

ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, January 21, 2014 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of December 17, 2013 minutes.
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims: Bays, Djumadi, Edwards, Eggebrecht, Gatterman and Gilner.
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** Appoint Djumadi, Gatterman, Edwards, Roekle, and Allen to the Ad Hoc County Board Rules Committee.
13. **Unfinished Business:** None
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Administrative Coordinator/Director of Finance report
 - Daric Smith, RIDC
 - 2013 Years of Service Recognition
 - Town of Rome Zoning Code Text Amendments for sections 10.12 (4) (d) 4, 10.125 (4) (d) 4, 10.21 and 10.27

15. Review Committee Minutes			
Ad Hoc 11/21/13	Highway 12/12/13	NCWRPC 9/27/13	Solid Waste 12/11/13,
Admin & Fin 12/4/13	Jt Admin & Fin/Exec	Parks 11/12/13,	1/8/14
Airport 12/16/13	12/9/13, 12/23/13	12/10/13	Solid Waste Special Mtg
BOA 12/18/13	L & W 12/9/13	P & Z 1/2/14	12/11/13
County Board 12/17/13	Landfill 12/16/13	Property 12/3/13	Surveyor 12/2013
	Library 11/25/13	P S & J 12/11/13	UW Ext 12/10/13

16. **Resolutions:**
 - Res. #03:** To approve a Tissue Recovery Agreement with RTI Donor Services, Inc.
 - Res. #04:** To rescind Chapters 3, 5, 6 and Chapter 2, Sections 9 and 10 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.
 - Res. #05:** To put into effect Employee Orientation Document Number Two and rescind corresponding Chapter 2, Section 7 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.
 - Res. #06:** To put into effect Drug & Alcohol Testing Document Number Three and rescind corresponding Chapter 2, Section 8 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.
 - Res. #07:** To put into effect Volunteer Policy Document Number Four and rescind corresponding Chapter 2, Section 11 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.
 - Res. #08:** To rescind Resolutions 88-2013, 94-2013, and 105-2013 and to readvertise tax deeded property for sale to the public.
 - Res. #09:** To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a grant of \$11,175 from the WDNR Lake Grants program to fund interns and

operations in 2014 and preparation and presentation of maps and reports in 2014-2015 to complete on-the-ground inventories of 14-Mile Creek, Big Roche a Cri Creek, and Little Roche a Cri Creek watersheds

Res. #10: For Adams County Land and Water Conservation Department to enter into an agreement with NRCS to identify the responsibilities of Adams County and NRCS regarding the employment, administration, and training of field office employees; the provision, use, and responsibility for either County or NRCS owned/maintained equipment and supplies; the maintenance of fiscal and activity reports; and to define roles and responsibilities relating to the development of conservation priorities and policies.

Res. #11: To authorize the Administrative Coordinator/Director of Finance to apply for a grant from the WDNR Grant Fund for the purpose of completing the printing, preparation and distribution of 500 waterfront property owners informational packets.

17. **Ordinances:**

Ord. #01: To rezone property located in Pt. of the NW 1/4, SW 1/4 & Pt. SW 1/4, SW 1/4 Section 1, Township 14 North, Range 7 East at 3681 1st Lane, Town of New Haven, owned by James & Claudia Larson, Town of New Haven, from an A1 Exclusive Agriculture District to an R2 Rural Residential District.

18. **Denials:** None

19. **Petition:** None

20. Approve Claims

21. Approve Per Diem and Mileage

22. Motion for County Clerk to correct errors

23. Set next meeting date

24. Adjournment



Trena Larson

Administrative Coordinator/Director of Finance

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

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

Trena.Larson@co.adams.wi.us

County Board 01/21/14

Office Activities

1. Coordinate Year End processes
 - a. Work with AC/DOF staff on tasks related to payroll
 - i. Wage Increase
 - ii. Posting of payroll wages
 - b. Define tasks to be completed for annual audit
 - i. Assign to staff and myself
 - c. Distribute 1099's to Vendors
2. Prepare for Vacancy and recruit on-call employee in my office
3. Work on resolving encroachment at Airport
4. Working with Corporation Counsel on correspondence from DNR in regards to The Easton Store
5. Participate in two City of Adams/GEITS meetings in coordination with Solid Waste
6. Work with Land & Water Department Head to transition remaining managerial duties
7. Coordinate with Marcia on training opportunity for management staff
 - a. Effective Supervisory Practices

Upcoming Activities

1. Coordinate Year End processes
 - a. W-2's
 - b. Complete tasks related to annual audit
2. Review Employee Handbook and General and Administrative Policies for conflicts in language
 - a. Prepare a Training
3. Complete Incident Command System (ICS) 400 – Emergency Management
4. Workers Compensation Policy – Complete the “final payroll audit”

Adams County Rural & Industrial Development Commission
January 2014 County Board of Supervisors Report

Supervisors,

ACRIDC has joined the economic development entities from the other counties that comprise Centergy in order to sponsor "Central Wisconsin Days" in Madison. This event takes place on February 25th and 26th and brings together representatives from our region to advocate issues that have significance to our regional economy. Usually we choose three or four issues that are of importance to the region and then we are able to meet with legislators and discuss these issues. Although the topics of discussion have not yet been finalized for this year, some of the potential topics are:

- Room tax issues being advocated by the League of Municipalities
- High capacity wells and the access to water
- Differential tuition at UWSP

Historically the group has been very successful in dealing with the issues that we elect to make the focus of our meetings. The group that attends is usually made up of 40 or so people from five different counties. If you have any issues that you feel are of regional importance, please feel free to communicate them to me and I will see what we can do about working them into our plan. Also, if any of you are interested in attending, we would be happy to have you. Usually the participants are broken down into teams, and each team takes on different issues with different lawmakers. It would be nice to get more people from Adams County involved in the process.

Woodside Ranch seems as though they are finally completing the financing package for the development in southern Adams County. Most of the pieces seem to be in place. The bankers that I have been speaking to that are in charge of the primary financing for the project are optimistic that it is almost complete, and the developers still plan on applying for a loan through CWED for \$500,000. This is a very small piece of the overall pie, but still a large sum of money. We will take a look at the application when we get it, which I believe will be in the next couple of weeks, and then forward it on to the CWED Regional Loan Committee if appropriate.

There has been a push from many counties for the state to increase funding to local economic development agencies. The Wisconsin Economic Development Corp. had about 18 million dollars left over in its budget that went unused. Clearly this money could be better allocated to spur economic development at a local level where there are more "boots on the ground". There is a proposal that went before the Joint Finance Committee last week that would take a few of these dollars and make them available to local economic development agencies like ACRIDC. If the JFC approves, each ED entity in the state would get a small amount to assist with their current budgets. There are some non-supplant clauses and other things that would need to be worked out along the way, and the funding is by no means a sure thing, but we are efforting this process and

feel it is important due to the struggles most counties have with their budgets. Along with that, there are some other programs and tax breaks that the state used to offer to businesses that are no longer available. We are trying to get some of those reinstated as well.

I finished putting together an application for more IRP funding for Adams-Columbia Electric Cooperative. In the past I had spoken to the Admin and Finance Committee about applying for additional funding for Adams County as well. I put this project on hold until the ACEC project was finished and we get a response from the USDA. This will allow us to see how we scored on the application and will let the county move forward in a stronger position to be approved for funds.

If you have any questions, feel free to contact me.

Daric Smith
Executive Director
Adams County Rural & Industrial Development Commission

2013 YEARS OF SERVICE RECOGNITION

30 Years of Service

Kathleen Dye, Clerk of Courts

25 Years of Service

(recognized with plaque in 2013 quarter achieved)

Scott Jensen, Highway
John Marlowe, Solid Waste

20 Years of Service

Karen Bays, Highway
Carol Collins, Sheriff's
John Easterly, Highway
Sandra Kierstyn, Circuit Court
Cindy Phillippi, County Clerk

15 Years of Service

Joel Fell, Highway
Nichole Harrington, Sheriff's
Patrick Kotlowski, Highway
Cynthia Mickelson, Sheriff's
Erin Schiferl, Health & Human Svcs
Charlotte Short, Sheriff's

10 Years of Service

Travis Armitage, Sheriff's
Thomas Baggs, Highway
Leonard Braford, Highway
Lou Anne Hippe, Health & Human Svcs.
Dorothy Jones, Sheriff's
Jesse Phillips, Sheriff's
Terry Reynolds, Probate
Barbara Waugh, County Clerk

5 Years of Service

Thomas Pierce, Land & Water
Jeremiah Ballew, Sheriff's
Kristin Ballew, Sheriff's
Caroline Berry, Health & Human Svcs.
Gregory Erdmann, Sheriff's
Terra Francke, Health & Human Svcs.
Patricia Gilbert, Health & Human Svcs.
Diane Heider, Corporation Counsel
Heather Kopp, Health & Human Svcs.
Sandra LaVallee, Health & Human Svcs.
James Letcher, Health & Human Svcs.
Jonathan Lewicki, Sheriff's
Mark Miller, Parks
Diane Pfister, Library
Teresa Zbleski, Clerk of Courts

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

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

715-325-8019
zoning@romewi.com

Sections to be amended: 10.12(4)(d)4 and 10.125(4)(d)4

4. The application of liquid manure through an above ground irrigation system, including but not limited to a center pivot irrigation system, is prohibited. The above ground application of liquid manure through other means shall not exceed a spray/discharge height of ten(10) feet

Sections to be amended: 10.21

Proposed amendment: Amendment to sec. 10.21 regarding communication towers in light of adoption of sec. 66.0404 Wis. Stats.

Sections to be amended: 10.27

Proposed amendment: Repeal entire section

**RESOLUTION TO APPROVE A COOPERATIVE AGREEMENT BETWEEN
ADAMS COUNTY AND RTI DONOR SERVICES, INC.
FOR TISSUE RECOVERY SERVICE**

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INTRODUCED BY: Public Safety & Judiciary Committee

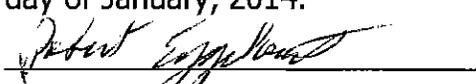
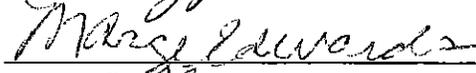
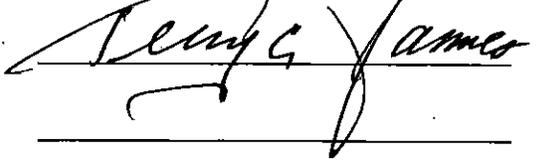
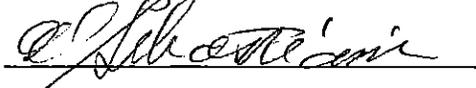
INTENT & SYNOPSIS: To approve a Tissue Recovery Agreement with RTI Donor Services, Inc.

FISCAL NOTE: None.

WHEREAS: Adams County and RTI Donor Services, Inc. desire to enter into a Tissue Recovery Agreement, a copy of which is attached hereto.

NOW THEREFORE, BE IT RESOLVED that the Adams County Board of Supervisors approves Adams County entering into a Tissue Recovery Service Agreement with RTI Donor Services, Inc., the terms and conditions of which are attached hereto and incorporated herein as if set forth in full.

Recommended for adoption by the Public Safety & Judiciary Committee this 8th day of January, 2014.

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

County Board Chair

County Clerk

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

TISSUE RECOVERY AGREEMENT

This Tissue Recovery Agreement ("Agreement"), effective this 1st day of January 2014 ("Effective Date"), is by and between RTI Donor Services, Inc., a Delaware non-profit corporation, whose principal address is 11621 Research Circle, Alachua, Florida 32615 ("RTI-DS"), and the Adams County Wisconsin Medical Examiner's Office, a state designated law enforcement and investigative agency, whose principal address is 400 Main Street, Friendship, Wisconsin 53934 ("County") collectively referred to as the "Parties"

WHEREAS, RTI-DS recovers human tissue from deceased humans ("Donor Tissue") to further efforts to promote natural healing and enhance the lives of implant recipients; and

WHEREAS, County is in a position to, and desires to, assist RTI-DS in the facilitation of the recovery of human donated tissue in accordance with the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual provisions and covenants contained herein, the Parties hereby agree as follows:

I. **Scope of Service.** The specific terms of this Agreement, the scope of services contemplated herein, and the reimbursement schedule are attached as Exhibit A and incorporated by reference herein.

II. **Term and Termination:**

2.1 **Term.** The term of this Agreement shall be for a period of three (3) years commencing on the Effective Date and thereafter shall automatically renew annually for one (1) year periods, unless otherwise terminated as provided herein.

2.2 **Termination.** This Agreement may be terminated by either Party as follows:

a. by either Party with or without cause, by delivering thirty (30) calendar days' advance written notice to the other Party;

b. immediately by RTI-DS due to a failure by County to successfully complete the initial qualification process to demonstrate compliance under Section 3.14 of this Agreement or upon subsequent determination by RTI-DS that County will not or cannot demonstrate compliance under Section 3.14 of this Agreement, provided that RTI-DS has provided advance written notice of the non-compliance and County fails to cure said non-compliance within five (5) business days of receiving said written notice of non-compliance; or

c. by either Party immediately upon the insolvency or filing for bankruptcy, or notice of either, by the other Party.

2.3 **Effect of Expiration or Termination.**

a. The provisions of Section 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.15, 3.16, 3.17, 3.18, 3.19, Exhibit A, Section A Subsections 4, 6, 7 & 8) and Exhibit A, Section B, Subsections 4 & 5 shall survive expiration or termination of this Agreement.

b. Reimbursements or credits owed by either Party to the other Party shall survive termination or expiration of this Agreement.

III. Miscellaneous:

3.1 National Organ Transplant Act. The Parties hereby acknowledge that the National Organ Transplant Act (42 U.S.C. § 274 et seq.), as amended from time to time (“NOTA”), makes it unlawful for “any person to knowingly acquire, receive, or otherwise transfer any human organ for valuable consideration for use in human transplantation...” As used in NOTA, the term “valuable consideration” does not include the “reasonable payments associated with the removal, transportation, implantation, processing, preservation, quality control, and storage of a human organ...” **County** represents and warrants that the Recovery Fees or other consideration paid pursuant to this Agreement are reasonable amounts with respect to **County’s** costs associated with the services (e.g., facility access, support staff, records or other services required for the safe removal of human tissue) provided pursuant to this Agreement.

3.2 Assignment. This Agreement may be assigned by **RTI-DS**. **County** may assign only with mutual written approval. Such approval shall not be unreasonably withheld.

3.3 Relationship. The Parties are independent contractors with respect to one another, and nothing herein shall be deemed to create an agency, joint venture or partner relationship between the Parties hereto.

3.4 Insurance. For the term of this Agreement, **County** and **RTI-DS** will each maintain current and adequate liability insurance appropriate to the risk involved in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, or in amounts as governed by law. Evidence of such coverage will be provided upon request. Written notice of any decrease or cancellation of such insurance coverage will be provided to the other Party within thirty (30) calendar days of said event.

3.5 Indemnification. As may be permitted by law, each Party (individually referred to as “Indemnitor”) agrees to indemnify and hold the other Party (“Indemnitee”) and its officers, directors, agents and employees harmless from and against any third party claim (and damages, liability, losses or expenses, including reasonable attorney and legal fees arising from such third party claim), to the extent such third party claim results from, arises out of, or is incurred in connection with this Agreement and is attributable to the Indemnitor’s negligence, willful misconduct, failure to comply with applicable law, or failure to comply with the terms of this Agreement, except that the Indemnitor shall have no obligation to indemnify and hold harmless the Indemnitee from and against such third party claims to the extent such third party claims are attributable to the Indemnitee’s negligence, willful misconduct, failure to comply with applicable law, or failure to comply with the terms of this Agreement. This indemnification section shall survive expiration or termination of this Agreement.

3.6 Entire Agreement; Representation. This Agreement, including exhibits, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior discussions, negotiations, understandings and agreements between the Parties concerning the subject matter hereof and shall be binding upon and inure to the benefit of the Parties and their successors and assigns. Each Party has had sufficient opportunity to review, negotiate and, if it so chooses, to seek advice of legal counsel regarding the provisions of this Agreement. Neither Party shall be deemed the drafting Party.

3.7 Amendment. This Agreement may be amended only with written approval of both **County** and **RTI-DS**.

3.8 Governing Laws/Venue. This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida, without regard to the conflict of laws provisions thereof. Venue for any action or proceeding arising out of or relating to this Agreement shall be in the state and federal courts having jurisdiction in Alachua County,

Florida, unless otherwise agreed to by the Parties and each of the Parties consents and voluntarily submits to personal jurisdiction in the State of Florida and in such courts. Nothing herein shall preclude a Party from seeking an injunction or order requiring specific performance from a court of competent jurisdiction.

3.9 Complaints. The Parties agree to cooperate with each other in the resolution of any third party complaints arising out of the provision of services provided herein.

3.10 Attorneys' Fees. The prevailing Party in any dispute arising under, out of, or in relation to this Agreement shall be entitled to reimbursement by the other Party of the prevailing Party's reasonable attorneys' fees and costs associated with such dispute.

3.11 Severability of Provisions. Should any part or provision of this Agreement be held unenforceable or in conflict with the law of any jurisdiction, the validity of the remaining parts or provisions shall not be affected by such holding. In the event a part or provision of this Agreement is held unenforceable or in conflict with the law affecting consideration to either party, the Parties agree to negotiate in good faith an amendment of such part or provision in a manner consistent with the intention of the Parties as expressed in this Agreement.

