

P1

ADAMS COUNTY BOARD OF SUPERVISORS ORGANIZATIONAL MEETING
Adams County Board Room, April 17, 2012 9:30 a.m.

1. Call to Order by the County Clerk
2. Was the meeting properly announced?
3. Administration of the Oath of Office by the County Clerk
4. Roll Call
5. Moment of Silence
6. Pledge of Allegiance
7. Approve Agenda
8. Approval of March 20, 2012 minutes
9. Election of County Board Chair (two (2) year term)
10. Election of 1st Vice-Chair (two (2) year term)
11. Election of 2nd Vice-Chair (two (2) year term)
12. Public Participation
13. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims: Roekle, Stuchlak, West, Allen, Babcock, Djumadi
14. **Claims:** None
15. **Correspondence:**
16. **Appointments:** Appoint Darcie Beckman as a print media representative to LEPC. Re-appoint Jeremie Pavelski to ACRIDC (3 year term).
17. **Unfinished Business:**
18. **Reports and Presentations:**
 - A. Miscellaneous
 - Recognize outgoing County Board Members: David Renner, Michael Keckeisen, Bev Ward Patricia Townsend and Dave Repinski
 - Administrative Coordinator/Director of Finance report
 - Student Government Day (April 25, 2012)
 - Adams County Cancer Awareness Team & UW Carbone Cancer Center (20 minute presentation)

21. Review Committee Minutes

Ad Hoc Board Rules 2/27	County Board 3/20	Land & Water 3/12	Property 1/27, 2/27, 3/19
Ad Hoc Sub Cons 2/15, 3/12	Executive 3/13	Land Info 2/23	PS & J 2/6
Ad Hoc Trans 3/12	H&HS/V 2/10	Library 3/26	Surveyor 4/4
Admin/Fin. 10/11	Health Ins 1/17	Parks 3/13	UW Ext 3/13
Board of Adjust 12/21/11, 3/21	Highway 3/8	P & Z 3/7	

22. **Resolutions:**

Res. #29: Approve a two (2) year service agreement with Professional Placement Services (PPS) LLC for collection services on behalf of the Solid Waste Department for overdue accounts.

Res. #30: To authorize the Register of Deeds to enter into contracts to provide access to non-certified copies of daily recorded document images pertaining to real property.

Res. #31: To authorize the creation and hiring of two seasonal Park Aide Level III positions.

Res. #32: To focus attention that sexual violence is widespread with public health implications for every member of the Adams County community by proclaiming April to be "Sexual Assault Awareness Month".

23. **Ordinance:**

Ord. # 03: To rezone a parcel of land in Town of New Haven be changed from A-1 Exclusive Agriculture District to an R1-LL Single Family Residential District.

24. **Denials:** None

25. **Petitions:** None

26. Approve Claims

27. Approve Per Diem and Mileage

28. Motion for County Clerk to correct errors

29. Set next meeting date

30. Adjournment.

**PROFESSIONAL PLACEMENT SERVICES, LLC (PPS)
SERVICE AGREEMENT**

1. For purposes of this contract, PPS will refer to **Professional Placement Services, LLC** and CLIENT will refer to the **Adams County Solid Waste Department**.
2. All accounts submitted to PPS will be assigned for collection, and will be validly due and owing by the debtor. Exceptions are deceased, paid prior to placement, etc. All accounts submitted to PPS are at the client's discretion. No settlement offers will be made on any account. Accounts will be submitted electronically via PPS listing procedures.
3. PPS will follow all collection laws in attempt to collect debts owed to CLIENT.
4. CLIENT shall report all direct payments on accounts listed with PPS, at time of receipt, by fax or email. Commission will be taken from the amount collected by PPS at month end and will be shown on reconciliation report. CLIENT shall remit payment based on monthly activity report provided by PPS for payments paid directly to CLIENT.
5. The contract term will be for a two-year period. However, the contract may be extended for additional one year terms at the option of the CLIENT. Either party may terminate contract by giving a 30-day written notice to the other party. Upon termination of this contract, PPS will be entitled to commission for a period of 90 days on accounts that have been referred for collection.
6. PPS will not refer accounts to an attorney for legal action in the name of the CLIENT without the expressed written authorization of CLIENT. The commission for authorized legal accounts will be 30%.
7. PPS will be entitled to commission on all payments received. The commission shall be 19% of all referred primary collection accounts. All other charges and fees are the responsibility of PPS. All secondary accounts will be at a 30% contingency fee.
8. PPS will provide a reconciliation report listing all monthly payments. This reconciliation report shall show case number, payor, amount received by PPS, amount of commission, and net sent to CLIENT.
9. CLIENT will receive a check and reconciliation report by the 10th of the month following collection or upon agreement.
10. Any amendments or modifications to this contract shall be in writing and shall not be effective until executed by all of the parties to this contract.
11. PPS shall indemnify, save and hold the CLIENT, its representatives and employees, harmless from any and all claims or causes of actions, including all attorneys' fees incurred by the CLIENT, arising from the performance of this contract by PPS or PPS's employees, agents or subcontractors. This clause shall not be construed to bar any legal remedies PPS may have for CLIENT'S failure to fulfill its obligations pursuant to this contract.
12. During the duration of this contract, PPS and its employees shall be considered independent contractors and shall not be eligible for workers compensation benefits asserted against CLIENT pursuant to Wis. Stats 102.07 (8)(b). Acceptance of this contract by PPS is contingent upon PPS's maintaining its own office, equipment and materials; holding a federal employer identification number; PPS's agreement to perform the specific services contracted by CLIENT for the payment

specified within this contract. Performance of the work undertaken by PPS during the duration of this contract shall remain under the control of PPS.

- 13. Tax refund intercept services with the State of Wisconsin Department of Revenue will be performed by PPS on accounts the CLIENT has not certified. PPS tax intercept services include but are not limited to the following; list all qualified accounts, obtain and verify a social security number, send the required notice to debtor, manage all account information with the State of Wisconsin and update the records.
- 14. Credit bureau reporting services will be performed with the authorization of the CLIENT. PPS reports debtors to the credit bureau on a nationwide scale as long as they're legally eligible (the debtor id over 18 and their debt is at least \$50)

Initial here if PPS should report your accounts with a credit bureau: _____

- 15. New business placements are to be made on at least a quarterly basis. PPS will collect all eligible collection accounts on behalf of the CLIENT including accounts the CLIENT has certified with the TRIP program. Upon placement, if an account is already listed with TRIP, the CLIENT will send all eligible accounts after they have been through one tax season. If the accounts have not been listed with TRIP, they should be no more than six months past the last due date, with the exception being the backlog.
- 16. PPS does not receive any commission/fee on any payments the CLIENT receives from the Department of Revenue via the CLIENT'S own efforts. PPS does not receive fee on cases collected via bail/warrant pick ups. CLIENT will not submit accounts to the TRIP program after the accounts have been placed with PPS.
- 17. This contract and any executed amendments constitute the entire contract between the parties with regard to the matters set forth.

IN WITNESS WHEREOF, the parties have executed this contract in duplicate on the date below.

Adams County Solid Waste Department

PPS, LLC

SIGNED _____

SIGNED _____

PRINTED _____

PRINTED _____

TITLE _____

TITLE _____

DATED _____

DATED _____

1
2
3 **RESOLUTION 2012 - 30**
4

5 **RESOLUTION TO AUTHORIZE THE ADAMS COUNTY REGISTER OF DEEDS TO**
6 **ENTER INTO CONTRACTS TO PROVIDE ACCESS TO NON-CERTIFIED COPIES OF**
7 **DAILY RECORDED DOCUMENT IMAGES PERTAINING TO REAL PROPERTY**
8

9 **INTRODUCED BY:** Planning and Zoning Committee

10
11 **INTENT & SYNOPSIS:** To authorize the Register of Deeds to enter into contracts to
12 provide access to non-certified copies of daily recorded
13 document images pertaining to real property
14

15 **FISCAL NOTE:** Estimate of \$3000 revenue per contract per year plus
16 additional revenue for purchase of images prior to contract
17 date if requested
18

19 **WHEREAS:** The Adams County Register of Deeds currently provides internet
20 access to recorded documents pertaining to real property and such
21 internet access includes the ability to purchase daily recorded
22 document images by subscription access with a contract.
23

24 **WHEREAS:** Section 59.43(2) Wis. Stats. allows contracts to be entered into to
25 purchase non-certified copies of daily recordings of documents if
26 approved by the County Board
27

28 **NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors
29 hereby approves and authorizes the Register of Deeds to enter into contracts with
30 municipalities, private corporations, associations and other persons to provide
31 noncertified copies of daily recorded document images pertaining to real property.
32 Additional revenue estimated to be \$3000 per contract per year plus any additional
33 revenue for purchase of images prior to contract date.
34

35 Recommended for adoption by the Planning and Zoning Committee this 4th day of
36 [MO/YR]. April 2012

37 Joe Stuebel

38 Barbara A. Morgan

39 Steve Licitur

40 Jay Stuebel

41 Steve Licitur

42 Steve Licitur

43
44 Adopted _____

45 Defeated _____

46 Tabled _____

by the Adams County Board of Supervisors this
_____ day of [MO/YR].

47
48
49 _____
County Board Chair

County Clerk

Adams County Register of Deeds
ROD*direct* Online Subscription Access System
Terms of Use Agreement

This agreement made and entered into this day of , in the year 2012, by and between the Adams County Register of Deeds Office and ("firm"), phone number ; fax number ; street address ; and website address .

1. Adams County Register of Deeds Office agrees to furnish online access to the real estate tract index and images through the Adams County ROD*direct* Document Search Website.

2. The information is not to be construed as true and complete. It is a representation of the public record or county databases and information systems, and is subject to error, omission and future modification or enhancements. Firm shall receive notice of computer problems that may affect access to this web site in a timely manner via e-mail.

3. The firm agrees to refrain from assigning or transferring any interest of obligation in this agreement and from selling or providing copies or duplicates of this information. Copies or duplicates so made by the Firm for the Firm's exclusive use shall be at the Firm's risk and expense and shall be exclusive for Firm's sole use. Adams County remains the custodian of all records contained on the system and any open records requests for such information must be submitted to Adams County Register of Deeds.

4. The firm is responsible for all persons using the firm login. The firm must provide Adams County Register of Deeds Office with the names of all persons using the firm login and agrees to notify the Adams County Register of Deeds Office of any changes. See Appendix A. Adams County Register of Deeds reserves the right to change the firm's password or login information for any reason as the Adams County Register of Deeds deems necessary.

5. Consideration: The subscription fee for full access to real estate document images recorded in the year this agreement takes effect and subsequent years via the Adams County Register of Deeds ROD Direct website is \$250.00 per month- paid either semi annual or annual starting . Payment is due prior to the first day of the month in which the service will be provided. If the account is terminated, any amounts not used will be prorated. Additional Terms added here:

6. The term of this contract shall be from through . At the option of the Firm it may be renewed, subject to the provisions of the County as they pertain to the charges and other conditions of this contract, for additional one (1) year increments. The County reserves the right to withdraw from the provision of this service at the end of any contract year. If the Firm decides to exercise its right to renew this contract, it shall so inform the County in writing at least thirty (30) days prior to the last day of the contract. If the County decides to exercise the right to withdraw from this contract, it will do so by written notice to Firm at the address above at least thirty (30) days prior to the last day of the contract. Said written notice can be hand carried or mailed to Firm and if mailed will be deemed to have been received within three (3) working days.

7. Adams County Register of Deeds Office reserves the right to change these terms and conditions at any time, or to modify or discontinue services without notice or liability for any reason the Adams County Register of Deeds deems necessary.

8. The firm must agree to abide by all disclaimers posted on the website. Disclaimers may change from time to time without notice or liability.

9. Any disputes arising from the use of this website and/or data are governed by the laws of the State of Wisconsin and Adams County and venue for resolutions of any actions or disputes that may arise shall be in Adams County. The laws of the state of Wisconsin shall apply to all uses of this data and this system. All parties stipulate that any litigation will be tried before the Circuit Court of Adams County.

Signed: _____ Date:

(print name and title)

Signed: _____ Date:

Jodi M Helgeson
Adams County Register of Deeds

Please make checks payable to:

Adams County Register of Deeds

Send the completed Terms of Use Agreement and payment to:

Adams County Register of Deeds
402 Main St PO Box 219
Adams, WI 53934

APPENDIX A

FIRM CONTACTS

Please provide the names, phone numbers, fax numbers, and email addresses for two staff persons who will serve as a point of contact.

FIRM NAME:

Contact 1:

Name:

Phone:

Fax:

Email:

Contact 2:

Name:

Phone:

Fax:

Email:

SYSTEM USERS:

Please provide the names of any additional staff that will use the index and images website.

County real estate tract

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CHOOSE LOG-IN INFORMATION:

Username:

Password:

To be completed by Register of Deeds office:

ASSIGNED BY/DATE:

Paid Date _____: Amount

1 RESOLUTION 31 -2012

2
3 **RESOLUTION TO AUTHORIZE ADAMS COUNTY PARKS, RECREATION,**
4 **AND TRAILS DEPARTMENT TO FILL PARK AIDE LEVEL III SEASONAL**
5 **POSITIONS**

6
7 **INTRODUCED BY:** Parks and Executive Committee

8
9 **INTENT & SYNOPSIS:** To authorize the creation and hiring of two seasonal
10 Park Aide Level III positions.

11
12 **FISCAL NOTE:** No additional impact to 2012 budget.

13
14 **WHEREAS:** Adams County Parks Committee recently made a motion and
15 approved not filling the Assistant Manager Level I positions; however, creating
16 two (2) Park Aide Level III seasonal positions, with similar responsibilities at a
17 lower hourly wage; and

18
19 **WHEREAS:** The Park Aide Level III positions would be part-time/full-time
20 seasonal positions. Hours worked would be similar to the previous Assistant
21 Manager Level I positions; and

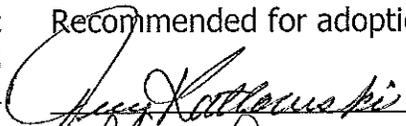
22
23 **WHEREAS:** The above decision by the Parks Committee was based on the
24 recommendation of park management staff. The Assistant Manager I position will
25 not be filled if the Park Aide Level III position is already filled at the same park;
26 and

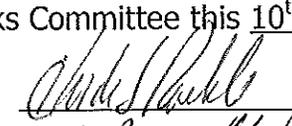
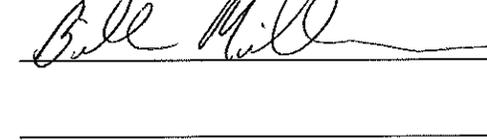
27
28 **WHEREAS:** The hourly wage would start at \$10.00 per hour, plus benefits and
29 shall be consistent with the Seasonal and LTE wage scale, (Adams County
30 Resolution 44-2010).

31
32 **NOW THEREFORE, BE IT RESOLVED by the Adams County Board of**
33 **Supervisors** that it is hereby approved that two (2) Seasonal Park Aide Level III
34 positions be created and hired at the earliest convenient time; and

35
36 **BE IT FURTHER RESOLVED:** That the current Assistant Park Manager Level I
37 positions shall not be filled when the Park Aide Level III positions are filled. The
38 Park Aide Level III positions shall have hours similar to the Assistant Manager
39 Level I positions at an hourly rate of \$10.00 plus benefits, consistent with the
40 Parks Seasonal and LTE Wage Scale (Adams County Resolution No. 44-2010).

41
42 Recommended for adoption by the Parks Committee this 10th day of April 2012.

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Addendum to Resolution 2010-44, amended for Resolution 2012-

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7*	Step 8	Step 9	Step 10	Step 11
Asst. Mgr II	\$12.50	\$12.88	\$13.27	\$13.67	\$14.08	\$14.50	\$14.94	\$14.94	\$15.38	\$15.38	\$15.84
Asst. Mgr. I	\$11.00	\$11.33	\$11.67	\$12.02	\$12.38	\$12.75	\$13.13	\$13.13	\$13.53	\$13.53	\$13.93
Park Patrol	\$10.00	\$10.30	\$10.61	\$10.93	\$11.26	\$11.60	\$11.95	\$11.95	\$12.31	\$12.31	\$12.68
Grounds/Landsc II	\$11.00	\$11.33	\$11.67	\$12.02	\$12.38	\$12.75	\$13.13	\$13.13	\$13.53	\$13.53	\$13.93
Grounds/Landsc I	\$9.50	\$9.79	\$10.08	\$10.38	\$10.69	\$11.01	\$11.34	\$11.34	\$11.68	\$11.68	\$12.03
Maintenance II	\$11.00	\$11.33	\$11.67	\$12.02	\$12.38	\$12.75	\$13.13	\$13.13	\$13.53	\$13.53	\$13.93
Maintenance I	\$9.50	\$9.79	\$10.08	\$10.38	\$10.69	\$11.01	\$11.34	\$11.34	\$11.68	\$11.68	\$12.03
Park Aide III, I	\$10.00	\$10.30	\$10.61	\$10.93	\$11.26	\$11.60	\$11.95	\$11.95	\$12.31	\$12.31	\$12.68
Park Aide II, II	\$9.00	\$9.27	\$9.55	\$9.84	\$10.14	\$10.44	\$10.75	\$10.75	\$11.08	\$11.08	\$11.41
Park Aide II, I	\$8.50	\$8.76	\$9.02	\$9.29	\$9.57	\$9.86	\$10.16	\$10.16	\$10.46	\$10.46	\$10.77
Park Aide I, II	\$8.00	\$8.24	\$8.49	\$8.74	\$9.00	\$9.27	\$9.55	\$9.55	\$9.83	\$9.83	\$10.13
Park Aid I, I	\$7.50	\$7.73	\$7.96	\$8.20	\$8.45	\$8.70	\$8.96	\$8.96	\$9.23	\$9.23	\$9.51
Swim Prog Coord.	\$10.50	\$10.82	\$11.14	\$11.47	\$11.81	\$12.16	\$12.52	\$12.52	\$12.90	\$12.90	\$13.29
Asst. Swim Prog. Cord	\$9.25	\$9.53	\$9.82	\$10.11	\$10.41	\$10.72	\$11.04	\$11.04	\$11.37	\$11.37	\$11.71
Lifeguard	\$8.00	\$8.24	\$8.49	\$8.74	\$9.00	\$9.27	\$9.55	\$9.55	\$9.83	\$9.83	\$10.13

* According to Adams County Personnel & General Administrative Policies, Step 7 is a market comparability point. Once an employee reaches Step 11 they are red circled' and do not advance further.

