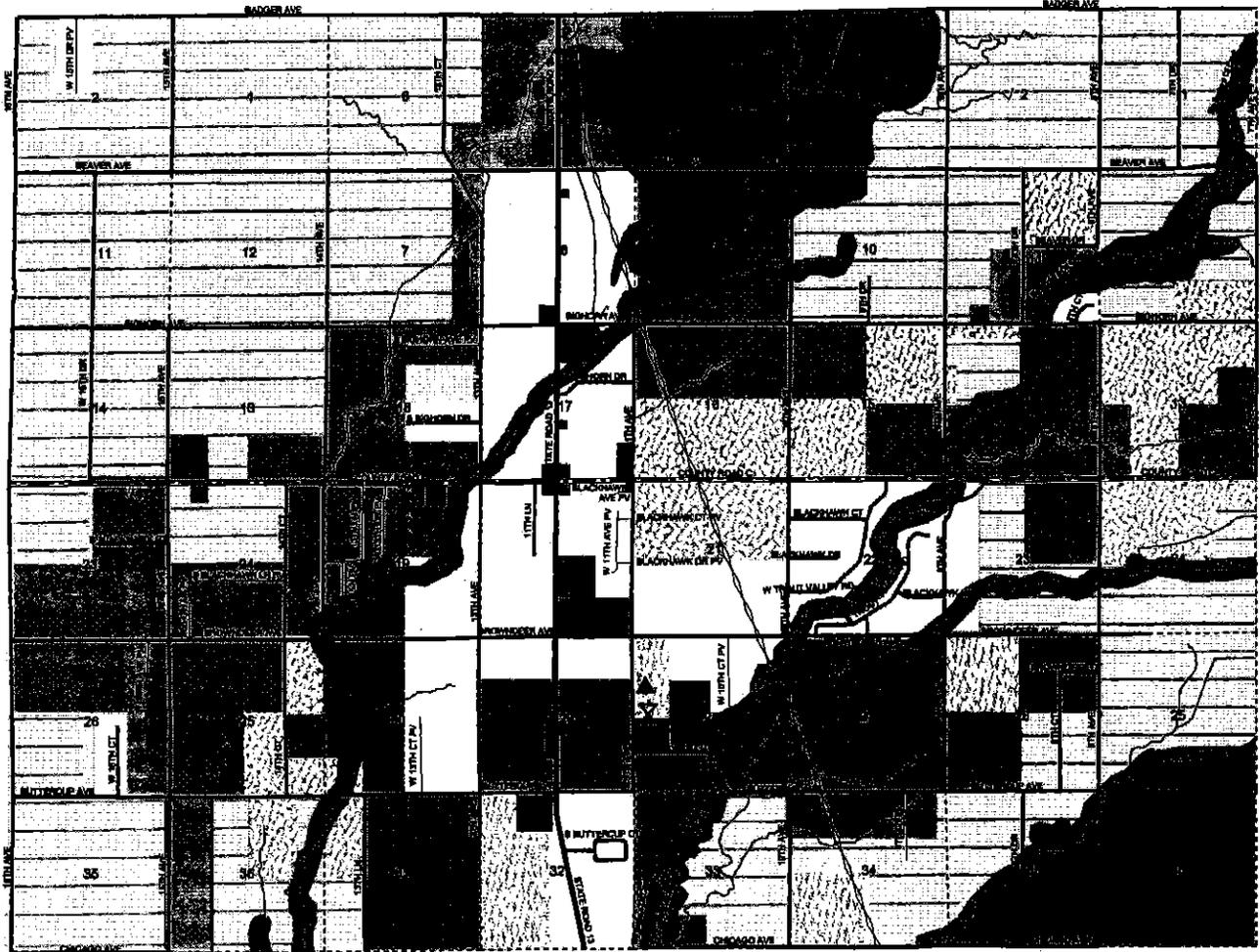
Date of Adoption:

Date of Adams County Approval:

Date of enforcement:

Town of Big Flats Zoning Map, Adams County, Wisconsin

Rev. March 20, 2013



- | | | | | | |
|--|--------------------------------|--|----------------------------------|--|------------------|
| | RESIDENTIAL DISTRICT R-1 | | AGRICULTURAL DISTRICT A-1 | | SHORELAND ZONING |
| | RURAL RESIDENTIAL DISTRICT R-2 | | AGRICULTURAL DISTRICT A-2 | | TOWN PUBLIC LAND |
| | COMMERCIAL DISTRICT C-1 | | FORESTRY/RECREATION DISTRICT F-1 | | |

PLEDGE OF ALLEGIANCE



I pledge allegiance to the flag of

The United States of America, and to the Republic

For which it stands:

One Nation under God, indivisible,

With Liberty and Justice for all.



The Adams County Board is made up of 20 supervisors who are elected for 2 years at a non partisan election. Residents elect the County Clerk, Treasurer, Sheriff, Clerk of Court, Circuit Court, Register of Deeds, and District Attorney who are elected at a partisan election and serve a 4 year term. Offices of the coroner (unless a medical examiner is appointed) and surveyor (may be appointed) may also be elected at a partisan election if the board desires.

Legislators: Julie Lassa, Scott Krug, Joan Ballweg,
Luther Olsen

2013 COUNTY BOARD SUPERVISORS

Jack E. Allen	Jerry Kotlowski
Larry L. Babcock	Glen Licitar
James Bays	Bill Miller
Lori Djumadi	Dean R. Morgan
Marge Edwards	Paul R. Pisellini
Robert Eggebrecht	Heidi Roekle
Patrick Gatterman	Jake Roseberry
Rock Gilner	Al Sebastiani
Terry C. James	Joseph Stuchlak
Florence Johnson	John West

**Adams County
GOVERNMENT DAY**

*The goal of Student Government Day is to
give the youth of Adams County the
opportunity to experience and learn about*

Adams County Government

April 30, 2013

April 30, 2013

Agenda

County Board Room

- 8:15 Welcome & Pledge
- 8:20 Overview of Committee Structure/Orientation
- 8:35 Parliamentary Procedure
- 8:55 Committee Breakout & Discussion of proposed resolution. (Land & Water, Finance, & Economic Development)
- 9:30 County Board Meeting/Election
- 11:00 Minute Meetings with Department Heads
- 11:30 Lunch, (provided by Adams County Department Heads). THANK YOU!!!
- 12:00 Meet with your local representatives and senators
- 2:00 Law related tour and information
- 2:30 SaYL presentation by SaYL members, Evaluation, Adjourn
- 2:45 Back to School

*Times may vary

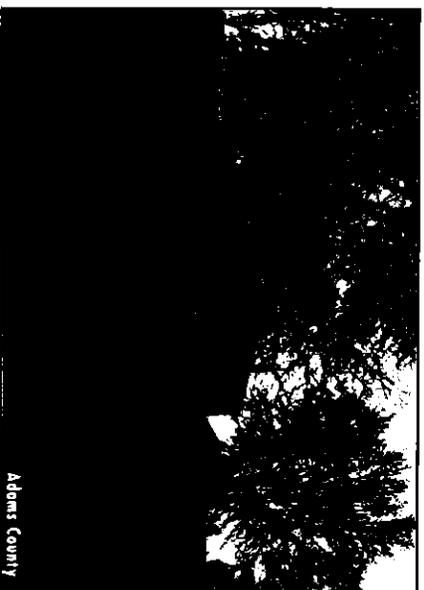


SaYL Students/County Leaders
Working Together

This is a day for coming together with our elected officials, leaders and youth. It is a day for sharing experiences and learning different business practices.

Thank You!

We give thanks to all of those who are/were able to participate and for all who contributed to making the day a success.



Adams County

50 **WHEREAS:** A new non-lapsing account must be established for receipt and
51 administration of said funds through May 31, 2017;

52
53 **NOW THEREFORE, BE IT RESOLVED by the Adams County Board of**
54 **Supervisors** to approve receipt and administration of the Wisconsin Partnership
55 Program Implementation Grant in the amount of \$398,166; and

56
57 **BE IT FURTHER RESOLVED,** to create the positions of a 1.0 FTE Public Health
58 Nurse and a 0.5 FTE Public Health Technician in the Health and Human Services
59 Department to implement the Adams County Wellness Project in coordination
60 with University of Wisconsin Carbone Cancer Center; and

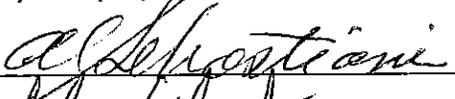
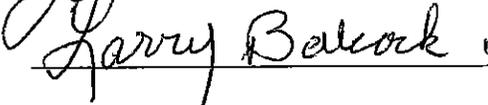
61
62 **BE IT FURTHER RESOLVED:** That non-lapsing account number 240 30 54119
63 be established for receipt and administration of said funds through May 31,
64 2017, the end of the grant period; and

65
66 **BE IT FURTHER RESOLVED:** That no tax levy will be required to maintain
67 these positions and the positions will be reduced or eliminated if funding
68 decreases and will not support the position.

69
70 Recommended for adoption by the Health and Human Services Board this 12th
71 day of April, 2013.

72 
73 _____
74 _____
75 _____
76 _____
77 _____

78
79 Recommended for adoption by the Adams County Executive Committee this 9th
80 day of April, 2013.

81 
82 _____
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88 Adopted _____
89 Defeated _____ by the Adams County Board of Supervisors this
90 Tabled _____ 16th day of April, 2013.

91
92 _____
93 County Board Chair County Clerk

RESOLUTION 29-2013

**RESOLUTION TO APPROVE ADAMS COUNTY'S 2013-2018
COMPREHENSIVE OUTDOOR RECREATION PLAN**

INTRODUCED BY: Parks Committee

INTENT & SYNOPSIS: Approve Adams County's 2013-2018 Comprehensive
Outdoor Recreation Plan

FISCAL NOTE: None

WHEREAS: Adams County's Outdoor Recreation Plan expired in 2011 for
federal and/or State cost-sharing recreational aid eligibility; and

WHEREAS: Adams County Parks and Recreation Department recently updated
the county's comprehensive outdoor recreation plan; and

WHEREAS: The updated plan services the purpose of guiding short range and
long range outdoor recreation activities; and

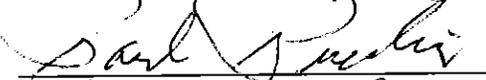
WHEREAS: All municipalities and/or townships within the County were given
the opportunity to provide information and be included in the
county-wide comprehensive outdoor recreation plan; and

WHEREAS: Individual municipalities and/or townships included in the plan may
approve any or all parts of the plan to become eligible for federal
and/or cost-sharing recreational aid; and

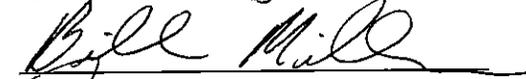
WHEREAS: Adams County Board of Supervisors previously approved similar
Outdoor Recreation Plans, Resolution No. 10-2007 and Resolution
No. 49-2000, respectively.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors** hereby approve the updated Adams County 2013-2018
Comprehensive Outdoor Recreation Plan attached hereto and incorporated
herein; and

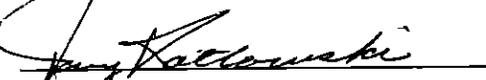
Recommended for adoption by the Parks Committee this 9th day of April 2013.











Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____.

County Board Chair

County Clerk

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RESOLUTION 31 - 2013

**RESOLUTION TO APPROVE THE APPOINTMENT OF MARILYN ROGERS
AS MEDICAL EXAMINER FOR ADAMS COUNTY**

INTRODUCED BY: Executive Committee

INTENT & SYNOPSIS: To appoint Marilyn Rogers to the casual position of Medical Examiner for Adams County at an annual salary of \$12,000 plus \$75 per call.

FISCAL NOTE: None, monies are budgeted for the position in the Department's 2013 budget per Resolution 13-2013.

WHEREAS: On April 3, 2013, the Executive Committee interviewed candidates for the position of Medical Examiner and selected a final candidate; and

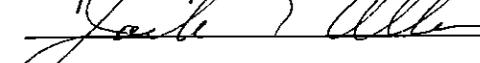
WHEREAS: The Executive Committee authorized the Personnel Director to make an offer of employment to the final candidate; and

WHEREAS: The Executive Committee approved the terms of Marilyn Roger's employment offer and recommend adoption by the County Board; and

WHEREAS: Marilyn Rogers would start on approximately April 21, 2013, with an annual salary of \$12,000 plus \$75 per call;

NOW THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that it does hereby authorize the appointment of Marilyn Rogers to the position of Medical Examiner with an annual salary of \$12,000 plus \$75 per call.

Recommended for adoption by the Executive Committee this 9th day of April, 2013.

	
	_____
	_____

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ 16th day of April, 2013

County Board Chair

County Clerk

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 New Chester on December 21, 2011, such approval having been filed with the Adams County Clerk pursuant to Section 59.69 of the Wisconsin Statutes; and

WHEREAS: On February 22, 2013, Adams Columbia Electric Co-op, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of New Chester, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning & Zoning Committee on April 3, 2013, 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, Ordinance No. 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an R1 Single Family Residential District to an I-1 Industrial District;

Property located in the SE ¼, SE ¼, Section 8, Township 16 North, Range 7 East, at 508 Edgewood Avenue, Town of New Chester, Adams County, Wisconsin., Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of April, 2013.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 3rd day of April, 2013.



Joe Stuehtak, Chair



Terry James, Vice-Chair



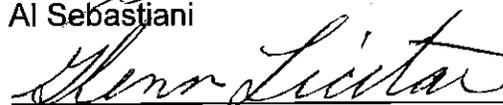
Heidi Reckie



Randy Theisen



Al Sebastiani



Glenn Licitar



Barb Morgan

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of February, 2013

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 COUNTY PLANNING & ZONING COMMITTEE
APRIL 3, 2013 – Room A260 -Courthouse
Friendship, WI 53934 – 1:00 P.M.

Adams Columbia Electric Co-op – Rezoning request of a one acre parcel from R1 Single Family Residential to an I-1 Industrial District of the Adams County Comprehensive Zoning Ordinance to allow an existing electric substation to become conforming on property located in the SE ¼, SE ¼, Section 8, Township 16 North, Range 7 East, at 508 Edgewood Avenue, Town of New Chester, Adams County, Wisconsin.

Appearing for with testimony: Stan Higby, Representing ACEC

Appearing for without testimony: David Ziarnik.

No one appearing against.

Correspondence: Town of New Chester met on February 18, 2013 with no objections as the change will accurately reflect the present situation.

Disposition: Al Sebastiani made a motion to recommend to recommend approval of the zoning change, on the above-described property to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 7 -Yes. Motion carried.

**PLAT OF BOUNDARY AND TOPOGRAPHIC SURVEY
LOCATED IN PART OF THE SE 1/4 - SE 1/4 OF SECTION 8,
T16N, R7E TOWN OF NEW CHESTER, ADAMS COUNTY,
WISCONSIN**

LEGAL DESCRIPTION OF RECORD.
A part of the Southeast quarter of the Southeast quarter (PT. SE 1/4-SE 1/4) of Section eight (8), Township sixteen (16) north, Range seven (7) east, more particularly described as follows, to-wit:
Commencing at the intersection of Edgewood Ave. and 5th Ave.; thence in a Westerly direction 208.7 feet along the centerline of Edgewood Ave.; thence in a Northernly direction 208.7 feet to a point; thence in a Easterly direction 208.7 feet to the centerline of 5th Ave.; thence in a Southerly direction 208.7 feet along the centerline of 5th Ave. to the point of beginning. The above described land comprises one acre more or less.

