

**AMENDED** ADAMS COUNTY BOARD OF SUPERVISORS MEETING  
Adams County Board Room, January 6 17, 2014 1:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
8. Public Participation

**9. Correspondence:** Letter dated Jan. 3, 2013 from John West regarding Administrative Coordinator/Director of Finance Job Description.

**10. Unfinished Business:**

**11. Reports and Presentations:**

- Presentation by Phillips and Borowski, S.C.
- Discuss and, if necessary, act upon governance and organizational model for Adams County.
- Discuss and, if necessary, act upon job description for Administrative Coordinator/Director of Finance.
- Discuss and, if necessary, act upon Board policies.

**12. Resolutions:**

**Res. #01:** To establish a 2% pay increase in fiscal year 2014 for all Adams County Employees with the exception of Sheriff's Department Local Union 355 employees and elected officials.

**Res. #02:** Apply to the Wisconsin Department of Natural Resource Municipal Dam Grant Program for 50% reimbursement of total costs for the Cottonville Dam Repairs.

13. Set next meeting date.
14. Adjourn.



*John West*  
Board Chair

400 N. Main Street

Friendship, WI 53934-0102

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01/03/13

**MEMO**

TO: County Board Supervisors

RE: Administrative Coordinator/Director of Finance Job Description

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Dear Supervisors:

At our last strategic planning meeting, Attorney Andy Phillips of Phillips & Borowski discussed the options available under law for County administration. A straw poll was taken of those Supervisors in attendance and interest was shown in updating the duties and responsibilities of the Administrative Coordinator/Director of Finance.

Attorney Phillips has redrafted the Job Description for Administrative Coordinator/Director of Finance incorporating discussions to date. The attached "draft" is for discussion purposes only and not meant to reflect final changes in the job description.

Sincerely,

A handwritten signature in black ink that reads "John West". The signature is written in a cursive style with a large, sweeping initial "J".

John West  
County Board Chair

**JOB DESCRIPTION  
ADAMS COUNTY, WISCONSIN**

JOB TITLE: ADMINISTRATIVE COORDINATOR/DIRECTOR OF FINANCE  
STATUS: Full-time, exempt  
DEPARTMENT: Administrative Coordinator  
SUPERVISOR: County Board

**GENERAL DESCRIPTION:**

Serve as Administrative Coordinator consistent with Wis. Stat. § 59.19. Coordinate all administrative and management functions of county government not otherwise vested by law in boards or commissions, or in other elected officers pursuant to Wis. Stat. § 59.19. Under the supervision of the County Board established through policy, this person is the County's chief executive officer responsible for directing, administering, coordinating, and implementing the activities of the County in support of policies, goals, and objectives established by the County Board. This person shall also serve as Chief Financial Officer for the County.

**JOB DUTIES:**

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

1. In conjunction with the Administrative & Finance Committee, prepares and presents to the [Finance Committee] and, ultimately, the County Board an annual budget, and long-range financial plan; submits and capital improvement plan; coordinates the development and responsible for department budgets to ensure consistency with the County's overall policies, goals and objectives; prepares and presents reports to the Administrative & Finance Committee, Executive Committee, and to the County Board on a regular basis regarding the County's financial condition.
2. Prepares and presents an Annual Report to the County Board on the condition and activities of the County developed with the advice and input including, without limitation, detailed information from each department. The Report shall also include a long-range forecast of needs.
3. Coordinates the development of the County's capital improvement and related long-term plans. Coordinates implementation of the plan for capital improvements, transportation systems and intergovernmental services.
4. Proposes to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations. In conjunction with the Personnel Director, recommends changes to the County Board and committees in responsible for the organization and staffing of departments, including creation, consolidation and elimination of programs and positions consistent with county policy.

Comment [ATP1]: Consider report format containing details of what is to be included in report.

Comment [ATP2]: Consider a report format.

Comment [ATP3]: Seems redundant with Item 1 - consider adding more detail to Item 1.

Recommends the determination of county-wide priorities for programs and activities, including economic development.

5. Assures that the legislative and related policy directives of the County Board are implemented.

6. ~~Assists with the coordination of~~ Responsible for the maintenance of a grant application and administration program; includes obtaining information, research, reports, and studies for the County Board to make policy decisions. Stay informed on Federal and State grants and mandates affecting County operations.

7. ~~Advises Department Heads concerning County Board policies, directives, and expectations. Facilitates communication among departments, committees, and the County Board by attending all meetings of the County Board, except when excused; attending committee meetings as necessary to provide information; and acting as liaison between individual County Board members and committees or department heads.~~ Responsible for the operation of all county departments and supervision of department heads. Attends county board committee meetings as necessary to provide information related to policy and operations. Must attend all county board meetings.

8. ~~Serves as spokesperson and representative of the County as directed by the County Board consistent with county policy, with other units of government, state and federal officials, other agencies, interest groups, the public and the media. Represents the County's interest at legislative meetings, hearings and other places and events as directed by the County Board consistent with county policy.~~

9. ~~Schedules and chairs regular County Department Head meetings. Receives and reviews department activity reports.~~

10. ~~Develops and maintains effective community relations, ensuring timely investigation and response to citizen complaints and inquiries.~~

11. ~~Conducts special projects as directed by the County Board.~~

12. ~~Reports at least monthly to the Executive Committee significant initiatives, work plans and recommended policy changes.~~

13. ~~Informs the County Board of Supervisors, on at least a quarterly basis or more frequently as required, of the financial and general condition of the County including the status of individual departments. Makes recommendations for changes and future needs.~~

14. ~~Oversees the investment and of securities and invests surplus funds, in accordance with the County's financial policies. Develops projected cash requirements for the County to ensure that cash is available when needed according to established practices. Monitors~~

**Comment [ATP4]:** Consider report format. Does the report also go to the board or a committee?

**Comment [ATP5]:** Consider a report format.

short term cash balances and the investment of such funds to keep the County Board current on the County's short term financial position. Manages the County's long-term debt financing program, obtains the necessary bond underwriting.