This amended wage scale is to be effective April 1, 2012.

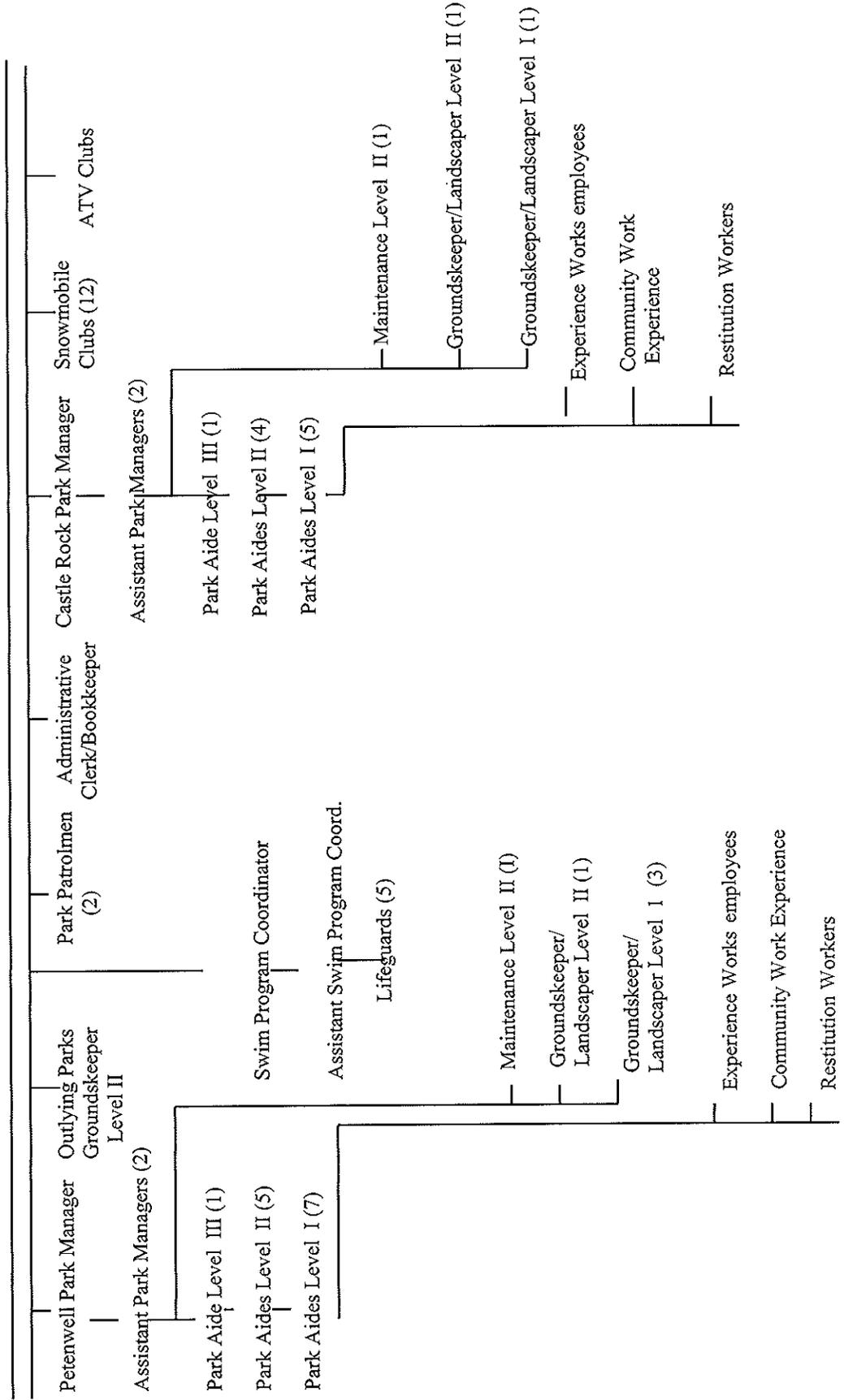
County Board Chairman

County Clerk

ADAMS COUNTY PARKS/RECREATION and TRAILS DEPARTMENT ADMINISTRATIVE FLOW CHART

Adams County Board of Supervisors

Administrative Coordinator/Director of Finance - Adams County Parks Committee - Personnel Director
Director of Parks/Rec. & County Trails Coordinator



JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Adams County Park Aide, Level III
STATUS: Seasonal Employment – hours vary
DEPARTMENT: Parks and Recreation Department
SUPERVISOR: Park Manager and Assistant Manager

GENERAL DESCRIPTION

This position is responsible for the general operations of the Visitor Registration Station at Adams County Park facilities and assisting with compliance of County ordinances and regulations.

JOB DUTIES

The following duties are illustrative, not restrictive, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Assist the Park Manager in the supervision and maintenance of park facilities.
2. Responsibility includes but is not limited to duties involved in general operation of parks:
 - a. Registering campers and ensuring proper registration is maintained
 - b. Handling camper registration monies
 - c. Oversight of concession sales
 - d. Providing the public with general park information
 - e. Assisting in cleaning and maintaining any and all park assets.
 - f. Beautification of part areas such as transplanting shrubbery, seeding grounds, clearing brush and trees for new campsites
3. Act as back-up management in the absence of the assistant manager or park manager.
4. Assists in explaining and enforcing park ordinances and regulations.
5. Receives supplies, unloads, inventories, and stocks items.
6. Must be willing to help gather 'wild invaders' such as snakes, squirrels, raccoons, and other various unwanted and unwelcome park visitors.
7. Performs other duties as requested by the supervisor for this position.

REQUIRED QUALIFICATIONS

1. High school diploma and/or equivalent.
2. A Valid Wisconsin Driver's License
3. Experience or education in recreational field.

4. A minimum of one year supervisory experience.
5. Experience in handling and balancing cash.
6. Must be able to provide training and/or guidance to new employees.
7. Must be able to work with the general public in a professional manner.
8. Must be able to respond to emergency situations, camper distress, and safety issues in a composed manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Must be in good physical condition, including the ability to bend, squat, kneel, push, pull, lift, and stand for an extended period of time.
2. Must be able to work in extreme weather conditions.
3. Must be able to use standard office equipment such as telephone, computer, photocopier.

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

Approved by the Parks and Recreation Committee this 10th day of April, 2012.

David Renner
Jeri Dignadi
Arde Skell

Jay Katosowski
Bill Mull

RESOLUTION To Proclaim April as Sexual Assault Awareness Month

INTRODUCED BY: Public Safety and Judiciary Committee

INTENT & SYNOPSIS: To focus attention that sexual violence is widespread with public health implications for every member of the Adams County community by proclaiming April to be "Sexual Assault Awareness Month".

FISCAL NOTE: None

WHEREAS: Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence is widespread and has public health implications for every community member of Adams County; and

WHEREAS: Sexual assault impacts our community as seen by statistics indicating that 1 in 3 girls and 1 in 6 boys will be sexually assaulted by the time they reach 18 years old; and

WHEREAS: In addition to the immediate physical and emotional costs, sexual assault may also have associated consequences of post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders and suicide, all of which impact the ability of Adams County to thrive as a community; and

WHEREAS: Sexual assault can be devastating for not only the survivor, but also for the family and friends of the survivor; and

WHEREAS: No one person, organization, or agency can eliminate sexual assault on their own, but together we can work to educate our entire community about sexual assault crimes, what can be done to prevent them, how to support survivors and their significant others, and ways to increase support for agencies serving victims; and

WHEREAS: With leadership, dedication, and encouragement, we can reduce sexual violence in Adams County through increased awareness, prevention education, and holding perpetrators who commit acts of violence responsible for their actions; and

WHEREAS: Adams County strongly supports the efforts of every agency and citizen to actively engage in efforts to combat sexual violence, especially through awareness and prevention.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors it is hereby proclaimed that in order to join the fight against sexual assault and support the efforts of every agency and citizen to spread awareness and teach prevention in the belief that all community members must be part of the solution to end sexual violence, the month of April is hereby designated as "Sexual Assault Awareness Month."

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Recommended for adoption by the Public Safety and Judiciary Committee on this
_____ day of April, 2012.

al Shestakow Greg A. James
Bill Miller _____

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of April, 2012.

_____ County Board Chair _____ County Clerk

ORDINANCE 2012 - 03
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A, 2011 on December 21, 2010, which was effective upon publication on January 5, 2011, and which was approved by the town board of the Town of New Haven on February 24, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 2, 2012, Elton & Gladys Ellis, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel of land in the Town of New Haven, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on April 4, 2012, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

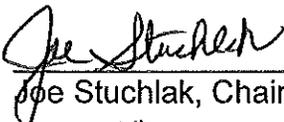
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A-1 Exclusive Agriculture District to an R1-LL Single Family Residential District;

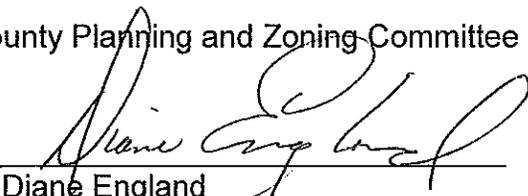
properties located in the SE ¼, SE ¼, Section 23, Township 14 North, Range 7 East, at 3989 2nd Court, Town of New Haven, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of April, 2012.

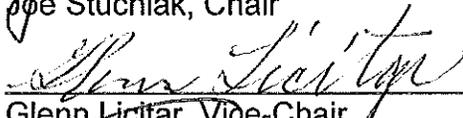
Recommended for enactment by the Adams County Planning and Zoning Committee on this 4th day of April, 2012.



Joe Stuchlak, Chair



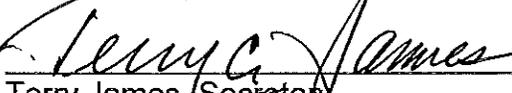
Diane England



Glenn Licitar, Vice-Chair



Barb Morgan



Terry James, Secretary

Mike Keckeisen



Randy Theisen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of April, 2012

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

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

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE
April 4, 2012 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Elton & Gladys Ellis – Rezoning request of a portion of a 39.5 acre parcel (2.25 acres) from an A-1 Exclusive Agriculture District to an R1-LL Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to allow the property to be split located in the SSE ¼, SE ¼, Section 23, Township 14 North, Range 7 East, at 3989 2nd Court, Town of New Haven, Adams County, Wisconsin.

Appearing for with testimony: Elton Ellis, owner and Scott Hewitt, Land Surveyor.

Appearing against: None.

Correspondence: Notification from the Town Board of New Haven that they met on March 15, 2012 and have no objection to the zoning change. E-mail from Mike Wenzholz (DNR) that as long as all requirements of the Adams County Shoreland Wetland and Habitat Protection Ordinance are met, they have no objections. Telephone call from Bob Wick with approval of the request.

Disposition: Glenn Licitar made a motion to recommend enactment of the zoning change, on the above-described property, and forward that recommendation to the County Board for final action. Diane England seconded the motion. Roll Call Vote: 6-Yes. Motion carried.



Public GIS

Legend

Property Addresses

Corporate Limits

Railroad

Roads

County Highways

State Highways

Rivers/Streams

Lakes

Parcels

2010 Color Aerial Photo

RGB

Red: Band_1

Green: Band_2

Blue: Band_3

Map Disclaimer: Information displayed on this map was developed from various sources and from available public records. This information is intended for general location purposes only and in support of Chap. 70, Wis. Statutes. Map data is NOT a substitute for a survey. Map information verification is the responsibility of the user.

Map generated: 02/14/2012



PROFESSIONAL SERVICES
SURVEYING • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL



Ad Hoc County Board Rules
February 27, 2012, 1:00 P.M.
Courthouse, Room A231

Meeting called to order by County Clerk Phillippi at 1:03 p.m.

The meeting was properly announced.

Present were: Stuchlak, Ward, Miller and Allen. West was excused.

Clerk Phillippi opened nominations for Chair.

Motioned by Ward/Miller to elect Allen as Chair. Motion carried by unanimous voice vote.

Discussions were held relating to changes to the Adams County Board Rules.

Make the following changes to page 2

RULE I: COUNTY BOARD OF SUPERVISORS

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County. ~~These are the governing rules of the County Board of Supervisors; if a rule is not specifically expressed then Roberts Rules of Order will be followed.~~

RULE III: HOME RULE

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, ~~these Rules~~ this chapter shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power. ~~not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects the County.~~

When a motion is made and seconded, it shall be stated by the Chair before debate. ~~If a majority of the Supervisors present require it, the motion, except to adjourn, postpone, table or commit, shall be reduced to writing and.~~ If a motion contains several points, a Supervisor may require the motion to be divided.

On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes ~~unless withdrawn.~~

~~Every Supervisor shall vote when a question is put to vote, unless, after a reason is given for abstaining, the County Board Chair may excuse the Supervisor from voting.~~

Page 3

RULE V: ORGANIZATIONAL MEETING

A. ~~At the beginning of a new term of a new County Board,~~ The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the County Clerk
2. County Clerk to indicate if the Meeting was properly announced
- ~~3. Reading of the Certificate of Membership by the County Clerk~~
4. Administration of the Oath of Office

Rules 2-27-12 1 of 8

5. Roll Call
6. Moment of Silence
7. Pledge of Allegiance
8. Approve the Agenda
9. ~~Adoption of the Rules of the Board of the Adams County Board of Supervisors~~

Page 4

RULE VII: VOTING

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless it is requested by the Chair calls to have a voice vote. ~~A vote on any question shall be taken by roll call when called for by any member of the County Board and shall be recorded in the minutes by the County Clerk.~~ Anytime the County Board or a Committee votes on any matter, the Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

RULE VIII: RULES OF THE BOARD

The Rules of the Board are adopted in even number years ~~with each new County Board at the Organizational Meeting March regular County Board Meeting and shall govern the County Board for its term in Office.~~ All previously adopted rules of the Board shall be rescinded upon said adoption by the new County Board.

Page 5

The ~~County Board~~ Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest. The Chair may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties.

The Chair is a member of the County Board, and has the same rights in debate as any other member. ~~However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair wants to discuss issues on the floor, the Chair must relinquish his seat before addressing the County Board. The 1st Vice Chair or 2nd Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.~~

RULE XIII: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR

- A. The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. ~~A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of ninety (90) days or less.~~
- B. ~~The 1st Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the Board. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the County Board, the Chair may resume his seat.~~
- C. The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. ~~A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds~~

~~ninety (90) days.~~ The 2nd Vice Chair shall be moved to 1st Vice Chair position and an election, as provided in Rule X, shall be held to elect a new 2nd Vice Chair for the remainder of the term.

Page 6

Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Judge; ~~in the Judge's absence, the Court Commissioner the Chair or the County Clerk. shall assume the responsibility.~~

- A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4), Wisconsin Statutes. ~~If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least (2) two days prior to the meeting with an explanation of the absence. The Supervisor's absences shall be entered in the County Board minutes as excused.~~ Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.
- B. ~~If circumstances render advance notice of the absence impossible due to an emergency, the Supervisor shall contact the Chair within (1) one week of the absence. At the next meeting, the Chair shall enter into the minutes that the Supervisor was excused.~~

Page 7

Unexcused Absences.

- A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ($\frac{2}{3}$) vote of the members present. ~~Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.~~
- B. Supervisor that has (3) three consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. ~~Only the Committee Chair may excuse absences. Excused and unexcused absences must be documented in the minutes. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ($\frac{2}{3}$) vote of the members present.~~

Agendas. Agendas of all meetings shall be noticed at least twenty-four (24) hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without (24) hours notice, but ~~requires approval of the Corporation Counsel and~~ noticed emergency meetings do require at least two (2) hours ~~prior to the meeting~~ notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.

Page 9

- A. All Resolutions and Ordinances shall be in printed hard copy delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before each meeting of the County Board, present to each Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda (7) seven days prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. ~~On the last day of the Session, the minutes for that day may be read by the County Clerk and, before the final adjournment, corrected by the~~

County Board. The order of business for all regular County Board meetings may be as follows:

Page 10

Committee Agenda. The Home Committee Chair shall approve their meeting agendas when possible, before it is sent to the Committee members. ~~Agenda items generally listed as: any other business, any unfinished business, any new business, miscellaneous reports, or for the good of the Department, shall not be included.~~

Page 11

Following the public participation portion, discussion at the meeting is limited to members of the County Board. ~~or Committee Members.~~ Department heads shall be recognized by the County Board Member Chair before speaking.

The recorder is responsible for submitting a hard copy of the meeting minutes with associated and hand outs/attachments to the County Clerk within ten (10) working days after the meeting. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alternation of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and a hard copy given to the County Clerk's Office within ten (10-5) working days of the meeting and shall be made available to the public as requested. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE.