LEGAL DESCRIPTION AS SURVEYED.
A parcel of land located in part of the SE 1/4 - SE 1/4, of Section 8, all in T16N, R7E, Town of New Chester, Adams County, Wisconsin. Beginning at the Southeast Corner of said Section 8, T16N, R7E; thence in a Southerly direction a distance of 2108.70 feet; thence N 00°01'42" E a distance of 175.70 feet; thence S 89°42'58" E a distance of 208.70 feet to the east line of the southeast one-quarter of said Section 8; thence S 00°01'42" W a distance of 208.70 feet along said east line to the point of beginning; containing 43556 Square Feet (1.00 Acres) and being subject to any and all covenants, restrictions, easements and right of ways of record.

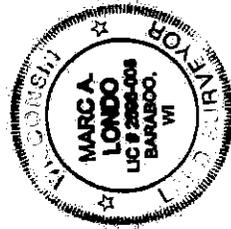
SURVEYOR'S NOTES:
Bearings are referenced to the Wisconsin County Coordinate System, Adams county (WCCS Adams 8501 NA08591). The East line of the southeast 1/4 of Section 8 Bears, S 00°01'42" W.

SURVEYOR'S CERTIFICATE:
I, Marc A. Londo, Registered Land Surveyor # 2696, hereby certify to the Adams Columbia Electric Cooperative that I have surveyed and mapped the property shown upon this plat and that the within plat is a correct representation of the boundaries of the land surveyed to the best of my information, knowledge and belief.

I further certify that I have complied with chapter A.E.7 of the administrative code of the state of Wisconsin for minimum standards for property surveys to the best of my knowledge and belief.

Note: If the survey is stamped "COPY", the survey is not an original document and should be assumed to contain unauthorized alterations. The certification contained on this document shall apply only to original documents.

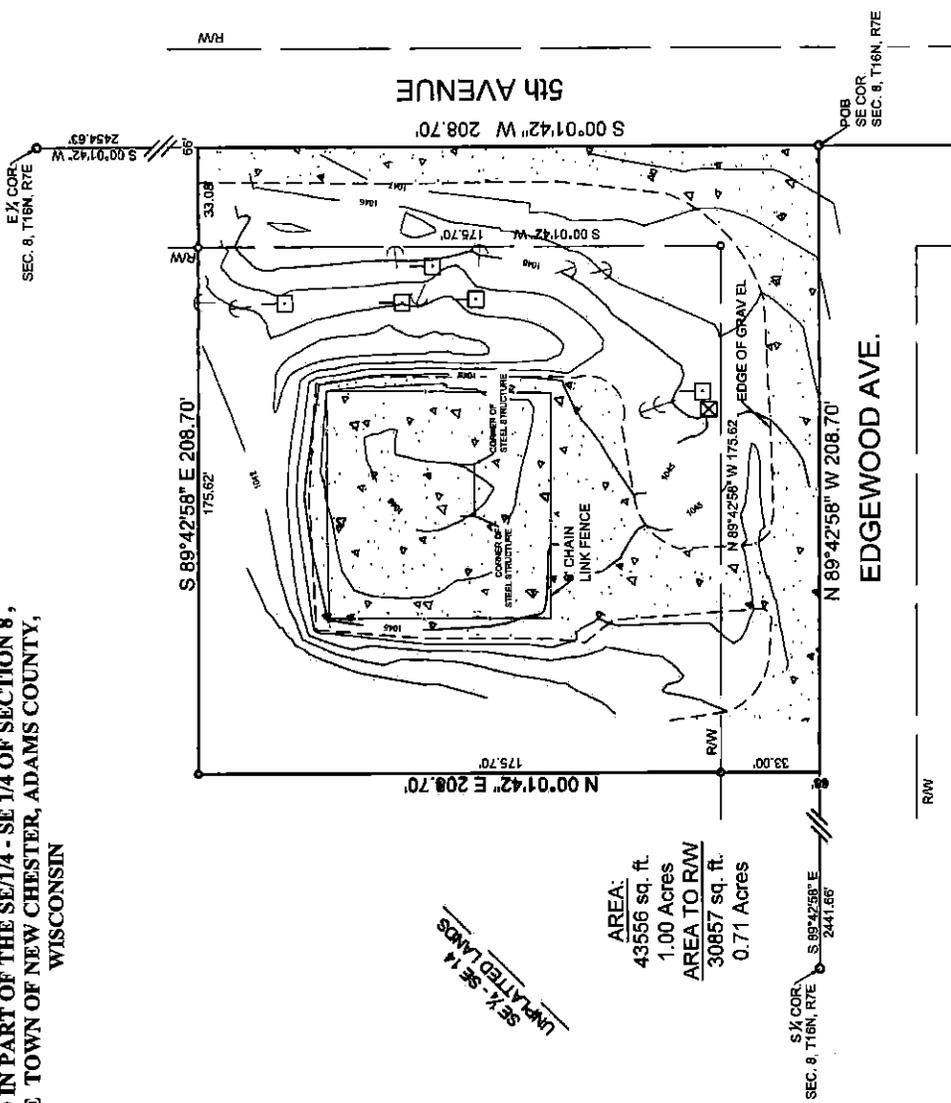
Marc A. Londo
Date 1/9/2015
MSA Professional Services, Inc.
Marc A. Londo, Registered Land Surveyor # 2696



- LEGEND**
- FD. HARRISON MONUMENT
 - SET 3/4" BY 18" SOLID ROD-1.50 LBS./FT.
 - GUY WIRE AND ANCHOR
 - UTILITY POLE
 - ☒ TELEPHONE PEDESTAL
 - GRAVEL SURFACE



AREA:
43556 sq. ft.
1.00 Acres
AREA TO RW
30857 sq. ft.
0.71 Acres



FILE NO. 38-251-235	SCALE: 1" = 50'	PROJECT NO. 01654002
SHEET NO. 1 of 1	DRAWN BY: mal	REVISION
01654002.dwg	CHECKED BY: gpl	
SURVEYOR: Marc A. Londo MSA PROFESSIONAL SERVICES, INC. 1230 South Blvd. Baraboo, WI 53913 (608) 356-2771		CLIENT: Adams Columbia Electrical Cooperative 401 East Lake Street Friendship, WI 53634 (608) 83-9629



ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday February 18, 2013 8:00 AM Room A160

The meeting was called to order at 8:05 p.m. by Chairman West. The meeting was properly noticed. **Present:** Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Buchholz, Larson, Jeff Wavrunek, Myrna Diemert, Pat Kotlowski, Jani Zander, Tracy Hamman, Dawn McGhee, Chris Murphy, Marcia Kaye and Nick Segina.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote. Motioned by Babcock/Kotlowski to approve the minutes from January 11, 2013. Motion carried by unanimous voice vote.

Public Participation: Nick Segina asked questions intermittently.

Correspondence: None

Discussion on the 2% wage increase and those who did not receive it due to ASE certification pay raise in 2012. Trena explains that according to the resolution they are following it has no terminology about certifications are in there, but it does state that if they had received a wage increase they would not have received a 2% raise. Babcock strongly disagreed with the resolution and thought it should be reviewed. Trena talked about the wage study and hopes that the results will be out in June/July. ASE certifications are appreciated and they still have a potential of getting a pay increase. West points out the County Board would have to discuss this in further detail. No Action.

Wavrunek hands out article about how libraries are changing to fit the needs of the patrons and how they all are facing financial concerns. They no longer want to warehouse books, Wavrunek thinks he has his basis covered and has current and past materials to suit the patron needs. Reports are showing DVD/CD rentals are very high. Wavrunek also explains that bookshelf spaces are limited but has the current books for patron satisfaction. Djumadi had brought this topic up in the last meeting because DVD purchases seemed to be higher than book purchases. Djumadi also reminded Wavrunek that if he wants to fill another position the money needs to come from somewhere. Wavrunek reports that he received two grants last year for a rough estimate of \$5,700 that also helped purchase current books that isn't reflected on the reports that committee has reviewed. Djumadi states that with having this service it takes away from the potential of a video store opening in the community. Wavrunek assures everyone that he is getting materials to suit his patron's needs. Zander comments that having current material is a wonderful thing for our community and it offers a great service to those who participate. No action.

Larson deviates to Hamman's reports that one of our boilers is down, they always have a back up boiler and currently the back up is being used. Money has been put aside already in the budget for major repairs/purchases. Hamman replies that the county will buy the boiler and he will have his HVAC guy do the installation. The boiler itself will cost \$18,800 for a Burnum brand boiler, he states that it is a great brand and that it will

fit in the current space that they need. This brand is very common so it will be easy to get parts. The grand estimated total would be \$24,050. Djumadi makes a motion to purchase the boiler and the cost to not exceed \$25,000, Kotlowski second. Larson explains the current safety programs update. She has reached out to Larson deviates to discussion on department heads to figure out there needs and whether they have dollars available to contribute. She has contacted Steve Lavelle for A-F School District to see what they are currently using and they use CESA 10 the cost is roughly \$3,600. She has asked other counties in the surrounding area to see what they are currently using. Sauk County- has a full-time employee, Green County- uses WI County Mutual, Marquette County- uses WI County Mutual and uses a separate vendor through the Highway Department, Waushara County- does administering through the Administrative Coordinator. Hwy/SW have expressed the need for safety training, also expressed each department has such different needs. The Administrative/Finance department has \$10,000 available for safety training. Trena handed out a worksheet that states what each department currently is doing and if they have funds available. Kotlowski states that they have such different needs in there department that they are having to travel to other counties to get training and rearranging schedules to be able to participate in these. He mentions that confined space training is needed but no one within the county is a certificated confined space rescuer which creates problems. Quinnell at Solid Waste is certified in many different trainings that she can maintain the certifications that they need in house. MEUW will be coming to Department Head meeting to help facilitate. West sees great value in safety training and refers to what he currently does in his current job. Djumadi wants to look into AEGIS, Larson explains AEGIS is WI County Mutual. Larson explains that AEGIS is coming to do Blood Borne Pathogens. Djumadi would like a specific person to be in charge of training and also suggested we look at employee descriptions to see if current positions should be handling the facilitation, she states to look at Section 4 pg 77. Djumadi raised the question whether Jane Gervais would be able to monitor and facilitate safety. West decides to move forward.

Djumadi deviates to Treasurer's report. Zander reports for the Treasurer's office, roughly 322 delayed tax payments. Reports regular office activities happening cross training happening with new employee and she is doing an excellent job. The committee is asking for just the Treasurer's Investment Report and to print front to back.

Babcock deviates to Murphy's purchasing a laptop and Djumadi seconds. Murphy reports in for Land & Water that they are purchasing a laptop for A-F PC for the contracted Agronomic position. A-F PC is doing the software installation and handling all set up for the laptop. Djumadi asks if this laptop was budgeted for and Murphy explains that no it wasn't at budget time they didn't know they needed it. Murphy reports that the cost is roughly \$2,800. Djumadi makes a motion for the purchase not to exceed \$2,800, Sebastiani seconds.

McGhee reports in that the voicemail is down at the Highway department. This is something that wasn't budgeted for and will approximately cost \$8,000 for a new system for just the Highway department that will include a one-year service plan. S

Star would do the installation. Djumadi made a motion to purchase the new system and not to exceed \$8,000, Sebastiani second. This money will come out of the carryover to the hardware account.

Solarus Contracts are up and McGhee reports that they currently have two- 2 year contracts for Castle Rock and Petenwell. Djumadi bring up whether Bug Tussel will be up in running that is they should renew contracts for one year. Bug Tussel's project dates are unknown therefore Djumadi makes a motion to renew the two- 2 year contracts with Solarus, Kotlowski seconds.

McGhee provided a report that stated the totals that occurred in 2012. Totals were based off what McGhee had printed from RMM. Djumadi asked Larson/Buchholz for a skyward report of actual costs. McGhee claims that the internet was down again, some of the issues may reflect the internet being slow would be that the AARP is at the community center doing tax returns. McGhee also brings up she has several items to sell, she has mentioned selling them on craigslist or the public selling site to get more money out of them then taking to Practical Cents. Moving forward.

Larson reports for the Administrative/Finance office activities. Reports that we have got a guarantee payment from Hilbert Communications for the amount of \$11,256.57 this will go into misc payments. This upcoming payroll we will pay out Zander and Dye's sick and vacation time. Clarification of Skyward being in the media, Skyward has stated that it will only affect the Student Information Package which doesn't apply to the county. Skyward is a stable accounting software and we will continue with our current functions. Larson reports of Buchholz's two day training from Skyward, Buchholz states that it was a beneficial training. Open position has closed and interviewing will begin next week. Bi-weekly meetings are being held within the office to help better manage duties and functions. Djumadi brings up cross training and Larson states that we are cross training and plan to cross train when the new employee joins. Larson's plan is to move Buchholz to year-end procedures and hopes to get cross training to overlap. Larson has provided committee with the monthly activity for Sales Tax Revenue.

Djumadi asks for the comparison that has been offered in the past. Cash reconciliations are being worked on for January and will be disbursed as soon as completed.

Sebastiani questions several doubles payments, the cost of returning the printer at Solid Waste and a double payment for Cranfest booth spaces. Larson will look into these. Diemert talks about her need to hire a new position to oversee recycling. Their current vendor IROW contract has been canceled. Their current vendor that was processing recyclables has closed. Solid Waste will need to change how their recyclables are processed for shipment. Diemert does not have actual dollar amounts of what it will cost to bring on this new employee but estimates that \$26,000 of utilities will not be recouped based on the production levels the new employee will bring. No dollar amount was given for this position but would be the equivalent to the grade of the maintenance supervisor. They are responsible for 95% if recycling and waste within our area, as of July 1st they will be receiving Juneau Counties garbage that will bring in revenues. Questions were raised whether what has been done in the past, Diemert replies that we had a union contracted Full Time employee overseeing the operations. Classifications for this position are similar in grade to Hamman's maintenance position.

Djumadi points out that we are in a wage freeze as we are considering creating a new position. A resolution will be provided to County Board tomorrow night.

Larson provided a worksheet to show current activity from the Health and Human Services project. Journal Entries need to be made yet. Lots of discussion on how the worksheet is laid out by Djumadi, Larson will provide an updated worksheet with supporting documents. West comments next item.

Sales Tax Report's have been requested for totals of revenues that have come back to the County. Between Petenwell and Castle Rock roughly \$44,000 has gone to the state, and \$5,950 has come back for local taxes.

Djumadi makes a motion to take a two-minute recess, Kotlowski seconds.

Discussion begins about an employee in Veteran's Services that is currently working part-time due to health reasons of her family. Currently is not taking FMLA leave but just working part time. Djumadi explains that this is currently a full time position being worked part time and that maybe it should be bumped back to a part time position. She feels that we need to create a policy and procedure so that each department is following the same rules. Kaye explains that we are following rules and will need to follow up and address it properly. Moving forward by West.

