

ADAMS COUNTY BOARD OF SUPERVISORS MEETING  
Adams County Board Room, July 17, 2012 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 June 19, 2012 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: Edwards, Eggebrecht, England, Gatterman, James and Johnson.
10. **Claims:** None
11. **Correspondence:**
12. **Appointments:** Appoint Administrator Coordinator (or designee) to act on behalf of Adams County as a member to the Central Wisconsin Housing Consortium (CDBG).
13. **Unfinished Business:** Bring back Resolution 37-12: To apply for an ATV campground development project utilizing Outdoor Motorized Recreation Trails Aids Application for All-Terrain Vehicle Trails Aids from Wisconsin Department of Natural Resources per State Statute, Sec. 23.33.
14. **Reports and Presentations:**
  - A. Miscellaneous:
    - Administrative Coordinator/Director of Finance report
    - Daric Smith, RIDC
    - 2011 Audit Summary (Management communication)

15. Review Minutes			
Airport 6/4 Board of Adj 5/16 CWCAC 4/25	County Board 6/19 Executive 6/12, 6/19 Highway 6/14 Land & Water 7/9	L&W Public Hearing 7/9 Library 5/21 Parks 6/4, 6/5, 6/14 P & Z 6/7	PS&J 5/9, 6/13, 6/19 Solid Waste 5/9, 6/13 Surveyor 7/5 UW Ext 5/8, 6/12

16. **Resolutions:**

**Res. #46:** Agreement to Participate in the Central Wisconsin Housing Consortium.

**Res. #47:** To assure Wisconsin Medicaid that the Adams County Health & Human Services Department will maintain its commitment to furnish the non-federal share of payments on services provided through the Crisis Services Program.

**Res. #48:** To authorize the Administrative Coordinator/Director of Finance to apply for \$3,000 from the WDNR Lake Management Grant Fund for the purpose of printing and preparing 2500 waterfront property owner informational packets.

**Res. #49:** To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for \$7,680 from the WDNR Lake Management Planning Grant for the purpose of funding college student interns and operations to complete an inventory in 2013 of the Big Roche a Cri Creek starting at the Adams County line and going downstream to the Big Roche A Cri Lake.

**Res. #50:** To establish Non-lapsing Account No. 100.40.48500.450 for receipts for Adams County Library Technology Improvement Donations.

**Res. #51:** To enter into a Hauling Agreement for the Collection of Residential Refuse and Recyclables between the Village of Coloma, Wisconsin and Adams County, Wisconsin.

**Res. #52:** To establish a Fund Balance Policy in Accordance with GASB #54.

**Res. #53:** To adopt a Post-Issuance Policy for Tax-Exempt and Tax-Advantaged Obligations.
17. **Ordinance:**

**Ord. #05:** To rezone 2 parcels of land in the Town of Springville, from a RR1 LL Single Family Residential and a R2 Rural Residential District. Located in the SW ¼, SW ¼, Section 26, Township 15 North, Range 6 East

Lots 2 & 3 of CSM 3981 at 890 Fur Ave., owned by Daniel & Donna DeFosse.

18. **Denials:** None

19. **Petitions:**

**Pet. #01:** Town of Easton petitions Adams County Board of Supervisors for aid in the construction of a culvert as provided by Section 82.08 of the Wisconsin Statutes. Easton voted to construct the culvert and has appropriated funds for their share of the cost of same.

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*

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County Board 7/17/12

#### Office Activities

1. HHS
  - a. Monitor Costs and work with Vendors on project
  - b. Coordinate with Personnel and Director on staffing and agency operations
2. CDBG Housing Consortium
  - a. Draft Resolution
3. Managed Print Services
4. Cash Reconciliation June – In Progress
5. Budget
  - a. Levy analysis for 2013
  - b. Develop 2013 budget timeline
  - c. Revise 2013 Budget Forms
6. Cross Training – AC/DOF
  - a. Accounts Payable
7. Implement new procedures
  - a. Taxable Benefits (meal allowances)
  - b. Develop Fund Balance Policy
  - c. Develop a post-issuance bond compliance policy
8. Municipality Meeting July 11, 2012/ Milk Source Tour
9. Prepare analysis for Union Negotiations with WPPA #355

#### Upcoming Activities

10. 2012 Revenue and Expenses comparison -Actual verses Budgeted
11. Finish updating Employee Management and Salary Negotiation – 2013 Budgeting
12. Switch office supply vendors - Staples
  - a. Expected savings of 17%
13. Evaluate Year End Procedures and Processes
  - a. Task Lists
  - b. Develop standard operating procedure (SOP) for 2012/2013
14. Cross training – AC/DOF employees
  - a. Payroll
15. Cross training throughout 2012 with MaryAnn on Workers Comp and Liability Insurance
  - a. Renewal and Procedures January 2012
16. Continue to build relationships with elected officials in Madison
  - a. Survey for interest - Quarterly Breakfast with Elected Officials, Supervisors, Department Heads
  - b. County Ambassadors Program (Fall)
17. Continue to Develop Partnerships with other counties
  - a. Currently engaged in partnership with Sauk County
  - b. Organize a quarterly meeting with surrounding Counties
18. Complete Incident Command System (ICS) 400 – Emergency Management

Draft

**MANAGEMENT COMMUNICATIONS**

**ADAMS COUNTY, WISCONSIN**

**DECEMBER 31, 2011**

ADAMS COUNTY, WISCONSIN  
December 31, 2011

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To the County Board  
Adams County, Wisconsin

We have completed our audit of the basic financial statements of Adams County, Wisconsin (the "County") for the year ended December 31, 2011. The County's financial statements, including our report thereon dated July 9, 2012, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards, OMB Circular A-133 and the State Single Audit Guidelines

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, noncompliance with the provisions of laws, regulations, contracts and grants or other illegal acts may exist and not be detected by us.

In planning and performing our audit, we considered the County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on major federal and state programs in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133 and the State Single Audit Guidelines.

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with OMB Circular A-133 and the State Single Audit Guidelines, we examined, on a test basis, evidence about the County's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" and the State Single Audit Guidelines applicable to each of its major federal and state programs for the purpose of expressing an opinion on the County's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the County's compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.

## Significant Audit Findings

### *Consideration of Internal Control*

In planning and performing our audit of the financial statements of the County as of and for the year ended December 31, 2011, in accordance with auditing standards generally accepted in the United States of America, we considered the County's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented in the federal awards and state financial assistance report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies to be significant deficiencies in internal control:

- Finding 2011-01 Year End Closing and Financial Reporting
- Finding 2011-02 Financial Reporting for Federal and State Financial Assistance

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the County are described in Note A to the financial statements. The County implemented GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* for the year ended December 31, 2011. We noted no significant transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

Management's estimate of the other post employment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other post employment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the liabilities for closure and long-term care of the solid waste landfill is based upon the analysis of estimated costs determined by the Wisconsin Department of Natural Resources and estimated landfill capacity used as of year-end. We evaluated the key factors and assumptions used to develop the liabilities in determining that it is reasonable in relation to the financial statements taken as a whole.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The financial statements reflect all accounting adjustments proposed during our audit. The adjustments included various end-of year payable, receivable and reclassification entries. These entries are considered routine in nature and normally do not vary significantly from year to year. Copies of the audit adjustments are available from management.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated July 9, 2012. The management representation letter follows this communication.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the County's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to conducting the audit. These discussions occurred in the normal course of our professional relationship and our responses were not a condition to completing the services as your auditor.

In addition, during our audit, we noted certain other matters that are presented for your consideration. We will review the status of these comments during our next audit engagement. Our comments and recommendations are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these matters in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations. Our comments are summarized in the comments and recommendations section of this letter.

This communication, which does not affect our report dated July 9, 2012 on the financial statements of the County, is intended solely for the information and use of the County Board, management, and others within the County, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Certified Public Accountants  
Stevens Point, Wisconsin  
July 9, 2012

## SUMMARY FINANCIAL INFORMATION

### 1. Governmental Fund Balances

Presented below is a summary of the various County governmental fund balances on December 31, 2011, including a comparison to the prior year. This information is provided for assisting management in assessing financial results for 2011 and for indicating financial resources available at the start of the 2012 budget year.

	2011	2010
General Fund		
Nonspendable		
Prepaid items	\$ 448,776	\$ 492,874
Delinquent taxes	2,108,388	1,979,524
Restricted for		
Social Security redaction project	45,814	16,062
Land information / records	186,921	182,962
Local culvert and bridge aid	67,538	65,309
Henning estate projects	40,000	
Jail assessment	49,625	64,390
Committed	867,612	723,655
Assigned	924,659	561,004
Unassigned	4,880,248	4,621,489
Total General Fund	<u>9,619,581</u>	<u>8,707,269</u>
Special Revenue Funds		
Nonspendable		
Human Services		
Inventories and prepaid items	914	1,029
Restricted for		
CDBG EAP Projects	7,180	70,432
Economic development loans	390,745	305,000
Committed		
Human Services	14,330	14,291
Assigned		
Library	33,198	24,522
County Roads and Bridges	180,516	-
Human Services	943,036	614,607
Total Special Revenue Funds	<u>1,569,919</u>	<u>1,029,881</u>
Capital Project Funds		
Restricted		
Construction project	134,236	-
Communications system projects	22,506	484,318
Total Capital Project Funds	<u>156,742</u>	<u>484,318</u>
Debt Service Fund		
Restricted		
Retirement of long-term debt	686,329	1,267,614
Total Governmental Fund Balances	<u>\$ 12,032,571</u>	<u>\$ 11,489,082</u>

2. Human Services Department Operating Results

A comparative summary of the Human Services department's operating results for the years ending December 31, 2011 and 2010 follows:

	2011	2010
Revenues		
Taxes	\$ 1,980,309	\$ 1,876,259
Intergovernmental	5,006,141	4,963,063
Public charges for services	2,851,411	2,648,953
Intergovernmental charges for services	55,749	33,062
Miscellaneous	16,500	96,439
Total Revenues	<u>9,910,110</u>	<u>9,617,776</u>
Expenditures		
Health and human services	9,433,064	9,335,731
Capital outlay	116,224	6,125
Total Expenditures	<u>9,549,288</u>	<u>9,341,856</u>
Excess of Revenues Over Expenditures	<u>360,822</u>	<u>275,920</u>
Other Financing Sources (Uses)		
Transfer out	<u>(32,469)</u>	<u>(32,469)</u>
Net Change in Fund Balance	328,353	243,451
Fund Balance - January 1	<u>629,927</u>	<u>386,476</u>
Fund Balance - December 31	<u>\$ 958,280</u>	<u>\$ 629,927</u>

### 3. Highway Department Operating Results

A comparative summary of the Highway Department's operating results for the years ending December 31, 2011 and 2010 follows:

	2011	2010
Operating Revenues		
Charges for services	\$ 5,951,677	\$ 1,638,361
Operating Expenses		
Operation and maintenance	5,886,195	6,645,657
Depreciation	538,647	543,672
Total Operating Expenses	6,424,842	7,189,329
Operating Income (Loss)	(473,165)	(5,550,968)
Nonoperating Revenues (Expenses)		
Property tax levy	531,066	3,358,012
State grants and aids	75,624	1,684,871
Miscellaneous	26,115	180,933
Total Nonoperating Revenues	632,805	5,223,816
Net Income (Loss)	\$ 159,640	\$ (327,152)

As shown above, the net income for 2011 totaled \$159,640, compared to a loss of \$327,152 in 2010. The loss from 2010 was larger due to the purchases of rights-of-way for a 2010 infrastructure project.

Effective January 1, 2011, the County separated out the Highway Department tax levy and state aids into a separate County Road and Bridge Special Revenue Fund. This was previously recommended and completed to report the Highway Department Fund as a true business-type enterprise fund. The County Road and Bridge Fund reimburses the Highway Department Fund monthly as work on County roads is completed. The County Road and Bridge Fund had a balance of \$180,516 on December 31, 2011.

4. Summary of Machinery Operations Cost Pool

Transportation cost pools are used to accumulate those costs of the Highway Department where the intent is to recover expenses of operations, including depreciation on highway buildings and equipment, directly from user charges for service. The cost pool accounting system is designed to match all revenues and expenses of a particular operation and aid management in determining the adequacy of rates being charged and the cost effectiveness of each operation. Presented below is a summary of the machinery operations cost pool of the Highway Department internal service fund for 2011 compared to 2010.

	2011	2010
Operating Revenues		
Charges for services	\$ 1,210,203	\$ 1,160,913
Operating Expenses		
Personnel	222,992	231,254
Fuel	296,878	210,076
Other operating supplies	303,160	275,482
Shop overhead	158,446	154,438
Depreciation	365,784	372,807
Total Operating Expenses	<u>1,347,260</u>	<u>1,244,057</u>
Net Income (Loss)	<u>\$ (137,057)</u>	<u>\$ (83,144)</u>

As shown above, the machinery operations cost pool incurred a net loss of \$137,057 compared to a net loss of \$83,144 in 2010.

**5. Solid Waste Department Operating Results**

A comparative summary of the Solid Waste department operating results for the years ended December 31, 2011 and 2010 follows:

	2011	2010
Operating Revenues		
Charges for services	\$ 1,608,765	\$ 1,284,383
Other	336,507	455,070
Total Operating Revenues	<u>1,945,272</u>	<u>1,739,453</u>
Operating Expenses		
Operation and maintenance:		
Administration	347,473	344,282
Operation of shop and equipment	388,734	306,080
Operation of landfill	355,791	280,247
Landfill closure and long-term care	481,764	198,535
Collection	916,419	845,385
Recycling	237,041	241,813
Unallocated depreciation	121,003	177,910
Other	14,932	26,244
Total Operating Expenses	<u>2,863,157</u>	<u>2,420,496</u>
Operating Income (Loss)	<u>(917,885)</u>	<u>(681,043)</u>
Nonoperating Revenues (Expenses)		
Property tax levy	238,578	271,149
State grants and aids	91,766	142,139
Interest income	57,368	78,992
Miscellaneous	36,868	46,954
Total Nonoperating Revenues	<u>424,580</u>	<u>539,234</u>
Transfers in	<u>-</u>	<u>1,621,016</u>
Net Income (Loss)	<u>\$ (493,305)</u>	<u>\$ 1,479,207</u>

As shown above, the Solid Waste Department incurred operating losses of \$917,885 and \$681,043 in 2011 and 2010. The losses include depreciation and amortization of previous year capital outlay expenditures and are not necessarily comparable to a decrease in cash reserves. In addition, property tax levies, state aid for recycling and other miscellaneous revenues assist in financing the operating losses.

As indicated, the Solid Waste Department developed various cost centers for operating expenses. The goal of the separate cost centers was to match up various revenues from charges for services with cost center expenditure amounts to assist the County in determining the adequacy of user charges. In order to complete the comparison of Solid Waste Department revenues and expenditures, the Department will need to determine the revenue accounts that match up with each expense cost center. In addition, the Department should consider developing a method to allocate the Administrative and Operation of Shop and Equipment cost centers to the other revenue producing cost centers to account for all costs of operation. We are willing to assist the County in completing this analysis.

## COMMENTS AND RECOMMENDATIONS

### GENERAL

#### 1. Fund Balance Reporting

Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was effective for the County's financial statements ending December 31, 2011. The statement significantly changes the classifications of governmental fund balance and also clarifies the definition of special revenue, debt service, and capital projects funds. The purpose of the Statement is to eliminate inconsistency in how fund balance is reported between governments, making fund balance classifications more easily understood by financial statement users.

The key actions needed by the County to comply with GASB Statement No. 54 are:

- Classify year end fund balance (and restate beginning fund balance if prior year amounts are presented in the County's financial statements) into the new classifications and set up general ledger accounts for the new classifications. The new classifications are:

Nonspendable fund balance. This includes amounts that cannot be spent. It includes, but is not limited to, prepaid items, inventory, long-term receivables and principal amounts of an endowment.

Restricted fund balance. This includes amounts that can be spent only for the specific purposes stipulated by external providers, such as grantors or bondholders, or legislation. These restrictions are placed by authorities outside the County and may be changed or lifted only with their consent.

Committed fund balance. This includes amounts that can only be used for specific purposes that are determined by a formal action of the County Board which must occur prior to the end of the reporting period. These commitments may be changed or lifted, but only by the same formal action that was used to commit the funds.

Assigned fund balance. This includes amounts that are intended to be used for a specific purpose, as established by the County Board or authorized County official.

Unassigned fund balance. This is the amount that is not contained in the other classifications. It is the amount available for any purpose.

- GASB Statement No. 54 specifies that special revenue funds should be used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for a specified purpose. The County should review the restriction and/or commitment and revenue source for each special revenue fund. Special revenue funds that do not meet GASB Statement No. 54 requirements should be reclassified, most likely to the General Fund.
- The County Board should adopt a fund balance policy to address the following items:
  - The order that the various classifications of fund balance are used
  - Minimum level of fund balance that will be retained
  - Delegation of authority to assign fund balance
  - Conditions for spending any stabilization arrangements, also known as "rainy day" funds
- Prior to year end, the County Board should take action to establish fund balance commitments. The exact dollar amount may be determined later, but the action must be made prior to year end.

We recommend the County begin the process to create and approve a fund balance policy in accordance with GASB Statement No. 54 as soon as possible. We are available to assist you.

#### MANAGEMENT'S RESPONSE:

## 2. Bank Reconciliations

Currently, the County performs monthly bank reconciliations between the Administration/Finance office and the Treasurer's office; however, the year-end bank reconciliation is completed prior to the end of the County's recording of year-end adjustments causing there to be significant differences between the cash balance per the general ledger and the reconciliation. The differences include journal entries and the posting of receivables and payables.

We recommend that a reconciliation be completed prior to and after year-end adjustments to ensure and show that the general ledger cash agrees to the bank reconciliation.

### **MANAGEMENT'S RESPONSE:**

## 3. Changes to Government Auditing Standards

The United States Government Accountability Office recently issued the 2011 revision to the Government Auditing Standards. This revision will be effective for your next audit and creates a framework we must follow to maintain our independence when we perform non-audit services for you.

During the current year audit, we have provided the following non-audit services to the County:

- Identifying reconciling items for certain general ledger accounts and proposing adjusting and closing entries to your general ledger;
- Proposing GASB 34 conversion entries to convert your fund financial statements to government-wide financial statements;
- Preparing financial statements, including related notes, and state financial reports based on your adjusted trial balance; and
- Compiling your schedule of expenditures of federal awards and state financial assistance based on grant awards, receipts and expenditures you provide to us.

In order for us to maintain our independence and to issue an unqualified opinion on your financial statements, you need to document steps that you take in order to accept responsibility for all non-audit services we provide to you. This includes:

- Understanding the services to be performed sufficiently to oversee them;
- Designating an individual who possess suitable skill, knowledge, or experience to oversee our services;
- Evaluating the adequacy and results of the services performed; and
- Accepting responsibility for the results of the services.

Because of the size of your organization and limited staff, we have reported the following deficiencies in your internal control structure:

- Year End Closing and Financial Reporting
- Financial Reporting for Federal and State Financial Assistance

Because these deficiencies relate specifically to non-audit services we provide to the County, it is important that the County and Schenck, as your independent auditor, work together during the upcoming year to ensure appropriate safeguards are in place to maintain our independence. This may include additional training to County, including the government-wide statements.

The new standards will be effective for your December 31, 2012 audit. Schenck will be offering a free webinar in fall 2012 on *Understanding Your Financial Statements*. We encourage the designated employee from the County who will oversee our services to attend this webinar.

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE ADAMS COUNTY BOARD OF SUPERVISORS:

RE: Agreement to Participate in the Central Wisconsin Housing Consortium

WHEREAS, the State of Wisconsin has developed a new way of providing Community Development Block Grants (CDBG) for housing going forward, which requires participant counties to join a regional consortium in order to have the opportunity to tap CDBG funding for citizens to make improvements to their residences; and

WHEREAS, Adams County has an interest in CDBG funding availability for its residents and has an interest in joining the newly formed Central Wisconsin Housing Consortium region, which includes the neighboring counties of Portage, Marathon, Wood, Waupaca, Juneau, Adams, Waushara, Marquette, and Green Lake, to provide decent housing for its residents; and

WHEREAS, Adams County seeks to submit jointly with the Central Wisconsin Housing Consortium an application for funds under the CDBG Housing Program of the Wisconsin Department of Administration Division of Housing (DOH) for the purpose of meeting those needs; and

WHEREAS, Adams County and the Central Wisconsin Housing Consortium desire to and are required by the State of Wisconsin to, enter into a written agreement with each other to participate in such CDBG program; and

WHEREAS, Adams County and the Central Wisconsin Housing Consortium understand that Waupaca County will act as the lead county and applicant, and will have the ultimate responsibility to assume all obligations under the terms of the grant, including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the grant contract; and

WHEREAS, it is understood that the Department of Housing and Urban Development and DOH have access to all participants' grant records and authority to monitor all activities; and

WHEREAS, the Central Wisconsin Housing Consortium will form an oversight board comprised of one representative from each member county that will act as a policy making body to make decisions on distribution of CDBG-Housing funds within said region.

