

ADAMS COUNTY BOARD OF SUPERVISORS REGULAR MONTHLY MEETING  
 ADAMS COUNTY BOARD ROOM  
 February 20, 2007  
 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 January 16,2007 County Board Minutes.
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Agenda Changes, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors to approve claims Dixon, Kotlowski, Townsend, Davis, Kirslenlohr and Grabarski to review during recess.

**bring policy procedure book**

10. **Correspondence:** Apology letter received January 17, 07 from Dan Meinhardt.

11. **Appointments:**

12. **Unfinished Business:**

**Res. #01:** To adopt the Personnel & General Administrative Policies of Adams County and shall be updated at least annually by the January County Board meeting. To rescind all previous resolutions that are now updated and contained in the new Personnel & General Administrative Policies.

**Ord. #01:** Rescind previous ordinances now contained and updated in the personnel & general administrative policies.

13. **New Business:** Interim Administrative Coordinator Report, 06 Annual ROD/Land Information/Mapping Project Report, Library Financial Report, County Clerk's Financial Report. Approve Lake Protection Grant & SWRMP Costs Share Contracts (LCD), Approve Adams County Emergency Fire Warden List.

14.		
Admin & Fin 12/14 Airport 12/18 Board Adjust 1/17 Cty Brd 1/16 Exe Com 12/11, 1/8, 1/25	Hlth Hum 12/15 Hlth Hum Fin 1/12 Hwy Safety 11/14 LEPC 10/27, 1/19 Planning & Dev 1/08 Pub Safety 1/10	Pub Works 1/11 Resource & Rec 1/04, 1/09, 2/01 SCLS 1/08 Surveyor 2/07

15. **Resolutions:**

**Res 07:** None. The FTE Department/Office Supervisor position will be funded through various sources, including, but not limited to: additional revenues from expanding services and increased customer base, contracts awarded, continued grants, wages currently used for LTE and on-call employees, and carryover funds. It is anticipated that no additional tax levy will be required to fill this position.

**Res. 08:** To send Highway Employees Paul Craddock and Randy Petersen to the Etnyre Chip spreader and Distributor School located in Oregon, Illinois on April 3 & 4, 2007 or April 10 & 11, 2007 or April 17 & 18, 2007 pending available openings.

**Res. 09:** To amend County Board Rules amended June 20, 2006.

**Res. 10:** Approve Adams County's 2007-2011 Comprehensive Outdoor Recreation Plan.

**Res. 11:** Initial resolution authorizing \$21,480,983.00 general obligation bonds for communications, solid waste projects, sheriff department space needs, parks projects and highway projects.

**Res. 12:** Resolution directing publication of notice to electors.

16. **Ordinance:**

17. **Denials:**

18. Approve Claims:

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

20. Motion for County Clerk to correct errors.

21. Set next meeting date

22. **Closed Session:** 19.85 (1) (g) to consider possible litigation against the County. DWD Claim & Gruber Matter update.

23. Adjournment.

**RESOLUTION NO. 7-2007**

**INTRODUCED BY:** PUBLIC WORKS COMMITTEE

**INTENT & SYNOPSIS:** To authorize the creation & hiring of a FTE Office Supervisor/Loss Control & Safety Officer in the Solid Waste Department.

**FISCAL NOTE:** None. The FTE Department/Office Supervisor position will be funded through various sources, including, but not limited to: additional revenues from expanding services and increased customer base, contracts awarded, continued grants, wages currently used for LTE and on-call employees, and carryover funds. It is anticipated that no additional tax levy will be required to fill this position.

**WHEREAS:** The County Board, in efforts to become responsible for waste created by its citizens, created a sanitary landfill, business service, town drop-off site maintenance program, composting, and recycling program; and

**WHEREAS:** additional State and Federal regulations as well as unique industry technology have increased the duties, responsibilities, and operational criteria to the Solid Waste Department; and

**WHEREAS:** the Solid Waste Department is in dire need of additional help to adequately serve the growing Adams County community, meet the concerns of the Town of Strongs Prairie, to perform its duties adequately under State and Federal law, to perform Loss Control/Safety officer duties, to provide adequate office supervision, and operate in a safe and efficient manner; and

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors that a FTE Office Supervisor/Loss Control & Safety Officer position be created and filled.

**BE IT FURTHER RESOLVED:** That this position will be placed in Grade 10 of the current Carlson-Dettman Wage Study.

Dated this      day of      , 2007.

Adopted Defeated

by the County Board of Adams County this      day of      , 2007.

CLERK COUNTY

COUNTY BOARD CHAIRPERSON

RESOLUTION NO. 8-2007

INTRODUCED BY: Public Works Committee

INTENT AND SYNOPSIS: To send Highway Employees Paul Craddock and Randy Petersen to the Etnyre Chip spreader and Distributor School located in Oregon, Illinois on April 3 & 4, 2007 or April 10 & 11, 2007 or April 17 & 18, 2007 pending available openings.

FISCAL NOTE: \$432.00

WHEREAS: The Adams County highway Department has both a Etnyre Distributor and an Etnyre Chip spreader; and

WHEREAS: The Public Works Committee approved the request on January 11<sup>th</sup>, 2007; and

WHEREAS: The school is necessary to ensure the proper upkeep and maintenance of the Chip Spreader and the distributor;

NOW, THEREFORE BE IT RESOLVED: By the Adams County Board of Supervisors to approve attendance for the out-of-state school for the Adams County Highway Employees Paul Craddock and Randy Petersen on April 3 & 4, 2007 or April 10 & 11, 2007 or April 17 & 18, 2007 pending available openings, at the Etnyre Facility located in Oregon Illinois.

Dated this 11<sup>th</sup> day of January, 2007

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Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this \_\_\_\_\_ day of February, 2007

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

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County Board Chair

Resolution 9- 2007

INTRODUCED BY: Michael Keckeisen, Adams County Board Supervisor, District 13

INTENT & SYNOPSIS: To amend County Board Rules amended June 20, 2006

FISCAL NOTE: None

WHEREAS: Rule XIX line 30 states the Chair, in conjunction with the County Clerk, shall prepare the agenda,

WHEREAS: lines 41-52, page 6 and lines 1 – 16, page 7 define the order of business,

WHEREAS: but the rules do not clearly define County Board Supervisor's privilege to place items for discussion on the agenda,

WHEREAS: it would be in the best interest of Adams County that County Board Supervisor's request for agenda items be honored,

WHEREAS: the topic for discussion shall be placed under new business or old business, followed by the supervisor's name making the request,

WHEREAS: the County Board is granted the right to have opportunity to discuss, take action, remove and/or refer items back to a subcommittee if necessary,

NOW, THEREFORE, BE IT RESOLVED: that the County Board rules be amended to reflect that Adams County Board Supervisors shall have the right to have topics added to the agenda placed under new business or old business, listing the topic to be discussed and be followed by the supervisor name making the request,

Dated this day of

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ADOPTED ( )

By The Adams County Board of Supervisors this Day of

DEFEATED ( )

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

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

- INTRODUCED BY:** Resource & Recreation Committee
- INTENT & SYNOPSIS:** Approve Adams County's 2007-2011 Comprehensive Outdoor Recreation Plan.
- FISCAL NOTE:** None.
- WHEREAS:** Adams County's Outdoor Recreation Plan expired in 2005 for federal and/or State cost-sharing recreational aid eligibility; and
- WHEREAS:** Adams County Parks and Recreation Department recently updated the county's comprehensive outdoor recreation plan; and
- WHEREAS:** The updated plan serves the purpose of guiding short range and long range outdoor recreation activities; and
- WHEREAS:** All municipalities and/or townships within the County were given the opportunity to provide information and be included in the county-wide comprehensive outdoor recreation plan; and
- WHEREAS:** Individual municipalities and/or townships included in the plan may approve any or all parts of the plan to become eligible for federal and/or cost-sharing recreational aid.

**NOW, THEREFORE, BE IT RESOLVED:** that the Adams County Board adopt the updated Adams County 2007-2011 Comprehensive Outdoor Recreation Plan submitted herewith.

Dated this 20<sup>th</sup> day of February 2007.

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Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the County Board of Adams County this 20<sup>th</sup> day of February 2007.

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County Clerk

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County Board Chairman

Resolution no.   11  -2007

**INTRODUCED BY:** Public Safety & Judiciary Committee, Public Works Committee, Resource & Recreation Committee and Administrative & Finance Committee.

INITIAL RESOLUTION AUTHORIZING \$21,480,983.00 GENERAL OBLIGATION BONDS FOR COMMUNICATIONS, SOLID WASTE PROJECTS, SHERIFF'S DEPARTMENT SPACE NEEDS, PARKS PROJECTS AND HIGHWAY PROJECTS.

**FISCAL NOTE:** That there shall be issued general obligation bonds of said County in a principal amount not to exceed \$21,480,983.00 for the public purpose of providing for the following purposes:

- The construction and improvement of the County's communication system. (\$2,500,000.00).
- The construction and improvement of the Adams County Landfill (\$900,000.00).
- The construction, repair and improvement of Sheriff's Department facilities (\$3,400,000.00).
- The construction, repair and improvement of Park's Department facilities (\$5,035,383.00 for Castle Rock Park and \$5,045,600 for Petenwell Park, grand total of \$10,080,983.00).
- The construction, extension, repair and improvement of roads and highways. (CTH J from STH 13 to CTH G - \$4,600,000.00).

**BE IT AND IT IS HEREBY RESOLVED:** by the County Board of Supervisors of Adams County, Wisconsin, as follows: That there shall be issued general obligation bonds of said County in a principal amount not to exceed \$21,480,983.00 for the public purpose of providing for the following purposes:

- The construction and improvement of the County's communication system.
- The construction and improvement of the Adams County Landfill.
- The construction, repair and improvement of Sheriff's Department facilities.
- The construction, repair and improvement of Park's Department facilities.
- The construction, extension, repair and improvement of roads and highways.

There be and there hereby is levied on all taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such bonds.

Dated this      day of                      2007, by the Public Safety & Judiciary Committee.

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Dated this      day of                      2007, by the Public Works Committee.

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Dated this      day of                      2007, by the Resource & Recreation Committee.

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Dated this \_\_\_ day of \_\_\_\_\_ 2007, by the Administrative & Finance Committee.

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Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this \_\_\_ day of \_\_\_\_\_,  
Tabled \_\_\_\_\_ 2007.

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

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

**INTRODUCED BY:** Public Safety & Judiciary Committee, Public Works Committee, Resource & Recreation Committee, and Administrative & Finance Committee.

**RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS**

**FISCAL NOTE:** Cost of notice to be published.

**WHEREAS:** The County Board of Adams County, Wisconsin has adopted an initial resolution for an issue of bonds for the public purpose of providing for the construction and improvement of the County communication system, the construction and improvement of the Adams County Landfill, the construction, repair and improvement of Sheriff's Department facilities, the construction, repair and improvement of Park's Department facilities, the construction, extension, repair and improvement of roads and highways; and

**WHEREAS:** Section 67.05(4) provides the electors of the County with an opportunity to submit a petition requesting submission of such initial resolution to the electors for approval, and it is necessary to provide the electors with notice of this right.

**NOW, THEREFORE, BE IT RESOLVED:** that the County Clerk shall, within 15 days, cause a notice to electors in substantially the form attached hereto as Exhibit A to be published in the Times Reporter, the official County newspaper.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2007, by the Public Safety & Judiciary Committee.

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Dated this \_\_\_\_ day of \_\_\_\_\_ 2007, by the Public Works Committee.

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Dated this \_\_\_\_ day of \_\_\_\_\_ 2007, by the Resource & Recreation Committee.

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Dated this \_\_\_\_ day of \_\_\_\_\_ 2007, by the Administrative & Finance Committee.

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Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_,  
Tabled \_\_\_\_\_ 2007.

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

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

Administrative & Finance Committee  
December 14<sup>th</sup>, 2006 – 8:00 a.m.

Meeting called to order at 8:00 a.m. by Chairman Sebastiani. Members present were Mike Keckeisen, John West and Bev Ward for Dave Grabarski. Excused were Harry Davis and Dave Grabarski.

The meeting was properly noticed.

Motion by Keckeisen/West to deviate from the agenda and go to Insurance-Workman's Compensation Carrier and Property/Liability Review with Robert Kotecki from Associated Financial Group. Motion carried by UVV. Sally Saegert from Associated Financial Group was also in attendance.

Mr. Kotecki answered questions that the Committee had. Motion by Keckiesen/West to approve the resolution to be forwarded to County Board. Motion carried by UVV.

Mr. Kotecki stated that the Property/Liability review was to make sure we had the coverage we needed to protect the County. It doesn't appear that there would be any additional costs for the changes that should be made to the policies. One of the things pointed out to the Committee is that additions made during the year, such as a storage shed, playground equipment, etc. are not being made at the time they are done. Instead, the Treasurer must call to find out if changes have been made by the addition or elimination of different properties such as mentioned above. This could be a big liability issue for the county. The review process is still taking place and further updates will be forth coming.

Dawn McGhee joined the meeting at this time. The job description for the MIS-Computer Support Specialist Job was presented. Motion by West/Keckiesen to approve the job description. Motion carried by UVV.

Discussion followed on purchases. Public Health purchases to be made from Bioterrorism funds were explained. At this time "blackberries" were also discussed. Dawn explained what a "blackberry" was and what it would do. Further discussion revealed that the Sheriff's Department had discussed purchasing five and public health two. After much discussion, motion by Keckiesen/Ward that the Administrative Finance Committee would not approve any purchases of "blackberries" or any facsimile thereof for any department and any purchases made will be unauthorized and subject to disciplinary action. Motion carried by UVV.

Child Support would like to purchase a laptop to use in the Courtroom along with a wireless router. The cost of the laptop is \$1,400 and the Router is \$650. These are not county dollars and would be a big benefit to the department.

Office Suite Software, cost approximately \$325.00 per seat and the county has approximately 200, will wait until the 2007 update is available.  
Final replacements for 2006 are in the budget in the rotation program.

The AT&T Access for T1 had a rate increase of \$150.00 per month effective December 30, 2006. The new rate is \$250.00. After inquiries, motion by West/Ward to sign the increase notification. Motion carried by UVV.

Training purchases are not ready yet. Dawn is looking for something that would offer a book CD for backup. She will keep the committee informed.

Vouchers were reviewed and approved.

Motion by West/Keckiesen to approve the prior meeting minutes with the corrected date on the November 16<sup>th</sup> minutes. Motion carried by UVV.

The Committee set meeting dates and budget meeting dates for the 2007 year. Dates for the regular meetings are as follows:

Jan. 12 & 15; Feb. 15 & 16; March 15 & 16; April 13 & 16; May 11 & 14; June 14 & 15; July 13 & 16; Aug. 16 & 17; Sept. 14 & 17; Oct. 15 & 17; Nov. 15 & 16; Dec. 14 & 17.

These dates are subject to change if needed.

Dates for the budget meetings are as follows: From Sept. 4 through the 14th.

Budgets due to Clerk's office August 20.

Newspaper subscriptions will be discussed at next month's meeting.

County wide inventory was discussed and will be on next month's agenda.

Line item changes for Planning & Zoning were presented. Motion by West/Ward to approve the changes as submitted. Motion carried by UVV.

Direct Deposit was discussed. Motion by Ward/West to direct the County Clerk to send out surveys to all employees regarding Direct Deposit and that the survey should also contain information regarding the implementation process, time frame, possible change needed in contract languages, etc. Also, it should be noted in large letters that all employees should be advised that this is being requested by employees. Motion carried by UVV.

Motion by West/Keckiesen to recess for lunch until 1:30 pm. Motion carried by UVV.

Meeting reconvened at 1:30 pm. with Sebastiani, West, Keckiesen and Ward present.

Jodi Helgeson joined the meeting and discussed the used Plotter that they have for sale.

Motion by Keckiesen/West to direct Jodi to notify other counties that we have a used Plotter for sale. Motion carried by UVV. The monies would go back into Land Information.

Voucher were reviewed and approved with the exception of the two below.

Vouchers from Extension for a subscription to the Dells Events and a ESP Membership were denied at this time.

The Clerk read an e-mail received from Corporation Counsel regarding new non union employees paying 15% of the health insurance premium. Motion by Keckiesen/Ward to direct the Clerk to request Kevin to write a letter to the employees affected by this. Motion carried by UVV.

John West was excused from the meeting at 4:00 pm.

Motion by Keckiesen/Ward to recess until 1:00 pm on Friday, December 15<sup>th</sup>. Motion carried by UVV. Meeting recessed at 4:43 pm.

Respectfully submitted,

Bev Ward, Acting Secretary

**MINUTES OF THE ADAMS COUNTY AIRPORT COMMISSION  
18 DECEMBER 2006**

Meeting called to order at 7:05 PM by chairperson John West. Members present, Steve Pollina, Jerry Johnston and Mike Keckeisen. Absent Jerry Reuterskoild. Also present airport manager Mike Scott and Groundskeeper Sheldon Sundsmo.

Motion to approve the agenda by Johnston. Second by Keckeisen. Motion carried.

Motion to approve the Nov minutes as presented by Keckeisen. Second by Johnston. Motion carried.

**Airport Manager's Report:**

Correspondence. Letter from the WDOT regarding the upcoming FAA airport compliance inspection. Reminder of the upcoming Wisconsin Aviation Conference in May.

Financial/Fuel report: Sscott reports that fuel sales are running about 10% above last year's level.

Equipment in good operating order.

Scott reported on a question in the retirement category. He is to check on this item.

Building account is about \$400 over budget.

Overall we are about 4% under budget so far this year.[2006]

Six year improvement plan. No action taken.

Airport land use zoning update. No action taken.

Airport disaster planning. No action taken.

Agricultural Lease. No action taken.

Delinquent hanger ground leases. Scott to check with Corp. Council on actions taken by them.

Scott also reported that the well casing was installed for the DNR's well. Hopefully the tanker trailer can be removed soon.

**Grounds Keeper's Report:**

All equipment is ready for the winter season.

Vouchers: All vouchers reviewed.

Motion by Keckeisen to approve the vouchers as presented. Second by Johnston. Motion carried.

Motion to adjourn until 7:00PM on Jan 15<sup>th</sup> 2007 at the Airport office by Johnston. Second by Keckeisen. Motion carried.

Meeting adjourned at 7:24PM.

Respectfully submitted by,

Stephen T. Pollina, Airport Commission member

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES: January 17, 2007

On Wednesday, January 17, 2007 at 9:30 A.M., Wayne Kaye, Vice-Chairman called the Adams County Board of Adjustment meeting to order with the following members present: Cathy Croke, Secretary; Dale Helm; Wilbur Fritz and Robert Donner. Ivan Morrow and Ron Jacobson were excused. Others present were: Phil McLaughlin, Zoning Administrator; Diane Kopitzke, Recording Secretary and Patrick Gatterman, Land & Water Conservation Department.

Public Hearings were conducted for the following: Gerald D. Canon – Variance Request under Section 3.3 of the Adams County Shoreland Protection Ordinance to construct fence (structure) closer to a lot line that the required 10' setback on property located in the NW ¼, SE ¼, Section 7, Township 17 North, Range 5 East, Lot 23 & the S ½ of Lot 22, Block 67, 1<sup>st</sup> Addition to the Dellwood Subdivision at 2072 Town Road, Town of Quincy, Adams County, Wisconsin. Robert Donner made a motion to grant the Variance request, on the above-described property because the variance will not be contrary to the public interest, there was documented issues with a neighbor and the Shoreland Protection Ordinance needs to be amended in regard to the setback for fences. W. Dale Helm seconded the motion. Roll Call Vote: 5-Yes. 2-Excused (Morrow and Jacobson). Motion carried. **Please note: This request was initiated by a complaint from an adjacent owner.** Steven P. Kolodziej - Variance Request under Section 6 of the Adams County Shoreland Protection Ordinance and Section 9-2.00 of the Adams County Zoning Ordinance to allow structural repair and/or alteration to the existing five cabins and house at greater than fifty percent of the Equalized Value limitation on property located in the NE ¼, SE ¼, & SE ¼, NE ¼, Section 15, Township 15 North, Range 7 East, Lot 1 of CSM 2719 at 3259 County Road G, Town of Jackson, Adams County, Wisconsin. Cathy Croke made a motion to table the request. Robert Donner

seconded the motion. Roll Call Vote: 5-Yes. 2-Excused (Morrow and Jacobson). Motion carried.  
**Please note: the property owner will return after general repairs such as kitchen counter replacement, flooring, siding, etc. has been completed and a reassessment of the property has been done.**

The Board contemplates a site visit if necessary.

Minutes: There was no meeting in December so the minutes for October 18, 2006 and November 15, 2006 were addressed at this meeting. Phil McLaughlin presented the Committee with the minutes from October 18, 2006 and November 15, 2006 for their review. W. Dale Helm made a motion to accept the above-stated meeting minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried.

The Board set the next monthly meeting date for the Adams County Board of Adjustment as follows: Wednesday, February 21, 2007 at 9:30 A.M. in Room A260, at the Courthouse in Friendship, Wisconsin, with an alternate meeting date of Wednesday, March 21, 2007.

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MEETING: JANUARY 17, 2007  
PAGE #2

Correspondence: None.

Cathy Croke made a motion to adjourn until Wednesday, February 21, 2007 for the next monthly meeting of the Adams County Board of Adjustment. Robert Donner seconded the motion. All in favor. Motion carried.

ADJOURNED: 11:05 A.M.

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Ivan Morrow, Chairman

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Robert Donner

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Wayne Kaye, Vice- Chairman

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W. Dale Helm

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Cathy Croke, Secretary

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Wilbur Fritz

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Executive Committee Minutes**

December 11, 2006

9:00 a.m.

Conference Room A260

Chair Cindy Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. All committee members were present.

**Motion** by Supervisor Renner, second by Supervisor Babcock to approve the agenda. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the minutes of the November 6, 13, and 29, 2006, meetings. **Motion carried unanimously.**

There was no public participation.

A correspondence from Supervisor Ward was presented with the packet. Supervisor Loken explained that she met with Dave Allen, Purchasing Agent, and walked through the Department. Supervisor Loken and Liz Hendricksen, Administrative Assistant, have discussed with Dave the need for organization, an accurate reporting system, inventory levels, and tracking of inventory. Supervisor Ward expressed concerns regarding the Department operations being over budget, as seen on the correspondence. Liz explained that currently Dave is working on all the documents needed for tax bills, once these are completed, we will begin working on the issues addressed by Supervisor Loken, and computer/internet access has been requested of the MIS Department several months ago and we are waiting for Verizon to come onsite and run the cables for this access, as there is a spare computer in the Administrative Coordinator's Office that was used by the Webtech Intern that will go to the Print Shop and will eventually get online purchasing. The inventory levels were discussed, and it was explained that these levels are down significantly, as Dave was directed to do. Cindy Phillippi, County Clerk, expressed concern regarding outside billing and making sure these agencies are being charged. This item will be added to the next agenda to give a progress report of what has been done in the Department.

Schwanz Refrigerator in the break room. Kevin explained that the employees requested that this be put back on the agenda, and Kathie Dye, Clerk of Courts Office, was present to explain what the employees were looking for. The Employee would like to have additional freezer space in the employee break room for employees to put lunches or groceries in. It was explained that employees are willing to pay to have the freezer and Kathie requested that the County pay ½ the cost of a small apartment size freezer to be placed in the Courthouse employee break room. The Committee explained that the reason it was declined for the Schwanz refrigerator when this was discussed the last time, was due to the Committee not supporting deliveries during work hours from Schwanz, and once you let one deliver then another vendor wants to. The Committee discussed the purchasing of a refrigerator/freezer for the employee break room. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to approve for employees to purchase their own apartment size refrigerator/freezer and put it in the Courthouse employee break room, and the County will not contribute money toward the purchase. **Motion carried unanimously.**

Direct Deposit/ACH of Payroll Checks. Supervisor Kirslenohr expressed that she felt this should be postponed until the Financial Director is here, as that person may want to do something different, she did see the benefit to employees but felt this would be the best practice. The Committee discussed the costs vs. benefits of offering this to employees. Cindy Phillippi mentioned concerns regarding the cost of implementing this and also that the cutoffs for payroll may need to change due to the bank deadlines, and that the implementation would be at least three (3) months. The Committee discussed surveying employees to find out how many were interested in having the ACH/Direct Deposit, but how this works would need to be explained to employees, including the benefits. The Committee discussed why this didn't go to Administrative & Finance Committee, it was explained that the request came in to Kevin Kniess and Liz Hendricksen and to get the discussion started it was placed on the Executive Committee agenda, there is no resolution regarding this, it is simply a discussion point at this time. **Motion** by Supervisor Kirslenohr to postpone ACH issue until the Administrative Coordinator/Director of Finance is in place. **Motion died, no second.** **Motion** by Supervisor Grabarski, second by Supervisor Renner to send this issue to the Administrative & Finance Committee for the January meeting agenda. The Committee discussed a survey being sent out, and due back prior to the January Committee meeting, and at the same time this could be on the Administrative & Finance Committee for this week Thursday's meeting. **Amendment to motion** by Supervisor

Grabarski, and Supervisor Renner to send to the Administrative & Finance Committee for the December 14 Administrative & Finance Committee meeting. **Motion carried unanimously.** Cindy Phillippi will have this item added to the Administrative & Finance Committee agenda for December 14<sup>th</sup>.

Liz distributed a copy of the resolution to change the workers' compensation carrier from Wausau Insurance to United Heartland. Bob Kotecki, Associated Financial Group (AFG) was placed on speakerphone with the Committee. Bob began by explaining problems that the County has had with Wausau Insurance regarding claims handling and customer service, and that the problems/concerns have not been corrected even after meetings and monthly conference calls. AFG bid out the County's insurance to seven carriers and two quoted the insurance policy after meeting with County representatives to answer questions and tour facilities prior to providing the quote, which included Acuity and United Heartland. The Loss Control Committee reviewed the quotes last week Thursday and referred to the Executive Committee and Administrative & Finance Committee to change the County's workers' compensation carrier from Wausau Insurance to United Heartland. Bob explained that by switching, United Heartland offers many benefits including that workers' compensation is the only insurance line that the Company writes, they are rated A by the AM Best Rating, they will offer a higher dividend than Acuity for lower loss ratios, and they have excellent claims handling procedures that match the County's needs. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve to forward the resolution to the Administrative & Finance Committee to switch insurance carriers from Wausau Insurance to United Heartland. **Motion carried unanimously.**

Update from Kevin Kniess, Corporation Counsel/Personnel Director, on the purchase by Renewal Unlimited LLC of the old Library building. Kevin explained that the Director, Susan Hoppe, asked that the County consider extending the lease for 3 years, if the Renewal Unlimited Board doesn't approve the purchase of the building. Or if the Renewal Unlimited Board does decide to purchase the building, would the County extend the lease a couple of months to arrange finances to purchase the building. The Committee discussed the purchase price of the building, repairs completed, and the rent for the building, both are set by the lease agreement. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to offer to extend the lease with Renewal Unlimited LLC for three months to give an opportunity to get financing for the purchase of the building, Kevin Kniess is to put in the lease extension that any repairs, mechanical or structural, will be Renewal Unlimited LLC responsibility to repair during the extension, and an offer to purchase shall be provided to the County prior to the end of the three months. If there is no offer to purchase at the end of three months, a new lease with different terms will be drafted, and the building will be put on the market to be sold. **Motion carried unanimously.**

The Committee reviewed the GIS Technician revised job description. **Motion** by Supervisor Kirslenlohr, second by Supervisor Renner to approve the job description. **Motion carried unanimously.** The Committee discussed the screening and interviewing processes. Liz explained that the job has been posted for applicants, and applications are due back January 3, 2007. Jodi Helgeson, Land Information Officer/Register of Deeds, explained what the Land Information Committee had done in the past as well as some of the projects that are currently in process. Jodi recommended that a representative from another County be part of the process, as well as a someone from MSA Professional Services, which is currently doing much of the work that the GIS Technician will be completing once on board. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve for a representative from the Sheriff's Department, Corporation Counsel/Personnel Director, Cindy Loken, Jodi Helgeson, Al Sebastiani, a representative from MSA, and a representative from another County's GIS program conduct the screening and interviewing of the GIS Technician. **Motion carried unanimously.**

The Committee reviewed the Investigator revised job description. Chief Deputy David July explained that the position job description was being updated as the previous job description was written in 1977, and with the promotion that occurred from the Investigator to Lieutenant, the vacant Investigator position would need to be hired. The Committee discussed testing and the need for physical agility testing for the position, Kevin Kniess will check into the legality of doing the testing if there were an internal promotion considered. **Motion** by Supervisor

Kirsenlohr, second by Supervisor Renner to approve the Investigator job description. **Motion carried unanimously.**

The Committee reviewed the Computer Support Specialist revised job description. **Motion** by Supervisor Kirsenlohr, second by Supervisor Babcock to approve the job description. **Motion carried unanimously.**

The Village of Friendship is requesting to have the Sesquicentennial Activities on the Courthouse lawn in the summer of 2007. Liz explained that the request was submitted previously but no decision was given as to whether the festivities would be permitted. John Jones, President Village of Friendship, was on hand and thanked the Committee for considering the request and explained that festivities that are being planned for July 4-7, 2007. The celebration on the Courthouse lawn would be on Friday, starting around 5 o'clock and would include: flag raising ceremony, digging up a memory box from 50 years ago, burying a new box, beard contest, period fashion clothing contest, and then an ice cream social. Adams County will be listed as an additional insured on the Village's insurance policy for the festivities, and Kevin Kniess has approved the coverage that will be provided. John Jones invited and welcomed the County to consider having an Open House and/or Tours to go along with the Village's festivities. **Motion** by Supervisor Grabarski, second by Supervisor Renner to allow the Village of Friendship to hold sesquicentennial festivities on the Courthouse lawn in July of 2007. **Motion carried unanimously.**

A resolution to approve a 15% co-pay of monthly health insurance premiums for all newly hired employees was distributed. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve that all newly hired employee shall pay 15% of the monthly health insurance premium effective January 1, 2007. Discussion was held regarding that all non-represented employees that started after January 1, 2006, were told that 15% would be the co-pay amount and then only 10% is what has been paid on behalf of these employees. The Committee discussed correcting this and if there was the ability to collect the additional 5% of the monthly premiums that are due. Kevin Kniess will check on this matter. **Motion carried unanimously.**

The Committee asked that after the last meeting in November that other benefits also be discussed to provide all employees the same benefits, both union and non-represented. It was discussed that even within the various unions, the benefits vary. Kevin explained that currently it is case-by-case for exempt or non-represented employees, as it is hard to get professionals to take the job without providing additional benefits, i.e. vacation, and if we are not flexible we won't get the professionals that are needed to fill the positions. The Committee discussed various benefits and employment practices. No action was taken.

