

ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY MEETING  
 ADAMS COUNTY BOARD ROOM  
 July 21st 2009, 6:00 p.m.

1. Call to Order by the Chair
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve the Agenda
7. Approval of the June 16th, 2009 County Board Minutes.
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors, to approve claims, Hartley, Kotlowski, Townsend, Johnson, Klingforth, and Keckeisen to review during recess.
10. **Correspondence:** Letter dated June 16<sup>th</sup>, 2009 from Joseph & Carol Bobrick regarding property in the Town of Adams. Supplemental mat'l available in the Clerk's office.
11. **Appointments:** Reappoint Cathy Croke, W. Dale Helm and Ivan Morrow to the Adams County Board of Adjustments.
12. **Unfinished Business:**
13. **Reports and Presentations:**
  - a. Administrative Coordinator/Director of Finance
  - b. Presentation of space facility study

14. Review of Committee Minutes		
Ad Hoc Rules 6/23	Health & Human 6/12	Pub Safety & Jud 6/10, 7/8
Adams County Board 6/16	Health Insur 4/28, 6/30	Pub Works 6/11, 7/8, 7/9
Admin & Fin 6/11	Humane Society 6/11	Resource & Rec 5/5, 5/13,
Airport 6/8	Land Infor 6/25	6/10, 6/11, 7/10
Brd of Adjustmnt 11/19, 6/17	Library 6/22	SCLS 6/8
CWCA 4/22	Plan & Dev 6/8, 6/26, 7/1	Surveyor 7/1
Exe 6/8, 7/2	Property 6/9	

15. **Resolutions:**

**Res. #46:** To authorize Highway Commissioner Ron Chamberlain to Travel to Washington DC in support of Adams County's 2009 TIGER Grant submittal.

**Res. #47:** Purchase and replacement of a 10-year old 2500 series Chevrolet truck, plow, and attachment at Castle Rock Park, Adams County, with a 2009, 2500 series truck, plow, and attachment.
16. **Ordinances:**
17. **Denials:**

**Den. #03:** Bruce & Jody Duellman, owners, of a parcel of land (1 acre) in the Town of Leola, property (1 acre) located in the SE ¼, NE ¼, & the NE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126, requests property be changed from a Conservancy District to a Recreational/Residential District.

**Den. #04:** DuBois Investments, owner, of a portion of a parcel of land (approximately 1 ¼ acres) in the Town of Leola, requests property (1 ¼ acres) located in the SE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lots 1-4 of CSM 2278 on Aspen Drive, be changed from a Conservancy District to a Recreational/Residential District.

**Den. #05:** Ronald Johnson requests a portion of a parcel (5 acres) in the Town of Easton, property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501

11<sup>th</sup> Avenue, be changed from an R2 Rural Residential District to an R-3 Mobile Home Park Residential District.

18. **Petitions:**

19. Approve Claims

20. Per Diem and Mileage for this Meeting read by the County Clerk.

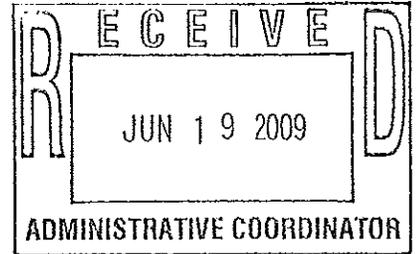
21. Motion for County Clerk to correct errors.

22. Set next meeting dates per chair's request July 30<sup>th</sup> tour, August 18<sup>th</sup>, September 22, October 20<sup>th</sup>.

23. **Closed Session:** (none)

24. Adjournment

Joseph T & Carol Anne Bobrick  
1061 S Dixie Court  
Adams, WI 53910



June 16, 2009

James Bays, Chairman  
Township of Adams  
1980 11<sup>th</sup> Avenue  
Adams, WI 53910

Dear Mr. Bays,

This is the third time we have written regarding the problems here in Edge of Town Acres; we still have Mr. Galvin with one open basement with trees growing out of the foundation and debris all over the property at 2143 10<sup>th</sup> Lane and next to that is an unfinished house at 1079 S Dixie Ct. with a unlicensed beater truck with a block sticking out of the windshield. I have copies of complaints & letters dating back to 2001 all the way up to 2007 with responses dating back 2002 to 2007.

It is now 2009 and nothing has changed on these two properties. The problem has existed for 10 years or more, who are the laws and regulations for, certainly not for Mr. Galvin or for that matter John Buck at 2146 10<sup>th</sup> Drive who still continues to run a JUNK business out of this residential sub-division. Now we have David Manning at 1086 S Dixie Ct running an auto repair, salvage and JUNK yard on his property, with a pile of garbage bigger than the house. The mobile home he put on the corner speaks for itself.

Around the corner at 2136 11<sup>th</sup> Avenue, is a pig sty, they were ordered to remove the unlicensed junk vehicles but have since worked hard at making that once nice property a garbage dump.

Our total financial worth is in this house we built, with all the strict rules & regulations, Planning & Zoning required. Why is it we are the only ones subject to these rules & regulations? We have been trying to sell this house for 3 Years and no one wants it because of the surrounding neighborhood. What is it going to take to get something done?

Sincerely,

  
Joseph & Carol Anne Bobrick

Cc: Planning & Zoning  
Health & Human Services  
Department of Natural Resources  
County Board ✓



50 Adopted \_\_\_\_\_  
51 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
52 Tabled \_\_\_\_\_ \_\_\_\_\_ day of August 2009.

53

54

55

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

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

1  
2  
3 **RESOLUTION - 2009-47**  
4

5 **RESOLUTION TO APPROVE THE PURCHASE AND REPLACEMENT**  
6 **OF COUNTY PARKS AND RECREATION DEPARTMENT TRUCK**  
7

8 **INTRODUCED BY:** Resource and Recreation Committee  
9

10 **INTENT & SYNOPSIS:** Purchase and replacement of a 10-year old 2500 series Chevrolet  
11 truck, plow, and attachment at Castle Rock Park, Adams County,  
12 with a 2009, 2500 series truck, plow, and attachment.  
13

14 **FISCAL NOTE:** Retail loan of \$571.57 per month for sixty (60) months totaling  
15 \$34,542.00 from Castle Rock Park capital equipment account 100 E  
16 41 55450 910 which has a current account balance of \$23,500.00.  
17

18  
19 **WHEREAS:** The Adams County Resource and Recreation Committee, at their June  
20 2009 monthly meeting, reviewed similar vehicle (truck) specifications and  
21 price quotes from Chevrolet and Ford; and  
22

23 **WHEREAS:** The Resource and Recreation Committee decided it would be in the  
24 County's best interest to purchase a 2009 Chevrolet 2500 series truck  
25 from A-F Motors, Adams, WI.  
26

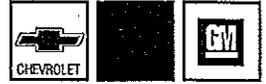
27  
28 **NOW THEREFORE, BE IT RESOLVED:** That Adams County Board of Supervisors hereby  
29 approves the purchase a 2009, 2500 series Chevrolet truck from A-F Motors, Adams, WI  
30 utilizing a 5-year loan of \$571.57 per month. Said loan to be paid from the Castle Rock Park  
31 Capital Equipment Account.  
32

33  
34 Dated this \_\_\_\_\_ day of July 2009.

35  
36 *Gary Hartley*  
37 *Joe Stuckel*  
38 *David Kerner*  
39  
40  
41

*Glen Lucita*  
42

43 Adopted \_\_\_\_\_  
44 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
45 Tabled \_\_\_\_\_ day of July 2009.  
46  
47  
48  
49



A-F MOTORS, Inc.

201 S. Main St. - Box 759 / ADAMS WISCONSIN 53910 / Telephone 608-339-3392

June 10, 2009

Adams County Parks and Recreation Department  
400 Main Street  
Friendship WI, 53934

Dear Committee Members:

Attached please find a spec sheet and quotation for the lease of a 2009 Chevrolet Silverado 2500 HD Reg. Cab 4x4 with an 8'2" BOSS V-Plow per your specifications:

Chevrolet Silverado 2500 HD Reg. Cab 4x4	<b>\$28,701 (Price includes snow plow)</b>
4-Year Annual Lease Payment:	<b>\$9,627 a year</b>
5-Year Retail Loan:	<b>\$571.57 a month</b>

Vehicle is to be ordered upon Bid Approval- based on availability. Quote is valid for 30 days. Payments are based upon credit approval. License, Title, and Service Fee are extra.

Thank you for allowing us the opportunity to present this quotation. If you have any questions, please feel free to call.

Sincerely,

Tadd Wormet  
A-F MOTORS, INC

Enclosures

**AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE**

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on April 15, 2009 as the Adams County Shoreland Protection Ordinance, with an effective date of May 7, 2009, and

WHEREAS: On April 16, 2009, Bruce & Jody Duellman, owners, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of a parcel of land (1 acre) in the Town of Leola, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on May 6, June 3, July 1, 2009 with an on site on June 26, 2009; and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends denial of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

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

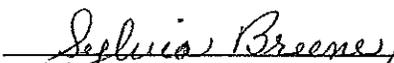
Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 11-2009, and the corresponding zoning maps are hereby not amended to reflect that the following described property be changed from a Conservancy District to a Recreational/Residential District.

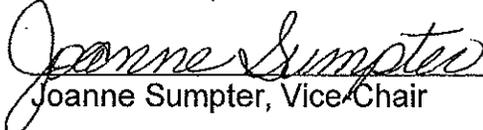
Property (1 acre) located in the SE ¼, NE ¼, & the NE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126, Town of Leola, Adams County, Wisconsin, Wisconsin.

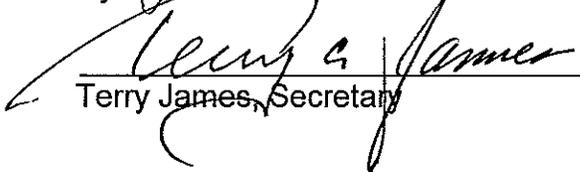
Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of July, 2009.

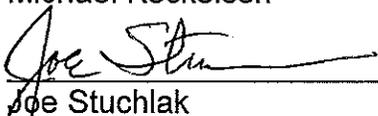
Recommended for denial by the Adams County Planning and Development Committee on this 1st day of July, 2009.

  
\_\_\_\_\_  
Glenn Licitar, Chair

  
\_\_\_\_\_  
Sylvia Breene

  
\_\_\_\_\_  
Joanne Sumpter, Vice Chair

  
\_\_\_\_\_  
Terry James, Secretary

\_\_\_\_\_  
Michael Keckeisen  
  
\_\_\_\_\_  
Joe Stuchlak

\_\_\_\_\_  
Richard Colby

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of July, 2009

\_\_\_\_\_  
Al Sebastiani, Board Chair

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



## PLANNING AND ZONING DEPARTMENT

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
July 1, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

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

Bruce D. & Jody L. Duellman – Rezoning request of a portion of a parcel (1 acre) from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance to allow for a building site on property located in the SE ¼, NE ¼, & the NE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126, Town of Leola, Adams County, Wisconsin.

Appearing for with testimony: Bruce & Jody Duellman, owners. Ken Zimbeck, Town Chair & Karl Klingforth, Town Supervisor stating that they support the petitioners request.

Appearing for without testimony: Ambrose & Donna Gaul.

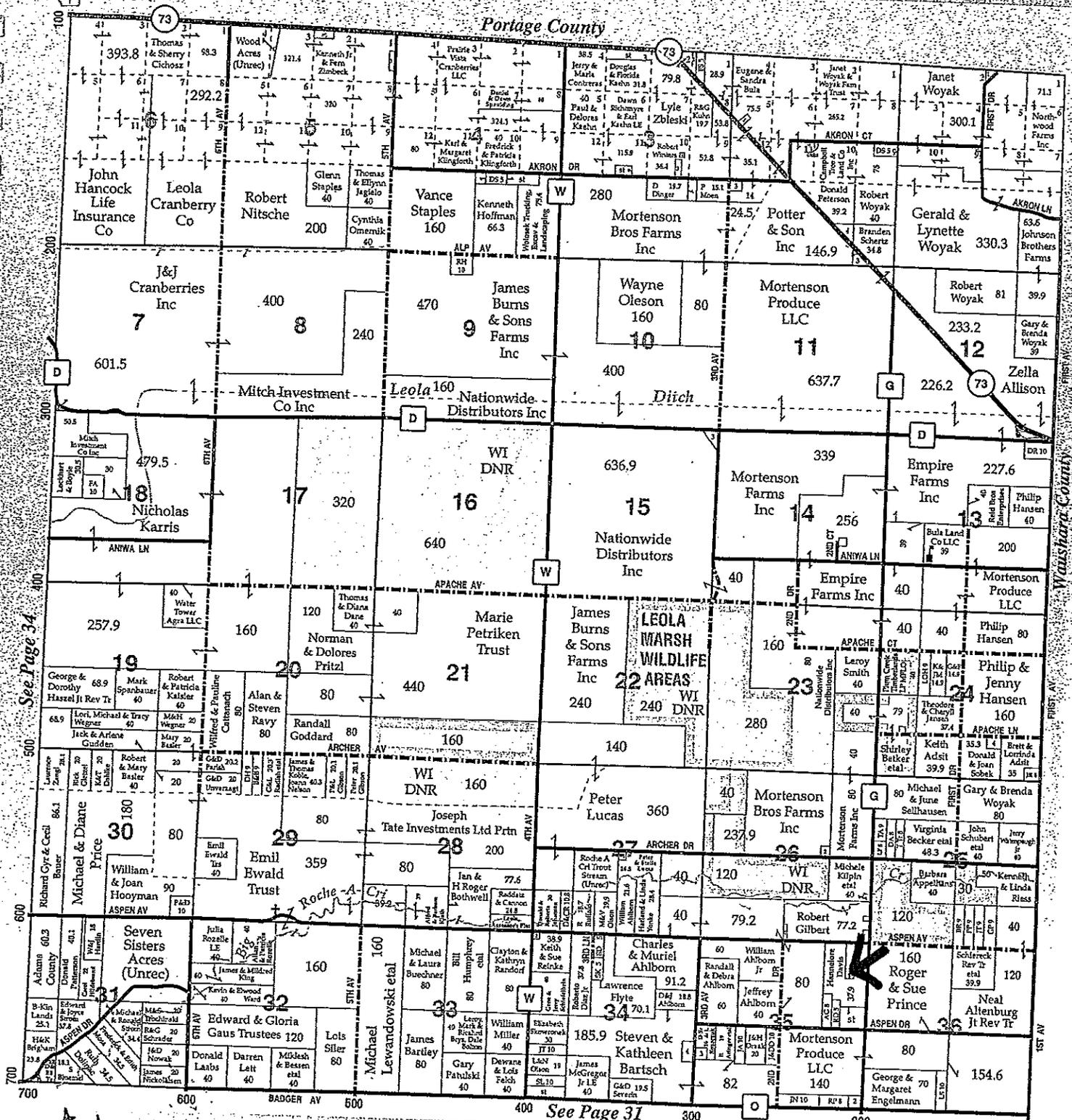
No one appearing against.

Correspondence: Notification from the Town Board of Leola that they met on February 18, 2009 and have no objection to the zoning change. E-mail from Will Stites stating that the DNR takes no position on the rezoning request. Telephone call from Hannelore Davis with no objections; from Nicole Severin with no objections; from Elke Strothman with no objections. Bernard Miller with no objections as long as it's kept nice looking. E-mail from Ron Chamberlain with no concerns. Statement from Chris Murphy indicating type of vegetation on property. Copy of an e-mail from Kyle Zibung, U.S. Army Corps of Engineers stating they do not have regulatory jurisdiction over this project.

A site visit to better evaluate the request was performed by the Committee on June 26, 2009.

Disposition: Upon completion and review of the Committee Findings Checklist, Terry James made a motion to recommend denial of the zoning change, on the above-described property, to the County Board for final action. Joanne Sumpter seconded the motion. Roll Call Vote: 4 -Yes. 1 – No.(Licitar) 2 – excused.(Colby, Keckeisen) Motion to deny carried.





See Page 34

See Page 31



**Terry Wolfe REALTY**

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Wisconsin Rapids, WI 54495

ADAMS COUNTY OFFICE  
CITY RD D & Hwy 13, Town of Rome  
(715) 325-6500

ADAMS, WI

**AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE**

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on April 15, 2009 as the Adams County Shoreland Protection Ordinance, with an effective date of May 7, 2009, and

WHEREAS: On May 12, 2009, DuBois Investments, owner, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of a parcel of land (approximately 1 ¼ acres) in the Town of Leola, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on July 1, 2009 and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends denial of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

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

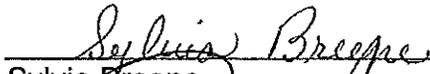
Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 11-2009, and the corresponding zoning maps are hereby not amended to reflect that the following described property be changed from a Conservancy District to a Recreational/Residential District.

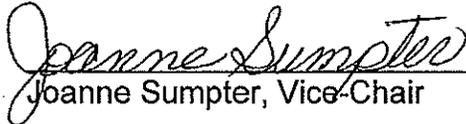
Property (1 ¼ acres) located in the SE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lots 1-4 of CSM 2278 on Aspen Drive, Town of Leola, Adams County, Wisconsin.

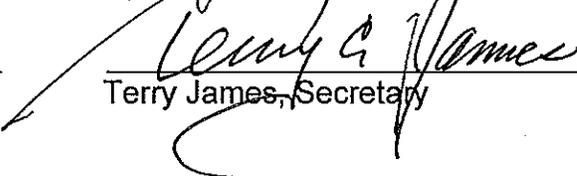
Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of July, 2009.

Recommended for denial by the Adams County Planning and Development Committee on this 1st day of July, 2009.

  
\_\_\_\_\_  
Glenn Licitar, Chair

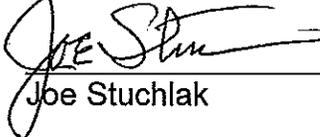
  
\_\_\_\_\_  
Sylvia Breene

  
\_\_\_\_\_  
Joanne Sumpter, Vice-Chair

  
\_\_\_\_\_  
Terry James, Secretary

\_\_\_\_\_  
Michael Keckeisen

\_\_\_\_\_  
Richard Colby

  
\_\_\_\_\_  
Joe Stuchlak

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of July, 2009

\_\_\_\_\_  
Al Sebastiani, Board Chair

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



## PLANNING AND ZONING DEPARTMENT

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

July 1, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

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

St. James Place MHC LLC – Rezoning request of a portion of property from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance to allow the existing septic system and three manufactured homes to become conforming on property located in the SE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lots 1-4 of CSM 2278 on Aspen Drive, Town of Leola, Adams County, Wisconsin.

Appearing for with testimony: Richard Dubois, Owner. Bruce Duellman stated that he approved of the request, as Mr. Dubois has cleaned up the property since he became the owner.

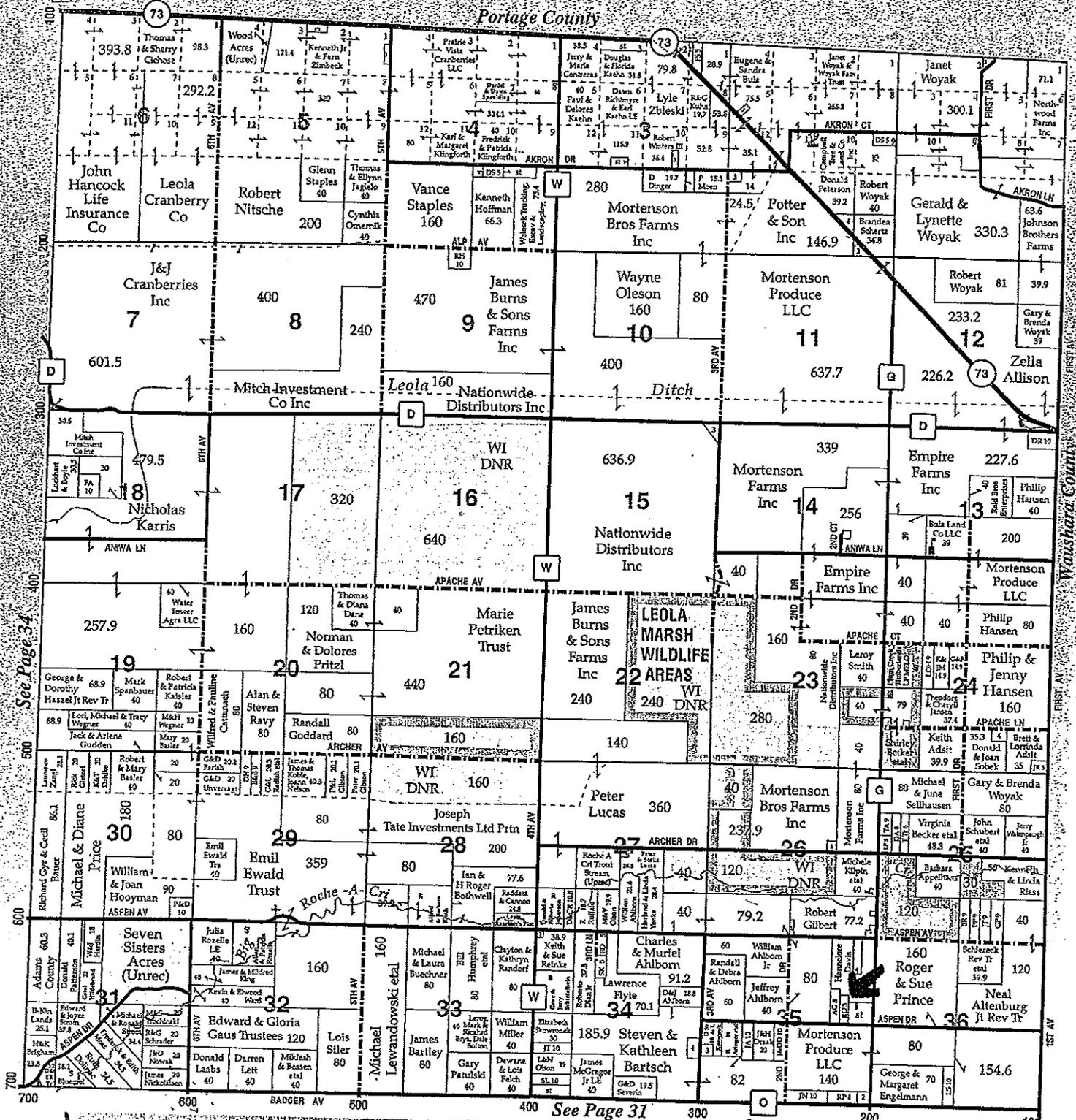
Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Town Board of Leola that they met on February 18, 2009 and have no objection to the zoning change. Copy of e-mail from Kyle Zibung, U.S. Army Corps of Engineers that they have no regulatory jurisdiction over this property.

Disposition: Upon completion and review of the Committee Findings Checklist, Terry James made a motion to recommend denial of the zoning change, on the above-described property, to the County Board for final action. Joe Stuchlak seconded the motion. Roll Call Vote: 5 -Yes. 2 – Excused.(Colby, Keckeisen) Motion to deny carried.