Page 12

ADMINISTRATIVE & FINANCE COMMITTEE

~~A. Membership.~~ The Administrative & Finance Committee shall be comprised of (5) five County Board Supervisors, (1) one of which would be a member of the Executive Committee. ~~Chair, First Vice Chair, or Second Vice Chair of the County Board.~~

Page 14

3. **Technology Steering Committee.** The MIS Department will coordinate the formation of a Technology Steering Committee whose purpose is to identify; areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

a. **Membership.** The Technology Steering Committee will include 7 members. The Committee members should be named as follows: MIS Manager and/or representative Administrative Coordinator/Director of Finance or representative ((ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term,)) a member of GIS, Health and Human Services ((1) designated by the oversight committee), Public Safety & Judiciary ((1) designated by the oversight committee)) and (1) County Board Member (as designated/appointed by the County Board Chair

~~1. Responsible for review and implementation of the Rules of the Board and Personnel & General Administrative Policies. (amended 4-30-2010 by Adams County Board Supervisors, 20 yes).~~

Rules 2-27-12 4083

Page 15

HEALTH & HUMAN SERVICES BOARD

- A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:
1. Five (5) shall be County Board Supervisors one (1) of which will be a member of the Executive Committee.

Page 16

communication with the Veteran Services Commission, Central Wisconsin Community Action Counsel, ~~Housing Authority,~~ and North Central Wisconsin Workforce Development Board. ~~(amended 6-15-10 by Res. #34)~~

~~(amended 6-15-10 by Res. #34)~~

- a. **Duties and Responsibilities.** ~~The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:~~
- ~~1. Prepare, carry out, acquire, lease and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.~~
 - ~~2. Own, hold, clear and improve property.~~
 - ~~3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.~~
 - ~~4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.~~

Page 16

- A. ~~Housing Authority,~~ and North Central Wisconsin Workforce Development Board. ~~(amended 6-15-10 by Res. #34)~~
1. **Central Wisconsin Community Action Council (CWCAC).**
The County Board Chair shall appoint (1) one County Board Supervisor to the CWCAC. The Council meets (6) six times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge. ~~(amended 6-15-10 by Res. #34)~~

- a. **Duties and Responsibilities.** ~~The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:~~
- ~~5. Prepare, carry out, acquire, lease and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.~~
 - ~~6. Own, hold, clear and improve property.~~
 - ~~7. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.~~
 - ~~8. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.~~

Page 17

1. One (1) representative from each of the following:
 - (a) County Health Department
 - (b) Commission on Aging ~~(amended 6-15-10 by Res. #34) (amended 6-15-10 by Res. #34)~~

Rules 2-2712 5088

Page 18

1. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes. (~~amended 6-15-10 by Res. #34~~)

. Golden Sands Committee.

- a. **Membership.** The County Board Chair shall appoint ~~two (2)~~ one (1) County Board Supervisor that shall be a member from the ~~Planning and Development~~ Land & Water Committee to the Golden Sands Committee that member must sit on the Water Quality Sub Committee.

Page 19

PLANNING & ZONING COMMITTEE

- A. **Membership.** The Planning & Zoning Committee shall be comprised of (7) seven total members (5) five County Board Supervisors, the (5) five same shall serve on the ((Land and Water Conservation Committee) (1) one of which shall be a member of the Executive Committee (2) two of which shall serve on the Extension Committee,) and (2) two citizen members. The Planning & Zoning Committee shall be comprised of (5) five County Board Supervisors (1) one of which shall be a member of the Executive Committee and (2) two citizen members.

D. Subcommittees, Boards, and Commissions. The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Board of Adjustments, ~~Drainage Board~~, North Central Wisconsin Regional Planning Commission, Land Information Subcommittee. (~~amended 6-15-10 by Res. #34~~)

Page 21

1. Airport Commission.

- a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members from the ~~Public Works~~ Property Committee and three (3) members especially interested in aeronautics appointed by the County Board Chair.
- b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
 1. The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
 2. The commission shall provide a report to the ~~Public Works~~ Property Committee quarterly.

PUBLIC SAFETY & JUDICIARY COMMITTEE

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors, of which one (1) shall be the ~~County Board Chair~~ a member from the Executive Committee.

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SOLID WASTE COMMITTEE

- A. **Membership:** The Solid Waste Committee shall be comprised of five (5) County Board Supervisors (1) of which shall be a member from the Executive Committee and the (5) same serve on the Highway Committee.

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HIGHWAY COMMITTEE

Rules 2-27-12 6083

- A. **Membership.** The Highway Committee shall be comprised of (5) five County Board Supervisors and (1) of which shall be a member from the Executive Committee. the (5) five same serve on the Solid Waste Committee.

Page 24

SAFETY COMMITTEE Adams County has appointed a Safety Committee to address safety issues and oversee the County's workplace safety program. The Safety Committee consists of a County Board supervisor and two qualified individuals who may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.

ETHICS INQUIRY COMMITTEE

This Policy hereby creates an Ethics Inquiry Committee.

- A. **Membership.** The Ethics Board Inquiry Committee shall be composed of the five (5) most junior members of the County Board, ~~excluding those who would be the subject of that investigation, or those who would request an exemption from selection for extenuating circumstances. Should a member be excluded from the Ethics Inquiry Committee for any reason, the next most junior member shall take their place, but must have no financial or personal interest in issues before the Ethics Inquiry Committee.~~
- B. **Duties and Responsibilities.** The Ethics Board Inquiry Committee shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph 1.11 ~~4.13(E) below,~~ in any case where the Ethics Board Inquiry Committee has found that probable cause exists for believing the allegations of a complaint referred to the Board Committee after preliminary review pursuant to subparagraph 1.13 of the Ethics Ordinance. ~~4.13(B) through (D).~~

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RULE XXVI: RESOLUTIONS AND ORDINANCES

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and a hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tues morning)
- B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.
- C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). ~~Prior to preparing the agenda for the County Board meeting, The Administrative Coordinator/Director of Finance and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.~~
- D. Copies of late (should be exceptions and not the Rule) Resolutions or Ordinances shall be provided to all Supervisors, ~~Administrative Coordinator/Director of Finance, Corporation Counsel, Personnel Director~~ and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action

taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.

- E. All Resolutions and Ordinances shall start with the number 1 at the beginning of each calendar year. For example: Resolution 1-2012 ~~2006-1~~ or Ordinance 1-2012 ~~2006-1~~.

RULE XXVIII: FUNDING

- A. **Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- B. **General Fund.** Any appropriation from the General Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- C. **To Borrow.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)
- D. **To Transfer.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required to permit transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.

Motioned by Stuchlak/Ward to approve changes as listed above. Motion carried by unanimous voice vote.

Motioned by Ward/Stuchlak to approve resolution to amend the Adams County Board Rules and forward to County Board in March. Motion carried by unanimous voice vote.

Motioned by Ward/Miller to adjourn at 3:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have not been approved.

Ad Hoc Sub Consolidation Committee Meeting Minutes
February 15, 2012 - 9:00 a.m. Room A231

The meeting was called to order by Chairperson England at 9:00 a.m. Present: James, Wellumson, England, Stuchlak, Sumpster and Djumadi. Absent: Keckeisen. Also present: Kaye and Larson

Meeting was properly announced.

Motioned by Sumpster/Djumadi to approve the agenda. Motion carried by unanimous voice vote.

Motioned by James/Wellumson to approve the January 23, 2012 meeting minutes. Motion carried by unanimous voice vote.

Update on contracts for printers was given by Larson. Grossheusch is creating a map of the county printers. EO Johnson will do a map analysis and provide results. A question on how long the County would be obligated and the time commitment if EO Johnson were to provide this service was asked. There was no definite answer regarding EO Johnson's costs or long term requirement, but this would be looked into. It was suggested that another vendor should be approached. McGhee received 11 bids from her request for proposal. The IT Committee should be part of this. Djumadi suggested a gap analysis would need to be completed and this would be something to discuss at a department head meeting.

Discussion was held relating to grant writing for the County. James would like to know how many grants have been written and how many obtained. He'd also like to know who applied/wrote the grant, if there were any additional costs for grant writing provided by a third party vendor.

Larson will send out a survey to departments related to the grant questions.

Next meeting date: March 12, 2012 at 1:00 p.m.

Next meeting agenda:

- IT Printer follow-up
- Grant writing survey follow-up
- Outsourcing IT

Motioned by Wellumson/Sumpster to adjourn at 10:25 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

Ad Hoc Sub Consolidation Committee Meeting Minutes
March 12, 2012 - 1:00 a.m. Room A231

The meeting was called to order by Chairperson England at 1:02 p.m. Present: James, Wellumson, England and Djumadi. Excused: Stuchlak and Sumpter. Absent: Keckeisen. Also present: Larson.

Meeting was properly announced.

Motioned by Djumadi/Wellumson to approve the agenda. Motion carried by unanimous voice vote.

Motioned by James/Djumadi to approve the February 15, 2012 meeting minutes. Motion carried by unanimous voice vote.

Kaye arrived at 1:20 p.m.

Discussion was held relating to grant writing. A survey report from the department heads was presented by Larson. The general consensus of the Committee was that the Department Heads are doing a good job in securing grants for the County and that it would be hard to see that outsiders could accomplish more than is currently being done. It appears the Department Heads already have contacts. Capable people are already doing grant writing and perhaps they could collaborate with others less successful. A note should be sent thanking the Department Heads for taking the time to contribute to the survey and the County Board should be made aware of the survey. It was pointed out that funding is becoming less available through grants, as proved by the fact that no governmental agency in Wisconsin received a TIGER grant this year.

Russ and Grosssheusch arrived at 1:25 p.m.

Out sourcing of I.T. was discussed. Djumadi reported that she had contacted a few counties to see how they are handling their I.T. She talked to the I.T. Director in Taylor County who stated they have had a successful relationship with EO Johnson resulting in a savings of between \$22,000 and \$25,000 a year. A help desk would be available for trouble shooting, networking and printing problems. Various concerns were expressed about implementing consolidation of equipment.

Grosssheusch left at 1:40 p.m.

It was reported that the transition committee is making an employee handbook which will be separate from the Administrative Policy Manual.

Larson left at 2:00 p.m.

Next meeting date and agenda: To be announced following elections.

Motioned by Wellumson/James to adjourn at 2:13 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Linda Renner

Recording Secretary

These minutes have not been approved

Ad Hoc Transition Committee Minutes
March 12, 2012, 3:00 p.m.

The meeting was call to order at 3:03 p.m. by Chairman Miller. Present were Miller, Ward, Johnson, Croke, Cohen, and Sumpter. Excused: Stuchlak and West. Also present: Borowski, Djumadi, Russ, Kaye and Jones.

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

Bayes and Larson arrived at 3:15 p.m., Wollin arrived at 3:20 p.m., Kotlowski arrived at 3:30.

Discussion was held relating to post January 1, 2012 employee benefits/policies in light of budget repair bill and recommended policy manual changes. An Adams County Personnel Policy Manual (Version 3-12-2012) was distributed.

Page 4 –work week hours was discussed. The County shall set the work week, under the Fair Labor Standards Act.

Page 9, 3.02 – Personal Day will replace Floating Holiday

2.05 - Remove F (Compensatory time may never be used in such a manner as to constitute an opportunity to be absent from work for longer than one (1) continuous workweek.)

Page 14, 2.01- Holidays. Discussion was held on how to pay for Christmas Eve and Christmas Day.

Carrying of concealed weapons policy is referenced in the Personnel Policy Manual.

Page 14, 3.01 – Accumulation. The calculation of sick leave accrual was discussed. Work days consist of different hours for various departments. It was determined that it would be more fair to use a multiplier applied to the number of hours in the workday rather than accruing one day per month.

Payment for call-in on holidays was also discussed – holiday pay at straight time and premium pay (double time) for call-in on legal holidays.

Kotlowski and Russ left at 5:00 p.m.

Security on computers (shared passwords) was discussed. It was determined that Department Heads should have access to all passwords in their department should the event occur when individual's computer programs need to be used in their absence. Passwords should not be shared by employees.

The County Clerk is to work with Borowski to incorporate the new language in to the Adams County Personnel Policy Manual and the manuals could be delivered by the Sheriff's department separate from the County Board packet.

Next meeting date and agenda: To be determined following elections.

Motioned by Cohen/Ward to adjourn at 5:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Linda Rehner

Recording Secretary

These minutes are not yet approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

October 11, 2011, 1:00 p.m., Room A160

The meeting was called to order by Chairman West at 1:05 p.m. The meeting was properly noticed. Present: West, Sebastiani, Renner, Kotlowski and Ward. Also present: Phillippi, and Church.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Ward/Renner to approve prior meeting minutes of September 7, 8, 9, 12, 16 and 23, 2011.
Motion carried by unanimous voice vote.

Public Participation: Mr. Church, Chairman for the Campaign for Liberty, asking for a decrease of 3% in county's tax levy. Unemployment rates for June

	2009	2010	2011
	9.8%	9.9%	10.2%

Our tax rates are high. (Other Counties are more attractive, we are less attractive). A 3% decrease appears to be a reasonable request. Ward asked, what where services we should cut? Should we not plow roads? Should we cut road officers? Services were the least amount of people benefit? If we should be stricter and reduce wages, Ward questioned what the amounts would be. Public Safety, Highway or Health and Human Services are the largest expenses. You have not expressed specific cuts. Sebastiani, you tell us where we can cut and what. What is your opinion? Church is not prepared to do that.

Kotlowski/Sebastiani to deviate to number 14 on agenda, discuss and/or act on 2 vehicles received by a 2010 grant. Motion carried by unanimous voice vote.

Price applied the 5310 grant money from the Department of Transportation for a bus. Long Term Support clients use the bus, 20% of the cost is the county's responsible. December 2009 application was submitted, this spring in March 2010, it was just accepted. Gemini refund reimbursement \$82,000 part of which to pay for buses in addition to the Henning estate meals on wheels money.

Currently there is a large bus, small bus and a minivan.

\$130,000 approximately 20% \$10,000 large bus

\$9,000 small bus

\$7,000 mini van

6% from Henning estate, fund reserve. \$20,000 to pay off vehicles. \$126,894 for all 3 vehicles?

19,465 20% minus the 6,000 from the estate money.

+6,000

\$25,465

Motioned by Renner/Ward to take \$19,465 from fund balance to purchase vehicles. Motion carried by unanimous voice vote.

Deviated back to number 8, Administrative Coordinator/Director of Finance report. Larson reported that the budget has been the primary focus, completing changes, updating, and working on the roll up. The training agreement for Liz expired with her firm. Larson attended a Levy Analysis Update, and Levy Calculation Work Shop. She'd been working on cash reconciliation from August, the beginning of September and attended a WCA annual conference, and lean Government seminar. Schenck performs the single audit but they reviewed their documents. The Administrator Coordinator/Director of Finance review and approve prior to auditors submitting. She will be attending the Towns Association meeting on Friday and scheduling a quarterly municipal officials meeting. They will be attending a Skyward session training for 1½ day, the cost is 150.00 to attend, there will be 2 staff attending. The budget book is being assembled and Larson would like county board Supervisors input. October 28 is the publication deadline.

Barnes present at 1:34 p.m.

pg 1 of 3

Larson will be on vacation October 26-31, 2011. Larson will begin cross training on insurance renewals with Bays. She will be attending ICS 100, 200, Emergency Management classes. 355 union negotiations will be beginning.

General fund/continuing funds available.

Yearend audit \$735,000 for the building project
\$3,756,181 general fund 01/01/2011
\$8,065,307 continuing fund 01/01/2011
\$1,267,614 sales tax minus (735,000)

Motioned by Kotlowski/Sebastiani to approve check register. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to deviate to number 12 on agenda to discuss and/or act on Child Support 2012 budget. Motion carried by unanimous voice vote.

Barnes reported that there will be a 6 month contract for the call center. Quarterly billing will line up with their revenues. They have decreased the secretary position by 1/2 the cost.

\$6,500 call center new account will be 100.08.51330.316

100.08	\$138,925	110	
	\$ 10,666	210	
	\$ 10,419	211	
	\$ 52,361	214	New Figures

Grand total revenues to equal \$326,788.

They will be receiving information next week on General Purpose Revenue.

The \$1600 generated in revenue from townships helps pay a share of the cost and approximately 15 departments use postage meter. The contract will be forwarded to Albert to review.

New amounts for the budget to be:

100.10.51520.314 should be \$937

100.10.51520.316 should be \$2,413

Motioned by Renner/Ward to replace folder/inserter contingent upon Albert's review of contract. Motion carried by unanimous voice vote.

Phillippi gave an update on the Policy Manuel, SAYL program, and training that took place. Approximately 58 were in attendance for the training on the Sequoia equipment and election standards. Still working on filling vacant position and currently using an on call.

McGhee present at 2:24 p.m. Lynx server died. \$7,000 to replace, hard upfront cost won't be there. Virtual server is set up and in place, database is off the old one, disk to disk back up is installed and running. Skyward issues, client wouldn't let go of server, which bogs down semantic to back up.

Kaye present at 2:30 p.m.

NeoGov online application: People applying on line, not responsible for hosting, if their firewalls are breached, the county is not liable. There are 15 counties and 5 cities in Wisconsin currently using NeoGov. Wisconsin Towns and Villages' are working with 144,000 registered users on their product.