The Committee agreed to move to item number 19, Boiler Replacement Update. Tracy Hamman, Maintenance Supervisor explained that as the Committee was meeting the boilers were being started up. There was a problem last week with a special offset that needed to be made for venting. The Company put a make shift piece in place last week, but there were still problems with the heating and it was cold in various places throughout the Courthouse. The correct piece is being made and will hopefully be here within the next couple weeks.

The Committee returned to the original agenda to discuss the Policy & Procedures Manual. Kevin explained that the County is currently has a policy with employees that is "just-cause" versus "at-will" agreements with employees in the Policy & Procedures Manual. "Just-cause" means that an employee can only be terminated for just-cause, and "at-will" means that the employee can be removed at anytime without proving cause. There have been several problems since Kevin came to the County that many of the issues he has dealt with would not have been an issue had the policy stated employees were "at-will". Kevin stated that this is a discussion that should take place as to whether the County wants to implement this. There was discussion of changes that will need to be made to the Policy & Procedure Manual now that there is no longer an Administrator and it is not Administrative Coordinator/Director of Finance. Kevin stated that not every page would need to be redone, but he could review and revise what needed to be done and make a final recommendation. There was discussion regarding changes that were not made after the meetings at the Community Center, the meetings were for suggestions, no motions were made at those meetings. Cindy Loken expressed that she would like to see this adopted in January, and prior to the new Administrative Coordinator/Director of Finance starting employment. The Committee discussed how they could get the Policy adopted, it was determined that at the December County Board meeting a meeting time will be set, depending on whether the Board would like a day meeting, a separate meeting or just to start the January Board

meeting early. Kevin stated that he would make the final revisions and then distribute two copies, one with the revisions, and one final version to be adopted, along with a resolution for adoption. Once that was distributed a copy would also be provided to all Department Heads as well.

The Committee reviewed the resolution for Wisconsin Counties Mutual Insurance Corporation (WCMIC) regarding legal expenses. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to forward the resolution authorizing the request for legal expense coverage from the WCMIC to the County Board for adoption. **Motion carried unanimously.**

Liz distributed to the Committee the WPS Renewal Fee Schedule, which includes the stop loss renewal rates. It was explained that the rates were negotiated by Associated Financial Group on the County's behalf and fee differences from last year included, a setup fee for administering the Wisconsin Rx/Caremark Pharmacy Benefits Manager change, as well as the stop loss administration fee change. Previously WPS took an 8% commission on the stop loss and now this will be a fixed dollar amount change. The Stop Loss fees did increase this year as well, which is included as the stop loss renewal forms on the attached pages. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the WPS Renewal Service Fee Schedule. **Motion carried unanimously.**

The Committee reviewed the Health Insurance Reserve Balance projections from Associated Financial Group. It was asked what this reserve was in comparison to the recommended reserve balance. Liz explained that the estimated reserve at the end of 2007, would be just over a one month reserve and it is recommended to have three months plus in the reserve. The Committee asked for the figures from the previous years as to the expenses for the health insurance plan, Liz will put these in the Executive Committee member's boxes.

The Safety Assessment item on the amended agenda was pulled from discussion.

The Committee discussed what evaluation form should be used for the evaluation of the Corporation Counsel/Personnel Director. The forms that were well receiving included Waushara County, Columbia County and Barron County evaluation forms that were distributed at the November meeting. The Committee wanted to have room on the form for everyone to write comments and make it mandatory to write a comment, rather than just answering yes or no to a question. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to use the first four (4) pages of the Barron County format for the Adams County Corporation Counsel/Personnel Director employee evaluation. **Motion carried unanimously.** Liz was instructed to re-create the form and distribute it to the Executive Committee members for completion of the evaluation.

**Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to approve the voucher. **Motion carried unanimously.**

The next meeting date will be January 8, 2007 at 9:00 a.m.

At 1:15 p.m. **motion** by Supervisor Kirslenlohr, second by Supervisor Grabarski to convene in closed session per §19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, ACDHHS Employee Termination Matter, discuss WPPA Contract Proposals, and Administrative Coordinator/Director of Finance position, and §19.85(1)(g), Wis. Stat., 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, to confer with legal counsel regarding two potential discrimination claims and Clerk of Courts matter. **Motion carried unanimously.**

At 2:40 p.m. **motion** by Supervisor Grabarski, second by Supervisor Renner to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve for the resolution for appointment of Mr. Craig D. Kammholz to go to the County Board for adoption in December. **Motion carried unanimously.**

At 2:45 p.m. **motion** by Grabarski, second by Renner to adjourn until January 8, 2007. **Motion carried unanimously.**

Respectfully,

Liz Hendricksen  
Administrative Assistant

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

### **Executive Committee Minutes**

January 8, 2007

9:00 a.m.

Conference Room A260

Chair Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. All committee members were present: Supervisor Renner, Supervisor Kirslenlohr, Supervisor Babcock, Supervisor Grabarski and Chair Loken.

**Motion** by Supervisor Renner, second by Supervisor Babcock to approve the agenda. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to approve the minutes of the December 11, 2006 meeting. **Motion carried unanimously.** Supervisor Kirslenlohr needs a copy of the health insurance figures that were to be distributed per the minutes at the December meeting, Liz Hendricksen, Administrative Assistant, will provide these.

There was no public participation.

A correspondence from Helmer Lecy on behalf of the Old Farmers Antique Club was presented with the Committee's packet. The Committee reviewed the request and asked who would pay for the building. Helmer Lecy responded that the Old Farmers Antique Club would pay for the building and already had the materials. It was also verified that this building would be covered under the Old Farmers Antique Club insurance. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the Old Farmers Antique Club request to construct a building to enclose the donated saw mill per the request specifications. **Motion carried unanimously.** Helmer questioned if there were restrictions as to where it could be placed, and showed the Committee an Ariel photo of the land and where they would like to place it; the Committee had no objections. Helmer informed the Committee that the Gazebo project for the Little Leos would be taken care of first thing in the spring, as a concrete pad has to be poured.

Community Center Issues/ Security. Edie Felts-Podoll, UW Extension Department Head, distributed a copy of a sample policy that was recommended to the Resource & Recreation Committee regarding reserving rooms at the Community Center. This policy included a voice mailbox and email address for reservations and questions regarding reserving of rooms; as well as a webpage on the County's website with forms and information for the public to access. The policy proposed to have 2 hours per day Monday – Friday set aside for a staff member to deal with matters at the Community Center. It is recommended for the policy to be implemented for a trial period of 3 months in order to see if the process will work, as well as hopefully alleviate some of the burden on the UW Extension Office Staff. The Committee discussed the policy, implementation, and how the public would be

notified of the policy. The public would be notified of the policy by the current staff when they inquire on the usage, as well as via an article to the newspaper, and posting the policy at the Community Center. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the reservation assistance policy to be implemented for three (3) months starting on February 1<sup>st</sup> pending the setup is completed for the voicemail, email and website. **Motion carried unanimously.** The issue of security was then discussed. Edie brought concerns regarding the security at the Community Center, and asked to have this reviewed to discuss the possible security options for the Community Center. The Committee will have this placed on a future agenda to discuss security concerns.

15% Co-pay of health insurance for new hired exempt employees after 1/1/06. Kevin Kniess, Corporation Counsel/Personnel Director, updated the Committee on the status of this issue. Kevin has reviewed the situation, and a letter has been dictated and will be sent to the employees that are affected explaining the situation, and informing these employees that the money is still owed for the additional five percent (5%) of the monthly health insurance premium that was not deducted from their paychecks.

Direct Deposit. Supervisor Ward spoke on behalf of Cindy Phillippi, County Clerk, who was out sick, a survey is being drafted explaining both the pros and cons of switching to Direct Deposit of pay checks. There was discussion regarding the survey, how the direct deposit would work, and when/how it could be implemented. **Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to have the survey come back to the Executive Committee for approval prior to it being distributed. **Motion carried unanimously.**

Print Shop Update. Liz handed out and reviewed a report regarding what had been done since the last Executive Committee meeting. The Committee was also provided with a copy of the inventory to date, as well as any items that are now obsolete or that had to be thrown away. There will also be a new Invoice Form used for outside printing requests and this was included in the packet provided to the Committee.

Old Library Building Sale. Kevin notified the Committee that he had contacted Susan Hoppe via email regarding the Committee's decision at the December meeting. She responded on January 2, 2007, that the Renewal Unlimited Board will not move forward with the purchase of the building, but would like to continue leasing the space. The Committee discussed what to do in the meantime regarding the lease. **Motion** by Supervisor Kirslenlohr, second by Supervisor Grabarski to prepare a lease for three (3) months with \$1,000 lease payments that will no longer go towards the purchase of the building. **Motion carried unanimously.**

Open Meeting Law Update. Kevin reviewed the Attorney General's opinion that was issued regarding the Town of Rome's open meeting violation for interviewing in closed session. Kevin explained that when interviewing a candidate for public office of a Committee, Board or Commission, the interview has to be in open session. A regular interview for an employee of a public office can still remain in closed session pursuant to Wisconsin Statutes. Kevin also explained that there has been some recent case law regarding closed session and discovery of records, and it was ruled that what happens in closed session remains in closed session. There is no discovery when the meeting was properly noticed and abides by the Wisconsin Statutes closed session exclusions.

Snowplowing Agreement. The Committee was asked to sign the snow plowing agreement that was presented with the Committee packet. Kevin explained that there were some revisions from last year's agreement. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the contract with Hintz Excavating & Blacktop to complete snowplowing for Adams County. **Motion carried unanimously.**

Resolution & Ordinance: Personnel & General Administrative Policies. Liz distributed the Committee's copy of the Personnel & General Administrative Policies, which included two (2) versions. The first version had crossed out the deleted wording and underlined the new wording. The second version was the final version to be presented for adoption. Kevin explained that he went through the policy as it was

previously written for an Administrator, and changed the policy to reflect the Administrative Coordinator form of government. Kevin reviewed the major changes in the policy, which included removing the “just cause” employment wording conflicts, to make the policy be truly “at-will” employment. For instance the previous personnel policy had a statement that employees were at-will, yet had a probationary period listed, which contradicts the at-will employment provision. Therefore the section regarding probationary periods was removed from the final version of the policy. There was further discussion regarding this. Kevin stated that there were other areas that needed clarification and were updated, but he felt that in the end this was a sound policy. The Committee discussed printing and distribution of the policies, the Committee requested that Liz contact all County Board Supervisors, that weren’t at the Executive Committee meeting and those that had not picked up the Policy on Tuesday morning, get contacted to notify them that the policy was ready for them to pickup. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the Resolution for adoption of the Personnel & General Administrative Policies be forwarded to the January County Board meeting. General discussion followed. **Motion carried unanimously.** **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the Ordinance for adoption of the Personnel & General Administrative Policies be forwarded to the January County Board meeting. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the vouchers. **Motion carried unanimously.**

The next meeting date will be February 12, 2007, at 9:00 a.m. Items for the next agenda shall include: Direct Deposit, Update on Print Shop, Old Library Building Sale/Lease Terms, Update on Community Center Reservation Policy, and County Building/Office Security Concerns.

At 11:15 a.m. **motion** by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Evaluation for Corporation Counsel/Personnel Director, Administrative Coordinator/Director of Finance Matters, and § 19.85(1)(e), Wis. Stat., for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; WPPA Negotiations and Letter of Interest. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the resolution concerning the employment of the Administrative Coordinator/Director of Finance and have it forwarded to the January County Board meeting. **Motion carried unanimously.**

At 2:17 p.m. **motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to adjourn until February 12, 2007. **Motion carried unanimously.**

Respectfully,

Liz Hendricksen  
Administrative Assistant

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

**Executive Committee Minutes**

Thursday January 25, 2007

1:00 p.m.

Conference Room A260

Chair Loken called the meeting to order at 1:00 p.m. The meeting was properly announced. All committee members were present: Supervisor Renner, Supervisor Kirslenlohr, Supervisor Babcock, Supervisor Grabarski and Chair Loken.

**Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to approve the agenda. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Administrative Coordinator/Director of Finance Matters. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to re-advertise for the position of Administrative Coordinator/Director of Finance. **Motion carried unanimously.**

At 2:50 p.m. **motion** by Supervisor Grabarski, second by Supervisor Babcock to adjourn until February 12, 2007. **Motion carried unanimously.**

Respectfully,

Cindy Loken  
Executive Committee Chair

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

Adams County Local Emergency Planning Committee  
October 27, 2006

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Friday October 27, 2006 in Room A231, Adams County Courthouse. Chair Dean Morgan called the meeting to order at 9:30 AM. The meeting was properly announced.

Sign-in roll call of members showed present: Dean Morgan, Chair and county board representative; Robert Dixon, vice chair and county board representative; James Gold, City of Adams Police; Jane Grabarski, Emergency Management; Ron Chamberlain, Highway; Heidi Roekle, WDKM radio; Renee Stevens, Times-Reporter Printing Company; Jodi Malin, WI DNR; and John Frantz, Rome Fire Department. Excused/Absent were: Roberta Sindelar, Sheriff; Scott Firlus, Wisconsin River Cooperative; and Joe Parker, Moundview Memorial Hospital.

**Motion** to approve the agenda by Dixon/Gold. All in favor. Approved.

**Motion** to approve the minutes of the July 12, 2006 meeting as printed by Gold/ Chamberlain. All in favor, approved.

**Fall EPCRA/EOC Exercise, review:**

A functional exercise involving the activation of the Emergency Operations Center (EOC) due to a terrorist act at a Grand Marsh off-site Emergency Planning and Community Right to know Act (EPCRA) facility. The exercise tested our first activation with grant awarded communications equipment. 35 people participated. The goal is to practice our response in a specifically designed scenario so that if and when an actual incident occurs, our community partners are ready to respond with appropriate methods.

**EPCRA 06 Grant Status:**

The 2006 Emergency Planning and Community Right to know Act (EPCRA) grant approved by WEM is based on the number of planning facilities in our county. The grant covers \$2000 for computer related items and \$6412.00 in staff cost reimbursement.

**EPCRA 07 Grant Status:**

The 2007 Emergency Planning and Community Right to know Act (EPCRA) grant approved by WEM is \$8143.00, \$269.00 less than 2006 due to a decline in number of planning facilities.

**EPCRA Offsite Plans update:**

A discussion was held of potential offsite planning facilities in the county that currently do not have an off-site plan. Grabarski will investigate to determine if any of the facilities are required to implement a plan due to the amount of on-site hazardous chemicals at a planning threshold level. The reasoning for the EPCRA grant is to off-set the amount of time needed to create and update these off-site plans. The funds are generated from fees these facilities pay annually to the state of Wisconsin.

**Countywide Hazmat Team status:**

The position of Hazmat Chief was advertised twice with no qualified candidates being found. The Public Safety and Judiciary Committee instructed Grabarski to contact Marquette and Juneau counties for their willingness and ability to contract Hazmat Level

LEPC Meeting  
October 27, 2006  
Page Two

B services for Adams County. Marquette County stated they do not have the capability to provide any additional coverage outside their county. Juneau County is still considering their ability to provide Adams County this service.

**Motion** by Gold/Chamberlain to approve the Adams County Local Planning Committee (LEPC) Policy and Procedures for the Handling of Reimbursement Claims as amended. All in favor. Approved. Once amended, the Policy will be signed by LEPC Chair and Emergency Management Director.

Public Input: Jodi Malin, committee member shared an evacuation protocol that is accomplished with a series of roll stickers designed to identify notification on the residence sign, the residents and documentation on the result of contact with the resident(s) being given an evacuation order. Malin may write for a regional grant through the DNR. Unfortunately, the grant cycle for Emergency Management

submissions has passed for 06 and will not be open until September 2007. Grabarski will check her budget for any available monies for this countywide evacuation purpose.

John Frantz gave a Town of Rome Kings Way earthen dam update. No determinations for needed repairs have been made at this time. County and town government are working together in resolving this situation.

Next meeting date: Friday January 19, 2007 at 9:30 AM at Adams County Courthouse.

**Motion** to adjourn Gold/Frantz. All in favor, approved. Meeting adjourned at 10:25 AM.

Respectfully Submitted,

Jane Grabarski, Secretary

Adams County Local Emergency Planning Committee  
January 19, 2006

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Friday January 19, 2007 in Room A231, Adams County Courthouse. Chair Dean Morgan called the meeting to order at 9:30 AM. The meeting was properly announced.

Sign-in roll call of members showed present: Dean Morgan, Chair and county board representative; Robert Dixon, vice chair and county board representative; James Gold, City of Adams Police; Jane Grabarski, Emergency Management; Ron Chamberlain, Highway; Jodi Malin, WI DNR; John Frantz, Rome Fire Department; Scott Firlus, Wisconsin River Cooperative; and Darrell Renner sitting in for retired Roberta Sindelar, Sheriff. Excused/Absent were: Heidi Roekle, WDKM radio; Renee Stevens, Times-Reporter Printing Company; Linda McFarlin, Public Health; and Joe Parker, Moundview Memorial Hospital.

**Motion** to approve the agenda by Dixon/Gold. All in favor, approved.

**Motion** to approve the minutes of the October 27, 2006 meeting as printed by Dixon/ Gold. All in favor, approved.

**EPCRA 06 Planning Grant Status review:**

The 2006 Emergency Planning and Community Right to know Act (EPCRA) grant approved by Wisconsin Emergency Management (WEM) is based on the number of planning facilities in our county. The grant request for 2<sup>nd</sup> half reimbursement has been submitted to WEM in the amount of \$3198.00.

**EPCRA 06 Planning Grant Status review:**

The 2006 EPCRA Computer grant has been submitted to WEM for reimbursement in the amount of \$1612.64. This grant is designated for computer related equipment to be used in response incidents at EPCRA facilities. These monies were used to purchase a wireless Internet connection in the EOC, office equipment of fax/scanner/printer (old one being transferred to the EOC) and upgrade of software for identification badges.

**EPCRA 07 Computer Grant Status review:**

The 2007 Emergency Planning and Community Right to know Act (EPCRA) grant has been applied for to WEM in the amount of \$2000.00 for computer related equipment.

**EPCRA Offsite Plans update status review:**

Two plans are currently under review – Grande Custom Ingredients and Pine Bluff Farms. Initial contact has been made with each facility and when updates have been completed, appropriate signatures will be secured and the plans will be forwarded to WEM for their approval.

**HMEP future grant, project recommendations:**

A discussion was held on potential projects that would qualify for Hazardous Materials and Emergency Planning 2008 grant that is due to be released in September 2007. The project needs to be of value to the residents of Adams County related to EPCRA facilities for notification and/or general information. Grabarski will gather projected costs and share with the LEPC at a future meeting. Items discussed included annual calendars and an evacuation protocol system.

LEPC Meeting

January 19, 2007

Page Two

**LEPC Membership review and recommendation:**

**Motion** by Chamberlain/Gold to forward to the Public Safety and Judiciary Committee a request for appointment by the County Board of Supervisors of Darrell Renner, Adams County Sheriff to the LEPC. All in favor, approved.

**LEPC Compliance Inspector, designation of state:**

**Motion** by Gold/Chamberlain to designate the State of Wisconsin as the LEPC Compliance Inspector. All in favor, approved.

**Adams County Strategic Plan review:**

The LEPC reviewed the current Adams County Strategic Plan. Members of the LEPC shared suggested changes. Grabarski will be updating and forwarding any changes to the holders of the Adams County Strategic Plan.

**Public Input:**

There was none.

Next meeting date: A date will be determined in the future.

**Motion** to adjourn Chamberlain/Gold. All in favor, approved. Meeting adjourned at 10:10 AM.

Respectfully Submitted,

Jane Grabarski, Secretary

*The committee has not approved these minutes.*

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD - Finance Subcommittee

15 December 2006 Meeting

***Call to Order and Roll Call*** - The meeting of the Finance Subcommittee of the Adams County Health & Human Services Board was called to order at 8:30 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Chairperson Joyce Kirslenohr, Pat Townsend, Jeanne Heideman, Jerry Kotlowski, and Bev Ward. Also present were Eric G. Furtkamp, Ph.D., Director, and Wendy L. Pierce, Fiscal & Support Services Manager. Ron Johnson, Veteran's Services Officer, was present during the review of the Veteran's Services vouchers.

***Approval of Agenda and Compliance with Open Meetings Law*** - A motion was made by Ms. Townsend and seconded by Mr. Kotlowski to approve the agenda and certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

***Approval of Minutes of 10 November 2006 meeting.*** A motion was made by Mr. Kotlowski and seconded by Ms. Ward to approve the minutes of the 10 November 2006 meeting. Voice vote, all in favor. Motion Carried.

***Public Participation and Correspondence*** - None

***Review of Veteran's Services Vouchers and Financial Report*** - The subcommittee reviewed the Veteran's Services Department vouchers and Revenue/Expense report from the County Clerk's office for October 2006, presented by Mr. Johnson. A motion was made by Mr. Kotlowski and seconded by Ms. Townsend to approve the Veteran's Services vouchers and financial report. Voice vote, all in favor. Motion Carried.

***Review of Health & Human Services Vouchers*** - The subcommittee reviewed vouchers, Revenue/Expense Report from the County Clerk's office for October 2006, and the November 2006 financial report from the Health & Human Services Department, presented by Eric Furtkamp and Wendy Pierce. A motion was made by Ms. Townsend and seconded by Ms. Ward to approve the vouchers (total \$435,529.53 including "Friday Checks"). Voice vote, all in favor. Motion Carried. A motion was made by Ms. Townsend and seconded by Ms. Ward to approve financial reports as presented. Voice vote, all in favor. Motion Carried.

***Committee Discussion*** - The subcommittee discussed including the following issues in future meetings: none.

***Confirm next meeting date*** - 12 January 2007 at 8:30 A.M.

***Adjournment*** - A motion was made by Mr. Kotlowski and seconded by Ms. Heideman to adjourn at 9:54 A.M. Voice vote, all in favor. Motion Carried.

Respectfully Submitted

Eric G. Furtkamp, Ph.D.

***THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD.***

# HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD  
15 December 2006 Meeting

**Call to Order and Roll Call** - The meeting of the Adams County Health & Human Services Board was called to order at 10:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Chairperson Bev Ward, Maureen Bruce, Jeanne Heideman, Pat Townsend, Teresa Harvey-Beversdorf, and Joyce Kirslenlohr. Board members Jerry Kotlowski and Matt Sherd were excused.

**Staff Present** – Linda McFarlin, R.N., M.A., Health Officer, Carol Johnson, Aging Unit Director, Diane Osborn, Long Term Support Services Manager, Philip Robinson, LCSW, Clinical Services Manager, Mandy Stanley, CSW, Youth Services Manager, Sandra Wormet, Economic Support Services/W-2 Program Manager, Wendy L. Pierce, Fiscal & Support Services Manager, and Eric G. Furtkamp, Ph.D., Director. Ron Johnson, Veteran's Services Officer, was present for the Veteran's Services portion of the agenda.

**Others Present** – Maggie Stieber, from the Aging Advisory Committee.

**Approval of Agenda and Compliance with Open Meetings Law** - A motion was made by Ms. Heideman and seconded by Mr. Kotlowski to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

**Approval of Minutes** – Ms. McFarlin asked that the description of the contract for bioterrorism planning in the Health Officer Report be changed from "personal services" to "Public Health assistance". A motion was made by Mr. Kotlowski and seconded by Ms. Bruce to approve the minutes of the 10 November 2006 HHS Board meeting as amended per Ms. McFarlin's request. Voice vote, all in favor. Motion Carried.

**Public Participation** – None

**Correspondence** – None

**Veteran's Services** - Approval of monthly Veteran's Services Officer's report and December calendar. Mr. Johnson had previously distributed the monthly service officer's report for November and his monthly calendar for December. Mr. Johnson reported vandalism of 48 to 50 flag holders in the Davis Corners cemetery.

Those responsible have been identified, and Mr. Johnson informed the Board that he will attempt to recover the flag holders. After discussion of all of the above items, a motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

## **Health & Human Services**

A motion was made by Ms. Heideman and seconded by Ms. Townsend to deviate from the agenda to discuss item #8 (Thrift Store). Voice vote, all in favor. Motion Carried.

Update on plans for moving Thrift Store to new location. Ms. Osborn was present to review the progress on preparing the new Thrift Store for occupancy. As noted previously, the floor and automatic door issues require immediate action. Ms. Osborn described the alternatives for restoring the floor, recommending grinding and an epoxy finish, as proposed by Concrete Defense Products, Inc. of Appleton, at a cost of approximately \$18,000. In addition, she presented the options for restoring the main doors (approximately \$5,700 for regular doors versus approximately \$10,000 for sliding automatic

doors), recommending installation of automatic doors by Wisconsin Automatic Door of New Berlin. Ms. Osborn also informed the Board that bids for remodeling the bathrooms (to make them handicap-accessible) and creating the interior partitions (for storage, sorting, etc.) have not yet been received. Funding for these projects, as discussed previously, will come from a variety of sources, including state grant, risk reserve, and Thrift Store sales. After discussion, a motion was made by Ms. Townsend and seconded by Ms. Bruce to authorize restoration of the floor by Concrete Defense Products, Inc. and installation of sliding automatic doors by Wisconsin Automatic Door. Voice vote, all in favor. Motion Carried.

Set date for Service Evaluation Subcommittee meeting. The Service Evaluation Subcommittee is composed of Maureen Bruce, Jerry Kotlowski, and Duane Sherd. A meeting date will be set.

Discussion of membership of MH/AODA Advisory Committee. Mr. Robinson discussed with the Board suggestions he has received for membership on the Mental Health/AODA Advisory Committee. He also asked Board members for other names. During the course of discussion, a number of Board members made suggestions regarding potential members of the Advisory Committee. Mr. Robinson asked Board members to provide other names as soon as feasible so that he could return in January 2007 with a specific membership roster for the Health & Human Services Board to consider.