FISCAL NOTE: Waupaca County has chosen to be the lead county in the Central Wisconsin Housing Consortium; therefore, there will be no fiscal impact to Adams County as a consortium member.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Wisconsin Statutes 66.0301, Adams County and the Central Wisconsin Housing Consortium agree to cooperate in the submission of an application for such funds, and agree to cooperate in the implementation of the submitted CDBG program, as approved by the Department of Administration.

BE IT FURTHER RESOLVED, nothing contained in this agreement shall deprive any municipality of any power, zoning, development control, or other lawful authority which it presently possesses.

BE IT FURTHER RESOLVED that the final agreement to be entered into by and between Adams County and the Central Wisconsin Housing Consortium, as well as the Code changes needed to designate a permanent representative on the Central Wisconsin Housing Consortium oversight board, will be presented for approval through subsequent resolutions.

Recommended for adoption by the CDBG Committee this 3 day of July 2012.

*Richard Wirth*  
*Henry C. James*  
*John E. Allen*

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ day of July 2012.

County Board Chair

County Clerk

RESOLUTION 47 - 2012

RESOLUTION TO COMMIT TO COVER THE NON-FEDERAL SHARE OF  
MEDICAID PAYMENT FOR THE CRISIS SERVICES PROGRAM

INTRODUCED BY: Health & Human Services Board

INTENT & SYNOPSIS: To assure Wisconsin Medicaid that the Adams County Health & Human Services Department will maintain its commitment to furnish the non-federal share of payments on services provided through the Crisis Services Program.

FISCAL NOTE: BUDGET NEUTRAL

WHEREAS: The Adams County Department of Health Services for the State of Wisconsin has certified the Health & Human Services Department of Adams County to provide Crisis Services through a billable process; and

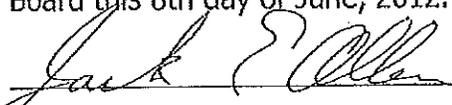
WHEREAS: Payment for services consists of 60% federal reimbursement and 40% matching contribution using funds from non-federal sources; and

WHEREAS: The Health & Human Services Department is currently funding this program with 100% tax levy.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that it is hereby approved that the Adams County Health & Human Services Department will provide required matching funds to cover the non-federal share Medicaid payment for the Crisis Services Program, from state or local non-federal sources; and

BE IT FURTHER RESOLVED: that the practice of matching non-federal dollars as reimbursement for the Crisis Services Program will be consistent with all state and federal requirements and the Terms of Reimbursement applicable to Wisconsin Medicaid. (42CFR and HFS 36).

Recommended for adoption by the Adams County Health & Human Services Board this 8th day of June, 2012.

  
\_\_\_\_\_  
\_\_\_\_\_

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this 8th  
Tabled \_\_\_\_\_ day of June, 2012.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

RESOLUTION TO AUTHORIZE APPLICATION FOR WISCONSIN DEPARTMENT OF NATURAL RESOURCES SMALL SCALE EDUCATION LAKE MANAGEMENT PLANNING GRANT

INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to apply for \$3,000 from the WDNR Lake Management Grant Fund for the purpose of printing and preparing 2500 waterfront property owner informational packets.

FISCAL NOTE: Total cost is \$5,000. The WDNR Lake Planning Grant requires grantee contribution; therefore Adams County will provide \$2,000 of in-kind services in 2013.

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

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

WHEREAS: Adams County Land & Water Conservation Department will use the funding to print and prepare 2500 waterfront property owner informational packets which shall be distributed to lakefront property owners and to the public during various forums; and

WHEREAS: Adams County Land & Water Conservation Department has the qualifications to perform the responsibilities and as defined in the Adams County Land and Water Resource Management Plan, is currently assisting lake organizations and communities with implementation of lake management plans.

NOW THEREFORE, BE IT RESOLVED: 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 the "Lake Management Planning Grant Program" for financial aid in the amount of \$3,000 for the purpose of printing and preparing 2500 waterfront property owner informational packets; and

BE IT FURTHER RESOLVED: That Adams County shall provide \$2,000 of in-kind services in 2013 toward the project and shall comply with the State rules for the program and will meet the financial obligations under the grant by providing a contribution of 40% of total costs.

Recommended for adoption by Land and Water Conservation Committee this 9th day of July 2012.

Handwritten signatures of committee members: [Signature 1], [Signature 2], [Signature 3]

Handwritten signature: Barbara A. Morgan

Large handwritten signature: [Signature]

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_  
Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 17th day of July 2012.

County Board Chair

County Clerk

RESOLUTION TO AUTHORIZE APPLICATION FOR WISCONSIN DEPARTMENT OF NATURAL RESOURCES LAKE PLANNING GRANT FOR ADAMS COUNTY

INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for \$7,680 from the WDNR Lake Management Planning Grant for the purpose of funding college student interns and operations to complete an inventory in 2013 of the Big Roche a Cri Creek starting at the Adams County line and going downstream to the Big Roche A Cri Lake.

FISCAL NOTE: Total cost for 8 weeks of salary/benefits and operations is \$13,540. The WDNR Lake Planning Grant requires grantee contribution; therefore Adams County will provide \$5,860 of in-kind services in 2013.

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

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

WHEREAS: Adams County Land & Water Conservation Department will use the funding to employ college student interns and operations to inventory the Big Roche a Cri Creek in 2013 for the purpose of identifying problem areas that will be incorporated into the Big Roche A Cri Lake Management Plan; and

WHEREAS: Adams County Land & Water Conservation Department has the qualifications to perform the responsibilities and as defined in the Adams County Land and Water Resource Management Plan, is currently assisting lake organizations and communities with implementation of lake management plans.

NOW THEREFORE, BE IT RESOLVED: 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 the "Lake Management Planning Grant Program" for financial aid in the amount of \$7,680 for the purpose of funding college student interns and operations to complete an inventory in 2013 of the Big Roche a Cri Creek starting at the Adams County line and going downstream to the Big Roche A Cri Lake; and

BE IT FURTHER RESOLVED: That Adams County shall provide \$5,860 of in-kind services in 2013 toward the project and shall comply with the State rules for the program and will meet the financial obligations under the grant by providing a contribution of 43% of total costs.

Recommended for adoption by Land and Water Conservation Committee this 9th day of July 2012.

*Al Selagstaine*  
*Alvin Lippert*  
*David S. Hoek*

*John Stuber*  
*Barbara G. Morgan*  
*Leah James*

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_  
Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 17th day of July 2012.

County Board Chair

County Clerk

1  
2  
3 **RESOLUTION 50 -2012**

4 **RESOLUTION TO APPROVE AND ESTABLISH A NON-LAPSING ACCOUNT FOR**  
5 **ADAMS COUNTY LIBRARY TECHNOLOGY IMPROVEMENT DONATIONS**

6 **INTRODUCED BY:** Administrative & Finance Committee

7  
8 **INTENT & SYNOPSIS:** To establish Non-lapsing Account No. 100.40.48500.450  
9 for receipts for Adams County Library Technology Improvement Donations.

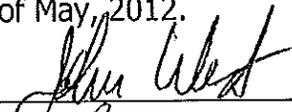
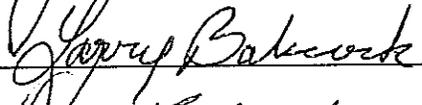
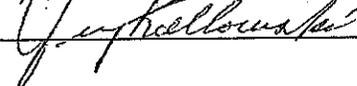
10  
11 **FISCAL NOTE:** None. There is no fiscal impact to Adams County 2012 Budget.

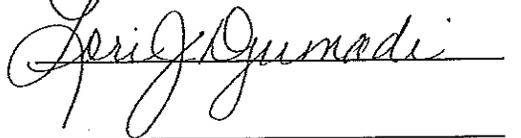
12  
13 **WHEREAS:** The Adams County Library anticipates receiving donations from the  
14 public, and matching donations from the Quincy Masonic Lodge, for the specific  
15 purpose of library technology improvement; and

16  
17 **WHEREAS:** Said donations can be used within a ten-year period.

18  
19 **NOW THEREFORE, BE IT RESOLVED that the Adams County Board of**  
20 **Supervisors** approves and establishes Non-lapsing Account Number  
21 100.40.48500.450 for receipt and disbursement of Adams County Library Technology  
22 Improvement Donations within a ten-year period.

23  
24 Recommended for adoption by the Administrative and Finance Committee this 5<sup>th</sup> day  
25 of May, 2012.

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28 \_\_\_\_\_  
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32 \_\_\_\_\_

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34 \_\_\_\_\_  
35   
36 \_\_\_\_\_

33 Adopted \_\_\_\_\_

34 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this

35 Tabled \_\_\_\_\_ day of July, 2012.

36  
37  
38 \_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

1  
2 **RESOLUTION** 2012 - 51

3  
4 **RESOLUTION TO APPROVE HAULING AGREEMENT BETWEEN**  
5 **ADAMS COUNTY AND VILLAGE OF COLOMA**

6  
7 **INTRODUCED BY:** Adams County Solid Waste Committee

8  
9 **INTENT & SYNOPSIS:** To enter into a Hauling Agreement for the Collection  
10 of Residential Refuse and Recyclables between the  
11 Village of Coloma, Wisconsin and Adams County,  
12 Wisconsin.

13  
14 **FISCAL NOTE:** \$22,741.15 in additional revenues annually to the Solid  
15 Waste Department which will offset any expenses to  
16 the Department to perform the services and bring in  
17 additional tonnage to the landfill.

18  
19 **WHEREAS:** The Village of Coloma desires that the County provide  
20 residential refuse and recycling hauling services to its  
21 residents; and

22  
23 **WHEREAS:** The County is willing to provide residential refuse and  
24 recycling hauling services to the residents of the Village of  
25 Coloma.

26  
27 **NOW THEREFORE, BE IT RESOLVED BY THE ADAMS COUNTY BOARD OF**  
28 **SUPERVISORS,** that the Hauling Agreement for Residential Refuse and  
29 Recyclables Between the Village of Coloma, Wisconsin and Adams County,  
30 Wisconsin, attached hereto and incorporated as if fully appearing herein, is  
31 hereby approved; and

32  
33 **BE IT FURTHER RESOLVED** that the term of said Agreement shall be from  
34 August 1, 2012 through July 31, 2015.

35  
36 Recommended for adoption by the Solid Waste Committee this 17<sup>th</sup> day of July,  
37 2012.

38  
39 *Gerry Balicoid* \_\_\_\_\_

40  
41 \_\_\_\_\_  
42 \_\_\_\_\_  
43 \_\_\_\_\_  
44 Adopted \_\_\_\_\_  
45 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
46 Tabled \_\_\_\_\_ day of \_\_\_\_\_, 2012.

47  
48 \_\_\_\_\_  
49 County Board Chair County Clerk

**HAULING AGREEMENT FOR  
RESIDENTIAL REFUSE AND RECYCLABLES  
BETWEEN THE  
VILLAGE OF COLOMA, WISCONSIN  
AND  
ADAMS COUNTY, WISCONSIN**

This Agreement is entered into between the Village of Coloma, Wisconsin (hereinafter referred to as "Village"), and Adams County (hereinafter referred to as "County").

**WITNESSETH:**

**WHEREAS**, the Village desires that the County provide residential refuse and recycling hauling services to the residents of the Village; and

**WHEREAS**, the County agrees to provide residential refuse and recycling services to the residents of the Village;

**NOW THEREFORE**, for and in consideration of the mutual promises contained herein, the Village of Coloma and Adams County do hereby agree as follows:

**ARTICLE I. BACKGROUND**

Section 1.1. In accordance with the rules and regulations of the State of Wisconsin, the County has mandated that certain materials be separated and removed from residential refuse to be disposed of at the Adams County Landfill. The County is the responsible unit as defined by § 287.01(9) and 287.09, Wis. Stats. and as such is responsible for the establishment of an effective solid waste recycling program for Adams County.

The Village is also a Responsible Unit and implements a solid waste recycling program for their residents. The Village has determined it necessary and desirable to institute and implement a mandatory, Village-wide residential refuse and recycling collection and hauling program for acceptable residential refuse materials generated by households within the Village. Additionally, the Village has determined that the collection of recyclables in addition to those currently mandated or subsequently mandated by either the State of Wisconsin or the County, is an environmentally sound practice and economically viable.

The Village desires to enter into an Agreement with the County for the purpose of the County, as a duly licensed residential refuse hauler, to provide residential refuse and recycling services to the residents of the Village pursuant to the terms of this Agreement.

## ARTICLE II. DEFINITIONS

Section 2.1. Residential refuse. The term residential refuse as used in this Agreement shall mean all residential acceptable waste that may be received by the County into the Adams County Landfill pursuant to the terms and conditions of the County's permit issued by the State of Wisconsin Department of Natural Resources.

Section 2.2. Residential Recyclables. The term residential recyclables as used in this Agreement shall mean that portion of residential refuse that is separated by the resident at its point of origin and delivery to the pick-up site as required by the County, collected from residentially habited structures, that may be processed, marketed and converted into usable materials or products in accordance with the provisions of Ch 287, Wis. Stats. and the Adams County Recycling Program.

## ARTICLE III. AGREEMENT FOR SERVICES AND FEES

Section 3.1. Collection of Residential Refuse and Residential Recyclables. It is hereby agreed that the County shall, on behalf of the Village, collect residential refuse and recyclables from all inhabited residential property consisting of residential, single-family dwellings, duplexes and condominium buildings within the Village and to dispose of such residential refuse and recyclables collected by the County in accordance with the laws of the State of Wisconsin. It is understood and agreed by the parties that any commercial businesses within the Village may arrange for the collection and disposal of residential refuse and recyclables on behalf of and at the sole expense of each business. Collection and disposal of residential refuse and recyclables by commercial businesses at their own expense, does not alter the County's rights or obligations under this Agreement to collect residential refuse and residential recyclables from inhabited, residential, single-family dwellings, duplexes and condominium buildings.

This Refuse and Recyclables Collection service will include:

*Weekly garbage pickup on Tuesdays & monthly recycling on 3<sup>rd</sup> Tuesday (201 households)  
Bins for recycling to all residences. (Replacement or additional bins will be \$6/bin)  
4 yd dumpster in the Village Park during summer  
Calendars for all customers*

Section 3.2. Monthly Payments. As consideration of County's services under this Agreement, the Village agrees to pay annually to the County the sum of Twenty Two Thousand, Seven Hundred Forty One Dollars and Fifteen Cents (\$22,741.15) in twelve monthly installments of One Thousand Eight Hundred Ninety-Five Dollars and Ten Cents (\$1,970.10) commencing September 1, 2012 and payable within thirty (30) days from date of statement and every month thereafter, during the term of this Agreement. All payments shall be made payable to Adams County and directed to the: Adams County Solid Waste Department, 1420 Highway 21, Friendship, Wisconsin, 53934. Any payment which is more than seven (7) business days after the thirty (30) day deadline is subject to interest in the amount of eighteen percent (18%) per annum.

It is also agreed that this price is based on 190 existing stops/households, and for each new stops/households added to this agreement after signing, the County will bill to the Village a fee of \$9.97 per month per stop/household.

Section 3.3. Price Adjustments. The County agrees that it will not raise the rate set forth in Section 3.2 for a period of one (1) year from date of this Agreement, except for the following extraordinary conditions:

(3.3.1) Increase in landfill rates or disposal fees. (It is understood that the current landfill rate is \$47.00 per ton plus \$13 per ton for DNR recycling surcharges and other environmental fees).

(3.3.2) Increased costs to Adams County due to changes in the distance or travel time to the primary disposal site or alternate disposal site. (The Adams County Landfill will be considered the primary disposal site unless it is necessary for the County to utilize an alternate landfill site).

(3.3.3) Increased cost or fees imposed upon the County by, or as a result of, governmental rules, regulations, laws, ordinances or policies.

(3.3.4) Increased costs to the County for fuel and petroleum based products for fuel in excess of \$4.50 per gallon.

In the event the rates are increased by the County under this section, the County agrees to provide the customer notice of any increase and to document the reason for the increase.

Section 3.4. Yearly Adjustment. Additionally, the County shall have the right to adjust the amount set forth in Section 3.2 at any time commencing after the initial twelve (12) month period of this Agreement, to offset increased costs of doing business. The County agrees that any request to renegotiate an increase in the amount set forth in Section 3.2 of this Agreement shall be based on the increase in the Consumer Price Index, U.S. City Average, Urban Wage Earners and Clerical Workers Index published by the U.S. Department of Labor Statistics based upon the total Consumer Price Index change for all items as compared from December to December statistics for the immediate preceding twelve (12) months and shall not be greater than 2.5%.

#### **ARTICLE IV. CONTRACTOR/LABOR AND EQUIPMENT**

Section 4.1. The County is an independent contractor under this Agreement. The County shall employ such persons as may be needed to collect the residential refuse and recyclables on schedule, within the Village. To the extent practicable all such persons shall be employees of the County. The County shall be responsible for providing Workers' Compensation and complying with the applicable requirements of the State of Wisconsin as relates to its employees. The County also shall be responsible for all wages of such employees providing services under this Agreement as well as all supplies purchased in any way related to the County's performance of the Agreement. The County agrees to provide the Village with

Certificates of Insurance evidencing that the County possesses general liability insurance and motor vehicle liability insurance. Such Certificates provided to the Village shall state that the carrier will provide at least thirty (30) days written notice by the carrier to the Village by U.S. Mail prior to insurance policy cancellation.

Section 4.2. The County shall provide all standard or specialized equipment reasonably necessary to collect residential refuse and recyclables on schedule in a professional and efficient manner, including but not limited to providing residential refuse collection trucks of load packer type and recycling truck/trailer. Equipment must be safe, sanitary and maintained in such a manner as to accomplish the efficient collection of residential refuse and recyclables. The equipment will not be permitted to remain parked on Village roads when not in use.

Section 4.3 Annual Review. The parties shall jointly, at least annually, review both parties' performance under the Agreement.

## **ARTICLE V. INDEMNITY**

Section 5.1. The County and the Village each agree to indemnify and hold harmless each other and the other party's respective, appointed, hired, elected officers, employees, agents, designees and, representatives from any and all costs, damages, deaths or injuries arising out of or related to the work being performed under the terms and conditions of this Agreement or on account of enforcing the provisions of this Agreement against the other party or its respective appointed, hired, elected officers, employees, agents, representatives, and designees, including but not limited to reasonable attorney's fees and court costs incurred by either party in defending against any claim or in enforcing any provision of this Agreement.

## **ARTICLE VI. COLLECTION SCHEDULE**

Section 6.1. Frequency and Schedule. The County shall collect residential refuse each week on Tuesdays, and residential recyclables once a month, on the 3rd Tuesday of the month, in accordance with a specific collection schedule established and maintained by the County, with Village approval. Such collection schedule shall include the County's designation of the collection area, date and approximate time of collection. Unless the County gives the Village or affected residents at least thirty (30) days advance notice, all regular collections, for any designated area, shall occur on the same day each week, unless there exists an emergency or other unforeseen circumstances. The County shall collect residential recyclables in each designated collection area on the designated day within that area. When a designated collection day is scheduled for pick-up on a County holiday or is delayed due to inclement weather, collection for that area shall be made on the business day following the regular pick-up day. The County shall provide, at no cost to the Village, specific, timely published notice to affected residents of any exceptions or changes in its regular collection schedule due to holidays, inclement weather or other emergency or unforeseeable reasons.

Section 6.2. Hours and Location. Residential refuse and recyclables shall be collected between the hours of 7:00 a.m. and 5:00 p.m. on the designated collection day. There shall be no collection between 5:00 p.m. and 7:00 a.m. except as required to make up lost time due to holidays, inclement weather, emergency or unforeseen reasons. The County shall not be required to collect any residential refuse or recyclable materials which are not placed at locations designated by the County by 7:00 a.m. on the scheduled collection day, or that are not placed in clear plastic bags (not to exceed thirty-five (35) gallons in size or fifty (50) pounds in weight per container).

Section 6.3. Collection Routes/Equipment. The County shall determine collection routes and provide adequate equipment and labor so as to complete scheduled collections on the designated collection day(s).

Section 6.4. Noise and Disturbance. The County shall attempt to make collections with as little noise and disturbance as practicable and agrees to respond to complaints made to it concerning unreasonable noise. The County agrees that the equipment utilized to pick-up residential refuse and recyclables under the terms of this Agreement will be maintained so as to minimize engine noise and braking.

Section 6.5. Information/Complaints. The County shall staff, during normal business hours, a telephone to provide information on the collection days and times. The County shall receive directly, by telephone, complaints on missed pickups, container damage, spillage and the like. The Village will publish the telephone number in its educational material. The County may refer general questions on the program to the Village. The County agrees to submit for the annual tax bill and/or the spring cleanup mailing, to the Village Board, such calendars, leaflets and other informational material that the County may distribute/publish concerning the County's providing services to the residents of Village under this Agreement.