\$4,100 was budgeted in McGhee's budget, however NeoGov is more expensive. Kaye reported they will waive the \$2,500 installation fees, the \$2,500 in training fees and the annual fee by \$2,500

Subscription service:

\$2,800 annual fee \$2,500 training

Total amount needed \$5,300 (available funds \$4,100, amount needed \$1,200). This will be a year by year contract, if it is not beneficial we would not continue with program.

Kaye indicated we have a return on our investment in 4 months.

Affirmative action will be completed and she wouldn't have to do it in Excel spreadsheet anymore. Payroll integration will allow down loading information into payroll. (\$2,000 will come out of contracted services) November 1 thru December 31 of next year. This will free up 30-40% of her time.

Motioned by Sebastiani/Kotlowski to use contract services and money from MIS account for Skyward to purchase NeoGov. Motion carried by unanimous voice vote.

Administrative Assistant position posting update: 3 qualified people with experience applied, only 1 is interested. Proposed posting and wage scale.

Motioned Kotlowski/Renner to at grade 10 \$19.66 wage per hour, step 1. Motion carried by unanimous voice vote.

Renner expressed concerns on filling the Sergeant and Lieutenant positions, will vote for 2012 budget, with these positions included.

Land & Water/Planning & Zoning new salary wages.

100.44.56150.313 should be \$3500

Outside engineering services

100.44.56150.110 \$91,745

100.44.56150.210 \$ 7,019

100.44.56150.211 \$ 4,685

100.44.56150.214 \$25,267

100.44.55150.215 \$53,000

100.44.46816 should be 0

100.44.46816 should be \$8,025

100.44.56126.358 should be 0

100.44.56126.358 \$ 845.00

Murphy informed DATCAP may cut funding by \$12,000

100.47.56110.326 should be 0

100.47.56110.340 should be \$200

100.47.56110.920 should be \$50,000

Solid Waste

260 R 43531 \$ 11,513.73

420.26.57400.920 \$350,000.00

Keep \$40,000 for animal shelter

Recalculate 2% on wages and not including the steps.

Motioned by Ward/Kotlowski to create resolution levy at \$17,154,920. Motion carried by unanimous voice vote.

Parks adjustment see work sheet.

Motioned by Sebastiani/Kotlowski to adjourn at 5:04 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi

Recording Secretary

These minutes have not been approved.

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Ad-717
10-11-11*

ADAMS COUNTY BOARD OF ADJUSTMENT
MONTHLY MINUTES:
December 21, 2011

On Wednesday December 21, 2011 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present: Ron Jacobson, Vice-Chair; Cathy Croke, Secretary and Dave Grabarski. Robert Donner was excused. Others present were: Phil McLaughlin, Zoning Administrator; and Cathy Allen and Michelle Harrison, Recording Secretaries. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Barbara & Thomas J. Stormoen – Variance request under Section 6-1.01(B) (4) of the Adams County Floodplain Zoning Ordinance to increase the size of a nonconforming residential structure in a floodway by more than 50% of the equalized assessed value on property located in the SW ¼, SW ¼, & Pt of Govt Lot 1 in Section 29 and Section 28, Township 16 North, Range 5 East at 2887 Cty Trk Z, Town of Quincy, Adams County, Wisconsin. Dave Grabarski made a motion to grant the Variance as requested. Cathy Croke seconded the motion. Discussion followed in which Ron Jacobson stated that he had a problem with approving a structure in the floodway. Roll Call Vote: 3 – Yes. 1 – No. (Jacobson) Motion carried. M & S Adventures II, LLC – Special Exception request under Section 10-5A.01 (F) of the Adams County Shoreland, Wetland and Habitat Protection Ordinance to allow the expansion of a campground to total twenty two (22) sites on property located in the SW ¼, NW ¼ Section 29, Township 17 North, Range 5 East, Lot 1 of CSM 5002 at 2326 Cty Trk Z, Town of Quincy, Adams County, Wisconsin. Testimony was taken from all present. Ron Jacobson made a motion to grant the request with the condition that the owner provides a drawing showing all roadways, parking areas and such to meet impervious surface requirements, there are no additional docks; all state requirements are met & owner must submit a landscaping plan showing the buffer area. Side lot line setback will be 30' minimum. Dave Grabarski seconded the motion. Roll Call Vote: 3 – Yes. 1 – No. (Croke) Motion carried.

Cathy Croke made a motion to take a short recess. Ron Jacobson seconded the motion. All in favor. Motion carried.

RECESS: 11:09 A.M.
RECONVENE: 11:12 A.M.

Nancy A. Kunkel Trust Agreement – Variance request under Section 3-2.00 Setbacks to Water, Section 3-8.00 Impervious Surface Standards and Section 4-2.00 Maintenance & Establishment of Vegetative Buffer Zone of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow a nonconforming patio to remain as is; or be grandfathered as pre-existing on property located in the SE ¼, NE ¼, Section 14, Township 20 North, Range 6 East, Lot 3 of Salisbury Addition, Lake Camelot, at 817 Richmond Court, Town Rome, Adams County, Wisconsin. Attorney J.P. LaChapelle represented the Kunkel's. Discussion was held. Cathy Croke made a motion to grant the request provided the buffer restoration requirements are met and calculation of impervious surfaces is submitted. Dave Grabarski seconded the motion. Roll Call Vote: 4 – Yes. Motion carried.

BOARD OF ADJUSTMENT
COMMITTEE MEETING MINUTES
December 21, 2011
PAGE #2

Minutes: Phil McLaughlin presented the Board with the minutes from the October 19, 2011 Board of Adjustment meeting for their review. Dave Grabarski made a motion to approve the minutes as presented. Ron Jacobson seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment meetings will be January 18, 2011.

Dave Grabarski made a motion to adjourn. Cathy Croke seconded the motion. All in favor. Motion carried.

ADJOURNED: 11:42 A.M.


Ivan Morrow, Chairman


Ron Jacobson (Vice-Chair)


Catherine Croke, Secretary

Dave Grabarski

Robert Donner (Alternate)


Cathy Allen, Recording Secretary

ADAMS COUNTY BOARD OF ADJUSTMENT
MONTHLY MINUTES:
MARCH 21, 2012

On Wednesday March 21, 2012 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present: Ron Jacobson, Vice-Chair; Cathy Croke, Secretary; Robert Beaver and Tom Feller, new members. Robert Donner was excused. Others present were: Phil McLaughlin, Zoning Administrator; and Cathy Allen Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Public Hearings: Barbara J. & Jerome J. Kosharek – Special Exception Permit request under Section 10-5A.01(C) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow an accessory structure on a vacant parcel located in the SE ¼, SE ¼, Section 7, Township 19 North, Range 5 East, Lot 67 of Tall Timber Addition to Petenwell Pines Subdivision on 19th Drive, Town of Monroe, Adams County, Wisconsin. Cathy Croke made a motion to grant the Special Exception as presented. Ron Jacobson seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Carol Cross – Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance and Section 10-5A.01(C) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow an accessory structure on a vacant parcel on property located in Pt. of Gov't Lot 8, Section 11, Township 15 North, Range 7 East, Lot 29 of Ranch Manor Subdivision on S. Fern Drive PV, Town of Jackson, Adams County, Wisconsin. Ron Jacobson made a motion to grant the Special Exception as presented. Cathy Croke seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Ron Jacobson made a motion to take a short recess. Cathy Croke seconded the motion. All in favor. Motion carried.

RECESS: 10:45 A.M.
RECONVENE: 10:50 A.M.

Lewis L. & Donna M. Lake – Variance request under Section 10-4A.01(C) & (E) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow construction of a residence, decks and future garage at a lesser setback than required (41' to CL of Kentdorff, 53' to CL of Olmstead, and 10' to the rear lot line) on property located in Pt. of Gov't Lot 1, Section 19, Township 17 North, Range 5 East, Lots 12-13, Block 8, 4th Addition to the Dellwood Subdivision on Olmstead Street, Town of Quincy, Adams County, Wisconsin. Robert Beaver made a motion to grant the request as presented. Tom Feller seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the December 21, 2011 Board of Adjustment meeting for their review. Ron Jacobson made a motion to approve the minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment meetings will be April 18, 2012.

BOARD OF ADJUSTMENT
COMMITTEE MEETING MINUTES
March 21, 2012
PAGE #2

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

ADJOURNED: 11:19 A.M.

Ivan Morrow, Chairman

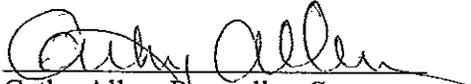
Ron Jacobson (Vice-Chair)

Catherine Croke, Secretary

Tom Feller

Robert Beaver

Robert Donner (Alternate)

... 

Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES
Adams County Board Room, March 20, 2012 6:00 p.m.

The Adams County Board of Supervisors meeting was call to order by the Chairman Sebastiani at 6:05 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #09-Patricia Townsend; Dist. #10-Heidi Roekle; Dist. #11-Jack Allen; Dist. #12-Florence Johnson; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West, Dist. #17-Bill Miller; Dist. #18-Terry James, Dist. #19-Dave Repinski; Dist. #20-Lori Djumadi. Excused, Dist. #13-Mike Keckeisen. Also present, Beckman and Theisen from the SAYL program – Metoyer from SAYL was excused.

Motioned by Allen/Repinski to approve the agenda. Motioned by Miller/Allen to amend the agenda moving unfinished business Res. #8 after Res. #28. Motion to amend carried by unanimous voice vote. Motion to approve amended agenda carried by roll call vote 19 yes, 1 excused. Excused Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by Licitar/Kotlowski to approve February 21, 2012 minutes. Motion carried by unanimous voice vote.

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims Johnson, Stuchlak, Kotlowski, Licitar, Miller and Morgan.

Claims: None

Correspondence: Letter from County Board Supervisor Bev Ward.

Appointments: Motioned by Repinski/Ward to appoint Veterans Service: Tom Shackelford to replace Rushell Moyer (term expires 4/2013), Jim Kane to replace Gerry Camp (term expires 4/2014), reappointment of Ed Heideman (term expires 4/2015). Motion carried by unanimous voice vote. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by Stuchlak/James to appoint members to Board of Adjustment: Tom Feller and Bob Beaver. Motion carried by unanimous voice vote. (2 SAYL, yes, non-binding vote, 1 excused).

Reports and Presentations:

A. Miscellaneous

- Administrative Coordinator/Director of Finance report
- Daric Smith, RIDC
- Adams County Cancer Awareness Team & UW Carbone Cancer Center (10 minute presentation) was postponed until the April County Board Meeting.
- Motioned by Ward/James to approve the 2011 Dog License Report. Motion carried by unanimous voice vote.
- Motioned by Stuchlak/Roekle to approve the 2011 Annual Fair/Agricultural Society Report. Motion carried by unanimous voice vote.
- Motioned by James/Repinski to approve Ordinance 1 & 2-2012 Town of Rome Chapter 10 Zoning. Motion carried by unanimous voice vote.

Resolutions:

Motioned by James/Stuchlak to deviate to Res. #21. Motion carried by unanimous voice vote.

Res. #21: Motioned by Ward/West to adopt Res. #21 to pay the sum of \$5,000.00 from Adams County Contingency Fund Account #100 E 75 59100 to the Oxford Library System.

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There were 15 citizens who were recognized under public participation related to this resolution.

Motioned by Renner/Djumadi to amend at the end of the third whereas by inserting, "and be placed in a miscellaneous line item of the budget". Motion to amend carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, James and Repinski. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused). Motion to adopt amended Res. #21 carried by roll call vote, 15 yes, 4 no, 1 excused. Voting no, James, Johnson, Repinski, and Roekle. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

RECESS: Motioned by Allen/Stuchlak to recess at 7:20 p.m. Motion carried by unanimous voice vote.

RECONVENE: Called back to order by Chairman Sebastiani at 7:35 p.m. 19 present, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #14: Motioned by West/Renner to adopt Res. #14 a resolution authorizing the issuance and sale of \$5,550,000 general obligation refunding bonds, series 2012a. Motion to adopt Res. #14 carried by roll call vote 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #15: Motioned by Johnson/Kotlowski to adopt Res. #15 to recognize Greg Soley's retirement on April 9, 2012, and honor his 25 years of service to Adams County and the Adams County Highway Department. Motion to adopt Res. #15 carried by roll call vote, 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by Kotlowski/Stuchlak to deviate to Res. #20. Motion carried by unanimous voice vote.

Res. #20: Motioned by Renner/Roekle to adopt Res. #20 to provide initial approval of a limited guaranty by Adams County for Midwestern Disaster Area Revenue Bond Financing for Hilbert Communications, LLC to finance a project for acquisition, construction and installation of certain telecommunications infrastructure, for purpose of providing wireless internet and telephone communication services to businesses, governmental units and residents of rural communities where such service is currently unavailable or prohibitively expensive. Adams County guarantee shall not exceed \$2,200,000, equal to the amount of improvements for said infrastructure made within Adams County.

Steven Schneider provided an overview and power point presentation.

There were 2 citizens who were recognized under public participation related to this resolution.

Motion to adopt Res. #20 carried by roll call vote, 17 yes, 2 abstaining, 1 excused. Abstaining, West and Sebastiani. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #16: Motioned by Allen/Roekle to adopt Res. #16 a resolution to approve out-of-state travel and accommodations for Sarah Grosshuesch, Health Officer, to Chicago, IL on April 11 to April 13, 2012 and December 5 to 7, 2012. Motioned by Townsend/Allen to amend the **fiscal note** striking "~~mileage \$170.28; a total of \$170.28~~" and in **now therefore be it resolved** "~~in the amount of \$170.28~~". Motion to amend carried by roll call vote, 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused). Motion to adopt amended Res. #16 carried by roll call vote, 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #17: Motioned by James/Ward to adopt Res. #17 to increase the hourly wages for on-call Sheriff's Office employees who work in Dispatch and Animal Control from \$11.00/12.00 to \$15.00; Jail from \$11.00 to \$16.00; Transport from \$11.00 to \$14.00; and Patrol Deputies from \$12.00 to \$17.00. Motion to adopt Res. #17 carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Djumadi and Repinski. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #18: Motioned by Miller/James to adopt Res. #18 to re-establish three (3) Patrol Sergeant positions for a total of four (4) Patrol Sergeants and one (1) Dispatch Sergeant in order to increase the internal

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management capabilities of the Adams County Sheriff's Office. Motioned by James/Ward to amend the fiscal note adding after the last sentence, "The increase in pay will be paid from existing budget lines within the Sheriff's Office budget." Motion to amend carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Djumadi. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused). Motion to adopt amended Res. #18 carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Djumadi and Repinski. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #19: Motioned by Licitar/Ward to adopt Res. #19 to establish the annual compensation for the positions of County Clerk, Register of Deeds, and Treasurer; and establish the employee contribution portion of the health insurance and Wisconsin Retirement System (WRS) contribution for eligible elected officials. Motioned by Stuchlak/West to amend the **FISCAL NOTE:**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Register of Deeds	\$60,000	\$60,000	\$60,000	\$60,000
Treasurer	\$60,000	\$60,000	\$60,000	\$60,000

And, **NOW, THEREFORE, BE IT RESOLVED,**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Register of Deeds	\$60,000	\$60,000	\$60,000	\$60,000
Treasurer	\$60,000	\$60,000	\$60,000	\$60,000

by striking the 2013, 2014, and 2015 wages of the Register of Deeds and Treasurer and inserting 2013 as \$57,000, 2014 as \$58,000 and 2015 as \$59,000. Motion to amend carried by roll call vote, 11 yes, 8 no, 1 excused. Voting no, Allen, Djumadi, Gatterman, Renner, Repinski, Townsend, Ward and West. Excused, Keckiesen. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by Ward/Allen to amend the **FISCAL NOTE and NOW, THEREFORE, BE IT RESOLVED,:**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
County Clerk	\$60,000	\$60,000	\$60,000	\$60,000
Register of Deeds	\$60,000	\$60,000	\$60,000	\$60,000
Treasurer	\$60,000	\$60,000	\$60,000	\$60,000

by striking the 2013, 2014, 2015, and 2016 wages for the County Clerk, Register of Deeds and Treasurer and replacing the wages in both the **FISCAL NOTE and NOW, THEREFORE, BE IT RESOLVED,**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
County Clerk	\$61,962.59	\$61,962.59	\$61,962.59	\$61,962.59
Register of Deeds	\$58,207.29	\$58,207.29	\$58,207.29	\$58,207.29
Treasurer	\$58,207.29	\$58,207.29	\$58,207.29	\$58,207.29

This would be a 3.6% increase from the 2012 wages.

Motion to amend carried by roll call vote, 11 yes, 8 no, 1 excused. Voting no, Djumadi, England, James, Licitar, Miller, Repinski, Roekle and Stuchlak. Excused, Keckeisen. (1 SAYL, yes Beckman, 1 SAYL, no Theisen, non-binding vote, 1 excused).

RECESS: Motioned by West/Repinski to recess at 9:15 p.m. Motion carried by unanimous voice vote.

RECONVENE: Called back to order by Chairman Sebastiani at 9:30 p.m. 19 present, 1 excused. Excused, Keckeisen.

Motioned by Stuchlak/England to amend the **FISCAL NOTE and NOW, THEREFORE, BE IT RESOLVED:**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Register of Deeds	\$60,000	\$60,000	\$60,000	\$60,000
Treasurer	\$60,000	\$60,000	\$60,000	\$60,000

by striking the 2013, 2014, and 2015 wages of the Register of Deeds and Treasurer and inserting 2013 as \$57,000, 2014 as \$58,000 and 2015 as \$59,000. Motion to amend carried by roll call vote, 13 yes, 6 no, 1 excused. Voting no, Babcock, Djumadi, Renner, Repinski, Ward and West. Excused, Keckiesen. (1 SAYL, no Beckman, 1 SAYL, yes, Theisen, non-binding vote, 1 excused).