3.12 Notices. Any notice or other communication required under this Agreement shall be in writing and delivered to the other Party as follows:

County:
Attn: Medical Examiner's Office
Adams County Wisconsin
400 Main Street
Friendship, WI 53934

RTI-DS:
Beverly Bliss, Vice President
RTI Donor Services, Inc.
11621 Research Circle
Alachua, FL 32615

With a copy to:
Legal Department
RTI Biologics, Inc.
11621 Research Circle
Alachua, FL 32615

All notices shall be deemed duly served on the date delivered to the other Party at the address stated above, whether in person, sent by overnight courier (e.g., FedEx, UPS, DHL), or by United States certified mail, return receipt, postage prepaid.

3.13 No Third Party Beneficiaries. This Agreement shall be construed to be for the benefit of the Parties hereto only and shall confer no right or benefit upon any other person.

3.14 Compliance with Applicable Law and Standards. The Parties herein shall at all times conduct their relationship, and all activities performed under this Agreement, in full compliance with all applicable federal, state and local laws, rules, regulations and guidances including, as applicable, the regulations interpreting the Health Insurance Portability and Accountability Act (45 CFR 164.512(h)), regulations and guidance documents promulgated by the Food and Drug Administration and Centers for Medicare and Medicaid Services. The Parties also agree to comply with any standards of the American Association of Tissue Banks.

3.15 Confidentiality. Absent express, prior written permission by the disclosing party to the receiving party, the Parties to this Agreement, their officers, directors, employees and agents, shall strictly maintain the confidentiality of, and shall not disclose to any third party, any provisions of this Agreement, the personal data of donors, any processes, patent applications, technical, financial and business information, general or otherwise, or any other information of the

disclosing party that should be reasonably understood by the receiving party to be confidential given the nature of the information and the circumstances in which it is disclosed. Neither Party shall use the confidential information of the other Party for any purpose other than performing under this Agreement. The Parties to this Agreement shall use their best efforts to assure that all of their directors, officers, employees and agents maintain such confidentiality and adhere to such non-use restriction. This Section shall survive the termination or expiration of this Agreement.

3.16 Trade Name Use. Neither Party shall use, either directly or indirectly, in whole or in part, any trademark, service mark, trade name, corporate name, or other mark, name, title, or term that is now owned, created, used or licensed by the other Party, without prior written consent of the other Party.

3.17 Headings and Captions. Headings and captions used herein are for reference purposes only and shall not be used for purposes of contract interpretation.

3.18 No Waiver. Failure to enforce any term of this Agreement is not a waiver of future enforcement of that or any other term. No term, provision or breach of this Agreement will be deemed waived unless such waiver is in writing and signed by the Party from who such waiver is sought.

3.19 Counterparts. This Agreement may be executed in any number of counterparts, each of which need not contain the signature of more than one Party but all such counterparts taken together shall constitute one and the same agreement. Any Party may enter into this Agreement by executing a counterpart and a delivery of such executed counterpart by facsimile, PDF attachment to an email, or other electronic transmission shall be deemed to constitute delivery of the original counterpart and shall be binding on the executing Party.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Adams County Wisconsin Medical Examiner's Office

RTI Donor Services, Inc.

By: _____
Name: _____
Authorized Signatory Title: _____
Date: _____

By: _____
Name: Roger W. Rose
Title: President
Date: _____

By: _____
Name: Marilyn Rogers
Authorized Signatory Title: Medical Examiner
Date: _____

By: _____
Name: Beverly Bliss
Title: Vice President
Date: _____

EXHIBIT A
SCOPE OF SERVICE

A. RTI-DS shall provide:

- 1) maintain twenty-four (24) hour communication lines for notification and technical support.
- 2) upon request, and as mutually agreed, training (screening, consent and recovery) to County's personnel as deemed appropriate to meet the mutual education goals of RTI-DS and County regarding human tissue donation.
- 3) Donor Eligibility Criteria, Standard Operating Procedures and training for recovery of human tissue suitable for transplantation, as deemed appropriate under the provisions of this Agreement.
- 4) human tissue processing associates with tissue processing validated to meet FDA requirements.
- 5) conduct an initial qualification process and subsequent compliance reviews, at County's facilities, including an audit, assessment and follow up for compliance verification of Section 3.14 of this Agreement. Audits shall be scheduled at times and dates as mutually agreed upon with County;
- 6) reimbursement to the County for the express purpose of the safe recovery and removal of human tissue. Such reimbursement shall not exceed seven hundred fifty dollars (\$750) per tissue donor recovery for administrative expenses and use of the facility and, if applicable, two hundred dollars (\$200) for round trip transport services;
- 7) reimbursement for Forensic Toxicology Analysis, not to exceed one hundred eighty five dollars (\$185) per tissue donor recovery, for the purpose of screening/confirmation/quantification testing, for RTI-DS tissue donors.
- 8) upon request, pathology reports at no cost to County, on tissue donors from which heart for heart valves has been recovered.
- 9) provide access to RTI-DS' facilities, donor records, internal policies and procedures, surveys, licensing, registration, accreditation and audit reports related to any records or Donor Tissue, as well as any other sources appropriate to assure compliance as indicated in Section 3.14 of this Agreement.

B. County shall provide:

- 1) designation of RTI-DS as a receiver of human donor tissue.
- 2) timely notification to RTI-DS of decedents under the jurisdiction of the County to meet the Donor Eligibility Criteria and other requirements for quality control and assurance, as provided from time to time, by RTI-DS.
- 3) access to the County's autopsy facility site, including the autopsy suites, intake suite and loading/unloading areas, and other areas as specifically designated by the Chief Medical Examiner.
- 4) access and assistance with obtaining relevant medical records, as requested, for determination of donor suitability.
- 5) assistance with obtaining blood samples utilized for determining donor suitability as described by Donor Eligibility Criteria, as provided from time to time, by RTI-DS.
- 6) representation that for the term of this Agreement, County maintains current licensure/registration with applicable state and federal agencies.
- 7) provide access to County's facilities, donor records, internal policies and procedures, surveys, licensing, registration, accreditation and audit reports related to any records or Donor Tissue, as well as any other sources appropriate to assure compliance as indicated in Section 3.14 of this Agreement.

RESOLUTION NO. OS 2013.4

RESOLUTION TO ADOPT AND PUT INTO EFFECT EMPLOYEE ORIENTATION POLICY DOCUMENT NUMBER TWO

INTRODUCED BY: Ad Hoc Transition Committee

INTENT & SYNOPSIS: To put into effect Employee Orientation Document Number Two and rescind corresponding Chapter 2, Section 7 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.

FISCAL NOTE: None.

WHEREAS: Review and consideration of department heads comments have been taken into account; and,

WHEREAS: Review of chapters of the Personnel and General Administrative polices have been completed; and,

WHEREAS: Language has been modified to streamline processes and procedures to assist department heads in daily operations.

NOW THEREFORE, BE IT RESOLVED that Chapter 2, Section 7 of the Personnel and General Administrative Policy adopted by Res. #51, 2011 be rescinded; and,

BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to approve the attached hereto Orientation Policy Document Number Two to be put into effect immediately upon adoption.

Recommended for adoption by the Ad Hoc Transition Committee this 21 day of November, 2013.

Bill Hill John West
Joe Smith Florence Johnson
Damon Bays

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2013.4

County Board Chair County Clerk

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

EMPLOYEE ORIENTATION POLICY DOCUMENT NUMBER TWO

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3 **1.01 Policy.** All new or promoted County employees will receive orientation.
4

5 **1.02 Procedures.** All pertinent documents required for employment with the county will be
6 provided and signed for by the new employee and placed in the appropriate files. The Payroll
7 Technician will meet with the new employee during orientation to provide and obtain benefit
8 information and enrollment forms which will be returned within 7 business days after their start date.
9

10 The Department Head or designee shall orient each new employee to the conditions related to the job
11 location, description, and expectations, workplace safety, hours of work, lunch and breaks. An
12 introduction to fellow workers, the use of the time clock and its location, dress code, use of telephones
13 and other items as deemed necessary. If possible the Department Head shall assign another employee
14 throughout the employee's orientation period to assist the new employee.
15

16 **1.03 Department Head Orientation.** The County Personnel Director, County Clerk, Corporation
17 Counsel and Administrative Coordinator/Director of Finance shall be responsible for the orientation of a
18 new Department Head to the County Policies and expectations. The Personnel Director will coordinate
19 appointments with each of the positions listed above within the first 2 weeks of employment. In the
20 case of a vacancy in the Personnel Director position, the Administrative Coordinator will coordinate
21 appointments. When possible, appointments will be scheduled on the same day. The above named
22 positions shall on a continuous basis, provide feedback and positive reinforcement to a new
23 Department Head to ensure a smooth acclimation to the County.

- 24
- The Personnel Director
 - 25 • The County Clerk will give a tour of the courthouse, introduction to department heads, review
26 of county board proceedings/procedures, internal/external mail procedures, and an overview of
27 the county organization chart.
 - 28 • The Corporation Counsel
 - 29 • The Administrative Coordinator/Director of Finance

RESOLUTION NO. 06 2013⁴

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RESOLUTION TO ADOPT AND PUT INTO EFFECT DRUG & ALCOHOL TESTING POLICY DOCUMENT NUMBER THREE

INTRODUCED BY: Ad Hoc Transition Committee

INTENT & SYNOPSIS: To put into effect Drug & Alcohol Testing Document Number Three and rescind corresponding Chapter 2, Section 8 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.

FISCAL NOTE: None.

WHEREAS: Review and consideration of department heads comments have been taken into account; and,

WHEREAS: Review of chapters of the Personnel and General Administrative polices have been completed; and,

WHEREAS: Language has been modified to streamline processes and procedures to assist department heads in daily operations.

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

BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to approve the attached hereto Drug & Alcohol Testing Policy Document Number Three to be put into effect immediately upon adoption,

Recommended for adoption by the Ad Hoc Transition Committee this 21 day of November, 2013.

Bill Miller John West
Joe Shubert Florence Johnson
James Bayne

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2013⁴

County Board Chair County Clerk
 Reviewed by Corporation Counsel
 Reviewed by Administrative Coordinator/Director of Finance

DRUG & ALCOHOL TESTING POLICY DOCUMENT NUMBER THREE

- 1
- 2
- 3 Adams County is a drug and alcohol free workplace. The County has the right to conduct medical,
- 4 drug, or alcohol testing upon reasonable suspicion of being under the influence. Any refusal is cause
- 5 for discipline and up to including discharge for employees.

RESOLUTION NO. 07 2013 4

RESOLUTION TO ADOPT AND PUT INTO EFFECT VOLUNTEER POLICY DOCUMENT NUMBER FOUR

INTRODUCED BY: Ad Hoc Transition Committee

INTENT & SYNOPSIS: To put into effect Volunteer Policy Document Number Four and rescind corresponding Chapter 2, Section 11 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.

FISCAL NOTE: None.

WHEREAS: Review and consideration of department heads comments have been taken into account; and,

WHEREAS: Review of chapters of the Personnel and General Administrative polices have been completed; and,

WHEREAS: Language has been modified to streamline processes and procedures to assist department heads in daily operations.

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

BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to approve to the attached hereto Volunteer Policy Document Number Four to be put into effect immediately upon adoption.

Recommended for adoption by the Ad Hoc Transition Committee this 21 day of November, 2013.

Bill Mill Shirley West
Jim Stahel Florence Johnson
James Bayl

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____, 2013.4

County Board Chair

County Clerk

Reviewed by Corporation Counsel

Reviewed by Administrative Coordinator/Director of Finance

VOLUNTEER SERVICE POLICY DOCUMENT NUMBER FOUR

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1.01 It is the Department Head's responsibility to review this policy with the Volunteer

1.02 Reference Background Checks. Each Department will be responsible for performing the reference or background checks as deemed necessary for volunteers who will:

- 1. Be responsible for providing services to the public without a County employee being present;
- 2. Will be assisting citizens with their personal or financial matters;

NOTE: The County is prohibited from accepting volunteer services from any person, who has been convicted of, or has a pending charge for, a serious crime as defined by Statute or Departmental rule. This also applies to a person found to have abused or neglected a client or child, or to have misappropriated client property. The Personnel Department is responsible for Caregiver Background Checks.

1.03 Confidentiality. Volunteers are responsible for maintaining confidentiality of all privileged information to which they are exposed or have access while serving as a volunteer.

1.04 Volunteer Orientation and Information. Volunteers shall be orientated to the workplace, the job to be performed, appropriate safety policies, injury reporting policies, applicable department policies, and introduced to persons that they will be working with. The name and address of all Volunteers must be submitted to the Administrative Coordinator Office. The list should be maintained and updated monthly for additions and deletions. Volunteers using their own automobile for conducting County business, must provide a copy of the Driver's License and declaration page of their insurance to the Administrative Coordinator/Director of Finance Office. The limits of coverage are:

- \$100,000 per person
- \$300,000 per accident Bodily Injury
- \$ 50,000 per accident Property Damage, or
- \$300,000 Combined Single Limit

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**RESOLUTION TO RESCIND
RESOLUTIONS 88-2013, 94-2013, AND 105-2013**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO RESCIND RESOLUTIONS 88-2013, 94-2013, AND 105-2013 AND TO READVERTISE TAX DEEDED PROPERTY FOR SALE TO THE PUBLIC.

FISCAL NOTE: \$442.86 REPRESENTING 10% SURCHARGE OF BIDS IS ON DEPOSIT IN REVENUE ACCOUNT NO. 100.10.48350 - PROPERTY SALES.

WHEREAS: The County Board approved the sale of certain tax foreclosed property by Resolutions numbered ~~88-2013~~, 94-2013, and 105-2013; and

WHEREAS: Bid applicants rescinded their bids on taxed foreclosed property which is the subject of Resolutions 88-2013 and 94-2013; and

WHEREAS: Bid applicant's check did not clear the bank for purchase of tax foreclosed property which is the subject of Resolution 105-2013; and

WHEREAS: The full purchase price of the above referenced properties was not paid; therefore, Adams County is entitled to retain 10% of the surcharge of bid.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors, that Resolutions 88-2013, 94-2013, and 105-2013 be rescinded; and

BE IT FURTHER RESOLVED, that the Adams County Treasurer retain the sum of \$442.86 in revenue account number 100.10.48350 – Property Sales; and

BE IT FURTHER RESOLVED: That the Adams County Treasurer post these 3 parcels for sale to the public.

Recommended for adoption by the Property Committee this 10th day of January, 2014.

[Handwritten signatures]

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 21st day January, 2014.

County Board Chair County Clerk
 Reviewed by Corp. Counsel Reviewed by Admin. Coord. /Dir. of Finance

RESOLUTION TO ALLOW APPLICATION FOR GRANT TO INVENTORY 14-MILE CREEK, BIG ROCHE A CRI CREEK AND LITTLE ROCHE A CRI CREEK WATERSHEDS

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INTRODUCED BY: Land & Water Conservation Department

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a grant of \$11,175 from the WDNR Lake Grants program to fund interns and operations in 2014 and preparation and presentation of maps and reports in 2014-2015 to complete on-the-ground inventories of 14-Mile Creek, Big Roche a Cri Creek, and Little Roche a Cri Creek watersheds.

FISCAL NOTE: Estimated project costs for this grant are \$17,492.50. The proceeds from this grant are anticipated to be \$11,175 which will cover 10 weeks of payroll for the interns and approximately 81% of the anticipated mileage for this project. The WDNR grants require grantee contribution, Adams County, will provide \$6317.50 of in-kind services in 2014-2015.

WHEREAS: Adams County lakes and streams are important public resources used for farming, recreation and enjoyment of natural beauty; and

WHEREAS: The protection of lake watersheds and their reasonable use are paramount in the protection of water quality and natural water-based ecosystems; and

WHEREAS: Adams County Land & Water Conservation Department will use the funding to employ two interns and operations to complete inventories of these three watersheds from their headwaters to the Wisconsin River that will supply information of issues that may be negatively impacting water quality in these lakes, streams and rivers; and

WHEREAS: Adams County LWCD has the qualification to perform the responsibilities required for this grant and is currently assisting lake organizations and communities with implementation of lake and watershed plans;

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the Adams County Board of Supervisors hereby approves and authorizes the Administrative Coordinator/Director of Finance to submit an application to the Wisconsin Department of Natural Resources under its lake grant programs for financial aid in the amount of \$11,175 to fund two interns and operations to complete field inventories for the three watersheds outlined above; and

ITEMIZED EXPENSES

ITEMS	GRANT	IN-KIND
Salaries, wages and benefits		
Department Staff 60 hours @\$35 hour		\$2100.00
GIS Technician 10 hours @ \$35 hour		\$350.00
2 interns for 9 weeks--720 hrs @ \$12 hour	\$9,300.96	
+ FICA/Medicare 7.65%		
Postage	\$299.04	
Mileage		
3468.75 miles @ \$.56 per mile	\$1575.00	\$367.50
Boat rental for navigable areas		
50 days at \$35 a day		\$1,750.00
Mapping, report drafting & presentations		
50 hours @ \$35 hour		\$1,750.00
total cost \$17,492.50	\$11175.00	\$6317.50
	64%	36%

PUBLIC ACCESS

The lakes have existing facilities sufficient to meet existing public demands for access. Big Roche a Cri Lake has two public boat ramps, one owned by the county near the dam; the other a rough ramp near Highway 13. In addition, it has a public fishing dock near the Highway 13 ramp. The Tri-Lakes have three county-park boat launches, plus a variety of individual boats launches and several walk-in areas. Friendship Lake has one developed boat launch and one undeveloped boat launch.

