

ADAMS COUNTY BOARD OF SUPERVISORS MEETING
 Adams County Board Room, April 15, 2014 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. Moment of Silence
5. Pledge of Allegiance
6. Roll Call
7. Approve Agenda
8. Approval of March 18, 2014 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: Grabarski, Hamburg, Johnson, Kotlowski, Morgan and Pisellini.
14. **Claims:** None
15. **Correspondence:**
16. **Appointments:** None
17. **Unfinished Business: Res. #41:** To adopt rules to govern the County Board consistent with the requirement of seating a new County Board.
Ord. #02-14: That the Comprehensive Zoning Ordinance be amended to define fish as livestock and assign an animal unit measure for purposes of fish-farming.
18. **New Business:** None
19. **Reports and Presentations:**
 - A. Miscellaneous:
 - Daric Smith, RIDC
 - Clerk of Circuit Court Annual 2013 Report
 - Report form District Court Administrator Ron Ledford regarding Supreme Court's budget

| | | | |
|------------------------------|----------------------|------------------|------------------|
| 20. Review Committee Minutes | | | |
| Ad Hoc Cty Brd Rules 3/25 | Executive 3/11 | L & W 2/10 | P S & J 3/12 |
| Ad Hoc Trans 3/6, 3/19 | Health Ins 10/22/13, | LEPC 3/10 | Safety 3/11 |
| Admin & Fin 3/7 | 3/25 | Parks 2/11, 3/11 | Solid Waste 3/12 |
| Airport 3/10 | Highway 3/13 | P & Z 4/2 | Surveyor 3/2014 |
| BOA 3/19 | Jt Adm & Fin/Exec | Property 3/7 | Tech Str. 2/27 |
| County Board 3/18 | 3/10, 3/17 | | UW Ext 3/11 |

21. **Resolutions:**
 - Res. #43:** To authorize the Highway Commissioner to act on behalf of Adams County to apply for and if awarded accept \$387,636.48 from the Wisconsin Department of Transportation, Transportation Alternatives Program (TAP) for the purpose of funding the construction of a bicycle route / trail along County Road J from Park Street to 16th Avenue.
 - Res. #44:** To transfer \$4,754.91 from the Health & Human Services Fund Balance/Unassigned Fund to Health & Human Services Aging Unit Non-lapsing Account 240R33.48500.000.000.
 - Res. #45:** To express opposition to the proposed \$11.8 Million budget reduction in funding to the Wisconsin Circuit Court System over the next two-year period.
 - Res. #46:** To put into effect Identification Badge Policy Document Number Eight and rescind Res. #40-2008.

Res. #47: To put into effect Open Records Policy Document Number Eleven

Res. #48: To put into effect Internal Control Policy Document Number Nineteen and rescind corresponding Chapter 8, Section 4 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #49: To put into effect Budget Process Policy Document Number Twenty and rescind corresponding Chapter 8 Section 3 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #50: To put into effect County Grant Policy Document Number Twenty-one and rescind corresponding Chapter 8, Section 22 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #51: To put into effect Accounts Receivable Policy Document Number Twenty-two and rescind corresponding Chapter 8, Section, 9 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #52: To put into effect Cash Receipts Policy Document Number Twenty-three and rescind corresponding Chapter 8, Section, 12 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #53: To put into effect Petty Cash Policy Document Number Twenty-four and rescind corresponding Chapter 8, Section, 14 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #54: To put into effect Purchasing Policy Document Number Twenty-Five and rescind corresponding Chapter 8, Section, 21 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #55: To put into effect Contracts, Leases, Titles Policy Document Number Twenty-six and rescind corresponding Chapter 8, Section 23 of the Personnel and General Administrative Policy adopted by Res. #51-2011 and Res. #116-2013

Res. #56: To put into effect Credit Card Policy Document Number Twenty-seven and rescind corresponding Chapter 8, Section, 18 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #57: To put into effect Accounts Payable Policy Document Number Twenty-eight and rescind corresponding Chapter 8, Section, 10 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #58: To put into effect Voucher Policy Document Number Twenty-nine and rescind corresponding Chapter 8, Section, 16 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #59: To put into effect Special Check Policy Document Number Thirty and rescind corresponding Chapter 8, Section, 17 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #60: To put into effect Interdepartmental Billing Policy Document Number Thirty-one and rescind corresponding Chapter 8, Section, 11 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #61: To put into effect Journal Entry Policy Document Number Thirty-two and rescind corresponding Chapter 8, Section, 8 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #62: To put into effect Carryover Accounts/Fund Balance Policy Document Number Thirty-three and rescind corresponding Chapter 8, Section, 15 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #63: To put into effect IT General Information Policy Document Number Thirty-four and rescind corresponding Chapter 9, Sections 1 & 5 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #64: To put into effect IT Statements of Responsibility Policy Document Number Thirty-five and rescind corresponding Chapter 9, Section 2 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #65: To put into effect Monitoring & Privacy Policy Document Number Thirty-six and rescind corresponding Chapter 9, Section 4 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #66: To put into effect IT Security Policy Document Number Thirty-seven and rescind corresponding Chapter 9, Sections 3.01, 3.02, 3.08 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #67: To put into effect IT Equipment & Data Security Policy Document Number Thirty-eight and rescind

corresponding Chapter 9, Sections 3.03, 3.04, 3.05, 3.06, 3.07 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #68: To put into effect Hardware & Phone System Policy Document Number Thirty-nine and rescind corresponding Chapter 9, Section 6.01 of the Personnel and General Administrative Policy adopted by Res. #51-2011 and the last line of Chapter 8, Section 2.01 and all of 2.02 of the Employee Handbook.

Res. #69: To put into effect IT Budget Process Policy Document Number Forty and rescind corresponding Chapter 9, Section, 10 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #70: To put into effect Definition & Terms Policy Document Number Forty-one and rescind corresponding Chapter 9, Sections 7.02, 8.03 & 8.04 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #71: To put into effect Daylight Savings Policy Document Number Forty-Two and rescind corresponding Chapter 3, Section 1.07 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #72: To put into effect Response Time Policy Document Number Forty-three and rescind corresponding Chapter 3, Section 1.08 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #73: To put into effect Travel Time Policy Document Number Forty-four and rescind corresponding Chapter 4, Section 2.08 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #74: To put into effect Exit Interview Document Number Forty-five and rescind corresponding Chapter 7, Section 3.04 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #75: To reaffirm Adams County In-Line Structure adopted by Res. #51-2011.

22. **Ordinances:**

Ord. #07: To rezone 40 acre parcel of land in the SE ¼, NW ¼, Section 13, Township 15 North, Range 7 East, from a Recreational/Residential District to a General Purpose District, in the Town of Jackson, Adams County, Wisconsin, owned by Bob Livingston & Frank Platts.

Ord. #08: To rezone 40 acre parcel of land in the SE ¼, NW ¼, Section 13, Township 15 North, Range 7 East, from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance **AND** 39.63 acres in the NW ¼, SW ¼, Section 13, Township 15 North, Range 7 East from an A1 Exclusive Agricultural District to A1-15 Exclusive Agricultural District of the Adams County Comprehensive Zoning Ordinance in the Town of Jackson, Adams County, Wisconsin, owned by B. Livingston & F. Platts.

Ord. #09: Ordinance Electing to Proceed Under Section 75.521 Wis. Stats. in Relation to the Enforcement of Collection of Tax Liens

23. **Denials:** None
24. **Petition:** None
25. Approve Claims
26. Approve Per Diem and Mileage
27. Motion for County Clerk to correct errors
28. Set next meeting date
29. Adjournment

ADAMS COUNTY CLERK'S OFFICE
P. O. BOX 278
FRIENDSHIP, WI 53934

To: Adams County Board Supervisors
From: Cindy Phillippi
Date: April 9, 2014
Re: Tabled County Board Rules

The attached Resolution 41 was tabled at the last County Board Meeting on March 18th. The Board Rules that are attached, were provided to the County Board at that time.

A motion and second to remove or take from the table needs to occur for action. Once the motion to remove or take from the table passes the original motion to adopt stands. See highlighted section below.

Res. #41: Motioned by Djumadi/Pisellini to adopt Res. #41 to adopt rules to govern the County Board consistent with the requirements of seating a new County Board. Motioned by Gatterman/Allen to table Res. #41. Motion to table Res. #41 carried by roll call vote, 12 yes, 6 no, 2 excused. Voting no, Djumadi, Eggebrecht, Roekle, Roseberry, Sebastiani and Stuchlak. Excused, Morgan and James.

Motions to amend can take place.

Behind the rules is a set of minutes from the Ad Hoc County Board Committee that met on March 25th. All the items in red indicate the changes they are suggesting be made on April 15th at the Board Meeting.

It is the intent of that committee to make one single motion related to all the red items as an amendment to the rules.

If you have any question, please call me at 608 339 4200.

RESOLUTION 41 -2014
RESOLUTION TO ADOPT THE RULES OF THE ADAMS COUNTY BOARD

1 **INTRODUCED BY:** Ad Hoc County Board Rules Committee.
2

3 **INTENT & SYNOPSIS:** To adopt rules to govern the County Board consistent
4 with the requirement of seating a new County Board.
5

6 **FISCAL NOTE:** None.
7

8 **WHEREAS:** The Rules of the Board are to be adopted in even numbers years in
9 March; and
10

11 **WHEREAS:** The Committee, properly appointed by the County Board, has met
12 to review, edit and amend, as necessary, said Rules; and
13

14 **WHEREAS:** The Committee, having completed its review, has proposed the
15 Rules of the Board, as amended;
16

17 **NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
18 Supervisors that the attached Adams County Rules of the Board, as Amended,
19 are hereby adopted and all previously adopted Rules of the Board are hereby
20 rescinded.
21

22 Recommended for adoption by the Ad Hoc County Board Rules Committee this
23 27 day of Feb, 2014.

24 [Signature] _____ [Signature] _____
25 [Signature] _____
26 [Signature] _____
27 _____
28 _____
29 _____
30 _____

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34 _____
35 _____
36 County Board Chair County Clerk

37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance
40

41 ** Signature lines should not fall off the page and/or be on a page
42 independently (For reference only: remove this language from resolution)

Adams County Board Rules

2014-2016

Guiding Principles are based on our Mission, Values and Vision Statements.

Mission Statement

To provide high quality services in an economical, fair, professional, and courteous manner enhancing and protecting the health, welfare, and safety of those who visit, live and work in Adams County.

Values Statement

Adams County government conducts its affairs in a professional, accountable manner acting with the highest integrity. We are knowledgeable, resourceful, and credible and adhere to these values at all times.

Vision Statement

We strive to be Wisconsin's county of choice by providing sustainable opportunities that will enhance the quality of life, to preserve and protect our natural resources, and to create a positive environment for business.

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1 **RULE ONE: COUNTY BOARD OF SUPERVISORS**

2 The governing body shall be known as "Adams County Board of Supervisors" and shall from this
3 point forward be called the "County Board". The County Board shall consist of twenty (20)
4 Supervisors representing twenty (20) Districts within Adams County.

5
6 **RULE TWO: TERM OF OFFICE**

7 The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the
8 even numbered years.

9
10 **RULE THREE: HOME RULE**

11 To give the County the largest measure of self government under the Administrative Home Rule
12 authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally
13 construed in favor of the rights, powers and privileges of the County to exercise any organizational
14 or administrative power.

15
16 **RULE FOUR: PARLIAMENTARY PROCEDURE**

- 17 A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of
18 Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County
19 Board in all cases where applicable.
- 20 B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the
21 whole County Board, and shall vote on all questions taken by ayes and nays except an appeal
22 from their own decisions.
- 23 C. Every matter that comes before the County Board, may without motion, be referred to its
24 appropriate Committee by the Chair.
- 25 D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate.
26 If a motion contains several points, a Supervisor may require the motion to be divided.
- 27 E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before
28 the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be
29 entered in the minutes.
- 30 F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County
31 Board, she/he shall address the Chair and limit their remarks to the question under debate.
- 32 G. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two
33 (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is
34 to speak first (1st).
- 35 H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The
36 County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the
37 Chair shall be submitted to.
- 38 I. All questions shall be put in the order in which they were moved except privileged questions.
39 When a question is under debate, no motion shall be received except:

| | Need a Second? | Vote Debatable? | Required for Passage? |
|-----------------------------------|----------------|-----------------|-----------------------|
| To adjourn | Yes | No | Majority |
| To lay on the table | Yes | No | Majority |
| For the previous question | Yes | No | 2/3rds |
| To postpone to a certain day | Yes | Yes | Majority |
| To commit to a standing Committee | Yes | Yes | Majority |

| | | | |
|--------------------------|-----|---|----------|
| To commit to a Committee | Yes | Yes | Majority |
| To amend | Yes | Yes, if motion to be amended is debatable | Majority |
| To postpone indefinitely | Yes | Yes | Majority |
| To reconsider | Yes | Yes | Majority |

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- All other separate motions shall have precedence in the order in which they are named.
- J. Any Supervisor desirous of terminating debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ($\frac{2}{3}$) vote of the County Board.
 - K. A Motion to adjourn shall always be in order; a Motion to lay on the table shall be decided without debate; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
 - L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
 - M. The Chair may, without suspension of the Rules, call on any County employee for remarks on matters pertaining to their Office or Department.

RULE FIVE: ORGANIZATIONAL MEETING

- A. 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. Administration of the Oath of Office
 4. Roll Call
 5. Moment of Silence
 6. Pledge of Allegiance
 7. Approve the Agenda
 8. Election of the County Board Chair (two (2) year term)
 9. Election of 1st Vice-Chair (two (2) year term)
 10. Election of 2nd Vice-Chair (two (2) year term)
 11. Go to regular business under Rule Twenty Four

RULE SIX: CALL OF THE ROLL

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

RULE SEVEN: 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 the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on

81 any matter, the Secretary, or Recording Secretary of the Committee shall record the members'
82 votes and enter it into the meeting minutes.

83

84 **RULE EIGHT: RULES OF THE BOARD**

85 The Rules of the Board are adopted in even number years at the March regular County Board
86 Meeting.

87

88 **RULE NINE: RULE CHANGE**

- 89 A. The Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the Supervisors present.
90 B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-
91 thirds ($\frac{2}{3}$) vote of Supervisors present.

92

93 **RULE TEN: ELECTION OF OFFICERS**

94 The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by
95 secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair,
96 to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the
97 Chair is elected:

- 98 A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations",
99 nominations shall be closed
100 B. **Secret** ballots are used until a majority vote of the members present elects such Officers
101 C. Each position shall be voted on by separate ballot and each nominee may speak for three (3)
102 minutes
103 D. In the event a candidate does not obtain a majority vote the election shall continue until a
104 majority vote is obtained

105

106 **RULE ELEVEN: COMMITTEE ON APPOINTMENTS**

107 The Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, and 2nd
108 Vice Chair. The **Committee on Appointments** shall appoint all members of Committees, subject to
109 confirmation of the County Board. These initial appointments shall occur within 10 working days of
110 the Organizational Meeting held in April of even numbered years. The County Clerk shall be
111 responsible for maintaining committee listings.

112

113 **RULE TWELVE: DUTIES OF THE **COUNTY BOARD CHAIR****

114 The **County Board Chair** shall perform all duties under §59.12, Wisconsin Stats., as may be
115 amended from time to time. The Chair preserves the order of the County Board, and shall decide
116 all the questions of order, subject to an appeal of the County Board.

117

- 118 A. The Chair may excuse the attendance of members and the same shall be entered into the
119 minutes of the County Board.
120 B. The Chair shall preserve and may speak on points of order in preference to other Supervisors
121 and shall be required to vote on all questions and matters pertaining to the County Board,
122 except questions on appeal from his decisions, and his vote shall be recorded with the rest.
123 C. The Chair/**Clerk** may administer oaths to persons required to be sworn concerning any matter
124 submitted to the board or a committee of the board or connected with their powers or duties.
125 D. The Chair shall be an ex-officio member of all Committees, and may vote only in the absence
126 of a member of the Committee **if there is no quorum**.
127 E. The Chair shall ensure the County Board and individual Supervisors act consistently with the
128 County Board's Rules and Policies.

P12

- 29 F. The Chair shall preside at County Board meetings in an efficient and effective manner and shall
- 30 set the general tone for each meeting through positive leadership.
- 31 G. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the
- 32 point.
- 33 H. The Chair shall ensure the other Supervisors are informed of current and pending County Board
- 34 issues and processes.
- 35 I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when
- 36 requested, and shall represent the County upon request of groups or organizations to present
- 37 County positions or programs.
- 38 J. Approve County Board Agendas within 24 hours of receipt

139
 140 The Chair is a member of the County Board, and has the same rights in debate as any other
 141 member. However, the Chair is also obligated to maintain impartiality and fairness to the debate
 142 when presiding over the County Board.

143
 144 **RULE THIRTEEN: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR**

- 145 A. The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.
- 146 B. The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence
- 147 due to disability, incapacity, death, resignation or removal. The 2nd Vice Chair shall be moved
- 148 to 1st Vice Chair position and an election, as provided in **Rule Ten**, shall be held to elect a new
- 149 2nd Vice Chair for the remainder of the term.
- 150 C. In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the
- 151 2nd Vice Chair shall assume the Chair's duties and responsibilities.

152
 153 **RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING**

154 The second meeting of the newly Elected Board is to be held after the Organizational Meeting.
 155 The meeting will be held within 10 working days of the Organization Meeting in April in even
 156 numbered years. The meeting will only consist of appointments and Orientation and no additional
 157 business shall take place. The order of business for this meeting will be as follows:

- 158 1. Call the meeting to Order by the Chair
- 159 2. Was the meeting properly announced
- 160 3. Roll Call
- 161 4. Moment of Silence
- 162 5. Pledge of Allegiance
- 163 6. Approve the Agenda
- 164 7. Appointments
- 165 8. Recess for orientation of board members
- 166 9. Conducted by Administrative Coordinator, Corporation Counsel, County Clerk and/or outside
- 167 agencies as applicable
- 168 10. Reconvene
- 169 11. Adjourn

170
 171 **RULE FIFTEEN: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR**

172 In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to
 173 order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as
 174 temporary Chair.

175

176 **RULE SIXTEEN: COUNTY BOARD VACANCY**

177 In the event of a vacancy on the County Board, the County Chairperson shall appoint a person
178 who is a qualified elector and resident of that supervisory district to fill the vacancy for the
179 unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board
180 disapproves the appointment, any member of the County Board, at the same meeting, may offer
181 nominations to fill the vacancy subject to the approval of the County Board. Any person appointed
182 to the County Board under this paragraph shall take Office upon being approved by the County
183 Board and sworn in by the Chair or the County Clerk.

184
185 **RULE SEVENTEEN: TIME AND PLACE OF MEETINGS**

186 The County Board shall meet on the following dates:

- 187 A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational
- 188 Meeting.
- 189 B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in
- 190 each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin
- 191 Statutes.
- 192 C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the
- 193 Board.

194 All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a
195 majority vote of the County Board. The place of the meetings shall be in the County Board Room
196 of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a
197 majority vote of the County Board.

198
199 **RULE EIGHTEEN: SPECIAL MEETING**

- 200 A. The County Board may cancel, postpone or set Special Meetings, except those expressly
- 201 required by law, upon the written request of a majority of the Supervisors. The request must
- 202 specify the time and date of the meeting, and must be delivered to the County Clerk at least 48
- 203 hours before the meeting. The request shall also list the reason(s) for canceling, postponing,
- 204 or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail,
- 205 fax, email, or telephone of the date and time of the meeting.
- 206 B. In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special
- 207 Meeting. The calling of the meeting must be in writing, specify the date, time and place and
- 208 be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall
- 209 prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date
- 210 and time of the meeting.

211
212 **RULE NINETEEN: QUARTERLY COMMUNICATION AND STRATEGIC PLANNING**
213 **MEETING**

214 The County Board may meet at a minimum quarterly and/or more frequently if necessary to
215 discuss communication needs and advancement of strategic planning. This meeting may include
216 Supervisors, members of management and/or others as deemed appropriate. It is encouraged that
217 this meeting take place in conjunction with a regular County Board Meeting and a Committee
218 Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior
219 to adjournment of the previous County Board Meeting. This meeting is meant to promote
220 communication, open government and transparency, and encourage forward thinking by
221 respectfully discussing, debating and searching for understanding of County plans.

222
223 The order of business for this meeting may be as follows:

- 224 1. Call to order by the Chair

- 25 2. Was the meeting properly announced
- 26 3. Roll Call
- 27 4. Approve Agenda
- 28 5. Review of previous meeting minutes
- 29 6. Identify agenda items:
- 30 a.
- 31 b. etc
- 32 7. Set next quarterly meeting date
- 33 8. Adjournment

RULE TWENTY: ATTENDANCE

- 236 A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4) Wisconsin Statutes. 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.
- 239 B. The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

Unexcused Absences

- 243 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 (2/3) vote of the members present.
- 246 B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds (2/3) vote of the members present.
- 250 C. If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor, only to constitute a quorum.

RULE TWENTY ONE: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum.

RULE TWENTY TWO: OPEN MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- 265 A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session pursuant to §19.89 Wisconsin Statutes.
- 269 B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members

of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq. Wisconsin Statutes.

C. **Agendas.** Agendas of all meetings shall be noticed at least 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 emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.

D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month’s County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk’s Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board
- B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board or the Board Chair to attend
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board
- D. A public hearing if the County Board or a Committee has approved that Supervisor’s attendance, in advance, as reflected in the minutes of such body
- E. A seminar or conference **where funding is available**
- F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m
- G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board
- H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed
- I. No per diem payments shall be allowed for attendance at Town Board meetings

The per diem rate for attendance at County Board meetings is \$45.00 per diem rate for attendance at all other meetings and events is \$35.00.

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.

P16

- 321 B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of
322 fifteen dollars (\$15.00) in addition to the rate specified shall be paid.
- 323 C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap
324 less than one and one-half (1½) hours between adjournment of one (1) meeting and the
325 commencement of the other meeting, then an additional per diem payment of fifteen dollars
326 (\$15.00) for that second (2) or subsequent meeting shall be paid.

327 328 **Mileage, Meals, and Lodging**

329 All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board
330 member's shall be paid mileage for all County Board meetings. County Board member's shall only
331 be paid mileage if they actually drive to all other Committee meetings. The County Board shall be
332 paid for mileage, meals, and lodging as provided in the Administrative Policy Documents and/or
333 Employee Manual.

334 335 **Expense Vouchers**

336 Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before
337 the County Board meeting. All members of Committees or other sub-units of County Government
338 who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall
339 review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall
340 rotate on a three (3) month cycle.

341 342 **County Board Chair**

343 The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition
344 to his or her regular Committee per diem.

345 346 **RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

347 A. **County Board Agenda.** All **items, including** Resolutions and Ordinances shall be in printed
348 hard copy delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board
349 meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board
350 **meeting**, present to each supervisor, written minutes of the previous meeting, **current**
351 **resolutions and ordinances, along with** an itemized agenda of the matters to be considered by
352 the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda.
353 County Board Supervisors may place items on the agenda seven days (7) prior to the County
354 Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all
355 Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and
356 written minutes of the previous meeting. At the beginning of the meeting, the County Board
357 shall approve the minutes of the previous meeting. The order of business for all regular
358 County Board meetings may be as follows:

- 359 1. Call to Order by the Chair
- 360 2. Was the meeting properly noticed
- 361 3. Moment of Silence
- 362 4. Pledge of Allegiance
- 363 5. Roll Call
- 364 6. Approve Agenda
- 365 7. Approval of Minutes
- 366 8. Public Participation
- 367 9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and
368 appoint six (6) Supervisors to approve claims
- 369 10. Correspondence

- 370 11. Appointments
 371 12. Unfinished Business (includes reconsideration of previous month action - see preceding
 372 month agenda.)
 373 13. Reports and Presentations
 374 a. Administrative Coordinator/Director of Finance
 375 b. Department
 376 c. Miscellaneous
 377 14. Review Committee Minutes
 378 15. Resolutions
 379 16. Ordinances
 380 17. Denials
 381 18. Petitions
 382 19. Approve Claims
 383 20. Per Diem and Mileage for this Meeting read by the County Clerk
 384 21. Motion for County Clerk to correct errors
 385 22. Set next meeting date
 386 23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes
 387 24. Adjournment
 388

389 **B. Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's
 390 meeting agendas before it is sent to the Committee members. Items to be discussed shall
 391 identify the topic with enough specificity for the members of the Committee and the public's
 392 understanding. If the item is not clearly identified, the Committee shall not discuss or take
 393 action on the issue. The following format shall be followed:

394 Date:

395 Time:

396 Place:

397 Agenda:

- 398 1. Call to Order by the Chair
 399 2. Was the meeting properly noticed
 400 3. Roll Call
 401 4. Approve the agenda
 402 5. Approve minutes (list date(s) of meeting(s))
 403 6. Public Participation
 404 7. Correspondence
 405 8. List items for action or discussion
 406 9. Report of Departments (List items for action)
 407 10. Report of Committee Members (List items for action)
 408 11. Set next meeting date
 409 12. Closed Session, pursuant to Chapter 19, Wisconsin Statute.
 410 13. Adjournment
 411

412 Any person wishing to attend, who, because of a disability, requires special accommodation,
 413 should contact the name of Department and phone number where they may call at least 24 hours
 414 before the scheduled meeting time so appropriate arrangements can be made.
 415

416 This is a public meeting. As such, all members or a majority of the members of the County Board
 417 may be in attendance. While a majority of the County Board members or the majority of any
 418 given County Board Committee may be present, only the above Committee will take official action

based on the above agenda. Public participation is limited to agenda items with a 3 minute limitation.

C. Agendas for a Joint Committee Meeting. The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head(s). Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

D. Public Participation. It is important that individuals have an opportunity to address the County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall sign their name, address, and indicate the agenda item on which they will be speaking. The individual's name will be called when it is their turn to speak, on the related agenda item. (State clearly and concisely the issue. Comments will be limited to a maximum of THREE MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.))

The public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by a County Board Member before speaking.

E. County Board Minutes. Each Supervisor shall read the minutes of the previous Board meeting before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board. The minutes of the County Board meetings will be printed in the County Board Proceedings Book.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

F. Committee Meeting Minutes. The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder is responsible for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to the County Clerk within 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 alterations 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 five (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. (See Appendix Three (Taking Minutes))

167
168 **RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS**

169 After the initial appointment to the Committees, the replacement will be based on the
170 recommendations of the Committee seeking replacement, submitted to the County Board Chair for
171 appointment subject to ratification by the County Board. Committee on Appointments shall
172 recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the
173 County Board. The County Board and Committee Duties and Structure shall be as follows:
174

175 **County Board General Duties:**

- 176 A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
177 B. The County Board is responsible for the review and adoption of the Administrative Policy
178 Documents and Employee Manual annually.
179 C. The County Board shall have final approval of the following items, including but not limited to:
180 1. County Budget
181 2. Collective Bargaining Agreements
182 3. Transfer of General Funds
183 4. Establish Committees, Boards and Commissions
184 5. Review proposed state and local legislation concerning County Government and make
185 recommendations
186 D. Confirm the appointment of non-elected Department Heads by a majority vote if required by
187 Wisconsin Statutes
188 E. Elect the County Highway Commissioner per Wisconsin Statutes
189

190 **Standing Committees Organization:**

- 191 A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall
192 assume the Chair position and an election shall be held to elect a Vice Chair for the remainder
193 of the term.
194 B. A majority of the members of any Committee shall constitute a quorum for the transaction of
195 business.
196 C. The Chair of each Committee shall report to the County Board of their Committee activities as
197 requested at County Board meetings.
198

199 **General Duties:**

- 200 A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder
201 of the minutes.
202 B. Review and recommend the annual budget for County Departments.
203 C. Review of Department financial reports for each of the County Departments within the
204 Committee's oversight
205 D. Direct and guide Policy and accountability of the Departments within the Committee's
206 oversight.
207 E. Approve items including but not limited to:
208 1. Departmental budget with a written 1 year plan of operation to include goals & expectations
209 2. Departmental policies and procedures
210 3. Staffing levels and hours
211 4. Grant applications and acceptances
212 5. Establish Departmental fee schedules
213 6. Establish Departmental short and long range goals
214 F. Approve and bring forth intergovernmental agreements and contracts as necessary or as
215 otherwise authorized by law

516 G. Approve and bring forth resolutions and ordinances for action by the County Board

517
518 **ADMINISTRATIVE & FINANCE COMMITTEE**

519 A. **Membership.** The Administrative & Finance Committee shall be comprised of (5) five County
520 Board Supervisors; one (1) of which would be a member of the Executive Committee; however,
521 this person cannot Chair both the Administrative & Finance Committee and the Executive
522 Committee.

523 B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making
524 responsibilities for the following Departments: County Clerk, County Treasurer, Administrative
525 Coordinator/Director of Finance, and MIS.

526 C. **Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of
527 funds per the County Budget and Accounting Policies and be consistent with §65.90 of the
528 Wisconsin State Statutes, as they may be amended from time to time.

529 Duties and responsibilities include, but are not limited to the following:

- 530 1. Examine all claims against the County
- 531 2. Provides oversight for all routine County financial matters including review and approval of:
 - 532 • Audit reports
 - 533 • Investments
 - 534 • Insurance policies, bonding
 - 535 • Contingency funds, and
 - 536 • Recommends budget amendments to the County Board
- 537 3. Review on a monthly basis, the Treasurer's report on County investment activities pursuant
538 §59.62, Wisconsin Statutes
- 539 4. Evaluate and make recommendations to the County Board on the issuance of new debt,
540 refinancing existing debt, and authorizing debt repayment
- 541 5. Approve the implementation of a five (5) year technology plan for the County
- 542 6. Review and update all computer and technological policies annually
- 543 7. Review and update budget and accounting policies annually
- 544 8. Review and recommend benefits and compensation structure for all county personnel to the
545 Executive Committee
- 546 9. Maintain a level of communication with the Drainage Boards

547
548 D. **Sub Committees, Boards and Commissions:**

549 1. **Health Insurance Committee.** This is an advisory Commission not a policy making
550 Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc
551 insurances for both the county and the insured employees. Recommend plan design and
552 cost to the Finance Committee. Membership to include: two (2) County Board Members
553 that are appointed by the board and each department head or their designee.

554
555 2. **Rural Industrial Development Commission.** This is an advisory Commission not a
556 policy making Commission.

557 a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7)
558 members that reflect the diversity of needs within the County. The Commission shall
559 consist of representatives from the following and shall be appointed by the County
560 Board Chair and approved by the County Board:

- 561 1. Adams Columbia Electric Cooperative
- 562 2. Adams County Board Supervisor
- 563 3. Adams County Banks
- 564 4. Local Business Community

- 565 5. Towns
- 566 6. City of Adams
- 567 7. Village of Friendship
- 568 8. Ex-Officio members include:
- 569 a. President of the Village of Friendship
- 570 b. Mayor of the City of Adams
- 571 c. All Chairpersons of all Town Boards within the County
- 572 d. Adams County Executive Director of the Chamber

- 573
- 574 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
- 575 to the following:
- 576 1. The Rural Industrial Development Commission shall elect annually a President, Vice-
- 577 President, Recorder of the minutes, and Treasurer.
- 578 2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved
- 579 by the County Board

580 **3. Revolving Loan Fund.** This is an advisory Board, not a policy making Board.

- 581 a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of
- 582 the Rural Industrial Development Commission.
- 583 b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to
- 584 the following:
- 585 1. Serve new and expanding businesses in Adams County
- 586 2. Provide gap financing
- 587 3. Encourage investment
- 588 4. Encourage creation of permanent, year round jobs
- 589 5. Encourage retention and expansion of existing businesses
- 590 6. Attract new business
- 591 7. Encourage development of modern industrial technology, and a safe, healthful work
- 592 environment in Adams County

593 **4. Technology Steering Committee.** This is an advisory Committee, not a policy making

594 Committee.

595 a. **Membership.** The Technology Steering Committee will include seven (7) members.

596 The Committee members should be named as follows: Administrative

597 Coordinator/Director of Finance or representative ((Ad Hoc Member) anyone deemed

598 necessary by the committee, appointed by the committee serving limited term), the MIS

599 Department Information Systems Manager, a member of GIS, Health and Human

600 Services ((1) designated by the Oversight Committee), Public Safety & Judiciary ((1)

601 designated by the Oversight Committee), and (1) County Board Member (as

602 designated/appointed by the County Board Chair). The County Board Member will be

603 the Acting Chair.

604 b. **Oversight:** Identify areas where the investment in technology will be of the most value

605 to the County, trends that may make technology more important to an area, and

606 mandates, rulings, and guidelines that may make changes to infrastructure necessary,

607 allowing balanced input into the overall future technology plans for Adams County

608 Government.

609

610 **ETHICS BOARD**

611 This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-

612 2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and

513 any amendments or modifications or revisions thereto, as may be enacted by the County
514 Board.

515
516 **EXECUTIVE COMMITTEE**

517 A. **Membership.** The Executive Committee shall be comprised of five (5) County Board
518 Supervisors, which shall consist of:

- 519 1. County Board Chair
- 520 2. First (1st) Vice Chair
- 521 3. Three (3) appointed County Board Supervisors at large

522 5. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for
523 the following Departments: Corporation Counsel and Personnel Director.

524 6. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
525 following:

- 526 a. The Executive Committee in conjunction with the Oversight Committee will interview up to
527 three (3) candidates to make the recommendation for an appointment to the position of
528 Department Head. The Executive Committee in conjunction with Administrative and
529 Finance Committee shall recommend an appointee for the position of Administrative
530 Coordinator/Director of Finance. Introduce Policy Resolutions that are not the responsibility
531 of another committee.
- 532 b. Communication and liaison between all committees, municipalities and government units, to
533 work out problems of mutual concern.
- 534 c. Hear policy violations and/or potential issues that may result in litigation.
- 535 d. Develop short and long range plans for the County.
- 536 e. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel
537 Director on collective bargaining issues. Prior to any contract being submitted to
538 arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee
539 and discuss the status of negotiations and receive further direction.
- 540 f. All proposed union contracts shall be submitted to the Committee and County Board for
541 final approval.
- 542 g. Review the recommendation of the Administrative & Finance Committee regarding salaries,
543 benefits and compensation structure for all county personnel, and submit to the County
544 Board for final approval.

545
546 **EXTENSION COMMITTEE**

547 A. **Membership.** The Extension Committee shall be comprised of five (5) County Board
548 Supervisors two (2) of which will serve on the Land & Water Committee.

549 B. **Oversight.** The Extension Committee shall confer and have policy making responsibilities for
550 the UW Extension Department.

551 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
552 following:

- 553 1. General policy making responsibilities.
- 554 2. Assist in determining appropriate programs to be provided by the County Extension
555 Department.
- 556 3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b),
557 Wisconsin Statutes.

558
559 **HEALTH & HUMAN SERVICES BOARD**

560 A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members,
561 which shall consist of:

- 562 1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the
 563 Finance Committee
- 564 2. Four (4) shall be individuals who are not elected officials or employees of the County.
 565 These members shall be comprised of the following:
- 566 a. An individual who receives or has received human services, or shall be a family member
 567 of such an individual, and who has demonstrated interest or competence in the field of
 568 public or community health
- 569 b. A good faith effort shall be made to appoint a Physician
- 570 c. A good faith effort shall be made to appoint a Registered Nurse
- 571 d. No public or private provider of services shall be appointed to the Health & Human
 572 Services Board
- 573 B. **Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three
 574 (3) years, so arranged that as nearly as practicable, the terms of one-third ($\frac{1}{3}$) of the
 575 members shall expire each year.
- 576 C. **Oversight.** The Health & Human Services Board shall confer and have policy-making
 577 responsibilities, except as provided by law, for the following Departments: Health & Human
 578 Services and Veteran Services.
- 579 D. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2),
 580 Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
- 581 1. Oversee the Department and assure enforcement of the Health and Human Services
 582 Statutes, Rules, and Regulations
- 583 2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin
 584 Statutes
- 585 3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes
- 586 4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by
 587 §46.82(4)(d), Wisconsin Statutes
- 588 5. Develop Policies and authorize direction and planning for the delivery of all human services;
 589 Health & Human Services that meet the physical and mental health, social and economic
 590 needs of individuals and families; review the coordinated plan and budget; set priorities on
 591 program operations within the funding mechanisms provided by Federal, State, and County
 592 Government
- 593 6. Assess the health status of the citizens and recommend Policies that will improve the health
 594 status and assure that needed health services are provided
- 595 E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health
 596 & Human Services Board. The Health & Human Services Board shall be responsible for
 597 interaction, communication and recommendations to the County Board with respect to its
 598 subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long
 599 Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall
 700 have interaction and communication with the Veteran Services Commission, Central Wisconsin
 701 Community Action Counsel, and North Central Wisconsin Workforce Development Board.
- 702 1. **Aging Advisory Committee.**
- 703 a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7)
 704 members, and include at least 50% of older individuals. At least five (5) members will
 705 be age 60 and over, and five (5) shall be citizen members. The remaining members
 706 shall be the ADRC Manager serving as the Aging Director and Director of the Health &
 707 Human Services Department. The membership should be representative of the varying
 708 socio-economic composition of the older population in the County.

- 09 b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly
 10 practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No
 11 member may serve more than two (2) consecutive three (3) year terms.
 12 c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
 13 to the following:
 14 1. This is an advisory Committee, not a policy making Committee.
 15 2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
 16 3. Meetings are held quarterly

17 **2. Nutrition Advisory Committee.**

- 18 a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12)
 19 individuals which shall consist of the following:
 20 1. Nine (9) nutrition program participants, with three (3) representing each meal site.
 21 2. Others representing the public interest, consisting of:
 22 (a) One (1) County Board Supervisor
 23 (b) ADRC Manager serving as the Aging Director
 24 (c) Director of the Health & Human Services Department
 25 3. Meal site participants shall elect members to serve on the Committee.
 26 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
 27 to the following:
 28 1. This is an Advisory Committee, not a policy making committee.
 29 2. Meetings shall be held every two (2) months.
 30 3. Meetings shall provide opportunity for the Committee to address participant
 31 grievances and complaints.

32 **3. Long Term Support Advisory Committee.**

- 33 a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at
 34 least 13 members, which shall consist of the following:
 35 1. One (1) County Board Supervisor
 36 2. Five (5) individuals receiving long-term support services (or a relative or guardian of
 37 such individuals) representing each of the groups eligible for Community Options
 38 Program funding (frail elderly, physical disabilities, developmental disabilities, chronic
 39 mental illness, and chemical dependence)
 40 3. One (1) representative from each of the following:
 41 (a) County Health Department
 42 (b) Commission on Aging
 43 (c) Health & Human Services Department
 44 (d) Local nursing home
 45 (e) Local home health agency
 46 (f) Local medical center
 47 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
 48 to the following:
 49 1. This is an Advisory Committee, not a policy making committee.
 50 2. Meetings are held quarterly.
 51 3. The Long Term Support Advisory Committee is responsible for approval and
 52 oversight of the Community Options Plan (and annual updates).
 53 4. Assuring coordination of services among local service providers and long-term
 54 support programs
 55 5. Evaluating service delivery

56 **4. Veteran Service Commission.**

- a. **Membership.** The Veterans Service Commission shall be comprised of at least five (5) residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - 1. This is an Advisory Commission, not a policy making commission.
 - 2. Meet a minimum of two (2) times per year
 - 3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans

HIGHWAY COMMITTEE

- A. **Membership.** The Highway Committee shall be comprised of four (4) County Board Supervisors and one (1) citizen member. The two (2) same serve on the Solid Waste Committee.
- B. **Oversight.** The Highway Committee shall confer and have policy making responsibilities for the Highway Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - 1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
- D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.
 - 1. **Traffic Safety Commission.**
 - a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
 - 1. Highway Commissioner
 - 2. Sheriff or Chief Deputy
 - 3. County Highway Safety Coordinator
 - 4. One (1) representative designated by the Committee on Appointments from each of the disciplines of education, medicine, and law
 - 5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety
 - b. **Duties and Responsibilities.** Include but are not limited to:
 - 1. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to §83.013
 - 2. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
 - 3. Committee shall file a report on each meeting with the Department of Transportation
 - 4. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

HOUSING AUTHORITY

- A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the County Board Chair pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:
 - a. Two (2) County Board Supervisors

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- b. Three (3) citizen members
- B. **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

LAND & WATER CONSERVATION COMMITTEE

- A. **Membership:** The Land & Water Conservation Committee shall be comprised of five (5) total members: Three (3) County Board Supervisors, two (2) of which shall serve on the Extension Committee, and the one (1) same serve on the Planning & Zoning Committee, and two (2) citizen members, one (1) of which shall be an FSA Representative and one (1) from the Adams County Lake Alliance.
- B. **Oversight.** The Land & Water Conservation Committee shall confer and have policy making responsibilities for the Land & Water Conservation Department.
 1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management
 2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith
 3. Supervision of operation and maintenance of County owned dams

LIBRARY BOARD

- A. **MEMBERSHIP.** The Adams County Library Board of Trustees shall consist of seven (7) appointed members who shall be residents of the County. One (1) school administrator or his/her representative, to represent the public school district, or districts, in which the Adams County Library is located; one (1) or two (2) members of the County Board of Supervisors; and four (4) or five (5) members from the County at large.
- B. **TERM.** Members shall be divided as nearly as may be into three (3) equal classes to serve for one, two, and three years respectively from January 1 in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years.
- C. The Library Board shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to the Adams County Board for the general operation of the library. The Adams County Board shall determine budget appropriations, personnel policies and building usages unless statutes indicate otherwise.

PARKS COMMITTEE

- A. **Membership.** The Parks Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Parks Committee shall confer and have policy making responsibilities for the Parks Departments.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- 354 1. General policy making responsibility for parks, trails, lake access areas, and recreation
 355 property operated, maintained and developed by the County to provide adequate and safe
 356 facilities for all users following the five (5) year recreational plan
 357 2. Assist in determining appropriate programs to be provided by the Recreation Program
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359 **PLANNING & ZONING COMMITTEE**

- 360 **A. Membership.** The Planning & Zoning Committee shall be comprised of five (5) total members
 361 three (3) County Board Supervisors, the same one (1) shall serve on the (Land & Water
 362 Conservation Committee and two (2) of which shall serve on the Extension Committee, and two
 363 (2) citizen members. Citizen members are strongly recommended to be comprised of one (1)
 364 from a building trade and one (1) from a Planning Commission.
- 365 **B. Oversight.** The Planning & Zoning Committee shall confer and have policy making
 366 responsibilities for the following Departments: Planning & Zoning and Register of Deeds.
- 367 **C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
 368 following:
 369 1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and
 370 maintain all ordinances passed and in accordance therewith.
 371 2. Recommend amendments of the County Comprehensive Plan to the County Board
 372 3. Review and take action on any Land Information policies and approval of expenditures and
 373 contracts needed, proposed by the Land Information Officer or Land Information Sub
 374 Committee
 375 4. Oversee County Surveyor projects and budget
- 376 **D. Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be
 377 responsible for interaction, communication and recommendations regarding appointments to
 378 the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land
 379 Information Subcommittee.
- 380 **1. Board of Adjustment.** Language modified to be in compliance with statutes.
 381 a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section
 382 59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more
 383 than five (5) members of which the members must live within a town in the County,
 384 with no two (2) members from the same town. No member shall be a member of the
 385 Planning and Zoning Committee, a member of the County Board of Supervisors, or a
 386 member of a Town Board. The County shall appoint two (2) alternates to the Board
 387 pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by
 388 the County Board Chairperson. The members shall serve with compensation and shall
 389 be removable for cause by the County Board Chairperson upon written charges and after
 390 a public hearing.
- 391 b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and
 392 responsibilities include, but are not limited to the following:
 393 1. Hear and decide appeals where it is alleged there is error in any order, requirement,
 394 decision or determination made by an Administrative Officer
 395 2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which
 396 the Board of Adjustment is required to pass
 397 3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning
 398 Ordinance, as will not be contrary to the public interest, where due to special
 399 conditions, a literal enforcement will result in practical difficulty or are unnecessarily
 400 burdensome, so that the spirit of the Zoning Ordinance shall be observed, public
 401 safety and welfare secured, and substantial justice done

2. Land Information Committee

- a. **Membership.** The Adams County Land Information Committee will consist of the one (1) County Board Supervisor who will serve as Acting Chair. The Administrative Coordinator/Director of Finance, GIS Technican, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor (in an advisory capacity only).
- b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
- c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

PROPERTY COMMITTEE

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy making responsibilities for the Building & Grounds Director/Maintenance Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
 1. To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, to allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation and management of all county owned property, both real and personal.
 2. Set policy for the Adams County Community Center and Room Usage.
 3. To cause to be prepared by all department heads full and accurate records of all capital expenditures (\$5000.00 or greater) in each department no later than the 20th of January of each year and to cause the same to be filed in the office of the Administrative Coordinator. This committee shall see that the MIS Departments keep a perpetual inventory of the county-owned computers and related equipment, hardware, electronic devices, and the committee may make annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats.
 4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in- REM proceedings, requires approval of the County Board.
 5. Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.
 6. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
 7. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.