See Page 34

See Page 31

700 600 500 400 300 200 100



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ADAMS COUNTY OFFICE: QTY RD D & Hwy 13, Town of Romber, WI 54495 (715) 326-6500

Adams, WI

**AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE**

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of Easton on November 20, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On June 1, 2009 Ronald Johnson petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel (5 acres) in the Town of Easton, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on July 1, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends denial of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

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

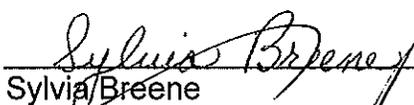
Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby not amended to reflect that a portion of the following described parcel (5 acres) be changed from an R2 Rural Residential District to an R-3 Mobile Home Park Residential District.

Property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501 11<sup>th</sup> Avenue, Town of Easton, Adams County, Wisconsin.

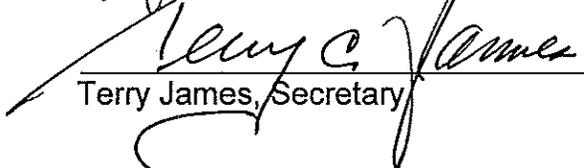
Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of July, 2009.

Recommended for denial by the Adams County Planning and Development Committee on this 1st day of July, 2009.

  
\_\_\_\_\_  
Glenn Licitar, Chair

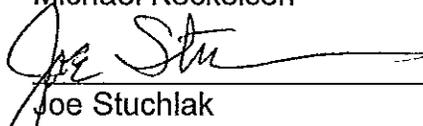
  
\_\_\_\_\_  
Sylvia Breene

  
\_\_\_\_\_  
Joanne Sumpter, Vice-Chair

  
\_\_\_\_\_  
Terry James, Secretary

\_\_\_\_\_  
Michael Keckeisen

\_\_\_\_\_  
Richard Colby

  
\_\_\_\_\_  
Joe Stuchlak

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of July, 2009



## 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 COUNTY PLANNING & DEVELOPMENT COMMITTEE

July 1, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 –9:00 A.M.

Ronald L. Johnson – Rezoning request of a portion of a 18.65 acre parcel (5 acres) from an R2 Rural Residential District to an R3 Mobile Home Park Residential District to place a 1989 16' x 80' single wide manufactured home on property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501 11<sup>th</sup> Avenue, Town of Easton, Adams County, Wisconsin.

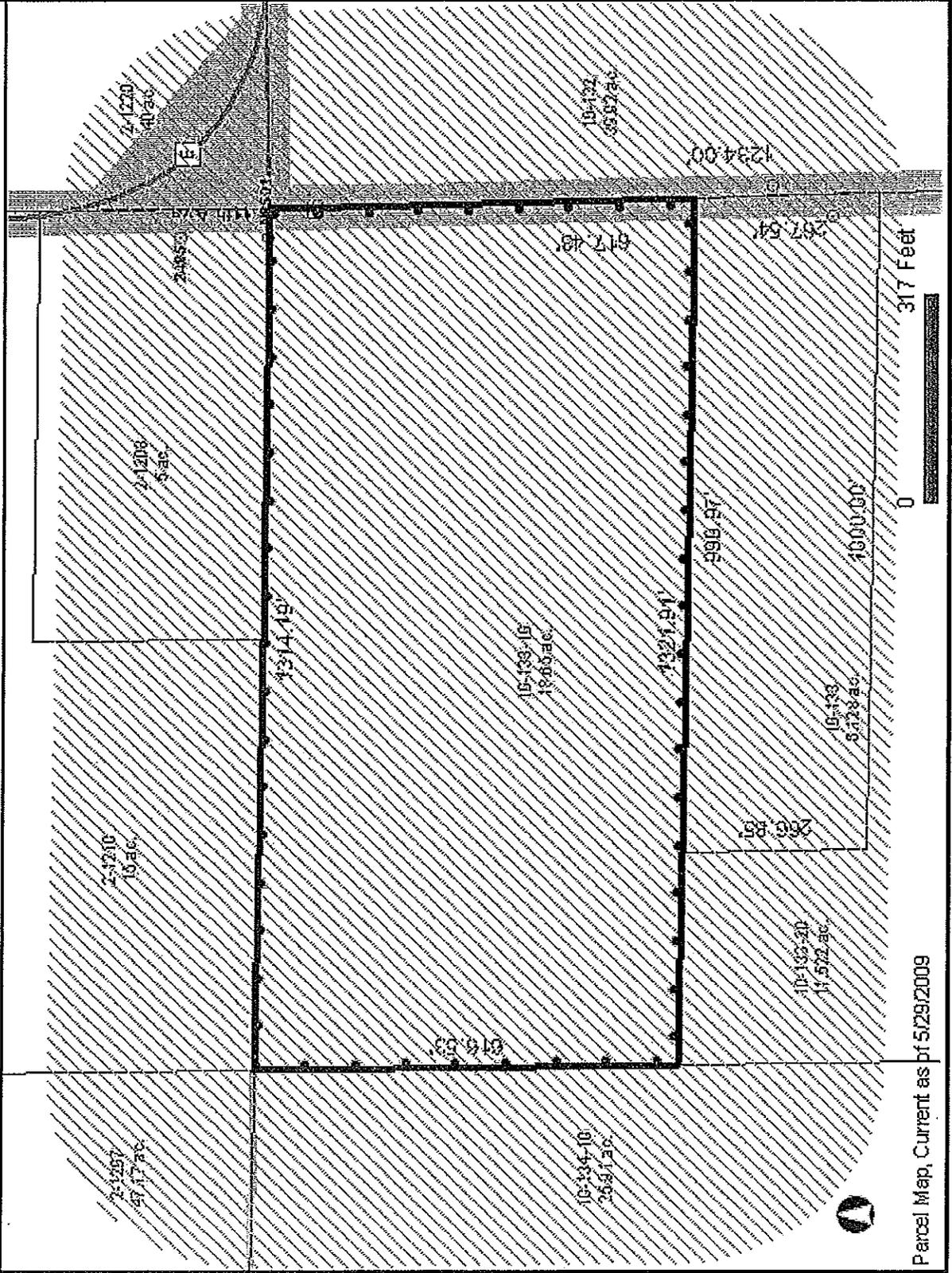
Appearing for with testimony: Ronald L. Johnson & Ronald W. Johnson.

Appearing against: None.

Correspondence: Notification from the Town Board of Easton that they do not object to the rezoning request.

Disposition: Terry James made a motion to deny the request and forward that recommendation on the above-described property, to the County Board for final action. Joe Stuchlak seconded the motion. Roll Call Vote: 5-Yes. 2 - Excused. (Colby, Keckeisen). Motion to deny carried.

# JOHNSON E 1/2, E 1/2, 5-16-6 EASTON



Parcel Map, Current as of 5/29/2009



AD HOC COMMITTEE  
ADAMS COUNTY PERSONNEL/GENERAL ADMINISTRATIVE POLICIES  
June 23, 2009 – 3:00 p.m. – Room A 260

Meeting called to order by Chairman James with Ward, Sumpter and England. Excused was West. Also present was Barb Petkovsek, AC/DOF. Excused were Jack Albert and Cindy Phillippi.

The meeting was properly noticed.

Motion by Sumpter/England to approve the agenda. Motion carried by unanimous voice vote.

Motion by England/Sumpter to approve the minutes from the June 9<sup>th</sup> meeting. Motion carried by unanimous voice vote.

Section 8.04, Department Head Orientation and Section 13.01, Volunteer Service Policy were approved as handed out at the last meeting.

Also approved was the draft for the new hires and refilling positions.

Barb received information regarding comp time and when it must be reported to WRS. According to the information, unused compensatory time converted to pay is only reportable to the year in which it was earned.

Chris Murphy had sent comments on Chapter 6 regarding vacations and who department heads notify when they are going to be gone. The Committee will be addressing both of these items.

Section 7, page 42, line 51 – Enrollment forms are available in the County Clerk's Office, or you can go to the above website to enroll.

~~Section 10 – 10.01 Employees of the County are covered by Workers' Compensation insurance and subject to the Wisconsin Workers' Compensation Act. All injuries shall be reported according to the Notice of Injury Section to be eligible for coverage under Workers' Compensation.~~

10.02 Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation shall be paid per Wisconsin State Statutes.

A. ~~Receive the Workers' Compensation benefit with no deduction from the accumulated sick leave.~~

B. ~~Receive the Workers' Compensation benefit and be paid the difference between the employee's regular pay, based upon a normal work week, and the Workers' Compensation benefit with the County charging the employee's sick leave account with~~

the apportioned amount that equals the cash differential between the Workers' Compensation and regular pay.

~~10.03 Benefits supplementing Workers' Compensation under this Section shall terminate when the employee has reached a healing plateau or one (1) year from the date of the disabling injury or illness, whichever occurs first.~~

Chapter Six – Leaves of Absence  
Section 1 – Vacation

~~1.01 The vacation schedule listed below shall apply to all employees hired after January 15, 1991. All employees hired before that date shall continue to adhere to their previous vacation schedules.~~

<del>Length of Service</del>	<del>Amount of Vacation Earned</del>
<del>After 1<sup>st</sup> year of employment</del>	<del>5 days</del>
<del>After 2<sup>nd</sup> year of employment</del>	<del>10 days</del>
<del>After 8<sup>th</sup> year of employment</del>	<del>15 days</del>
<del>After 18<sup>th</sup> year of employment</del>	<del>20 days</del>

~~Vacation with pay cannot be granted until earned according to the preceding schedule.~~

~~1.02 Year for this purpose, is measured from the anniversary date of employment. Day, for this purpose, means seven and one half (7 1/2) or eight (8) hours, based on the employee's normal workday. Vacation pay for regular part-time non-union employees shall be pro-rated based upon the average number of hours in the employee's workweek.~~

~~1.03 Vacation may not be taken without prior approval of the Department Head. Vacation schedules shall be established with first consideration given to the efficient operation of the Department. Senior employees, in terms of length of service with the County, shall be given vacation schedule preference when possible to do so consistent with the needs of the department and when sufficient notice is given to the department head. The County reserves the right to require employees to use vacation time when they are using Federal Family and Medical Leave (FMLA) benefits after they have exhausted Wisconsin FMLA rights.~~

~~1.04 Vacation credits may not be used in increments of less than one (1) full hour.~~

~~1.05 An employee who moves from one position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated vacation leave in the new position.~~

~~1.06 Employees will waive any vacation to which they were entitled if they do not take their vacation within eighteen (18) months of the date of eligibility, unless the employee was prevented from doing so at the request of the Employer, or if special exception is granted. In this case, vacation may be carried forward and taken at a mutually~~

satisfactory date. Vacation carried forward by special exception shall not exceed six (6) days per year and shall not accumulate from year to year.

~~1.07— Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation), layoff, death or retirement shall be paid for all unused earned vacation. In case of the death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.~~

Chapter Six  
Section 1 – Vacation

1.01 This vacation schedule applies to all non-represented employees.

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee’s bank at any one time may not exceed 200 hours.
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

- Full time employees shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

- Newly appointed, non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120 hour level. Qualifying experience to be determined by the Personnel Director.

1.02 Vacation time will be accrued and be available for use on a bi-weekly basis. Vacation may not be taken without prior approval of the Department Head or their designee.

1.03 An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

- 1.04 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

## Section 2 – Holidays and Floating Holidays

- ~~2.04 Highway Department Floating Holidays. Floating Holiday, shall apply to Highway Department employees. Highway Department employees are required to work the day after Thanksgiving, and these employees shall earn in return, one (1) floating holiday each year beginning January 1<sup>st</sup> following the start of employment. The floating holiday (s) earned must be used during the calendar year in which it is earned or it shall be considered waived by the employee. There is no cash payout for floating holiday(s) upon termination.~~
- ~~2.05 When an employee is on an unpaid status and a funeral or holiday occurs during the leave, it will be unpaid. When an employee is on a paid status with partial unpaid leave and a funeral or holiday occurs during the leave, it will be paid at the regular hours of work.~~

## Section 3 – Sick Leave

- 3.04 Eligibility. B. In no case will payment be made for accrued sick leave time as a vested right except, as used while an employee, for bona fide sick leave purpose. For employees claiming sick leave of more than three (3) days, the County shall require a doctor's affidavit of the employee's illness. This is notwithstanding, at any time if a Department Head has reason to question whether an employee has a serious health condition or other qualifying event for sick or family leave absence, the Department Head shall discuss this with the Personnel Department and may require adequate supporting documentation or evidence. If employees have been incapacitated for a major portion of the sick leave time taken, they may be required to provide evidence of being physically, mentally, and emotionally able to perform their duties before returning to work. Claiming sick leave when physically fit or when not otherwise eligible for sick leave within the provisions of this Section, may be cause for disciplinary action including cancellation of sick leave benefits, suspension, demotion or termination. The employee shall give notice to the Department Head at the earliest possible time and preferably before the start of scheduled working hours. Failure to make a diligent effort to give such notice may result in payroll deduction for the time taken.
- 3.05 Upon layoff, transfer, retirement, resignation, or death (providing the resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), or termination except for cause an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their

severance bonus payment of seventy five percent (75%) of the sick leave days he has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of sick leave accrued.

#### Section 4 – Personal Leave

4.03 An employee whose leave is longer then ~~fourteen (14)~~ fifteen (15) calendar days, may elect to continue with the insurance program provided the employee pays the full insurance premium, in advance of their leave of absence

~~4.04 Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.~~

#### Section 5 – Unemployment Compensation

5.01 Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. ~~There is not cost to the employee.~~ All unemployment compensation information shall be provided by the Personnel Director.

#### Section 8 – Bereavement Leave

8.01 In the event of a death in the immediate family or your spouse's immediate family of a regular full time or regular part time employee, including probationary employees, such employee will be paid for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this Section. An employee may be required to furnish verification providing the basis for the leave. All bereavement leave shall be taken within a week of the funeral. ~~Exceptions to this shall be approved by the Personnel Director.~~

~~8.03 When an employee is on an unpaid status and a funeral or holiday occurs during the leave, it will be unpaid. When an employee is on a paid status with partial unpaid leave and a funeral or holiday occurs during the leave, it will be paid at the regular hours of work.~~

~~8.04 Funeral leave will be paid if an employee is on a paid leave such as vacation or sick leave, and a death occurs per Section 8.01~~

#### Section 9 – Catastrophic Leave

9.04 Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel Department Director for approval ~~by the Personnel Director.~~ Once approved, the form will be provided to the ~~County Clerk's Office~~ AC/DOF, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

In 9.05 and 9.06 replace County Clerk's Office with AC/DOF.

## Section 11 – Jury Duty Leave

11.01 During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received for jury duty by the employee shall be given to the County Treasurer. ~~Who will cash the check, retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check. An employee is expected to return to work if released early. Overtime pay will not be allowed for such leave. Employees, at their option, may use paid time off for a day of jury duty and thereby retain the jury pay as well as full pay for the day(s).~~

## Section 12 – Subpoena Leave

12.01 An employee is given time off with pay when subpoenaed by the County to appear before a court, public body or commission in connection with County business. Any witness fees received, less travel allowance, are returned to the County Treasurer. ~~An employee, upon request, may be given time off without pay or credited against vacation, floating holiday or compensatory time to appear under subpoena on his own behalf in litigation involving personal or private matters.~~

## Section 13 – Department Head Time Off

13.01 Department Heads who will be out of the area, or are unavailable at their home phone for three (3) or more days, shall contact the Personnel Director, Chair of their Home Committee and the AC/DOF in writing, or by e-mail, to inform them of the dates the Department Head will be out of the area, the phone number where they can be reached, cell phone or pager number if available, and the name and phone number of the person responsible for the Department in their absence.

## Chapter 7 – Employee Discipline and Discharge

### 2.02

C. Third (3<sup>rd</sup>) offense – Suspension/Demotion. The employee may be suspended with or without pay, or demoted, by the Department Head, upon prior approval by the AC/DOF and Personnel Director. The Personnel Department Director will send a letter to the suspended or demoted employee, notifying them of the action taken and place a copy of the letter in the employee's personnel file.

D. Fourth (4<sup>th</sup>) or additional, offense – Termination. The employee may be terminated by the Department Head upon prior approval by the AD/DOF and the Personnel Director. The Personnel Department Director will send a letter to the terminated employee notifying them of the action taken and place a copy of the letter in his official personnel file. The Personnel Director shall notify the Chair of the Home Committee of the termination. The Personnel Director will inform the Executive Committee of terminations.

2.04 Suspension Pending Outcome of Disciplinary Investigation. If the alleged violation so seriously undermines the confidence of the County in the employee's ability to perform their duties, the AC/DOF and the Personnel Director may approve suspension of the employee with pay until the investigation is complete and the employee has an opportunity to respond to the allegations. As part of the disciplinary process, an employee's performance may be reviewed periodically as set forth in a written performance improvement plan approved by the Personnel Director.

~~2.05 Accelerated Discipline. Accelerated discipline may be used after review and approval by the AC/DOF if the employee is engaging in serious misconduct or has been involved in more than one (1) inappropriate action.~~

2.06 Enhancements/Alternatives to Formal Disciplinary Action. Depending upon the facts of an investigation and analysis of an employee's inadequate performance or behavior, alternative corrective action might be taken. This could include Support, training, coaching/counseling, performance improvement plan, or reassignment.

~~A. Support For short term problems of a situational nature, like serious family illness, support from a supervisor and/or referral to the Employee Assistance Program may be appropriate.~~

~~B. Training. Additional training may be appropriate where employees demonstrate an inability to perform the required duties, as opposed to a demonstrated unwillingness to perform up to the established performance standards. Once the specific learning need is identified, it can be addressed through various training methods such as additional on the job training with the supervisor or fellow employee, formal classroom training, reading manuals or procedures, viewing films or videotapes, etc.~~

~~C. Coaching/Counseling. An informal discussion or counseling/coaching session is held the employee to identify the problems causing or contributing to inadequate performance or improper conduct on the job and assist the employee to search for potential solution for the identified problems.~~

~~D. Performance Improvement Plan. A performance improvement plan is developed, preferably in coordination with the employee, to determine specific working expectations and standards in order to improve job performance or behavior. If a personal problem is identified or suspected, this plan might include referral to the Employee Assistance Program. All performance improvement plans shall be in writing and approved by the Administrative Coordinator/Director of Finance.~~

~~E. Reassignment. Reassignment of employees with performance or behavior problems is discouraged, but may be appropriate in limited circumstances if approved by the AD/DOF.~~

2.07 Department Head Discipline Unless Wisconsin Statutes directs otherwise, in situations involving Department Heads, the AC/DOF in conjunction with the Personnel Director shall administer the disciplinary procedures as outlined in this Section, or §59.26, Wisconsin Statutes. The AC/DOF shall notify the Home Committee Chair, the Executive Committee Chair, and County Board Chair of any disciplinary action taken in regard to a Department Head.

Barb should rewrite 2.07 and 2.08 and bring to the next meeting.

#### Section 4 – Resignations & Terminations.

4.01 Resignation Notice. Employees wishing to resign in good standing shall give written notice to the Personnel Director and Department Head not less than ten (10) business days before such resignation shall be effective. Department Heads supervisors, managers, and professional employees shall give thirty (30) calendar days resignation notice. Department Heads shall give written notice to the AC/DOF Personnel Director with as copy to the AC/DOF Personnel Director and the Home Committee Chair. When the resignation is received, the Department Head shall complete the Resignation Notice and return it to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the and the AC/DOF. ~~Shorter notice may be accepted if agreed to by the employee, Department Head and the AC/DOF.~~ Failure to give at least ten (10) ~~calendar~~ business days notice of resignation shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

4.02 Notification of Termination/Resignation. The Department Head shall notify the Personnel Director in writing as soon as he learns that an employee is leaving. The Personnel Director shall be responsible for notifying the AC/DOF and County Clerk's Office in writing of the employee's resignation/termination within ~~forty eight (48) hours~~ within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems.

4.03 Payout. Employees who resign, retire, or are discharged shall be paid in full by no later than the date on which the employee regularly would have been paid under the County's established payroll schedule. In case of the death of an employee, the full amount of wages due shall, ~~upon demand,~~ be paid to the spouse, children, or other dependent living with such employee at the time of the death.

4.04 Exit Interview. An Exit Interview ~~may~~ shall be conducted, ~~when possible,~~ with an full time employees who are separating from County employment regardless of their length of service, position or circumstances of separation. The Personnel Director shall

~~or authorized designee,~~ may conduct an Exit Interview prior to the time the employee separates from County employment. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director.

We need to create a Exit Interview Form.

4.05 Return of County Property. Employees leaving County employment shall return all ~~any~~ identification cards, keys to all ~~any~~ County property, all ~~any~~ materials and equipment that belongs to the County. ~~Along with the employee's copy of the Personnel and General Administrative Policies to the Department Head on or before the last day of work.~~ Failure to return County property may result in prosecution. Any employees transferring from one (1) County department to another shall return all keys, material and equipment to the Department Head prior to beginning the new position.

## Section 5 – Layoffs

5.01 Layoffs. Employees may be laid off by action of the Department Head with the approval of the AC/DOF and the Personnel Director. In reducing personnel, seniority shall be considered, but may not necessarily be the determining factor in a layoff, depending on the needs of the Department and the various abilities of the employees.

A. The layoff may be temporary or permanent. However, no regular employee shall be laid off while temporary employees in the same classification are still employed. Layoffs shall be determined and approved by the AC/DOF and the Personnel Director before they are implemented.

E. Laid off employees shall be notified in writing for a period of one (1) calendar year of any vacancies with the County and shall be required to apply for any position that they would like to be considered for and meet the minimum qualifications.

Respectfully submitted,

Bev Ward, Acting Secretary

ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY MEETING MINUTES  
ADAMS COUNTY BOARD ROOM  
June 16th 2009, 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 6:00 p.m.

**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-Joe Stuchlak; Dist. #08-Frances Dehmlow; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpster; Dist. #11-Gary Hartley; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #17-Joyce Kirsenlohr; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Cynthia Loken. Excused Dist. #16-John West.

Motioned by Renner/Townsend to approve the agenda. Motion carried by unanimous voice vote.  
Motioned by Licitar/Hartley to approve the May 19th, 2009 County Board Minutes. Motion carried by unanimous voice vote.

No public participation.

Claims were read.

**Correspondence:** A letter from the Department of Natural Resources regarding nomination for DNR West Central Wisconsin Natural Resources Award.

**Appointments:** Motioned by Loken/Klingforth to appoint Edward Heideman as a replacement for Bill Baker until 4-2012 and Rushell Moyer to complete Ed Robinson's term until 4-2010 to the Veterans Service Commission. Motion carried by unanimous voice vote.

Motioned by Townsend/Kotlowski to reappoint Cynthia Loken, Jack Allen and Maureen Bruce to the Health and Human Services Board until 4-2012. Motion carried by unanimous voice vote.