1 **RESOLUTION TO APPROVE OPERATIONAL AGREEMENT BETWEEN**
2 **ADAMS COUNTY WISCONSIN AND THE UNITED STATES**
3 **DEPARTMENT OF AGRICULTURE NATURAL RESOURCES**
4 **CONSERVATION SERVICE**

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6 **INTRODUCED BY:** Land and Water Conservation Committee

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8 **INTENT & SYNOPSIS:** For Adams County Land and Water
9 Conservation Department to enter into an agreement with NRCS to
10 identify the responsibilities of Adams County and NRCS regarding the
11 employment, administration, and training of field office employees; the
12 provision, use, and responsibility for either County or NRCS
13 owned/maintained equipment and supplies; the maintenance of fiscal and
14 activity reports; and to define roles and responsibilities relating to the
15 development of conservation priorities and policies.

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17 **FISCAL NOTE:** NONE

18
19 **WHEREAS:** the NRCS will provide consultation and guidance to the Land
20 Conservation Committee Members, County Conservationist, and County
21 Conservation staff on NRCS policy and technical issues; and NRCS will
22 designate the Assistant State Conservationist for field operation as the
23 NRCS liaison to Adams County; and NRCS will provide technical training to
24 Adams County staff related to Soil and Water Conservation practices as
25 related to the Adams County Land and Water Resource Management Plan;
26 and

27
28 **WHEREAS:** Adams County Land and Water Conservation staff will
29 provide training to NRCS employees on state and/or county laws and
30 ordinances related to conservation program implementation; and Adams
31 County will require NRCS employees to use county equipment and
32 supplies to follow the regulations and procedures required by the county;
33 and Adams County acknowledges and will comply with Section 1619
34 compliance; and county employees will use NRCS standards and
35 specifications contained in the FOTG.

36
37 **NOW THEREFORE, BE IT RESOLVED by the Adams County Board**
38 **of Supervisors** approves the Operational Agreement between Adams
39 County Wisconsin and the United States Department of Agriculture Natural
40 Resources Conservation Service; and

41
42 **BE IT FURTHER RESOLVED:** This agreement shall become effective on
43 the date of the last signature hereto and shall continue in effect for a

P26

44 period of five years from that date unless terminated by either party. Any
45 party may terminate the agreement as it applies to that party upon notice
46 in writing to the other parties at least sixty (60) days prior to the date of
47 termination.

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49 Recommended for adoption by the Adams County Land and Water
50 Conservation Department Committee this 13th day of January, 2014.

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<u>Albert Stearns</u>	<u>Barbara A Morgan</u>
<u>Terri Skoble</u>	<u>Shyn Lucitor</u>
<u>Terry James</u>	<u>De Stubb</u>
	<u>Kevin Cook</u>

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 21st day of January, 2014.

County Board Chair County Clerk

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

**OPERATIONAL AGREEMENT
BETWEEN
ADAMS COUNTY WISCONSIN
And the
UNITED STATES DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE**

I. Purpose:

The purpose of this Operational Agreement is to identify the responsibilities of Adams County Wisconsin, hereafter called "County" and the United States Department of Agriculture, Natural Resources Conservation Service, hereafter called "NRCS," regarding the employment, administration, and training of field office employees; the provision, use, and responsibility for either County or NRCS owned/maintained equipment and supplies; the maintenance of fiscal and activity reports; and to define roles and responsibilities relating to the development of conservation priorities and policies.

II. Background:

The County, acting through its Land Conservation Committee or equivalent conservation organization partner, is responsible for planning, setting priorities and implementing land and water conservation programs as authorized under Chapter 92, Wisconsin Statutes.

The NRCS is authorized and directed under the terms of various federal statutes to carry out an assortment of Soil and Water Conservation Programs and to provide landowners, state and local governments, and other entities with natural resource conservation technical assistance, counseling, planning/design, and implementation activities. The NRCS has been granted specific authority to enter in to agreements with local Conservation Departments to share/leverage human and capital resources to address local resource concerns of each party's respective missions, goals, and objectives.

It is mutually agreed that because this memorandum provides guidelines for rendering specialized and technical services to State and local units of government pursuant to Title III, Section 302, of the Intergovernmental Cooperation Act of 1968 (P.L. 90-577), and OMB Circular No. A-97 the roles of the county and NRCS will be defined as follows.

A. The NRCS will:

1. Designate the Assistant State Conservationist for Field Operations as the NRCS liaison to the County for this Agreement.
2. Provide technical training to county employees in the art and science of soil conservation and water quality technology, the techniques of maintaining

- NRCS records and the techniques of supervision and management, to the extent that NRCS personnel and facilities can be made available.
3. Provide consultation and guidance to the Land Conservation Committee Members, County Conservationist, and County Conservation Staff on NRCS policy and technical issues when requested.
 4. Through the District Conservationist:
 - a. Collaborate with the county to develop work strategies designed to meet the soil and water conservation goals and objectives of the county's Land and Water Resource Management Plan, as well as NRCS's Local Work Group, State Technical Committee, and Agency Priorities.
 5. Acknowledge the County Land and Water Resource Management Plan when convening the Local Work Groups (LWG) for developing and updating county conservation priorities.
 6. Assist county employees when operating under the technical guidance of the NRCS to become proficient in doing technical work.
 7. Assist county office personnel to become proficient in office procedures. Office personnel will assume responsibility for such office activities as mutually agreed to by the county and NRCS.
 8. Authorize county employees, with proper clearance, to use NRCS equipment and supplies that are available within the county when such use will increase the effectiveness of the program of work of the county.
 9. Require NRCS employees who use county equipment and supplies to follow the regulations and procedures required by the county.
 10. Assume responsibility for damage or loss of county equipment, due to negligence or inappropriate use by an NRCS employee.
 11. Ensure NRCS employees working within the county have a solid grasp and understanding of all relevant federal, state, and local laws and ordinances for which conservation program participants must comply.
 12. Acknowledge state and county standards and specifications related to conservation work, and help inform prospective participants of such requirements. NRCS has no authority to assume joint responsibility when the county adopts standards and specification that differ from NRCS standards and specifications. NRCS has no authority to help the county apply practices for State or County programs using standards or specifications that are not contained in the FOTG.

13. Assume all responsibility for certification of need, practicability and performance of NRCS financial assistance program practices within the county.

B. The County will:

1. Designate the County Conservationist, or equivalent, as the County staff supervisor and liaison for this Agreement.
2. Provide training to NRCS employees on state and/or county laws and ordinances related to conservation program implementation.
3. Provide technical support to NRCS with the agency's conservation program implementation at the county level.
4. Through the County Conservationist, or equivalent:
 - a. Collaborate with the NRCS to develop work strategies designed to meet the soil and water conservation goals and objectives of the county's Land and Water Resource Management Plan, as well as NRCS's Local Work Group, State Technical Committee, and Agency Priorities.
5. Include county resource concerns and priorities as set by the Local Work Groups (LWG) when developing and updating the County Land and Water Resource Management Plan.
6. Acknowledge NRCS standards and specifications contained in the FOTG related to federal conservation work, and help inform prospective participants of such requirements.
7. **ACKNOWLEDGE OF SECTION 1619 COMPLIANCE.** The County shall only utilize NRCS customer files and information to carry out work of the NRCS programs, to include conservation planning activities and technical assistance. Use of NRCS customer case file information is not be used outside of official NRCS business, without consent from Landowner. The purpose of this Acknowledgment of Section 1619 compliance is to require acknowledgment by County partners of the requirements of Section 1619 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill), which prohibits disclosure of certain information by the Department of Agriculture (USDA) and its cooperators(partners) who assists NRCS in the delivery of conservation-related service. Those individuals or organizations that assist NRCS with providing conservation-related services are known as NRCS Conservation Cooperators.

8. Adopt and require county employees to use NRCS standards and specifications contained in the FOTG in conservation planning and the application of soil conservation and water pollution abatement practices when assisting property owners, units of government and others. Reimbursement for technical assistance may be requested under terms of a separate agreement.
9. Provide equipment and supplies for county staff working under the terms of this agreement.
10. Authorize NRCS employees to use county equipment and supplies as appropriate in carrying out the County's Land and Water Resource Management Plan.
11. Assume responsibility for damage or loss of NRCS equipment when such damage or loss is due to negligence or inappropriate use by a county employee.
12. Maintain records of work activities and accomplishments on federally funded projects to ensure that:
 - a. Conservation planning and application and other required conservation activities can be reported as needed by the County and NRCS.
 - b. County employees are performing within their engineering job approval authority, as indicated on the NRCS /DATCP joint engineering job approval practitioners' certification.
 - c. Documentation is available for quality assurance reviews.
13. Use NRCS Government Owned Vehicle(GOV) *provided*;
 - a. Use is for official business and does not cause any conflict of interest or appearance issues as determined by the NRCS.
 - b. County submits proof of current liability insurance policy that names the USDA as an insured and in an amount approved by the NRCS (Minimum \$500,000)
 - c. Each County driver applicant provides a copy of their valid state driver's license which will be verified on the form.
 - d. County Driver receives written NRCS authorization prior to beginning use. This will be a *Letter of Authorization for NRCS Vehicle Use* issued by the NRCS Liaison to this agreement (generally the Assistant State Conservationist for Field Operations in your NRCS Admin Area). *A COPY OF THIS LETTER MUST BE IN POSSESSION of THE COUNTY USER WHILE OPERATING A USDA NRCS VEHICLE. (see Attachment B of this Agreement)*
 - e. Vehicle is otherwise available (not scheduled for NRCS user), prior to use. Local NRCS approval is provided by the NRCS District Conservationist or Acting, and the employee using the vehicle properly signs for the GOV on the local NRCS sign-out sheet.

III. It is mutually agreed that:

- A. By signing this agreement, the parties agree that all programs and/or activities provided for under this agreement will be conducted in compliance with all applicable Federal, State, and local laws, rules, regulations, and policies.
- B. Civil rights policies will be complied with by entities that assist NRCS in administering its programs and services and are recognized as Partners. The Department of Agriculture Regulation 7 CFR, Part 15.5, DR 4330-2, and the NRCS GM 230, Part 405 set forth agents of the agency's responsibilities in program delivery with respect to Equal Opportunity.
- C. Ethics/Conflict of Interest; NRCS staff are required to inform their Supervisor when attempting to participate in NRCS Programs (i.e. applying, contracting, etc.), and remove themselves from certain decisions (i.e. developing ranking questions, ranking certain applications, etc.) that may influence how programs are administered within their jurisdiction. NRCS encourages County Staff to be cognizant of potential conflicts of interest when they are supporting NRCS Programs, and attempting to be a Program Participant at the same time. It is recommended County Staff pursue the same ethical standards as NRCS to avoid any potential for, or the appearance of a conflict of interest.
- D. This agreement shall become effective on the date of the last signature hereto and shall continue in effect for a period of five years from that date unless terminated by either party. Any party to this agreement may terminate the agreement as it applies to that party upon notice in writing to the other parties at least sixty (60) days prior to the date of termination. Any party may request amendment of the agreement by notifying the other parties in writing of the nature and purpose of the requested amendment.
- E. Memorandum of Understanding (MOU's) and associated agreements between NRCS, conservation partners and American Indian Tribes are to be evaluated and modified to avoid conflicts of interest. NRCS policy for support comes from the General Manual (GM) Section 504.14 (Amend.68-November 2012) Conservation Partners and includes the following guidance as it relates to support of partners who solicit to obtain reimbursement for services provided:

1. Conservation partners who are co-located in NRCS offices and decide to compete as third-party vendors of Technical Service Providers (TSP) assistance must relocate their TSP-associated business outside NRCS offices and information systems.
2. In order to provide fair access to competitive grants and agreements, those conservation partners that wish to compete for TSP contracts and/or agreements, must find separate arrangements when they share NRCS office space, customer files and information, and NRCS equipment. These separate arrangements will ensure that partners wishing to act as TSPs will not have an unfair competitive advantage when soliciting competitive contracts and agreements with NRCS or when contracting with program participants.

As a condition of a grant, cooperative working, Operational, Cooperative or contribution agreement with the Adams County Land and Water Conservation Committee assures and certifies that it is in compliance with and will comply in the course of the agreement with all applicable laws, regulations, Executive Orders and other generally applicable requirements, including those set out in 7 CFR 3015.205(b) which hereby are incorporated in this agreement by reference, and such other statutory provisions as are specifically set forth herein.

For Adams COUNTY:

Wally Sedlar
County Conservationist

1-13-14
Date

Al Sebastiani
County Land Conservation Committee
Chair

1-13-14
Date

County Board of Supervisors Chair Date
(as applicable)

County Board of Supervisors vice Chair Date
(As applicable)

**For UNITED STATES DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE**

NRCS District Conservationist

Date

NRCS Assistant State Conservationist for
Field Operations

Date

NRCS Wisconsin State Conservationist
Jimmy Bramblett

Date (effective date)

(Attachment A)

LETTER OF AUTHORIZATION FOR NRCS VEHICLE USE

Approval Period: (Insert date to reflect the date of or after operational agreement signed by the State Conservationist)

(ADDENDUM TO OPERATIONAL AGREEMENT BETWEEN (County Name) Land Conservation Department and the United States Department of Agriculture-NRCS-WI (County Name) Land Conservation Department's conservation staff located at the (enter Service Center Location) will use NRCS Government Owned Vehicles (GOV) provided;

- a. Use is for official business and does not cause any conflict of interest or appearance issues as determined by the NRCS. Storage at a private residence is not allowed under this agreement without specific, prior, approval via the NRCS Assistant State Conservationist – Field Operations on a case-by-case basis.
- Examples of County related activities that are acceptable when using NRCS GOV
 - Meeting with Cooperators to complete any stage of the Conservation planning process.
 - Design, layout, and construction of conservation practices
 - Acquiring signature(s) and/or additional documentation needed for Financial Assistance Program participation
- b. County submits proof of current liability insurance policy that names the USDA as an insured and in an amount approved by the NRCS (Minimum \$500,000 unless otherwise noted)
- c. Each County driver applicant provides a copy of their valid state drivers' license to District Conservationist.

Approved by: _____
(Enter name of ASTC-FO)

Authorized County/Partner driver

Authorized County/Partner driver

Authorized County/Partner driver

Authorized County/Partner driver

Note: Copy of authorized County/partner driver's licenses is to be submitted to the Area office.

RESOLUTION 11 -2014
RESOLUTION TO AUTHORIZE APPLICATION FOR WDNR
EDUCATIONAL LAKE PLANNING GRANT

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INTRODUCED BY: Land and Water Conservation Department

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to apply for a grant from the WDNR Grant Fund for the purpose of completing the printing, preparation and distribution of 500 waterfront property owners informational packets.

FISCAL NOTE: Estimated project costs are anticipated to be \$4,570. The WDNR Grant rules require grantee contribution; therefore, Adams County will provide \$1,570.00 of in-kind services in 2014 in materials, assembly, and distribution.

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

WHEREAS: The protection of lake watersheds and the reasonable use of county waters are paramount for the protection of water quality and the natural ecosystems of lakes and streams; and

WHEREAS: Adams County Land & Water Conservation Department will use the funding to print and complete distribution of 500 waterfront property owner informational packets that will be distributed to waterfront property owners and the public during various forums; and

WHEREAS: Adams County Land & Water Conservation Department has the qualifications and expertise to perform the responsibilities for the grant and, as defined in the Adams County Land & Water Resource Management Plan, is assisting lake and stream organizations and communities with implementation of management plans and education about waterfront property ownership; and

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors approves and authorizes the Administrative Coordinator/Director of Finance to apply for \$3,000 from the WDNR Lakes Grant Fund for the purpose of completing the printing, preparation and distribution of 500 waterfront property owners informational packets; and

BE IT FURTHER RESOLVED: That Adams County will provide \$1570 in-kind services in 2014 toward the project and shall comply with State rules

RESOLUTION 11 -2014
RESOLUTION TO AUTHORIZE APPLICATION FOR WDNR
EDUCATIONAL LAKE PLANNING GRANT

44 **BE IT FURTHER RESOLVED:** That Adams County will provide \$1570 in-
45 kind services in 2014 toward the project and shall comply with State rules
46 for the program and will meet the financial obligations under the grant by
47 providing 34.35% contribution towards the total project costs.

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49 Recommended for adoption by the Land and Water Conservation
50 Committee this 13th day of January, 2014.

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Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 21st day of January, 2014.

_____ County Board Chair _____ County Clerk

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

ORDINANCE 01 - 2014
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2011 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 Haven on February 24, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On November 18, 2013, James & Claudia Larson, owners petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of New Haven, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on January 2, 2014, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

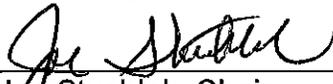
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2010, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A1 Exclusive Agriculture District to an R2 Rural Residential District.;

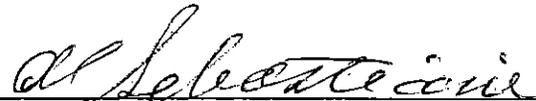
Portion of property (3.5 acres) located in Pt. of the NW 1/4, SW 1/4 & Pt. SW 1/4, SW 1/4 Section 1, Township 14 North, Range 7 East at 3681 1st Lane, Town of New Haven, Adams County, Wisconsin.

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

Recommended for enactment by the Adams County Planning and Zoning Committee on this 2nd day of January, 2014.