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8. Review reports presented by the Airport Manager
 D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission and Adams County Fair Board.

1. Airport Commission.

- a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members from the 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 Property Committee quarterly.

2. Fair Board.

- a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor to the Fair Board as a liaison member.
- b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to assist and ensure communication between the entities.

3. Safety Committee. This is an Advisory Committee, not a policy making Committee.

- a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or their designee and two (2) qualified individuals that may or may not be County employees.
- b. **Oversight:** To address safety issues and oversee the County's workplace safety program.

PUBLIC SAFETY & JUDICIARY COMMITTEE

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Medical Examiner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - 1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
 - 2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin Statutes.
 - 3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
 - 4. Approve rules, regulations and policies specific to the Sheriff's Department.
 - 5. Oversee the County Court and Court related processes.
 - 6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and

cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.

7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or renaming of said statute.

D. Sub Committees, Boards, and Commissions. The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

1. Local Emergency Planning Commission.

a. Membership. Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;

1. Elected State and Local Officials
2. Law Enforcement
3. Fire
4. Emergency Management
5. Health Professionals
6. Environmental
7. Representatives of facilities subject to the Emergency Planning requirements and the Media.

b. Duties and Responsibilities. Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy making committee.
2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

SOLID WASTE COMMITTEE

A. Membership: The Solid Waste Committee shall be comprised of four (4) County Board Supervisors and one (1) citizen member and the two (2) same serve on the Highway Committee.

B. Oversight. The Solid Waste Committee shall confer and have policy making responsibilities for the Solid Waste

C. Duties and Responsibilities. Duties and responsibilities include, but are not limited to the following:

1. General policy making responsibility for the operations of the Solid Waste Department
2. Remain updated of changing legislation regarding waste disposal and recycling to ensure County compliance

SPECIAL OR AD HOC COMMITTEES

A. Duties and Responsibilities. Special or Ad Hoc Committees may be recommended by the Committee on Appointments with approval by the County Board as the need arises, to carry out a specific task requested by the County Board Chair and/or recommended by an Oversight Committee, which duration shall automatically cease upon completion of the task, or at the direction of the Committee on Appointments.

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RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and 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. Tuesday 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). 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 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 one (1) at the beginning of each calendar year. For example: Resolution 1-201__ or Ordinance 1-201__.

RULE TWENTY SEVEN: NEW POSITIONS

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ($\frac{2}{3}$) of the County Board member's present.

RULE TWENTY EIGHT: FUNDING

- A. **General Fund.** Any appropriation from the General Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- B. **Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- a. The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).
 - b. Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.
- C. **To Transfer.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required to permit the 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.
- D. **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)

197 E. **Annual Budget.** The County Board annual budget will not be valid unless it conforms with
 198 §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any
 199 amendments to the budget following the hearing shall require two-thirds ($\frac{2}{3}$) vote of the
 100 County Board membership.

101
 102 **RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY**

- 103 A. All claims shall be brought against the county in compliance with §59.07 and §893.80
 104 Wisconsin Statutes
 105 B. The Corporation Counsel shall review claim(s) against the County in accordance with section
 106 59.52 (12) (a) (b)
 107 C. Pre-Claim notices

108
 109 **RULE THIRTY: RULES IN VIOLATION OF LAW**

110 If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid
 111 by any court of competent jurisdiction, the remainder of these rules shall not be affected.

112
 113 **RULE THIRTY ONE:** The County Board and/or appropriate Standing Committee shall be
 114 responsible for interaction, communication with respect to:

115
 116 **A. Central Wisconsin Community Action Council (CWCAC).**

117 a. **Membership.** The County Board Chair shall appoint (1) one County Board Supervisor to
 118 the CWCAC. The Council meets six (6) times a year in even months with the following
 119 Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

120 **B. Lake Districts.**

- 121 a. **Membership.** The County Board Chair shall appoint a member of the County's Land &
 122 Water Conservation Committee as the County Board's representative.
 123 b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and
 124 §33.31, Wisconsin Statutes.

125 **C. Golden Sands Committee.**

- 126 a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that
 127 shall be a member from the Land & Water Committee to the Golden Sands Committee.
 128 That member must sit on the Water Quality Sub Committee.
 129 b. **Oversight.** Manage natural and human resources in ways consistent with sound
 130 conservation principles by working across county lines to address local concerns.
 131 c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
 132 the following:
 133 1. To develop and implement a program of resource conservation and development for
 134 Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and
 135 Wood counties in an effort to conserve, develop and utilize natural resources and
 136 thereby improve general economic conditions.
 137 2. To coordinate and assist in carrying out the local and regional development plans of
 138 other organizations and agencies.
 139 3. To create a general awareness on the part of all people of the urgency and need for
 140 sustainable development, conservation and utilization of natural resources.

141 **D. North Central Wisconsin Workforce Development Board (NCWWDB).**

142 a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that
 143 shall be a member from the Planning & Zoning Committee to the NCWWDB. The Board
 144 meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade,
 145 Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.

E. North Central Wisconsin Regional Planning Commission (NCWRPC).

- a. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
 1. The County Board Chair shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
 2. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

F. SCLS BOARD

- a. **Membership.** The position on the Board of Trustees for the South Central Library System is a required position that somebody from the Library Board of Trustees needs to fill. The SCLS Board governs the library system the position can vote. One nonvoting alternate position can attend all the meetings but cannot vote.

APPENDIX ONE: DEFINITIONS.

Committee: Referred to Committees, Boards, and Commissions, unless otherwise specifically noted.

Majority: The majority of the elected or appointed Supervisors present. **A majority of citizens cannot make up a quorum of a meeting.**

Quorum: A majority of Supervisors or Committee members shall constitute a quorum.

PUBLIC PARTICIPATION:

1. The topic **must** be **part of the agenda**.
2. Identify yourself and if representing a group, identify the group.
3. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
4. Plan group representation by appointing one or two members to present an issue

APPENDIX TWO: ACRONYMS:

- ADRC:** Aging Disability Resource Center
- FSA:** Farm Service Agency
- SCLS:** South Central Library System

APPENDIX THREE: TAKING MINUTES.

When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it relates to that particular meeting. The best procedure is to study the minutes of the last several meetings. Become familiar with the type of issues dealt with by the particular committee. A complete study of the agenda and all attachments is helpful to do a good job when taking minutes.

Write as much as possible. If you have holes in your notes, check with the individual who spoke to confirm content of their discussion. In most cases, you will find them helpful. Any staff members or supervisors present at the meeting can also be of assistance.

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Recording actions taken is the single most important part of the final minutes. The minutes should identify the item of business, highlights of discussions resulting in an action, and the exact actions of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of the members, the desires of the committee as to what future actions are to be carried out, and who is responsible for carrying them out. The names are necessary for follow-up actions relating to discussions or future action items. You must be able to use good judgment on items of this nature. Be sure to note the name/time of people arriving late and/or leaving early. This is important as it may hinge whether or not a quorum is still present.

Minutes need not be typed verbatim except motions that have occurred or if there is a request for the recording of a statement. Identifying makers of motions and incorporating individual names is required. In typing, the action should be specific, complete, and accurate so that it can stand alone and be referred to at some future time. Final minutes should be typed from your notes and have enough information that accurately reflect the intent of the meeting and actions taken.

Even though other attendees at the meeting may take notes of actions affecting them individually, they are depending upon the meeting secretary for a complete and accurate record of the entire meeting's proceedings.

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Revised 3-5-14 Draft

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**Ad Hoc County Board Rules Minutes
March 25, 2014, 1:30 a.m., Room A160**

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4 Meeting called to order by Chairman Gatterman at 1:30 p.m
5 The meeting was properly noticed. Roll call; Djumadi, Roekle, Edwards, Allen and Gatterman.
6 Also present Eggebrecht, Pisellini, Johnson, Segina and Stuchlak.

7
8 Motioned by Roekle/Edwards to approve agenda. Motioned carried by unanimous voice vote.
9 Motioned by Roekle/Allen to approve Feb 13th and Feb 17th minutes. Motion carried by unanimous
10 voice vote.

11
12 Discuss and/or act on Adams County Board Rules;

13
14 **RULE ONE: COUNTY BOARD OF SUPERVISORS**

15 The governing body shall be known as "Adams County Board of Supervisors" and shall from this
16 point forward be called the "County Board". The County Board shall consist of twenty (20)
17 Supervisors representing twenty (20) Districts within Adams County.

18
19 **RULE TWO: TERM OF OFFICE**

20 The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the
21 even numbered years.

22
23 **RULE THREE: HOME RULE**

24 To give the County the largest measure of self government under the Administrative Home Rule
25 authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally
26 construed in favor of the rights, powers and privileges of the County to exercise any organizational
27 or administrative power.

28
29 **RULE FOUR: PARLIAMENTARY PROCEDURE**

- 30 A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of
31 Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County
32 Board in all cases where applicable, **improper use of a motion shall be immediately addressed**
33 **by the Corporation Counsel.**
- 34 B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the
35 whole County Board, and shall vote on all questions taken by ayes and nays except an appeal
36 from their own decisions.
- 37 C. Every matter that comes before the County Board, may without motion, be referred to its
38 appropriate Committee by the Chair.
- 39 D. When a motion is made and seconded, it shall be stated by the Chair **or Clerk** before debate.
40 If a motion contains several points, a Supervisor may require the motion to be divided.
- 41 E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before
42 the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be
43 entered in the minutes.
- 44 F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County
45 Board, **she/he** shall address the Chair **and limit their** remarks to the question under debate.
- 46 G. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two
47 (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is
48 to speak first (1st).

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- 49 H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The
- 50 County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the
- 51 Chair shall be submitted to.
- 52 I. All questions shall be put in the order in which they were moved except privileged questions.
- 53 When a question is under debate, no motion shall be received except:
- 54

| | Need a Second? | Vote-Debatable? | Required for Passage? |
|-----------------------------------|----------------|---|-----------------------|
| To adjourn | Yes | No | Majority |
| To lay on the table | Yes | No | Majority |
| For the previous question | Yes | No | 2/3rds |
| To postpone to a certain day | Yes | Yes | Majority |
| To commit to a standing Committee | Yes | Yes | Majority |
| To commit to a Committee | Yes | Yes | Majority |
| To amend | Yes | Yes, if motion to be amended is debatable | Majority |
| To postpone indefinitely | Yes | Yes | Majority |
| To reconsider | Yes | Yes | Majority |

- 55 All other separate motions shall have precedence in **the** order in which they are named.
- 56
- 57 J. Any Supervisor desirous of terminating debate may call the previous question **when recognized**
- 58 **by the Chair**. The Chair shall ask if there is any objection to closing the debate. If a
- 59 Supervisor objects to the call of the previous question, the Chair may call for a motion to end
- 60 the debate. If the motion has been seconded the Chair must immediately take a vote as to
- 61 whether to order the previous question. To close the debate requires a two-thirds ($2/3$) vote of
- 62 the County Board.
- 63 K. A Motion to adjourn shall always be in order; ~~a Motion to lay on the table shall be decided~~
- 64 ~~without debate;~~ but this Rule shall not authorize any Supervisor to move an adjournment when
- 65 another Supervisor has the floor or when the Board is voting.
- 66 L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who
- 67 has been excused from the previous County Board meeting, to move for reconsideration of the
- 68 vote on any question on the same or next regular meeting of the County Board.
- 69 M. ~~The Chair~~ **Any Supervisor** may, ~~without suspension of the Rules,~~ call on any County employee
- 70 for remarks on matters pertaining to their Office or Department.
- 71

RULE FIVE: ORGANIZATIONAL MEETING

- 72
- 73 A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting
- 74 will be held the third (3rd) Tuesday in April in even numbered years. The order of business for
- 75 this meeting will be as follows:
- 76 1. Call the meeting to Order by the County Clerk
- 77 2. County Clerk to indicate if the Meeting was properly announced
- 78 3. Administration of the Oath of Office
- 79 4. Roll Call

- 80 5. Moment of Silence
- 81 6. Pledge of Allegiance
- 82 7. Approve the Agenda
- 83 8. Election of the County Board Chair (two (2) year term)
- 84 9. Election of 1st Vice-Chair (two (2) year term)
- 85 10. Election of 2nd Vice-Chair (two (2) year term)
- 86 11. Go to regular business under Rule Twenty Four

87
88 **RULE SIX: CALL OF THE ROLL**

89 Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the
90 members.

91
92 **RULE SEVEN: VOTING**

93 All Supervisors present at any meeting of the County Board shall be required to vote unless
94 excused by the Chair or a majority vote of the County Board. Voting shall be done electronically,
95 unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on
96 any matter, the Secretary, or Recording Secretary of the Committee shall record the members'
97 votes and enter it into the meeting minutes.

98
99 **RULE EIGHT: RULES OF THE BOARD**

100 The Rules of the Board are adopted in even number years at the March **April** regular County Board
101 Meeting. **Changes recommended by the Ad Hoc County Board Rules Committee will be reviewed**
102 **in March by the outgoing board and adopted by the incoming board in April.**

103
104 **RULE NINE: RULE CHANGE**

- 105 A. The Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the Supervisors present.
- 106 B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-
107 thirds ($\frac{2}{3}$) vote of Supervisors present.

108
109 **RULE TEN: ELECTION OF OFFICERS**

110 The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by
111 secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair,
112 to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the
113 Chair is elected:

- 114 A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations",
115 nominations shall be closed
- 116 B. **Each nominee may speak for three (3) minutes.**
- 117 C. Each position shall be voted on by separate **secret** ballot. and
- 118 D. Secret ballots are used until a majority vote of the members present elects such Officer
- 119 E. In the event a candidate does not obtain a majority vote the election shall continue until a
120 majority vote is obtained

121
122 **RULE ELEVEN: COMMITTEE ON APPOINTMENTS**

123 The Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, and 2nd
124 Vice Chair. The **Committee on Appointments** shall appoint all members of Committees, subject to
125 confirmation of the County Board. These initial appointments shall occur within 10 working days of
126 the Organizational Meeting held in April of even numbered years. The County Clerk shall be
127 responsible for maintaining committee listings.

RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR

The County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board.

- A. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies.
- B. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- C. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- D. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes.
- E. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board.
- F. The Chair shall be an ex-officio member of all Committees, and may vote only in the absence of a member of the Committee if there is no quorum.
- G. 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.
- H. The Chair/Clerk 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.
- I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.
- J. Approve County Board Agendas within 24 hours of receipt

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 and fairness to the debate when presiding over the County Board.

RULE THIRTEEN: 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 absence.
- B. 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. The 2nd Vice Chair shall be moved to 1st Vice Chair position and an election, as provided in Rule Ten, shall be held to elect a new 2nd Vice Chair for the remainder of the term.
- C. In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the 2nd Vice Chair shall assume the Chair's duties and responsibilities.

RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING

The second meeting of the newly Elected Board is to be held after the Organizational Meeting. The meeting will be held within 10 working days of the Organization Meeting in April in even numbered years. The meeting will only consist of appointments and Orientation and no additional business shall take place. The order of business for this meeting will be as follows:

- 1. Call the meeting to Order by the Chair
- 2. Was the meeting properly announced
- 3. Roll Call
- 4. Moment of Silence

- 178 5. Pledge of Allegiance
- 179 6. Approve the Agenda
- 180 7. Appointments
- 181 8. Recess for orientation of board members
- 182 9. Conducted by Administrative Coordinator, Corporation Counsel, County Clerk and/or outside
- 183 agencies as applicable
- 184 10. Reconvene
- 185 11. Adjourn

186
187 **RULE FIFTEEN: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR**

188 In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to
189 order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as
190 temporary Chair.

191
192 **RULE SIXTEEN: COUNTY BOARD VACANCY**

193 In the event of a vacancy on the County Board, the County Chairperson shall appoint a person
194 who is a qualified elector and resident of that supervisory district to fill the vacancy for the
195 unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board
196 disapproves the appointment, any member of the County Board, at the same meeting, may offer
197 nominations to fill the vacancy subject to the approval of the County Board. Any person appointed
198 to the County Board under this paragraph shall take Office upon being approved by the County
199 Board and sworn in by the Chair or the County Clerk.

200
201 **RULE SEVENTEEN: TIME AND PLACE OF MEETINGS**

202 The County Board shall meet on the following dates:

- 203 A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational
- 204 Meeting.
- 205 B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in
- 206 each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin
- 207 Statutes.
- 208 C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the
- 209 Board.

210 All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a
211 majority vote of the County Board. The place of the meetings shall be in the County Board Room
212 of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a
213 majority vote of the County Board.

214
215 **RULE EIGHTEEN: SPECIAL MEETING**

- 216 A. The County Board may cancel, postpone or set Special Meetings, except those expressly
- 217 required by law, upon the written request of a majority of the Supervisors. The request must
- 218 specify the time and date of the meeting, and must be delivered to the County Clerk at least 48
- 219 hours before the meeting. The request shall also list the reason(s) for canceling, postponing,
- 220 or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail,
- 221 fax, email, or telephone of the date and time of the meeting.
- 222 B. In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special
- 223 Meeting. The calling of the meeting must be in writing, specify the date, time and place and
- 224 be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall
- 225 prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date
- 226 and time of the meeting.

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RULE NINETEEN: QUARTERLY COMMUNICATION AND STRATEGIC PLANNING MEETING

The County Board may meet at a minimum quarterly and/or more frequently if necessary to discuss communication needs ensure the other Supervisors are informed of current and pending County Board issues and processes and advancement of strategic planning. This meeting may include Supervisors, members of management and/or others as deemed appropriate. It is encouraged that this meeting take place in conjunction with a regular County Board Meeting and a Committee Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior to adjournment of the previous County Board Meeting. This meeting is meant to promote communication, open government and transparency, and encourage forward thinking by respectfully discussing, debating and searching for understanding of County plans.

The order of business for this meeting may be as follows:

1. Call to order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Approve Agenda
5. Review of previous meeting minutes
6. Identify agenda items:
 - a.
 - b. etc
7. Set next quarterly meeting date
8. Adjournment

RULE TWENTY: ATTENDANCE

- A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4) Wisconsin Statutes. 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. The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

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 (2/3) vote of the members present.
- B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds (2/3) vote of the members present.
- C. If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor, only to constitute a quorum.

RULE TWENTY ONE: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum.

RULE TWENTY TWO: OPEN MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session pursuant to §19.89 Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least 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 emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.
- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board
- B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board, or the Board Chair, or ~~to attend~~ **the Committee Chair to attend**
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body
- E. A seminar or conference **where funding is available**
- F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m

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- 21 G. No per diem compensation or travel expenses shall be allowed for meetings, seminars,
22 conferences, or other events outside of the State of Wisconsin unless specifically approved by a
23 majority vote of the County Board
24 H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or
25 if no business is transacted at that meeting, however mileage may be reimbursed
26 I. No per diem payments shall be allowed for attendance at Town Board meetings

27
28 The per diem rate for attendance at County Board meetings is \$45.00 per diem rate for
29 attendance at all other meetings and events is \$35.00. **Effective 2016 County Board meetings is**
30 **\$50.00 per diem rate for attendance at all other meetings and events is \$40.00.**
31

32 No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day
33 except as follows:
34

- 35 A. If the Supervisor attends different meetings on the same day, and there is a gap of one and
36 one-half hours (1½) or longer between adjournment of one (1) meeting and the
37 commencement of the other meeting, then per diem payments may be allowed for each
38 meeting that day.
39 B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of
40 fifteen dollars (\$15.00) in addition to the rate specified shall be paid.
41 C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap
42 less than one and one-half (1½) hours between adjournment of one (1) meeting and the
43 commencement of the other meeting, then an additional per diem payment of fifteen dollars
44 (\$15.00) for that second (2) or subsequent meeting shall be paid.
45

346 **Mileage, Meals, and Lodging**

347 All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board
348 member's shall be paid mileage for all **assigned** County Board meetings. County Board member's
349 shall only be paid mileage if they actually drive to ~~all other~~ Committee meetings. The County
350 Board shall be paid for mileage, meals, and lodging as provided in the Administrative Policy
351 Documents and/or Employee Manual.
352

353 **Expense Vouchers**

354 Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before
355 the County Board meeting. All members of Committees or other sub-units of County Government
356 who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall
357 review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall
358 rotate on a three (3) month cycle.
359

360 **County Board Chair**

361 The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition
362 to his or her regular Committee per diem.
363

364 **RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

- 365 A. **County Board Agenda.** All **items, including** Resolutions and Ordinances shall be in printed
366 hard copy delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board
367 meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board
368 **meeting**, present to each supervisor, written minutes of the previous meeting, **current**

369 resolutions and ordinances, along with an itemized agenda of the matters to be considered by
370 the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda.
371 County Board Supervisors may place items on the agenda seven days (7) prior to the County
372 Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all
373 Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and
374 written minutes of the previous meeting. At the beginning of the meeting, the County Board
375 shall approve the minutes of the previous meeting. The order of business for all regular
376 County Board meetings may be as follows:

- 377 1. Call to Order by the Chair
- 378 2. Was the meeting properly noticed
- 379 3. Moment of Silence
- 380 4. Pledge of Allegiance
- 381 5. Roll Call
- 382 6. Approve Agenda
- 383 7. Approval of Minutes
- 384 8. Public Participation
- 385 9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and
- 386 appoint six (6) Supervisors to approve claims
- 387 10. Correspondence
- 388 11. Appointments
- 389 12. Unfinished Business (includes reconsideration of previous month action - see preceding
- 390 month agenda.)
- 391 13. Reports and Presentations
 - 392 a. Administrative Coordinator/Director of Finance
 - 393 b. Department
 - 394 c. Miscellaneous
- 395 14. Review Committee Minutes
- 396 15. Resolutions
- 397 16. Ordinances
- 398 17. Denials
- 399 18. Petitions
- 400 19. Approve Claims
- 401 20. Per Diem and Mileage for this Meeting read by the County Clerk
- 402 21. Motion for County Clerk to correct errors
- 403 22. Set next meeting date
- 404 23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes
- 405 24. Adjournment

407 B. **Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's
408 meeting agendas before it is sent to the Committee members. Items to be discussed shall
409 identify the topic with enough specificity for the members of the Committee and the public's
410 understanding. If the item is not clearly identified, the Committee shall not discuss or take
411 action on the issue. The following format shall be followed:

412 Date:

413 Time:

414 Place:

415 Agenda:

- 416 1. Call to Order by the Chair
- 417 2. Was the meeting properly noticed

3. Roll Call
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation
7. Correspondence
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute.
13. Adjournment

Any person wishing to attend, who, because of a disability, requires special accommodation, should contact the name of Department and phone number where they may call at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or the majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda. Public participation is limited to agenda items with a 3 minute limitation.

C. Agendas for a Joint Committee Meeting. The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head(s). Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

D. Public Participation. It is important that individuals have an opportunity to address the County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall sign their name, address, and indicate the agenda item on which they he/she will be speaking. The individual's name will be called when it is their turn to speak, on the related agenda item. (State clearly and concisely the issue. Comments will be limited to a maximum of THREE MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.))

The public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by a County Board Member before speaking.

E. County Board Minutes. Each Supervisor shall read the minutes of the previous Board meeting before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board. The minutes of the County Board meetings will be printed in the County Board Proceedings Book.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of

the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

F. Committee Meeting Minutes. The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder is responsible for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to the County Clerk within 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 alterations 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 five (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. (See Appendix Three (Taking Minutes))

RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS

After the initial appointment to the Committees, the replacement will be based on the recommendations of the Committee seeking replacement, submitted to the County Board Chair for appointment subject to ratification by the County Board. Committee on Appointments shall recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the County Board. The County Board and Committee Duties and Structure shall be as follows:

County Board General Duties:

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board is responsible for the review and adoption of the Administrative Policy Documents and Employee Manual annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
 1. County Budget
 2. Collective Bargaining Agreements
 3. Transfer of General Funds
 4. Establish Committees, Boards and Commissions
 5. Review proposed state and local legislation concerning County Government and make recommendations
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes
- E. Elect the County Highway Commissioner per Wisconsin Statutes

Standing Committees Organization:

- A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- C. The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

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General Duties:

- A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments.
- C. Review of Department financial reports for each of the County Departments within the Committee’s oversight
- D. Direct and guide Policy and accountability of the Departments within the Committee’s oversight.
- E. Approve items including but not limited to:
 - 1. Departmental budget with a written 1 year plan of operation to include goals & expectations
 - 2. Departmental policies and procedures
 - 3. Staffing levels and hours
 - 4. Grant applications and acceptances
 - 5. Establish Departmental fee schedules
 - 6. Establish Departmental short and long range goals
- F. Approve and bring forth intergovernmental agreements and contracts as necessary or as otherwise authorized by law
- G. Approve and bring forth resolutions and ordinances for action by the County Board

ADMINISTRATIVE & FINANCE COMMITTEE

- A. **Membership.** The Administrative & Finance Committee shall be comprised of (5) five County Board Supervisors; one (1) of which would be a member of the Executive Committee and Health and Human Services Committee; however, this person cannot Chair both the Administrative & Finance Committee and the Executive Committee.
- B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making responsibilities for the following Departments: County Clerk, County Treasurer, Administrative Coordinator/Director of Finance, and MIS.
- C. **Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of funds per the County Budget and Accounting Polices and be consistent with §65.90 of the Wisconsin State Statutes, as they may be amended from time to time.
Duties and responsibilities include, but are not limited to the following:
 - 1. Examine all claims against the County
 - 2. Provides oversight for all routine County financial matters including review and approval of:
 - Audit reports
 - Investments
 - Insurance policies, bonding
 - Contingency funds, and
 - Recommends budget amendments to the County Board
 - 3. Review on a monthly basis, the Treasurer’s report on County investment activities pursuant §59.62, Wisconsin Statutes
 - 4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment
 - 5. Approve the implementation of a five (5) year technology plan for the County
 - 6. Review and update all computer and technological policies annually
 - 7. Review and update budget and accounting policies annually
 - 8. Review and recommend benefits and compensation structure for all county personnel to the Executive Committee
 - 9. Maintain a level of communication with the Drainage Boards

565
566 **D. Sub Committees, Boards and Commissions:**

567 **1. Health Insurance Committee.** This is an advisory Commission not a policy making
568 Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc
569 insurances for both the county and the insured employees. Recommend plan design and
570 cost to the Finance Committee. Membership to include: two (2) County Board Members
571 that are appointed by the board and each department head or their designee.

572
573 **2. Rural Industrial Development Commission.** This is an advisory Commission not a
574 policy making Commission.

575 a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7)
576 members that reflect the diversity of needs within the County. The Commission shall
577 consist of representatives from the following and shall be appointed by the County
578 Board-Chair **Committee on Appointments** and approved by the County Board:

- 579 1. Adams Columbia Electric Cooperative
- 580 2. Adams County Board Supervisor
- 581 3. Adams County Banks
- 582 4. Local Business Community
- 583 5. Towns
- 584 6. City of Adams
- 585 7. Village of Friendship
- 586 8. Ex-Officio members include:

 - 587 a. President of the Village of Friendship
 - 588 b. Mayor of the City of Adams
 - 589 c. All Chairpersons of all Town Boards within the County
 - 590 d. Adams County Executive Director of the Chamber

591
592 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
593 to the following:

- 594 1. The Rural Industrial Development Commission shall elect annually a President, Vice-
595 President, Recorder of the minutes, and Treasurer.
- 596 2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved
597 by the County Board

598 **3. Revolving Loan Fund.** This is an advisory Board, not a policy making Board.

599 a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of
600 the Rural Industrial Development Commission.

601 b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to
602 the following:

- 603 1. Serve new and expanding businesses in Adams County
- 604 2. Provide gap financing
- 605 3. Encourage investment
- 606 4. Encourage creation of permanent, year round jobs
- 607 5. Encourage retention and expansion of existing businesses
- 608 6. Attract new business
- 609 7. Encourage development of modern industrial technology, and a safe, healthful work
610 environment in Adams County

611 **4. Technology Steering Committee.** This is an advisory Committee, not a policy making
612 Committee.

613 a. **Membership.** The Technology Steering Committee will include seven (7) members.

The Committee members should be named as follows: Administrative Coordinator/Director of Finance or representative ((Ad Hoc Member) anyone deemed necessary by the committee, appointed by the committee serving limited term), the MIS Department Information Systems Manager, 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 **Committee on Appointments**). **The County Board Member will be the Acting Chair.**

- b. **Oversight:** 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.

ETHICS BOARD

This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and any amendments or modifications or revisions thereto, as may be enacted by the County Board.

EXECUTIVE COMMITTEE

A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:

1. County Board Chair
2. First (1st) Vice Chair
3. **Three (3)** appointed County Board Supervisors at large

B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel and Personnel Director.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. The Executive Committee **in conjunction with the Oversight Committee will interview up to three (3) candidates to make the recommendation for an appointment to the position of Department Head. The Executive Committee in conjunction with Administrative and Finance Committee** shall recommend an appointee for the position of Administrative Coordinator/Director of Finance. Introduce Policy Resolutions that are not the responsibility of another committee.
2. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
3. **Hear policy violations and/or potential issues that may result in litigation.**
4. Develop short and long range plans for the County.
5. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.
6. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
7. Review the recommendation of the Administrative & Finance Committee regarding salaries, benefits and compensation structure for all county personnel, and submit to the County Board for final approval.

563 **RECESS:** Motioned by Djumadi/Allen to recess for 3 minutes at 2:39 p.m.. Motion carried by unanimous
564 voice vote.

565 **RECONVENE:** Called back to order by Chairman Gatterman at 2:42 p.m. All present.

566 **EXTENSION COMMITTEE**

567 A. **Membership.** The Extension Committee shall be comprised of five (5) County Board
568 Supervisors two (2) of which will serve on the Land & Water Committee.

569 B. **Oversight.** The Extension Committee shall confer and have policy making responsibilities for
570 the UW Extension Department.

571 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
572 following:

- 573 1. General policy making responsibilities.
- 574 2. Assist in determining appropriate programs to be provided by the County Extension
575 Department.
- 576 3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b),
577 Wisconsin Statutes.

578
579 **HEALTH & HUMAN SERVICES BOARD**

580 A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members,
581 which shall consist of:

- 582 1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the
583 Finance Committee
- 584 2. Four (4) shall be individuals who are not elected officials or employees of the County.
585 These members shall be comprised of the following:
 - 586 a. An individual who receives or has received human services, or shall be a family member
587 of such an individual, and who has demonstrated interest or competence in the field of
588 public or community health
 - 589 b. A good faith effort shall be made to appoint a Physician
 - 590 c. A good faith effort shall be made to appoint a Registered Nurse
 - 591 d. No public or private provider of services shall be appointed to the Health & Human
592 Services Board

593 B. **Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three
594 (3) years, so arranged that as nearly as practicable, the terms of one-third (1/3) of the
595 members shall expire each year.

596 C. **Oversight.** The Health & Human Services Board shall confer and have policy-making
597 responsibilities, except as provided by law, for the following Departments: Health & Human
598 Services and Veteran Services.

599 D. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2),
700 Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:

- 701 1. Oversee the Department and assure enforcement of the Health and Human Services
702 Statutes, Rules, and Regulations
- 703 2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin
704 Statutes
- 705 3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes
- 706 4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by
707 §46.82(4)(d), Wisconsin Statutes
- 708 5. Develop Policies and authorize direction and planning for the delivery of all human services;
709 Health & Human Services that meet the physical and mental health, social and economic
710 needs of individuals and families; review the coordinated plan and budget; set priorities on

program operations within the funding mechanisms provided by Federal, State, and County Government

6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided

E. Sub Committees, Boards, and Commissions. All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to its subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall have interaction and communication with the Veteran Services Commission, Central Wisconsin Community Action Counsel, and North Central Wisconsin Workforce Development Board.

1. Aging Advisory Committee.

a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least 50% of older individuals. At least five (5) members will be age 60 and over, and five (5) shall be citizen members. The remaining members shall be the ADRC Manager serving as the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.

b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.

c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an advisory Committee, not a policy making Committee.
2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
3. Meetings are held quarterly

2. Nutrition Advisory Committee.

a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:

1. Nine (9) nutrition program participants, with three (3) representing each meal site.
2. Others representing the public interest, consisting of:
 - (a) One (1) County Board Supervisor
 - (b) ADRC Manager serving as the Aging Director
 - (c) Director of the Health & Human Services Department
3. Meal site participants shall elect members to serve on the Committee.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy making committee.
2. Meetings shall be held every two (2) months.
3. Meetings shall provide opportunity for the Committee to address participant grievances and complaints.

3. Long Term Support Advisory Committee.

a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least 123 members, which shall consist of the following:

1. One (1) County Board Supervisor
2. Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence)

- 3. One (1) representative from each of the following:
 - (a) County Health Department
 - (b) Commission on Aging
 - (c) Health & Human Services Department
 - (d) Local nursing home
 - (e) Local home health agency
 - (f) Local medical center

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- 1. This is an Advisory Committee, not a policy making committee.
- 2. Meetings are held quarterly.
- 3. The Long Term Support Advisory Committee is responsible for approval and oversight of the Community Options Plan (and annual updates).
- 4. Assuring coordination of services among local service providers and long-term support programs
- 5. Evaluating service delivery

4. **Veteran Service Commission.**

a. **Membership.** The Veterans Service Commission shall be comprised of at least **five (5)** residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- 1. This is an Advisory Commission, not a policy making commission.
- 2. Meet a minimum **of two (2)** times per year
- 3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans

HIGHWAY COMMITTEE

A. **Membership.** The Highway Committee shall be comprised of **four (4) five (5)** County Board Supervisors **and one (1) citizen member.** The **two (2) shall** same-serve on the Solid Waste Committee.

B. **Oversight.** The Highway Committee shall confer and have policy making responsibilities for the Highway Department.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- 1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.

D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.

1. **Traffic Safety Commission.**

a. **Membership.** The Traffic Safety Commission shall be comprised of the following:

- 1. Highway Commissioner
- 2. Sheriff or Chief Deputy
- 3. County Highway Safety Coordinator
- 4. One (1) representative designated by the **Committee on Appointments** from each of the disciplines of education, medicine, and law
- 5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety

b. **Duties and Responsibilities.** Include but are not limited to:

1. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to §83.013
2. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
3. Committee shall file a report on each meeting with the Department of Transportation
4. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

HOUSING AUTHORITY

- A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the County Board Chair **Committee on Appointments** pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:
- a. Two (2) County Board Supervisors
 - b. Three (3) citizen members
- B. **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, leave 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

LAND & WATER CONSERVATION COMMITTEE

- A. **Membership:** The Land & Water Conservation Committee shall be comprised of ~~five (5)~~ **seven (7)** total members: ~~Three (3)~~ **Five (5)** County Board Supervisors, two (2) of which shall serve on the Extension Committee, and the ~~one (1)~~ **two (2)** same serve on the Planning & Zoning Committee, and two (2) citizen members, one (1) of which shall be an FSA Representative ~~and one (1) from the Adams County Lake Alliance.~~
- B. **Oversight.** The Land & Water Conservation Committee shall confer and have policy making responsibilities for the Land & Water Conservation **Department.**
1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management
 2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith
 3. Supervision of operation and maintenance of County owned dams

LIBRARY BOARD

- A. **MEMBERSHIP.** The Adams County Library Board of Trustees shall consist of seven (7) appointed members who shall be residents of the County. One (1) school administrator or his/her representative, to represent the public school district, or districts, in which the Adams

County Library is located; one (1) or two (2) members of the County Board of Supervisors; and four (4) or five (5) members from the County at large.

B. **TERM.** Members shall be divided as nearly as may be into three (3) equal classes to serve for one, two, and three years respectively from January 1 in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years.

C. The Library Board shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to the Adams County Board for the general operation of the library. The Adams County Board shall determine budget appropriations, personnel policies and building usages unless statutes indicate otherwise.

PARKS COMMITTEE

A. **Membership.** The Parks Committee shall be comprised of five (5) County Board Supervisors.

B. **Oversight.** The Parks Committee shall confer and have policy making responsibilities for the Parks Departments.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. General policy making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan
2. Assist in determining appropriate programs to be provided by the Recreation Program

PLANNING & ZONING COMMITTEE

A. **Membership.** The Planning & Zoning Committee shall be comprised of ~~five (5)~~ **seven (7)** total members ~~three (3)~~ **five (5)** County Board Supervisors, the ~~same one (1)~~ **two (2)** shall serve on the (Land & Water Conservation Committee and two (2) of which shall serve on the Extension Committee, and two (2) citizen members. ~~Citizen members are strongly recommended to be comprised of one (1) from a building trade and one (1) from a Planning Commission.~~

B. **Oversight.** The Planning & Zoning Committee shall confer and have policy making responsibilities for the following Departments: Planning & Zoning and Register of Deeds.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
2. Recommend amendments of the County Comprehensive Plan to the County Board
3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee

4. Oversee County Surveyor projects and budget

D. **Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations **regarding appointments** to the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land Information Subcommittee.

1. **Board of Adjustment.** ~~Language modified to be in compliance with statutes.~~

- a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section 59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. **No member shall be a member of the Planning and Zoning Committee, a member of the County Board of Supervisors, or a**

member of a Town Board. The County Committee on Appointments shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by the County Board Chairperson. The members shall serve with compensation and shall be removable for cause by the County Board Chairperson upon written charges and after a public hearing.

- b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer
 2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass
 3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done

2. Land Information Committee

- a. **Membership.** The Adams County Land Information Committee will consist of the one (1) County Board Supervisor who will serve as Acting Chair. The Administrative Coordinator/Director of Finance, GIS Technican, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor (in an advisory capacity only).
- b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
- c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

PROPERTY COMMITTEE

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy making responsibilities for the Building & Grounds Director/Maintenance Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
1. To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, to allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation and management of all county owned property, both real and personal.
 2. Set policy for the Adams County Community Center and Room Usage.
 3. To cause to be prepared by all department heads full and accurate records of all capital expenditures (\$5000.00 or greater) in each department no later than the 20th of January of each year and to cause the same to be filed in the office of the Administrative Coordinator. This committee shall see that the MIS Departments keep a perpetual inventory of the county-owned computers and related equipment, hardware, electronic devices, and the committee may make annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus

materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats.

4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in- REM proceedings, requires approval of the County Board.
5. Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.
6. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
7. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
8. Review reports presented by the Airport Manager

D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission, ~~and Adams County Fair Board~~ and **Workplace Safety Committee.**

1. Airport Commission.

- a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members from the Property Committee and three (3) members especially interested in aeronautics appointed by the County Board Chair **Committee on Appointments.**
- 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 Property Committee quarterly.

2. Fair Board.

- a. **Membership.** The County Board Chair **Committee on Appointments** shall appoint one (1) County Board Supervisor to the Fair Board as a liaison member.
- b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to assist and ensure communication between the entities.

3. Workplace Safety Committee. This is an Advisory Committee, not a policy making Committee.

- a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or their designee **County Safety Director** and two (2) qualified individuals that may or may not be County employees.
- b. **Oversight:** To address safety issues and oversee the County’s workplace safety program.

PUBLIC SAFETY & JUDICIARY COMMITTEE

A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors.

- 102 B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer
 103 and have policy making responsibilities for the following Departments and Operations: Child
 104 Support, Clerk of Circuit Courts, **Medical Examiner**, District Attorney, Emergency Management,
 105 Office of the Family Court Commissioner, Register in Probate, and Sheriff.
- 106 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
 107 following:
- 108 1. Review and approve as necessary emergency management plans for the County, consistent
 109 with the State Plan of Emergency Management, assist in the review and approval of
 110 Municipal Emergency Management Plans, and integration of such plans with the County
 111 plan.
 - 112 2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin
 113 Statutes.
 - 114 3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
 - 115 4. Approve rules, regulations and policies specific to the Sheriff's Department.
 - 116 5. Oversee the County Court and Court related processes.
 - 117 6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year
 118 the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail
 119 maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail
 120 shall lay before the board or the committee a calendar setting forth the name, age and
 121 cause of committal of each prisoner. If it appears the Board or Committee that any
 122 provisions of the law have been violated or neglected, the Board or the Committee shall
 123 immediately give notice of the violation to the District Attorney of the County.
 - 124 7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or
 125 renaming of said statute.
- 126 D. **Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee
 127 shall be responsible for interaction, communication and recommendations to the County Board
 128 with respect to the Local Emergency Planning Commission.
- 129 1. **Local Emergency Planning Commission.**
 - 130 a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency
 131 Planning Commission is required to have members as specified in 42 USC 11001(c),
 132 which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20
 133 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act
 134 (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1)
 135 representative from each of the following groups;
 - 136 1. Elected State and Local Officials
 - 137 2. Law Enforcement
 - 138 3. Fire
 - 139 4. Emergency Management
 - 140 5. Health Professionals
 - 141 6. Environmental
 - 142 7. Representatives of facilities subject to the Emergency Planning requirements and the
 143 Media.
 - 144 b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20
 145 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited
 146 to the following:
 - 147 1. This is an Advisory Committee, not a policy making committee.
 - 148 2. Consult and coordinate with the County Board, the County and local heads of
 149 emergency management services, and the Public Safety & Judiciary Committee in the
 150 execution of the Local Emergency Planning Commission's duties.

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SOLID WASTE COMMITTEE

- A. **Membership:** The Solid Waste Committee shall be comprised of ~~four (4)~~ **five (5)** County Board Supervisors and ~~one (1) citizen member~~ and the ~~two (2) same~~ **shall** serve on the Highway Committee.
- B. **Oversight.** The Solid Waste Committee shall confer and have policy making responsibilities for the Solid Waste
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. General policy making responsibility for the operations of the Solid Waste Department
 2. Remain updated of changing legislation regarding waste disposal and recycling **to** ensure County compliance

SPECIAL OR AD HOC COMMITTEES

- A. **Duties and Responsibilities.** Special or Ad Hoc Committees **may** be recommended by the **Committee on Appointments** with approval by the County Board as the need arises, to carry out a specific task **requested** by the **County Board Chair** and/or **recommended by an Oversight Committee**, which duration shall automatically cease upon completion **of the task**, or at the direction of the **Committee on Appointments**.

RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and 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). 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 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 one (1) at the beginning of each calendar year. For example: Resolution 1-201__ or Ordinance 1-201__.

RULE TWENTY SEVEN: NEW POSITIONS

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ($\frac{2}{3}$) of the County Board member's present.

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RULE TWENTY EIGHT: FUNDING

A. General Fund. Any appropriation from the General Fund requires two-thirds (2/3) vote of the County Board membership. (14 votes)

B. Contingency Fund. Any appropriation from the Contingency Fund requires two-thirds (2/3) vote of the County Board membership. (14 votes)

1. The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).

2. Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.

C. To Transfer. A two-thirds (2/3) vote of the County Board membership is required to permit the 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.

D. To Borrow. A two-thirds (2/3) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)

E. Annual Budget. The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds (2/3) vote of the County Board membership.

RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY

A. All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes

B. The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)

C. Pre-Claim notices

RULE THIRTY: RULES IN VIOLATION OF LAW

If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by any court of competent jurisdiction, the remainder of these rules shall not be affected.

RULE THIRTY ONE: The County Board and/or appropriate Standing Committee shall be responsible for interaction, communication with respect to:

A. ADRC:

1. **Membership.** This committee is dictated by the bylaws adopted by the Consortia. The County Board Chair shall make the appointments, including at least one County Board Supervisor to the committee. The Human Services Board and Commission on Aging shall make a recommendation to the County Board Chair regarding the appointments.

B. Central Wisconsin Community Action Council (CWCAC).

1. **Membership.** The County Board Chair ~~Committee on Appointments~~ shall appoint (1) one County Board Supervisor to the CWCAC. The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

C. Community Response.

2. **Membership.** The Committee on Appointments shall appoint (1) one County Board Supervisor and (1) one citizen member.

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D. Lake Districts.

1. **Membership.** The County Board Chair **Committee on Appointments** shall appoint a member of the County's Land & Water Conservation Committee as the County Board's representative(s).
2. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

E. Golden Sands Committee.

1. **Membership.** The County Board Chair **Committee on Appointments** shall appoint one (1) County Board Supervisor that shall be a member from the Land & Water Committee to the Golden Sands Committee. That member must sit on the Water Quality Sub Committee.
2. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
3. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - a. To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
 - b. To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
 - c. To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

F. North Central Wisconsin Workforce Development Board (NCWWDB).

1. **Membership.** The County Board Chair **Committee on Appointments** shall appoint one (1) County Board Supervisor that shall be a member from the Planning & Zoning Committee to the NCWWDB. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.

