

ADAMS COUNTY BOARD OF SUPERVISORS REGULAR MONTHLY MEETING
ADAMS COUNTY BOARD ROOM May 15, 2007 **6:00 p.m.**

AMENDED

bring policy procedure book

1. Call to Order by the Chair
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve the Agenda
7. Approval of the April 17th, 2007 County Board Minutes.
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Agenda Changes, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors to approve claims (to be reviewed during recess) Renner, Licitar, Morgan, Neuenfeldt, Dehmlow, and Sebastiani.
10. **Correspondence:** Letter dated 4/11/07 from Baraboo Dells Show requesting consideration for financial contribution.
11. **Appointments:**
12. **Unfinished Business:**

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

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

13. **New Business:** ACRIDC- Adams County Rural Industrial Development Commission update by Daric Smith, Interim Administrative Coordinator Report, Library Financial, ****Create Ad Hoc committee to research long-range plan for the Corporation Counsel/Personnel Office,** Clerk's Financial Report.

14.		
Adams County Brd 4/17 Admin & Fin 4/13, 4/16 CWCA 2/28 Exe Com 4/10, 4/24, 4/25 Golden Sands 3/15	Hlth Hum 4/13 Hlth Hum Fin 4/13 HWY Safety 2/13 Planning & Dev 4/94/11, 5/2, 5/7	Pub Safety 4/11, Pub Works 4/12, 4/17 Resource & Rec 4/4, 4/5, 5/3 Surveyor 4/11, 5/2

15. **Resolutions:**

Res. #22: To approve Farmland Preservation Agreement.

Res. #23: To authorize the Administrative Coordinator/Finance Director to act on behalf of Adams County to apply for a Wisconsin Department of Natural Resources Lake Protection Grant for the year 2008. Adams Land and Water Conservation Department will administer the grant and provide design assistance to landowners. The grant will provide financial assistance to property owners on Big Roche A Cri Lake to install conservation practices to address water quality and soil erosion issues.

Res. #24: To appoint Ms. Barbara Petkovsek to the position of Administrative Coordinator/Director of Finance for Adams County at a salary of \$85,000, plus benefits, and three (3) weeks and one (1) day of vacation.

16. **Ordinance:**

17. **Denials:**

18. Approve Claims:

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

20. Motion for County Clerk to correct errors.

21. Set next meeting date.

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

23. Adjournment.

RESOLUTION NO. _____ 22 _____ - 2007

INTRODUCED BY: Land and Water Conservation Department

INTENT & SYNOPSIS: To approve Farmland Preservation Agreement.

FISCAL NOTE: No impact to Adams County.

WHEREAS: Adams County participates in the Farmland Preservation Program; and

WHEREAS: Adams County Land and Water Conservation Committee has reviewed the following Farmland Preservation application and recommends its approval under the Farmland Preservation Law- Chapter 71.9 and Chapter 91 of the Wisconsin Statutes.

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors: the attached application for Farmland Preservation Agreement by Paul W. Grefe be approved.

Submitted this _____ day of _____, 2007

Paul W. Grefe farming operation will be evaluated according to the Adams county Soil and Water Standards for the Farmland Preservation Program by the Adams County Soil and Water Conservation Department prior to Mr. Grefe signing a Farmland Preservation contract with the Wisconsin Department of Agriculture, Trade and Consumer Protection.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this _____ day of _____, 2007.

County Clerk

County Board Chair

RESOLUTION NO. _____ 23 _____ - 2007

INTRODUCED BY: Planning and Development Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Finance Director to act on behalf of Adams County to apply for a Wisconsin Department of Natural Resources Lake Protection Grant for the year 2008. Adams Land and Water Conservation Department will administer the grant and provide design assistance to landowners. The grant will provide financial assistance to property owners on Big Roche A Cri Lake to install conservation practices to address water quality and soil erosion issues.

FISCAL NOTE: There will be no increased county tax levy impact to the 2008 budget.

WHEREAS: Big Roche A Cri Lake is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS: the protection of the lake watershed and the reasonable lake use activities are paramount in the protection of water quality and the natural ecosystem of the lake; and

WHEREAS: Adams County Land and Water Conservation Department has the qualifications to perform the responsibilities of this protection grant.

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors: to authorize the Administrative Coordinator/Finance Director to submit an application to the Wisconsin Department of Natural Resources under the Lake Protection Grant Program; and

BE IT FURTHER RESOLVED THAT Adams County will comply with state rules for the program, and will meet the financial obligations under the grant.

Submitted this _____ day of _____, 2007

Adopted _____ by the Adams County Board of Supervisors this _____ day of _____, 2007.

Defeated _____

County Clerk

County Board Chair

INTRODUCED BY: Executive Committee.

INTENT & SYNOPSIS: To appoint Ms. Barbara Petkovsek to the position of Administrative Coordinator/Director of Finance for Adams County at a salary of \$85,000.00, plus benefits, and three (3) weeks and one (1) day of vacation.

FISCAL NOTE: None, monies are budgeted for the position in the Department’s 2007 budget.

WHEREAS: On April 25, 2007, the Executive Committee interviewed candidates for the position of Administrative Coordinator/ Director of Finance. The Committee selected a final candidate to complete reference checks and finalize the salary requirements; and

WHEREAS: The Personnel/Corporation Counsel’s Department completed reference checks and on May 4, 2007, and on April 25, 2007, the Executive Committee approved for the Personnel Director/ Corporation Counsel’s Office to make an offer; and

WHEREAS: On May 7, 2007, the Executive Committee met with Ms. Petkovsek to negotiate and finalize offer; and

WHEREAS: The Executive Committee approved to refer to the County Board Ms. Barbara Petkovsek for the appointment to the position of Administrative Coordinator/ Director of Finance; and

WHEREAS: Ms. Petkovsek would start on approximately June 11, 2007, with a salary of \$85,000.00, plus benefits and three (3) weeks and one (1) day of vacation; and

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors to appoint Ms. Petkovsek to the position of Administrative Coordinator/Director of Finance with a salary of \$85,000.00, plus benefits, and three (3) weeks and one (1) day of vacation.

Dated this 15th day of May, 2007.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this 15th day of May, 2007.
Tabled _____

County Clerk County Board Chair

ADAMS COUNTY BOARD OF SUPERVISORS REGULAR MONTHLY MEETING MINUTES

ADAMS COUNTY BOARD ROOM

April 17, 2007

6:00 p.m.

The Adams County Board of Supervisors monthly meeting was called to order by Chairperson Loken at 6:04 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Bob Dixon; #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Dave Grabarski; Dist. #08-Frances Dehmlow; Dist. #09-Pat Townsend; Dist. #10-Matthew Sherd; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Harry Davis; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Joyce Kirslenlohr; Dist. #18- Bob Neuenfeldt; Dist. #19-David Repinski; Dist. #20-Cynthia Loken. Excused Dist. #11-Beverly Ward.

Approve the Agenda: Motioned by Renner/Townsend to approve the agenda as submitted but, taking Unfinished Business Resolution #1 and Ordinance #1 after Ordinance #8 and Resolution #19 after Ordinance #3. Motion carried by unanimous voice vote.

Motioned by Neuenfeldt/Licitar to approve the February 20, 2007 and March 20, 2007 County Board Minutes. Motion carried by unanimous voice vote.

Claims were read.

Correspondence: Letter dated March 19th, 2007 from Walter C. Clark regarding Consortium #6 bioterrorism and public health preparedness program will be addressed by the Health and Human Services Committee if needed.

Motioned by Repinski/Sebastiani to accept letter dated March 20, 2007 from Kevin Kniess regarding his resignation. Motion carried by unanimous voice vote.

Letter dated March 29, 2007 from Hazelbaker & Associates regarding providing Corporation Counsel Services is moved under New Business Long-range plan for the Corporation Counsel/Personnel Office for discussion.

Invitation from Adams County Chamber of Commerce & Tourism to attend Annual Spring Award Banquet and invitation from Safety Comm Solutions received April 5, 2007 to attend pipeline damage prevention training were noted.

Brochure & registration for 2007 WCA Annual Conference October 7-9, 2007 was noted and the clerk informed board that the rooms at the Kalahari Resort are full.

Appointments: none

New Business: ACRIDC- Adams County Rural Industrial Development Commission update by Daric Smith – Daric was not able to attend and will be at the May meeting.

Interim Administrative Coordinator Report was presented. Library Financial was enclosed with the minutes there was no discussion.

Discussion only: Long-range plan for the Corporation Counsel/Personnel Office

Clerk's Financial Report was handed out.

Resolutions:

Res. #16: Motioned by Babcock/Johnson to adopt Res. #16 an Initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$5,100,000. Motion to adopt Res. #16 failed by roll call vote 11 no, 8 yes, 1 excused. Voting yes Babcock, Davis, Dixon, Johnson, Loken, Renner, Townsend, West. Excused Ward.

Res. #17: Motioned by Repinski/Neuenfeldt to adopt Res. #17 to complete construction of Petenwell Park, Adams County, Phase II Campground Expansion to accommodate overnight camping for outdoor motorized recreational trail users. Motioned by Repinski/Kotlowski to amend **WHEREAS:** Adams County ~~striking now has created an ATV connecting route~~ *inserting is looking at options to connect an ATV route/trail* from Petenwell Park to Adams County's State funded ATV trail system and amending **WHEREAS:** Adams County Parks, Recreation, and Trails Department will be opening Phase II Campground Expansion to ATV camping *inserting pending campground development funding*.

Motion to amend Res. #17 carried by roll call vote 19 yes, 1 excused. Excused Ward.

Motioned by Repinski/Neuenfeldt to amend Res. #17 Now, therefore, be it resolved Adams County hereby authorizes Frederick W. Nickel, Director of Parks/Recreation, and Trails Coordinator to act on behalf of Adams County to submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; *inserting and contingent upon state funding*, sign documents; and take necessary action to undertake, direct, and complete the above project.

Dehmlow excused at 8:15 p.m.

Dehmlow present at 8:20 p.m.

Motion to amend Res. #17 carried by roll call vote 19 yes, 1 excused. Excused Ward.

Motion to adopt amended Res. #17 carried by roll call vote 14 yes, 5 no, 1 excused. Voting no Davis, Grabarski, Keckeisen, Loken, Morgan. Excused Ward.

Res. #18: Motioned by Johnson/Repinski to adopt Res. #18 to authorize Adams County to construct and improve the Adams County Communications System from the current inadequate two-tower system to a seven-tower system with a two-sat equipped 911 dispatch console with a final cost to be determined in the Request for Proposal.