**Unfinished Business:**

**Reports and Presentations:**

The Administrative Coordinator/Director of Finance reported on the following:

- Ayres and Associates design on Easton Dam is complete; bidding documents are being completed and permits applied for.
- Dam project will be bid in July, construction August – October, completion date of Dec 1, 2009, contingent upon weather and construction.
- Cost estimates for facility study should be complete July 15.
- Facility study presentation to take place July 21.
- Video Conferencing/DAR – Digital Audio Recording equipment is ordered, installation to begin August 17 thru August 30.
- \$150,000 of state budget dollars are being earmarked for the Easton Dam.
- With budget gaps we may consider furloughs with unpaid days, early retirements, and/or layoffs.
- Health & Human Services has an unexpected amount of out of home placements.
- Commissary and/or jail assessment dollars will be utilized for air conditioning in the jail pod and inmate huber showers.
- Backpay is being worked on, along with unit clarification agreement regarding wages and conditions.
- Clerk of Courts is utilizing the Youth Work Program.
- Highway Department is working on Tiger Grant with cooperation from other agencies.

- Highway has been awarded stimulus dollars of 4.5 million for the Highway Z project. This is a State let project.

Motioned by Keckeisen/Renner to approve the amendments to the Rome Zoning Ordinance. Motion carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Resolutions:**

**Res. #39:** Motioned by James/Johnson to approve the plat for Spring Branch Cemetery Addition located in the Town of Rome, Adams County, Wisconsin. Motion to adopt Res. #39 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Res. #40:** Motioned by Babcock/Renner to adopt Res. #40 to sell excess right-of-way acquired for highway purposes. Motion to adopt Res. #40 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Res. #41:** Motioned by Johnson/Klingforth to adopt Res. #41 to convey excess right-of-way acquired for highway purposes. Motion to adopt Res. #41 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Res. #42:** Motioned by Keckeisen/Licitar to adopt Res. #42 to oppose the changes to the prevailing wage law proposed in AB75, and urge the Legislature and Governor to remove these items from the budget bill. Motioned by Renner/Klingforth to amend \$2,000 to \$25,000 throughout the resolution. Motion to amend Res. #42 carried by roll call vote, 19 yes, 1 excused. Excused, West. Motion to adopt amended Res. #42 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Res. #43:** Motioned by Kotlowski/James to adopt Res. #43, a resolution opposing 2009 State Assembly Bill 149 proposing interest rate reduction on delinquent property tax. Motion to adopt Res. #43 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Res. #44:** Motioned by Licitar/Johnson to adopt Res. #44 to recognize Ronald Johnson's retirement and honor his years of service to Adams County. Motion to adopt Res. #44 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Res. #45:** Motioned by Stuchlak/Sumpter to adopt Res. #45 to create a Natural Resources expense and revenue account. Motion to adopt Res. #45 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Recess:** Motioned by Ward/Dehmlow to take a 10 minute recess at 6:45 p.m. Motion carried by voice vote, 17 yes, 2 no, 1 excused. Voting no, Klingforth and James. Excused West.

**Reconvene:** Reconvened at 6:58 p.m., 19 present, 1 excused. Excused, West.

**Ordinances:**

**Ord. #18:** Motioned by James/Stuchlak to enact Ord. #18 to rezone a portion of a parcel (2.64 acres) in the Town of Preston, owned by Florence Jensen, property (2.64 acres) located in the NW ¼, NW ¼, Section 19, Township 18 North, Range 6 East at 1616 14<sup>th</sup> Avenue, property be changed from an A1 Exclusive Agricultural District to an R1-LL Single Family Residential District. Motion to enact Ord. #18 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Ord. #19:** Motioned by Kotlowski/Stuchlak to enact Ord. #19 to rezone a parcel of land in the Town of New Chester, owned by the Grand Marsh Pathfinders, property located in the SE ¼, NE ¼, Section 7, Township 16 North, Range 7 East, Lots 1 & 10, Block 2, McChesney's Addition to Grand Marsh, be changed from an R1 Single Family Residential District to a B1 Rural Business District. Motion to enact Ord. #19 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Ord. #20:** Motioned by Sumpter/James to enact Ord. #20 to rezone a parcel of land in the Town of Dell Prairie, property (1.34 acres) located in Pt. NW ¼ & Pt. SW ¼, Section 8, Township 14 North, Range 6 East on State Road 13, be changed from an R2 Rural Residential District to a PSP-1 Public and Semi-Public District. Motion to enact Ord. #20 carried by roll call vote, 19 yes, 1 excused. Excused, West.

**Ord. #21:** Motioned by Johnson/Keckeisen to enact Ord. #21 an amended Adams County Ordinance regulating emergency alarm systems. Motion to enact Ord. #21 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Dehmlow. Excused, West.

**Ord. #22:** Motioned by Stuchlak/Sumpter to enact Ord. #22 an Adams County ordinance amending the private onsite wastewater treatment systems. Motion to enact Ord. #22 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Dehmlow. Excused, West.

**Denials:** none

**Petitions:** none

Motioned by Kotlowski/Sumpter to approve claims. Motion carried by unanimous voice vote.

Motioned by James/Hartley to approve per diem and mileage. Motion carried by unanimous voice vote.

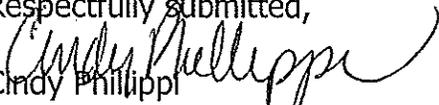
Motioned by Johnson/Sumpter to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

**Closed Session:** none

Set meeting date for July 21st, 2009 at 6:00 p.m.

Motioned by Loken/Klingforth to adjourn at 7:06 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Philippi

Adams County Clerk,

These minutes have not been approved.

## ADMINISTRATIVE & FINANCE MEETING MINUTES

June 11, 2009 10:00 a.m.

Meeting was called to order by Sebastiani at 10:05 a.m. Ward, Klingforth, Kirsenlohr, and Sebastiani were present. West, excused. Joann Sumpter, Barb Petkovsek, Darrell Renner, David July, Dawn McGhee and Cindy Phillippi present.

The meeting was properly announced.

Motioned by Ward/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kirsenlohr/Ward to approve May 12<sup>th</sup>, 2009 meeting minutes. Motion carried by unanimous voice vote.

Motioned by Kirsenlohr/Klingforth to deviate from the agenda and take item number 10, discuss and/or action on funding sources for AC equipment in Jail Pod.

\$6,540 is the approximate costs for air conditioning in the jail pod, to include the electric work and air conditioner unit.

Motioned by Ward/Klingforth to take the air conditioning equipment costs for the jail pod out of the commissary account. Motion carried by unanimous voice vote.

Post a meeting for 5:30 p.m. prior to County Board to discuss and/or act on money for huber dorm showers in the jail.

Dawn McGhee explained training for TraCS. Motioned by Kirsenlohr/Ward to approve training.

Motion carried by unanimous voice vote. The firewall will cost more than was budgeted, but money came back on the Microsoft Artic Rest settlement that will offset the cost. Motioned by Ward/Klingforth to approve the purchase with extra cost associated. Motion carried by unanimous voice vote.

Dawn McGhee informed the committee that an alarm was installed in the server room and it complies with the ordinance coming before the County Board this month.

Motioned by Kirsenlohr/Klingforth to approve the check register. Motion carried by unanimous voice vote.

The cash reconciliation does not match the cash report. Barb will report back on this.

Barb informed the committee that the county most likely will not meet their interest income, interest on tax, revenue in Planning and Zoning and Register of Deeds, based on the current financial reports. As of June, Health and Human Services out of home placements are up and there may be a shortfall in that line. Law enforcement revenues as a whole look pretty good, while they may be down in one account they are up in another, for example the safekeeper account is up, but the huber account, is down. We will be over in VSO department with Ron Johnson's payout and the interim director's wage payouts.

Barb authorized 16 hours of overtime to Carol Collins to complete retro for the union employees. The intent is to have the checks run next week.

Discussion took place regarding federal pass through dollar and them staying at the state level and not being passed on to us. Barb provided the committee with the power point presentation from the department head meeting regarding the 2010 budget. The department heads will meet again on July

14<sup>th</sup>. Barb would like there to be a joint Executive and Administrative and Finance meeting to discuss furloughs.

September 14<sup>th</sup> – 18<sup>th</sup> is the WCA conference.

September 21 -29<sup>th</sup> the committee will begin working on the 2010 budget. The November board meeting will tentatively be November 17<sup>th</sup> at 9:30 a.m. On September 4<sup>th</sup> department budgets will be due to the Administrative Coordinator/Director of Finance office.

Raffle resolution was discussed, Barb informed the committee that checks and balances are in place, possibly using the internet for marketing the parks and Adams County in the future. There was no action taken by the committee.

Cindy provided the committee with the monthly investment report, resolution opposing AB149 decrease in interest on delinquent taxes, and memo from Mary Ann Bays.

Motioned by Ward/Klingforth to forward Res. #43 opposing AB149 to County Board. Motion carried by unanimous voice vote.

Cindy informed the committee that tentatively there will be a new employee starting around the end of the month, election billing will be going out soon, and the first census meeting went well. At the census meeting it was determined that a fair booth will be put up, some brochures will be handed out and the committee will work with the summer school program for educational purposes. Discussion regarding John Jone's claim sheet took place; the committee wants the policy and resolution complied with. Carried over vacation time was discussed. The committee recommends Barb, Jack, Cindy and Dan talk.

Agenda items for next meeting to include discuss wages for Non-Represented Employees, Union 1168 Employees, and Union 1168 Professional Employees; list will include previous wages and current wages per Carlson Dettman for each employee

The next regular meeting date will be July 9<sup>th</sup>, at 1:00 p.m.

Motioned by Ward/Kirslenlohr to adjourn at 1:00 p.m. until July 9<sup>th</sup>, 2009 at 1:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi, Recording Secretary  
These minutes have not been approved.

Adams County Airport Commission  
Minutes for the June 8, 2009 Meeting

Call to Order: Meeting was called to order by Chairman Hartley at 7:07PM.

Roll Call: G. Hartley, J. Johnston, S. Pollina, J. Reuterskiold, F. Dehmlow excused. Also in attendance were M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: Mike Hartz, purchaser of the hangar at Lot G.

Was the meeting properly announced? Yes

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

Approve the minutes: Still awaiting minutes from the July, 21, 2008, September 8, 2008 and January 15, 2009 meetings. Motion by Johnston, Second by Pollina to approve the May 11, 2009 minutes as presented. All aye, motion carried.

Airport Managers Report:

Scott requested and was granted permission to take agenda items out of order.

Hangar Gound Lease Transfer Request – Scott/Hartz, Lot G: Scott introduced a request to transfer the hangar ground lease from himself to Michael and Sharon Hartz. Mr. Hartz has recently acquired an airplane and has purchased the hangar for its storage. Scott reminded all that leases, in the past, have been transferred with the only change being the Lessee and all other terms remain unchanged. Motion by Reuterskiold, Second by Johnston to approve the hangar ground lease transfer from High Flyers (Mike Scott) to Michael and Sharon Hartz. All voted Aye, motion carried.

Review Correspondence:

Scott read a postcard from the FAA regarding Aeronautical Study (No. 2007-AGL-1747-OE) for an antenna tower in Necedah which is outside the area of the airport's height zoning so no action was needed.

Then Scott presented a letter from Sen. Feingold regarding the American Recovery and Reinvestment Act explaining that Wisconsin is receiving \$529.1 million in stimulus funds for shovel-ready state and local highway and bridge projects. No action required.

Adams County Airport Commission  
Minutes for the June 8, 2009 Meeting  
Page 2

Financial Report/Review Monthly Check Summary: A financial report was not received in time for the meeting.

Fuel Report: Metco is scheduled to do its inspection on the tank in the upcoming week which will involve a cathodic test for the underground storage tank. Scott explained he also requested Metco to check the accuracy of the meter in the pump. Otherwise, the fuel system is operating property and fuel sales year to date are 3234 gallons.

6-Year Improvement Plan Update: Scott produced the next phase of the 6-year Improvement Plan that was communicated to our engineer with the Bureau. After their review those items not having been approved in an earlier submission must be approved by the County Board after public input.

Jim Perrin Aerial Spraying Contract Request: Scott reported he met with Mr. Perrin and his partner and after discussing concerns on both sides agreed to a one year contract on the terms discussed at the last airport commission meeting. Payment has been made and Mr. Perrin has submitted the documents required by the lease. The lease has been prepared and submitted to Corp. Counsel for approval.

Airport Height Zoning:

1. ARES/RACES request for an 80' AGL tower on the south end of Friendship Mound: Scott passed around three hand outs; a series of emails between Jane Grabarski of Emergency Government, Gary Dikkers of the Wisconsin DOT, Len Kreyer an Assistant Technical Coordinator of Adams County ARES/RACES that were copied to Scott for review by the commission; a excerpt from the Height Zone Ordinance; and a copy of Notice of Proposed Construction or Alteration -- Off Airport for a proposed tower on Friendship Mound.

The proposed tower would encroach into the height zone approximately 20' at its proposed height. The proposed height was necessary to allow for communications directly with the National Weather Service, anything lower would not.

Discussion began with why don't they put their antenna on the new tower at the Highway Department because it must be high enough. And, information must be submitted to the Nation Weather Service now and wouldn't this be a duplication of services. As well as its location just off the centerline of the runway could be hazard in low visibility.

Adams County Airport Commission  
Minutes for the June 8, 2009 Meeting  
Page 3

Scott also reported that in the height zone 5-12.03 Section III (b) states an exception that reads "No permits are required or will be issued for any structure or object less than forty-five (45) feet above the ground level at the object site". This statement indicates the tower could be as high as 1255 MSL without permit which is about 15' higher than its current 30' AGL.

Motion by Pollina, Second by Johnston that "it is the desire of the Airport Commission to maintain the integrity of the Airport Height Zone, therefore any request or application that would violate the height zone is denied". All voted aye, motion carried.

Courtesy Car – No action.

Motion by Reuterskiold, second by Pollina to approve the airport manager's report. All voted aye, motion carried.

Grounds Keeper Report: All equipment is in working order and grounds keeper is in full lawn mowing mode. Nothing new to report.

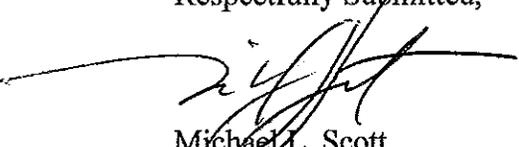
Motion by Pollina, second by Johnston to approve the grounds keepers report. All aye, motion carried.

Audience Comments: None

Next meeting set for July 13, 2009 at 7PM.

There being no further business a motion was made by Johnston, Second by Reuterskiold to adjourn. All aye, motion carried. Meeting was adjourned at 8:20PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
NOVEMBER 19, 2008

On Wednesday November 19, 2008 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present: Wayne Kaye, Vice Chair; Catherine Croke, Secretary; Dale Helm; Bob Donner; and Ron Jacobson. 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 were conducted for the following: Schmitt Family Properties, LLC. – After the Fact Variance Request under Section 3-2.01(G) & (I), Section 5-1.00 and Section 5-6.08 of the Adams County Shoreland Protection Zoning Ordinance to allow a stairway to remain that was not supported on piles or footings and is not a minimum of six inches above average grade, without submitting a plan and to keep the wall with slopes of less than 2 to 1 on property located in the NE ¼, SE 1/4, Section 6, Township 18 North, Range 6 East, Lot 1 of CSM #1661 at 1333 Chicago Drive, Town of Preston, Adams County, Wisconsin. Bob Donner made a motion to grant the After the Fact Variance on the above described property with the conditions that the applicant must coordinate with the Land & Water Conservation Department on the project and that a compliant shoreline buffer exist or be established. Dale Helm seconded the motion. Roll Call Vote: 5-Yes. Motion carried. James & Jackie Graef – Special Exception Permit under Section 5-4.01(B) of the Adams County Shoreland Protection Ordinance to allow filling and grading of more than 1000' sq. ft. on slopes of 12 to 20% on property located in the NE ¼, NE ¼, Section 30, Township 17 North, Range 5 East, Lot 18 of Quincy Assessor's Plat #2 at 1905 Goodin Road, Town of Quincy, Adams County, Wisconsin. Dale Helm made a motion to approve the Special Exception Permit property with the conditions that the applicant must coordinate with the Land & Water Conservation Department on the project and that a compliant shoreline buffer exist or be established. Bob Donner seconded the motion. Roll Call Vote: 5-Yes. Motion carried. Kendal C. & Marcia A. Nichols – Variance Request under Section 3-4.02 of the Adams County Comprehensive Zoning Ordinance to allow the replacement of concrete steps with a deck/porch at a setback of 65' instead of the required 83' on property located in the SW ¼, SE ¼, Section 30, Township 15, Range 7 East, Lot 1 of CSM 2465 at 631 County Road I, Town of Jackson, Adams County, Wisconsin. Dale Helm made a motion to grant the Variance at a lesser setback reduction than requested. The deck, roof overhang and steps shall be constructed so that no portion will extend greater than 6' from the existing dwelling. Cathy Croke seconded the motion. Roll Call Vote: 5-Yes. Motion carried.

Cathy Croke made a motion to adjourn the Public Hearings to attend to the business portion of the meeting. Dale Helm seconded the motion. All in favor. Motion carried.

ADAMS COUNTY BOARD OF ADJUSTMENT  
COMMITTEE MEETING MINUTES  
NOVEMBER 19, 2008  
PAGE #2

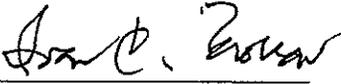
Minutes: Phil McLaughlin presented the Board with the minutes from the September 17, 2008 meeting for their review. Cathy Croke made a motion to approve the minutes as presented. Dale Helm seconded the motion. All in favor. Motion carried

The Board set monthly meeting dates for the Adams County Board of Adjustment as follows: Wednesday January 21 and Wednesday February 18, 2008.

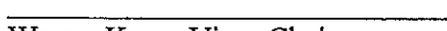
Correspondence: None.

Dale Helm made a motion to adjourn until December 17, 2008. Ivan Morrow seconded the motion. All in favor. Motion carried.

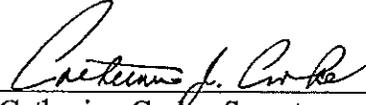
ADJOURNED: 11:00 P.M.

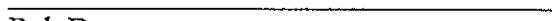
  
Ivan Morrow, Chairman

  
Ron Jacobson

  
Wayne Kaye, Vice- Chairman

  
W. Dale Helm

  
Catherine Croke, Secretary

  
Bob Donner

  
Cathy Allen, Recording Secretary

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
JUNE 17, 2009

On Wednesday June 17, 2009 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present: Catherine Croke, Secretary; Dale Helm, Ron Jacobson and Dave Grabarski. 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 were conducted for the following: Grand Marsh Pathfinders – Variance request under Section 5-12.04 (C) of the Adams County Comprehensive Zoning Ordinance to allow a building to be constructed in a B1 Rural Business District with a foundation setback of 15' to the rear property line instead of the required 30' and 33' to the road instead of the required 50' on property located in the SE ¼, NE ¼, Section 7, Township 16 North, Range 7 East, Lots 1 & 10, Block 2, McChesney's Addition to Grand Marsh, Town of New Chester, Adams County, Wisconsin. Cathy Croke made a motion to grant the Variance to the setbacks as requested on the above described property. Dale Helm seconded the motion. Roll Call Vote: 5-Yes. Motion carried

Minutes: Phil McLaughlin presented the Board with the minutes from the November 19, 2008 meeting for their review. Dale Helm made a motion to approve the minutes as presented. Ron Jacobson seconded the motion. All in favor. Motion carried

The Board set monthly meeting dates for the Adams County Board of Adjustment as follows: Wednesday July 15, Wednesday August 19 and Wednesday September 16, 2009.

Correspondence: Discussion was held that reappointment of Cathy Croke, Dale Helm and Ivan Morrow would need to be on the July County Board agenda.

Dale Helm made a motion to adjourn until July 15, 2009. Ron Jacobson seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:20 P.M.

\_\_\_\_\_  
Ivan Morrow, Chairman

\_\_\_\_\_  
Ron Jacobson

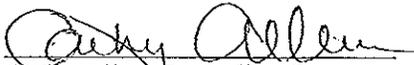
\_\_\_\_\_  
Bob Donner

\_\_\_\_\_  
W. Dale Helm

\_\_\_\_\_  
Catherine Croke, Secretary

\_\_\_\_\_  
Dave Grabarski (Alternate)

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

  
Cathy Allen, Recording Secretary



## MEETING MINUTES

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

Meeting Date: April 22, 2009

Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

#### Board Members:

*Present:* Bill Gomoll, Ross Swinehart, John Atkinson, John Stevenson, Jim Layman, Joe Garvin, Muriel Harper, Joan Koscal, Evans Littlegeorge, Charlie Krupa, John Earl, Joan Fordham, and Kristine Koenecke

*Absent:* Fran Dehmlow and Scott Beard

*Unexcused Absence:* None

*Staff Present:* Fred Hebert, Donna Lynch, Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams, Lili Cifuentes, Greg Tatu, and Connie Niblo

*Guests:* Jean Christensen and Greg Schmidt

### Opening

1. Motion was made by Ross Swinehart to adopt the agenda. Seconded by Joan Koscal. Passed unanimously. MOTION CARRIED.

Motion was made by John Stevenson to adopt the meeting minutes of February 25, 2009. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

- 2: Wipfli Financial Audit

Jean Christensen presented an overview of our 2008 Financial Audit. After review of agency financial statements and footnotes there were no findings. WIPFLI issues a compliance report focusing on programs over \$300,000 that are federally funded; this year they chose the Section 8 and Weatherization Programs of which there were no findings. Overall the agency had a clean audit. The agency only spends 4.5% of funding to run the programs which means 95.5% goes back out to help the clients. Compared to other Community Action Programs we run very lean. Unrestricted net assets at the end of the year were \$97,704 which was a decrease from last year due primarily to the sale of Colfax. Kari and her staff did an excellent job on audit preparation. IRS 990 changes for 2008 require more information on our governing board and additional controls. Kari commented that additional staffing for controls should not be needed

at this time since this did not elevate to a finding during the audit.

Motion was made by Joan Koscal to approve our 2008 Financial Audit as presented. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED.

3. Board Membership/Elections

John Earl announced that after elections at the Food Pantries there were no changes of Elected Low-Income Representatives. Serving for another year will be Ross Swinehart for Adams County, John Atkinson for Columbia County, Joe Garvin for Dodge County, Charlie Krupa for Juneau County, and Kristine Koenecke for Sauk County.

John announced that there were no changes of Special Interest Group Representatives. Serving for another year will be Bill Gomoll for Adams County representing Housing Development, Scott Beard for Columbia County representing Health Care, Training & Education, Muriel Harper for Dodge County representing Volunteerism, Evans Littlegeorge for Juneau County representing Major Minority, and John Earl for Sauk County representing Economic Development.

John announced that we would now be conducting officer elections and turned the meeting over to Fred.