Presentation on status of intake/access function. Ms. Emma Williams and Ms. Erin Schiferl, Intake/Access Specialists, joined the meeting to discuss the status of the intake/access functions. At the present time, they are developing resource data banks, are taking reports of suspected child abuse, and are spending an unexpected amount of time on emergency detentions (mental health). Management staff were unanimous in their praise of the work of Ms. Williams and Ms. Schiferl in organizing and coordinating the intake process and in the service they have provided to individuals entering the Health & Human Services system. Board members also expressed their appreciation to Ms. Williams and Ms. Schiferl.

Review and approval of Memoranda of Understanding with Law Enforcement regarding Elder Adults-at-Risk and Adults-at-Risk and action on resolution designating Moundview Memorial Hospital as the emergency protective placement facility. Ms. Johnson and Dr. Furtkamp reviewed with the Board additional requirements of the new adult guardianship and protective services statutes, including requirements for formal designation of emergency protective placement facilities, and formal memoranda of understanding with law enforcement agencies regarding the elder- and adult-at-risk systems. After discussion, a motion was made by Ms. Kirslenlohr and seconded by Ms. Heideman to approve the memoranda of understanding with law enforcement and authorize Dr. Furtkamp, Ms. Johnson, and Ms. Osborn to meet with representatives of the Adams County Sheriff's Department, Adams Police Department, and Rome Police Department to finalize the agreements. Voice vote, all in favor. The Board discussed the alternatives and implications of designating Moundview Memorial Hospital as the facility to receive emergency protective placements, noting that it is current practice to transport to Moundview all individuals taken into protective custody. From that point, clinical placement decisions are made based upon the specific need(s) of the individuals in custody. A motion was made by Ms. Heideman and seconded by Ms. Kirslenlohr to approve the resolution designating Moundview Memorial Hospital as the emergency protective placement facility. Voice vote, all in favor. Motion Carried.

Discussion and action regarding Aging Unit payment of utilities at the Community Center. Ms. Johnson described for the Board the current allocation of utility costs for the Community Center (Aging pays approximately two-thirds) and the rationale on which it was based. In 2005, utility costs for the Community Center

exceeded the budgeted amounts by approximately \$4,000. Ms. Johnson requested authority from the Health & Human Services Board to ask the Administration and Finance Committee to consider applying revenues Health & Human Services Board – 15 December 2006 Page 3 generated by rental of the facilities toward the utilities before allocating the utility costs among Aging, Extension, and the Library. A motion was made by Ms. Townsend and seconded by Ms. Heideman to authorize Ms. Johnson to present her proposal to the Administration and Finance Committee. Voice vote, all in favor.

Motion Carried.

Reappointment of Lee Criviola, Joseph Criviola, Maggie Stieber, and Marylin Naber to three-year terms on the Aging Advisory Committee, effective 1 January 2007. After brief discussion, and expressions of appreciation by the members of the Health & Human Services Board, a motion was made by Ms. Townsend and seconded by Ms. Kirsenlohr to recommend to the County Board Chairperson the reappointment of Lee Criviola, Joseph Criviola, Maggie Stieber, and Marylin Naber to three-year terms on the Aging Advisory Committee. Voice vote, all in favor. Motion Carried.

Review and approval of 2007 Purchase of Service contracts. Dr. Furtkamp and the management staff present highlighted for Board members the proposed 2007 purchase of service contracts, and answered Board questions. After discussion, a motion was made by Ms. Townsend and seconded by Ms. Heideman to approve all the contracts as proposed with the exception of the Lori Ward Adult Family Home contract.

Voice vote, all in favor. Motion Carried.

Ms. Kirsenlohr assumed the Chair of the Board as there was a brief discussion of the Lori Ward Adult Family Home contract. Ms. Ward did not participate in the discussion and abstained from the vote. A motion was made by Ms. Bruce and seconded by Ms. Harvey-Beversdorf to approve the contract with the Lori Ward Adult Family Home. Voice vote, all in favor (Ms. Ward abstained). Motion Carried.

**Purchase of Service Contracts** – None for 2006.

**Conference and Workshop Requests** - The Board reviewed the conference and workshop requests presented. A

motion was made by Ms. Harvey-Beversdorf and seconded by Ms. Bruce to approve the following conference and workshop attendance:

☐ Sandy Wormet to Home Energy Plus Training in Stevens Point on February 13-14, 2007 (\$53 mileage, \$62 lodging).

☐ Lorie Tomsyck to WPHA Committee meeting in Stevens Point on December 8, 2006 (\$47 mileage, \$10 meals/ per diem).

☐ Phil Robinson, Amy Kessler, Tara Kircher, Mark Rossano, and Tom Charles to “Systems Change and Services Coordination” at Carlson’s Rustic Ridge in Friendship on December 11-12, 2006 (\$40 registration each).

Voice vote, all in favor. Motion Carried.

**Purchases** – The Board discussed at length Ms. McFarlin’s request for computers, blackberry devices, and other equipment, to be purchased using preparedness/bioterrorism funds. Ms. Ward noted a meeting of the Administrative/ Finance Committee where a prohibition on the purchase of blackberry devices was approved. After further discussion, a motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the purchase of 5 laptop computers, 3 docking stations, 4 flat panel monitors (17”), memory upgrades, flash drives, and extended warranties as presented (total \$7,427.10) and the replacement of two PDA/Cell Phone combinations. Voice vote, all in favor. Motion Carried. In addition, it was suggested that Ms. McFarlin

present her request for blackberry devices (instead of the PDA/phone combinations) to the Administration/ Finance Committee, which was scheduled to meet the afternoon of December 15<sup>th</sup>.

### **Unit, Advisory Committee, and Consortia Reports**

#### ☐ Aging & Long Term Support

☐ Aging Advisory Committee – Ms. Johnson reviewed the minutes of the September 28<sup>th</sup> meeting and discussed briefly the proceedings of the December 8<sup>th</sup> meeting, with input from Ms. Stieber.

☐ Nutrition Advisory Committee - Ms. Johnson reviewed the minutes of the November 15<sup>th</sup> meeting. Health & Human Services Board – 15 December 2006 Page 4

☐ Long Term Support Advisory Committee – next meeting January 17, 2007.

☐ Review of Written Report of the Aging Unit Director - Ms. Johnson was present to review the contents of the written report previously distributed to the Board. She informed the Board of increases in rent requested by both Big Flats and Easton Townships (\$50 and \$25 per month, respectively). These amounts were included in the contract list submitted for Board approval (and approved, supra). Ms. Johnson described plans for an Alzheimer's Candlelight Walk (a fundraiser, similar to Relay for Life),

planned for next November. She will be meeting with State Alzheimer's staff to plan the event.

☐ Review of Written Report of the Long Term Support Services Manager – The Board reviewed the written report previously submitted by Ms. Osborn.

#### ☐ Public Health

☐ Review of Written Report of Health Officer - Ms. McFarlin was present to review the contents of the written report previously distributed to the Board. She provided an update to the Board regarding discussions concerning the preparedness planning contract. She also announced that Public Health was continuing to offer flu shots. Finally, Ms. McFarlin informed the Board that Public Health was waiting for action on the request for the dental sealant grant.

#### ☐ Children & Family Services

☐ Youth Services Advisory Committee (4-Cs) – The Board reviewed the minutes of the November 10, 2006 meeting, attended by Mr. Robinson.

☐ Mental Health/AODA Committee - A meeting is not yet scheduled.

☐ Review of Written Report of Youth Services Manager – Ms. Stanley was present to review a written report previously distributed to the Board. Ms. Stanley noted that there were 8 requests for information only in November, and directed the attention of Board members to the volume of calls to the Intake/ Access unit .

☐ Review of Written Report of Clinical Services Manager – Mr. Robinson was present to review a written report previously distributed to the Board. He discussed clarification of the roles of new staff Mark Rossano, Mental Health/AODA Counselor and Amy Kessler, Case Manager, and Tara Kircher, the incumbent Case Manager. Mr. Robinson noted increasing use of the drop-in center, including a Christmas party scheduled for the afternoon of December 15<sup>th</sup> (to which he invited Board members).

He told the Board that rate changes have been posted and advertised in the local newspaper. Finally, Mr. Robinson announced that AODA Clinical Supervision would occur on-site beginning in January 2007 (presently one counselor travels to Baraboo for supervision).

#### ☐ Economic Support

☐ W-2 Steering Committee – As a follow-up from the Visions Committee meeting in December, Ms. Townsend raised the issue of gaps in transportation services within the County, an issue raised by virtually every needs assessment and long-term planning process in the County. She expressed a desire to go beyond identifying transportation as a problem and to begin to develop solutions, including potential

costs. The issue will be added to the January 2007 Health & Human Services Board agenda. Ms. Wormet informed the Board that Experience Works was still being considered as a solution for reception duties at the Job Center.

▣ PAW Consortium – Ms. Wormet spoke about progress towards centralizing Job Center functions in Wisconsin Rapids, and raised the question of how Adams County residents could access the services provided there. She also distributed copies of Job Center Management Team meeting of December 5, 2007 and the Performance Standards Report for November 2006. Dr. Furtkamp reported on the discussions of an informal meeting to review the financial status of the consortium, noting that the FSET 50-50 match for both Adams and Portage Counties has, to date, fallen far short of projections. He Health & Human Services Board – 15 December 2006 Page 5

recommended that some of the funds targeted for remodeling and Economic Support/W-2 purposes be reserved in the event that the County is required to contribute funds projected to be raised by the FSET 50-50 match to the PAW consortium.

▣ Review of Written Report of Economic Support Services/W-2 Program Manager –The Board reviewed the contents of a written report previously distributed by Ms. Wormet. She noted that the gifts received through the Angel Tree program were to be delivered on December 15<sup>th</sup>. The Board expressed appreciation to Sharon Rork for coordinating the program. Ms. Wormet also announced that the red kettles for the Salvation Army were out and would remain at the various sites through New Year's Day, and noted that volunteer bell ringers were still needed.

▣Fiscal & Support

▣ Report of Fiscal & Support Services Manager - Ms. Pierce advised the Board that the approved 2007 purchase of service contracts would be mailed by the end of the year, and that she anticipated receiving rate changes from some vendors who had not responded to date to requests for 2007 rates.

### **Subcommittee Reports**

▣Finance Subcommittee - Ms. Townsend reported that the vouchers (in the amount of \$435,529.53) and financial reports of the HHSD had been reviewed and approved by the Finance Subcommittee.

▣Human Resources Subcommittee – No meetings were held.

▣Service Evaluation Subcommittee - Next meeting to be scheduled.

Director's Report – None.

Ms Bruce left the meeting at 11:55 A.M.

Committee Discussion - Identification of other potential agenda items for future meetings. The Board identified the following issues: an update regarding a physician member of the HHS Board, an update on the Thrift Store preparation, and a discussion regarding transportation services available in the County.

CLOSED SESSION – A motion was made by Ms. Heideman and seconded by Ms. Townsend to convene in closed session per §19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll Call vote, 5 aye, 0 nay.

Motion Carried.

OPEN SESSION – A motion was made by Ms. Heideman and seconded by Ms. Townsend to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote, 5 aye, 0 nay. Motion Carried.

Confirmation of Next Meeting Date - Next regular meeting 12 January 2007 at 10:00 A.M.

Adjournment – A motion was made by Ms. Kirslenlohr and seconded by Ms. Townsend to adjourn at 12:12 P.M.

Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.

Director

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## PLANNING AND DEVELOPMENT COMMITTEE MEETING

January 8, 2007

Regular Meeting

**Present:** Al Sabastiani, Chairman; Robert Dixon, Vice Chairman; Committee Members: Dick Colby, Fran Dehmlow, Glen Licitar, Mike Keckeisen and Sylvia Breene; Others present: Chris Murphy, County Conservationist; Patrick Gatterman, LWCD; Reesa Evans, LWCD; Sandy Davis, LWCD; Jodi Helgeson, Register of Deeds; Don Fornasiere, Tri Lakes Management; Bob Freckman and Jo Seiser of North Central Conservancy Trust and Shannon Rohde, Central Wisconsin Windshed Partnership

**Call to Order:** Chair Al Sabastiani called the meeting to order at 9:02 a.m. in Adams County Courthouse Conference Room A231.

**Agenda:** Motion by Licitar/Colby to approve carried unanimously.

**Minutes:** Motion by Colby/Keckeisen to approve minutes from December 2006 meeting, carried unanimously.

### Register of Deeds items:

**Approval of conference/training request:** Helgeson request to attend WCCO/WRDA Conference, motion by Colby/Breene to approve conference, carried unanimously.

**Budget activities:** Helgeson noted that she will present her annual report at the February County Board meeting. Budget is on schedule and revenue is above budget expectations.

Helgeson also discussed having a student job shadowing or similar as was presented at Department Head meeting.

### Land Information Officer items:

**Report of ongoing activities:** Helgeson reported that the work with Public Health and UW Extension on outdoor woodstove emissions project is ongoing, and that the interviews for the GIS Tech applicants were scheduled for the end of the month.

**Approval of conference/training requests:** Helgeson submitted request to attend WLIA Annual Conference, motion by Dixon/Breene to approve, carried unanimously.

**Budget Activities:** Budget presented with no discussion.

**Register of Deeds/Land Information Bills/Financial report:** Motion by Licitar/ Keckeisen to approve budget and vouchers, carried unanimously.

### Land & Water Conservation Dept. items:

**North Central Conservancy Trust:** Bob Freckman and Jo Seiser gave a presentation on the NCCT, a nonprofit organization dedicated to the protection and preservation of our natural resources by placing property into Conservation Easements, a legal agreement between the landowner and the NCCT to protect the property from development.

**WDNR:** No report

**Central Wisconsin Windshed Partnership:** Shannon Rohde to gave a report on the CWWP, a nonprofit organization for control of wind erosion. Rohde reported that 13.2 miles of natural windbreaks were planted in 2006, including 1.7 miles in Adams County. Living snow fence projects were also discussed.

**Staff reports of December activities and January goals:** Reports were presented and discussed

**Trainings and conference requests:** Evans requested to attend WDNR Lake Classification Modeling training. Request for Murphy, Gatterman and the Resource Conservationist to attend 2007 WALCE Conference. Motion by Colby/ Keckeisen to approve, carried unanimously.

**Motion by Keckeisen/Dixon for a 10 minute recess**, carried unanimously.

Chair Sabastiani called the meeting back to order at 10:40 a.m.

**Report of Committee members:** No reports given.

**Motion by Dixon/Breene to deviate** from order of agenda, carried unanimously

**Bills/Financial Report:** Davis requested committee's preference on presentation of 2007 financial reports, with committee requesting format used by UW Extension to be used to generate monthly report to the committee and that a monthly report on grant and cost share status be included. Murphy presented 2007 line item transfers for dam contracted services, motion by Keckeisen/Colby to approve, carried unanimously. Murphy presented 2006 budget modifications for Land Conservation account. Committee directed Murphy to take modifications to Finance Committee. Bills were presented, motion by Colby/Licitar to approve bills and financial report, carried unanimously.

**Water monitoring device:** Murphy requested that the approval from December P & DC meeting for purchase of device be rescinded due to funds not available in Land Conservation expense account and the spending of Land Con revenues not allowed due to County Ordinance. Motion by Keckeisen rescinded, 2<sup>nd</sup> by Colby rescinded.

**Communications:** Murphy presented communications from River Alliance thanking county for donation, a notice on increase of federal mileage rates, and a communication on DATCP listening session.

**Update on 2006 SWRMP projects:** Murphy presented update with no discussion.

**Motion by Dehmlow/Dixon to postpone** discussion on item g, 2007 LWCD Policies and Procedures and item j, Resolution 119-1992, carried unanimously

**2007 LWCD Plan of Operations:** Murphy reviewed 2007 Plan, after discussion and revisions, Murphy was instructed to bring revised plan to February 2007 P & DC meeting.

**NR820 draft rules:** Murphy reviewed his comments to draft rules, motion by Keckeisen/Dixon to forward comments to DNR

**Items for February P & DC meeting:** Resolution 119-1992, 2007 LWCD Policies and Procedures, 2007 LWCD Plan of Operations, watercraft purchase

**Set next meeting date:** Next meeting scheduled for February 13, 2007 at 9:00 a.m.

**Adjournment:** Motion to adjourn at 12:12 PM. by Keckeisen /Breene, carried unanimously.

Respectively submitted,  
Al Sabastiani, Chair

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

DATE: January 10, 2007                      TIME: 9:00 a.m.                      PLACE: A260  
Adams County Courthouse      400 Main Street                      Friendship, WI 53934

MEMBERS PRESENT: Florence Johnson, John West, Cynthia Loken, Jerry Kotlowski, Mike Keckeisen for Harry Davis

EXCUSED ABSENT: Harry Davis

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Corporation Counsel Kneiss, Dennis McFarlin, Terry Scheel, Nick Segina, Deb Barnes, Dee Helmrick, Jane Grabarski, Shirli Suchomel, Brent York, Jolene Orłowski, Craig Orłowski, Sam Wollin, Roberta Sindelar

1. Call to Order – At 9:08 a.m. Chair West called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Johnson, West, Loken, Kotlowski, Keckeisen present. Excused absent: Davis.

4. Approve the Agenda – **MOTION** by Kotlowski/Loken to approve the agenda for the January 10, 2007, meeting. MC/Unan.
5. Approve minutes of December 13 and December 19, 2006, meetings – **MOTION** to approve was made by Kotlowski/Loken. MC: 4 Yes; Keckeisen abstained.

**Coroner's Report-** Coroner Terry Scheel introduced himself. Nick Segina introduced himself as Chief Deputy Coroner and took the floor to explain new death recording procedures and death notification, centralizing all death information including nursing home, hospice, and assisted living facilities. The paging system is now a one-dial pager to page the coroner automatically, and every coroner call will be issued a report number by the Sheriff's Department. Sheriff's Department dispatch radio logs will record time of call and time of arrival for coroner calls. Keckeisen advised Segina and Scheel to check their budget prior to ordering pagers and see if they have to go through the MIS. Segina stated they already ordered four pagers themselves for \$115 apiece without knowing what is in the budget. Coroner is to put the new notification policy in writing and submit it for approval to Corp Counsel, then full County Board. **MOTION** by Loken/Kotlowski to approve the Coroner's report and vouchers. MC/Unan.

**Family Court Commissioner** – At 9:25 a.m. Dennis McFarlin explained filling in judging small claims court cases, adding that more courtroom space is needed now.

#### **Child Support –**

1. Performance measures December report was included in the Committee packet and numbers continue to be good.
2. Conferences/training: Deb reported that a Round Table is coming in Madison February 1 to discuss regional Child Support issues. Deb wants to go with Tori or Janet at the cost of meals and mileage only. **MOTION** by Johnson/Loken to approve Deb Barnes and one office worker to attend the Madison Round Table February 1, 2007. MC/Unan.
3. Office activities: Special Funds items that were approved at the last meeting have been purchased. Deb brought the documentation to Committee. Per Corp Counsel, Deb is to post her vacant position and sought Committee approval for that. **MOTION** by Loken/Johnson to approve posting the open Child Support Secretary/Receptionist full-time position. MC/Unan.
4. Line Item Change: this is not necessary now that item 3 has been taken care of. No action.
5. Payment of December 2006 bills: Deb explained "Indirect Cost Claiming" for 2006 and the necessary adjustment from 2007 cost claiming. Vouchers for Child Support were signed.

**Clerk of Circuit Court** – Dee Helmrick handed Committee the Community Service Program Coordinator's Reports. Dee explained her personnel situation and stated if she can't fill the missing employee's position as it is, she will need another position established. Her current 90-day LTE expires December 18 and cannot return until January 19. West suggested the Committee start creating a temporary full-time position for Clerk of Court. Jerry Kotlowski was excused at 10:02 a.m. Dee requested approval for two trainings: she and one deputy wish to attend the District County Clerk Meeting in Mauston for court processing training at no expense other than straight wages and travel. She reported a Winter Conference on Domestic Violence in Stevens Point February 14-16, 2007, the first day of which is grant-sponsored. The remaining expense would be one night's lodging, travel, and one to two meals and Dee requested to attend with one deputy. She also requested to send her staff to a one-day Specialty Seminar at the cost of \$10.00 each plus mileage to Madison or Eau Claire. The money for these trainings is in the budget. These items were not listed on her agenda and could not be acted upon. A special Public Safety and Judiciary Committee meeting will be posted to meet before County Board on Tuesday, January 16, 2007, at 12:45 p.m. to approve these trainings. **MOTION** by Johnson/Keckeisen to approve Dee Helmrick attending Friday's District Clerk Meeting. MC/Unan. Dee handed out the resolution approved at last month's meeting concerning the collection agency to be contracted.

Committee signed and it will be forwarded to full County Board on January 16, 2007. Clerk of Court's vouchers were turned in.

**Register in Probate** turned in vouchers.

**District Attorney-** Vouchers were turned in.

**Emergency Government –**

1. At 10:20 a.m. Jane Grabarski reported Communication Service did the temporary repair of the communication tower on the Friendship Mound. The easement legal access – an appraiser came for a site visit for this proposal. Highway is involved as well.
2. Grant updates: \$2,580.98 was received for full coverage of the fall exercise. Radio equipment and reprogramming: reprogramming is taking place this week. 2005 equipment grant audit: an on-site audit is planned to see if we have the items that were funded.
3. The Kings Way Dam- The soil survey is good and the 6-toe drain plan is finalized and engineer approved. It has gone to the DNR for approval. Construction is slated for late winter, probably March. The water will be back up by DNR ruling, probably in spring 2007.
4. Training: CAMEO computer program three-day off-site training for Hazardous Materials is taking place January 30-31, and February 1 at Volk Field. Funding is in the budget. Grabarski requested approval to attend at travel expense only. **MOTION** by Loken/Johnson to approve the Emergency Management Director to attend the CAMEO training at Volk Field January 30-February 1, 2007. MC/Unan. NIMS/ICS: Six sessions are scheduled at MSTC locations to confirm to municipalities their 2007 NIMS/ICS requirements for them and their First Responders to remain grant-eligible. All municipality clerks received notice of these meetings.
5. Emergency Operations Plans status: September 30 is the end of the Federal fiscal year and first-half updates are due March 31; second half updates are due prior to September. This plan is to detail how we will respond to emergency situations.
6. Office activity – Jane's photo was in a newsletter showing her testifying for the Wisconsin Emergency Fund concerning the value of its reimbursement to Adams County for the Cottonville Fire.
7. Vouchers/Purchase Orders were on the table. **MOTION** by Keckeisen/Loken to approve the Emergency Government vouchers. MC/Unan.

**Sheriff's Department** At 10:30 a.m. Sheriff Renner thanked former Sheriff Sindelar for her help in getting him acquainted with the various meetings and procedures.

1. Communications – Chief July reported that the DOT responded to an inquiry about reimbursement for the drug recognition training, and no funding will be coming because the deadline had passed. This information will be forwarded to Finance Committee.
2. Animal Shelter/Animal Control reports were in Committee's packet.
3. Chief Deputy Report:
  - a. Discuss Credit Card use – Proposed forms were discussed. Prior approval by the Sheriff and Chief Deputy is now required, and receipts are required or no approval will be granted.
  - b. Copier for booking, purchase or lease – Chief July informed Committee that the copier in booking was broken and in need of over \$700 in repair. It is not covered by service contract because it is old enough that no service contract is offered by the copier company. A new copier would cost \$1,000. Chief showed how funding could be accomplished in the current budget. **MOTION** by Keckeisen/Loken to purchase a new copier for Booking and go through Liz Hendrickson for purchase. MC/Unan.

- c. Hiring On-Call, PT, or LTE secretary – the department policy and procedure manual will require approximately 500 hours of typing and Chief July sought Committee’s approval to hire help at \$11/hour for this project. **MOTION** by Loken/Johnson to approve the Sheriff to proceed with hiring LTE secretarial help for creating the policy and procedure manual as outlined. MC/Unan. This issue will go to Corp Counsel for wording and advertising.
  - d. Joint project with Highway, weight restriction enforcement on County roads – Chief July gave a report to Committee and explained that fines could reach \$20,000 for serious violations. The County needs an ordinance to adopt State Statutes for local enforcement, and then the County will get half of the fine. Six scales are needed and training is minimal and at no cost from State Patrol. At 11:15 a.m. Keckeisen requested a ten-minute recess. The meeting resumed at 11:25 a.m.
4. Jail Captain Report
- a. Safekeeper Report was included in Committee’s packet. Probation and Parole pays for probation holds in jail, and this check was deposited as Safekeeper revenue. The shower project went well and is now finished. Wood County Safekeepers are back now.
  - b. Blackberrys – Grant money could be available for PUSH technology. Captain Beckman reported it is best to have our own server for security. Keckeisen stated there will be a meeting Friday with MIS and Linda McFarlin for grant money and Captain is to get costs for proposed devices to this meeting.
  - c. Dental fees – Captain Beckman has negotiated a 10% discount with Dr. Parlante for inmate visits. Extractions are the only procedures being done.
  - d. Spillman training – The schedule is set and already underway. Captain reported that the Spillman instructors are good, and some of the staff has visited Green County to see the Spillman system there up and running.
  - e. Jail Shower report – The total shower project cost \$76,000. It was found that every shower floor was double-tiled, all of which had to be removed, and new drain work was done outside the scope of the original proposal. All is up to code now. Huber showers will have to be evaluated in the future for the same problem.
  - f. Jail operations report - Maintenance contracts are in negotiations for locks, cameras, and medical services. Quantic Architecture will be here with the space needs study January 17, 2007. Marquette County declined to purchase the old food trays, as their facility had the same problem with them as we had. They have been sent to storage for auction. Captain Beckman is holding the food service provider to the signed contract concerning the amount of food they now wish to serve. Should any cut in the amount of food occur, Consolidated Management will be held in breach of contract.
5. Accident Reports, Purchase Orders/Vouchers, Financial Reports, and Payroll/Overtime reports were all in Committee’s packet. Committee Reports will be generated for next month’s meeting; they were not ready due to training time constraints. **MOTION** by Loken/Keckeisen to approve the Sheriff’s Department vouchers and send them to Finance. MC/Unan.
6. Set next meeting date: Wednesday, February 14, 2007, for the regular monthly meeting in Room A260, and Special Meeting date of Tuesday, January 16, 2007 at 12:45 p.m. in A231. For the next agenda: Conference and training approval on each agenda of Public Safety & Judiciary’s eight committees, permanently.

**MOTION** by Loken/Keckeisen to approve vouchers for: Child Support, Clerk of Court, District Attorney, and Register in Probate and send them to Finance. MC/Unan.