G. North Central Wisconsin Regional Planning Commission (NCWRPC).

1. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
 - a. The County Board Chair **Committee on Appointments** shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
 - b. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

H. SCEH COMMISSION.

1. **Membership.** The South Central Environmental Health Commission shall be composed of (2) two Commissioners from each jurisdiction and (1) one citizen member who shall be a resident in one of the jurisdictions, and shall be appointed by the agreement of the chairpersons of each of the governing bodies of jurisdictions.
 - a. (1) one commissioner who shall be a member of the governing body of the Jurisdiction they represent. Commissioners shall serve a (2) two year term. If a commissioner is no longer a member of the governing body of the jurisdiction they represent their seat is

automatically vacated. The Health Officer from each Jurisdiction shall serve as second commissioner from each jurisdiction.

b. One citizen member, who shall be a resident in one of the jurisdictions, shall be appointed by the agreement of the chairperson of each of the governing bodies of jurisdictions.

I. SCLS BOARD

1. **Membership.** The position on the Board of Trustees for the South Central Library System is a required position that somebody from the Library Board of Trustees needs to fill. The SCLS Board governs the library system the position can vote. One nonvoting alternate position can attend all the meetings but cannot vote.

APPENDIX ONE: DEFINITIONS.

Committee: Referred to Committees, Boards, and Commissions, unless otherwise specifically noted.

Majority: The majority of the elected or appointed Supervisors present. A majority of citizens cannot make up a quorum of a meeting.

Quorum: A majority of Supervisors or Committee members shall constitute a quorum.

PUBLIC PARTICIPATION:

1. The topic must be part of the agenda.
2. Identify yourself and if representing a group, identify the group.
3. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
4. Plan group representation by appointing one or two members to present an issue

APPENDIX TWO: ACRONYMS:

ADRC: Aging Disability Resource Center

FSA: Farm Service Agency

SCEH COMMISSION: South Central Environmental Health Consortium

SCLS: South Central Library System

APPENDIX THREE: TAKING MINUTES.

When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it relates to that particular meeting. The best procedure is to study the minutes of the last several meetings. Become familiar with the type of issues dealt with by the particular committee. A complete study of the agenda and all attachments is helpful to do a good job when taking minutes.

Write as much as possible. If you have holes in your notes, check with the individual who spoke to confirm content of their discussion. In most cases, you will find them helpful. Any staff members or supervisors present at the meeting can also be of assistance.

Recording actions taken is the single most important part of the final minutes. The minutes should identify the item of business, highlights of discussions resulting in an action, and the exact actions of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of the members, the desires of the committee as to what future actions are to be carried out, and who is responsible for carrying them out. The names are necessary for follow-up actions relating

245 to discussions or future action items. You must be able to use good judgment on items of this
246 nature. Be sure to note the name/time of people arriving late and/or leaving early. This is
247 important as it may hinge **determine** whether or not a quorum is still present.

248
249 Minutes need not be typed verbatim except motions that have occurred or if there is a request for
250 the recording of a statement. Identifying makers of motions and incorporating individual names is
251 required. In typing, the action should be specific, complete, and accurate so that it can stand
252 alone and be referred to at some future time. Final minutes should be typed from your notes and
253 have enough information that accurately reflect the intent of the meeting and actions taken.

254
255 Even though other attendees at the meeting may take notes of actions affecting them individually,
256 they are depending upon the meeting secretary for a complete and accurate record of the entire
257 meeting's proceedings.

258
259 Motioned by Allen/Roekle to adjourn 3:21 p.m. Motion carried by unanimous voice vote.

260
261 Respectfully submitted,

262
263 Cindy Phillippi
264 Recording Secretary

ORDINANCE 2014- 02

TEXT AMENDMENT TO THE ADAMS COUNTY COMPREHENSIVE ZONING ORDINANCE

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

That the Comprehensive Zoning Ordinance be amended to define fish as livestock and assign an animal unit measure for purposes of fish-farming.

WHEREAS: The Comprehensive Zoning Ordinance does not address fish as livestock; and

WHEREAS: Fish-farming is becoming more prominent; and

WHEREAS: Farming involving animals utilizes animal units as a method to quantify the intensity of such farming; and

WHEREAS: Animal units are typically calculated based on the weight of a particular animal with consideration to food consumption and waste generation where 1,000 pounds is generally equated to one animal unit; and

WHEREAS: There are established averages for waste (manure) generation per animal type such that a 1,000 pound beef cow generates approximately 150 pounds of manure per day and 1,000 pounds of fish will produce approximately 0.6 pounds of waste per day.

WHEREAS: The food to mass conversion ratio for a beef cow is about 6:1 and the conversion rate for fish is close to 1:1; and

WHEREAS: Fish are up to as much as 5 times more efficient at food conversion than other animals, establishing an animal unit measure of 5,000 pounds of fish per one animal unit is appropriate.

NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain as follows:

Section 2-2.04 ANIMAL UNIT of the Comprehensive Zoning Ordinance be amended to add the following: "five-thousand (5,000) pounds of fish".

Section 2-2.41 LIVESTOCK of the Comprehensive Zoning Ordinance be amended to add the following: "fish".

This Ordinance amendment shall take effect and be enforced immediately after the adoption by the Adams County Board of Supervisors and its publication as

ORDINANCE 2014- 02

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This Ordinance amendment shall take effect and be enforced immediately after the adoption by the Adams County Board of Supervisors and its publication as

48 provided by law in the newspaper designated by county ordinance for legal
49 publications.

50
51 Recommended for enactment by the Planning and Zoning Committee this 2nd
52 day of April, 2014.

53
54 Joe Smith
55 John J. Stepanis
56 Deirdre Hall
57 Rocky J. Hillman

Sharon Linton
Janeq Thomas
Barbara A. Morgan

58 Enacted _____
59 Defeated _____ by the Adams County Board of Supervisors
60 Tabled _____ this _____ day of April, 2014.

61
62 ADAMS COUNTY, WISCONSIN

63
64 _____
65 Chairman County Clerk

66
67 FISH DEFINED AS LIVESTOCK AND ASSIGNMENT OF ANIMAL UNIT
68 VALUE

69
70
71 2-2.04 ANIMAL UNIT. One animal unit is equivalent to one (1) cow, steer, horse,
72 swine, llama, alpaca, deer, elk, buffalo and other animals similar by size and weight
73 or two (2) sheep or goats or five (5) dogs, cats or other similar animals or twenty (20)
74 mink, rabbit, chicken, or similar animals and five-thousand (5,000) pounds of
75 fish. For young stock, divide the type of animals by two (2) to determine animal
76 unit equivalents (for example: 2 calves divided by 2 = 1 cow (1 cow = 1 animal unit)).
77

78
79 2-2.41 LIVESTOCK. Any horse, bovine, sheep, llama or other ruminants, goat, pig
80 or domestic fowl, fish or other animal whether or not raised for harvest of any sort,
81 including fur bearing animals and game fowl raised in captivity.
82

Woodside Ranch officially submitted their loan application and it was approved by the ACRIDC Board of Directors. The vote that took place was not to approve or deny the loan specifically, but only whether or not to move the loan on for submission to the Central Wisconsin Economic Development Regional Loan Committee. As a reminder, ACRIDC can approve any loan for \$200,000 or less at the local level. Because all of the funds from each of the member counties are in one large Revolving Loan Fund, any loan that comes in for an amount larger than \$200,000 has to go to the Regional RLF Committee. The CWED Regional Loan Committee is made up of two people from each member county, and the county where the project is taking place gets an additional 2 members with voting privileges. Because the loan application is for \$500,000, which is the lifetime maximum for any single business, the application will have to be reviewed by the CWED Board of Directors for a final approval if it is ultimately approved at the committee level. I expect the Regional Loan Committee meeting to take place within the month. Most other financing for the project has been wrapped up and groundbreaking is still expected sometime this spring.

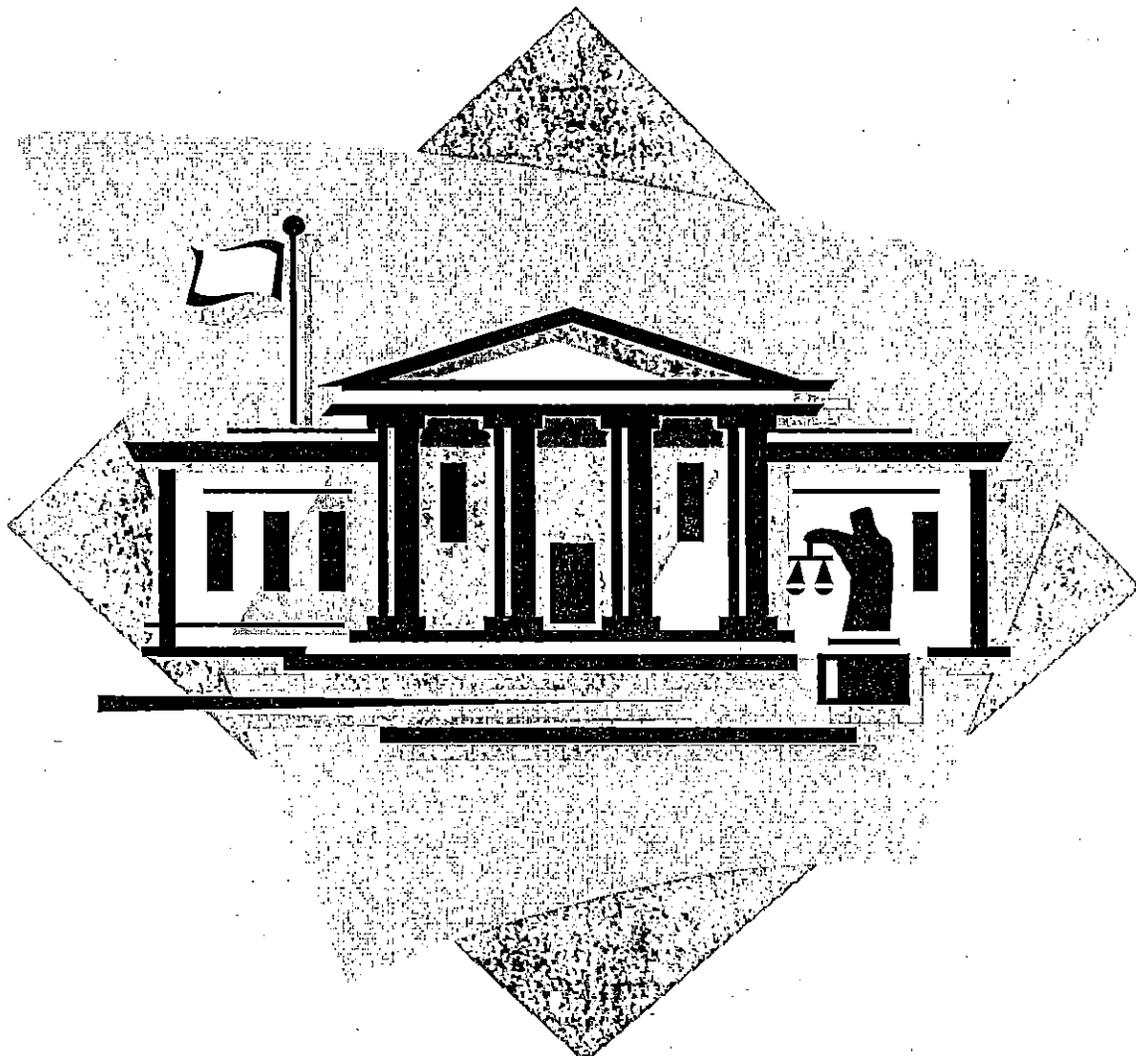
As was mentioned last month, ACRIDC is planning on moving forward with some strategic planning initiatives. The survey for elected representatives is complete, and should be mailed out to everyone before the end of the month. If you receive one of our surveys, please do your best to fill it out and return in to our mailing address or put it in my mailbox in the courthouse. The main purpose of our strategic planning will be to try to find ways to work in a more collaborative environment with the different officials and municipalities in the county. We will also focus on getting these different entities to work together for the benefit of everyone.

There should be a press release in the newspaper this week about the activities related to the Community Wellness Coalition. The CWC is made up of members from the hospital, business community, Chamber of Commerce, governmental agencies, and private citizens. The goal of the group is to get a wellness center off the ground and running. The group has been able to explore the different types of services and benefits to a wellness center, possible sources of funding, and locations. The project will need to be handled in phases and, if successful, will take a few years to finish. A meeting is scheduled for 6pm on April 22nd in the Oak Room at Moundview Memorial Hospital where the CWC will be able to lay out a proposal for moving forward and get feedback from the community. If you are interested in hearing more about the project feel free to attend. Obviously the health of Adams County citizens is a concern to employers that may wish to enter the county and provide jobs for people. Healthy workers are more productive, take less time off, and are injured or sick at a lower frequency than workers who are not healthy.

As is typical during this time of year, we have lately gotten barrage of calls and information regarding projects that people would like to get going before summer rolls around. If you have any questions or suggestions, please feel free to contact me.

Daric Smith
Executive Director
Adams County Rural & Industrial Development Commission

ADAMS COUNTY CLERK OF CIRCUIT COURT
ANNUAL REPORT 2013



Kathleen R. Dye
Clerk of Circuit Court
March 19, 2014

| TO THE HONORABLE BOARD OF SUPERVISORS FOR ADAMS COUNTY: | | |
|---|---------------|------------------------|
| I, KATHLEEN R. DYE, CLERK OF CIRCUIT COURT FOR ADAMS COUNTY, WISCONSIN, | | |
| RESPECTFULLY SUBMIT THE FOLLOWING REPORT OF RECEIPTS AND DISBURSEMENTS OF | | |
| THIS OFFICE FROM JANUARY 1, 2013 THROUGH DECEMBER 31, 2013 | | |
| BALANCE BROUGHT FORWARD JANUARY | 1/1/2013 | \$ 183,713.08 |
| RECEIPTS | | \$908,795.01 |
| COURT REVENUE: | | |
| Circuit Fees | \$ 106,453.14 | |
| Clerk's Fees | \$ 25,846.96 | |
| Penalty Assessment | \$ 58,309.62 | |
| Crime Victim/Witness Surcharge | \$ 26,816.09 | |
| Justice Information Fee | \$ 66,538.54 | |
| Jail Assessment | \$ 20,579.27 | |
| Driver Improvement Surcharge | \$ 46,030.71 | |
| Wild Animal Surcharge | \$ 307.21 | |
| DNR Restitution | \$ 733.76 | |
| DNR Assessment | \$ 9,241.91 | |
| Wildlife Violator Compact Surcharge | \$ 1,013.35 | |
| Domestic Abuse Assessment | \$ 1,861.50 | |
| Truck Driver Education Surcharge | \$ 103.26 | |
| Interest Revenue | \$ 3,936.72 | |
| Drug Offender Diversion Surcharge | \$ 141.20 | |
| Weapons Assessment | \$ 550.58 | |
| Occupational License Fee | \$ - | |
| Ignition Interlock Device Surcharge | \$ 2,550.22 | |
| Family Counseling Service Fee | \$ 2,475.00 | |
| Mediation Fee | \$ 1,077.23 | |
| Drug Abuse Surcharge | \$ 3,353.47 | |
| DNA Surcharge | \$ 499.13 | |
| Crime Lab/Drug Law Assessment | \$ 26,976.99 | |
| Consolidated Court Automation Project | \$ 22,713.76 | |
| Court Service Fee | \$ 218,343.13 | |
| Municipal Fees | \$ 1,130.00 | |
| 10% Restitution Surcharge | \$ 3,399.74 | |
| Blood Test Costs | \$ 1,203.00 | |
| Sales Tax | \$ 29.19 | |
| Recoupments | \$ 51,258.87 | |
| FINES AND FORFEITURES: | | |
| County | \$ 69,368.94 | |
| State - Chapter 341-347, 349 & 351 | \$ 48,557.01 | |
| State - Chapter 348 | \$ 1,255.75 | |
| State - All Others | \$ 86,139.76 | |
| TRI-LAKES DISTRICT | | \$ 45.00 |
| CITY OF ADAMS | | \$ 13,931.57 |
| TOWN OF ROME | | \$ 1,492.31 |
| RESTITUTION/Criminal Deposits | | \$ 48,971.59 |
| BAIL | | \$ 125,951.30 |
| TRUST | | \$ 42,276.57 |
| | | \$ 1,141,463.35 |
| TOTAL RECEIPTS | | \$ 1,325,176.43 |

| | | DISBURSEMENTS | | | |
|---------------------------------------|--|---------------------------------|------------|----|--------------|
| TREASURER, COUNTY OF ADAMS | | \$ | 908,795.01 | | |
| TREASURER, TRI-LAKES DISTRICT | | \$ | 45.00 | | |
| TREASURER, CITY OF ADAMS | | \$ | 13,931.57 | | |
| TREASURER, TOWN OF ROME | | \$ | 1,492.31 | | |
| RESTITUTION/Recompense | | \$ | 44,600.58 | | |
| BAIL | | \$ | 125,346.00 | | |
| TRUST | | \$ | 11,848.25 | | |
| TOTAL DISBURSEMENTS: | | | | \$ | 1,106,058.72 |
| | | BALANCE ON HAND 12-31-13 | | | |
| RESTITUTION/CRIMINAL DEPOSITS | | \$ | 4,388.55 | | |
| BAIL | | \$ | 134,389.30 | | |
| TRUST | | \$ | 80,339.86 | | |
| TOTAL BALANCE ON HAND 12-31-12 | | | | \$ | 219,117.71 |

| | | | | | |
|---------------------------|--------------------|----------|-----------------|----|-----------|
| SPECIAL FEES PAID: | JURY FEES | 5 trials | No. issued: 184 | \$ | 12,975.60 |
| | WITNESS FEES | | No. issued: 34 | \$ | 2,227.45 |
| | INTERPRETER FEES | | No. issued: 13 | \$ | 2,783.08 |
| | LAND COMMISSIONERS | | No. issued: 3 | | \$98.15 |

STATE OF WISCONSIN)
) SS.
 COUNTY OF ADAMS)

I, Kathleen R. Dye, Clerk of Circuit Court for Adams County, Wisconsin, being first duly sworn on oath, do say that the within and foregoing report is true to the best of my belief and knowledge based upon the records of my office.

Dated this 19th day of March, 2014.

Kathleen R. Dye

Clerk of Circuit Court
 Adams County, Wisconsin

Subscribed and Sworn to before me
 this 19th day of March, 2014.

David Banerac

Notary Public, Adams County, Wisconsin

MCE: 12/13/2015

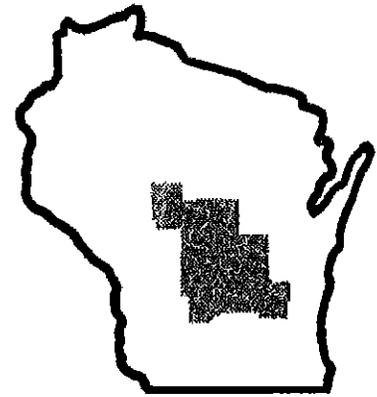
| CASE DATA - 5 YR COMPARISON | | | | | | | | | |
|---|--|--|--|--|-------------|-------------|-------------|-------------|-------------|
| FILED: | | | | | 2009 | 2010 | 2011 | 2012 | 2013 |
| CIVIL CASES | | | | | 479 | 475 | 366 | 308 | 253 |
| FAMILY CASES | | | | | 144 | 146 | 119 | 122 | 113 |
| PATERNITY ACTIONS | | | | | 42 | 54 | 46 | 76 | 79 |
| CRIMINAL MISDEMEANORS | | | | | 619 | 504 | 494 | 498 | 482 |
| CRIMINAL FELONIES | | | | | 143 | 146 | 150 | 186 | 176 |
| TRAFFIC /NON-TRAFFIC FORFEITURES | | | | | 3407 | 3389 | 2801 | 3157 | 2280 |
| COMPLEX FORFEITURES | | | | | 8 | 4 | 1 | 4 | 6 |
| JUVENILE FORFEITURES | | | | | 245 | 314 | 290 | 222 | 138 |
| SMALL CLAIMS | | | | | 866 | 654 | 760 | 721 | 658 |
| GARNISHMENTS | | | | | 410 | 404 | 420 | 341 | 411 |
| APPEALS PROCESSED | | | | | 8 | 12 | 9 | 4 | 6 |
| INCARCERATED PERSONS CASES | | | | | 2 | 0 | 0 | 0 | 1 |
| CIVIL COMMITMENTS (Chapter 980) | | | | | 0 | 0 | 0 | 0 | 0 |
| <hr/> | | | | | | | | | |
| PASSPORT APPLICATIONS PROCESSED | | | | | | | | 107 | |
| OCCUPATIONAL LICENSE APPLICATIONS | | | | | | | | 0 | |
| JURY TRIALS HELD | | | | | | | | 5 | |
| <hr/> | | | | | | | | | |
| MISCELLANEOUS DATA | | | | | | | | | |
| <p>State tax liens, transcript judgments, foreign judgments, construction liens, maintenance liens, hospital liens, property tax liens, DWD warrants and executions, lists of officers, oaths of office, and Judicial appointments are processed and recorded in this office as well, but not included in the above listed categories.</p> | | | | | | | | | |
| <p>This office maintains the daily scheduling and court calendaring for Judge Pollex as well as coordinating dates with other Judges that have been assigned to Adams County cases. We also have 2 Court Commissioners that have schedules/calendars that we maintain on a weekly basis. It is our responsibility to report the case filings and closings to the Wisconsin Information System through CCAP. We must also report all monies that pass through this office and that of the office of the Register in Probate to CCAP. Due to retirements and resignations this office was shorthanded for a fair portion of 2013 but we are looking forward to being fully staffed in 2014.</p> | | | | | | | | | |
| | | | | | | | | | page 3 |

GREGORY J. POTTER
 Chief Judge
 Wood County Circuit Court, Branch 1
 PO Box 8085
 Wisconsin Rapids, WI 54495-8905
 Email: Gregory.Potter@wlcourts.gov
 Telephone: (715) 421-8620

STATE OF WISCONSIN

SIXTH JUDICIAL DISTRICT

3317 BUSINESS PARK DRIVE, SUITE A
 STEVENS POINT, WISCONSIN 54482



GUY DUTCHER
 Deputy Chief Judge
 Waushara County Circuit
 P.O. Box 508
 Wautoma, WI 54982-0508
 Email: Guy.Dutcher@wlcourts.gov
 Telephone: (920) 787-0449

FAX: (715) 345-5297

TTY Users: Call WI TRS at 1-800-947-3529
 District6.Office@wlcourts.gov

RON LEDFORD
 District Court Administrator
 3317 Business Park Drive, Suite A
 Stevens Point, WI 54482
 Email: Ron.Ledford@wlcourts.gov
 Telephone: (715) 345-5295

April 3, 2014

Adams County Board
 400 Main Street
 Friendship, WI 53934

Re: Request to Appear on Behalf of John Voelker, Director of State Courts

Dear Honorable Board Members:

On behalf of Director Voelker, I would welcome the opportunity to appear before the Adams County Board to discuss the Supreme Court's budget at your upcoming board meeting.

Counties are important partners to the Wisconsin court system and any opportunity to interact with groups so vital to our justice system is welcomed.

I apologize on behalf of the Director who fully expected to do this presentation himself. Current circumstances make him unavailable and he has asked that I appear in his stead.

Sincerely,

Ron Ledford
 District Court Administrator

RESOLUTION TO AUTHORIZE THE HIGHWAY COMMISSIONER TO APPLY FOR AND ACCEPT \$387,636.48 GRANT FROM THE WISCONSIN DEPARTMENT OF TRANSPORTATION TO FUND THE CONSTRUCTION OF THE COUNTY ROAD J BICYCLE ROUTE / TRAIL FROM PARK STREET TO 16TH AVENUE

INTRODUCED BY: Highway Committee

INTENT & SYNOPSIS: To authorize the Highway Commissioner to act on behalf of Adams County to apply for and if awarded accept \$387,636.48 from the Wisconsin Department of Transportation, Transportation Alternatives Program (TAP) for the purpose of funding the construction of a bicycle route / trail along County Road J from Park Street to 16th Avenue.

FISCAL NOTE: Estimated total cost is \$544,545.60. This is a program in which the County pays for the project costs and then bills the Wisconsin Department of Transportation 80% of the cost, the estimated cost to Adams County of \$156,909.12 which will be included in Highway Department's regular budget representing Adams County's 20% toward the project and 100% of the estimated Right-of-Way acquisitions of \$60,000.00.

WHEREAS: Adams County supports the pre-scoping and second-round Transportation Alternative Program (TAP) application submitted to WisDOT for the 2014-2018 award cycle. The application is to construct a bicycle route/trail along County Road J from Park Street to 16th Avenue; and

WHEREAS: Bicycle routes and trails are critical to tourism and business in general; and

WHEREAS: Obtaining grant funding for the construction of the bicycle route / trail minimizes the impact to the local tax levy; and

WHEREAS: County Road J from Park Street to 16th Avenue is identified as a proposed bicycle route / trail in the Adams County Bicycle and Pedestrian Plan adopted by County Board on May 21, 2013, Resolution #35; and

WHEREAS: Funding via grant is available for 80% which is \$387,636.48 of the County Road J Bicycle Route / Trail (Park Street to 16th Avenue), not including right-of-way acquisitions.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves and authorizes the Highway Commissioner to act on behalf of Adams County and apply for and if awarded accept \$387,636.48 from the Wisconsin Department of Transportation, Transportation Alternative Program (TAP) for the purpose of funding the construction of County Road J Bicycle Route / Trail from Park Street to 16th Avenue; and.

BE IT FURTHER RESOLVED: That the Adams County will comply with State and Federal rules for the program and will meet the financial obligations under the grant as stated in the fiscal impact of the resolution.

Recommended for adoption by Highway Committee this 13 day of March, 2014.

Harry B. Albrecht
Fluence Johnson
Dean R. Morgan

John E. Hill

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____, 20____.

County Board Chair

County Clerk

Reviewed by Corp. Counsel Reviewed by Administrative Coord./Director of Finance

RESOLUTION TO TRANSFER \$4,754.91 FROM THE GENERAL FUND/UNASSIGNED FUND TO THE HEALTH & HUMAN SERVICES AGING UNIT NON-LAPSING ACCOUNT

INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To transfer \$4,754.91 from the Health & Human Services Fund Balance/Unassigned Fund to Health & Human Services Aging Unit Non-lapsing Account 240R33.48500.000.000.

FISCAL NOTE: Budget Neutral.

WHEREAS: The Health & Human Services Aging Unit received \$4,754.91 in donations during fiscal year 2013; and

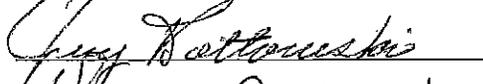
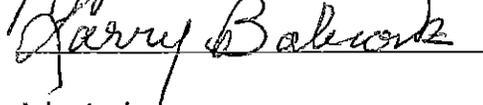
WHEREAS: Said donation funds were closed to the Health & Human Services Fund Balance/Unassigned Fund in 2013; and

WHEREAS: Said donation funds should be transferred from the Health & Human Services Fund Balance/Unassigned Fund into non-lapsing Health & Human Services Aging Unit account number 240R33 48500.000.000 established in 2013 for the purpose of managing funds seniors earn through organizing craft sales, bake sales, rummage sales, ect., and use through special projects; and

WHEREAS: Said donation funds will be expensed through Health & Human Services Aging Unit account number 240E33 54690.439.000

NOW THEREFORE, BE IT RESOLVED that the Adams County Board of Supervisors approves the transfer of \$4,754.91 from the Health & Human Services Fund Balance/Unassigned Fund Balance to Health & Human Services Aging Unit non-lapsing account number 240R33 48500.000.000 for disbursement through Health & Human Services Aging Unit account number 240E33 54690.439.000 in 2014.

Recommended for adoption by the Administrative & Finance Committee this 4th day of April, 2014.



Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2014.

County Board Chair County Clerk
 Reviewed by Corporation Counsel
 Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION 45 -2014
RESOLUTION IN OPPOSITION TO
PROPOSED LAPSE IN STATE FUNDING TO CIRCUIT COURT SYSTEM

1 **INTRODUCED BY:** Public Safety & Judiciary Committee

2
3 **INTENT & SYNOPSIS:** To express opposition to the proposed \$11.8 Million
4 budget reduction in funding to the Wisconsin Circuit Court System over the next
5 two-year period.

6
7 **FISCAL NOTE:** None.

8
9 **WHEREAS:** The 2013-15 State Biennial Budget requires the Court System to
10 return a total of \$11.8 Million to the State General Fund over the next two-year
11 period, resulting in budget cuts affecting the Adams County Circuit Court system;
12 and

13
14 **WHEREAS:** If said budget cuts are made, the Adams County Circuit Court
15 system will no longer receive State funding at its previous level for contribution
16 to Circuit Court Support Payments; Interpreter Assistance; Guardian ad Litem
17 Assistance; Salaries, Fringe Benefits and Travel expenses for Circuit Court Judge;
18 Salaries, Fringe Benefits and Travel for Court Reporter; and

19
20 **WHEREAS:** The proposed reduction of funding and resulting budget cuts would
21 create an enormous financial challenge to Adams County, potentially resulting in
22 an increased tax levy, while striving to meet the challenge of levy cap.

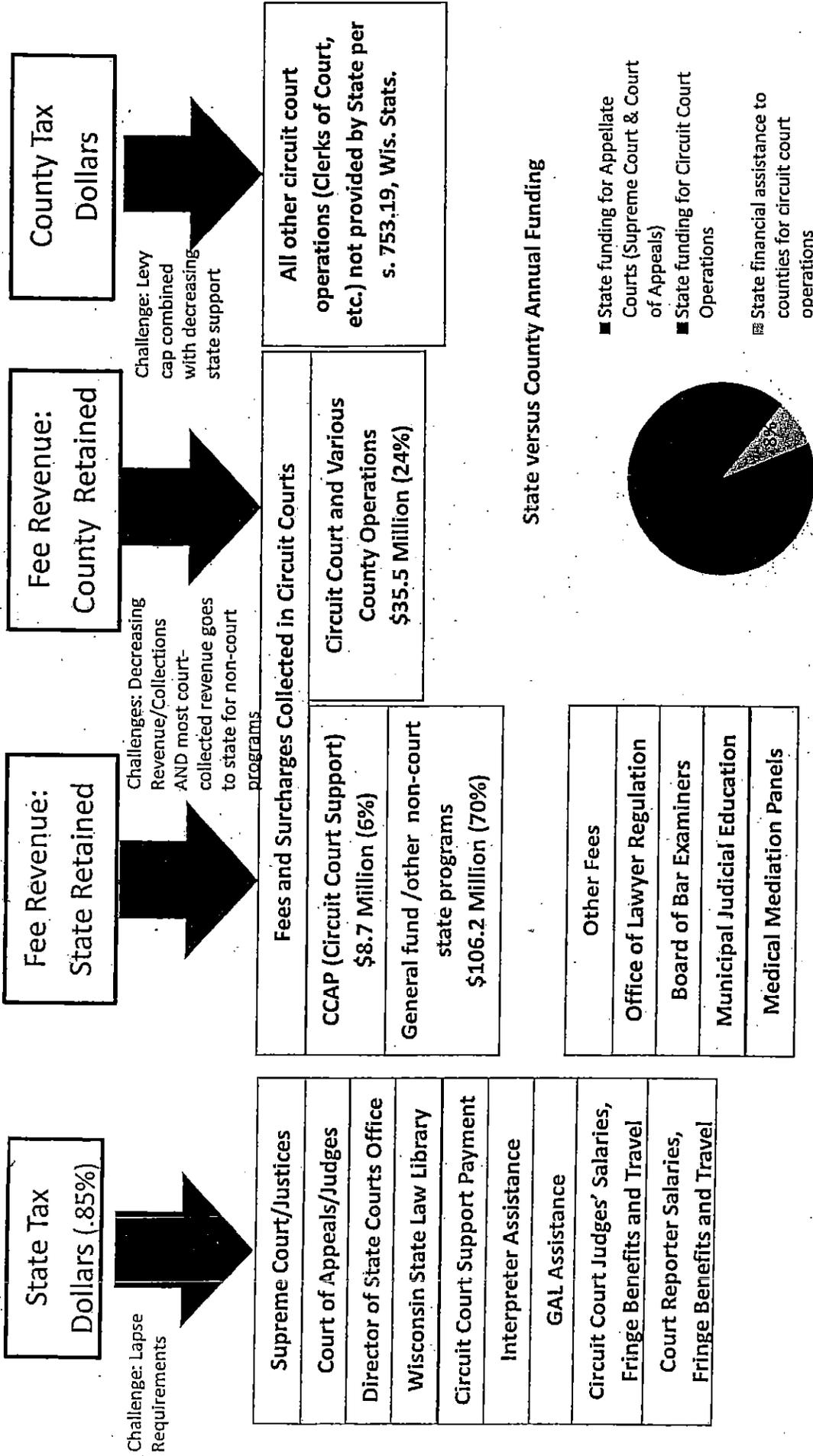
23
24 **NOW THEREFORE, BE IT RESOLVED by the Adams County Board of**
25 **Supervisors** that Adams County hereby states its opposition to the lapse of
26 Wisconsin Judicial Branch Funding to the State General Fund over the next two-
27 year period; and

28
29 **BE IT FURTHER RESOLVED,** that the Adams County Clerk shall forward a copy
30 of this Resolution to Adams County's State Legislators, the Governor, the Director
31 of State Courts, and all other Wisconsin Counties.

32
33 Recommended for adoption by the Public Safety & Judiciary Committee this 12th
34 day of March, 2014.

35 *Bill Malle* *Robert Eggert*
36 *Mary Edwards* _____
37 _____
38

WISCONSIN JUDICIAL BRANCH FUNDING STRUCTURE



The 2013-15 state biennial budget requires the court system to lapse \$11.8 million to the state general fund over the next two-year period.

Wisconsin Court System

The Third Branch

Double cut to state courts' budget remains, in part

By Deborah Brescoll, Budget and Policy Officer

Gov. Scott Walker signed 2013 Wisconsin Act 20, the new state budget, into law on June 30. Of primary concern to the court system was the continuation into the 2013-15 biennium of a \$17 million lapse requirement, including \$10.3 million that resulted from increased state employee contributions to retirement and health insurance. Since the budget bill removed these fringe benefit savings from court budgets, the Supreme Court requested that \$10.3 million of the lapse requirement be deleted. The Governor denied the request, but after months of consistent communications efforts by the Director of State Courts Office, justices, judges, clerks of court and other court staff, the Joint Finance Committee reduced the \$17 million court system lapse by \$5.15 million, half the amount requested. The Director's Office is examining options for meeting the now-\$11.8 million lapse, and will keep judges, court system partners and court staff informed about how the lapse will be managed.

Other provisions affecting the courts in Act 20 include:

- DNA collection at arrest: The Committee made a variety of changes to the Governor's DNA collection-at-arrest proposal, including deleting DNA collection at arrest for certain alleged misdemeanors. Also, DNA samples collected at arrest for alleged felonies cannot be analyzed unless (1) the arrest was made pursuant to a warrant, (2) the person failed to appear or waived a preliminary examination, or (3) there was a judicial finding of probable cause. The court will be required to notify law enforcement agencies of these court actions so DNA analysis could proceed.
- TAD funding: An additional \$1 million annually is provided to the Treatment Alternatives and Diversion (TAD) program to provide grants to counties for programs that provide alternatives to prosecution and incarceration, nearly doubling funding for the program.
- Drug court grants: Funding of \$500,000 per year is provided for drug court grants to counties that do not currently have a drug court program.
- Juvenile detention: The courts are authorized to place adjudicated delinquents at a juvenile detention facility, juvenile portion of a county jail or place of non-secure custody for up to 365 days. The previous limit was 180 days.
- Product liability: The law was modified to narrow and limit the application of the risk contribution theory of liability, to apply to actions or special proceedings pending on or commenced after the effective date of the bill.

Two provisions of particular interest to the court system were not included in the budget act:

- Bail bond agents: The Governor vetoed this controversial provision. The courts had actively opposed bail bondsmen, with the Committee of Chief Judges, the Wisconsin Clerks of Circuit Court Association and the Director of State Courts Office submitting letters to the Governor requesting a veto. In addition, several judges – most notably Chief Judge Jeffrey Kremers, Milwaukee County Circuit Court – served as media contacts on this issue. The Joint Finance Committee had inserted the provision to authorize licensed bail bond agents and agencies to act as sureties in actions brought in Dane, Kenosha, Milwaukee, Racine and Waukesha counties. Under the provision, the program would have gone statewide in five years. Bail recovery agents would also have been authorized to operate in Wisconsin. Detailed reporting requirements would have been placed on clerks of circuit court, and the Director of State Courts would have been required in four years to submit a report to the Legislature summarizing the clerks' reports.
- Crime prevention funding boards: The Governor also vetoed this provision, which would have created a \$20 local crime prevention surcharge, and required every county to create a Crime Prevention Funding Board to distribute grants funded with surcharge revenues to organizations and law enforcement agencies for crime prevention purposes.

A detailed summary of Act 20 was distributed to justices and judges, clerks of court and court staff on July 2, the effective date of the new budget. The bulletin is available to court system employees on Courtnet.

[Back to The Third Branch current issue](#)

20.625 Circuit courts. There is appropriated to the director of state courts for the following programs:

(1) COURT OPERATIONS.

(a) Circuit courts. A sum sufficient for salaries and expenses of the judges, reporters and assistant reporters of the circuit courts.

(as) Violent crime court costs. The amounts in the schedule for reimbursement under s. 753.061 (5) for the costs of operating 2 circuit court branches in the 1st judicial administrative district that primarily handle violent crime cases, to pay one-time court construction costs.

(b) Permanent reserve judges. The amounts in the schedule for reimbursement of permanent reserve judges under s. 753.075 (3)(b).

(c) Court interpreter fees. The amounts in the schedule to pay interpreter fees reimbursed under s. 758.19 (8) and 2009 Wisconsin Act 28, section 9109 (1).

(d) Circuit court support payments. Biennially, the amounts in the schedule to make a payment to each county under s. 758.19 (5).

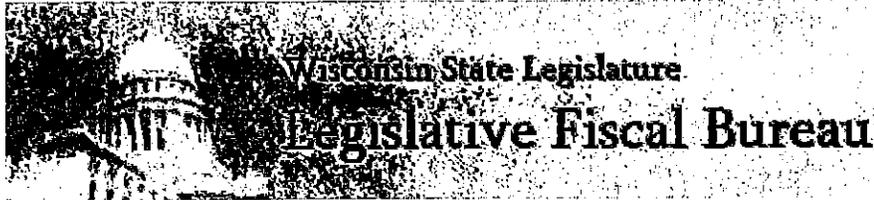
(e) Guardian ad litem costs. The amounts in the schedule to pay the counties for guardian ad litem costs under s. 758.19 (6).

(g) Sale of materials and services. All moneys received, other than from state agencies, by circuit courts from the sale of materials or services, for general program operations of the circuit courts.

(k) Court interpreters. The amounts in the schedule to pay interpreter fees reimbursed under s. 758.19 (8) and 2009 Wisconsin Act 28, section 9109 (1). All moneys transferred from the appropriation account under s. 20.505 (1) (id) 8, shall be credited to this appropriation account.

(m) Federal aid. All federal moneys received as authorized under s. 16.54 to carry out the purposes for which made and received.

History: 1971 c. 125; 1975 c. 39, 283; 1977 c. 187 s. 135; 1977 c. 449; Sup. Ct. Order, 88 Wis. 2d xiii (1979); 1979 c. 34; 1983 a. 27; 1987 a. 399; 1989 a. 122; 1991 a. 39; 1993 a. 16, 206; 1995 a. 27; 1997 a. 27; 1999 a. 9; 2001 a. 16; 2005 a. 130; 2009 a. 28; 2011 a. 32.



State of Wisconsin Wisconsin Legislature

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2013-15 Budget

Comparative Summary of Provisions (2013 Act 20) August, 2013

State Tax and Fee Modifications Included in 2013 Act 20 (8/7/13)
Use of Certain Funds within the State's 2013-15 Budget (8/7/13)
Non-Fiscal Policy Items Contained Within 2013 Act 20 (8/7/13)

2013-15 and 2015-17 General Fund Budget (8/1/13)
Property Tax Estimates, Governor and 2013 Wisconsin Act 20 (8/1/13)

Summary of Partial Vetoes of 2013 Wisconsin Act 20 (7/8/13)

Earmark Transparency Report on Engrossed 2013 AB 40 (6/20/13)

Assembly Amendment 1 to Assembly Amendment 3 to ASA 1 to AB 40 (6/19/13)
Earmark Transparency Report on ASA 1, as Amended, to 2013 AB 40 (6/19/13)
Assembly Amendment 3 to ASA 1 to AB 40 (6/19/13)

Comparative Summary of Budget Recommendations (Governor and Joint Finance) (6/11/13)

State Tax and Fee Modifications Included in the Joint Committee on Finance's 2013-15 Budget
Recommendations (6/13/13)
Use of Certain Funds Within the Joint Finance Committee's 2013-15 Budget Recommendations (6/12/13)
Non-Fiscal Policy Items Contained Within 2013 AB 40 (6/11/13)
2013-15 and 2015-17 General Fund Budget (6/11/13)
Property Tax Estimates, Governor versus Joint Finance (6/11/13)

Distributional Impacts of Individual Income Tax Proposal (6/5/13)
Earmark Transparency Report on the Joint Finance Committee's Substitute Amendment to 2013 AB 40
(6/5/13)

Budget Papers

Earmark Transparency Report on 2013 Assembly Bill 40 and the 2013-15 Capital Budget
Recommendations of the Building Commission (4/24/13)
Options to Modify Per Pupil Adjustment and Low Revenue Adjustment (4/19/13)
Potential Effect of Expanded Choice Program on Public School Districts (4/15/13)
Property Tax Estimates Under Assembly Bill 40 (4/11/13)
Building Commission's Recommendations for the 2013-15 Building Program (4/11/13)

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Summary of Governor's Budget Recommendations (March, 2013)

State Tax and Fee Modifications Included in the Governor's 2013-15 Budget Recommendations (3/28/13)
Use of Certain Funds within the Governor's 2013-15 Budget Recommendations (3/28/13)
2013-15 and 2015-17 General Fund Budget (3/28/13)

Sale of State-Owned Real Property Under 2013-15 Biennial Budget (3/26/13)

State Superintendent's School Finance Proposal -- 2013-15 Agency Request (1/16/13)
Overview of State Agency Major Request Items (December, 2012)

One East Main, Suite 301 Madison, Wisconsin 53703



Legislative Fiscal Bureau

One East Main, Suite 301 • Madison, WI 53703 • (608) 266-3847 • Fax: (608) 267-6873
 Email: fiscal.bureau@legis.wisconsin.gov • Website: <http://legis.wisconsin.gov/lfb>

August 7, 2013

TO: Members
 Wisconsin Legislature

FROM: Bob Lang, Director

SUBJECT: Use of Certain Funds within the State's 2013-15 Budget

The following provides an identification of funds in 2013 Act 20 (the 2013-15 budget act) that would be used for purposes other than those for which the fund has traditionally been used. Included are the page and item number showing where the provisions are described in the Legislative Fiscal Bureau's August, 2013, "Comparative Summary of Provisions".

| | <u>Biennial Total</u> |
|---|-----------------------|
| General Fund to Transportation Fund | |
| -- Transfer to the Transportation Fund (Page 695, #5) | \$133,293,200 |
| -- Disaster Aids Transfer (Page 477, #12) | 9,000,000 |
| Petroleum Inspection Fund to Transportation Fund (Page 659, #6) | 32,000,000 |
| PR/SEG to offset Grain Inspection Deficit (Page 105, #13) | 1,100,000 |
| Clean Sweep Grant Funding (Page 106, #14) | 750,000 |
| Discovery Farms and Animal Health Transfer between Agchem Funds (Page 108, #19) | 1,202,600 |
| DOA Secretary Authority to Lapse Moneys from PR Appropriations of Specified Agencies (Page 123, #2) | Up to 76,352,200 |
| Broadband Grants from DOA PR Balance (Page 70, #6 and Page 618, #2) | 4,300,000 |
| GPR to the Veterans Trust Fund (Page 750, #2) | 5,300,000 |
| Allow Interest-Free Loans from other Funds to Unemployment Reserve Fund (Page 795, #4) | Up to 50,000,000 |

| | <u>Biennial Total</u> |
|---|-----------------------|
| Transfer Handgun Purchaser Record Check Fees to General Fund (Page 428, #7) | \$1,843,600 |
| UW System PR Balances | |
| -- Transfer to Higher Educational Aids Board -- WHEG UW (Page 742, #12) | 58,345,400 |
| -- Transfer to State Laboratory of Hygiene (Page 743, #16) | 272,800 |

The above list excludes items that are included in current law. For example, 2011 Act 32 requires that, beginning in 2012-13, 0.25% of general fund tax collections annually be transferred to the transportation fund. Act 20 estimates that transfer at \$71.4 million for the 2013-15 biennium.