Motioned by Repinski/Renner to amend Res. #18 **INTENT AND SYNOPSIS:** To authorize Adams County to solicit bids for ~~striking construct and improve the~~ *inserting solicit bids for* Adams County Communications System from the current inadequate two-tower system to a seven-tower system with a two-seat equipped 911 dispatch console ~~striking with a final cost to be determined in the Request for Proposals~~ and amending **NOW, THEREFORE, BE IT RESOLVED** by the Adams County Board of Supervisors to *inserting solicit bids for* authorize the construction and improvement of the Adams County Communications System to a seven-tower system with a two-seat equipped 911 dispatch console ~~striking with a cost to be determined by a Request for Proposal~~ *inserting and the board reserves the right to approve and reject any and all bids*.

Motion to amend Res. #18 carried by roll call vote 19 yes, 1 excused. Excused Ward. Motion to adopt amended Res. #18 carried by roll call vote 17 yes, 2 no, 1 excused. Voting no, Kotlowski, Morgan. Excused Ward.

Res. #20: Motioned by Neuenfeldt/Babcock to adopt Res. #20 to authorize an application to the State of Wisconsin for an audit waiver exemption for provider agencies with contracts between \$25,000 and \$75,000. Motion to adopt Res. #20 carried by roll call vote 19 yes, 1 excused. Excused Ward.

Res. #21: Motioned by Kirslenlohr/Sebastiani to adopt Res. #21 to honor Adams County foster parents. Motion to adopt Res. #21 carried by roll call vote 19 yes, 1 excused. Excused Ward.

Recess: Motioned by Keckeisen/Repinski to recess at 8:30 p.m. Motion carried by unanimous voice vote.

Reconvene: Meeting reconvened at 8:40 p.m. 19 members present, 1 excused. Excused Ward.

Ordinance:

Ord. #03: Motioned by Townsend/Grabarski to enact Ord. #03 authorizing Adams County to become an agent of the State for the department of Agriculture, Trade, and Consumer Protection for the purpose of Administering a program of retail food establishment licensing, adopting Adams Co. Code CH. 44 and amending Adams Co. Code CH 20. Motion to enact Ord. #03 carried by roll call vote, 10 yes, 9 no, 1 excused. Voting no, Davis, Dehmlow, Dixon, Johnson, Keckeisen, Loken, Morgan, Repinski, Sebastiani. Excused Ward.

Res. #19: Motioned by Townsend/Kirslenlohr to adopt Res. #19 to create one regular, part-time (19 hours per week) County position, Public Health Technician, in the Collective Bargaining Agreement between the County of Adams and Adams County Courthouse Employees Union, Local 1168, AFSCME, AFL-CIO.

Motioned by Babcock/Renner to amend *striking ~~WHEREAS~~*, and *inserting **BE IT FURTHER RESOLVED*** that the Health & Human Services Board will review annually during the budget development process the availability of adequate revenue to continue to fund the position, and, *striking ~~whereas~~*, the position will be eliminated should revenues *inserting **generated by license fee*** be unavailable or insufficient. Motion to amend carried by roll call vote 18 yes, 1 no, 1 excused. Voting no Dehmlow. Excused Ward. Motion to adopt amended Res. #19 carried by roll call vote 13 yes, 6 no, 1 excused. Voting no Keckeisen, Loken, Morgan, Neuenfeldt, Repinski, Sebastiani. Excused Ward.

Ord. #04: Motioned by Sebastiani/Dehmlow to enact Ord. #04 to rezone a parcel of land in the Town of Richfield, owned by Judith M Schliepp, portion of property (approximately 1.43 acres) located at 238 County Road J, in the SW1/4, SE 1/4, Section 35, Township 18 North, Range 7 East, from A-1 Exclusive Agricultural District to an R-1 Single Family Residential District. Motion to enact Ord. #04 carried by roll call vote, 19 yes, 1 excused. Excused Ward.

Ord. #05: Motioned by Licitar/Dehmlow to enact Ord. #05 to rezone a portion of a parcel of land in the Town of Adams, owned by Glenn W. Zant, property (35 acres) located at 911 County Road J, in the NE 1/4, NE 1/4, Section 3, Town 17 North, Range 6 East, from an A-1 Exclusive Agricultural District to allow 30 acres to be changed to A-1 (15) and 5 acres to be changed to an A-3 Secondary Agricultural District. Motion to enact Ord. #05 carried by roll call vote, 19 yes, 1 excused. Excused Ward.

Ord. #06: Motioned by Neuenfeldt/Babcock to enact Ord. #06 to rezone a parcel of land in the Town of Springville, owned by Herbert Theisen, property (38.870 acres) located at 1370 State Highway 82, in the SE 1/4, SW 1/4, Section 18, Township 15 North, Range 6 East, from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District on 5 acres and the remaining 33.870 acres from an A-1 Exclusive Agricultural District to an A-1(15) District. Motion to enact Ord. #06 carried by roll call vote, 19 yes, 1 excused. Excused Ward.

Ord. #07: Motioned by Neuenfeldt/Keckeisen to enact Ord. #07 to rezone a parcel of land in the Town of Dell Prairie, owned by Teresa Klepczarek, property (40 acres) located in the SW 1/4, NE 1/4, Section 2, Township 14 North, Range 6 East, Town of Dell Prairie, from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District. Motion to enact Ord. #07 carried by roll call vote, 19 yes, 1 excused. Excused Ward.

Ord. #08: Motioned by Sebastiani/Licitar to enact Ord. #08 to rezone a portion of a parcel of land in the Town of New Haven, owned by Loris Harrison/Marsha Johnsen/Jeff Thompson, portion of property (5 acres) located at 540 Gulch Avenue in Part of the SW 1/4, SE 1/4, Section 32, Town 14 North, Range 7 East, from an A-1(15) Exclusive Agricultural District to an A-3 Secondary Agricultural District. Motion to enact Ord. #08 carried by roll call vote, 19 yes, 1 excused. Excused Ward.

Unfinished Business:

Motioned by Keckeisen/Dehmlow to postpone Res. #01 and Ord. #01 until May 15, 2007 County Board Meeting. Motion carried by unanimous voice vote.

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

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

Motioned by Licitar/Neuenfeldt to approve all claims with removing to meetings from Kotlowski's claim sheet. Motion carried by unanimous voice vote.

Motioned by Grabarski/West to approver per diem and mileage as submitted. Motion carried by unanimous voice vote.

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

Set next meeting date: May 15, 2007 at 6:00 p.m.

Closed Session: (none)

Motioned by Sebastiani/Johnson to adjourn at 10:24 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi, Adams County Clerk

These minutes have not been approved by the County Board.

Administrative & Finance Meeting Minutes
April 13, 2007
8:07 a.m.

Meeting called to order by Chairman Sebastiani at 8:07 a.m. Present Davis, Keckeisen, Sebastiani, Grabarski, and West.

Motioned by Grabarski/Keckeisen to approve March 15 & 16th, 2007 minutes. Motion carried by unanimous voice vote.

Conference call with Fred Nickel regarding bonding and Resolution. This is competitive grant money and 100 percent state reimbursement. There is no commitment to open up Hwy C for ATV's. One mile of road route may be granted thru September of this year then would be closed. The state is looking for a 3 to 5 year commitment. Each ATV has to register. The fees for out of state are \$15.00 and good for 30 days. Regular registration ranges around \$25.00 to \$30.00. The money from registration goes into a state pool. Gas tax is also going into the pool. The County can apply for ATV monies for trail development and campground development from the pool.

Phil McLaughlin explained the department's copy machine account is running in the red. The sharing of the copy machine has created the additional expense. However unanticipated revenue is being generated. Motioned by Grabarski/West to approve copy machine account to run in the red with the understanding that revenue coming in will help offset the expense the sharing of the copy machine between departments was requested by the committee. Motion carried by unanimous voice vote.

Fiscal policy was discussed, processing of vouchers, purchasing of vehicles, a possibility of no carpet and powerless windows may be an option to cut down on costs of certain department vehicles. Who should get a vehicle, replacement of vehicles and vehicle usage was also discussed. The fiscal policy will be placed on the next month's agenda. No action at this time.

Corporation Counsel signed off of AIM Network contract. Motioned by Keckeisen/Grabarski to proceed with contract and supply worker's comp and any documents necessary to perform the audit. Motion carried by unanimous voice vote.

West requested to review \$10,000 receipt for room tax in tourism account.

Motioned by West/Davis to approve Rich Huck to attend GIPAW conference April 18th & 19th, 2007. Motion carried by unanimous voice vote.

Bays submitted investment report and a copy of tax deed information that was published in the Times Reporter. The committee will need to meet prior to the June 19th, 2007 court date and tour property. The committee set the meeting date of June 5th at 8:00 a.m. to tour tax deeded property. The committee will have their regular meeting dates on May 11th & 14th, 2007 at 8:00 a.m.

Bays also gave the Real Property Lister Job Description to the committee, with notations where time is spent performing job duties. Bays explained constant job duties should be defined within a job description.

Assignment of street names and numbers is generally done on Fridays, may take ½ day or during the slower season only once a month. Some of the main duties consist of changing ownerships, updating assessor's land changes, splits, CSMS, change of addresses, and assessments.

Next month review of fee schedule shall be placed on the agenda. The fee schedule for the Real Property Lister's and Treasurer's office has not been updated recently. The committee instructed Bays to get some figures from surrounding Counties and report next month. Once fees are determined they will be presented to the full County Board for approval.

West excused at 12:05 p.m.

Motioned by Grabarski/Davis to recess at 12:05 p.m. Motion carried by unanimous voice vote.

Reconvened at 1:20 p.m. Present Sebastiani, Grabarski, Keckeisen, and Davis.

Work on and approve expense vouchers.

Coroner and Chief Deputy Coroner explained the purchase of a digital camera and that the pictures are admissible in court. Much discussion on the expense of pagers and cell phones also took place. The budget is heading towards a shortage. Keckeisen explained that when the money is gone there would be no more that is it. Keckeisen asked why new pagers were purchased. Davis indicated that the Judiciary Committee did not concur with the purchases and that they did not take action. Coroner and Chief Deputy Coroner explained it was for better communications. There appeared to be some mechanical problems with the previous ones. There was concern that they were not working properly. In January Air Com had sent back a pager that had previously been fixed numerous times. The pagers purchased are from the same company and are the exact ones that the Sheriff's Department is using. Dispatch is pleased with the new pagers. The contract went up approximately \$600.00 because additional pagers were purchased.

There are 4 deputy coroners plus the coroner who currently have pagers. Since January there have been 42-46 deaths. There are approximately 260 a year. There have been more trips to Madison, Marshfield, and Wisconsin Rapids than previously therefore the cost of mileage has increased. Coroners must verify the person cremated is actually who they are, another words ID the body. Every cremation certificate needs to be investigated. One needs to determine if it's homicide, suicide, accidental, or a natural death.

The coroner's were asked to explain hospice. Basically the general rule is the coroner determines at their discretion to approve whether the registered nurse can oversee the death.