At 11:57 a.m. Chief July summoned Corp Counsel to the meeting and Kevin Kneiss joined the meeting at 12:02 p.m. **MOTION** by Loken/Johnson to convene in closed session per Wis. Stat. 19.85(1)(e)

deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session discussion of WPPA CBA Negotiations Update. Roll call vote: Johnson: Yes. Keckeisen: Yes. West: Yes. Loken: Yes. Unanimous. Roberta Sindelar, Shirli Suchomel, Craig Orłowski, Jolene Orłowski, Sam Wollin, and Brent York left the meeting, and at 12:06 p.m. the meeting closed. Mike Keckeisen was recused from the closed session. Sheriff Renner and Chief July left the meeting from closed session. Meeting adjourned from closed session in a **MOTION** by Johnson/Loken at 12:55 p.m. Roll Call Vote/Unan.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

*These minutes are not yet approved by Public Safety & Judiciary Committee (01/17/07)*

ADAMS COUNTY PUBLIC WORKS COMMITTEE  
**THURSDAY, JANUARY 11, 2007, 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**  
                                  **Robert Dixon**  
                                  **Florence Johnson**

**OTHERS PRESENT:**     **Ronald Chamberlain ~ Highway Commissioner**  
                                  **Myrna Diemert ~ Solid Waste Director & Hank Strohmeyer ~ Solid**  
                                  **Waste Foreman, Dan & Solveig Patton, Jay Weidman, Rick Stone, Rob**  
                                  **Standeven and Tim Garrigan**

**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, January 11, 2007.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

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

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

**APPROVAL OF MINUTES OF LAST MEETING (DECEMBER 14, 2006):** *Motion by Renner to approve the Minutes as printed of the Adams County Public Works Committee Meeting for December 14, 2006, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- Driveway Access ~ CTH "E" ~ Patton

- Review & Act on Single Axle Rear Drive Truck Bids

**HIGHWAY**

**DRIVEWAY ACCESS ~ CTH “E” ~ PATTON:** Dan and Solveig Patton were present to request an additional driveway on their property, due to safety issues. County Road “E” is a very busy road and the Patton’s are backing up their semi-truck into their property on this road. ***Motion by Morgan to approve an additional driveway access for Dan and Solveig Patton on County Road “E”, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & ACT ON SINGLE AXLE REAR DRIVE TRUCK BIDS:** The following bids were received for the Single Axle Rear Drive Truck:

<b>Vendor</b>	<b>Make/Model</b>	<b>Single Axle Truck</b>
<i>Badger</i>	<i>Sterling L8511</i>	<b>\$70,979.00</b>
<i>Peterbuilt WI</i>	<i>340 Peterbuilt</i>	\$70,634.00
<i>Truck Country</i>	<i>Freightliner/M2 112V</i>	\$90,842.00
<i>Mid-State</i>	<i>7500 International</i>	\$70,453.00
<i>V&amp;H</i>	<i>Sterling L8500</i>	\$69,643.00

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
JANUARY 11, 2007 ~ 9:00 A.M.**

***Motion by Dixon that in the best interest of Adams County to award the Single Axle Rear Drive Truck bid to Badger Truck Center for the price of \$70,979.00, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**CTH “G” ~ HAZARD ELIMINATION GRANT:** ***Motion by Renner to correct the curves on County Road “G” and Duck Creek Avenue through the Hazard Elimination Grant in a manner as to affect the minimum number of property owners as possible, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**TRI-COUNTY COOPERATIVE AGREEMENT:** A County Highway Department Cooperative Agreement between Adams, Waushara and Marquette Counties was reviewed as presented. This agreement addresses:

- These three Highway Departments to work together where and whenever possible
- Manpower / Equipment Sharing
- Cooperative Purchasing

***Motion by Morgan to approve the County Highway Department Cooperative Agreement as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (AGREEMENT ATTACHED TO MINUTES)***

**RESOLUTION ~ OUT OF STATE TRAINING:** ***Motion by Dixon to approve a Resolution for out of state training for two highway employees to attend Etnyre chip spreader and Distributor School in Oregon, Illinois and to forward this Resolution to County Board to be acted on at the February 2007 County Board Meeting, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**EQUIPMENT ~ PICKUP TRUCKS:** ***Motion by Morgan to allow the Highway Commissioner to advertise for pickup truck bids, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & ACT ON HIGHWAY DEPARTMENT DEPARTMENTAL POLICY:**

*Motion by Renner to approve the Highway Department Departmental Policy as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (POLICY ATTACHED TO MINUTES)*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- ✓ An 8000# forklift has been purchased for \$23,150.00 from Yale Equipment Services.
- ✓ The new equipment trailer is on board.
- ✓ The 2006 State RMA contract ended with \$590.90 in the day-to-day accounts and \$15,000.00 in the reserve. I hope to get this carry over in some form of RMA.
- ✓ The equipment to be disposed of will be going on line in the next 1 to 2 weeks.
- ✓ All the necessary repairs to the shop are complete.
- ✓ Working with the Sheriff's Department to obtain overweight enforcement. It appears that they will be able to supply the training if we can supply the equipment. I am currently researching that equipment, but it definitely looks feasible.
- ✓ Brushing on STH 21 is complete, we are currently brushing on various portions of the CTH and are crack filling various areas of the CTH.
- ✓ The advertisement for the Class three truck driver laborer is in the paper.
- ✓ CHEMS Training for staff is ongoing and is being supplied by our office staff.
- ✓ ASE certifications are in process for our mechanical staff.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING**

**JANUARY 11, 2007 ~ 9:00 A.M.**

*Motion by Johnson to approve the Highway Department Operations Report as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES: NONE**

**FINANCIAL REPORT:** *Motion by Johnson to approve the December 2006 Financial Report as audited and to transfer \$230,012.62 out of the Administration Account and put into: CTHS Winter Maintenance ~ \$140,000 / CTHS Road Construction ~ FAS ~ \$90,000.00 / New Highway Facility ~\$12.62, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PAYROLL & VOUCHERS:** The Highway Department payroll and vouchers were presented to the Committee for signatures. *Motion by Johnson to approve all payrolls and vouchers as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**SOLID WASTE**

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented copies of the "Department Head Out of Office Report" for herself for Tuesday, January 16 through Friday, January 19<sup>th</sup>. She stated that she will be out of town and will miss the January 16<sup>th</sup> County Board meeting as well as the Department Head Meeting scheduled for January 18<sup>th</sup>. There was no other business to present to the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the December 2006 Financial Report and two Friday checks for approval. She explained that there was one month of revenues to come in yet as January's revenues are for December services. She will have a final year-end report at the next meeting. *Motion by Dixon, second by Johnson, to approve the December 2006 Financial Report as presented. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report for Dec 2006/Jan 2007 (see attached copy) and discussion was held. *Motion by Renner, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

**DISCUSS REQUEST FOR FREE/REDUCED CHARGES FOR HARDSHIP CASES:** Ms. Diemert presented a request from a contractor to reduce the fee for debris brought in for a burned house. Ms. Diemert presented information from the past two months on tip fee charges for four houses that had burned and been brought in by other contractors. These charges add up to approximately \$10,000 in revenues and some of the homeowners did not have any insurance. She stated that she understands that people need help when a fire or other tragedy occurs but that she is responsible to the taxpayers and it isn't her place to offer free or reduced fees and that her budget is tight enough already. She currently refers people who ask for assistance to the Social Services Department. Discussion was held. It was the consensus of the Committee that they were sympathetic towards anyone suffering damage from fire or other tragedy, however, with current budget constraints they felt they could not offer free or reduced fees to certain people. They also felt they did not want to set a precedent by offering it to one and not others.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert presented a conference registration form for the 2007 AROW/SWANA/WCSWMA Winter Conference in Appleton on February 21, 22 & 23, 2007. She stated that she would like to send three employees to one day of the conference as there were sessions directly relating to their jobs. *Motion by Renner, second by Morgan, to allow the three employees to attend one day of the conference. All in favor. Motion carried.* Committee members then signed the authorization form for the employees. Committee members also filled out their conference registration forms and stated whether or not they needed rooms. Ms. Diemert

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
JANUARY 11, 2007 ~ 9:00 A.M.**

will make the room reservations. The Committee signed Friday Check purchase orders for the registration fees and hotel.

**REI GRANT PARTNER AGREEMENT(S):** Ms. Diemert stated that she had no new REI Grant Agreements to bring before the Committee.

*MOTION BY JOHNSON, SECOND BY RENNER, TO CONVENE INTO CLOSED SESSION UNDER SECTION 19.85(1)(g) OF THE 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-OFFICE MANAGER/LOSS CONTROL & SAFETY OFFICER AND UNION GRIEVANCE. ROLL CALL: BABCOCK-YES, RENNER-YES, MORGAN-YES, DIXON-YES, JOHNSON-YES.*

*The Committee went into Closed Session at 1:37 PM.*

*MOTION BY JOHNSON, SECOND BY RENNER, TO RECONVENE INTO OPEN SESSION UNDER SECTION 19.85(2) OF THE WIS. STAT., TO RENDER A DECISION REGARDING THE CREATION OF THE OFFICE MANAGER/LOSS CONTROL & SAFETY OFFICER AND THE UNION GRIEVANCE. ROLL CALL: BABCOCK-YES, RENNER-YES, MORGAN-YES, DIXON-YES, JOHNSON-YES.*

*The Committee reconvened the Open Session at 2:00 PM.*

*Motion by Johnson, second by Dixon, to deny the Union Grievance, to reaffirm their support for the Office Manager/Loss Control & Safety Officer position and to sign the new County Board Resolution, Job Description, Organization Chart, and Personnel Recruitment Form with the current date of 2007, and to present this to County Board at the March 2007 meeting when the Solid Waste Director could be present. All in favor. Motion carried. **The Committee then signed the appropriate forms.***

**VOUCHERS:** *The vouchers were presented to the Committee and signed. Motion by Renner, second by Morgan, to approve the vouchers and send on to the Administrative & Finance Committee. All in favor. Motion carried.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** Ms. Diemert stated she has no new items to place on the next agenda at this time.

**NEXT MEETING DATE AND ADJOURN:** The next meeting will be held on Thursday, February 8, 2007, at 9:00 A.M. at the Highway Department. *Motion by Johnson, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 2:29 P.M.

Respectfully submitted,

David Renner, Secretary

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

SITE REPORT

January 11, 2007

SOLID WASTE DEPARTMENT

**TIPPAGE REPORT:** 1,912,580 lbs of garbage were brought in which is the highest amount ever brought into the landfill for December.

There were 27 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,620 annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,608 new customers over the scale.

**MEETINGS/SEMINARS/TRAININGS/CONFERENCES:** Remind the Committee that the AROW/SWANA/WCSWMA Winter Conference will be on W-F, February 21-23, 2007 in Appleton at the Radisson Paper Valley Hotel. Will need registration forms & room reservation information at this meeting so the Director can make the arrangements.

The Landfill Advisory Committee meeting was held on December 18, 2006 at the Strongs Prairie Town Hall at 7:00 PM.

Attended the Health Insurance Study Committee meeting on Tuesday, January 9, 2007. Will attend the next meeting scheduled for January 23<sup>rd</sup>.

Will attend the WCSWMA Executive Committee meeting in Mosinee on Friday, January 12<sup>th</sup>.

Will be on vacation from January 16<sup>th</sup> through January 21<sup>st</sup> and will miss the January 16<sup>th</sup> County Board Meeting as well as the January 18<sup>th</sup> Department Head Meeting.

Met with Corp Counsel on two occasions to discuss the new position and Union Grievance.

Attended other various meetings through the month.

***SITE/EQUIPMENT IMPROVEMENTS:*** Normal maintenance and repairs were performed during the month.

***INSPECTIONS:*** No inspections were performed during the month.

***LOSS CONTROL/SAFETY/STAFF ISSUES:*** Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

A staff meeting and luncheon was held on Thursday, December 21<sup>st</sup>. Agenda items included: New Solid Waste Department Radio Procedure that follows FCC regulations; new FCI & Saturday schedules, Landfill Re-certification CEU hours and training.

Wrote a letter for a business in town that found residential garbage dumped in their dumpster. Also wrote letters to two customers who were putting demolition waste into the residential dumpster. This can damage our trucks.

Met with Corporation Counsel & Union on January 4<sup>th</sup> and January 9<sup>th</sup> regarding part-time employee.

Notified Highway Department that someone had bent the gate at the highway. He asked that our employees fix it if we could. The fence was repaired enough to close it properly.

#### SITE REPORT

January 11, 2007

### **SOLID WASTE DEPARTMENT**

Contacted DNR and other SW managers about fluorescent light bulb salespeople offering “green” bulbs that do not need to be recycled. The DNR called the company and informed them of the current laws in WI regarding recycling of mercury products. This was passed on to all SW contacts in WI.

Furnished information to County Treasurer regarding liability for old landfill sites that are tax foreclosures. There has been instances where private companies who own landfills will stop paying taxes after the landfills are closed and when the County took the property the County then became liable for future environmental liability.

Completed the DNR Recycling Fee and License Surcharge Report and Invoice for the 4<sup>th</sup> quarter, 2006.

A customer fell on the ice near the recycling roll-off. A claim was filed with Corporation Counsel. A copy of the Incident Report was forwarded to Corporation Counsel.

Certificates of Insurance were received and forwarded to FCI, Northern Bay and the City of Adams as required in contracts.

No other significant loss control/safety issues were seen this month.

**\*See Site Improvements section for more Loss Control/Safety Issues**

**INDUSTRIAL PARK:** Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections. Monona Plumbing conducted the quarterly testing of the wellhouse pumping system on Thursday, November 16<sup>th</sup>.

**ADMINISTRATIVE PROJECTS: During the month of Dec/January the Director performed the following duties:** Arranged shipments of tires, baled recyclables, tin, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed.

Continued to coordinate new curbside and residential route customer orders. We had 19 new customers since the last report that adds \$5,451 in annual revenues to the department. Many other inquiries and order changes have been received. Ordered containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program. We are currently bringing in over \$325,848 in revenues from this program.

Completed and handed out copies of the 2007 FCI & Saturday schedules. Employees rotate these duties and they receive a calendar in advance.

Met with marketing vendors, placed ads regarding various advertisements around the county.

Submitted monthly recycling report to the City of Adams as required.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

**LANDFILL CONSTRUCTION:** No new construction was performed.

Resources & Recreation Committee  
Minutes of Meeting  
**January 4, 2007 @ 10:00 AM**  
**Adams County Community Center**  
**569 N. Cedar Street, Room 103**  
**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order by Chairman Repinski at 10:03 AM, in Room 103, Adams County Community Center.
2. **Properly announced:** Jennifer Swensen indicated that the meeting was properly noticed.

3. **Roll Call:** Roll call was taken by Chairman Repinski; Neuenfeldt, Licitar, Dehmlow, Ward, and Repinski present. Staff present Don Genrich, Agriculture Agent, Jennifer Swensen, 4-H Youth Development Agent. Edie Felts-Podoll excused.
4. **Agenda Approval:** Motion by Ward and Second by Neuenfeldt to approve the agenda as presented. Motion carried.
5. **Approve Minutes:** Motion by Dehmlow and Second by Licitar to accept minutes of the Resource & Recreation Committee of December 7, 2006 as presented. Motion carried.
6. **Public Participation:** None
7. **Resources/Extension Communications:** None
8. **Items for Action or Discussion**
  - a) Vouchers/Expenditures: Motion by Neuenfeldt and Second by Dehmlow to approve the vouchers for December 2006 and one for January 2007. Motion carried.
  - b) Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Discussion regarding monthly reports took place. Motion by Licitar and Second by Neuenfeldt to place monthly staff reports on file as written. Motion carried.
  - c) Approve Calendars of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Dehmlow and Second by Licitar to approve monthly calendars as presented for Felts-Podoll, Swensen, and Genrich. Motion carried.
  - d) WACEC January 5<sup>th</sup>, Elizabeth Inn, Plover – Final Plans – Discussed final plans and meeting times.
  - e) WACEC Annual Meeting Madison March 26-28 – Motion for any member who wishes to attend may attend the WACES Annual Meeting in Madison. Motion by Dehmlow and Second by Neuenfeldt. Motion carried. Discussion for tentative attendees are as follows: Repinski, Neuenfeldt, Dehmlow, and Licitar.
  - f) Legislators at the State WACEC Meeting – It was noted that the committee would like to meet with local representatives.
  - g) Community Center – Motion for Ward, Felts-Podoll and Linda Arneson to attend the Executive Committee meeting on behalf of the Extension Office to explain issues regarding the community center rooms to include scheduling and security. Motion by Licitar and Second by Neuenfeldt. Motion carried.
  - h) Community Center – Security – Through discussion the committee was supportive of a panic alarm being installed in each department in the community center, to total three. This topic will be brought to the attention of the Executive Committee.
9. **Resources/Extension Report of Departments**
  - a) Generations – Eleanor Bonnett and Edie Felts-Podoll or Power of Attorney for Finance & Property – No action
10. **Resources/Extension Report of Committee Members** - None
11. **Set Next Meeting Date** – Thursday, February 1, 2007, 10:00 AM at the Community Center, Room 103.
12. **Agenda Items for Next Meeting:**
  - Felts-Podoll December Monthly Report Question: page #2 Bankruptcy Program
  - 10 minute Gypsy Moth program by Genrich
  - 10 minute Generations or Power of Attorney program by Felts-Podoll and Eleanor Bonnett
13. **Adjourn:** Motion by Dehmlow and Second by Ward to adjourn. Motion carried. Meeting adjourned at 11:50 PM.

Minutes taken by Jennifer Swensen

4-H/Youth Development Agent  
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**  
**January 9, 2007**  
**10:00 a.m.**  
**Adams County Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 10:08 a.m., by Chairman Repinski.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Dave Repinski, Bob Neuenfeldt, Fran Dehmlow, Glenn Licitar, and Bev Ward. Others present: Fred Nickel – Parks Director, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Marv Bennett – Castle Rock Park Manager, and Darren Tolley – Petenwell Park Manager.

**Approve Agenda:** Motion by Ward/Licitar to approve the agenda as printed. Motion carried.

**Previous Minutes:** Motion by Neuenfeldt/Dehmlow to approve the December 12, 2006, minutes as presented. Motion carried.

**Agenda Items:**

1. No public present.
2. No special user requests.
3. Bev reported a caller was concerned about having to pay at Easton when nothing is there. Director explained that fees were implemented at all public accesses and parks owned and/or maintained by the county parks. The fee is a park user fee, not a boat launch fee. Several years ago the boat landing at Easton was repaired at a cost of approximately \$16,000 to the county. User fees were implemented to off-set some of these costs. Bev further reported the caller wanted to know why committee meeting agendas were no longer posted in the local paper. The paper is not required by law to publish the agendas, they are supplied with the agendas and keep them on file. The local paper stopped publishing the agendas when additional information was included making each agenda quite long and was too costly for newspaper to publish and longer for free. The paper would charge their normal publishing fee to print the agenda(s). Bev will discuss this issue with Corporation Counsel and report back to Committee.
4. Motion by Ward/Neuenfeldt to approve the revised Administrative Directive on Campground Operations/Management” with the addition of “or under the camping unit” to the sixth item. Motion by Dehmlow/Neuenfeldt to postpone the above to the February committee meeting. Roll

- call vote, Repinski – yes, Licitar- yes, Neuenfeldt - yes, Dehmlow- yes, Ward – no. Motion carried. No action to be taken on the first motion.
5. Director reported receiving the ATV and Snowmobile license agreements from Plum Creek; however the ATV agreement is only for one-year which would prevent the County from acquiring trail grants; therefore, trail(s) would be closed. Director will setup a meeting with Plum Creek Reps to further discuss the above and any Committee member(s) may attend also. The snowmobile license agreement is for three years as in the past.
  6. Copies of the proposed County-wide Outdoor Recreation Plan were distributed to Committee at the December 2006 meeting. Motion by Ward/Licitar to approve the Outdoor Recreation Plan as printed unless any Committee member has any changes within two weeks. Motion to include Director forwarding plan to County Board for approval in February. Motion carried.
  7. Director will take previously approved resolution to transfer unused 2006 Skateland funds to the Outlying Parks 2007 budget at the January county board meeting.
  8. Motion by Ward/Dehmlow to approve Licitar or Repinski attend a meeting with Alpha Terra January 23, 2007, regarding safety and equipment maintenance. Motion carried. Director distributed copies of repair and maintenance bills on the Petenwell Park John Deere mower to Committee.
  9. Revenue report was reviewed. Director will provide an end-of-year financial report to Committee at February meeting.
  10. Motion by Ward/Dehmlow to approve the bills as presented and forward to Finance Committee. Motion carried.
  11. February agenda items will include the following: Campground Management Objectives, Report on Alpha Terra meeting, and Committee May Recess to County Park(s) for On-site Inspection(s).
  12. Committee set the next regular Resource and Recreation Committee meeting date for February 12, 2007, 10:00 a.m., Courthouse Conference Room A260.
  13. Committee did not perform on-site inspection.
  14. Motion by Ward/Licitar to adjourn at 12:04 p.m. Motion carried.

Submitted by,

Glenn Licitar  
Committee Secretary

These minutes have not been approved by the Resource and Recreation Committee

MINUTES  
SCLS BOARD OF TRUSTEES  
January 8, 2007 -12:15 p.m.  
SCLS ADMINISTRATION

**Present:** R. Barden, R. Curtis, L. Davis-Brown, J. Hanson, J. Healy-Plotkin, M. Howe, T. Iaccarino, R. Keen, H. O'Donnell, J. Pugh, P. Townsend, J. Wheeler

Present:

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

Absent: E. DeSchmidt E. Krszjzaniek

Excused: F. Cherney, J. Kreten, C. McGuire, N. Nelson, G. Poulson, P. Westby

Call to Order: In the absence of the President and Vice President, Secretary J. Hanson called the meeting to order at 12:15 p.m.

a. Introduction of guests/visitors and new board members: None

b. Changes/additions to the agenda: None

c. Requests to address the board: Dr. Curtis thanked SCLS for his get well card.

**Minutes:** M. Howe moved approval of the December 11, 2006 minutes. R. Barden seconded. Motion carried.

**Bills for Payment/Financial Statements:** L. Davis-Brown moved approval of the bills for payment in the amount of \$136,649.17. J. Pugh seconded. Motion carried.

**President's Report:** No report

**Committee Reports:** Advocacy - the committee will meet prior to the February Board meeting.

Nominations - On behalf of the nominations committee recommendations, B. Keen moved approval of the following officers: Francis Cherney- President; Janet Pugh Vice President; June Hanson- Treasurer; Joan Wheeler- Secretary. P. Townsend seconded. Motion carried. SCLS Foundation Report: L. Davis-Brown noted the M&I trust report indicates the foundation investment portfolio market value at \$193,510.00. Phyllis and Bob-Blitzke will be visiting 12 -15 member libraries from January through March to speak to library board members in hopes of setting up endowments with the Foundation.

Barbara Brewer, director of the Monroe Public Library, has volunteered to be the PLAC representative for the Foundation. Circulation and **ILL** Statistics: LINK circulation is up 5.63% from last year. System Director's Report:

Because the December 21 st Dane County Board meeting was cancelled, we are still waiting for confirmation of two new Dane County appointments to the board. The annual report will be presented to the Board in March. LINK circulation was just short of 11 million in 2006 - an increase of 5.63%! Stef and Phyllis attended the Governor's inaugural speech. One of his priorities is education and putting kids first. Legislators need to understand that libraries are a large part of that. WI Library Legislative Day is January 23rd. Phyllis will be at ALA in Seattle. We hope to be well represented by our member libraries, staff, and Board. The WLA website offers the ability for those who are not able to attend, to email or call their legislators and express their issues/concerns. SCLS received an opinion letter from the Attorney General's office regarding surveillance systems in libraries and privacy/disclosure of the video collected. PLAC discussed this at length and would like further information about the pros and cons of surveillance equipment and what this interpretation means in practical terms. Stef noted Jean Anderson has been hired as our CE/Multitype Coordinator. Her first day will be February 1. The Technology position job description is being re-evaluated and there has been some reassigning of specific tasks to Nichole and Dan. Stef will present the job description to the Joint Technology committee for their input. Automation will be interviewing for the cataloging position January 9.

The CE schedule is in the works for 2007 and a great workshop, "Bridges out of Poverty" will be held February 9th. Workshops like this help increase awareness of the differences in economic cultures and how those differences affect opportunities for success. The session includes developing an action plan to

improve services to clients and improving retention rates for new hires from poverty. This is an important societal issue that our libraries deal with and we're happy to be able to offer it. Everyone is encouraged to attend. Another CE opportunity SCLS is working on is exposing our member libraries to a variety of new technology. We will be partnering with OWLS and Winnefox to develop a curriculum that will be available online and will expose library staff to a new technology every couple of weeks or so. It hasn't been determined yet how this will be presented or how it will look, but it's in the works. Programs that SCLS submitted to WEMA (Wisconsin Educational Media Association) for their conference in Madison in March were accepted. Registration is open and WLA members may register at the WEMA member rate. Everyone is encouraged to check out the program because there are many relevant programs for all types of libraries, not just school libraries.

There were over 1,018,000 bookings, or time slots used at SCLS libraries that use Telus in 2006!! Telus is a system we use for booking computers and controlling how long people are on the computer. It's also a great way for SCLS to obtain statistics for the 27 libraries currently participating. Shawn Brommer, Youth Services/Outreach Coordinator, was appointed to the nominating committee for the Association of Library Service to Children, An ALA Division.

The Veteran's Museum was featured as an OCLC success story case study. They talked about how they are using WorldCat to bring their collection to a broader national audience. You may access this story at: [http://www.oclc.org/services/brochures/12111\\_K-Wisconsin-Veterans\\_Museum\\_Library\\_FINAL.pdf](http://www.oclc.org/services/brochures/12111_K-Wisconsin-Veterans_Museum_Library_FINAL.pdf)

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:** Stef presented a brief Novelist demonstration to the board. It went live to the public January 1.

Meeting adjourned at 1 :00 p.m.

H. Moe, Recorder

### System Director's Report January 2007

The new year is bringing us some new SCLS Board members from Dane county, as you will see from the Board roster in your mailing this month. We are also very pleased to welcome Jean Anderson, our new Continuing Education Coordinator, who started work today. And next week the ribbon will be cut to open the new library building in Albany.

Speaking of new libraries, some of us toured the Seattle Public Library last week during the American Library Association Midwinter meeting. There are some amazing new technologies for handling library materials that I will tell you about when we meet. But being in Seattle, I missed Library Legislative Day. Here is a letter I will be sending to the Governor and adapting for my legislators.

Dear Governor Doyle,

I attended your inaugural address and listened carefully to the State of the State message last week. I applaud your emphasis on improving education in Wisconsin, expanding services to children and helping Wisconsin innovators create jobs. And while I know and appreciate that you and Mrs. Doyle are both library supporters, I am writing to highlight the importance of libraries and public library systems in achieving the goals you have articulated.

No time is more important in human development than the first three years of life, when the brain begins to learn the skills upon which all further physical and mental growth depend. Wisconsin libraries recognize the important role they can play to educate parents of young children about early learning

concepts. As a result, birth-to-three story times and reading programs in libraries are increasingly being offered to help all children enter school ready to succeed. And kindergarten readiness is crucial for future success in schools.

Children who don't read over the summer return to school in the fall behind in reading comprehension skills by as much as three months. And lower-achieving students are already less likely to read out of school. More startling is the fact that this sort of reading loss is cumulative, which means that by the end of sixth grade these students can be as much as two years behind their peers. But Summer Reading Programs in libraries across the state help children maintain their reading levels through the summer, ready to return to school in September.

And libraries are important to job creation. A May 2006 *Business Week* article stated that, "Across the county, public libraries are giving would-be entrepreneurs a helping hand with resources and expert advice. It would not be a stretch to say that many could rival an MBA program in terms of the tools they offer for instruction and information - available for little or no cost." But as we know, these vital services do have a cost. Public library service in Wisconsin is a partnership between cities, villages, counties and the state. State funding for public library systems should be at a level equal to 13% of municipal and county expenditures for library service under a long-standing agreement. Unfortunately, state support has eroded over the years to less than 9%. Under budget caps, local funding for libraries has also not kept up with increased service demands. Checkouts of library materials at libraries within the South Central Library system grew by an average of nearly 6% in 2006. For libraries in the state to continue contributing to our shared goals, we need as much help as you can possibly give in the upcoming biennial budget. Thank you for your time and past support.

And I'll see all of you on the 12<sup>th</sup>.