Leadership in Adams County begins next Thursday February 28th. Buchholz will be participating and will be no be paid for hours spent at meetings. Buchholz acknowledges and also mention Zander will be doing the Leadership program as well. Djumadi reports for Phillippi that she would like to work with Experience Works for unemployed individuals over the age of 50. They work with local employment and are paid minimum wage up to 20 hours per week. Experience works pays the individuals, this process helps the individual build skills they need to find employment in a field of their choice. Djumadi permits the County Clerk to use Experience Works in her office, Sebastiani seconds. All in favor. Phillippi will report back on further information needed about same day registration, Election Day registration and election administrative duties.

Kotlowski makes a motion to send three resolutions to County Board, Djumadi seconds. Discussion and/or act on changes to County Board rules will be postponed until next meeting. All in favor

Upcoming agenda items;

- Budget revisions for Health and Human Services carryover account not spend
- County Board Rules, clarifications of rules
- Phillippi's registration concerns

Next meeting date: Friday, March 8, 2013 at 1:00 p.m.

Motioned by Babcock, Djumadi seconds to adjourn the meeting at approximately 11:30.

Motion carried by unanimous voice vote.

Respectfully submitted,

Molly Buchholz

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, March 8, 2013 1:00 p.m. Room A160

The meeting was called to order at 1:05 p.m. by Chairman West. The meeting was properly noticed. **Present:** Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Molly Buchholz, Darcie Beckman, Nick Segina, Phillippi and Zander.

Motioned by Sebastiani/Kotlowski to approve the agenda. Motion carried by unanimous voice vote. The approval of February 18, 2013 minutes was postponed until the next meeting.

Public Participation: None

Correspondence: None

Discussion on Administrative Coordinator/Director of Finance office activities. The sales tax report submitted for Caste Rock and Petenwell Parks, local contribution from Park was missing local collection. Courthouse collection was not included at previous meeting. Total sales tax is \$4,600.00, about \$270.00 in 2012, including .5% only. Kotlowski would like to subtract DMV tax, cars, boats, motors, grocery stores, paid in county to see the net balance collected in sales. The amount collected isn't broken down in order to subtract the specific collections. The committee was satisfied with the information as collected. Annual audit schedule April 8, 2013 thru April 12, 2013. There is a tight timeline, focus on tasks and specific assigned duties assessed/assigned to team members. Additional staff hours are needed to complete and be ready for the audit. Additional funds available from vacancy will cover the cost of wages. Interview process complete. Offer has been made and accepted. Start date March 18, 2013. There were no changes to report on the contingency fund/general fund balance. The cash reconciliation for January is still being worked on, numbers need to be adjusted. The deadline to complete it is March 15, 2013. New sales tax revenue report was submitted, we met what was budgeted. Djumadi requested at the previous meeting to see the detailed sales tax analysis. Larson will bring it forward in April, as it is not complete as of today. The approval of the check register will be done next month because there was no time to review it.

Discussion on Treasurer's office activities. Zander reported that there is \$5,000,000.00 worth of delinquency settlements that were mailed out. Mary Ann Bays assisted with tax deed properties. Last 5 sold, finalizing check received transfer. There is a lien for \$6,500.00 on a gas tank at the P&J Convenience Store that we will be paying. Mistake on last month's investment report. This month reflects accurate monies. Three more tax deed properties were paid.

Discussion on County Clerk's office activities. West will talk to Albert about claims.

Motioned by Djumadi/Babcock to amend Administrative & Finance Committee Rule C, adding #8 Reviews and recommends salaries, benefits and compensation structure for all personnel to the Executive Committee for review, and to amend Executive Committee Rule C #10 to read review the recommendation of the Administrative & Finance Committee regarding salaries, benefits, and compensation structure for all

personnel to submit to County Board for final approval. Motion carried by unanimous voice vote.

Discussion on MIS office activities. Phone system installed at Highway Department on Tuesday. RMM, money for February, main contract. Holding outstanding 10% of project incomplete approximately \$4,000. \$1,200 contracted services left, made changes to firewall. Update on Rome project, RMM cost \$1,562 to set up internet, \$3,500 to update Rome Project and get the service up. New reporting sample was explained. This will be available on a monthly basis to show their work. Phantom phone calls are being made to dispatch and pod every month. The number of calls varies, narrowed it down, they are from Element Mobile. Upgrade to panic button from Lynx System. There are two features, monthly testing and updating contact information/location, both which will be nice features.

Djumadi reported: Janet Wimmer gave her resignation. Dana Hendrickson is retiring.

Discussion regarding the accuracy of the County Board rules took place. Areas of concern identified included; Board of Adjustments, drainage district, ethics/ordinance. Motioned by Djumadi/Sebastiani other board rule issues should be brought forward to the appropriate committees to bring forward to county board for a vote. Motion carried by unanimous voice vote.

Discuss and/or act on unexpended funds from prior year grant money at Health & Human Services. Larson brought forward information so the committee was aware that Health & Human Services encumber expenses to 240.28.54509.433. Motioned by Djumadi/Kotlowski to spend dollars in the amount of \$653.45 from youth services collected in 2012, but set up account to 240.28.54509.350.106 for expenses. Motion carried by unanimous voice vote.

Larson reported that MEUW will present a March department head meeting. Alpha Terra contacted us, they saw MEUW's Safety Program. They feel they have a program similar. Alpha Terra is coming to the April department head meeting to present.

Items on next agenda:

Discuss and/or act on County Board Rules, clarifications of rules

Next meeting date: Friday, April 5, 2013 at 8:00 a.m.

Motioned by Kotlowski/Djumadi to adjourn the meeting at 2:24 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.

Adams County Airport Commission
Minutes for the March 11, 2013 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:03PM.

Roll Call: M. Bourke, J. Reuterskiold, S. Pollina, J. Kotlowski, and B. Miller. Also in attendance were M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Kotlowski, Second by Pollina to approve the agenda. All voted aye, motion carried.

Approve the Minutes for February 11, 2013: Motion by Pollina, Second by Bourke to approve the minutes. All voted aye, motion carried.

Airport Managers Report:

Review Correspondence: No new correspondence.

Financial/Review Monthly Check Summary:

Scott passed around the monthly check summary and expenses for February. With 17% of the year having passed, two accounts have expended a slightly greater amount: Gas-Vehicle at 19%; and Repair/Maintenance Vehicle at 23%. Both, Scott indicated, are the result of heavy use of the snow removal equipment due to the amount of this winters snowfall. However, both are expected to fall back in line after the snow is gone.

Current Airport Improvement Program – Update:

Scott read an email from Mead & Hunt, the airports engineer for the runway replacement. It indicated that entitlement funds are not anticipated until late spring or early summer at the earliest and they are about 90 to 95% complete for the design for the north half of the runway. Start of the project is expected to begin mid to late summer, after the EAA AirVenture.

Review and Approve Airport Managers Job Description/Fuel Agent Agreement:

Scott provided the commission with copies of the proposed Airport Managers Job Description/Fuel Agent Agreement. It updates the agreement between the county and Scott and combines both areas of responsibility into one document. After a review and discussion by the commission no changes were deemed necessary. A motion was made by Bourke, second by Pollina to approve the Airport Managers Job Description/Fuel Agent Agreement as presented. All voted aye, motion carried.

Motion by Reuterskiold, second by Bourke to accept the managers' report. All

Adams County Airport Commission
Minutes for the March 8, 2013 Meeting

voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported parts in for the snow plow repair but will wait for the repair until the threat of snow is gone. Otherwise, all is operating fine with nothing new to report.

Motion by Pollina, Second by Kotlowski to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None

Next meeting set for April 8, 2013 at 7PM at the Welcome Center.

There being no further business a motion was made by Bourke to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 7:20 PM.

Respectfully Submitted,



Michael L. Scott,
Airport Manager

ADAMS COUNTY
BOARD OF ADJUSTMENT
MONTHLY MINUTES:
February 19, 2013

Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order at 9:30 A.M. with the following members present; Bob Beaver, Vice-Chair; Cathy Croke, Secretary and Tom Feller. Bob Benkowski and Bob Donner were excused. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen Recording Secretary and Chuck Sibilsky, Resource Conservationist. Was this meeting properly announced? Phil McLaughlin stated that it was. Public Hearings: Opitz Custom Heifer, LLC – Variance request under Section 5-3.04(A) 3. of the Adams County Comprehensive Zoning Ordinance to allow a waste storage facility at 85' from the property line (Ordinance requires 350') and a Variance to Section 5-3.04(B) to allow other structures at 75' from the property line (Ordinance requires 100') on property located in the SE ¼, NW ¼, Section 36, Township 18 North, Range 7 East, on 1st Drive, Town of Richfield, Adams County, Wisconsin. Owner Jeff Opitz was present, along with John Roach of Roach & Associates, LLC an Environmental Engineering Firm. Mr. McLaughlin read a letter submitted by Coloma Farms with no objection as long as a three foot high berm would be constructed along the south and east property lines allowing Coloma Farms to continue to meet the food safety requirements to produce vegetable crops on their land. Chuck Sibilsky stated that everything in the proposal was technically sound and the Land & Water Conservation Department concurs with the plans. There were representatives from the church in the area, but no one was in objections to the proposal. Bob Beaver made a motion to grant the Variance request. Cathy Croke seconded the motion and to include the condition that a 3' high berm be constructed on the entire south line of the property and on the east edge of the property line from the south edge to the tree line on the north end of the property. Roll Call Vote: 3 – Yes. 1 – No. (Feller) Motion carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the January 16, 2013 meeting for their review. Bob Beaver made a motion to approve the minutes as presented. Tom Feller seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment Committee Meeting will be March 20, 2013.

Cathy Croke made a motion to adjourn. Tom Feller seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:09 A.M.

Ivan Morrow, Chairman

Catherine Croke, Secretary

Robert Benkowski

Tom Feller

Robert Beaver

Cathy Allen, Recording Secretary

Bob Donner (Alternate)

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES
January 31, 2013
Community Center 2:30 P.M.

The meeting was called to order by the Chairman West at 1:35 p.m.
The meeting was properly announced. There was a moment of silence followed by the pledge.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Rocky Gilner; Dist. #04-Al Sebastiani; 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. #16-Bill Miller; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #20-Paul Pisellini. Excused: Dist. #03-Larry Babcock; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #19-Terry James

Also present: Cindy Phillippi, Janet Wimmer, Richard Matzke, Bill Euclide, Marcia Kaye, Phil McLaughlin, Kate Ayer-Seep City of Wis. Dells, Trena Larson, Jodi Helgeson, Tanya Kotlowski, Deb Barnes, Diane Swiat, Jeff Wavrunek, David Guerin and Chris Murphy.

Announcements: Read by West.

New Haven assessor's plat available in clerk's office for review. A resolution will be brought before the County Board to approve.

Cemetery plat in the Town of Quincy is in clerk's office for review. A will be brought before the County Board to approve.

Phillippi will bring each of the plats to the County Board meeting in February, as they will not be included in the packet with the resolutions, as they are significant in size. Any questions, please contact Phillippi.

Mark O'Connell facilitated Strategic Planning. O'Connell went over a power point presentation. Strategic Planning Session: Review of Mission, Vision and Values. Review of where we want to be 20 years from now – 2032. O'Connell explained a leadership exercise. Leadership exercise: step forward; take risks; move in this direction, seek qualities in others. Spoke of control of your behavior; need to have 100% control of how you feel about a situation. O'Connell explained can try to influence you, but you need to have control over your own actions, statements, beliefs and thoughts, as this makes us better people. We need to develop a list of people we think were leaders in our community throughout history.

Conducted the following exercise:

- Create a list: Practice once a day over a period of time, to become habit
1-10 Wish you were, you know you're not
1-10 You are, wish you weren't

Prioritize high, medium and low the following: We have a role to play in the private sector; we should be interested in their success, which will spread the wealth; shared caring.

A power point presentation was given. A question and answer session took place.
Share responsibilities. This is a top notch county. Some comments were made that consisted of:

- Set goals, tap into the community
- Seniors with expertise add to the community
- Are our policies in line with where we want to be
- Intergenerational support in a smaller community creates strong support and leadership with one another
- Maintain a diverse, comprehensive structure
- We have good kids and good families

- Look at the bigger picture
- Need to stop turning away industry that approaches the county
- We need to rethink what we do
- Revisit where we are coming from

Recess: Motioned by Johnson/Licitar to recess at 4:30 p.m. Motion carried by unanimous voice vote.

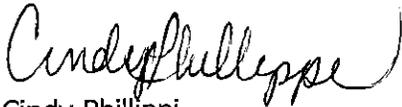
Reconvene: Meeting was called back to order by Chariman West at 5:00 p.m. in Court Room C250. All present.

Miller present.

Video conferencing was used by on Global Environmental Infrastructure Technology Solutions (GEITS) Felicia Whiting, Executive Vice President of Business Development & Projects. A resolution was handed out for future discussion and/or action.

Motioned by Eggebrecht/Djumadi to adjourn at 6:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have not been approved.

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES

Adams County Board Room, March 19th, 2013 6:00 p.m.

Meeting was called to order by Chairman West at 6:12 p.m.
The meeting was properly 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. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #09-Patrick Gatterman; Dist. #10-Jake Roseberry; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #14-Marge Edwards; Dist. #15-Jack Allen; Dist. #16-Bill Miller; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #19-Terry James; Dist. #20-Paul Pisellini. **Excused:** Dist. #08-James Bays; Dist. #11-Robert Eggebrecht. SAYL students present: Theisen, Feldner. Also present: Andy Phillips, Mike Blaskey

Motioned by Roekle/Johnson to approve the agenda. Motion carried by unanimous voice vote. Motioned by Licitar/Pisellini to approve the February 19, 2013 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 Roseberry, Sebastiani, Stuchlak, Allen, Babcock and Johnson. Johnson replaced Bays.

Claims: None

Correspondence: West announced Jack Albert's resignation from his position as Corporation Counsel effective April 12, 2013.

Appointments: Motioned by Roekle/Allen to reappoint Cathy Croke and Robert Benkowski to Board of Adjustment; to reappoint Tom Schackleford to Veterans Commission for 3 yr term; to appoint Leslie Fugate to Library Board as School Representative, replacing Barb Albrecht Jan 2013-Dec 2014; to appoint Dawn Miller to LEPC to replace Scott Firlus and to appoint Katie Gagnor to replace Ann Taff. Motion carried by unanimous voice vote.

Unfinished Business: Motioned by Johnson/Gatterman to adopt Res. #11 to enter into an Intergovernmental Agreement between Adams County, Juneau County and Monroe County to form a solid waste disposal system. Motion to adopt Res. #11 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Reports and Presentations: Administrative Coordinator/Director of Finance report was submitted in the board packet. Barnes gave a powerpoint presentation on Child Support. Myrna Diemert gave a powerpoint presentation. Chris Murphy gave an update on GEITS. Motioned by Djumadi/Roekle to enact Rome Ordinance #13-01 to revise and consolidate, amend, supplement and codify the general ordinances and bylaws of the Town of Rome. Motion to enact Rome Ord. #13-01 carried by unanimous voice vote. Motioned by Edwards/Licitar to approve the 2012 Dog License Report. Motion carried by unanimous voice vote.

Recess: Motioned by Allen/Djumadi to take recess at 7:09 p.m. Motion carried by unanimous voice vote.

Reconvene: Meeting called back to order at 7:25 p.m. by Chairman West. 18 present, 2 excused: Bays, Eggebrecht. SAYL students present.

Resolutions:

Res. #14: Pulled. Sent back to Executive Committee for review in accordance with Ethics Ordinance per Edwards.