The committee suggested that the coroner look at areas to increase fees, check surrounding counties fees. The coroner is to come to the committee next month with results. This will be on the next month's agenda for further discussion. If feasible a resolution may be drafted to take to full County Board for action.

Grabarski excused at 4:30 p.m.

The committee continued to review and approve vouchers.

Motioned by Keckeisen/Davis to adjourn at 4:45 p.m. until 8:00 a.m. on April 16th, 2007. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary

These minutes have not been approved by the Administrative Finance Committee

Administrative & Financial Meeting Minutes

April 16th, 2007

8:00 a.m.

Meeting called to order by Chairperson Sebastiani. Present Davis, Keckeisen, Grabarski, and West.

Review of proposed Inmate Revenue Report. Outline of issues regarding shortfall was discussed. Spillman implementation created OT the change over is complete. Implementation of electronic monitoring will begin May 1, 2007, inmate's pay, they need to be eligible for Huber, there is no cost to the county, the inmate will pay for the entire cost, there is no cost for the equipment.

Discussion regarding housing state prisoners took place. There is a 90 day out clause in the contract and can be implemented by either side.

Road officers need 12 weeks of training before they can be on their own.

Question regarding purchase of drink holder for law enforcement vehicle, this will not be paid for by the County.

Lieutenants oversee investigators and communications, they review reports in the morning. One of the lieutenants are strictly Administrative overseeing investigators and dispatch the other 2 are patrol. Complaints from the public cannot be addressed on a night shift that is one of the reasons they work the shifts they do.

It was suggested the Law enforcement send a letter to the local Townships/Municipalities requesting donations for the drug dog. They may not be enough money to replace the dog and provide training in the future.

To total number of squads needed were 11 and the committee only granted 5. The committee questioned the reason for the Sheriff getting a new vehicle. The Sheriff represents the county and the squad the Sheriff initially had all the equipment necessary was in the back with radar and there would be no need for change over one of the new Lieutenants will get the squad. The new squads will not be handed out to officers that continue to pile up vehicles.

February 14, 2007 minutes were questioned. The minutes state a new Huber Officer classification will be needed, as well as a Systems Officer.

Short one jailer, there is a vacant correctional officer position, the correctional officer will be the Systems officer and there will be no reclassification for this, the job duties will be reassigned. The committee requested the Law Enforcement minutes be amended.

It was explained that Ron Chamberlain approached Law Enforcement regarding scales. Highway would provide the scale and provide lighting for the Law Enforcements van. Trucks are avoiding scales and using roads causing problems. A couple of individuals will need to go to State Patrol training.

West excused at 9:36 a.m.

Discussion regarding digital cameras took place. Chief July indicated that it is the prosecutor's preference. Digital pictures are admissible.

Motioned by Grabarski/Keckeisen to approve Real Property Lister training in Sauk County and correction to mileage rate. Motion carried by unanimous voice vote.

Clerk informed committee of Highway petition for culvert aid. Place on May 14th, 2007 committee agenda and have Highway Commissioner attend meeting. Add Highway positions/loss of Northwest Region Painting Contract on agenda for next month.

Place Law enforcement budget on agenda each month.

Place Coroner's budget on next month's agenda.

Approve vouchers.

Grabarski excused at 11:40 a.m.

Motioned by Keckeisen/Davis to recess at 12:20 p.m. Motion carried by unanimous voice vote.

Reconvened at 1:35 p.m. Present Sebastiani, Keckeisen, and Davis.

Approved vouchers.

Motioned by Davis/Keckeisen to adjourn at 3:40 p.m. until 8 a.m. on May 11, 2007. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved by the Administrative Finance Committee

CENTRAL WISCONSIN COMMUNITY ACTION COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
BOARD MEETING February 28, 2007

PRESENT: Bill Gomoll, Patty Brogan, Ross Swinehart, Fran Dehmlow, John Stevenson, Barbara Chesney, Barry Pufahl, John Atkinson, Scott Beard, Terri Respalje, Joe Garvin, Muriel Harper, James Layman, David Frohling, Sherry Majors, Evans Littlegeorge, Joan Koscal, Joan Fordham, John Earl, Nancy O'Donnell, John Alt

EXCUSED ABSENCE: Cheryl Boehmke, Jan Bostad, and Halsey Sprecher

UNEXCUSED ABSENCE: Larry Babcock, Carmen Granados, Paul Tadda, and Eleanore Owen

STAFF: Fred Hebert, Donna Lynch, Karl Sugden, Craig Gaetzke, Susan Tucker, Lisa Williams, and John Hay

GUESTS: Kristine Koenecke

Date of

Minutes: March 2, 2007

John Alt called the meeting to order at 10:00 a.m.

The Pledge of Allegiance was recited by all members present.

John Alt asked all to remain standing and observe a moment of silence and prayer to honor those who are currently in service and those who have served in the military. Donna Lynch took the roll call. 21 members were present constituting a quorum. John Alt asked for any corrections or additions to the agenda.

Jim Layman had a question regarding the New Board Structure and Board Appointments listed under Old Business on the agenda. John Alt asked that it be covered under Old Business.

PRESIDENTS COMMENTS

John Alt briefly discussed the Executive Committee Meeting held in January at the MVP Business Center in Necedah. He expressed how great it was to be able to see firsthand all the wonderful things happening there. John mentioned the over 100 jobs have been created; one of the stipulations of the grant was that 175 jobs would be created so we are already significantly ahead of schedule. Evans Littlegeorge joined the meeting that day and discussed an entrepreneurial enterprise

EXECUTIVE DIRECTOR'S REPORT

Fred commented that the state of the agency is in very good shape. Our budget has doubled over the last five years going from \$2.3 million to \$5 million. Every dollar we bring in means another dollar for services.

Fred discussed our two most important resources; staff and board members and the important roles they each play in the agency.

Fred mentioned the Community Development Block Grant contracts we received with the City of Adams and Village of Merrimac. The State of Wisconsin has set aside approximately \$40 million dollars for the CDBG project. They put out bids to all municipalities in the State to see if they want to engage in CDBG; the primary focus of which is to help homeowners rehabilitate their houses. We want to expand CDBG as a major program for our agency. We will be sending out a letter to all municipalities in our five county area offering our services. Fred asked board members to make contact with County Board Members in their areas to see if our agency can be of service.

Fred reported that he will be attending the National Community Action Foundation Conference in Washington DC in early March. There are meetings set up with several Senators and Representatives from the State of Wisconsin.

Fred introduced John Hay, our Economic Development Specialist. With over 25 years of economic development experience, John joined our agency and has been managing our grant at the MVP Business Center in Necedah.

John Hay gave a presentation on the progress of the grant project at MVP. He reported on each of the businesses in the building, current prospects, the business incubator, and space still available for rent. Included

in the business incubator is Collaborative Services Corporation which employs 15 developmentally disabled adults doing a variety of jobs such as recycling, office cleaning, t-shirts, packaging, and mailings. The owners have a waiting list of 25 more adults and the county has a list of another 20 who are ready to come to work when business becomes available. Overall the grant is progressing very well with 100 jobs created already and more expected soon.

Fred commented that eventually we would like to manage the MVP Business Center.

Fred thanked the managers for being present at the meeting today as well as the board for their continued support.

There was no formal motion to approve the Executive Director's Report.

FINANCE COMMITTEE REPORT

Joan Fordham gave the report of the February 28, 2007 meeting.

The meeting was called to order and the agenda was adopted.

Kari reviewed the January 2007 Financial Reports. CWCAC continues to improve its financial position. The committee had requested a review of the goals. Kari provided the Finance Unit Goals, and clarified that there are no separate Finance Committee Goals. Kari is in the process of updating the goals, and the committee agreed that she is able to do that without our approval.

The committee reviewed the Cost Allocation Plan. Kari reviewed the process for the distribution of administrative or agency costs to the specific programs. The Cost Allocation Plan was unanimously approved by motion.

The Finance Committee will continue to meet prior to the Board meeting. The next meeting will be on April 25th at 9:00 am.

Joan Koscal made a motion to accept the Finance Committee Report of February 28, 2007. Seconded by Evans Littlegeorge. Passed unanimously. MOTION CARRIED.

BUILDING & HOMELESS PREVENTION COMMITTEE REPORT

No meeting - no report.

Susan Tucker gave a brief explanation of the Homeless Unit Service Report. The Transitional Housing Program continues to grow. The opening of the Homeless Shelter in Portage was January 29th with our first resident moving in on the same day. The shelter has been full ever since. We have received overwhelming support from church groups and Columbia County. There is effort underway to open another shelter in Reedsburg hopefully in late spring.

∴ Fred reported that there was no meeting this month due to additional preliminary work requiring completion on the Necedah Apartment Building Project. Because the building site was changed, we were required to resubmit our grant application and expect to begin construction soon.

PLANNING, MONITORING & ECONOMIC DEVELOPMENT COMMITTEE REPORT

∴ Joan Koscal gave the report of the February 28, 2007 meeting.

Joan opened the meeting at 9:30 am. All six members were present constituting a quorum.

∴ The agenda was adopted by unanimous motion.

The minutes of the December 13, 2006 meeting were unanimously approved.

∴ The committee reviewed Weatherization Program production. For the July 2006 - June 2007 Contract we are to weatherize 278 homes. Our goal is to complete 25 homes per month. For July - January, seven months, we would like to have 175 completions. Our actual results were 142 homes or apartments weatherized. We are a little behind our goal, but contract completion is still very manageable.

Craig presented the committee with the schedule for low - Income Representative Board Member Elections; Dodge 3/13, Adams & Juneau 3/14; Sauk 3/21, Columbia to be determined.

Craig also discussed the annual CSBG reports the agency submitted to the Wisconsin Department of Health & Family Services on Friday, February 23rd.

∴ The next meeting is scheduled for April 25, 2007 at 9:30 am.

∴ Motion was made by Bill Gomoll to approve the Planning, Monitoring, & Economic Development Committee Report of February 28, 2007. Seconded by John Earl. Passed unanimously. MOTION CARRIED.

PERSONNEL COMMITTEE REPORT

∴ No meeting - no report.

ETHICS COMMITTEE REPORT

∴ No meeting - no report.

EXECUTIVE COMMITTEE REPORT

∴ John Alt gave the report of the January 12, 2007 meeting held at the MVP Business Center in Necedah.

∴ The agenda was adopted and the minutes of the December 13, 2006 meeting were unanimously approved by motion.

Introductions were made.

Judy Suhr of Collaborative Services Corporation (CSC) gave a presentation of the services her company provides for young adults with special needs. The group then went on a brief tour to view CSC services at work. Planning, Monitoring, It Economic 2007. Seconded by John Earl. Passed approve the February 28,

∴ John Hay discussed the Business Development Project he's been working on at the MVP Building. One year ago, the MVP Building was 15% filled; since that time the building is 55-60% filled with over 100 jobs created. Jennifer Montero is moving into the building on a part-time basis to assist with Grant Writing and special projects.