## **ARTICLE VII. RESIDENTIAL REFUSE HAULING/DISPOSAL**

Section 7.1. The County agrees to deliver all residential refuse collected under the terms of this Agreement and transport it to either the Adams County Landfill or an alternative landfill approved by the State of Wisconsin.

Section 7.2. It is understood that at no time is Adams County obligated to pick-up, transport and dispose hazardous wastes, liquid waste, medical wastes or any other wastes for which Adams County is not permitted to landfill at Adams County Landfill or which it does not possess the capability to recycle in accordance with its recycling program.

## **ARTICLE VIII. RESIDENTIAL RECYCLABLES/HAULING/DISPOSAL**

Section 8.1. The County shall cause the delivery of all residential source separated recyclable materials to Adams County Recycling Facility or such other alternative recycling facility approved by the State of Wisconsin. No residential source separated recyclable materials

shall be delivered to the Adams County Landfill or any other sanitary landfill without the prior approval of the Village Board and the Adams County Solid Waste Department.

## **ARTICLE IX. REPORTING REQUIREMENTS**

Section 9.1. The County shall annually furnish the Village reports on the residential collection services performed by it under this Agreement showing the following information:

- (i) Number of tons of residential refuse hauled from the Village;
- (ii) Number of tons of residential recyclables hauled from the Village; and
- (iii) All other special waste pick-ups hauled from the Village. (For "special waste pick-ups" the County shall charge to the Village, as an additional amount over and above that amount set forth in Article III of this Agreement, charges for such special waste pick-ups as listed below:

Section 9.2. The County shall maintain documentation from loads transported from the Village under this Agreement, such as weight scale tickets for all full loads and estimated, if partial loads. This documentation shall be made available upon request by the Village.

Section 9.3. The County agrees to provide such reports and information as may be reasonably required from time to time by the Village or as otherwise required by the State of Wisconsin. Recycling information will be provided to the Village as the Responsible Unit by January 31 of each year to meet grant reporting requirements.

## **ARTICLE X. TERM**

Section 10.1. The term of this Agreement shall be three (3) years beginning 8/1/12 and ending on 7/31/15. Either party may notify the other, in writing, at least ninety (90) days prior to the end of the term of the Agreement of its intent to renew the Agreement. The party receiving notice to renew must respond no later than thirty (30) days regarding acceptance or rejection of the renewal. The parties may mutually agree to extend or modify the Agreement per the timeline stated above.

## **ARTICLE XI. EARLY TERMINATION**

Section 11.1. Either party may terminate this Agreement, based upon default by the other party, by giving the other party sixty (30) days advance written notice of such termination. However, such termination shall not become effective if the defaulting party remedies or cures the default within thirty (30) days of the mailing of the written notice of default. Unsatisfactory service, thereby creating a default condition to this Agreement, shall include but not limited to, consistent or recurring failure to provide timely collection, omission of collections, failure to leave collection sites in good order, delivery of recyclables to landfills, failure to provide a

regular and accurate accounting for said disposal of residential refuse and/or recyclables, or similar substantial deviations from requirements

## ARTICLE XII. COMPLIANCE WITH LAWFUL AUTHORITY

The County shall comply with all applicable federal, state statutes and local ordinances and administrative rules. Vehicles operated by the County shall be driven in a safe and lawful manner.

## ARTICLE XIII. NOTICE

Section 13.1. Any notice required herein shall be sent by first class mail as follows:

- a) To the Village:                   Village of Coloma  
  Brenda Walker, Clerk/Treasurer  
  PO Box 353  
  Coloma, WI 54930  
  Phone: (715) 228-2871, Fax: (715) 228-2873
  
- b) To the County:                   Adams County Solid Waste Department  
  Myrna Diemert, Director  
  1420 Highway 21  
  Friendship, WI 53934  
  Phone: (608) 339-9178, Fax: (608) 339-9147

## ARTICLE XIV. INSPECTION

Section 14.1. All services by the County shall be subject to inspection, examination and test by an inspector designated by the Village at any and all times during the term of this Agreement. If upon inspection, the County is found to be in violation of Village ordinance or state code, the inspector may issue a written warning to the County. The County shall have up to thirty (30) days to correct the violation.

## ARTICLE XVI. ENTIRE AGREEMENT

Section 16.1. This Agreement contains the entire Agreement between the parties. There exist no other agreements, oral or written, which are not contained in their entirety within this Agreement. Any modification by the Agreement shall be in writing and signed by the respective parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012

**VILLAGE OF COLOMA**

**ADAMS COUNTY**

\_\_\_\_\_  
Steve Rodger, Village President

\_\_\_\_\_  
John West, County Board Chair

\_\_\_\_\_  
Brenda Walker, Village Clerk

\_\_\_\_\_  
Cindy Phillippi, County Clerk

1 RESOLUTION 52 -2012

2  
3 RESOLUTION TO ESTABLISH FUND BALANCE POLICY  
4 IN ACCORDANCE WITH GASB #54

5  
6 **INTRODUCED BY:** Administrative & Finance Committee

7  
8 **INTENT & SYNOPSIS:** To establish a Fund Balance Policy in Accordance With GASB #54

9  
10 **FISCAL NOTE:** None

11  
12 **WHEREAS:** The Governmental Accounting Standards Board (GASB) issued *GASB #54*  
13 *Fund Balance Reporting and Governmental Fund Type Definitions* clarifying and modifying how  
14 certain governmental funds are presented and classified; *and*

15  
16 **WHEREAS:** Adoption of a fund balancing policy in accordance with GASB #54 will  
17 assist in providing: (1) a framework for building and sustaining consistent operations; (2) a  
18 stable financial environment for Adams County's operations; and (3) quality services to its  
19 residents in a fiscally responsible manner designed to keep services and taxes as consistent as  
20 possible over time.

21  
22 **NOW THEREFORE, BE IT RESOLVED** that the Adams County Board of Supervisors hereby  
23 approves the establishment of the FUND BALANCE POLICY IN ACCORDANCE WITH GASB #54,  
24 attached hereto and incorporated as if fully contained herein.

25  
26 Recommended for adoption by the Administrative and Finance Committee this 10 day of  
27 July, 2012.

28  
29 John West  
30 Harry Balouch  
31

32  
33 Jay Kaitowski  
34 John Dumadi  
35 Bill Sebastian

36 Adopted by the Adams County Board this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

37  
\_\_\_\_\_  
John West, County Board Chair

\_\_\_\_\_  
Cindy Phillippi, County Clerk

**FUND BALANCE POLICY IN ACCORDANCE WITH GASB #54**

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Background

In February 2009, the Governmental Accounting Standards Board (GASB) issued *GASB #54 Fund Balance Reporting and Governmental Fund Type Definitions*. The statement substantially changes how fund balances are categorized. It clarifies/modified how some of the governmental funds are presented and classified.

This policy will provide a cross reference between the Pre-GASB #54 Fund Balance Classifications and the Post-GASB #54 Fund Balance Classifications.

Fund Balance Classifications: Current and GASB #54

*Pre-GASB #54 Classifications of Fund Balance*

Post-GASB #54 Classifications of Fund Balance

<i>Reserved</i>	<i>Not available for appropriation</i>	
Non-spendable	Not available for spending, either now or in the future, because the amount is offset by assets that are not in a spendable form.	
<i>Designated</i>	<i>Available for appropriation but intended for a specific use</i>	
Restricted	Constraints on spending that are legally enforceable by outside parties (e.g., debt retirement).	
<i>Unrestricted</i>	<i>Designated</i>	<i>Not available for appropriation.</i>
	Committed	Constraints on spending that the government imposes upon itself by highest-level formal action prior to the close of the period.
<i>Unrestricted</i>	<i>Undesignated</i>	<i>Available for appropriation.</i>
	Assigned	Resources intended for spending for a purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the board.
<i>Unrestricted</i>	<i>Unassigned</i>	<i>Residual</i>
		(general fund only)

62 Purpose

63

64 To provide a stable financial environment for the Adams County's operations that allows the  
65 County to provide quality services to its residents in a fiscally responsible manner designed to  
66 keep services and taxes as consistent as possible over time. This fund balance policy is meant  
67 to serve as the framework upon which consistent operations may be built and sustained.

68

69 Definitions and Policies

70

71 **1. Fund Balance**

72 Fund Balance is the difference between assets and liabilities in governmental funds (i.e.  
73 general fund, special revenue funds, capital project funds, debt service funds and  
74 permanent funds).

75

76 **NON-SPENDABLE FUND BALANCE**

77 Describes the amount of a fund balance that cannot be spent because it is either not in  
78 spendable form or there is a legal or contractual requirement for the funds to remain  
79 intact.

80

81 ***Policy***

82 At the end of each fiscal year, the County will report the portion of the fund balance  
83 that is not in spendable form as Non-spendable Fund Balance on the financial  
84 statements.

85

86 **SPENDABLE FUND BALANCE (OVERVIEW)**

87 Describes the amount of fund balance that is available for appropriation based on the  
88 constraints that control how specific amounts can be spent. Typically, a significant portion  
89 of a government's spendable resources can be spent only for specified purposes. The  
90 following categories define the revenue source and the level of force of the constraint on  
91 spending.

92

93 Categories should be supported by actual plans approved by either the governing body, an  
94 appropriate officer, grant providers or enabling legislation.

95

96 **Restricted Fund Balance**

97 The restricted fund balance category includes the portion of the *spendable fund balance*  
98 that reflects constraints on spending because of legal restrictions stipulated by *outside*  
99 *parties* or based on state statutes or grant requirements placed on the use for specific  
100 purposes.

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***Policy***

At the end of each fiscal year, the County will report "restricted" fund balances for amounts that have applicable legal restrictions per provisions of GASB #54. Normally, fund balances in debt service funds and capital project funds with remaining long-term debt proceeds will be reported as "restricted".

**Committed Fund Balance**

The committed fund balance classification includes the portion of the *spendable fund balance* that reflects constraints that the County has *imposed upon itself* by a *formal action* of the County Board (for example, an ordinance or resolution passed by a County Board). This constraint must be imposed prior to year end, but the amount can be determined at a later date.

***Policy - General Fund Balances***

Prior to the end of each fiscal year, the County will determine the specific purposes of "committed" fund balance. Any new specific purposes will be set forth in a County Board resolution with the final amount being determined at or after year end. Specific purposes for committed fund balance approved in prior year resolutions will be carried forward until changed by a current year resolution. In most instances, general fund non-lapsing accounts or other previously designated amounts will be reported as committed fund balance.

***Policy - Other Fund Balances***

Fund balances in special revenue funds, unless restricted by an outside party, are considered to be committed to the specific purpose set forth by each special revenue fund. In addition, capital project fund balances that do not include debt proceeds will normally be reported as committed. Since committed fund balances are approved by action of the County Board, the County is required to formally establish all special revenue and other funds with committed balances at year end. In addition, special revenue funds are required to report the purpose and specific revenue source that establishes each fund.

Annual resolution will be brought forward detailing remaining carryover accounts.

**Assigned Fund Balance**

The assigned fund balance is the portion of the spendable fund balance that reflects funds intended to be used by the government for specific purposes assigned by more informal operational plans.

***Policy***

143 1) Presently, the County Board has not delegated the authority to assign fund balance to  
144 the County Clerk or other specific official. Any assignment of fund balance will be made  
145 by the County Board.

146 **Unassigned**

147 This is the residual classification for the government's *General Fund* and includes all  
148 spendable amounts not contained in the other classifications and, therefore, not subject to  
149 any constraints. Unassigned amounts are available for any purpose. These are the current  
150 resources available for which there are no government self-imposed limitations or set  
151 spending plan. Although there is generally no set spending plan for the undesignated  
152 portion, there is a need to maintain a certain funding level. Undesignated fund balance is  
153 commonly used for emergency expenditures not previously considered. In addition, the  
154 resources classified as undesignated can be used to cover expenditures for revenues not  
155 yet received.

156

157 **2. Flow of Funds**

158 The policy of the County guiding the order of fund balance spend-down shall be as follows:  
159 1) restricted, 2) committed, 3) assigned, and 4) unassigned. This order will be used for  
160 purposes of reporting fund balance.

161

162 **3. Minimum Fund Balance**

163 In order to maintain sufficient cash reserves for working capital and emergency  
164 expenditures, the County needs to develop and adopt a minimum fund balance policy.

165

166 ***Policy***

167 The County will maintain a minimum unassigned general fund balance of 18% of actual  
168 current year general fund expenditures.

169



39 **Post-Issuance Compliance Policy**  
40 **for Tax-Exempt and Tax-Advantaged Obligations**  
41

42 **Statement of Purpose**

43 This Post-Issuance Compliance Policy (the "Policy") sets forth specific policies of Adams  
44 County, Wisconsin (the "Issuer") designed to monitor post-issuance compliance of tax-  
45 exempt obligations or tax-advantaged obligations ("Obligations") issued by the Issuer  
46 with applicable provisions of the Internal Revenue Code of 1986, as amended (the  
47 "Code"), and regulations promulgated thereunder ("Treasury Regulations").

48 The Policy documents practices and describes various procedures and systems designed  
49 to identify on a timely basis facts relevant to demonstrating compliance with the  
50 requirements that must be satisfied subsequent to the issuance of Obligations in order  
51 that the interest on such Obligations continue to be eligible to be excluded from gross  
52 income for federal income tax purposes or that the Obligations continue to receive  
53 tax-advantaged treatment. The federal tax law requirements applicable to each  
54 particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared  
55 by bond counsel and signed by officials of the Issuer and the post-closing compliance  
56 checklist provided by bond counsel with respect to that issue. This Policy establishes a  
57 permanent, ongoing structure of practices and procedures that will facilitate compliance  
58 with the requirements for individual borrowings.

59 The Issuer recognizes that compliance with applicable provisions of the Code and  
60 Treasury Regulations is an on-going process, necessary during the entire term of the  
61 Obligations, and is an integral component of the Issuer's debt management.  
62 Accordingly, the analysis of those facts and implementation of the Policy will require on-  
63 going monitoring and consultation with bond counsel and the Issuer's accountants.

64 **General Policies and Procedures**

65 The following policies relate to procedures and systems for monitoring post-issuance  
66 compliance generally. .

- 67 A. The Administrative Coordinator/Director of Finance (the "Compliance  
68 Officer") shall be responsible for monitoring post-issuance compliance  
69 issues.
- 70 B. The Compliance Officer will coordinate procedures for record retention  
71 and review of such records.
- 72 C. All documents and other records relating to Obligations issued by the  
73 Issuer shall be maintained by or at the direction of the Compliance Officer.  
74 In maintaining such documents and records, the Compliance Officer will

75 comply with applicable Internal Revenue Service ("IRS") requirements,  
76 such as those contained in Revenue Procedure 97-22.

77 D. The Compliance Officer shall be aware of options for voluntary corrections  
78 for failure to comply with post-issuance compliance requirements (such as  
79 remedial actions under Section 1.141-12 of the Regulations and the  
80 Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and  
81 take such corrective action when necessary and appropriate.

82 E. The Compliance Officer will review post-issuance compliance procedures  
83 and systems on a periodic basis, but not less than annually.

#### 84 **Issuance of Obligations - Documents and Records**

85 With respect to each issue of Obligations, the Compliance Officer will:

86 A. Obtain and store a closing binder and/or CD or other electronic copy of  
87 the relevant and customary transaction documents (the "Transcript").

88 B. Confirm that bond counsel has filed the applicable information report  
89 (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the  
90 IRS on a timely basis.

91 C. Coordinate receipt and retention of relevant books and records with  
92 respect to the investment and expenditure of the proceeds of such  
93 Obligations with other applicable staff members of the Issuer.

#### 94 **Arbitrage**

95 The following policies relate to the monitoring and calculating of arbitrage and  
96 compliance with specific arbitrage rules and regulations.

97 The Compliance Officer will:

98 A. Confirm that a certification of the initial offering prices of the Obligations  
99 with such supporting data, if any, required by bond counsel, is included in  
100 the Transcript.

101 B. Confirm that a computation of the yield on such issue from the Issuer's  
102 financial advisor or bond counsel (or an outside arbitrage rebate  
103 specialist) is contained in the Transcript.

104 C. Maintain a system for tracking investment earnings on the proceeds of the  
105 Obligations.

106 D. Coordinate the tracking of expenditures, including the expenditure of any  
107 investment earnings. If the project(s) to be financed with the proceeds of

108 the Obligations will be funded with multiple sources of funds, confirm that  
109 the Issuer has adopted an accounting methodology that maintains each  
110 source of financing separately and monitors the actual expenditure of  
111 proceeds of the Obligations.

112 E. Maintain a procedure for the allocation of proceeds of the issue and  
113 investment earnings to expenditures, including the reimbursement of pre-  
114 issuance expenditures. This procedure shall include an examination of the  
115 expenditures made with proceeds of the Obligations within 18 months  
116 after each project financed by the Obligations is placed in service and, if  
117 necessary, a reallocation of expenditures in accordance with  
118 Section 1.148-6(d) of the Treasury Regulations.

119 F. Monitor compliance with the applicable "temporary period" (as defined in  
120 the Code and Treasury Regulations) exceptions for the expenditure of  
121 proceeds of the issue, and provide for yield restriction on the investment  
122 of such proceeds if such exceptions are not satisfied.

123 G. Ensure that investments acquired with proceeds of such issue are  
124 purchased at fair market value. In determining whether an investment is  
125 purchased at fair market value, any applicable Treasury Regulation safe  
126 harbor may be used.

127 H. Avoid formal or informal creation of funds reasonably expected to be used  
128 to pay debt service on such issue without determining in advance whether  
129 such funds must be invested at a restricted yield.

130 I. Consult with bond counsel prior to engaging in any post-issuance credit  
131 enhancement transactions or investments in guaranteed investment  
132 contracts.

133 J. Identify situations in which compliance with applicable yield restrictions  
134 depends upon later investments and monitor implementation of any such  
135 restrictions.

136 K. Monitor compliance with six-month, 18-month or 2-year spending  
137 exceptions to the rebate requirement, as applicable.

138 L. Procure a timely computation of any rebate liability and, if rebate is due,  
139 to file a Form 8038-T and to arrange for payment of such rebate liability.

140 M. Arrange for timely computation and payment of "yield reduction  
141 payments" (as such term is defined in the Code and Treasury  
142 Regulations), if applicable.

143

144 **Private Activity Concerns**

145 The following polices relate to the monitoring and tracking of private uses and private  
146 payments with respect to facilities financed with the Obligations.

147 The Compliance Officer will:

- 148 A. Maintain records determining and tracking facilities financed with specific  
149 Obligations and the amount of proceeds spent on each facility.
- 150 B. Maintain records, which should be consistent with those used for arbitrage  
151 purposes, to allocate the proceeds of an issue and investment earnings to  
152 expenditures, including the reimbursement of pre-issuance expenditures.
- 153 C. Maintain records allocating to a project financed with Obligations any  
154 funds from other sources that will be used for otherwise non-qualifying  
155 costs.
- 156 D. Monitor the expenditure of proceeds of an issue and investment earnings  
157 for qualifying costs.
- 158 E. Monitor private use of financed facilities to ensure compliance with  
159 applicable limitations on such use. Examples of potential private use  
160 include:
- 161 1. Sale of the facilities, including sale of capacity rights;
  - 162 2. Lease or sub-lease of the facilities (including leases, easements or  
163 use arrangements for areas outside the four walls, e.g., hosting of  
164 cell phone towers) or leasehold improvement contracts;
  - 165 3. Management contracts (in which the Issuer authorizes a third party  
166 to operate a facility, e.g., cafeteria) and research contracts;
  - 167 4. Preference arrangements (in which the Issuer permits a third party  
168 preference, such as parking in a public parking lot);
  - 169 5. Joint-ventures, limited liability companies or partnership  
170 arrangements;
  - 171 6. Output contracts or other contracts for use of utility facilities  
172 (including contracts with large utility users);
  - 173 7. Development agreements which provide for guaranteed payments  
174 or property values from a developer;

- 175 8. Grants or loans made to private entities, including special  
176 assessment agreements; and
- 177 9. Naming rights arrangements.
- 178 Monitoring of private use should include the following:
- 179 1. Procedures to review the amount of existing private use on a  
180 periodic basis; and
- 181 2. Procedures for identifying in advance any new sale, lease or  
182 license, management contract, sponsored research arrangement,  
183 output or utility contract, development agreement or other  
184 arrangement involving private use of financed facilities and for  
185 obtaining copies of any sale agreement, lease, license,  
186 management contract, research arrangement or other arrangement  
187 for review by bond counsel.

188 If the Compliance Officer identifies private use of facilities financed with tax-exempt or  
189 tax-advantaged debt, the Compliance Officer will consult with the Issuer's bond counsel  
190 to determine whether private use will adversely affect the tax status of the issue and if  
191 so, what remedial action is appropriate. The Compliance Officer should retain all  
192 documents related to any of the above potential private uses.