Res. #15: Motioned by Johnson/Licitar to adopt Res. #15 to approve out-of-state travel for Mary Ann Schilling, UW-Extension Family Living Educator. Motion to adopt Res. #15 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #16: Pulled. Sent to Administrative and Finance Committee.

Res. #17: Motioned by Sebastiani/Kotlowski to adopt Res. #17 to oppose proposed legislation to set strict hours to obtain absentee ballots. Motion to adopt Res. #17 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #18: Motioned by Babcock/Sebastiani to adopt Res. #18 to endorse and support same day registration. Motion to adopt Res. #18 carried by roll vote, 17 yes, 1 no, 2 excused. Voting no, Roseberry. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #19: Motioned by Djumadi/Edwards to adopt Res. #19 to oppose placement of Election Day Registration under the County Clerk's direction and the reassignment of Election Day Registration administration duties. Motion to adopt Res. #19 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #20: Motioned by Djumadi/Roekle to adopt Res. #20 to support modification of recount procedures to allow either hand count or the use of automated tabulating equipment. Motion to adopt Res. #20 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #21: Motioned by Allen/Johnson to adopt Res. #21 to approve out-of-state travel for Jennifer Swensen, UW-Extension 4-H/Youth Development Educator. Motion to adopt Res. #21 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #22: Motioned by Licitar/Stuchlak to adopt Res. #22 to approve New Haven Assessor's Plat No. 3. Motion to adopt Res. #22 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #23: Motioned by James/Stuchlak to adopt Res. #23 to approve the North Addition to the Quincy Cemetery Plat and adopt said approval by Resolution of the County Board. Motion to adopt Res. #23 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Res. #24: Motioned by Sebastiani/Edwards to adopt Res. #24 to approve a five (5) year Intergovernmental Agreement between Adams County and the City of Adams for use of Spillman Public Safety Software. Motion to adopt Res. #24 carried by roll vote, 18 yes, 2 excused. Excused: Bays, Eggebrecht. (SAYL students 2 yes, Theisen, Feldner. (non-binding vote))

Ordinances: None

Denials: None

Petition: None

Motioned by Allen/Roekle to approve claims. Motion carried by unanimous voice vote.

Motioned by Roekle/Djumadi to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Djumadi 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.

and Responsibilities. Motion carried by unanimous voice vote.

Motioned by James/Roekle to reconvene in open session at 8:58 p.m. Motion carried by unanimous voice vote.

Motioned by Edwards/Roekle to adjourn the meeting at 8:59 p.m. Motion carried by unanimous voice vote.

Motioned by James/Djumadi to invite the two men (Andy & Mike) back working with their schedules, as soon as possible to work out organizational structure, chain of command, assignment and responsibilities of the board.

Motion carried by unanimous voice vote.

Set next regular meeting date: April 16, 2013 at 6:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "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.

ADAMS COUNTY BOARD OF SUPERVISORS STRATEGIC PLANNING MEETING MINUTES
March 25, 2013
Community Center 2:00 P.M.

The meeting was called to order by the Chairman West at 2:08 p.m.
The meeting was properly announced. There was a moment of silence followed by the pledge.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Rocky Gilner; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-James Bays; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #14-Marjorie Edwards; Dist. #15-Jack Allen; Dist. #16-Bill Miller; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #19-Terry James; Dist. #20-Paul Pisellini. Excused: Dist. #09-Patrick Gatterman; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht. SAYL student Present: Feldner, Absent: Theisen.

Also present: Deb Barnes, Kate Anger-Seep, Trena Larson, Marcia Kaye, Lisa Curless, Sarah Grosshuesch, Jeremy Normington, Jeff Wavrunek, Felicia Whiting, Rajesh Nellore, Mark O'Connell, Chris Murphy, Barb Morgan, Bill Euclide, and Cindy Phillippi.

Motioned by Roekle/Djumadi to approve January 31, 2013 minutes. Motion carried by unanimous voice vote.

Resolution: Motioned by Djumadi/Pisellini to adopt Res. #25 to appoint Diane Cable to the position of Director of the Health & Human Services Department for Adams County at an annual salary of \$75,615. Motion carried by roll vote, 17 yes, 3 excused. Voting yes: Allen, Sebastiani, Roekle, Licitar, Gilner, Morgan, Kotlowski, Miller, Babcock, Djumadi, Edwards, Pisellini, Bays, Johnson, West, Stuchlak, James. Excused: Eggebrecht, Gatterman, Roseberry. (SAYL students 1 yes, Feldner. 1 absent, Theisen. (non-binding vote))

Diane Cable will be at the April County Board meeting for an introduction.

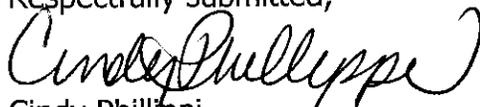
Announcement: By West, Adams Columbia Electric Cooperative and Moundview Memorial Hospital, a joint effort, will conduct business after 5 p.m. Thursday, April 4th, 2013 at Moundview.

Handouts were provided at the Strategic Planning Session that consisted of:

- Mission Statement/Values Statement/Vision Statement
- What Adams County will look like in 2032
- Leadership Exercise describing attributes of human beings
- High Priority Challenges

Motioned by Djumadi/Sebastiani to adjourn meeting at 4:26 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved

Executive Committee Meeting
March 11, 2013 – 8:00 a.m. - Conference Room A-260

Minutes

Prior to the meeting at 7:56 a.m., Nick Segina announced that his video camera is on.

John West, Chair, called the meeting to order at 8:02 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Jack Allen, Larry Babcock, and Florence Johnson.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney John R. "Jack" Albert; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Terry James; Health & Human Services Director Janet Wimmer; Supervisor Lori Djumadi; County Clerk Cindy Phillippi; Karen Bays; and Nick Segina.

Motion by Sebastiani seconded by Allen, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Johnson, to approve Minutes of the February 11, 2013 Executive Committee meeting. Motion carried by unanimous vote.

There was no public participation. There was new correspondence from Attorney Dean Dietrich which Kaye will address during her department report.

Discuss and/or act on Safety Training. No action was taken.

Discuss and/or act on Cross-Training possibilities. No action was taken.

Discussion was held regarding employing Tyler Grosshuesch to assist the newly hired GIS Technician in orientation, overview, projects, etc., during hours mutually convenient to the County and Grosshuesch.

Motion by Allen, seconded by Babcock, to hire Tyler Grosshuesch as a Limited Term Employee (LTE) for a maximum of three (3) weeks, at the same rate of pay as when he left his employment with Adams County. Motion carried by unanimous vote.

Discuss and/or act on the current employee compensatory system to include vacation, sick, and holiday and the possibility of converting to PTO plan. No action was taken. Chair West directed the Recording Secretary to include this Agenda item on the April Executive Committee Agenda.

Discuss and/or act on reorganization, operation, and procedure for Medical Examiner's office and hiring of staff. Kaye commented there is no statutory requirement for a Chief Medical Examiner; the statutes list the Medical Examiner and "Assistants". She discussed in detail the overall history and current status of the hiring process for the Medical Examiner office positions. The 2013 budget was approved with the ME positions designated at "contract" positions and without consideration for any statutory benefits. As Adams County now has full authority over the ME office, the positions must be employee positions and we are required to pay mandatory benefits and a fair wage. The proposal by the AC/DOF office for the 2013 pay structure and benefits fits into that budget well, and allows for flexibility in staffing and pay for actually doing the work. The Public Safety & Judiciary Committee designated Kaye and Larson to proceed. The ME position has been advertised, and the applications will be presented to the Executive Committee for review and selection of candidates to be interviewed, per County Policy. West requested that Kaye also share this information with the Public Safety & Judiciary Committee. Also per Policy, Kaye may ask that other individuals sit in on interviews. Postings close on March 19th. Kaye will present a log of applicants to the Executive Committee for review at its next meeting on April 9th.

Kaye also discussed the process for the appointment of the AC/DOF as Department Head for the ME Office. This has been a practice in place previously with the H&HS Director, as a non-employee has no authority to commit the county to expenses, contracts, or other obligations. Also, the oversight committee does not have authority to designate a Department Head. Kaye distributed correspondence received from Attorney Dean Dietrich dated March 11, 2013. Segina questioned why an Assistant Department Head couldn't take over the Medical Examiner office? Kaye commented that, with the exception of the Sheriff's Chief Deputy (which is one of two statutorily mandated assistant positions) the County does not have any "assistant" department heads. If a Department Head is away from the office, they designate a member of their current staff to be "in charge" during their absence.

Babcock commented that the Medical Examiner position issues are totally blown out of proportion, and he finds it disgusting.

General discussion was held regarding operations and management challenges of Health & Human Services Department/ County Administration. Janet Wimmer will be leaving Adams County upon being recruited by Dodge County. Her reasons are time and distance, which are secondary to her discomfort with the need for some to politicize County matters. She will gladly discuss personally, but not in open session. Wimmer finds it difficult to address issues. We have a very capable HHS department and she is very pleased with the County Board process; however, ongoing difficulties remain in day-to-day management of operations. West asked if compensation was a factor. Wimmer replied that Adams County's top positions are paid low. Dodge County offered her \$20,000 more. Wimmer indicated that Adams County is running very lean and our pay is on the low side for managers. We run Adams County with half the tax levy of the state average. Allen thanked Wimmer for her service to Adams County, and wants to retain more employees with her capabilities. Djumadi expressed her appreciation for Wimmer bringing vitality to HHS. Djumadi saw real progress made, saw Wimmer as honest, open and transparent

and thanked Wimmer for her service. James asked regarding the political issues, where did we fail? Wimmer stated that she would gladly discuss personally, but not in open session.

Motion at 9:00 a.m. by Babcock, seconded by Sebastiani, to convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on Health & Human Services director position. **Motion unanimously carried.**

The Committee remained in closed session per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act on pending WPPA Local 355 negotiations.

The Committee reconvened in open session at 9:55 a.m., per Wis. Stats. §19.85(2), to consider and vote on appropriate matters.

Motion by Allen, seconded by Babcock, to contact the second place candidate in the prior recruitment process to determine if she was interested in being considered for the HHS Director position; if not, then authorize the Personnel Director to start the recruitment process. **Motion unanimously carried.**

Motion by Babcock, seconded by Allen, to appoint Diane Osborn as Interim HHS Director. **Motion unanimously carried.**

Albert gave his verbal report of Corporation Counsel Department activities, including department representation, court actions, case load and office management. The Register of Deeds has requested Corporation Counsel to obtain an Attorney General Opinion on the subject of eNotaries. The Public Health Officer presented a puppy mill case which also involves District Attorney prosecution.

Larson presented the following monthly Administrative Coordinator/Director of Finance report:

- Attended a Municipal meeting on February 20th. We hope for more township participation next meeting. Discussions benefitted all municipalities through networking. Health and Human Service and Emergency Management gave an overview at the meeting.
- Payroll technician was hired; start date March 18.
- Working on year-end accounting. Tasks identified. Audit team will be here April 8 – 12. The County is ahead of schedule compared to last year.
- A plan will be prepared for cross-training strategy.
- The GIS Specialist starts April 1st.
- The Payroll Technician no longer needs assistance from the former payroll tech.
- Employee handbooks are updated. We need to mesh PGAP. Goal: Larson and Kaye will work together and receive input from Department Heads, for presentation to the Executive Committee. We hope to complete this around the end of May, and present to the County Board in June.

Marcia Kaye distributed and discussed her Personnel Director Report. Kaye learned at a health care workshop that in 2014, employees working over 30 hours per week will be entitled to health insurance benefits under the Affordable Health Care Act. We will have to review PGAP to ensure compliance with the ACA. The Health insurance committee meets in the next few weeks. Kaye stated that the job reclassification is a long process and is taking one full day a week. Kaye, Larson and Phillippi are only on assessment factor 3 out of 10.

Segina asked why the answer to the question Roseberry posed on the County Board floor took so long to come forth? **West** stated that he did not understand Roseberry's question during that meeting. **Albert** also stated that he did not understand Roseberry's question at the time; however, believes that the County's past practice could have been discussed at that time. **West** stated that Attorney Dean Dietrich's recommendation that the Administrative Coordinator handle the Interim Medical Examiner is based on past practice. The recent Health and Human Services Director position is an example. **Kaye** indicated that the confusion may have come from Administrative/Finance Committee Minutes under Larson's report to the Committee. Kaye stressed that it is important to encourage questions as PGAP is applied, but it is more important for us to all work together as a team for Adams County. If an employee, Supervisor, or community member has a question, they should go directly to the source for accurate and complete information.

Motion by Allen, seconded by Babcock to approve Vouchers. Motion carried by unanimous vote.

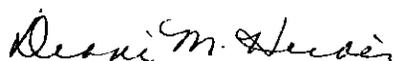
Action items for next meeting:

1. Discuss and/or act on Discuss and/or act on pending WPPA Local 355 negotiations.
2. Discuss and/or act on the current employee compensatory system to include vacation, sick, and holiday and the possibility of converting to PTO plan.

The next meeting is scheduled for **April 9, 2013 at 8:00 a.m.** Johnson requested and was granted permission to be excused from the April meeting.

Motion by Allen, seconded by Babcock to adjourn the meeting at 10:38 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

Executive Committee Meeting
March 22, 2013 – 8:00 a.m. - Conference Room A-260

Minutes

John West, Chair, called the meeting to order at 8:04 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Jack Allen, Larry Babcock, and Florence Johnson.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Deb Barnes, Child Support Manager; Jon Roseberry; and Supervisor Lori Djumadi. Attorney John R. "Jack" Albert was excused.

Motion by Sebastiani seconded by Allen, to approve the Agenda. Motion carried by unanimous vote.

Item 8 was moved up in the order of the Agenda. **Motion by Allen, seconded by Johnson, to approve the Resolution to Approve the Appointment of Diane Cable as the Director of Health and Human Services Department and forward to County Board for consideration. Motion carried by unanimous vote.**

Discussion took place regarding the recruitment process to fill the Corporation Counsel position. Barnes spoke of her satisfaction with contracting with local outside counsel to represent the Child Support Department. **Motion by Sebastiani, seconded by Allen, to post the position of Corporation Counsel. Motion carried by unanimous vote.** Kaye will post immediately, and will continue to post until filled. Kaye provided a wage range comparison sheet showing selected county Corporation Counsel. Allen requested input from Diane Heider, Legal Assistant regarding the timeframe needed to fill the Corporation Counsel position. Posting the position and completing the interview process could take 60 to 90 days.

Discussion took place for a potential plan for interim transition during recruitment period for Corporation Counsel position. Attorney Thibodeau is designated to fill in for Corporation Counsel pursuant to County Board Resolution. Trena authorized Diane Heider to contact Attorney Thibodeau to determine his willingness and availability for scheduled court appearances and possible in-house representation. Attorney Thibodeau is scheduled to fill in for the District Attorney during her leave of absence, but will contact the Corporation Counsel office on Monday, March 25, 2013 to discuss.

Allen said he trusts the judgment of the Administrative Coordinator and the Legal Assistant on a case-by-case basis when choosing a substitute for Corporation Counsel, considering areas of practice, conflicts of interest, and availability.