Fred stated we received two nominations for Board President, John Earl and Jim Layman. According to parliamentary procedure Fred asked three times if there were any other nominations for President of the organization. Jim Layman said he is honored but respectfully declined the nomination for Board President. Joan Fordham made a motion that nominations be closed and a unanimous ballot be cast for John Earl. Seconded by Kristine Koenecke. With no further questions, motion passed unanimously. MOTION CARRIED. Fred declared that Mr. John Earl, by unanimous vote, is the continuing Board President of Central Wisconsin Community Action Council, Inc. Fred then passed the gavel back to John. John thanked the board for allowing him to assume the role of Board President for another year.

John continued with the Board Vice-President election. The two nominees were Ross Swinehart and Joan Fordham. John asked three times for nominations from the floor. With no further nominations, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the re-election of Ross Swinehart as Board Vice-President. John welcomed Ross as continuing Board Vice-President.

John announced that nominations for Board Secretary were Muriel Harper and Joan Koscal. Joan declined the nomination for Board Secretary. John asked three times for nominations from the floor. Evans Littlegeorge made a motion that nominations be closed and a unanimous

ballot be cast for Muriel Harper. Seconded by Charlie Krupa. With no further questions, motion passed unanimously. MOTION CARRIED. John welcomed Muriel as continuing Board Secretary.

John announced that nominations for Board Treasurer were Joan Koscal and Charlie Krupa. John asked three times for nominations from the floor. With no further nominations, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the re-election of Joan Koscal. John welcomed Joan as continuing Board Treasurer.

John commented that according to our by-laws a fifth member shall be appointed to the EPF Committee by the Board President. Since we are striving to have equal representation on the committees, John asked John Stevenson if he would be willing to serve again. John Stevenson replied that he would.

4. President's Comments

John commented on action items that would be presented later in the meeting. John and the board members commended Jean Christensen who gave an excellent presentation and a lot of good news, not just about financials but about Fred and the staff who watch over the financial end of the organization. Joan Fordham commented that an unqualified audit with no findings is superb. John stated how positive it was that 95.5% of all agency funding goes directly back out to help our clients. He is pleased have everyone back as part of the board and what an excellent job they have done to help the agency move forward.

5. Executive Director's Report

Fred congratulated all board members on their nominations, elections, and representation of special interest groups. He reiterated John's comments about the audit and staff including all the work Kari, Greg and Connie do all year long to prepare. Kari will begin the next audit process in October. All board members are invited to our 10<sup>th</sup> Annual Golf Classic which will be held June 11<sup>th</sup>. The Open House for our Beaver Dam Building will be held April 24<sup>th</sup>. We are in the planning stages of how the ARRA funding will be spent. Fred and Ross will be attending a Poverty Summit in Milwaukee May 4<sup>th</sup> and 5<sup>th</sup>. Fred reported that our application to construct an Affordable Apartment Building in Rock Springs was rejected by the Rock Springs Village Board. He thanked board members again for their vote of confidence and support in him, the staff, and the agency.

Motion was made by Bill Gomoll to approve the Executive Director's Report of April 22, 2009. Seconded by Joan Koscal. Passed unanimously. MOTION CARRIED.

6. Budget & Finance Report

Kari Labansky presented the Budget & Finance Report. The

Statement of Revenue and Expenses for period ending March 31, 2009 reflected a profit of \$262,594.71. There was a substantial increase in grant revenues and donations. Fundraising and donations for Beaver Dam and New Beginnings have brought in a lot of revenue. The Comparative Balance Sheet for period ending March 31, 2009 reflected a 30.34% increase from \$5,469,343.76 in 2008 to \$7,128,238.55 in 2009. The Cash Flow Statement for the month of February reflected actual cash at end of month at \$405,813.38. The Cash Flow Statement for the month of March reflected actual cash at end of month at \$294,269.40. The decrease is due to Weatherization gearing up for the new stimulus money coming in and their current contract ending. There will be new audit standards with all ARRA funding being accounted for separately.

Motion was made by Joan Koscal to accept the April 22, 2009 Budget & Finance Report. Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

7. Committee Reports

a. Building Committee

Bill Gomoll gave the meeting report of March 20, 2009. The agenda and minutes of the February 13, 2009 meeting were unanimously approved by motion.

The Beaver Dam Open House will be held on April 24<sup>th</sup>. The EPF and Building Committees will meet at the Open House and convene for lunch at John's at noon. Fred reported that our application to build a six unit Affordable Apartment Building in Rock Springs was rejected by their Village Board. Fred is working with Charlie Krupa and Roger Herried, Necedah Village Administrator, on site identification for our next project. Greg Schmidt presented drawings and details on the Garage Expansion Project and is getting quotes for parking lot expansion. Motion was unanimously passed to have Greg pursue drawings and costs for garage and have Fred pursue funding for same. Information is still being gathered on the Beaver Dam Free Dental Clinic. Motion was unanimously passed to install Honeywell Thermostats 5110D1022 at a cost of \$75.00 each and labor of \$30.00 each in Wood Hollow, Kirk-Wood, and Pine Grove with the temperature being set at 71 degrees. The next meeting will be held April 24<sup>th</sup>.

John Earl presented Greg Schmidt, our building contractor, with a recognition plaque expressing sincere gratitude for outstanding craftsmanship and innovations as building and general contractor of several of our Affordable Apartment Projects.

Motion was made by Joan Koscal to accept the Building Committee Report of March 20, 2009. Seconded by Ross Swinehart. Passed unanimously. MOTION CARRIED.

b. Client Services Committee

Kristine Koenecke gave the Client Services Committee Report of April 22, 2009. The meeting was called to order. The agenda and minutes of the February 25, 2009 meeting were approved by unanimous motion.

After several attempts at nominations Joan Fordham was elected the new committee chair. A roundtable meeting has been scheduled with Fred and the managers on April 29<sup>th</sup> at 9:00 a.m. in Portage including breakfast. A location will be announced. Kristine thanked the board for her time in chairing the Client Services Committee.

Motion was made by Bill Gomoll to accept the Client Services Committee Report of April 22, 2009. Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

c. EPF Committee

John Earl gave the EPF Committee Report of March 20, 2009. The meeting was called to order and agenda approved by unanimous motion. The minutes of the February 13, 2009 meeting were unanimously approved by motion.

Personnel issues were reviewed. Two new Weatherization positions may be added due to the stimulus funding increase. Julie Freel has been hired to assist CDBG on a temporary basis. Kari Labansky reported that the financial audit was completed with WIPFLI reporting to the full board at the April meeting. The February 2009 Cash Flow Statement reflected actual cash at month end of \$405,813.38. Information on FDIC insurance coverage on our accounts was presented with the MMDA - Money Market Account at .08% interest insured for \$250,000 and the Checking Now Accounts at .015% and .50% interest both insured for an unlimited amount. Motion was unanimously approved accepting the March 20, 2009 Finance Report. The Beaver Dam Open House was rescheduled for April 24, 2009. Motion unanimously passed recommending full board approval of amending the by-laws to address equal County representation on the Committee. Motion was unanimously passed to schedule Board Training on June 5<sup>th</sup> from 10:00 to 12:00 with lunch being provided. The April Board Meeting election process was reviewed. Fred presented information on his current activities. CDBG letters will be sent to municipalities in early March offering our assistance in completion of pre-applications and management of programs. Potential positions for use of the ARRA funding include Skills Enhancement Coordinator and Benefits Access Coordinator. Fred reported that the employee Healthy Walking Competition began on March 30<sup>th</sup>. The next meeting will be held April 3, 2009.

John Earl gave the meeting report of April 3, 2009. The agenda and minutes of the March 20, 2009 meeting were approved by unanimous motion.

Personnel issues were reviewed. Motion was unanimously passed recommending full board approval of eight new staff positions including their job descriptions; four Weatherization Crew Leaders, two Crew Workers, one Procurement & Inventory Specialist for Weatherization, and one Landlord Counselor for the Homeless Unit with an addition to the job description of "Certified social workers encouraged to apply." These positions will be funded with additional Weatherization and CSBG Stimulus Funding the agency will be receiving over the next two years. Fred provided an update on the proposed garage and parking lot expansion. Motion was unanimously approved to have Fred and Kari consult with WIPFLI on how to most effectively write off the \$19,264.29 Kenwood Receivable over a number of years. A few items for future by-law discussion will be implementing an avenue to replace low-income board members and a procedure for the public to officially request copies of our board minutes. The agenda for the April 22, 2009 board meeting was reviewed. The next meeting will be held April 24, 2009 to coincide with the Beaver Dam Building Open House.

Motion was made by Bill Gomoll to accept the EPF Committee reports of March 20, 2009 and April 3, 2009. Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

8. Program Reports

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

Manager reports were distributed in the Board Packets prior for review prior to the meeting. John Earl gave an overview of the Manager reports. Weatherization is doing quite well with \$1,359,853 spent to date and a remaining balance of \$865,671. The Homeless Unit has served 74.8% in 2009 compared to 58.2% in 2008. The number of rental assistance payments made was 44 in 2009 compared to 83 in 2008; our funding at this time of year is very low so we are seeing a lot fewer referrals. For the Hunger Reduction Unit we are seeing an increase in number served including the Wautoma Food Pantry serving 628 households and/or 1,363 individuals in the month of February representing a 43% increase as compared to February of 2008. We currently have 120 (of 121) units leased up with 7 vouchers issued and outstanding for the Section 8 Program. John Earl mentioned the Hunger Forum that will be held at St. Cecelia's on May 8<sup>th</sup>.

Motion was made by Joan Koscal to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Program Reports of April 22, 2009. Seconded by Ross Swinehart. Passed unanimously. MOTION CARRIED.

9. Old Business

None

10. New Business

Jim Layman commented that additional signage is needed at the new Beaver Dam Building. Fred stated that signs are being worked on and should be up by Friday.

The board reviewed an EPF Committee Recommendation of amending the by-laws to address equal County representation of the EPF Committee. Motion was made by Ross Swinehart to approve the motion which reads: The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, and Finance Committee recommendation of amending the by-laws to address equal County representation on the EPF Committee. By-Law 5.04, B. would read "A fifth committee member shall be appointed by the Board President. This committee will have no more than two members from each of the three board membership categories *while striving to equally represent each County.*" Seconded by Joan Koscal. Passed unanimously. MOTION CARRIED.

The board reviewed an EPF Committee recommendation of approving eight new staff positions and their job descriptions. After discussion motion made was revised to include the position of Community Access Coordinator being filled by Chuck Moran for a total of nine new staff positions. Motion was made by Joan Fordham to approve the motion which now reads: The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, and Finance Committee recommendation to approve nine new staff positions including their job descriptions four Weatherization Crew Leaders, two Crew Workers, one Procurement & Inventory Specialist for Weatherization, one Landlord Counselor/Consultant, and one Community Access Coordinator for the Homeless Unit. These positions will be funded with additional Weatherization and CSBG Stimulus Funding the agency will be receiving over the next two years. Seconded by Ross Swinehart. Passed unanimously. MOTION CARRIED.

11. Next Meeting

Wednesday, June 24, 2009 @ 10:30 a.m.

12. Adjourn

Ross Swinehart made a motion to adjourn. Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

Executive Committee Minutes  
Monday, June 8, 2009  
9:00 a.m. - Conference Room A260

Meeting called to order by Chairman Al Sebastiani at 9:05 a.m. Members present: Diane England, Dave Renner, Cindy Loken and Al Sebastiani. Supervisor Bev Ward excused. Others present: Barb Petkovsek, Administrative Coordinator/Director of Finance; Jack Albert, Corporation Counsel/Personnel Director; and Jane Gervais, Paralegal/Personnel Assistant.

The meeting was properly announced. **Motion by Renner/England** to approve the agenda. **Motion carried.**

**Motion by Loken/England** to approve the May 11 and 19, 2009, minutes. **Motion carried.**

No public participation or correspondence.

Discuss and/or act on Personnel Director job description/position. Carlson Dettmann evaluated the Personnel Director position at Grade 14 of the non-represented pay scale. Discussion was held regarding the position. Chairman Sebastiani asked the Committee how they wanted to present it to the County Board. More discussion took place. **Motion by Loken/England** to proceed with a stand alone Personnel Director and have the following items ready and available for the July 7, 2009, Special Executive Committee meeting: Revised job description for Corporation Counsel, along with an evaluation of the position from Carlson Dettmann; a revised job description for Paralegal, along with an evaluation from Carlson Dettmann; current job descriptions to be included with changes highlighted; and Resolution for County Board. **Motion carried.**

At 10:20 a.m. Chairman Sebastiani called for a five-minute break. Committee back in session at 10:25 a.m.

Discuss and/or act on job description for Veteran Service Officer. Discussion was held. **Motion by Renner/Loken** to approve the Veteran Service Officer job description with corrections to #5 & #9. **Motion carried.**

Discuss and/or act on Coroner/County Medical Examiner August presentation. Angela Hinze, Medical Examiner from Columbia County and Al Klimek, Medical Examiner from Oconto, Brown and Door Counties will give a presentation in August. **Motion by Loken/Renner** to approve and arrange to have the above-named Medical Examiners give a presentation at the August 10, 2009, meeting concerning Medical Examiners vs. Coroners, and provide the agenda to interested parties. **Motion carried.**

Administrative Coordinator/Director of Finance Monthly Report. Barb Petkovsek gave her monthly report.

Corporation Counsel/Personnel Director Monthly Report. Jack Albert presented his monthly report.

At 12:25 p.m., **motion by England/Renner** to take a five-minute recess. **Motion carried.** Chairman Sebastiani called the meeting back to order at 12:30 p.m.

**Motion by Loken/Renner** to go into closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Discuss Grievance no. 051809 filed by AFSCME Local 1168 Courthouse Union regarding compensation for Clerk/Receptionist, Veteran Service Office. Unit clarification settlement: **Motion carried** by unanimous roll call voice vote.

**Motion by Loken/Renner** to reconvene in open session at 1:10 p.m. per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** by unanimous roll call voice vote.

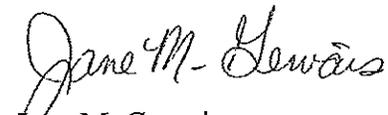
**Motion by Renner/Loken** to approve Settlement Agreement entered into by and among Adams County, Adams County Courthouse Employees' Union Local 1168, Adams County Professional Employees' Union Local 1168 and Local 3148, AFSCME Wisconsin Local 40, in partial resolution of In the Matter of the Petition of Local 3148, AFSCME Wisconsin Council 40 involving certain Employees of Adams County, Case 119 No. 68777 ME-1273. **Motion carried.**

**Motion by England/Loken** to approve the voucher reports. **Motion carried.**

The next meeting is scheduled for July 7, 2009, at 9:00 a.m., which will be a Special Meeting. Regular monthly meetings are scheduled for July 13, 2009 and August 10, 2009, at 9:00 a.m.

**Motion by England/Renner** to adjourn at 1:20 p.m.. **Motion carried.**

Respectfully submitted,



Jane M. Gervais  
Paralegal/Personnel Assistant  
Recording Secretary

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

Executive Committee Minutes  
Monday, July 2, 2009  
5:30 p.m. - Conference Room A260

Meeting called to order by Chairman Al Sebastiani at 5:30 p.m. Members present: Diane England, Dave Renner, Cindy Loken, Bev Ward and Al Sebastiani. Others present: County Board Supervisor Joanne Sumpter for Land & Water Conservation Committee (Chairman Glenn Licitar was not available); Barb Petkovsek, Administrative Coordinator/Director of Finance; Mindy Dale, Attorney representing the County from Weld, Riley & Prens; Chris Murphy, County Conservationist; and Glen (Tony) Pillow, Conservation Engineering Technician.

The meeting was properly announced. **Motion by Ward/Renner to approve the agenda. Motion carried.**

No public participation or correspondence.

**Motion by Ward/England to convene into closed session per:**

Sec. 19.85(1)(a), Wis. Stat., for deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body;

Sec. 19.85(1)(b), Wis. Stats., for considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

Sec. 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Sec. 19.85(1)(g), Wis. Stats., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

For considering employment data of an Adams County employee, evidentiary hearing and possible dismissal or discipline of an Adams County employee, deliberations, and conferring with legal counsel regarding same. Note: A portion of this agenda item may be held in open session if the employee so requests pursuant to Sec. 19.85(1)(b), Wis. Stats.

**Motion carried** by unanimous roll call voice vote.

**Motion by Loken/Ward** to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** by unanimous roll call voice vote.

**Motion by Loken/Renner** to adjourn at 7:00 p.m. **Motion carried.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia Loken".

Cynthia Loken  
Recording Secretary

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

# Health & Human Services Board

Meeting Minutes of June 12, 2009

**Call to Order** – The meeting was called to order at 9:05 am by Chairperson Pat Townsend.

**Roll Call** – Board members present: Diane England, Cindy Loken, Pat Townsend, Joanne Sumpter, Jack Allen, Maureen Bruce, Dr. Hatton, and Teresa Harvey-Beversdorf. Karl Klingforth was excused.

Staff present: Chuck Price, Wendy Pierce, Linda McFarlin, Sandy Wormet, Phil Robinson, Mandy Stanley, Carol Johnson and Kenneth Rock (interim VSO).

**Approval of Agenda and Compliance with Open Meetings Law** – The meeting was properly noticed. Motion to approve the agenda by Jack Allen, 2<sup>nd</sup> by Maureen Bruce. Motion carried by UVV (unanimous voice vote).

**Approval of Minutes from May 8, 2009, HHSB meeting** – Motion to approve minutes by Joanne Sumpter, 2<sup>nd</sup> by Diane England. Motion carried by UVV.

**Public Participation** - none

**Correspondence** – none

**Veterans Service** – Kenneth Rock, the interim VSO was introduced to the Board.

Motion to approve VSO vouchers and financial report by Joanne Sumpter, 2<sup>nd</sup> by Dr. Hatton. Motion carried by UVV.

There was discussion on the need to have a Veterans Service Commission, as required by State statutes. The Board would like Mr. Rock to find people that are interested in this and are willing to be appointed. Their names will then be placed on the next County Board agenda for approval.

## **HHSB**

**Financial Report** – Motion to approve the vouchers and financial report by Joanne Sumpter, 2<sup>nd</sup> by Teresa Harvey-Beversdorf. Motion carried by UVV.

Thrift Store financial report – report was provided

**Conference & Workshop Requests** – the committee was informed of upcoming conferences and/or workshops that had been approved in the 2009 budget.

## **Reports**

Staff – written reports were provided and explained by each manager.

The Board was informed that two agency vehicles that are no longer of use need to be disposed of. Motion by Diane England, 2<sup>nd</sup> by Jack Allen for Director Price and Sandy Wormet to proceed with disposal of the two vehicles by a method they feel best for the County. Motion carried by UVV.

**HHSB Resolution on Comprehensive Community Service and accept Medicaid rate as fee for service** – Motion by Dr. Hatton, 2<sup>nd</sup> by Maureen Bruce to approve the resolution. Motion carried by UVV.

***Discussion & recommendations for appointments to HHSB*** – it was explained that State Statutes require the terms of the Health & Human Services Board to be staggered. Thus, each April there needs to be appointments made by the County Board. Loken, Bruce and Allen are on the County Board's June agenda for appointment. Motion by Diane England, 2<sup>nd</sup> by Joanne Sumpter to approve the appointments of Loken, Bruce and Allen. Motion carried by UVV.

***Director's Report*** – Chuck Price gave the Board an update of what he has been working on in various areas of Health and Human Services, meetings and conference he's attended and upcoming meetings that he plans to attend.

***Confirm Next Meeting Date*** – Friday, July 10th at 9:00 am.

***Adjournment*** – Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 11:00 am.

Minutes submitted by Cindy Loken

THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE

**Health Insurance Study Committee**

Tuesday, April 28, 2009

10:30 a.m.

Conference Room A260

Members Present: Bev Ward, Terry James, Dave Carlson, Cindy Phillippi, Karen Bays, Myrna Diemert, Dana Henrickson, MaryAnn Bays, Barbara Petkovsek Others Present: Jay Scott – AFG (Associated Financial Group)

**Motion by James, second by Henrickson** to approve the March 24, 2009 minutes. Motion carried unanimously.

Unity financial information presented and discussed from January 1, 2008 – December 31, 2008. Total costs to the plan were 111.1%. The county demographics show that our county population age is 10% older and 10% more females than other groups. Our family size is also larger than other groups.

Unity pharmacy claims for 2008 were reviewed – 69% of prescriptions used by Adams County are in the generic category. 20% of our plan costs are prescription related.

Claims utilization report from 1/1/08 – 12/31/08 was reviewed – there was 36% out of network utilization.

The HRA Funding analysis was reviewed.

Dana Henrickson updated the committee on the Wellness Program. Health Risk Assessments will be held in August, discussion held regarding promotions for participation in the health risk assessment. Jay presented information on what surrounding counties do for wellness and health risk assessments.

Discussion held on authorizing a local business to do on-site massages.

**Motion by James seconded by Philippi** to not allow the availability of massages on county premises. Voice vote. Motion carried.

Discussion held on processing incentive payments for colonoscopy screenings and Jay Scott informed us that payments are made in May of each year.

An in-service will again be held on Veterans Day, November 11<sup>th</sup> and a program will be held that focus primarily on Wellness issues.

The MyCompanyHR.com was discussed. It is a complimentary website for employees.

**Motion by James seconded by Bays** to use the MyCompanyHR.com program. Voice vote. Motion carried. (NOTE: Modifications are being made to the program and when that is complete the county will proceed with the site)

Discussion held to have HISC every other month and wellness every month at this time.

The next meeting will be held on June 30<sup>th</sup> at 9:00 a.m.

**Motion by James seconded by Carlson** to adjourn. Voice vote. Motion carried.

Respectfully submitted,



Barbara Petkovsek  
Administrative Coordinator

**Health Insurance Study Committee**

Tuesday, June 30, 2009

9:00 a.m.

Conference Room A260

Supervisor Ward called the meeting to order.

Members Present: Bev Ward, Terry James, Kathie Dye, Barb Petkovsek, Myrna Diemert, Dave Carlson, Barbara Petkovsek, Dana Henrickson, MaryAnn Bays (arrived at 9:10 a.m.) Others Present: Jay Scott – AFG (Associated Financial Group)

**Motion** by James, second by Diemert to approve the April 28, 2009 minutes. Motion carried unanimously.

Motion by James seconded by Phillippi to adjourn. Voice vote. Motion carried.

Jay Scott presented the HRA Funding Analyses (FAR) for May 2009 – The balance is \$6,887.79. Scott reported that balance is adequate at this time.

Kathie Dye gave a report from the Wellness Committee –

The Health Risk Assessment will be in August

We are working for a participation rate of 40-50% of employees – a letter will go to employees signed by Kathie And Dana, co-chairs of the Wellness Committee encouraging participation

We are working on acquiring prizes for participants (supervisors on committee felt that it was not an appropriate Time with the economy to have a paid day off for a grand prize winner)

There will be an on-line version for employees to participate if they have current lab results from medical Facilities

Challenges between teams is being considered

Renewal Strategy 2010

Jay Scott distributed a handout that explained why medical plan costs increase faster than inflation. The handout explained that deductible leveraging is the cost added to a health plan due to the subtraction of an unchanging deductible from a trended claim amount.