### 193 **Qualified Tax-Exempt Obligations**

194 If the Issuer issues "qualified tax-exempt obligations" in any year, the Compliance  
195 Officer shall monitor all tax-exempt financings (including lease purchase arrangements  
196 and other similar financing arrangements and conduit financings on behalf of 501(c)(3)  
197 organizations) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

### 198 **Federal Subsidy Payments**

199 The Compliance Officer shall be responsible for the calculation of the amount of any  
200 federal subsidy payments and the timely preparation and submission of the applicable  
201 tax form and application for federal subsidy payments for tax-advantaged obligations  
202 such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School  
203 Construction Bonds.

### 204 **Reissuance**

205 The following policies relate to compliance with rules and regulations regarding the  
206 reissuance of Obligations for federal law purposes.

207 The Compliance Officer will identify and consult with bond counsel regarding any post-  
208 issuance change to any terms of an issue of Obligations which could potentially be  
209 treated as a reissuance for federal tax purposes.

210 **Record Retention**

211 The following polices relate to retention of records relating to the Obligations issued.

212 The Compliance Officer will:

213 A. Coordinate with staff regarding the records to be maintained by the Issuer  
214 to establish and ensure that an issue remains in compliance with  
215 applicable federal tax requirements for the life of such issue.

216 B. Coordinate with staff to comply with provisions imposing specific  
217 recordkeeping requirements and cause compliance with such provisions,  
218 where applicable.

219 C. Coordinate with staff to generally maintain the following:

220 1. The Transcript relating to the transaction (including any arbitrage  
221 or other tax certificate and the bond counsel opinion);

222 2. Documentation evidencing expenditure of proceeds of the issue;

223 3. Documentation regarding the types of facilities financed with the  
224 proceeds of an issue, including, but not limited to, whether such  
225 facilities are land, buildings or equipment, economic life calculations  
226 and information regarding depreciation.

227 4. Documentation evidencing use of financed property by public and  
228 private entities (e.g., copies of leases, management contracts,  
229 utility user agreements, developer agreements and research  
230 agreements);

231 5. Documentation evidencing all sources of payment or security for  
232 the issue; and

233 6. Documentation pertaining to any investment of proceeds of the  
234 issue (including the purchase and sale of securities, SLGs  
235 subscriptions, yield calculations for each class of investments,  
236 actual investment income received by the investment of proceeds,  
237 guaranteed investment contracts, and rebate calculations).

238 D. Coordinate the retention of all records in a manner that ensures their  
239 complete access to the IRS.

240 E. Keep all material records for so long as the issue is outstanding (including  
241 any refunding), plus seven years.

242 **Continuing Disclosure**

243 Under the provisions of SEC Rule 15c2-12 (the "Rule"), underwriters are required to  
244 obtain an agreement for ongoing disclosure in connection with the public offering of  
245 securities in a principal amount in excess of \$1,000,000. Unless the Issuer is exempt  
246 from compliance with the Rule as a result of certain permitted exemptions, the  
247 Transcript for each issue of Obligations will include an undertaking by the Issuer to  
248 comply with the Rule. The Compliance Officer of the Issuer will monitor compliance by  
249 the Issuer with its undertakings, which may include the requirement for an annual filing  
250 of operating and financial information and will include a requirement to file notices of  
251 listed "material events."

252 **Conduit Bond Financings**

253 In conduit bond financings, such as industrial revenue bonds or Midwestern Disaster  
254 Area Bonds, the Issuer is not in a position to directly monitor compliance with arbitrage  
255 requirements and qualified use requirements because information concerning and  
256 control of those activities lies with the private borrower. The Issuer's policy in  
257 connection with conduit financings is to require that the bond documents in such  
258 financings impose on the borrower (and trustee or other applicable party) responsibility  
259 to monitor compliance with qualified use rules and arbitrage and other federal tax  
260 requirements and to take necessary action if remediation of nonqualified bonds is  
261 required.

ORDINANCE 05 - 2012  
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Springville on January 12, 2012, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On June 12, 2012, Daniel & Donna DeFosse, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone portions of two parcels of land in the Town of Springville, 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 July 5, 2012, 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 proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

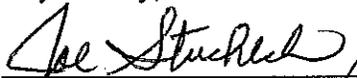
The County Board of Supervisors of the County of Adams does ordain as follows:

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 after reconfiguring the lots to R1 LL Single Family Residential and a R2 Rural Residential District;

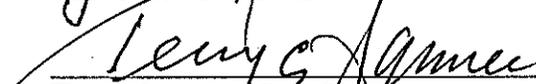
Properties located in the SW ¼, SW ¼, Section 26, Township 15 North, Range 6 East Lots 2 & 3 of CSM 3981 at 890 Fur Avenue, Town of Springville, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of July, 2012.

Recommended for enactment by the Adams County Planning and Development Committee on this 5th day of July, 2012.

  
\_\_\_\_\_  
Joe Stuchlak, Chair

\_\_\_\_\_  
Barb Morgan  
  
\_\_\_\_\_  
Glenn Licitar

  
\_\_\_\_\_  
Terry James, Vice-Chair

  
\_\_\_\_\_  
Heidi Roekle

  
\_\_\_\_\_  
Randy Theisen

  
\_\_\_\_\_  
Al Sebastiani

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of July, 2012

\_\_\_\_\_  
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](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & ZONING COMMITTEE  
July 5, 2012 – Room A230 -Courthouse  
Friendship, WI 53934 – 5:00 P.M.

Daniel & Donna DeFosse – Rezoning request to allow the reconfiguring of two parcels zoned R1 LL Single Family Residential and R2 Rural Residential on properties located in the SW ¼, SW ¼, Section 26, Township 15 North, Range 6 East Lots 2 & 3 of CSM 3981 at 890 Fur Avenue, Town of Springville, Adams County, Wisconsin.

Appearing for with testimony: Greg Rhinehart, representing the petitioner

No one appearing against.

Correspondence: Notification from the Town Board of Springville that they met on June 25, 2012 and have no objection to the zoning change.

Disposition: Al Sebastiani made a motion to recommend enactment of the zoning change, on the above-described property, and forward to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6 -Yes. Motion carried.



PETITION NO 01-2012

TO THE HONORABLE COUNTY BOARD OF SUPERVISORS FOR ADAMS COUNTY,  
FRIENDSHIP, WISCONSIN

SUPERVISORS:

The Town Board of the Town of EASTON DOES HEREBY  
RESPECTFULLY PETITION the Adams County Board of Supervisors for aid in the  
construction of a culvert/bridge as provided by Section 82.08 of the Wisconsin Statutes.

(circle one)  
The said Town Board of the Town of EASTON has voted to  
construct the culvert/bridge and has appropriated funds for their share of the cost of same.

(circle one)  
Federal-County Project # \_\_\_\_\_ . The culvert/bridge is located

FAIRBANKS CREEK Approx 1/4 mile West of State Hwy 17 on E. J. Wood Dr Sec 18 T16N R6E

The approximate cost and installation is \$26,000 . The County share is  
\$17,000 .

Respectfully submitted this 22nd day of MAY, 2012.

On Behalf of

TOWN BOARD OF EASTON

[Signature] Chairman  
\_\_\_\_\_  
\_\_\_\_\_

Adams County Highway Committee approval:

[Signature] [Signature]  
[Signature] [Signature]  
[Signature] \_\_\_\_\_

ADOPTED ( )

by the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

DEFEATED ( )

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairperson

May 22<sup>nd</sup> 2012

Pat Kotlowski, County Hiway Commissioner  
1342 County Rd F  
Adams WI 53910

Dear Sir,

At the May 21, 2012 Easton Town Board meeting the Board voted to proceed with the replacement on the culvert on Edgewood Dr approximately  $\frac{1}{2}$  mile west of State Hiway 13 Sec 18 T16N R6E.

The Board voted to have me act on behalf of the Board in this endeavor to petition the county for 50% cost share.

Please find enclosed the petition for culvert aid, and the estimate from Rhinehart Construction for cost estimate.

We have been in contact with DNR and have been informed that no permit will be needed.

We plan to proceed with contraction this fall after we hear from your office regarding the approval of our request.

I thank you for your time and consideration with this.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Breene', with a large, sweeping flourish extending to the right.

Daniel J. Breene  
Easton Town Chair  
1147 Elk Ave  
Adams WI 53910

Town Board-  
Town of Easton

## Culvert Replacement

Culvert Replacement on Edgewood Dr. - West of Hwy 13-  
Fairbanks Creek

Cost estimate- \$ 25,999.00.

This includes replacing existing culverts (2) 60'x 30' replaced with (2) 60'x40' without end walls. We can use round or squash pipe but squash pipe enables more fill and gravel over the areas to be reconstructed. The cost difference is \$2.00 a lineal foot, but would recommend a squash pipe. The cost of the culverts is approx. \$10,000. Using a 10 gauge culvert meets Wis Hwy Specs for the project. Road repairs will include a 100' x 20' surface, 8 inches of base and a 2" compacted hot asphalt mat. This includes machine time, labor, proper signage and traffic control as required.

Materials include fill, rip rap, topsoil, fabric, silt fence, erosion matting and seeding and removal and haul away of existing culverts.

Corey Rhinehart

Rhinehart Construction

**82.08 Town bridges or culverts; construction and repair; county aid.**

- (1) **PETITIONS.** A town that has voted to construct or repair any bridge or culvert on a highway maintained by the town may file a petition for county aid with the county highway commissioner. The petition shall describe the location and size of the bridge or culvert and shall contain a statement that the town has provided the funds required by sub. (3).
- (2) **FUNDING REQUIREMENTS.**
  - (a) Except as provided in par. (b), upon receipt of a petition for a bridge or culvert with a 36-inch or greater span, or a structure of equivalent capacity to carry water, the county board shall appropriate the sum required by sub. (3) and shall levy a tax therefor. The tax, when collected, shall be held in a separate account administered by the county highway committee.
  - (b) If on January 1, 2003, a county has a policy of providing funding only for bridges and culverts larger than the requirement of par. (a), the county may refuse to fund bridges and culverts that do not meet the minimum requirements of that policy. The minimum size bridge or culvert that a county is required to fund under this section may be raised, but not lowered, by the affirmative vote of a majority of the towns in the county. The county board of any county that has never granted aid under this section may, in its discretion, refuse all petitions under sub. (1).
- (3) **SHARED COST.** The town and county shall each pay one-half of the cost of construction or repair. In determining the cost of construction or repair of any bridge or culvert, the cost of constructing or repairing any approach not exceeding 100 feet in length shall be included.
- (4) **EMERGENCY PETITION.** Whenever the construction or repair of any bridge or culvert must be made without delay, the town board may file its petition with the county clerk and the county highway committee, explaining the necessity for immediate construction or repairs. It shall then be the duty of the town board and the county highway committee to construct or repair the bridge or culvert as soon as practicable. The construction or repair of a bridge or culvert undertaken pursuant to this subsection shall entitle the town to the same county aid that the town would have been entitled to had it filed its petition with the county board as provided in sub. (1).
- (5) **SUPERVISION OVER DESIGN, CONSTRUCTION, AND COST.** The county highway committee and the town board shall have full charge of design, sizing, letting, inspecting, and accepting the construction or repair, but the town board may leave the matter entirely in the hands of the county highway committee. The county highway committee and the town board must agree on the cost of the project and must consult each other during construction.
- (6) **CONSTRUCTION REQUIREMENTS.** No county order may be drawn under sub. (2) for the construction of a bridge or culvert unless the

design and construction comply with requirements under s. 84.01 (23).

- (7) **NO TAX.** Except as provided in ss. 61.48 and 84.14 (3), nothing contained in this section shall authorize the levy of a tax upon the property in any city or village that is required to maintain its own bridges.
- (8) **ADMINISTRATION CHARGE.** The county may charge the towns that apply for aid under this section an administration charge. The administration charge shall be fixed as a percentage of the total costs of administering aid under this section and the percentage shall be no more than the percentage that the county charges the state for records and reports.

**History:** 1977 c. 190; 1981 c. 296; 1983 a. 192 s. 303 (2); 1983 a. 532; 2003 a. 214 ss. 140 to 145, 147, 159; Stats. 2003 s. 82.08.

**NOTE:** 2003 Wis. Act 214, which affected this section, contains extensive explanatory notes.

The county is obligated to pay its half of the cost of construction or repair of a bridge even if the final cost exceeds the amount the town requested in the petition. An estimate is sufficient in a petition for aid. Costs need not be determined exactly. *Town of Grand Chute v. Outagamie County*, 2004 WI App 35, 269 Wis. 2d 657, 676 N.W.2d 540, 03-1897.

The bridge at issue in this case was not a "bridge on a highway maintainable by the town" under s. 81.38 because the bridge aid petition did not request funding to help connect the bridge to a highway maintainable by the town, there was no existing highway extending to the planned bridge site at the time of the petition, and the bridge was not connected to a highway maintainable by the town upon completion. Section 81.38 requires funding for only those bridges built on highways in existence at the time of a bridge's construction. *Town of Madison v. County of Dane*, 2008 WI 83, 311 Wis. 2d 402, 752 N.W.2d 260, 06-2554.

Although a 2003 act changed the phrase "highway maintainable" to "highway maintained," this amendment did not change the substantive meaning of the statute. *Town of Madison v. County of Dane*, 2008 WI 83, 311 Wis. 2d 402, 752 N.W.2d 260, 06-2554.

**NOTE:** The above annotations cite to s. 81.38, the predecessor statute to s. 82.08.

Adams County Airport Commission  
Minutes for the June 4, 2012 Meeting

Call to Order: Meeting was called to order by Acting Chairman B. Miller at 7:00PM.

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

Audience: Jeff Reabe, Reabe Spraying Service.

Was the meeting property announced? Yes

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

Election of Chairman: Motion by Kotlowski to nominate Bill Miller as Chairman, Second by Pollina: Motion by Pollina to close nominations and cast a unanimous ballot for Miller, Second by Bourke. All voted aye, motion carried.

Election of Vice Chair: Motion by Miller to nominate Jerry Kotlowski as Vice Chair, Second by Reuterskiold. Motion by Bourke to close nominations and cast a unanimous ballot for Kotlowski, Second by Miller. All voted aye, motion carried.

Election of Recording Secretary: Motion by Kotlowski to nominate the airport manager Mike Scott as Recording Secretary, Second by Bourke. Motion by Pollina to close nominations and cast a unanimous ballot for Scott, Second by Bourke. All voted aye, motion carried.

Approve the Minutes: Motion by Reuterskiold, Second by Pollina to approve the May 14, 2012 minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence: None

Financial/Review Monthly Check Summary:

Scott had not yet received the financial statements for a financial report so one will be available at the next meeting.

Fuel Report:

Scott will have a fuel report at the end of the quarter and ready for the July meeting.

Residential Through-the-Fence Access Plan (RTTF):

In process with nothing new to report.

Adams County Airport Commission  
Minutes for the June 4, 2012 Meeting

Current Airport Improvement Plan – Update:

Scott reported that earlier in the day he attended the pre-bid meeting. Advertising seeking bids for the runway reconstruction have been posted and information made available to contractors. Bids will be opened before the next airport commission meeting.

Next 6 Year Airport Improvement Plan – Update:

Scott reminded the members to consider the next airport improvement plan.

Hangar Site/Access Leases – Status:

Scott reported that one lease remains unpaid.

Discuss and Act on Reabe Spraying Service Commercial Lease:

Scott produced a 2 year lease based on the previous lease with the exception of the incorporation of a reference to Wis. Dept. of Ag. 29.45. The lease has been approved by Corporation Counsel. Motion by Bourke, Second by Pollina to direct airport manager to sign the lease on behalf of the airport commission. All voted Aye, motion carried.

Discuss and Act on Agri-cair Commerical Lease:

Scott also produced a lease for Agri-cair patterned after the previous lease and like the Reable lease has Wis Dept. of Ag. 29.45 incorporated by reference and it has been approved by Corporation Counsel. Motion by Bourke, Second by Pollina to direct the airport manager to sign the lease on behalf of the airport commission. All voted Aye, motion carried.

Discuss and Act on Terms and Conditions of Accepting Airport Improvement Program Grants:

Scott reported that the Terms and Condition of Accepting Airport Improvement Program Grants had been approved by Corporation Counsel and asked that a motion be made to accept the terms of the Department of Transportation for the current airport improvement plan for the replacement of the runway. Motion by Bourke, Second by Pollina to authorize the airport manager to sign on behalf of the airport commission. All voted Aye, motion carried.

Discuss and Act on Proposed Increased Height of Transmission Lines Along Airport Into Airport Height Zone:

Scott reported that the power lines that run along the west side of the airport are being replaced and a permit has been submitted to the FAA that would place the towers into the airport height zone. There has been no notice to the airport but Scott felt that the commission should be aware and perhaps, based on past

Adams County Airport Commission  
Minutes for the June 4,, 2012 Meeting

experience, be proactive and remind the power company that written permission is required. A motion was made by Reuterskiold to direct the airport manager to notify the electric company of the zoning and establish a point of contact with the commission members cc's and allowed to respond within 7 days before the letter is sent. Second by Bourke, all voted aye, motion carried.

Motion by Reuterskiold, Second by Pollina to accept and mangagers report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported that all is well. All equipment is in working order. He reports he has been keeping up with the grass cutting.

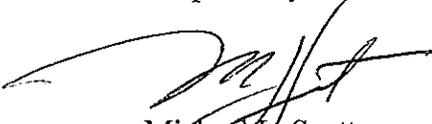
Motion by Bourke, Second by Pollina to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None

Next meeting set for July 9, 2012 at 7PM at the Welcome Center.

There being no further business a motion was made by Pollina to adjourn. Second by Bourke. All voted aye, motion carried. Meeting was adjourned at 8:15 PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
May 16, 2012

On Wednesday May 16, 2012 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present; Ron Jacobson, Vice-Chair; Cathy Croke, Secretary; Robert Beaver and Tom Feller. Alternate Robert Donner 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. Public Hearings: Jerome L. & Deanne M. Klein – Special Exception Permit request under Section 5-4.01(C) of the Adams County Shoreland, Wetland and Habitat Protection Ordinance to allow filling and grading of more than two thousand (2000) sq. ft. on slopes of less than twelve (12) percent to create a usable recreation area on property located in the SW ¼, NW ¼, Section 8, Township 19 North, Range 5 East, Lots B & C at 835 Cty Trk Z, Town of Monroe, Adams County, Wisconsin. Tom Feller made a motion to grant the Special Exception as presented. Cathy Croke requested that a condition that the owner continue working with Matt Bremer of Planning & Zoning be added to the motion to which Tom Feller agreed. Bob Beaver seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

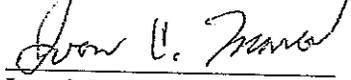
Minutes: Phil McLaughlin presented the Board with the minutes from the April 18, 2012 Board of Adjustment meeting for their review. Bob Beaver made a motion to approve the minutes as presented. Ron Jacobson seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment meetings will be June 13, 2012.

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

ADJOURNED: 9:50 A.M.

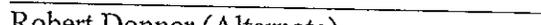
  
Ivan Morrow, Chairman

  
Ron Jacobson (Vice-Chair)

  
Catherine Croke, Secretary

  
Tom Feller

  
Robert Beaver

  
Robert Donner (Alternate)

  
Cathy Allen, Recording Secretary



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 25, 2012  
Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

*Present:* Bill Gomoll, Dave Repinski, Sandy Wormet, John Atkinson, Scott Beard, Jim Layman, Muriel Harper, John Wenum, Charlie Krupa, John Earl, Don Nobs, and Kristine Koenecke

*Absent:* Teresa Sumnicht, Joe Garvin, and Dave Singer

*Unexcused Absence:* None

**Staff Present:** Craig Gaetzke, Susan Tucker, Michelle Waltemath, Lily Ana Palacios, and Donna Lynch

**Guests:** Brenda Krupa

### Opening

1. Motion was made by Bill Gomoll to adopt the agenda. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

Motion was made by Dave Repinski to adopt the February 22, 2012 meeting minutes. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED.

2. Presidents Comments

After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. John welcomed guests Craig Gaetzke, Susan Tucker, Michelle Waltemath, Lily Ana Palacios, and Brenda Krupa. Our next stop on the bus trip will be Holly Heights which is the same location of our next project, Rolan's Senior Village, named after Fred's mom. John thanked Bill Gomoll for all his work and laying the foundation for our new project. We will be meeting with building contractors at the next PBP Committee meeting. We will be losing some of our board members due to recent elections.

3. Executive Director's Report

Fred thanked everyone for their attendance on the bus trip and hope they enjoy visiting each of our buildings. He also thanked everyone for their expressions of sympathy for his mom. A background of our

Pledge of Allegiance was presented. Chaplin Francis Bellamy wrote the Pledge of Allegiance in 1892 which kept growing and was adopted by Congress in 1942. In 1948 Abraham Lincoln added in the phrase "under God" and in 1954 our Country passed a bill that our Pledge of Allegiance would officially include "under God". In 2005 we wrote and received a grant to start small businesses with the center of activity at the MVP Business Center which is when John Hay was hired. The building was the original location of Best Power started by the Paul Family making Uninterruptible Power Supplies. Eventually the business was purchased by Eaton Corporation with main operations moving to North Carolina which ceased operations in Necedah. The new owners of the building were interested in bringing in new business which is where our grant came in to assist.