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

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in public administration, business management, accounting or closely related field; Masters degree preferred. Extensive experience with GASB rules highly desired. Substantial supervisory experience as an Administrative Coordinator or County Administrator in another County preferred.

2. Minimum five to ten years administrative and management experience in business, industry, multifunction organization or government; Experience in financial management of a large organization required; experience in County or municipal government finance preferred. Must possess a valid driver's license. Must be bondable.
3. Competency and demonstrated experience in development and monitoring of large budgets.
4. Demonstrated effective oral and written communication skills.
5. Experience in risk management and insurance is desirable.
6. Excellent interpersonal skills. Experience in effective leadership.
7. Ability to conceptualize, evaluate and analyze complex issues.
8. [Thorough knowledge of County organization, policies, procedures, rules, regulations and laws governing County government.]
9. Knowledge of and significant experience in long-range planning of programs and services, management team development, fiscal management and budget planning. Ability to analyze and interpret statistical data and complete complex cost analysis.
10. Ability to express ideas effectively in oral and written form and to make formal presentations to the County Board, Committees, management, employees and outside groups.
11. Ability to make responsible decisions in accordance with established policies and procedures.
12. Desirable to become a resident of County within six (6) months of completing one year of employment.

**Comment [t6]:** Through knowledge of County organization, application of policy and enforcement, ability to define and implement SOP, interpret regulations and laws governing County government

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

4. Must have good hand-eye coordination.
5. Ability to operate a variety of office equipment such as computer terminal, computer printer, fax machine, photocopier, and calculator/adding machine.

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

APPROVED BY THE EXECUTIVE COMMITTEE on the 16th day of November, 2010.

**DRAFT**

RESOLUTION AMENDING RESOLUTION 124-2013 APPROVING 2% WAGE INCREASE FOR ALL EMPLOYEES EXCEPT: SHERIFF'S DEPARTMENT LOCAL UNION 355 EMPLOYEES AND ELECTED OFFICIALS

INTRODUCED BY: Supervisor Jack Allen

INTENT & SYNOPSIS: To establish a 2.0% pay increase in fiscal year 2014 for all Adams County Employees with the exception of Sheriff's Department Local Union 355 employees and elected officials.

FISCAL NOTE: None. Referenced 2% pay increases will be funded by contingency fund expenditures.

WHEREAS: Resolution 124-2013 was adopted December 17, 2013 giving a 2% wage increase in 2014 to all employees except Sheriff's Department Local Union 355 employees; employees hired or placed into a new position after June 30, 2013; on-call employees; limited term employees; and seasonal employees; and

WHEREAS: Discussion took place at the December 16, 2013 Joint Administrative-Finance/Executive Committee meeting regarding certain classifications of employees who were stated as excepted from said 2% wage increase in Resolution 124-2013; and

WHEREAS: Resolution 124-2013 should be amended to provide a wage increase effective January 1, 2014 for all County employees except the Sheriff's Department Local 355 employees and elected officials.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that Resolution 124-2013 is hereby amended to approve a 2% wage increase effective January 1, 2014 for all Adams County Employees except Sheriff's Department Local Union 355 employees and elected officials.

Recommended for adoption by Supervisor Jack Allen this 6th day of January, 2014.

Handwritten signature of Jack Allen over a horizontal line, with the name 'Jack Allen' printed below.

Adopted \_\_\_\_\_
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this
Tabled \_\_\_\_\_ 6th day of January, 2014.

County Board Chair

County Clerk

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

**RESOLUTION 02 -2014**  
**RESOLUTION TO AUTHORIZE ADAMS COUNTY ADMINISTRATIVE  
COORDINATOR/FINANCE DIRECTOR TO PARTICIPATE IN THE DEPARTMENT  
OF NATURAL RESOURCES MUNICIPAL DAM GRANT PROGRAM**

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**INTRODUCED BY:** Supervisor Sebastiani

**INTENT & SYNOPSIS:** Apply to the Wisconsin Department of Natural Resource Municipal Dam Grant Program for 50% reimbursement of total costs for the Cottonville Dam repairs.

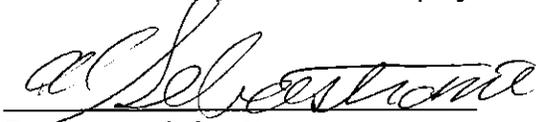
**FISCAL NOTE:** Total project costs are estimated to be \$130,107.00. Adams County will need to pay an estimated \$65,053.50 for project match. The 2014 Land & Water budget includes funding for engineering and permitting costs which are estimated to cost \$16,604.00. If the grant is awarded and accepted then the 2015 Budget will need to budget an estimated \$48,449.50 for construction costs.

**WHEREAS:** Adams County owns the Cottonville Dam and requests financial assistance under s. 31.385 and s. 227.11, Wis. Stats., and ch. NR 335, Wis. Adm. Code, for the purpose of dam repair; and

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors** authorizes the Adams County Land and Water Conservation Committee to:

- Submit an application to the DNR for financial aid under ch. NR 335, Wis Adm. Code;
- Sign grant agreement documents;
- Take all necessary action to complete the project associated with any grant agreement;
- and
- Submit reimbursement claims along with necessary supporting documentation.

**BE IT FURTHER RESOLVED:** That Adams County agrees to pay a share of the eligible costs which is equal to the total project cost minus the state share.



Supervisor Sebastiani

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ 6th day of January, 2014.

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

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

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