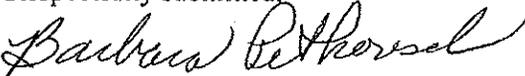
The Committee also reviewed the County Survey Information for Adams, Juneau, Waushara, Waupaca, Green Lake, Jackson and Monroe counties. The survey covered medical benefit design, coinsurance, out-of-pocket max, lifetime max, office visits, preventive services, prescription drug copays, emergency room and wellness efforts.

After discussion the committee agreed that information should be prepared by AFG for the next meeting with an agenda as follows: plan design savings factors, potential partial self funding savings and HAS (Health Savings Account) information/education.

The next meeting will be held on July 28<sup>th</sup> at 9:00 a.m.

Motion by James seconded by Dye to adjourn at 10:20 a.m.

Respectfully submitted,



Barbara Petkovsek

Administrative Coordinator

**ADAMS COUNTY HUMANE SOCIETY BOARD OF DIRECTORS**  
**Minutes of the Board Meeting**  
**June 11, 2009**

Adams-Columbia Electric Cooperative – 4:15 pm

President Brenda Schwertsig called the regular meeting of the ACHS Board of Directors to order at 4:19 pm. The meeting was held at ACEC.

Those in attendance: Brenda Schwertsig, Chris Kulke, Linda Mohns, Lynn Moen and Mary Anne Keul.

Guests: Christina Ackerman and Cindy Loken.

**Approval of Minutes:** The minutes of 5/14/09 were approved by motion from Kulke, seconded by Mohns.

**Treasurer's Report:** Linda presented the May report. Noted was a significant saving regarding the Tax/Payroll Prep charge, which now has a monthly charge of \$100.00 and \$29.95 for the payroll online service. The vet bill continues to climb, reaching a total of \$1824. With the large influx of kittens and the fact that ACHS took 8 dogs with many medical issues to deal with from the Thyme & Sage Ranch raid, the vet bill will be much higher next month. In order to try to reduce certain medical expenses Christina mentioned that it might be possible to save on certain medications, if ordered thru Mid-West Vet. She will look into setting up an account with them. Another issue that was discussed was the fact that we currently have two checking accounts: one in the name of the Adams County Animal Shelter Account, and the other the Adams County Humane Society Account. This is a very confusing situation and if our accountant, John West, clarified that there is no need for two accounts, we will start using just the one. The Treasurer's Report was accepted on a motion by Chris, seconded by Mary Anne.

**Manager's Report:** The June Manager's Report was reviewed. Christina mentioned the high number of animals coming in, which puts many demands on the staff. Special mention was made on how both Cory and Kelly had stepped up and worked extra hours were Christina needed help. Several setbacks were noted with the Huber workers and the Board definitely felt that two part time employees should be sought. Since Thursday, Friday and Saturday are very busy days, Christina will have those days covered by anyone hired in the future. She will review applications already on file and if no one is found, she will place another ad in the paper and have the radio station bring attention to the opening. Linda mentioned that a former employee was granted unemployment benefits due to insufficient documentation of tardiness. It was agreed that a procedure regarding an attendance policy in the Employee Handbook needs changing and this will be discussed at the next board meeting.

## **OLD BUSINESS**

**Petpoints Software:** This is a web-based software and as such anyone can work or look at the information from their own computer. The Humane Societies who currently use this program are very positive about it. The down side is that the training is very intense. Christina indicated that the cost for the chips, which have to be purchased, would be \$4.85 and the charge to the customer could be between \$20-\$25. Linda made a motion to agree to use Petpoint, Lynn seconded. All were in favor. At the next meeting the need to purchase a laser printer will be discussed.

**Cell Phone Use:** Discussion on this issue was tabled until the next meeting.

**Kelly's One Year Anniversary:** In view of her much improved work record Linda made a motion to raise her hourly rate \$.75/hour, Chris seconded.

**Possible Return to Summer Shelter Hours:** It was agreed to keep the hours as is for the time being. Note was made to change the Web page to reflect the current summer hours. During the discussion of shelter hours it was brought up that an ad was placed in the paper for a replacement for Ed's ACO position. Cindy Loken indicated that actually three people had applied and there was a possibility of using all three on a part time basis. Ed will stay on until the selected replacements are trained. It was noted that when Ed takes time off, no one picks up animals or if they do, they call Christina during anytime at night and she has to go to the shelter and open up. That brought up a discussion about having an area in the shelter for holding incoming animals during closed hours and the need to have the sheriff's office/ACO have a key to that area. It was decided to add an agenda item for the next meeting dealing with a new policy on the ACO and ACHS working relationship. It was also decided to extend an invitation to Dave Carlson to come to our next meeting.

**Aluminum Can Recycling:** There is a large metal cage near the front driveway of the shelter where aluminum cans are deposited by the public. The cans have been periodically picked up by Necedah Metals and payment for the aluminum issued to the shelter. However, of late, the service has been very spotty and payment insufficient. Chris recommended that the shelter use Babco instead of Necedah Metals. They would be able to come every Friday for pickup and will provide a new cage for the cans. On the recommendation by Linda, it was decided to cease relations with Necedah Metals and start working with Babco.

## **NEW BUSINESS**

**Dog Seizure and Rescue.** Christina reported on the seizure of many dogs from the Thyme & Sage Ranch raid in Cazenovia, WI. Eight dogs were given to ACHS and one of those had to go to a rescue group. The other seven showed evidence of severe neglect and were thought to possibly have mange. However, Lori from MATC came to help and



**Adams County Humane Society**  
 1982 11th Avenue, P.O. Box 375  
 Friendship, WI 53934

**Monthly Report**

Total number of animals to state this month of **May is 73.**

Total number of animals that came in **302**

	<u>Total</u>	<u>Dogs</u>	<u>Cats</u>
ACO	16	10	6
Strays	36	12	24
Surrender	21	16	5
<b>Adopted</b>	<b>37</b>	<b>17</b>	<b>20</b>
Redeemed	6	6	0
Euthanized	4	0	4
Passed Away	9	0	9
Went to Rescue	29	6	23
<b>ACO Adopted</b>	<b>6</b>	<b>5</b>	<b>1</b>
ACO Redeemed	5	4	1
ACO Euthanized	6	0	6
ACO Passed Away	0	0	0
ACO Went to Rescue	8	0	8
<b>In House</b>	<b>84</b>	<b>20</b>	<b>64</b>

**Townships animals came from**

Adams City Limits:	4
Big Flats:	3
Colburn:	0
Dell Prairie:	1
Easton:	0
Friendship Limits:	1
Jackson:	1
Leola:	0
Lincoln:	0
Monroe Center:	0
New Chester:	5
New Haven:	1
Preston:	14
Quincy:	4
Richfield:	0
Shelter Yard:	2
Strongs Prairie	4
Springville:	3
Town of Adams:	8
Rome:	4
Juneau Cty.	5
Wausara Cty.	2
Wautoma	1
Franklin IL	1
DCHS	8
Dane Cty.	1

**Total: 73**

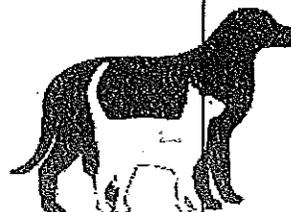
**Income**

Donations:	2,689.07
Adams County:	3,333.33
Adoptions:	2,860.00
Surrenders:	255
Redemptions:	335
Bite Cases:	0
Refund	-175

**Total: 9297.4**

**Expences**

<b>HR</b>	
Payroll	\$3,555.19
Federal Payroll Tax	\$583.84
Tax/Payroll Prep	\$129.95
<b>Utilities</b>	
Adams Cty Solid Waste	\$99.00
ACEC - Electric	\$350.00
ACEC- Security	\$19.95
Telephone	\$156.94
WE Energies	\$138.83
Website	\$12.95
<b>ACHS Building</b>	
Bldg Maintenance	\$27.94
Postage/Office Supplies	\$19.66
WI Sales Tax	
<b>Animals</b>	
Veterinarian	\$1,824.39
<b>Insurance</b>	
Capital Indem (Comm)	\$140.97
Capital Indem (W/C)	\$107.64
<b>Other Expenses</b>	
Mortgage Payment, Seminar	
Van Maintenance & Repairs, Gas	\$66.01
Publicity & Fundraising	\$50.00
<b>Total:</b>	<b>7283.26</b>



**Land Information**  
Minutes for June 25, 2009 - 2:30 PM  
Courthouse Conference Room A231

Chairman Al Sebastiani called the meeting to order. The meeting was properly announced

Roll Call: Al Sebastiani, Mary Ann Bays, Jodi Helgeson, Sue Theisen, Dawn McGhee, Barb Petkovsek, Phil McLaughlin and Jane Grabarski.

**Motion** by Jane, seconded by Mary Ann to approve the agenda. Motion carried unanimously.

**Motion** by Dawn, seconded by Sue to approve minutes. Motion carried unanimously

No further word on project partners for 2010 flight. Jodi brought examples of 12" vs 18" resolution photos.

Approximately 10 individuals have been identified to test out subscription site. Hopefully, we'll have some results back by end of year to move forward with advertising this. Jodi will send out link again to department heads to all assist in testing.

Nothing new to report on address book printing at this time. DNR will be updating their books in 2010 or 2011 depending upon funds. Question was raised as to county creating the platbook in the future. Will wait until GIS specialist is on board and also talk to 4-H Leaders about this.

Sue will be doing the data entry for the surveyors project. At end of year, money will be transferred into Real Property Lister account. Jodi, Mary Ann and Sue reviewed this with Corporation Counsel and he saw no issues with it. Everyone agreed that this would work.

GIS Specialist will be starting August 10<sup>th</sup>.

Jodi will begin to prepare 2010 budget. Discussion regarding update of land records system as a whole. Will work with GIS Specialist to assist in this.

Roundtable: Phil is still waiting in permit program. Jodi brought up discussion regarding possible flat fee resolution for change of recording fees.

Next meeting tentatively set for August 20, 2009 at 2:30 PM

Motion by Mary Ann, seconded by Jodi to adjourn

Meeting was adjourned at 3:00 PM

Respectfully submitted,  
Jodi Helgeson-Acting Secretary

**Adams County Library  
Board Minutes  
6/22/09**

The meeting was called to order by President Nelson at 1:00 p.m. Present were Nelson, Heideman, Challoner, Director Calef, Kreten, Townsend, Renner and Albrecht.

President Nelson verified that the meeting was properly announced.

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

Public input was invited. No members of the public were in attendance.

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

The monthly bills were reviewed and initialed.

**Motion** to approve the Financial Report was made by Albrecht, 2<sup>nd</sup> by Heideman and carried unanimously.

**Communications & Reports:**

None

**South Central Library System report:**

Townsend asked about nominating a Trustee-of-the-Year. Calef reported it is no longer done by each county. Townsend asked if the Adams County Library would be involved in hiring 14-19 year olds as per Job Seekers – part of the Stimulus Package. Calef will look into the procedure. There will be a 5.1%-6.1% cut to the System's budget and a flat rate cut the 2<sup>nd</sup> year. There have been no decisions on how the cuts will be handled.

**Director's Report:**

- A. Circulation for May was 7786 compared to 7010 last year.
- B. PLAC met June 4<sup>th</sup>. Calef missed the meeting to attend a special Department Head meeting on the county budget. LINK met June 13<sup>th</sup>. Work continues on the migration to the new Koha system. There is no timeline, yet. The LINK budget for 2010 was passed. Our costs will go up \$610. A new e-mail system will be rolled out later this summer.
- C. Bonnie Schultz has decided to return to her position at the library. Her first day back was June 11<sup>th</sup>. However, Barb Waugh has accepted a full-time position in the County Clerk's office. Her last day was June 18<sup>th</sup>. Happily, Sharon Christensen, who was going to fill Bonnie's position, has applied for Barb's spot. Hopefully, she will begin July 7<sup>th</sup>. Judy Taft will be on vacation the next two weeks.

- D. As mentioned at the last meeting, the Library Board could expand from 7 to 9 members. This would allow Barb Albrecht to remain on the Board and have 2 Adams County Board members as well. A resolution will have to go to either the July or August County Board meeting. (Tabled until the July meeting.)
- E. The Adams County budget for 2010 has a shortfall of about 1.5 million dollars. Department Heads & the Director of Finance have been discussing various options (see attached) that include changes to health care, early retirement packages, furlough days, elimination of positions as they become vacant, etc.
- F. Friends of the Library are hosting a brat fry on Sat. June 27<sup>th</sup>. Kindly let Jeanne Heideman know if you can help out. Thanks.

**Review Library Policies:**

The revised and reprinted policies were reviewed and discussed.

**Motion** to accept the Library Policies as printed was made by Heideman, 2<sup>nd</sup> by Challoner and carried unanimously.

**Review Personnel Policy:**

The Personnel Policy was discussed and reviewed. Amendments were made in reference to the Director's preparation of the Annual Budget and any other funding source documentation, and the handling of any funds granted.

**Motion** to accept the Personnel Policy as amended was made by Challoner, 2<sup>nd</sup> by Townsend and carried unanimously.

**Library Scrapbook:**

Discussion was held concerning hiring Ms. Wilson to create the library scrapbook.

**Motion** to hire Ms. Wilson to create the library scrapbook and report progress monthly to the Library Board was made by Townsend, 2<sup>nd</sup> by Renner and carried unanimously.

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

1. Color copier purchase
2. Discuss the Department Heads' Budget Meeting information disseminated at the June meeting
3. Possible change to a 9 member library board
4. Director's evaluation

Adjourned at 1:33 p.m.

The next meeting will be held Monday, July 27, 2009, at 1:00 p.m. at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary

## PLANNING & DEVELOPMENT COMMITTEE MEETING

DATE: June 8, 2009

TIME: 8:15 a.m.

PLACE: Room A231

**Present:** Keckeisen was absent. All other members were present.

**Call to Order:** Chair Licitar called the meeting to order at 8:17 a.m.

**Was the meeting properly announced?** Yes

**Approve Agenda:** Motion by James and seconded by Sumpter to move the discussion of meeting dates, the Natural Resources Fund Resolution, the Wastewater Ordinance, and Shoreland Protection Ordinance Education items up in the agenda. Motion passed unanimously.

**Approval of Minutes:** Motion by Colby and seconded by Stuchlak to approve the minutes of the May 1, 2009 Joint Finance Committee and Planning & Development Committee meeting and the May 11, 2009 Planning & Development Committee meeting. Motion passed unanimously.

**Register of Deeds:** Helgeson reported that transfer and return sales are picking up. They are starting to work on their budget, but worried to include the new flat fee rate before it's been confirmed. She stated that the new staff member is doing very well.

**Changing Meeting Dates:** Sumpter stated that the current meeting date and time are conflicting with Executive Committee meetings. Motion by James and seconded by Stuchlak to keep the same meeting date, but start at 8:15 a.m. on a regular basis. Sumpter voted no, motion passed.

**Natural Resources Fund Resolution:** Murphy presented a resolution to the committee. Discussion occurred regarding putting a lower limit on each practice. Motion by Sumpter and seconded by Colby to approve the resolution after amending line 50 from \$25,000 to \$10,000 while keeping the rest of the language the same. Motion passed unanimously.

**Private Onsite Wastewater Systems Ordinance:** Motion by James and seconded by Stuchlak to approve the ordinance with the changes presented by McLaughlin. Motion passed unanimously.

**Shoreland Protection Ordinance Education:** Murphy stated that he had been approached about educating the county realtors and contractors. Discussion occurred regarding how you get them to attend. It was decided that a letter would be sent out from Planning & Zoning stating a date and time and that Murphy would do the presentation.

Motion by James and seconded by Stuchlak to move onto the Easton Update. Motion passed unanimously.

**Steinbine & Hydroelectric:** Murphy had a meeting date set with Steinbine, but it was cancelled. He is attempting to setup a new meeting. Steinbine is currently testing their product, but hesitant to move forward without solid results. Murphy stated that they do seem interested. Patrick Gatterman at Adams Columbia Electric Co-Op is also very interested in helping and working with us. Licitar raised the question as to whether or not LWCD had looked into working with North American Hydro. Murphy said he would look into other companies in the state as far as retrofitting abilities. Tom Feller stated that he spoke with Chuck Allsburg at North American Hydro and he stated that he could work out a package deal for the dams.

*Minutes approved by P&D Committee on 7/6/2009*

**Wildlife Abatement and Claims Program: No Report**

**WDNR:** Nina Stensburg provided a written report to the committee.

**NRCS:** Michelle Komiskey reported that 5 EQIP applications will be funded at a County cost-share of \$33,991.00. There is a possibility that more money will be received to fund more practices, but it is unknown at this time. There were no WHIP applications from Adams County this time.

**Central Wisconsin Windshed Partners: No Report**

**NCLWCA:** No Report. No one will be attending the spring meeting.

**Easton Update:** Murphy stated that Lassa informed him that \$150,000 had been earmarked in the 2010 state budget to go for the Easton Dam project. Larry Molland was thanked by the committee for being the first person to approach the state about the Easton project & Tom Feller was thanked for all of his efforts to obtain funding. Chris Goodwin from Ayres Associates informed the committee that the regulatory review must be completed before the project can go out for bidding. They are hoping to get bids out by the end of the month. They are currently working through the permitting process. Ayres is hopeful to begin construction in August with a 3 month construction window. Due to winter, the pool fill will occur in spring 2010. The design hasn't changed since it was presented to the County Board, so the cost estimate remains the same. The bid opening will occur at regular July meeting; otherwise a special meeting will be scheduled. Goodwin suggested putting a substantial completion date in the bid to ensure timely completion. Ayres & County will do construction observation work. Goodwin reassured members of the Easton Lake District that the concrete quality and forms have to be inspected & tested before any pouring can occur. A substantial completion date of December 1, 2009 was suggested. Motion by James and seconded by Colby to include a substantial completion date of December 1, 2009 with no penalty clause, but require bidders to include an intended start date along with the other normal criteria. Motion passed unanimously.

**RC&D Golden Sands:** Stuchlak and James reported.

**USDA:** Colby reported.

**Big Spring Restoration Project:** Murphy reported that things are moving along as planned. The designs are being finalized this week to continue stream restoration work. Bidding will occur as soon as possible. McLaughlin joined the meeting to give some insight to the New Haven culvert permit situation. He stated that he issued a permit to New Haven. WDNR pointed out to him that they never received the correct documentation, so McLaughlin temporarily rescinded the permit. Joe Behlen informed McLaughlin that no permit is required, but DNR approval is.

Motion by Stuchlak and seconded by Sumpter to take a short recess at 10:37 a.m. Motion passed unanimously.

Chair Licitar called the meeting back to order at 10:48 a.m.

**Agricultural Concerns:** Discussion occurred. Chair Licitar requested the item stay on the agenda for the next few months.

**Staff Reports:** Discussion occurred.

**Cost-Sharing Contracts:** Sibilsky informed the committee that all 2009 money was spoken for and that a 2010 list has begun. He presented the committee with the Bula-Gieringer windbreak project coming in at \$1,174.05 cost-share and the Zorn riprap project coming in at \$7,800 cost-share. Motion by Colby and seconded by Breene to approve the Bula-Gieringer and Zorn contracts. Motion passed unanimously.

**Travel & Training requests:** None

**Communications:** Murphy informed the committee that LWCD did not receive the grant for citizen-based monitoring to fund chemical testing. The committee was informed that more staffing dollars were cut by the state Joint-Finance committee.

**Financial Report:** Murphy reviewed the report. Discussion occurred regarding the upcoming 2010 budget. Motion by Colby and seconded by James to approve the financial report. Motion passed unanimously.

**July Items:**

- Discuss Lake Level Monitors
- Discussion & possible action on fair booth
- Discussion & possible action on recording meetings
- Discuss possible department head evaluation

**Next meeting:**

Regular Meeting – Monday, July 13 at 8:15 a.m.

Motion by Stuchlak and seconded by Sumpter to adjourn at 12:13 p.m. Motion passed unanimously.

Minutes taken by:

Mandy Brownell

Land & Water Conservation Clerk

Submitted by:

Glenn Licitar

Planning & Development Committee Chair

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MEETING: June 26, 2009 at 8:00 A.M.  
ON SITE

The Adams County Planning & Development Committee met at 8:00 A.M. in the south parking lot of the Courthouse in Friendship, Wisconsin to conduct on-site investigations for the purpose of evaluating pending Conservancy rezoning requests. Present were Glenn Licitar, Chair; Terry James, Secretary; Joanne Sumpter; Joe Stuchlak; Sylvia Breene. Richard Colby was excused. Mike Keckeisen was absent. Also present were Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Attorney Dennis McFarlin standing in for Corporation Counsel Jack Albert.

The Committee proceeded to the Bruce & Jody Duellman property located in the NE 1/4 NE 1/4, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126 on County Road G, Town of Leola. Jody Duellman met the Committee at the site along with a family member, a friend of the family, Karl Klingforth, County Board Supervisor and Ted Jansen a supervisor for the Town of Leola. Ms. Duellman led the Committee on a tour of the property indicating the marked corners of the one acre requested for removal from the Conservancy District. Terry James observed that there is currently approximately seven inches of water in the creek. Phil McLaughlin pointed out that permits are required for bridges and culverts, and noted buffer requirements within 35' of the Ordinary High Water Mark. Discussion was held whether a Plat of Survey or a Certified Survey map should be required marking the acre clearly.

The Committee then drove to the St. James Place MHC, LLC property located in the SE 1/4, NE 1/4, Section 35, Township 20 North, Range 7 East, Lots 1-4 of CSM 2278 on 2<sup>nd</sup> Blvd PV, Town of Leola, where the general area of the septic system, one full home site and half of two other sites being requested to be rezoned out of Conservancy. Mr. McLaughlin informed the Committee that Mr. Dubois was offered the option of removing the homes in violation from the Conservancy District and leaving those three sites vacant, while the sanitary system placement could remain however, at the end of the useful life of the sanitary system, it must be properly abandoned and the replacement system must be located outside of the Conservancy Zoned area. Mr. Dubois did not care for that option, preferring to request that the area be permanently removed from the Conservancy District.

Upon receipt of a letter from Attorney Brian Formella, the on-site for the Donald Regnier property located in the SE 1/4, SW 1/4, Section 36, Township 19 North, Range 6 East at 774 Chicago Avenue, Town of Big Flats, was cancelled as permission to enter the property was denied.

Attorney Dennis McFarlin advised the Committee that the purpose of the Planning & Development Findings Checklist is to make sure that all decisions are made as uniformly as possible. Each member will complete the form and the decision may be determined by a composite score.

Terry James made a motion to adjourn until the regularly scheduled Planning & Development Committee Meeting on July 1, 2009. Joe Stuchlak seconded the motion. All in favor. Motion carried.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
ON SITE VISIT:  
JUNE 26, 2009  
PAGE #2

Adjourned: 11:35 A.M.