Motion was made by Bill Gomoll to approve the Executive Director's Report of April 25, 2012. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Michelle presented the Budget & Finance Report including a summary of the Notes Payable including the total balance owed for each of our buildings. Buildings that were refinanced in 2011 include Pine Grove, Beaver Dam, Wood Hollow, and Holly Heights with fixed interest rates of 5%, 6%, 5.75%, and 4.95% respectively. In 2012 we will be refinancing our Adams Office. We are moving closer towards assuming the Rep Payee Program from Upper Chamber and are hoping for completion by July 1<sup>st</sup>. The program is currently serving 80 clients and offers the opportunity for growth and some administration funding. The financial audit is going well with WIPFLI presenting final results at the June board meeting.

Motion was made by John Wenum to accept the Budget & Finance Report of April 25, 2012. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

Bill Gomoll asked board members to review the PBP Committee report of March 9, 2012. Bill Gomoll called the meeting to order and roll call was taken with five of six members present. Motion passed by unanimous vote approving the agenda and minutes of the February 10, 2012 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs with work being done on the Adams dock retaining wall, an elevator security proposal for the Dells Office, retention pond at Holly Heights requiring completion, and bathroom at

Beaver Dam office progressing well. The Wisconsin Dells Office, Adams Office, Holly Heights, Kirk-Wood, and Wyona Lake Apartments currently have vacancies. Security camera quotes for Wyona Lake Apartments are being reviewed. Committee members discussed the property purchase of future sites. Committee members discussed the Necedah Senior Housing Project. Bill Gomoll presented preliminary project site designs. Contractors will be invited to bid on the project. The next meeting will be held on March 30, 2012.

Bill Gomoll asked board members to review the PBP Committee report of March 30, 2012. Bill Gomoll called the meeting to order and roll call was taken with five of six members present. The Committee met with Greg Schmidt of Schmidt Builders as a potential contractor for our Necedah Senior Housing Project. Committee members reviewed floor plans of the Necedah Senior Housing Project submitted by Bill Gomoll. After discussion motion was passed by unanimous vote to move ahead with "B2" as the primary unit option for the Necedah Senior Housing Project consisting of five units with attached garages and placement on the south end of the property. A fire hydrant will be installed and new property survey may be needed. A site engineer will review property grades, detention areas, and building placement. Preliminary estimates of project cost will be \$84-\$85 per square foot. Committee members decided to go with a forced heat/central air system, at least one unit will be handicap accessible, walls will be 5/8" drywall, electrical meter boxes and floor drains will in the mechanical rooms, patio will be slab, garage door openers, lighting on garages/porches on each unit. Items to be reviewed include installation of ceiling fans, dishwashers, washers/dryers, shelving in laundry areas, laundry tub instead of table, and kitchen floor tiles. The next meeting will be held on April 13, 2012.

Bill Gomoll asked board members to review the PBP Committee report of April 13, 2012. Bill Gomoll called the meeting to order and roll call was taken with five of six members present. Motion passed by unanimous vote approving the agenda with the change of moving #11-Builder Interview for General Contractor-Necedah Senior Housing to #5. Motion passed by unanimous vote approving the minutes of the March 9, 2012 PBP Committee meeting. The Committee met with Holtz Builders as a potential contractor for our Necedah Senior Housing Project with a cost estimation \$70-\$80 per square foot. Ed presented the report on buildings maintenance and repairs. Repair work on the Adams dock will be done soon, outside controls for the walk-in cooler will be enclosed, and Energy Assistance is being moved from Health & Human Services back to our Adams Office. The elevator at the Dells office is now secured and

bathroom at the Beaver Dam office is completed. A "Holly Heights" sign will be put up at the apartment building in Necedah. Ed Czerkas and George Thompson recently inspected the Portage Office Building presenting a report of their findings and will also be inspecting the apartments. Fred asked committee members to continue looking for property sites for future building. After discussion, motion passed by unanimous vote recommending full board approval of naming the Necedah Senior Housing Project "Rolan's Senior Village" to honor Fred's mom who recently passed away. Quarterly updates on agency programs will be presented to the PBP Committee. The next meeting will be held on April 27, 2012.

Motion was made by John Atkinson to accept the PBP Committee reports of March 9, 2012, March 30, 2012 and April 13, 2012. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of March 9, 2012. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the February 10, 2012 EPF&A Committee meeting. Fred reported on Personnel issues. Kari is working on budgets and will be assisting with our financial audit to ensure a smooth transition over to Michelle Waltemath. Kari presented an audit schedule for review. Committee members discussed the proposed change to By-Law 5.05, letter A, regarding PBP Committee membership which currently reads: *"The committee will consist of at least five (5) volunteer non-EPF&A Committee members; in the event there are not five volunteer members they will be appointed by the Board President. In addition, the Board President will serve as an Ex-Officio member of the committee."* After discussion motion was made by Muriel Harper to recommend full board approval of changing By-Law 5.05, letter A, to read: *"The committee will consist of at least five (5) members of which one will be the Vice-President of the full board and at least four (4) non-elected members. In addition, the Board President will serve as an Ex-Officio member of the committee."* Seconded by Charlie Krupa. Motion passed by unanimous vote. The agency is installing a new client services database system called CAPTAIN. The Weatherization Fee-for-Services business is progressing. Fred is checking with different banks on our loan refinancing options. Fred reported that Indianhead CAP agency indicated they may not accept their Community Services Block Grant funding which may affect three other CAP agencies. The other agencies may be eligible to split \$186,000 to provide services in those Counties. Fred reported that

the Southern Sauk County Free Dental & Medical Clinic is progressing well. The Portage Office purchase was discussed. The next meeting will be held on April 13, 2012.

John Earl asked board members to review the EPF&A Committee report of April 13, 2012. John Earl called the meeting to order and roll call was taken with five members present (Muriel Harper present by conference call). Motion passed by unanimous vote approving the agenda and minutes of the March 9, 2012 EPF&A Committee meeting with a change to #5 which will now read "The committee will consist of at least five (5) members of which one will be the Vice-President of the full board and at least four (4) non-elected members." Fred reported on Personnel issues. Two of our Weatherization Crew Members have moved to North Central CAP in Wisconsin Rapids due to a reduction in our Weatherization Contract funding after June 30<sup>th</sup>. Michelle presented the Finance Report indicating our Notes Payable through December 31, 2011. Pine Grove and Wood Hollow were both refinanced and the construction loan for Holly Heights was changed to a regular loan at 4.95% interest. Fred mentioned Forward Community Investments may be able to assist with refinancing some of our properties at a 5.00% or lower interest rate. Training took place for our client database system, CAPTAIN, and will be rolled out soon. Ed Czerkas and George Thompson recently inspected the Portage Office Building presenting a report of their findings. After discussion Bill Gomoll made a motion to recommend full board approval of submitting a purchase offer in the amount of \$150,000 with the condition of obtaining financing and condition of the apartments. Seconded by Jim Layman. Motion carried with four members for and one against. Fred presented an update on the Medical/Dental Clinic Collaborative in Prairie du Sac. The Weatherization-for-Profit business is progressing slowly. The current Federal government wants to reduce Community Service Block Grants by 50% and implement a bidding process. Progress is being made in assuming the Protective Payee Program from the Upper Chamber in Adams. Sale of our three Neighborhood Stabilization Program homes went well, however there was a Land Use Restriction requirement that we were unaware of at the time of the sales. One homeowner has returned their paperwork, one said they will return it, and one said they are not interested in signing. We are working with the State on our options for completion. One of our Wyona Lake Apartment residents recently passed away in Baraboo. The next meeting will be held on May 11, 2012.

Motion was made by Jim Layman to accept the EPF&A Committee reports of March 9, 2012 and April 13, 2012. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

6. Program Reports
  - a. Weatherization
  - b. Homeless
  - c. Hunger Reduction
  - d. Employment & Training
  - e. Business Development

Program Reports were distributed in the Board Meeting Packets for review prior to the meeting. Craig Gaetzke reported that our Weatherization contract runs out at the end of June so we are right on track and where we should be at this time. Our new contract as of July 1<sup>st</sup> will be \$1.8 million. As of March 15, 2012 our remaining balance is \$1,095,415. Chris Utley is an expert throughout the State of Wisconsin in Weatherization and does an excellent job of keeping our program where it needs to be. There were a total number of 128 freezers, 112 furnaces, 55 water heaters, and 149 windows installed to date. Susan Tucker presented the Homeless Unit Report. Numbers are fairly comparable to the number we served at this time last year. Ho-Chunk did run a promotion where they donated back 5% of their lunch sales to assist clients in paying their heating bills over and above what Energy Assistance could provide. The Hunger Reduction Program Report was reviewed. In January 2012 there was a 2% decrease in households served, a 15% decrease in donated and/or purchased foods, and a 53% decrease in USDA commodities. In February 2012 there was a 2% increase in households served, a 5% decrease in donated and/or purchased foods, and a 20% decrease in USDA commodities. We currently have 117 Section 8 vouchers.

Motion was made by Charlie Krupa to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Reports of April 25, 2012. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

7. Old Business

None
8. New Business

Board members reviewed the EPF&A recommendation of a change to By-Law 5.05 which currently reads "The committee will consist of at least five (5) volunteer non-EPF&A Committee members; in the event there are not five volunteer members they will be appointed by the Board President" and would now read "The committee will consist of at least five members of which one will be the Vice-President of the full board and at least four (4) non-elected members. In addition, the Board President will

serve as an Ex-Officio member of the committee. Motion was made by Bill Gomoll to approve By-Law 5.05 as revised. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

Motion was made by Jim Layman to approve the EPF&A Committee recommendation of submitting a Purchase Offer for the Portage Office Building in the amount of \$150,000 with the condition of obtaining financing and condition of the apartments. After discussion, seconded by Dave Repinski. Motion passed with 9 votes for and 1 abstain.

9. Next Meeting

Wednesday, June 27, 2012 @ 10:00 a.m.

10. Adjourn

John Wenum made a motion to adjourn. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES

Adams County Board Room

June 19, 2012

The meeting was called to order by the Chairman West at 6:02 p.m.

The meeting was properly announced. There was a moment of silence followed by the pledge.

**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Diane England; 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. #14-Marjorie Edwards; Dist. #15-Jack Allen; Dist. #16-Bill Miller, Dist. #17-Lori Djumadi; Dist. #18-John West, Dist. #19-Terry James, Dist. Dist. #20-Paul Pisellini. (SAYL students excused.)

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

Motioned by Licitar/Bays to approve May 15, 2012 and May 30, 2012 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, Sebastiani, Stuchlak, Allen, Babcock, and Djumadi.

**Claims:** Claims.

**Correspondence:** None.

**Appointments:** Motioned by Johnson/Djumadi to appoint Heidi Roekle to the Community Response Program Advisory Committee. Motion carried by unanimous voice vote.

Motioned by James/Kotlowski to appoint Joe Stuchlak to Easton Lake District due to John Breene retiring. Motion carried by unanimous voice vote.

**Unfinished Business:** Notice was given by Djumadi to bring Resolution 37-2012 back next month. Motioned by James/Kotlowski to rescind Resolution 37-2012. Motion carried by unanimous voice vote.

**Reports and Presentations:**

A. Miscellaneous:

- Recognition of 25 years of service was given to Dennis Premo, Carol Johnson, Rita Riedel & Hank Strohmeier.
- A written report was submitted from Daric Smith, RIDC.
- Tyler Grosshuesch gave a presentation on the Lidar project and the County's web maps which will be upgraded in June.

Motioned by James/Pisellini to enact Ordinance #12-07; To Revise & Consolidate, Amend, Supplement & Codify the General Ordinances & By Laws of the Town of Rome. Motion carried by roll call vote, 20 yes.

**RECESS:** Motioned by Bays/Allen to recess five minutes at 6:21 p.m. Motion carried by unanimous voice vote.

**RECONVENE:** Called back to order by Chairman West at 6:39 p.m. 20 present.

**Res. #38:** Motioned by Djumadi/Allen to adopt Res. #38-2012, a resolution to establish the Adams County Child Death Review Team. Motion to adopt Res. #38-2012 carried by roll call vote 19 yes, 1 no. Voting no, Roseberry.

**Res. #39:** Motioned by Djumadi/Pisellini to adopt Res. #39-2012, a resolution to enter into a two year service agreement with Central Wisconsin Communications, LLC, (DBA Solarus) for Internet Service at the Adams County Courthouse. Motion to adopt Res. #39-2012 carried by roll call vote 19 yes, 1 abstained. Abstaining, Sebastiani.

**Res. #40:** Motioned by Kotlowski/Sebastiani to adopt Res. #40-2012, a resolution to amend Rule XXIII of the Adams County Board rules to define Technology Steering Committee Membership to consist of eight (8) members including the MIS department IS Manager. Motion to adopt Res. #40-2012 carried by roll call vote, 20 yes.

**Res. #41:** Motioned by England/Djumadi to adopt Res. #41-2012, a resolution to appoint Janet A. Wimmer to the position of Director of Health & Human Services Department for Adams County at the annual salary of \$75,608. Motion to adopt Res. #41-2012 carried by roll call vote, 20 yes.

**Res. #42:** Pulled from County Board.

**Res. #43:** Motioned by Sebastiani/James to adopt Res. #43-2012, a resolution to establish Non-lapsing Account No. 100 R 73 48300 000 480 for receipt and disbursement of Wellness Committee fundraising money. Motion to adopt Res. #43-2012 carried by roll call vote, 20 yes.

**Res. #44:** Motioned by Djumadi/Kotlowski to adopt Res. #44-2012, a resolution to provide initial approval of a limited guaranty by Adams County for Midwestern Disaster Area Revenue Bond Financing for Hilbert Communications, LLC to finance a project for acquisition, construction and installation of certain telecommunications infrastructure, for purposes of providing wireless internet and telephone communications services to businesses, governmental units and residents of rural communities where such service is currently unavailable or prohibitively expensive. Adams County guaranty shall not exceed \$2,800,000 equal to the amount of improvements for said infrastructure made within Adams County. Motioned by Djumadi/Allen to amend Res. #44-2012 on page 2, in the 6th WHEREAS by inserting "a portion of"; on page 3, item 2 inserting "and security" and "by subsequent resolution, and subject to the provision of information satisfactory to the County as to the financial feasibility of the Project."; and page 4, item 4.(c) by deleting "County" and inserting "Counsel" carried by roll call vote, 20 yes. Motion to adopt amended Res. #44-2012 carried by roll call vote 18 yes, 2 abstained. Abstaining, Sebastiani and West.

**Res. #45:** Motioned by Djumadi/Kotlowski to adopt Res. #45-2012 to provide approval of a Resolution of Adams County to participate with other counties pursuant to an Intergovernmental Agreement pursuant to which one or more of the participating counties will serve the conduit bond issuer for Midwestern Disaster Area Revenue Bond Financing for Hilbert Communications, LLC to finance a project for acquisition, construction and installation of certain telecommunications infrastructure, for purpose of providing wireless internet and telephone communication services to

businesses, governmental units and residents of rural communities where such service is currently unavailable or prohibitively expensive. Motioned by Djumadi/Babcock to amend Res. #45-2012 on page 2, in the 1<sup>st</sup> WHEREAS by inserting "a portion of"; on page 5, 3.(e) striking "securing" and inserting "secured"; and on page 6 by inserting 3. "(k) All participating counties shall approve their respective limited guaranties;" and fixing subsequent lettering carried by roll call vote 18 yes, 2 abstained. Abstaining, Sebastiani and West. Motion to adopt amended Res. #45-2012 carried by roll call vote 19 yes, 1 abstained. Abstaining, West.

Mark O'Connell facilitated Strategic Planning options. The County should determine a mission – "Why are we here, What is the purpose of the board, and What is the purpose of the County?" The Board had round table discussion on these topics.

Roseberry was excused at 7:45 p.m.

**Ordinances:** None.

**Denials:** None.

**Petitions:** None.

**RECESS:** Motioned by James/Gatterman to recess at 8:30 p.m. Motion carried by unanimous voice vote.

**RECONVENE:** Called back to order by Chairman West at 8:35. 19 present, 1 excused. Excused, Roseberry.

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

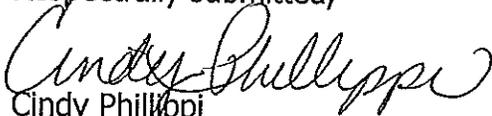
Motioned by Djumadi/Edwards to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Roekle for County Clerk to correct errors. Motion carried by unanimous voice vote.

Set next meeting date July 17, 2012 at 6:00 p.m.

Motioned by Allen/Djumadi to adjourn at 8:58 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Adams County Clerk

These minutes have not been approved.

**Executive Committee Meeting**  
**June 12, 2012 – 8:00 a.m. - Conference Room A-260**

John West, Chair, called the meeting to order at 8:00 a.m. The meeting was properly announced.

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

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; and Diane Heider, Legal Assistant, Recording Secretary; and County Board Supervisors Heidi Roekle and Diane England. Marcia Kaye, Personnel Director, was excused.

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

**Motion by Johnson, seconded by Babcock, to approve the Minutes of the May 8, 2012 Executive Committee meeting. Motion carried by unanimous vote.**

There was no public participation. There is no new correspondence.

Kaye was excused from the meeting and submitted her Personnel Department report in writing. There were no questions or comments.

Larson presented an update on the compensation study for county positions. Attorney Albert approved the Carlson Dettmann wage study contract. Adams County was approached by Waushara County to participate in a Consortium Group for a wage study conducted by the Wipfli group. Carlson Dettmann compares positions in private and public sectors. Wipfli condense the job classification down to about 30 classes, also comparing private and public sectors. Quotes were obtained as follows:

Wipfli: \$15,000 which can be shared among participating counties.  
Carlson Dettmann: \$5,000

Larson asked the Committee for direction on contacting Wipfli. Comparable counties are similar to Adams and we will benefit through county contacts and forming relationships. All job descriptions could be placed into 30 classifications. Sebastiani and Babcock agree it is a good idea to look into Wipfli. Larson said that the \$15,000 Wipfli study can be shared among participating counties, and could be \$5,000 or less depending on how many counties join the consortium. Larson will receive more information in about a week, and we may set another meeting to consider. West indicated that a special Executive Committee meeting can be scheduled on June 19, 2012 at 5:30 p.m., prior to the County Board meeting.

**Motion by Sebastiani, seconded by Allen, to deviate to Item 12 on the Agenda (AC/DOF report). Motion carried by unanimous vote.**

Larson presented the monthly Administrative Coordinator/Director of Finance report. Larson attended a CDBG Housing Consortium meeting. Wisconsin mandates participation for counties to receive funding. The consensus is to move forward with the Central Consortium. Larson received

a resolution to become part of the Central Consortium. The County Clerk has the resolution and it will need to be adopted at the next CDBG committee meeting. The County must approve participation in the consortium before we can go forward.

**Managed Print Services:** Three vendors surveyed the County's needs to become more cost effective and efficient using the best technology. Our copiers are aging and better technology will improve cost effectiveness. Larson would like to issue an RFP to the vendors, to be due back by July 7<sup>th</sup>.

The Employee Handbook was distributed to all employees with a signature sheet. The employees who were entitled to retroactive pay have been paid. Payroll is working on vacation and sick time adjustments.

Larson is working with Staples Office Supply to obtain a bid. Staples took a 3-month analysis of expenditures for cost comparison. Staples proposes a 17% savings with no contract required. Staples reviews prices every six months and explains reasons for increases.

During July, AC/DOF will begin enforcing taxation of all reimbursable meals per IRS rules. All reimbursements will be processed through payroll.

AC/DOF received an open records request from Gannett Wisconsin Media for salaries of all employees paid \$25,000 and over for a 40-hour week, benefits, and overtime paid. Payroll is preparing reports and a reply is requested by June 15.

**Motion by Allen, seconded by Sebastiani to approve vouchers. Motion carried by unanimous vote.**

Larson presented a sheet to the Committee for interpretation of the Skyward accounting codes.

**Motion by Sebastiani, seconded by Babcock, to convene in closed session at 8:25 a.m. per:**

- Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on candidate qualifications for the position of Adams County Director of Health and Human Services; and
- Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act strategy for conducting negotiations with Adams County Deputy Sheriff's Association Local 355.

**Motion carried by unanimous vote.**

**Motion by Sebastiani, seconded by Allen at 9:12 a.m. to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. Motion carried by unanimous vote.**

**Motion by Allen, seconded by Babcock** to forward to the County Board the Resolution to Approve the Appointment of Janet A. Wimmer as the Director of the Health and Human Services Department. **Motion carried by unanimous vote.**

**Jack Albert** gave his report of Corporation Counsel Department activities including legal opinions, department representation, litigation, increased guardianship and mental commitment caseloads. Jack updated the Committee regarding potentially criminal actions of members of the Sovereign Citizens group, including recording false documents, slander of title, and threat of Commercial Affidavit purporting to be a lien against certain Adams County personnel. Our District Attorney will be following up to correspond with these citizens describing possible violations under the Wisconsin Criminal Code. The District Attorney also referred to the Department of Justice.