Discussion took place regarding the interview process for the Medical Examiner position. The Committee will review all 4 applications at a closed session meeting to be held March 25, 2013 at 1:00 p.m. Sebastiani indicated that neither the Public Safety & Judiciary Committee, nor he as Chair of that Committee, will participate in that meeting. The Executive Committee will invite Jeremy Normington to attend, and West may find a replacement for Sebastiani to attend that meeting.

Motion by Allen, seconded by Sebastiani, to adjourn the meeting at 8:38 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Courthouse Room A231 – February 19, 2013**

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Heidi Roekle at 5:36 p.m.

Roll Call of Board Members: Rocky Gilner, Paul Pisellini, Jack Allen, Heidi Roekle, Joe Stuchlak, Fran Dehmlow (via phone),

Health & Human Services Staff: Diane Osborn

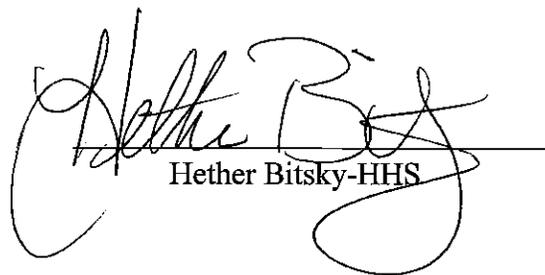
Personnel – LTS. A brief discussion was held for approving a LTE for a Case Manager position. A motion was made to approve the Case Manager position by Allen / Pisellini. Motion carried by UVV.

Personnel – LTS. A brief discussion was held for the recruitment for a Case Manger position. Motion was made to approve the recruitment of a Case Manager position by Pisellini / Allen. The motion carried by UVV.

Motion to adjourn meeting at 5:40 p.m. by Allen / Pisellini. 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-HHS

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – March 8, 2013**

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Djumadi at 9:00 a.m.

Roll Call of Board Members: Lori Djumadi, Paul Pisellini, Fran Dehmlow, Rocky Gilner, Deb Johnson-Shuh, Dr. Mark Hatton. Absent: Jack Allen, Heidi Roekle, Teresa Harvey-Beversdorf,

Health & Human Services Staff: Janet Wimmer, Wendy Pierce, Sarah Grosshuesch, Kelly Oleson, Dana Henriksen, Diane Osborn, Donna Richards, Sherrie Manning,

Veterans Services Staff: Dave Guerin

Motion was made by Pisellini / Dr.Hatton to approve Agenda and Compliance with Open Meetings Law. Motion carried by UVV.

Motion was made by Dr.Hatton / Dehmlow to approve the February 8, 2013 minutes as submitted. Motion carried by UVV.

New Business – none

Public Comment - none

Correspondence – Rocky Gilner shared with everyone how easy it is to obtain Radon Kits from the county, the low cost of them and how easy the test process was. He tested his own home and shared the findings with the committee. Rocky shared how pleased he was with the process as a whole.

Veterans Service

Review and approved December Veterans Service vouchers and financial report. The financial was not ready at the time of meeting. The report will be handed out by end of today's meeting. Committee agreed to review before next meeting and vote on the financials at that time.

Discussion. Dave Guerin gave a brief description about the Veterans Commission and Tom Shackelford. After a brief discussion a motion was made by Pisellini / Gilner to approve Tom Shackelford to the Veterans Commission. Motion was carried by UVV.

Veterans Service Officer's report. Dave gave a brief report on how US Veterans are casualties of war in many different ways. Not just during war time.

Health & Human Services

Review and approve February Health & Human Services vouchers and financial report. A brief discussion was had and a motion was made to approve the February Health & Human Services vouchers and financial report by Pisellini / Dr.Hatton. Motion was carried by UVV.

Director's Report by Janet Wimmer. Janet shared with the committee how well things are going in the Health & Human Services Department. She really feels that all departments are moving forward in a positive way.

Policy approval: The committee members were informed about the focus group that worked together in writing the Blue/Green Algae Policy. Janet explained how the policy has gone before corporation council and the focus group now needs the approval of the HHS Committee to keep moving forward with this policy. A motion was made by Pisellini / Gilner to accept the Blue/Green Algae Policy. The motion carried by UVV.

Personnel-Practical Cents, Clinical Services, Fiscal and Support Services and ADRC. The committee decided that, due to lack of time, the members would look over and review the job descriptions for agenda item numbers 5, 6, 7, 8, 9 and 12. The members asked for additional information on the Practical Cents Training Specialist position, information will be emailed. Committee members will discuss and vote on these actions at our next meeting, April 12, 2013.

Personnel- Economic Support. A discussion was held to approve a short term on-call position. Dana explained why ES needed this position and what their job would mainly consist of. A motion was made by Dr. Hatton / Dehmlow to accept a short term on-call position in Economic Support. The motion was carried by UVV.

Personnel-Economic Support. A brief discussion was held on the need for recruitment for the Economic Support Manager. This position will need to filled with the pending retirement of Dana Henrikson on May 31, 2013.

Unit Reports

Administration & Finance – Wendy Pierce

ADRC – Donna Richards

Children & Family Services – Kelly Oleson

Health Officer – Sarah Grosshuesch

Thrift Store – Sherrie Manning

Long Term Support Services- Diane Osborn

Closed Session

The committee was called into closed session at 10:30 am per the Wis. Stats 19.85 (1)(c) for purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session was to discuss and/or approve to act upon a Personnel Recruitment. A motion was made to come out of closed session by Dr. Hatton / Pisellini. The motion was carried by UVV.

Open Session

The committee reconvened in open session at 11:00 am. per Wis. Stats. 19.85 (2). No actions were acted upon in re-convened open session.

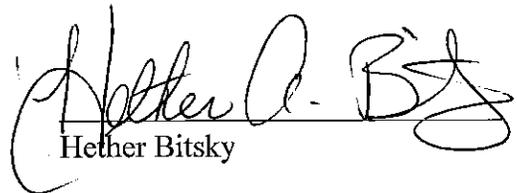
Next Regular Meeting Date – April 12, 2013 @ 9:00 a.m.

Motion to adjourn at 11:00 AM by Demlow / Dr. Hatton. 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, MARCH 14, 2013 AT 1:00 P.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
Florence Johnson
Patrick Gatterman
James Bays

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner and Everett Johnson

MEMBER ABSENT: James Bays ~ Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 1:00 P.M., on Thursday, March 14, 2013.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN AND MORGAN. MEMBER ABSENT: BAYS ~ EXCUSED

APPROVAL OF AGENDA: *Motion by Gatterman to approve the Agenda as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (FEBRUARY 14, 2013): *Motion by Johnson to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for February 14, 2013 Regular Monthly Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

REVIEW & ACT ON COUNTY ROAD C OVERLAY PROJECT BIDS (STATE ROAD 13 – COUNTY ROAD Z): The following bids were received for the County Road C Overlay Project (State Road 13 – County Road Z):

D.L. Gasser Construction	\$711,041.45
Scott Construction Inc.	\$810,247.10

Motion by Gatterman to award the County Road C Overlay Project (State Road 13 – County Road Z) to D.L. Gasser Construction for the amount of \$711,041.45, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON OIL QUOTES: The following quotes were received:

<u>MATERIALS</u>	<u>HENRY MEIGS</u>	<u>FLINT HILLS</u>
CRS & HFRS	\$2.0865 / GAL	\$1.8725 / GAL
CRS-2P & HFRS-2P	\$2.4865 / GAL	\$2.2725 / GAL
CRS-2PD	\$1.9065 / GAL	-----
CSS-1H	\$2.5365 / GAL	-----

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 14, 2013 ~ 1:00 P.M.**

<u>APPLICATION CHG</u>	<u>HENRY MEIGS</u>	<u>PEARSON BROS</u>
CRS & HFRS	\$.1200 / GAL	\$.4000 / GAL
CRS-2P & HFRS-2P	\$.1200 / GAL	\$.4000 / GAL
CRS-2PD	\$.1200 / GAL	-----
CSS-1H	\$.1200 / GAL	-----

<u>MATERIAL & APPLIED</u>	<u>HENRY MEIGS</u>	<u>FLINT / PEARSON</u>
CRS & HFRS	\$2.2065 / GAL	\$2.2725 / GAL
CRS-2P & HFRS-2P	\$2.6065 / GAL	\$2.6725 / GAL
CRS-2PD	\$2.0265 / GAL	-----
CSS-1H	\$2.6565 / GAL	-----

Motion by Morgan to accept the oil quote from Henry G. Meigs LLC for the 2013 season, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON TRUCK EQUIPMENT BIDS: The following bids were received for the truck equipment bids:

	Monroe Truck	
Base Price	\$ 111,469.00	
Option 1	Included	Paraglide Style Post
Option 2	\$ 938.00	Upcharge for 2nd Lift Cylinder for Scraper
Option 3	\$ 3,984.00	Upgrade Scraper to MS-3511 w/Reversing Cylinders
Option 4	\$ (2,290.00)	Deduct of 201 Stainless Steel V-Box
	Madison Truck	
Base Price	\$ 108,966.00	
Option 1	\$ 806.00	Universal Uni-Glide Jr Mid Mount Wing
Option 2	\$ 4,686.00	Swenson 304 Stainless Steel V-Box
	Universal Truck	
Base Price	\$ 106,469.00	
Option 1	\$ 625.00	Dual lift Cylinders in lieu of Single Lift Cylinder for Scraper
Option 2	\$ 985.00	Universal Uni-Glide style wing post design includes
		wing toe counterbalance valve

Motion by Gatterman to award the truck equipment bid to Universal Truck with option 2, uni-glide wing post, for the amount of \$107,454.00, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

JOB DESCRIPTIONS: Highway Committee and Commissioner reviewed the following job descriptions: Mechanic/Welder/Machinist, Truck Driver/Equipment Operator/Laborer/Sign Person, State Patrol Superintendent and Highway Patrol Superintendent. *Motion by Gatterman to accept as presented the job descriptions for: Mechanic/Welder/Machinist, State Patrol Superintendent and Highway Patrol Superintendent, second by Morgan. VOICE VOTE, ALL*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 14, 2013 ~ 1:00 P.M.**

IN FAVOR. MOTION CARRIED. Highway Committee would like to have highway employees complete a survey about lead worker positions.

LIMITED TERM EMPLOYEES / PART TIME POSITIONS: Briefly discussed limited term employees / part time positions. Highway Committee instructed the Commissioner to present the Limited Term Employees / Part Time Positions to Executive Committee for action.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Brushing CTH Z
- Patching
- Purchased an additional 1,000 tons of salt for county use
- Class B Weight Postings going up on March 18th, surrounding counties doing the same of sooner
- Water on road
- CTH Z – STP
- CTH M & CTH P Survey

FINANCIAL REPORT: *Motion by Johnson to approve the February 2013 Financial Report as audited, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the March 8, 2013, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Johnson to approve the Monthly Check Summary report as presented, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Job Descriptions
- CTH Z – STP
- CTH M & CTH P
- AECOM

SET NEXT MEETING DATE AND ADJOURN: *Motion by Johnson, second by Gatterman, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, April 11, 2013 at 9:00 A.M., at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 3:45 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

PUBLIC HEARING
ADAMS COUNTY HIGHWAY DEPARTMENT
1342 COUNTY ROAD "F", ADAMS, WI 53910
Thursday, March 14, 2013 at 4:30 p.m.

Public Hearing on the Adams County Bicycle and Pedestrian Plan

Members Present: Larry Babcock, Florence Johnson and Dean Morgan

Others Present: Patrick Kotlowski ~ Highway Commissioner, Fran Dehmlow, Rocky Gilner, Charles Dehmlow, Barb Morgan, Bill Euclide, Glenn Licitar, Everett Johnson, Jack Allen, Janet Boddy, Dan Wysocky and Tyler Grosshuesch

Members Absent: Patrick Gatterman ~ Excused and James Bays ~ Excused

The Public Hearing was called to order at 4:30 p.m. by Highway Committee Chairperson Larry Babcock

- Fred Heidner representing North Central Wisconsin Regional Planning Commission gave a presentation of the proposed Adams County Bicycle and Pedestrian Plan.
- Jack Allen: I fully support this plan, how is this going to happen and how long will it take to get done and reference to County Road Z the paved bicycle accommodations? It would be great to have at least one north-south and one east-west bicycle route established in less than 5 years. Fred Heidner referred to long and short term implementations and reference CTH Z when the roads are reconstructed.
- Janet Boddy: Bicyclists and runners/walkers are accommodated in this great plan. I like to think of this plan as adopting a vision to make it more inviting for residents to recreate and become active. We could slow down traffic in some areas, or at least make people aware that others may be bicycling on the same road. There are 100+ members in the runners club. This is a great plan that came from local residents not some bureaucrats that imposed ideas on us. We residents are not made of money, so this plan does not go wild with recommendations, but it will make us stretch to reach every justifiable improvement.
- Everett Johnson: There are many bicyclists that pass my place on County Road J, east of State Road 13 and a 3' wide shoulder would be needed in this area. What kind of improvements are scheduled for that area? State Road 21 is also heavily traveled with bicycles and pedestrians.
- Barb Morgan: Will you be coming around to towns to show this plan as this is the first she has heard of it and what improvements is planned for gravel roads that are marked as routes? Fred Heidner responded that the plan was mailed to towns and there has been two presentation at the Towns Association Meeting.
- Bill Euclide: Was at a town meeting where it was handed out and speed limits were discussed, because just posting a slower speed limit will not change people's behaviors the sheriff's department will have to enforce them.
- Fred Heidner: Discussed how towns would be impacted and how the plan may be implemented and coordinated through county so all signs are properly placed at the same time.

**PUBLIC HEARING
ADAMS COUNTY HIGHWAY DEPARTMENT
1342 COUNTY ROAD "F", ADAMS, WI 53910
Thursday, March 14, 2013 at 4:30 p.m.**

- Fran Dehmlow: Who will pay for all of the costs? Fred Heidner responded that the local jurisdictions pays for implementation of the bike / pedestrian plan. Addressed safety issues when GRABARR comes to county as the bicycle does legally have full access to the roadway as a vehicle.
- Dan Wysocky: Is there any grant money for funding? Fred Heidner responded that there was not any funding in the last budget, possible in future that road tax could be ear marked for grant money funding
- Jack Allen: How do we keep this plan moving forward? Fred Heidner responded to possibly meet annually to review the plan.
- Florence Johnson: Are there signing requirements? Fred Heidner responded yes, must follow the MUTCD standards, there may be areas that can be properly signed as routes now.
- Jack Allen: Volunteer to head up Committee
- Janet Boddy: Should get the plan implemented
- Bill Euclide: Should contact Chamber of Commerce to get involved.
- Fran Dehmlow: Shared that there was at one time a bicycle and pedestrian count done on County Road Z.
- Everett Johnson: Is this County or State wide? Fred Heidner responded that is County and discussed trails in other counties.
- Tyler Grosshuesch: Spoke in favor of plan and that he supports it.

Attached to minutes are letters/emails from people that were not able to attend the Public Hearing and wanted their opinion included in the Public Hearing minutes.

No further testimony being offered either for or against the Adams County Bicycle and Pedestrian Plan.

Motion by Johnson to adjourn the Public Hearing, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

Public Hearing was adjourned at 5:20 p.m.