Motion to adopt amended Res. #19 carried by roll call vote, 13 yes, 6 no, 1 excused. Voting no, Babcock, Djumadi, Renner, Repinski, Ward and West. Excused, Keckiesen. (2 SAYL yes, non-binding vote, 1

excused).

Res. #22: Motioned by Stuchlak/James to adopt Res. #22 to revise the 2012 Adams County Land & Water Conservation Department Budget to include additional grant funds. Motion to adopt Res. #22 carried by roll call vote 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #23: Motioned by West/James to adopt Res. #23 to amend Resolution 59-2008 to acknowledge and substitute Eyes of Hope Shelter, Inc., in lieu of the Adams County Humane Society, as the designated pound or humane society to receive funds from dog license fees. Motion to adopt Res. #23 carried by roll call vote 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #24: Motioned by Johnson/Allen to adopt Res. #24 a resolution to approve out-of-state travel for Jennifer Swensen, UW-Extension 4-H/Youth Development Educator. Motion to adopt Res. #24 carried by roll call vote 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #25: Motioned by Johnson/Repinski to adopt Res. #25 a resolution commemorating the 100th Anniversary of Cooperative Extension, a division of the University of Wisconsin-Extension. Motion to adopt Res. #25 carried by roll call vote 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #26: Motioned by Allen/Stuchlak to adopt Res. #26 to adopt amended rules to govern the County Board consistent with the requirement of seating a new County Board.

Motioned by Djumadi/Ward to amend page 14, Rule XXIII:

3. **Technology Steering Committee.** ~~The MIS Department will coordinate the formation of a Technology Steering Committee whose Purpose is to identify; areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.~~

a. **Membership.** The Technology Steering Committee will include 7 members. The Committee members should be named as follows: ~~MIS Manager and/or representative~~ Administrative Coordinator/Director of Finance or representative ((ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term,)) a member of GIS, Health and Human Services ((1) designated by the oversight committee), Public Safety & Judiciary ((1) designated by the oversight committee)) and ~~(1)~~ (2) County Board Member (as designated/appointed by the County Board Chair).

Motion to amend carried by roll call vote, 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by England/Townsend to amend page 25, Rule XXVI, C inserting: Administrative Coordinator/Director of Finance as such: "The Administrative Coordinator/Director of Finance and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting." Motion to amend carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Ward and West. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by England/Townsend to amend page 25, Rule XXVI, D inserting: Administrative Coordinator/Director of Finance, Corporation Counsel, Personnel Director as such: "Copies of late (should be exceptions and not the Rule) Resolutions or Ordinances shall be provided to all Supervisors, Administrative Coordinator/Director of Finance, Corporation Counsel, Personnel Director and Department Heads, and shall be read by the County Clerk." Motion to amend carried by roll call vote, 10 yes, 9 no, 1 excused. Voting no, Babcock, Gatterman, Kotlowksi, Miller, Roekle, Sebastiani, Stuchlak, Ward and West. Excused, Keckeisen. (2 SAYL, no, non-binding vote, 1 excused).

Motion to adopt amended Res. #26 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Ward. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #27: Motioned by Ward/Licitar to adopt Res. #27 to freeze the scheduled 2012 step increases for positions evaluated on the Carlson-Dettmann Adams County Pay Structure. Motion to adopt Res. #27 carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Allen and Roekle. (2 SAYL, yes, non-binding vote, 1 excused).

Res. #28: Motioned by Johnson/Renner to adopt Res. #28 to amend the Adams County Personnel & General Administrative Policies adopted November 2011 and create a separate employee handbook.

Motioned by West/Gatterman to amend:
Page 14

- Full-time and regular part-time employees that working up to 80 hours per two-week pay period shall accrue vacation based on the following schedule:

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

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Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	84 hours	3.231
7-12	126 hours	4.856 .847
13-19	168 hours	6.462
20+	210 hours	8.087 .077

Motion to amend carried by roll call vote 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by West/Renner to amend:
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3.01 Accumulation. All full time and part time employees shall earn 0.046154 hours per regular work hours. All full-time employees shall earn one (1) day per month and accumulate up to twelve (12) days of sick leave per calendar year. Regular part-time non-union employees shall be pro-rated based upon the average number of hours in the employee's workweek. Total maximum accumulation of sick leave is one hundred eight (108) 864 hours workdays. A day shall mean the number of hours in the employee's workday. All sick leave days shall be computed on the whole basis per the following formula depending on the date of hire:

- On or before the 16th First (1st) day of month hired.
- On the 17th or after First (1st) day of following month hired.

Motion to amend carried by roll call vote, 19 yes, 1 excused. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Motioned by Miller/Allen to amend:

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2.02 Observed Holiday. If a legal holiday falls on Saturday, or if Christmas Eve falls on a Sunday the preceding Friday is considered the observed holiday. If a legal holiday falls on Sunday, or if Christmas falls on a Saturday the following Monday is considered the observed holiday. ~~If Christmas Day falls on a Saturday, the following Monday shall be considered the observed holiday.~~ Holiday pay shall be paid by the County on the observed holiday when the legal holiday falls on a Saturday or Sunday. Employees who work on an observed holiday shall be paid straight time for hours worked in addition to any holiday pay they are entitled to receive unless the employee qualifies for overtime under FLSA. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday, unless off due to an excused absence.

Motion carried by unanimous voice vote, 13 yes, 6 no, 1 excused. Voting no, Djumadi, James, Kotlowski, Renner, Repinski, and Townsend. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Motion to adopt amended Res. #28 carried by roll call vote, 13 yes, 6 no, 1 excused. Voting no, Djumadi, England, Gatterman, James, Renner, and Repinski. Excused, Keckeisen. (1 SAYL yes, Theisen, 1 no Beckman, non-binding vote, 1 excused).

Unfinished Business: Res. #8 To amend the Adams County Personnel & General Administrative Policies adopted November 2011. Motioned by Allen/Miller to bring back Res. #8. Motion carried by unanimous voice vote. Motioned by Miller/Allen to rescind Res. #8. Motion carried by unanimous voice vote. (2 SAYL, yes, non-binding vote).

Ordinance:

Ord. # 02: Motioned by James/Licitar to enact Ord. #2 to amend the Adams County Shoreland Wetland & Habitat Protection Ordinance to rezone a portion of land in Town of Rome to change from Conservancy District to a Recreational/Residential District. Motion to enact Ord. #2 carried by roll call vote 17 yes, 2 no, 1 excused. Voting no, Renner and Townsend. Excused, Keckeisen. (2 SAYL, yes, non-binding vote, 1 excused).

Petition: None

Motioned by Kotlowski/Roekle to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. (2 SAYL, yes, non-binding vote).

Motioned by Allen/Ward to approve per diem and mileage as submitted. Motion to approve per diem and mileage carried by unanimous voice vote. (2 SAYL, yes, non-binding vote).

Motioned by Johnson/Roekle to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote. (2 SAYL, yes, non-binding vote).

Set next meeting date for April 17, 2012, 9:30 a.m.

Motioned by West/Johnson to adjourn at 11:20 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi, Adams County Clerk

These minutes have not yet been approved.

Executive Committee Meeting
March 13, 2012 – 9:00 a.m. - Conference Room A-260

The meeting was called to order by Al Sebastiani, Chair, at 9:13 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Larry Babcock, and Joe Stuchlak. Beverly Ward joined the meeting at 9:17 a.m.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Lori Djumadi; Deb Barnes; Jodi Helgeson; and Phil McLaughlin.

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

Motion by Stuchlak, seconded by Babcock, to approve the Minutes of the February 14, 2012 Executive Committee meeting. Motion carried by unanimous vote.

There will be public participation as needed. There is no new correspondence.

Trena Larson gave her Administrative Coordinator/Director of Finance department report. She is working with Ehlers for refinance of debt issue. Balance sheet reconciliation is being done the next few weeks. We are planning for Student Government Day. We are looking into the cost impact of the 911 Infrastructure. Counties receive the overage from 911 costs. The County has an established procedure for carryovers which is currently being implemented. The annual audit is now scheduled for April 9 – 13. Trena will bring to the County Board a survey of departments regarding Grant Summary which was reviewed during Consolidation Committee. During 2011 over \$2M in grants were received. We have good internal collaboration and we need external collaboration as well.

Discussion was held regarding setting wages for elected officials. **Motion by Stuchlak, seconded by Renner, to increase wages for County Clerk, County Treasurer and Register of Deeds as follows:**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
County Clerk	\$60,000	\$60,000	\$60,000	\$60,000
Register of Deeds	\$60,000	\$60,000	\$60,000	\$60,000
Treasurer	\$60,000	\$60,000	\$60,000	\$60,000

Ward voted no. Renner, Babcock, Sebastiani and Stuchlak voted yes. **Motion carried by 4-1 vote.**

Jack Albert gave his report of Corporation Counsel Department activities including legal opinions, department representation, litigation, guardianship and mental commitment caseloads.

Motion by Stuchlak, seconded by Renner, to convene in closed session at 10:25 a.m. per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public

properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act strategy for conducting negotiations with Adams County Deputy Sheriff's Association Local 355. The Committee reconvened in open session per Wis. Stats. §19.85(2) at 10:38 a.m., to consider and vote on appropriate matters. **No motions were made post-closed session.**

Jack Albert was excused at 10:40 to attend Circuit Court.

Discussion was held regarding all employees' (FSLA Exempt & Non-exempt) 2012 wage plan. **Motion by Ward, seconded by Stuchlak**, that the Executive Committee instruct Marcia Kaye and Trena Larson to contact the comparable counties used in the Carlson-Dettmann study and obtain wage tables, position levels, number of years employed, and wages. **Motion carried by unanimous vote.**

Motion by Ward, seconded by Stuchlak, to bring a Resolution to the County Board to freeze Carlson-Dettmann Managers' step increase for 2012 until further information is gathered. **Motion carried by unanimous vote.**

11:10 a.m. Motion by Ward, seconded by Stuchlak, to recess for five minutes. Motion carried by unanimous vote.

11:16 a.m. Sebastiani called the meeting back to order.

Marcia Kaye gave her report of Personnel Department activities. The Sheriff Department hired Aron Jones as dispatcher; there are 4 or 5 on the eligibility list. Testing was conducted on Feb. 25 and 27th for Jail Officer; 42 were tested and just received notification that 21 passed.

Kaz Conrad was hired as social worker at Health & Human Services; 2 ADRC positions were hired, 1, Lauren Heitman, was internal. The Interim Health & Human Services Director, Steve Ruff, is contracted for 4 months at \$60/hour without cost for mileage or meals.

Highway employee, Greg Soley, is retiring in April after 25 years, and 4 employees will be honored for 25 years of service in the 2nd quarter of the year.

Marcia handed out an article on the subject of Bullying that she had also provided to Dept. Heads and managers. She received 4 calls after distribution to managers wondering if this also applies to County Board Supervisors? Bullying impacts the morale of employees and managers and makes it uncomfortable for everyone involved. Marcia expressed concern that managers were not following county policy for personnel matters, but are going directly to their committees instead to circumvent the policy. Personnel must be involved in reviewing job descriptions and in other personnel matters and oversight committees should also be following policy.

Al expressed his thanks to Supervisor Beverly Ward and Supervisor David Renner for serving.

Motion by Stuchlak, seconded by Babcock, to approve vouchers. **Motion carried by unanimous vote.**

The next regular meeting date is set for **April 10, 2012 at 9:00 a.m.** Action items for next meeting: Discuss and/or act on negotiations with WPPA Sheriff Local 355.

Motion by Ward, seconded by Renner, to adjourn the meeting at 11:25 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

ADAMS COUNTY HEALTH & HUMAN SERVICES AND VETERANS SERVICE BOARD
MEETING MINUTES

Health & Human Services Building – February 10, 2012 9:00 a.m.

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Townsend at 9:05 a.m.

Roll Call of Board Members: Pat Townsend, Heidi Roekle, Dave Repinski, Maureen Bruce & Fran Dehmlow. Excused: Diane England, Jack Allen, Dr. Hatton, Terry Harvey-Beversdorf

Health & Human Services Staff: Charles Price, Wendy Pierce, Carol Johnson, Mandy Stanley, Phil Robinson, Diane Osborn & Dana Henriksen Marcia Kaye (Adams County Personnel Director) also in attendance.

Veterans Service Staff: Dave Guerin

Motion by Roekle/Repinski to approve Agenda and Compliance with Open Meetings Law. Motion carried by unanimous voice vote (UVV).

Motion by Roekle/Bruce to approve the January 13, 2012 minutes as submitted. Motion carried by UVV.

New Business – none

Public comment - none

Correspondence – E-mail concerning the energy audit of Practical Cents

Veterans Service

VSO's Vouchers and Financial Report. Motion by Roekle/Bruce to approve VSO's Vouchers. Motion carried by UVV.

Veterans Service Officer's report and calendar.

Discussion on appointments for Veterans Service Commission members. Motion by Repinski/Roekle to submit names for appointments for Veterans Service Commission. Motion carried by UVV.

Health & Human Services

Financial Report – Financial Report was provided. Motion by Roekle/Bruce to approve January Vouchers and Financial Report. Motion carried by UVV.

Thrift Store Financial Report – Year to date gross plus sales \$26,170.89 as of February 4, 2012.

Conference & Workshop Attendance: Lorie Tomsyck and Lisa Krizan – Annual Conference for Parent Educators and Home Visitors (March 21-22; Stevens Point); Tina Smith and Kelly Oleson – Step Wise Interview Training (end of March)

Deviation from Agenda to discuss on Items 6-11

Aging – Review and/or approve the 2011 Aging Unit Self Assessment. Motion by Repinski/Bruce to approve 2011 Aging Unit Self Assessment. Motion carried by UVV.

Personnel – Public Health – Discuss and/or act on Public Health nursing/staffing needs/opportunities. This item will be tabled until March meeting.

Personnel – Economic Support – Discuss and/or act on approval to increase current part-time staff to full-time status due to workload needs of the department. Motion by Roekle/Dehmlow to approve the increase current part-time staff to full-time status. Motion carried by UVV.

Personnel – Clinic Services – Discuss and/or act on new job description for Clinic Coordinator/Receptionist. Personnel Director, Marcia Kaye was in attendance to answer questions about the procedure for a change in job description. Motion by Repinski/Roekle to approve new job description for Clinic Coordinator/Receptionist. Motion carried by UVV.

Personnel – Clinical Services – Discuss and/or approve recruitment for the Clinic Coordinator/Receptionist. Personnel Director, Marcia Kaye was in attendance to answer questions about the procedure for determining pay grade utilizing a JDQ. Motion by Roekle/Bruce to approve recruitment for the Clinic Coordinator Receptionist *pending JDQ*. Motion carried by UVV.

AMENDED ITEM – Personnel – Discuss and/or act on Administrative Coordinator/DOF being names designee for HHS Department for interim signatory purposes. Motion by Roekle/Bruce to approve Administrative Coordinator/DOF being named designee for HHS Department for interim signatory purposes. Motion carried by UVV.

Dave Repinski was excused from the meeting at 10:15am.

Return to Agenda as posted

Unit Reports:

Economic Support Services: Dana Henriksen reported for the ESS unit.

Health Officer: Charles Price reported for the Public Health unit.

Youth Services: Mandy Stanley reported for the Youth Services unit.

Clinical Services: Phil Robinson reported for the Clinical Services unit.

Aging: Carol Johnson reported for the Aging unit.

Thrift Store: Diane Osborn reported for the Thrift Store.

Long Term Support Services: Diane Osborn reported for the LTS unit.

Chairperson Townsend called for a break at 10:35am.

Chairperson Townsend called the meeting back to order at 10:45am.

Roof/Remodel Updates – Charles Price gave the Board an update on the Roof/Remodel project.

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

Next Regular Meeting Date – March 9, 2012 at 9:00 a.m.

Adjournment: Chairperson Townsend asked if there was any further business to consider. Hearing none, meeting was adjourned at 11:20 a.m.

Minutes respectfully submitted by Beth Czerwinski
THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

Beth Czerwinski

2012

HEALTH INSURANCE STUDY COMMITTEE MINUTES

January 17, 2012 9:00 am
Courthouse Conference Room A260

The meeting was Called to Order by Acting Chairperson Terry James at 9:05 a.m. The meeting was properly noticed. A motion was made by MaryAnn Bays to approve the agenda, seconded by Cindy Phillippi. All were in favor.

In attendance: Terry James, Jay Scott (AFG), Cindy Phillippi, Sarah Grosshuesch, Myrna Diemert, Karen Bays, Cheryl Thompson, Trena Larson, Marcia Kaye, MaryAnn Bays, Dennis Premo, Kathie Dye. Absent: Dave Carlson

A motion was made by Cindy Phillippi, seconded by Myrna Diemert, to approve the minutes from the November 16, 2011 meeting. All voted in favor.

HRA Funding Analysis Report (FAR). At 99.53% for December, we are actually slightly under with \$18,986.43 in the black. However, we shouldn't be too optimistic because there could be a lot of out-of-network and end-of-year claims that could be paid in 2012 for expenses incurred in 2011. They will request a report for March for the 2011 end-of-year claims to get a more accurate report. In the 2012 FAR, there will be two additional lines, one that shows the additional budgeted amount and one that shows the ERRP, so when there are overtures to an account, it will be accurately reflected.