∴ Fred commented on his vision of what will happen at the end of the three year Business & Economic Development project at MVP. He would like to see all 396,000 square feet of the building filled, continued expansion of the Business & Economic Development Unit (offering services available to those with disabilities), and eventual agency management of the MVP building.

∴ There was discussion about how community relationships can be improved in Juneau County. Jennifer Montero stated that positive relations have already begun in the county by our agency being welcomed to the town of Necedah with our six-unit, low-income Apartment project.

∴ Evans mentioned APEX Industries, a tire recycling company he started. Although the business is located in Black River Falls, he would like to have an office in Juneau County and discussed the possibility of obtaining office space in the MVP Building. All proceeds from this business will support the Kidney Foundation and Homeless Veterans.

∴ There was discussion of the upcoming board transition from 30 to 15 members and how the agency will recognize board members for their contributions.

∴ Fred mentioned attending the National Community Action Foundation Legislative Conference in Washington DC on March 7th - 9th and how beneficial this conference is in making political contacts such as Senators Herb Kohl and Russ Feingold. Fred's attendance at the upcoming Conference was unanimously approved by motion.

∴ Fred discussed Community Development Block Grant Management Expansion; with our agency recently being awarded CDBG's for the City of Adams and the Village of Merrimac.

∴ There was discussion of Helen Blader, our Waushara Food Pantry Coordinator, and how she was recently honored with the Green Bay Packer Community Quarterback Award for her years of dedicated community service.

∴ The next meeting will be held February 21, 2007 at 1:00 pm.

∴ John Alt gave the report of the February 21, 2007 meeting.

∴ The agenda was adopted and the minutes of the January 12, 2007 meeting were unanimously approved by motion.

∴ The Business Development Center Site Visit and Juneau County relationship improvements were reviewed with positive comments expressed.

∴ The Committee reviewed the Board of Directors re-organizational structure and process with the following Executive Committee recommendations: New Committees: a) Executive & Personnel b) Finance c) Housing, Planning, & Development d) Homeless Prevention, Crisis Intervention, & Hunger Reduction; Committee

Composition: 1) Executive & Personnel Composed of the four Elected Officers plus: a. Immediate Past President or b. Elected by the Board if the immediate Past President is no longer a board member [This committee will have no more than two members from each of the three represented board types.] 2) Other three committees appointed by the Board President; Board Meetings: continue bi-monthly, 4th Wednesday, at 10:00 am; Board Quorum: 50% = 8; Committee Meetings: Coincide with Board Meeting Day at 9:00 a.m. or Committee Choice.

∴ The Committee discussed low-income board member elections. State Statute 46.30 requires that low income members of the board must be elected by democratic process. Our policy has been holding elections at the food pantries in our five counties every other year on the odd number year. The Executive Committee directed that in Columbia County each of the four food pantries would present candidates for election to be held at each of the four food pantries.

∴ With our upcoming board reorganization, letters have been sent to the five County Board Chairs requesting the appointment of one County Board Member to serve as a CWCAC board member.

∴ The Executive Director provided a summary of legislator meetings he recently attended with Senator Scott Fitzgerald, Senator Luther Olsen, and Representative Michael Huebsch.

∴ The agency has been successful in procuring CDBG's for the City of Adams and the Village of Merrimac. We will be attempting expansion of CDBG procurement with letters being sent out soon to all municipalities in each of our five counties.

The next meeting will be held March 21, 2007 at 11:00 a.m.

Evans Littlegeorge gave a brief explanation of the tire project he is working on. After freezing the tires, they shatter and are broken down into raw material dye with the end product being turned into jet ink for printers. Eventually they will be hiring another 11- 16 employees. The money they make from the project will be going to the Kidney Foundation and for Homeless Veterans.

Motion was made by Dave Frohling to approve the Executive Committee Reports of January 12, 2007 and February 21, 2007. Seconded by Joan Koscal. Passed unanimously. MOTION CARRIED.
HUNGER REDUCTION COMMITTEE

Lisa Williams gave the report of the February 28, 2007 meeting.

Joe Garvin called the meeting to order at 9:00 am. Four members were quorum.

The agenda was adopted by unanimous motion.

There was discussion from the pantries represented on the 40% reduction of commodities in the 2007 Contract and the impact it's having on the Food Pantries. It was suggested that we ask USDA for an increase in monies used for government commodities by possibly having pantry recipient's sign a petition; this request was sent on to Jonathan Bader at WISCAP for his input. He replied that if we were to have pantry clients sign a petition it could be misconstrued as lobbying which would violate the TEFAP agreement we have on file. He will look into this matter further and get back to us.

-:- Barb reported that the Portage Area Food Pantry received a grant of \$11,000 from the Roundy's Foundation.

-:- Terri noted that the Waupun Area Food Pantry is expanding.

-:- On April 21st, a fund raiser will be held at Chalet Lanes in Wisconsin Dells which will benefit the CWCAC Lake Delton/Wisconsin Dells Food Pantry. The entertainment will be an Elvis impersonator originally from Adams County and all proceeds will go to the food pantry; everyone was encouraged to attend.

The meeting was adjourned at 1 0:00 a.m.

-:- The next meeting will be held April 25, 2007 at 9:00 am.

-:- Motion was made by Ross Swinehart to approve the Hunger Reduction Committee report of February 28, 2007. Seconded by Evans Littlegeorge. Passed unanimously. MOTION CARRIED.

OLD BUSINESS:

John Alt opened the floor for discussion of the new board structure and board appointment. Jim Laymen commented that he is not totally against the reduction of the board but in the Old Business of the last minutes it stated there was discussion on a matter not listed on the agenda with Joan Fordham responding that the agency is not a government body and therefore does not have to follow same government rules as the county. He said he felt major changes related to the board should be placed in the agenda ;it appeared this was rushed through

as it did not follow the Monitoring & Economic Development Committee. He suggested that any intentions of making changes to the board be up front and have the proper use of agendas eliminating the appearance of underhanded tactics. He didn't feel this was properly handled and said this is the kind of thing that should be put on the agenda.

John Alt responded that it was our understanding that we were acting appropriately. Jim said he felt someone may have a legal challenge because it was not followed by the recommendation of a committee.

Joan Fordham commented that it was not specifically on the agenda as you would find at a County Board Meeting, however she doesn't feel it was rushed. We had discussed it at a few board meetings prior; it was the recommendation of the Executive Committee and on the agenda of a Planning, Monitoring, & Economic Development Committee meeting, although there was not a quorum at that meeting. This has been discussed over many months. It was specifically mentioned as an item at the December Board Meeting stating they would be making a decision at the next meeting; so the board had been given the knowledge that we would be asking for a vote at the next meeting. It has been discussed with the Committees; the Executive Committee has probably talked about it more for six months or longer. She understands his concerns but stated that she does not feel this was a rushed decision.

Jim responded that his recommendation is to start making proper use of agendas otherwise we could wind up with some lawsuits.

Joan said she felt this was a very constructive suggestion.

Barry Pufahl commented that he felt this should have been on the agenda; whether we are a quasi-public or private entity it would have been nice to have it on the agenda.

John Alt asked for any more comments or questions regarding the board reorganization and a handout of the Executive Committee Board Reorganization recommendations. John commented that he remembers this being a topic ever since he has been on the board but not always discussed formally.

John Alt commented that County Board Supervisors are appointed, elections are scheduled for our Low-Income Representative, and those two groups will be appointing the Interest Group Representatives which should be areas we recommend.

Fred commented that our organization is structured by State Statute 46.30 and County Human Services are structured by State Statute 46.23, both in a similar category as we are community based organizations. The statute is very specific that we have one-third representation, a tri-partite board. The County Board Chair has responsibility to appoint members to this board, the second group is elected by other low-income people at formal elections held at our food pantries, and the third group is selected by the appointed County Board Members and elected Low-Income Reps. In 2001 we went through a process of selecting Interest Groups. With the need to select categories again, the Executive Committee has proposed some recommendations. If, for example, the board decides to stay with Housing & Development as one of the Interest Groups, Fred would, through the board's direction, go to a Housing & Development organization meeting and ask them for a representative to serve on our Board of Directors.

-. John Alt asked that the board recommend approval of Interest Group Area.

-. Barry Pufahl made a motion to accept the Executive Committee recommended CWCAC Board Membership Area of Interest Groups including County Board Representatives, Low-Income Representatives and Interest Group Areas and Fred will follow up with phone calls to solicit names for consideration by County Board and Low-Income Representatives for Interest Group Areas. Seconded by Bill Gomoll. Discussion followed. Fred commented that since County Board and Low-Income Reps vote for Interest Group Areas and to conform with the law, that Interest Group Members would not be able to vote. After further discussion Fred, familiar with who represents which group, took the roll call vote. Motion passed with majority response with one abstain vote. MOTION CARRIED.

NEW BUSINESS

John Alt asked if there was any new business to come before the board.

Joan Fordham clarified that at the next meeting the new committee structure would be approved after we have the reduced number of board members.

Fred clarified the Board Reorganization Handout stating that the three pages were what the Executive Committee reviewed at their last meeting and from their discussion of these pages they came up with the one

page of Recommendations. The three pages were distributed to show the basis of the discussion to come up with the recommendations.

Fred commented that the board should address the fact that we may have two or more board members interested in representing different Interest Group Areas. Discussion followed. Joan Fordham requested that the board set a deadline for receiving a short paragraph from anyone expressing interest in serving on the board in the Interest Group Area. John Alt suggested setting the next Executive Committee Meeting as the deadline for paragraph submission.

...

Dave Frohling commented that it would be appropriate if a County Board Member would like to remain on the board and represent an Interest Group.

Evans Littlegeorge expressed his interest in representing Juneau County in the Interest Group Area Major Minority mainly because of his work with Veterans years ago and his special interest in protecting the rights of Veterans.

ANNOUNCEMENTS



No announcements.

ADJOURN

Barry Pufahl expressed interest in voting on Executive Committee Recommendations of when committees will be meeting and what a quorum is so we have clarification which will help us in setting our next meeting. Dave Frohling mentioned the thought was to have the issue revisited once the new board is in place.

Meeting was adjourned. The next meeting will be on April 25, 2007 at 10:00 a.m. with Committee Meetings scheduled just prior.

Executive Committee Minutes

Tuesday, April 10, 2007

9:00 a.m.

Conference Room A260

Chair Loken called the meeting to order. The meeting was properly announced. All members present: Supervisor Grabarski, Supervisor Babcock, Supervisor Kirsenlohr, Supervisor Renner and Chair Loken.

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

Motion by Supervisor Grabarski, second by Supervisor Babcock to approve the minutes of the March 6th, 12th, and 27th, 2007 Executive Committee meetings. **Motion carried unanimously.**

There was no public participation requested, and no correspondences.