The Executive Committee will meet on June 19, 2012 at 5:30 p.m., in Conference Room A-260 to address the following items:

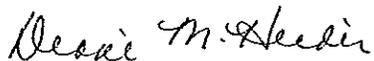
- Discuss and/or act on compensation study; and
- Closed session per Wis. Stats. §19.85(1)(c): Discuss and/or act on candidate qualifications for the position of Adams County Director of Health and Human Services Human Services Department.

The next regular meeting date is set for **July 10, 2012 at 8:00 a.m.** Action items for next meeting:

- Discuss and/or act on negotiations with WPPA Sheriff Local 355.

**Motion by Babcock, seconded by Sebastiani,** to adjourn the meeting. **Motion carried by unanimous vote.**

Respectfully submitted,



Diane Heider  
Recording Secretary

**Executive Committee Meeting**  
**June 19, 2012 – 5:30 p.m. - Conference Room A-260**

John West, Chair, called the meeting to order at 5:35 p.m. The meeting was properly announced. Members present: John West, Al Sebastiani, Jack Allen, Larry Babcock, and Florence Johnson.

Others present: Board Supervisors Terry James and Lori Djumadi; Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Corporation Counsel; and Marcia Kaye, Personnel Director.

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

A discussion was held regarding Compensation Study. Motion by Allen seconded by Babcock, to postpone making any decisions related to the compensation study, so Trena can obtain more information on WIPFLI's experience in conducting wage studies. Motion carried by unanimous vote.

Discussion regarding appointment of the successful candidate as Health and Human Services Director was removed from discussion as the candidate accepted the offer for employment.

**Motion by Allen, seconded by Sebastiani to adjourn the meeting at 5:50 p.m. Motion carried by unanimous vote.**

Respectfully submitted,



Marcia Kaye  
Recording Secretary

*These minutes have not yet been approved by the Committee.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE**

**THURSDAY, JUNE 14, 2012 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  
Patrick Gatterman ~ Excused at 12:30 p.m.  
James Bays

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Harry Hays,  
Gloria Hays, Jason Hays and Chris Blum

**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, June 14, 2012.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, JOHNSON, GATTERMAN, MORGAN AND BAYS.  
ALL MEMBERS PRESENT.

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

**APPROVAL OF MINUTES OF LAST MEETING (MAY 10, 2012 REGULAR MONTHLY MEETING):** *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for MAY 10, 2012 Regular Monthly Meeting, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public participation was requested for the following Agenda items:

- County Road "Z" Driveway Drainage ~ Harry Hays
- SEH / Chris Blum ~ Bridges

**COUNTY ROAD "Z" DRIVEWAY DRAINAGE ~ HARRY HAYS:** Harry Hays was present to discuss his drainage and driveway concerns on County Road Z. Highway Committee instructed the Commissioner to shoot some grades on the Hays property by house and culvert and report back to Committee next month. Chris at Adams County Land & Water Department will be contacted reference grass waterway. This item will be placed back on the July Highway Committee Meeting agenda.

**SEH / CHRIS BLUM ~ BRIDGES:** Chris Blum representative from SEH (Short Elliott Hendrickson) was present to discuss the new federal requirements reference bridge inspections. Letter will be sent to the railroad that the county is no longer required to due railroad bridge inspections and that they are responsible for their own bridge inspections. Towns will also be sent a letter informing them of the new federal requirements, which are verification of the Structure Inventory & Appraisal form and stream bed profiling.

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
JUNE 14, 2012 ~ 9:00 A.M.**

**REVIEW & ACT ON CREW CAB TRUCK BIDS:** The following bids were received for the crew cab truck:

<b>Company Name</b>	<b>Model</b>	<b>Price</b>
Rudig Jensen	Ram ST 1500 4X4 Crew Cab	\$ 25,807.00
Rudig Jensen	Ford F150 XLT 4X4 Style Side Crew Cab	\$ 26,702.00
V & H Auto	Ford F150 XLT 4X4 Style Side Crew Cab	\$ 27,157.00
A-F Motors	Chevy Silverado 1500 Crew Cab	\$ 29,035.06

*Motion by Bays to award the bid for the crew cab truck to A-F Motors for the amount of \$29,035.06 as being in the best interest of the county, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CULVERT AID PETITION ~ TOWN OF EASTON ~ EDGEWOOD DRIVE:** *Motion by Gatterman to approve the Culvert Aid Petition that was submitted by the Town of Easton for Edgewood Drive for an amount of \$26,000, County share \$13,000 and to forward this petition to County Board to be acted on at the next County Board Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & APPROVE COUNTY ROAD "Z" (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, ADMINISTRATIVE REVISIONS, CONDEMNATIONS & OFFERING PRICE REPORTS:** NONE

**RESOLUTION TO RESCIND RESOLUTION 1-1999 & WITHDRAW RESOLUTION #2010-11:** Highway Committee and Commissioner briefly discussed creating a resolution to rescind resolution #1-1999 & withdraw resolution #2010-11, these two resolutions reference positions tied to painting contracts. NO ACTION WAS TAKEN.

**ASE CERTIFICATIONS:** Highway Committee & Commissioner discussed ASE Certification testing and requirements. Highway Commissioner was instructed to draft a policy based on the Highway Committee direction and present this policy at the next month Highway Committee Meeting.

**MECHANIC TRAINING / WORKSHOP:** *Motion by Bays to send Shop Foreman to 07ISX CM871 Engine Qualification 2006-30Q / 4 day training, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**COUNTY ROAD "G" CONSTRUCTION PROJECT:** Briefly discussed the future County Road "G" Construction Projects and funding for these projects.

**PAVEMENT INSPECTION CONTRACT ~ COUNTY ROAD E CONSTRUCTION PROJECT:** Highway Commissioner updated the Highway Committee on the pavement inspection agreement for County Road E that was provided by AECOM Technical Services for an amount of \$10,220.00.

**REVIEW & APPROVE STATE DISCRETIONARY MAINTENANCE AGREEMENTS (DMA):** *Motion by Gatterman to approve the State D.O.T. Discretionary Maintenance Agreements which consists of the following projects: Emergency Repairs and Cleanup for Inclement Weather Damage & Permanent Repairs for Inclement Weather Damage, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
JUNE 14, 2012 ~ 9:00 A.M.

**APPROVE PERSONNEL REQUISITION FORM TO FILL VACANT HIGHWAY POSITION:** *Motion by Bays to approve the Personnel Requisition form to fill the vacant highway position and to offer the three top candidates that interviewed for the highway jobs the vacant positions, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**UPDATE ON HIGHWAY/SOLID WASTE COOPERATION:** A meeting was held with Personnel Director, Solid Waste Director and Highway Commissioner, a memo was posted asking for volunteers to work cooperatively between the departments.

**SAFETY SHOE POLICY:** *Motion by Gatterman to reimburse up to \$75.00 on safety shoes and or safety glasses, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

HIGHWAY COMMITTEE MEMBER GATTERMAN WAS EXCUSED AT 12:45 P.M.

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Shaping on County Road E Project, gravel has been placed on the hill cut
- Seal Coating in Portage/Wood and just did County Road Z in Adams County
- Trying to start mowing / short on employees
- CARQUEST / joined US Communities / benefits reduced costs

**FINANCIAL REPORT:** *Motion by Bays to approve the May 2012 Financial Report as audited, second by Babcock. 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 June 7, 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Bays to approve the Monthly Check Summary report as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- ASE Certifications
- County Road "Z" Driveway Drainage ~ Harry Hays

**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, July 12, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:50 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

ADAMS COUNTY LAND & WATER CONSERVATION COMMITTEE  
PUBLIC HEARING MINUTES

July 9, 2012

9:00a.m. in room A260

Meeting called to order at 9:00 a.m. All Committee members present.

Meeting was properly noticed to be in compliance with the Open Meetings Law stated Harrison.

Everyone who wished to voice their opinion signed the Appearance form, list is attached.

The purpose of this hearing is to hear and consider the following additions to the Adams County Animal Waste Management Ordinance.

Section A: Animal wastes applied as part of a research project conducted by a University located in Wisconsin shall be exempt of this standard upon approval of the Adams County Land and Water Conservation Department; and,

Section B: Animal wastes applied in any manner to a parcel of land shall not exit the property boundaries of that parcel or enter into states waters due to sprinkler application overspray/drift, ponding, surface water runoff or drainage. Note: Parcel property boundaries shall be defined by documents filed with the Adams County Land Information Department.

Each person who wished to state their opinion was given 3 minutes to speak.

Discussion occurred and it was determined Section A was previously passed so there was no need to take action on approving Section A.

Motion by Stuchlak/James to approve Section B as stated. Roll call was taken, all in favor- passed unanimously.

Meeting was adjourned at 9:15a.m.

Minutes not approved

**LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES DATE: July 9, 2012**

*Minutes not approved*

TIME: 9:30a.m. PLACE: A260

Call meeting to order at 9:30a.m. Roll call showed all present.

The meeting was properly noticed stated Harrison.

Motion by Stuchlak/Bork to Approve Agenda. Passed Unanimously.

Motion by Licitar/Roekle to Approve minutes of June 11, 2012 Land & Water Conservation Committee meetings. Passed Unanimously.

Public participation- Chair stated public will participate as we go.

Dave Dehmlow was present to discuss his issues with his farmland and the storm water runoff issue. Dave stated that there was not an issue because no sediments entered the White Creek. He also stated that he was working with Chuck Sibilsky from the Land and Water Department and Chuck was difficult to work with because Chuck did not give any options to consider, just the one drawing that Dave felt was not going to work for him. Dave had hired an engineer from MSA and he came up with a different solution that he wanted to use, but Chuck would not let him use that as a solution to this violation.

Murphy addressed Dave's issues. Murphy stated that, "Yes, it is a storm water runoff issue due to gully erosion and sediments entering into White Creek. Murphy stated he walked the creek after the storm and provided pictures documenting this evidence. Second, Murphy stated that he has never known Sibilsky to act in such a manner that he would not work with someone by providing options. He stated that maybe it was the stubbornness of the landowner not wanting to accept the options provided by Sibilsky and rather Dave would prefer to work with the person he hired through MSA. Murphy also added that it was not the committee's role to authorize the use of which technical design would resolve the storm water runoff issues and that would be the role of the Land and Water Department.

Sibilsky was asked by the Committee to address the issue of him not giving options. Chuck provided a letter that he sent to Dehmlow on May 21, 2012 documenting the options Chuck provided to Dave. The Committee suggested everyone currently involved work together to find a solution. Murphy, Dehmlow and Sibilsky agreed to work together to resolve the issue.

Discuss and possible action on Animal Waste Ordinance work group approval. Murphy handed out a list of Members for consideration of an Advisory Group. It was suggested that a member of the Woodland Growers Association be included and remove the Adams County Administrative Coordinator. Motion was made by James/Licitar to accept the list as is minus the Adams County Administrative Coordinator and add a Woodland Growers Association member. Mission Statement was reworded to read: *Become knowledgeable on the Adams County Animal Waste Management Ordinance and produce recommendations for animal waste management issues that are identified. Standards shall provide maximum surface and ground water quality protection; provide maximum public safety and promote cost effective agricultural production.* Murphy will facilitate the meetings and the advisory group will start in the late fall.

There was no Wildlife Abatement and Claims report and possible action.

There was no report given for the WDNR.

A report was given by Michelle with the NRCS. She stated that the contracting season was finishing up. Aug 10<sup>th</sup> contracts are due. Currently there is one landowner in Adams County that they are working with for a conservation plan.

L&WC Department report and possible action- the June 2012 Department Report was given to committee members, no questions were asked.

Financial Report- none (report was not available from the Administrative Coordinator's office.)

Central Wisconsin Windshed Partners report -- Sibilsky reported that he attended the annual meeting. There were 18.4 miles of windbreak installed; now this was in the maintenance mode. Approximately 70% of that windbreak was installed in Portage County.

Golden Sands Resource Conversation and Development, None – meeting will be held on July 19<sup>th</sup>, 2012.

USDA Farm Services Agency report was given by Bork. Bork announced the numbers from the June 29<sup>th</sup> acreage report; he stated that the drought is affecting crops nationally.

Motion by James/Bork to take a 5 minute recess.

Sebastiani called the meeting back to order at 11:15a.m.

Discuss utilizing Golden Sands RC&D for a part-time agronomist position- This person would be Golden Sands employee with Adams County contracting for services worked in Adams County. Murphy stated we are in need of this service as it would help with follow-up on nutrient management plans. The committee asked Murphy to bring this issue back up at next month's meeting with some more concrete numbers.

Discuss and possible action on a property tax credit for vegetated buffers next to surface waters. Discussion occurred; it was decided not to pursue this at this time as Adams County could not afford it.

Discussion and possible action on cost share contracts (Termar, Quincy Township, Mutimer, Stormoen, Durrant and Paul) Sibilsky gave the details on each one. Discussion occurred on the amount left in fund. Motion was made to approve the cost share contracts by James/Morgan. Passed Unanimously.

Discuss and possible action on a resolution for WDNR Lake Management grants; Big Roche-a-cri Creek; Waterfront owners packets. Motion was made to approve the resolution by Stuchlak/James

Communications: Land and Water Conservation Fund

Items for July's Land & Water Conservation Committee meeting: 1) Contracting for Agronomist services  
2) Funding Natural Resource account 3) Report on Dehmlow's stormwater runoff issues

Discussion and possible action on Ayres Agreement- Tri-Lakes Dams Scan Sonar Imagery and Vorticity Investigation. Three options were discussed, shut gates and leave 25% of water through on a continual basis, which would eliminate the vortex, however this option would allow property to flood during rain/snow melt times; Change buoys to read stay out at 100 ft out; Have Ayres investigate the vortex's – A motion was made by James/Roekle to sign the agreement and have Ayres Associates investigate the vortex's.

Next meeting date is August 13, 2012 at 9:00 a.m. in room A231

Motion to Adjourn by Stuchlak/Morgan at 12:15pm - Passed Unanimously.

Respectfully submitted;  
Michelle Harrison

**Adams County Library  
Board Minutes  
05-21-12**

The meeting was called to order by President Nelson at 1:05 p.m. Present were Nelson, Challoner, Kreten, Townsend, Heideman, England, Albrecht and Director Wavrunek.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda was made by Townsend and 2<sup>nd</sup> by Kreten and carried unanimously.

Public input was invited. Dave Renner was in attendance as an observer.

**Recommended Actions: minutes, bills and financial report:**

**Motion** to approve the minutes of the April meeting was made by Heideman and 2<sup>nd</sup> by Townsend and carried unanimously.

Information on the bills was included in the Financial Report and reviewed. Recent bills were disseminated for initialing. There was no discussion. **Motion** to approve the Financial Report for April was made by Townsend and 2<sup>nd</sup> by Kreten and carried unanimously.

**Communications and Reports:**

The South Central Library System report was given by Nelson. Library directors have agreed to wait for the second KOHA update to evaluate problems with the system.

**Director's Report:**

- A. Circulation is up 29% for 2012. We are still a net borrower, not a net lender yet.
- B. Front desk seating was discussed. Director will contact Deb Haeffner, Building and Design Consultant to come and advise on how the Library could utilize chairs at the Circulation desk.
- C. Budget items discussed were selling weeded books on Amazon to earn money. Will get unpaid intern to start and set up the process. **Motion** was made by Challoner and 2<sup>nd</sup> by Albrecht to approve and carried unanimously.
- D. The 50/50 raffle has been put on hold because the library needs to get a license to run one. The license cost is approximately \$25.00.
- E. Separate line item for E-Book funding will be tabled until next month's budget discussion.

**Library Board Reappointment:**

Pat Townsend was reappointed to a three year term. Director will get information on backdating appointment to January to keep terms consistent. Motion to approve appointment made by England and 2<sup>nd</sup> by Heideman and carried unanimously.

**Review Library Materials Selection Policy:**

Motion to approve a change to the Library Materials Selection policy was made by Heideman and 2<sup>nd</sup> by Kreten and carried unanimously. First sentence of third paragraph on page 2 under #V after bullet points will read as follows: **The selection of library materials is based on the individual's right to read and, similarly, his freedom from censorship.**No other changes were made.

**Identify possible upcoming items for future meetings:**

- A. Review Acceptable Internet Use Library policy.
- B. Landscaping
- C. Usage and placement of the library scrapbook

The next meeting will be held Monday, June 25<sup>th</sup> at 1:00 at the Adams County Library

Meeting was adjourned at 2:05 p.m.

Respectfully submitted by Kathleen Challoner, Acting Secretary

*Kathleen Challoner*

**Parks Committee Meeting  
Courthouse Conference Room A231  
June 4, 2012 8:30 a.m.**

**Call to Order:** Chairman called the meeting to order at 8:30 a.m.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Bob Eggebrecht, Jerry Kotlowski, Bill Miller, Paul Pisellini, and Jake Roseberry. Others present: Fred Nickel – Director Parks/Recreation and Rita Kolstad – Parks Admin. Clerk/Bookkeeper.

**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 May 7, 2012, minutes as printed. Motion carried by unanimous vote.

***Agenda Items:***

**Correspondences /Special User Requests:** None

**Public Participation on Agenda Items:** None.

**Employee Update:** Vacant Park positions have been filled. Two Lifeguards have resigned leaving 3 positions vacant. If the Department cannot fill the positions they will only be able to guard at one Park on weekends; however, the Department still has enough instructors for swim lessons on the weekdays.

**Free Camping Weekend Report:** Free day use and camping the first weekend in June for County resident appreciation days, as well as free lunch provided at Castle Rock and Petenwell Parks on Saturday for everyone.

**Patrick Lake Park Status:** At the May Committee meeting, the Parks Committee approved New Chester Township's proposal to take over operations and maintenance of Patrick Lake Park for the remainder of the 2012 season. The Parks Department has posted signs at Patrick Lake Park to reflect the changes.

**Revenue Report:** Reviewed by Committee.

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

**Future Agenda Items:** Town of Monroe Road Issues.

**Set Next Meeting Date:** July 2, 2012, 9:00 a.m., Courthouse Conference Room A231 for the regular monthly meeting. Motion by Pisellini/Kotlowski to schedule a meeting with the Town of Monroe Representatives to discuss and possible act on the Town of Monroe road issues either June 14 after 1:30 p.m., or anytime June 15. Motion carried by unanimous vote. Meeting is scheduled for June 14, 2012, 3:00 p.m., Courthouse Conference Room A260.

**Committee Tour:** Motion by Pisellini/Kotlowski to leave the Courthouse to tour the North end County's recreational facilities. Motion carried. Miller and Kotlowski were excused from the tour.

**Adjourn:** Motion by Eggebrecht/Roseberry to adjourn at 12:15 p.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 Minutes**  
**June 5, 2012**  
**8:30 a.m. Courthouse Room A050**

**Call to Order:** Meeting was called to order at 8:30 a.m., by Chairperson Eggebrecht.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Bob Eggebrecht– Chairperson, Jerry Kotlowski, Jake Roseberry, and Paul Pisellini. Bill Miller – excused. Others Present: Fred Nickel – Director Parks/ Recreation and Rita Kolstad – Admin. Clerk/Bookkeeper.

Motion by Pisellini/Kotlowski to leave the Courthouse to tour the south end County recreational facilities. Motion carried by unanimous vote.

**Adjourn:** Motion by Pisellini/Kotlowski to adjourn at 12:13 p.m. Motion carried by unanimous vote.

Submitted by,



Jerry Kotlowski  
Secretary

*Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Resource and Recreation Committee.*

**Parks Committee Meeting**  
**June 14, 2012**  
**Courthouse Conference Room A260**

**Call to Order:** Meeting was called to order at 3:00 p.m., by Chairperson Eggebrecht.

**The meeting was properly announced.**

**Roll Call:** Committee Members –Chairman Bob Eggebrecht, Paul Pisselini, Jerry Kotlowski, and Jake Roseberry, Bill Miller-excused. Others: Fred Nickel – Parks Director, Darren Tolley – Petenwell Park Manager, Patrick Kotlowski – County Highway Commissioner, County Board Members – Lori Djumadi and John West, Town of Monroe Supervisors – Dwaine Hays, Tom Melter, Darlene Furguson, Robert Kissinger, and Patsy Grover, ATV Club Reps – Harold Stewart, Gordy Carlson, and Tom Dorsey, Interested Citizens – Janet Hays, Jim Krause, Ken Fank, Jim and Carol Peterson, Jean Kissinger, Gloria and Jason Hays, Kelly Dorsey, Carol Moore, Les Myers, Janet Quigley, Pete and Judy Roman, Alfred Martin, Robert Morris, Robert Billings, Jeff Patterson, Jim and Becky Murphy, Barb VonVayden, and Lester and Alice York.