ERRP Update – Jay discussed a written time line report that was developed to show what has transpired since July regarding ERRP filings and re-filings. The problem has been the informational file provided by Unity, which has not had the proper format required for ERRP submissions. Heather resubmitted a report last Friday (1/13) and there should be a notice by the end of this week. AFG has been talking with Unity about the problems; it has been an enormous problem for many employers. Not all carriers are having the same problem as they are with the Unity files. Terry inquired as to who would be held accountable if the County did not receive the ERRP funds requested, if funds run out. Jay indicated that Unity would be held to task on this as it is their file that has caused the issues.

2012 Renewal Review – Jay wanted to make sure that everyone received the Explanation of Benefits (EOB), network provider information, and anything else that was outstanding. He reminded everyone that employees should ALWAYS wait until a claim has been processed by the insurance company and then decide if they want to pay the provider directly and submit it to EBC for reimbursement or submit the claim to EBC (for in-network claims up to the HRA limit) and then pay the provider. EBC did follow through with Unity and they could do automatic roll-over or claim file fee in the future. The County decided not to do it this year so the employees could be educated about the EOB and how to read. We will keep it in mind for next year if still with Unity. Cindy asked about the preventative care explanation from Unity. That information is available in packet in the AC/DOF office, but Marcia will send it out to everyone as well.

2012 Market Audit Schedule –

a. Jay indicated there has been no increase in premiums on the Lincoln/Life policy for years. The renewal is 7/1/12. He asked if the Committee was aware of a reason why it should go out on RFP? The committee indicated they were ok with living it status quo.

b. In May-June AFG will do a full market audit with possible health provider alternatives and also discuss an HMO instead of a Point of Service Plan. Terry indicated he would like to see a full review of state, government, and other market place options before the 2013 plan is decided. It was agreed that 1) Unity renewal negotiations will include HMO and HSA plans as alternatives; 2) RFP's will go out to WCA/GHT, Dean, Security, WPS, and Anthem; and 3) the above activity will commence 5/1/12 with completion expected by 7/31/12.

c. Jay reported that dental insurance is the second most valued employee benefit (second to Health coverage) but our employees just are not utilizing the coverage because of the rates. The average person is better off putting the money in flex spending and paying for services as needed. He plans to open RFP's to United Healthcare, Met Life, Delta Dental, Guardian, and Principal, commencing on 5/1/12 with completion expected by 7/31/12.

d. The rates for the vision plan have not changed in years, in fact, this year the plan improved. VIPA is considered to be the best in class in Wisconsin, so it was recommended that we continue with them. All were in agreement.

e. Jay will talk to AFLAC to see what other possible alternate plans are available but he also recommends looking at other companies that might offer the same type of benefit plans; i.e. catastrophic plan that covers all options, short-term disability, and other group options. There is no specific renewal date on this plan, so they will start to look at alternatives in the near future and report back to the committee.

State Plan Review - Jay requested that the committee meet in March so he can explain the intricacies of the state plan, since it is so complicated. That way the Committee will be more educated in relation to possible options as we start to review them. The committee agreed to meet on March 27 at 9:30 a.m. For this purpose.

Wellness Committee Update - Terry reported that he was excited because Jay has offered to meet with Department Heads at the February 16 meeting to stress why wellness programs are so important and why the County needs input and support from all. Following that meeting, Jay will meet with the Wellness Committee at 10:30 (new members welcome) to try to reorganize and rejuvenate the committee. AFG has several canned wellness programs, the committee just needs to determine their focus and how many they would like to try to promote for the year. Trena indicated she would talk to the Dept. Heads to try to get more involvement and excitement as we develop goals.

Next Meeting Date - The next meeting is scheduled for Tuesday, March 27 with Wellness meeting at 8:15 and HISC meeting at 9:30 (note the "new" time).

Other thoughts/ideas - Marcia mentioned an "Essentials of Consumer Driven Healthcare" webinar that will be on February 23 from 9 to 11. If anyone is interested in more information or would like to sit in, please contact her.

Trena mentioned that she would like for the committee to once again consider possible Health Savings Account (HSA) options for the future, as we look at possible healthcare alternatives.

A motion was made by Kathie, seconded by Myrna, to adjourn at 9:40 a.m. All were in favor.

Marcia Kaye, Acting Recording Secretary *Marcia Kaye*
These minutes were approved by the HISC on 3/27/2012

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Health Ins
Study 1-17-12*

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, MARCH 8, 2012 AT 11:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Florence Johnson, Vice-Chairperson
Dean Morgan
Michael Keckeisen
Alexandria Beckman – SAYL Member

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, William Lawton
and Barbara Morgan

MEMBER ABSENT: Patrick Gatterman ~ Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 11:00 A.M., on Thursday, March 8, 2012.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, MORGAN, KECKEISEN AND SAYL MEMBER ~ BECKMAN. MEMBER ABSENT: GATTERMAN ~ EXCUSED.

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

APPROVAL OF MINUTES OF LAST MEETING (FEBRUARY 9, 2012 REGULAR MONTHLY MEETING): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for FEBRUARY 9, 2012 Regular Monthly Meeting, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

DONOHUE ASSOCIATES ~ GENE KUSSART: Due to the change in time for the Committee Meeting, Gene Kussart from Donohue Associates was not able to attend and will reschedule to meet with the Highway Committee at a future meeting.

REVIEW & ACT ON OIL QUOTES: Oil quotes were opened and following quotes were received:

<u>MATERIALS</u>	<u>HENRY MEIGS</u>	<u>FLINT HILLS</u>
CRS & HFRS	\$2.4165 / GAL`	\$2.1666 / GAL
CRS-2P & HFRS-2P	\$2.8165 / GAL	\$2.5666 / GAL
CRS-2PD	\$1.8465 / GAL	-----
CSS-1H	\$2.5165 / GAL	-----

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 8, 2012 ~ 11:00 A.M.**

<u>APPLICATION CHG</u>	<u>HENRY MEIGS</u>	<u>PEARSON BROS</u>
CRS & HFRS	\$1.200 / GAL	\$4.000 / GAL
CRS-2P & HFRS-2P	\$1.200 / GAL	\$4.000 / GAL
CRS-2PD	\$1.200 / GAL	-----
CSS-1H	\$1.200 / GAL	-----
<u>MATERIAL & APPLIED</u>	<u>HENRY MEIGS</u>	<u>FLINT / PEARSON</u>
CRS & HFRS	\$2.5365 / GAL	\$2.5666 / GAL
CRS-2P & HFRS-2P	\$2.9365 / GAL	\$2.9666 / GAL
CRS-2PD	\$1.9665 / GAL	-----
CSS-1H	\$2.6365 / GAL	-----

Motion by Keckeisen to accept the oil quote from Henry G. Meigs LLC, as it is in the best interest of the County, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

FUEL PURCHASING: Highway Department does not have a contract with Scully Oil for fuel purchases. *Motion by Morgan that due to the fluctuation with fuel prices the highway department will remain with the current vendor and revisit this topic in the fall of 2012, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ROAD WEIGHT POSTINGS: Highway Committee and Commissioner briefly discussed the Class "B" road weight postings that went into effective on March 5, 2012 for county roads.

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, ADMINISTRATIVE REVISIONS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Johnson to approve the Offering Price Reports as prepared by Timber-Selissen Land Specialist for parcels: 2, 17, 37, 157 & 205 on the County Road "Z" (18th Lane to Wood County Line) Project, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Keckeisen to approve the Administrative Revision Report as prepared by Timber-Selissen Land Specialist for parcels 191 on County Road "Z" (18th Lane to Wood County Line) Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

WINTER MAINTENANCE ~ ICE SLICER: Highway Committee reviewed and discussed the cost to use ice slicer verses conventional salt. *Motion by Keckeisen to discontinue using ice slicer on county roads until the price becomes more in line, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

RESOLUTION RECOGNIZING GREGORY SOLEY FOR HIS YEARS OF SERVICE TO ADAMS COUNTY: *Motion by Keckeisen to approve, sign and forward to County Board a Resolution Recognizing Gregory Soley for his Years of Service to Adams County, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

WORKING WITH OTHER COUNTIES ON IMPROVEMENT PROJECTS: Briefly discussed working with other counties on improvement project, waiting to hear legal opinion, no action taken.

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 8, 2012 ~ 11:00 A.M.**

REVIEW & APPROVE TRUCK DRIVER / EQUIPMENT OPERATOR / LABORER JOB DESCRIPTION: A job descriptions for Truck Driver / Equipment Operator / Laborer was presented to the Highway Committee to review and discuss. *Motion by Keckeisen to accept the job descriptions for Truck Driver / Equipment Operator / Laborer as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

APPROVE PERSONNEL REQUISITION FORM TO ADVERTISE FOR FILLING VACANT HIGHWAY POSITION: *Motion by Keckeisen to approve the Personnel Requisition form to advertise for vacant highway position, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ASE CERTIFICATIONS: *Motion by Morgan to table the ASE Certifications until the April 2012 Highway Committee Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

WORK WEEK HOURS: Briefly discussed work week hours for the highway department. Highway Committee instructed the Commissioner to operate the Highway Department as best seen fit for work week hours.

REVIEW & ACT ON STATE D.O.T. TRAFFIC MAINTENANCE AGREEMENT: *Motion by Morgan to approve the State D.O.T. Traffic Maintenance Agreement in the amount of \$310,900.00 for the South West Region Pavement Marking, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Crack Filling on County Road "B" (STH 82 to CTH "E")
- Brushing on County Road "G"
- Truck #147 -- Gear Box

SAYL HIGHWAY COMMITTEE MEMBER ALEXANDRIA BECKMAN WAS EXCUSED AT 2:50 P.M.

FINANCIAL REPORT: *Motion by Keckeisen to approve the December 2011 Financial Report ~ FINAL, January 2012 ~ Financial Report and February 2012 ~ Financial Report as audited, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

HIGHWAY COMMITTEE MEMBER FLORENCE JOHNSON WAS EXCUSED AT 3:05 P.M.

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the March 7, 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Keckeisen to approve the Monthly Check Summary report as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 8, 2012 ~ 11:00 A.M.**

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- ASE Certifications
- Work Week
- New Committee Member

SET NEXT MEETING DATE AND ADJOURN: *Motion by Keckeisen, second by Morgan, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, April 12, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 3:15 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES

DATE: March 12, 2012 TIME: 9:00 a.m. PLACE: Room: A231

Call meeting to order at 9:00 am. Roll call showed all present except Keckeisen and Stuchlak both excused.

The meeting was properly announced.

Motion by Licitar/Morgan to approve Agenda. Motion passed unanimously.

Motion by England/Bork to approve minutes of February 13, 2012 Land & Water Conservation Committee meetings. Motion passed unanimously.

No Wildlife Abatement and Claims report.

No WDNR report.

Michelle Kominsky presented NRCS report on Environment Quality Incentive Program, wetland determinations and Farm Bill Conservation Plan review activities.

Murphy present L&WC Department report and discussion occurred regarding New Chester Dairy concrete methods. James complimented Evans on the Shoreland Resident Handbook she developed. Licitar questioned if conditions within the Leola Drainage District has improved with Murphy and Evans reporting no improvements have been discovered.

Licitar provided Central Wisconsin Windshed Partners report stating next meeting is in April.

James provided Golden Sands Resource Conservation and Development report stating the next meeting is in April and neither him nor Stuchlak will be able to attend. James asked for substitutes.

Bork provided USDA Farm Services Agency report stating Conservation Reserve Program sign-up has begun. Motion by Morgan/ Licitar to approve financial report. Motion passed unanimously.

Murphy provided L&WC financial report and stated there was nothing of significance to report.

Motion Bork/England to purchase 1997 Chevy Astro van for \$4,250 from A-F Motors and sell existing 2005 Ford Focus and 1995 Lumina Van for an estimated revenue of \$6,000. Discussion occurred and motion passed unanimously.

Motion Morgan/Licitar to utilize General Engineering Company for Stormwater Runoff Ordinance Engineering Services contingent upon agreement between the County and General Engineering reflects services will be utilized as needed with no contractual commitment. Motion passed unanimously.

Motion England/Bork to transfer \$12,346.72 from Natural Resources Expense Account to Land and Water Conservation Expense Account to cover Lake Protection Grant negative balance. Motion passed unanimously.

Rick Graham and Jeff Postle of DATCP provided a presentation on atrazine prohibition areas. Committee instructed Murphy to work with Adams County Public Health Nurse to target an area for well testing and report back at April meeting.

Communications were reviewed. Murphy instructed 2 complaints were received regarding Jay Hammerly's improper use of manure storage system that was cost-shared by Adams County. Committee instructed Murphy to gather facts so they may investigate at April Committee meeting. Committee reviewed proposed letter to Senator Olsen.

Items identified for next month's Land & Water Conservation Committee meeting are Hammerly investigation; Drainage District Legislation update; Groundwater Program Target Area.

Next meeting date will be April 9, 2012, 9:00 am, Room A231.

Licitar/England motion to Adjourn. Motion passed unanimously.

Land Information
Minutes for Feb 23, 2012 1:30 PM
Courthouse A260-moved to County Board room for internet presentation

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

Roll Call: Jodi Helgeson, Bill Parr, Phil McLaughlin, Tyler Grosshuesch, Trena Larson, Cindy Phillippi, Pat Kotlowski, Greg Rhinehart and Al Sebastiani. Guest was Scott Kiley of MSA.

Motion by Phil, seconded by Bill to approve the agenda. Motion carried unanimously.

Motion by Bill, seconded by Pat to approve minutes. Motion carried unanimously.

While web map presentation was being set up, Jodi reported on 2011 & 2012 WLIP grant. 2011 grant project (scanner setup and preparation for County Surveyor project) is in progress. Jodi is waiting for second quote on scanner that is less money but will still meet the department needs so that we will have some money possibly for someone to do the scanning. 2012 grant applications came out this week. Adams County is on course to receive \$10,178 in base budget grant and \$300 education grant. Concern expressed that state is borrowing from 2013 anticipated revenue for 2012 grant. Also, Jodi reported that WLIP program funds were lapsed to state general fund even though many organizations wrote letters of concern to Dept of Administration and Joint Finance members.

Tyler presented a report on GIS activities:

Redistricting, parcel mapping including year end, LiDAR data, conference attendance

Working with Dan Hansen and Matt Bremer on ArcGIS 10, new laptop; Dan attended ArcGIS workshop.

Tyler brought committee up to date on LiDAR project. Issue with deliverable was resolved. We will be purchasing 3-D analyst software to perform analysis on data. It was anticipated that we would be needing this for other projects as well. Tyler also is planning on attending a LiDAR workshop offered at the Land and Water Conservation Convention in March. He is also working with other counties that have had these projects in the past.

Jodi reported that we paid \$25,684 back to county for mapping project loan. We have \$53,594.37 left to pay. Report was given to County Board. Planning and Zoning committee had made recommendation that Tyler do a GIS presentation to new County Board.

Scott Kiley gave presentation of updated web map viewer. Format for viewer is changing due to software change. New site is more flexible for configuration by county staff and more responsive. Works in similar fashion as Google maps. One noted change will be how mailing labels are created. Still simple but an additional step will be involved. Implementation for web map viewer is anticipated to be completed by end of March. Scott will work with Tyler to review format. Discussion on whether county wants to keep two different viewers or move forward with a paid subscription viewer. Right now, there are about 20 test users for subscription site at no charge. Need to put some figures together for revenue vs cost.

Roundtable: Bill – market is active but there is concern over gas prices affecting market; Tyler – shared some screen shots of what LiDAR data looks like; Trena – very interested in LiDAR and how it would help Adams County; Jodi – status of AB303 (Comp Planning legislation) and how it may affect program monies; Greg – wants to get section corners out for public to use. Commented on cost for landowners of incorrect FIRM's; Phil – real value in LiDAR is to have updated FIRM's, maybe have a letter go to DNR with legislators copied to indicate how important this is and cost to landowners in not having correct FIRM.

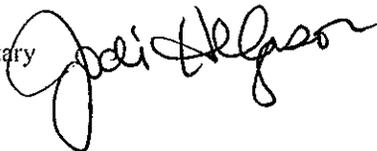
No meeting date was set. Jodi will send out Doodle Calendar as she did last time. Proposed for sometime in May.

Motion by Tyler, seconded by Phil to adjourn

Meeting was adjourned at 3:00 PM

Respectfully submitted,

Jodi Helgeson-Acting Secretary



**Adams County Library
Board Minutes
3/26/12**

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

President Nelson verified that the meeting was properly announced.

Motion to approve the agenda after amendment to place #8 Budget and #12 Town of Jackson Update under the Director's Report was made by Nelson, 2nd by Townsend and carried unanimously.

Public input was invited. No one was present.

Recommended Actions: minutes, bills and financial report:

Motion to approve the minutes of the February meeting was made by Townsend, 2nd by Renner and carried unanimously.

Information on the bills was included in the Financial Report and reviewed. Recent bills were disseminated for initialing.

Motion to approve the Financial Report for February was made by Challoner, 2nd by Townsend and carried unanimously.

Communications & Reports:

None

South Central Library System report:

Nelson reported the Executive Director of WLA addressed the audience concerning recent political impacts on Wisconsin Libraries. SCLS has spent only 13% on administration. There are two more KOHA upgrades coming. A state-wide ILS system has been suggested – reorganization possibilities will be researched. Investigation into reforming the SCLS governance system will be taking place.