Rural Industrial Development Commission to discuss Terrace Homes project. Daric Smith, Rural Industrial Development Commission - Director, requested that fill from the back of the industrial park by the pond, that was left over from the construction of the Terrace Homes building be used for the Old Salean's building that Terrace Homes will be expanding into. The fill is built up approximately 6-7 feet higher, therefore this would be leveled off and used as fill around the building. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve for the fill in the industrial park to be used by Terrace Homes for fill at the Old Salean's building, with the condition that the ground will be leveled off and there will not be a hole in the ground once the fill is removed. **Motion carried unanimously.**

The Committee moved to item 11.

Assigning of Street Naming/Fire Number Job Duties. It was explained that last week Mary Ann Bays, Phil McLaughlin, Kevin Kniess, Sue Theisen and Liz Hendricksen, along with Supervisor Mike Keckeisen - Planning & Development Committee, met regarding assigning of the street naming/fire numbering job duties. It was recommended from the meeting that Planning & Zoning take on these duties, as the applications and permits are currently issued there. With this Sue would provide Phil with the procedure that is followed now. There was discussion regarding the implementation and changing of job descriptions for these duties to be assigned. **Motion** by Supervisor Babcock, second by Supervisor Grabarski that pending Planning & Development's approval to assign the street naming and fire numbering duties to the Planning & Zoning Department as soon as possible, and that the job descriptions shall be updated accordingly to reflect these duties, the written policy and training will also be provided to the Planning & Zoning staff as soon as possible. **Motion carried unanimously.**

The Committee returned to item 10.

Food Protection Ordinance Information. A copy of the proposed Food Protection Ordinance was distributed to the Committee. Linda McFarlin and Joe Lally were present and explained the Ordinance and how it would affect the County, as well as the Community. The program would be self-sustaining, and would require the creation of a part-time position. The Ordinance will be going to the Board this month, no action was taken.

The Committee moved to item 13.

Sheriff's Department Request to Use Old Property Room for Office Space for Admin. Chief July and Sheriff Renner were present and explained that the Sheriff's Department was requesting the use of the Old Property Room for the Lieutenant's Office due to inadequate spacing that is currently available and the space needs study showed that there was not adequate space available for the administration of the Sheriff's Department. The current use of the property room was discussed. It was explained what the Department would do with the space that is currently being used as an Office. The Committee agreed that the lock would need to be re-keyed and there would need to be some lines, i.e. network and possibly phone lines run to the office. **Motion** by Supervisor Kirsenlohr, second by Supervisor Grabarski to approve the request of the Sheriff's Department to have the old Property Room for office space of administrative staff. **Motion carried unanimously.**

Discuss County's Sesquicentennial Event Participation. Cindy Loken explained that the Highway Department volunteered to put up a display related to the winters and equipment that has been used over the years. There were no other ideas or requested participation at this time.

The Committee dealt with item number 9.

Implementation of Direct Deposit of Payroll Checks. Kevin reported that the bank needed to be contacted to negotiate the fees and that the County Clerk recommended implementing this in June or November when there were three payrolls in the month.

Old Library Building Lease Terms and Sale of Building. Kevin reported that Renewal Unlimited didn't approve the three-month lease terms, specifically they did not want to be responsible for repairs of the building. The Committee discussed the use of the building, potential repairs, and the lease/sale terms. Supervisor Ward asked that the Committee hold off on the sale of the building temporarily, as there was discussion at Health & Human Services regarding the potential use of the building for an Adult Day Care. **Motion** by Supervisor Grabarski, second by Supervisor Renner to extend the current lease with Renewal Unlimited with an increase in the payment to \$1750 per month, with the County to cover repairs to the building, no payments will be put towards the purchase of the building, either party has the right to terminate the lease within thirty (30) days, and the County will continue to place the payment funds into a separate account. **Motion carried unanimously.**

Approve Revised UW Extension - Clerk/Typist. The Committee reviewed the UW Extension part-time Clerk/Typist job description. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the revised part-time clerk/typist job description. **Motion carried unanimously.**

Approve Vouchers. The Committee reviewed vouchers. **Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to approve vouchers. **Motion carried unanimously.**

The next meeting will be Monday, May 7, 2007 at 9:00 a.m. with action items to include old Library building lease/sale, update on direct deposit, street naming/fire numbering job duties, and discussion of job descriptions for GIS Technician and Real Property Lister.

Motion by Supervisor Babcock, second by Supervisor Kirslenlohr to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Meet with Courthouse Union Local 1168 to discuss grievance filed, WPPA Union Negotiations update, Administrative Coordinator/Director of Finance Screening, and Update on Union Grievances involving Community Service Program, Child Support Department & Solid Waste Department, and discuss Coroner litigation matter. **Motion carried unanimously with roll call vote.**

Respectfully submitted,

Liz Hendricksen
Administrative Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.

Executive Committee Minutes

Tuesday, April 24, 2007

9:00 a.m.

Conference Room A260

Chair Loken called the meeting to order. The meeting was properly announced. All members present: Supervisor Grabarski, Supervisor Babcock, Supervisor Kirsenlohr, Supervisor Renner and Chair Loken.

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

Motion by Supervisor Babcock, second by Supervisor Kirsenlohr to convene in closed session per § 19.85(1) (c) & (1)(g), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Courthouse Union Local 1168 Grievances, WPPA Union Local 355 Grievance, and Update on Pending Legal Matters. **Motion carried by unanimous roll call vote.**

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

There was no public participation requested, and no correspondences.

Land & Water Conservation Building Key Request. Chris Murphy requested for an additional outside building key to be issued to Chuck Sibilsky, the new Resource Conservationist, due to the hours worked by the position. There was discussion regarding the County's key policy and the Department's existing keys. **Motion** by Supervisor Kirsenlohr, second by Supervisor Renner to grant the request to allow an additional building key to be issued to the new Resource Conservationist employee but to follow the County Key policy for issuance. **Motion carried unanimously.** The key policy will be brought back to the Executive Committee to be included in the Personnel & General Administrative Policies.

County Identification Badges & Proposed Policy. Jane Grabarski pulled together policies from other Counties and included a sample policy for Adams County in the Committee meeting packet. The Committee discussed the policy, changes will be made as discussed and the policy will be brought back to the Committee on May 7th.

Tornado/Fire Protection. The signage for each room that would provide evacuation routes for tornado/fire protection will be posted once the Safety Program is finalized by Alpha Terra.

Update on Lighting Concerns. Tracy Hamman stated that the light bulbs have been replaced that can be, and as for replacing the lights he is waiting on the Light Company. They have had two appointments and the Light Company cancelled twice.

Update on Building Signage. Tracy is waiting on some information and questioned what entrance/exit doors the Committee wanted to be alphabetically labeled for directional purposes. The Committee stated that all entrance/exit doors should be labeled.

Hours of Service Postings for Entrance Doors. Tracy contacted the Highway Department and the hours of service postings for the entrance/exit doors can be produced for approximately \$15 – 20, and there will be enough in the signage budget to pay for creation of these postings.

Bulletproof Protection. Tracy had the measurements taken for all Departments, as the costs would vary due to the different sizes and setups for each Department. Tracy expected to have the quote for the meeting today but it has not been received yet. He will report back to the Committee once he has the quote.

Panic Button System. Les Beckman provided the information regarding the wireless panic button system in the Committee meeting packet, including the quote. Les answered questions and concerns regarding the system, how it

would work, hardwiring vs. wireless, the required components and its expandability. The Committee asked if MIS was contacted regarding the capability of connecting this to the network, and Les had been in contact with Dawn regarding the system and its connectivity. The Committee discussed the recent shooting at Virginia Tech and that this can happen anywhere. **Motion** by Supervisor Renner, second by Supervisor Babcock to send a resolution to the County Board to approve up to \$25,000 to be for the purchase of the Lynx panic button system. **Motion carried unanimously.** **Motion** by Supervisor Renner, second by Supervisor Kirslenlohr to have the resolution state that the funds are to come from the General Fund. **Motion carried unanimously.**

Proximity Card System. Liz Hendricksen included in the packet a list of companies that other Counties use to provide proximity card systems. Les explained that the quote received by SGTS for the Sheriff's Department was for approximately \$28,800 and it would likely cost somewhere in the same range for the County to implement this for the other County facilities. Security concerns regarding the need for this system was discussed. The current key policy was discussed, including the cost to re-key door locks. The Committee will think about this, the options available, and it will be placed on the next Committee agenda.

Update on status of a US Marshals' Inspection. Les has contacted the US Marshals' but due to recent events across the Country, there is a delay in getting them to come to the County for the inspection.

Hours. The Committee was asked to disregard this item it was a typo on the agenda.

The next meeting for the Committee is already set for May. The agenda items added from today's meeting included: identification badge policy, resolution for panic button system, update on bulletproof protection, and discussion regarding proximity card system.

At 12:20 p.m. motion by Supervisor Grabarski, second by Supervisor Babcock to adjourn. **Motion carried unanimously.**

Respectfully submitted,

Liz Hendricksen
Administrative Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.

Executive Committee Minutes

Wednesday, April 25, 2007

8:00 a.m.

Community Center Room 103

Chair Loken called the meeting to order at 8:00 a.m. The meeting was properly announced. All members present: Supervisor Grabarski, Supervisor Babcock, Supervisor Kirsenlohr, Supervisor Renner and Chair Loken.

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

There was no public participation requested, and no correspondences.

Motion by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1) (c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Interview candidates for the Administrative Coordinator/Director of Finance position and discuss salary for position. **Motion carried unanimously with roll call vote.**

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

At 5:10 p.m. motion by Supervisor Grabarski, second by Supervisor Renner to adjourn. **Motion carried unanimously.**

Respectfully submitted,

Cynthia Loken
Executive Committee Chair

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.

Golden Sands Resource, Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
March 15, 2007
Portage County Annex, Stevens Point, WI

Attendees: Merlin Becker (WVOA); Steve Bradley (Portage); Bob Brilowski (Portage); Roy Diver (NRCS); Bill Ebert (Golden Sands); Reesa Evans (Adams); Ed Hernandez (Waushara); Debra Hunt (Golden Sands); Darcy Kind (NHI); Tom Krapf (NRCS); Ty Larson (NRCS); Hugh O'Donnell (Wood); Lindsay Opelt (NRCS); Donald Peterson (Waupaca); William Peterson (Portage); Jamie Phillis (Golden Sands); Joe Piechowski (Waushara); Amy Thorstenson (Golden Sands); Marv Wagner (Waushara); Jodi Wieber (Golden Sands); Mark Wienkes (NRCS). Also attending were Neal Olson and Art Pagel of the Wautoma Community Nature Program.

Call to Order: The meeting was called to order by Chair O'Donnell at 10:40 a.m.