Patrick Kotlowski, Recording Secretary

**Joint Executive Committee and Health & Human Services Board Meeting
Tuesday, March 19, 2013 – 4:30 p.m. - Conference Room A-260**

MINUTES

John West, Chair, called the meeting to order at 4:30 p.m. The meeting was properly announced. Members present: John West, Jack Allen, Larry Babcock, Al Sebastiani, Florence Johnson, Paul Pisellini, Rocky Gilner, Fran Dehmlow and Lori Djumadi. Members Heidi Roekle and Terry Beversdorf were excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; and Marcia Kaye, Personnel Director. Kaye acted as Recording Secretary.

Motion by Sebastiani, seconded by Allen, to approve the Agenda. Motion carried by unanimous vote.

Motion by Allen, seconded by Babcock, to convene in closed session at 4:35 p.m. per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on filling the position of Health & Human Services Director. Motion carried by unanimous vote.

Supervisor West left the meeting at 5:25 p.m.

Motion by Allen, seconded by Babcock to reconvene in open session per Wis.Stats. 19.85(2) to consider and vote on appropriate matters. Motion carried 8-0; West excused.

Motion by Allen, seconded by Babcock to offer the position of Director of H&HS to Diane Cable at a salary of \$75,614 (step 4), with an anticipated start date of 30 days but no longer than May 1, 2013, a six month orientation period, and giving Personnel Director flexibility in salary amount up to a Step 5, as needed. Motion carried 8-0; West excused.

Motion by Djumadi, seconded by Allen to adjourn at 5:45 p.m. Motion carried 8-0; West excused.

Respectfully submitted,



Marcia Kaye
Acting Recording Secretary

LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES

February 11, 2013

Approved

TIME: 1:00p.m. PLACE: A231

Sebastiani called the meeting to order at 1:00p.m. Roll call showed James absent/excused all other committee members present.

Harrison stated that the meeting was properly noticed.

Motion by Roekle/Morgan to Approve Agenda. Passed Unanimously.

Motion made by Licitar/Roekle to approve minutes of January 14, 2013. Passed Unanimously.

Public Participation as we go.

Discuss and possible action on approval of 2012 Wildlife Damage claims. Benson passed out a handout that showed the claims for 2012. There were 4 claims that needed to be approved. One of the claims the landowner did not shoot the required amount of deer, therefore he recommended that this claim be denied.

Motion made by Stuchlak/Roekle to approve the three claims for deer damage. Gorder/Lucas/and Schumer. Passed Unanimously.

Motion made by Stuchlak/Morgan to deny the Hays claim. Passed Unanimously.

NRCS report and possible action. None

WDNR report and possible action. None

L&WC Department report and possible action. Reported on the progress of Tree & Shrub sale. Evans passed around an example of the 2013 Waterfront Property Owner's packet for the committee to look at. A grant through the DNR will cover the first 1200 but since the cost of copies has increased for 2013 Evans will be submitting a 2nd grant to cover another 1200 packets for the Tri-Lakes area.

Central Wisconsin Windshed Partners report and possible action. Licitar reported that the CWWP's were looking into hiring within their own county and not signing with Golden Sands RC&D in order to save themselves 15% in administrative fees that Golden Sands charges for the limited term employees for planting of the trees. He stated this has not been voted on yet.

Golden Sands Resource Conservation and Development report and possible action. Stuchlak reported that they are looking into having a 6 county consortium to evaluate ground water. Golden Sands was given notice that they could no longer rent their office space from Portage County, as they needed the space. They were able to find a comparable place, so they will be moving to their new facility.

USDA Farm Services Agency report and possible action. Bork stated that the deadline for Farmers to take out crop insurance is March 15, 2013.

Discuss and possible action on LWCD job descriptions. Discussion occurred on required qualifications for schooling versus work experience. Murphy stated that what is listed for each job is the industry standards. Murphy requested that the new job descriptions go into effect immediately. The Program Coordinator's position is a newly created position so that job description must go before the Executive

Committee to be approved. It was discussed that the salary difference for the new position would come out of the contracted services budget.

Motion made by Bork/Roekle to move forward as soon as possible for approval to the Executive Committee for the job description of Program Coordinator using the salary difference out of the contracted services budget.

No- Stuchlak, Motion carried.

Discuss and possible action on the approval of the 2013 LWCD Plan of Operations. Discussion occurred in regards to changes for the Plan of Operation for 2013. On page 2, Goal B to change Arrowhead to Arkdale and Sherwood to Big Roche-a-cri for the aquatic plant surveys. Other changes were had written on hand out. Page 6, Goal D attend and participate in Golden Sands meetings – Murphy stated that either himself, Stuchlak or James should attend the meetings for voting purposes. Evans can remain as the secretary but he feels that she should not be able to vote or discuss personnel issues on behalf of Adams County. Stuchlak stated that Evans is allowed to participate due to the way that Golden Sands has written their by-laws.

Motion was made by Stuchlak/Morgan to allow Reesa Evans to attend Golden Sands on county time as a member at large. Passed Unanimously.

Discuss and possible action on resolution to endorse and support GEITS. Discussion occurred about the one-time clean up. Concerns were brought up about the lake needing to be cleaned more than just one time. Bill Euclide commented that they really need to think of the clean up as a secondary item. The bigger picture is getting the company to come and set up a business in Adams County to create much needed jobs in this area. It was brought up that the resolution should be changed to have Daric Smith be a point of contact with GEITS for the business side and Chris Murphy be a point of contact for GEITS for the technical side.

Motion made by Stuchlak/Roekle to accept the resolution as amended. Passed Unanimously.

Financial report- Discussion and review of the report occurred.

Communications. A copy of the end of the year report for the AIS Grant was given out for review. A copy of a letter to Governor Walker asking him to consider increasing the DATCP funding for LWCD staffing was reviewed and signed. Murphy handed out a resolution for the committee to consider that would restore base-level funding to 9.3 million. It was asked to put this on next month's agenda. Discussion occurred on the Farmland Preservation rule. This item is through Planning & Zoning— Murphy thought it would be a good idea to have the DNR come back to do a presentation on the pros and cons. Murphy explained the situation with the laptop for the agronomist's position. This laptop was budgeted through the MIS department but it did not get ordered as it was scheduled to – Murphy moved forward to purchase this laptop. Sebastiani stated that if it was budgeted through the MIS department then LWCD should be reimbursed. He stated that he would bring this issue up at the Finance Committee. Stuchlak stated that he is currently working on the Easton Land transfer and that should be complete with the next month.

Items for next month's Land & Water Conservation Committee meeting: Resolution to Restore Base-Level Funding as supported by WCA and WI Farm Bureau. Bring website address to next meeting.

Next meeting date: March 14, 2013 at 1:00pm
Motion to Adjourn at 2:45pm by Roekle/Licitar.
Respectfully Submitted;
Michelle Harrison

Michelle Harrison

LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES

March 14, 2013

Approved

TIME: 1:00p.m. PLACE: A231

Sebastiani called the meeting to order at 1:00p.m. Roll call showed Stuchlak absent/excused and Jack Allen sitting in for Heidi Roekle, all others present.

Harrison stated that the meeting was properly noticed.

Motion by James/Morgan to approve the agenda but to set *Item m* for next month. Passed Unanimously.

Motion made by Morgan/Allen to table approving minutes of February 11, 2013 Land & Water Conservation Committee meeting due to incorrect minutes being in committee packet. Passed Unanimously.

Public Participation as we go.

Discuss reclassification of Conservation Clerk position to Conservation Program Coordinator.

Marcia Kay explained the process of reclassifying a position. The job description with wage increase needs to go through the budget process. The Executive Committee can review it at their next meeting; however the process will have to go through next year's budget process and can't go into effect until next year. She also reminded the committee that currently we are going through a wage study and we are also in a wage freeze.

Discuss and possible action on request from Duck Creek Watershed Advisory Group for funding

from Natural Resource Account. Murphy explained that Duck Creek is a non-profit organization. He explained that they need to purchase data loggers for their restoration project. They are willing to put forward 10% and requesting that the LWCD pay for 90% of the total cost to come out of the natural resource account. Discussion took place. Motion made by James/Morgan to table to next month. Passed Unanimously.

Discuss and possible action on Leola District Compliance with Chapter 88 and Administration Code ATCP 48.

The Leola District board was represented at the meeting. Discussion took place in regards to compliance of the 20 foot corridor. There are still landowners who are not in compliant. The district will continue to work with the landowners. The district will report back to the committee at the July meeting to give an update.

Wildlife Abatement and Claims report and possible action. None

NRCS report and possible action. None

WDNR report and possible action. Jon Robaidek was unable to attend the meeting; Murphy gave 2 handouts (letters) from Robaidek. One was in regards to the Leola New Grassland Establishment Project and the second was about the Deer Hunter Forum for DMU's within Adams, Juneau, and Wood Counties.

L&WC Department report and possible action. Murphy handed out February's report. Discussion occurred. Allen asked about the poster contest and suggested that after Kid's day (Judging) that the

posters be displayed in the county board room. GEITS will not be able to attend the county board meeting as previously mentioned. NR 151 inventories are taking place throughout the county.

Central Wisconsin Windshed Partners report and possible action. Licitar reported that the CWWP's next meeting is April 9, 2013 at 9:30am. Discussion in regards to Golden Sands RC&D and their 15% administrative fee.

Golden Sands Resource Conservation and Development report and possible action. Stuchlak attended the last meeting.

USDA Farm Services Agency report and possible action. Bork explained the CRP (Conservation Reserve Program). He gave prices of Soybeans/Corn/Wheat of what they are selling for now and what the prices will be this fall.

Financial report- Motion made by James/Allen to table until next meeting. Both end of month and end of year were given, time is needed to review.

Discuss and possible action on ATCP 50 Revisions. DATCP's revision of the law that funds our staffing was provided in a summary in the packet. Murphy would like to stay with his original proposal and submit to DATCP. Discussion took place about other counties going to a multi-county AIS position due to cuts in funding. Committee stated to postpone this until next month.

Communications. Handouts: DATCP report and Active projects with Golden Sands. Murphy brought to the committee information from the Animal Waste Management Advisory Group. Each person on that committee put together a list of concerns in regards to manure applications. They asked the LWCD committee to rank their top ten concerns from the list provided. They would like to compare each group's main concerns in regard to this topic.

Motion made by James/Allen at 2:43pm to break for a 10 min recess. Passed Unanimously.

Sebastiani/Morgan called the meeting back into order at 2:55pm.

The committee members prioritized their concerns under each category; *Water Quality, Regulations, Cultural, Research, Communication.*

Discussion took place in regards to the County being in desperate need of groundwater maps. Bula (Public) stated that she is aware of the Wisconsin Potatoes' Growers Association currently working on a project to create such maps.

Item M – Discuss and possible action on resolution to allow Adams County Conservationist to travel out of state for activities related to the GEITS proposal. Murphy stated that this does not need to be brought back next month. Plans have changed.

Items for next month's Land & Water Conservation Committee meeting: Tom Feller would like to discuss groundwater issues.

Next meeting date: April 8, 2013 at 1:00pm
Motion to Adjourn at 3:25pm by James/Licitar.
Respectfully Submitted;
Michelle Harrison

Michelle Harrison

**Parks Committee Meeting
Courthouse Conference Room A231
February 12, 2013 9:00 a.m.**

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, Bill Miller, Paul Pisellini, and Jake Roseberry. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Jo and Chuck Quick – Town of New Chester Concerned Citizens.

Approve Agenda: Motion by Pisellini/Kotlowski to approve the agenda as presented. Motion carried by unanimous vote.

Previous Minutes: Motion by Miller/Pisellini to approve the January 8, 2013, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Motion by Pisellini/Kotlowski to approve the Oxford Lions Club request to place a tent near the Crooked Lake Public Access February 16, 2013, for the Clubs fishing tournament per Adams County Park Ordinance # 6-2008, Sec. 1.6. Motion carried by unanimous vote.

Motion by Kotlowski/Miller to approve the Quincy Fire Departments request to hold a fund raising pancake breakfast September 1, 2013, at Castle Rock Park per Adams County Park Ordinance #6-2008, Sec. 1.6. Motion carried by unanimous vote.

Motion by Miller/Pisellini to approve payment of \$750.00 to the Roche-A-Cri Little League per the 2013 approved budget. Motion carried by unanimous vote.

Motion by Kotlowski/Miller to approve the Dellwood/Moundview Snowmobile Club's request to hold a fund raising pancake breakfast at Castle Rock Park May 26, 2013, per the Adams County Park Ordinance #6-2008, Sec. 1.6. Motion carried by unanimous vote.

Motion by Miller/Pisellini to approve the Castle Rock Bassmasters request to hold the Rick Klein Memorial Fishing Tournament at Castle Rock Park June 30, 2013, and to use the shelter building June 29, 2013, to include the possible sale of concessions per Adams County Park Ordinance #6-2008, Sec. 1.6. Motion carried by unanimous vote.

Public Participation on Agenda Items: Public will comment on Patrick Lake agenda item.

Patrick Lake Park Possible Property Sale or Possible Future Campgrounds: Director reported Corporation Counsel reviewed the deed to Patrick Lake Park and determined the property may be sold. Mr. Quick commented on the importance of Patrick Lake Park to the residents of New Chester Township. Discussion followed. Committee will tour the property prior to taking any further action.

Committee to Review Park Job Descriptions: Job descriptions were distributed to Committee to review for March Committee mtg.

Parks/Rec. Operational Reports: Director reported Dan Small, from WI Outdoors, will be filming a TV shoot for public TV at Petenwell Park February 12 and 13, 2013.

Trails Report: Coordinator reported trails are currently open. There has been one reported accident on the trails this season with resulting injuries to the operator. Coordinator reported receiving several complaint calls from concerned business owners due to the snowmobile trails not being open as in previous years. Callers were referred to the snowmobile association as they recommend the opening and closure dates and times.

Revenue Report: Reviewed by Committee.

Expense Check Summary Report and Expense Report: Reviewed by Committee.

Future Agenda Items: Patrick Lake Park Possible Property Sale or Possible Future Campgrounds.

Set Next Meeting Date: March 12, 2013, 9:00 a.m., Courthouse Conference Room A231, for the regular Parks Committee meeting. At 10:00 a.m., Adams County Property Committee will join the Parks Committee meeting to discuss Patrick Lake Park. Both Committees will then leave the Courthouse to tour Patrick Lake Park Property. Committee(s) will re-convene at the Courthouse to make any decisions and/or take action on Patrick Lake Property.

Adjourn: Motion by Kotlowski/Pisellini to adjourn at 10:00 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.

**Parks Committee Meeting
Courthouse Conference Room A231
March 12, 2013 9:00 a.m.**

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, Bill Miller, Paul Pisellini, and Jake Roseberry. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Nancy Schmidt - Town of New Chester Concerned Citizen. At 10:00 a.m., Jack Allen, Lori Djumadi, Terry James, and Joe Stucklak – County Board Members joined the meeting. At 11:30 a.m., Barb Morgan – New Chester Town Board Chairperson joined the meeting.

Approve Agenda: Motion by Pisellini/Kotlowski to approve the agenda as presented. Motion carried by unanimous vote.

Previous Minutes: Motion by Miller/Pisellini to approve the February 12, 2013, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Director reported having received a letter from Steve Zoulek, New Chester Township Supervisor, to postpone the on-site visit to Patrick Lake Park. The Parks and Property Committees decided they did not want to post-pone the on-site visit.

Public Participation on Agenda Items: None.