Director's Report:

- A. Budget – The County Board has decided to make payment to the Oxford Library for Adams County Patron use. The money will come from the contingency fund. Wireless and programming possibilities from Hilbert Communications were discussed. Badger net will be upgrading speed at the library from 1.5 to 5.0.
- B. Circulation for January and February was up 34%.
- C. The Mason Lodge will match funding for new library computers up to \$20,000. Thrivent for Lutherans will also be contacted. Laptops for use during computer classes and for patron use in the library were discussed.

Staffing Meeting Reports:

The next staff meeting will be March 29, 2012. Information from the meeting will be presented at the April Library Board meeting.

Update from Auditing Committee:

The audit was completed by Renner and Kreten; the books balanced.

Review Policies:

Motion to approve the changes to the General Library Policies as follows was made by Renner, 2nd by Heideman and carried unanimously: Part (G) II was updated in March of 2011 – changes needed to be made to the current copy. Part XIII Miscellaneous: Add (E) Firearms are not permitted in the Adams County Library. Part IV (B) Registration of Borrowers: Add Driver's license numbers and a second contact source will be included on the library card application.

Identify possible upcoming items for future meetings:

- A. Staff Meeting Reports
- B. Personnel Policy and Materials Selection Policy Review
- C. Website Update
- D. Library Board Membership

The meeting was adjourned at 2:00 p.m.

The next meeting will be held Monday, April 23rd at 1:00 at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary



**Parks Committee Meeting
Courthouse Conference Room A231
March 13, 2012 8:00 a.m.**

Call to Order: Meeting was called to order at 8:00 a.m. by Chairperson Kotlowski.

The meeting was properly announced.

Roll Call: Committee Members: Jerry Kotlowski, Dave Renner, Bill Miller, Lori Djumadi, and Heidi Roekle. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Rita Kolstad – Parks Admin. Clerk/Bookkeeper. Marcia Kaye, Personnel Director, joined the meeting at 8:10 a.m.

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

Previous Minutes: Motion by Djumadi/Renner to approve the December 7, 2011, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Motion by Renner/Roekle to approve the following park user requests per Adams County Park Ordinance #6-2008, Section 1.6: Dellwood/Moundview Snowmobile Club to hold a pancake breakfast fundraiser at Castle Rock Park Shelter bldg. May 27, 2012; Castle Rock Lions Club to sell concessions and hold fireworks at Castle Rock Park June 30, 2012, and hold a pancake breakfast fundraiser in the Castle Rock Park Shelter bldg. July 1, 2012; and Faith in Action to hold a pancake breakfast fundraiser at the Petenwell Park Shelter bldg. May 26, 2012. Motion carried by unanimous vote.

Public Participation on Agenda Items: None.

Recreation Report by Committee Members: Discussion was held on problems with the public destroying and/or removing the self registration forms from the self registration boxes at outlying parks. Kotlowski reported New Chester Township is interested in taking over Patrick Lake Park and is requesting information on annual maintenance costs associated with the Park. The Department will forward this information to Mr. Kotlowski in the near future.

Committee Approval to Advertise and Fill Vacant Park Positions: Director reviewed the vacant park positions with Committee. Discussion followed. Marcia Kaye explained the process involved in creating a new position. Motion by Djumadi/Renner to approve not filling the Assistant Manager I vacant positions at both Castle Rock and Petenwell Parks. Motion to include creating and filling a seasonal Park Aide Level III position at both Castle Rock and Petenwell Parks. Wages and responsibilities will be less than the Assistant Manager I position. Motion carried by unanimous vote.

Motion by Renner/Roekle to approve advertising and filling the remaining park positions as follows: Petenwell Park Patrol, Castle Rock Park Patrol and 3 Park Aides, and 1 Lifeguard. Motion carried by unanimous vote.

Review/Set 2012 Park User Rates: Motion by Djumadi/Roekle to adopt the 2012 recreational user fee schedule as presented. Motion carried by unanimous vote.

Trails Management Report and State Aid Requests: Trails Coordinator will be meeting with the DNR in the near future to review Adams County's State Aid requests. It appears Adams County may be eligible to apply for funding for additional ATV park development at Petenwell Park to include shower/restroom facilities on the west end of the Park.

Motion by Djumadi/Roekle to approve the Parks Department apply for State Aid for ATV maps, trail expansion, and trail maintenance on Plum Creek Timberlands. Motion to include approval to apply for Snowmobile trail maintenance monies as well as any possible trail additions the snowmobile clubs may want to apply for. Motion carried by unanimous vote.

Tourism Report: Director reported he has attended 4 events and attendance was up at 3 out of the 4 events. He has 4 more events scheduled for the winter promotion.

Revenue Report: Motion by Roekle/Renner to approve the revenue report as presented with date changes. Motion carried by unanimous vote.

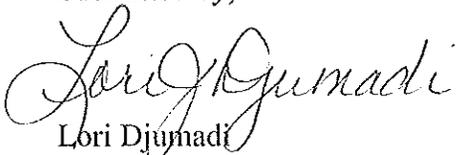
Expense Check Summary Report and Expense Report: Motion by Djumadi/Miller to approve the expense check and expense reports as presented. Motion carried by unanimous vote. Mrs. Kaye left the meeting at this time.

Future Agenda Items: No special requests.

Set Next Meeting Date: April 10, 2012, 8:00 a.m. Courthouse Conference Room A231.

Adjourn: Motion by Renner/Miller to adjourn at 8:45 a.m. Motion carried by unanimous vote.

Submitted by,



Lori Djumadi
Parks Committee
Secretary

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

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

Site Visit at the Thomas Bandle property at 214 County Road Z, Town of Rome, Adams County: Vice-Chair Glenn Licitar did not call the meeting to order as there was not a quorum present.

Vice-Chair Glenn Licitar called the Adams County Planning & Zoning Committee meeting to order at 9:30 A.M. on Wednesday March 7, 2012 with the following members present. Mike Keckeisen, Barb Morgan, Terry James, Randy Theisen. Diane England and Joe Stuchlak were excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Randy Theisen seconded the motion. All in favor. Motion carried.

Public Hearings: Thomas Bandle – Rezoning request of portions of property zoned Conservancy to a Recreational/Residential District of the Adams County Shoreland, Wetland and Habitat Protection Ordinance to allow residential use on property located in Pt of the NW ¼, NE ¼, Section 11, Township 20 North, Range 5 East, Lot 1 of CSM 1766 at 214 Cty Trk Z, Town of Rome, Adams County, Wisconsin. Upon completion and review of the Committee Findings Checklist and based on a total score of 207 points with an average score of 52, the Committee was unanimous in its decision for recommendation of the zoning change. Terry James made a motion to approve the zoning change from Conservancy to Recreational/Residential and forward that recommendation to the County Board for final action. Mike Keckeisen seconded the motion. Roll Call. 5 – Yes. (Theisen, Morgan, Licitar, Keckeisen and James.) Motion carried. MS Real Estate Holdings, LLC – Conditional Use Permit request under Section 5-3.03(23) of the Adams County Comprehensive Zoning Ordinance to allow the expansion of a previously approved livestock facility on property located in the SE ¼, Section 8, Township 16 North, Range 7 East, at 2563 5th Avenue, Town of New Chester, Adams County, Wisconsin. Terry James noted that the Town of New Chester did not make a recommendation on the request. Terry James made a motion to grant the Conditional Use Permit. Randy Theisen seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Vice-Chair Licitar closed the Public Hearing portion of the meeting and noted that public participation would be taken as needed.

Terry James made a motion to take a recess. Mike Keckeisen seconded the motion. All in favor. Motion carried.

RECESS: 10:27 A.M.
RECONVENE: 10:38 A.M.

Barb Morgan made a motion to approve the minutes from the February 8, 2012 meeting as presented. Terry James seconded the motion. All in favor. Motion carried.

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

Register of Deeds/Land Information: Jodi Helgeson was away at conference, but had a written report to be distributed to the Committee. Terry James made a motion to accept the Register of Deeds and Land Information reports as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Discussion was held regarding demolition services and landfill costs to raze the Nemitz structure at 710 Gale Avenue in the Town of Springville and how the County would pay the costs up front and add those fees to the tax bill. Terry James made a motion for Corporation Counsel to continue pursuing action for razing the Nemitz structure and place on next month's agenda for discussion and action. Barb Morgan seconded the motion. All in favor. Motion carried.

Phil McLaughlin distributed a fact sheet highlighting major revisions to the Adams County Shoreland, Wetland and Habitat Protection Ordinance. Discussion was held. Terry James made a motion to approve the fact sheet for distribution as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Planning & Zoning Updates: Discussion was held regarding the new permitting software. Phil McLaughlin informed the Committee of possible revisions needed to the comprehensive zoning ordinance. The Committee requested Mr. McLaughlin to compile a list of possible revisions to the Comprehensive Zoning Ordinance and they would discuss whether a revision is justified.

Barb Morgan stated that New Chester residents had asked for a moratorium on Frac Sand mining and she asked if the County was going to put a moratorium on all county zoned townships or if New Chester should do it on their own. Discussion was held. It was the Committee's consensus not to take any action as Frac Sand Mining would be a Conditional Use in an A1 Exclusive Agriculture District, which would come before the Planning & Zoning Committee, and conditions could be put on the project at that time.

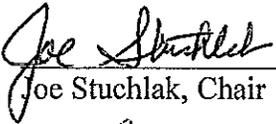
Phil McLaughlin presented the Financial Report for the month of January to the Committee for review. Terry James made a motion to approve the Financial Report as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Correspondence: None.

Next meeting date: April 4, 2012

Randy Theisen made a motion to adjourn. Mike Keckeisen seconded the motion. All in favor. Motion carried.

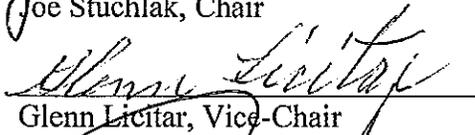
Adjourned: 11:48 A.M.



Joe Stuchlak, Chair



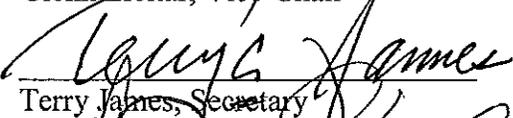
Randy Theisen



Glenn Licitar, Vice-Chair

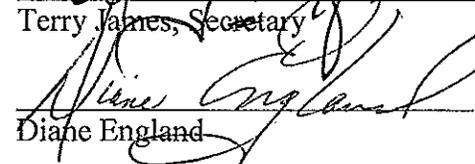


Barb Morgan



Terry James, Secretary

Mike Keckeisen



Diane England



Cathy Allen, Recording Secretary

Property Committee Meeting Minutes

January 27, 2012

Room A160, 9:00 a.m.

The meeting was called to order by Chairman Renner at 9:00 a.m. The meeting was properly announced. Present: Renner, Allen, Kotlowski, and Djumadi. Miller was excused. Also present: Hamman, Larson, Price, and Renner.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to approve the January 11, 2012 minutes. Motion carried by unanimous voice vote.

Discussion held on the trim work around the bullet proof windows in the Sheriff's Department. Motioned by Allen/Kotlowski to send to their Public Safety Committee for approval and the cost to come out of Sheriff's Department budget. Motion carried by unanimous voice vote.

Discussion held on painting in Sheriff's Department – soft white or cream paint. Motioned by Djumadi/Allen to allow Hamman to fill request for painting. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to pay \$72,187.81, pending approval by Mike Berg from Ayres Associates. Motion carried by unanimous voice vote. (Application and Certificate for Payment - #4 from Altmann Construction Co., Inc. for Adams County Reroof & Remodel Health & Human Services Community Center.)

Wollin arrived at 9:30 a.m. and left at 9:38 a.m.

Maintenance update was given Hamman.

Discussion was held if there is a precedent set for which budget is used when a deductible is involved.

Motioned by Allen/Kotlowski to approve change order #6 in the amount of \$10,439.33. Motion carried by unanimous voice vote.

(Change order #6 is with Altmann construction Co., Inc. for Adams Reroof & Remodel Health & Human Services Community Center.)

Next meeting date: Friday, February 20, 2012 at 9:00 a.m.

Next meeting agenda: Fencing at County Cemetery
Update on Health & Human Services Construction Project

Motioned by Allen/Kotlowski to adjourn at 9:50 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Linda Renner
Recording Secretary

These minutes have been approved.

Property Committee Meeting Minutes

February 27, 2012
Room A160, 9:00 a.m.

The meeting was called to order by Chairman Renner at 8:02 a.m. The meeting was properly announced. Present: Renner, Allen, Kotlowski, and Djumadi. Miller was excused. Also present: Hamman, Larson, and Phillippi.

Motioned by Allen/ Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Djumadi to approve the January 27, 2012 minutes. Motion carried by unanimous voice vote.

Berg arrived at 8:06 a.m.
Miller and Price arrived at 8:53 a.m.

Discussion was held on fencing at County Cemetery. Present for discussion were: Roland Minter, Ed Coon and Bill Foote.

Motioned by Allen/Kotlowski to have the property surveyed with the intent to let gentlemen go ahead with their ideas. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to approve \$1,377.00 for professional services from Ayres Associates. Motion carried by unanimous voice vote.

Discussion was held regarding the proposed design change for the window in the reception area relating to the Health & Human Services project.

Motioned by Allen/Kotlowski for Tracy to go ahead with items mentioned which consisted of ceiling tile, floor void and vinyl base to stay within \$2775.22. Motion carried by unanimous voice vote.

A tour of the Health & Human Services/Community Center, focusing on the improvements and construction that was completed and identified in the project objectives will be placed on the next agenda.

Discussion was held on improvements to be made at the County Fair Grounds in coordination with 4-H and "The Big Dig Community Service Project for 2012". Larson will contact Jim Grabarski regarding this. It was determined to invite the Jennifer from the 4-H Extension Office to the next meeting.

A maintenance update was given by Hamman.

Next meeting date: Monday, March 19, 2012 - 9:00 a.m.

Next meeting agenda: Punch list review on Health & Human Services/Community Center Construction Project; Tour of Health & Human Services/Community Center after meeting; Discuss and/or act on improvements to be made at the County Fair Grounds in coordination with 4-H and "The Big Dig Community Service Project for 2012.

Motioned by Kotlowski/Djumadi to adjourn at 9:05 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary

These minutes have been approved.

Property Committee Meeting Minutes

March 19, 2012
Room A160, 9:00 a.m.

The meeting was called to order by Chairman Renner at 9:00 a.m. The meeting was properly announced. Present: Renner, Allen, Djumadi, Miller and Kotlowski. Also present: Osborn, Larson, Bonnett, Hamman, S. Grosssheusch and L. Renner.

Motioned by Allen/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Allen to approve the February 27, 2012 minutes. Motion carried by unanimous voice vote.

Larson presented pay request #5 from Altman Construction for the Health & Human Services project in the amount of \$32,145.54. The remaining funding for the project is \$59,892, including retainage.

Motioned by Allen/Miller to approve pay request #5 from Altmann Construction Company, Inc. in the amount of \$32,145.54. Motion carried by unanimous voice vote.

Fencing at the County Cemetery was discussed. Currently there is fencing and corner posts, however, concern was expressed that it is possible that not all gravesites are properly marked. It was suggested that the area could have infrared imaging to determine grave sites. Available gravesites were a concern. Motioned by Allen/Djumani to allow Roland Minter, Ed Coon and Bill Foote to redo the fencing and put up a gate. Motion carried by unanimous voice vote.

The Health and Human Services Building project was discussed. A change order to add two additional push buttons so that people would not get "stuck" between the two sets of doors was considered. Also, the color of the base that was chosen was a specialty color and would be changed to a basic color which is more economical.

Motioned by Allen/Kotlowski to approve \$1,105.75 for the change order, pending confirmation of the cost of installation of push buttons and adjustment of color for base at the Health & Human Services Building project as discussed. Motion carried by unanimous voice vote.

A tour of the Health & Human Services/Community Center was discussed. A walk-through is scheduled for April 2nd and it was suggested to do the tour in conjunction with the walk-through.

Motioned by Allen/Kotlowski to schedule April 2nd at 10:00 a.m. as a walk-through at the Health & Human Services Building and the Community Center following a 9:00 a.m. meeting of the Property Committee. Motion carried by unanimous voice vote.

Motioned by Allen/Miller to authorize payment in the amount of \$106.00 to Omni Glass & Paint and \$4,854.17 to Insulation Plus for material for the Health & Human Services Building. Motion carried by unanimous voice vote.

The Big Dig Community Service Project for 2012 was discussed. There will be no contribution by the County for this project but it would be held at the Adams County Fairgrounds.

Motioned by Kotlowski/Djumadi to authorize the Big Dig Community Service Project for 2012, with no expense to the County. Motion carried by unanimous voice vote.

Wollin arrived at 9:20 a.m.

A memorial site for Mike Shannon was discussed. Wollin presented graphics of a proposal for a site to be located by the Sheriff's Department. Wollin has contacted Wausau Tile (they did the memorial for Ryan Larson at the High School) for this project. Bonnett reported there is approximately \$6,000 in available

funds in an account which Wollin stated were specifically earmarked for the memorial. Lighting would need to be considered; either change the existing lighting on the flag pole and/or change to ground lighting. Wollin has also contacted John Easterly/Brian Stanley for labor, material and landscaping of the site in the amount of \$3,890. Any unanticipated over-expenditures could be made up from either the Sheriff's Department budget or the Federal Asset Forfeiture funds. Mention was made that in an unfortunate event that other active members of the force lose their lives in the line of duty, additional flower pots could be added to memorialize those people.