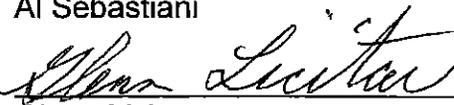
Joe Stuchlak, Chair



Al Sebastiani



Terry James, Vice-Chair



Glenn Licitar



Heidi Roekle

Barb Morgan



Randy Theisen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of January, 2014

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

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

ADAMS CO PLANNING & ZONING COMMITTEE
January 2, 2014 – Room A260 -Courthouse
Friendship, WI 53934 – 1:00 P.M.

James A. & Claudia A. Larson – Rezoning request of a portion of two parcels (3.5 acres) from an A1 Exclusive Agricultural District to an R1-LL Residential District of the Adams County Comprehensive Zoning Ordinance to split the parcel on property located in Pt. of the NW 1/4, SW ¼ & Pt. SW ¼, SW ¼ Section 1, Township 14 North, Range 7 East at 3681 1st Lane, Town of New Haven, Adams County, Wisconsin.

Appearing for with testimony: James Larson, owner.

No one appearing against.

Correspondence: Notification from the Town Board of New Haven that they met on December 19, 2013 and have no objection to the zoning change.

Disposition: Heidi Roekle made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Glenn Licitar seconded the motion. Roll Call Vote: 5-Yes. 1 – (Abstain). Motion carried.

My Map



AD HOC TRANSITION COMMITTEE MINUTES
November 21st, 2013, Room A260 8:30 a.m.

The meeting was called to order by Chairman Miller at 8:34 a.m.
The meeting was properly noticed. Roll call, Johnson, Bays, Miller, and Bays present.
Excused, Stuchlak and West. Also present: Zander, Wagner, Larson, Rogers, Cable, Wollin
and Phillippi.

Motioned by Bays/Johnson to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Bays/Johnson to approve minutes from November 7, 2013. Motion carried by
unanimous voice vote.

Motioned by Johnson/Bays to approve Resolution for Volunteers and attachment. Miller
requesting striking Criminal from 1.02, all concurred. Motion to approve resolution with
attachment striking Criminal carried by unanimous voice vote.

Motioned by Bays/Johnson to approve Resolution for Drug & Alcohol test and attachment.
Motion carried by unanimous voice vote.

Motioned by Bays/Johnson to approve Resolution for Employee Orientation and attachment.
Motion carried by unanimous voice vote.

Discuss and/or act on Resolution for Wages, placed on hold.

Motioned by Bays/Johnson to approve Resolution to rescind Chapters 3, 5, 6 and Chapter 2,
Sections 9 and 10 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.
Motion carried by unanimous voice vote.

Motioned by Johnson/Bays to deviate to Item #13 Discuss and/or act on Resolution for Mission, Item
#14 Discuss and/or act on Resolution for Vision and Item #15 Discuss and/or act on Resolution for
Values. Motion carried by unanimous voice vote.

Motioned by Bays/Johnson to approve Resolution for Adams County Mission Statement, Resolution for
Adams County Vision Statement and Resolution for Adams County Values Statement. Motion carried
by unanimous voice vote.

Motioned by Bays/Johnson to deviate to Item #11 Discuss and/or act on: a. Reclassification, b.
Employee discipline & discharge and c. Exit interview. Motion carried by unanimous voice vote.

- a. Reclassification
Language to read as:

SECTION 11 – RECLASSIFICATION

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

- A.** A Department Head or non-represented employee may request a reclassification.
- B.** Employees requesting reclassification shall submit the request to their Department Head in

writing along with a current Job Description and recommended job description.

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

Employee discipline & discharge, Section 1.01 needs review. It was suggested to take to the Department Head Meeting being held November 21 at 1:00 p.m., and obtain language that would potentially be suitable to the Department Heads. The committee stopped at this section.

Items on next agenda:

Discuss I.D. badge policy;

Discuss department head comments;

Discuss code of conduct resolution and policy;

Discuss Administrative Handbook Forms;

Employee Discipline;

Exit Interview.

Set next meeting date, December 5, 2013 at 1:00 p.m.

Motioned by Bays/Johnson to adjourn at 11:15 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

December 4, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:06 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Hamman, Larson, Zander, Molly Buchholz and Phillippi.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote. Motioned by Djumadi/Babcock to approve the November 6, 2013 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: CWCA contribution

Item #8 Administrative Coordinator/Director of Finance:

- Office activities
 - Preliminary audit is taking place
 - 2 employees can fully process all payroll, 3 can do Accounts Payable, 1 employee is fully trained for budget; Larson began training others
 - Larson met with Diemert regarding the waste to the energy plant;
 - Report contingency fund/general fund balance were handed out
 - Discuss and/or act on bank account for food share (Health & Human Services). Motioned by Djumadi/Kotlowski to allow FIS Merchant Government Solutions, on behalf of food share, to make a deposit by ACH into general fund. Motion carried by unanimous voice vote.
 - Updated sales tax report were handed out
- Discuss and/or act on Resolution to support Assembly Bill AB308.

Motioned by Babcock/Kotlowski to support Resolution. Motion carried by roll call vote. Voting yes: Babcock, Kotlowski, Sebastiani and West. Voting no: Djumadi.

- Discuss Bill 288 Library funding
- Cash reconciliation – not completed
- Approve check register. Motioned by Djumadi/Kotlowski to approve the check register. Motion carried by unanimous voice vote.
- Discuss and/or act on writing special charges off #24-280
 - Lake District had been put on special charges – we will write off this amount
 - Town of Preston Lake District – 1/64th interest access to lake
 - No charges moving forward
 - Paid until 2010; 2010,2011 and 2012 passed resolution that we wouldn't pay special charges

Item #9 MIS:

- Office activities-none
- Financial report-none

Item #10 County Clerk:

- Office activities-business as usual
- Examine all claims against the county – none

Item #11 Treasurer:

- Tax deed property update – handout was provided
- Financial report – handout was provided
- Office activities

Motioned by Djumadi/Sebastiani allowing to write-off special charges of \$2,990.00 for 024.00.280.000. Motion carried by unanimous voice vote.

- Discuss Drainage Board budget accounts
 - \$25,000 budget; will be over their budget. Check on and get understanding of process of drain board in State Statutes
 - January 9th Highway will be meeting at 9:00 a.m.

Item #12 Discuss and/or act on County Board Rules language: Will be given to committee members in advance.

Item #13 Discuss IT analysis: Question was asked if RMM was meeting the individual needs of the department in conjunction to several others. A report has been provided of which Larson will forward to committee members. Someone from RMM will be present at the next meeting.

Items on next agenda:

County Board Rules

RMM presentation

Next meeting date: January 9, 2014 at 1:00 p.m.

Motioned by Sebastiani/Djumadi to adjourn at 9:59 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippe

Recording Secretary

These minutes have not been approved.

Adams County Airport Commission
Minutes for the December 16, 2013 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:01PM.

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

Audience: None.

Was the meeting properly announced? Yes

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

Approve the Minutes for November 18, 2013: Motion by Pollina, Second by Bourke, to approve the minutes. All voted aye, motion carried.

Airport Managers Report:

Review Correspondence:

Scott passed around a newsletter from the Chicago Airport District Office (ADO). Our airport has recently been reassigned from the Minneapolis ADO to the Chicago ADO which has no effect on operation, only to whom the airport reports.

Scott received a letter from Hal Davis from the Bureau of Aeronautics acknowledging the airports Residential Through the Fence (RTTF) submission. He agrees our leases appear to comply with the new RTTF policy of the FAA so the only remaining item is to identify the lease access points on the Airport Layout Plan (ALP), which is included in the airport next Airport Improvement Plan (AIP). Once the ALP is finalized Hal will forward the entire submission to the Chicago ADO, who will submit to the Regional Office and then pass the information to the FAA headquarters for final approval.

Financial/Review Monthly Check Summary:

Scott passed around the monthly check summary and expenses for November. With 92% of the year having passed there are two categories that remain over budget: Gas-Vehicle at 104.17% and Capital Improvements at 125.48%. The overage in gas is due to unanticipated increases in cost while the latter is due to a change in the percentage of participation in the most recent airport improvement program. Overall expenses should still meet budget at the end of the year.

Compliance Inspection Report-Update:

Scott reported some debris had been removed from a site identified during the compliance inspection. A subsequent visit found some items remained and photos were delivered to the Director of Finance and Corp Counsel for follow up.

Adams County Airport Commission
Minutes for the December 16, 2013 Meeting

Discuss and Act on Public Hearing for Next 6 Year Improvement Plan:
Scott asked for input on a date, time and place for the public hearing that was approved at the November 18th meeting. Discussion followed with a consensus for 6PM on Monday February 10, 2014 at the Welcome Center. Scott was directed to make the arrangements.

Current Airport Improvement Program – Update:
Scott received a letter from Terry Donovan, Resident Engineer for Mead and Hunt, detailing the findings of the November 15th final walkthrough for the reconstruction of the north portion of Rwy 33. Three items were listed that require action and/or review in the spring: landscaping repair due to the effects of winter; repaint runway markings; and check for any ponding by patch in south portion of the runway.

Motion made by Reuterskiold, second by Pollina to accept the managers' report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported he met with Chris Schlechta for an OSHA compliance inspection at which time a few minor issues were observed. He is awaiting the final report to resolve the issues.

All equipment is in operating order with nothing else to report.

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

Audience Comments: None

Next meeting set for January 13, 2014 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 7:26 PM.

Respectfully Submitted,



Michael L. Scott,
Airport Manager

ADAMS COUNTY
BOARD OF ADJUSTMENT
MONTHLY MINUTES:
DECEMBER 18, 2013

Chairman Bob Beaver called the Adams County Board of Adjustment meeting to order at 9:30 A.M. with the following members present; Tom Feller, Vice-Chair; Cathy Croke, Secretary; and Bob Krause. Bob Benkowski was absent. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Cathy Croke made a motion to approve the Agenda as noticed. Bob Krause seconded the motion. All in favor. Motion carried. Public Hearings: Jay A. & Maureen M. Unora – Variance request under Section 5-6B.04© of the Adams County Comprehensive Zoning Ordinance and Section 10-4A.01© of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow an addition to a single wide manufactured home at a setback of 48' to the centerline of a town road on property located in Pt of Gov't Lot 3, Section 11, Township 15 North, Range 7 East, Lots 19-22, Crystal Beach Subdivision, aka Lot 3, CSM 3175 at 269 North Shore Drive, Town of Jackson, Adams County, Wisconsin. DNR had no comment regarding the request; Joe Miller of Wolf Lake Association had no objections; adjacent owner, Fred Mess objected because of water runoff and property value issues. Stan Nelson, builder represented the Unora's and explained the request. Pictures were presented. Discussion was held regarding reducing the deck width in one area thereby increasing the setback. Bob Beaver made a motion to approve the variance with the stipulation that where required by a variance, the width of the deck shall not exceed four (4) feet and the stairs must be placed on the west side of the deck. Cathy Croke seconded the motion. Roll Call Vote: 4 – Yes. Motion carried. Addressing Chairman Bob Beaver, Bob Krause stated that he would reclude himself from the next hearing because he is on both the New Haven Plan Commission and Lake Mason Management District. Randall F. Atkinson - Special Exception permit under Section 10-5A.01 (I) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow a fish farm including sales on property located in the NE ¼, NE ¼, Section 27, Township 14 North, Range 7 East, Lot 6 of New Haven Assessor's Plat #1 at 4002 3rd Avenue, Town of New Haven, Adams County, Wisconsin. Input by Town Board was tie vote therefore failed. Planning Commission and Lake Management District have concerns about amount of water to be extracted, discharge of wastewater into a stream which ends up in Lake Mason. Comments received from the DNR that petitioner should indicate any wetlands that may be present on property and if so, work with DNR and Army Corp of Engineers for permits and approvals. Mr. Atkinson presented his operation plan and written answers (from DNR, DATCP and Mr. Atkinson) to questions posed by the Township and explained that this project is a pilot and will also be a demonstration facility. It will also be used for support and advisory for the conversion of other unused silo and barn facilities into aquaculture operations.

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

RECESS: 11:40 A.M.

RECONVENE: 11:48 A.M.

ADAMS COUNTY BOARD
OF ADJUSTMENT MEETING
DECEMBER 18, 2013
PAGE #2

Further discussion of the Atkinson Special Exception request ensued with a concern about oversight and whether the discharge can be monitored by someone other than just the petitioner. Phil McLaughlin stated that certainly the Board can put conditions on the permit to have the discharge monitored. Bob Beaver made a motion to grant the request with the condition that the temperature, oxygen and nutrient levels in the wastewater are monitored weekly and the results from such be sent to the Adams County Land and Water Department quarterly, and the proposed settling basin location be moved to meet a 75' setback from the centerline of the road. The existing barn and silo are allowed to remain in their current locations. Cathy Croke seconded the motion. Roll Call Vote: 2 – Yes. 1 – No. (Feller) Motion carried.

Chairman Beaver closed the Public Hearing portion of the meeting.

Minutes: Phil McLaughlin presented the Board with the minutes from the November 20, 2013 meeting for their review. Cathy Croke made a motion to approve the minutes as presented. Bob Beaver seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment Meeting will be January 15, 2014 at 9:30 A.M.

Cathy Croke made a motion to adjourn. Bob Beaver seconded the motion. All in favor. Motion carried.

ADJOURNED: 12:15 A.M.

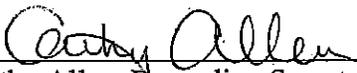
Bob Beaver, Chair

Tom Feller, Vice-Chair

Catherine Croke, Secretary

Bob Krause

Robert Benkowski



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE BOARD.

Meeting was called to order by Chairman West at 6:01 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. #08-James Bays; Dist. #09-Patrick Gatterman; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #15-Jack Allen; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #19-Terry James; Dist. #20-Paul Pisellini. **Excused:** Dist. #14-Marjorie Edwards; Dist. #16-Bill Miller.

Motioned by Bays/Roekle to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/Johnson to approve the November 19, 2013 and December 3, 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: Roekle, Roseberry, Sebastiani, Stuchlak, Allen and Babcock.

Claims: None

Correspondence: None

Appointments: Motioned by Roekle/Kotlowski to approve appointment of Bob Bott to replace Tom Knoop as DOT member and Lt. Seth Tully to replace Rod Stormoen on the Traffic Safety Committee. Appoint James Petersen to the Aging Advisory Board. Reappoint Al Martin, Bob Kissinger, Millie Scott, Paul Pisellini, Diane Cable and Donna Richards to the Aging Advisory Board. Motion carried by unanimous voice vote.

Unfinished Business: None

Reports and Presentations: Administrative Coordinator/Director of Finance report was submitted in the board packet. Daric Smith submitted a written report for RIDC. UW Extension Powerpoint presentation, along with handouts, was given by Jennifer Swensen and Don Genrich. A plaque and Recognition of Certificate was given to Diane Osborn by the CWCAC for her 12 years of service and dedication. 2013 Community Services Award was given by the Wisconsin Cancer Council to the Adams County Cancer Awareness Team for Cancer Awareness Recognition. Recognized John Marlow (Solid Waste) and Scott Jensen (Highway) for 25 years of service to Adams County.

RECESS: Motioned by Allen/Djumadi to recess at 7:12 p.m. Motion carried by unanimous voice vote.

RECONVENE: Called back to order by Chairman West at 7:26 p.m. Roll call, 18 present, 2 excused. Excused, Edwards and Miller.

Resolutions:

Res. #122: Motioned by Johnson/Babcock to adopt Res. #122 to Support Wisconsin 2013 Assembly Bill 308. Motion to adopt Res. #122 carried by roll call vote, 16 yes, 2 no, 2 excused. Voting no, Djumadi and Roseberry. Excused, Edwards and Miller.

Res. #123: Motioned by Sebastiani/Pisellini to adopt Res. #123 to amend Resolution No. 65-2013 allowing the disbursement of funds donated to Veterans Services within one (1) year of receipt of donation funds. Motion to adopt Res. #123 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller.

Res. #124: Motioned by Roekle/Djumadi to adopt Res. #124 to establish a 2.0% pay increase in fiscal year 2014 for all Adams County Employees with the exception of Sheriff's Department Local Union 355 employees; employees hired after June 30, 2013; on-call employees; and limited term employees. Motioned by Allen/Roekle to amend Res. #124 line 12 striking employees, inserting "except those" and inserting after the word hired "or placed into a new position"; line 31 strike employees, insert "except those"; line 32 add "or placed into a new position", add "and seasonal". Motion to amend Res. #124 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller. Motioned by Allen/Djumadi to amend line 13 by adding "and seasonal"; amend line 32 by adding "and seasonal". Motion to amend Res. #124 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller. Motion to adopt amended Res. #124 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller.

Res. #125: Motioned by Sebastiani/Djumadi to adopt Res. #125 to approve a Letter of Understanding between Adams County and Adams County 4-H Leaders Association for the upcoming plat book. Motion to adopt Res. #125 carried by roll call vote, 17 yes, 1 abstain, 2 excused. Abstaining vote, Roseberry. Excused, Edwards and Miller.

Res. #126: Motioned by Johnson/Bays to adopt Res. #126 to Authorize the Highway Commissioner to act on behalf of Adams County to apply for \$247,000.00 from the Wisconsin Department of Transportation Local Road Improvement Program for the purpose of funding the reconstruction of CTH G from Apache Lane to Badger Drive. Motion to adopt Res. #126 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller.

Res. #127: Motioned by Bays/Johnson to adopt Res. #127 to Authorize the Highway Commissioner to act on behalf of Adams County to apply for \$94,000 from the Wisconsin Department of Transportation Local Road Improvement Program for the purpose of funding the reconstruction of CTH G from to Badger Drive CTH C. Motion to adopt Res. #127 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller.