BL/lb

CIRCUIT COURTS

| Budget Summary | | | | | | FTE Position Summary | | | | |
|----------------|--------------------------|----------------|----------------|--|-------|----------------------|-------------|-------------|-------------------------|------|
| Fund | 2012-13 Adjusted Base | Governor | | 2013-15 Change Over Base Year Doubled | | 2012-13 | Governor | | 2014-15 Over 2012-13 | |
| | | 2013-14 | 2014-15 | Amount | % | | 2013-14 | 2014-15 | Number | % |
| GPR | \$96,348,500 | \$94,501,000 | \$94,501,000 | -\$3,695,000 | -1.9% | 527.00 | 527.00 | 527.00 | 0.00 | 0.0% |
| PR | <u>232,700</u> | <u>232,700</u> | <u>232,700</u> | <u>0</u> | 0.0 | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | 0.0 |
| TOTAL | \$96,581,200 | \$94,733,700 | \$94,733,700 | -\$3,695,000 | -1.9% | 527.00 | 527.00 | 527.00 | 0.00 | 0.0% |

Budget Change Items

1. STANDARD BUDGET ADJUSTMENTS

| | |
|-----|--------------|
| GPR | -\$3,695,000 |
|-----|--------------|

Governor: Provide base budget funding adjustments as follows: (a) full funding of continuing position salaries and fringe benefits (-\$1,846,500 annually); and (b) full funding of lease and directed moves costs (-\$1,000 annually).

2. REIMBURSEMENT OF OUT-OF-STATE TRAVEL FOR COURT WITNESS AND COURT INTERPRETERS

Governor: Modify statutory language to allow reimbursement for court interpreters who reside outside of Wisconsin for travel from their residence to the Wisconsin border, up to a maximum of 100 miles each way. This would be in addition to current law reimbursement. The Director of State Courts Office assumes that the additional costs will be minimal and can be absorbed within current funding levels.

Under current law, round-trip travel reimbursement for interpreters who reside out of Wisconsin is provided only from the border to the place where services are provided and return to the border.

[Bill Sections: 2286 thru 2290, and 9307(1)]

RESOLUTION NO. 40-2014

RESOLUTION TO ADOPT IDENTIFICATION BADGE POLICY DOCUMENT
NUMBER EIGHT

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Identification Badge Policy Document
4 Number Eight and rescind Res. #40-2008.

5

6 **FISCAL NOTE:** None.

7

8 **WHEREAS:** Review and consideration of Res. #40-2008 has taken place and
9 language has been slightly modified and updated; and

10

11 **WHEREAS:** to provide a safe and secure environment it has been deemed
12 beneficial to update said policy.

13

14 **NOW THEREFORE, BE IT RESOLVED** that Res. #40-2008 be rescinded; and

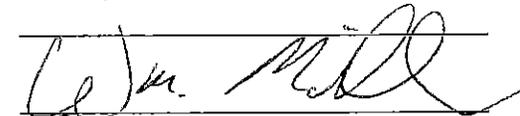
15

16 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
17 approve the attached hereto Identification Badge Policy Document Number Eight
18 to be put into effect immediately upon adoption.

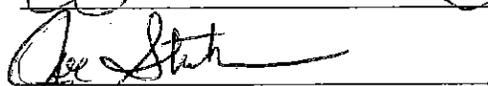
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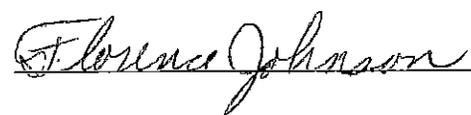
20 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
21 March, 2014.

22

23 

24

25 



26

27 Adopted _____

28 Defeated _____ by the Adams County Board of Supervisors this

29 Tabled _____ day of _____, 20____.

30

31

32 _____
33 County Board Chair

_____ County Clerk

34

35 Reviewed by Corporation Counsel

36 Reviewed by Administrative Coordinator/Director of Finance

IDENTIFICATION BADGE POLICY DOCUMENT NUMBER EIGHT
SECTION – 1

1 **1.01 Intent.** To provide a safe and secure environment for the elected officials,
2 employees and for the public utilizing Adams County services and facilities. All individuals
3 conducting/performing duties for Adams County shall display an identification badge. The
4 identification badge should be worn so as it is made visible. If this is not feasible or
5 practical, the person may carry it on their person.
6

7 **1.02 Issuance.** The Personnel Director is responsible for issuance of badges.
8

9 **1.03 Information on Badge.** The front side of the identification badge will require a
10 head and shoulder picture, first name, and last name, department, expiration date, and
11 Adams County logo. The backside of the identification badge will state:
12

Property of Adams County Government
If found drop in nearest Post Office Mailbox
Postmaster, postage guaranteed.

13
14
15
16
17 **Return to:**

ADAMS COUNTY GOVERNMENT
PO BOX 102
FRIENDSHIP, WI 53934

18
19
20
21
22
23 **1.04 Expiration.** An employee's badge expiration date shall be the employees birth
24 month and four years from the date of issuance, with the exception of Elected Officials, and
25 contracted or limited term employees. Elected Officials badges shall expire at the end of
26 the elected term, and contracted or limited term employees badges shall expire upon
27 completion of the contract or authorized date of employment. Volunteers shall expire
28 annually. The badge shall expire on the last day of the month of expiration. Prior to
29 expiration, the Employee shall contact the Personnel Director and make arrangements to
30 retake pictures and renew.
31

32 **1.05 Responsibilities.** The Department head will assure and/or inform:

- 33 • Individuals are issued an I.D. badge and inform them of their responsibilities
- 34 • I.D. badges remain up to date
 - 35 ○ i.e. name change
 - 36 ○ position change
 - 37 ○ picture

RESOLUTION NO. 47-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT OPEN RECORDS
POLICY DOCUMENT NUMBER ELEVEN

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Open Records Policy Document
4 Number Eleven

5

6 **FISCAL NOTE:** None.

7

8 **WHEREAS:** Review and consideration of department heads comments have
9 been taken into account; and

10

11 **WHEREAS:** Language has been created to assist department heads in daily
12 operations.

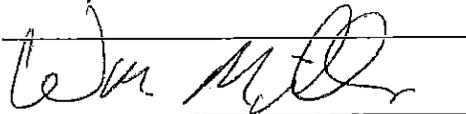
13

14 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
15 approve the attached hereto Open Records Policy Document Number Eleven to
16 be put into effect immediately upon adoption.

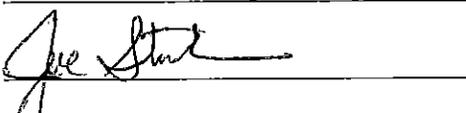
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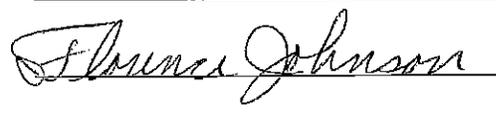
18 Recommended for adoption by the Ad Hoc Transition Committee this 6th day of
19 March, 2014.

20

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26 Adopted _____

27 Defeated _____ by the Adams County Board of Supervisors this

28 Tabled _____ day of _____, 2014.

29

30 _____
31 County Board Chair

_____ County Clerk

32

33 Reviewed by Corporation Counsel

34 Reviewed by Administrative Coordinator/Director of Finance

1 **Open Records.** Public policy favors providing members of the public with access to information and
2 records of governmental activities. The policy is based on the idea that all persons are entitled to the
3 greatest possible information regarding the government and the official acts of those Officers and
4 employees who represent them. Confidentiality is actually an exception to the Open Records and Open
5 Meetings Law.

6
7 Each Elected Official, Appointed Officer and/or individual Department Head, or any local public official
8 per Wis. Statutes 19.32 (1dm) is the legal custodian of his/her records and the records of the office.

RESOLUTION NO. 48-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT INTERNAL CONTROL POLICY DOCUMENT NUMBER NINETEEN

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

2

3 **INTENT & SYNOPSIS:** To put into effect Internal Control Policy Document
4 Number Nineteen and rescind corresponding Chapter 8, Section 4 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 4 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Internal Control Policy Document Number Nineteen
21 to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

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[Handwritten signatures]

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

INTERNAL CONTROL POLICY DOCUMENT NUMBER NINETEEN

1 **Purpose.** To have a plan of organization under which employees' duties are so arranged and
2 recorded, and procedures are designated as to make it possible to exercise effective accounting
3 control over assets, liabilities, revenues and expenditures. To the greatest extent possible as
4 staffing permits, work of employees is subdivided so that no single employee performs a complete
5 cycle of operations. Moreover, under such a system, the procedures to be followed are
6 documented and require proper authorizations by designated officials for all actions to be taken.
7

8 **Procedures.** Each Department shall develop an organizational chart clearly defining lines of
9 authority and responsibility.
10

11 A. To the greatest extent possible, all financial and accounting responsibilities must be
12 segregated, so that no one individual has complete authority over an entire transaction.
13

14 B. Official accounting reports must be prepared or checked by persons other than those
15 responsible for operations for which the report is prepared.
16

17 C. Each department shall review monthly Skyward financial reports to monitor revenues and
18 expenditures in comparison to the adopted budget.
19

20 D. End of the month financial reports shall be distributed to the departments by the 5th business
21 day of each month. Each department shall reconcile monthly revenues, expenditures, and balance
22 sheet accounts to the financial reports provided by 18th day of the month. Any discrepancies
23 found in the financial reports shall be brought to the attention of the Administrative Coordinator/
24 Director of Finance promptly.
25

26 E. No departmental bank accounts may be established without prior authorization by the
27 Administrative Coordinator/Director of Finance and the Administrative & Finance Committee.
28 **All** such accounts shall follow County policies. Each Department shall reconcile department bank
29 accounts monthly. A copy of the reconciliations shall be forwarded to the Administrative
30 Coordinator/Director of Finance Office at the end of each quarter with a summary report
31 presented to the Administrative & Finance Committee.
32

33 F. The Administrative & Finance Committee will review all departments' revenues and
34 expenditures, basis, to monitor activity in comparison to the budget.
35

36 G. The Administrative Coordinator/Director of Finance will audit vouchers weekly and review
37 departments' revenues and expenditures on a monthly basis, all concerns will be brought to the
38 attention of the Department Head.
39

40 H. All financial records requests will be provided for in accordance with the Adams County Open
41 Records Policy.

RESOLUTION NO. ~~49~~-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT BUDGET PROCESS POLICY DOCUMENT NUMBER TWENTY

1 INTRODUCTION: Administrative & Finance Committee

2

3 INTENT & SYNOPSIS: To put into effect Budget Process Policy Document
4 Number Twenty and rescind corresponding Chapter 8 Section 3 of the Personnel
5 and General Administrative Policy adopted by Res. #51-2011.

6

7 FISCAL NOTE: None.

8

9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11

12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14

15 NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 3 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Budget Process Policy Document Number Twenty to
21 be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

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John West
John Sebastian
Joe Guinardi

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair

County Clerk

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

BUDGET PROCESS POLICY DOCUMENT NUMBER TWENTY

1 **Budget.** The budget is a legal document establishing the upper limit on spending as well as the amount
2 of projected revenue to be realized in a given year. Adams County Board adopts its budget at the
3 department level; however the budget is developed and maintained at the line item level.
4

5 The budget is the primary tool for local government to monitor its financial resources. When the budget is
6 adopted it represents the financial plan for operating the government in the coming year; contained in
7 the budget are decisions regarding its operation.
8

9 The major difference between a government and a business budget is the governmental budget is
10 adopted by a majority of the County Board and therefore, budgetary control is essential. The adopted
11 budget sets both revenues and appropriation levels along with the amount of taxes that are to be levied in
12 the County and apportioned to its municipalities
13

14 Oversight Committee and the Administrative & Finance Committee review budgets before forwarding
15 the recommended budget to the County Board of Supervisors. The County Board considers the
16 Administrative & Finance Committee's proposed budget and adopts a budget in November of each year.
17

18 **Budget Procedures.**

19
20 A. Departments shall notify the MIS Director of all technology requests within the deadline established
21 by the MIS Department. Any requests over \$5,000 will require at a minimum, a meeting with the
22 Department Head and MIS Director.
23

24 B. Each department will receive a budget packet containing budget instructions, budget worksheets and
25 special forms as requested by the Administrative & Finance Committee for completion.
26

27 C. Upon completion of the budget packet, the information is returned to the Administrative Coordinator/
28 Director of Finance, or the assigned designee, for data entry.
29

30 D. After data entry is complete, budget packets are returned to departments for Oversight Committee
31 approval.
32

33 E. The Administrative & Finance Committee reviews each department's proposed budget, with the
34 Department Head and makes any necessary revisions.
35

36 F. Upon completion of all departments' proposed budgets, the Administrative & Finance Committee
37 determines the proposed tax levy and mill rate.
38

39 G. The Administrative & Finance Committee submits the County Budget to the County Board of
40 Supervisors for adoption.
41

42 H. Throughout the year, any purchase of non-budgeted equipment over \$1,000 requires PRIOR
43 Oversight and Administrative & Finance Committees' approval and shall be forwarded to the
44 Administrative Coordinator/Director of Finance. These requests should be presented by the
45 Department Head.

RESOLUTION NO. 50-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT COUNTY GRANT POLICY DOCUMENT NUMBER TWENTY-ONE

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

2

3 **INTENT & SYNOPSIS:** To put into effect County Grant Policy Document
4 Number Twenty-one and rescind corresponding Chapter 8, Section 22 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 22 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto County Grant Policy Document Number Twenty-one
21 to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

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Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

COUNTY GRANTS POLICY DOCUMENT NUMBER TWENTY-ONE

1 **Grant Application.** Department Heads should present details of the available state/federal
2 grant to the respective Oversight Committee and Administrative Coordinator/Director of Finance
3 prior to grant application. After approval a copy of the application shall be presented to the
4 Oversight Committee and the Administrative Coordinator/Director of Finance. All grants that
5 require adding new positions to the County payroll or are in excess of \$20,000 shall require
6 County Board action. Whenever possible, contracted services should be used to fulfill grant
7 requirements rather than adding employees to the county payroll.

8
9 Upon notification of the grant award, a copy of the grant shall be forwarded to the
10 Administrative Coordinator/Director of Finance. Grant revenues and expenditures should be
11 discussed with the Administrative Coordinator/Director of Finance to determine proper
12 accounting practices and procedures.

13
14 **Grant Records.** Each department is responsible for establishing and maintaining effective
15 internal control over compliance with state and/or federal programs to provide reasonable
16 assurance that the County is managing state and/or federal awards in compliance with laws,
17 regulations, and provisions of grant contracts and/or agreements and County policy.

18
19 Grants are audited annually under Federal Circular A-133 and the State Single Audit Guidelines.
20 All grant records shall be made available to the Administrative Coordinator/Director of Finance
21 and/or external auditors upon request.

RESOLUTION NO. 51-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT ACCOUNTS RECEIVABLE POLICY DOCUMENT NUMBER TWENTY-TWO

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

2

3 **INTENT & SYNOPSIS:** To put into effect Accounts Receivable Policy
4 Document Number Twenty-two and rescind corresponding Chapter 8, Section, 9
5 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 9 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Accounts Receivable Policy Document Number
21 Twenty-two to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014

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John West

Al Sebastian

Dr. J. G. ...

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

1 **Purpose.** Accounts receivable are used to record revenues in the period in which they are
2 earned. In most cases within the County these accounts are used only at year-end. Other
3 accounts receivable accounts include billings to patients or clients, and billings to the state for
4 work done on a monthly basis.
5

6 **Procedures.** At year-end, each Department must determine the revenues that have been
7 earned in the current year but will not be received until the following year. It is the
8 department's responsibility to include the proper fiscal year to which a transaction will apply.
9 The system does not automatically flag the transaction. For items to be included in the
10 accounts receivable they must be submitted to the Administrative Coordinator/Director of
11 Finance, or the assigned designee, in a timely manner for processing by the last full week of
12 February prior to the fiscal year accounts being closed.
13

14 It is the responsibility of Administrative Coordinator/Director of Finance to reconcile the
15 accounts receivable accounts.

RESOLUTION NO. 52-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT CASH RECEIPTS
POLICY DOCUMENT NUMBER TWENTY-THREE

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

2

3 **INTENT & SYNOPSIS:** To put into effect Cash Receipts Policy Document
4 Number Twenty-three and rescind corresponding Chapter 8, Section, 12 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 12 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Cash Receipts Policy Document Number Twenty-
21 three to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

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Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair

County Clerk

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

CASH RECEIPTS POLICY DOCUMENT NUMBER TWENTY-THREE

1 All County departments shall remit monies directly to the County Treasurer daily if possible, but
2 no less than weekly.

3
4 For departments that maintain a separate bank account, all incoming cash receipts should be
5 processed and deposited in the bank promptly. Deposits must be made weekly regardless of
6 the amount collected.

- 7
8 **Department Procedures.** All departments shall follow the following procedures:
- 9 A. All receipts by departments shall be recorded by issuing a numbered receipt.
 - 10 B. No payments can be made from cash receipts; all billings shall be paid by check.
 - 11 C. Deposits made to the County Treasurer must be in the exact form (i.e. cash or
12 check) as the department received them.
 - 13 D. All checks shall be immediately endorsed, pay to the order of Adams County
14 Treasurer and the Department, and submitted to the County Treasurer as stated
15 above.
 - 16 E. Supporting documentation shall be prepared and submitted with the cash receipts.
17 The receipt shall include a subtotal after the checks, then display the amount of
18 cash, and include the total of the deposit. Indicate on the deposit the general ledger
19 account distribution. The amount of the deposit must be equal to the total of
20 receipts issued by the department.
 - 21 F. Deliver to the County Treasurer's Office and obtain a receipt.
 - 22 G. The monthly cutoff for deposits with the County Treasurer is 3:00 p.m. on the last
23 working day of the month. Deposits made after this deadline will be credited to the
24 following month. No exceptions will be made.
 - 25 H. No checks shall be cashed from cash receipts.

RESOLUTION NO. 53-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT PETTY CASH POLICY DOCUMENT NUMBER TWENTY-FOUR

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

2

3 **INTENT & SYNOPSIS:** To put into effect Petty Cash Policy Document Number
4 Twenty-four and rescind corresponding Chapter 8, Section, 14 of the Personnel
5 and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 14 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Petty Cash Policy Document Number Twenty-four to
21 be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

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John West

Bill Sebastian

Teri Dumadi

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair

County Clerk

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

PETTY CASH REIMBURSEMENT POLICY DOCUMENT NUMBER TWENTY-FOUR

1 **Purpose.** The petty cash fund provides a means of payment for minor items of expense when
2 it is not practical to pay these items using the voucher disbursement. However, whenever
3 possible, payment for invoices should be processed through the voucher disbursement process.
4 Petty cash is not to be used to reimburse employees for expenses. At no time shall money
5 from cash receipts be used as petty cash.

6
7 The petty cash fund will be operated as a petty cash fund under the control of the responsible
8 department.

9
10 Requests for Petty Cash funds shall be requested through the Administrative
11 Coordinator/Director of Finance who shall forward the request to the Administrative & Finance
12 Committee for approval. Petty cash amounts shall be determined, based on Department
13 request and needs, by the Administrative & Finance Committee.

14
15 Departments are responsible for reconciling at the time of each purchase.

Reimbursement Procedures.

- 16
17
18
19 A. Prepare a voucher and attach respective receipts. List on the voucher the
20 account number(s) to be charged and the dollar amounts for each account. The
21 total on the voucher must equal total of the attached receipts.
22 B. Receive Department Head approval and submit voucher to the Administrative
23 Coordinator/Director of Finance Office for reimbursement.
24 C. Departments turn in all receipts for reimbursement for the current year prior to
25 December 31st.

RESOLUTION NO. 542014

RESOLUTION TO ADOPT AND PUT INTO EFFECT PURCHASING POLICY DOCUMENT NUMBER TWENTY-FIVE

1 INTRODUCTION: Administrative & Finance Committee

2

3 INTENT & SYNOPSIS: To put into effect Purchasing Policy Document
4 Number Twenty-Five and rescind corresponding Chapter 8, Section, 21 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 FISCAL NOTE: None.

8

9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11

12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14

15 NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 21
16 of the Personnel and General Administrative Policy adopted by Res. #51-2011
17 be rescinded; and,

18

19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Purchasing Policy Document Number Twenty-Five
21 to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014

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John West

John Sebastian

Fred J. Gunadi

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

PURCHASING POLICY DOCUMENT NUMBER TWENTY-FIVE

1 **General.** Adams County uses a decentralized purchasing system. This type of system
2 authorizes each department to purchase their own goods and services within County guidelines.
3

4 There are currently no purchasing thresholds established other than the ones established by
5 §59.52(29) and §66.091, Wisconsin Stats., regarding public works. Purchasing thresholds are
6 established by the annually approved County Budget as administered by the respective
7 Department Head and as overseen by the respective Oversight Committee(s).
8

9 **Purchasing Rules & Regulations.**

- 10 A. Competitive bidding is not required for contract unless there exists a specific legal
11 requirement that bidding proposals be advertised. Except where required by statute,
12 the County is free to negotiate contracts, as it deems necessary.
- 13 B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works
14 contracting and bidding and shall comply with all prevailing wage requirements.
- 15 C. Professional services are not subject to the bidding statutes on the theory that public
16 bodies should be free to judge the qualifications of those who are to perform such
17 services.
- 18 D. Purchases defined as "equipment" are not a supply or material, and are therefore
19 not subject to the bidding statutes.
- 20 E. All bids are final as opened at the Oversight Committee level.
- 21 F. All bids shall be awarded by the Oversight Committee.

RESOLUTION NO. SS2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT CONTRACTS, LEASES, TITLES POLICY DOCUMENT NUMBER TWENTY-SIX

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Contracts, Leases, Titles Policy
4 Document Number Twenty-six and rescind corresponding Chapter 8, Section 23
5 of the Personnel and General Administrative Policy adopted by Res. #51-2011
6 and Res. #116-2013

7

8 **FISCAL NOTE:** None.

9

10 **WHEREAS:** Review and consideration of department heads comments have
11 been taken into account; and

12

13 **WHEREAS:** Language has been slightly modified to assist department heads in
14 daily operations.

15

16 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 23 of the
17 Personnel and General Administrative Policy adopted by Res. #51-2011 and Res.
18 #116-2013 be rescinded; and,

19

20 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
21 approve the attached hereto Contracts, Leases, Titles Policy Document Number
22 Twenty-six to be put into effect immediately upon adoption.

23

24 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
25 March, 2014.

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Joe Steinhilber _____
Don Miller _____
Florence Johnson _____

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

CONTRACTS, TITLES & LEASES POLICY DOCUMENT NUMBER TWENTY-SIX

P101

1 All original contracts, titles and/or leases shall be reviewed and initialed by the Corporation
2 Counsel and Administrative Coordinator/Director of Finance and signed by the Department
3 Head.

4
5 Any contract or lease that funding is not available for shall be forwarded by a resolution to the
6 County Board.

7
8 A **hard** copy of all **original** signed contracts, titles and leases shall be provided to the County
9 Clerk by the Department Head within five (5) working days and shall be held in the name of
10 "Adams County Government" unless otherwise stated by law.

11
12 It is the responsibility of the Department Head to follow all contract and lease regulations to
13 ensure all monies are received and paid on time. If funds are received, it is the Department
14 Head's responsibility to deposit the funds with the County Treasurer.

RESOLUTION NO. 50-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT CREDIT CARD POLICY DOCUMENT NUMBER TWENTY-SEVEN

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INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To put into effect Credit Card Policy Document Number Twenty-seven and rescind corresponding Chapter 8, Section, 18 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

FISCAL NOTE: None.

WHEREAS: Review and consideration of department heads comments have been taken into account; and

WHEREAS: Language has been slightly modified to assist department heads in daily operations.

NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 18 of the Personnel and General Administrative Policy adopted by Res. #51-2011 be rescinded; and,

BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to approve the attached hereto Credit Card Policy Document Number Twenty-seven to be put into effect immediately upon adoption.

Recommended for adoption by the Administrative & Finance Committee this 7th day of March, 2014.

[Handwritten signatures: John Wolf, J. Sebastian, and Arjun G. G. G. G.]

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

1 The Administrative and Finance Committee may issue a Department/employee a credit account
2 or subsidiary credit card for extenuating circumstances that do not allow for efficient business
3 practice using the master credit card account; the voucher process; or when bulk purchases
4 with vendors such as vehicle gas purchasing accounts are deemed necessary. The
5 Administrative and Finance Committee will establish account limits. Use is authorized for
6 County purchases pursuant to the purpose of the creation of the account. All purchases shall
7 be exempt from Wisconsin sales tax, using the County's Wisconsin Sales & Use Tax Exempt
8 Certificate. All accounts shall be held in the name of Adams County Government under the
9 Administrative Coordinator.

10
11 **Master Credit Card Account.** The Administrative Coordinator/Director of Finance shall
12 oversee the master credit card to be used by Departments when voucher processing is not an
13 option for payment or if delay of authorized purchase or payment would cause a financial or
14 economic burden to the County or an employee of the County.

15
16 **Credit Account/Subsidiary Credit Card Authorization.** The subsidiary credit card account
17 shall fall under the master credit card account overseen by the Administrative
18 Coordinator/Director of Finance, whereas credit accounts shall fall under the appropriate
19 department. Example of credit accounts may include Ace or Walmart. Upon the approval of
20 the Administrative & Finance Committee accounts shall be established. Access to a credit card
21 or subsidiary credit account is not an entitlement.

22
23 **Internal Controls:** For internal control procedures the Administrative Coordinator/Director of
24 Finance shall maintain an up-to-date record of all authorized personnel who has access to each
25 credit account or subsidiary credit card issued and the limit on each card. Under no
26 circumstances shall the account be used for a cash advance or for personal use. An employee
27 is required to comply with internal control procedures, not specifically outlined in this policy,
28 that are designed to protect County assets; which may include ability to produce the card to
29 validate its existence and account number.

30
31 **Payment Process:** All credit accounts shall be paid in accordance to the County's Voucher
32 Policy. All subsidiary credit card account receipts shall be signed by the user/purchaser; include
33 the account number for payment and be submitted to the appropriate department personnel
34 within 5 days. Inability to process payment timely will be considered for revocation of the
35 account.

36
37 **Non-Conformance:** Improper use of any County authorized credit card or credit account may
38 result in disciplinary action up to and including discharge. Employee access can be revoked at
39 any time by the Department Head. The Administrative Coordinator/Director of Finance shall
40 report any misuse to the Administrative & Finance Committee. The Administrative & Finance
41 Committee shall determine if any department account shall be revoked.

42
43 **Employment Termination:** Upon termination of employment with the County, for any
44 reason, any and all credit cards issued to the employee shall be returned immediately and the
45 account will be suspended.

RESOLUTION NO. 57-2014

**RESOLUTION TO ADOPT AND PUT INTO EFFECT ACCOUNTS PAYABLE
POLICY DOCUMENT NUMBER TWENTY-EIGHT**

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INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To put into effect Accounts Payable Policy Document Number Twenty-eight and rescind corresponding Chapter 8, Section, 10 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

FISCAL NOTE: None.

WHEREAS: Review and consideration of department heads comments have been taken into account; and

WHEREAS: Language has been slightly modified to assist department heads in daily operations.

NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 10 of the Personnel and General Administrative Policy adopted by Res. #51-2011 be rescinded; and,

BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to approve the attached hereto Accounts Payable Policy Document Number Twenty-eight to be put into effect immediately upon adoption.

Recommended for adoption by the Administrative & Finance Committee this 7th day of March, 2014

[Handwritten signature]

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[Handwritten signature]

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

1 **Purpose.** Accounts payable are used to recognize expenditures in the period in which they are
2 incurred. In most cases within the County these accounts are used only at year-end.

3
4 **Procedures.** At year-end each department must determine the expenses incurred in the
5 current year that will not be paid until the following year.

6
7 It is the Department's responsibility to include the proper fiscal year to which a transaction will
8 apply. The system does not automatically flag the transaction. For items to be included in the
9 accounts payable they must be submitted to the Administrative Coordinator/Director of Finance,
10 or the assigned designee, in a timely manner for processing by the last full week of February
11 prior to the fiscal year accounts being closed.

12
13 It is the responsibility of the Administrative Coordinator/Director of Finance to reconcile the
14 accounts payable accounts.

RESOLUTION NO. 58-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT VOUCHER POLICY DOCUMENT NUMBER TWENTY-NINE

1 INTRODUCTION: Administrative & Finance Committee

2

3 INTENT & SYNOPSIS: To put into effect Voucher Policy Document Number
4 Twenty-nine and rescind corresponding Chapter 8, Section, 16 of the Personnel
5 and General Administrative Policy adopted by Res. #51-2011.

6

7 FISCAL NOTE: None.

8

9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11

12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14

15 NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 16 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Voucher Policy Document Number Twenty-nine to
21 be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014

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Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

VOUCHER POLICY DOCUMENT NUMBER TWENTY-NINE

1 **Purpose.** §59.52(12), Wisconsin Stats., requires the County Board to examine and settle all
2 accounts of the County and all claims, demands or causes of action against the County and
3 issue county orders therefore. Adams County follows §59.52(12) and §66.0135, Wisconsin
4 Stats., when disbursing funds for the settlement of accounts and claims against the County.
5

6 **Procedures.** The following procedures shall be followed for Adams County to comply with the
7 prompt payment law.

- 8 A. All orders for goods or services shall be by invoice or contract.
- 9 B. All invoices must be date stamped upon receipt. This procedure will allow us to properly
10 track invoices to ensure timely payment.
- 11 C. Departments must submit a completed voucher. All vouchers forms will contain vendor
12 number, account number, amount of payment, and have supporting documentation
13 attached. Those submitting a voucher are responsible to remove sales tax and take
14 allowable discounts. Any voucher without the above will be returned to the Department
15 and will not be paid until corrected. All vouchers for a department will be turned in on a
16 weekly basis.
17 Vouchers will be paid weekly.

18
19 For all purchases from vendors who do not have an authorized account, please contact the
20 Administrative Coordinator/Director of Finance, or the assigned designee.

RESOLUTION NO. ~~51~~-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT SPECIAL CHECK POLICY DOCUMENT NUMBER THIRTY

1 INTRODUCTION BY: Administrative & Finance Committee

2

3 INTENT & SYNOPSIS: To put into effect Special Check Policy Document
4 Number Thirty and rescind corresponding Chapter 8, Section, 17 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 FISCAL NOTE: None.

8

9 WHEREAS: Review and consideration of department heads comments have
10 been taken into account; and

11

12 WHEREAS: Language has been slightly modified to assist department heads in
13 daily operations.

14

15 NOW THEREFORE, BE IT RESOLVED that Chapter 8, Section 17 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 BE IT FURTHER RESOLVED by the Adams County Board of Supervisors to
20 approve the attached hereto Special Check Policy Document Number Thirty to be
21 put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

25

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John West

John Sebastian

Joe Guinadi

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

1 **Purpose.** Special checks cannot be used to pay mileage and/or meal vouchers, or for payment
2 of bills that missed the regular accounts payable cutoff. Special checks are only for
3 extraordinary or unusual expenditures that arise and payment needs to be made immediately.
4

5 **Procedures.** When it is determined that a special check is needed, the below listed
6 procedures shall be followed:
7

8 A. Contact the Administrative Coordinator/Director of Finance for authorization to process a
9 special check;

10 B. Prepare a voucher and attached respective invoices;

11 C. Have voucher signed by Department Head, or the assigned designee; and
12

13 D. Submit the voucher to the Administrative Coordinator/Director of Finance for payment.
14

15 Under extenuating circumstances the Administrative Coordinator/Director of Finance may have
16 a special check cut.
17
18

RESOLUTION NO. 60-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT INTERDEPARTMENTAL BILLING POLICY DOCUMENT NUMBER THIRTY-ONE

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

2

3 **INTENT & SYNOPSIS:** To put into effect Interdepartmental Billing Policy
4 Document Number Thirty-one and rescind corresponding Chapter 8, Section, 11
5 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 11 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Interdepartmental Billing Policy Document Number
21 Thirty-one to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

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John West

John Sebastian

John Gumadi

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

1
2 **Purpose.** As a general rule the National Committee on Government Accounts (NCGA) state
3 that revenues and expenses should be reported as such only once in the funds of a
4 governmental unit. By definition internal services funds, enterprise funds and special revenue
5 funds will account for interdepartmental transactions (expenses/receipts/journal entries) for the
6 purpose of recovering grants, aids and special revenues. By definition of the general fund to
7 account for resources devoted to financing the general services which the governmental unit
8 performs for its citizens primarily with levied dollars, interdepartmental billings are not efficient
9 and shall not be used unless there is a reporting or cost recovery requirement. Certain general
10 administrative costs will be recovered through the 'Indirect Cost Reimbursement Plan'.

11
12 **Procedures.** Each department shall be responsible for interdepartmental transactions by
13 invoice, receipt, and/or journal entries as deemed appropriate.

RESOLUTION NO. 61-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT JOURNAL ENTRY
POLICY DOCUMENT NUMBER THIRTY-TWO

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

2

3 **INTENT & SYNOPSIS:** To put into effect Journal Entry Policy Document
4 Number Thirty-two and rescind corresponding Chapter 8, Section, 8 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 8 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Journal Entry Policy Document Number Thirty-two
21 to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Administrative & Finance Committee this 7th
24 day of March, 2014.

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John White

Joe Sebastiani

Andy Gurnadi

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

1 **Purpose.** Journal entries are to be used to record accruals, prepaid items, correcting entries, reversing
2 entries and charges between County departments.
3

4 **Procedures.** All journal entries must be prepared on the Journal Entry Form obtained from the
5 Administrative Coordinator/Director of Finance Office.
6

7 It is the responsibility of the Department receiving the services to prepare the journal entry. The form is
8 to be completed, balanced (debits = credits), and submitted no later than the 3rd business day of the
9 month in which the journal entry applies. Journal entries received after the 3rd business day will be
10 posted in the following month and will not be reflected on the department monthly financial report.
11

12 Journal entries to cash accounts (# 1XXXX) generally should only take place, unless to adjust for
13 transfers between funds to balance cash in the appropriate funds. These transfers shall only be
14 completed with approval of the Administrative Coordinator/Director of Finance to verify the
15 proper accounting transaction.

RESOLUTION NO. 62-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT CARRYOVER ACCOUNTS/FUND BALANCE POLICY DOCUMENT NUMBER THIRTY-THREE

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

2

3 **INTENT & SYNOPSIS:** To put into effect Carryover Accounts/Fund Balance
4 Policy Document Number Thirty-three and rescind corresponding Chapter 8,
5 Section, 15 of the Personnel and General Administrative Policy adopted by Res.
6 #51-2011.

7

8 **FISCAL NOTE:** None.

9

10 **WHEREAS:** Review and consideration of department heads comments have
11 been taken into account; and

12

13 **WHEREAS:** Language has been slightly modified to assist department heads in
14 daily operations.

15

16 **NOW THEREFORE, BE IT RESOLVED** that Chapter 8, Section 15 of the
17 Personnel and General Administrative Policy adopted by Res. #51-2011 be
18 rescinded; and,

19

20 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
21 approve the attached hereto Carryover Accounts/Fund Balance Policy Document
22 Number Thirty-three to be put into effect immediately upon adoption.

23

24 Recommended for adoption by the Administrative & Finance Committee this 7th
25 day of March, 2014.

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[Handwritten signatures: John West, [unclear], [unclear]]

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair

County Clerk

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

CARRY OVER ACCOUNTS/FUND BALANCES POLICY DOCUMENT NUMBER THIRTY-THREE

1 Adams County presently maintains carry over accounts in its general fund accounting system,
2 which are the result of monies left from prior years budgets that are carried over to subsequent
3 year budgets as established by County Board Resolutions. The general fund, special revenue
4 funds, internal service funds and enterprise funds maintain fund balances as a result of monies
5 left from prior years' budgets. Fund balances are used in subsequent year budgets and are
6 maintained at an adequate level to cover emergencies and maintain a stable economic
7 environment.

8

9 **Carry over** accounts shall be established by County Board for the following reasons:

10

- 11 A. Statutory: Funds required by Statute to be non-lapsing.
- 12 B. Special Revenue: Funds for programs whose primary source of revenues are from
13 other than county appropriations, or which are limited by the Grantor or by County
14 Board resolution to expense for a specific purpose.
- 15 C. Special Projects: Unexpended appropriations for a specific expense, which is
16 expected to be completed in subsequent years.

17

18 The Administrative & Finance Committee shall review carry over accounts annually to ascertain
19 if the appropriation meets the above criteria.

20

21 The unreserved/undesignated fund balance in the General Fund shall be maintained at 15-25%
22 of the current year actual audited expenditures for the general fund. Internal service and
23 enterprise funds shall be assessed by end of year cash balances. The cash balances in these
24 funds should be maintained at 20 - 30% of the current year actual audited expenditures for the
25 fund (75-100 days cash reserve is desired). Fund balances shall be analyzed and appropriately
26 applied in the budget process.

RESOLUTION NO. 63-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT IT GENERAL INFORMATION POLICY DOCUMENT NUMBER THIRTY-FOUR

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect IT General Information Policy
4 Document Number Thirty-four and rescind corresponding Chapter 9, Sections 1
5 & 5 of the Personnel and General Administrative Policy adopted by Res. #51-
6 2011.

7

8 **FISCAL NOTE:** None.

9

10 **WHEREAS:** Review and consideration of department heads comments have
11 been taken into account; and

12

13 **WHEREAS:** Language has been slightly modified to assist department heads in
14 daily operations.

15

16 **NOW THEREFORE, BE IT RESOLVED** that Chapter 9, Sections 1 & 5 of the
17 Personnel and General Administrative Policy adopted by Res. #51-2011 be
18 rescinded; and,

19

20 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
21 approve the attached hereto IT General Information Policy Document Number
22 Thirty-four to be put into effect immediately upon adoption.

23

24 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
25 March, 2014.

26

27 Wm. Mill

28 Joe Stahl

Florence Johnson

29

30 Adopted _____

31 Defeated _____ by the Adams County Board of Supervisors this

32 Tabled _____ day of _____, 20____.

33

34 _____

35 County Board Chair

County Clerk

36

37 Reviewed by Corporation Counsel

38 Reviewed by Administrative Coordinator/Director of Finance

39

1 **1.01 Introduction.** Computers and related equipment and software play a rapidly
2 increasing role in County Government. This Computer Policy shall govern the acquisition and
3 use of computers and computer-related equipment (including software, printers, monitors,
4 speakers, laptops computers, facsimile, modems, Internet access, and email) throughout the
5 County including all its Departments and sub-units. The enclosed policies and directives have
6 been established to:

- 7 A. Protect this investment.
- 8 B. Safeguard the information contained within these systems.
- 9 C. Reduce business and legal risk.

10
11 **1.02** Policies may be based on a combination of law, administrative policy and commonly
12 accepted business practices; and will be determined based on the best interests of Adams
13 County Government and its constituents. This policy will be reviewed at least annually, or as
14 often as may be required to respond to changes in laws, technology or other requirements.

- 15 A. Site surveys should be conducted: semi-annually by the Department Head and a
16 report of any infraction shall be reported to Technology Steering Committee.
- 17 B. It is the responsibility of Adams County Government and Department Heads to
18 determine the access and security requirements for each building and office area.
- 19 C. There will be some cases in which end point equipment will be accessible to the
20 general public. In general, the following rules along with the Public Access Policy
21 will apply.
 - 22 i. The equipment will be in an office suite or building, which can be locked or
23 secured after normal business hours.
 - 24 ii. The equipment will be monitored to ensure that it is not removed or intentionally
25 damaged while accessible to the public.
 - 26 iii. The equipment will be technically locked down so that a member of the public
27 cannot access our internal secured networks.
- 28 D. Adams County will use standards that support workstation security. These include,
29 but are not limited to:
 - 30 i. Utilization of Windows XP or Vista operating systems, appropriately patched.
 - 31 ii. Utilization of a locked down configuration – that each user will not have local
32 administrator rights on their workstation.
 - 33 iii. Utilization of Windows automatic screen saver function that is password
34 protected. Such screen savers will automatically activate after 15 minutes of
35 inactivity.
 - 36 iv. Users or departments will take no action that disables the use or prolongs the
37 time frame of such security measures.
 - 38 v. The County considers workstations as a sensitive item

39
40 **ACCESS TO COUNTY NETWORK**
41 **SECTION – 2**
42

43 **2.01 Requirements for New & Departing Employees.**

44 Forms are required for:

- 45 A. New & Transferred Employees Network Access—Each Department is required to
46 notify the MIS Department at least 1 week in advance of new employees hired.
47 Access Change Form must be completed, signed by the Department Head, and
48 submitted to MIS by this time, when possible. The Access Change Form defines
49 permitted computer programs and data access.
- 50 B. Departing Employees—Each Department is required to give the MIS Department at

**ACCESS TO COUNTY NETWORK
SECTION - 2**

P118

- 51 least 1 weeks notice of employees departing employment at Adams County. An
52 Access Change Form must be completed and signed by the Department Head by
53 this time. The Access Change Form defines to MIS when the user profiles should be
54 disabled and/or deleted and how the user's data files and old email should be
55 handled.
- 56 C. Departments may have "generic" profiles for temporary positions such as an LTE or
57 intern. However, this profile can only be assigned to one person at a time and the
58 password will need to be changed prior to a new person using the profile. When the
59 profile is not used, MIS will disable it.
- 60 D. Each department should request network access for their external users that may
61 need to access their computer systems, such as contractors, via Access Change
62 Form.

RESOLUTION TO ADOPT AND PUT INTO EFFECT IT STATEMENTS OF RESPONSIBILITY POLICY DOCUMENT NUMBER THIRTY-FIVE

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect IT Statements of Responsibility Policy
4 Document Number Thirty-five and rescind corresponding Chapter 9, Section 2 of
5 the Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 9, Section 2 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto IT Statement of Responsibility Policy Document
21 Number Thirty-five to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

25

26 Wm. Mall

27

28 Joe Stubble

Edwina Johnson

29

30 Adopted _____
31 Defeated _____ by the Adams County Board of Supervisors this
32 Tabled _____ day of _____, 20____.

33

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35 _____
36 County Board Chair

_____ County Clerk

37

38 Reviewed by Corporation Counsel

39 Reviewed by Administrative Coordinator/Director of Finance

**IT STATEMENTS OF RESPONSIBILITY POLICY DOCUMENT NUMBER THIRTY-FIVE
SECTION - 1**

- 1 **1.01** General responsibilities pertaining to this policy are set forth in this section. The
2 following sections list additional specific responsibilities. Access to information is a
3 public trust and is to be protected with all prudence and diligence. The information
4 systems we utilize are mission-critical devices that we depend on to conduct the
5 business of the County and to support our citizens and residents as well as other
6 government agencies.
7
- 8 **1.02 Department Head.** Department Heads are responsible for determining who will be
9 allowed to access their information, consistent with polices, applicable laws and regulations
10 governing access. The Department Head may delegate this authority to one other person;
11 however the final responsibility for establishing clear guidance for their data, and enforcing
12 security policy lies with the Department Head.
13
- 14 **1.03 Management Information System.** MIS houses, administers and operates all
15 servers, infrastructure and security equipment for Adams County agencies, unless special
16 exceptions are granted, by the MIS Department with consultation with Corporation Counsel if
17 need be, the MIS Department is the custodian of the County's information resources and
18 implements the policies set forth in this document. MIS acts on behalf of Adams County
19 Government and Department/Division Heads to secure information, applications, systems and
20 networks, to provide authorized access to approve personnel and to monitor, detect, investigate
21 and report on actual or suspected security breeches or incidents.
22
- 23 **1.04 End User/Employees.** Employees of Adams County, and others accessing county
24 information or computer services, play a key role in maintaining the integrity and security of all
25 of our automated systems. Each user of automated services is responsible to understand these
26 rules and guidelines, to abide by them as well as to identify and report issues and problems.