Phyllis

**SOUTH CENTRAL LIBRARY SYSTEM**

**Circulation and ILL Statistics**

December 2006

	*2005 Population	2005 Circulation	**2005 Collection	2005 Annual Expenditures	Same Mo. Circ. 2005	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2006
<b>ADAMS</b>									
Adams City	18,263	89,633	30,503	307,102	7,496	6,304	1,978	2,847	93,285
Rome	2,944	23,070	16,772	102,563	1,638	1,843	36	-	24,425
<b>TOTAL</b>	<b>21,207</b>	<b>112,703</b>	<b>47,275</b>	<b>409,665</b>	<b>9,134</b>	<b>8,147</b>	<b>2,014</b>	<b>2,847</b>	<b>117,710</b>
<b>COLUMBIA</b>									
Cambria	779	24,812	8,857	80,976	1,846	1,770	918	454	24,622
Columbus	4,748	87,533	36,691	289,568	5,770	5,938	1,664	3,802	95,751
Lodi	2,968	94,660	28,718	234,801	6,730	7,015	2,682	2,463	99,495
Pardeeville	2,074	46,662	22,521	150,905	3,233	2,710	1,284	1,650	42,984
Portage	9,981	222,196	68,553	520,483	15,182	15,045	5,024	4,441	227,025
Poynette	2,496	53,579	20,035	102,390	3,876	3,965	1,302	1,764	56,167
Rio	987	34,425	25,335	117,710	2,508	2,730	136	-	32,643
Wis. Dells	2,465	75,461	39,470	306,156	5,758	6,326	2,880	2,240	82,223
Wyocena		1,737	4,317	56,544	136	337	89	644	2,879
Other City	28,065								
<b>TOTAL</b>	<b>54,563</b>	<b>641,065</b>	<b>254,497</b>	<b>1,859,533</b>	<b>45,039</b>	<b>45,836</b>	<b>15,979</b>	<b>17,458</b>	<b>663,789</b>
<b>DANE</b>									
Belleville	2,089	62,365	26,642	175,095	4,369	4,917	1,845	2,685	69,984
Black Earth	1,321	39,524	19,615	97,179	2,505	2,845	1,058	1,856	41,491
Cambridge	1,219	51,134	23,084	126,512	3,727	3,929	1,749	1,821	55,741
Cross Plains	3,452	81,215	38,383	283,471	5,349	6,170	1,872	3,066	85,171
Deerfield	2,109	49,352	20,176	139,147	3,639	3,527	1,824	1,988	50,347
DeForest	8,288	337,528	72,854	625,597	27,497	29,431	6,740	9,366	362,515
Marshall	3,613	55,687	26,865	161,497	3,864	3,942	1,723	2,766	55,265
Mazomanie	1,558	34,234	18,131	106,876	2,228	2,915	1,378	1,869	37,037
McFarland	7,179	144,347	47,966	341,214	28,520	13,205	3,627	6,359	183,645
Middleton	16,760	612,406	94,182	1,304,240	47,727	51,038	14,978	15,197	674,069
Monona	8,061	253,410	70,155	552,534	19,167	19,148	5,840	7,497	252,508
Mt. Horeb	6,378	203,277	46,740	555,414	13,247	14,750	6,489	4,861	204,289
Oregon	8,279	238,506	62,565	447,439	16,969	17,967	6,277	4,717	246,754
Stoughton	12,753	254,746	70,235	650,902	18,589	17,547	6,034	6,291	263,872
Sun Prairie	24,219	443,183	106,886	1,337,031	30,337	33,811	8,184	9,184	482,804
Verona	9,103	271,383	55,342	628,994	20,775	32,001	8,836	9,257	382,637
Waunakee	10,361	234,252	68,798	526,210	15,766	16,012	4,603	6,686	241,425
Madison	221,735	4,480,044	910,122	11,611,905	347,119	367,084	64,205	37,491	4,616,009
DCLS	110,097	167,252	45,031	3,615,848	12,905	13,091	1,837	6,144	171,213
<b>TOTAL</b>	<b>458,574</b>	<b>8,013,845</b>	<b>1,823,772</b>	<b>23,287,105</b>	<b>624,299</b>	<b>653,330</b>	<b>149,099</b>	<b>139,101</b>	<b>8,476,776</b>
<b>SUB TOTAL</b>	<b>534,344</b>	<b>8,767,613</b>	<b>2,125,544</b>	<b>25,556,303</b>	<b>678,472</b>	<b>707,313</b>	<b>167,092</b>	<b>159,406</b>	<b>9,258,275</b>

Administrative & Finance Committee  
December 14<sup>th</sup>, 2006 – 8:00 a.m.

Meeting called to order at 8:00 a.m. by Chairman Sebastiani. Members present were Mike Keckeisen, John West and Bev Ward for Dave Grabarski. Excused were Harry Davis and Dave Grabarski.

The meeting was properly noticed.

Motion by Keckeisen/West to deviate from the agenda and go to Insurance-Workman's Compensation Carrier and Property/Liability Review with Robert Kotecki from Associated Financial Group. Motion carried by UVV. Sally Saegert from Associated Financial Group was also in attendance.

Mr. Kotecki answered questions that the Committee had. Motion by Keckiesen/West to approve the resolution to be forwarded to County Board. Motion carried by UVV.

Mr. Kotecki stated that the Property/Liability review was to make sure we had the coverage we needed to protect the County. It doesn't appear that there would be any additional costs for the changes that should be made to the policies. One of the things pointed out to the Committee is that additions made during the year, such as a storage shed, playground equipment, etc. are not being made at the time they are done. Instead, the Treasurer must call to find out if changes have been made by the addition or elimination of different properties such as mentioned above. This could be a big liability issue for the county. The review process is still taking place and further updates will be forth coming.

Dawn McGhee joined the meeting at this time. The job description for the MIS-Computer Support Specialist Job was presented. Motion by West/Keckiesen to approve the job description. Motion carried by UVV.

Discussion followed on purchases. Public Health purchases to be made from Bioterrorism funds were explained. At this time "blackberries" were also discussed. Dawn explained what a "blackberry" was and what it would do. Further discussion revealed that the Sheriff's Department had discussed purchasing five and public health two. After much discussion, motion by Keckiesen/Ward that the Administrative Finance Committee would not approve any purchases of "blackberries" or any facsimile thereof for any department and any purchases made will be unauthorized and subject to disciplinary action. Motion carried by UVV.

Child Support would like to purchase a laptop to use in the Courtroom along with a wireless router. The cost of the laptop is \$1,400 and the Router is \$650. These are not county dollars and would be a big benefit to the department.

Office Suite Software, cost approximately \$325.00 per seat and the county has approximately 200, will wait until the 2007 update is available.  
Final replacements for 2006 are in the budget in the rotation program.

The AT&T Access for T1 had a rate increase of \$150.00 per month effective December 30, 2006. The new rate is \$250.00. After inquiries, motion by West/Ward to sign the increase notification. Motion carried by UVV.

Training purchases are not ready yet. Dawn is looking for something that would offer a book CD for backup. She will keep the committee informed.

Vouchers were reviewed and approved.

Motion by West/Keckiesen to approve the prior meeting minutes with the corrected date on the November 16<sup>th</sup> minutes. Motion carried by UVV.

The Committee set meeting dates and budget meeting dates for the 2007 year. Dates for the regular meetings are as follows:

Jan. 12 & 15; Feb. 15 & 16; March 15 & 16; April 13 & 16; May 11 & 14; June 14 & 15; July 13 & 16; Aug. 16 & 17; Sept. 14 & 17; Oct. 15 & 17; Nov. 15 & 16; Dec. 14 & 17.

These dates are subject to change if needed.

Dates for the budget meetings are as follows: From Sept. 4 through the 14th.

Budgets due to Clerk's office August 20.

Newspaper subscriptions will be discussed at next month's meeting.

County wide inventory was discussed and will be on next month's agenda.

Line item changes for Planning & Zoning were presented. Motion by West/Ward to approve the changes as submitted. Motion carried by UVV.

Direct Deposit was discussed. Motion by Ward/West to direct the County Clerk to send out surveys to all employees regarding Direct Deposit and that the survey should also contain information regarding the implementation process, time frame, possible change needed in contract languages, etc. Also, it should be noted in large letters that all employees should be advised that this is being requested by employees. Motion carried by UVV.

Motion by West/Keckiesen to recess for lunch until 1:30 pm. Motion carried by UVV.

Meeting reconvened at 1:30 pm. with Sebastiani, West, Keckiesen and Ward present.

Jodi Helgeson joined the meeting and discussed the used Plotter that they have for sale.

Motion by Keckiesen/West to direct Jodi to notify other counties that we have a used Plotter for sale. Motion carried by UVV. The monies would go back into Land Information.

Voucher were reviewed and approved with the exception of the two below.

Vouchers from Extension for a subscription to the Dells Events and a ESP Membership were denied at this time.

The Clerk read an e-mail received from Corporation Counsel regarding new non union employees paying 15% of the health insurance premium. Motion by Keckiesen/Ward to direct the Clerk to request Kevin to write a letter to the employees affected by this. Motion carried by UVV.

John West was excused from the meeting at 4:00 pm.

Motion by Keckiesen/Ward to recess until 1:00 pm on Friday, December 15<sup>th</sup>. Motion carried by UVV. Meeting recessed at 4:43 pm.

Respectfully submitted,

Bev Ward, Acting Secretary

**MINUTES OF THE ADAMS COUNTY AIRPORT COMMISSION  
18 DECEMBER 2006**

Meeting called to order at 7:05 PM by chairperson John West. Members present, Steve Pollina, Jerry Johnston and Mike Keckeisen. Absent Jerry Reuterskoild. Also present airport manager Mike Scott and Groundskeeper Sheldon Sundsmo.

Motion to approve the agenda by Johnston. Second by Keckeisen. Motion carried.

Motion to approve the Nov minutes as presented by Keckeisen. Second by Johnston. Motion carried.

**Airport Manager's Report:**

Correspondence. Letter from the WDOT regarding the upcoming FAA airport compliance inspection. Reminder of the upcoming Wisconsin Aviation Conference in May.

Financial/Fuel report: Scott reports that fuel sales are running about 10% above last year's level.

Equipment in good operating order.

Scott reported on a question in the retirement category. He is to check on this item.

Building account is about \$400 over budget.

Overall we are about 4% under budget so far this year.[2006]

Six year improvement plan. No action taken.

Airport land use zoning update. No action taken.

Airport disaster planning. No action taken.

Agricultural Lease. No action taken.

Delinquent hanger ground leases. Scott to check with Corp. Council on actions taken by them.

Scott also reported that the well casing was installed for the DNR's well. Hopefully the tanker trailer can be removed soon.

**Grounds Keeper's Report:**

All equipment is ready for the winter season.

Vouchers: All vouchers reviewed.

Motion by Keckeisen to approve the vouchers as presented. Second by Johnston. Motion carried.

Motion to adjourn until 7:00PM on Jan 15<sup>th</sup> 2007 at the Airport office by Johnston. Second by Keckeisen. Motion carried.

Meeting adjourned at 7:24PM.

Respectfully submitted by,

Stephen T. Pollina, Airport Commission member

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES: January 17, 2007

On Wednesday, January 17, 2007 at 9:30 A.M., Wayne Kaye, Vice-Chairman called the Adams County Board of Adjustment meeting to order with the following members present: Cathy Croke, Secretary; Dale Helm; Wilbur Fritz and Robert Donner. Ivan Morrow and Ron Jacobson were excused. Others present were: Phil McLaughlin, Zoning Administrator; Diane Kopitzke, Recording Secretary and Patrick Gatterman, Land & Water Conservation Department.

Public Hearings were conducted for the following: Gerald D. Canon – Variance Request under Section 3.3 of the Adams County Shoreland Protection Ordinance to construct fence (structure) closer to a lot line that the required 10' setback on property located in the NW ¼, SE ¼, Section 7, Township 17 North, Range 5 East, Lot 23 & the S ½ of Lot 22, Block 67, 1<sup>st</sup> Addition to the Dellwood Subdivision at 2072 Town Road, Town of Quincy, Adams County, Wisconsin. Robert Donner made a motion to grant the Variance request, on the above-described property because the variance will not be contrary to the public interest, there was documented issues with a neighbor and the Shoreland Protection Ordinance needs to be amended in regard to the setback for fences. W. Dale Helm seconded the motion. Roll Call Vote: 5-Yes. 2-Excused (Morrow and Jacobson). Motion carried. **Please note: This request was initiated by a complaint from an adjacent owner.** Steven P. Kolodziej - Variance Request under Section 6 of the Adams County Shoreland Protection Ordinance and Section 9-2.00 of the Adams County Zoning Ordinance to allow structural repair and/or alteration to the existing five cabins and house at greater than fifty percent of the Equalized Value limitation on property located in the NE ¼, SE ¼, & SE ¼, NE ¼, Section 15, Township 15 North, Range 7 East, Lot 1 of CSM 2719 at 3259 County Road G, Town of Jackson, Adams County, Wisconsin. Cathy Croke made a motion to table the request. Robert Donner

seconded the motion. Roll Call Vote: 5-Yes. 2-Excused (Morrow and Jacobson). Motion carried.  
**Please note: the property owner will return after general repairs such as kitchen counter replacement, flooring, siding, etc. has been completed and a reassessment of the property has been done.**

The Board contemplates a site visit if necessary.

Minutes: There was no meeting in December so the minutes for October 18, 2006 and November 15, 2006 were addressed at this meeting. Phil McLaughlin presented the Committee with the minutes from October 18, 2006 and November 15, 2006 for their review. W. Dale Helm made a motion to accept the above-stated meeting minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried.

The Board set the next monthly meeting date for the Adams County Board of Adjustment as follows: Wednesday, February 21, 2007 at 9:30 A.M. in Room A260, at the Courthouse in Friendship, Wisconsin, with an alternate meeting date of Wednesday, March 21, 2007.

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MEETING: JANUARY 17, 2007  
PAGE #2

Correspondence: None.

Cathy Croke made a motion to adjourn until Wednesday, February 21, 2007 for the next monthly meeting of the Adams County Board of Adjustment. Robert Donner seconded the motion. All in favor. Motion carried.

ADJOURNED: 11:05 A.M.

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

\_\_\_\_\_  
Robert Donner

\_\_\_\_\_  
Wayne Kaye, Vice- Chairman

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

\_\_\_\_\_  
Cathy Croke, Secretary

\_\_\_\_\_  
Wilbur Fritz

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Executive Committee Minutes**

December 11, 2006

9:00 a.m.

Conference Room A260

Chair Cindy Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. All committee members were present.

**Motion** by Supervisor Renner, second by Supervisor Babcock to approve the agenda. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the minutes of the November 6, 13, and 29, 2006, meetings. **Motion carried unanimously.**

There was no public participation.

A correspondence from Supervisor Ward was presented with the packet. Supervisor Loken explained that she met with Dave Allen, Purchasing Agent, and walked through the Department. Supervisor Loken and Liz Hendricksen, Administrative Assistant, have discussed with Dave the need for organization, an accurate reporting system, inventory levels, and tracking of inventory. Supervisor Ward expressed concerns regarding the Department operations being over budget, as seen on the correspondence. Liz explained that currently Dave is working on all the documents needed for tax bills, once these are completed, we will begin working on the issues addressed by Supervisor Loken, and computer/internet access has been requested of the MIS Department several months ago and we are waiting for Verizon to come onsite and run the cables for this access, as there is a spare computer in the Administrative Coordinator's Office that was used by the Webtech Intern that will go to the Print Shop and will eventually get online purchasing. The inventory levels were discussed, and it was explained that these levels are down significantly, as Dave was directed to do. Cindy Phillippi, County Clerk, expressed concern regarding outside billing and making sure these agencies are being charged. This item will be added to the next agenda to give a progress report of what has been done in the Department.

Schwanz Refrigerator in the break room. Kevin explained that the employees requested that this be put back on the agenda, and Kathie Dye, Clerk of Courts Office, was present to explain what the employees were looking for. The Employee would like to have additional freezer space in the employee break room for employees to put lunches or groceries in. It was explained that employees are willing to pay to have the freezer and Kathie requested that the County pay ½ the cost of a small apartment size freezer to be placed in the Courthouse employee break room. The Committee explained that the reason it was declined for the Schwanz refrigerator when this was discussed the last time, was due to the Committee not supporting deliveries during work hours from Schwanz, and once you let one deliver then another vendor wants to. The Committee discussed the purchasing of a refrigerator/freezer for the employee break room. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to approve for employees to purchase their own apartment size refrigerator/freezer and put it in the Courthouse employee break room, and the County will not contribute money toward the purchase. **Motion carried unanimously.**

Direct Deposit/ACH of Payroll Checks. Supervisor Kirslenohr expressed that she felt this should be postponed until the Financial Director is here, as that person may want to do something different, she did see the benefit to employees but felt this would be the best practice. The Committee discussed the costs vs. benefits of offering this to employees. Cindy Phillippi mentioned concerns regarding the cost of implementing this and also that the cutoffs for payroll may need to change due to the bank deadlines, and that the implementation would be at least three (3) months. The Committee discussed surveying employees to find out how many were interested in having the ACH/Direct Deposit, but how this works would need to be explained to employees, including the benefits. The Committee discussed why this didn't go to Administrative & Finance Committee, it was explained that the request came in to Kevin Kniess and Liz Hendricksen and to get the discussion started it was placed on the Executive Committee agenda, there is no resolution regarding this, it is simply a discussion point at this time. **Motion** by Supervisor Kirslenohr to postpone ACH issue until the Administrative Coordinator/Director of Finance is in place. **Motion died, no second.** **Motion** by Supervisor Grabarski, second by Supervisor Renner to send this issue to the Administrative & Finance Committee for the January meeting agenda. The Committee discussed a survey being sent out, and due back prior to the January Committee meeting, and at the same time this could be on the Administrative & Finance Committee for this week Thursday's meeting. **Amendment to motion** by Supervisor

Grabarski, and Supervisor Renner to send to the Administrative & Finance Committee for the December 14 Administrative & Finance Committee meeting. **Motion carried unanimously.** Cindy Phillippi will have this item added to the Administrative & Finance Committee agenda for December 14<sup>th</sup>.

Liz distributed a copy of the resolution to change the workers' compensation carrier from Wausau Insurance to United Heartland. Bob Kotecki, Associated Financial Group (AFG) was placed on speakerphone with the Committee. Bob began by explaining problems that the County has had with Wausau Insurance regarding claims handling and customer service, and that the problems/concerns have not been corrected even after meetings and monthly conference calls. AFG bid out the County's insurance to seven carriers and two quoted the insurance policy after meeting with County representatives to answer questions and tour facilities prior to providing the quote, which included Acuity and United Heartland. The Loss Control Committee reviewed the quotes last week Thursday and referred to the Executive Committee and Administrative & Finance Committee to change the County's workers' compensation carrier from Wausau Insurance to United Heartland. Bob explained that by switching, United Heartland offers many benefits including that workers' compensation is the only insurance line that the Company writes, they are rated A by the AM Best Rating, they will offer a higher dividend than Acuity for lower loss ratios, and they have excellent claims handling procedures that match the County's needs. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve to forward the resolution to the Administrative & Finance Committee to switch insurance carriers from Wausau Insurance to United Heartland. **Motion carried unanimously.**

Update from Kevin Kniess, Corporation Counsel/Personnel Director, on the purchase by Renewal Unlimited LLC of the old Library building. Kevin explained that the Director, Susan Hoppe, asked that the County consider extending the lease for 3 years, if the Renewal Unlimited Board doesn't approve the purchase of the building. Or if the Renewal Unlimited Board does decide to purchase the building, would the County extend the lease a couple of months to arrange finances to purchase the building. The Committee discussed the purchase price of the building, repairs completed, and the rent for the building, both are set by the lease agreement. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to offer to extend the lease with Renewal Unlimited LLC for three months to give an opportunity to get financing for the purchase of the building, Kevin Kniess is to put in the lease extension that any repairs, mechanical or structural, will be Renewal Unlimited LLC responsibility to repair during the extension, and an offer to purchase shall be provided to the County prior to the end of the three months. If there is no offer to purchase at the end of three months, a new lease with different terms will be drafted, and the building will be put on the market to be sold. **Motion carried unanimously.**

The Committee reviewed the GIS Technician revised job description. **Motion** by Supervisor Kirslenlohr, second by Supervisor Renner to approve the job description. **Motion carried unanimously.** The Committee discussed the screening and interviewing processes. Liz explained that the job has been posted for applicants, and applications are due back January 3, 2007. Jodi Helgeson, Land Information Officer/Register of Deeds, explained what the Land Information Committee had done in the past as well as some of the projects that are currently in process. Jodi recommended that a representative from another County be part of the process, as well as a someone from MSA Professional Services, which is currently doing much of the work that the GIS Technician will be completing once on board. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve for a representative from the Sheriff's Department, Corporation Counsel/Personnel Director, Cindy Loken, Jodi Helgeson, Al Sebastiani, a representative from MSA, and a representative from another County's GIS program conduct the screening and interviewing of the GIS Technician. **Motion carried unanimously.**

The Committee reviewed the Investigator revised job description. Chief Deputy David July explained that the position job description was being updated as the previous job description was written in 1977, and with the promotion that occurred from the Investigator to Lieutenant, the vacant Investigator position would need to be hired. The Committee discussed testing and the need for physical agility testing for the position, Kevin Kniess will check into the legality of doing the testing if there were an internal promotion considered. **Motion** by Supervisor

Kirsenlohr, second by Supervisor Renner to approve the Investigator job description. **Motion carried unanimously.**

The Committee reviewed the Computer Support Specialist revised job description. **Motion** by Supervisor Kirsenlohr, second by Supervisor Babcock to approve the job description. **Motion carried unanimously.**

The Village of Friendship is requesting to have the Sesquicentennial Activities on the Courthouse lawn in the summer of 2007. Liz explained that the request was submitted previously but no decision was given as to whether the festivities would be permitted. John Jones, President Village of Friendship, was on hand and thanked the Committee for considering the request and explained that festivities that are being planned for July 4-7, 2007. The celebration on the Courthouse lawn would be on Friday, starting around 5 o'clock and would include: flag raising ceremony, digging up a memory box from 50 years ago, burying a new box, beard contest, period fashion clothing contest, and then an ice cream social. Adams County will be listed as an additional insured on the Village's insurance policy for the festivities, and Kevin Kniess has approved the coverage that will be provided. John Jones invited and welcomed the County to consider having an Open House and/or Tours to go along with the Village's festivities. **Motion** by Supervisor Grabarski, second by Supervisor Renner to allow the Village of Friendship to hold sesquicentennial festivities on the Courthouse lawn in July of 2007. **Motion carried unanimously.**

A resolution to approve a 15% co-pay of monthly health insurance premiums for all newly hired employees was distributed. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve that all newly hired employee shall pay 15% of the monthly health insurance premium effective January 1, 2007. Discussion was held regarding that all non-represented employees that started after January 1, 2006, were told that 15% would be the co-pay amount and then only 10% is what has been paid on behalf of these employees. The Committee discussed correcting this and if there was the ability to collect the additional 5% of the monthly premiums that are due. Kevin Kniess will check on this matter. **Motion carried unanimously.**

The Committee asked that after the last meeting in November that other benefits also be discussed to provide all employees the same benefits, both union and non-represented. It was discussed that even within the various unions, the benefits vary. Kevin explained that currently it is case-by-case for exempt or non-represented employees, as it is hard to get professionals to take the job without providing additional benefits, i.e. vacation, and if we are not flexible we won't get the professionals that are needed to fill the positions. The Committee discussed various benefits and employment practices. No action was taken.

The Committee agreed to move to item number 19, Boiler Replacement Update. Tracy Hamman, Maintenance Supervisor explained that as the Committee was meeting the boilers were being started up. There was a problem last week with a special offset that needed to be made for venting. The Company put a make shift piece in place last week, but there were still problems with the heating and it was cold in various places throughout the Courthouse. The correct piece is being made and will hopefully be here within the next couple weeks.

The Committee returned to the original agenda to discuss the Policy & Procedures Manual. Kevin explained that the County is currently has a policy with employees that is "just-cause" versus "at-will" agreements with employees in the Policy & Procedures Manual. "Just-cause" means that an employee can only be terminated for just-cause, and "at-will" means that the employee can be removed at anytime without proving cause. There have been several problems since Kevin came to the County that many of the issues he has dealt with would not have been an issue had the policy stated employees were "at-will". Kevin stated that this is a discussion that should take place as to whether the County wants to implement this. There was discussion of changes that will need to be made to the Policy & Procedure Manual now that there is no longer an Administrator and it is not Administrative Coordinator/Director of Finance. Kevin stated that not every page would need to be redone, but he could review and revise what needed to be done and make a final recommendation. There was discussion regarding changes that were not made after the meetings at the Community Center, the meetings were for suggestions, no motions were made at those meetings. Cindy Loken expressed that she would like to see this adopted in January, and prior to the new Administrative Coordinator/Director of Finance starting employment. The Committee discussed how they could get the Policy adopted, it was determined that at the December County Board meeting a meeting time will be set, depending on whether the Board would like a day meeting, a separate meeting or just to start the January Board

meeting early. Kevin stated that he would make the final revisions and then distribute two copies, one with the revisions, and one final version to be adopted, along with a resolution for adoption. Once that was distributed a copy would also be provided to all Department Heads as well.

The Committee reviewed the resolution for Wisconsin Counties Mutual Insurance Corporation (WCMIC) regarding legal expenses. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to forward the resolution authorizing the request for legal expense coverage from the WCMIC to the County Board for adoption. **Motion carried unanimously.**

Liz distributed to the Committee the WPS Renewal Fee Schedule, which includes the stop loss renewal rates. It was explained that the rates were negotiated by Associated Financial Group on the County's behalf and fee differences from last year included, a setup fee for administering the Wisconsin Rx/Caremark Pharmacy Benefits Manager change, as well as the stop loss administration fee change. Previously WPS took an 8% commission on the stop loss and now this will be a fixed dollar amount change. The Stop Loss fees did increase this year as well, which is included as the stop loss renewal forms on the attached pages. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the WPS Renewal Service Fee Schedule. **Motion carried unanimously.**

The Committee reviewed the Health Insurance Reserve Balance projections from Associated Financial Group. It was asked what this reserve was in comparison to the recommended reserve balance. Liz explained that the estimated reserve at the end of 2007, would be just over a one month reserve and it is recommended to have three months plus in the reserve. The Committee asked for the figures from the previous years as to the expenses for the health insurance plan, Liz will put these in the Executive Committee member's boxes.

The Safety Assessment item on the amended agenda was pulled from discussion.

The Committee discussed what evaluation form should be used for the evaluation of the Corporation Counsel/Personnel Director. The forms that were well receiving included Waushara County, Columbia County and Barron County evaluation forms that were distributed at the November meeting. The Committee wanted to have room on the form for everyone to write comments and make it mandatory to write a comment, rather than just answering yes or no to a question. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to use the first four (4) pages of the Barron County format for the Adams County Corporation Counsel/Personnel Director employee evaluation. **Motion carried unanimously.** Liz was instructed to re-create the form and distribute it to the Executive Committee members for completion of the evaluation.

**Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to approve the voucher. **Motion carried unanimously.**

The next meeting date will be January 8, 2007 at 9:00 a.m.

At 1:15 p.m. **motion** by Supervisor Kirslenlohr, second by Supervisor Grabarski to convene in closed session per §19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, ACDHHS Employee Termination Matter, discuss WPPA Contract Proposals, and Administrative Coordinator/Director of Finance position, and §19.85(1)(g), Wis. Stat., 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, to confer with legal counsel regarding two potential discrimination claims and Clerk of Courts matter. **Motion carried unanimously.**

At 2:40 p.m. **motion** by Supervisor Grabarski, second by Supervisor Renner to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve for the resolution for appointment of Mr. Craig D. Kammholz to go to the County Board for adoption in December. **Motion carried unanimously.**

At 2:45 p.m. **motion** by Grabarski, second by Renner to adjourn until January 8, 2007. **Motion carried unanimously.**

Respectfully,

Liz Hendricksen  
Administrative Assistant

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

### **Executive Committee Minutes**

January 8, 2007

9:00 a.m.

Conference Room A260

Chair Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. All committee members were present: Supervisor Renner, Supervisor Kirslenlohr, Supervisor Babcock, Supervisor Grabarski and Chair Loken.

**Motion** by Supervisor Renner, second by Supervisor Babcock to approve the agenda. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to approve the minutes of the December 11, 2006 meeting. **Motion carried unanimously.** Supervisor Kirslenlohr needs a copy of the health insurance figures that were to be distributed per the minutes at the December meeting, Liz Hendricksen, Administrative Assistant, will provide these.

There was no public participation.

A correspondence from Helmer Lecy on behalf of the Old Farmers Antique Club was presented with the Committee's packet. The Committee reviewed the request and asked who would pay for the building. Helmer Lecy responded that the Old Farmers Antique Club would pay for the building and already had the materials. It was also verified that this building would be covered under the Old Farmers Antique Club insurance. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the Old Farmers Antique Club request to construct a building to enclose the donated saw mill per the request specifications. **Motion carried unanimously.** Helmer questioned if there were restrictions as to where it could be placed, and showed the Committee an Ariel photo of the land and where they would like to place it; the Committee had no objections. Helmer informed the Committee that the Gazebo project for the Little Leos would be taken care of first thing in the spring, as a concrete pad has to be poured.