Introductions: At the request of O'Donnell, everyone attending verbally identified him or herself and named the organization and/or county being represented.

Approval of Minutes: Motion for approval of the minutes for the January 2007 meeting was made by Joe Piechowski and seconded by Merlin Becker. Motion carried unanimously.

Treasurer's Report: Jamie Phillis gave the treasurer's report and passed out copies. Motion made to accept the report as presented made by Merlin Becker and seconded by Bill Peterson. Motion carried unanimously.

Old Business: Bill Ebert passed out a sample program for the annual State RC&D Conference to be held in Tomah, WI, on September 13 & 14, 2007. Most of the speakers have been verified, but not all. He hopes to send the registration brochures out in early summer. After some discussion, it was noted that time for meetings of area RC&Ds needed to be added to the program. Those will be scheduled for 5:30 p.m. on the Thursday of the conference.

NEW BUSINESS:

Conflict of Interest Policy: Al Barden was not present to explain the document to the council. Motion made by Reesa Evans, seconded by Joe Piechowski, to delay decision on the policy until the next council meeting. Motion passed. In the meantime, members can review the proposal and contact Golden Sands with any questions, comments or suggestions. **There will be a combined meeting of the Personnel & Finance Committees before the next council meeting to review any changes and discuss suggestions before consideration by the full council at the meeting.**

Committee Reports:

Personnel Committee Report: Joe Piechowski reported that the Personnel Committee had not met since the last meeting, so there was nothing new to report.

Finance Committee Report: Reesa Evans reported on the Finance Committee meeting. Jamie reported that another \$5000 was paid towards the original \$25,000 line-of-credit loan, leaving \$15,000 still due. Jamie has a call in to the bank as to why the interest on the account was so low in January and February. Jamie reported that the following agencies/counties had paid their 2007 dues: CWWP; Juneau; Marathon; Portage; Waupaca; Waushara; and Wood. Still outstanding are Adams, Marquette and Monroe. Statements were sent in February 2007. Upon motion of Evans/Brilowski, it was decided to send the issue of raising 2008 dues to \$210 for consideration by the full council later today. Amy and Debra are working on this year's budget. Christine Kaupt will be replacing Jon Motquin for the East Central Regional Planning Association. She sent a letter of support, reported that she met personally with Representative Steve Kagen to discuss the RC&D funding issue, and enclosed a sheet that included funding priorities for her organization, including RC&D. Amy and Reesa reported that other letters of support had been sent to U.S. senators and representatives in support of full funding.

Joe Piechowski moved to increase the dues for 2008 to \$210. The motion was seconded by Merlin Becker. Motion carried. In the next year, the council will consider whether to set up an automatic annual increase.

Forestry Committee Report: Merlin Becker reported that tree shelter had recently been ordered. Although no placemats have been sold recently, 5 bluebird houses were sold. A demo forestry site in Marathon County is still being sought. The signs for the demo forests are being worked on. Merlin passed around a sample of the Oak Wilt signs that will go up in 3 places in April and will remain up for at least one month. A follow-up buckthorn cleanup is still set for Fern Island in October 2007. Merlin reported that Don Kissinger had forwarded an emerald ash borer education kit and passed part of it around to the council. Kits are available at <http://develwww.dnr.state.wi.us/forestry/uf/eab>.

Bill Ebert reported that a sketch of the agroforestry site was available for review and that spring planting has been planned. Crops will be planted in 10' wide strips, with a total of 3 acres being planted, on the Steihaugen farm. A solar-powered electric fence will be put up, as well as a gravity-flow drip system for irrigation. The NRCS has pledged \$12,500 to support this project. It is being set up as an outdoor classroom.

Water Committee Report: Steve Bradley discussed the issues the Water Committee had talked about. Jodi Wieber reported that the groundwater infiltration in Waupaca and Waushara schools was going well. She has also been working with the Friends of the Little Plover River. They have scheduled an appreciation day for 5/4/07. Amy Thorstenson passed around a postcard she will be sending out soon for 2 Clean Boats, Clean Waters workshop and 1 Invasive Species Demo Day. She also reported that she made a presentation to the UWSP Invasive Species class on her weevil project. Her final report for the weevil project is still being reviewed, but will be posted on the Golden Sands website soon. Ed Hernandez reported that he is working with Anna Haines and 7 UWSP students this summer to do a lakeshore video survey. A summer intern, starting 5/21/07, will also be helping. Reesa Evans gave updates on Adams County activities, including setting up citizen lake monitoring programs for 11 lakes this year, and that a new employee started in March who will be doing stream surveys later this year in Adams County. The first Adams County Lake Conference has been scheduled for 5/12/07 at the Community Center in Adams. Steve reported that the Little Plover Workgroup is going well and several irrigated farms & Del Monte were involved with the group.

Wildlife Committee Report: Roy Diver passed around a copy of the packet given to attendees of the Wildlife Habitat Workshop. 14 people attended. The evaluation forms were very positive. A Grazing Workshop in Vesper was held on March 10, with 28 attendees. Responses were also positive.

New Projects for Approval:

Water Committee: The Water Committee presented two new projects for possible approval. Bill Ebert talked about a Permaculture design course that will be held for 10 days in September, with a cost of \$250 plus \$85 for a textbook. He passed out a draft agenda. The focus is on developing a sustainable lifestyle. Neal Olson of the Wautoma Community Nature Program made a presentation about their request for funding source assistance for \$8000 to \$10,000 to continue the park programs. Motion by Joe Piechowski, seconded by Merlin Becker, to approve both projects. Motion carried.

Wildlife Committee: The Wildlife Committee presented a request for approval for the Watchable Wildlife Workshop, scheduled for 4/19 and 4/20/07, targeted at town and county officials about how to use wildlife to increase tourist dollars. Motion made by Merlin Becker, seconded by Reesa Evans, to approve projects. Motion carried.

Funding Update: Bill reported that he and Sharon Schwab were working on a state wildlife grant for the Central Wisconsin Grasslands Project. They requested funding for 2 years.

Project Updates: Amy reported that the Friends of Mill Creek had raffle tickets available as a fundraising project. Tickets are \$1 each, or 6 for \$5, or 30 for \$20. Amy has some tickets for purchase.

Bill asked Darcy if the NHI could include a Golden Sands logo on their reports. She will look into it.

Agency Updates:

NRCS: Roy Diver indicated that EQIP signup for 2007 was ongoing, as well as WHIP signup. 27 EQIP applications (for about \$600,000) and 3 WHIP applications had been received by his office. With the information he's received so far, he expects that about half of the EQIP requests can be funded. He hasn't heard about funds for WHIP yet.

Mark Wienkes reported that his office had 61 applications for EQIP (for about \$600,000), but less than one-half can be funded with the current funding information. 10 WHIP applications, all involving trout habitat, have been received.

Tyrone Larson says his office received EQIP requests for about \$555,000, mostly for manure storage. 5 windbreaks have been planned through CWWP. 7 irrigation applications and 3 WHIP requests were also received.

Tom Krapf, of the state NRCS office in Madison, reported that the Congress had continued USDA funding, based on 2006 levels, but did away with all earmarks. \$17 million for EQIP will be available in Wisconsin. The CSP program has been put on hold because there is no more money left to fund what has turned out to be a very popular program. No CRP signup is scheduled for this year, due to lack of interest. Administrative proposals for the next Farm Bill are posted on the NRCS website.

Other Reports: Bill passed out the 5-year plan and annual plan, updated as of today. The council also discussed the need to fill vacant positions on the council. At least two counties have no named representatives. Bill also announced that the RC & D training originally scheduled for May had been cancelled due to lack of interest.

Adjournment: By motion of Merlin Becker and Steve Bradley, the meeting was adjourned at 12:08 p.m.

Next Meeting: The next meeting will be May 17, 2007.

Respectfully submitted,
Reesa Evans
Secretary, Golden Sands RC & D

Golden Sands Resource, Conservation & Development Council, Inc.
Finance Committee Meeting Minutes
March 15, 2007
Portage County Annex, Stevens Point, WI.

Call to Order: Treasurer Bob Brilowski called the meeting to order at 8:50 a.m.

Attendance: Reesa Evans, secretary; Amy Thorstenen, Golden Sands RC&D; Jamie Phillis, Golden Sands RC&D; Debra Hunt, RC&D; Bob Brilowski, treasurer.

Minutes Approved: Minutes approved unanimously on motion by Brilowski & second by Evans.

Review of Treasurer's Report: Jamie passed out the treasurer's report. Another \$5000 was paid towards the original \$25,000 line-of-credit loan, leaving \$15,000 still due. Jamie has a call in to the bank as to why to interest in the account was only \$0.97 for January and \$0.00 for February.

She reported that the following agencies/counties had paid their 2007 dues: CWWP; Juneau; Marathon; Portage; Waupaca; Waushara; and Wood. Still outstanding are Adams, Marquette and Monroe. Statements were sent in February 2007.

Jamie passed out a letter proposing that 2008 dues be raised to \$210. Upon motion of Evans/Brilowski, it was decided to send the issue for consideration by the full council later today.

Management of Financial Transactions: Amy and Debra are working on the budget.

Other Business: Christine Kaupt will be replacing Jon Motquin for the East Central Regional Planning Association. She sent a letter of support and also reported that she met personally with Representative Steve Kagen to discuss the RC&D funding issue. She also enclosed a sheet that included funding priorities for her organization, which included RC&D. Amy and Reesa reported that other letters of support had been sent to U.S. senators and representatives in support of full funding.

Adjournment: Upon motion by Evans and second by Brilowski the finance committee meeting was adjourned at 9:12 a.m.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

Golden Sand Resource Conservation & Development Council, Inc.
Forestry Committee Minutes
March 15, 2007
Portage County Courthouse Annex
Stevens Point, WI 54481

Call to order: The meeting was called to order by Merlin Becker at 9:40 am.

Attendance: Bill Peterson (Portage Co.), Merlin Becker (WVOA – Waupaca Co.), Don Kissinger (DNR Urban Forestry), and Jamie Phillis (RC&D)

Introduction: Committee members introduced themselves and indicated whom they are affiliated with.

Approve Minutes: Motion to approve (Don Peterson/Bill Peterson).

Project Status Reviews:

Tree Shelters: Phillis reported that a bulk mailing went out in February to all customers in the database. Since the mailing there have been several orders.

Placemats: No activity, but there were 5 bluebird houses sold from website advertising.

Demo Forest: Three counties have submitted narratives and there is a site for each county except Marathon. The narrative is a booklet for each county showing where the sites are located. There is grant money to help pay for the sign.