RESOLUTION TO ADOPT AND PUT INTO EFFECT IT MONITORING & PRIVACY POLICY DOCUMENT NUMBER THIRTY-SIX

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Monitoring & Privacy Policy
4 Document Number Thirty-six and rescind corresponding Chapter 9, Section 4 of
5 the Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 9, Section 4 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Monitoring & Privacy Policy Document Number
21 Thirty- six to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

25

26 Wm. Mall

27 Joe Stubb

Florence Johnson

28

29
30 Adopted _____

31 Defeated _____ by the Adams County Board of Supervisors this
32 Tabled _____ day of _____, 20____.

33

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36 _____
County Board Chair

_____ County Clerk

37

38 Reviewed by Corporation Counsel

39 Reviewed by Administrative Coordinator/Director of Finance

IT MONITORING & PRIVACY POLICY DOCUMENT NUMBER THIRTY-SIX
SECTION - 1

1 **1.01 Monitoring**

2 **A.** All Adams County resources, including but not limited to, computers, Internet
3 access, e-mail and voice mail may be monitored by the County. At any time
4 and without prior notice, Adams County maintains and intends to exercise the
5 right to examine any systems and inspect and review any and all data recorded
6 in these systems. Any information stored on a computer, whether the
7 information is contained on a hard drive, computer disk or in any other manner
8 may be subject to review by the County. This examination helps ensure
9 compliance with internal policies and the law. It supports the performance of
10 internal investigations and assists the management of information systems.

11 **B.** Adams County has employed monitoring software to check on the use and
12 content of the Internet and e-mail to ensure that there are no serious breaches
13 of this policy. The County specifically reserves the right for authorized personnel
14 to access, retrieve, read any communication that is created on, received
15 through, or sent via the e-mail system, to assure compliance with all County
16 policies. Such monitoring may be initiated randomly or may initiated upon a
17 complaint upon reasonable suspicion of misuse of internet or email by an
18 employee and shall be used for legitimate purposes only.

19
20
21

**PRIVACY
SECTION - 2**

22 **2.01 Privacy**

23 Adams County reserves and intends to exercise the right to review, audit, access and
24 disclose any and all files created on any county computer.

- 25 **A.** Employees shall have no expectation of personal privacy when using computers,
26 including all e-mail activity and internet use.
- 27 **B.** Passwords are not an indicator of personal privacy from employer monitoring.
- 28 **C.** Adams County's failure to monitor in particular situations is not a waiver of the
29 Counties right to monitor in the future.
- 30 **D.** Monitoring - All Adams County resources, including but not limited to,
31 computers, Internet access, e-mail and voice mail.

32

33 **Incidental and occasional personal use** of the Internet or the corporate e-mail system
34 is permitted, subject to the restrictions contained in this policy or any related departmental
35 policy. Any personal use of internet or e-mail is expected to be on the employee's own time
36 and is not to interfere with the person's job responsibilities. Personal use of these systems
37 must not detrimentally affect the job responsibilities of other employees, disrupt the system
38 and/or harm the County's reputation.

RESOLUTION TO ADOPT AND PUT INTO EFFECT IT SECURITY POLICY DOCUMENT NUMBER THIRTY-SEVEN

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect IT Security Policy Document Number
4 Thirty-seven and rescind corresponding Chapter 9, Sections 3.01, 3.02, 3.08 of
5 the Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 9, Sections 3.01, 3.02,
16 3.08 of the Personnel and General Administrative Policy adopted by Res. #51-
17 2011 be rescinded; and,

18

19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto IT Security Policy Document Number Thirty-seven
21 to be put into effect immediately upon adoption.

22

23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

25

26 Wm. M. [Signature]

27

28 Joe [Signature]

Flourance Johnson

29

30 Adopted _____
31 Defeated _____ by the Adams County Board of Supervisors this
32 Tabled _____ day of _____, 20____.

33

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35 _____
36 County Board Chair

_____ County Clerk

37

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

IT SECURITY POLICY DOCUMENT NUMBER THIRTY-SEVEN

SECTION-1

1 1.01 Information security is not the sole function of any department, group, or agency.
2 Rather it is a result of the combined efforts of leadership to provide guidance and state intent, a
3 committee to create policies, technical staff to implement the technical structures that support
4 the policies, managers and supervisors to train, implement, and ensure compliance with the
5 policies, and the personnel system to provide enforcement and sanctions when policies are
6 broken.

7
8 1.02 Physical Security. It shall be the policy of Adams County that all data centers and
9 closets are secured, restricted areas. Access shall be granted to only those individuals who
10 have a mission essential business need and who have been appropriately cleared. County data
11 centers contain data, which is sensitive, personal in nature and in some cases protected by law.
12 Data centers are not common workspaces. Traffic in the data centers shall be kept to a
13 minimum. Unaccompanied access to data centers and closets shall require signing of the
14 County Non Disclosure Agreement.

15
16 1.03 Incident Response and Reporting. Adams County will adhere to a standardized
17 procedure of responding to security incidents, investigating these events, documenting the
18 results of those investigations and taking appropriate action to meet operational and legal
19 requirements for addressing the incident. The county shall maintain preventative measures to
20 avoid any reasonably anticipated events that would compromise the confidentiality, integrity or
21 availability of data stored on the County network or County owned devices. It is also the intent
22 of this policy that each investigation contains recommendations and courses of action that will
23 lessen the likelihood of a recurrence whenever possible. This applies to all actual or suspected
24 security incidents on Adams County networks, including attacks emanating from outside the
25 County, business partner connections, wireless and remote access, or the theft or unauthorized
26 removal of media, data, storage devices, disks or CDs. This policy applies to all county
27 employees, elected officials, boards, committee and commission members who have access to
28 County systems, interns, contractors, affiliated or tenant agencies, business partners and
29 volunteers.

30
31 A. Detection and analysis

- 32 1. The county will adhere to a policy of flexible response, such that minor events can
33 be handled and cleared quickly, with minimal involvement, but the more serious
34 matters involve more personnel. Depending on the severity, a determination will be
35 made as to who needs to actively participate in the investigation.
- 36 2. (ii) Staff will be included as necessary to assess systems or networks, complete any
37 required investigation items in the time frame allotted. In the event that specialized
38 expertise is required or criminal activity may be involved, contractor or law
39 enforcement resources may be called upon possibly including the FBI and
40 Department of Homeland Security.
- 41 3. It shall be the policy of Adams County that there will be no punishment or adverse
42 action for the good faith reporting of security issues, problems or incidents.

43 B. Containment, eradication and recovery

- 44 1. Priority will go to identifying the scope of the incident or attack and containing its
45 spread.
- 46 2. Every attempt will be made to retain and collect evidence, which could be useful to
47 the investigation.
- 48 3. Systems beyond the initial scope of the report may need to be examined to

IT SECURITY POLICY DOCUMENT NUMBER THIRTY-SEVEN
SECTION-1

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- 49 determine the number of devices involved.
50 4. No system will be left on line until it is determined that it is not harmful to networks
51 or other systems.
52 5. Recovery will proceed as quickly as possible, without compromising security or
53 unnecessarily exposing other systems to compromise or damage.
54 6. An incident report will be created. All documents, reports, logs, written summaries
55 of interviews, files, etc. will become part of the official record of the investigation.
56 This information will be protected from public disclosure as permissible by law.
57 7. Reports will include whenever possible, the proximate causes and recommended
58 corrective actions.

RESOLUTION NO. 67 2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT IT EQUIPMENT & DATA SECURITY POLICY DOCUMENT NUMBER THIRTY-EIGHT

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect IT Equipment & Data Security Policy
4 Document Number Thirty-eight and rescind corresponding Chapter 9, Sections
5 3.03, 3.04, 3.05, 3.06, 3.07 of the Personnel and General Administrative Policy
6 adopted by Res. #51-2011.

7

8 **FISCAL NOTE:** None.

9

10 **WHEREAS:** Review and consideration of department heads comments have
11 been taken into account; and

12

13 **WHEREAS:** Language has been slightly modified to assist department heads in
14 daily operations.

15

16 **NOW THEREFORE, BE IT RESOLVED** that Chapter 9, Sections 3.03, 3.04,
17 3.05, 3.06, 3.07 of the Personnel and General Administrative Policy adopted by
18 Res. #51-2011 be rescinded; and,

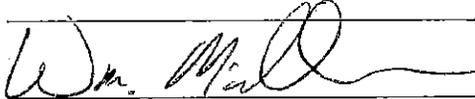
19

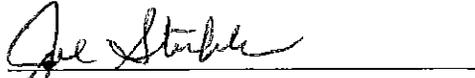
20 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
21 approve the attached hereto IT Equipment & Data Security Policy Document
22 Number Thirty-eight to be put into effect immediately upon adoption.

23

24 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
25 March, 2014.

26

27 

28 

29 

30

31 Adopted _____

32 Defeated _____ by the Adams County Board of Supervisors this

33 Tabled _____ day of _____, 20____.

34

35 _____

36 County Board Chair

County Clerk

37

38 Reviewed by Corporation Counsel

39 Reviewed by Administrative Coordinator/Director of Finance

40

1 **1.01 Equipment Security.**

- 2 A. Hardware (computers, printers, etc.) cannot be relocated without prior approval from MIS.
3 Purpose is to ensure an accurate inventory and to help prevent equipment from being
4 unnecessarily damaged.
5 B. Users are not permitted to install new or replacement hardware.
6 C. Personal hardware – Personal electronic hardware brought from home may not be
7 connected or installed onto any county computer or onto the county network. Examples are
8 modems, digital cameras, PDA's, printers, Blackberries, tablets, smartphones etc.
9

10 **1.02 Data Security.**

- 11 A. Personal computer equipment cannot be connected to the Adams County Network in any
12 way unless approved by the MIS Department.
13 B. Computer modems are only permitted to be connected to a phone line when the modem is
14 used as a direct connection to a state network for relaying data to that network. Dial up
15 internet connections are not permitted on computers connected to the Adams County
16 infrastructure and are a security violation.
17 C. Users are not to remove or disable any administrative, security, or virus scanning software
18 from their computer.
19 D. Software programs cannot be downloaded from the internet or brought to work by a user
20 and installed on any computer.
21 E. Computer monitors that will display PHI (Personal Health Information) should not be
22 viewable from outside the employees' office or workstation. Each PC should be locked into
23 screensaver mode or logged off before a worker leaves their office.
24 F. All Computers are required to have an idle PC lockout after 15 minutes of idle time. All users
25 are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their
26 computer unattended. MIS will reserve the right to log off the computer after 1 hour of
27 inactivity for network security purposes and to allow maintenance to be performed on the
28 computers during off hours.
29

30 **1.03 Password Security.**

- 31 A. All user passwords will be require to be changed every 90 days. Users will be prompted to
32 change their passwords. Users can also press CTRL+ALT+DEL and choose "Change
33 Password" if they would like to change it prior to the 90 day limit.
34 B. Passwords are required to be at least 7 characters in length. Passwords should contain a
35 combination of numbers, letters, and special characters.
36 C. Users will not be allowed to use a previous password when their password expires.
37 D. Passwords must not be accessible to any other users. The password must be memorized,
38 not written. Each user is solely responsible for all computer transactions, such as internet
39 use, emails and file access, which take place using their username & password. Users are
40 prohibited from sharing access to their computer while logged on.
41 E. Users must notify MIS immediately if they feel their password or account has been
42 compromised.
43 F. Contact the MIS helpdesk at #567 if a password is forgotten. MIS can reset passwords as
44 needed.
45 G. Network, Internet and Email access are associated with the user's logon and password. If
46 the user is not granted permission by the department to use these resources, their profiles
47 will restrict them from doing so.
48 H. MIS may ask a user for his or her password to install and troubleshoot hardware and

**IT EQUIPMENT AND DATA SECURITY POLICY DOCUMENT NUMBER THIRTY-EIGHT
SECTION - 1**

49 software. MIS will maintain the confidentiality of the password or, if requested, can reset
50 the password for the user to change at next logon. MIS may also reset the password to
51 troubleshoot a PC. If this is the case, MIS will prompt the user to change the password at
52 next logon. Users can also change their own network password at any time by pressing
53 Ctrl+Alt+Del and clicking on the "Change Password" button.

54 I. Users are prohibited from sharing their passwords with non-MIS Staff.

55

56 **1.04 File Security.**

57 A. Based on the information from the IT Employee Access Change Form, MIS assigns folder
58 and file access permissions to specific users and groups of all directories to control which
59 user has what level of file access on the network.

60 B. Users are responsible to manage their files by storing them in the correct location based on
61 security requirements.

62 C. Removable disk storage media – Each employee is responsible for the maintenance and
63 security of the data they store onto removable storage media. PHI (Personal Health
64 Information) must be consistent with HIPPA. Users must ensure the devices are password
65 protected if they contain county data.

66 D. Workstation Security. The County will implement policies and procedures to keep end point
67 systems (defined as desktops, laptops, palm computers and tablets) physically secure and
68 accessed only by authorized users. Special care must be taken to protect information that is
69 considered particularly sensitive. Any variation from these procedures must be approved in
70 advance.

71 E. Physical safeguards for end point equipment will be provided so as to prevent public access.

72 F. For all cases other than computers designated for public use, security will be provided by
73 restricting and controlling physical access to the offices and desktop systems and by
74 properly positioning and protecting systems such that information cannot easily be read or
75 obtained.

76 G. Monitors should generally be kept from the plain view of anyone who does not have the
77 appropriate access or clearance to information that may be displayed.

78 H. Keyboard, mouse, and other components should be kept far enough away from the public,
79 so they cannot be tampered with, or stolen.

80 I. Printers should also be kept in protected areas to keep sensitive information from being
81 disclosed inappropriately.

82 J. Printer materials from any source should be kept secure and away from viewing and out of
83 public reach.

84

85 **1.05 Software.**

86 A. Personally owned software brought from home may not be connected or installed onto any
87 county computer.

88 B. Employee Responsibilities:

89 C. Employees shall not knowingly introduce a computer virus into company computers.

90 D. Employee's shall not disable or uninstall security, antivirus or monitoring software from any
91 county owned equipment

92 E. Employees shall not load diskettes, CD's, DVD's, USB Jump Drives and other portable media
93 of unknown origin that is network attached.

94 F. Incoming diskettes, CD's, DVD's, USB Jump drives, and other portable media shall be
95 scanned for viruses before they are read (Real time monitor checks this for employee).

**IT EQUIPMENT AND DATA SECURITY POLICY DOCUMENT NUMBER THIRTY-EIGHT
SECTION - 1**

- 96 G. Any associate who suspects that his/her workstation has been infected by a virus shall
- 97 IMMEDIATELY POWER OFF the workstation and call the MIS Helpdesk at 339-4567 or ext.
- 98 567.
- 99 H. All software acquired for or on behalf of Adams County or developed by Adams County
- 100 employees or contract personnel on behalf of the County is and shall be deemed county
- 101 property. All such software must be used in compliance with applicable licenses, notices,
- 102 contracts, and agreements. County software may not be duplicated.
- 103 I. Licensing - Unless otherwise provided in the applicable license, notice contract, or
- 104 agreement, any duplication of copyrighted software, except for backup and archival
- 105 purposes, may be in violation of federal and state law. In addition to violating such laws,
- 106 unauthorized duplication of software is a violation of this Software/Hardware Policy.
- 107
- 108 **1.06 Network.** File Management, Backup & Retention
- 109 A. Users are encouraged to manage their files in a professional manner by deleting
- 110 unnecessary, outdated, and duplicated files.
- 111 B. The MIS department reserves the right to limit user storage space and to setup auto-
- 112 archiving of aged data should the user not comply in managing their files.
- 113 C. Users are not permitted to store music files or video files for personal use on county
- 114 equipment. Storage of personal media files could implicate the county in copy write
- 115 infringement.
- 116 D. Peer to Peer (P2P) networking is prohibited on the County network unless authorized and
- 117 configured by the MIS Department.
- 118 E. Changes to user phone settings must be requested in writing.
- 119 F. Voice mail is available to users and must be approved by the Department Head using the
- 120 Employee Access Change Form.
- 121 G. Phones and fax machines cannot be moved before contacting the MIS Department for
- 122 proper configuration on the associated ports or jacks.
- 123 H. Internal phone extensions are 3 digit numbers and cannot be dialed from outside of the
- 124 Courthouse. Extensions starting with the number 2, 3 or 5 have a corresponding external
- 125 number: 339-4xxx, xxx being the extension number.

RESOLUTION NO. 18-2014

RESOLUTION TO ADOPT AND PUT INTO EFFECT HARDWARE & PHONE SYSTEM POLICY DOCUMENT NUMBER THIRTY-NINE

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Hardware & Phone System Policy
4 Document Number Thirty-nine and rescind corresponding Chapter 9, Section
5 6.01 of the Personnel and General Administrative Policy adopted by Res. #51-
6 2011 and the last line of Chapter 8, Section 2.01 and all of 2.02 of the Employee
7 Handbook.

8

9 **FISCAL NOTE:** None.

10

11 **WHEREAS:** Review and consideration of department heads comments have
12 been taken into account; and

13

14 **WHEREAS:** Language has been slightly modified to assist department heads in
15 daily operations.

16

17 **NOW THEREFORE, BE IT RESOLVED** that Chapter 9, Section 6.01 of the
18 Personnel and General Administrative Policy adopted by Res. #51-2011 be
19 rescinded and the last line of Chapter 8, Section 2.01 and all of 2.02 of the
20 Employee Handbook; and;

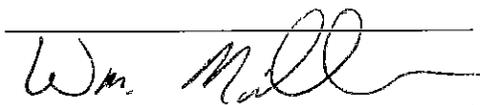
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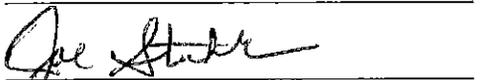
22 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
23 approve the attached hereto Hardware & Phone System Policy Document
24 Number Thirty-nine to be put into effect immediately upon adoption.

25

26 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
27 March, 2014.

28

29 

31 



33

34 Adopted _____

35 Defeated _____ by the Adams County Board of Supervisors this

36 Tabled _____ day of _____, 20____.

37

38

39 _____
County Board Chair

County Clerk

40

41 Reviewed by Corporation Counsel

42 Reviewed by Administrative Coordinator/Director of Finance

IT HARDWARE & PHONE SYSTEM POLICY DOCUMENT NUMBER THIRTY-NINE
SECTION -1

1 **1.01 General Statements.**

- 2
- 3 **A.** All Adams County issued equipment (to include laptops, cell phones, PDAs, etc.) and all
- 4 data generated, received or stored on such equipment are property of Adams County.
- 5 **B.** Software, hardware, and network systems are intended to be used for business
- 6 purposes only to increase the quality and timeliness of services provided to the taxpayers
- 7 of Adams County.
- 8 **C.** Purchasing - All purchasing of Adams County hardware and software shall be centralized
- 9 with the Management Information Systems department to ensure that all hardware and
- 10 software conform to county software standards, are purchased at the best possible
- 11 price, and inventoried.
- 12 **D.** Disposal of old Hardware and Software - MIS will make the final determination as to the
- 13 disposition of computer equipment.
- 14 **E.** Exceptions to this policy must be approved by the Administrative and Finance
- 15 Committee. A list of exceptions to the policy shall be maintained by the MIS
- 16 department. Exceptions may be granted by MIS department prior to committee
- 17 approval, but must be reported back at the next regularly scheduled meeting.
- 18

19 **1.02 Hardware.** All hardware equipment acquired must be approved by the MIS
20 Department. All hardware must be used in compliance with applicable licenses, notices,
21 contracts, and agreements.

- 22
- 23 **A.** Computers & Monitors – All computers have red asset tags associated with them for
- 24 inventory & naming purposes. Computers are to be used for county business and it is
- 25 important users understand anything stored or transmitted via a County owned
- 26 computer is owned by the County. MIS will make every effort to keep computers up to
- 27 date.
- 28 **B.** Users are not allowed to move equipment without the authorization of the MIS
- 29 Department prior to the move.
- 30 **C.** Cell phones UMTS (universal mobile telecommunications systems) and CDMA (code
- 31 division multiple access) service devices.
 - 32 **1.** All devices must be approved by a users Department Head and the Administrative
 - 33 Coordinator/Director of Finance before MIS is notified to make the purchase.
 - 34 **2.** Users are not permitted to access the internet through their cell phone unless
 - 35 approved by their Department Head and department’s home committee.
 - 36 **3.** Adams County strongly discourages the use of a county cell phone while driving a
 - 37 vehicle.
 - 38 **4.** Please see the County cell phone policy for more information.
- 39 **D.** Printers and Copiers
 - 40 **1.** All County Departments will participate in the County Managed Print Services
 - 41 contract. All printers and copiers will be enrolled.
- 42 **E.** The MIS Department maintains a listing of authorized & licensed software programs.
- 43 This list is comprised based on the following.
 - 44 **1.** Whether the software is required for a department to do their job
 - 45 **2.** Interoperability with other software’s owned by the county and the State of
 - 46 Wisconsin.
 - 47 **3.** Software cannot duplicate the functionality of other software.
 - 48 **4.** Simplicity of use and maintaining.

**IT HARDWARE & PHONE SYSTEM POLICY DOCUMENT NUMBER THIRTY-NINE
SECTION -1**

- 49 **5.** Cost
50 **6.** Hardware requirements
51 **7.** Software conflicts
52 **8.** Other miscellaneous factors
53 **F.** Virus Scanning - The MIS Department will make every effort to prevent viruses from
54 infiltrating County computer systems. Each PC has virus scanning software installed and
55 configured to check for viruses real-time. Also, a virus scanner is setup to check all
56 incoming and outgoing messages before they arrive or leave the mail server.
57 **1.** MIS Responsibilities:
58 a. Install and maintain appropriate antivirus and anti-spyware software on all
59 computers and servers.
60 b. Respond to all spyware & virus attacks, destroy any detected, and document
61 each incident.
62 **1.03 Phone System.** The MIS Department shall be responsible and on call to support the
63 County's phone system.
64
65 **1.04 System Maintenance.**
66 **A.** All scheduled computer or network maintenance which will impact production shall
67 be done after normal work hours whenever possible.
68 **B.** MIS shall make every effort to notify all users via email of any scheduled computer
69 or network maintenance at least 24 hours in advance.
70 **C.** All "Network Maintenance Notifications" (NMN) maintenance notifications shall be
71 titled "NMN --" followed by a description.
72 **D.** Computers for non 24X7 departments will be shut down each night.

RESOLUTION TO ADOPT AND PUT INTO EFFECT IT BUDGET PROCESS POLICY DOCUMENT NUMBER FORTY

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect IT Budget Process Policy Document
4 Number Forty and rescind corresponding Chapter 9, Section, 10 of the Personnel
5 and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 9, Section 10 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

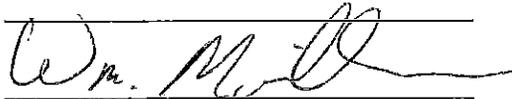
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19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto IT Budget Process Policy Document Number Forty
21 to be put into effect immediately upon adoption.

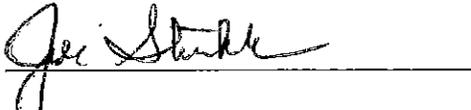
22

23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

25

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29

30 Adopted _____
31 Defeated _____ by the Adams County Board of Supervisors this
32 Tabled _____ day of _____, 20____.

33

34

35 _____
36 County Board Chair

_____ County Clerk

37

38 Reviewed by Corporation Counsel

39 Reviewed by Administrative Coordinator/Director of Finance

IT BUDGETING PROCESS POLICY DOCUMENT NUMBER FORTY

1 The MIS Department will compile a single budget for all technology and services covered under
2 this policy for Adams County. Each department will provide to the MIS department on or before
3 June 15th a MIS Budget Planning form.
4

Budget Approval Process.

- 5
6 **A.** June 15th all Departments requests for hardware, software or services will be turned
7 into the MIS department.
8 1. MIS begins meeting with Departments to discuss requests to confirm compatibility
9 and need.
10 **B.** July 15th MIS begins to incorporate all Departmental Technology Requests into the
11 final Master MIS budget.
12 **C.** August Administrative and Finance Meeting(s): MIS begins meetings to discuss
13 budget with home committee and get approval.
14 **D.** November – County Board Meets for final budget approval
15 **E.** January – Expenditures begin for budgeted items.

IT DEFINITION OF TERMS POLICY DOCUMENT NUMBER FORTY-ONE

1 **Definition of Terms.**

- 2 **A. Department Head:** refers to the Director or Manager of a department or agency, or
3 the department's designee.
- 4 **B. Internet:** - refers to an "External" network with many web servers containing web
5 pages used to display information to the public.
- 6 **C. County Web Page** - refers to the URL co.adams.wi.gov for the purpose of providing
7 county related information to the public.
- 8 **D. Filtering** - To filter and block certain items from the Internet based on URL address,
9 category, user, port, protocol, attachments and other criteria.
- 10 **E. Malicious Code** - Computer viruses or other programs introduced purposely to
11 disrupt, destroy or damage County information technology.
- 12 **F. Internet Service Provider (ISP)** – Internet provider selected for use by Adams
13 County to provide Internet access.
- 14 **G. Spam** - Unsolicited e-mail that is received.
- 15 **H. Web Based E-mail** - Refers to Internet web sites that offer free browser based e-
16 mail in an effort to lure users onto their site to promote advertisements and
17 services.
- 18 i. E-mail filtering is also used to detect certain phrases that may also be
19 prevented from incoming and outgoing messages. The MIS Department
20 is responsible for filtering and e-mail system reporting.
- 21 ii. Virus Protection - The County Email system has virus detection software
22 loaded on the server to check all incoming and outgoing messages on
23 the server for email viruses. This software is updated daily to keep up to
24 date with new viruses.
- 25 iii. Spam Filtering - Adams County has spam filtering software to prevent
26 thousands of junk (spam) email messages from being sent to employees
27 inboxes.
- 28 iv. (vii) External E-Mail Accounts - Other Internet providers such as State
29 agency or university accounts in lieu of a County account may be used.
30 However, if the internet and/or email is accessed using the County's ISP,
31 the user will need to adhere to this policy. Licensing, maintenance and
32 compliance to any records retention policies are the responsibility of the
33 providing agency.
- 34 v. (viii) E-mail Retention - The legal custodian and each user are responsible
35 for maintaining public record e-mail messages and attachments. To that
36 end the MIS Department has implemented email archiving. All incoming
37 and outgoing email messages (whether determined to be a public record
38 according to Sec. 19.32 to Sec. 19.39, Wis. Stats. Wisconsin Public
39 Record Law or not) will be archived for a period of 7 years and then will
40 be destroyed. Users may print out and file public record e-mail messages
41 and attachments for email that has to be kept indefinitely.
- 42 vi. E-mail Records Request Process: All questions or requests made to
43 Adams County for viewing public record e-mail messages should be sent
44 directly to the records custodian. Any questions from users regarding
45 whether or not an a message should be released under the record
46 retention policy should be directed to the Corporation Counsel. The
47 request will then be processed by records custodian.
- 48

**RESOLUTION TO ADOPT AND PUT INTO EFFECT DAYLIGHT SAVINGS
POLICY DOCUMENT NUMBER FORTY-TWO**

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2
3 **INTENT & SYNOPSIS:** To put into effect Daylight Savings Policy Document
4 Number Forty-Two and rescind corresponding Chapter 3, Section 1.07 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6
7 **FISCAL NOTE:** None.

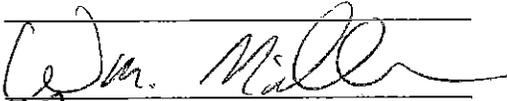
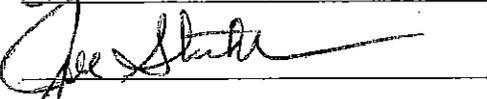
8
9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11
12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14
15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 3, Section 1.07 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

18
19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Daylight Savings Policy Document Number Forty-
21 Two to be put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

25
26  _____
27
28  _____
29  _____

30
31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34
35 _____
36 County Board Chair County Clerk

- 37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

DAYLIGHT SAVINGS TIME POLICY DOCUMENT NUMBER FORTY-TWO

- 1 **Daylight Savings Time.** Employees who are required to work during the change of Daylight
- 2 Savings Time shall be paid for the actual hours worked.

**RESOLUTION TO ADOPT AND PUT INTO EFFECT RESPONSE TIME
POLICY DOCUMENT NUMBER FORTY-THREE**

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Response Time Policy Document
4 Number Forty-three and rescind corresponding Chapter 3, Section 1.08 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 3, Section 1.08 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

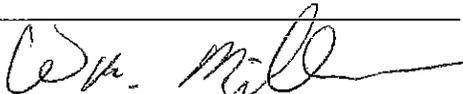
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19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Response Time Policy Document Number Forty-
21 three to be put into effect immediately upon adoption.

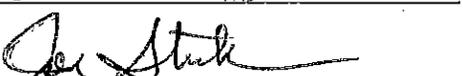
22

23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

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32 Adopted _____
33 Defeated _____ by the Adams County Board of Supervisors this
34 Tabled _____ day of _____, 20____.

35

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37 _____
38 County Board Chair

39

_____ County Clerk
 Reviewed by Corporation Counsel
 Reviewed by Administrative Coordinator/Director of Finance

RESPONSE TIME POLICY DOCUMENT NUMBER FORTY-THREE

- 1 **Response Time.** In order to respond to emergency and service needs, employees may be
- 2 required as part of their job description to be able to meet specific response times.

RESOLUTION TO ADOPT AND PUT INTO EFFECT TRAVEL TIME POLICY DOCUMENT NUMBER FORTY-FOUR

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2

3 **INTENT & SYNOPSIS:** To put into effect Travel Time Policy Document
4 Number Forty-four and rescind corresponding Chapter 4, Section 2.08 of the
5 Personnel and General Administrative Policy adopted by Res. #51-2011.

6

7 **FISCAL NOTE:** None.

8

9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11

12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14

15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 4, Section 2.08 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and,

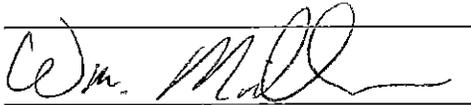
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19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Travel Time Policy Document Number Forty-four to
21 be put into effect immediately upon adoption.

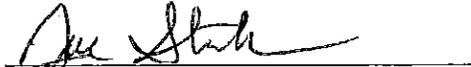
22

23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

25

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30 Adopted _____

31 Defeated _____ by the Adams County Board of Supervisors this

32 Tabled _____ day of _____, 20____.

33

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35 _____
36 County Board Chair

County Clerk

37

38 Reviewed by Corporation Counsel

39 Reviewed by Administrative Coordinator/Director of Finance

TRAVEL TIME POLICY DOCUMENT NUMBER FORTY-FOUR

1 **Reimbursement for Travel Time.** Federal Law applies to compensation for travel time
2 required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-
3 exempt employee who is required to travel during hours that are in addition to the normal
4 workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-
5 exempt employee is eligible for overtime for hours that are in addition to the normal workday.
6 Department Heads shall contact the Personnel Director prior to any overtime travel pay. In no
7 instance shall an employee be paid to travel to the employer's work site if it is the first stop of
8 the day. In this case the employee begins being paid once the employee arrives at work.

RESOLUTION TO ADOPT AND PUT INTO EFFECT EXIT INTERVIEW POLICY DOCUMENT NUMBER FORTY-FIVE

1 **INTRODUCED BY:** Ad Hoc Transition Committee

2
3 **INTENT & SYNOPSIS:** To put into effect Exit Interview Document Number
4 Forty-five and rescind corresponding Chapter 7, Section 3.04 of the Personnel
5 and General Administrative Policy adopted by Res. #51-2011.

6
7 **FISCAL NOTE:** None.

8
9 **WHEREAS:** Review and consideration of department heads comments have
10 been taken into account; and

11
12 **WHEREAS:** Language has been slightly modified to assist department heads in
13 daily operations.

14
15 **NOW THEREFORE, BE IT RESOLVED** that Chapter 7, Section 3.04 of the
16 Personnel and General Administrative Policy adopted by Res. #51-2011 be
17 rescinded; and

18
19 **BE IT FURTHER RESOLVED** by the Adams County Board of Supervisors to
20 approve the attached hereto Exit Interview Policy Document Number Forty-five
21 to be put into effect immediately upon adoption.

22
23 Recommended for adoption by the Ad Hoc Transition Committee this 19th day of
24 March, 2014.

25 _____
26 *Wm. Miller*
27 _____

28 _____
29 *Flourence Johnson*
30 _____

31 Adopted _____
32 Defeated _____ by the Adams County Board of Supervisors this
33 Tabled _____ day of _____, 20____.

34
35 _____
36 County Board Chair County Clerk

- 37
38 Reviewed by Corporation Counsel
39 Reviewed by Administrative Coordinator/Director of Finance

EXIT INTERVIEW POLICY DOCUMENT NUMBER FORTY-FIVE

- 1 **Exit Interview.** The Exit Interview is used to gain insight into the effectiveness of County personnel
- 2 and managerial practices, to determine where policies and procedures are in need of review or
- 3 revision, and where supervisory or managerial practices need modification or improvement. Employees
- 4 are requested to complete the Exit Interview Form and return it to the Personnel Director. A summary
- 5 of comments will be provided to the Department Head and Home Committee.

RESOLUTION NO. 752014

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RESOLUTION TO REAFFIRM RES. #51-2011 ADOPTING THE ADAMS COUNTY IN-LINE STRUCTURE

INTRODUCED BY: Ad Hoc Transition Committee

INTENT & SYNOPSIS: To reaffirm Adams County In-Line Structure adopted by Res. #51-2011.

FISCAL NOTE: None.

WHEREAS: Chapters and Sections of the Personnel and General Administrative Policy manual have been incorporated into the Employee Handbook, County Board Rules, Policy Documents and/or eliminated

WHEREAS: such document/language has not been rescinded; and is still in effect.

NOW THEREFORE, BE IT RESOLVED To reaffirm the attached hereto Adams County In-Line Structure adopted by Res. #51-2011.

Recommended for adoption by the Ad Hoc Transition Committee this 19th day of March, 2014.

Wm. Mall

Joe Stube

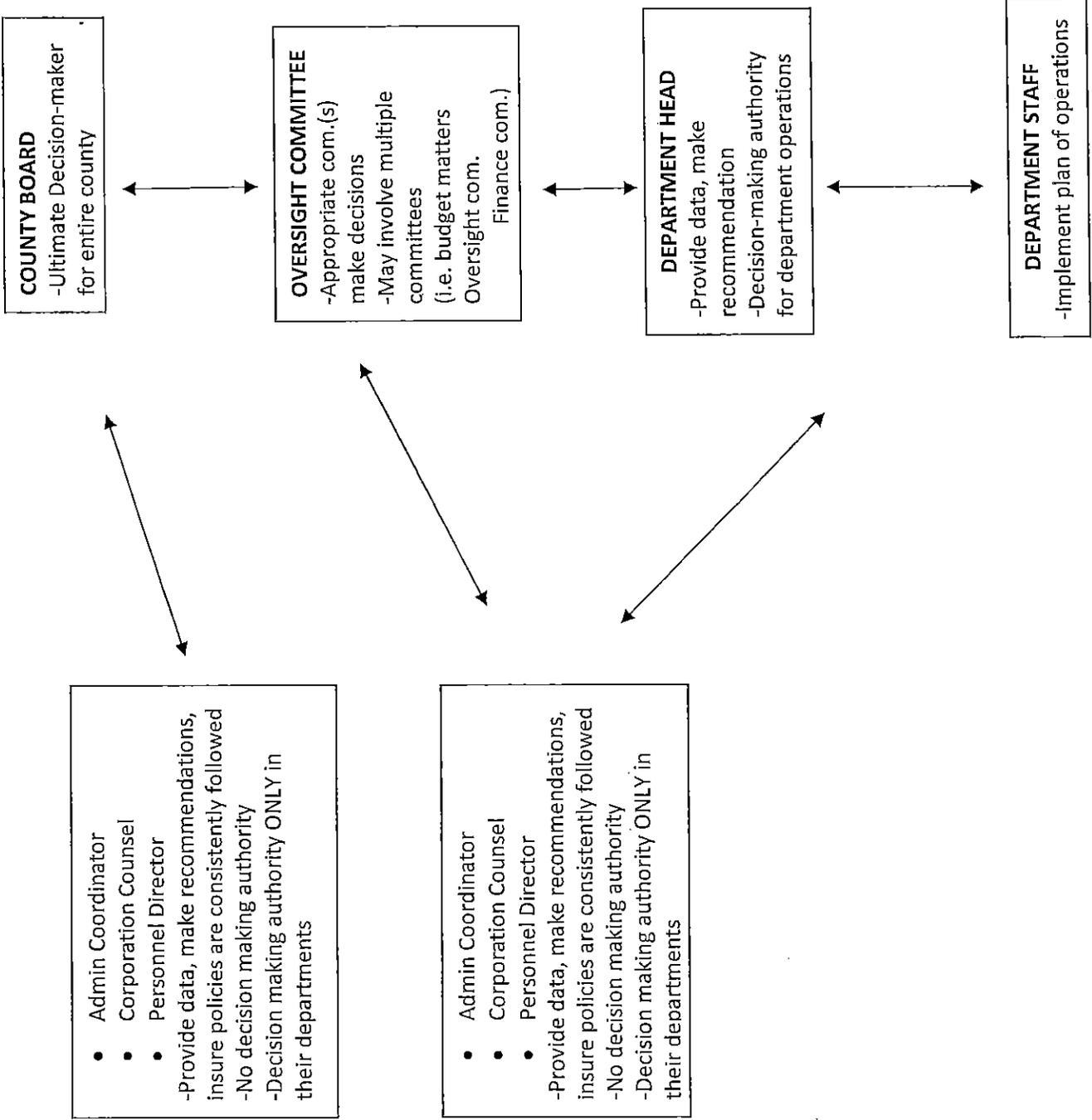
Floune Johnson

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair County Clerk

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

COUNTY IN-LINE STRUCTURE



AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 24, 2011, and

WHEREAS: On March 12, 2014, Bob Livingston and Frank Platts, owners, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of property in the Town of Jackson, 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 2, 2014 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 recommendation to the Adams County Board of Supervisors; now, therefore,

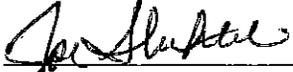
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Recreational/Residential District to a General Purpose District.

That portion of a 40 acre parcel in the SE ¼, NW ¼, Section 13, Township 15 North, Range 7 East that is zoned Recreational/Residential in the Town of Jackson, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of April, 2014.

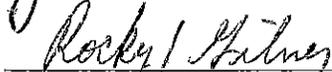
Recommended for enactment by the Adams County Planning and Zoning Committee on this 2nd day of April, 2014.



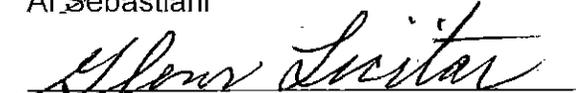
Joe Stuchlak, Chair



Al Sebastiani



Terry James, Vice-Chair/Rocky Gilner



Glenn Licitar



Heidi Roekle



Barb Morgan



Randy Thielsen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of April 2014

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AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Comprehensive Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of Jackson on March 30, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 12, 2014, Bob Livingston and Frank Platts, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone 79.63 acres in the Town of Jackson, 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 2, 2014, 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 amendment to the Adams County Board of Supervisors; now, therefore,

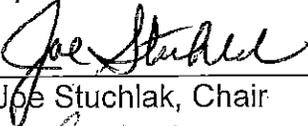
The County Board of Supervisors of the County of Adams does ordain as follows:

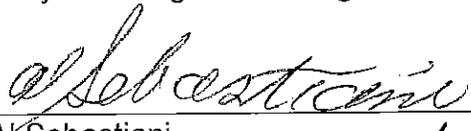
Zoning Change: The Adams County Comprehensive Zoning Ordinance 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed;

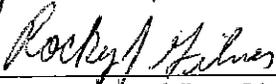
Property: 40 acres in the SE ¼, NW ¼, Section 13, Township 15 North, Range 7 East from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance and 39.63 acres in the NW ¼, SW ¼, Section 13, Township 15 North, Range 7 East from an A1 Exclusive Agricultural District to A1-15 Exclusive Agricultural District of the Adams County Comprehensive Zoning Ordinance in the Town of Jackson, Adams County, Wisconsin.

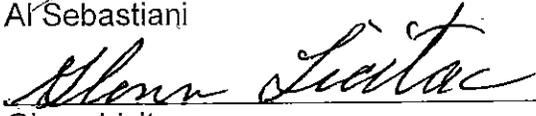
Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of April 2014.

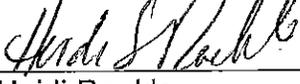
Recommended for enactment by the Adams County Planning and Zoning Committee on this 2nd day of April, 2014.

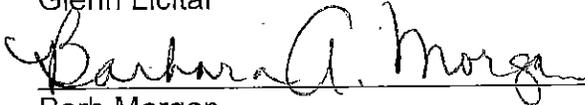

Joe Stuchlak, Chair


Al Sebastiani


Terry James, Vice-Chair/Rocky Gilner


Glenn Licitar


Heidi Roekle


Barb Morgan


Randy Theisen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of April, 2014

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

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

ADAMS CO PLANNING & ZONING COMMITTEE

April 2, 2014 – Room A260 -Courthouse
Friendship, WI 53934 – 1:00 P.M.

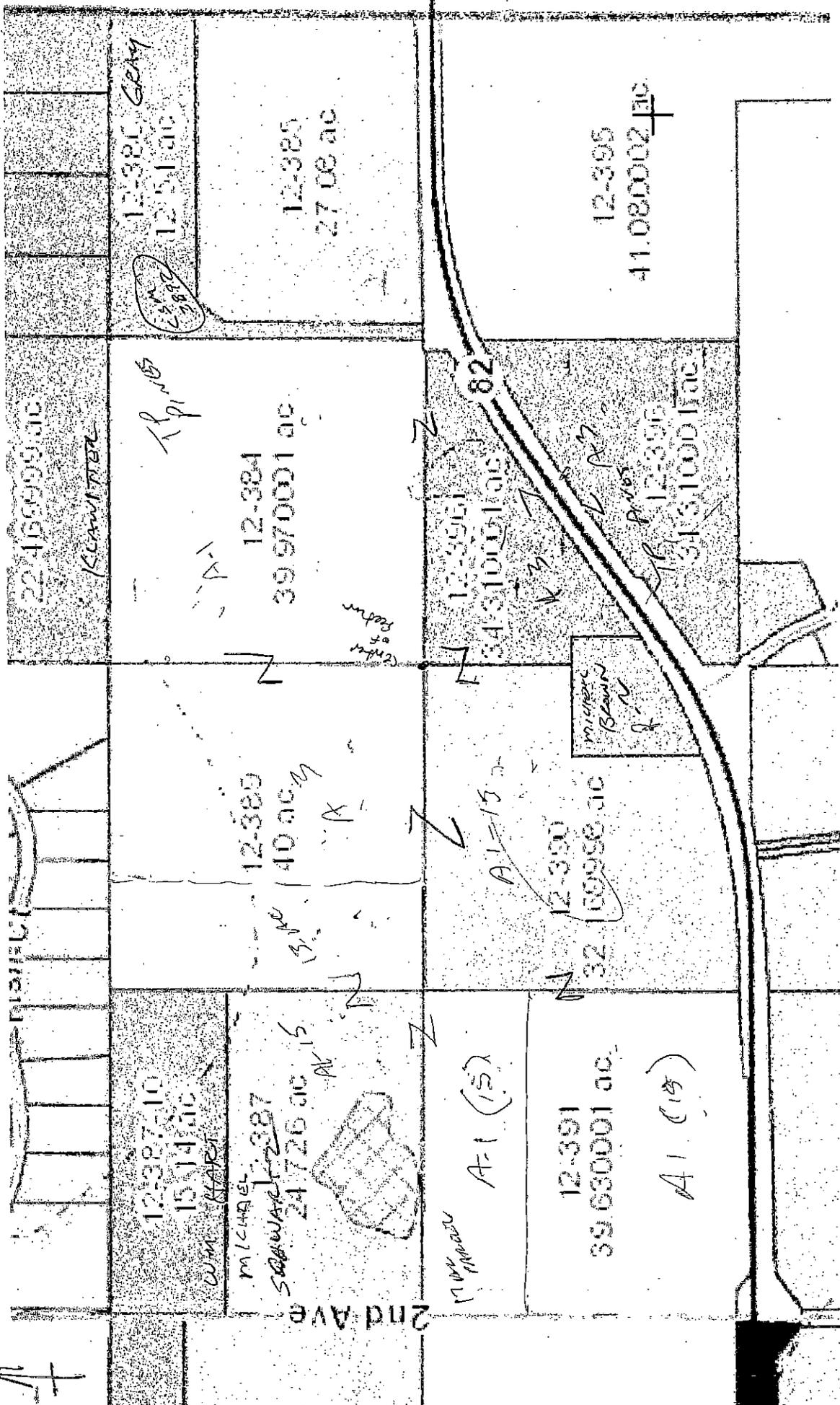
T. P. Pines – Rezoning request to allow the division of two parcels; 40 acres in the SE ¼, NW ¼, Section 13, Township 15 North, Range 7 East from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance and that portion zoned Recreational/Residential to a General Purpose District under the Adams County Shoreland Wetland and Habitat Protection Ordinance and 39.63 acres in the NW ¼, SW ¼, Section 13, Township 15 North, Range 7 East from an A1 Exclusive Agricultural District to A1-15 Exclusive Agricultural District of the Adams County Comprehensive Zoning Ordinance in the Town of Jackson, Adams County, Wisconsin.