Community Center Issues/ Security. Edie Felts-Podoll, UW Extension Department Head, distributed a copy of a sample policy that was recommended to the Resource & Recreation Committee regarding reserving rooms at the Community Center. This policy included a voice mailbox and email address for reservations and questions regarding reserving of rooms; as well as a webpage on the County's website with forms and information for the public to access. The policy proposed to have 2 hours per day Monday – Friday set aside for a staff member to deal with matters at the Community Center. It is recommended for the policy to be implemented for a trial period of 3 months in order to see if the process will work, as well as hopefully alleviate some of the burden on the UW Extension Office Staff. The Committee discussed the policy, implementation, and how the public would be

notified of the policy. The public would be notified of the policy by the current staff when they inquire on the usage, as well as via an article to the newspaper, and posting the policy at the Community Center. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the reservation assistance policy to be implemented for three (3) months starting on February 1<sup>st</sup> pending the setup is completed for the voicemail, email and website. **Motion carried unanimously.** The issue of security was then discussed. Edie brought concerns regarding the security at the Community Center, and asked to have this reviewed to discuss the possible security options for the Community Center. The Committee will have this placed on a future agenda to discuss security concerns.

15% Co-pay of health insurance for new hired exempt employees after 1/1/06. Kevin Kniess, Corporation Counsel/Personnel Director, updated the Committee on the status of this issue. Kevin has reviewed the situation, and a letter has been dictated and will be sent to the employees that are affected explaining the situation, and informing these employees that the money is still owed for the additional five percent (5%) of the monthly health insurance premium that was not deducted from their paychecks.

Direct Deposit. Supervisor Ward spoke on behalf of Cindy Phillippi, County Clerk, who was out sick, a survey is being drafted explaining both the pros and cons of switching to Direct Deposit of pay checks. There was discussion regarding the survey, how the direct deposit would work, and when/how it could be implemented. **Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to have the survey come back to the Executive Committee for approval prior to it being distributed. **Motion carried unanimously.**

Print Shop Update. Liz handed out and reviewed a report regarding what had been done since the last Executive Committee meeting. The Committee was also provided with a copy of the inventory to date, as well as any items that are now obsolete or that had to be thrown away. There will also be a new Invoice Form used for outside printing requests and this was included in the packet provided to the Committee.

Old Library Building Sale. Kevin notified the Committee that he had contacted Susan Hoppe via email regarding the Committee's decision at the December meeting. She responded on January 2, 2007, that the Renewal Unlimited Board will not move forward with the purchase of the building, but would like to continue leasing the space. The Committee discussed what to do in the meantime regarding the lease. **Motion** by Supervisor Kirslenlohr, second by Supervisor Grabarski to prepare a lease for three (3) months with \$1,000 lease payments that will no longer go towards the purchase of the building. **Motion carried unanimously.**

Open Meeting Law Update. Kevin reviewed the Attorney General's opinion that was issued regarding the Town of Rome's open meeting violation for interviewing in closed session. Kevin explained that when interviewing a candidate for public office of a Committee, Board or Commission, the interview has to be in open session. A regular interview for an employee of a public office can still remain in closed session pursuant to Wisconsin Statutes. Kevin also explained that there has been some recent case law regarding closed session and discovery of records, and it was ruled that what happens in closed session remains in closed session. There is no discovery when the meeting was properly noticed and abides by the Wisconsin Statutes closed session exclusions.

Snowplowing Agreement. The Committee was asked to sign the snow plowing agreement that was presented with the Committee packet. Kevin explained that there were some revisions from last year's agreement. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the contract with Hintz Excavating & Blacktop to complete snowplowing for Adams County. **Motion carried unanimously.**

Resolution & Ordinance: Personnel & General Administrative Policies. Liz distributed the Committee's copy of the Personnel & General Administrative Policies, which included two (2) versions. The first version had crossed out the deleted wording and underlined the new wording. The second version was the final version to be presented for adoption. Kevin explained that he went through the policy as it was

previously written for an Administrator, and changed the policy to reflect the Administrative Coordinator form of government. Kevin reviewed the major changes in the policy, which included removing the “just cause” employment wording conflicts, to make the policy be truly “at-will” employment. For instance the previous personnel policy had a statement that employees were at-will, yet had a probationary period listed, which contradicts the at-will employment provision. Therefore the section regarding probationary periods was removed from the final version of the policy. There was further discussion regarding this. Kevin stated that there were other areas that needed clarification and were updated, but he felt that in the end this was a sound policy. The Committee discussed printing and distribution of the policies, the Committee requested that Liz contact all County Board Supervisors, that weren’t at the Executive Committee meeting and those that had not picked up the Policy on Tuesday morning, get contacted to notify them that the policy was ready for them to pickup. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the Resolution for adoption of the Personnel & General Administrative Policies be forwarded to the January County Board meeting. General discussion followed. **Motion carried unanimously.** **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the Ordinance for adoption of the Personnel & General Administrative Policies be forwarded to the January County Board meeting. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the vouchers. **Motion carried unanimously.**

The next meeting date will be February 12, 2007, at 9:00 a.m. Items for the next agenda shall include: Direct Deposit, Update on Print Shop, Old Library Building Sale/Lease Terms, Update on Community Center Reservation Policy, and County Building/Office Security Concerns.

At 11:15 a.m. **motion** by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Evaluation for Corporation Counsel/Personnel Director, Administrative Coordinator/Director of Finance Matters, and § 19.85(1)(e), Wis. Stat., for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; WPPA Negotiations and Letter of Interest. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the resolution concerning the employment of the Administrative Coordinator/Director of Finance and have it forwarded to the January County Board meeting. **Motion carried unanimously.**

At 2:17 p.m. **motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to adjourn until February 12, 2007. **Motion carried unanimously.**

Respectfully,

Liz Hendricksen  
Administrative Assistant

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

**Executive Committee Minutes**

Thursday January 25, 2007

1:00 p.m.

Conference Room A260

Chair Loken called the meeting to order at 1:00 p.m. The meeting was properly announced. All committee members were present: Supervisor Renner, Supervisor Kirslenlohr, Supervisor Babcock, Supervisor Grabarski and Chair Loken.

**Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to approve the agenda. **Motion carried unanimously.**

**Motion** by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Administrative Coordinator/Director of Finance Matters. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried by unanimous roll call vote.**

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to re-advertise for the position of Administrative Coordinator/Director of Finance. **Motion carried unanimously.**

At 2:50 p.m. **motion** by Supervisor Grabarski, second by Supervisor Babcock to adjourn until February 12, 2007. **Motion carried unanimously.**

Respectfully,

Cindy Loken  
Executive Committee Chair

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

Adams County Local Emergency Planning Committee  
October 27, 2006

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Friday October 27, 2006 in Room A231, Adams County Courthouse. Chair Dean Morgan called the meeting to order at 9:30 AM. The meeting was properly announced.

Sign-in roll call of members showed present: Dean Morgan, Chair and county board representative; Robert Dixon, vice chair and county board representative; James Gold, City of Adams Police; Jane Grabarski, Emergency Management; Ron Chamberlain, Highway; Heidi Roekle, WDKM radio; Renee Stevens, Times-Reporter Printing Company; Jodi Malin, WI DNR; and John Frantz, Rome Fire Department. Excused/Absent were: Roberta Sindelar, Sheriff; Scott Firlus, Wisconsin River Cooperative; and Joe Parker, Moundview Memorial Hospital.

**Motion** to approve the agenda by Dixon/Gold. All in favor. Approved.

**Motion** to approve the minutes of the July 12, 2006 meeting as printed by Gold/ Chamberlain. All in favor, approved.

**Fall EPCRA/EOC Exercise, review:**

A functional exercise involving the activation of the Emergency Operations Center (EOC) due to a terrorist act at a Grand Marsh off-site Emergency Planning and Community Right to know Act (EPCRA) facility. The exercise tested our first activation with grant awarded communications equipment. 35 people participated. The goal is to practice our response in a specifically designed scenario so that if and when an actual incident occurs, our community partners are ready to respond with appropriate methods.

**EPCRA 06 Grant Status:**

The 2006 Emergency Planning and Community Right to know Act (EPCRA) grant approved by WEM is based on the number of planning facilities in our county. The grant covers \$2000 for computer related items and \$6412.00 in staff cost reimbursement.

**EPCRA 07 Grant Status:**

The 2007 Emergency Planning and Community Right to know Act (EPCRA) grant approved by WEM is \$8143.00, \$269.00 less than 2006 due to a decline in number of planning facilities.

**EPCRA Offsite Plans update:**

A discussion was held of potential offsite planning facilities in the county that currently do not have an off-site plan. Grabarski will investigate to determine if any of the facilities are required to implement a plan due to the amount of on-site hazardous chemicals at a planning threshold level. The reasoning for the EPCRA grant is to off-set the amount of time needed to create and update these off-site plans. The funds are generated from fees these facilities pay annually to the state of Wisconsin.

**Countywide Hazmat Team status:**

The position of Hazmat Chief was advertised twice with no qualified candidates being found. The Public Safety and Judiciary Committee instructed Grabarski to contact Marquette and Juneau counties for their willingness and ability to contract Hazmat Level

LEPC Meeting  
October 27, 2006  
Page Two

B services for Adams County. Marquette County stated they do not have the capability to provide any additional coverage outside their county. Juneau County is still considering their ability to provide Adams County this service.

**Motion** by Gold/Chamberlain to approve the Adams County Local Planning Committee (LEPC) Policy and Procedures for the Handling of Reimbursement Claims as amended. All in favor. Approved. Once amended, the Policy will be signed by LEPC Chair and Emergency Management Director.

Public Input: Jodi Malin, committee member shared an evacuation protocol that is accomplished with a series of roll stickers designed to identify notification on the residence sign, the residents and documentation on the result of contact with the resident(s) being given an evacuation order. Malin may write for a regional grant through the DNR. Unfortunately, the grant cycle for Emergency Management

submissions has passed for 06 and will not be open until September 2007. Grabarski will check her budget for any available monies for this countywide evacuation purpose.

John Frantz gave a Town of Rome Kings Way earthen dam update. No determinations for needed repairs have been made at this time. County and town government are working together in resolving this situation.

Next meeting date: Friday January 19, 2007 at 9:30 AM at Adams County Courthouse.

**Motion** to adjourn Gold/Frantz. All in favor, approved. Meeting adjourned at 10:25 AM.

Respectfully Submitted,

Jane Grabarski, Secretary

Adams County Local Emergency Planning Committee  
January 19, 2006

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Friday January 19, 2007 in Room A231, Adams County Courthouse. Chair Dean Morgan called the meeting to order at 9:30 AM. The meeting was properly announced.

Sign-in roll call of members showed present: Dean Morgan, Chair and county board representative; Robert Dixon, vice chair and county board representative; James Gold, City of Adams Police; Jane Grabarski, Emergency Management; Ron Chamberlain, Highway; Jodi Malin, WI DNR; John Frantz, Rome Fire Department; Scott Firlus, Wisconsin River Cooperative; and Darrell Renner sitting in for retired Roberta Sindelar, Sheriff. Excused/Absent were: Heidi Roekle, WDKM radio; Renee Stevens, Times-Reporter Printing Company; Linda McFarlin, Public Health; and Joe Parker, Moundview Memorial Hospital.

**Motion** to approve the agenda by Dixon/Gold. All in favor, approved.

**Motion** to approve the minutes of the October 27, 2006 meeting as printed by Dixon/ Gold. All in favor, approved.

**EPCRA 06 Planning Grant Status review:**

The 2006 Emergency Planning and Community Right to know Act (EPCRA) grant approved by Wisconsin Emergency Management (WEM) is based on the number of planning facilities in our county. The grant request for 2<sup>nd</sup> half reimbursement has been submitted to WEM in the amount of \$3198.00.

**EPCRA 06 Planning Grant Status review:**

The 2006 EPCRA Computer grant has been submitted to WEM for reimbursement in the amount of \$1612.64. This grant is designated for computer related equipment to be used in response incidents at EPCRA facilities. These monies were used to purchase a wireless Internet connection in the EOC, office equipment of fax/scanner/printer (old one being transferred to the EOC) and upgrade of software for identification badges.

**EPCRA 07 Computer Grant Status review:**

The 2007 Emergency Planning and Community Right to know Act (EPCRA) grant has been applied for to WEM in the amount of \$2000.00 for computer related equipment.

**EPCRA Offsite Plans update status review:**

Two plans are currently under review – Grande Custom Ingredients and Pine Bluff Farms. Initial contact has been made with each facility and when updates have been completed, appropriate signatures will be secured and the plans will be forwarded to WEM for their approval.

**HMEP future grant, project recommendations:**

A discussion was held on potential projects that would qualify for Hazardous Materials and Emergency Planning 2008 grant that is due to be released in September 2007. The project needs to be of value to the residents of Adams County related to EPCRA facilities for notification and/or general information. Grabarski will gather projected costs and share with the LEPC at a future meeting. Items discussed included annual calendars and an evacuation protocol system.

LEPC Meeting

January 19, 2007

Page Two

**LEPC Membership review and recommendation:**

**Motion** by Chamberlain/Gold to forward to the Public Safety and Judiciary Committee a request for appointment by the County Board of Supervisors of Darrell Renner, Adams County Sheriff to the LEPC. All in favor, approved.

**LEPC Compliance Inspector, designation of state:**

**Motion** by Gold/Chamberlain to designate the State of Wisconsin as the LEPC Compliance Inspector. All in favor, approved.

**Adams County Strategic Plan review:**

The LEPC reviewed the current Adams County Strategic Plan. Members of the LEPC shared suggested changes. Grabarski will be updating and forwarding any changes to the holders of the Adams County Strategic Plan.

**Public Input:**

There was none.

Next meeting date: A date will be determined in the future.

**Motion** to adjourn Chamberlain/Gold. All in favor, approved. Meeting adjourned at 10:10 AM.

Respectfully Submitted,

Jane Grabarski, Secretary

*The committee has not approved these minutes.*

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD - Finance Subcommittee

15 December 2006 Meeting

***Call to Order and Roll Call*** - The meeting of the Finance Subcommittee of the Adams County Health & Human Services Board was called to order at 8:30 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Chairperson Joyce Kirslenohr, Pat Townsend, Jeanne Heideman, Jerry Kotlowski, and Bev Ward. Also present were Eric G. Furtkamp, Ph.D., Director, and Wendy L. Pierce, Fiscal & Support Services Manager. Ron Johnson, Veteran's Services Officer, was present during the review of the Veteran's Services vouchers.

***Approval of Agenda and Compliance with Open Meetings Law*** - A motion was made by Ms. Townsend and seconded by Mr. Kotlowski to approve the agenda and certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

***Approval of Minutes of 10 November 2006 meeting.*** A motion was made by Mr. Kotlowski and seconded by Ms. Ward to approve the minutes of the 10 November 2006 meeting. Voice vote, all in favor. Motion Carried.

***Public Participation and Correspondence*** - None

***Review of Veteran's Services Vouchers and Financial Report*** - The subcommittee reviewed the Veteran's Services Department vouchers and Revenue/Expense report from the County Clerk's office for October 2006, presented by Mr. Johnson. A motion was made by Mr. Kotlowski and seconded by Ms. Townsend to approve the Veteran's Services vouchers and financial report. Voice vote, all in favor. Motion Carried.

***Review of Health & Human Services Vouchers*** - The subcommittee reviewed vouchers, Revenue/Expense Report from the County Clerk's office for October 2006, and the November 2006 financial report from the Health & Human Services Department, presented by Eric Furtkamp and Wendy Pierce. A motion was made by Ms. Townsend and seconded by Ms. Ward to approve the vouchers (total \$435,529.53 including "Friday Checks"). Voice vote, all in favor. Motion Carried. A motion was made by Ms. Townsend and seconded by Ms. Ward to approve financial reports as presented. Voice vote, all in favor. Motion Carried.

***Committee Discussion*** - The subcommittee discussed including the following issues in future meetings: none.

***Confirm next meeting date*** - 12 January 2007 at 8:30 A.M.

***Adjournment*** - A motion was made by Mr. Kotlowski and seconded by Ms. Heideman to adjourn at 9:54 A.M. Voice vote, all in favor. Motion Carried.

Respectfully Submitted  
Eric G. Furtkamp, Ph.D.

***THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD.***

# HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD  
15 December 2006 Meeting

**Call to Order and Roll Call** - The meeting of the Adams County Health & Human Services Board was called to order at 10:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Chairperson Bev Ward, Maureen Bruce, Jeanne Heideman, Pat Townsend, Teresa Harvey-Beversdorf, and Joyce Kirsenlohr. Board members Jerry Kotlowski and Matt Sherd were excused.

**Staff Present** – Linda McFarlin, R.N., M.A., Health Officer, Carol Johnson, Aging Unit Director, Diane Osborn, Long Term Support Services Manager, Philip Robinson, LCSW, Clinical Services Manager, Mandy Stanley, CSW, Youth Services Manager, Sandra Wormet, Economic Support Services/W-2 Program Manager, Wendy L. Pierce, Fiscal & Support Services Manager, and Eric G. Furtkamp, Ph.D., Director. Ron Johnson, Veteran's Services Officer, was present for the Veteran's Services portion of the agenda.

**Others Present** – Maggie Stieber, from the Aging Advisory Committee.

**Approval of Agenda and Compliance with Open Meetings Law** - A motion was made by Ms. Heideman and seconded by Mr. Kotlowski to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

**Approval of Minutes** – Ms. McFarlin asked that the description of the contract for bioterrorism planning in the Health Officer Report be changed from "personal services" to "Public Health assistance". A motion was made by Mr. Kotlowski and seconded by Ms. Bruce to approve the minutes of the 10 November 2006 HHS Board meeting as amended per Ms. McFarlin's request. Voice vote, all in favor. Motion Carried.

**Public Participation** – None

**Correspondence** – None

**Veteran's Services** - Approval of monthly Veteran's Services Officer's report and December calendar. Mr. Johnson had previously distributed the monthly service officer's report for November and his monthly calendar for December. Mr. Johnson reported vandalism of 48 to 50 flag holders in the Davis Corners cemetery.

Those responsible have been identified, and Mr. Johnson informed the Board that he will attempt to recover the flag holders. After discussion of all of the above items, a motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

## **Health & Human Services**

A motion was made by Ms. Heideman and seconded by Ms. Townsend to deviate from the agenda to discuss item #8 (Thrift Store). Voice vote, all in favor. Motion Carried.

Update on plans for moving Thrift Store to new location. Ms. Osborn was present to review the progress on preparing the new Thrift Store for occupancy. As noted previously, the floor and automatic door issues require immediate action. Ms. Osborn described the alternatives for restoring the floor, recommending grinding and an epoxy finish, as proposed by Concrete Defense Products, Inc. of Appleton, at a cost of approximately \$18,000. In addition, she presented the options for restoring the main doors (approximately \$5,700 for regular doors versus approximately \$10,000 for sliding automatic

doors), recommending installation of automatic doors by Wisconsin Automatic Door of New Berlin. Ms. Osborn also informed the Board that bids for remodeling the bathrooms (to make them handicap-accessible) and creating the interior partitions (for storage, sorting, etc.) have not yet been received. Funding for these projects, as discussed previously, will come from a variety of sources, including state grant, risk reserve, and Thrift Store sales. After discussion, a motion was made by Ms. Townsend and seconded by Ms. Bruce to authorize restoration of the floor by Concrete Defense Products, Inc. and installation of sliding automatic doors by Wisconsin Automatic Door. Voice vote, all in favor. Motion Carried.

Set date for Service Evaluation Subcommittee meeting. The Service Evaluation Subcommittee is composed of Maureen Bruce, Jerry Kotlowski, and Duane Sherd. A meeting date will be set.

Discussion of membership of MH/AODA Advisory Committee. Mr. Robinson discussed with the Board suggestions he has received for membership on the Mental Health/AODA Advisory Committee. He also asked Board members for other names. During the course of discussion, a number of Board members made suggestions regarding potential members of the Advisory Committee. Mr. Robinson asked Board members to provide other names as soon as feasible so that he could return in January 2007 with a specific membership roster for the Health & Human Services Board to consider.

Presentation on status of intake/access function. Ms. Emma Williams and Ms. Erin Schiferl, Intake/Access Specialists, joined the meeting to discuss the status of the intake/access functions. At the present time, they are developing resource data banks, are taking reports of suspected child abuse, and are spending an unexpected amount of time on emergency detentions (mental health). Management staff were unanimous in their praise of the work of Ms. Williams and Ms. Schiferl in organizing and coordinating the intake process and in the service they have provided to individuals entering the Health & Human Services system. Board members also expressed their appreciation to Ms. Williams and Ms. Schiferl.

Review and approval of Memoranda of Understanding with Law Enforcement regarding Elder Adults-at-Risk and Adults-at-Risk and action on resolution designating Moundview Memorial Hospital as the emergency protective placement facility. Ms. Johnson and Dr. Furtkamp reviewed with the Board additional requirements of the new adult guardianship and protective services statutes, including requirements for formal designation of emergency protective placement facilities, and formal memoranda of understanding with law enforcement agencies regarding the elder- and adult-at-risk systems. After discussion, a motion was made by Ms. Kirslenlohr and seconded by Ms. Heideman to approve the memoranda of understanding with law enforcement and authorize Dr. Furtkamp, Ms. Johnson, and Ms. Osborn to meet with representatives of the Adams County Sheriff's Department, Adams Police Department, and Rome Police Department to finalize the agreements. Voice vote, all in favor. The Board discussed the alternatives and implications of designating Moundview Memorial Hospital as the facility to receive emergency protective placements, noting that it is current practice to transport to Moundview all individuals taken into protective custody. From that point, clinical placement decisions are made based upon the specific need(s) of the individuals in custody. A motion was made by Ms. Heideman and seconded by Ms. Kirslenlohr to approve the resolution designating Moundview Memorial Hospital as the emergency protective placement facility. Voice vote, all in favor. Motion Carried.

Discussion and action regarding Aging Unit payment of utilities at the Community Center. Ms. Johnson described for the Board the current allocation of utility costs for the Community Center (Aging pays approximately two-thirds) and the rationale on which it was based. In 2005, utility costs for the Community Center

exceeded the budgeted amounts by approximately \$4,000. Ms. Johnson requested authority from the Health & Human Services Board to ask the Administration and Finance Committee to consider applying revenues Health & Human Services Board – 15 December 2006 Page 3 generated by rental of the facilities toward the utilities before allocating the utility costs among Aging, Extension, and the Library. A motion was made by Ms. Townsend and seconded by Ms. Heideman to authorize Ms. Johnson to present her proposal to the Administration and Finance Committee. Voice vote, all in favor.

Motion Carried.

Reappointment of Lee Criviola, Joseph Criviola, Maggie Stieber, and Marylin Naber to three-year terms on the Aging Advisory Committee, effective 1 January 2007. After brief discussion, and expressions of appreciation by the members of the Health & Human Services Board, a motion was made by Ms. Townsend and seconded by Ms. Kirsenlohr to recommend to the County Board Chairperson the reappointment of Lee Criviola, Joseph Criviola, Maggie Stieber, and Marylin Naber to three-year terms on the Aging Advisory Committee. Voice vote, all in favor. Motion Carried.

Review and approval of 2007 Purchase of Service contracts. Dr. Furtkamp and the management staff present highlighted for Board members the proposed 2007 purchase of service contracts, and answered Board questions. After discussion, a motion was made by Ms. Townsend and seconded by Ms. Heideman to approve all the contracts as proposed with the exception of the Lori Ward Adult Family Home contract.

Voice vote, all in favor. Motion Carried.

Ms. Kirsenlohr assumed the Chair of the Board as there was a brief discussion of the Lori Ward Adult Family Home contract. Ms. Ward did not participate in the discussion and abstained from the vote. A motion was made by Ms. Bruce and seconded by Ms. Harvey-Beversdorf to approve the contract with the Lori Ward Adult Family Home. Voice vote, all in favor (Ms. Ward abstained). Motion Carried.

**Purchase of Service Contracts** – None for 2006.

**Conference and Workshop Requests** - The Board reviewed the conference and workshop requests presented. A

motion was made by Ms. Harvey-Beversdorf and seconded by Ms. Bruce to approve the following conference and workshop attendance:

☐ Sandy Wormet to Home Energy Plus Training in Stevens Point on February 13-14, 2007 (\$53 mileage, \$62 lodging).

☐ Lorie Tomsyck to WPHA Committee meeting in Stevens Point on December 8, 2006 (\$47 mileage, \$10 meals/ per diem).

☐ Phil Robinson, Amy Kessler, Tara Kircher, Mark Rossano, and Tom Charles to “Systems Change and Services Coordination” at Carlson’s Rustic Ridge in Friendship on December 11-12, 2006 (\$40 registration each).

Voice vote, all in favor. Motion Carried.

**Purchases** – The Board discussed at length Ms. McFarlin’s request for computers, blackberry devices, and other equipment, to be purchased using preparedness/bioterrorism funds. Ms. Ward noted a meeting of the Administrative/ Finance Committee where a prohibition on the purchase of blackberry devices was approved. After further discussion, a motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the purchase of 5 laptop computers, 3 docking stations, 4 flat panel monitors (17”), memory upgrades, flash drives, and extended warranties as presented (total \$7,427.10) and the replacement of two PDA/Cell Phone combinations. Voice vote, all in favor. Motion Carried. In addition, it was suggested that Ms. McFarlin

present her request for blackberry devices (instead of the PDA/phone combinations) to the Administration/ Finance Committee, which was scheduled to meet the afternoon of December 15<sup>th</sup>.

### **Unit, Advisory Committee, and Consortia Reports**

#### ☐ Aging & Long Term Support

☐ Aging Advisory Committee – Ms. Johnson reviewed the minutes of the September 28<sup>th</sup> meeting and discussed briefly the proceedings of the December 8<sup>th</sup> meeting, with input from Ms. Stieber.

☐ Nutrition Advisory Committee - Ms. Johnson reviewed the minutes of the November 15<sup>th</sup> meeting. Health & Human Services Board – 15 December 2006 Page 4

☐ Long Term Support Advisory Committee – next meeting January 17, 2007.

☐ Review of Written Report of the Aging Unit Director - Ms. Johnson was present to review the contents of the written report previously distributed to the Board. She informed the Board of increases in rent requested by both Big Flats and Easton Townships (\$50 and \$25 per month, respectively). These amounts were included in the contract list submitted for Board approval (and approved, supra). Ms. Johnson described plans for an Alzheimer's Candlelight Walk (a fundraiser, similar to Relay for Life),

planned for next November. She will be meeting with State Alzheimer's staff to plan the event.

☐ Review of Written Report of the Long Term Support Services Manager – The Board reviewed the written report previously submitted by Ms. Osborn.

#### ☐ Public Health

☐ Review of Written Report of Health Officer - Ms. McFarlin was present to review the contents of the written report previously distributed to the Board. She provided an update to the Board regarding discussions concerning the preparedness planning contract. She also announced that Public Health was continuing to offer flu shots. Finally, Ms. McFarlin informed the Board that Public Health was waiting for action on the request for the dental sealant grant.

#### ☐ Children & Family Services

☐ Youth Services Advisory Committee (4-Cs) – The Board reviewed the minutes of the November 10, 2006 meeting, attended by Mr. Robinson.

☐ Mental Health/AODA Committee - A meeting is not yet scheduled.

☐ Review of Written Report of Youth Services Manager – Ms. Stanley was present to review a written report previously distributed to the Board. Ms. Stanley noted that there were 8 requests for information only in November, and directed the attention of Board members to the volume of calls to the Intake/ Access unit .

☐ Review of Written Report of Clinical Services Manager – Mr. Robinson was present to review a written report previously distributed to the Board. He discussed clarification of the roles of new staff Mark Rossano, Mental Health/AODA Counselor and Amy Kessler, Case Manager, and Tara Kircher, the incumbent Case Manager. Mr. Robinson noted increasing use of the drop-in center, including a Christmas party scheduled for the afternoon of December 15<sup>th</sup> (to which he invited Board members).

He told the Board that rate changes have been posted and advertised in the local newspaper. Finally, Mr. Robinson announced that AODA Clinical Supervision would occur on-site beginning in January 2007 (presently one counselor travels to Baraboo for supervision).