\_\_\_\_\_  
Glenn Licitar, Chair

\_\_\_\_\_  
Joanne Sumpter, Vice-Chair

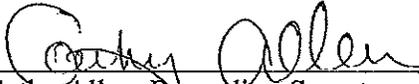
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Terry James, Secretary

\_\_\_\_\_  
Joe Stuchlak

\_\_\_\_\_  
Sylvia Breene

\_\_\_\_\_  
Mike Keckeisen

\_\_\_\_\_  
Richard Colby

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

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

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MEETING: July 1, 2009 at 9:00 A.M.  
ROOM A260 – COURTHOUSE  
FRIENDSHIP, WISCONSIN

At 9:00 A.M. Chairman Glenn Licitar called the Adams County Planning & Development Committee meeting to order in Room A260 with the following members present: Joanne Sumpter, Vice-Chair; Terry James, Secretary; Sylvia Breene, and Joe Stuchlak. Mike Keckeisen & Richard Colby were excused. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Attorney Dennis McFarlin and Greg Rhinehart, County Surveyor. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Bruce D. & Jody L. Duellman – Tabled rezoning request of a portion of a parcel (1 acre) from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance to allow for a building site on property located in the SE ¼, NE ¼, & the NE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126, Town of Leola, Adams County, Wisconsin. Upon completion of the Findings Checklist Terry James made a motion to recommend denial of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Joanne Sumpter seconded the motion. Roll Call Vote: 4 - Yes. 1 - No (Licitar). 2 - Excused (Keckeisen & Colby). Motion to deny carried. St. James Place MHC LLC – Tabled Rezoning request of a portion of property from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance to allow the existing septic system and three manufactured home sites to become conforming on property located in the SE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lots 1-4 of CSM 2278 on Aspen Drive, Town of Leola, Adams County, Wisconsin. Upon completion of the Findings Checklist Terry James made a motion to recommend denial of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Mr. James also suggested that if Mr. Dubois wishes to apply to the Board of Adjustment for a Special Exception Permit to retain the septic system in the Conservancy area, that no fee be charged. Joe Stuchlak seconded the motion. Roll Call Vote: 5 - Yes. 2 - Excused. (Keckeisen & Colby) Motion to deny carried. Donald Regnier – Reconsideration of rezoning a portion of a parcel (1 acre) from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Zoning Ordinance for possible future cabin site on property located in the SE ¼, SW ¼, Section 36, Township 19 North, Range 6 East, at 774 Chicago Avenue, Town of Big Flats, Adams County, Wisconsin. Since the owner denied access for the Committee to on site the property, Terry James made a motion to take no action at this time. Joe Stuchlak seconded the motion. Roll Call Vote: 5 - Yes. 2 - Excused. (Keckeisen & Colby) Terry James made a motion for a short recess. Joe Stuchlak seconded the motion. All in favor. Motion carried.

RECESS: 10.56 A.M.  
RECONVENE: 11:06 A.M.

Melvin & Dorothy Geborek – Conditional Use Permit request under Section 5-6.03(A) of the Adams County Comprehensive Zoning Ordinance to allow the replacement of a single wide manufactured home in an R-1 Single Family Residential District with a newer single wide manufactured home on property located in the SE ¼, NW ¼, Section 10, Township 16 North, Range 7 East, Lot 36, 1<sup>st</sup> Addition to Patrick's Lake at 2536 3<sup>rd</sup> Drive, Town of New Chester, Adams County, Wisconsin.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
July 1, 2009  
PAGE #2

Joe Stuchlak made a motion to grant the Conditional Use Permit for the described property. Sylvia Breene seconded the motion. Roll Call Vote: 5 - Yes. 2 - Excused (Keckeisen & Colby). Motion carried. Ronald L. Johnson – Rezoning request of a portion of a 18.65 acre parcel (5 acres) from an R2 Rural Residential District to an R3 Mobile Home Park Residential District to place a 1989 16' x 80' single wide manufactured home on property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501 11<sup>th</sup> Avenue, Town of Easton, Adams County, Wisconsin. Terry James made a motion to recommend denial of the zoning change on the above described property, and forward that recommendation to the County Board for final action. Mr. James also suggested that the petitioner can reapply for a rezoning to A3 with a Conditional Use to allow a single wide manufactured home and pay only the Conditional Use Permit hearing fee. Joe Stuchlak seconded the motion. Roll call vote: 5-Yes. 2 - Excused (Keckeisen & Colby). Motion to deny carried. Chula Vista Golf Resort, Inc. – Rezoning request of 126.613 Acres from A1 & A1-15 Exclusive Agriculture Districts and an A3 Secondary Agriculture District to a B1 Rural Business District with a Conditional Use Permit under Section 5-12.03(E) of the Adams County Comprehensive Zoning Ordinance to allow the construction of a sports complex on property located in the NW ¼, NE ¼, & Pt. of the SW ¼, NE ¼, & Pt of the NE ¼, NW ¼, & Pt of the SE ¼, NW ¼, all in Section 27, Township Township 14 North, Range 6 East, on 9<sup>th</sup> Lane, Town of Dell Prairie, Adams County, Wisconsin. Terry James made a motion to table the request and conduct a site visit prior to the Public Hearings of the August Planning & Development Committee Meeting. Joanne Sumpter seconded the motion. Roll Call Vote: 5 – Yes. 2 – Excused (Keckeisen & Colby). Motion carried.

Chairman Licitar closed the Public Hearing portion of the meeting.

**Business Portion:**

Chairman Licitar asked if this meeting had been properly announced. Phil McLaughlin stated that it was.

Joanne Sumpter made a motion to approve the agenda. Terry James seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the June 3, 2009 Planning & Development meeting to the Committee for review and approval. Terry James made a motion to approve the minutes as presented. Joe Stuchlak seconded the motion. All in favor. Motion carried

Greg Rhinehart, County Surveyor, presented the Surveyor's report for the month of June to the Committee for review and approval. Terry James made a motion to approve the Surveyor's report as presented. Sylvia Breene seconded the motion. All in favor. Motion carried.

Steve Prindle did not appear before the Committee to explain his request. No action taken.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
July 1, 2009  
PAGE #3

Discussion was held regarding Jeff Rogers request to waive the fees for a Variance Request to height limitations to be submitted to the Board of Adjustment Committee. Terry James made a motion to waive the fees for Mr. Rogers's request. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Dan Wood, Attorney for the Town of New Haven addressed the Committee with his concerns regarding the New Haven culvert project. Mr. Wood asked the Committee to give Mr. McLaughlin direction as to re-issuing the permit to the Town of New Haven for a culvert, which was withdrawn by the Zoning Department after concerns were raised by Joe Behlen of the Department of Natural Resources. It seems there is a discrepancy between the Town's wishes, and Chris Murphy's application to the Department of Natural Resources as to the original intent of whether the road was to be replaced after the dam was removed. Mr. Wood posed the question "would we be sitting here discussing this today if the original permit in 2006 would have said that the road would remain when the dam was removed." Mr. McLaughlin informed Mr. Wood and the Committee that he would contact Mr. Behlen to get that question answered.

Terry James made a motion to recommend to the County Board, the reappointment of Cathy Croke, Dale Helm and Ivan Morrow to the Board of Adjustment Committee. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Department updates: None.

Phil McLaughlin presented the Financial Report for the month of June and the Comp Time Report to the Committee for review. Terry James made a motion to approve the Financial Report and the Comp Time Report as presented. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Correspondence: None.

Public participation: None.

It was decided that on August 5, 2009 at 7:00 A.M. part of the Committee would meet in the south Courthouse parking lot and proceed to the corner of 9<sup>th</sup> Avenue and Golden Drive to meet with the rest of the Committee at 7:30 A.M. to conduct an on site inspection of the Chula Vista properties. The Committee will then recess and reconvene at the Courthouse at 9:00 A.M. or as soon thereafter as practical to resume the scheduled Public Hearings.

Joe Stuchlak made a motion to adjourn until 7:00 A.M on August 5, 2009. Terry James seconded the motion. All in favor. Motion carried.

NOTE: On June 6, 2009, at the regular meeting with Land & Water Conservation Department, the Planning & Development Committee moved the Planning & Zoning Meeting and Chula Vista on site to July 7, 2009.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
July 1, 2009  
PAGE #3

ADJOURNED: 2:05 P.M.

\_\_\_\_\_  
Glenn Licitar, Chair

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Joanne Sumpter, Vice-Chair

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Terry James, Secretary

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Joe Stuchlak

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Sylvia Breene

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Mike Keckeisen

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Richard Colby

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

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

**Property Committee Minutes**

Tuesday, June 9, 2009

9:00 a.m.

Conf. Room A260, Courthouse  
Friendship, WI

The meeting was called to order at 9:02 a.m. by Chair Dehmlow. The meeting was properly announced.

Members present included: Chair Dehmlow, Supervisor Hartley, Supervisor Kirsenlohr, and Supervisor Kotlowski. Supervisor Babcock was excused. Others present: Administrative Coordinator/Director of Finance Barb Petkovsek, Maintenance Supervisor Tracy Hamman, and Emergency Management Director Jane Grabarski. **Motion** by Supervisor Kotlowski, second by Supervisor Hartley to approve the agenda. Motion carried by unanimous voice vote. **Motion** by Supervisor Kirsenlohr, second by Supervisor Hartley to approve the minutes of the May 12, 2009 meetings. Motion carried by unanimous voice vote. There was no public participation.

**Discuss and/or act on sign for the Community Center.** Discussion was held, planning for the sign will continue and be brought back to the committee at a later date.

**Discuss and/or act on storage for emergency vehicles.** Jane Grabarski appeared before the Committee to discuss the Town of Adams will not be renewing the agreement for storage of the emergency vehicles. Discussion was held. **Motion** by Supervisor Kirsenlohr, second by Supervisor Hartley to make the emergency vehicle storage a priority with Ayres. Motion carried by unanimous voice vote.

**Discuss and/or act on cutting firewood on county property.** Discussion was held regarding citizens and/or employees cutting firewood on county property. **Motion** by Supervisor Kotlowski, second by Supervisor Kirsenlohr for the Corporation Counsel to research individual department policies cutting firewood, as well as insurance coverage for the same. Motion carried by unanimous voice vote.

**Receive, discuss and/or act on Report from Ayres – Building/Space Needs Study.**

Discussion regarding Clerk of Courts storage was held. The records retention policy needs to be revised, and enforced as this will help address the amount of storage space needed for the County. A meeting will be held July 15<sup>th</sup> at 9:00 a.m. regarding the Ayres building/space needs study. Due to time constraints, Ayres was unable to have a report for this meeting.

**Update on maintenance items.** A report was given from Maintenance Supervisor Tracy Hamman. The tobacco free grounds signage is complete and ready to be posted. **Motion** by Supervisor Kotlowski, second by Supervisor Hartley to have the signage be placed on a post and if possible or post by drive in. Motion carried by unanimous voice vote. Petkovsek reported that the Executive Committee will be presenting a resolution for a stand alone Personnel Director. Space options discussed were one of the rooms by the Corporation Counsel or the current Rural Industrial Development Office.

**Motion** at 10:45 a.m. by Supervisor Kotlowski, second by Supervisor Hartley to adjourn until July 15<sup>th</sup> at 9:00 a.m. to discuss and receive the Ayres Building/Space needs Study results and to discuss office space for Personnel Director. Motion carried by unanimous voice vote.

Respectfully Submitted,



Barbara A. Petkovsek  
Administrative Coordinator/Director of Finance

**Minutes unofficial until approved by committee.**

# MINUTES OF MEETING

## PUBLIC SAFETY & JUDICIARY COMMITTEE

Adams County Courthouse, 400 Main Street, Friendship, WI 53934

DATE: June 10, 2009

TIME: 9:00 a.m.

PLACE: Conference Room A260

COUNTY BOARD MEMBERS PRESENT: Florence Johnson  
Cynthia Loken  
Terry James  
Al Sebastiani  
Jerry Kotlowski

OTHERS PRESENT: Sheriff Renner, Sheriff's Department  
Chief July, Sheriff's Department  
Captain Beckman, Sheriff's Department  
Deb Barnes, Child Support Director  
Dee Helmrick, Clerk of Court  
Terry Scheel, Coroner  
Joanne Sumpter, County Board Supervisor  
Sandra Green, Sheriff's Dept.

1. Call to Order: 9:00 a.m.
2. Was the meeting properly announced? Yes
3. Roll call: Present: Johnson, Loken, James, Sebastiani, Kotlowski
4. Motion to approve agenda by Loken/Sebastiani. MC/UN.
5. Motion to approve May 13, 2009 Public Safety & Judiciary meeting minutes by Sebastiani/Kotlowski. MC/UN.

### CORONER:

- Two deaths in May which were sent down for autopsy. Second one was a possible swine flu related death.
- They are running into a problem with the State and lab samples they send out with budget cuts and the economy. It used to be 3-4 months to get results back. It is now at least 6 months. In a criminal case, time will be a factor. He spoke with the medical examiner from Columbia County. He gave him the name of an institution that processes faster. Turn-around time is 3-4 weeks. This will be an option to look into.
- County Board Supervisor questioned cost of autopsies in Portage compared to Madison. Portage is cheaper and they offer a good working relationship and an excellent learning opportunity in terms of performing an autopsy.
- Motion to approve vouchers by James/Loken. MC/UN

FAMILY COURT COMMISSIONER: Not present.

### CHILD SUPPORT: Deb Barnes-Child Support Coordinator

- Child Support has been without a secretary for a few weeks. They are keeping up well in the office. They have held interviews and chosen a qualified candidate. She starts tomorrow, June 11, 2009. Child Support has access to ARRA (Stimulus Money) funding which will match their current performance funding. Since the secretary position has a sunset clause, they can take the stimulus match and allocate some of the ARRA funding towards that position in the 2010 budget. She will be having a WISLINE Tele Conference with the State of WI to explain the procedure for determining appropriate use of and the method for reporting expenses to receive the ARRA funding match.
- She attended a Director's Dialogue Meeting and received updates on changes and regulations. The provision in health insurance is a big issue right now.
- Deb is slated for a week of vacation on July 11-18, 2009.
- Deb wanted to note on the check summary there was a UPS charge of \$20.90. This was because they had to package up a case file and send it overnight to the Bureau of Child Support for Federal audit purposes.

- Voucher summary received, no questions.
- Motion to approve check voucher summary by Kotlowski/Johnson. MC/UN

CLERK OF CIRCUIT COURT: Dee Helmrick-Clerk of Court

- Handed out voucher summary and Community Service Report.
- She will be at a summer conference from June 15-19 in Wausau.
- She applied for the summer youth project through North Central Wisconsin Workforce Development. She has been accepted and will be meeting with someone today to work out the details.
- County Board Supervisor James expressed a concern in approving financials when there is not enough time to review them. Would like to see them sooner from now on.
- Motion to approve check summary by James/Loken. MC/UN.

REGISTER IN PROBATE: Not present.

DISTRICT ATTORNEY: Not present.

EMERGENCY MANAGEMENT: Jane Grabarski – Emergency Management Coordinator – Not Present

SHERIFF'S DEPARTMENT: Sheriff Renner, Chief July, Captain Beckman

Sheriff Renner:

- Sheriff Renner will be having surgery on Friday, June 13, 2009. Will be out of the office approximately one week.
- They have finished up training of officers. They will have 24 hours of training in by the end of June.
- All cars are set up now with squad number coinciding with the call sign of the officer.
- Lieutenant Fahrenkrug and Tully are at a Table Top over at Health & Human Services.
- Sandra Green, FSS Manager is doing really well and is fitting in around the Courthouse and Sheriff's Department.
- Received several applications for the Animal Control position. They will be making arrangements for interviews soon. Johnson asked about cross training the individuals once hired. Sheriff indicated it would be hard to take this type of training and pass it on without actually becoming certified. Will talk with Ed Baron about this. This is an on call position and would need 1-3 individuals hired for this position.

Chief July:

- No out of state conferences to approve.
- Language changes were noted in the contract for "Safe Keepers". They reached an agreed upon document. They will now be going to their Corp Counsel in Monroe County. They would be through reviewing that sometime in July. Once Corp Counsel signs the document, it would be a matter of inserting a dollar amount they will guarantee us. Sebastiani asked if there was some other program that would be used to release more of the inmates. Captain Beckman indicated they could consider expanding the electronic monitoring program, but it's not feasible. Huber inmates would rather go to jail, go to their job and return to jail. They like to play it safe rather than do the electronic monitoring for fear of mistakes they will make outside of the jail. Since electronic monitoring they have only had three inmates that have messed up the program for themselves.
- Chief July indicated 2009/2010 will be a difficult budget process. He welcomes any input from the over site committee.
- While reviewing the voucher summary, James inquired about all of the GMJ expenses for Fleet Maintenance. He wanted to know if we had any type of contract in place with GMJ. Sheriff and Chief indicated GMJ keeps excellent records of all of their vehicles from oil changes to tire rotation. GMJ also gives the ACSD high priority when work needs to be performed on a vehicle. GMJ also stores our tires for us to interchange during summer and winter which is a tremendous saving in itself.
- Sebastiani asked where Chief is with the gas card program. Chief indicated the project is almost complete.

Captain Beckman:

- Captain Beckman talked about the Safe Keepers, Huber and Commissary Revenue reports.
- Sebastiani asked to see a starting budget line for the Safe Keeper report from now on. This so he can see what the budget line began at and where it is currently.
- Sebastiani questioned on department set inmate fees and how they are determined. Captain Beckman explained how this comes to be and Chief July added his comments.
- Jail Overtime Report – it was a hard month. They had two in school and one employee out of FMLA. They are all back and are now at full staff.
- Huber Showers – RFP's (Request for Proposals) have gone out. Will be in the papers next week. Proposals will go to the Sheriff. Has a meeting in July where proposals will be opened. Looking at December for install on Huber showers.
- Court Video Conferencing: The last call to Barb was she was approving this for July install.
- Air Conditioning in Jail Pod – has a meeting with Finance tomorrow to discuss this.
- Freezer Thaw – Denied for liability. Is still in the works.
- Sebastiani asked about alarms on freezer – could go off and ring into dispatch. This is something we could look into. The vendor is looking into the pricing of this.
- Jail Inspection on June 16<sup>th</sup>, 2009. Everything is set and the Captain is preparing for it.
- Accident Reports – The School Officer vehicle was backed into. The damage was \$1,036. Adams took the report and there was insurance information exchanged.
- Motion to approve voucher summary by Johnson/James. MC/UN

Motion by Kotlowski/Loken to reconvene 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 personnel matters. Roll call vote: Johnson: Yes. James: Yes. Loken: Yes. Kotlowski: Yes. Sebastiani: Yes. Meeting closed at 10:13am.

Motion by Loken/James to reconvene in open session per Wis. Stat 19.85(2) to consider and vote on appropriate matters. Roll call vote: Johnson: Yes. James: Yes. Loken: Yes. Kotlowski: Yes. Sebastiani: Yes. Meeting opened at 10:23 am.

Next meeting July 8, 2009 at 9:00 a.m. in Conference Room A260.

Motion to adjourn by Loken/Kotlowski. MC/UN. Meeting ended at 10:25 a.m.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department  
These minutes are not yet approved by Public Safety & Judiciary Committee (06/10/2009).

Cc: Sebastiani / Loken / James / Kotlowski / Johnson / Renner / July / Beckman / McFarlin / Thibodeau / Scheel  
Grabarski / Helmrick / Warner / Barnes / Marti / Dudman / McGhee / Phillippi / Green / Sumpter

Final Minutes

**MINUTES OF MEETING**  
**PUBLIC SAFETY & JUDICIARY COMMITTEE**  
 Adams County Courthouse, 400 Main Street, Friendship, WI 53934

**DATE: July 8, 2009****TIME: 9:00 a.m.****PLACE: Conference Room A260**

COUNTY BOARD MEMBERS PRESENT: Al Sebastiani  
 Florence Johnson  
 Cynthia Loken  
 Terry James  
 Jerry Kotlowski

OTHERS PRESENT: Chief David July, Sheriff's Department  
 Sandra Green, Sheriff's Dept.  
 Deb Barnes, Child Support Director  
 Dee Helmrick, Clerk of Court  
 Terry Scheel, Coroner  
 Jane Grabarski, Emergency Management  
 Terry Reynolds-Warner, Register In Probate  
 Joanne Sumpter, County Board Supervisor  
 Representatives of Consolidated Food Mgmt. Co.

1. Call to Order: 9:00 a.m.
2. Was the meeting properly announced? YES
3. Roll call – Sebastiani, James, Loken, Johnson, Kotlowski
4. Approve the Agenda – Motion by Kotlowski/James. MC/UN.
5. Approve minutes of prior meeting 6/10/09. Motion by James/Loken. MC/UN

**Coroner – Terry Scheel**

1. Coroner's Report, Vouchers – Vouchers Submitted.
2. Approve Conference/Training Requests – Training in Stevens Point by the Organ and Tissue Procurement Facility. This is free. Jennifer Engels will be attending.
3. There were 13 deaths in June. One was sent for autopsy to determine whether a previous bullet/wound was the reason for death.

**\*Family Court Commissioner- Dennis McFarlin – Not Present**

1. Approve Conference/Training Requests

**Child Support – Deb Barnes**

1. Review Performance Measures for June 2009
2. Review Check Summary - Check summary was handed out.
3. Discuss Office Activities

Case load continues to climb. Court order rates have declined by 1% which is most likely due to the increase in caseload. This is the highest case load there has ever been. There are currently 1,115 cases. We are assisting individuals who have lost their jobs through no fault of their own/laid off with review and adjust. We are trying to expedite these cases as much as possible. Angela, the new secretary will attend training September. She is doing a good job. Deb will be on vacation next week and one week in August. Deb had a conference call on the American Recovery Act Funding. On the Federal level it looks good. However, they've attached a lot of strings to it regarding not supplanting the County Levy. The agency has to spend \$64,000 or 90% of what appears to be Levy before she can request the performance money from

the Federal Government. They consider the 66% reimbursement for Indirect Costs, Cooperative Agreements and the percentage that is received for collecting birthing expenses as Levy money.

**Clerk of Circuit Court – Dee Helmrick**

1. Summary Report of Expense Vouchers submitted for payment – Summary handed out. Some questions regarding expenses were asked by the Committee.
2. Approve conference/training – None.
3. Discuss General Operations of Department – They have a person coming into the office to do scanning for them. It is working out well. There are no tax dollars or expenses associated with this service. She is currently scanning 2005 misdemeanors. After scanning, they will determine if file needs to be retained. If not, the file will be sent for shredding. She hopes to have at least two years (16 boxes) of misdemeanors off the shelf once the scanning is complete.
4. Community Service Coordinator's Monthly report. Discussed the ramifications of a person not being able to complete their community service. It was indicated if they are not showing an effort to comply they are put back on the payment plan or referred back to their prosecuting agency.

**Register in Probate – Terry Reynolds Warner**

1. Approve Conference/Training Requests, Vouchers – Voucher summary handed out.
2. Probate fees are down a little. People are avoiding probate as much as possible. Talked about budget issues and projected problems. The order for the new Video Conferencing has been placed and anticipates installation during last two weeks in August.