Appearing for with testimony: Greg Rhinehart representing the petitioners.

Appearing against: None.

Correspondence: Notification from the Town Board of Jackson that they met on March 18, 2014 and have no objection to the zoning change. Notification from the DNR that applicant must identify wetlands, work with DNR and Army Corp to secure all appropriate permits and comply with Adams County Shoreland Wetland and Habitat Protection Ordinance. Highway had no concerns.

Disposition: Heidi Roekle made a motion to recommend enactment of the zoning change, on the above-described property on both the Adams County Comprehensive Zoning Ordinance and the Adams County Shoreland Protection Wetland and Habitat Protection Ordinance, to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 7 -Yes. Motion carried.



ORDINANCE 9 - 2014

ORDINANCE ELECTING TO PROCEED UNDER SECTION 75.521 WIS. STATS. IN RELATION TO THE ENFORCEMENT OF COLLECTION OF TAX LIENS

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

- 1. That from and after the date this Ordinance is enacted, Adams County elects to adopt the provisions of Wis. Stats. §75.521 for the purpose of enforcing tax liens in such county in the cases where the procedure provided by such section is applicable.
- 2. That upon the enactment of such ordinance, the provisions of Wis. Stats. §75.521 shall be applicable to such county and the treasurer need not, thereafter, proceed upon its tax certificates in cases where this section is applicable in any of the other methods provided by ch. 75 or its charter provisions, but may do so at the Treasurer's option.
- 3. That upon sale of tax deeded property, Adams County Clerk shall execute a Deed of the lands given under Wis. Stats. §75.14 ,in substantially the same or other equivalent form proscribed at Wis. Stats §75.16.
- 4. That Adams County Ordinance No. 14-1984 is rescinded upon enactment of this Ordinance.

Recommended for enactment by the Property Committee this 4th day of April, 2014.

[Signature]
[Signature]
[Signature]

[Signature]
[Signature]

Enacted _____
 Defeated _____ by the Adams County Board of Supervisors
 Tabled _____ this 15th day of April, 2014.

Chairman

County Clerk

Published as a Class 1 Notice on: _____

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

AD HOC TRANSITION COMMITTEE MEETING MINUTES
March 6, 2014, Room A260 9:00 a.m.

The meeting was called to order by Chairman Miller at 9:00 a.m.
Roll call, present Bays, Johnson, Stuchlak and Miller. Excused West. Also present, Kaye, Larson and Fahrenkrug.

The meeting was properly noticed.

Motioned by Bays/Stuchlak to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Stuchlak/Johnson to approve the minutes from February 13, 2014. Motion carried by unanimous voice vote.

Discuss and/or act on:

Motioned by Stuchlak/Bays to approve Discipline & Discharge and forward to County Board: Disciplinary Procedure First, Second, Third & Fourth Offense and Resolution. Resolution approved contingent upon review of Corporation Counsel and Administrative Coordinator Director of Finance. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Bays to approve Residency Ordinance and forward to County Board. Motion carried by unanimous voice vote.

Motioned by Miller/Bays to rescind the County Board Meeting Security/Ordinance and follow state statutes. Motion carried by unanimous voice vote.

Motioned by Bays/Johnson to approve I.D. Badge Policy changing PO Box to 102 and Resolution. Resolution approved contingent upon review of Corporation Counsel and Administrative Coordinator Director of Finance. Motion carried by unanimous voice vote.

Motioned by Bays/Stuchlak to approve the Open Records document as submitted and the creation of a Resolution as the same as the rest submitted inserting "Open Records". Resolution is approved contingent upon review of Corporation Counsel and Administrative Coordinator Director of Finance. Motion carried by unanimous voice vote.

Motioned by Bays/Stuchlak to approve claims against the county and Resolution. Resolution approved contingent upon review of Corporation Counsel and Administrative Coordinator Director of Finance. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Johnson to approve Notice of Injury and Resolution. Resolution approved contingent upon review of Corporation Counsel and Administrative Coordinator Director of Finance. Motion carried by unanimous voice vote.

Also any associated Resolutions with the following:

Motioned by Bays/Stuchlak to approve as provided: Accounting principles, Accounting policies, Chart of Accounts, Expense versus capitalization, Depreciation, that will include Miller's comment of when the asset is disposed of, Investment, Cell phone issuance and Raffle tickets. Resolution approved

AD HOC TRANSITION COMMITTEE MEETING MINUTES
March 6, 2014, Room A260 9:00 a.m.

The meeting was called to order by Chairman Miller at 9:00 a.m.
Roll call, present Bays, Johnson, Stuchlak and Miller. Excused West. Also present, Kaye, Larson and Fahrenkrug.

The meeting was properly noticed.

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Motioned by Stuchlak/Johnson to approve the minutes from February 13, 2014. Motion carried by unanimous voice vote.

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contingent upon review of Corporation Counsel and Administrative Coordinator Director of Finance.
Motion carried by unanimous voice vote.

Discuss Administrative Handbook Forms. Motion by Bays/Stuchlak to allow clean up/modification of forms to be handled by Administrative staff and any documents needing approval can be brought before the appropriate committee. Motion carried by unanimous voice vote.

Next agenda items:

Discuss code of conduct resolution and policy;

Discuss department head comments;

Set next meeting date for March 19, at 1:00 p.m.

Motioned by Bays/Stuchlak to adjourn at 10:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

AD HOC TRANSITION COMMITTEE MINUTES

March 19, 2014, Room A260 1:00 p.m.

The meeting was called to order by Chairman Miller at 1:00 p.m.

Roll call: Johnson, Stuchlak and Miller present. Excused, West and Bays. Also present Wagner, Kaye, McGhee, Wollin and Kotlowski.

The meeting was properly noticed.

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

Motioned by Stuchlak/Johnson to approve the minutes from March 6, 2014. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Johnson to deviate to 6K, A – J then return to 6A. Motion to deviate carried by unanimous voice vote.

A. Equipment & Data Security

1.01 Equipment Security.

- a. Hardware (computers, printers, etc.) cannot be relocated without prior approval from MIS. Purpose is to ensure an accurate inventory and to help prevent equipment from being unnecessarily damaged.
- b. Users are not permitted to install new or replacement hardware.
- c. Personal hardware – Personal electronic hardware brought from home may not be connected or installed onto any county computer or onto the county network. Examples are modems, digital cameras, PDA's, printers, Blackberries, tablets, smartphones etc.

1.02 Data Security.

- a. Personal computer equipment cannot be connected to the Adams County Network in any way unless approved by the MIS Department.
- b. Computer modems are only permitted to be connected to a phone line when the modem is used as a direct connection to a state network for relaying data to that network. Dial up internet connections are not permitted on computers connected to the Adams County infrastructure and are a security violation.
- c. Users are not to remove or disable any administrative, security, or virus scanning software from their computer.
- d. Software programs cannot be downloaded from the internet or brought to work by a user and installed on any computer.
- e. Computer monitors that will display PHI (Personal Health Information) should not be viewable from outside the employees' office or workstation. Each PC should be locked into screensaver mode or logged off before a worker leaves their office.
- f. All Computers are required to have an idle PC lockout after 15 minutes of idle time. All users are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their computer unattended. MIS will reserve the right to log off the computer after 1 hour of inactivity for network security purposes and to allow maintenance to be performed on the computers during off hours.

1.03 Password Security.

- a. All user passwords will be require to be changed every 90 days. Users will be prompted to change their passwords. Users can also press CTRL+ALT+DEL and choose "Change Password" if they would like to change it prior to the 90 day limit.
- b. Passwords are required to be at least 7 characters in length. Passwords should contain a combination of numbers, letters, and special characters.
- c. Users will not be allowed to use a previous password when their password expires.

- d. Passwords must not be accessible to any other users. The password must be memorized, not written. Each user is solely responsible for all computer transactions, such as internet use, emails and file access, which take place using their username & password. Users are prohibited from sharing access to their computer while logged on.
- e. Users must notify MIS immediately if they feel their password or account has been compromised.
- f. Contact the MIS helpdesk at #567 if a password is forgotten. MIS can reset passwords as needed.
- g. Network, Internet and Email access are associated with the user's logon and password. If the user is not granted permission by the department to use these resources, their profiles will restrict them from doing so.
- h. MIS may ask a user for his or her password to install and troubleshoot hardware and software. MIS will maintain the confidentiality of the password or, if requested, can reset the password for the user to change at next logon. MIS may also reset the password to troubleshoot a PC. If this is the case, MIS will prompt the user to change the password at next logon. Users can also change their own network password at any time by pressing Ctrl+Alt+Del and clicking on the "Change Password" button.
- i. Users are prohibited from sharing their passwords with non-MIS Staff.

1.04 File Security.

- a. Based on the information from the IT Employee Access Change Form, MIS assigns folder and file access permissions to specific users and groups of all directories to control which user has what level of file access on the network.
- b. Users are responsible to manage their files by storing them in the correct location based on security requirements.
- c. Removable disk storage media – Each employee is responsible for the maintenance and security of the data they store onto removable storage media. PHI (Personal Health Information) must be consistent with the Adams County HIPPA Policy. ~~Users must ensure the devices are password protected if they contain county data. Users must also password protect any confidential data should these devices be lost and fall into a person's hands who is not authorized to see the information.~~
- d. **Workstation Security.** The County will implement policies and procedures to keep end point systems (defined as desktops, laptops, palm computers and tablets) physically secure and accessed only by authorized users. Special care must be taken to protect information that is considered particularly sensitive. Any variation from these procedures must be approved in advance.
- e. Physical safeguards for end point equipment will be provided so as to prevent public access.
- f. For all cases other than computers designated for public use, security will be provided by restricting and controlling physical access to the offices and desktop systems and by properly positioning and protecting systems such that information cannot easily be read or obtained.
- g. Monitors should generally be kept from the plain view of anyone who does not have the appropriate access or clearance to information that may be displayed.
- h. Keyboard, mouse, and other components should be kept far enough away from the public, so they cannot be tampered with, or stolen.
- i. Printers should also be kept in protected areas to keep sensitive information from being disclosed inappropriately.
- j. Printer materials from any source should be kept secure and away from viewing and out of public reach.

1.05 Software.

- a. Personally owned software brought from home may not be connected or installed onto any county computer.
- b. Employee Responsibilities:
- c. Employees shall not knowingly introduce a computer virus into company computers.
- d. Employee's shall not disable or uninstall security, antivirus or monitoring software from any county owned equipment
- e. Employees shall not load diskettes, CD's, DVD's, USB Jump Drives and other portable media of unknown

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origin that is network attached.

- f. Incoming diskettes, CD's, DVD's, USB Jump drives, and other portable media shall be scanned for viruses before they are read (Real time monitor checks this for employee).
- g. Any associate who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the MIS Helpdesk at 339-4567 or ext. 567.
- h. All software acquired for or on behalf of Adams County or developed by Adams County employees or contract personnel on behalf of the County is and shall be deemed county property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements. County software may not be duplicated.
- i. Licensing - Unless otherwise provided in the applicable license, notice contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be in violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of this Software/Hardware Policy.

1.06 Network. File Management, Backup & Retention

- a. Users are encouraged to manage their files in a professional manner by deleting unnecessary, outdated, and duplicated files.
- b. The MIS department reserves the right to limit user storage space and to setup auto-archiving of aged data should the user not comply in managing their files.
- c. Users are not permitted to store music files or video files for personal use on county equipment. Storage of personal media files could implicate the county in copy write infringement.
- d. Peer to Peer (P2P) networking is prohibited on the County network unless authorized and configured by the MIS Department.
- e. Changes to user phone settings must be requested in writing.
- f. Voice mail is available to users and must be approved by the Department Head using the Employee Access Change Form.
- g. Phones and fax machines cannot be moved before contacting the MIS Department for proper configuration on the associated ports or jacks.
- h. Internal phone extensions are 3 digit numbers and cannot be dialed from outside of the Courthouse. Extensions starting with the number 2, 3 or 5 have a corresponding external number: 339-4xxx, xxx being the extension number.

B. General IT Information Management

1.01 Introduction. Computers and related equipment and software play a rapidly increasing role in County Government. This Computer Policy shall govern the acquisition and use of computers and computer-related equipment (including software, printers, monitors, speakers, laptops computers, facsimile, modems, Internet access, and email) throughout the County including all its Departments and sub-units. The enclosed policies and directives have been established to:

- A. Protect this investment.
- B. Safeguard the information contained within these systems.
- C. Reduce business and legal risk.

1.02 Policies may be based on a combination of law, administrative policy and commonly accepted business practices; and will be determined based on the best interests of Adams County Government and its constituents. This policy will be reviewed at least annually, or as often as may be required to respond to changes in laws, technology or other requirements.

- A. Site surveys should be conducted: semi-annually by the Department Head and a report of any infraction shall be reported to Technology Steering Committee.
- B. It is the responsibility of Adams County Government and Department Heads to determine the access and security requirements for each building and office area.
- C. There will be some cases in which end point equipment will be accessible to the general public. In general, the following rules along with the Public Access Policy will apply.

- i. The equipment will be in an office suite or building, which can be locked or secured after normal business hours.
 - ii. The equipment will be monitored to ensure that it is not removed or intentionally damaged while accessible to the public.
 - iii. The equipment will be technically locked down so that a member of the public cannot access our internal secured networks.
- D. Adams County will use standards that support workstation security. These include, but are not limited to:
- i. Utilization of Windows XP or Vista operating systems, appropriately patched.
 - ii. Utilization of a locked down configuration – that each user will not have local administrator rights on their workstation.
 - iii. Utilization of Windows automatic screen saver function that is password protected. Such screen savers will automatically activate after 15 minutes of inactivity.
 - iv. Users or departments will take no action that disables the use or prolongs the time frame of such security measures.
 - v. The County considers workstations as a sensitive item

ACCESS TO COUNTY NETWORK SECTION – 2

2.01 Requirements for New & Departing Employees.

Forms are required for:

- A. New & Transferred Employees Network Access—Each Department is required to notify the MIS Department at least 1 week in advance of new employees hired. Access Change Form must be completed, signed by the Department Head, and submitted to MIS by this time, when possible. The Access Change Form defines permitted computer programs and data access.
- B. Departing Employees—Each Department is required to give the MIS Department at least 1 weeks notice of employees departing employment at Adams County. An Access Change Form must be completed and signed by the Department Head by this time. The Access Change Form defines to MIS when the user profiles should be disabled and/or deleted and how the user's data files and old email should be handled.
- C. Departments may have "generic" profiles for temporary positions such as an LTE or intern. However, this profile can only be assigned to one person at a time and the password will need to be changed prior to a new person using the profile. When the profile is not used, MIS will disable it.
- D. Each department should request network access for their external users that may need to access their computer systems, such as contractors, via Access Change Form.

C. Privacy & Monitoring/Resolution;

1.01 Monitoring

- 1. All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail may be monitored by the County. At any time and without prior notice, Adams County maintains and intends to exercise the right to examine any systems and inspect and review any and all data recorded in these systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to review by the County. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems.
- 2. Adams County has employed monitoring software to check on the use and content of the Internet and e-mail to ensure that there are no serious breaches of this policy. The County specifically reserves the right for authorized personnel to access, retrieve, read any communication that is created on, received through, or sent via the e-mail system, to assure compliance with all County policies. Such monitoring may be initiated randomly or may be

initiated upon a complaint upon reasonable suspicion of misuse of internet or email by an employee and shall be used for legitimate purposes only.

PRIVACY SECTION - 2

2.01 Privacy

Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- A. Employees shall have no expectation of personal privacy when using computers, including all e-mail activity and Internet use.
- B. Passwords are not an indicator of personal privacy from employer monitoring.
- C. Adams County's failure to monitor in particular situations is not a waiver of the Counties right to monitor in the future.
- D. Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail.

Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

D. Security

1.01 Introduction. Information security is not the sole function of any department, group, or agency. Rather it is a result of the combined efforts of leadership to provide guidance and state intent, a committee to create policies, technical staff to implement the technical structures that support the policies, managers and supervisors to train, implement, and ensure compliance with the policies, and the personnel system to provide enforcement and sanctions when policies are broken.

1.02 Physical Security. It shall be the policy of Adams County that all data centers and closets are secured, restricted areas. Access shall be granted to only those individuals who have a mission essential business need and who have been appropriately cleared. County data centers contain data, which is sensitive, personal in nature and in some cases protected by law. Data centers are not common workspaces. Traffic in the data centers shall be kept to a minimum. Unaccompanied access to data centers and closets shall require signing of the County Non Disclosure Agreement.

1.03 Incident Response and Reporting. Adams County will adhere to a standardized procedure of responding to security incidents, investigating these events, documenting the results of those investigations and taking appropriate action to meet operational and legal requirements for addressing the incident. The county shall maintain preventative measures to avoid any reasonably anticipated events that would compromise the confidentiality, integrity or availability of data stored on the County network or County owned devices. It is also the intent of this policy that each investigation contains recommendations and courses of action that will lessen the likelihood of a recurrence whenever possible. This applies to all actual or suspected security incidents on Adams County networks, including attacks emanating from outside the County, business partner connections, wireless and remote access, or the theft or unauthorized removal of media, data, storage devices, disks or CDs. This policy applies to all county employees, elected officials, boards, committee and commission members who have access to County systems, interns, contractors, affiliated or tenant agencies, business partners and volunteers.

~~A. Description and Definitions of Incidents~~

- ~~1. Denial of Service: DoS attacks are those incidents which cause network or information resources to abnormally terminate operations, degrade operation or be disrupted or interdicted to the point where they are not efficiently performing their intended function. This can be caused by a targeted~~

attack from one or more internal or external sources, a server crash or network failure either by intentional attack or natural occurrences, or a denial of physical access to a facility or device. Such an event could affect critical systems used throughout the County and would need to be addressed immediately and investigated.

2. ~~Malicious code: Any worms, Trojan horses, root kits, or viruses brought into the county network intentionally or unintentionally have the potential to attack and destroy data quickly, or to compromise the confidentiality and integrity of information. Such an event would require immediate attention.~~
3. ~~Unauthorized access: Anyone gaining access without authorization to the county network or county owned media, devices, or servers would be classified as a violation of policy and a security incident. This incident would require immediate attention and coordination between multiple departments.~~
4. ~~Inappropriate usage: The accesses of systems, networks or data without full compliance of all policies.~~
5. ~~Mixed or blended attack: An incident would be comprised of multiple categories or incidents. The relative severity of a blended attack would be based on the information gathered at the time of the attack or detection.~~

~~B. Incident response and reporting procedures~~

1. ~~Preparation and prevention: the process of creating a policy, severity index and reporting structure for incidents, and creating a security posture which may prevent incidents from occurring or reoccurring.~~
2. ~~Detection and analysis: The steps involved in identifying an incident, providing immediate notification to appropriate parties, analyzing the available information, creating an action plan, gathering data and or evidence and determining extent of access or damage.~~
3. ~~Containment, eradication and recovery: the processes involved with stopping the spread of the incident or problems, cleaning affected systems, recovering data, involving law enforcement agencies (if appropriate) finalizing the collection of logs and data and returning systems or networks to a fully operation condition.~~
4. ~~Post Incident activities: Determining the root cause, creating final reports, notifying affected individuals, complying with all legal requirements for notifications and documentation, determining corrective actions and ensuring that those corrective actions become part of the preparation and prevention process are all requirements.~~

~~C. Incident response and reporting procedures~~

1. ~~Preparation and prevention phase: A notification system will be designated so that employees may report security incidents through a variety of methods, to include electronic mail, in writing, by telephone or in person confidentiality will be maintained to the greatest extent possible. These methods will be included in the new employee orientation training.~~
2. ~~Technical measures will be taken, consistent with budgeting and personnel levels to monitor and prevent security events as are reasonably appropriate.~~

~~D. A. Detection and analysis~~

1. ~~The county will adhere to a policy of flexible response, such that minor events can be handled and cleared quickly, with minimal involvement, but the more serious matters involve more personnel. Depending on the severity, a determination will be made as to who needs to actively participate in the investigation.~~
2. ~~(ii) Staff will be included as necessary to assess systems or networks, complete any required investigation items in the time frame allotted. In the event that specialized expertise is required or criminal activity may be involved, contractor or law enforcement resources may be called upon possibly including the FBI and Department of Homeland Security.~~
3. ~~It shall be the policy of Adams County that there will be no punishment or adverse action for the good faith reporting of security issues, problems or incidents.~~

~~E. B. Containment, eradication and recovery~~

1. ~~Priority will go to identifying the scope of the incident or attack and containing its spread.~~

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2. Every attempt will be made to retain and collect evidence, which could be useful to the investigation.
3. Systems beyond the initial scope of the report may need to be examined to determine the number of devices involved.
4. No system will be left on line until it is determined that it is not harmful to networks or other systems.
5. Recovery will proceed as quickly as possible, without compromising security or unnecessarily exposing other systems to compromise or damage.

~~F. Post incident activities~~

1. ~~6.~~ An incident report will be ~~created, started, in TrackIT, creating a diary of the events as they transpire.~~ All documents, reports, logs, written summaries of interviews, files, etc. will become part of the official record of the investigation. This information will be protected from public disclosure as permissible by law.
2. ~~7.~~ Reports will include whenever possible, the proximate causes and recommended corrective actions.

E. Statement & Responsibilities/Resolution;

STATEMENTS OF RESPONSIBILITY

SECTION - 1

1.01 Introduction. General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities. Access to information is a public trust and is to be protected with all prudence and diligence. The information systems we utilize are mission-critical devices that we depend on to conduct the business of the County and to support our citizens and residents as well as other government agencies.

1.02 Department Head. Department Heads are responsible for determining who will be allowed to access their information, consistent with policies, applicable laws and regulations governing access. The Department Head may delegate this authority to one other person; however the final responsibility for establishing clear guidance for their data, and enforcing security policy lies with the Department Head.

1.03 Management Information System. MIS houses, administers and operates all servers, infrastructure and security equipment for Adams County agencies, unless special exceptions are granted, by the MIS Department with consultation with Corporation Counsel if need be, the MIS Department is the custodian of the County's information resources and implements the policies set forth in this document. MIS acts on behalf of Adams County Government and Department/Division Heads to secure information, applications, systems and networks, to provide authorized access to approve personnel and to monitor, detect, investigate and report on actual or suspected security breaches or incidents.

1.04 End User/Employees. Employees of Adams County, and others accessing county information or computer services, play a key role in maintaining the integrity and security of all of our automated systems. Each user of automated services is responsible to understand these rules and guidelines, to abide by them as well as to identify and report issues and problems.

F. Support/Resolution;

SECTION 6 – SUPPORT

~~6.01 General.~~ The MIS Helpdesk is available Monday through Thursday 8am to 5pm and Friday 8am to 4:30pm each normal work day by calling extension 567 or 339-4567. Should the helpdesk not answer, they are either on a call or had

to step away momentarily. Please leave a message and you will receive a call back usually within 30 minutes. The MIS department also has someone "On Call" 24 hours a day 7 days per week & 365 days a year to resolve critical issues that absolutely cannot wait until the next work day. The 911 dispatchers can page MIS for after hour emergencies. Please note that poor planning does not constitute an emergency.

6.02 Levels of Support.

- A. Level 1** – End users are expected to check obvious things such as electrical power, cable connections, etc. A common solution is to reboot (or restart) the computers.
- B. Level 2** – The MIS Helpdesk can be contacted by calling extension 567 or 339 4567. Whoever answers the phone will open a new problem ticket and verify the required information, and may work with the user over the phone to correct the issue.
- C. Level 3** – If the issue cannot be resolved over the phone the MIS Department will work to resolve this ticket either on-site or remotely. If the ticket cannot be completed in a timely fashion, the MIS staff may contract with an outside contractor to do the work.

F. Hardware, Phone System/Resolution;

1.01 General Statements.

- A.** All Adams County issued equipment (to include laptops, cell phones, PDAs, etc.) and all data generated, received or stored on such equipment are property of Adams County.
- B.** Software, hardware, and network systems are intended to be used for business purposes only to increase the quality and timeliness of services provided to the taxpayers of Adams County.
- C.** Purchasing - All purchasing of Adams County hardware and software shall be centralized with the Management Information Systems department to ensure that all hardware and software conform to county software standards, are purchased at the best possible price, and inventoried.
- D.** Disposal of old Hardware and Software - MIS will make the final determination as to the disposition of computer equipment.
- E.** Exceptions to this policy must be approved by the Administrative and Finance Committee. A list of exceptions to the policy shall be maintained by the MIS department. Exceptions may be granted by MIS department prior to committee approval, but must be reported back at the next regularly scheduled meeting.

1.02 Hardware. All hardware equipment acquired must be approved by the MIS Department. All hardware must be used in compliance with applicable licenses, notices, contracts, and agreements.

- A.** Computers & Monitors – All computers have red asset tags associated with them for inventory & naming purposes. Computers are to be used for county business and it is important users understand anything stored or transmitted via a County owned computer is owned by the County. MIS will make every effort to keep computers up to date.
- B.** Users are not allowed to move equipment without the authorization of the MIS Department prior to the move.
- C.** Cell phones UMTS (universal mobile telecommunications systems) and CDMA (code division multiple access) service devices. Strike lines 1202-1205 of employee manual. Modify resolution to incorporate.
 - 1.** ~~CDMA (code division multiple access) laptop cards for Cellular internet access~~ All devices must be approved by a users Department Head and the Administrative Coordinator/Director of Finance before MIS is notified to make the purchase.
 - 2.** Users are not permitted to access the internet through their cell phone unless approved by their Department Head and department's home committee.
 - 3.** Adams County strongly discourages the use of a county cell phone while driving a vehicle.
 - 4.** Please see the County cell phone policy for more information.
- D.** Printers and Copiers ~~Managed Print Services~~

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- ~~1. Departmental Printing—Although departmental printing is not as convenient for the worker, network printing centralizes larger and faster printers in designated areas for users to print to. By doing this, the county saves thousands of dollars each year because:~~
- ~~2. Small printers do not have to be purchased for every PC.~~
- ~~3. Fewer printers have to be maintained by the MIS Dept.~~
- ~~4. Fewer supplies need to be ordered or kept on hand.~~

All County Departments will participate in the County Manage Print Services contract. All printers and copiers will be enrolled.

- ~~E. Copy Machines—Copy machines should also be used for printing and network cards should be leased or purchased with the copier.~~
- ~~F. Modems—Modems are permitted only on computers that are used for direct billing as necessary to communicate with State and Federal Agencies for billing.~~
- G. The MIS Department maintains a listing of authorized & licensed software programs. This list is comprised based on the following.
 1. Whether the software is required for a department to do their job
 2. Interoperability with other software's owned by the county and the State of Wisconsin.
 3. Software cannot duplicate the functionality of other software.
 4. Simplicity of use and maintaining.
 5. Cost
 6. Hardware requirements
 7. Software conflicts
 8. Other miscellaneous factors
- H. Virus Scanning - The MIS Department will make every effort to prevent viruses from infiltrating County computer systems. Each PC has virus scanning software installed and configured to check for viruses real-time. Also, a virus scanner is setup to check all incoming and outgoing messages before they arrive or leave the mail server.
 1. MIS Responsibilities:
 - a. Install and maintain appropriate antivirus and anti-spyware software on all computers and servers.
 - b. Respond to all spyware & virus attacks, destroy any detected, and document each incident.
- ~~I. Network Drives: When users logon to the network, MIS scripts each users drive mappings. The standard drive mappings listed below are backed up each night, Monday through Friday:
 1. T:\ = This folder is used to store data that is common to all users of the county.
 2. H:\ = This drive is used to store users work files that no one except the user has access to. This drive should be used to store confidential data if such storage is necessary.
 3. S:\ = Each department has an S drive, this is place for everyone in that department to share data files. Only members of each department can access the department folders unless the Department Head requests in writing to allow another user access.
 4. MIS may also map other drives for specific departmental or administrative purposes.
 5. MIS Department staff has access to all drives on the network to allow for system access to maintain file integrity and security, manage backup sets, and be able to restore erroneously deleted files or data.~~
- ~~J. Adams County uses several systems to backup the hardware and data stored on county owned and maintained systems. Data backups are not meant as archives for records, backup software is a tool used by the MIS Department to protect the integrity of the County data.
 1. Backup of Data is done on the following schedule and kept for the designated times:
 2. Daily backup tapes are kept for 1 week.
 3. Weekly backup tapes are kept for 1 month
 4. Monthly backup tapes are kept 5 months
 5. Year end backup tapes are kept for 2 years.
 6. Backup sets run monthly and yearly are kept off site in a fire safe area or vault.
 7. AS400 and Linux backups run separately but follow the same procedure.~~

~~8. Backups of particular data may be requested, such as a End of Year Financial, those will be given to the requesting department and will be maintained and secured by them. The requesting department will be charged for the necessary media.~~

1.03 Phone System. The MIS Department shall be responsible and on call to support the County's phone system.

1.04 System Maintenance.

- A. All scheduled computer or network maintenance which will impact production shall be done after normal work hours whenever possible.
- B. MIS shall make every effort to notify all users via email of any scheduled computer or network maintenance at least 24 hours in advance.
- ~~C. All "Network Maintenance Notifications" (NMN) maintenance notifications shall be titled "NMN" followed by a description.~~
- ~~D. Computers for non 24X7 departments will be shut down each night.~~

G. Definitions & Terms/Resolution;

1.01 Definition of Terms.

- A. Department Head: refers to the Director or Manager of a department or agency, or the department's designee.
- B. Internet: - refers to an "External" network with many web servers containing web pages used to display information to the public.
- C. County Web Page - refers to the URL co.adams.wi.gov for the purpose of providing county related information to the public.
- D. Filtering - To filter and block certain items from the Internet based on URL address, category, user, port, protocol, attachments and other criteria.
- E. Malicious Code - Computer viruses or other programs introduced purposely to disrupt, destroy or damage County information technology.
- F. Internet Service Provider (ISP) - Internet provider selected for use by Adams County to provide Internet access.
- G. Spam - Unsolicited e-mail that is received.
- H. Web Based E-mail - Refers to Internet web sites that offer free browser based e-mail in an effort to lure users onto their site to promote advertisements and services.
 - i. E-mail filtering is also used to detect certain phrases that may also be prevented from incoming and outgoing messages. The MIS Department is responsible for filtering and e-mail system reporting.
 - ii. Virus Protection - The County Email system has virus detection software loaded on the server to check all incoming and outgoing messages on the server for email viruses. This software is updated daily to keep up to date with new viruses.
 - iii. Spam Filtering - Adams County has spam filtering software to prevent thousands of junk (spam) email messages from being sent to employees inboxes.
 - iv. (vii) External E-Mail Accounts - Other Internet providers such as State agency or university accounts in lieu of a County account may be used. However, if the internet and/or email is accessed using the County's ISP, the user will need to adhere to this policy. Licensing, maintenance and compliance to any records retention policies are the responsibility of the providing agency.
 - v. (viii) E-mail Retention - The legal custodian and each user are responsible for maintaining public record e-mail messages and attachments. To that end the MIS Department has implemented email archiving. All incoming and outgoing email messages (whether determined to be a public record according to Sec. 19.32 to Sec.

19.39, Wis. Stats. Wisconsin Public Record Law or not) will be archived for a period of 7 years and then will be destroyed. Users may print out and file public record e-mail messages and attachments for email that has to be kept indefinitely.

- vi. E-mail Records Request Process: All questions or requests made to Adams County for viewing public record e-mail messages should be sent directly to the records custodian. Any questions from users regarding whether or not an a message should be released under the record retention policy should be directed to the Corporation Counsel. The request will then be processed by records custodian.

~~1.02 Ticket Priority Definitions.~~

- ~~A. **Critical**—Every effort must be made to resolve or down grade the ticket within 4 hours. Critical status will usually mean that an item effects daily operations for more than a single user or system.~~
- ~~B. **High**—Every effort must be made to resolve or down grade the ticket within 24 hours. High status usually means that an item is more than an inconvenience but does not stop normal day to day functions for an office~~
- ~~C. **Medium**—Every effort must be made to resolve or down grade the ticket within one (1) week. Medium status normally means that an item is an inconvenience to the user or users. However other options are available and can be used.~~
- ~~D. **Low**—Every effort must be made to resolve or down grade the ticket prior to the tickets due date.~~
- ~~E. **Pending**—Is a ticket status that allows MIS to put the ticket on hold until more required information is received from the user who submitted the ticket.~~

~~1.03 Maintenance.~~

- ~~E. All scheduled computer or network maintenance which will impact production shall be done after normal work hours whenever possible.~~
- ~~F. MIS shall make every effort to notify all users via email of any scheduled computer or network maintenance at least 24 hours in advance.~~
- ~~G. All "Network Maintenance Notifications" (NMN) maintenance notifications shall be titled "NMN— followed by a description.~~
- ~~H. Computers for non 24X7 departments will be shut down each night. (move to Hardware & Phone System Policy)~~

H. Budget Process/Resolution;

1.01 The MIS Department will compile a single budget for all technology and services covered under this policy for Adams County. Each department will provide to the MIS department on or before June 15th a MIS Budget Planning form.

1.02 Budget Approval Process.

- A.** June 15th all Departments requests for hardware, software or services will be turned into the MIS department.
 - 1. MIS begins meeting with Departments to discuss requests to confirm compatibility and need.
- B.** July 15th MIS begins to incorporate all Departmental Technology Requests into the final Master MIS budget.
- C.** August Administrative and Finance Meeting(s): MIS begins meetings to discuss budget with home committee and get approval.
- D.** November – County Board Meets for final budget approval
- E.** January – Expenditures begin for budgeted items.

Motioned by Stuchlak/Johnson to approve Technology Policies K, a, b,c,d,e,f,g,h,i and j as amended and forward with resolutions on to county board. Motion carried by unanimous voice vote.

Discuss and/or act on:

a. Open Records-Resolution

Open Records. Public policy favors providing members of the public with access to information and records of governmental activities. The policy is based on the idea that all persons are entitled to the greatest possible information regarding the government and the official acts of those Officers and employees who represent them. Confidentiality is actually an exception to the Open Records and Open Meetings Law.

Each Elected Official, Appointed Officer and/or individual Department Head, or any local public official per Wis. Statutes 19.32 (1dm) is the legal custodian of his/her records and the records of the office.

~~The Department or Committee Member preparing the agenda shall notice the agenda of a meeting at least twenty four (24) hours in advance of the meeting for the public, all members of the news media who have requested notice, and the official newspaper. As a general rule it is advised by the Attorney General that it should be noticed in three different locations. The agenda shall include time, date, place of the meeting, and subject matter. If there is an anticipated closed session it must be noticed as such in accordance with Wisconsin Statutes. In an emergency situation, a meeting may be called without twenty four (24) hours notice, emergency meetings do require at least two (2) hours notice of the meeting.~~

~~The Department or Committee Member preparing the minutes is responsible for submitting a hard copy of the unapproved meeting minutes with associated handouts/attachments to the County Clerk within ten (10) working days after the meeting.~~

b. Contract, Lease, Titles;

All original contracts, titles and/or leases shall be reviewed and initialed by the Corporation Counsel and Administrative Coordinator/Director of Finance. ~~All contracts and/or leases are and signed by the Department Head. after review of the Corporation Counsel.~~

Any contract or lease that funding is not available for shall be forwarded by a resolution to the County Board.

A **hard** copy of all **original** signed contracts, titles and leases shall be provided to the County Clerk by the Department Head within five (5) working days and shall be held in the name of "Adams County Government" unless otherwise stated by law.

It is the responsibility of the Department Head to follow all contract and lease regulations to ensure all monies are received and paid on time. If funds are received, it is the Department Head's responsibility to deposit the funds with the County Treasurer.

c. Exit interview/Resolution;

Exit Interview. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director. A summary of comments will be provided to the Department Head and Home Committee.

d. Recognition/Resolution

~~**Recognition.**— Recognition for years of service will be given to the members of the County Board, Committees, Boards, Commissions and all County employees and volunteers as follows:~~

~~A. A certificate for every five (5) years of continuous service.~~

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~~B. A plaque for twenty five (25) years of service.~~

~~C. A clock for those who retire or leave (excluding disciplinary termination) after ten (10) continuous years or more of service along with a resolution thanking the employee for all their years of service.~~

~~All recognition will be given at the January County Board meeting for all items with the exception of the clock, which will be given at the time of termination and the plaque, which will be given at the County Board meeting in the quarter the employee attains twenty five (25) years of service. Strike completely and look at other options in the future.~~

e. Daylight Saving Time;

Daylight Savings Time. Employees who are required to work during the change of Daylight Savings Time shall be paid for the actual hours worked.

f. Travel Time;

Reimbursement for Travel Time. Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday. ~~only if he drives an automobile to the conference.~~ Department Heads shall contact the Personnel Director prior to any overtime travel pay. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

g. In-line structure;

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|---|
| <ul style="list-style-type: none"> • Admin Coordinator • Corporation Counsel • Personnel Director <p>-Provide data, make recommendations, insure policies are consistently followed -No decision making authority -Decision making authority ONLY in their departments</p> |
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| <p>COUNTY BOARD -Ultimate Decision-makers for entire county</p> |
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| <p>OVERSIGHT COMMITTEE -Appropriate coms.(s) make decisions -May involve multiple committees (i.e. budget matters Oversight com. Finance com)</p> |
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|---|
| <ul style="list-style-type: none"> • Admin Coordinator • Corporation Counsel • Personnel Director <p>-Provide data, make recommendations, insure policies are consistently followed -No decision making authority -Decision making authority ONLY in their</p> |
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|---|
| <p>DEPARTMENT HEAD -Provide data, make recommendation -Decision-making authority for department operations</p> |
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|--|
| <p>DEPARTMENT STAFF -Implement plan of operations</p> |
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h. Purchasing Policy;

General. Adams County uses a decentralized purchasing system. This type of system authorizes each department to purchase their own goods and services within County guidelines.

There are currently no purchasing thresholds established other than the ones established by §59.52(29) and §66.091, Wisconsin Stats., regarding public works. Purchasing thresholds are established by the annually approved County Budget as administered by the respective Department Head and as overseen by the respective Oversight Committee(s).

Purchasing Rules & Regulations.

- A. Competitive bidding is not required for contract unless there exists a specific legal requirement that bidding proposals be advertised. Except where required by statute, the County is free to negotiate contracts, as it deems necessary.
- B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works contracting and bidding and shall comply with all prevailing wage requirements.
- C. Professional services are not subject to the bidding statutes on the theory that public bodies should be free to judge the qualifications of those who are to perform such services.
- D. Purchases defined as "equipment" are not a supply or material, and are therefore not subject to the bidding statutes.
- E. All bids are final as opened at the Oversight Committee level.
- F. All bids shall be awarded by the Oversight Committee.

i. Response Time;

Response Time. In order to respond to emergency and service needs, employees may be required as part of their job description to be able to meet specific response times.

Motioned by Johnson/Stuchlak to approve 6 a, b,c,d,e,f,g,h, i, j and l as amended and forward with resolutions on to county board. Motion carried by unanimous voice vote.

j. Resolution to rescind sections of administrative policy manual;

Discuss and/or act on Adams County Employee Handbook Chapter 3, Sec 1, 1.05. Kaye will send out a communication to define premise as being the building and grounds located on.

Discuss department head comments: Review of department head comments took place. Most of which have already been addressed since first submitted, some of which are currently being taken care of. Budget forms that are repetitive will be cleaned up in the near future. The hiring process has been streamlined. Additional forms will be synced up with currently revised policy.

Discuss code of conduct resolution and policy. Remove and/or disregard as this is redundant policy language that exists throughout employee manual, county board rules and administrative policy the committee unanimously consented not to implement this.

Motioned by Stuchlak/Johnson to adjourn at 3:51 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,

Cindy Philippi
Cindy Philippi
Recording Secretary

ADMINISTRATIVE & FINANCE MINUTES

March 7, 2014, 9:00 a.m., Room A160

Called to order by Chairman West. The meeting was properly noticed. Roll call; Djumadi, Sebastiani, and West. Excused, Babcock and Kotlowski. Also present; Dye, Pierce, Stuchlak, Mark Miller, Wagner, Wollin and Phillippi.

Motioned by Sebastiani/Djumadi to approve the agenda taking 11e after 4 and moving to 8 and back. Motion carried by unanimous voice vote.

Motioned by Djumadi/Sebastiani to approve prior meeting minutes from December 4, 2013 and February 10, 2014. Motion carried by unanimous voice vote.

Public Participation; None
Correspondence; None

Discuss and/or act on utilization of carryover account balance for Shoreline improvement project at Castle Rock; Motioned by Sebastiani/Djumadi to approve utilization of carryover account balance for Shoreline improvement project at Castle Rock with \$5,000 of the \$22,000 paid by the L&W Department leaving approximately \$17,000 to be utilized of carryover funds. Motion carried by unanimous voice vote.

Discuss and/or act on Building Inspector wage increases related to certifications; Motioned by Djumadi/Sebastiani to place on Joint Administrative Finance/Executive Committee agenda for further exploration and discussion of wages related to certification. Motion carried by unanimous voice vote.

Discuss and/or act on Resolution 16-2014 to establish the annual compensation for the positions of Clerk of Circuit Court and Sheriff; and establish the employee contribution portion of the health insurance and Wisconsin Retirement System (WRS) contribution for eligible elected officials; Wagner present to answer questions. Committee concurred to move and place on the next Joint Administrative & Finance and Executive Committee agenda.

Review and recommend changes to Budgeting and Accounting Policies; Budget procedures, internal control, journal entries, accounts receivable, accounts payable, interdepartmental billing, cash receipts, petty cash reimbursement, carry over fund balances, vouchers, friday/special checks, credit card, purchasing and county grants. Motioned by Djumadi/Sebastiani to approve as submitted and move forward with resolutions to go to County Board. Motion carried by unanimous voice vote.

RECESS: Motioned by Djumadi/Sebastiani to recess at 10:15 a.m. Motion carried by unanimous voice vote.

RECONVENE: Called back to order by Chairman West at 10:18 a.m. All present.

Administrative Coordinator/Director of Finance provided an update on office activities. The department is working on report of contingency fund/general fund balance, sales tax report was distributed. Cash reconciliation will be distributed in the inter-office mail once completed. Approve check register; Motioned by Djumadi/Sebastiani to approve January check register. Motion carried by unanimous voice vote.

Discuss and/or act on P&Z budget revision for Lake Protection Grant; Motioned by Djumadi/Sebastiani to approve proposed budget revision. Motion carried by unanimous voice vote.

MIS: A brief update of office activities took place, financial report was handed out, RMM handout provided.

Motioned by Djumadi/Sebastiani to approve Cartegraph Software resolution for Highway Department and forward on to County Board. Motion carried by unanimous voice vote.

Motioned by Djumadi/Sebastiani to approve IT project review procedure document. Motion carried by unanimous voice vote.

Treasurer: Tax Deed Property update, title searches are about half completed. A brief update of activities had been provided financial reports were handed out. Zander informed the committee of conference coming up.

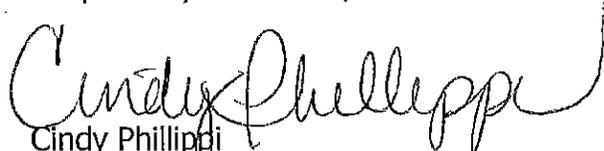
County Clerk: A brief update office activities took place. Informed the committee of employee being out. Mission, vision and value documents have been assembled and put in frames. One will be hung in each conference room and all outlying departments.

Identify upcoming agenda items; none

Set next meeting date; April 4th @ 9:00 a.m.

Motioned by Sebastiani/Djumadi to adjourn at 11:09 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.

Adams County Airport Commission
Minutes for the March 10, 2014 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:02PM.

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

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

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

Approve the Minutes for February 10, 2014: Motion by Pollina, Second by Kotlowski, to approve the minutes. All voted aye, motion carried.

Airport Managers Report:

Review Correspondence:

Scott passed around the bills and vouchers for the previous month.