**Agenda:**

1. Parks Director reported on traffic concerns on Town of Monroe roads leading to Petenwell County Park.
2. Town of Monroe Supervisor reported sealcoating the roads in question will not be enough to alleviate the problems as it has been tried and failed in the past.
3. Town of Monroe would like assistance from Adams County to help maintain Town of Monroe roads leading to Petenwell Park. Further discussions were held on alternatives to meet the Town of Monroe requests.
4. Parks Director will meet with Finance Committee at a public meeting in near future to discuss the above road issues.

**Adjourn:** Motion by Kotlowski/Pisselini to adjourn. Motion carried by unanimous vote.

Respectfully submitted,

Jerry Kotlowski  
Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Resource and Recreation Committee.

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: June 7, 2012

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 9:00 A.M. on Thursday June 7, 2012 with the following members present. Glenn Licitar, Terry James and Randy Theisen. Al Sebastiani, Barb Morgan and Heidi Roekle were excused. Others present were: Phil McLaughlin, Zoning Administrator, Cathy Allen, Recording Secretary; Matt Bremer, Inspector and Greg Rhinehart. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Glenn Licitar seconded the motion. All in favor. Motion carried. Public Hearings: Nikolay V. Nedev – Conditional Use Permit request under Section 5-6B.03 (A) of the Adams County Comprehensive Zoning Ordinance to allow a 1989, 14' x 66' replacement manufactured home in an R1 Single Family Residential District on property located in Pt. of the NW, NW, of the SW ¼, Section 17, Township 14 North, Range 7 East, Lot 1 of CSM 2577 at 589 Gillette Drive, Town of New Haven, Adams County, Wisconsin. Glenn Licitar made a motion to approve the Conditional Use Permit. Terry James seconded the motion. Roll Call. 4 – Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and noted that public participation would be taken as needed.

Terry James made a motion to approve the minutes from the May 2, 2012 meeting as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of May to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Register of Deeds and Land Information: Jodi Helgeson was unable to attend because she was away at a conference, but submitted a written report to the Committee. Randy Theisen made a motion to accept the report as written. Terry James seconded the motion. All in favor. Motion carried.

Discussion was held regarding filling the vacant secretary/bookkeeper position in the Planning & Zoning Department. Glenn Licitar made a motion to sign the Personnel Recruitment Form and forward to the Personnel Director. Terry James seconded the motion. All in favor. Motion carried.

Discussion was held regarding charging a fee for 8 ½ x 11 color copies. Terry James made a motion to charge \$7.00. Randy Theisen seconded the motion. All in favor. Motion carried.

Mr. McLaughlin informed the Committee that there would be preparation and mailing costs along with budget issues for the five thousand Shoreland buffer notification letters that need to be sent to all waterfront owners. Discussion was held. The Committee made some modifications to the proposed letter and in general agreed that only the letter be sent in the first mailing.

Chris Murphy and Tyler Grosshuesch joined the meeting at 9:50 A.M.

Discussion was held regarding the Shoreland, Wetland & Habitat Protection Ordinance exception to the buffer requirements and the 1972 air photos. Matt Bremer presented the air photo maps to the Committee with the explanation that these maps are the only tool he has to determine buffer exemptions. Greg Rhinehart indicated that there are air photos at UW Stevens Point that are older than 1972, but they are worse than these. Discussion was held regarding possible websites that could assist waterfront owners in determining whether they would be exempt or not. The Committee's consensus was to re-agendize this for July.

Planning & Zoning Updates: None.  
.PLANNING & ZONING COMMITTEE  
MONTHLY MEETING  
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PAGE #2

Phil McLaughlin presented the Financial Report for the month of April, 2012 to the Committee for review. Terry James made a motion to approve the Financial Report as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Correspondence: Chairman Stuchlak read comments from Customer Satisfaction Surveys that were submitted.

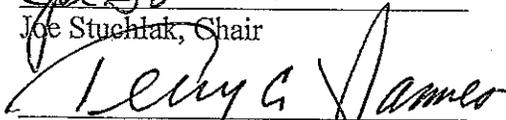
Next meeting date: July 5, 2012 at 5:00 P.M.

Terry James made a motion to adjourn. Randy Theisen seconded the motion. All in favor. Motion carried.

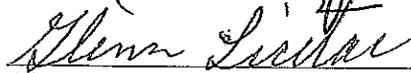
Adjourned: 10:53 A.M.

  
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Joe Stuchlak, Chair

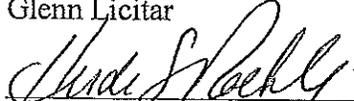
  
\_\_\_\_\_  
Randy Theisen

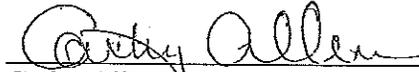
  
\_\_\_\_\_  
Terry James, Vice Chair

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Barb Morgan

  
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Glenn Licitar

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Mike Keckeisen

  
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Diane England HEPI S ROEKLE

  
\_\_\_\_\_  
Cathy Allen, Recording Secretary

## Public Safety & Judiciary Committee

Wednesday, May 9, 2012

9:00 a.m. – Conference Room A260

### MINUTES

1. County Clerk, Cindy Phillippi will call the meeting to order. Barb Waugh, sitting in for Cindy Phillippi, called the meeting called to order at 9:00 am.
2. Was the meeting properly noticed? Yes.
3. Roll Call. All present. Sebastiani, James, Miller, Eggebrecht, Edwards, Green, Wollin, Beckman, Helmrick, Gervais, Steffens, Rogers, Kirslenohr
4. Nomination of Chairperson. Miller nominated Al Sebastiani, James second. Al Sebastiani accepted. Motion Carried. Unanimous. Al Sebastiani is Chairperson.
5. Chairperson will conduct remainder of meeting.
6. Nomination for Vice-Chair. Miller nominated Terry James/Eggebrecht second. Terry James accepted. Motion carried. Unanimous. Terry James is Vice Chairperson.
7. Appoint a Recording Secretary. James nominated Sandra Green, Sheriff's Office/Miller second. Sandra Green accepted. Motion carried. Unanimous. Sandra Green is Recording Secretary.
8. Approve the Agenda. Edwards/James. Motion carried. Unanimous.
9. Approve minutes of prior meeting. Miller/James. Motion carried. Unanimous.
10. Public participation (*If requested by the Committee Chair*). Take as comes.
11. Correspondence. None.
12. Family Court Commissioner – Dennis McFarlin – Present.  
Discuss/Approve Monthly Expenditures and Vouchers.  
Discuss general operations of department. Dennis will try to get here every couple of three months. He does not have anything new or special to report but is available if anyone has questions. The workload has been increasing gradually and he has taken on a few more assignments than usual in his position.  
Approve conference/training if any. None.
13. Child Support – Deb Barnes – Not present.  
Written report submitted to all committee members.
14. Clerk of Circuit Court – Dee Helmrick – Present.  
Discuss/Approve Monthly Expenditures and Vouchers. Discussed.  
Discuss general operations of department.
  - a. Community Service Coordinator's Monthly report. Discussed. Dee will see if Carrie Allard will be available for the next meeting to explain a lot of the items on the report.
  - b. Status of recruiting for open position. Dee went through the hiring and recruiting process for the Deputy Clerk of Court position. They had interviews of the two last applicants. There was a selection made. Karen Ulm will be starting on May 21<sup>st</sup>. She will then be back up to full staff. She will try to get as much training in as possible for her before the summer rush.
 Approve conference/training if any. None.
15. Register in Probate – Terry Reynolds – Not present.  
Discuss/Approve Monthly Expenditures and Vouchers.  
Discuss general operations of department.  
Approve conference/training if any.  
Update on Teen Court.

16. District Attorney – Tania Bonnett - Present.

Discuss/Approve Monthly Expenditures and Vouchers. New transcription equipment was purchased as the old equipment did not work any longer. The cost of the annual maintenance for this equipment will be \$1400 for the software. Other expenditures were discussed.

Discuss general operations of department. April was an extraordinarily busy month and May is looking just as busy. Ms. Bonnett did a lot of community events such as the Sexual Assault Awareness seminar and participated with some community professionals. She has adjusted her Assistant DA's schedule to accommodate the growing schedule.

Approve conference/training if any. None.

17. Emergency Management – Jane Gervais – Present.

Discuss/Approve Monthly Expenditures and Vouchers. Question on why one tower was twice as much for electricity than the others. Jane reported that there is one tower that is always higher than the other tower electric bills. Jane will check into this.

Discuss general operations of department. Radios were programmed for narrow banding the week of April 16<sup>th</sup>. Some were programmed for WISCOM. They are still working on the Dispatch counsel. There were two EM base radios that could not be programmed to narrowband; one was over at HHS, which was no longer in use, and the other one was a base unit in a box in the Sheriff's office garage. They could not be programmed due to age, as well as four portable radios used by Petenwell Park. Jane is asking permission to give the old radios to ARES/RACES Amateur Radio Group as they can make good use of them. Motion to donate the old radios to ARES/RACES Amateur Radio Group. Eggebrecht/Edwards. Motion carried. Unanimous. The Dell Prairie cell tower had a lightning hit on Sunday. Communications Service made repairs to equipment, but the generator took a large hit. Jane contacted Current Technologies to fix the generator. Jane reported this to the Treasurer to be submitted to the insurance company. There is a \$2500 deductible. It is unknown what the cost to fix the generator will be, until the invoice is received. If it is under the deductible, it will be paid out of Emergency Management's budget and there are no monies in the budgeted for this.

Approve conference/training if any.

Discuss lease agreement for the storage of the Mobile Command Trailer at the Village of Friendship. Jane attended the Village of Friendship Board meeting on Monday and the decision was to keep the storage agreement at \$1/day for one more year (June, 2012 to June 2013).

Discuss and/or act on generator at Solid Waste Department. A storage site for the generator was found. The generator will be moved from Solid Waste to one of maintenance department's storage bays, when it is cleaned out.

18. Sheriff's Office - Sheriff Wollin – Present.

Discuss/Approve Monthly Expenditures and Vouchers. Supervisor Eggebrecht asked why the change from Ford to Chevy's for the patrol vehicles. Sheriff Wollin explained Lt. Tully went to the Fleet Expo and assessed the information available as well as actually sitting in the vehicles. Chevy came out on top.

Discuss general operations of department. We are dealing with the Sovereign Citizens group. The Sheriff's Office is involved. There are two subjects with criminal charges as well as child placement issues. This issue was discussed with the committee. The Sheriff did note this issue will bring extra costs to the Sheriff's Office due to added security in the courtroom. We completed the written testing for the patrol sergeant positions. Oral interviews will be next and the Sheriff is asking for one of the committee members to be present for this.

Approve conference/training if any. None.

Animal Control Report/Eyes of Hope Shelter Report/Feline Shelter Report (included in packet). Kris Steffens was present. Discussion took place regarding the monthly report.

Discuss interviews and conditional offer of Employment to two female Jail Deputy applicants and eligibility list of four male applicants. There were two vacancies. Stephanie Starks began on Monday and started her training already. Jean Nelson has accepted the other position. No start date has been determined yet. Her transition should be fairly smooth. We are now full-staffed again. Discuss Narrow Band and WISCOM project and the unexpected expenses. We did run into some unforeseen issues in the Sheriff's Office. There were certain features we believed we had, but found out we didn't. This will be an unforeseen cost at a \$140/radio. There is money in the budget for this as another contract came in at much lower cost this year so there will be monies leftover to pay for this upgrade. Communications Service has stated they should be able to stay at or below \$4,000 for the upgrade.

Discuss/Act if needed regarding complaint from a citizen of Adams County. Supervisor James explained this situation to the Committee as to the chain of events which led to the letter sent to James. Sheriff Wollin explained the process to file a complaint with the Sheriff's Office which is a process that should be followed. The person sending this in did not follow the process for this. More discussion took place regarding this complaint. Discuss Resolution to re-establish non-lapsing carryover account for D.A.R.E. (Drug Abuse Resistance Education); approved by Administrative and Finance Committee and placed on the agenda for County Board Approval. Sheriff Wollin stated the prior administration gave this account to the school to repair the Corvette. Rather than use that \$8,000, the car and the engine, they would like to sell all through surplus and use the money for training and materials to get the program started and hopefully sustain it for a while. Sebastiani feels this committee should be the one bringing it forward. Sheriff Wollin explained this was direction from Trena Larson to take it to the Admin/Finance committee. No action taken as A/F has already taken care of it.

Captain Beckman – Present.

Discuss additional general operations of department if applicable. Over the weekend another Simplex board went bad. This knocked out the lights in one of the pods for the inmates. The cell lights were still on around the exterior but the overhead lighting was gone. Tracy came out on Sunday and handled the situation. He called an electrician and they will need to make a new board for the system.

Discuss/Act on appointment or re-appointment to Technology Steering Committee. The committee has changed and has sitting board members as well as the users. Supervisor James motioned to re-appoint Captain Les Beckman to the Technology Steering Committee. James/Edwards. Motion carried. Unanimous.

Schedule walk through with new PS&J Committee. The inspection is tentatively scheduled for May 24<sup>th</sup>. Captain Beckman would like to schedule the walk-through so he can at least tell the inspector he has the tour scheduled. The tour will be scheduled for the June PS&J meeting on June 13<sup>th</sup> and a meal will be served to the committee. Update of Hospitalized Inmate. The last billing was \$23,150. Sandra went through, negotiated and found the process for Medicare and brought the prices down. Sandra saved over \$15,000 so far on these billings. Questions were asked regarding reimbursement for the charges this inmate incurred. Captain Beckman stated we will go through the process to recoup these monies at a later date.

Motion for a five minute recess at 10:15 to allow exchange of Recording Secretary. Cheryl Thompson from the Sheriff's Office will take over.

Meeting called back to order at 10:20 am.

19. Medical Examiner Angela Heinz - Not Present and Chief Deputy Medical Examiner, Marilyn Rogers – Present.

Discuss/Approve Monthly Expenditures and Vouchers. Rogers distributed the monthly activity report for April 2012. Question was raised regarding a Child Death Review Grant. Marilyn wasn't sure but will be having a

meeting today and will know more after that. She does know other counties have used these monies for cribs, pack-n-plays, etc. due to most infant deaths are due to an improper sleeping arrangement.

Discuss general operations of department. January 8<sup>th</sup> she attended an in-service with school coaches where she learned things about head injuries and prevention, etc. A lot of new information which is vital to share with school athletics personnel.

Approve conference/training if any. None.

20. Committee will convene in closed session per Wis. Stats 19.85(1) (c) considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on status of Acting Chief Deputy/filling position of Chief Deputy. Motion by James/Eggebrecht to go into closed session at 10:35 am. Motion carried. Unanimous.
21. The Committee will reconvene in open session per Wis. Stats. 19.85(2), to consider and vote on appropriate matters. Motion to reconvene in open session at 11:34 am. Motion by James/Miller. Motion carried. Unanimous.
 

Motion by James/Eggebrecht to approve Terry Fahrenkrug to the appointment of Chief Deputy position under the Sheriff's authority pending successful background check. Motion carried. Unanimous.

Motion by Miller/Edwards to move Les Beckman to pay grade 14, step 7. Motion carried. Unanimous.

Motion by Eggebrecht/James to move Terry Fahrenkrug to pay grade 15, step 3. Motion carried. Unanimous.
22. Approval of all vouchers and monthly expense reports. Motion by James/Miller. Motion carried. Unanimous.
23. Identify upcoming agenda items. Follow-up regarding Terry Fahrenkrug background information.
24. Set next meeting date. June 13<sup>th</sup>, 2012 at 10:30 am in Conference Room A260.
25. Adjournment. Meeting adjourned at 11:30 am. Motion Miller/James. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office. *These minutes are not yet approved by the Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Miller / Eggebrecht / Rogers / Wollin / Fahrenkrug / Green/ McFarlin / Bonnett/ Cada / Hinze / Rodgers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Larson / Eyes of Hope Shelter

recouped and the system is completely paid for itself. Supervisor Sebastiani suggests placing this information on the County Board agenda so the rest of the Supervisors are aware of this. Terry will make sure this is done. Approve conference/training if any. None.

12. District Attorney – Janis Cada – Not Present. Tania Bonnett present as well as Rukmini Meera Vasupuram.  
Discuss/Approve Monthly Expenditures and Vouchers.

Discuss general operations of department. Summer intern was introduced. She is originally from Atlanta Georgia. She is excited about being able to work with Tania. Her name is Rukmini Meera Vasupuram. This will be a great opportunity for her to pick up some routine courtroom skills and will be able to cover Tania as needed. April and May were incredibly busy. Tania attended a couple of trainings in May one of which was free and only required mileage reimbursement.

Approve conference/training if any.

13. Emergency Management – Jane Gervais – Present.

Discuss/Approve Monthly Expenditures and Vouchers. Supervisor James requests on the monthly reports if the tower could be noted when paying an invoice.

Discuss general operations of department. Continues to work on her "Plan of Work" and keeping the department running.

Approve conference/training if any.

Discuss budget/Hazmat line item. As part of the Level B Hazmat Response Team project, we are eligible for a computer and equipment response grant every year that we apply for. When we receive that amount, which is about \$10,000 but as the funds are going down, it's been \$8-\$9K so she turns the money over to Juneau County to obtain Hazmat Supplies. This line item was discussed and explained to the committee.

Discuss Dell Prairie tower lightning strike/invoices.

Discuss mobile command unit/maintenance. She is working on getting the trailer up to date by replacing dead batteries, greasing all the cranks, replacing a flat tire, replacing a light, and getting the step repaired.

14. Sheriff's Office - Sheriff Wollin and Chief Deputy Fahrenkrug – Not Attending.

Sandra Green, Fiscal and Support Services Manager – Recording Secretary, Present.

Per Sheriff Wollin, Sandra may address questions the committee may have on the monthly expenditures.

Questions were asked by the committee regarding monthly expenditures and were answered by Sandra Green, Recording Secretary.

Eyes of Hope Shelter to give summary of monthly report. Kris presented information for the month of May.

If received, Animal Control monthly report included in packet.

15. Medical Examiner, Angela Hinze – Chief Deputy Medical Examiner, Marilyn Rogers – Present.

Discuss/Approve Monthly Expenditures and Vouchers. Questions were asked and answered. Discussion took place regarding call volume and number of cases handled during the month of May. Indigent status was explained to the new committee members. Education and staff issues were addressed as well. The office is now part of a Child Death Review Team. This team will meet quarterly to assess and evaluate deaths of children birth through age 25. This committee will review for trends and causes as well as developing child prevention programs like the "Back to Sleep Program."

Discuss general operations of department. Business cards and ordered and being printed. A discussion took place regarding removing the taxes from the paychecks to the Medical Examiner employees. This will need to be discussed with Marcia Kaye next month.

Approve conference/training if any. None.