Motioned by Allen/Roekle to adopt Res. #128, #129 and #130.

Res. #128: To Sell County Advertised Foreclosure Property-No. 8-1249.

Res. #129: To Sell County Advertised Foreclosure Property-No. 12-1215.

Res. #130: To Sell County Advertised Foreclosure Property-No. 4-316.

Motion to adopt Res. #128, #129 and #130 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller.

Res. #131: Motioned by James/Stuchlak to adopt Res. #131 to amend resolution 38 attached hereto for purposes of additional equipment and services as requested by the WNDR. Motioned by Johnson/Allen to table Res. 131. Motion to table Res. #131 carried by unanimous voice vote.

Res. #132: Motioned by Sebastiani/Licitar to adopt Res. #132 to approve Adams County entering into the attached Cooperative Service Agreement for the purpose of cooperation in a County/State/Federal black bear, cougar, white-tailed deer, elk, Canada Goose, Wild Turkey and Sandhill Crane damage management program. Motion to adopt Res. #132 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller.

Res. #131: Motioned by Johnson/Kotlowski to bring back Res. #131. Motion to bring back Res. #131 carried by unanimous voice vote. Motion to adopt Res. #131 carried by roll call vote, 18 yes, 2 excused. Excused, Edwards and Miller.

Ordinances:

Ord. #23: Motioned by Stuchlak/James to enact Ord. #23 to rezone property located in the NW ¼, SE ¼, Section 31, Township 16 North, Range 6 East at 1329 Evergreen Drive, owned by Darin Kurth, Town of Easton, from an A1 Exclusive Agriculture District to an A1-15 Exclusive Agriculture District. Motion to enact Ord. #23 carried by roll call vote, 17 yes, 1 abstain, 2 excused. Abstaining vote, Morgan. Excused, Edwards and Miller.

Denials:

Denial #01: Motioned by James/Roekle to enact Denial #01 not amended to rezone property (1.9 acres) located in the S ½, SW ¼, Section 31, Township 19 North, Range 5 East, Lot 1 of CSM 5632, owned by Lunstrum LLC, Town of Monroe, from a Conservancy District to a Recreational/Residential District. Motion to enact Denial #01 carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no, Stuchlak. Excused, Edwards and Miller.

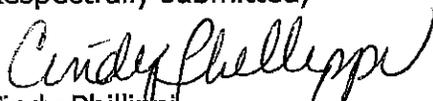
Petition: None

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/Roekle to have the County Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote. Clerk made the following corrections to Res. #124: line 4 insert "or placed into a new position" after employees hired; and line 6 by adding "and seasonal" after employees to reflect the same wording that was amended in the resolution. Removed Allen and Johnson signatures because they are not on the Administrative & Finance Committee.

Set next meeting date: January 6, 2014 at 1:00 p.m. and January 21, 2014 at 6:00 p.m.

Motioned by Roekle/Djumadi to adjourn at 8:15 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi

Adams County Clerk

These minutes have not been approved.

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

P51

**THURSDAY, DECEMBER 12, 2013 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

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

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Chris Blum and
Barbara Morgan

MEMBER ABSENT: Patrick Gatterman - Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, December 12, 2013.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

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

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

COUNTY ROAD G / COUNTY ROAD O INTERSECTION IMPROVEMENT ~ TOWN OF LEOLA: Town of Leola Chairperson Ken Zimbeck has been in contact with the Highway Commissioner concerning the County Road G / County Road O intersection improvement and his concerns are that the proposed improvements will not work in reference to drainage issues. Highway Committee discussed the Town of Leola concerns reference drainage and AECOM will extend their survey elevations further into the woods to verify the drainage calculations.

GENERAL ENGINEERING CONTRACT: Highway Committee instructed the Commissioner to advertise for the General Engineering Contract for 2014, quotes will be reviewed and acted on at the January 2014 Highway Committee Meeting.

REVIEW COUNTY DRIVEWAY ORDINANCE: The revised County Driveway Ordinance was reviewed and modified by the Highway Committee. *Motion by Morgan to make revisions as discussed and bring back to the Highway Committee at the January 2014 Meeting*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
DECEMBER 12, 2013 ~ 9:00 A.M.**

for action, second by Babcock. ROLL CALL VOTE: BAYS – NO, BABCOCK – YES, JOHNSON – YES AND MORGAN – YES. MOTION CARRIED.

2014 COMPOSITE RATE AGREEMENT FOR WINTER MAINTENANCE EQUIPMENT: *Motion by Bays to approve and sign an agreement authorizing Adams County to use Composite Rates as set by State D.O.T. for the 2014 Winter Maintenance snow plow trucks, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Haul/Mix Salt Sand
- Snow Fence
- Snow and Ice Events
- County Policies / Employee issues
- Performance Base Maintenance ~ State
- Traffic Enhancement Project / CTH J

FINANCIAL REPORT: *Motion by Bays to approve the November 2013 Financial Report as audited, second by Morgan. 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 December 6, 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 Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Review and Act on Revised County Driveway Ordinance
- Joint Meeting with Admin Finance Committee

SET NEXT MEETING DATE AND ADJOURN: *Motion by Johnson, second by Bays, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, January 9, 2014 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:30 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Minutes of Joint Administrative & Finance – Executive Committee Meeting
Adams County Courthouse – Conference Room A-260
December 9, 2013 – 8:30 a.m.**

John West, Chair called the meeting to order at 8:35 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, Jack Allen and Lori Djumadi. Jerry Kotlowski was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Kenneth M. Wagner, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane M. Heider, Recording Secretary; Phil McLaughlin; Diane Cable; Jani Zander; Jane Gervais; Cindy Phillippi; and Pat Kotlowski.

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

There was no correspondence.

Motion by Babcock, seconded by Johnson, to approve the Minutes of November 5, November 8, and November 22, 2013. Motion carried by unanimous vote.

Discussion regarding Letter of Understanding between Adams County and Adams County 4-H Leaders Association regarding upcoming plat book. Motion by Johnson, seconded by Allen, to approve the Resolution and forward to the County Board. Motion carried by unanimous vote.

Motion by Sebastiani, seconded by Johnson to impose a \$35 monthly fee upon those employees covered under the County Health Insurance Plan who do not take the annual health risk assessment. Larson explained that health risk assessments give better benchmarks for targeting health needs resulting in proactive control of premium and costs. Motion carried by unanimous vote.

Discussion regarding 2014 wage increase. This item was tabled until the proposed Resolution is redrafted by the recording secretary during meeting break.

Discussion regarding 2014 new-hire wage structure philosophy.

Motion at 9:44 a.m. by Allen, seconded by Sebastiani to recess for 5 minutes. Motion carried by unanimous vote. The recording secretary handed out the redrafted wage increase Resolution.

West called the meeting back to order at 9:59 a.m. Discussion continued. Motion by Djumadi, seconded by Allen, that new hires may progress from a starting point of 85% of market to 100% of market within two years of employment. Motion carried by unanimous vote. Discussion continued regarding setting benchmarks for new hire wage increases. Motion by Babcock, seconded by Allen, to set new hire wage benchmarks at:

<u>New</u>	<u>6 Months</u>	<u>1 Year</u>	<u>2 Year</u>
85%	87%	93%	100%

Motion carried by unanimous vote.

THESE MINUTES HAVE BEEN APPROVED

Discussion continued. Department heads should assist in developing criteria for evaluation their employees. The committee would like Larson and Kaye to recommend a reclassification/appeal process for the positions in the study. Kaye will provide information obtained from other counties for comparison. West confirmed that new hires include Department Heads. Motion by Sebastiani, seconded by Djumadi, to approve and send to the County Board, the Resolution Approving 2% wage Increase for All Employees Except: Sheriff's Department Local Union 355 employees; Employees Hired After 6/30/13; On-Call Employees; and Limited Term Employees. Motion carried by unanimous vote.

Trena Larson gave the report of Administrative Coordinator/Director of Finance Department. The audit is on schedule. Projects include the Rabl encroachment at the airport; Easton Store.

Ken Wagner gave the report of Corporation Counsel Department including case load, document review, and legal opinions.

Marcia Kaye, Personnel Director, gave her report and distributed a handout.

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

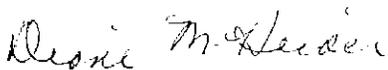
The next regular Executive Committee meeting is set for January 13, 2014 at 8:30 a.m.

The next joint Administrative & Finance/Executive Committee Meeting is set for December 23, 2013 at 9:00 a.m.

Action Items for next meeting: Discuss and/or act on developing a philosophy on wage structure.

Motion at 11:36 a.m. by Sebastiani, seconded by Johnson to adjourn the meeting. Motion carried by unanimous vote.

Respectfully submitted,



Diane M. Heider
Recording Secretary

**Minutes of Joint Administrative & Finance – Executive Committee Meeting
Adams County Courthouse – Conference Room A-260
December 23, 2013 –9:00 a.m.**

P55

John West, Chair called the meeting to order at 9:05 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, Jack Allen and Lori Djumadi. Jerry Kotlowski was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Kenneth M. Wagner, Adams County Corporation Counsel; Diane M. Heider, Recording Secretary; Phil McLaughlin; Diane Cable; and Jani Zander. Marcia Kaye, Personnel Director was excused.

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

There was no correspondence.

Motion by Allen, seconded by Babcock, to approve the Minutes of December 9, 2013. Motion carried by unanimous vote.

Discussion regarding developing a wage philosophy. West requested that the two reclassified Highway positions be placed on the next Executive meeting agenda. The Resolution passed at last County Board regarding 2% wage increase may be brought back. Djumadi moved to allow Larson to proceed with re-classed positions effective January 1, 2014. Discussion ensued. Motion withdrawn.

Larson dispersed a packet regarding department head discussion of new employee wage progression philosophy. Committee discussion continued regarding new hire wages, market wages, formal procedures being needed for merit based pay, and the cost of keeping the wage study current. Allen would like to know the cost of updating the WIPFLI study every 3 years.

Djumadi proposed Managers/Department Heads discuss potential problems regarding employee slotting with Larson and Kaye; have discussions at their home committees; then bring to our Joint Committee meeting in January.

Motion at 10:20 a.m. by Sebastiani, seconded by Djumadi, to recess for 5 minutes. Motion carried by unanimous vote. West called the meeting back to order at 10:29 a.m.

Discussion continued regarding wages. Larson will gather figures on the cost to bring positions to market wage after the 2% increase.

Discussion continued regarding an appeals process. Allen would like Kaye to bring back to the joint committee an idea of other counties' proposed appeal processes. West would like Kaye to provide no more than three appeal processes for discussion at the next joint meeting. The next county board meeting is January 6th so any action in regards to wages will be timely for the first 2014 payroll.

THESE MINUTES HAVE NOT BEEN APPROVED

P56 Discussion regarding filling the Accounts Technician/Payroll Specialist Position. Motion by Allen, seconded by Babcock, to fill the position. Discussion. Motion carried by unanimous vote.

Discussion regarding utilization of a Limited Term Employee during the vacancy in the Accounts Technician/Payroll Specialist Position. Motion by Djumadi to go forward with an on-call employee. Discussion. Larson stated that per policy, no permission was needed to implement an on-call employee. Motion withdrawn.

The next joint meeting is scheduled for January 23, 2014 at 9:00 a.m.

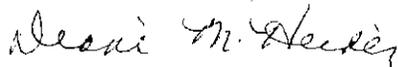
West summarized that Kaye will bring to our next joint meeting not more than three different appeal processes; and Larson will prepare a report of the cost to bring wages to market rate after implementing a 2% wage increase for 2014.

Action items for next joint meeting:

- Discuss and/or act on developing a wage philosophy on wage structures.

Motion by Allen, seconded by Johnson to adjourn the meeting at 11:37 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane M. Heider
Recording Secretary

**LAND & WATER CONSERVATION COMMITTEE MEETING
DECEMBER 9, 2013 – 3:00 P.M.
CONFERENCE ROOM A-231**

Minutes

The meeting was called to order by Al Sebastiani, Chair, at 3:05 p.m. The meeting was properly announced.

Attending: Al Sebastiani; Barb Morgan; Glenn Licitar; Joe Stuchlak; Kevin Bork; Terry James; Heidi Roekle; Trena Larson; Wally Seidler; Reesa Evans; Chuck Sibilsky; and Diane Heider, recording secretary.

Motion by Roekle, seconded by Morgan, to approve the Agenda. Motion carried by unanimous vote.

Motion by Licitar, seconded by Roekle, to approve the Minutes of November 4, 2013. Motion carried by unanimous vote.

Discussion regarding crop prices, budget and resolution for the Wildlife claims and abatement program. Barry Benson, USDA, discussed the need for a Resolution to enter into a five-year agreement. Evans explained further. Motion by Stuchlak, seconded by Morgan, to approve the five-year agreement and forward to County Board. Motion carried by unanimous vote.

Discussion continued regarding crop prices. Review of 2013 Crop Price Proposal prepared by USDA-APHIS Wildlife Services. Motion by Roekle, seconded by Licitar, to accept the prices, with the exception of Corn. Motion carried by unanimous vote.

Discussion regarding USDA/APHIS/Adams County Budget/Financial Plan. Motion by Morgan to accept the USDA/APHIS/Adams County Budget/Financial Plan, seconded by Bork. Motion carried by unanimous vote. Sebastiani signed the budget.

Discussion regarding NCRS Operational Agreement between Adams County and USDA Natural Resources Conservation Service. Michelle Kaminski addressed the Committee. Seidler will review the agreement and forward to Corporation Counsel for review, and the agreement can be brought back in January for consideration.

WDNR Report: None.

LWC Department Activities: Sibilsky and Harrison attended Business After 5 and Roekle appreciated their attendance.

Central Wisconsin Wind Shed Partners report. Shannon Rhode, Project Manager, addressed the committee describing goals and accomplishments, and cost-share programs.

THESE MINUTES HAVE BEEN APPROVED

Golden Sands Resource Conservation and Development report: Stuchlak attended the November Meeting. Focus will be on grassland preservation in April. Bylaw changes were discussed at that meeting.

USDA – November production report. Wheat reserves are at a comfortable amount. Prices are not moving because of surplus.

Duck Creek activities report. Bill Euclide reported Beaver damage to creek; issues at base of creek, whether silted because of beaver or flow of creek. DNR proposed signs: “DNR Monitoring Being Done.”

The December meeting is Thursday. Election of officers will take place and Bylaws will be reviewed. An officer can only serve for 3 years.

Motion by James, seconded by Roekle, to deviate to Item 12. Motion unanimously carried. Discussion regarding amendment to Resolution 2013-38 for WDNR Lake Protection Grant Program. Motion by Roekle, seconded by James, to approve Resolution 2013-38 for WDNR Lake Protection Grant Program and forward to County Board. Motion carried by unanimous vote.

The Committee reviewed LWC financial reports. Seidler said the department is short on training funds for 2014. An overrun was resolved. LWC vehicles will need to be upgraded and routinely maintained, as increased grant programs add to use and mileage. Larson provided a handout regarding overages and proposed funding. Motion by Roekle, seconded by Licitar, to approve the financial reports. Motion carried by unanimous vote.

Discussion regarding SWRMP cost share. Sibilsky reported cost share for nutrient management and shoreline protection projects to be done in the spring, which will close out the 2013 budget. Motion by James, seconded by Stuchlak to approve projects. Motion carried by unanimous vote.

Discussion regarding dam grants. Larson distributed a handout, and reported that Ayres & Associates can complete the dam applications for \$500 - \$1,000. DNR favors high hazard dams – Cottonville slope stabilization work; Camelot; Arrowhead; Sherwood gate seals. No current funding for vortexes. Motion by James, seconded by Stuchlak to use Ayres & Associates for grant applications. Motion carried by unanimous vote.

Discussion regarding overages for budget. Larson will review LWC budget revision of \$13,850 for possible application. Sebastiani requested that LWC credits be compared to overages to determine available funds. Larson will bring back to the committee. Two estimates were obtained for two tires for the Silverado vehicle. The van is at Fenner’s Automotive for gas repair. Motion by Stuchlak, seconded by James, to purchase tires for the 2005 Silverado at an amount not to exceed \$800.00. Motion carried by unanimous vote.

Motion by Stuchlak, seconded by James to recess for five minutes. Motion carried by unanimous vote. The meeting reconvened.

THESE MINUTES HAVE BEEN APPROVED

Motion at 4:31 p.m. by Roekle, seconded by Morgan to convene in closed session per Wis. Stats. §19.85(1)(f). Motion carried by unanimous vote. The meeting reconvened in open session at 4:50 p.m.

The next meeting is set for January 13, 2014 at 1:00 p.m.

Motion at 4:50 p.m. by Roekle, seconded by Morgan to adjourn. Motion carried by unanimous vote.

Respectfully submitted,

Diane Heider
Acting Recording Secretary

THESE MINUTES HAVE BEEN APPROVED

ADAMS COUNTY LANDFILL ADVISORY COMMITTEE

**MONDAY, DECEMBER 16, 2013, 7:00 P.M.
STRONGS PRAIRIE TOWN HALL**

Members Present: Dennis Erickson, St. Pr. Town Chair
Myrna Diemert, SW Director/Recycling Coordinator
Nancy Wical, Town Supervisor/Citizen Member
Larry Gasienica, Preston Town Representative

Others Present: Larry Babcock, SW Committee Chair
Florence Johnson, SW Committee Vice-Chair
James Bays, SW Committee Member
Everett Johnson

CALL TO ORDER, ROLL CALL & APPROVAL OF AGENDA: The meeting of the Solid Waste Advisory Committee was called to order by Chairperson, Dennis Erickson at 7:13 P.M.. All Committee members present.