Scott produced an email from the Bureau of Aeronautics regarding the airports Residential through the fence Operations (RTTF) document submission. In short, the email indicates the Bureau believes the airport complies with the new RTTF guidelines and an attached letter to the FAA requests their review and approval of the documents. No further action required by the commission.

Financial/Review Monthly Check Summary:

Scott passed around the monthly check summary and expenses for February. With 12% of the year having passed there are two accounts that are over budget, Contract Services and OPS. Contract Services, at just over 27%, includes the \$995 annual fee for the credit card reader service contract and will eventually normalize while OPS (Other Purchased Services), at 287%, includes the cost of an unexpected land survey that will cause the category to be over budget for the rest of the year.

2014-2018 Airport Improvement Plan - Update:

Scott informed the commission that he had met with the property committee seeking approval of the proposed airport improvement plan, which was approved. The plan will advance to the next county board meeting.

2014 Hangar Ground Lease Payments – Update:

Scott reported that two hangar owners still have not paid as of the previous Friday. Both were sent reminders on or around the 1st of February when a \$25 per

Adams County Airport Commission
Minutes for the March 10, 2014 Meeting

month penalty began. Scott was directed to follow up with corporate counsel.

Scott also reported an error that was passed on at the last meeting. According to his sources there were just two delinquencies, which he stated at the meeting. Later, after reviewing the courthouse records a third was found. They were informed and payment was made. However, because the payment was made after the 1st of February a penalty was assessed but not paid. Scott was directed to follow up.

Compliance Inspection Report – Update:

Scott reported that another letter had been sent as a reminder of the deadline as well as a request for progress on the debris removal. He is not aware of any response to date.

Motion made by Reuterskiold, second by Pollina to accept the managers' report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported that a main hydraulic hose on the snow plow truck had burst and the cost to repair was quite extensive at \$826. Two other small items still require correction but are not mission essential and will be addressed when time permits. Otherwise, all is going well with nothing more to report.

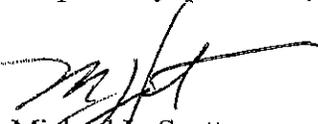
Motion by Kotlowski, Second by Reuterskiold to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None

Next meeting set for April 14, 2014 at 7PM at the Welcome Center.

There being no further business a motion was made by Kotlowski to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 7:25 PM.

Respectfully Submitted,



Michael L. Scott,
Airport Manager

ADAMS COUNTY
BOARD OF ADJUSTMENT
MONTHLY MINUTES:
March 19, 2014

Chairman Bob Beaver called the Adams County Board of Adjustment meeting to order at 9:30 A.M. with the following members present; Tom Feller, Vice-Chair and Cathy Croke, Secretary. Bob Krause and Bob Benkowski 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. Cathy Croke made a motion to approve the Agenda as noticed. Tom Feller seconded the motion. All in favor. Motion carried. Public Hearings: Mike T. & Mary M. Engel for a Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance to allow an accessory structure in an R3 Residential District that was constructed without permits and without a primary structure present on property located in the NW ¼, NW ¼, Section 5, Township 15 North, Range 7 East, Lot 73, 1st Addition to Luella Woods Subdivision on 5th Lane, Town of Jackson, Adams County, Wisconsin. No objections from surrounding neighbors. Mr. Engel explained that after speaking with neighbors and the business that he purchased the building from that he was under the impression that no permits were needed. Discussion was held. Tom Feller made a motion to grant the request. Cathy Croke seconded the motion. Roll Call Vote: 2 – Yes. 1 – No. (Beaver) Motion carried. Paul J & Robert A. Diedrich for a Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance to allow a non agricultural accessory structure in an A1 Exclusive Agriculture District without a primary structure present on property located in the NW ¼, SW ¼, Section 10, Township 18 North, Range 7 East at 376 Cottonville Lane, Town of Richfield, Adams County, Wisconsin. (Note: The majority of this property is also zoned Inland/Wetland and Conservancy under the Adams County Shoreland Wetland and Habitat Protection Ordinance.) There were no objections from adjacent property owners. DNR had no comment. Discussion was held regarding whether a tracking pad would be required to keep soil from being tracked to the road by vehicles during construction. Mr. Diedrich stated that the building would be outside the Conservancy area and approximately 100' from both the road and adjacent property. Cathy Croke made a motion to approve the request as long as the building is not in the Conservancy or wetland area. Tom Feller seconded the motion. Roll Call. 2 – Yes. 1 – No. (Beaver) Motion carried.

Chairman Beaver closed the Public Hearing portion of the meeting.

Minutes: Phil McLaughlin presented the Board with the minutes from the January 15, 2014 meeting for their review. Cathy Croke made a motion to approve the minutes as presented. Tom Feller seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment Meeting will be April 16, 2014 at 9:30 A.M.

Cathy Croke made a motion to adjourn. Tom Feller seconded the motion. All in favor. Motion carried.

ADAMS COUNTY
BOARD OF ADJUSTMENT
MEETING MINUTES
MARCH 19, 2014
PAGE #2

ADJOURNED: 10:06 A.M.

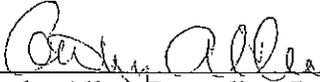
Bob Beaver, Chair

Tom Feller, Vice-Chair

Catherine Croke, Secretary

Bob Krause

Robert Benkowski



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE BOARD.

AMENDED ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, March 18, 2014 6:00 p.m.

Call to Order by the Chairman West at 6:04 p.m.

The meeting was properly announced.

There was a Moment of Silence followed by the Pledge of Allegiance.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02 Rocky Gilner; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #07-Joseph Stuchlak; Dist. #08-James Bays; Dist. #09-Patrick Gatterman; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #14-Marjorie Edwards; Dist. #15-Jack Allen; Dist. #16-Bill Miller; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #20-Paul Pisellini. **Excused:** Dist. #06-Dean Morgan; Dist. #19-Terry James.

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

Motioned by Licitar/Pisellini to approve the February 18th, 2014 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Bays, Djumadi, Edwards, Eggebrecht, Gatterman and Gilner.

Claims: None

Correspondence: Letter from Joan and Myron Byers concerning Conditional Use Permit to Rand Atkinson, Town of New Haven was provided to the Board.

Appointments: None

Unfinished Business: Res. #16: Motioned by Djumadi/Roekle to adopt Res. #16 to establish the annual compensation for the positions of Clerk of Circuit Court and Sheriff; and establish the employee contribution portion of the health insurance and Wisconsin Retirement System (WRS) contribution for eligible elected officials. Motion to adopt Res. #16 carried by roll call vote, 18 yes, 2 excused. Excused, Morgan and James.

Res. #18: Motioned by Roekle/Gilner to adopt Res. #18 a resolution to request dollars from the Health and Human Services fund balance to purchase furniture for new Department staff and replacement furniture. Motion to adopt Res. #18 carried by roll call vote, 11 yes, 7 no, 2 excused. Voting no, Bays, Eggebrecht, Gatterman, Miller, Roseberry, Sebastiani and Stuchlak. Excused, Morgan and James.

New Business: Discuss and/or act on Administrative Coordinator/Director of Finance recruitment for position/job description/interim plan. Motioned by Allen/Sebastiani to assume the responsibilities of the Administrative Coordinator/Director of Finance in addition to the position of County Clerk for at least ten months not to exceed eighteen, and the Executive and Finance Committee will review administrative and finance needs. Motion carried by roll call vote, 13 yes, 5 no, 2 excused. Voting no, Bays, Edwards, Gatterman, Roekle and West. Excused, James and Morgan.

Motioned by Johnson/Sebastiani to allow staff a minimum of three days of on sight training to be provided by Skyward not to exceed 5 if needed. Motion carried by roll call vote, 18 yes 2 excused. Excused, James and Morgan.

Motioned by Allen/Johnson to allow Phillippi at her discretion without any restriction be allowed to use LTE's, on-call's and to also retain current staffing levels in the County Clerk and Administrative Coordinator/Director of Finance Office. Motion carried by roll call vote, 18 yes, 2 excused. Excused, James and Morgan.

Motioned by Djumadi/Babcock to pay Phillippi \$3,600 a month for the additional responsibilities of the Administrative Coordinator/Director of Finance. The amount is gross and separate from the Clerk wages. Motion carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no, West. Excused, James and Morgan.

Resolutions:

Res. #20: Motioned by Sebastiani/Eggebrecht to adopt Res. #20 to approve CarteGraph 3 year Software and Services Contract. Motion to adopt Res. #20 carried by roll call vote, 18 yes, 2 excused. Excused, Morgan and James.

Res. #21: Motioned by Stuchlak/Licitar to adopt Res. #21 to authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a grant from the Wisconsin Department of Natural Resources Aquatic Invasive Grant Program for two years, 2015 and 2016 for the purposes of funding a staff person to provide educational and technical assistance for prevention and control of aquatic invasive species. Motion to adopt Res. #21 carried by roll call vote, 17 yes, 1 no, 2 excused. Voting, no Roseberry. Excused, Morgan and James.

Res. #22: Motioned by Sebastiani/Roekle to adopt Res. #22 to support the proclamation of celebration of grasslands month, April 2014. Motion to adopt Res. #22 carried by roll call vote, 18 yes, 2 excused. Excused, Morgan and James.

Res. #23: To Sell County Advertised Property Parcel #14-681

Res. #24: To Sell County Advertised Property Parcel #30-2608

Motioned by Djumadi/Kotlowski to adopt Res. #23 and #24 to sell county advertised property. Motion to adopt Res. #23 and #24 carried by roll call vote, 18 yes, 2 excused. Excused, Morgan and James.

Res. #25: Motioned by Kotlowski/Allen to adopt Res. #25 to Approve Transfer of County Owned Property To The Town Of Rome #30-152-35. Motion to adopt Res. #25 carried by roll call vote, 17 yes, 1 abstaining, 2 excused. Abstaining, Djumadi. Excused, Morgan and James.

Res. #26: Motioned by Miller/Djumadi to adopt Res. #26 to Petition an airport development project with Federal and/or State Aid only, in accordance with the applicable State and Federal laws. Motioned by Miller/Kotlowski to amend line 11 after years insert 2014, and on line 12 comma after 2017 moving "and" behind 2018 and inserting 2019. Motion to amend Res. #26 carried by roll call vote, 18 yes, 2 excused. Excused, Morgan and James. Motion to adopt amended Res. #26 carried by roll call vote 16 yes, 2 no, 2 excused. Voting no, Eggebrecht and Stuchlak. Excused, Morgan and James.

Res. #27: Motioned by Kotlowski/Pisellini to adopt Res. #27 for Development and maintenance of State funded and/or County sponsored snowmobile and ATV/UTV trails. Motion to adopt Res. #27 carried by roll call vote 17 yes, 1 no, 2 excused. Voting no, Bays. Excused, Morgan and James.

Motioned by Bays/Stuchlak to adopt Res. #28-14 through Res. #40-14.

Res. #28: To rescind Chapter 10, Section 1, 3, 5, 6 & 7 and Chapter 11 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #29: To put into effect Discipline Policy Document Number Five and rescind corresponding Chapter 7, Sections 1 thru 4 of the Personnel and General Administrative Policy adopted by Res. #51-2011

Motioned by Edwards/Miller to insert under Discipline and Discharge Section 2.01 a, b, c, and d on lines 22, 29, 35 and 43 copies of letters will be in the employees file for (1) one year. Motion failed by roll call vote, 17 no, 1 yes, 2 excused. Voting yes, Edwards. Excused, Morgan and James.

Motioned by Roekle/Djumadi to amend line 54 of Section 2.04 Notification of Termination/Resignation inserting after office "and Home Committee Chair." Motion to insert carried by roll call vote 15 yes, 3 no, 2 excused. Voting no, Bays, Stuchlak and West. Excused, Morgan and James.

Res. #30: To put into effect Reclassification Document Number Six and rescind corresponding Chapter 4, Section 5 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #31: To adopt Key Control Policy Document Number Seven and rescind Resolution No. 30-1997.

Res. #32: To put into effect Notice of Injury Policy Document Number Nine and rescind corresponding Chapter 11, Section 2 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #33: To put into effect Claims Policy Document Number Ten and rescind corresponding Chapter 10, Section 4 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #34: To put into effect Raffle Ticket Policy Document Number Twelve and rescind corresponding Chapter 8, Section 24 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #35: To put into effect Accounting Principles Policy Document Number Thirteen and rescind corresponding Chapter 8, Section 1 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #36: To put into effect Accounting Policy Document Number Fourteen and rescind corresponding Chapter 8, Section 2 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Motioned by Roekle/Djumadi to strike and on line 11 under section 1.02 Method of Performing Review. Motion to strike "and" carried by roll call vote 17 yes, 1 no, 2 excused. Voting no, Bays.

Res. #37: To put into effect Chart of Accounts Policy Document Number Fifteen and rescind corresponding Chapter 8, Section 5 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #38: To put into effect Expense versus Capitalization Policy Document Number Sixteen and rescind corresponding Chapter 8, Section 6 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #39: To put into effect Depreciation Policy Document Number Seventeen and rescind corresponding Chapter 8, Section 7 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Res. #40: To put into effect Investment Policy Document Number Eighteen and rescind corresponding Chapter 8, Section 13 of the Personnel and General Administrative Policy adopted by Res. #51-2011.

Motion to adopt Res. #28-14 through Res. #40-14 as amended, carried by roll call vote, 18 yes, 2 excused. Excused, Morgan and James.

Res. #41: Motioned by Djumadi/Pisellini to adopt Res. #41 to adopt rules to govern the County Board consistent with the requirements of seating a new County Board. Motioned by Gatterman/Allen to table Res. #41. Motion to table Res. #41 carried by roll call vote, 12 yes, 6 no, 2 excused. Voting no, Djumadi, Eggebrecht, Roekle, Roseberry, Sebastiani and Stuchlak. Excused, Morgan and James.

Res. #42: Motioned by Eggebrecht/Edwards to adopt Res. #42 to approve the Tower Space Lease Agreement (attached) between Adams County and Bug Tussel Wireless, LLC, to install and operate its wireless communications equipment on the Adams County Communications Tower Site located at 1342 County F (next to the Highway Shop). Motion to adopt Res. #42 carried by roll call vote, 16 yes, 1 no, 1 abstaining, 2 excused. Voting no, Roseberry. Abstaining, Sebastiani. Excused, Morgan and James.

Ordinances:

Ord. #04: Motioned by Miller/Eggebrecht to enact Ord. #04 to Rescind Twice Amended Ordinance 26-2001 Establishing a Residency Requirement. Motion to enact Ord. #04 carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no, Stuchlak. Excused, Morgan and James.

Ord. #05: Motioned by Stuchlak/Licitar to enact Ord. #05 to rezone property located Pt. of the SW ¼, SW ¼, Section 6 (4.88) and Pt. of the NE ¼, NW ¼ Outlot 5663(.28 acres), & NW ¼, NW ¼ (approx 5.9 acres), of Section 7, all in Township 18 North, Range 6 East, at 1401 13th Lane, Town of Preston, owned by Scott Kotlowski, from A1-15 Exclusive Agriculture District, an R1 Single Family Residential District and A1 Exclusive Agriculture District to an A3 Secondary Agriculture District. Motion to enact Ord. #05 carried by roll call vote 18 yes, 2 excused. Excused, Morgan and James.

Ord. #06: Motioned by Bays/Stuchlak to enact Ord. #06 to rescind Ordinance 14-2000, to adhere to standards based on Disorderly Conduct as depicted within States Statutes. Motion to enact Ord. #06 carried by roll call vote 18 yes, 2 excused. Excused, Morgan and James.

RECESS: Motioned by Allen/Stuchlak to recess at 7:43 p.m. Motion carried by unanimous voice vote.

RECONVENE: Meeting called back to order by Chairman West at 7:53 p.m. 18 present, 2 excused. Excused, Morgan and James.

Reports and Presentations:

Judge Pollex provided an update on future funding effects on the courts along with a handout.

Administrative Coordinator/Director of Finance report was submitted in the Board Packet.

RIDC report was submitted in the board packet.

Mike Long from Hilbert Communications provided a project update.

Motioned by Johnson/Bays to approve the 2013 Annual Fairgrounds Report. Motion carried by unanimous voice vote.

Motioned by Djumadi/Pisellini to approve the Town of Rome Ordinance #14-02, 10.11, (2), (B)5.B & 10.11(2), (B)8 an Ordinance to revise and consolidate, amend, supplement and Code of Ordinances and Bylaws of the Town of Rome and the Town of Rome Ordinance #14-02, 10.02(1)(B) an Ordinance to revise and consolidate, amend, supplement and Code of Ordinances and Bylaws of the Town of Rome. Motion carried by unanimous voice vote.

P178

Dennis McFarlin, representative of the Historical Society, provided a tour after adjournment of the county board meeting.

Denials: None

Petition: None

Motioned by Bays/Allen to approve claims. Motion carried by unanimous voice vote.

Motioned by Edwards/Sebastiani to approve Per Diem and Mileage. Motion carried by unanimous voice vote.

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

Set next meeting date: April 15 at 9:30 a.m.

Motioned by Roekle/Djumadi to adjourn at 8:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Adams County Clerk

These minutes have not been approved.

Executive Committee Meeting
March 11, 2014 – 8:00 a.m. – Courthouse Conference Room A-260

Amended Minutes

John West, Chair called the meeting to order at 8:03 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Florence Johnson and Jack Allen. Larry Babcock was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Ken Wagner, Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Recording Secretary; Supervisor Jake Roseberry; Supervisor Lori Djumadi; newspaper reporter D. Beckman.

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

Motion by Allen, seconded by Johnson, to approve Minutes of the February 7, 2014 Executive Committee meeting. Motion carried by unanimous vote.

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

The chair announced that Item 8 will be discussed at 9:05 a.m.

Item 10: Corporation Counsel reported monthly caseload and activities. Wagner attended and reported on the Courtroom Security Conference. Bug Tussell plans on attending the March County Board Meeting.

Item 9: Report of Administrative Coordinator/Director of Finance. The department is focusing on year-end reports. 1099 and W-9 forms were sent out. There is ongoing preparation for year-end and review of financial data. Audit is April 7th. Hilbert Communications plans to attend the March County Board meeting. We have their quarterly financial reports. Discussion was held to clarify certain voucher items. AC/DOF Handout: "Adams County Vision, Mission and Values." Larson requested the Committee's direction for a timeline and a template for Department Heads to implement "Adams County Vision, Mission and Values" in developing their 5-year plans. Larson would like to encourage the Executive committee to adopt a template for consistency among all departments and for them to set a reasonable timeline for the completion of this plan.

Item 11: (Personnel Handout). MEUW interviews were held last Monday and there were 3 very good candidates. An offer was made to the current Safety Director for Ashley Warehouse. He will start training at MEUW at the end of the month. Kaye attended a DWD meeting and learned that DWD has a program to pay 6 months' wages plus FICA toward a Limited Term employee, if the County pays the rest of employment expense. Kaye viewed a computerized ergo machine at Moundview Memorial Hospital

& Clinics which tests for physical abilities. It could help determining whether an applicant meets the physical requirements of a position, and determining comparisons which can be useful for Workers Compensation claims. Kaye issued all ID badges with her newly purchased machine. Allen stated that he confirmed there is no charge to the County for conducting Zumba classes at the Community Center.

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

Action items for next meeting: Discuss and/or act on adopting the form of Template for Department Head Strategic Planning.

Motion by Sebastiani, seconded by Allen, to recess until 9:05 a.m. Motion unanimously carried.
The meeting was called back to order at 9:05 a.m.

Item 8: (Handout: current Job Description and prior recruiting notice for Administrative Coordinator/Director of Finance.) West announced that Larson submitted her resignation to the County, and April 6th is her last day. Discussion regarding filling/posting as soon as possible.

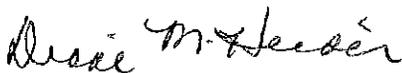
- Motion by Allen, seconded by Sebastiani for the Chair to approach County Clerk Phillippi to take over. Discussion. Voice vote: West: no; Allen, Johnson and Sebastiani: yes. Motion carried 3-1. Discussion continued.
- Motion by Allen to bring back his motion to the floor, seconded by Johnson for discussion purposes. Discussion. Motion by Allen to post the job internally. Discussion. Voice vote: Allen: yes; Sebastiani: yes; West: no; Johnson: no. **Motion failed.** Discussion.
- Motion by Allen, seconded by Johnson for discussion purposes, that the Chair ask County Clerk Phillippi if she would act as Interim AC/DOF pending posting the position, both inside and out. Discussion.
- Allen amended his motion, to appoint the County Clerk as Interim AC/DOF and post the job at the same time. Discussion.
- Allen amended his motion, that the Chair contact Ms. Phillippi to ask if she would act as Interim Administrative Coordinator/Director of Finance. Seconded by Johnson. Discussion. **Motion unanimously carried.**

West stated that the Administrative Coordinator/Director of Finance job description should be added to the County Board Agenda.

The next meeting will be held April 8, 2014 at 8:00 a.m.

Motion by Allen, seconded by Johnson to adjourn the meeting at 9:55 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane M. Heider
Recording Secretary

HEALTH INSURANCE STUDY COMMITTEE MEETING**OCTOBER 22, 2013****MINUTES**

Terry James called the meeting to order at 9:35 a.m.

The meeting was properly announced.

Present: Mary Lu Silka, David Guerin, Jani Zander, Cheryl Thompson, Dennis Premo, Cindy Phillippi, Myrna Diemert, Karen Bays, Bill Heinz, Trena Larson, Rocky Gilner and Terry James.

Sheet is dispersed.

Motion by Phillippi, seconded by Diemert, to approve the agenda, Motion carried by unanimous vote.

Motion by Bays, seconded by Zander, to approve the Minutes from September 17, 2013. Motion carried by unanimous vote.

Discussion of HRA Funding Analysis Report. See WKS

Discussion of review renewal decisions. See WKS. Reviewed Polk, Calumet, Oneida, and La Crosse County and their current plan.

Discussion and review of County fund availability and balance. See September 17, 2013 minutes.

Discussion of Healthcare Reform. Employee Education - the website to sign up for healthcare is currently not working, only 50 people in Wisconsin have enrolled thus far.

Discussion and review of Retiree Coverage. Nothing went out. Some felt the letter that was proposed was too strong. Heinz suggests that we wait until the Healthcare Reform is up and running before we provide information to the retirees when we know the premiums and more information to assist them.

The Committee is asking for a clarification statement from Corporation Counsel as of when and what information we should be sending out to information to retirees and future retirees. Committee feels it is important to send out information to our retirees to let them know they will be covered for 2014.

Discussion of Bill Negotiation Program. See WKS's

Discussion of Veterans Day Presentation – Update on Healthcare Reform and plan changes.

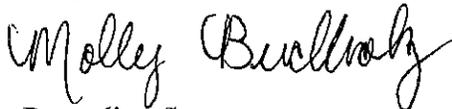
Wellness Committee Update- Currently in the middle of a walking challenge. They will do a short presentation during Veteran's Day. They will provide healthy snacks during Veteran's Day. New idea of offering Zumba classes reduced fee or free for the first few sessions. Wellness Committee will give out a flyer on the information from the Health Risk Assessments.

Next meeting date: February 25, 2014, 9:30 am.

Other thoughts/ideas for next meeting: none.

Motion by Bays, seconded by Diemert, to adjourn the meeting. Motion carried by unanimous vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Molly Buckley". The signature is written in black ink and is positioned above the typed name.

Recording Secretary

HEALTH INSURANCE STUDY COMMITTEE MEETING
March 25, 2014

MINUTES

Supervisor Gilner called the meeting to order at 9:32 a.m.

The meeting was properly announced.

Present: Cathy Allen, Karen Bays, Sarah Grosshuesch, Marcia Kaye, Trena Larson, Sarah Nelson, Wendy Newsom, Dennis Premo, Cindy Phillippi, Mary Lu Silka, Cheryl Thompson, Jani Zander; Supervisor Rocky Gilner; and representing AFG, Bill Heinz and Mary Laird.

Motion by Bays, seconded by Larson, to approve the agenda, Motion carried by unanimous vote.

Motion by Kaye, seconded by Premo, to approve the Minutes from October 22, 2013. Motion carried by unanimous vote.

Discussion of HRA Funding Analysis Report. (HO#1) For 2013 we ended up at 99.74% funding vs. claims, which was right on target with the amount budgeted. (HO#2) For January and February 2014, we are at 98.72% funding vs. claims; also on target with budget.

Discussion of Flex Spending Account options. (HO#3) Changes have been implemented in Flex Spending Account rules. The maximum annual contribution is still \$2500, but an employer can now opt to either **allow employees a grace period of 2 ½ months** to spend down funds from the prior year (as we have been doing) OR it can be determined to **allow up to \$500 in carryover funds** to the next plan year without affecting their limit of \$2,500. **Must do one or the other; cannot do both.** It was determined to discuss this at future meetings with possible implementation of changes for 2015.

(HO#4) EBC is promoting the use of the “**Benny Benefits Card**” for employees with a Flex Spending Account. This would allow employees to ‘pay’ with the benefits card rather than paying out of pocket and being reimbursed for expenditures. Employees could still submit paper or online claims for reimbursement if they prefer. Because of this promotion, EBC is offering the Bennie Card for free as long as the County is with EBC, waiving the regular monthly .75 cent per participant fee (approx. \$675 per year).

Motion by Phillippi, seconded by Bays, to have the plan provision amendment to utilize the “Benny Card” reviewed by Corporation Counsel and presented to Admin & Finance Committee for approval effective immediately. AFG will check with EBC to see if they will extend their promotional period until after the A&F meeting. Motion carried by unanimous vote.

Healthcare Reform (HO#5 – Healthcare Reform Toolkit)

Bill Heinz went through the Healthcare Reform Toolkit to provide an update on where the County stands and what we need to be aware of for the future. He reminded the Committee that the Affordable Care Act is in effect already. The penalty portion is what has been delayed until 2015.

#16 - The Patient-Centered Outcome Research Fee (PCORE) (p. 4) paid by the County in 2013 was \$696. It doubles for 2014 so there will be a fee of \$1,392 due by July 31, 2014.

#22 - The Notification of Health Insurance Exchange (p.5) letter was given to all County employees last year. It should now be given to all newly hired employees within 14 days of their employment date.

#23 - Employees are only able to enroll into the qualified plan during the open enrollment period (except new hires and those with qualifying events). Federal open enrollment is 11/14 to 12/14 for 2015. County open enrollment starts around October/November for coverage effective 1/1/15.

#25 - Under the law, we are required to provide coverage only to employees that are working 30 hours per week or more.

Current County policy allows benefits to employees working 85 hours per month or more. By offering this coverage, not only is the County paying more in benefits to an employee not working full-time, but we are also hindering a part-time employees ability to obtain insurance through the Exchange at a potentially lower rate or with a government subsidy.

#34 - ACA Insurer Fee – A provider pays an annual excise tax on health insurance to fund premium subsidies and Medicaid. The County would be subject to 2.4% of the premium or an annual amount of \$90,691 imbedded in the premium. However, because WEA is a Trust plan, we are not subject to that fee. If we change to a non-Trust plan in the future, we can expect to pay this fee.

#35 - Risk Adjustment Administration Fee – This annual fee is \$1 per member per year, payable on June 30 of the year following the benefit year. The county will pay approximately \$500 this year, imbedded in the premium costs.

#36 - ACA reinsurance fee – Approx. \$5.25 per member per month, the cost impact for 2014 will be \$25,074, which will be imbedded into the premium. This is payable January, 2015.

#39 - Non-Discrimination testing – A definition has not been provided as to what is considered discrimination other than plans must be 'equal' in benefits. When the rules are written the County will most likely have to pay someone to run the test to see if we are in compliance. Not known whether the split premium contribution (10%/15%) will be considered discriminatory.

#41 – Cadillac Tax – If the annual premium is over \$10,200 for individuals or \$27,500 for families, a penalty tax of 40% is charged.

With the 2014 benefit plan annualized, the County could potentially see a tax of \$308,693 if the plan design is not changed over the next four years. Everyone questions whether or not the ACA will still be around by 2018 or if this tax will be implemented, but because of delays in penalties already in place, tax collection is down and this tax will be needed more than ever to cover short funds. The County needs to start taking small steps to implement changes rather than take one huge leap in four years that no one will be able to afford.

Retiree Coverage – Because the County currently offers retirement health care coverage, retirees are not eligible for subsidies through the Exchange. If the County eliminates retiree coverage, then there is a good chance a retiree will qualify for the subsidy and can afford a comparable plan at a cost less than or comparable to what is offered through the County.

Motion by Phillippi, seconded by Bays, to forward a recommendation to the Admin & Finance Committee not to allow retirees to stay on the County health insurance plan effective 1/1/15. Voice vote taken. Opposed: Grosshuesch. Motion carried.

Motion by Bays, seconded by Phillippi, to forward a recommendation to the Admin & Finance Committee to consider modifying the insurance eligibility requirements to employees working at least 30 hours per week effective 1/1/15. Motion carried by unanimous vote.

Wellness Committee Update- Thompson said she would like to thank Supervisor James for supporting an increase in Wellness funds for 2014 budget. The Committee recently purchased children and family materials for the employee lending library in the form of books and DVD's on nutrition, exercise, and ways families can get healthy together. The Committee is also still offering smoking cessation materials for those who are interested and trying to do challenges that focus on preventing chronic diseases. April challenge is on Hydration. The first 2014 Adopt-A-Highway clean up is scheduled for April 30, and the County will have a team for the Relay-for-Life on June 20 and all County employees are encouraged to participate in events.

Next meeting date: April 22, 2014, 9:30 am.

Other thoughts/ideas for next meeting: Bill negotiation program.

Motion by Zander, seconded by Silka, to adjourn the meeting at 10:53 a.m. Motion carried by unanimous vote.

Respectfully submitted,

Marcia Kaye
Acting Recording Secretary

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, MARCH 13, 2014 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

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

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Bob Buerger, Evertt Johnson and Barbara Morgan

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, March 13, 2014.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

APPROVAL OF MINUTES OF LAST MEETING (FEBRUARY 6, 2014): *Motion by Bays to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for February 6, 2014 Regular Monthly Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

DISCUSS & ACT ON FUTURE ROAD CONSTRUCTION PROJECTS: Discussed the County Road Z (Alpine Drive to Wood County Line) project. Wetland mitigation will be an issue as it is currently set up as a WISDOT project and they have utilized their wetland banks, which are not transferrable to the county. The project could move forward as a county project however wetland mitigation would have to be handled by the county and wetland credits on the open market are selling for approximately \$50,000.00 a credit. If the county would decide to purchase wetlands, this project would not be available for construction this year, as purchasing wetlands could take 3-4 months. Discussed changing the project to County Road Z (18th Lane to Wood Road) as this area would not require wetland mitigation. Highway Committee requested that the Commissioner investigate what the cost and time frame would be to have the plans updated for each area and for the county to purchase the wetlands for the County Road Z (Alpine Drive to Wood County Line) project.

DISCUSS & ACT ON STATE PERFORMANCE BASE MAINTENANCE: Commissioner updated the Highway Committee on the one State Performance Base Maintenance project that is being considered in Adams County, which is a rubber crackfilling project. Agreements are not available for bidding only draft documents were available for review by the PBM (Performance Base Maintenance) Committee.

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 13, 2014 ~ 9:00 A.M.

P187

REVIEW & ACT ON LIMITED TERM EMPLOYEE (LTE) JOB DESCRIPTION:

Revision to the CDL portion of the job description for limited term employee was revised by Highway Commissioner and reviewed by County Personnel Director. *Motion by Gatterman to approve the revised Limited Term Employee Job Description as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (JOB DESCRIPTION ATTACHED TO MINUTES)*

APPROVE PERSONNEL REQUISITION FORM TO ADVERTISE FOR FILLING LIMITED TERM EMPLOYEE (LTE) POSITIONS: The Highway Department would like to advertise for two limited term employee positions to help with the center lining projects and any other projects as needed. *Motion by Gatterman to approve and forward to Personnel Director and Administrative Coordinator Director of Finance the personnel requisition form to advertise for filling two highway department limited term employee positions, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & APPROVE SALES STUDY & OFFERING PRICES CTH "G" & CTH "O" INTERSECTION: *Motion by Johnson to approve the Nominal Payment Parcel Reports as prepared by Timber-Selissen Land Specialist for parcels: 1, 2, 3, 4 & 5 on the County Road "G" / County Road "O" intersection improvement project, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

REVIEW & APPROVE AERIAL LIFT RENTAL: Looking at renting an aerial lift for brushing work on County Roads. Rental would be for approximately one month. *Motion by Bays to rent an aerial lift from United Rental for an amount of \$3,331.01 for one month, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON RESOLUTION TO APPLY FOR AND ACCEPT GRANT MONEY FROM THE WISDOT TO FUND THE CONSTRUCTION OF THE CTH J BICYCLE ROUTE / TRAIL FROM PARK STREET TO 16TH AVENUE: County Road J Bicycle Route / Trail from Park Street to 16th Avenue has been accept by the WIDOT (Wis. Dept of Transportation) phase two to consider grant funding. This is a project that North Central Regional Planning Commission has been working on with the Commissioner and identified in Resolution #35-2013 Adams County Bicycle & Pedestrian Plan that the County Board adopted. *Motion by Johnson to approve and forward to County Board a Resolution to apply for and accept grant money from the WISDOT to fund the construction of the CTH J Bicycle Route / Trail from Park Street to 16th Avenue, second by Morgan. ROLL CALL VOTE: Babcock – YES, Johnson – YES, Gatterman – YES, Morgan – YES and Bays – NO. MOTION CARRIED.*

ROAD WEIGHT LIMIT POSTINGS: Class B weight limit notice has been put in the local newspaper for an effective date of 3/17/14 and will remain in effective until signs are no longer posted.

WINTER MAINTENANCE: Discussed level of service that is provided for winter maintenance events and it was the consensus that the highway department continue the level of service as was in the past. Ordering salt for the 2014-2015 season was discussed and Highway Commissioner should order salt as was in the past.

SHOP OVERHEAD: Shop overhead as defined in the Uniform Cost Accounting Manual should be allocated at interim rates during the year to accounts other than the machinery operations account, counties doing repair work for other county departments, towns, village and city must

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 13, 2014 ~ 9:00 A.M.**

allocate the shop overhead to the appropriate expense accounts. A letter will be sent to county departments, towns, village and city informing them of the shop overhead charge.

RT VISION CAMERA SYSTEMS: RT Vision Camera is a company that would like to provide web based cameras for use by the highway department, these cameras would be placed at a local business. The county would purchase the equipment and the business would provide the internet connection, both parties would have access to the cameras. Juneau County is currently exploring these cameras in an effort to cut down on winter maintenance expenses. The cost per location would be approximately \$3,700.00. **DISCUSSION ONLY, NO ACTION TAKEN AT THIS TIME.**

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Brushing CTH Z
- Brushing STH 21 east of STH 13
- Winter maintenance events

FINANCIAL REPORT: *Motion by Bays to approve the December 2013 After Audit, January 2014 and February 2014 Financial Report as audited, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the February 2014, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Bays to approve the Monthly Check Summary report as presented, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Balance Transfers
- Oil Quotes
- Equipment bids / Paint Truck & Mower

SET NEXT MEETING DATE AND ADJOURN: *Motion by Gatterman, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, April 10, 2014 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:35 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Joint Administrative & Finance/Executive Committee Meeting
March 10, 2014 – 9:00 a.m. – Courthouse Conference Room A-260**

Minutes

John West, Chair called the meeting to order at 9:05 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Florence Johnson, Jack Allen, Jerry Kotlowski, and Lori Djumadi. Larry Babcock was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Ken Wagner, Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Recording Secretary; Highway Commissioner Patrick Kotlowski; Zoning Administrator Phil McLaughlin; Clerk of Court Kathleen Dye; Don Genrich of UWEX; HHS Director Diane Cable; Solid Waste Director Myrna Diemert; Emergency Management Director Jane Gervais; Medical Examiner Marilyn Rogers; and citizen Nicholas Segina.

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

Motion by Sebastiani, seconded by Djumadi to approve Minutes of the January 23, 2014 meeting. Motion carried by unanimous vote.

Public participation will be allowed as requested. There was no new correspondence.

Discussion of wages and benefits for Clerk of Circuit Court and Sheriff. Motion by Djumadi, seconded by Allen that:

(a) Wages for Clerk of Circuit Court be set as follows:

| | | | |
|------|------|--------------|-----------|
| 2015 | 0.9% | resulting in | \$59,000 |
| 2016 | 1.7% | resulting in | \$60,000 |
| 2017 | 2% | resulting in | \$61,200 |
| 2018 | 2% | resulting in | \$62,424; |

(b) Wages for Sheriff of Adams County be set as follows:

| | | | |
|------|----|--------------|---------------|
| 2015 | 2% | resulting in | \$76,881 |
| 2016 | 2% | resulting in | \$78,419 |
| 2017 | 2% | resulting in | \$79,987 |
| 2018 | 2% | resulting in | \$81,587; and |

(c) At Line 68 of the proposed Resolution the word “salary” be changed to “compensation.”

Discussion. **Motion carried by unanimous vote.**

Discuss and/or act adjusting the WIPFLI Grade of certain job descriptions as requested by Department Heads. West pointed out that County Clerk Phillippi and Treasurer Zander took on the project of reviewing job descriptions of clerical, clerk typists and fiscal support positions, but have not presented their completed findings for consideration at this meeting.

1. Land & Water Conservationist Wally Sedlar presented the "Conservation Coordinator" job description for review. Discussion. Sedlar indicated he was not necessarily opposed to the placement of the position within the study, but rather when the reclassification, which was approved in 2013, and pay increase was going to take place, as the employee is already performing duties from the reclassified job description.
2. UWEX – Don Genrich – presented two positions:
 - a. Clerk Typist. Discussion.
 - b. Clerk/Bookkeeper. Discussion.
 West indicated that when the Phillippi/Zander review of job descriptions is complete, Genrich will be advised of the Committee's decision.
3. Highway Commissioner Patrick Kotlowski presented the Account Clerk job description for review. Kotlowski will wait for the Phillippi/Zander review of job descriptions.
4. Zoning Director Philip McLaughlin presented two positions:
 - a. Building Inspector. Denied.
 - b. Secretary/Bookkeeper descriptions are in the Phillippi/Zander review.

Motion by Allen, seconded by Kotlowski to recess at 10:54 a.m. Motion carried by unanimous vote. The meeting reconvened at 10:02 a.m.

5. Solid Waste Director Diemert presented the Recycling Building Operator position description and a newly created job description for the Recycling Building Manager. Discussion. Djumadi requested an internal equity analysis from Larson and Kaye. Diemert was instructed to follow procedure and take the revised job description to her oversight committee for approval, West indicated that Diemert would be contacted at a later time regarding the reclassification and placement, pending the approval of the job description.
6. Jane Gervais read a detailed oral rebuttal to the WIPFLI point factor evaluation for the Emergency Management Director. Discussion. **Motion by Djumadi, seconded by Johnson** to place the Emergency Management Director position at grade 7. Allen, Djumadi, West, Johnson, yes; Sebastiani and Kotlowski, no. **Motion carried by 4-2 vote.**

Motion by Allen, seconded by Kotlowski to recess at 12:10 p.m. **Motion carried by unanimous vote.** Meeting called back to order by West at 12:44 p.m. Kotlowski was excused from the meeting at this point.

7. Administrative Coordinator/Director of Finance Larson presented two job descriptions for review:
 - a. Fiscal Coordinator. No change is recommended by the Committee.

b. Payroll/Account Technician. **Motion by Djumadi, seconded by Allen, to change grade from 14 to 13. Motion carried by unanimous vote.**

- 8. Medical Examiner. This position was recently created by Resolution and not included in the WIPFLI study because there is not a set schedule of hours worked. West indicated this matter can be brought up at the next meeting. Recording Secretary is instructed to place on the next Executive Committee Agenda to compare information on Medical Examiner position.
- 9. Parks Director Fred Nickel is not in attendance. The Admin Clerk/Bookkeeper position is one being reviewed by Phillippi/Zander.
- 10. Health and Human Services Director Diane Cable presented 21 positions for review. Discussion. Motion by Allen, seconded by Sebastiani, that the Practical Cents Manager position be moved from grade 15 to grade 13. Motion carried by unanimous vote. The remaining fiscal and clerical positions are being reviewed the Phillippi/Zander. Cable will continue to provide information to the joint committee.

West called for an internal equity analysis to be done on the positions of:

- i. Public Health Nurse Supervisor;
- ii. Support Services Coordinator;
- iii. Community Health Worker;
- iv. Job Coach; and
- v. Recycling Building Operator.

Motion by Sebastiani, seconded by Johnson at 3:12 p.m. to recess for five minutes. Motion unanimously carried. Meeting called back to order at 3:17 p.m.

West reopened Item 7. The Administrative Coordinator/Director of Finance received an open records request via email during the meeting, whereby the Times-Reporter Printing Company is requesting certain records pertaining to the WIPFLI study.

Dumadi requested Kaye to prepare an updated spreadsheet with the changes made in today's committee meeting. Sebastiani noted that most problems will be solved if the positions are placed at Midpoint in the WIPFLI study. Kaye agreed.

3:35 Nickel is in attendance. West explained that the Admin Clerk/Bookkeeper position is being reviewed by Phillippi/Zander. The recording secretary distributed the Zoning Director handout regarding certifications.

The next meeting date will be scheduled at a future time.

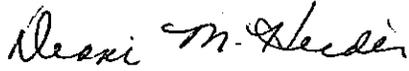
Action items for next meeting:

- 1. Discuss and/or act on County wage philosophy.
- 2. Discuss and/or act on Job Descriptions as requested by Department Heads.

- P192 3. Discuss and/or act on Job Descriptions for administrative, clerical and fiscal support positions reviewed by Phillippi/Zander.

Motion by Allen, seconded by Djumadi to adjourn the meeting at 3:44 p.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane M. Heider
Recording Secretary

Joint Administrative & Finance/Executive Committee Meeting
March 17, 2014 – 1:00 p.m. – Courthouse Conference Room A-260

Amended Minutes

Al Sebastiani, acted as Chair and called the meeting to order at 1:00 p.m. The meeting was properly announced per, County Clerk Cindy Phillippi.

Committee members present: Al Sebastiani, Florence Johnson, Jack Allen, Jerry Kotlowski, Lori Djumadi, and Larry Babcock. John West was excused.

Others present: Supervisor Heidi Roekle, Trena Larson, Administrative Coordinator/Director of Finance; Ken Wagner, Corporation Counsel; Cindy Phillippi, County Clerk; and Diane Heider, Recording Secretary.

Motion by Kotlowski, seconded by Johnson, to convene in closed session pursuant to Wis. Stats. §19.85(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion unanimously carried. Trena Larson, Ken Wagner and Diane Heider left the room.

Motion by Johnson, seconded by Kotlowski, to reconvene in open session per Wis. Stats. §19.85(2). Motion carried by unanimous vote.

Motion by Djumadi, seconded by Allen, that Trena Larson provide a list to the Chair of this Joint Committee, by March 21, 2014, of all pertinent things on her desk in addition to a list to be provided to her. Motion carried by unanimous vote.

Motion by Djumadi, seconded by Johnson that Cindy Phillippi is to assume responsibility of the Administrative Coordinator/Director of Finance in conjunction with her current County Clerk duties for a minimum of ten months, and not to exceed eighteen months, during which time a Joint Executive and Administrative & Finance Committee Meeting will evaluate administrative and finance needs. Motion carried by unanimous vote.

Motion by Allen, seconded by Kotlowski that a minimum of three days' in-house training will be provided by Skyward with the exception that five days be allowed for Administrative Coordinator/Director of Finance current staff. Motion carried by unanimous vote.

Motion by Kotlowski, seconded by Babcock, that during this time Cindy Phillippi at her discretion and without restriction be allowed to use on-call and LTEs; also to retain current staffing in both offices of Administrative Coordinator/Director of Finance and County Clerk. Motion carried by unanimous vote.

P194

Motion by Kotlowski, seconded by Allen to pay Cindy Phillippi in addition to her current wages a gross amount of \$3,600 per month for assuming the responsibilities of Administrative Coordinator/Director of Finance as interim. Motion carried by unanimous vote.

Motion by Allen, seconded by Djumadi to adjourn the meeting at 3:44 p.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane M. Heider
Recording Secretary

**LAND & WATER CONSERVATION COMMITTEE MEETING
FEBRUARY 10, 2014 – 1:00 P.M.
CONFERENCE ROOM A-231**

Minutes

The meeting was called to order by Al Sebastiani, Chair, at 1:00 p.m. The meeting was properly announced.