**\*District Attorney's Office - Janis Cada**

1. Monthly expenditures report
2. Approval for conferences/training, if any

**Emergency Management – Jane Grabarski**

1. Communication System Upgrade – Report(s) to committee on the project by person(s) who have information on the project and the committee will recognize for input, Review and authorize change orders, Discuss and take action as needed to facilitate project operations.  
The FOTH COMMUNICATIONS System project is ongoing. The next three towers should be up by the end of this month or early August. This will bring us to six of the seven towers. There are issues with the tower site in Jackson. It's not a sound tower the way it's instructed. A lot of work needs to be done to strengthen this tower or it may need to be replaced. They are investigating other possible towers. They would like to remain with U.S. Cellular and are working on this with Communications Service.
2. Countywide Level B Hazmat Team – Report to committee on Juneau County Hazmat contracted service implementation, Discuss and take action as needed. Six people have made application to the team – need seven in order to execute the contract. They are hoping this will be accomplished by September. If no contract is in place by September, they will lose the equipment grant and that money will revert to another county that needs it. They want a total of seven individuals from Adams County who want to be a part of this team.
3. ARES/RACES tower on Friendship Mound. Report to committee on status, Discuss and take action as needed. This is still an ongoing approval process. They are hitting a few stone walls because of the height of the tower. They want it to be 80 feet. This exceeds the county ordinance. The FAA has made a determination the 80 feet height would be a hazard to air traffic.
4. Grant status reports -
  - a. CDBG-EAP (2008 flooding repairs) - The report was submitted to the committee. There are seven projects currently being worked on. This is a \$198,000 grant. This will be an ongoing process.
  - b. All Hazards Mitigation Plan update – A rough draft was created and is almost complete. This needs to go to a public hearing. This hearing has been set for 8:30 in Conference Room A260 on August 12, 2009.

This will give the public a chance to review the plan and offer suggestions or comments before it goes to the County Board for approval and then onto the State of WI.

- c. EMGP (Emergency Management Planning Grant) – first half payment of \$14,142 was received. This is awarded twice per year. They are well on track for the second half of the year.

5. Office Activity

a. Storage of trailers – report of Property committee meeting – Talked with the Property Committee concerning storage issues. They were agreeable this should be a priority to construct a building to get these items under cover and in a controlled environment. The Committee asked EMG to explore other issues such as swapping storage areas in the Courthouse with other items that could be stored inside/outside. They will wait for Ayres to study the project and offer input since this will be a sizeable amount of money to build. Approximate cost is unknown at this time.

b. DeCon exercise training with two fire departments - Attended exercise training for decontamination which included hands on and classroom sessions. It was a very good experience. They will perform this exercise with Adams County at the end of this month. The scenario will be a chemical spill. The Fire Departments will respond and evaluate the situation. The victims will be transported to the nearest medical facility.

6. Approve conferences/training, if any - None.
7. Vouchers/Purchase orders, review of Jun- Voucher summary handed out.

Sheriff's Department – Sheriff Renner/Chief July

Sheriff Renner – Communications

1. Animal Shelter/Animal Control Officer Report
2. Approve Conference/Training  
Reports were given to the Committee.

Chief Deputy, July

1. Permission requested from board to sell the department's 1985 Lund to the Town of Big Flats. Need more information on boat, i.e. make/model/year/engine/motor-HP/, etc. It was agreed by all this agenda item should be submitted to the Property Committee for approval on the issue selling the 1985 Lund boat to the Town of Big Flats for \$1. Motion by Johnson/James. MC/UN. No other discussion held.
2. Opening of sealed bids for the Adams County Huber Jail Shower Resurfacing project. One bid was received. An e-mail was sent to Sheriff Renner with the bid attached from the company in advance of the sealed bid coming in the mail. This does not meet the criteria laid out for the bid process. Therefore a vote was taken and all were in favor of having the project rebid for the Huber Jail Shower Resurfacing Project. Motion by James/Kotlowski. MC/UN.
3. Discuss damage at airport storage. There was damage to the storage facility across from the airport. This has happened several times. Damage to the vehicle was around \$2,000. Insurance papers have been submitted. This was brought up to let the committee know of the damage and alert them of a potential storage issue which will need to be addressed in the future.
4. Update on Wright Express. Chief July has received all of the cards for purchase of gas. There will be one card for each vehicle. Each employee will have a pin number assigned to them to use the card. Chief July will make sure the system works properly by testing them out at a few different gas stations prior to putting the new procedure into motion by all employees. There will also need to be a directive put out on the proper use of the cards. We should have this up and running by the beginning of August.
5. Request from CBM Food Service to reopen bidding on Adams County Jail Food Service Operations. Chief July expressed on behalf of Sheriff Renner they are happy and satisfied with their current food vendor for the jail. An e-mail was received from a representative from CBM Food Service indicating he would like to see the bid process reopen. It was confirmed the current contract with Consolidated Mgmt. goes through November 2011. The food service contract and bidding process was discussed with Corp Counsel. It was agreed the bid process would not reopen until November 2011 which states in the current contract. Corp Counsel suggested the Sheriff's Department send a letter to CBM Food Service indicating our decision. Motion by Loken/Kotlowski to

- ignore correspondence from CBM Food Service and remain with current food service until November 2011.  
MC/UN.
6. Voucher summary reviewed. Questions from the committee regarding a few issues.
  7. Captain Beckman will no longer be attending these meetings. An explanation was given by the Chief and if any questions cannot be addressed by the Chief or Sheriff, Captain Beckman will be paged to answer the question. Question was raised regarding the Jail Inmate Safe Keeper Report by the committee. This was explained by Captain Beckman in detail. An agreement was made in the future small notations would be made on the other invoices to indicate reason not being charged for services.
  8. Pod/Jail air conditioning system was installed and working fine. The alarms for the freezer are being checked into through Adams County Electric Cooperative. The food service vendor is waiting on a call back.
  9. Jail inspection was held on July 7, 2009. It went very well. The inspector indicated a need for training in administration of medication for all employees. Everything noted in last year's inspection was taken care of.
  10. Monroe County Safe Keepers – Monroe County will not lock into a written contract for 2010. They are in the process of breaking ground for a new building and will no longer need to send out prisoners.

No closed session was held. 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 personnel matters. Committee will then reconvene in open session per Wis Stat 19.85(2) to consider and vote on appropriate matters.

Next meeting date set for August 12, at 9:00 am in Conference Room A260.

Motion by Johnson/Kotlowski to adjourn at 10:39 am. MC/UN

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

Cc: Sebastiani / Loken / James / Kotlowski / Johnson / Renner / July / Beckman / McFarlin / Thibodeau / Scheel  
Grabarski / Helmrick / Warner / Barnes / Marti / Dudman / McGhee / Phillippi

\*=no response

Final Minutes – July 10, 2009

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**

**THURSDAY, JUNE 11, 2009, AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary  
Florence Johnson  
Michael Keckeisen

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner, Barbara Morgan & Shannon Riley

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, June 11, 2009.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, RENNER, JOHNSON AND KECKEISEN.  
ALL MEMBERS PRESENT.

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

**APPROVAL OF MINUTES OF LAST MEETINGS (MAY 14, 2009 REGULAR MONTHLY MEETING & MAY 19, 2009 MEETING):** *Motion by Renner to approve the Minutes as printed of the Adams County Public Works Committee Meeting for MAY 14, 2009 and MAY 19, 2009, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- Review and act on submitting for a TIGER (Transportation Investment Generating Economic Recovery) Grant

***MOTION BY RENNER TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #11 ~ REVIEW AND ACT ON SUBMITTING FOR A TIGER (TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY) GRANT, SECOND BY KECKEISEN. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW AND ACT ON SUBMITTING FOR A TIGER (TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY) GRANT:** *Motion by Renner to utilize AECOM as the Consultant Firm and to pursue the TIGER (Transportation Investment Generating Economic Recovery) Grant at a cost not to exceed \$43,700.00, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING**

**June 11, 2009 ~ 9:00 A.M.**

***MOTION BY KECKEISEN TO RETURN TO THE ORIGINAL AGENDA, SECOND BY RENNER. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**CTH Z – (CTH F to STH 21) – REVIEW AND APPROVE OFFERING PRICES & JURISDICTIONAL OFFERS: *Motion by Keckeisen, second by Morgan to approve Jurisdictional Offers as presented for the CTH Z (CTH F TO STH 21 Project: Parcels: #59, #61, #68, #76 and #147. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**CTH Z – (CTH F to STH 82) – REVIEW AND APPROVE SALES STUDY: NO ACTION TAKEN, WILL BE PLACED ON THE JULY MEETING AGENDA.**

**REVIEW AND ACT ON POSTPONED OVERLAY BID ~ CTH “C” FROM STH 13 TO 7<sup>TH</sup> AVENUE: *Motion by Renner to reject all overlay bids for CTH “C” from STH 13 to 7<sup>th</sup> Avenue, due to budgetary constraints, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**LEVEL OF SERVICE COMMITMENT FOR TOWNS THAT HIGHWAY PROVIDES SNOW REMOVAL: The Public Works Committee and Highway Commissioner discussed that as long as current staffing levels exist, the Highway Department will continue to be able to provide current Level of Service for the four towns that the Highway Department provides snow removal for, however the Level of Service would reduce at such time as staff would be reduced.**

**EQUIPMENT DISPOSAL ~ OIL TANK: *Motion by Keckeisen to dispose of the heated oil tank by Wisconsin Surplus bid process, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Crack filling on State & County Roads
- Seal coating Roads in Portage, Adams, Marquette and Lincoln Counties
- CTH “Z” (STH 21 to 18<sup>th</sup>) is on schedule
- CTH “J” (10<sup>th</sup> Avenue to 6<sup>th</sup> Avenue) is on schedule

**DISCUSS 2010 BUDGET: Public Works Committee and Highway Commissioner discussed the 2010 Budget gap and effects on the Highway Department.**

**FINANCIAL REPORT: *Motion by Morgan to approve the May 2009 Financial Report as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**VOUCHERS: The Highway Department check summary report was presented to the Committee for review. Committee members reviewed the June 4, 2009 Check Summary Report that is provided to the Public Works Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Johnson to approve the check summary report / vouchers as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING**  
**June 11, 2009 ~ 9:00 A.M.**

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- 2010 Budget
- 2010 Asset Replacement
- 2010 Road Plan
- CTH Z – (CTH F to STH 82) – Review and approve sales study

**ADJOURN AND NEXT MEETING DATE:** *Motion by Morgan, second by Renner, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, July 9, 2009 at 10:30 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:20 A.M.

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

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

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**  
**June 11, 2009, 6:00 PM**  
**LANDFILL OFFICE, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair  
David Renner, Secretary  
Florence Johnson

**MEMBERS ABSENT/EXCUSED:** Mike Keckeisen

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

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 6:02 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, MORGAN, JOHNSON, AND RENNER PRESENT. KECKEISEN-ABSENT/EXCUSED. *Motion by Johnson, second by Morgan, to approve the Agenda as printed. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM MAY 13, 2009:** *Motion by Renner, second by Johnson, to approve the Open Session minutes as presented for the May 13, 2009 meeting. All in favor. Motion carried.*

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

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** There was no correspondence to bring before the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report for May 2009 and discussion was held. *Motion by Morgan, second by Renner, to approve the Financial Report for May 2009. All in favor. Motion carried.* She then presented the Monthly Check Summary for May 2009 and discussion was held. *Motion by Morgan, second by Babcock, to approve the Check Summary Report for May 2009. All in favor. Motion carried.* Ms. Diemert next handed out information on the Governor's proposed budget. If the budget goes through as proposed we will need to increase our tip fee by at least \$7.10 to \$56.20 per ton. Of the \$56.20 per ton, 26.56% will go to the DNR to fund programs and to help offset the State's budget deficit.

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated June 11, 2009 (see attached copy) and discussion was held. *Motion by Morgan, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

**UPDATE ON LTC/DNR OPTIONS:** Ms. Diemert reported that no word has been received yet on the LTC release of funds. She has contacted the DNR to find out when we will hear something.

**UPDATE ON CRUMB RUBBER PRESENTATION/TOUR:** The Chairman reported that Mike Keckeisen did attend this tour and feels that this would be a good project for the Rural & Industrial Development Corporation.

**UPDATE ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE APPROVAL:** Ms Diemert reported on the Advisory Committee meeting that was held on May 18<sup>th</sup>. The Town Chair stated that they felt they should get a portion of the revenues from Juneau County's waste. Lengthy discussion had been held on whether or not the vote at the annual Town Board meeting was binding or not. She explained that we were under the impression that the vote at the annual meeting was final since that question had been raised during the annual meeting. She went on to explain that Juneau County and their haulers have already been notified we would take their waste. The Town of Preston also was notified of this and signed the agreement to amend the language in the agreement. A resolution was being prepared to take to County Board.

Although Ms. Diemert has not officially been notified she was told that they voted down the resolution to take out-of-county waste and that the Town clerk was allowed to vote since one board member abstained from voting. The Committee had concerns that the motion made at the Annual Town meeting should have been binding and Ms. Diemert was instructed to obtain a legal opinion once she is officially notified that the resolution was voted down. Ms. Diemert reminded the Committee that we needed a firm decision by the Town so that Juneau County could make decisions that will affect their County in the future. This will also affect the County's decision to expand our landfill after Cell #4 is filled in 14 years. If we don't have more regional partners in our landfill we probably can not justify the costs of the feasibility study, site report, and new construction.

**RESOLUTION FOR ADDENDUM TO ADAMS COUNTY/PRESTON AGREEMENT**

**REGARDING OUT-OF-COUNTY WASTE:** Ms. Diemert reported that the Town of Preston has signed the wording change in the Agreement to allow Juneau County waste coming to the landfill. Since we do not have a signed agreement with Strongs Prairie we will put this on hold before taking it to the County Board.

**EMPLOYEE UPDATE/LTE HIRING APPROVAL & SELECTION:** Ms. Diemert reported on the employee status. One driver is still off since October 2007 on a Worker's Comp injury. It is unknown when he will return. Another driver had shoulder surgery and will be off 6-8 weeks. This was not a Worker's Comp injury.

Ms. Diemert reported that we had fourteen (14) people apply for the LTE Truck Driver/Equipment Operator position that had been posted in multiple locations. She said that eight (8) had only wanted full-time employment and were not considered for this LTE position. One (1) application was late, and five (5) were received in time and were qualified for the position. She explained that she and the Foreman had reviewed and ranked the applications. Following an interview, one is starting Monday, June 15<sup>th</sup>, and appears to be highly qualified for the position. We will determine if more are needed in the next few days.

**DISCUSSION TO CREATE A PERMANENT HAZARDOUS WASTE FACILITY:** Ms. Diemert stated that the Clean Sweep funding has been re-instated (at 75% of funding) in the Governor's proposed budget and since the cost of the building, training and licensing of employees are cost prohibitive, we would postpone this project until some time in the future. Ms. Diemert was instructed to make sure that the Clean Sweep line item is included in the 2010 Extension budget as this

fund was set up to help pay for hazardous waste clean sweeps and should be kept at the \$50,000 level as instructed in the Resolution.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert did not have any new trainings to approve.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items will be placed on the next agenda: Update on the LTC and the Governor's budget.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, July 8, 2009 at the Landfill at 6:00 PM. *Motion by Morgan, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:03 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

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

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**

**July 8, 2009, 6:00 PM**

**LANDFILL OFFICE, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair  
David Renner, Secretary  
Florence Johnson

**MEMBERS ABSENT/EXCUSED:** Mike Keckeisen

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

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 6:00 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, MORGAN, JOHNSON, AND RENNER PRESENT. KECKEISEN-ABSENT/EXCUSED. *Motion by Renner, second by Johnson, to approve the Agenda as printed. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM JUNE 11, 2009:** *Motion by Renner, second by Johnson, to approve the Open Session minutes as corrected for the June 11, 2009 meeting. All in favor. Motion carried.*

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

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** There was no correspondence to bring before the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report for June 2009 and discussion was held. *Motion by Renner, second by Morgan, to approve the Financial Report for June 2009. All in favor. Motion carried.* She then presented the Monthly Check Summary for June 2009 and discussion was held. *Motion by Johnson, second by Babcock, to approve the Check Summary Report for June 2009. All in favor. Motion carried.* Ms. Diemert next handed out information on the Governor's budget that was passed. The environmental and recycling surcharge fee increases will be effective 7/1/09 and 10/1/09 and need to be passed on to our customers as these increases go directly to the DNR and do not benefit our budget. Ms. Diemert stated that all the Towns with drop-off sites were notified of the increases and how much they would affect their 2009 budgets. She also stated that 27% of our tip fee will go to the DNR. *Motion by Johnson, second by Babcock, to increase the tip fee to reflect the increased environmental & surcharge fees. All in favor. Motion carried.* Ms. Diemert next explained increases that will be proposed for 2010. One increase will be for the haul fee to the Town drop-off sites as we need to cover all of our costs for trucking, fuel & labor in servicing them. Further discussion will follow on any increases for the 2010. Discussion was also held on how increased tip fees are detrimental to our landfill because people are going to go back to the burn barrel,

dumping and burying their garbage because of the high cost of disposal. Ms. Diemert then reported on a national waste study that shows that waste disposal is down 9-14% due to the economy. We are currently down 13%.

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated July 8, 2009 (see attached copy) and discussion was held. *Motion by Morgan, second by Renner, to approve the Site Report as presented. All in favor. Motion carried.*

**EMPLOYEE COMP TIME & VACATION ANNUAL REPORT:** Ms. Diemert handed out & reviewed copies of the annual Employee Comp Time & Vacation Report. *Motion by Johnson, second by Renner, to approval the Employee Comp Time & Vacation Report as presented. All in favor. Motion carried.*

**UPDATE ON LTC/DNR OPTIONS:** Ms. Diemert reported that no word has been received yet on the LTC release of funds. She has contacted the DNR again to find out when we will hear something, although they have undergone staffing cuts.

**UPDATE ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE APPROVAL:** Ms Diemert stated that Strongs Prairie has appointed a new Committee, the Strongs Prairie Advisory Committee for the Adams County Solid Waste-Landfill & Recycling. This Committee consists of the Town Chair, Kay Olson-Martz, and Paul Cook. A letter was received from the Clerk asking that we formally submit a written proposal requesting to renegotiate a part of the agreement and specifying what we want. Ms. Diemert read her response to the Town and discussion was held. This letter will be forwarded to Corporation Counsel and Administrative Coordinator.

**EMPLOYEE UPDATE/LTE HIRING APPROVAL & SELECTION:** Ms. Diemert reported on the employee status and stated that two LTE's have been hired to assist with the summer workload. We have received verbal confirmation that the driver who has been off since October 2007 was offered a disability for the Worker's Comp injury. Ms. Diemert presented the Personnel Recruitment Form with attached Job Description for review. She stated that she would like to get the Committee's approval on this now, and when we get notified in writing on the disability status, we can forward the form to the Personnel Director and Administrative Coordinator. This will save time. Discussion was held on filling the position and Ms. Diemert explained that we will be in construction of cell #4 this fall & next summer, the LTE's can only work 599 hours in any calendar year, and we need drivers on the road to earn the revenues needed for meeting our expenses in our Enterprise Fund. *Motion by Morgan, second by Johnson, to approve and sign the Personnel Recruitment Form. All in favor. Motion carried.* Ms. Diemert continued by explaining that the Job Descriptions are supposed to be reviewed and approved by the Home Committee every three years. She stated that she and the foreman have reviewed the current job descriptions and no changes are recommended. *Motion by Johnson, second by Babcock, to approve the job description and attach it to the Personnel Recruitment Form. All in favor. Motion carried.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert did not have any new trainings to approve. She reminded the Committee to mark their calendars for the NEWCMG Fall Conference in Waupaca on September 30, October 1<sup>st</sup> & 2<sup>nd</sup>.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items will be placed on the next agenda:

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, August 12, 2009 at the Landfill at 6:00 PM. *Motion by Renner, second by Morgan, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:45 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

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

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**

**THURSDAY, JULY 9, 2009, AT 10:30 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary  
Florence Johnson  
Michael Keckeisen

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 10:30 A.M., on Thursday, July 9, 2009.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, RENNER, JOHNSON AND KECKEISEN.  
ALL MEMBERS PRESENT.

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

**APPROVAL OF MINUTES OF LAST MEETINGS (JUNE 11, 2009 REGULAR MONTHLY MEETING):** *Motion by Johnson to approve the Minutes as printed of the Adams County Public Works Committee Meeting for the June 11, 2009 Regular Monthly Meeting, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:**  
None

**CTH "Z" – SAFETY CONCERN REFERENCE RIGHT TURN PASSING LANE IN 2500 BLOCK:**

*Motion by Keckeisen, seconded by Babcock to maintain current right turn and passing lanes in 2500 block of County Road Z. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED. (Letter attached)*

**REVIEW & ACT ON TRAILER MOUNTED CHIPPER BIDS:**

*Motion by Renner, seconded by Morgan as it being in the best interests of Adams County to purchase a BC2100XC for a price of \$ 102,475.00. This was the only bid received. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**REVIEW & ACT ON CTH "G" BRIDGE OVER BIG ROCHE-A-CRI BIDS:**

*Motion by Morgan, seconded by Johnson to reject all bids due to budget constraints. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**COUNTYWIDE PEDESTRIAN / BICYCLE PLAN:**

*Motion by Renner, seconded by Babcock to select AECOM to produce a countywide bicycle/pedestrian plan for 2010. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED. This will be a 2010 budgetary consideration.*

**CTH Z – (CTH F TO STH 21) – REVIEW AND APPROVE OFFERING PRICES & JURISDICTIONAL OFFERS:**

*Motion by Keckeisen, seconded by Morgan to approve the jurisdictional offers of \$ 600.00 for parcel # 131 and \$1,200.00 for parcel # 183. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**CTH Z – (CTH F TO STH 82) – REVIEW AND APPROVE SALES STUDY & NOMINAL OFFERING PRICE REPORT:**

*Motion by Renner, seconded by Keckeisen to approve the sales study and nominal offering price report as prepared by Timbers-Selissen Land Specialists. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**STHS MAINTENANCE:**

See attached Press release dated

**REVIEW & ACT ON RESOLUTION TO AUTHORIZE HIGHWAY COMMISSIONER TO TRAVEL TO WASHINGTON D.C. FOR TIGER (TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY) GRANT:**

*Motion by Keckeisen, seconded by Johnson to approve and forward the resolution allowing the Highway Commissioner to travel to Washington D.C. to the August County Board meeting. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**REVIEW, DISCUSS AND ACT ON ISSUES RELATING TO TIGER (TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY) GRANT:**

None at this time.

**PRIVATE UTILITY CROSSING (CTH G – 1/4 mile South of CTH D):**

*Motion by Johnson, seconded by Keckeisen to approve the utility crossing on County Road G 1/4 mile south of County Road D. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

*Motion by Keckeisen, seconded by Johnson to recess for lunch at 12:10pm. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Meeting was reconvened at 1:40 pm.

**COOPERATIVE EFFORTS BETWEEN COUNTY HIGHWAY DEPARTMENTS:**

*Motion by Johnson, seconded by Renner to continue the in depth exploration of cooperative efforts between surrounding county highway departments. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

**DEPARTMENT TRAINING:**

Updated & discussed upcoming training for employees.