There were no additions or changes to the agenda. *Motion by Wical, second by Gasienica, to approve the agenda as presented. All in favor. Motion carried.*

MINUTES: Ms. Diemert presented the minutes of the May 20, 2013 Advisory Committee Meeting. *Motion by Wical, second by Gasienica, to approve the minutes of the May 20, 2013 Advisory Committee Meeting as corrected. All in favor. Motion carried.*

UPDATE ON OPERATIONS/SITE REPORT: Ms. Diemert then reported on the following items for 2013 through December.

RECYCLING: Recycling markets have remained stable. Baled recyclables, scrap metals, tires, appliances, fluorescent bulbs, glass aggregate, batteries, and waste oil/antifreeze are being shipped regularly. We have recently added #3-#7 plastics back into the recycling program as well as drink boxes and cartons. Recycling volumes are still exceeding required amounts and the reject materials are still very low. We are working on improving the quality of the recyclables picked up comingled and keeping bags out of the trucks as these plug the system. We are asking that people put loose recyclables out in bins or boxes without being in bags.

REVENUES & TIPPAGE: Garbage tippage for 2013 is 7.66% higher than last year. In May we were 9.8% lower than last year so this is significant increase since them. See attached Tippage Reports. Much of this is from the added out-of-county waste.

Of this, the “free” garbage tippage portion to Strongs Prairie was 745.6 tons (\$44,736.30). In 2012 this

was 876.04 tons (\$41,173.88). Strongs Prairie did pay their share of the recycling surcharge which is not included in this amount). In 2011 this was 1,732.43 tons due to the tornado. In 2010 Strongs Prairie produced 922.92 tons. In 2009 Strongs Prairie produced 838.34 tons.

The Town of Jackson, Village of Friendship, Village of Coloma, and Village of Oxford curbside pickup is going very well. The City of Adams and Dell Prairie contracts were given to Clark Disposal and are coming to the County Landfill. The Federal Prison at Oxford is now hauling their own waste using their own equipment which frees up our employees for other new customers.

Since the beginning of the year there were 978 roll-off containers leased out to private citizens and contractors bringing in \$188,750. (1123 containers in 2012 bringing in \$168,450. 1200 containers in 2011 bringing in \$178,175.00). This does not include the tippage.

We have also had 1,379 drop-off site container switch-outs through the year bringing in \$80,210 in revenues. In 2012 we had 1,424 drop-off site containers bringing \$77,020 revenues. 2011 we had 1,377 drop-off site container switch-outs through the year bringing in \$80,180.00 in fees.

The new Ordinance requiring all waste from Adams County come to Adams County is going well. We have several haulers who got permits for 2014. Stickers for 2014 were issued for their trucks.

OUT-OF-COUNTY WASTE: \$278,666.10 in revenues has been seen in 2013 for out-of-county waste. Garbage tonnage from Out-of-County in 2013 is **4,644.44**. Strongs Prairie will be paid .50 for each ton of waste brought in for any out-of-county waste each year over 5,000. In 2012 this was \$176,169.10 for the 2,160 tons of waste. In 2011 that was \$127,636.80 from Out-of-County for the 1,575 tons of waste. (See attached reports)

Leased roll-off containers also brought in \$34,475 in fees and recycling contracts also brought in another \$10,032.55 from out-of-county. Total revenues from out-of-county equal \$323,173.65.

We secured agreements with two haulers in Juneau County to bring waste to our landfill when the Juneau County landfill closed in July of 2013. The two haulers have set up a transfer site and have been bringing materials here since October. These two haulers were given incentive rates as they agreed to bring in certain amounts of waste each year. We need this agreement to justify expanding our landfill. Without the additional waste (revenues) we will probably not be able to expand, causing all Adams County citizens hardship regarding waste disposal. The engineers estimate that even with this additional waste we will meet our 2019 obligation to Strongs Prairie.

INSPECTIONS: Landfill related inspections passed without violations or citations issued. Groundwater monitoring again showed road salt chemicals in some wells, some of which are not down-gradient to the landfill and could be normal groundwater fluctuations and/or road run-off. VOC's were not detected. Methane gas was not detected.

All scale and fuel system mandatory inspections passed without any violations, problems or citations.

No other areas of concern were found or violations noted.

LANDFILL IMPROVEMENTS: No major improvements were made to landfill buildings or grounds.

LANDFILL CONSTRUCTION UPDATE: We have been working on capping Cell #1. Gas piping has been installed and we will complete this next year and it is expected that the gas flare to be installed in 2015. Work will begin on the liner for the South half of Cell #4.

OTHER SPECIAL EVENTS: The ½ price appliance and tire roundup and Hazardous Waste Clean Sweep/Pharmaceutical Collection will be held in late July.

OTHER: Discussion was held on the GEITS development in the City of Adams. A study will be done on how this will impact the operations at the County Landfill. An update will be given at the next meeting.

The County budget for 2014 has been approved.

Of the \$2,520,670 SW Budget for 2014:

\$110,162 is on the tax levy which is .639% of the total levy. This is up slightly since 2013 due to the fact that we could not increase our prices to customers for garbage collection services.

\$97,000 is from recycling grants

\$2,313,508 is from customer revenues

CONSIDERATIONS TO STRONGS PRAIRIE: Since the first of the year thru the December 16th, the citizens of Strongs Prairie have received the following at no charge:

2013 745.6 tons of garbage = \$44,736.30

40.61 tons of brush = \$1,827.45

350.48 tons of clean concrete = \$3,504.80

159.69 tons of stumps = \$2,395.35

24.035 tons of yard waste = \$961.40

Total consideration since the first of the year to Strongs Prairie as host community for 2013 is \$53,425.30. This does not include the “free service” at the drop-off site.

2012 876.04 tons of garbage = \$52,562.61

82.42 tons of brush = \$3,709.90

17.82 tons of clean concrete = \$445.50

158.49 tons of stumps = \$2,377.35

37.05 tons of yard waste \$1,481.80

Total consideration since the first of the year to Strongs Prairie as host community for 2012 is \$60,576.16 plus the free service at the drop-off site.

2011 1,732.43 tons of garbage = \$81,424.21

136.08 tons of brush worth \$6,123.60

19.93 tons of yard waste worth \$797.20.

Total consideration since the first of the year to Strongs Prairie for 2011 is **\$88,345.01.**

2010 922.92 tons of garbage worth \$43,377.

70.54 tons of brush worth \$3,174.30

15.09 tons of yard waste worth \$603.60

Total consideration since the first of the year to Strongs Prairie for 2010 is **\$47,155.14.**

2009 681.41 tons of garbage worth \$33,457.23

32.82 tons of brush worth \$1,312.80

12.99 tons of yard waste worth \$454.65

Total consideration since the first of the year to Strongs Prairie for 2009 is **\$33,224.68.**

2008 588.2 tons of garbage, worth \$27,704.22

66.53 tons of brush worth \$2,328.55

15.08 tons of yard waste worth \$452.40

Total consideration since the first of the year to Strongs Prairie for 2008 is **\$30,485.17.**

2007 1218.32 tons of garbage, worth \$48,732.80

90.08 tons of brush worth \$2,765.50

15.07 tons of yard waste worth \$376.75

Total consideration since the first of the year to Strongs Prairie for 2007 is **\$51,732.80.**

2006 962.54 tons of garbage, worth \$38,501.60

121.03 tons of brush worth \$4,236.05

18.12 tons of yard waste worth \$453.00

Total consideration since the first of the year to Strongs Prairie for 2006 is **\$43,190.65.**

ADJOURNMENT/NEXT MEETING DATE (May 19, 2014): *Motion by Wical, second by Gasiénica, to adjourn until the next meeting which will be held on Monday, May 19, 2014. All in favor. Motion carried. Meeting adjourned at 8:20 PM.*

**RESPECTFULLY SUBMITTED,
MYRNA DIEMERT, SW DIRECTOR/RECYCLING COORDINATOR**

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Adams County Library

Board Minutes

11-25-2013

The meeting was called to order by President Mary Nelson at 1:05 p.m. Present were Heidemann, Nelson, Gilner, Kreten, Townsend and Director Wavrunek. Challoner was an excused absence.

President Nelson verified that the meeting was properly announced.

Motion to approve the agenda made by Kreten second by Heidemann. **Motion carried.**

Public input was invited. No one from the public was present.

Recommended Actions: minutes, bills and financial report:

Motion to approve the October minutes was made by Heidemann second by Gilner. **Motion carried.**

Motion to approve financial report was made by Townsend second by Kreten. **Motion carried.**

Recent bills were distributed for initialing & reviewing. There was no discussion.

Communications and Reports:

There were no communications or reports.

South Central Library System report:

Libraries seem happier with KOHA, there are less complaints.

Director's Report:

- A. Director Wavrunek reported that circulation is up 8 % to date.
- B. Inventory in Amazon book store has been completed. Sales are going well, lots of orders.
- C. AB288 compromise is being worked out to prevent Adams County and the library from absorbing nearly \$150,000 in added costs every year. The revised AB288 to be voted on in early 2014 with new language set by Christmas.

Nomination:

Jeanne Heidemann accepted nomination to the library board for another term.

Partnership:

Adams County Library and Adams County Historical Society will partner on different events including but not limited to author and crafter events.

Meeting:

There will be no December meeting.

A pot luck will be held in January.

Identify possible upcoming items for future meetings:

A. Election of officers.

A **motion** made by Townsend to adjourn second by Heidemann. **Motion carried.**

Meeting adjourned at 1:45 p.m.

The next Library Board meeting will be at the Adams County Library on January 27, 2014 at noon. There will be a luncheon for staff and volunteers. Board members and staff will bring in food.

PB Townsend

**NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
Regional Livability Plan (RLP)**

September 27, 2013

ROLL CALL

MEMBERS PRESENT:

BETTYE NALL, ACTING CHAIR
BUCKY DAILEY (for Paul Millan)
GLENN LICITAR
BOB LUSSOW
RON NYE
RALPH SITZBERGER
ED WAFLE

MEMBERS NOT PRESENT:

THOMAS HAFERMAN
THOMAS RUDOLPH

STAFF PRESENT:

DENNIS LAWRENCE
BERNIE LEWIS
COLEMAN PEIFFER

GUESTS PRESENT:

JASON GRUENEBERG,
Wood County Planner

ANNA L. HAINES, Ph.D.,
CLUE Director, Professor,
UW-Stevens Point

O. PHILIP IDSVOOG, Ph.D.,
Portage County Chairman

DAVE MEURETT, AICP,
Wisconsin DOT Transportation
Planner

JEFFREY SCHULER, AICP,
Portage County, Planning and
Zoning Department Director

1.) CALL TO ORDER:

MS. NALL called the meeting to order at 10:00 A.M., at the Midway Hotel & Hoffman House Restaurant, Bayberry Room.

2.) AUDIENCE COMMENTS:

All guests present and the committee provided brief introductions of themselves.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE AGENDA AS MAILED:

MS. NALL asked if there were any additions or corrections to the Agenda as mailed. There being none MR. LUSSOW made a motion to approve the Agenda and MR. NYE seconded this motion. Motion carried.

4.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES:

None. This was the first meeting of the committee.

5.) BUSINESS & DISCUSSION:5.1 Role of Committee & Selection of Chair and Vice-Chair:

MR. LAWRENCE presented a power point with some background information on our region and explained the role of the RLP committee. Our region is made up of ten counties, 21 cities, 39 villages, and 197 towns. Combined the region is over 9,300 square miles and has a population over 443,000. The role of the committee is to provide oversight, discuss ideas, review and finally recommend adoption of the Regional Livability Plan.

He then turned the meeting over to MS. NALL to ask for nominations from the floor to select a chairperson and vice-chairperson for the Regional Livability Committee.

A nomination was made to elect MR. LUSSOW as Chair and MR. WAFLE as Vice-Chair. There were no other nominations. MR. SITZBERGER made a motion to elect the slate of officers and MS. NALL seconded. Motion carried.

5.2 Regional Comprehensive Plan Update/Livability Plan Overview:

MR. LAWRENCE reviewed the 2003 Regional Comprehensive Plan which had a twenty-year horizon from 2000 to 2020. The plan provides a framework for the region and is used as reference for many county and local planning efforts, but it is nearly ten years old and needs to be updated. He also mentioned that the NCWRPC was the first Regional Planning Commission in the state to adopt their Regional Comprehensive Plan under the new (1999) planning legislation. A copy of the 2003 plan was provided.

In an effort to offset costs of updating the RCP, staff looked at various funding options. He stated that staff first applied for a HUD partnership grant, but we were not selected. Next staff revised the application and resubmitted to a Federal Highways Administration Livability grant program. Fortunately, that was funded and that effort will update the current Regional Comprehensive Plan as a Regional Livability Plan. The new plan will again serve as the framework for the development of our Region and as an example to local planning efforts. Work for this project has already begun and the plan is expected to be ready for adoption in early 2015.

MR. PEIFFER then presented information on what a Livability Plan is and isn't and overviewed the process to develop the plan. He overviewed the five phase process as follows: 1. Background, 2. Assessment Reports, 3. Regional Strategy, 4. Final Livability Plan, and 5. Adoption. This is a two year planning process.

A variety of outputs will result from this planning effort. First there will be a Demographics Report, followed by four Assessment Reports – one each for Housing, Economic Development, Transportation, and Land Use. The final document will be the Regional Livability Plan, which will be created as the result of all of the previous efforts.

5.3 Review and Adopt Public Participation Plan:

MR. LAWRENCE stated that a public participation plan is required as part of the comprehensive planning process. A draft Public Participation Plan was reviewed. Several ideas from the floor

were mentioned as possible ways to encourage input. It was recommended to utilize social media.

A motion was made by MR. NYE to adopt the Public Participation Plan and this was seconded by MR. SITZBERGER. Motion carried.

5.4 Review Regional Demographics Background:

MR. PEIFFER presented a variety of demographic information on our Region. A copy of the Demographic Report was provided to the committee. The presentation included the following:

- Population growth & change
- 17 and younger growth change from 2000 to 2010
- 65+ growth change from 2000 to 2010
- Median age change from 1980 to 2010
- Education of high school graduates from 1980 to 2010
- Four years of college changes from 1980-2010
- Employment growth changes in our Region
- Number of households
- Median household incomes
- Rural population changes

5.5 Assessment Reports & Committee Structure:

MR. PEIFFER presented information from the first Assessment Report - Regional Housing - for our Region that included the following topics:

- Subsidized Housing
- Housing Stock
- Housing Types
- Median Home Value Growth
- Housing Cost Percent of Income
- Rent Prices
- Homeownership
- Seasonal dwellings

5.6 Regional Issues Discussion:

MR. LAWRENCE's presented some of the goals from the existing Regional Comprehensive Plan housing Chapter as background for the goals of the new Regional Livability Housing Assessment Report. Four goals were discussed:

- Providing an adequate supply of affordable housing for individuals of all income levels throughout each community.
- Encourage compact housing development patterns, where appropriate.
- Encourage the production of new units and the rehabilitation of existing units, including the development of large family units and elderly housing with accompanying support services.
- Continue policies and activities that promote fairness and accessibility for all housing consumers, including enforcement and compliance with fair housing laws.

MR. LAWRENCE then facilitated a discussion as to regional issues with the group. A variety of issues were identified, including:

- lack of access for broad bands especially in the north
- need of funding for specialized transportation
- funding constraints for local planning efforts
- land use changes
- development, especially on marginal lands
- rural blight – run down housing
- frac sand mining concerns
- restrictive ordinances and other regulations

5.7 Set Future Meeting Date:

MR. LAWRENCE stated that the next meeting would be in December. Next year the Regional Livability Meetings would be held the last Wednesday of March, June, September, and December.

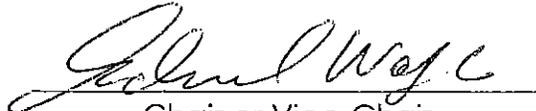
It was decided that next meeting would be on Thursday, December 12, 2013 at 10:00 A.M. to Noon.

6.) ADJOURNMENT:

MS. NALL asked for a motion to adjourn the meeting. MR. SITZBERGER made the motion at 11:45 AM, seconded by MS. NALL. Motion carried.

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
REGIONAL LIVABILITY PLAN COMMITTEE

Minutes Approved on 12-12-13


Chair or Vice-Chair

**Parks Committee Meeting
Castle Rock Park Office Building
November 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, Paul Pisellini, Jake Roseberry, and Bill Miller. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Administrative Clerk, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Gerald Dye, Ron LeRoy, Dan West, and Jim Pease – Concerned Citizens.

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

Previous Minutes: Motion by Miller/Pisellini to approve the October 1, 2013, minutes as presented. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: None.

Public Participation on Agenda Items: Public will speak as agenda item(s) are addressed

Road Maintenance Projects for Castle Rock and Petenwell Parks: Road projects are completed. The Castle Rock Rip Rap project is on hold due to the Land Conservation Department does not have the 75 % cost-share monies available. The additional road work is expected to be completed in 2014.

2014 Parks Budgets: 2014 budgets are awaiting County Board approval coming in at approximately 17 % decrease on the tax levy from the 2013 parks budgets. Petenwell and Castle Rock Parks should also have a carryover of revenues from 2013 to 2014.

Activities for Park Users: The Parks Chairman indicated he would like to see more activities provided for park patrons especially for children. Director reviewed several ideas he attained at the recent WPRA conference and trade show.