#### ☐ Economic Support

☐ W-2 Steering Committee – As a follow-up from the Visions Committee meeting in December, Ms. Townsend raised the issue of gaps in transportation services within the County, an issue raised by virtually every needs assessment and long-term planning process in the County. She expressed a desire to go beyond identifying transportation as a problem and to begin to develop solutions, including potential

costs. The issue will be added to the January 2007 Health & Human Services Board agenda. Ms. Wormet informed the Board that Experience Works was still being considered as a solution for reception duties at the Job Center.

▣ PAW Consortium – Ms. Wormet spoke about progress towards centralizing Job Center functions in Wisconsin Rapids, and raised the question of how Adams County residents could access the services provided there. She also distributed copies of Job Center Management Team meeting of December 5, 2007 and the Performance Standards Report for November 2006. Dr. Furtkamp reported on the discussions of an informal meeting to review the financial status of the consortium, noting that the FSET 50-50 match for both Adams and Portage Counties has, to date, fallen far short of projections. He Health & Human Services Board – 15 December 2006 Page 5

recommended that some of the funds targeted for remodeling and Economic Support/W-2 purposes be reserved in the event that the County is required to contribute funds projected to be raised by the FSET 50-50 match to the PAW consortium.

▣ Review of Written Report of Economic Support Services/W-2 Program Manager –The Board reviewed the contents of a written report previously distributed by Ms. Wormet. She noted that the gifts received through the Angel Tree program were to be delivered on December 15<sup>th</sup>. The Board expressed appreciation to Sharon Rork for coordinating the program. Ms. Wormet also announced that the red kettles for the Salvation Army were out and would remain at the various sites through New Year's Day, and noted that volunteer bell ringers were still needed.

▣Fiscal & Support

▣ Report of Fiscal & Support Services Manager - Ms. Pierce advised the Board that the approved 2007 purchase of service contracts would be mailed by the end of the year, and that she anticipated receiving rate changes from some vendors who had not responded to date to requests for 2007 rates.

### **Subcommittee Reports**

▣Finance Subcommittee - Ms. Townsend reported that the vouchers (in the amount of \$435,529.53) and financial reports of the HHSD had been reviewed and approved by the Finance Subcommittee.

▣Human Resources Subcommittee – No meetings were held.

▣Service Evaluation Subcommittee - Next meeting to be scheduled.

Director's Report – None.

Ms Bruce left the meeting at 11:55 A.M.

Committee Discussion - Identification of other potential agenda items for future meetings. The Board identified the following issues: an update regarding a physician member of the HHS Board, an update on the Thrift Store preparation, and a discussion regarding transportation services available in the County.

CLOSED SESSION – A motion was made by Ms. Heideman and seconded by Ms. Townsend to convene in closed session per §19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll Call vote, 5 aye, 0 nay.

Motion Carried.

OPEN SESSION – A motion was made by Ms. Heideman and seconded by Ms. Townsend to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote, 5 aye, 0 nay. Motion Carried.

Confirmation of Next Meeting Date - Next regular meeting 12 January 2007 at 10:00 A.M.

Adjournment – A motion was made by Ms. Kirslenlohr and seconded by Ms. Townsend to adjourn at 12:12 P.M.

Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.

Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

January 8, 2007

Regular Meeting

**Present:** Al Sabastiani, Chairman; Robert Dixon, Vice Chairman; Committee Members: Dick Colby, Fran Dehmlow, Glen Licitar, Mike Keckeisen and Sylvia Breene; Others present: Chris Murphy, County Conservationist; Patrick Gatterman, LWCD; Reesa Evans, LWCD; Sandy Davis, LWCD; Jodi Helgeson, Register of Deeds; Don Fornasiere, Tri Lakes Management; Bob Freckman and Jo Seiser of North Central Conservancy Trust and Shannon Rohde, Central Wisconsin Windshed Partnership

**Call to Order:** Chair Al Sabastiani called the meeting to order at 9:02 a.m. in Adams County Courthouse Conference Room A231.

**Agenda:** Motion by Licitar/Colby to approve carried unanimously.

**Minutes:** Motion by Colby/Keckeisen to approve minutes from December 2006 meeting, carried unanimously.

### Register of Deeds items:

**Approval of conference/training request:** Helgeson request to attend WCCO/WRDA Conference, motion by Colby/Breene to approve conference, carried unanimously.

**Budget activities:** Helgeson noted that she will present her annual report at the February County Board meeting. Budget is on schedule and revenue is above budget expectations.

Helgeson also discussed having a student job shadowing or similar as was presented at Department Head meeting.

### Land Information Officer items:

**Report of ongoing activities:** Helgeson reported that the work with Public Health and UW Extension on outdoor woodstove emissions project is ongoing, and that the interviews for the GIS Tech applicants were scheduled for the end of the month.

**Approval of conference/training requests:** Helgeson submitted request to attend WLIA Annual Conference, motion by Dixon/Breene to approve, carried unanimously.

**Budget Activities:** Budget presented with no discussion.

**Register of Deeds/Land Information Bills/Financial report:** Motion by Licitar/ Keckeisen to approve budget and vouchers, carried unanimously.

### Land & Water Conservation Dept. items:

**North Central Conservancy Trust:** Bob Freckman and Jo Seiser gave a presentation on the NCCT, a nonprofit organization dedicated to the protection and preservation of our natural resources by placing property into Conservation Easements, a legal agreement between the landowner and the NCCT to protect the property from development.

**WDNR:** No report

**Central Wisconsin Windshed Partnership:** Shannon Rohde to gave a report on the CWWP, a nonprofit organization for control of wind erosion. Rohde reported that 13.2 miles of natural windbreaks were planted in 2006, including 1.7 miles in Adams County. Living snow fence projects were also discussed.

**Staff reports of December activities and January goals:** Reports were presented and discussed

**Trainings and conference requests:** Evans requested to attend WDNR Lake Classification Modeling training. Request for Murphy, Gatterman and the Resource Conservationist to attend 2007 WALCE Conference. Motion by Colby/ Keckeisen to approve, carried unanimously.

**Motion by Keckeisen/Dixon for a 10 minute recess**, carried unanimously.

Chair Sabastiani called the meeting back to order at 10:40 a.m.

**Report of Committee members:** No reports given.

**Motion by Dixon/Breene to deviate** from order of agenda, carried unanimously

**Bills/Financial Report:** Davis requested committee's preference on presentation of 2007 financial reports, with committee requesting format used by UW Extension to be used to generate monthly report to the committee and that a monthly report on grant and cost share status be included. Murphy presented 2007 line item transfers for dam contracted services, motion by Keckeisen/Colby to approve, carried unanimously. Murphy presented 2006 budget modifications for Land Conservation account. Committee directed Murphy to take modifications to Finance Committee. Bills were presented, motion by Colby/Licitar to approve bills and financial report, carried unanimously.

**Water monitoring device:** Murphy requested that the approval from December P & DC meeting for purchase of device be rescinded due to funds not available in Land Conservation expense account and the spending of Land Con revenues not allowed due to County Ordinance. Motion by Keckeisen rescinded, 2<sup>nd</sup> by Colby rescinded.

**Communications:** Murphy presented communications from River Alliance thanking county for donation, a notice on increase of federal mileage rates, and a communication on DATCP listening session.

**Update on 2006 SWRMP projects:** Murphy presented update with no discussion.

**Motion by Dehmlow/Dixon to postpone** discussion on item g, 2007 LWCD Policies and Procedures and item j, Resolution 119-1992, carried unanimously

**2007 LWCD Plan of Operations:** Murphy reviewed 2007 Plan, after discussion and revisions, Murphy was instructed to bring revised plan to February 2007 P & DC meeting.

**NR820 draft rules:** Murphy reviewed his comments to draft rules, motion by Keckeisen/Dixon to forward comments to DNR

**Items for February P & DC meeting:** Resolution 119-1992, 2007 LWCD Policies and Procedures, 2007 LWCD Plan of Operations, watercraft purchase

**Set next meeting date:** Next meeting scheduled for February 13, 2007 at 9:00 a.m.

**Adjournment:** Motion to adjourn at 12:12 PM. by Keckeisen /Breene, carried unanimously.

Respectively submitted,  
Al Sabastiani, Chair

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

DATE: January 10, 2007                      TIME: 9:00 a.m.                      PLACE: A260  
                    Adams County Courthouse      400 Main Street                      Friendship, WI 53934

MEMBERS PRESENT: Florence Johnson, John West, Cynthia Loken, Jerry Kotlowski, Mike Keckeisen for Harry Davis

EXCUSED ABSENT: Harry Davis

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Corporation Counsel Kneiss, Dennis McFarlin, Terry Scheel, Nick Segina, Deb Barnes, Dee Helmrick, Jane Grabarski, Shirli Suchomel, Brent York, Jolene Orłowski, Craig Orłowski, Sam Wollin, Roberta Sindelar

6. Call to Order – At 9:08 a.m. Chair West called the meeting to order.
7. Was the meeting properly announced? – Yes.
8. Roll call: Johnson, West, Loken, Kotlowski, Keckeisen present. Excused absent: Davis.

9. Approve the Agenda – **MOTION** by Kotlowski/Loken to approve the agenda for the January 10, 2007, meeting. MC/Unan.
10. Approve minutes of December 13 and December 19, 2006, meetings – **MOTION** to approve was made by Kotlowski/Loken. MC: 4 Yes; Keckeisen abstained.

**Coroner's Report-** Coroner Terry Scheel introduced himself. Nick Segina introduced himself as Chief Deputy Coroner and took the floor to explain new death recording procedures and death notification, centralizing all death information including nursing home, hospice, and assisted living facilities. The paging system is now a one-dial pager to page the coroner automatically, and every coroner call will be issued a report number by the Sheriff's Department. Sheriff's Department dispatch radio logs will record time of call and time of arrival for coroner calls. Keckeisen advised Segina and Scheel to check their budget prior to ordering pagers and see if they have to go through the MIS. Segina stated they already ordered four pagers themselves for \$115 apiece without knowing what is in the budget. Coroner is to put the new notification policy in writing and submit it for approval to Corp Counsel, then full County Board. **MOTION** by Loken/Kotlowski to approve the Coroner's report and vouchers. MC/Unan.

**Family Court Commissioner** – At 9:25 a.m. Dennis McFarlin explained filling in judging small claims court cases, adding that more courtroom space is needed now.

#### **Child Support –**

6. Performance measures December report was included in the Committee packet and numbers continue to be good.
7. Conferences/training: Deb reported that a Round Table is coming in Madison February 1 to discuss regional Child Support issues. Deb wants to go with Tori or Janet at the cost of meals and mileage only. **MOTION** by Johnson/Loken to approve Deb Barnes and one office worker to attend the Madison Round Table February 1, 2007. MC/Unan.
8. Office activities: Special Funds items that were approved at the last meeting have been purchased. Deb brought the documentation to Committee. Per Corp Counsel, Deb is to post her vacant position and sought Committee approval for that. **MOTION** by Loken/Johnson to approve posting the open Child Support Secretary/Receptionist full-time position. MC/Unan.
9. Line Item Change: this is not necessary now that item 3 has been taken care of. No action.
10. Payment of December 2006 bills: Deb explained "Indirect Cost Claiming" for 2006 and the necessary adjustment from 2007 cost claiming. Vouchers for Child Support were signed.

**Clerk of Circuit Court** – Dee Helmrick handed Committee the Community Service Program Coordinator's Reports. Dee explained her personnel situation and stated if she can't fill the missing employee's position as it is, she will need another position established. Her current 90-day LTE expires December 18 and cannot return until January 19. West suggested the Committee start creating a temporary full-time position for Clerk of Court. Jerry Kotlowski was excused at 10:02 a.m. Dee requested approval for two trainings: she and one deputy wish to attend the District County Clerk Meeting in Mauston for court processing training at no expense other than straight wages and travel. She reported a Winter Conference on Domestic Violence in Stevens Point February 14-16, 2007, the first day of which is grant-sponsored. The remaining expense would be one night's lodging, travel, and one to two meals and Dee requested to attend with one deputy. She also requested to send her staff to a one-day Specialty Seminar at the cost of \$10.00 each plus mileage to Madison or Eau Claire. The money for these trainings is in the budget. These items were not listed on her agenda and could not be acted upon. A special Public Safety and Judiciary Committee meeting will be posted to meet before County Board on Tuesday, January 16, 2007, at 12:45 p.m. to approve these trainings. **MOTION** by Johnson/Keckeisen to approve Dee Helmrick attending Friday's District Clerk Meeting. MC/Unan. Dee handed out the resolution approved at last month's meeting concerning the collection agency to be contracted.

Committee signed and it will be forwarded to full County Board on January 16, 2007. Clerk of Court's vouchers were turned in.

**Register in Probate** turned in vouchers.

**District Attorney-** Vouchers were turned in.

**Emergency Government –**

8. At 10:20 a.m. Jane Grabarski reported Communication Service did the temporary repair of the communication tower on the Friendship Mound. The easement legal access – an appraiser came for a site visit for this proposal. Highway is involved as well.
9. Grant updates: \$2,580.98 was received for full coverage of the fall exercise. Radio equipment and reprogramming: reprogramming is taking place this week. 2005 equipment grant audit: an on-site audit is planned to see if we have the items that were funded.
10. The Kings Way Dam- The soil survey is good and the 6-toe drain plan is finalized and engineer approved. It has gone to the DNR for approval. Construction is slated for late winter, probably March. The water will be back up by DNR ruling, probably in spring 2007.
11. Training: CAMEO computer program three-day off-site training for Hazardous Materials is taking place January 30-31, and February 1 at Volk Field. Funding is in the budget. Grabarski requested approval to attend at travel expense only. **MOTION** by Loken/Johnson to approve the Emergency Management Director to attend the CAMEO training at Volk Field January 30-February 1, 2007. MC/Unan. NIMS/ICS: Six sessions are scheduled at MSTC locations to confirm to municipalities their 2007 NIMS/ICS requirements for them and their First Responders to remain grant-eligible. All municipality clerks received notice of these meetings.
12. Emergency Operations Plans status: September 30 is the end of the Federal fiscal year and first-half updates are due March 31; second half updates are due prior to September. This plan is to detail how we will respond to emergency situations.
13. Office activity – Jane's photo was in a newsletter showing her testifying for the Wisconsin Emergency Fund concerning the value of its reimbursement to Adams County for the Cottonville Fire.
14. Vouchers/Purchase Orders were on the table. **MOTION** by Keckeisen/Loken to approve the Emergency Government vouchers. MC/Unan.

**Sheriff's Department** At 10:30 a.m. Sheriff Renner thanked former Sheriff Sindelar for her help in getting him acquainted with the various meetings and procedures.

7. Communications – Chief July reported that the DOT responded to an inquiry about reimbursement for the drug recognition training, and no funding will be coming because the deadline had passed. This information will be forwarded to Finance Committee.
8. Animal Shelter/Animal Control reports were in Committee's packet.
9. Chief Deputy Report:
  - a. Discuss Credit Card use – Proposed forms were discussed. Prior approval by the Sheriff and Chief Deputy is now required, and receipts are required or no approval will be granted.
  - b. Copier for booking, purchase or lease – Chief July informed Committee that the copier in booking was broken and in need of over \$700 in repair. It is not covered by service contract because it is old enough that no service contract is offered by the copier company. A new copier would cost \$1,000. Chief showed how funding could be accomplished in the current budget. **MOTION** by Keckeisen/Loken to purchase a new copier for Booking and go through Liz Hendrickson for purchase. MC/Unan.

- c. Hiring On-Call, PT, or LTE secretary – the department policy and procedure manual will require approximately 500 hours of typing and Chief July sought Committee’s approval to hire help at \$11/hour for this project. **MOTION** by Loken/Johnson to approve the Sheriff to proceed with hiring LTE secretarial help for creating the policy and procedure manual as outlined. MC/Unan. This issue will go to Corp Counsel for wording and advertising.
  - d. Joint project with Highway, weight restriction enforcement on County roads – Chief July gave a report to Committee and explained that fines could reach \$20,000 for serious violations. The County needs an ordinance to adopt State Statutes for local enforcement, and then the County will get half of the fine. Six scales are needed and training is minimal and at no cost from State Patrol. At 11:15 a.m. Keckeisen requested a ten-minute recess. The meeting resumed at 11:25 a.m.
10. Jail Captain Report
- a. Safekeeper Report was included in Committee’s packet. Probation and Parole pays for probation holds in jail, and this check was deposited as Safekeeper revenue. The shower project went well and is now finished. Wood County Safekeepers are back now.
  - b. Blackberrys – Grant money could be available for PUSH technology. Captain Beckman reported it is best to have our own server for security. Keckeisen stated there will be a meeting Friday with MIS and Linda McFarlin for grant money and Captain is to get costs for proposed devices to this meeting.
  - c. Dental fees – Captain Beckman has negotiated a 10% discount with Dr. Parlante for inmate visits. Extractions are the only procedures being done.
  - d. Spillman training – The schedule is set and already underway. Captain reported that the Spillman instructors are good, and some of the staff has visited Green County to see the Spillman system there up and running.
  - e. Jail Shower report – The total shower project cost \$76,000. It was found that every shower floor was double-tiled, all of which had to be removed, and new drain work was done outside the scope of the original proposal. All is up to code now. Huber showers will have to be evaluated in the future for the same problem.
  - f. Jail operations report - Maintenance contracts are in negotiations for locks, cameras, and medical services. Quantic Architecture will be here with the space needs study January 17, 2007. Marquette County declined to purchase the old food trays, as their facility had the same problem with them as we had. They have been sent to storage for auction. Captain Beckman is holding the food service provider to the signed contract concerning the amount of food they now wish to serve. Should any cut in the amount of food occur, Consolidated Management will be held in breach of contract.
11. Accident Reports, Purchase Orders/Vouchers, Financial Reports, and Payroll/Overtime reports were all in Committee’s packet. Committee Reports will be generated for next month’s meeting; they were not ready due to training time constraints. **MOTION** by Loken/Keckeisen to approve the Sheriff’s Department vouchers and send them to Finance. MC/Unan.
12. Set next meeting date: Wednesday, February 14, 2007, for the regular monthly meeting in Room A260, and Special Meeting date of Tuesday, January 16, 2007 at 12:45 p.m. in A231. For the next agenda: Conference and training approval on each agenda of Public Safety & Judiciary’s eight committees, permanently.

**MOTION** by Loken/Keckeisen to approve vouchers for: Child Support, Clerk of Court, District Attorney, and Register in Probate and send them to Finance. MC/Unan.

At 11:57 a.m. Chief July summoned Corp Counsel to the meeting and Kevin Kneiss joined the meeting at 12:02 p.m. **MOTION** by Loken/Johnson to convene in closed session per Wis. Stat. 19.85(1)(e)

deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session discussion of WPPA CBA Negotiations Update. Roll call vote: Johnson: Yes. Keckeisen: Yes. West: Yes. Loken: Yes. Unanimous. Roberta Sindelar, Shirli Suchomel, Craig Orłowski, Jolene Orłowski, Sam Wollin, and Brent York left the meeting, and at 12:06 p.m. the meeting closed. Mike Keckeisen was recused from the closed session. Sheriff Renner and Chief July left the meeting from closed session. Meeting adjourned from closed session in a **MOTION** by Johnson/Loken at 12:55 p.m. Roll Call Vote/Unan.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

*These minutes are not yet approved by Public Safety & Judiciary Committee (01/17/07)*

ADAMS COUNTY PUBLIC WORKS COMMITTEE  
**THURSDAY, JANUARY 11, 2007, 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**  
                                  **Robert Dixon**  
                                  **Florence Johnson**

**OTHERS PRESENT:**     **Ronald Chamberlain ~ Highway Commissioner**  
                                  **Myrna Diemert ~ Solid Waste Director & Hank Strohmeyer ~ Solid**  
                                  **Waste Foreman, Dan & Solveig Patton, Jay Weidman, Rick Stone, Rob**  
                                  **Standeven and Tim Garrigan**

**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, January 11, 2007.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

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

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

**APPROVAL OF MINUTES OF LAST MEETING (DECEMBER 14, 2006):** *Motion by Renner to approve the Minutes as printed of the Adams County Public Works Committee Meeting for December 14, 2006, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- Driveway Access ~ CTH "E" ~ Patton

- Review & Act on Single Axle Rear Drive Truck Bids

**HIGHWAY**

**DRIVEWAY ACCESS ~ CTH “E” ~ PATTON:** Dan and Solveig Patton were present to request an additional driveway on their property, due to safety issues. County Road “E” is a very busy road and the Patton’s are backing up their semi-truck into their property on this road. ***Motion by Morgan to approve an additional driveway access for Dan and Solveig Patton on County Road “E”, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & ACT ON SINGLE AXLE REAR DRIVE TRUCK BIDS:** The following bids were received for the Single Axle Rear Drive Truck:

<b>Vendor</b>	<b>Make/Model</b>	<b>Single Axle Truck</b>
<i>Badger</i>	<i>Sterling L8511</i>	<b>\$70,979.00</b>
<i>Peterbuilt WI</i>	<i>340 Peterbuilt</i>	\$70,634.00
<i>Truck Country</i>	<i>Freightliner/M2 112V</i>	\$90,842.00
<i>Mid-State</i>	<i>7500 International</i>	\$70,453.00
<i>V&amp;H</i>	<i>Sterling L8500</i>	\$69,643.00

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
JANUARY 11, 2007 ~ 9:00 A.M.**

***Motion by Dixon that in the best interest of Adams County to award the Single Axle Rear Drive Truck bid to Badger Truck Center for the price of \$70,979.00, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**CTH “G” ~ HAZARD ELIMINATION GRANT:** ***Motion by Renner to correct the curves on County Road “G” and Duck Creek Avenue through the Hazard Elimination Grant in a manner as to affect the minimum number of property owners as possible, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**TRI-COUNTY COOPERATIVE AGREEMENT:** A County Highway Department Cooperative Agreement between Adams, Waushara and Marquette Counties was reviewed as presented. This agreement addresses:

- These three Highway Departments to work together where and whenever possible
- Manpower / Equipment Sharing
- Cooperative Purchasing

***Motion by Morgan to approve the County Highway Department Cooperative Agreement as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (AGREEMENT ATTACHED TO MINUTES)***

**RESOLUTION ~ OUT OF STATE TRAINING:** ***Motion by Dixon to approve a Resolution for out of state training for two highway employees to attend Etnyre chip spreader and Distributor School in Oregon, Illinois and to forward this Resolution to County Board to be acted on at the February 2007 County Board Meeting, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**EQUIPMENT ~ PICKUP TRUCKS:** ***Motion by Morgan to allow the Highway Commissioner to advertise for pickup truck bids, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & ACT ON HIGHWAY DEPARTMENT DEPARTMENTAL POLICY:**

*Motion by Renner to approve the Highway Department Departmental Policy as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (POLICY ATTACHED TO MINUTES)*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- ✓ An 8000# forklift has been purchased for \$23,150.00 from Yale Equipment Services.
- ✓ The new equipment trailer is on board.
- ✓ The 2006 State RMA contract ended with \$590.90 in the day-to-day accounts and \$15,000.00 in the reserve. I hope to get this carry over in some form of RMA.
- ✓ The equipment to be disposed of will be going on line in the next 1 to 2 weeks.
- ✓ All the necessary repairs to the shop are complete.
- ✓ Working with the Sheriff's Department to obtain overweight enforcement. It appears that they will be able to supply the training if we can supply the equipment. I am currently researching that equipment, but it definitely looks feasible.
- ✓ Brushing on STH 21 is complete, we are currently brushing on various portions of the CTH and are crack filling various areas of the CTH.
- ✓ The advertisement for the Class three truck driver laborer is in the paper.
- ✓ CHEMS Training for staff is ongoing and is being supplied by our office staff.
- ✓ ASE certifications are in process for our mechanical staff.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING**

**JANUARY 11, 2007 ~ 9:00 A.M.**

*Motion by Johnson to approve the Highway Department Operations Report as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES: NONE**

**FINANCIAL REPORT:** *Motion by Johnson to approve the December 2006 Financial Report as audited and to transfer \$230,012.62 out of the Administration Account and put into: CTHS Winter Maintenance ~ \$140,000 / CTHS Road Construction ~ FAS ~ \$90,000.00 / New Highway Facility ~\$12.62, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PAYROLL & VOUCHERS:** The Highway Department payroll and vouchers were presented to the Committee for signatures. *Motion by Johnson to approve all payrolls and vouchers as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**SOLID WASTE**

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented copies of the "Department Head Out of Office Report" for herself for Tuesday, January 16 through Friday, January 19<sup>th</sup>. She stated that she will be out of town and will miss the January 16<sup>th</sup> County Board meeting as well as the Department Head Meeting scheduled for January 18<sup>th</sup>. There was no other business to present to the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the December 2006 Financial Report and two Friday checks for approval. She explained that there was one month of revenues to come in yet as January's revenues are for December services. She will have a final year-end report at the next meeting. *Motion by Dixon, second by Johnson, to approve the December 2006 Financial Report as presented. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report for Dec 2006/Jan 2007 (see attached copy) and discussion was held. *Motion by Renner, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

**DISCUSS REQUEST FOR FREE/REDUCED CHARGES FOR HARDSHIP CASES:** Ms. Diemert presented a request from a contractor to reduce the fee for debris brought in for a burned house. Ms. Diemert presented information from the past two months on tip fee charges for four houses that had burned and been brought in by other contractors. These charges add up to approximately \$10,000 in revenues and some of the homeowners did not have any insurance. She stated that she understands that people need help when a fire or other tragedy occurs but that she is responsible to the taxpayers and it isn't her place to offer free or reduced fees and that her budget is tight enough already. She currently refers people who ask for assistance to the Social Services Department. Discussion was held. It was the consensus of the Committee that they were sympathetic towards anyone suffering damage from fire or other tragedy, however, with current budget constraints they felt they could not offer free or reduced fees to certain people. They also felt they did not want to set a precedent by offering it to one and not others.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert presented a conference registration form for the 2007 AROW/SWANA/WCSWMA Winter Conference in Appleton on February 21, 22 & 23, 2007. She stated that she would like to send three employees to one day of the conference as there were sessions directly relating to their jobs. *Motion by Renner, second by Morgan, to allow the three employees to attend one day of the conference. All in favor. Motion carried.* Committee members then signed the authorization form for the employees. Committee members also filled out their conference registration forms and stated whether or not they needed rooms. Ms. Diemert

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
JANUARY 11, 2007 ~ 9:00 A.M.**

will make the room reservations. The Committee signed Friday Check purchase orders for the registration fees and hotel.

**REI GRANT PARTNER AGREEMENT(S):** Ms. Diemert stated that she had no new REI Grant Agreements to bring before the Committee.

*MOTION BY JOHNSON, SECOND BY RENNER, TO CONVENE INTO CLOSED SESSION UNDER SECTION 19.85(1)(g) OF THE 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-OFFICE MANAGER/LOSS CONTROL & SAFETY OFFICER AND UNION GRIEVANCE. ROLL CALL: BABCOCK-YES, RENNER-YES, MORGAN-YES, DIXON-YES, JOHNSON-YES.*

*The Committee went into Closed Session at 1:37 PM.*

*MOTION BY JOHNSON, SECOND BY RENNER, TO RECONVENE INTO OPEN SESSION UNDER SECTION 19.85(2) OF THE WIS. STAT., TO RENDER A DECISION REGARDING THE CREATION OF THE OFFICE MANAGER/LOSS CONTROL & SAFETY OFFICER AND THE UNION GRIEVANCE. ROLL CALL: BABCOCK-YES, RENNER-YES, MORGAN-YES, DIXON-YES, JOHNSON-YES.*

*The Committee reconvened the Open Session at 2:00 PM.*

*Motion by Johnson, second by Dixon, to deny the Union Grievance, to reaffirm their support for the Office Manager/Loss Control & Safety Officer position and to sign the new County Board Resolution, Job Description, Organization Chart, and Personnel Recruitment Form with the current date of 2007, and to present this to County Board at the March 2007 meeting when the Solid Waste Director could be present. All in favor. Motion carried. **The Committee then signed the appropriate forms.***

**VOUCHERS:** *The vouchers were presented to the Committee and signed. Motion by Renner, second by Morgan, to approve the vouchers and send on to the Administrative & Finance Committee. All in favor. Motion carried.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** Ms. Diemert stated she has no new items to place on the next agenda at this time.