Motioned by Allen/Miller to proceed with the memorial site. Motion carried by unanimous voice vote.

Wollin and Bonnett left at 9:35 a.m.

Vehicles from the Department of Aging were discussed. The vehicles discussed are a 2008 Chevy Uplander, 2009 GMC Savanna, and a 2011 Goshen mini bus. The Chevy Uplander and GMC Savanna can be bid out; however, the Goshen mini bus was purchased through the Department of Transportation and will be returned to the transportation pool.

Motioned by Kotlowski/Allen put the vehicles out for bid. Motion carried by unanimous voice vote.

A maintenance update was given by Hamman. The Kiosk communication cabling system in the jail was discussed. It was reported that the painting by Community Service individuals is going very well. He may also have landscaping done by Community Service individuals depending on who is available. He reported that he has sold salvaged metal to Harper's Salvage for \$220. Periodic overflow in the women's bathrooms in the Health & Human Services Building needs to be addressed. Outlets in room 230, specifically the island counter and north wall counter also need alteration. There is \$2,288.47 left in project funding at this time and the focus for the remaining money will be on electric and the women's bathroom. (Larson has the authority to go ahead with the electric change order (\$300 - \$400). She will confer with Hamman.

Next meeting date: Monday, April 2, 2012 - 9:00 a.m.

Next meeting agenda: Update on cemetery fencing, inventory personal property list and walk through at Health & Human Services Building and Community Center (10:00 a.m.)

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

Respectfully submitted,



Linda Renner
Recording Secretary

These minutes have not been approved.

Public Safety & Judiciary Committee
Monday, February 6, 2012
9:00 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call. Al Sebastiani, Terry James, Bill Miller, Mike Keckeisen, Sandra Green, Trena Larson, Kris Steffens, Beverly Ward, Excused.
4. Approve the Agenda. James/Miller, Motion Carried, Unanimous.
5. Approve minutes of prior meeting. Miller/James, Motion Carried, Unanimous
6. Public participation (If requested by the Committee Chair). As needed.
7. Correspondence. No.

8. Family Court Commissioner. Dennis McFarlin. Not present.
Review check summary.
Discuss general operations of department.

9. Clerk of Circuit Court. Dee Helmrick. Present.
Summary Report of Expense Vouchers. No financials for January, not available yet.
Approve conference/training. Winter Conference March 14-16. This is in the budget and will be at the Kalahari. No overnight. Court Safety & Security Conference March 20-22. Dee is requesting approval to send two people to this conference. The registration fees have been waved for Clerk/Court employees. Lodging, mileage and meals would be a total of approximately \$350 for three days for everyone. Motion to allow two people to attend the conference and provide a 15 minute report upon their return. James/Miller. Motion carried, Unanimous.
Discuss General Operations of Department. Discussed.
Community Service Coordinators Monthly report. Discussed.
Personnel Recruitment Form: refill traffic deputy position. The Traffic Deputy position will be vacant in approximately two weeks. The general duties of this position consist of county, state and city traffic, planning and zoning and truancy court. This is a full time position she would like to have refilled. Motion to approve to fill the Traffic Deputy position. Miller/Keckeisen. Motion carried. Unanimous. There is another employee in the office interested in this position. Dee is wondering how this process would work and additional discussion took place. Ms. Helmrick explained how the position reclassification would work. Supervisor James suggested this should be discussed with Jack Albert and Marcia Kaye.

Sheriff Wollin brought up for discussion on whether this process now that it is not union driven should be addressed with the Transition Committee and how this will work in the future. Trena Larson did indicate Marcia Kaye was aware of this absent language in our current policy manual and is working on a draft of policy for filling positions. Trena Larson brought up the language from the policy does indicate Ms. Helmrick would be allowed to move forward with promotion a person within to the Clerks position. It is the understanding of Dee and the committee that Dee can move forward with offering the position to the second closest from prior interviews. Dee will ask for an exit interview as well once Ms. Young leaves.

10. Register in Probate. Terry Reynolds. Present.

Monthly expenditures report. Circuit was \$9800 over budget but also over in collected Revenue. Discuss general operations of department. Grant application regarding Teen Court. Terry will attend a meeting in February for two days to discuss moving forward and is looking for approval from the committee to complete the Grant application to seek funds for the Teen Court program. Motion to approve moving forward with completing the application grant for teen court. Keckeisen/James. Motion carried, Unanimous. The grant is due in April and she will discuss with Sheriff Wollin if anyone in the Sheriff's Office has background writing grants to provide assistance to Terry.

Motion to deviate from agenda and move to #13. James/Miller. Motion carried. Unanimous.

11. District Attorney. Janis Cada. Not present.

Monthly expenditures report/budget update.
Discuss general operations of department.

12. Emergency Management. Jane Gervais. Present.

Monthly Check Summary/Expenditures. Not available yet. There were questions on a Grant reimbursement check which was paid out of an expense line but deposited back into a Revenue line. Discuss and/or act on WISCOM Grant. Lt. Dave Carlson and she attended this conference on 1/26/12. In order to apply for that grant, they had to attend the workshop. She applied for the grant to obtain a new mobile and two portables. The grant if awarded is worth \$5,000. The monies would also be used for a new antenna and other upgrades needed for the mobile command trailer. OJA is working quickly on this and would like to close it out by April 30, 2012. If she is to receive the award she needs to work quickly to get this done. Motion to approve moving forward. Keckeisen/ Miller. Motion carried. Unanimous.

Discuss and/or act on Highway Tower lights/inspection. Advance Tower came out and did an inspection which cost \$191 which was at a discount. The invoice was paid out of Contracted Services. The lights need to be replaced on these lights on an annual basis. The beacon light bulb on top is approximately \$475. The inspection was free. Had Jane had a schedule to replacement of these bulbs, she would have placed the cost in her budget. She will be sure it's included in the future to coincide with the schedule.

Discuss and/or act on generators in Mass Casualty trailer. There are four small generators in the trailer. They have never been started so they are bound up and will need to be repaired. It will be a very minimal cost to do this and will be taken out of the Vehicle Maintenance budget line. Supervisor Keckeisen states those types of things should be on an inventory list and be taken care of and maintained to keep them all in working condition.

Discuss and/or act on generator at Solid Waste Department. Myrna sent Jane an e-mail to inform her the generator needed an overhaul because mice got into it. They no longer have a use for it so Myrna is asking if we have a place to store it. The generator is on wheels and is very large. Some recommendations were mentioned for storage locations. Bill Miller will bring this forward to the Airport Committee.

Discuss and/or act on training/conferences, if any. Governors Conference is coming up in March and has been budgeted for. Jane would like to be excused from the March PS&J meeting to attend this conference. Approved.

Office Activities. Update on WI Disaster Funds from 2011 Tornado. She applied for this last year for Municipalities. Jane received two award letters last week for the Township of Colburn. The WDF allowed 70% and that is what they received. The Township of Strongs Prairie also received a reimbursement.

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13. Child Support. Deb Barnes. Present.

Review Performance Measures. Provided to committee ahead of time.

Review check summary. Provided.

Discuss general operations of department. Everything is going well.

14. Sheriff's Office-Sheriff Wollin. Present.

Animal Control/Animal Shelter/Feline Shelter reports (included in packet). The Eyes of Hope Shelter explained their report to the committee in regard to revenues and expenses. This is the first report and indicated if there is anything the committee would like to see written differently she would be happy to change it.

Discuss general operations of department. Hal Quarles a dispatcher resigned from the Department. A list has been established in the recent past and will be moving forward to fill that position. There is one vacancy in the jail as well and will soon be moving forward to fill this position. The Sheriff's Office is co hosting the Sheriffs and Deputy Sheriffs Conference at Chula Vista. They have been meeting with other individuals regarding Court Security. They will be attending the Court Safety & Security conference in March for this and will bring more information back to share. Supervisor Miller is wondering if it is feasible to send four different people from two departments to this training. He sees there are break-out sessions for both departments so approved them to attend.

Wood County Cooperative Agreement. The current budget has \$5,000 slotted for a program to pull information from cell phones and would assist with investigations. An opportunity has presented itself to partner with Wood County to utilize their computer lab and would give us full access the lab. This would give us more out of our money by being able to completely download from computers and telephones to provide forensic searches regarding things such as child pornography. This would include use of the equipment and program currently budgeted for. Sheriff Reichert had contacted Sheriff Wollin to partner in sharing some of the financial impacts on other departments. This agreement and addendum was turned into Jack for review. Sheriff Wollin will bring this forward to the committee next month for approval.

Motion to approve an establishment of a cooperative agreement with Wood County. James/Miller.
Motion carried. Unanimous.

Approve conference/training if any. Approval for attendance of two employees to the Court Safety and Security Conference in March. Approved.

Tabled from January Meeting - Discuss/Act Resolution regarding the Sergeant and Lieutenant positions. Sheriff Wollin handed out an Organizational Chart and explained it to the committee. The testing would be administered here when these positions move forward in being filled. Sheriff Wollin is not asking for additional money within the budget. Supervisor James as asking for an approximate time-frame because attrition could be 7-8 years down the road. Sheriff Wollin stated he does have two Lieutenants who are close to retirement but that doesn't mean they will retire. Motion to move forward with the Sergeants positions. Keckeisen and Miller with more discussion. Discussion took place and Supervisor Miller does not want to wait indefinitely to remove a Lieutenant position and create the four road Sergeants, one Dispatch sergeant. Supervisor Miller would like all three Lieutenants to re-apply for the two Lieutenant positions if at all possible.

Sheriff Wollin said the important part of this is the transition time which at this time is unknown and it can't be done overnight. Supervisor James would think one year would be a good transition time and then be able to evaluate the third Lieutenant. Would the Lieutenants also be able to apply for the Sergeants positions? No, said Sheriff Wollin because it is a Union position. Supervisor James would like to see some finality to this and James and Keckeisen offered a final time period of 18 months. Motion to amend prior motion James/Keckeisen. Motion carried. Unanimous. Amend Mike Keckeisen's motion to arrive at the Organization Chart present with an 18 month time period. Motion as amended. James/Keckeisen. James/Aye. Keckeisen/Aye. Miller/Aye. Sebastiani/Aye. Motion passed. Unanimous. Trena Larson commented on offering an early Retirement package to the Lieutenant in 18 months. This will be brought forward to the Executive Committee. Sheriff Wollin will re-draft the Resolution for the Sergeants which was given in December and bring this back to the committee for signature. Resolution will need to be passed by County Board before moving forward.

On call staff wages. We can now offer overtime as regular time to on-call staff wages. The Sheriff's office would like to update what is paid to on-call staff. We have a number of on call positions for consideration. Sheriff Wollin has drafted a resolution only to show the committee what it looks like on paper. This has not been shown to Jack yet but will be this week. The last time the on call wages were increased was in 2005. He is wondering what direction the County is moving in regarding this. Supervisor Sebastiani asked if the committee would move forward with this Resolution if the money would be in the budget. Sheriff Wollin said the money would be in the budget to cover these increases in on call wages. This Resolution would need to be brought to the Finance committee as a first step. Motion to move this Resolution forward for a wage increase to the appropriate committee. Miller/James. Motion carried. Unanimous. Committee suggestion is Finance for the 17th.

Motion for a seven minute recess at 11:10am. James/Keckeisen. Motion carried. Unanimous.
Motion to go back into session at 11:17.

Captain/Acting Chief Deputy Beckman. Present.

Approve December monthly expenditures. Questions answered.

Discuss any additional general operations of department. None.

Portage Glass proposal to frame the Admin windows. Property Committee approved it if we have the funds available in the Jail Assessment Fund to cover the \$620.00 bid (along with the other projects this year). Motion to approve the bid from Portage Glass, Keckeisen/James. Motion carried. Unanimous.

15. Medical Examiner, Angela Hinze. Deputy Coroner, Marilyn Rogers. Present.

Monthly expenditures report. They have only \$800 of outstanding Revenues from 2011. Trena Larson discussed the issue of not separating our removal fees. Approve conference/training if any. Marilyn is taking her test on the 16th. They have a good potential applicant and will look at interviewing him soon if he completes the application.

Discuss general operations of department.

Discuss/Act on unpaid funeral home revenue. Discussion took place. The offer would be to agree to bill the removal fees that the County would only pursue collections on after he has been reimbursed. This would be a possible compromise with Roseberry's Funeral Home. We could also offer the option to do separate billing from the County and the Funeral Home. Jake Roseberry has some conditions which were discussed. Angela Hinze explained the professional expenses, disinterment expenses and cash advances such as catering, casket, music, flowers, etc. Ms. Hinze went on to explain what cash advances are. Ms. Hinze also passed out an embalming certificate and explained that to the committee as well. Instead of making the entire County responsible for those who don't pay is make the Funeral homes responsible for their parts in these funerals.

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The agreement from the committee and the MEs office is Angela will draft a letter on behalf of Adams County with all current charges and what the process will be in the future. Angela will bring back more information at the next meeting regarding this subject.

Discuss possible mutual aid development. A discussion took place regarding Revenue from Columbia County being brought to Adams County. Angela explained how this would work. It would be Mutual Aid to fill in for Angela at Columbia County when she takes time off. The committee agrees to not provide Mutual Aid to Columbia County free of charge.

16. Approval of all vouchers and monthly expense reports. Motion to approve vouchers. James/Miller. Motion carried. Unanimous.
17. Set next meeting date. March 14, 2012 at 9:00 am in Conference Room A260.
18. Action items for next meeting. None.
19. Adjourn. Meeting adjourned at 12:17. Miller/James. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Keckelsen / Miller / Ward / Wollin / Beckman / McFarlin / Bonnett / Cada / Hinze / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Green / Larson

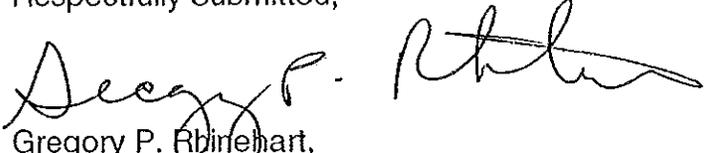
ADAMS COUNTY SURVEYOR'S OFFICE
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ADAMS COUNTY SURVEYOR'S REPORT # 460
April 4, 2012
Report for the month of March, 2012

The 2012 Monument Maintenance Program in Towns of New Chester, Lincoln, Richfield, and Colburn is about complete. Most of the fieldwork has been done. Some record keeping and drafting will be completed in April.

I am continuing with the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE
 GREGORY P. RHINEHART, COUNTY SURVEYOR
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SUMMARY OF ACCOUNTS 2012

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



Extension Committee
Minutes of Meeting
March 13, 2012 @ 1:00PM
Adams County Community Center
569 N. Cedar Street, Extension Conference Room 103
Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Diane England, Jack Allen, Glenn Licitar and Dave Repinski – Present.
Extension Staff: Don Genrich, Jennifer Swensen, Mary Ann Olson, Theresa Wimann, and Linda Arneson – Present.
SaYI Member: Brittany Metoyer – Excused
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Allen and Second by Repinski to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar Second by England to accept minutes of the Extension Committee Meeting of February 14, 2012 presented. Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
 - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by Repinski Second by Allen to place Monthly Reports on file. Motion carried.
 - b) **Review Calendars of Extension Education Staff:** Committee reviewed March calendars for all education staff.
 - c) **Review Check Summary and Financial Statement for December 2011 and February 2012:** Final December 2011 and February 2012 Check Summary and Financial Statements were reviewed. Motion by England Second by Allen to place Final December 2011 and February 2012 Check Summaries and Financial Statements on file. Motion carried.
 - d) **Resolutions:**
 - **Out-of-State Travel – Swensen:** Committee discussed the plans for Swensen to travel out-of-state with the 4-H American Spirit Trip in June 2012. Motion by Allen Second by

Licitar to approve the resolution as presented and forward to the County Board. Motion carried.

- UW-Extension Centennial: Committee discussed the resolution to commemorate the 100th anniversary of Cooperative Extension. Motion by England Second by Repinski to approve the resolution as presented and forward to the County Board. Motion carried.

e) UW-Extension Centennial Plans - Update:

Wimann discussed the "Cooperative Extension: Working for Wisconsin Families for 100 Years" display that will be at various locations around Wisconsin to include the Community Center in Adams along with some news releases that will be going out to the area papers. Olson discussed a possible bike ride in May.

f) Community Center: Genrich discussed meeting held with other Department Heads at Community Center regarding Henning Estate funds.

- As requested by Mr. Henning purchase and install a flag pole(s). Would like to have the flags installed by the lighted Community Center Sign.
- Purchase 20-25 new heavy duty light weight tables to replace old heavy tables
- Blinds for windows in Rooms 145A, B and Library
- A/V Equipment for building.

The three Department Heads will meet again on March 27th. Arrangements will be made to present suggestions to the Property Committee.

g) Support Staff Hours/Support Requests – Linda Arneson: Arneson provided Committee Members with information on hours being worked by support staff. Committee agrees that Extension Support staff can continue working flex hours.

Arneson advised Committee of support requests for the month of February.

9. Set Next Meeting Date: Next regular meeting will be April 10, 2012 at 1:00 p.m. at the Adams County Community Center.

10. Agenda Items for Next Meeting:

- Community Center
- Extension Centennial Celebration

11. Adjourn: Motion by Repinski and Second by Allen to adjourn. Motion carried. Meeting adjourned at 2:11 p.m.

Minutes taken by
Linda Arneson
Clerk/Bookkeeper
UW-Extension, Adams County

Diane England, Committee Secretary

These minutes have not been approved by the Extension Committee.