Oak Wilt Awareness Program Update: Don Kissinger attended a meeting about 1½ years ago to promote erecting billboards to prevent Oak Wilt and a time frame of when not to prune, April - July. About 3-4 months ago he received money for a portion of the project and recently received word from Bill Ebert that there was money to match. So there is \$500 from DNR Urban Foresters and \$500 from RC&D. Kissinger contacted Lamar manager, Bill Mitchell, to construct 3 billboards. They will be erected for a minimum of one-month time, beginning April 1 and April 10. They will be located on highway 54 eastbound near Waupaca, highway 54 westbound between Stevens Point and Wisconsin Rapids, and one in Wood County near Marshfield. The DNR cannot be on the Billboard so Golden Sands RC&D will be the sponsor. For more information people can go to the RC&D website and click on the Oak Wilt link. The website will be tracked to see how many hits it receives.

Fern Island Invasive Species Project: The event is planned for October 19-20, 2007.

Agro-Forestry: The Steinhaugen property, Town of Sharon Portage County, has been chosen for this demonstration forest. Ebert has hired a project assistant, Jordan Prindle, from UWSP. Ebert has drawn a diagram of how the plantings will be arranged on the property. There will be an 8-foot high electric fence surrounding the property fueled with a solar charger. A \$12,500 grant from NRCS National Agro-Forestry Center was received to help fund the project.

Emerald Ash Borer: Kissinger stated the DNR Urban Foresters have put together plans for Village and Cities for public awareness. It informs people how to utilize Ash trees that succumb to EAB. They made 300 binders and gave out to different communities and Urban Forestry Consultants. They also put together a CD with all of the information the binders contain. There is a website for people to get the tool kit, it is <http://devlwww.dnr.state.us/forestry/uf/eab/filesTOC.asp>. It takes about 18 minutes to download the tool kit. If a certain file is wanted you can go to the table of contents.

New Projects: None

Adjourn: Motion and second to adjourn (Bill Peterson/Don Kissinger). Adjourned
10:27 am.

GOLDEN SANDS RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC.

Water Resources Committee Minutes

March 15, 2007

Portage County Courthouse Annex-Rm. 5

Call to Order: 9:35am

Attendees: Joe Piechowski, Ed Hernandez, Steve Bradley, Bob Brilowski, Ressa Evans, Amy Thorstenson, Jodi Wieber, Marv Wagner, Art Pagel and Neal Olson

MINUTES: Approved (Piechowski/Hernandez).

PROJECT UPDATES:

Jodi's Projects: Jodi has been working on the "Groundwater Infiltrates Waupaca and Waushara Counties" project. It will be a continuation of her work from previous years. She gave a brief description of the project. She has also been assisting the Friends of Little Plover River and coordinating with the Little Plover Workgroup on information and education efforts. The Friends will be sending out a newsletter and hosting a river appreciation day on May 4th at the Little Plover River Park in the Village of Plover.

Amy's Projects: Amy will be sending out a postcard to lake groups in Waushara, Portage and Adams Counties to advertise two Clean Water/Clean Boats training and an AIS Demo Day. She did a presentation to a UWSP class describing her AIS work over the last three years. Her EWM report is currently under the final review process. She will also been helping out with the quarterly reporting to DNR for this year's AIS grant.

Waushara County: Ed reported that they would be working with UWSP to conduct a video documentation on lakeshore property, mainly to identify erosion issues. They also have a summer LTE that is available to assist Amy with her AIS work in the County. They will also be working with the Central WI Chapter of TU and conducting water quality monitoring using the WAV protocol. They have been involved with a retention basin issue at Alpine Park.

Adams County: Reesa reported that they recently filled a new Resource Conservation position to work on a backlog of requests for shoreland restoration design and to conduct a stream inventory. May 12th will be the County "Lake Conference" in Adams. She has completed the draft of the first lake study report. She will be training volunteers to monitor for water quality and AIS in the County. There was a permit violation with grading and riprap on Arkdale Lake where the DNR will be requiring the landowner to restore the property back to original state. She also received her Lake Manager Certification from NALMS.

Portage County: Steve reported that the Little Plover River Workgroup is progressing with several activities to reduce the impact of high capacity wells on the flow in the river. There are also several citizen led "Friends" groups that remain active in the county.

NEW PROJECTS: Two projects were presented for approval. The first is a "Permaculture Design Course for Natural Resource Professionals". It will be held in early September of 2007 and will be taught by Bill Ebert (Golden Sands RC&D) and Tom Girolamo (Eco-Building and Forestry, LLC). The second project was presented by Neal, Art and Marv and is titled the "Wautoma Community Nature Program". The project will seek funding to continue past natural resource educational work in Wautoma. Approved: Piechowski/Brilowski

OTHER BUSINESS: None

Adjourn: Piechowski/Evans. 10:30 am.

Respectfully submitted by Steve Bradley

GOLDEN SANDS RESOURCE CONSERVATION & DEVELOPMENT COUNCIL INC.
Wildlife Committee Meeting Minutes
March 15, 2007
Portage County Annex Building, Rm 5

Call to Order: 9:35 am

Attendees: Teal Fyksen, Lindsay Opelt, Debra Hunt, Sharon Schwab, Roy Diver, Darcy Kind

MINUTES: (Approved)

PROJECT UPDATES:

Teal Fyksen: Currently working on the flushing bars and the no till drill sign up for 3 counties. Discussion of his annual report revealed that Fyksen wrote 45 grazing plans and did 20+ educational talks this year. Funding for all technical support is being cut and put into invasive species putting grazing funding up in the air. Kind and Schwab discussed the possibility of Fyksen writing a proposal March 15, 2007 for submission to the Pheasant Stamp on March 16, 2007 as possible future funding.

Sharon Schwab: Schwab reported on the progress of the Prairie Chicken Festival planning. Prepared window displays at the Portage County Library and the McMillan Library in Wisconsin Rapids and is currently preparing promotional materials for the PCF. Schwab then proposed the Watchable Wildlife Workshop on April 19th and 20th. James Mallman will be the speaker. Workshop brochures and invitations were finalized and sent to the community leaders around town.

Roy Diver: Recapped the Wildlife Habitat Workshop held on March 3, 2007 at the Rosholt Lions Camp. Attendance was not what it was hoped to be. There were only 14 people in attendance with 17 registered. Participants completed surveys and feedback was generally positive. Commented that the facilities were very nice and would like to hold future workshops there. All in all, there was a slight loss in money for RC&D after this workshop was complete.

Darcy Kind: Darcy from the Natural Heritage Inventory in Madison joined us to discuss the Landowners Incentive Program (LIP). The program is designed to benefit species that are at risk on properties with the prairie and savanna environments taking precedence. The general practices on these properties are brush clearing, prescribed burning, and seeding. The approximate cost for the above practices is \$146.00 per acre. 63 proposals came in and are currently under review.

NEW PROJECTS:

Watchable Wildlife Workshop: Schwab proposed the Watchable Wildlife Workshop titled "How You and Your Community Can Profit from Nature Tourism". This will be a two day workshop that will be located in the Portage County Annex Building on April 19th and 20th. There will be a \$65.00 registration fee to cover the cost of printing, postage, registration and food. A donation in the amount of \$5000 from the Natural Resources Foundation of Wisconsin was given to cover the cost of speaker, James Mallman, and materials for the workshop. There was an estimated need for 50 people to register in order to break even. There was a consensus for acceptance by all.

Renewable Energy 101 for Farms 2007-2008. The project was proposed by Randy Slagg via Fyksen to develop a program to install, finance, etc. renewable energy resources. The proposed budget was \$41,000 for one year. This project was postponed until the next meeting in order to gather more information.

GRANT UPDATE:

Schwab and Fyksen are currently applying for several grants such as the Pheasant Stamp, Federal Grants, Research Grants, etc.

OTHER BUSINESS: None

Adjourned: 10:25 am (Schwab/Fyksen)

Health & Human Services Department

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HEALTH & HUMAN SERVICES BOARD – Finance Subcommittee 13 April 2007 Meeting

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

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

Approval of Minutes of 9 March 2007 meeting. A motion was made by Ms. Ward and seconded by Ms. Heideman to approve the minutes of the 9 March 2007 meeting. Voice vote, all in favor. Motion Carried.

Public Participation and Correspondence – None

Review of Veteran’s Services Vouchers and Financial Report – The subcommittee reviewed the Veteran’s Services Department vouchers for March 2007, presented by Mr. Johnson. A motion was made by Ms. Ward and seconded by Ms. Townsend to approve the Veteran’s Services vouchers and financial report. Voice vote, all in favor. Motion Carried.

Review of Health & Human Services Vouchers – The subcommittee reviewed vouchers, Revenue/Expense Reports from the County Clerk’s office for March 2007, and the March 2007 financial report from the Health & Human Services Department, presented by Eric Furtkamp.

A motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the March 2007 financial report and to approve the vouchers (total \$408,687.31 including “*Friday checks*”). Voice vote, all in favor. Motion Carried.

Committee Discussion – The subcommittee discussed including the following issues in future meetings: Ms. Heideman indicated that she would be absent from the May meeting.

Confirm next meeting date – May 11, 2007 at 8:30 A.M.

Adjournment – A motion was made by Ms. Townsend and seconded by Ms. Ward to adjourn at 9:53 A.M. Voice vote, all in favor. Motion Carried.

Respectfully Submitted

Eric G. Furtkamp, Ph.D., Director

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

HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD
13 April 2007 Meeting

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

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

Others Present – Carrie Allard, Public Health Technician and Joe Lally, Registered Sanitarian.

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

Approval of Minutes – A motion was made by Mr. Sherd and seconded by Ms. Townsend to approve the minutes of the 9 March 2007 HHS Board and 29 March 2007 Human Resources Subcommittee meetings. Voice vote, all in favor. Motion Carried.

Public Participation – None

Correspondence – None

Veteran's Services

Approval of monthly Veteran's Services Officer's report and April calendar. Mr. Johnson had previously distributed the monthly service officer's report for March and his monthly calendar for April. The Board had no additional questions. A motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

Health & Human Services – Service Evaluation Subcommittee

- ♦ *Review of progress towards 2006 goals and objectives.* The HHSD management staff present reviewed 2006 goals and objectives in their respective areas of responsibility, noting that in virtually all cases either the goals had been achieved or substantial progress attained. Highlighted accomplishments included: maintenance of a zero error rate in Food Share issuance, purchase of a building for the Thrift Store, initiation of transportation of senior citizens to the local food pantry, successful completion of tabletop and functional exercises for a mass immunization clinic, expanding Children's Long-Term Support (Medicaid Waiver) services, successful completion of the Quality Service Review of child welfare services, expanding services offered through Friendship Connection (drop-in center), expansion of the Coordinated Service Teams program (in conjunction with Bridges for Youth and the A-F Area Schools), and creation of the Intake/Access Unit.
- ♦ *Discussion of 2007 goals and objectives.* The management staff presented the goals of their respective units for 2007, with a brief rationale. Among the goals identified were: developing the next generation of departmental leadership, continuing progress in inter-unit cooperation and collaboration, implementing a number of computer-based data entry and tracking systems within the Aging Unit, continuing scanning information into the Economic Support electronic case files system, increasing personal care program and Children's Long Term Support waiver services, completing a 2008 Health Needs Assessment, developing a coordinated response to the investigation of child abuse and neglect

reports, maintaining intensive supervision services, and securing initial approval for the Comprehensive Community Services program.