**Public Safety & Judiciary Committee**  
**Wednesday, June 13, 2012**  
**10:30 a.m. – Conference Room A260**

**MINUTES**

**\*Please note new meeting time of 10:30 am as of June 13, 2012.**

1. Call the Meeting to Order. Meeting called to order at 10:30am.
2. Was the meeting properly announced? Yes
3. Roll Call. All present: Sebastiani, Miller, Edwards, Eggebrecht, James.  
Others present: Green, Barnes, Gervais, Steffens, Bonnett, Allard, Reynolds, Vasupuram, Rogers, Heinz and Helmrick .
4. Approve the Agenda. Motion to approve agenda James/Eggebrecht. Motion carried. Unanimous.
5. Approve minutes of prior meeting. Motion to approve minutes Miller/James. Motion carried. Unanimous.
6. Public participation (*If requested by the Committee Chair*).
7. Correspondence. None.
8. Family Court Commissioner – Dennis McFarlin –Not Present.  
Discuss/Approve Monthly Expenditures and Vouchers.  
Discuss general operations of department.  
Approve conference/training if any.
9. Child Support – Deb Barnes – Present.  
Discuss/Approve Monthly Expenditures and Vouchers. Discussed.  
Discuss general operations of department. None.  
Approve conference/training if any. None.  
Review Performance Measures for May 2012. Discussed.  
Review and Act on Call Center Contract for remainder of 2012. Explanation regarding the Call Center Contract for the new committee members took place first. A request has been through Corp. Counsel to extend the contract through end of 2012. Motion to extend the Call Center Contract. James/Edwards. Motion carried. Unanimous.
10. Clerk of Circuit Court – Dee Helmrick – Carrie Allard and Dee Helmrick present.  
Discuss/Approve Monthly Expenditures and Vouchers. Discussed.  
Discuss general operations of department.
  - a. Community Service Coordinator's Monthly report. Questions were asked and addressed by Carrie Allard.
  - b. Status of new hire. Karen Ulm is doing very well. She's been there three weeks. A person through "Experience Works" will be joining the office soon at no expense to the County and will be able to work in other County offices to help them out.Approve conference/training if any. (Summer Conference WCCCA). Discussed.  
Summary Report of Expense Vouchers submitted for payment. No questions.
11. Register in Probate – Terry Reynolds – Present.  
Discuss/Approve Monthly Expenditures and Vouchers.  
Discuss general operations of department. Office is quite busy recently. One case was discussed at length so the committee is aware of the progress and outcome if applicable. The County has filed three TPR's (Termination of Parental Rights). There is two more coming and those will most likely not be contested. One is a voluntary termination and the other the mother is deceased and the father wishes to have no contact with the child. She will be moving forward with Teen Court with a meeting next week. The Sheriff and Chief Hanson visited the schools to look for prospective panel members. She hopes to be ready to go by sometime in September prior to school beginning. A brief discussion took place regarding Teen Court to the new committee members. Video Conferencing. Terry was advised by Captain Beckman that the \$100,000 that we paid for the VCS has been

Discuss present Agreement between Adams and Columbia Counties for Medical Examiner and any concerns/future considerations. Angela has stated our book keeping has drastically improved. The vehicle originally purchased was paid for in the first six months. Final end budget for 2011 was in the black. Angela would like to remain in a contract between Columbia and Adams County. The several choices listed on the correspondence were discussed as is to the Committee. The thought of Marilyn Rogers is she would like to assume the role of the Chief Medical Examiner for Adams County and still consult with Angela Hinze in Columbia County on an as needed basis. As discussed prior to the contract being signed, Angela did not this was a temporary process (contracting with Columbia County) until she got our County up and running and this is the time. Before a final decision is made, this must all go through Corp. Counsel and County Board and has to be done by August 1, 2012. If the proposal is approved, Marilyn Rogers would assume the role of Chief Medical Examiner for Adams County and Angela Hinze would be available on a consult basis if needed to benefit Adams County. Angela will bring back to the committee next month more information but all of this will need to be decided by August. Supervisor Sebastiani would like Angela to bring back more information fiscally. Angela will have it all line itemed out to the best of her ability and have that information available at the next meeting. Angela has reassured the entire committee that no services will be lost during this transition or at any other time. Nick Segina (prior Chief Deputy Coroner for Adams County) was present and wanted to compliment the committee and the Medical Examiner, Angela Heinz in doing a fantastic job in moving our office into a modern forensic organization. She surpassed all expectations. Marilyn studied and passed the test. We have a great and professional dept and the transition with moving Marilyn to the top of the ladder and is a great direction to move and she is willing to do the right thing for this County. He is all for moving forward with cutting ties except for consult only with Angela Heinz and making the transition to an Adams County Medical Examiner's office with Marilyn Rogers being the Chief Medical Examiner.

16. Approval of all vouchers and monthly expense reports. Motion to approve, James/Eggebrecht. Motion approved. Unanimous.
17. Identify upcoming agenda items. Jail Tour postponed until next PS&J meeting July 11, 2012 at 12:00 pm. Will adjourn for lunch and then reconvene after. Angela Heinz, Medical Examiner will present more information regarding the fiscal impact on contracting with Marilyn Rogers, current Chief Deputy ME vs. Columbia County for Medical Examiner services.
18. Set next meeting date. July 11, 2012 at 10:30 am in conference room A260.
19. Annual committee tour of Jail with Captain Beckman. Postponed until July 11<sup>th</sup> at 12:00pm.
20. Adjournment. Motion by James/Eggebrecht. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office. *These minutes are not yet approved by the Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Miller / Eggebrecht / Rogers / Wollin / Fahrenkrug / Green/ McFarlin / Bonnett/ Cada / Hinze / Rodgers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Larson / Eyes of Hope Shelter

Public Safety & Judiciary Committee

Tuesday, June 19, 2012

5:00 p.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 5:00 pm.
2. Was the meeting properly announced? Yes
3. Roll Call. All present: Sebastiani, Miller, Edwards, Eggebrecht, James.  
Others present: Sheriff Sam Wollin and Chief Deputy Terry Fahrenkrug
4. Approve the Agenda. Motion to approve agenda James/Eggebrecht. Motion carried. Unanimous.
5. Public participation (*If requested by the Committee Chair*).
6. Correspondence. None.

7. Sheriff's Office - Sheriff Wollin and Chief Deputy Terry Fahrenkrug

Update on Chief Deputy Position.

Sheriff Wollin introduced Chief Deputy Terry Fahrenkrug to the committee and Chief Deputy explained his background and experience.

Discuss general operations of the department.

Sheriff Wollin explained that the return on investment of the court video conference had been met at the end of May at \$101,403.37. Chair Sebastiani asked for the information to go to the County Clerk's Office to be included in next month's County Board packet. The Patrol Sergeants promotional process has been completed and the positions have been offered to Deputies Paul Morrison, Rod Stormoen, and Ryan Greeno. There will be a three day in house training next week and plans to have the Patrol Sergeants attend a first line supervisor training in the fall. The promotions are expected to occur on July 1<sup>st</sup>, some discuss followed. The annual jail inspection was completed and the initial meeting with the jail inspector indicated a positive outcome. The inspector will be returning with the final report on Friday.

Discuss/Act on advertising and posting for a patrol position.

Sheriff Wollin explained that the previous eligibility list for the Patrol Deputy position has expired and requested to advertise and post to establish a new list. Motion by Eggebrecht/Miller to advertise and post to establish an eligibility list for Patrol Deputy. Motion carried. Unanimous.

8. Committee will convene in closed session per Wis. Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss ongoing performance evaluation data regarding Chief Deputy designate Terry Fahrenkrug. At 5:12 pm, Motion by Eggebrecht/Miller. Motion carried. Unanimous.
9. The Committee will reconvene in open session per Wis. Stats. 19.85(2), to consider and vote on appropriate matters. At 5:28 pm, Motion by Edwards/Eggebrecht. Motion carried. Unanimous.
10. Adjournment at 5:29 pm. Motion by Miller/James. Motion carried. Unanimous.

Submitted by Sheriff Sam Wollin, Sheriff's Office. *These minutes are not yet approved by the Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Miller / Eggebrecht / Rogers / Wollin / Fahrenkrug / Green/ McFarlin / Bonnett/ Cada / Hinze / Rodgers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Larson / Eyes of Hope Shelter

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**May 9, 2012, 6:00 PM**  
**Landfill Office, 1420 Hwy 21, Friendship, WI 53934**

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

**MEMBERS ABSENT/EXCUSED:** Nick Theisen, SAYL  
Alexandria Beckman, SAYL

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Hank Strohmeyer, Foreman  
Barb Morgan  
Cindy Phillippi, County Clerk  
Steve Bischoff, Ayres Associates

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by the County Clerk at 6:00 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, JOHNSON, GATTERMAN, AND BAYS.  
**ABSENT/EXCUSED:** THEISEN AND BECKMAN.

**ELECTION OF OFFICERS/APPOINTMENTS:** Cindy Phillippi asked for nominations for Chair. Nominations were received for Larry Babcock and Florence Johnson. Florence declined the nomination. No more nominations were received. Motion by Bays, second by Gatterman, to close nominations and cast a unanimous ballot for Larry Babcock for Chair. All in favor. Motion carried.

The County Clerk then left the meeting.

Chair Babcock asked for nominations for Vice-Chair. Nominations were received for Patrick Gatterman and Florence Johnson. No other nominations were received and nominations were closed. Voting for Gatterman-1, voting for Johnson-4. Florence Johnson is the Vice-Chair.

Chair Babcock appointment Myrna Diemert as recording secretary.

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

**APPROVAL OF OPEN SESSION MINUTES FROM APRIL 11, 2012:** *Motion by Morgan, second by Johnson, to approve the Open Session minutes as presented for the April 11, 2012 meeting. All in favor. Bays abstained. Motion carried.*

**PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** None.

**LANDFILL DEPT. WORKING WITH HWY DEPARTMENT/HWY COMMISSION:** No further discussions have taken place other than normal day to day cooperation on daily operations.

**FINANCIAL REPORT:** Ms. Diemert presented the Year End 2011 Report showing a profit of \$117,270.39 following the final audit. Ms. Diemert next presented the Financial Report for April 2012 along with the Check Summary Report. Discussion was held. *Motion by Bays, second by Gatterman, to approve the Financial Report and the Check Summary Report for April 2012. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated May 9, 2012 (see attached copy). *Motion by Johnson, second by Babcock, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

**DISCUSS AND APPROVE CONTRACTS/AGREEMENTS/LEASES:** Ms. Diemert updated the Committee on the progress with IROW. She reported that the RFP has been completed and is being reviewed.

**APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS:** Ms. Diemert presented information on a 1995 Ford Grapple Truck with Dump Box with 65,000 miles. The unit was municipally owned. We have been looking for years for a truck like this to do projects such as tornado clean-ups, bulky item collections, private cleanup projects, town-wide cleanups, separation of tires with rims and small dumpster deliveries. This truck would have been extremely helpful during the recent Village of Oxford bulky item collection this past weekend. The truck has been negotiated down to \$19,000 and will cost \$2,000 for shipping. There are funds available in the budget for this purchase. *Motion by Bays, second by Gatterman, to purchase the 1995 Ford Grapple Truck at a price not to exceed \$21,000. All in favor. Motion carried.*

**EMPLOYEE UPDATE:** Ms. Diemert updated the committee on the Part-Time Scale Clerk/Secretary hiring. Shannel Parr has been hired for the position as she was the only one who passed the test. She has been in the position for several months as an LTE and is doing very well.

She also reported on the Part-Time Driver/Laborer position and that testing was done on April 20<sup>th</sup> at the landfill. Chair Babcock appointed himself, the Director and Foreman as the interview/hiring Committee. Interviews will be done at the landfill on May 30<sup>th</sup> at 10:00 AM. A one year hiring list will be developed with the candidates following the interviews.

Ms. Diemert updated the Committee on the two employees that are still under partial release for work and one that is off due to health reasons. We currently have two on-call employees assisting with the shortage. We will need to recall the LTEs when we start in the capping construction project.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert had no new trainings or conferences to approve.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: Hiring list for part-time drivers. Village of Coloma contract. Any updates needed.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, June 13, 2012 at 6:30 PM at the Landfill. *Motion by Johnson, second by Gatterman, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:48 P.M..

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE**

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**June 13, 2012, 6:30 PM**  
**Landfill Office, 1420 Hwy 21, Friendship, WI 53934**

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

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Barb Morgan

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:30 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, JOHNSON, GATTERMAN, AND BAYS.

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

**APPROVAL OF OPEN SESSION MINUTES FROM MAY 9, 2012:** *Motion by Bays, second by Morgan, to approve the Open Session minutes as presented for the May 9, 2012 meeting. All in favor. Motion carried.*

**PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** None.

**LANDFILL DEPT. WORKING WITH HWY DEPARTMENT/HWY COMMISSION:** Ms. Diemert updated the Committee on a meeting between Hwy, SW and Personnel Director. A list of possible duties and training needs was developed. A notice was posted for employees who might be interested in cross-training. Also discusses was using on-call and LTE personnel.

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report for May 2012 along with the Check Summary Report. Discussion was held. *Motion by Bays, second by Gatterman, to approve the Financial Report and the Check Summary Report for May 2012. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated June 13, 2012 (see attached copy). *Motion by Morgan, second by Gatterman, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

**DISCUSS AND APPROVE CONTRACTS/AGREEMENTS/LEASES:** Ms. Diemert updated the Committee on the progress with IROW. She reported that the RFP has been completed and is being reviewed.

She also reported that the Village of Coloma has signed the agreement for a 3 year contract for curbside collection. *Motion by Johnson, second by Bays, to approve the 3 year Agreement with the Village of Coloma and forward the Resolution to Corporation Counsel for the July County Board meeting. All in favor. Motion carried.*

**APPROVE/UPDATE SOLID WASTE DEPARTMENT POLICIES:** Ms. Diemert presented a policy for the Solid Waste Department dealing with a reimbursement for prescription safety glass and/or safety boots. Discussion was also held on a Uniform policy for Solid Waste employees including the office staff. Suggestions were made and Ms. Diemert will bring a final draft for approval at the next meeting. This will be a working document that will be expanded due to Department need.

**APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS:** Ms. Diemert updated the Committee on the status of the Grapple truck which has not been delivered yet.

**EMPLOYEE UPDATE:** Ms. Diemert updated the Committee on the results of the testing and interviews for the Part-Time Driver/Laborer position. The interview/hiring Committee ranked the candidates and selected Joseph Stone for the PT Driver/Laborer position. The three other candidates were ranked and placed on a one year eligibility list.

Ms. Diemert updated the Committee on the employees that are still under partial release for work and one that is off due to health reasons. Discussion was held on possible light-duty assignments which include performing recycling inspections and supervising a Huber/Community Service workgroup at the Industrial Park median maintenance project.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert had no new trainings or conferences to approve.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: IROW contract, Village of Coloma contract. Any updates needed.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, July 11, 2012 at 4:00 PM at the Landfill. *Motion by Johnson, second by Gatterman, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 8:42 P.M..

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT 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 # 463  
July 5, 2012  
Report for the month of June, 2012

The monument at the South Quarter Corner of Section 31-18-5.  
was reset as the road was paved.

I am continuing with 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 2012

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,500.00	\$ 400.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,500.00	\$ 300.00
FEBRUARY	300.00	13,698.99	
Balance	\$3,000.00	\$ 7,801.01	\$ 300.00
MARCH	300.00		
Balance	\$2,700.00	\$ 7,801.01	\$ 300.00
APRIL	300.00	7,551.01	
Balance	\$2,400.00	\$ 250.00	\$ 300.00
MAY	300.00		
Balance	\$2,100.00	\$ 250.00	\$ 300.00
JUNE	300.00		
Balance	\$1,800.00	\$ 250.00	\$ 300.00
JULY			
Balance	\$		
AUGUST			
Balance	\$		
SEPTEMBER			
Balance	\$		
OCTOBER			
Balance	\$		
NOVEMBER			
Balance	\$		
DECEMBER			
Balance	\$		
Grand Total	\$		



**Extension Committee**

**Minutes of Meeting**

**May 8, 2012 @ 1:00PM**

**Adams County Community Center**

**569 N. Cedar Street, Extension Conference Room 103**

**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103, Adams County Community Center by Deputy County Clerk, Barb Waugh.
2. **Roll Call:** **Board Members:** Florence Johnson, Diane England, Jack Allen, Glenn Licitar and Joe Stuchlak - Present  
**Extension Staff:** Don Genrich, Jennifer Swensen, Mary Ann Olson, Theresa Wimann, and Linda Arneson – Present.  
**SaYI Member:** Brittany Metoyer – Arrived 1:15 p.m.
3. **Was the Meeting Properly Announced:** Yes
4. **Request Nomination and Second for Committee Chair:** Motion by Allen and Second by Licitar to nominate Johnson as Extension Committee Chairman. No other nominations made. Motion carried by unanimous voice vote. Johnson took over meeting.
5. **Request Nomination and Second for Vice-Chair:** Motion by Stuchlak Second by England to nominate Licitar as Vice-Chair. No other nominations made. Motion carried by unanimous voice vote.
6. **Request Nomination and Second for Secretary:** Motion by Stuchlak Second by England to nominate Allen as Secretary. No other nominations made. Motion carried by unanimous voice vote.
7. **Agenda Approval:** Motion by Stuchlak and Second by Allen to approve agenda. Motion carried.
8. **Approve Minutes:** Motion by Licitar Second by Allen to accept minutes of the Extension Committee Meeting of April 10, 2012 presented. Motion carried.
9. **Public Participation:** None
10. **Communication:** Genrich advised Committee of the upcoming Renewable Energy Fair Sustainable Living Fair in Custer, WI. Swensen discussed 4-H issues.
11. **Items for Action or Discussion:**
  - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by England Second by Licitar to place Monthly Reports on file. Motion carried.

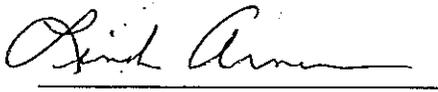
- b) Review Calendars of Extension Education Staff: Committee reviewed May calendars for all education staff.
- c) Review Check Summary and Financial Statement for April 2012: April 2012 Check Summary and Financial Statements were reviewed. Motion by England Second by Allen to place April 2012 Check Summary and Financial Statements on file. Motion carried.
- d) Community Center:
- Henning Estate Funds: Items have been ordered and should start arriving in the next month.
  - Reservations: Genrich advised Committee of recent issues involving room reservations at the Community Center.
- e) State WACEC Meeting in Green Bay: Information provided to all Committee members regarding the annual state WACEC meeting to be held in Green Bay. Committee members are to let Arneson know by May 22<sup>nd</sup> if they plan to attend, so that reservations can be made.
- f) UW-Extension Centennial Plans – Update: Kick-off for the UW-Extension Centennial Celebration will be held on June 24<sup>th</sup> at Lambeau Field in Green Bay. Committee members are invited to attend this event, which will take place the evening prior to the start of the WACEC Conference.

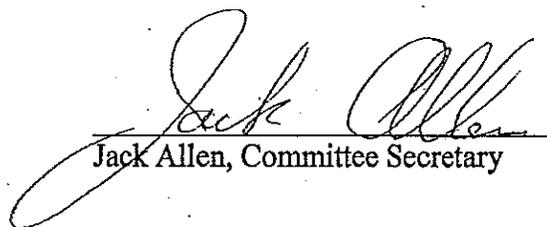
12. Set Next Meeting Date: Next regular meeting will be June 12, 2012 at 1:00 p.m. at the Adams County Community Center. Genrich and Metoyer are excused from this meeting.

13. Agenda Items for Next Meeting:

- WACEC Meeting - Update
- Community Center
- Clean Sweep – Update
- Introduction to Summer Interns

14. Adjourn: Motion by Allen and Second by Stuchlak to adjourn. Motion carried. Meeting adjourned at 2:28 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.**



**Extension Committee**

**Minutes of Meeting**

**June 12, 2012 @ 1:00PM**

**Adams County Community Center**

**569 N. Cedar Street, Extension Conference Room 103**

**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Diane England, Jack Allen, Glenn Licitar and Dave Repinski – Present.  
**Extension Staff:** Mary Ann Olson, Theresa Wimann, and Linda Arneson -- Present.  
Don Genrich arrived at 1:02 p.m. and Jennifer Swensen was 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 Licitar Second by England to accept minutes of the Extension Committee Meeting of May 8, 2012 presented. Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Introduction to Summer Interns:** Wimann introduced three of four summer interns working with Extension this year. Lee Bartnik, Terra Harvey and Heather Wautier all started work on June 12th Dan Clauson will start June 19<sup>th</sup>. All four will be working with Family Living and WNEP programs.
9. **Items for Action or Discussion:**
  - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by England Second by Licitar to place Monthly Reports on file. Motion carried.
  - b) **Review Calendars of Extension Education Staff:** Committee reviewed June calendars for all education staff.
  - c) **Review Check Summary and Financial Statement for May 2012:** May 2012 Check Summary and Financial Statements were reviewed. Motion by England Second by Allen to place May 2012 Check Summary and Financial Statements on file. Motion carried.
  - d) **Out-Of-State Travel - Swensen:** Genrich advised Committee that Swensen, 4-H/Youth Development Agent, received an Achievement in Service Award from the Wisconsin Association of Extension 4-H Youth Development Professionals (WAE4-HYDP) at their annual

conference on April 11<sup>th</sup> in Stevens Point, Wisconsin. This is awarded to three individuals throughout the state that recognizes excellence in contributions to the 4-H Youth Development program. The State Association forwarded the award information to the National Association of Extension 4-H/YD Agents and Swensen is scheduled to receive an award at the National conference to be held in Florida in the fall. Motion by Licitar Second by Allen to support the request by Swensen to attend the conference in Florida. Motion carried. Extension was directed to prepare a Resolution for presentation to the County Board.

- e) **Active Communities Grant – Wimann**: Wimann asked Committee for support in applying for an Active Community grant to promote nutrition and physical activity for lifelong health and resiliency for Adams County residents. Motion by England Second by Stuchlak to support the grant application, with Wimann checking with Trena Larson, AC/DOF about the County rules for applying for grants. Motion carried.
  - f) **Community Center**: Genrich advised Committee that we had ordered and received 26 new tables and two table carts for the Community Center. New blinds for 145A&B and the Library were ordered and scheduled to arrive in the next week. Flag poles for the Community Center were in the process of being ordered. A/V equipment will be ordered shortly. This is all being done with funds received from the Henning Estate.
  - g) **State WACEC Meeting in Green Bay**: Licitar, Genrich, Wimann and Schilling will be attending the conference.
  - h) **UW-Extension Centennial Plans - Update**: Extension will have displays in room 103 of the Community Center at the same time as the City of Adams Centennial displays are in 145B. Extension will make arrangements to give a brief presentation to the Adams County Board on August 21<sup>st</sup> and will provide root beer floats. Point Brewery is bottling "Cooperative Extension Centennial Root Beer"!
10. **Set Next Meeting Date**: Next regular meeting will be July 10, 2012 at 1:00 p.m. at the Adams County Community Center.
11. **Adjourn**: Motion by Stuchlak and Second by England to adjourn. Motion carried. Meeting adjourned at 2:10 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.**