Committee to Review Park Job Descriptions & Filling Vacant Positions: All Park positions' updated job descriptions were included in the Committee packet for their review. There were no major changes, job descriptions were updated to the same format. Motion by Pisellini/Roseberry to approve the Parks Job Descriptions as presented. Motion carried by unanimous vote.

Motion by Pisellini/Roseberry to approve Park staff refilling current vacant park positions. Motion carried by unanimous vote. Vacant positions are: Petenwell Park Patrol, S. Outlying Parks Groundskeeper/Landscaper Level II, Castle Rock Park Groundskeeper/Landscaper Level I, Swim Program Coordinator, Assistant Swim Program Coordinator, and four Lifeguards.

WI Outdoors – Petenwell Park: Dan Small from Wisconsin Outdoors brought his camera crew and filmed a segment for the WI Outdoors TV program. The segment cost the Parks Department approximately \$300. DVD's of the segment will be provided to the Parks Committee when available.

County-wide Outdoor Recreation Plan Public Hearing: Every County must have a Recreation Plan to be eligible for Federal or State recreational funding. The Public Hearing is scheduled for Wednesday March 27, 2013, 4:30 p.m., Adams County Community Center Bldg. The Public Hearing will be noticed as a Parks Committee meeting as well. Proposed Recreation Plan will be presented at the April County Board Meeting for approval.

Castle Rock Park Siren: Siren at Castle Rock is old and not in operation. Town of Quincy claims no responsibility for the siren per a recent conversation Bob Eggebrecht had with them. Department will send the Town of Quincy a letter concerning the siren. The siren will be removed once a response has been received in writing from the Town of Quincy.

Parks/Rec. Operational Reports: No report, no changes.

Grant Applications for Petenwell and Castle Rock Park: Director reported he will have two grant applications at the April meeting for Committee approval for Castle Rock and Petenwell Parks campground expansions at 50 % cost-sharing. Resolution(s) will be brought to County Board in April for approval.

Trails Report to Include Upcoming Grant Applications: Motion by Miller/Kotlowski to approve Trails Coordinator applies for ATV and Snowmobile Trail State Aid grants as in previous years. Motion carried by unanimous vote.

Bids will be requested and reviewed by the Parks Committee for installation of two State approved snowmobile bridge installations.

New ATV trail addition should be completed prior to the trail opening date of May 20.

Revenue Report: Reviewed by Committee. Castle Rock Park revenues increased due to the seasonal boat slips selling out earlier this year.

Expense Check Summary Report and Expense Report: Motion by Pisellini/Miller to approve the Check Summary's and the Expense Reports as presented. Motion carried by unanimous vote.

Future Agenda Items: Patrick Lake Park Possible Property Sale and/or Future Operations, Castle Rock and Petenwell Park Resolutions for Campground Expansion 50 % Cost – Share Grants, and 5-Year Outdoor Recreation Plan.

Set Next Meeting Date: March 27, 2013, 4:00 p.m., Adams County Community Center Room 145B with the Public Hearing on the Outdoor Recreation Plan following at 4:30 p.m.

April 9, 2013, 8:30 a.m., Courthouse Conference Room A231 for the regular monthly meeting.

Motion by Pisellini/Miller to adjourn at 9:40 a.m., to re-convene at 10:00 a.m., for the Joint Parks and Property Committee's Meeting. Motion carried by unanimous vote. Roseberry left meeting at this time.

At 10:00 a.m., Property Committee joined the Parks Committee meeting to discuss, tour, and possibly take action on the Patrick Lake Park Property to include the possible sale of the property and/or possible campground development.

Jack Allen, Property Committee Chair, called the Joint Parks Committee and Property Committee to order at 10:00 a.m.

All Committee members were present except Roseberry was excused.

Motion by Kotlowski/Pisellini to approve the joint meeting agenda. Motion carried by unanimous vote.

Miller distributed and reviewed copies of the Patrick Lake Park property deed, correspondences from the Town of New Chester, and a 5-year revenue report on the Park. A short discussion followed. At 10:15 the Committees, Park Director, and Park Manager left the Courthouse to tour the Patrick Lake Park Property.

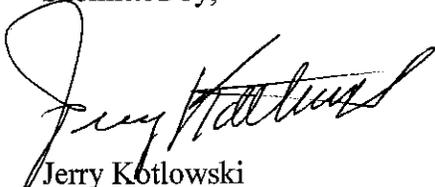
At 11:30 a.m. Bob Eggebrecht called the meeting back to order in Courthouse Conference Room A231.

Motion by Allen/Djumadi to approve having a certified survey done on the Patrick Lake property for selling the Patrick Lake Park property minus the public boat launch access area. Prior to selling the property, New Chester Township will be given the opportunity to acquire the property. Property negotiations with New Chester Township will be handled by the Parks Committee and Parks Department. If New Chester Township acquires the property there would be a stipulation that the Township would not be allowed to sell the property to the public, the property must remain open to public recreational use. A letter will be sent to the New Chester Town Board after the April election regarding the Patrick Lake Property. Property Committee would handle the sale of the property if New Chester Township does not acquire the property. Voice vote, all yes except Kotlowski opposed. Motion carried.

Barb Morgan, New Chester Town Board Chairperson, reported the Town of New Chester has a Town Ordinance that there must be a minimum of 5 acres to sell a section of property.

Adjourn: Motion by Allen/Djumadi to adjourn at 11:45 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.

Parks Committee Meeting
March 27, 2013 4:00 p.m.
Community Center Room 145B

Call to Order: Meeting was called to order at 4:00 p.m., by Chairperson Eggebrecht.

The meeting was properly announced.

Roll Call: Committee Members –Chairman Bob Eggebrecht, Paul Pisselini, Jerry Kotlowski, Bill Miller, Jake Roseberry - absent. Others: Fred Nickel – Parks Director, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Rita Kolstad – Parks Administrative Clerk, Cordell Capoitk – Times Reporter, Heidi Roekle – Chamber of Commerce and County Board Member, Fred Heider – NCRPC at 4:15 p.m., and Tom Feller – Concerned Citizen at 4:30 p.m.

Approve the Agenda: Motion by Pisselini/Kotlowski to approve the agenda as posted. Motion carried by unanimous vote.

Director reported that Adams County is a member of NCRPC so there is no fee to the County for the plan itself, only the printing of the plan. The County must have an approved plan on file with the DNR for the County to receive cost-share funding for any possible State or Federal projects the County may want to apply for. The County has no commitments to have any of the plan projects done; however, the project(s) must be listed in the plan to be eligible for funding. A Resolution must be approved by the County Board before any capital improvement projects would be pursued. Discussion followed. Pisselini requested the following be added to the draft plan: Town of Rome is considering developing a park district.

County-wide 5-year Outdoor Recreation Plan Public Hearing at 4:30 p.m:

Mr. Heider reviewed items that qualify for cost-share funding with an approved Recreation Plan on file with the DNR. Mr. Heider reviewed how the plan was developed and reviewed the proposed plan. Several suggestions will be added into the draft plan to include Mr. Pisselini's request for the Town of Rome. If additional plan projects come in after the plan is approved from either the public, civic groups, or Townships, amendments may be made to the plan.

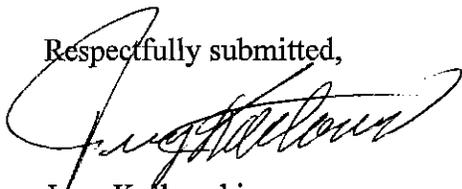
Once the DNR receives the approved plan, Adams County may apply for any grants available relating to the approved plan.

The City of Adams is in the process of developing a plan for the City. City of Adams projects may be reflected in the County-wide plan as well.

NCRPC has also been developing a County-wide Bike and Pedestrian Plan with the Highway Department which will also be included in the 5-year Outdoor Recreation Plan. Hiking/walking trails are popular projects for current funding.

Adjourn: Motion by Miller/Kotlowski to adjourn at 5:17 p.m. Motion carried by unanimous vote.

Respectfully submitted,



Jerry Kotlowski
Secretary

ADAMS COUNTY
PLANNING & ZONING
COMMITTEE MEETING MINUTES
March 6, 2013

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. on Wednesday March 6, 2013 with the following members present: Glenn Licitar, Randy Theisen, Barb Morgan, Terry James, Al Sebastiani and Nick Theisen.(SAYLE student) Heidi Roekle was excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Barb Morgan made a motion to approve the agenda as noticed, with the exception of item #17 Discussion and possible action on request for Adams County to participate in "Working Lands Initiative/Farmland Preservation Zoning for tax credits, to be placed on next month's agenda. Randy Theisen seconded the motion. All in favor. Motion carried.

Public Hearings: Opitz Custom Heifer – Conditional Use Permit request under Section 5-3.03(A)(23) of the Adams County Comprehensive Zoning Ordinance to allow expansion of a Livestock Facility and allow construction of freestall barns with the capacity to house 3,100 heifers, waste storage facilities and related concrete slabs for waste transfer on properties located in the SE ¼, NW ¼, Section 36, Township 18 North, Range 7 East, on 1st Drive, Town of Richfield, Adams County, Wisconsin. Glenn Licitar made a motion to grant the Conditional Use Permit. Barb Morgan seconded the motion. Roll Call Vote: 6 – Yes. 1 – Yes. (SAYLE Student-non binding vote) 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 6, 2013 meeting as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Greg Rhinehart was not able to attend today's meeting and submitted a written report for the month of February to the Committee for review. Randy Theisen made a motion to approve the Surveyor's report as presented. Al Sebastiani seconded the motion. All in favor. Motion carried.

Jodi Helgeson was not able to attend today's meeting and submitted a written report for the month of February for Register of Deeds and Land Information. Barb Morgan made a motion to approve Register of Deeds report as submitted. Terry James seconded the motion. All in favor. Motion carried.

A Resolution to adopt New Haven Assessor's Plat #3 was presented to the Committee for review. Mr. McLaughlin explained that the County Board authorized the Assessor's Plat to define new property boundaries in the Town of New Haven after the Adams County Land & Water Conservation Department removed a dam on Big Spring Creek for the purpose of restoring it to a trout stream, which then created a new path for the stream. Glenn Licitar made a motion to approve the Resolution and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6 – Yes. Nick Theisen – Yes.(SAYLE Student-non binding vote) Motion carried.

A Resolution to approve the North Addition to the Quincy Cemetery Plat was presented to the Committee for review. Mr. McLaughlin stated that it is a Statutory requirement that the County Board has to approve these plats by Resolution when a town either creates or adds to an existing cemetery plat. Terry James made a motion to approve the Plat and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6 – Yes. Nick Theisen – Yes.(SAYLE Student-non binding vote) Motion carried.

Adams County Planning & Zoning Department Code Enforcement Officer Matt Bremer addressed the Committee regarding the 1972 Air Photos. It was the Committee's consensus that the quality and scale of the photos makes using them for determining the existence or non-existence of buffers impractical. Discussion was held regarding the progress of the buffer restoration, documentation of compliance and exempt properties.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
MARCH 6, 2013
PAGE #2

Chairman Stuchlak stated that before any discussion is held on forming an Advisory Committee for a proposed Forestry District, the Committee should vote on whether or not to proceed with creating such a District. Lynda Bula stated that creating this district would place greater restrictions on agricultural properties only. Randy Theisen stated that other districts already have restrictions in place that do not apply to agricultural properties. Discussion was held. Terry James made a motion to continue discussion on proposing a Forestry District. Glenn Licitar seconded the motion. Roll Call Vote: 3 – Yes. Nick Theisen – Yes.(SAYLE Student-non binding vote) 3 – No.(Stuchlak, Sebastiani & Morgan) Motion failed.

Township Participation form: Mr. McLaughlin informed the Committee that a letter was sent to all Town Chairs requesting input on the changes to the Request for Township Participation form. Only three towns responded. Discussion was held. Barb Morgan made a motion that the form must be filled out in its entirety and that the Committee needs local control prior to County control. Terry James seconded the motion. Roll Call Vote: 6 – Yes. Nick Theisen – Yes.(SAYLE Student-non binding vote) Motion carried.

Discussion was held regarding Board of Adjustment. Terry James made a motion to recommend the reappointment of Robert Benkowski and Cathy Croke to the Board of Adjustment and forward that recommendation to the County Board for final action. Al Sebastiani seconded the motion. All in favor. Motion carried.

Planning & Zoning Updates: None.

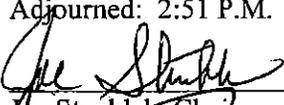
Phil McLaughlin presented the Financial Report for the month of January 2013 to the Committee for review. Terry James made a motion to approve the Financial Report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

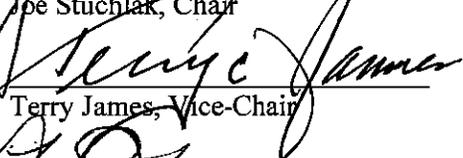
Correspondence: None.

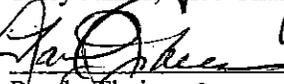
The next meeting was scheduled for April 3, 2013 at 1:00 P.M.

Terry James made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

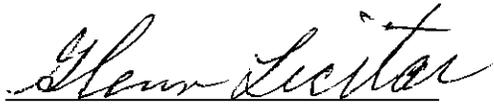
Adjourned: 2:51 P.M.


Joe Stuchlak, Chair


Terry James, Vice-Chair


Randy Theisen


Al Sebastiani


Glenn Licitar


Barb Morgan


Heidi Rockle


Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Meeting Minutes

March 12, 2013 Room A160

The meeting was called to order by Chairman Allen at 11:54 a.m. following the Joint Property/Park Committee meeting schedule at 10:00 a.m. in room A231. The meeting was properly announced.

Present: Allen, Djumadi, James, Kotlowski and Miller. Also present: Dye, Hamman, Larson, McFarlin, Phillippi, Pisellini, Stuchlak and Zander.

Motioned by James/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Miller/Djumadi to approve the February 4, 2013 minutes. Correct Shorewood to Sherwood. Motion carried by unanimous voice vote.

Motioned by Miller/Kotlowski to deviate to agenda item #7 Discuss and/or act on Courtroom B Safety. Motion carried by unanimous voice vote.

Hamman explained the security for Courtroom B will be included with the Simplex upgrade, which will begin towards the end of this month.

Miller opened one bid for tax foreclosure property. Parcel #25, 1813 Woodbridge Court, Tim Linke \$3,010, 10% included \$301. Motioned by James/Djumadi to accept the bid for Parcel #25. Motion carried by unanimous voice vote.

Discuss and/or act on Easton Township taking over the Easton boat landing. Stuchlak discussed the possibility of the Town of Easton taking over boat landing, which is 9500 square feet and ¼ acre area in size. They would maintain it themselves. He believes the upkeep would be: 3 times per year to mow it; equaling 100 hours approximately to cut the grass. This would be a liability, not an asset, per Stuchlak. Motioned by Djumadi/James to allow procedures to start initial action to transfer the East Boat Landing to Easton Township, as long as it will remain a public access. Motion carried by unanimous voice vote. Fact finding section meeting will be next Monday, March 18, 2013.