**2010 BUDGET:**

No discussion or action taken.

**2010 ASSET REPLACEMENT:**

*Motion by Keckeisen, seconded by Babcock to approve the 2010 asset replacement schedule that was presented. (See attachment) VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**2010 ROAD PLAN:**

*Motion by Keckeisen, seconded by Morgan to approve the 2010 road plan as presented. ( See attachment) VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**FINANCIAL REPORT:** *Motion by Morgan to approve the June 2009 Financial Report as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department check summary report was presented to the Committee for review. Committee members reviewed the July 7, 2009, Check Summary Report that is provided to the Public Works Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Keckeisen to approve the check summary report / vouchers as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

None presented.

**ADJOURN AND NEXT MEETING DATE:** *Motion by Morgan, second by Renner, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, August 13, 2009 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 3:00 P.M..

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

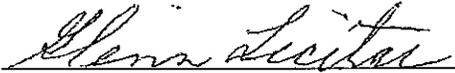
**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**Resource & Recreation Committee**  
**Minutes of Meeting**  
May 5, 2009 @ 9:00 AM  
Adams County Community Center  
569 N. Cedar Street, Room 123  
Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 9:05 AM, in Room 103, Adams County Community Center by Chair Dehmlow.
2. **Roll Call:** Board Members: Stuchlak, Dehmlow, Hartley, Renner and Licitar. Agents present Genrich and Felts-Podoll. Swensen was excused, will join meeting later.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Licitar to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Renner Second by Stuchlak to accept minutes of the Resource & Recreation Committee of April 7, 2009 as presented. Motion carried.
6. **Public Participation:** None
7. **Extension Communication:** None.
8. **Items for Action or Discussion:**
  - a) **Review Financial Statements for March 2009:** Committee reviewed and discussed. Check Summary for March was reviewed. Motion by Hartley Second by Stuchlak to accept financial reports.
  - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Renner Second by Licitar to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
  - c) **Community Center Cleaning:** Collette was informed that we would like waste baskets cleaned everyday, even when groups are in rooms. .
  - d) **WACEC Annual Conference - LaCrosse:** All committee members registered for conference and lodging. Carpooling will be arranged at the June committee meeting.
  - e) **5-County Workshop – “Putting Food On The Table:** Gary Hartley will be attending and possibly Glenn Licitar. Others may attend if it rains.
  - f) **Out-Of-State Travel:** Motion by Hartley Second by Licitar for Don to attend two inservice trainings. Agronomy in Illinois in July and Kellogg in Battle Creek, MI in August. Motion carried. Most of the funding will be provided by Central District Professional Development Fund. Up to \$200.00 can be taken from the budget for meals, lodging and mileage.
9. **Set Next Meeting Date:** Motion by Stuchlak Second by Renner to set June 7, 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried.
10. **Agenda Items for Next Meeting:**
  - WACEC – Car Pool
  - Out-of-State Car Travel resolution

11. Adjourn: Motion by Stuchlak and Second by Renner to adjourn until 9:00 a.m., June 10, 2009 at the Adams County Community Center. Motion carried. Meeting adjourned at 10:45 AM.

Minutes taken by Edie Felts-Podoll  
Family Living Educator  
UW-Extension, Adams County

  
Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.

**Resources and Recreation Committee Meeting**  
**May 13, 2009 9:00 a.m.**  
**Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 9:07 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Committee Chairperson Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, and John Albert, Corporation Counsel at 9:30 a.m.

**Approve Agenda:** Motion by Stuchlak/Hartley to approve the agenda as printed. Motion carried by unanimous vote. Chairperson did not vote. Chairperson did not vote.

**Previous Minutes:** Motion by Renner/Licitar to approve the April 23, 2009, minutes as printed. Motion carried by unanimous vote. Chairperson did not vote.

**Agenda Items:**

**Committee Recreation Report:** None.

**Correspondences:** None.

**Special User Requests:** Motion by Renner/Hartley to approve the Grand Marsh Pathfinders request to hold a softball tournament at Patrick Lake Park September 4-7, 2009, per Adams County Park Ordinance #6-2008, Section 1.6. Motion carried by unanimous vote.

**Public Participation:** None.

**Petenwell Park Riprap Project & Performance Bond:** Petenwell riprap project has been completed and the contractor has been paid. The performance bond issue will be determined next month after Corporation Counsel and Administrative Coordinator have reviewed.

**Petenwell Park Septic System Update:** Project will be placed on bids in the near future. Dale Dolata completed the septic design and it's been approved by the State. Castle Rock Park roadways will be temporarily patched by the Highway Department.

**Outlying Parks:** Committee discussed the possibility of abandoning the public access boat launch at Michael's Landing providing DNR approves and the Quincy Fire Department would still have access to the hydrant. This will be further reviewed at the June committee meeting. A pull behind lawn vacuum will be purchased for the southern outlying parks out of the budget.

**ATV & Snowmobile Trails Report:** Corporation Counsel reviewed "recreational immunity". The County is covered; however, landowners should have their own liability insurance. Coordinator reported Adams County Snowmobile Association is looking into purchasing an insurance policy that would protect the landowners with trail easements. Coordinator will also be reviewing this with the ATV Club. Corporation Counsel left meeting at this time. Coordinator will be completing the 2008-2009 snowmobile audit soon. If there is any monies remaining it will go towards a bridge repair project in Arkdale.

Monroe Prairie Recreational Area re-opens May 19 for ATV use. A new one-year lease agreement will be reviewed and signed if approved by Corporation Counsel.

The WI DNR Storm Water permit application is being mailed to DNR today for the new ATV trail segment. Department hopes to have the trail open by July 4, 2009.

**Employee Status Report(s):** The Park Managers will be interviewing applicants to fill the vacant Park Aide, Park Patrol, and Groundskeeper/Landscaper positions. Swim Program received applicants; however, no one is qualified for the Swim Program Coordinator's position. The Red Cross and other agencies are posting the vacancy. Without someone qualified to take over the program it is not possible to have a swim program.

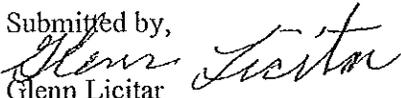
**Expense Check Summary Report:** Reviewed by Committee. Director reported the winter raffle winner chose the Sea-doo waverunner which was purchased from Morse Enterprises.

**Future Agenda Items:** Proposed abandonment of Michaels Landing Public Access, Performance bond(s), Revenue report, Vehicle(s) replacement proposals, ATV trail development progress, and County appreciation days report.

**Next Meeting Date:** June 12, 9:00 a.m., A231.

**Adjourn:** Motion by Stuchlak/Licitar to adjourn at 11:04 a.m. Motion carried by unanimous vote. Chairperson did not vote.

Submitted by,

  
Glenn Licitar

Committee Secretary

**Resource & Recreation Committee**  
**Minutes of Meeting**  
**June 10, 2009 @ 9:00 AM**  
**Adams County Community Center**  
**569 N. Cedar Street, Room 123**  
**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 9:02 AM, in Room 103, Adams County Community Center by Chair Dehmlow.
2. **Roll Call:** Board Members: Stuchlak, Dehmlow, Hartley, Renner and Licitar. Agents present Genrich, Felts-Podoll and Swensen.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Licitar and Second by Stuchlak to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Renner Second by Stuchlak to accept minutes of the Resource & Recreation Committee of May 5, 2009 as presented, with typo correction of a date. Motion carried.
6. **Public Participation:** None
7. **Extension Communication:** None.
8. **Items for Action or Discussion:**
  - a) **Review Financial Statements for April & May 2009:** Committee reviewed and discussed. Check Summary for April and May were reviewed. Motion by Hartley Second by Stuchlak to accept financial reports.
  - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Stuchlak Second by Hartley to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
  - c) **Community Center Cleaning:** No concerns regarding waste paper pick-up at this time. Discussion regarding smoke free area was held.
  - d) **WACEC Annual Conference - LaCrosse:** Confirmation numbers for hotel reservations were distributed. Car pooling was arranged.
  - e) **5-County Workshop – “Putting Food On The Table:** Gary Hartley, Committee Member, shared how impressed he was with the dedication the food pantry volunteers have to provide good service and quality products to low-income families.
  - f) **Out-Of-State Travel:** Out of State travel to the Illinois Agronomy Conference and Kellogg in Battle Creek, MI tour was approved by County Board.
  - g) **Budget Savings Measures:** Committee was informed that Extension will be drafting a budget savings list for the Department. It will be brought to the committee in July. Discussion of overall budget savings was discussed.
9. **Set Next Meeting Date:** Motion by Stuchlak Second by Renner to set July 10, 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried.
10. **Agenda Items for Next Meeting:**
  - WACEC – Update
  - Budget Savings Measures

11. Adjourn: Motion by Stuchlak and Second by Renner to adjourn until 9:00 a.m., July 10, 2009 at the Adams County Community Center. Motion carried. Meeting adjourned at 10:10 AM.



Minutes taken by Edie Felts-Podoll  
Family Living Educator  
UW-Extension, Adams County

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Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.

**Resources and Recreation Committee Meeting**  
**Courthouse Conference Room A231**  
**June 11, 2009 1:30 p.m.**

**Call to Order:** Meeting was called to order at 1:37 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Committee Chairperson Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar. Others present: Darren Tolley – Petenwell Park Manager, Mark Miller, Castle Rock Park Manager, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Dave Dehmlow – Dehmlow Trucking, Tadd Wormet – A-F Motors, Betty Meinhardt, Kim Meinhardt, Robert Quinnell, Marshall Coon, Gerald Dye, Judy LeRoy, and Dan West – Concerned Citizens.

**Approve Agenda:** Motion by Stuchlak/Hartley to approve the agenda as printed. Motion carried by unanimous vote. Chairperson did not vote.

**Previous Minutes:** Motion by Renner/Hartley to approve the May 13, 2009, minutes as printed. Motion carried by unanimous vote. Chairperson did not vote.

**Agenda Items:**

**Committee Recreation Report:** Stuchlak stated he visited Castle Rock Park and had a demonstration on the new electric utility vehicle and was very impressed with it.  
Licitar stated he and his wife attended Customer Appreciation Days at Petenwell Park.

**Correspondences:** None.

**Special User Requests:** None.

**Public Participation:** Concerned Citizens stated they were present for agenda item number eight.

**Vehicle(s) Replacement Proposals:** Chairperson opened the sealed proposals from Hill Ford and A-F Motors. Motion by Stuchlak/Hartley to enter into a 5-year retail loan truck purchase and refer the proposals to county board for approval. Motion carried by unanimous vote. Chairperson did not vote. Stuchlak also indicated the purchase should be made locally.

**County Appreciation Days Report:** Low turnout attributed to the rainy weather. Stuchlak requested this be put on July agenda for this to be an annual event.

**Performance Bond(s):** The performance bond amount is being refunded to Dehmlow Construction as it was not requested in the posted bid ad(s). Mr. Dehmlow left the meeting at this time.

**Extended Stay Campers:** Mr. Dye spoke for the Concerned Citizens group stating monthly campers wish to be able to continue camping at their current campsite(s). Many monthly campers have had to “wait their turn” to get their choice site to be near their family and/or friends. Not all campers have a vehicle to move their camper from one site to another. Camping revenue would be lost as not all the current campers would continue to renew their campsite knowing they will have to move to a different site. Monthly campers typically keep their sites well maintained as well as neat and tidy. Monthly campers are seldom involved in the loud parties or disturbances that most often occur with the weekend campers. Monthly campers are what pay the bills year round at the parks. No Committee action was taken.

**Outlying Parks:** Patrick Lake Park continues to be vandalized; therefore, Department may gate off the upper parking lot as it is not being utilized. Caretaker will unlock gate when shelter bldg. is reserved. The public has only been using the lower parking lot.  
Caretaker is repairing the Fawn Lake boat landing.

**Proposed Abandonment of Michael's Landing Public Access:** The proposed abandonment will not occur, Director will be applying for any necessary permit(s) and have the boat launch approach upgraded.

**ATV Trail Development Progress:** The DNR Storm Water Permit has been received. The fencing and posts are ordered. The Highway Department will be making the two approaches. Project should come in under budget and will begin soon.

**Snowmobile Trails Report:** Coordinator is working on the supplemental 2007-2008 audit and the 2008-2009 audit.

**Employee Status Report(s):** Castle Rock Park has filled the vacant positions. Petenwell Park may hire an additional LTE in July if needed. Department is still waiting to hear on the status of the possible stimulus worker employees.

**Swim Program Report:** Due to a lack in the number of applicants the Department will not be sponsoring summer swim lessons or having Lifeguards on duty at the County Parks this season. Department will budget for this program for 2010 and will begin recruiting in January 2010 for qualified applicants.

**Revenue Report:** Committee reviewed. Park Manager stated Petenwell Park has been at capacity of monthly campers since April for 2009 verses May in 2008.

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

**Future Agenda Items:** County Appreciation Days, County Park Tour.

**Next Meeting Date:** July 14, 9:00 a.m., A231.

**Adjourn:** Motion by Stuchlak/Renner to adjourn at 3:25 p.m. Motion carried by unanimous vote. Chairperson did not vote.

Submitted by,

Glenn Licitar  
Committee Secretary

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

**Resource & Recreation Committee**  
**Minutes of Meeting**  
**July 10, 2009 @ 9:00 AM**  
**Adams County Community Center**  
**569 N. Cedar Street, Room 123**  
**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 9:15 AM, in Room 103, Adams County Community Center by Chair Dehmlow.
2. **Roll Call:** Board Members: Stuchlak, Dehmlow, Hartley, Renner and Licitar. Agents present Genrich, Felts-Podoll and Swensen.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Licitar to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar Second by Hartley to accept minutes of the Resource & Recreation Committee of June 10, 2009 as presented. Motion carried.
6. **Public Participation:** None
7. **Extension Communication:** None.
8. **Items for Action or Discussion:**
  - a) **Review Financial Statements for June 2009:** Committee reviewed and discussed. Check Summary for June was reviewed. Motion by Hartley Second by Stuchlak to place on file financial reports.
  - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Licitar Second by Stuchlak to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
  - c) **WACEC:** Committee members were positive about the educational opportunities presented at the conference. Glenn Licitar was recognized at the conference for his 5 years of service. A picture was taken with the Chancellor and District Director and will be placed in the local paper with an article.
  - d) **Budget Savings Measures:** Ten cost saving measures that were developed by Extension staff were shared with the Committee. This document will be added to the County budget package for Finance Committee.  
The Committee recommended that Alliant Energy be contacted regarding an energy audit. Edie will share this recommendation with Administrative Coordinator and Maintenance Director.
9. **Set Next Meeting Date:** Motion by Stuchlak Second by Renner to set August 4, 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried.
10. **Agenda Items for Next Meeting:**
  - County Budget
  - State Furloughs
  - WACEC Questionnaire
11. **Adjourn:** Motion by Licitar and Second by Stuchlak adjourn until 9:00 a.m., August 4, 2009 at the Adams County Community Center. Motion carried. Meeting adjourned at 10:45A.M.

Minutes taken by Edie Felts-Podoll  
Family Living Educator  
UW-Extension, Adams County

\_\_\_\_\_  
Glenn Licitar, Committee Secretary

**MINUTES**  
**SCLS BOARD OF TRUSTEES**  
**June 8, 2009 12:15 p.m.**  
**SCLS Administration**

**Present:** R. Barden, C. Chapman, F. Cherney, L. Davis-Brown, E. DeSmidt, M. Furgal, J. Hanson, J. Healy-Plotkin, T. Iaccarino, B. Keen, T. Kriegl, S. Martin, T. McIlroy, N. Nelson, H. O'Donnell, G. Poulson, J. Pugh, L. Schmidt, P. Townsend

**Also Present:** H. Moe, P. Davis, S. Morrill, B. Dimick

**Absent:** J. Morre

**Excused:** M. Cole, J. Harrington, J. Kreten, P. Westby

**Call to Order:** J. Pugh, President, called the meeting to order at 12:15 p.m.

- a. Introduction of guests/visitors and new board members: Dave O'Dahl, Wegner & Associates, was introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

**Minutes:** C. Chapman moved approval of the May 11, 2009 minutes. P. Townsend seconded. Motion carried.

**Bills for Payment/Financial Statements:** R. Barden reviewed the bills for payment in the amount of \$81,074.99 and moved approval. J. Hanson seconded. Motion carried.

**President's Report:** None

**Audit Report:** Dave O'Dahl, Wegner & Associates, presented the audit report. He noted there were no problems with the audit. Discussion and questions followed and the board unanimously accepted the report as presented.

**Committee Reports:**

**Advocacy:** Jamie Healy Plotkin and Francis Cherney attended National Legislative Day and each of them distributed a summary of their experience to the board.

**SCLS Foundation Report:** L. Davis-Brown noted the next Board meeting will be July 13<sup>th</sup> at 1:30 p.m. and there may be an additional meeting about a fundraising event.

**Circulation and ILL Statistics:** None.

**System Director's Report:**

Phyllis discussed budget news – the new version calls for a 5.1% cut in system aids the first year with the second year flat, or possibly cuts in both years. As for the levy limits,

Phyllis has placed calls to Senator Miller's office and Mike Cross at DPI for more information. Phyllis will be attending a Wisconsin Library Association Library Development and Legislation Committee meeting on Friday. Our best message is that libraries are essential to the recovery. It is important that leadership and the freshmen in the Senate and Assembly hear this from us.

The Governance Conference on May 15<sup>th</sup> went great and the final report is available online. The next task force meeting will be on Thursday and we will be designing a 3.5 or pi governance model for discussion. This model could involve the dissolution of the LINK consortium with the ILS Committee becoming a service program for SCLS. The idea of a representative body is endorsed, which raises many questions about representation. PLAC discussed this topic at their last meeting and because this committee may also be dissolved, changes to the SCLS by-laws may need to come before the SCLS Board.

Delivery has performed a delivery data count recalculation. Prior to this calculation, the formula was based on 34.37 items per basket. We suspected that the increase in smaller items, such as A/V materials, would increase our item count per basket and after the re-count, the average was 41.06 items per basket. The new number will be put into the formula so that all 2009 numbers reflect the new number.

The Statewide Delivery Services Advisory Committee agreed that a minimum of two days per week delivery is required to participate on our statewide routes. Green Bay Correctional Institute has switched to one day per week in the beginning of this year and we will allow this exception for a year. In anticipation that others may want to drop days of service, Bruce Smith is working on a minimum per week service based on volume needed by participants to prevent higher-volume customers from reducing days of delivery.

There has been no further progress with the draft of the revised UW system contract we presented to them last month.

Cheryl Becker wrote an article on customer service which was published in the Wisconsin Association of Public Libraries newsletter. She will be the chair next year.

System Celebration nominations are due by June 15<sup>th</sup>. The event will be held Thursday, September 24<sup>th</sup> at the Lake Windsor Golf Club.

The Cottage Grove Library Board has dissolved and has moved all their assets and property to the ownership of the Friends of the Library.

The West Bend library board upheld the inclusion of the challenged books in the young adult section.

Mark Ibach and Shawn Brommer took part in the Dr. Seuss Library Read-a-thon at Monona.

Jess Bruckner has been hired as the director of Portage Public Library. There is currently no director at Vesper and Kelly Bird has been hired as the director at Amherst. Trish Priewe and Kristine Millard are co-directors at Lodi.

Stef noted SCLS has signed a lease with St. John Properties for the Biltmore Lane space, which is right across the street from the current Administration location. Construction will start in the next couple of weeks, and the space should be ready by November 15<sup>th</sup>. There is no exact moving schedule yet. Commercial Tenant Associates, CTA, Tim Rikker's firm, gave the Foundation \$10,000.

This month, there was a question regarding Limited Term Employees (LTE). Some information on various state agency websites indicated that LTEs may only be able to work half time, which would be an issue because SCLS Automation has a full-time LTE. Johanna Alex, the lawyer we use for personnel issues, investigated this issue and found that the particular law does not apply to SCLS because it is not a state agency or university.

Two 2009 LSTA grants (JOBS and Technology) include funding for libraries to use for patron and/or staff training. Normally, it takes multiple requests and reminders to give all of this money to the libraries. This year, almost all of the funds were requested by libraries after a single email. Libraries are anxious to provide more training to their patrons in this economic climate.

SCLS will be working with the Workforce Development Board of South Central, WI for the JOBS grant. They will be providing library staff training, possibly at no cost, through their Access Points program. There is already a curriculum, and SCLS staff will be reviewing the curriculum to determine what's relevant for library staff.

The PR committee is meeting monthly to work on the "transformational nature of libraries" project. Tana Elias from Madison has secured a domain name for the project: [librariesforreallife.org](http://librariesforreallife.org) and [.com](http://librariesforreallife.com). Trish Priewe from Lodi is developing draft publicity materials. The "Libraries for Real Life" concept focuses on how libraries are for everyone and for finding solutions to everyday problems. The kicker will be, "What's your story?" to convey the idea that the project will be collecting stories. The next steps will be to determine how to collect the stories. There will be a form on the website, and hopefully audio and video will also be collected.

OverDrive announced that they have developed new software that will allow their WMA titles to work with iPods. The software should be released later this month, but it will not work on Macs.

A subcommittee of PLAC has been meeting to discuss some of the issues surrounding databases: how we allocate costs, how we make sure that rural patrons have the opportunity for access. These issues are very complicated, but important, so we would like to make that our educational topic for next month for the Board.

**Public Library Advisory Committee (PLAC) Report:**

**Multitype Advisory Committee (MALC) Report:**

**LINK Report:**

Agenda and Minutes for the above committees can be found on the web at:

<http://www.scls.info/committees/index.html>

**Other Business:**

The SLP video will be played following the board meeting for those interested in watching it.

Please remember to bring your SCLS mugs to the board meetings!

**Information Sharing:**

Meeting adjourned at 1:17 p.m.

Heidi Moe, Recorder

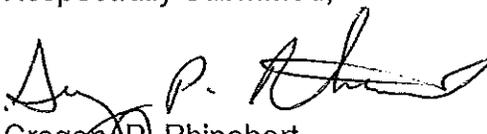
**ADAMS COUNTY SURVEYOR'S OFFICE**  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 429  
July 1, 2009  
Report for the month of June, 2009

Work has continued on the 2009 Monument Maintenance Program during June.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel.

Respectfully Submitted;

  
Gregory P. Rhinehart,  
Adams County Surveyor

7/1/09

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

SUMMARY OF ACCOUNTS 2009

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,900.00	\$ 400.00
FEBRUARY	300.00	10,785.62	
Balance	\$3,000.00	\$11,114.38	\$ 400.00
MARCH	300.00		
Balance	\$2,700.00	\$11,114.38	\$ 400.00
APRIL	300.00	6,655.46	
Balance	\$2,400.00	\$ 4,458.92	\$ 400.00
MAY	300.00		
Balance	\$2,100.00	\$ 4,458.92	\$ 400.00
JUNE	300.00		
Balance	\$1,800.00	\$ 4,458.92	\$ 400.00
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
GrandTotal \$			