Attending: Al Sebastiani; Barb Morgan; Glenn Licitar; Joe Stuchlak; Kevin Bork; Heidi Roekle; Wally Sedlar; Reesa Evans; Chuck Sibilsky; and Michelle Harrison, recording secretary. Terry James was excused.

Sebastiani stated to amend the agenda by removing item 13. Motion by Roekle/Morgan to approve the Agenda with amendments. Motion carried by unanimous vote.

Motion by Licitar/Stuchlak, to approve the Minutes of January 13th and 21st, 2014. Motion carried by unanimous vote.

Public participation as we go.

Report on NRCS – Michelle Komiskey reported that their programs are on hold due to the new Farm Bill. At this point they are not sure what will be funded for this year.

Wildlife Abatement and Claims- Barry Benson handed out a summary of the 2013 deer damages. Total payable claims for Adams County are \$10,480.39. This number is about \$7,000 down from last year. Discussion took place. Motion was made by Stuchlak/Bork to pay the four claims totaling \$10,480.39 for Adams County.

WNDR- none

Report on L&WC department activities- report in packet. There were questions on the meeting with the DNR for Mason Lake. Summary was given on meeting. More information is needed to be gathered in regards to the watershed. The New Chester bio-digester is being reviewed by DATCP. Farmer nutrient training was well attended. Motion by Morgan/Licitar to approve the Land & Water report. Motion carried by unanimous vote.

Report on Central Wisconsin Windshed Partners- none

Report on Golden Sands Resource Conservation and Development- Stuchlak attended the meeting and gave a report. Stuchlak stated that other counties that utilize Golden Sands are receiving more funding than Adams County. He would like to see Adams County utilize more of the funding.

Report on USDA Farm Services Agency- Bork reported that the Farm Bill is for 5 years. He stated that most of the funds for the Farm Bill will go towards SNAP/Food stamp program.

Report on Duck Creek Activities- Bill Euclide gave a report on the Duck Creek Watershed advisory group meeting. He gave a summary of the WDNR's presentation. The next meeting will be Feb 13, 2014 at 5:30p.m. and their key speaker will be Gini Knight speaking about 590 Nutrient practices.

THESE MINUTES HAVE BEEN APPROVED

P196

Financial report- Sedlar stated that in the Finance meeting they passed a budget revision for the Waterfront packets for \$3000 and the budget revision for the purchase of the new vehicle. The committee reviewed the financial report. Discussion took place. Stuchlak asked about the end of the year report. Sedlar stated that he is still ironing out some of the balances. Motion made by Roekle/Stuchlak to approve the financials. Motion carried by unanimous vote.

Discuss and/or act on Proclamation of Celebration of Grasslands month. April is the month designated for this celebration due to the prairie chickens. Discussion occurred. Motion made by Stuchlak/Roekle to approve the proclamation of celebration of grasslands month. A resolution is needed.

Discuss and/or act on resolution to apply for WDNR Aquatic Invasive Species Grant. Discussion occurred. \$29,000 will need to be budgeted for 2015. Motion made by Roekle/Licitar to approve the resolution to apply for the WDNR AIS Grant. Motion carried by unanimous vote.

Discuss and/or act on cost share agreements. Sibilsky presented 3 cost share agreements that are currently in the works. He will need them signed prior to the next meeting. He asked the committee if he could present them to the chair to be signed prior to the meeting. Discussion took place. Adams County Parks, John Kastern and Cheryl Hasse are the 3 projects requesting funds. Motion made by Stuchlak/Morgan to allow the chair to approve the 3 cost shares presented. Motion carried by unanimous vote.

Discuss and/or act on Unemployment for 2014. Sedlar asked that since there was money left over in salaries from 2013 if that money could be transferred over to be used for the unemployment claim that has come through for our department. The committee asked Sedlar to check into some things and report back.

Discuss and/or act on reclassification for Program Coordinator's position. Sedlar asked the committee what was taking place with the reclassification of the new position, Program Coordinator. He stated that the job description has changed significantly. He added that he would like the employee to be able to do more than what is listed in the job description; there are more opportunities that exist in the field. Discussion occurred. The committee told Sedlar to complete the necessary paperwork that is being requested for the WIPHLI Study and report to the scheduled finance committee on March 10, 2014.

Communications: The Wisconsin River Symposium is taking place this Friday in Stevens Point.

The next meeting is set for March 10, 2014 at 1:00 p.m.

Motion at 1:55 p.m. by Roekle/Morgan to adjourn. Motion carried by unanimous vote.

Respectfully submitted,

Michelle Harrison
Recording Secretary

THESE MINUTES HAVE BEEN APPROVED

Adams County Local Emergency Planning Committee (LEPC)

Monday, March 10, 2014

9:30 a.m. – Community Center Building, Conf. Rm. 123

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held on Monday, March 10, 2014, in Conference Room 123 at the Adams County Community Center. Chair Dean Morgan called the meeting to order at 9:35 a.m. The meeting was properly noticed.

Members present: Dean Morgan, Chair/County Board Supervisor; Scott Switzer, Moundview Memorial Hospital; Chris Saloun, Public Health; Marc Sass, DNR; Nick Segina, WCWI-FM, Wis. 106 Radio Representative; Dawn Miller, Allied Cooperative; John Frantz, Rome Fire Chief; Terry Fahrenkrug, Sheriff's Dept. Chief Deputy; Jeff Rogers, ARES/RACES, and Jane Gervais, Emergency Management Director. Members not present: Terry James, County Board Supervisor; Sam Wollin, Sheriff; Pat Kotlowski, Highway Commissioner; Darice Beckman, Times-Reporter; and Katie Gaynor, American Red Cross. Others present: Bob Goff, WCWI-FM, Wis. 106 Radio.

Motion by Segina/Frantz to approve the agenda. Motion carried.

Motion by Segina/Rogers to approve the minutes of August 29, 2013. Motion carried.

2014 HazMat Computer and Equipment Grant Status. Gervais reported that the 2014 HazMat Computer and Equipment grant has not yet been applied for. A grant application will be submitted by April 1, 2014.

Update on 2013 2nd half Emergency Planning and Community Right to Know Act (EPCRA) Grant Award. The State has not sent the EPCRA 2nd half grant award as yet. Gervais reported that a Request for Reimbursement for the 2013 HazMat and Computer Grant was submitted in the amount of \$8,944.00.

Discuss and/or act on Procedures for Review of HazMat Response Expenditures, review of and any recommendations. There were no recommendations for any changes to the Procedures. **Motion by Segina/Saloun to approve the current Procedures. Motion carried.**

LEPC Bylaws. Review of and any recommendations. There were no recommendations for any changes to the Bylaws. **Motion by Segina/Saloun to approve the current Bylaws. Motion carried.**

LEPC Membership, review and act on recommendations for appointment. Gervais reported that she removed Todd Hanson, Chief-City of Adams Police Dept., from the membership list and did not replace him. Per the Bylaws, there is only one representative required for each group and there are two representatives from Law Enforcement on the committee. Recommendations were made to change the radio station name from WDKM to WCWI-FM, Wis. 106 and Wisconsin River Co-op to Allied Cooperative. **Motion by Frantz/Segina to approve the changes to the membership list. Motion carried.**

Discuss and/or act on LEPC Compliance Inspector, Designation of State. Motion by Segina/Sass to designate the State of Wisconsin as the Compliance Inspector for Adams County LEPC. **Motion carried.**

Discuss and/or act on Update of Adams County Strategic Plan. Gervais discussed proposed changes necessary to update the Adams Countywide Strategic Plan policies and procedures for responding to hazardous materials incidents and/or incidents. **Motion by Segina/Rogers to accept the revisions and approve the Strategic Plan. Motion carried.**

Review/approval of off-site Plans for Facilities with Extremely Hazardous Chemicals. Gervais explained revisions made to the EPCRA Offsite Plans for three facilities: Rock Tenn Corporation, Grande Cheese Company and Level 3 Communications. **Motion by Segina/Saloun to approve the three off-site facility plans with the changes as discussed. Motion carried.**

Report on Commodity Flow Study. Gervais reported, in 2013, Richland County conducted a commodity flow study in Adams and Juneau Counties to determine what hazardous chemicals are transported through each of our Counties. This was funded through a grant. It was determined that Highways 13 & 21 were the busiest, most travelled roadways with vehicles carrying extremely hazardous chemicals. Whether traffic came from the south or east, the majority went north. The most frequently hauled hazardous chemical was flammables followed by corrosives, then oxidizers. The oxidizers were mostly hydrogen peroxide. A copy of the study is available in the Emergency Management Office, for review.

Public Input, if requested. No public input.

The next meeting date of this committee will be Monday, August 18, 2014, at 9:30 a.m.

Motion by Segina/Saloun to adjourn at 9:55 a.m. Motion carried.

Respectfully submitted,



Jane M. Gervais
Secretary/Coordinator of Information
Adams County Emergency Management Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Parks Committee Meeting
February 11, 2014 9:00 a.m.
Courthouse Conference Room A231

Call to Order: Chairman called the meeting to order at 9:04 a.m.

The meeting was properly announced.

Roll Call: Committee Members: Bob Eggebrecht, Jerry Kotlowski, Bill Miller, Paul Pisellini, and Jake Roseberry. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, and Mark Miller – Castle Rock Park Manager, Jerry Dye, Jim Pease, and Peggy West – Concerned Citizens.

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

Previous Minutes: Motion by Kotlowski/Roseberry to approve the January 7, 2014, minutes as presented. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: No requests.

Public Participation on Agenda Items: Public input as agenda items arise.

Castle Rock Riprap Project: Castle Rock Park riprap project has been on hold due to lack of cost share monies available. LWCD notified Director that \$5000 has become available and they started the permitting process. Project costs are estimated at \$20,000. \$15,000 to come out of 2013 excess park revenues. Motion by Pisellini/Roseberry to move forward with the Castle Rock Park riprap project utilizing the 2013 excess park revenues and to put the project out on bids pending any further approval. Motion carried by unanimous vote.

Castle Rock Park Office Building Water Softener System: No action was taken.

Land Appraisal for ATV Camping Land Purchase Requesting State Financial Aid: Director explained the process of needing a DNR appraisal for any land acquisition involving grants. Motion by Kotlowski/Pissellini to contact the DNR to have the appraisal done on the land adjacent to Petenwell Park exit for possible ATV camping area. Motion carried by unanimous vote.

Proposed Premium Campsite Rate Change(s): Concerned citizens expressed their concerns over the proposed premium campsite rate changes. After much discussion it was determined a small advisory group would be set-up between Department staff and the concerned citizens to further review the proposed change(s).

Town of Monroe Request and Follow-up: No action was taken. Director will draft a proposed resolution.

Trails Report: An ATV trails grant will have to be applied for to re-establish trails that have been lost due to land purchase.

Coordinator explained the snowmobile trail grooming procedures to Committee. Supplemental grooming monies may be available again this year.

Revenue Report: Reviewed by Committee.

Expense Check Summary Report and Expense Report: To be forwarded to Committee.

Future Agenda Items: Castle Rock Park Riprap Project, Castle Rock Park Office Building Water Softener System, Land Appraisal for ATV Camping Land Purchase Requesting State Financial Aid, Proposed Premium Campsite Rate Change(s), and Town of Monroe Request and Follow-Up.

Set Next Meeting Date: March 11, 2014, 9:00 a.m., at Courthouse Conference Room A231.

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

Submitted by,


Jerry Kotlowski
Parks Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper from notes taken by Darren Tolley/Petenwell Park Manager.
These minutes have not been approved by the Parks Committee.

Parks Committee Meeting
March 11, 2014 9:00 a.m.
Courthouse Conference Room A231

Call to Order: Chairman called the meeting to order at 9:00 a.m.

The meeting was properly announced.

Roll Call: Committee Members: Bob Eggebrecht, Jerry Kotlowski, Bill Miller, Paul Pisellini, and Jake Roseberry. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, and Mark Miller – Castle Rock Park Manager, Rita Kolstad – Administrative Clerk, and Dwaine Hays – Town of Monroe Chairman.

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

Previous Minutes: Motion by Miller/Kotlowski to approve the February 11, 2014, minutes as presented. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: No requests.

Public Participation on Agenda Items: Public input as agenda items arise.

Bid Opening and Possible Awarding of Bid for Adams County Castle Rock Park Shoreline Riprap Project: Bids were opened and announced by the Committee, discussion followed. Motion by Kotlowski/Roseberry to reject all submitted bids as they all came in over the projected cost and budget. Project to be re-evaluated with the Land Conservation staff once the snow melts. Motion carried by unanimous vote.

Castle Rock Park Office Building Water Softener System: Motion by Pisellini/Kotlowski to approve Steves Plumbing's estimate for the water softener system and to move forward with the project. Motion carried by unanimous vote.

Land Appraisal for ATV Camping Land Purchase Requesting State Financial Aid: Director will bring land appraisal and resolution for the land purchase to Committee meeting once available. The Town of Monroe has also been notified of the possible expansion.

Proposed Premium Campsite Rate Change(s): Park Managers and Concerned Citizens met and agreed upon a proposal for a new premium campsite rate change. Discussion followed. Motion by Kotlowski/Pisellini to approve the proposed premium campsite rate changes effective January 1, 2015. Motion carried by unanimous vote.

Town of Monroe Request and Follow-up Resolution: Director presented a proposed Resolution agreed upon with the Town of Monroe Supervisors regarding road improvements to Petenwell Park. Discussion followed. Mr. Hayes stated the Town of Monroe did pass a motion that any Parks Department monies invested would be returned to the Parks Department if the project was not finished by the stated completion date. Motion by

Miller/Kotlowski to abolish the road resolution with the Town of Monroe. Voice vote: Miller – yes, Kotlowski – yes, Pisellini – no, Roseberry – no, and Eggebrecht – no. Motion failed. Motion by Pisellini/Roseberry to postpone proposed Town of Monroe road resolution till Adams County Parks Department receives a written document from the Town of Monroe in agreement with the proposed resolution. Voice vote: Eggebrecht – yes, Pisellini – yes, Roseberry – yes, Miller – no, and Kotlowski – no. Motion carried by majority vote.

Trails Report and Resolutions for State Funding: Motion by Kotlowski/Pisellini to approve the ATV/Snowmobile Aids Resolution for State Funding to include monies for ATV trail relocation. Motion carried by unanimous vote.

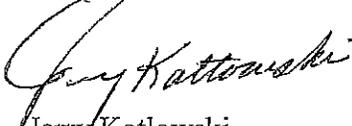
Revenue Report, Expense Check Summary Report, and Expense Report: Committee reviewed revenue report. Expense check summary report and expense report were distributed and if any questions Committee will bring to next month's meeting.

Future Agenda Items: Town of Monroe Road Resolution, Resolution to Purchase Land for ATV Camping at Petenwell Park, Park Cleanup and Tree Removal, Employee Status.

Set Next Meeting Date: April 8, 2014, 9:00 a.m., at Courthouse Conference Room A231.

Adjourn: Motion by Miller/Roseberry to adjourn. Motion carried by unanimous vote.

Submitted by,


Jerry Kotlowski
Parks Secretary

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

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: APRIL 2, 2014

P203

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M with the following members present: Barb Morgan, Al Sebastiani, Heidi Roekle, Randy Theisen, Glenn Licitar. Rocky Gilner sat in for Terry James, who was excused. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Ken Wagner, Corporation Counsel. Pledge of Allegiance. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll call. Barb Morgan made a motion to approve the agenda as noticed. Heidi Roekle seconded the motion. All in favor. Motion carried.

Public Hearings: Phil McLaughlin stated that the items noted by Attorney Pollex at the February County Board meeting as to notice procedure have been addressed. Adams County Comprehensive Zoning Ordinance – Fish defined as livestock and assignment of animal unit value. ***Bold, Italic and Underlined*** is proposed to be added: 2-2.04 ANIMAL UNIT. One animal unit is equivalent to one (1) cow, steer, horse, swine, llama, alpaca, deer, elk, buffalo and other animals similar by size and weight or two (2) sheep or goats or five (5) dogs, cats or other similar animals or twenty (20) mink, rabbit, chicken, or similar animals ***and five-thousand (5,000) pounds of fish***. For young stock, divide the type of animals by two (2) to determine animal unit equivalents (for example: 2 calves divided by 2 = 1 cow (1 cow = 1 animal unit). 2-2.41 LIVESTOCK. Any horse, bovine, sheep, llama or other ruminants, goat, pig or domestic fowl, fish or other animal whether or not raised for harvest of any sort, including fur bearing animals and game fowl raised in captivity. Mr. Atkinson questioned how the weight of fish per animal unit was determined. Discussion was held. Wally Sedlar of Adams County Land & Water Department explained that he and Mr. McLaughlin did a lot of research on the subject and are quite confident with the 5,000 lbs. Al Sebastiani made a motion to approve the Ordinance revision and forward that recommendation to County Board for final approval. Barb Morgan seconded the motion. Roll Call. 7 – Yes. Motion carried. Randall F. Atkinson – Conditional Use Permit request under Section 5-6B.03 (H) of the Adams County Comprehensive Zoning Ordinance to allow aquaculture (fish farming) to include the hatching and rearing of fish and utilizing any waste in growing of plants and the sale of both on property located in the NE1/4, NE ¼, Section 27, Township 14 North, Range 7 East, Lot 6, Assessor's Plat #1 at 4002 3rd Avenue, Town of New Haven, Adams County, Wisconsin. Letters were read for and against the request. Testimony was taken from those present. Discussion was held regarding the size of the property, water consumption and discharge. Other options such as a Variance to the lot size requirements was also discussed. Heidi Roekle made a motion to grant the request provided the Ordinance revisions are adopted at the April 15, 2014 County Board meeting and provided Mr. Atkinson purchases additional adjacent property to increase his 1.8 acres to a minimum of 2 acres and meets the following conditions: Monitor discharge for Nitrates, Phosphorus, Total Suspended Solids, Oxygen, Temperature and Flow volumes metered weekly, and reported on a monthly basis to LWCD; Raise only cold water species of fish as defined by the Department of Agriculture; No Hi-cap well(s); One yearly random discharge test sample shall be taken by the Adams County Land & Water Conservation Department with test fees to be paid by Randall Atkinson. Al Sebastiani seconded the motion. Roll Call Vote: 7 – Yes. Motion carried.

AL Sebastiani made a motion to recess. Barb Morgan seconded the motion. All in favor. Motion carried.

RECESS: 2:50 P.M.

RECONVENE: 2:59 P.M.

T. P. Pines – Rezoning request to allow the division of two parcels; 40 acres in the SE ¼, NW ¼, Section 13, Township 15 North, Range 7 East from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance and that portion zoned Recreational/Residential to a General Purpose District under the Adams County Shoreland Wetland and Habitat Protection Ordinance and 39.63 acres in the NW ¼, SW ¼, Section 13, Township 15 North, Range 7 East from an A1 Exclusive Agricultural District to A1-15 Exclusive Agricultural District of the Adams County Comprehensive Zoning Ordinance in the Town of Jackson, Adams County, Wisconsin. Greg Rhinehart was present to represent and explain the request. Discussion followed. Heidi Roekle made a motion to recommend enactment of the zoning change, on the above-described property on both the Adams County Comprehensive Zoning Ordinance and the Adams County Shoreland Protection Wetland and Habitat Protection Ordinance, to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 7 -Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that Public Participation would be taken as needed.

Al Sebastiani made a motion to approve the minutes from the March 5, 2014 meeting as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the surveyor's report for the month of March to the Committee for review, but had to leave for a prior appointment. Barb Morgan made a motion to approve the Surveyor's report. Heidi Roekle seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson informed the Committee that she is planning to update the Register of Deeds Document Indexing System and will present that plan to the County Board. Land Information is status quo. Heidi Roekle made a motion to approve the Register of Deeds and Land Information reports as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

WIPFLI Study-Grade Classifications. Discussion was held regarding the Joint Committee meeting when Department Heads were allowed to present upgrade requests and how disappointing the whole process was. Chairman Stuchlak requested Mr. McLaughlin to put something together to present to the Joint Committee for the Planning & Zoning Inspector's wage increases for each Certification obtained.

Planning & Zoning Updates: None.

Financial Report for January 2014 was presented to the Committee for review. Al Sebastiani made a motion to approve the Financial Report as submitted. Glenn Licitar seconded the motion. All in favor. Motion carried.

Correspondence: None.

Chairman Stuchlak stated there was no need for closed session this month.

The next meeting was scheduled for May 7, 2014 at 1:00 P.M.

Al Sebastiani made a motion to adjourn. Heidi Roekle seconded the motion. All in favor. Motion carried.

Adjourned: 3:37 P.M.

Joe Stuchlak, Chair

Glenn Licitar

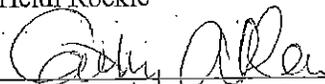
Terry James, Vice-Chair/Rocky Gilner

Barb Morgan

Randy Theisen

Heidi Roekle

Al Sebastiani



Cathy Allen, Recording Secretary

Property Committee Minutes
March 7, 2014, 1:00 p.m. Room A160

Call to order by Chairman Allen at 1:10 p.m. The meeting was properly announced. Roll Call; Miller, Allen and Djumadi present. Excused, Kotlowski and James. Also present; Hamman, Zander, Bremer, Cable, Mike Scott and Phillippi.

Motioned by Djumadi/Miller to approve the agenda with deviation to item 11 after 5 and back to 6. Motion carried by unanimous voice vote.

Motioned by Miller/Djumadi to approve the February 14th minutes. Motion carried by unanimous voice vote.

Discuss and/or act on correspondence from P&Z regarding County owned waterfront properties. Motioned by Djumadi/Miller to have Bremer help with permit application, buffer main plan, identify plants, determine measurement of water front property, and indicate no view access corridor designated. Motion carried by unanimous voice vote.

Open and/or act on bids for tax foreclosure property. None

Discussion/update #24-5 Town of Preston. Zander received a letter from Scott Sorensen, Clerk of Preston; this is still a work in progress.

Discuss and/or act on tax deed parcels #30-152-35 Town of Rome. Motioned by Djumadi/Miller to approve the transfer of property 30-152-35 to Rome and send Resolution onto County Board for approval. Motion carried by unanimous voice vote.

Discussion/update on parcel #24-1406. This is to be placed back on the agenda again, it is a work in progress.

Discuss and/or act on rescinding Ord. #14-1984. This is to be placed back on the agenda again, it is a work in progress.

Discuss and/or act on Resolution to approve a 6 year plan for the airport. Motioned by Miller/Djumadi to approve 6 year plan and forward Resolution onto County Board. Motion carried by unanimous voice vote.

Update on Easton property. Motioned by Miller/Djumadi to go with Metco for \$3,104 for it to be paid from Treasurer's Budget - legal account. Motion carried by unanimous voice vote.

Discuss use of Community Service rooms. It is the consensus of the Property Committee that the Wellness Committee not have to pay for room usage at the Community Center for Zumba Classes. Allen will relay this information to the Extension Department Staff.

P206

Update on warranty items for Health & Human Services project. Update provided by Hamman. Hamman informed the committee that email correspondences have been transpiring between Travis Schroeder, Larson and himself.

Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. Update provided by Hamman.

Discuss and/or act on infrared scan by consultant: steps and action to follow. Update provided by Hamman.

Update on Safety Security meeting (Miller). None
Allen attended a Safety Meeting; further information will be forthcoming.

Discuss Health & Human Services different security systems options. This is a work in progress.

Update on maintenance items. MEUW has provided a report which is being worked on.

Set next meeting date; April 4th @ 1:00 p.m.

Items for next agenda; Discuss and/or act on extra insulation/costs/work on/at the Health and Human Services Building

Motioned by Djumadi/Miller to adjourn at 2:30 p.m.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have not been approved.

Public Safety & Judiciary Committee**Wednesday, March 12, 2014****9:00 a.m. – Conference Room A260****MINUTES**

Chairman Sebastiani called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Bob Eggebrecht, Marge Edwards, Al Sebastiani, and Bill Miller. Terry James was excused.

Others present: Carol Collins, Kris Steffens, Dennis McFarlin, Janet Leja, Kathie Dye, Judge Pollex, Ken Wagner, Terry Reynolds, Janis Cada, Jane Gervais, Marilyn Rogers, Sam Wollin, Terry Fahrenkrug, and Ray Bildings (Bug Tussel Wireless)

Motion by Edwards to approve the agenda, seconded by Eggebrecht. All in favor, motion carried. James – Excused.

to approve the prior meeting minutes (February 12, 2014), seconded by Eggebrecht. All in favor. James – Excused.

There was no public participation. There was no correspondence.

Eyes of Hope Shelter—Kris Steffens—Present

Steffens provided the Committee with her monthly report for February 2014. Steffens discussed her report. Steffens stated February was a good month for adoptions. Steffens explained there were no unusual expenses, but quarterly payroll taxes were paid.

Family Court Commissioner – Dennis McFarlin – Present

McFarlin informed the Committee that he attended the Courthouse Security Conference last week and had lodging expenses that were not budgeted for. Chairman Sebastiani suggested McFarlin submit a voucher for reimbursement to the Administrative Coordinator/Director of Finance Office. McFarlin stated he was among eight individuals from Adams County that attended. McFarlin discussed topics from the seminar. Committee asked if anything was done with the side door access in Courtroom B and McFarlin stated there has not. McFarlin stated it is being considered with the larger security plan and indicated that it was fine to wait for now.

Child Support – Janet Leja – Present

Leja provided the Committee with the performance measures for February 2014, check summary for December 2013 & February 2014, job descriptions for the director & specialist positions, and an article from the Wisconsin Rapids Tribune. Leja discussed the performance measures and stated they are right on track. Leja discussed the job descriptions and stated they were reviewed by the Personnel Director. **Motion by Eggebrecht to approve the job descriptions, seconded by Miller. All in favor, motion carried. James – Excused.** Leja stated the LTE has been helpful and is requesting to utilize her for another 45 days. **Motion by Edwards to approve another 45 days for the LTE position, seconded by Miller. All in favor, motion carried. James – Excused.** Leja provided the Committee with information on the Call Center versus having a part-time secretary. Leja stated they are receiving more complaints with the Call Center and their window traffic has increase. Leja stated their contract is up at the end of the year, but would like to see if they are able to opt out early. Leja was instructed that she would have to come to the Committee for approval to create a new part-time secretary position in her office. Leja discussed the article from the Wisconsin Rapids Tribune regarding other child support agencies joining in on the educational teen pregnancy programs that have been successful in Adams and Polk counties. Leja stated in April they are participating in Reality Day and doing presentations at FCI.

P208

Clerk of Circuit Court – Kathie Dye, Judge Pollex, Ken Wagner – Present

Committee was provided the resolution in opposition to the proposed lapse in state funding to the Circuit Court System and supporting documentation. Judge Pollex discussed the proposed budget reduction in funding of \$11.8 million to the Wisconsin Circuit Court System. Pollex explained that we need to be aware of the problem and let Madison know we do not support it. Pollex stated we are very early in the budget process right now, but we need to get on the record our opposition by telling Madison that we do not want the funds cut. Pollex explained that the funds being cut would cover salaries, fringe benefits and travel expense for judges; salaries, fringe benefits and travel expense for court reporters; guardian ad litem assistance; and interpreter assistance. Chairman Sebastiani suggested that all county board members sign the resolution at county board. Eggebrecht wants the resolution to state on line 32 "all other Wisconsin Counties" so that all Wisconsin counties are forwarded a copy of the signed resolution. **Motion by Edwards to approve the resolution with the changes of having all county board member signatures on the resolution and to distribute to all Wisconsin counties, seconded by Miller. All in favor, motion carried. James – Excused.** Corporation Counsel will make the changes and bring back the resolution to the April meeting.

Dye provided the Committee with her monthly expense report for February 2014. Dye needed to leave the meeting early as she had to be in court. Dye left her notes with Terry Reynolds and Reynolds read them to the Committee. Dye noted that she received the first half of her state aid in the amount of \$26,137. Dye has an upcoming court security meeting on April. Dye will be giving her annual report at County Board next month.

Register in Probate – Terry Reynolds – Present

Reynolds provided the Committee with the monthly expense report for December 2013. Reynolds explained that the increase in CHIPS actions and juvenile guardianships continue to be an issue. Reynolds expressed her concerns with confidentiality regarding emails not being encrypted. Reynolds stated she will be attending a conference next month. Reynolds does not have the funds in her budget for reimbursement for her meals and mileage so she will be absorbing those costs herself. Reynolds explained that she will be requesting to hold Student Government Day in the County Board Room as there is a two week trial scheduled in the courtroom.

District Attorney – Janis Cada – Present

Cada provided the Committee with the monthly expense reports for December 2013 & February 2014 and Community Service report for February 2014. Cada stated they are down one employee in March, but things are running smoothly in their office. Cada stated they have a two week trial scheduled for April. Cada stated there is no more water leakage in their office, but the ceiling tiles have not been replaced yet.

Emergency Management – Jane Gervais – Present

Chairman Sebastiani abstained from the discussion regarding the resolution to approve the tower space lease agreement between Adams County and Bug Tussel Wireless, LLC and excused himself from the meeting at 10:16 a.m. Supervisor Edwards was the acting chair during the Bug Tussel Wireless, LLC discussion. Gervais discussed the resolution and stated it was approved by Corporation Counsel. Gervais stated she has not heard back from the Administrative Coordinator/Director of Finance on the resolution yet. **Motion by Eggebrecht to approve the resolution to approve the tower space lease agreement between Adams County and Bug Tussel Wireless LLC, seconded by Miller. All in favor, motion carried. Sebastiani – Abstain and James – Excused.** Chairman Sebastiani returned to the meeting at 10:20 a.m. upon completion of the Bug Tussel Wireless, LLC discussion.

Gervais provided the Committee with the monthly expense reports for December 2013 & February 2014. There were no questions. Gervais stated she received notice that Emergency Management was awarded the Active Shooter Grant. Gervais updated the Committee on the propane shortage. Gervais is still receiving calls and is dealing with them as they come. Gervais stated she is now addressing problems with flooding. Gervais stated she is providing sandbags and is charging for them at this time.

Medical Examiner – Marilyn Rogers – Present

Rogers provided the Committee with the monthly activity report for February 2014. Rogers discussed the monthly activity report. There were no questions. Rogers explained there was an infant death in February and stated it was not a public health issue after further investigation. Rogers stated she will be attending the WCMEA Spring Conference in Wausau on April 7th-9th and will not be present at the next meeting. Rogers requested the committee members return the binders she provided in November 2012 so that she can update the Policy & Procedure Handbook for the Medical Examiner's Office and provide it to the new committee members.

Motion by Edwards to take a five minute recess, seconded by Miller. All in favor, motion carried. James – Excused. Break for a five minute recess at 10:30 a.m. Chairman Sebastiani called the meeting back to order at 10:36 a.m.

Sheriff's Office – Sheriff Wollin – Present

Wollin discussed the Courthouse Security Conference that he attended and stated it was a good conference. Wollin stated he is hoping to establish a plan starting with no cost or low cost changes first and improve from there. Wollin informed the Committee about the prescription drug task force that is being formed to try to address the prescription drug abuse problem in this area as we are 7th in the state for drug abuse problems. Wollin stated there is a dinner and presentation on the drug task force on April 15th. Wollin updated the Committee on the free tourniquet training on April 20th. Instructors will be coming from Madison to train Patrol Sergeants and then the sergeants will be training the different shifts. Wollin updated the Committee on the shifting in jail staffing due to resignations and an upcoming family medical leave. Wollin explained the need for an LTE and the need to fill the current vacancies. Wollin stated he is working off the current eligibility lists. Wollin completed the Personnel Recruitment Forms and requested Chairman Sebastiani's signature. **Motion by Eggebrecht to approve the Personnel Recruitment Form requests, seconded by Edwards. All in favor, motion carried. James – Excused.**

Chief Deputy Fahrenkrug – Present

Committee was provided with the monthly expense report and the animal control report for February 2014. Fahrenkrug stated there was nothing unusual to report on the animal control report. Fahrenkrug explained the animal control officer attended trainings in February to maintain his certification.

The Committee will convene in closed session per Wis. Stats. §19.85(1)(f), for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Discuss and/or act on potential discipline of Sheriff's Office employee. **Motion by Miller to convene in closed session per Wis. Stats. §19.85(1)(f), seconded by Edwards. Voice vote: Eggebrecht-Yes, Edwards-Yes, Sebastiani-Yes, and Miller-Yes. James – Excused. All in favor, motion carried by voice vote.** Committee convened in closed session at 10:53 a.m.

The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. **Motion by Miller to reconvene in open session per Wis. Stats. §19.85 (2), seconded by Eggebrecht. Voice vote: Eggebrecht-Yes, Edwards-Yes, Sebastiani-Yes, and Miller-Yes. James – Excused. All in favor, motion carried by voice vote.** Committee reconvened in open session at 11:24 a.m.

Motion by Miller to move forward with the termination process of Deputy Stephanie Starks, seconded by Edwards. Voice vote: Eggebrecht-Yes, Edwards-Yes, Sebastiani-Yes, and Miller-Yes. James – Excused. All in favor, motion carried by voice vote.

P210

Motion by Edwards to approve vouchers and monthly expense reports as presented, seconded by Miller. All in favor, motion carried. James – Excused.

Identify upcoming agenda items: Cell phone use ban for Adams County

Set next monthly meeting date as April 9, 2014 at 9:00 a.m.

Motion by Edwards to adjourn, seconded by Miler. All in favor, motion carried. James – Excused. Meeting adjourned at 11:27 a.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol A. Collins
Recording Secretary

Adams County Safety Committee
Meeting Minutes
March 11, 2014

The meeting was called to order at 10:01 by Chairman Paul Pisellini.

The meeting was properly noticed.

Roll call was taken by Chairman Paul Pisellini. Committee members Pat Kotlowski and Brenda Quinnell were in attendance. Also in attendance were: Marcia Kay, Personnel Director, and Chris Schlechta of MEUW.

Pat moved to approve the agenda. Motion seconded by Brenda. All were in favor; motion carried.

Brenda moved to accept the minutes of the January 28, 2014 meeting, seconded by Pat. All in favor; motion carried.

There was no public participation.

There were no communications or correspondence.

Marcia reported that she was part of the second round of interviews for the MEUW position and a recommendation for hire was made. Chris reported that this person is scheduled for their training and will be on site when the training is complete.

Chris distributed a draft Safety Committee Introduction and Scope document for approval by the Committee as discussed at the last meeting. This document will be distributed to staff by MEUW as a means of introduction so employees know what to expect from them and the program. Paul moved to approve the draft Safety Committee Scope Statement for distribution by MEUW. Motion seconded by Brenda. All in favor; motion carried.

It was noted that changes to the Board Rules and this Committee have been recommended by a County Board Ad Hoc Committee. The changes would add the Buildings and Grounds Director, or designee, to the Committee and make the Committee a sub-committee of the Property Committee. This change in hierarchy was discussed and Chris noted that typically a Safety Committee is a direct committee of the Executive Board and not a sub-committee of another committee of that Board. Chris will prepare a letter to the Board Supervisors regarding the proposed changes. It was agreed that the Buildings and Grounds Director and the Personnel Director should both be involved, since a Safety Program involves personnel and facilities.

Chris reported that Tracy contacted him with the changes his department made in response to the audit, which included a timeline for those items not able to be completed right away. Marcia asked Chris to forward that report to her for her records. Pat and Brenda will send their audit report responses to Marcia. The Parks and Fairgrounds will not be audited until the snow is gone and the weather is better.

Chris reported that most Adams County Policy and Procedure Manuals are up to date, although Hazard Communication, GHS and Confined Space Policies have changes coming, so they will need to be updated. He has noted that the Bloodborne Pathogen Policy is not broken down by categories and he needs to know where to find this information for

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integration. Marcia noted that the individual job descriptions list the BBP category, but that there is not a master list addressing this.

Chris recommends that the 10 person Ad-hoc Committee review several policies per meeting so that the policies are eventually reviewed annually. However, the formation of the 10 person Ad Hoc Committee and request for Departmental Safety Representatives will be tabled until decisions are made regarding the Committee formation changes. Paul asked Chris to give a report to the Executive Committee in May.

Discussion of re-defining the Committee and Board Rules was also tabled since this was already discussed outside of this Committee.

The possible upcoming agenda item was tabled.

The next Committee meeting date was not set until committee members are appointed with the new Board after the election in April. Brenda presented a copy of the memo she is giving to the Board Chair requesting that she not be re-appointed to the Committee next term. She stated that the Committee's responsibilities have evolved and are becoming more time-consuming.

Brenda moved to adjourn the meeting. Motion was seconded by Pat. All in favor; motion carried. The meeting adjourned at 11:47 a.m.

Submitted by:

Brenda Quinnell

Recording Secretary

Unapproved

ADAMS COUNTY SOLID WASTE COMMITTEE
Wednesday, March 12, 2014, 6:00 PM
Landfill Office, 1420 Hwy 21, Friendship, WI 53934

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

ABSENT/EXCUSED: Dean Morgan

OTHERS PRESENT: Myrna Diemert, SW Director
 Everet Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:05 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES. ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, AND BAYS. MORGAN ABSENT/EXCUSED.

APPROVAL OF AGENDA: *Motion by Bays, second by Gatterman, to approve the agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM FEBRUARY 6, 2014: *Motion by Johnson, second by Bays, to approve the Open Session minutes as presented for the February 6, 2014 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert has questions on Resolution #41-2014 regarding the new committee structure and confusing language. Patrick Gatterman will make the necessary corrections prior to the County Board meeting.

DISCUSSION ON GEITS/CITY OF ADAMS PROJECT: We have heard nothing further from the City or GEITS. We did not receive a response to our list of questions regarding the storage of baled materials.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report and Monthly Check Summary for February, 2014. Discussion was held. **Motion by Gatterman, second by Johnson, to approve the Financial Report and Monthly Check Summary as presented. All in favor. Motion carried.**

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated March 12, 2014 (see attached copy). Discussion was held. *Motion by Johnson, second by Bays, to approve the Site Report as presented. All in favor. Motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: There were no purchases or rentals to approve.

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the status of the employees. There are two employees who will be off 6-8 months for surgical procedures and are claiming Workers Comp for old injuries. Another employee has a knee injury and will be off for an unknown amount of time. This will cause severe staff shortages this summer and discussion was held on how to pay for replacements for our summer busy season as well as Cell #4 construction that is planned.

REVIEW/APPROVE REVISED JOB DESCRIPTION ON RECYCLING MANAGER

POSITION: Ms. Diemert presented the revised job description for the position and discussion was held on the WIPFLI Study Appeals Process. She also presented a spreadsheet showing what similar positions are being paid in other counties. That range is from \$22.20/hr to \$31.10/hr. This position is currently being paid \$15.28/hr and is being forwarded through the appeals process. *Motion by Bays, second by Gatterman, to approve the revised job description and recommend placement in Grade 11 of the WIPFLI study. All in favor. Motion carried.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: There were no other new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, April 9, 2014 at 6:00 PM at the Landfill.

Motion by Johnson, second by Gatterman, to adjourn until the next meeting. All in favor. Motion carried. Meeting adjourned at 7:30 P.M.

Respectfully submitted, Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

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

ADAMS COUNTY SURVEYOR'S REPORT # 483

Report for the month of March, 2014

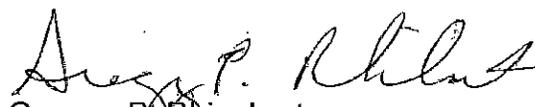
The 2014 Government Corner Maintenance Project

The 2014 project area is Rome (T20N, R5&6E), Leola (T20N, R7E), Monroe (T19N, R4 & 5E), and the part of Big Flats in T19 N, R5E. No work was done on this project in March while waiting for the winter weather to end. We will be resuming work in April

Work is continuing on the project to scan the Surveyor Files and prepare them for access through the County GIS Site.

I am continuing to respond to queries and perform the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor

4/2/2014

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

SUMMARY OF ACCOUNTS 2014

| | <u>RETAINER</u> | <u>PROJECTS</u> | <u>MISCELLANEOUS</u> |
|--------------------|-----------------|-----------------|----------------------|
| Budget | \$3,900.00 | \$25,500.00 | \$ 300.00 |
| JANUARY | 325.00 | | 100.00 |
| Balance | \$3,575.00 | \$25,500.00 | \$ 200.00 |
| FEBRUARY | 325.00 | 10,071.90 | |
| Balance | \$3,250.00 | \$15,128.10 | \$ 200.00 |
| MARCH | 325.00 | | |
| Balance | \$2,925.00 | \$15,128.10 | \$ 200.00 |
| APRIL | | | |
| Balance | | | |
| MAY | | | |
| Balance | | | |
| JUNE | | | |
| Balance | | | |
| JULY | | | |
| Balance | | | |
| AUGUST | | | |
| Balance | | | |
| SEPTEMBER | | | |
| Balance | | | |
| OCTOBER | | | |
| Balance | | | |
| NOVEMBER | | | |
| Balance | | | |
| DECEMBER | | | |
| Balance | | | |
| Grand Total | \$ 0.00 | \$ 0.00 | \$ 0.00 |

Technology Steering Committee

February 27, 2014
2:30pm

1. Meeting called to order by chairperson Trena Larson at 2:36pm.
2. Meeting was properly announced.
3. Members present Jake Roseberry, Les Beckman, Wendy Pierce, Jon Galloy, Dawn McGhee, Trena Larson others present Jodi Helgeson, Register of Deeds, Nick Segena.
4. Motion to approve the agenda presented by Jake Roseberry second by Les Beckman, motion carried.
5. Motion to approve minutes of June 25, 2013 , and January 31, 2014 meetings presented by Jake Roseberry second by Jon Galloy, motion carried
6. Public Participation (if requested by Chair);
7. Items for discussion and /or action:
 - a. HHS Paperless Transition/ TCM/Imaging -- project is moving along. Consultant Pam Rottella, Business Analyst has been extended till April 1st.
 - b. State Link - no change
 - c. Financial Software -- Needs to integrate automated time keeping, possibly a survey for department heads to see what they are using now in Skyward.
 - d. Document Management -
 - e. Managed Print Service Contract -- Not able to attend Feb 27th meeting schedule for March 28th meeting
 - f. Email cost -- researching
 - g. Document Indexing Project -- Presentation by Register of Deeds Jodi Helgeson for Fidlar Technologies to replace Document Indexing programs and web hosting vendor.
8. Additional Agenda Items, EO Johnson presentation
9. Motion to adjourn until March 28th, 2014 at 2:30pm in room A160 presented by Wendy Pierce second by Les Beckman motion carried.

**Extension Committee
Minutes of Meeting
March 11, 2014 @ 1:00PM
Adams County Community Center
569 N. Cedar Street, 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:** Glenn Licitar, Joe Stuchlak, Rocky Gilner, Jack Allen, and Florence Johnson - Present
Extension Staff: Don Genrich, Theresa Wimann and Linda Arneson – Present.
Jennifer Swensen – Excused.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Gilner to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar and Second by Allen to accept minutes of the Extension Committee Meeting of February 11, 2014 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, and WNEP:** Committee discussed the monthly reports. Motion by Stuchlak Second by Licitar to place monthly Reports on file. Motion carried.
 - b) **Review Calendars of Extension Education Staff:** Committee reviewed current calendars for all education staff.
 - c) **Review Check Summaries and Financial Statements for December 2013 and February 2014:** Check Summaries and Financial Statements for December 2013 and February 2014 were reviewed and discussed. Motion by Allen Second by Stuchlak to place December 2013 and February 2014 Check Summaries and Financial Statements on File. Motion carried.
 - d) **Community Center:**
 - New digital sign has been installed in main hallway. Discussion about who/what groups would be allowed to have info placed on the sign. Extension will draft guidelines for the “Community Center Use Policy”. Extension

Committee will review at April meeting and if approved will forward to the Property Committee for review/action.

- Discussion on roof leaking into women's restroom.
- Discussion on garbage pick-up and recycling. Extension will contact solid waste and Maintenance to see what options are available for recycling.
- Discussion on need of a screen in Room 145B.

e) Clean Sweep: Clean Sweep will be held on July 26th. All publicity will be done out of the Extension office.

f) Family Living Position: Deadline to apply for the position is March 13th. An initial screening of applications is scheduled to take place on March 18th. Preliminary interviews will take place on April 9th with final interviews scheduled to be held in Adams County on April 25th.

9. Set Next Meeting Date: Next regular meeting will be April 8, 2014 at 1:00 p.m. at the Adams County Community Center.

10. Agenda Items for Next Meeting:

- Clean Sweep
- Community Center Facility Use Policy
- WNEP/Bridges for Youth
- Promise Neighborhood

11. Adjourn: Motion by Stuchlak and Second by Licitar to adjourn. Motion carried. Meeting adjourned at 2:16 p.m.



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

Jack Allen, Committee Secretary

These minutes have not been approved by the Extension Committee.