Update on Lake Sherwood property (3.8 acres) in Town of Rome, owned by Adams County, Town of Rome would like ownership. The county obtained the land from a foreclosure, not a direct purchase. Authorized transfer of land, with a motion, through the Quit Claim Deed process deeded to the town. Motioned by James/Kotlowski to transfer 3.8 acres from Adams County back to Town of Rome through a Quit Claim Deed. Larson will have Albert draft the deed. Motion carried by vote, 4 yes, Miller, Kotlowski, James and Allen. 1 abstain. Abstaining vote, Djumadi.

Discuss and/or act on tree removal on county property in Town of Rome. Firewise program; the committee needs all the relevant information on the parcel. Will discuss further at next month's meeting.

Update on County owned land as it relates to Shoreland/Wetland/Habitat Protection Ordinance will be discussed at next month's meeting.

Update on final punch list for Health & Human Services project and discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. Per Larson, we are under warranty currently. The heating system has on-going problems.

The engineer will not sign off of the punch list until the end of March because he is out of the country. Furnace issues, they lock out.

Hamman reported he will be meeting with a representative from Zonex, Milwaukee Stove, and Schneider today to go over issues we are having. Transformer issues, 120 volts, fluctuation in voltage, 1 transformer was replaced. Troubleshooting issues, some suggestions are to look at the insulation, ductwork and any other areas that could have potential problems. James questioned when the warranty started. Hamman said that the owner's manual warranty has start date in them. There are 2 pending issues; heat, insulation and development of icicles.

Update on Historical Society Building will discuss at next month's meeting and take a tour.

Discuss potential for stairs on east side of building.

Issues: receiving door by McGhee's office, the lack of adequate room; delivery trucks, handicap lot, main power is underground. No action was taken. Email will be sent out by Larson instructing people not to go uphill in inclement weather.

Discuss and/or act on Boiler Replacement in L.E.C. facility. Hamman informed the committee that it has been ordered and is expected to arrive on Tuesday, March 19, 2013. The maintenance department will extend the concrete pad that it will be installed on.

Update on maintenance items. Tempered glass was installed in District Attorney's office, electrical locks are being discussed. A microwave will be replaced with a pizza oven in the lunch room. Four committee members were in favor, Djumadi objected. Concrete caps will be a summer project. The trailer full of stuff still needs to go to Practical Cents. There are 2 washers/dryers from jail in storage. They may be able to be put on the website to be auctioned off.

Next meeting date set for April 9, 2013 at 10:00 a.m.

Items for next agenda:

Tour of storage facility and H&H S building;

Open and/or act on bids for tax foreclosure property;

Discuss and/or act on tree removal on county property in Town of Rome;

Update on County owned land as it relates to Shoreland/Wetland/Habitat Protection Ordinance;

Update on Historical Society Building (tour in April);

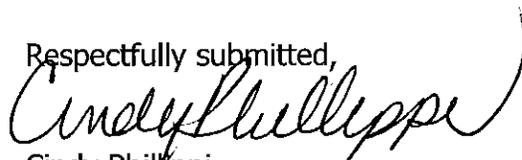
Old Farmers Antique update;

Update on information gathered regarding to maintenance reclassification;

Discuss potential for stairs on east side of building.

Motioned by Miller/James to adjourn at 1:46 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.

Public Safety & Judiciary Committee**Wednesday, March 13, 2013****9:00 a.m. – Conference Room A260****MINUTES**

Chairman Sebatiani called the meeting to order at 9:04 a.m. The meeting was properly announced.

Committee members present: Bob Eggebrecht, Marge Edwards, Al Sebatiani, Bill Miller, and Terry James.

Others present: Carol Collins, Kris Steffens, Deb Barnes, Kathie Dye, Janis Cada, Sheriff Wollin, Chief Deputy Fahrenkrug, Marilyn Rogers, Trena Larson, Marcia Kaye, and Becky Kirslenlohr.

Motion by James to approve the agenda, seconded by Miller. All in favor, motion carried unanimously.

Motion by Miller to approve the prior meeting minutes (February 13th & February 19th), seconded by Eggebrecht. All in favor, motion carried unanimously.

There was no public participation. Correspondence – Committee members received a copy of a memorandum dated March 12, 2013 to Trena Larson from Dean Dietrich.

Kris Steffens was present from Eyes of Hope Shelter and provided the committee with her report for February 2013. Steffens reported that February was a good month with not too many intakes and a good amount of adoptions. Adoptions fees were reduced for the senior animals that were adopted in February. Vet rates have increased so they will have to increase the adoption fees to help offset those expenses.

Family Court Commissioner – Dennis McFarlin – Not Present**Child Support – Deb Barnes – Present**

Performance measures and check summary for February 2013 were provided. There were no questions.

Barnes stated she had a good meeting with the Clerk of Court and Sheriff's Office regarding warrant and commitment orders. The Child Support Office is trying pre-trial conferences to see if they can stipulate to save on court time. Barnes will be attending County Ambassador's Day in Madison and the Director's Dialog in Stevens Point on April 10th. Barnes informed the committee that the call center is working well.

Clerk of Circuit Court – Kathie Dye – Present

Dye reported the February Judicial Education Conference that she attended was a very good conference. There is a one-day training that she is sending her deputies to on March 14th (1 deputy), March 21st (2 deputies), and June 27th (3 deputies). Training is budgeted for.

2012 Jury Performance Analysis Report was provided. Dye explained the report is prepared every year to make sure there is no abuse and they are using the right amount of ratio for ethnicity. Report is at anticipated numbers.

General operations of the department are going well. Had two trials already this year and have three scheduled for April.

Register in Probate – Terry Reynolds – Not Present**District Attorney – Janis Cada – Present**

Community Service Coordinator's report and check summary for February were provided. There were no questions.

DA Tania Bonnett was scheduled for court today and was not able to be present. Cada reported that the glass enclosure inside their office was installed on March 7th. The electronic door is still pending but they are able to lock the door if they need to.

The Assistant District Attorney resigned his position. He will be on the payroll until May 31st. The DA's Office is using a special prosecutor assignment at this time. Bonnett will be on maternity leave for June and July. There will be no criminal jury trials for June and July. Mark Thibodeau will be helping out during Bonnett's maternity leave up to three days a week.

James reported that a panic button can be put in Court Room B and that will be installed by SimplexGrinnell by the end of the month.

Emergency Management – Jane Gervais – Not Present

Gervais is attending training in Madison and was not able to be present. Gervais provided documentation to establish a non-lapsing account and for Local Emergency Planning Committee appointments.

Gervais provided a resolution to create non-lapsing carryover accounts for monies received from Enbridge for the response of the oil spill in July 2012. **Motion by James to establish non-lapsing carryover accounts for the administration of Emergency Management donations, seconded by Edwards.** Larson stated carryovers are established through Admin & Finance. After discussion James withdrew his motion to establish the non-lapsing carryover accounts. **Motion by James to approve the resolution and send to Admin & Finance for approval, seconded by Miller. All in favor, motion carried unanimously.**

Gervais is requesting approval of two new member appointments to the Local Emergency Planning Committee. **Motion by James to approve the committee appointment of Dawn Miller and Katie Gaynor to the Local Emergency Planning Committee, seconded by Eggebrecht. All in favor, motion carried unanimously.**

Sheriff's Office - Sheriff Wollin – Present

Wollin reported the Active Shooter Training is complete with no charge to Adams County. Adams County employees and Adams-Friendship School District employees were also invited to attend and it went well. Deputy Johnson has been released from the hospital and is doing well. The Administrative Records Clerk position was not filled internally. The Sheriff's Office website is now up and running.

Wollin expressed his concern that the discussion regarding the Captain position should not be held in open session. Miller referred back to the February 6, 2012 meeting where the Adams County Sheriff's Office organizational chart was discussed. Miller provided the organizational chart and wanted to make the committee aware that the 18 month period to create the Lieutenant positions with no Captain position was up in August 2013.

Wollin reported that the City of Adams is currently using Spillman Public Safety Software. It is beneficial to have all agencies in Adams County under Spillman so there is better communication. Adams County Corporation Counsel and the City of Adams Corporation Counsel have approved the intergovernmental agreement. The resolution to approve the intergovernmental agreement was provided to review. **Motion by Eggebrecht to approve the resolution for the intergovernmental agreement between Adams County and the City of Adams for use of Spillman Public Safety Software, seconded by Edwards. All in favor, motion carried unanimously.**

Chief Deputy Fahrenkrug – Present

Fahrenkrug reported that the dental expenses are for extractions, temporary fillings, and fees for diagnostic services.

Fahrenkrug reported that the animal control report was comparable with pickups from this time last year but with less hours worked in 2013. There have been no complaints received regarding no picking up of cats. Fahrenkrug will follow up on the agreement with Mauston Vet to continue with the current fees.

Medical Examiner, Marilyn Rogers, Interim ME and Trena Larson – Present

Rogers provided the committee with her monthly activity report and check summary for February 2013. Rogers reported the fees lost for 2011 were \$800.00 and fees lost for 2012 were \$2,580.00. Call volume is up from 2012. There have been some unusual high profile type calls in 2013 and the efforts between all departments involved have been positive and productive.

Revised job descriptions for the Medical Examiner and Assistant Medical Examiner were provided. Kaye reported that there were minimal changes to the job descriptions. The Medical Examiner position is currently posted and recruitment for the Assistant Medical Examiner will take place after the Medical Examiner position is filled.

Edwards requested that the Medical Examiner be required to attend PS&J Committee meetings and would like that stated under the job duties. Miller requested that the Medical Examiner be required to take calls and would like that stated in the job description also. Kaye stated she would make those changes and get the revised job descriptions to the committee members.

Motion by James to take 7 minute recess at 10:28 a.m., seconded by Eggebrecht. All in favor, motion carried unanimously. Sebatiani called the meeting back to order at 10:34 a.m.

The Committee will convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Review, discuss, and/or act regarding recent resignation of Investigator position. **Motion by James to convene in closed session per Wis. Stats. §19.85(1)(c) at 10:35 a.m., seconded by Edwards. Voice vote: Eggebrecht-Yes, Edwards-Yes, Miller-Yes, James-Yes, and Sebatiani-Yes. All in favor, motion carried unanimously.**

The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. **Motion by James to reconvene in open session per Wis. Stats. §19.85(2) at 11:20 a.m., seconded by Miller. Voice vote: Eggebrecht-Yes, Edwards-Yes, Miller-Yes, James-Yes, and Sebatiani-Yes. All in favor, motion carried unanimously.**

Motion by James to approve vouchers as presented, seconded by Eggebrecht. All in favor, motion carried unanimously.

A special PS&J meeting is scheduled for March 19th at 5:30 p.m. to discuss/approve revised job description in the Medical Examiner's Office and discuss/approve recruitment of the Assistant Medical Examiner position(s).

Set next monthly meeting date as April 17th at 10:30 a.m.

Motion by James to adjourn, seconded by Edwards. All in favor, motion carried unanimously. Meeting adjourned at 11:22 a.m.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol A. Collins
Recording Secretary

Public Safety & Judiciary Committee

Tuesday, March 19, 2013

5:30 p.m. – Conference Room A230

MINUTES

Terry James, Acting Chair, called the meeting to order at 5:30 p.m. The meeting was properly announced.

Committee members present: Terry James, Bill Miller, Marge Edwards. Members Al Sebastiani and Bob Eggebrecht were excused.

Others present: Marcia Kaye, Personnel Director and Acting Recording Secretary; Marilyn Rogers, and Nick Segina.

Motion by Edwards, seconded by Miller, to approve the Agenda. Motion carried by unanimous vote.

There was no Public participation. There was no Correspondence.

Discuss was held regarding the revised job description for the Medical Examiner and the Assistant Medical Examiner. Motion by Miller, seconded by Edwards, to accept the Medical Examiner and Assistant Medical Examiner job descriptions as revised. Motion carried by unanimous vote.

Discussion was held regarding the recruitment for Assistant Medical Examiner position(s). Motion by Edward, seconded by Miller to approve the recruitment of the Assistant Medical Examiner position(s). Exact number of positions for sufficient operations of the Department will be determined by the Medical Examiner, when hired. Motion carried by unanimous vote.

Motion by Miller, seconded by Edwards to adjourn at 5:39 p.m. Motion carried by unanimous vote.

Submitted by,



Marcia Kaye
Acting Recording Secretary

These minutes have not yet been approved by the PS&J Committee

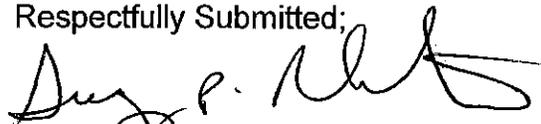
ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 472
April 3, 2013
Report for the month of March, 2013

Work is continuing on the 2103 Government Corner Maintenance Project.

I am continuing to respond to queries and perform the duties of my office.

Respectfully Submitted;

A handwritten signature in black ink, appearing to read "Gregory P. Rhinehart". The signature is fluid and cursive, with a large initial "G" and "R".

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 2013

	<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		
Balance	\$3,250.00	\$25,500.00	\$ 200.00
MARCH	325.00	6,977.15	
Balance	\$2,925.00	\$18,522.85	\$ 200.00
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

Your county
extension office



UW
EXTENSION
Cooperative Extension
Adams County

**Extension Committee
Minutes of Meeting
March 12, 2013 @ 1:00PM
Adams County Community Center
569 N. Cedar Street, Extension Conference Room 103
Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:02 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 and Florence Johnson – Present. Jack Allen will be a few minutes late.

SaYI Member: Stacey Feldner – Present.

Extension Staff: Don Genrich, Theresa Wimann, Jennifer Swensen and Linda Arneson - Present
Mary Ann Schilling – Excused

3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Licitar to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar and Second by Stuchlak to accept minutes of the Extension Committee Meeting of February 12, 2013 Motion carried.
6. **Public Participation:** None
7. **Communication:** None

Jack Allen arrived at 1:09 p.m.

8. **Items for Action or Discussion:**
 - a) Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Schilling and Theresa Wimann: 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 February calendars for all education staff.
 - c) Review Check Summary and Financial Statement for December 2012 and February 2013: Final December 2012 and the March 2013 Check Summaries and Financial Statements were reviewed. Motion by Allen Second by Stuchlak to place December 2012 and February 2013 Check Summaries and Financial Statements on file. Motion carried.

- d) Out-of-State Travel Resolution - Swensen:
e) Out-of-State Travel Resolution - Schilling:
Request by Allen to have items d and e discussed together and one motion made.
Out-of-State Travel Resolutions for Swensen and Schilling discussed. Motion by Allen to approve and forward to entire County Board Out-of-State Travel Resolutions for Swensen to travel to Frankenmuth, Michigan and for Schilling to travel to Washington D.C. Second by Licitar. Motion carried.
- f) State WACEC Conference: Johnson, Licitar and Genrich will attend the annual State WACEC Conference to be held in Madison April 8-10, 2013.
- g) Community Center: Shelving has been ordered for the storage room at the Community Center. Genrich advised the Committee that he has been in contact with the Landscape Horticulture Program at the Western Technical College in LaCrosse, and they will be sending students to provide several landscaping plans for the Community Center. The plans are scheduled to be completed by the end of May 2013.

9. Set Next Meeting Date: Next regular meeting will be April 11, 2013 at 1:00 p.m. at the Adams County Community Center.

10. Agenda Items for Next Meeting:

- Report on WACEC Conference

11. Adjourn: Motion by Licitar and Second by Stuchlak to adjourn. Motion carried. Meeting adjourned at 2:03 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.