**NEXT MEETING DATE AND ADJOURN:** The next meeting will be held on Thursday, February 8, 2007, at 9:00 A.M. at the Highway Department. *Motion by Johnson, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 2:29 P.M.

Respectfully submitted,

David Renner, Secretary

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

SITE REPORT

January 11, 2007

SOLID WASTE DEPARTMENT

**TIPPAGE REPORT:** 1,912,580 lbs of garbage were brought in which is the highest amount ever brought into the landfill for December.

There were 27 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,620 annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,608 new customers over the scale.

**MEETINGS/SEMINARS/TRAININGS/CONFERENCES:** Remind the Committee that the AROW/SWANA/WCSWMA Winter Conference will be on W-F, February 21-23, 2007 in Appleton at the Radisson Paper Valley Hotel. Will need registration forms & room reservation information at this meeting so the Director can make the arrangements.

The Landfill Advisory Committee meeting was held on December 18, 2006 at the Strongs Prairie Town Hall at 7:00 PM.

Attended the Health Insurance Study Committee meeting on Tuesday, January 9, 2007. Will attend the next meeting scheduled for January 23<sup>rd</sup>.

Will attend the WCSWMA Executive Committee meeting in Mosinee on Friday, January 12<sup>th</sup>.

Will be on vacation from January 16<sup>th</sup> through January 21<sup>st</sup> and will miss the January 16<sup>th</sup> County Board Meeting as well as the January 18<sup>th</sup> Department Head Meeting.

Met with Corp Counsel on two occasions to discuss the new position and Union Grievance.

Attended other various meetings through the month.

***SITE/EQUIPMENT IMPROVEMENTS:*** Normal maintenance and repairs were performed during the month.

***INSPECTIONS:*** No inspections were performed during the month.

***LOSS CONTROL/SAFETY/STAFF ISSUES:*** Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

A staff meeting and luncheon was held on Thursday, December 21<sup>st</sup>. Agenda items included: New Solid Waste Department Radio Procedure that follows FCC regulations; new FCI & Saturday schedules, Landfill Re-certification CEU hours and training.

Wrote a letter for a business in town that found residential garbage dumped in their dumpster. Also wrote letters to two customers who were putting demolition waste into the residential dumpster. This can damage our trucks.

Met with Corporation Counsel & Union on January 4<sup>th</sup> and January 9<sup>th</sup> regarding part-time employee.

Notified Highway Department that someone had bent the gate at the highway. He asked that our employees fix it if we could. The fence was repaired enough to close it properly.

#### SITE REPORT

January 11, 2007

### **SOLID WASTE DEPARTMENT**

Contacted DNR and other SW managers about fluorescent light bulb salespeople offering “green” bulbs that do not need to be recycled. The DNR called the company and informed them of the current laws in WI regarding recycling of mercury products. This was passed on to all SW contacts in WI.

Furnished information to County Treasurer regarding liability for old landfill sites that are tax foreclosures. There has been instances where private companies who own landfills will stop paying taxes after the landfills are closed and when the County took the property the County then became liable for future environmental liability.

Completed the DNR Recycling Fee and License Surcharge Report and Invoice for the 4<sup>th</sup> quarter, 2006.

A customer fell on the ice near the recycling roll-off. A claim was filed with Corporation Counsel. A copy of the Incident Report was forwarded to Corporation Counsel.

Certificates of Insurance were received and forwarded to FCI, Northern Bay and the City of Adams as required in contracts.

No other significant loss control/safety issues were seen this month.

**\*See Site Improvements section for more Loss Control/Safety Issues**

**INDUSTRIAL PARK:** Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections. Monona Plumbing conducted the quarterly testing of the wellhouse pumping system on Thursday, November 16<sup>th</sup>.

**ADMINISTRATIVE PROJECTS: During the month of Dec/January the Director performed the following duties:** Arranged shipments of tires, baled recyclables, tin, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed.

Continued to coordinate new curbside and residential route customer orders. We had 19 new customers since the last report that adds \$5,451 in annual revenues to the department. Many other inquiries and order changes have been received. Ordered containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program. We are currently bringing in over \$325,848 in revenues from this program.

Completed and handed out copies of the 2007 FCI & Saturday schedules. Employees rotate these duties and they receive a calendar in advance.

Met with marketing vendors, placed ads regarding various advertisements around the county.

Submitted monthly recycling report to the City of Adams as required.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

**LANDFILL CONSTRUCTION:** No new construction was performed.

Resources & Recreation Committee  
Minutes of Meeting  
**January 4, 2007 @ 10:00 AM**  
**Adams County Community Center**  
**569 N. Cedar Street, Room 103**  
**Adams, WI 53910**

**14. Call to Order:** Meeting was called to order by Chairman Repinski at 10:03 AM, in Room 103, Adams County Community Center.

**15. Properly announced:** Jennifer Swensen indicated that the meeting was properly noticed.

16. **Roll Call:** Roll call was taken by Chairman Repinski; Neuenfeldt, Licitar, Dehmlow, Ward, and Repinski present. Staff present Don Genrich, Agriculture Agent, Jennifer Swensen, 4-H Youth Development Agent. Edie Felts-Podoll excused.
17. **Agenda Approval:** Motion by Ward and Second by Neuenfeldt to approve the agenda as presented. Motion carried.
18. **Approve Minutes:** Motion by Dehmlow and Second by Licitar to accept minutes of the Resource & Recreation Committee of December 7, 2006 as presented. Motion carried.
19. **Public Participation:** None
20. **Resources/Extension Communications:** None
21. **Items for Action or Discussion**
- i) Vouchers/Expenditures: Motion by Neuenfeldt and Second by Dehmlow to approve the vouchers for December 2006 and one for January 2007. Motion carried.
  - j) Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Discussion regarding monthly reports took place. Motion by Licitar and Second by Neuenfeldt to place monthly staff reports on file as written. Motion carried.
  - k) Approve Calendars of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Dehmlow and Second by Licitar to approve monthly calendars as presented for Felts-Podoll, Swensen, and Genrich. Motion carried.
  - l) WACEC January 5<sup>th</sup>, Elizabeth Inn, Plover – Final Plans – Discussed final plans and meeting times.
  - m) WACEC Annual Meeting Madison March 26-28 – Motion for any member who wishes to attend may attend the WACES Annual Meeting in Madison. Motion by Dehmlow and Second by Neuenfeldt. Motion carried. Discussion for tentative attendees are as follows: Repinski, Neuenfeldt, Dehmlow, and Licitar.
  - n) Legislators at the State WACEC Meeting – It was noted that the committee would like to meet with local representatives.
  - o) Community Center – Motion for Ward, Felts-Podoll and Linda Arneson to attend the Executive Committee meeting on behalf of the Extension Office to explain issues regarding the community center rooms to include scheduling and security. Motion by Licitar and Second by Neuenfeldt. Motion carried.
  - p) Community Center – Security – Through discussion the committee was supportive of a panic alarm being installed in each department in the community center, to total three. This topic will be brought to the attention of the Executive Committee.
22. **Resources/Extension Report of Departments**
- a) Generations – Eleanor Bonnett and Edie Felts-Podoll or Power of Attorney for Finance & Property – No action
23. **Resources/Extension Report of Committee Members** - None
24. **Set Next Meeting Date** – Thursday, February 1, 2007, 10:00 AM at the Community Center, Room 103.
25. **Agenda Items for Next Meeting:**
- Felts-Podoll December Monthly Report Question: page #2 Bankruptcy Program
  - 10 minute Gypsy Moth program by Genrich
  - 10 minute Generations or Power of Attorney program by Felts-Podoll and Eleanor Bonnett
26. **Adjourn:** Motion by Dehmlow and Second by Ward to adjourn. Motion carried. Meeting adjourned at 11:50 PM.

4-H/Youth Development Agent  
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**  
**January 9, 2007**  
**10:00 a.m.**  
**Adams County Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 10:08 a.m., by Chairman Repinski.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Dave Repinski, Bob Neuenfeldt, Fran Dehmlow, Glenn Licitar, and Bev Ward. Others present: Fred Nickel – Parks Director, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Marv Bennett – Castle Rock Park Manager, and Darren Tolley – Petenwell Park Manager.

**Approve Agenda:** Motion by Ward/Licitar to approve the agenda as printed. Motion carried.

**Previous Minutes:** Motion by Neuenfeldt/Dehmlow to approve the December 12, 2006, minutes as presented. Motion carried.

**Agenda Items:**

15. No public present.
16. No special user requests.
17. Bev reported a caller was concerned about having to pay at Easton when nothing is there. Director explained that fees were implemented at all public accesses and parks owned and/or maintained by the county parks. The fee is a park user fee, not a boat launch fee. Several years ago the boat landing at Easton was repaired at a cost of approximately \$16,000 to the county. User fees were implemented to off-set some of these costs. Bev further reported the caller wanted to know why committee meeting agendas were no longer posted in the local paper. The paper is not required by law to publish the agendas, they are supplied with the agendas and keep them on file. The local paper stopped publishing the agendas when additional information was included making each agenda quite long and was too costly for newspaper to publish and longer for free. The paper would charge their normal publishing fee to print the agenda(s). Bev will discuss this issue with Corporation Counsel and report back to Committee.
18. Motion by Ward/Neuenfeldt to approve the revised Administrative Directive on Campground Operations/Management” with the addition of “or under the camping unit” to the sixth item. Motion by Dehmlow/Neuenfeldt to postpone the above to the February committee meeting. Roll

- call vote, Repinski – yes, Licitar- yes, Neuenfeldt - yes, Dehmlow- yes, Ward – no. Motion carried. No action to be taken on the first motion.
19. Director reported receiving the ATV and Snowmobile license agreements from Plum Creek; however the ATV agreement is only for one-year which would prevent the County from acquiring trail grants; therefore, trail(s) would be closed. Director will setup a meeting with Plum Creek Reps to further discuss the above and any Committee member(s) may attend also. The snowmobile license agreement is for three years as in the past.
  20. Copies of the proposed County-wide Outdoor Recreation Plan were distributed to Committee at the December 2006 meeting. Motion by Ward/Licitar to approve the Outdoor Recreation Plan as printed unless any Committee member has any changes within two weeks. Motion to include Director forwarding plan to County Board for approval in February. Motion carried.
  21. Director will take previously approved resolution to transfer unused 2006 Skateland funds to the Outlying Parks 2007 budget at the January county board meeting.
  22. Motion by Ward/Dehmlow to approve Licitar or Repinski attend a meeting with Alpha Terra January 23, 2007, regarding safety and equipment maintenance. Motion carried. Director distributed copies of repair and maintenance bills on the Petenwell Park John Deere mower to Committee.
  23. Revenue report was reviewed. Director will provide an end-of-year financial report to Committee at February meeting.
  24. Motion by Ward/Dehmlow to approve the bills as presented and forward to Finance Committee. Motion carried.
  25. February agenda items will include the following: Campground Management Objectives, Report on Alpha Terra meeting, and Committee May Recess to County Park(s) for On-site Inspection(s).
  26. Committee set the next regular Resource and Recreation Committee meeting date for February 12, 2007, 10:00 a.m., Courthouse Conference Room A260.
  27. Committee did not perform on-site inspection.
  28. Motion by Ward/Licitar to adjourn at 12:04 p.m. Motion carried.

Submitted by,

Glenn Licitar  
Committee Secretary

These minutes have not been approved by the Resource and Recreation Committee

MINUTES  
SCLS BOARD OF TRUSTEES  
January 8, 2007 -12:15 p.m.  
SCLS ADMINISTRATION

**Present:** R. Barden, R. Curtis, L. Davis-Brown, J. Hanson, J. Healy-Plotkin, M. Howe, T. Iaccarino, R. Keen, H. O'Donnell, J. Pugh, P. Townsend, J. Wheeler

Present:

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

Absent: E. DeSchmidt E. Krszjzaniek

Excused: F. Cherney, J. Kreten, C. McGuire, N. Nelson, G. Poulson, P. Westby

Call to Order: In the absence of the President and Vice President, Secretary J. Hanson called the meeting to order at 12:15 p.m.

a. Introduction of guests/visitors and new board members: None

b. Changes/additions to the agenda: None

c. Requests to address the board: Dr. Curtis thanked SCLS for his get well card.

**Minutes:** M. Howe moved approval of the December 11, 2006 minutes. R. Barden seconded. Motion carried.

**Bills for Payment/Financial Statements:** L. Davis-Brown moved approval of the bills for payment in the amount of \$136,649.17. J. Pugh seconded. Motion carried.

**President's Report:** No report

**Committee Reports:** Advocacy - the committee will meet prior to the February Board meeting.

Nominations - On behalf of the nominations committee recommendations, B. Keen moved approval of the following officers: Francis Cherney- President; Janet Pugh Vice President; June Hanson- Treasurer; Joan Wheeler- Secretary. P. Townsend seconded. Motion carried. SCLS Foundation Report: L. Davis-Brown noted the M&I trust report indicates the foundation investment portfolio market value at \$193,510.00. Phyllis and Bob-Blitzke will be visiting 12 -15 member libraries from January through March to speak to library board members in hopes of setting up endowments with the Foundation.

Barbara Brewer, director of the Monroe Public Library, has volunteered to be the PLAC representative for the Foundation. Circulation and **ILL** Statistics: LINK circulation is up 5.63% from last year. System Director's Report:

Because the December 21 st Dane County Board meeting was cancelled, we are still waiting for confirmation of two new Dane County appointments to the board. The annual report will be presented to the Board in March. LINK circulation was just short of 11 million in 2006 - an increase of 5.63%! Stef and Phyllis attended the Governor's inaugural speech. One of his priorities is education and putting kids first. Legislators need to understand that libraries are a large part of that. WI Library Legislative Day is January 23rd. Phyllis will be at ALA in Seattle. We hope to be well represented by our member libraries, staff, and Board. The WLA website offers the ability for those who are not able to attend, to email or call their legislators and express their issues/concerns. SCLS received an opinion letter from the Attorney General's office regarding surveillance systems in libraries and privacy/disclosure of the video collected. PLAC discussed this at length and would like further information about the pros and cons of surveillance equipment and what this interpretation means in practical terms. Stef noted Jean Anderson has been hired as our CE/Multitype Coordinator. Her first day will be February 1. The Technology position job description is being re-evaluated and there has been some reassigning of specific tasks to Nichole and Dan. Stef will present the job description to the Joint Technology committee for their input. Automation will be interviewing for the cataloging position January 9.

The CE schedule is in the works for 2007 and a great workshop, "Bridges out of Poverty" will be held February 9th. Workshops like this help increase awareness of the differences in economic cultures and how those differences affect opportunities for success. The session includes developing an action plan to

improve services to clients and improving retention rates for new hires from poverty. This is an important societal issue that our libraries deal with and we're happy to be able to offer it. Everyone is encouraged to attend. Another CE opportunity SCLS is working on is exposing our member libraries to a variety of new technology. We will be partnering with OWLS and Winnefox to develop a curriculum that will be available online and will expose library staff to a new technology every couple of weeks or so. It hasn't been determined yet how this will be presented or how it will look, but it's in the works. Programs that SCLS submitted to WEMA (Wisconsin Educational Media Association) for their conference in Madison in March were accepted. Registration is open and WLA members may register at the WEMA member rate. Everyone is encouraged to check out the program because there are many relevant programs for all types of libraries, not just school libraries.

There were over 1,018,000 bookings, or time slots used at SCLS libraries that use Telus in 2006!! Telus is a system we use for booking computers and controlling how long people are on the computer. It's also a great way for SCLS to obtain statistics for the 27 libraries currently participating. Shawn Brommer, Youth Services/Outreach Coordinator, was appointed to the nominating committee for the Association of Library Service to Children, An ALA Division.

The Veteran's Museum was featured as an OCLC success story case study. They talked about how they are using WorldCat to bring their collection to a broader national audience. You may access this story at: [http://www.oclc.org/services/brochures/12111\\_K-Wisconsin-Veterans\\_Museum\\_Library\\_FINAL.pdf](http://www.oclc.org/services/brochures/12111_K-Wisconsin-Veterans_Museum_Library_FINAL.pdf)

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:** Stef presented a brief Novelist demonstration to the board. It went live to the public January 1.

Meeting adjourned at 1 :00 p.m.

H. Moe, Recorder

### System Director's Report January 2007

The new year is bringing us some new SCLS Board members from Dane county, as you will see from the Board roster in your mailing this month. We are also very pleased to welcome Jean Anderson, our new Continuing Education Coordinator, who started work today. And next week the ribbon will be cut to open the new library building in Albany.

Speaking of new libraries, some of us toured the Seattle Public Library last week during the American Library Association Midwinter meeting. There are some amazing new technologies for handling library materials that I will tell you about when we meet. But being in Seattle, I missed Library Legislative Day. Here is a letter I will be sending to the Governor and adapting for my legislators.

Dear Governor Doyle,

I attended your inaugural address and listened carefully to the State of the State message last week. I applaud your emphasis on improving education in Wisconsin, expanding services to children and helping Wisconsin innovators create jobs. And while I know and appreciate that you and Mrs. Doyle are both library supporters, I am writing to highlight the importance of libraries and public library systems in achieving the goals you have articulated.

No time is more important in human development than the first three years of life, when the brain begins to learn the skills upon which all further physical and mental growth depend. Wisconsin libraries recognize the important role they can play to educate parents of young children about early learning

concepts. As a result, birth-to-three story times and reading programs in libraries are increasingly being offered to help all children enter school ready to succeed. And kindergarten readiness is crucial for future success in schools.

Children who don't read over the summer return to school in the fall behind in reading comprehension skills by as much as three months. And lower-achieving students are already less likely to read out of school. More startling is the fact that this sort of reading loss is cumulative, which means that by the end of sixth grade these students can be as much as two years behind their peers. But Summer Reading Programs in libraries across the state help children maintain their reading levels through the summer, ready to return to school in September.

And libraries are important to job creation. A May 2006 *Business Week* article stated that, "Across the county, public libraries are giving would-be entrepreneurs a helping hand with resources and expert advice. It would not be a stretch to say that many could rival an MBA program in terms of the tools they offer for instruction and information - available for little or no cost." But as we know, these vital services do have a cost. Public library service in Wisconsin is a partnership between cities, villages, counties and the state. State funding for public library systems should be at a level equal to 13% of municipal and county expenditures for library service under a long-standing agreement. Unfortunately, state support has eroded over the years to less than 9%. Under budget caps, local funding for libraries has also not kept up with increased service demands. Checkouts of library materials at libraries within the South Central Library system grew by an average of nearly 6% in 2006. For libraries in the state to continue contributing to our shared goals, we need as much help as you can possibly give in the upcoming biennial budget. Thank you for your time and past support.

And I'll see all of you on the 12<sup>th</sup>.

Phyllis

**SOUTH CENTRAL LIBRARY SYSTEM**

**Circulation and ILL Statistics**

December 2006

	*2005 Population	2005 Circulation	**2005 Collection	2005 Annual Expenditures	Same Mo. Circ. 2005	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2006
<b>ADAMS</b>									
Adams City	18,263	89,633	30,503	307,102	7,496	6,304	1,978	2,847	93,285
Rome	2,944	23,070	16,772	102,563	1,638	1,843	36	-	24,425
<b>TOTAL</b>	<b>21,207</b>	<b>112,703</b>	<b>47,275</b>	<b>409,665</b>	<b>9,134</b>	<b>8,147</b>	<b>2,014</b>	<b>2,847</b>	<b>117,710</b>
<b>COLUMBIA</b>									
Cambria	779	24,812	8,857	80,976	1,846	1,770	918	454	24,622
Columbus	4,748	87,533	36,691	289,568	5,770	5,938	1,664	3,802	95,751
Lodi	2,968	94,660	28,718	234,801	6,730	7,015	2,682	2,463	99,495
Pardeeville	2,074	46,662	22,521	150,905	3,233	2,710	1,284	1,650	42,984
Portage	9,981	222,196	68,553	520,483	15,182	15,045	5,024	4,441	227,025
Poynette	2,496	53,579	20,035	102,390	3,876	3,965	1,302	1,764	56,167
Rio	987	34,425	25,335	117,710	2,508	2,730	136	-	32,643
Wis. Dells	2,465	75,461	39,470	306,156	5,758	6,326	2,880	2,240	82,223
Wyocena		1,737	4,317	56,544	136	337	89	644	2,879
Other City	28,065								
<b>TOTAL</b>	<b>54,563</b>	<b>641,065</b>	<b>254,497</b>	<b>1,859,533</b>	<b>45,039</b>	<b>45,836</b>	<b>15,979</b>	<b>17,458</b>	<b>663,789</b>
<b>DANE</b>									
Belleville	2,089	62,365	26,642	175,095	4,369	4,917	1,845	2,685	69,984
Black Earth	1,321	39,524	19,615	97,179	2,505	2,845	1,058	1,856	41,491
Cambridge	1,219	51,134	23,084	126,512	3,727	3,929	1,749	1,821	55,741
Cross Plains	3,452	81,215	38,383	283,471	5,349	6,170	1,872	3,066	85,171
Deerfield	2,109	49,352	20,176	139,147	3,639	3,527	1,824	1,988	50,347
DeForest	8,288	337,528	72,854	625,597	27,497	29,431	6,740	9,366	362,515
Marshall	3,613	55,687	26,865	161,497	3,864	3,942	1,723	2,766	55,265
Mazomanie	1,558	34,234	18,131	106,876	2,228	2,915	1,378	1,869	37,037
McFarland	7,179	144,347	47,966	341,214	28,520	13,205	3,627	6,359	183,645
Middleton	16,760	612,406	94,182	1,304,240	47,727	51,038	14,978	15,197	674,069
Monona	8,061	253,410	70,155	552,534	19,167	19,148	5,840	7,497	252,508
Mt. Horeb	6,378	203,277	46,740	555,414	13,247	14,750	6,489	4,861	204,289
Oregon	8,279	238,506	62,565	447,439	16,969	17,967	6,277	4,717	246,754
Stoughton	12,753	254,746	70,235	650,902	18,589	17,547	6,034	6,291	263,872
Sun Prairie	24,219	443,183	106,886	1,337,031	30,337	33,811	8,184	9,184	482,804
Verona	9,103	271,383	55,342	628,994	20,775	32,001	8,836	9,257	382,637
Waunakee	10,361	234,252	68,798	526,210	15,766	16,012	4,603	6,686	241,425
Madison	221,735	4,480,044	910,122	11,611,905	347,119	367,084	64,205	37,491	4,616,009
DCLS	110,097	167,252	45,031	3,615,848	12,905	13,091	1,837	6,144	171,213
<b>TOTAL</b>	<b>458,574</b>	<b>8,013,845</b>	<b>1,823,772</b>	<b>23,287,105</b>	<b>624,299</b>	<b>653,330</b>	<b>149,099</b>	<b>139,101</b>	<b>8,476,776</b>
<b>SUB TOTAL</b>	<b>534,344</b>	<b>8,767,613</b>	<b>2,125,544</b>	<b>25,556,303</b>	<b>678,472</b>	<b>707,313</b>	<b>167,092</b>	<b>159,406</b>	<b>9,258,275</b>



	*2005 Population	2005 Circulation	**2005 Collection	2005 Annual Expenditures	Same Mo. Circ. 2005	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2006
<b>GREEN</b>									
Albany	2,133	36,281	14,962	45,458	2,803	2,778	162	1	38,246
Brodhead	3,154	74,370	44,838	163,314	5,259	5,259	94	4	71,677
Monroe	15,290	212,076	91,877	563,957	15,607	15,879	4,600	5,492	221,645
Monticello	1,166	73,441	32,925	114,816	6,579				56,816
New Glarus	2,101	71,243	28,095	239,270	5,169	6,048	2,494	3,639	77,263
Other City	11,534								
<b>TOTAL</b>	<b>35,378</b>	<b>467,411</b>	<b>212,697</b>	<b>1,126,815</b>	<b>35,417</b>	<b>29,964</b>	<b>7,350</b>	<b>9,136</b>	<b>465,647</b>
<b>PORTAGE</b>									
Amherst	1,037	24,022	17,874	31,616	941	987	30	0	22,070
Portage City	68,328	480,229	199,189	1,619,012	31,427	32,302	416	57	469,421
<b>TOTAL</b>	<b>69,365</b>	<b>504,251</b>	<b>217,063</b>	<b>1,650,628</b>	<b>32,368</b>	<b>33,289</b>	<b>446</b>	<b>57</b>	<b>491,491</b>
<b>SAUK</b>									
Baraboo	11,248	236,551	67,265	741,237	16,833	18,647	6,484	4,722	245,184
LaValle	326	4,657	5,374	18,288	335	255	119	225	4,170
N. Freedom	634	9,069	5,016	22,477	421	788	128	710	9,333
Plain	788	28,532	11,487	90,734	2,413	2,404	1,173	1,017	32,512
Prairie du Sac	3,546	122,069	43,850	275,414	8,798	10,256	4,062	3,724	132,876
Reedsburg	8,704	228,085	73,768	532,178	15,764	17,657	4,679	6,974	249,213
Rock Springs	418	9,516	7,562	31,391	647	647	381	412	9,769
Sauk City	3,229	119,016	41,416	273,384	8,844	8,259	2,324	3,062	124,222
Spring Green	1,464	72,919	27,202	179,296	5,714	6,105	2,118	2,213	78,828
Other City	28,796								
<b>TOTAL</b>	<b>59,153</b>	<b>830,414</b>	<b>282,940</b>	<b>2,164,399</b>	<b>59,769</b>	<b>65,018</b>	<b>21,468</b>	<b>23,059</b>	<b>886,107</b>
<b>WOOD</b>									
Arpin	813	8,707	12,440	32,728					
Marshfield	21,154	407,278	138,221	1,220,776	27,762	28,793	44	14	407,833
Nekoosa	2,615	47,708	37,312	147,770	3,969	3,139	86	4	42,212
Pittsville	889	32,118	17,202	55,362	2,421	1,817	18	1	28,664
Vesper	544	11,586	24,012	21,250	797	421	31	-	5,599
Wis. Rapids	18,522	405,993	117,125	1,326,824	28,520	27,004	6,507	6,391	411,615
Other City	34,559								
<b>TOTAL</b>	<b>79,096</b>	<b>913,390</b>	<b>346,312</b>	<b>2,804,710</b>	<b>63,469</b>	<b>61,174</b>	<b>6,686</b>	<b>6,410</b>	<b>895,923</b>
<b>SUB TOTAL</b>	<b>242,992</b>	<b>2,715,466</b>	<b>1,059,012</b>	<b>7,746,552</b>	<b>191,023</b>	<b>189,445</b>	<b>35,950</b>	<b>38,662</b>	<b>2,739,168</b>
<b>GRAND TOTAL</b>	<b>777,336</b>	<b>11,483,079</b>	<b>3,184,556</b>	<b>33,302,855</b>	<b>869,495</b>	<b>896,758</b>	<b>203,042</b>	<b>198,068</b>	<b>11,997,443</b>

\*Based on DOA Official Population Estimates 1/01/05 and includes all those individuals who pay library taxes directly to the indicated community

\*\*Collection includes books, audio, film, video, and other materials such as software, art prints, and toys. It does not include serial volumes owned



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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 # 400**

February 7, 2007

Report for the month of January, 2007

I will be working on the 2007 Government Corner Maintenance Program beginning this month. This years project area includes the Towns of Colburn, Richfield, Lincoln and New Chester. All of the Section Comers in these towns will be visited and the Monument Record sheet on file in the Surveyor's Office will be updated. This will be an ongoing project that will continue throughout the year.

I attended the County Surveyor's Association meeting on January 24th and in my opinion Adams County is keeping pace with other counties with regards to mapping and use of technology.

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

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

SUMMARY OF ACCOUNTS 2007

<u>RETAINER</u>		<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
\$3,600.00		\$21,900.00	\$ 500.00
JANUARY	300.00		\$ 75.00
Balance	\$3,300.00	\$21,000.00	\$325.00
FEBRUARY			
Balance			
MARCH			
Balance			
APRIL			
Balance			
MAY			
Balance			
JUNE			

Balance  
JULY  
Balance  
AUGUST  
Balance  
SEPTEMBER  
Balance  
OCTOBER  
Balance  
NOVEMBER  
Balance  
DECEMBER  
Balance  
Grand Total