Patrick Lake Park Maintenance and Building Upgrades and Outlying Parks Updates: Director reported the South Outlying Parks Groundskeeper/Landscaper is done for the season. 36 stumps were removed from Patrick Lake Park. Director is still waiting to hear from the Lake Association. Pisellini requested an Association Rep attend a Parks meeting in the near future once a proposal has been made and the Committee will further review at that time.

Director reported Outlying Parks are closed for the season as of November 1, with the exception of the Hwy 21 Wayside, which is open year round. Trees will be removed and solar lights installed in the near future at the Wayside.

The Northern Outlying Parks parking lots will be sealcoated in the spring.

Employee Update: One of the Petenwell Park employees that has been on medical leave has returned to work part-time as would be regular hours this time of year, the other two employees remain on medical leave. Director reported the Administrative Coordinator may pursue the Parks Department not having to pay Social Security for LTE employees if Adams County is eligible.

Parks/Rec. Operational Reports to Include Visual Landscape Attractions and Tree Removal(s): Parks Chairman expressed concerns over lack of curb appeal at Petenwell Park. Discussion followed on possible improvements for Petenwell Park. State grants will be applied for again in 2014 for Castle Rock and Petenwell Park expansion projects. Castle Rock Park has allocated \$35,000 to start clearing and road construction across from the Park for 2014.

Trails Report to Include Possible Land Purchase: Parks Department will be applying for a 100 % grant to purchase land outside of Petenwell Park for ATV park expansion, provided county board approves. A trail signing and paperwork informational session was held by the DNR at the recent snowmobile association meeting with ATV Club Rep(s) present as well. Plum Creek Timberlands notified the Parks Department that a portion of the Monroe Prairie ATV Recreational Area lands will likely be sold in the near future. Additional Plum Creek property elsewhere may be available for ATV trail development. Committee will be updated once additional information is available from Plum Creek. Director reviewed how DNR funding is disbursed by projects.

Town of Monroe Request for Road(s) Upgraded: Director reported the Town of Monroe is tentatively willing to co-share with the Parks Department on costs associated with the road upgrades leading to Petenwell Park. Director will be meeting with the Town of Monroe Reps and will report back to Committee.

Revenue Report: Reviewed by Committee. Director reported the summer raffle sales were good, drawing was held October 26, and Kari Osborn from Adams was the grand prize winner.

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

Future Agenda Items: Patrick Lake Park maintenance and building upgrades, set 2014 Park User Fees, Park visual landscape attractions, and activities for Park users.

Committee toured Park and returned to Castle Rock Park Office. Discussion was held on sewer hookups at the campsites. Mr. Dye suggested designating 20 additional monthly campsites and utilize that monies for special park improvement projects.

Set Next Meeting Date: December 10, 2013, 9:00 a.m., at Petenwell County Park Office Bldg.

Adjourn: Motion by Miller/Pisellini to adjourn at 10:15 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
Petenwell Park Office Building
December 10, 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, Paul Pisellini, Jake Roseberry, Bill Miller - excused. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Administrative Clerk, Darren Tolley – Petenwell Park Manager, and Mark Miller – Castle Rock Park Manager.

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

Previous Minutes: Motion by Pisellini/Kotlowski to approve the November 12, 2013, minutes as presented. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Director read a proposal from the Patrick Lake Association, written by Steve Zoulek, listing the items the Association is willing to make improvements on and their expectations of Park personnel. Director indicated there is \$15,000 allocated in the 2014 budget for Patrick Lake Park and the proposed improvements come in under that. Discussion followed. Motion by Pisellini/Kotlowski to accept the Patrick Lake Association's proposal to include the Parks Department work with the Patrick Lake Association and Planning & Zoning Department to accomplish the above within the budget by September 1, 2014. Motion carried by unanimous vote.

Public Participation on Agenda Items: None.

Patrick Lake Park Maintenance and Building Upgrades: Discussed above.

Parks/Rec. Operational Reports to Include Visual Landscape Attractions: Darren reviewed several possible ideas for 2014 Petenwell Park beautification projects. Eggebrecht made several suggestions. Discussion followed.

Activities for Park Users: Committee discussed briefly. Item will be further discussed before spring. Committee would like to see a monthly park and local events calendar posted at both parks.

Set 2014 Park User Fees: Petenwell Park staff monitored electric meters on several year round monthly campers and found the Department is losing money on those sites during the winter months. Discussion followed. Motion by Kotlowski/Pisellini that campers plugged in to electric more than 10 days per month will have a meter installed at their campsite and will be responsible to pay their actual electric each month during the off season rates at the parks. Meters to be installed by Feb. 1, 2014. For campers that camp less than 10 days per month the electric fee will increase to \$5.00 per night beginning Jan. 1, 2014, during the off season rates. Motion carried by unanimous vote.

Motion by Eggebrecht/Kotlowski to approve the Parks Department present a proposal at the March Committee meeting for premium sites. Motion carried by unanimous vote.

Outlying Parks self-registration boxes will only sell day use passes beginning 2014.

Season stickers will be available at Petenwell Park, Castle Rock Park, Pritzl's Store, Wagon Wheel Campground, and the Parks Administrative Office. Registration forms for the season stickers will be available at the self-registration boxes and user may send in the form with payment and receive a sticker in the mail. Motion by Pisellini/Roseberry to charge a non-compliance surcharge of \$5.00 to user(s) if the user fee has not been paid upon entrance to the park/ public access area. Motion carried by unanimous vote. New signs will be made and posted at the Parks to reflect the changes. Signs will also indicate that proceeds from the user fee is utilized for park maintenance and improvements.

Trails Report: Coordinator reported Plum Creek Timber Co. is selling most of the ATV trail area, approximately 80 %; however, they will be working with the Parks Department on relocating the trails to other Plum Creek property in the area. Coordinator may need to apply for a grant to relocate the trails. Adams County has received supplemental snowmobile grooming monies from the DNR for the past 2012-2013 snowmobile season.

Revenue Report: Reviewed by Committee.

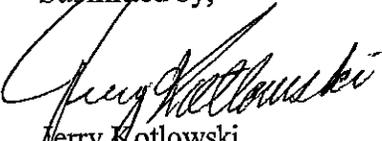
Expense Check Summary Report and Expense Report: Reviewed by Committee.

Future Agenda Items: ATV Trails, Park Managers Input, Staff Scheduling, Park Expansion Project(s), Possible Grant for Summer Work Crew.

Set Next Meeting Date: January 7, 2014, 9:00 a.m., at Courthouse Conference Room A231.

Adjourn: Motion by Kotlowski/Roseberry to adjourn at 10:45 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.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: JANUARY 2, 2014

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M with the following members present: Randy Theisen, Heidi Roekle, Terry James, Glenn Licitar, and Al Sebastiani. Barb Morgan was absent. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Pledge of Allegiance. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll call. Heidi Roekle made a motion to approve the agenda as noticed. Terry James seconded the motion. All in favor. Motion carried.

Public Hearings: James A. & Claudia A. Larson – Rezoning request of a portion of two parcels (3.5 acres) from an A1 Exclusive Agricultural District to an R1-LL Residential District of the Adams County Comprehensive Zoning Ordinance to split the parcel on property located in Pt. of the NW 1/4, SW 1/4 & Pt. SW 1/4, SW 1/4 Section 1, Township 14 North, Range 7 East at 3681 1st Lane, Town of New Haven, Adams County, Wisconsin. Mr. Larson explained that he wanted to keep a 3.5 acre area with the buildings on it and sell the work land around them. Heidi Roekle made a motion to grant the request and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Terry James stated that he wanted to be clear that they were rezoning the 3.5 acres to R1-LL and not R2 as published in the December 18, 2013 issue of the Times-Reporter. Phil McLaughlin said that was correct and that change was reflected in the December 25, 2013 issue. Roll Call. 5 – Yes. 1 – Abstain. (Sebastiani) Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that Public Participation would be taken as needed.

Heidi Roekle made a motion to approve the minutes from the December 4, 2013 meeting as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the surveyor's report for the month of December to the Committee for review. Heidi Roekle made a motion to approve the Surveyor's report. Randy Theisen seconded the motion. All in favor. Motion carried.

Terry James made a motion to deviate to item #14 Financial Report on the agenda. Heidi Roekle seconded the motion. All in favor. Motion carried. Heidi Roekle made a motion to approve the Financial Report as submitted. Terry James seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson informed the Committee that her office and Land Information is status quo. Terry James made a motion to approve the Register of Deeds and Land Information reports. Glenn Licitar seconded the motion. All in favor. Motion carried.

Discussion was held regarding the WIPFLI Wage Study, with concerns from Phil McLaughlin regarding the grade level placement of the Planning & Zoning support staff. Discussion followed. Personnel Director Marcia Kaye was present and explained that a process has not been put in place to review grade placements. Chairman Joe Stuchlak stated that this should be placed on next month's agenda.

Planning & Zoning Updates: Phil McLaughlin explained to the Committee that the Board of Adjustment approved a Special Exception Permit to an individual to allow a fish farm in a shoreland area. In researching the subject, he has concluded that fish can be considered livestock, which would require a Conditional Use Permit in an R1 Single Family Residential District. Discussion followed.

Correspondence: None.

Chairman Stuchlak stated there was no need for closed session this month.

The next meeting was scheduled for February 5, 2014 at 1:00 P.M.

Heidi Roekle made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

ADAMS COUNTY PLANNING & ZONING
COMMITTEE MEETING MINUTES
JANUARY 2, 2014
PAGE #2

Adjourned: 2:25 P.M.

Joe Stuchlak, Chair

Glenn Licitar

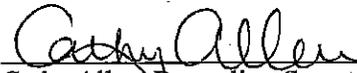
Terry James, Vice-Chair

Barb Morgan

Randy Theisen

Heidi Roekle

Al Sebastiani



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Minutes

December 3, 2013 8:00 A.M.

Call to order by Chairman Allen at 8:04 a.m. The meeting was properly noticed.

Roll Call: Allen, Djumadi, James and Miller. Excused: Kotlowski. Also present: Hamman, Larson, Wagner, Zander and Phillippi.

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

Motioned by James/Miller to approve November 1, 2013 minutes. Motion carried by unanimous voice vote.

Present: Kotlowski at 8:09 a.m.

Item #6 Open and/or act on bids for tax foreclosure property. Miller opened bids. Djumadi read the bids.

- Parcel #10 Lot 1 CSM #1782 for \$3,105, received 10% check for \$310.50 from G. Johnson; Parcel #10 Lot 1 CSM #1782 for \$3,051, received 10% check for \$305.10 from Olson. Motioned by Djumadi/Miller to deny bid from Olson for Parcel #10. Motion carried by unanimous voice vote. Motioned by Djumadi/Miller to accept bid from G. Johnson for Parcel #10. Motion carried by unanimous voice vote.
- Parcel #6 Lot 44, 1165 Gale Co, Doe Addition of Fawn Lake, for \$3,009.50, received 10% check for \$300.95 from Olson. Motioned by Djumadi to use the bid of \$3,009.50 to apply towards back taxes on personal property. Djumadi withdrew her motion. Motioned by James/Miller to accept bid from Olson for Parcel #6. Motion carried by roll call vote, 4 yes, 1 no. Voting yes, Allen, James Kotlowski and Miller. Voting no, Djumadi.
- Parcel #4, 1106 Beaver Ave, for \$10,500, received check for \$9,301.60 to be added to previous deposit amount of \$1,198.40 from Wayne Hummer Trust. Motioned by Djumadi/Miller to accept bid from Wayne Hummer Trust for Parcel #4. Motion carried by unanimous voice vote.

A handout was provided on the updated tax deed properties. Parcel #42, tax #30-6259, \$3,000 bid from Shawn Freeland, Parcel #43, tax #32-563, \$3,000 bid from Raymond Groom, and Parcel #46, tax #32-1938, \$2,500 bid from Tony Tantillo have not paid. Treasurer needs response/payment by tomorrow. If no response, the parcels will be put out for bid again.

Item #7 Discuss and/or act on tax deed parcels #30-152-35. Parcel in the Town of Rome, split by road offer to adjoining owners, declined due to extra fees with extra parcel #, lake district and water. In future, as owners, County will be required to pay fees. Discussion held regarding possible intent to turn over to Town of Rome to be used as green space. Motioned by James/Djumadi to take Parcel #30-152-35, in question, to Rome and offer it back to them (giving it); if they are not interested, then to authorize Djumadi to go to Lake Arrowhead. Motion carried by unanimous voice vote.

Parcel #54, tax #201-730, in the City of Adams, listed as condemned, to be put out for bids in the spring.

Offer to adjoining owner declined for fees reason on parcel #24-5. At one time, Town of Preston had fees per parcel. Motioned by James/Kotlowski to offer parcel #24-5 to the Town of Preston. Motion carried by unanimous voice vote.

Item #8 Discuss and/or act on Voboril cleaning contract language for 2014. Motioned by Djumadi/James to approve G. Voboril cleaning contract for 2014 as presented, pending signatures of Voboril, Building/Grounds Director, Larson and Property Committee. To be signed in the County Clerk's Office. Motion carried by unanimous voice vote. At the next Property meeting, Voboril will answer questions.

Item #9 Discuss Health & Human Services different security systems options. Simplex and electrician were present on November 21st. The security fire alarm system is in a , F9 trouble, TECC said it must be a battery – Health and Human Services have a bill for replacing the battery, however replacement has not happened. Alarm system still in alarm and is still alerting. The zone is in distress.

Item #10 Discuss and/or on (fairgrounds) Roof repair quotes. No quotes were received.

Item #11 Update on warranty items for Health & Human Services project. Hamman stated that we are still experiencing overheating issues. Hamman has contacted all parties involved and forwarded the pictures that were taken of the control boards and thermostats. 3 out of the 10 furnaces are acting up, don't understand the issue. Infrared imaging update. The general contractor is responsible for some issues. Consulting report will be coming. Report/recommendations should be coming from the company.

Item #12 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. There were no change orders or invoices.

Item #13 Update on Safety Security meeting (Miller). Miller stated that the security action plan Less Beckman put together was not approved by the Sheriff. In March, Kathy Dye will be attending a training regarding security in Appleton. 5 people will be able to attend at the cost of \$225 a person. A county board supervisor will attend also. The Sheriff has a list of people that will also be attending.

Federal Marshall's work is already done. Request court report to move. Installation of window in door and preparing office set up was discussed. Storage room next to the law library is the room in question. Djumadi will be attending in place of Miller at the January 16th meeting.

Item #14 Update on Easton property. On November 5th, we received a letter from the DNR indicating we own the property. A brief explanation was provided. This is a Brownfield site and needs to be followed up on. James suggested contacting Ayres as

they did an environmental study when we did the reconstruct of the Easton Dam. The study may provide information related to natural remediation that may be taking place.

Item #15 Update on maintenance items. Follow-up on infrared system. Carpet in Law Enforcement Administration will take place by the end of this year. Working with WE Energies they are checking for gas leak at the Community Center. We have a 3 year contract for lawn care and snowplowing.

Larson MEUW update – In December a sight visit will take place. Hoping to prove safety routes for each of the facilities; and/or emergency evacuation plans where they didn't exist.

Items on next agenda:

- Open and/or act on bids for tax foreclosure property;
- Open and/or act on bids regarding razing of tax deed property #201-730;
- Town of Preston property;
- Discuss and/or act on tax deed parcels in Rome;
- Discuss Health & Human Services different security systems options;
- Discuss and/or act on (fairgrounds) Roof repair quotes;
- Update on warranty items for Health & Human Services project;
- Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project;
- Update on Safety Security meeting (Miller);
- Update on Easton property;
- Update on maintenance items;
- Discuss and/or act on infrared scan by consultant.

Next meeting date: January 6, 2014 at 8:30 a.m.

Motioned by James/Djumadi to adjourn at 9:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

These minutes have not been approved.

Public Safety & Judiciary Committee**Wednesday, December 11, 2013****9:00 a.m. – Conference Room A260****MINUTES**

Chairman Sebastiani called the meeting to order at 9:00 a.m. The meeting was properly announced.

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

Others present: Carol Collins, Kris Steffens, Janet Leja, Kathie Dye, Terry Reynolds, Jane Gervais, Marilyn Rogers, Terry Fahrenkrug, Ray Bildings (Bug Tussel Wireless), and Earl Katers (Communications Service)

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

Motion by James to approve the prior meeting minutes (November 13th), seconded by Miller. All in favor, motion carried unanimously.

There was no public participation. There was no correspondence.

Eyes of Hope Shelter—Kris Steffens—Present

Steffens provided the Committee with her monthly report for November 2013. Steffens discussed her report and stated November was a quiet month. Steffens stated they are now at manageable numbers at the kennel. Steffens stated that with the recent food donation there is enough food in storage to last a year. Chairman Sebastiani stated that Eyes of Hope Shelter received a letter of extension for their continued service in 2014.

Family Court Commissioner – Dennis McFarlin – Not Present

McFarlin was unable to attend the meeting.

Child Support – Janet Leja – Present

Committee was provided with the performance measures for November 2013, Administrator's Memo regarding Calendar Year 2014 Child Support Allocations, and the on-site review of the Adams County Child Support Agency from 7/26/13. Leja discussed the performance measures and explained the change to pay per performance measure for 2014 instead of the 80% benchmark. Leja stated there is an additional \$15,000 from 2011 that they will be receiving. The extra funds will be used to purchase partitions for the office to accommodate the new employee. Leja stated they are ready to rearrange the office now that they have purged and scanned files to free up space. Leja informed the Committee of the interviews for the Child Support Specialist position. Leja explained the LTE clerical position expires in a few weeks and is requesting to have an additional 90 days in 2014 to help with miscellaneous clerical duties and purging files while training the new case manager. **Motion by James to approve an additional 45 days for the LTE position in 2014 and to come back after 45 days if additional time is needed, seconded by Edwards. Motion carried. Eggebrecht – No.** Leja gave an update regarding the Call Center and explained the increase in traffic at the window. Leja explained that they can opt out of the contract at any time. Discussion was held regarding contracting with the Call Center versus having a part-time secretary. This issue will be revisited later in the year.

Clerk of Circuit Court – Kathie Dye – Present

Dye provided the Committee with the monthly expense report for November 2013. Dye explained she is over budget on her small equipment expense line due to the purchase of the desktop scanners. They started using the scanners right away and are scanning documents as they come in. Dye stated the scanning is starting to free up space. Dye stated the testing for the Deputy Clerk of Court position is complete and they are in the process of setting up interviews.

P82

Register in Probate – Terry Reynolds – Present

Reynolds provided the Committee with the monthly expense report for November 2013. Reynolds explained the legal budget expenses lines are extremely high and over budget due to the increase in CHIPS cases and guardianships. Reynolds stated she has received additional GAL fees so that will help offset the overages. Reynolds stated she is only waiting 90 days for payment on CHIPS cases before she takes legal action to recoup these fees. Reynolds stated there is a meeting in January 2014 to move forward with Teen Court. Reynolds explained they wanted to give the new Chief at the Adams Police Department time to get settled before they start to move forward with Teen Court. Reynolds stated that her office is getting back to normal now that Sandy is back in the office full-time.

District Attorney – Tania Bonnett and/or Janis Cada – Not Present

Committee was provided with the monthly expense report and Community Service report for November 2013. Bonnet and Cada were unable to attend the meeting.

Emergency Management – Jane Gervais – Present

Gervais provided the Committee with the monthly expense report for November 2013. Gervais stated the contracted services budget line is over budget due to the lightening strike repairs. Insurance recoveries were received to offset the expenses and Gervais stated she will be looking into the reimbursement from the insurance company as the amounts do not seem to match.

Chairman Sebastiani abstained from the discussion regarding Bug Tussel Wireless adding equipment to the Highway tower site. Sebastiani excused himself from the meeting. Ray Bildings (Bug Tussel Wireless) discussed with the Committee his proposal to lease ground space and tower space to the main tower on Highway F. Bildings stated they would like a 35 year lease and would like to pay monthly rent between \$200 and \$400 for years 1 – 5 and after year 5 the rent would increase to \$1,200 per month. Bug Tussel Wireless is looking to put 4G services on the tower and at the end of their 5-year lease with US Cellular they would bring over the 2G services. All costs for tower applications, structural reports, engineering, installation, and site upgrades will be paid by Bug Tussel Wireless. Earl Katers (Communications Service) stated they have been working with Bug Tussel Wireless and that there is space available. They do not see any problems with interference and there is proper grounding. Katers stated Communications Service will be working closely with Bug Tussel Wireless to see the work is done properly and would back the work by Bug Tussel Wireless. Committee stated they would agree to monthly rent of \$400 for four years to start and when the 2G services equipment is installed the monthly rent will increase to \$1,200 with a 2% increase yearly thereafter. Committee requested Bildings get the contract to Gervais so that it could be presented to them next month. Chairman Sebastiani returned to the meeting after the Bug Tussel Wireless discussion on adding equipment to the Highway tower site.

Gervais discussed adding the Emergency Response Plan to the website instead of sending out hard copies. Gervais stated she will still provide hard copies if wanted/needed. Gervais stated there were concerns from one fire department and Fahrenkrug stated the Sheriff's Office may also have concerns. Fahrenkrug stated he would work with Gervais to see if it would be appropriate to add it to the website. Gervais asked if anyone from the Committee was interested in being on the All Hazard Mitigation Grant Planning Committee for updating All Hazard Mitigation Plan. Committee asked if this could wait until April 2014 as there may be new committee members at that time and Gervais stated it could not. Edwards volunteered to be on the committee. Gervais updated the Committee on the Commodity Flow Study that was done by Richland County.

Medical Examiner – Marilyn Rogers – Present

Rogers provided the Committee with the monthly activity report and check summary for November 2013. Rogers discussed the report and answered the Committee's questions. Rogers stated November was a busy month. Rogers met with RTI and received their contract. The contract was given to Corporation Counsel and the Administrative Coordinator for approval. Rogers stated the contract will be presented to the Committee at the January 2014 meeting.

Sheriff's Office – Sheriff Wollin – Not Present

Wollin was unable to attend the meeting.

Chief Deputy Fahrenkrug – Present

Fahrenkrug stated staff is finishing up the final range training. Range training will restart in the spring and the City of Adams will also participate. Fahrenkrug explained there will be two days of in-house training in January which will satisfy the 24 hours of training that is required for 2014. Fahrenkrug stated interviews are scheduled for the vacant jail deputy and patrol deputy positions. Training for the new K-9 unit is complete December 20th and Fahrenkrug explained the K-9 unit will be introduced to County Board in January. Committee was provided with the monthly revenue and expense reports for November 2013. Fahrenkrug discussed the reports and addressed the Committee's questions. Fahrenkrug stated the animal control officer worked 20 hours less than this time last year and continues to use his time wisely.

Motion by Miller to approve vouchers and monthly expense reports as presented, seconded by Edward. All in favor, motion carried unanimously.

Identify upcoming agenda items: Update from Jane Gervais on Bug Tussel Wireless.

Set next monthly meeting date as January 8th at 9:00 a.m.

Motion by James to adjourn, seconded by Edwards. All in favor, motion carried unanimously. Meeting adjourned at 10:42 a.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol A. Collins
Recording Secretary

ADAMS COUNTY SOLID WASTE COMMITTEE
Wednesday, December 11, 2013, 6:00 PM
Landfill Office, 1420 Hwy 21, Friendship, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Florence Johnson, Vice-Chair
Patrick Gatterman
James Bays

ABSENT/EXCUSED: Dean Morgan

OTHERS PRESENT: Myrna Diemert, SW Director
Hank Strohmeier, Foreman
Neil Carney, Ayres Associates
Trena Larson, Admin & Fin. Director
Ken Wagner, Corp. Counsel
Bob Eggebrecht

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:03 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES. ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, AND BAYS. MORGAN ABSENT/EXCUSED.

APPROVAL OF AGENDA: *Motion by Johnson, second by Bays, to approve the agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM NOVEMBER 13, 2013: *Motion by Bays, second by Gatterman, to approve the Open Session minutes as presented for the November 13, 2013 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There was no other communications, correspondence, or other business to present.

DISCUSSION ON GEITS/CITY OF ADAMS PROJECT: Lengthy discussion was held on the meeting held earlier in the day with the City of Adams and representatives from GEITS. Several questions were answered, however, several others were raised such as: how would this facility affect the County Landfill operations; what is the proposed tip fee charged to the County at their processing facility; whether the waste from their processing facility would be considered hazardous or not, and if so, could we accept the material at our landfill without costly upgrades; could existing landfill waste be utilized in their gasification plant and if so, what pre-processing would be needed; what liabilities and assurances would be in place for the 100,000 tons of stored baled waste feedstock; emissions from the gasification plant; whether they will be putting in a full recycling processing facility and how this will affect our recycling operations; etc.

The Director, Engineer, Admin/Finance Director and Corporation Counsel will work together to develop different scenarios/options for the County Landfill operations. Some funds were allocated to the GEITS study in the 2014 budget.

FINANCIAL REPORT: Ms. Diemert handed out and reviewed copies of the Financial Report and Monthly Check Summary for November, 2013. *Motion by Bays, second by Johnson, to approve the Financial Reports and Check Summary as presented. All in favor; motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated December 11, 2013 (see attached copy). Discussion was held. *Motion by Bays, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: Ms. Diemert presented information on the landfill compactor and financing options for a replacement. During recent annual maintenance it was determined that approximately \$90,000 in repairs need to be made to the wheel teeth and engine. Since this piece of equipment is integral to the landfill operation we cannot have it down for repairs without a replacement available. A used 2010 Bomag BC772RB2 Landfill Compactor from the City of Janesville is available. This machine is heavier than our existing compactor which will allow for better compaction. The teeth on the wheels are in very good condition.

Since no money was budgeted for this purchase a financing option with zero down and the 1st payment due 2015 has been arranged if needed. The Committee instructed the Director to meet with Trena to see what other options may be available. There were no other purchase requests.

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the status of the employees as well as the Summer Intern from UWSP.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert presented information on the 2014 WIRMC Conference in Green Bay on February 26-28, 2014. *Motion by Johnson, second by Bays, to approve Committee members to attend. All in favor. Motion carried.* There were no other new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, January 8, 2014 at 6:00 PM at the Landfill.

Motion by Johnson, second by Bays, to adjourn until the next meeting. All in favor. Motion carried. Meeting adjourned at 8:05 P.M.

Respectfully submitted, Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY SOLID WASTE COMMITTEE
Wednesday, January 8, 2014, 6:00 PM
Landfill Office, 1420 Hwy 21, Friendship, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Florence Johnson, Vice-Chair
Patrick Gatterman
James Bays

ABSENT/EXCUSED: Dean Morgan

OTHERS PRESENT: Myrna Diemert, SW Director

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:04 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES. ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, AND BAYS. MORGAN ABSENT/EXCUSED.

APPROVAL OF AGENDA: *Motion by Johnson, second by Gatterman, to approve the agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN AND SPECIAL SESSION MINUTES FROM DECEMBER 11, 2013: *Motion by Gatterman, second by Bays, to approve the Open and Special Session minutes as presented for the December 11, 2013 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There was no other communications, correspondence, or other business to present.

DISCUSSION ON GEITS/CITY OF ADAMS PROJECT: Lengthy discussion was held on the meeting in Madison with the City of Adams representatives and GEITS. They were asking permission to put 100,000 tons of baled garbage on approximately 5-7 acres of County property inside or outside the cell areas. Several questions such as liability, DNR approvals needed, and others arose from that meeting. The Director, Admin & Finance Director, Corporation Counsel, and Solid Waste engineer are putting together an extensive list of questions that need to be answered before we can make a decision on their request.

FINANCIAL REPORT: Ms. Diemert handed out and reviewed copies of the Financial Report and Monthly Check Summary for December, 2013. *Motion by Bays, second by Gatterman, to approve the Financial Report and Check Summary as presented. All in favor; motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated January 8, 2014 (see attached copy). Discussion was held. *Motion by Gatterman, second by Bays, to approve the Site Report as presented. All in favor. Motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: Ms. Diemert reported that the used Bomag Compactor discussed at the last meeting had been sold and was no longer available. Hank and she have been searching for other available units. She reminded the Committee that during the recent annual maintenance it was determined that approximately \$90,000 in repairs need to be made to the wheel teeth and engine. Since this piece of equipment is integral to the landfill operation we cannot have it down for repairs without a replacement available. After ruling several out due to age and hours of use the best option is a 2008 Bomag BC1172 for \$94,000. In addition there will be \$12,000 shipping fees as this machine needs to be shipped on four trucks due to the excessive weight and size. This machine is much heavier than our existing compactor which will allow for better compaction. The teeth on the wheels are at 80% and in very good condition. Our old compactor will be used as a backup.

Since no money was budgeted for this purchase the Committee instructed the Director to meet with Trena to see what other options may be available. There were no other purchase requests.

APPROVE AGREEMENT WITH EMERGENCY MANAGEMENT ON GENERATOR: Ms. Diemert presented a letter from the Emergency Management Dept. on the use, storage, and disposal of the 38 KW generator that is owned by the Emergency Management Dept. and stored at the Solid Waste Dept. Discussion was held. *Motion by Johnson, second by Gatterman, to authorize and sign the letter as presented. All in favor. Motion carried.*

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the status of the employees.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert reminded the members that she needed to know who was going to attend the 2014 WIRMC Conference in Green Bay on February 26-28, 2014 so she could get them registered and make room reservations. Those going will contact her tomorrow. There were no other new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Thursday, February 6, 2014 at 6:00 PM at the Landfill.

Motion by Johnson, second by Gatterman, to adjourn until the next meeting. All in favor. Motion carried. Meeting adjourned at 8:05 P.M.

Respectfully submitted, Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**ADAMS COUNTY SOLID WASTE COMMITTEE
SPECIAL MEETING**

**Wednesday, December 11, 2013, 2:00 PM
City of Adams, City Hall**

MEMBERS PRESENT: Larry Babcock, Chair
Florence Johnson, Vice-Chair
James Bays

ABSENT/EXCUSED: Dean Morgan
Patrick Gatterman

OTHERS PRESENT: Myrna Diemert, SW Director
Hank Strohmeier, Foreman
Neil Carney, Ayres Associates
Trena Larson, Admin & Fin. Director
Ken Wagner, Corp. Counsel
Representatives of City of Adams
Representatives of GEITS
Several Members of the Community

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 2:02 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES. ROLL CALL: BABCOCK, JOHNSON, AND BAYS. MORGAN AND GATTERMAN-ABSENT/EXCUSED.

APPROVAL OF AGENDA: *Motion by Bays, second by Johnson, to approve the agenda as presented. All in favor. Motion carried.*

CITY OF ADAMS/GEITS TO PROVIDE INFORMATION ON MSW GASIFICATION PLANT: City Administrator, Bob Ellisor, presented information about the GEITS project. A lengthy question and answer period followed with representatives of GEITS.

NEXT MEETING DATE AND ADJOURN: *Motion by Bays, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.* Meeting adjourned at 4:05 P.M.

Respectfully submitted, Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE 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 # 481

Report for the month of December, 2013

The 2103 Government Corner Maintenance Project

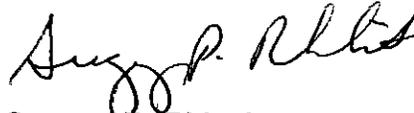
The project area for 2013 was the part of Big Flats in T19N, R6E, Preston (T18N, R6E) and Strongs Prairie (T18N, R4 &5E). In the project area we had 1 corner in Big Flats with monument and all the witnesses gone it was reset from adjacent survey information. We added about 50 witness monuments to other corners and redid about 60 corner records. In addition to the project area Lampert-Lee Associates found a corner that was completely removed in Colburn Township.

The 2014 project area is Rome (T20N, R5&6E), Leola (T20N, R7E), Monroe (T19N, R4 & 5E), and the part of Big Flats in T19 N, R5E.

Work is continuing on the project to scan the Surveyor Files and prepare them For access through the County GIS Site.

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

Respectfully Submitted;



Gregory P. Rhinehart,
Adams County Surveyor

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

SUMMARY OF ACCOUNTS 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	325.00		
Balance	\$2,600.00	\$18,522.85	\$ 200.00
MAY	325.00	4,158.67	
Balance	\$2,275.00	\$14,364.18	\$ 200.00
JUNE	325.00		
Balance	\$1,950.00	\$14,364.18	\$ 200.00
JULY	325.00	4,758.64	
Balance	\$ 1625.00	\$ 9,605.54	\$ 200.00
AUGUST	325.00		
Balance	\$ 1300.00	\$ 9,605.54	\$ 200.00
SEPTEMBER	325.00		
Balance	\$ 975.00	\$ 9,605.54	\$ 200.00
OCTOBER	325.00		
Balance	\$ 650.00	\$ 9,605.54	\$ 200.00
NOVEMBER	325.00	5,352.20	
Balance	\$ 325.00	\$ 4,253.34	\$ 200.00
DECEMBER	325.00	1,652.25	
Balance	\$ 0.00	\$ 2,466.09	\$ 200.00
Grand Total	\$ 0.00	\$ 0.00	\$ 0.00

Your county
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Adams County

Extension Committee

Minutes of Meeting

December 10, 2013 @ 1:00 PM
Adams County Community Center
569 N. Cedar Street, Room 123
Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 1:02 p.m. in Room 123, Adams County Community Center by Committee Vice Chair, Glenn Licitar.
2. **Roll Call: Board Members:** Glenn Licitar, Joe Stuchlak, Rocky Gilner, Jack Allen-Present
Florence Johnson – Excused
Extension Staff: Don Genrich, Jennifer Swensen, and Linda Arneson – Present.
Theresa Wimann – Excused
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Allen to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Joe Stuchlak and Second by Gilner to accept minutes of the Extension Committee Meeting of November 12, 2013 Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
 - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen and WNEP:** Committed discussed the monthly reports. Motion by Stuchlak Second by Allen to place Monthly Reports on file. Motion carried.
 - b) **Review Calendars of Extension Education Staff:** Committee reviewed current calendars for all education staff.
 - c) **Review Check Summary and Financial Statements for November 2013:** Check Summary and Financial Statements for November 2013 were reviewed and discussed. Motion by Allen Second by Stuchlak to place November 2013 Check Summary and Financial Statements on File. Motion carried.
 - d) **Drainage Board Nominations:** Genrich advised Committee that three nominations had been obtained and forwarded to Judge Pollex.
 - e) **Presentation to County Board December 17th:** Genrich advised the Committee that the Extension office will be giving a presentation at the December County Board Meeting.

- f) Community Center: All maintenance issues have been responded to in a timely fashion.
9. **Set Next Meeting Date**: Next regular meeting will be January 14, 2013 at 1:00 p.m. at the Adams County Community Center.
10. **Agenda Items for Next Meeting**: No items given.
11. **Adjourn**: Motion by Stuchlak and Second by Gilner to adjourn. Motion carried. Meeting adjourned at 2:11 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.