Board members reviewed briefly with staff the long term goals previously identified at the July 2006 Health & Human Services Board meeting, noting that those identified needs had not changed.

- ♦ *Review and approval of 2006 Annual Report.* It was noted that the listing of Board members was inaccurate (Ms. Townsend is the Vice Chairperson). A motion was made by Ms. Heideman and seconded by Ms. Kirsenlohr to approve the 2006 Annual Report (as revised). Voice vote, all in favor. Motion Carried.

Health & Human Services

Review and approval of resolution “to transfer of two hundred fifty five thousand four hundred ninety-five dollars and nineteen cents (\$255,495.19) from the General Fund to the Health & Human Services Account 240R.00.41110.000.000 to fund the 2006 operating deficit.” The Board reviewed the resolution, developed as a result of previous discussions. A motion was made by Ms. Kirsenlohr and seconded by Ms. Townsend to approve the resolution, forward it to the Administration and Finance Committee for review, and to the County Board of Supervisors for approval. Voice vote, all in favor. Motion Carried.

Review and approval of resolution “to authorize the Health & Human Services Department to request an audit waiver exemption from the present requirement for contracts of \$25,000 and to establish the threshold at \$75,000 or more under §66.0143, Wisconsin Statutes, to comply with those audit requirements under §46.036(5m)(f), Statutes.” Dr. Furtkamp described briefly the process for requesting mandate relief and the benefits of the audit waiver exemption specifically. After brief discussion, a motion was made by Ms. Townsend and seconded by Ms. Harvey-Beversdorf to approve the resolution and forward it to the County Board of Supervisors for approval. Voice vote, all in favor. Motion Carried.

Review and approval of resolution “to honor Adams County foster families by proclaiming the month of May 2007 as Foster Family Month in the County of Adams, and to urge all citizens of Adams County to express their appreciation and volunteer their time and efforts on behalf of children in foster care, foster parents, and the child welfare professional staff providing essential care during this month and throughout the year.” Ms. Stanley described for the Board members the activities planned to recognize Adams County foster parents in the month of May. After discussion, during which Board members expressed their thanks to all Adams County foster parents and child welfare staff, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the resolution and forward it to the County Board of Supervisors for approval. Voice vote, all in favor. Motion Carried.

Review and approval of ordinance “authorizing Adams County to become an agent of the state for the Department of Agriculture, Trade, and Consumer Protection for the purposes of administering a program of retail food establishment licensing, adopting Adams County Code Chapter 44 and amending Adams County Code Chapter 20.” Ms. McFarlin reviewed with Board members the formal ordinance authorizing Public Health to begin to license retail food establishments. The ordinance was drafted by the Sauk County Corporation Counsel and has been reviewed by his counterparts in Adams and Juneau Counties. Ms. McFarlin distributed to the Board members a list of questions and answers pertaining to the program, and solicited additional input. She informed the Board members that she would provide each County Board Supervisor with a copy prior to deliberation of the ordinance. After discussion, a motion was made by Ms. Heideman and seconded by Ms. Kirsenlohr to approve the ordinance as presented and forward it to the County Board of Supervisors for consideration. Voice vote, all in favor. Motion Carried.

Review and approval of resolution “to create one regular, part-time (19 hours per week) County position, Public Health Technician, in the Collective Bargaining Agreement between the County of Adams and Adams County Courthouse Employees Union, Local 1168, AFSCME, AFL-CIO.” Ms. McFarlin explained to Board members the need for additional Public Health Technician hours to implement the retail food licensing program, and reviewed the Fiscal Note regarding revenues from the Environmental Health consortium, which will fully fund the part-time position. After discussion, a motion was made by Ms. Harvey-Beversdorf and seconded by Ms. Heideman to approve the resolution as written and forward it to the County Board of Supervisors for consideration. Voice vote, all in favor. Motion Carried.

Review and approval of Data Release Agreement between the Adams County Register of Deeds and Public Health for the release of death record file information. Ms. McFarlin described the memorandum of understanding between the Register of Deeds and Public Health, noting that such an agreement has been in place for a number of years, and that renewal (with some modifications) is required by law. At the present time, a Public Health Nurse reviews death records at the Register of Deeds office approximately every two months, and prepares cumulative statistical data. The Planning and Development Committee is also scheduled to review the Data Release Agreement. A motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the Data Release Agreement as presented. Voice vote, all in favor. Motion Carried.

Discussion of space needs study for Health & Human Services Department. Management staff of the HHSD described for Board members briefly the immediate and medium-range need for office and storage space within the HHSD building. With the addition of a part-time Public Health Technician, implementation of the restaurant inspection program, and directly providing energy assistance services, office space will very soon be insufficient. At the present time, consultants (such as the psychologist and psychiatrist) use conference rooms or offices of absent staff when on site. It is also anticipated that approval of a Comprehensive Community Services program will bring in additional staff. Storage space, both for client records and office supplies, and space for office equipment are also inadequate. The Board discussed at length alternatives, from a formal space needs study to utilizing buildings presently owned by the County, and agreed to continue the discussion at subsequent meetings.

Discussion of assuming administration of Wisconsin Home Energy Assistance Program (WHEAP) beginning in Federal Fiscal Year 2008 (October 1, 2007). Ms. Wormet and Dr. Furtkamp presented to Board members a proposal to assume administration of the WHEAP program, which is presently contracted to Central Wisconsin Community Action Council. The County receives funds for program administration (\$59,613 for Federal Fiscal Year 2007), which could be used to hire one staff member to coordinate the program and for allocation of supervisory and overhead costs. Operating, rather than contracting, the program would benefit Adams County residents through better integration and coordination with other economic support programs and staff, would offer access to energy assistance benefits at the main HHSD offices rather than an off-site location, and allow supplemental allocations from the State of Wisconsin to be applied to direct client benefits and services. It was the consensus of the Board members that staff proceed with the development of a job description for an energy assistance coordinator position and associated budget. It is anticipated that the issue will be addressed formally at the June 2007 HHS Board meeting.

Discussion of enforcement of vacation policy and action on requests for carryover. HHSD administrative staff presented requests for vacation carryover for a total of 11 staff members. For nine of the staff, it was proposed that a November 30, 2007 deadline be established for using prior years' vacation time. For the other two staff, the respective managers presented the rationale and plan. After discussion, a motion was made by Ms. Townsend and seconded by Ms. Heideman to grant vacation carryover through November 2007 for Lisa Krizan, Karen Lindner, Carrie Allard, Rachel Babcock, Julie Paepke, Roberta Ritchhart, Tracy Sipla, Diane Osborn, and Sandra Wormet, and granted the request for special carryover plans for Tom Charles and Lorie Tomsyck (to be reviewed in April 2008). Voice vote, all in favor.

Review and approval of policy and procedure, mandated by 2005 Wisconsin Act 264, regarding annual reviews of protective placements as required by State ex. rel. Watts v. Combined Community Services, 122 Wis. 2d 65, 365 N.W.2d 104 (1985) and County of Dunn v. Goldie H., 245 Wis. 2d 538, 629 N.W.2d 189 (2001). Ms. Osborn described the changes in the protective placement review process contained in 2005 Wisconsin Act 264, including specific requirements for feedback to the Court from guardians (and, optionally, from placement facility staff) and the inclusion of a review of community placement options. After brief discussion, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the policy and procedure as presented. Voice vote, all in favor. Motion Carried.

Update on Thrift Store. Ms. Osborn provided Board members with a brief update regarding the operation of the Thrift Store in the new building. An informal request has been received for information regarding the costs and funding sources relating to the remodeling of the new building. After discussion, it was the consensus of the Board that a formal response be delayed until such time as final costs are available and

specific revenue sources identified, but that assurance be provided that no County tax levy has been/will be invested in the remodeling.

Purchase of Service Contracts – A motion was made by Mr. Sherd and seconded by Ms. Harvey-Beversdorf

to approve the following purchase of service contracts: Forward Services Corporation (\$10,000 to end of calendar year 2007 for Resource Associate position at Adams County Job Center), Copper Family Treatment Services, Inc. of LaFarge (treatment foster care, 1 child, \$6,106.14 per month), Wisniewski Group Home Mentor Program (Lyn Strouf) of Wausau (independent living/mentoring services, 1 child, \$40/hour, approximately 2 hours/week). The request for a contract with Forward Services Corporation grew out of discussion at the 9 March 2007 HHS Board meeting. Ms. Stanley answered questions from Board, noting that the cost of the Copper Family Treatment Services was approximately ½ that of Oconomowoc Developmental Training Center (where the juvenile currently resides), and that independent living funds from the State of Wisconsin were reobligated by the state if not spent by the County. Voice vote, all in favor. Motion Carried.

Conference and Workshop Requests – The Board reviewed the conference and workshop requests presented. A motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the following conference and workshop attendance:

- Jill Zaucha and Tara Kircher to Outcomes Training in Madison on March 23, 2007 (\$15 each registration for online prerequisite course, \$10 each meals, approximately \$78 mileage for driver).
- Jackie Schwingel and Pam Parks to Records & Confidentiality for the Human/Social Services Worker in Viroqua on May 18, 2007 (\$50 registration each, \$9 meals each, approximately \$91 mileage for driver).
- Mandy Stanley, Emma Williams, and Eric Furtkamp to the 9th Annual Child Welfare Managers' Conference in Appleton on May 2-4, 2007 (\$120 registration total, \$124 lodging/Mandy and Emma, approximately \$90 mileage/Mandy or Emma, meals/Mandy and Emma).
- Corey Anfinson, Kellie Oleson, and Tina Smith to Courtroom Preparation & Presentation training in Keshena on April 11, 2007 (\$18 registration each, \$128 lodging, approximately \$145 mileage for driver, meals for each).
- Kathy Challoner and Lorie Tomsyck to Wisconsin Immunization Registry training in Madison on April 18, 2007 (approximately \$85 mileage for driver, \$15 each meals).
- Lorie Tomsyck to Public Health Nursing Conference Planning Committee meeting in Wisconsin Rapids on May 3, 2007 (approximately \$20 mileage, \$15 meals).
- Linda McFarlin, Chris Saloun, and Crystal Hiller to 2007 Annual Wisconsin Public Health Conference in Appleton on May 23 and 24, 2007 (\$145 registration each Chris/Crystal and \$95 Linda; approximately \$90 mileage Linda/Crystal and \$75 Chris; \$40 meals Chris/Crystal; and \$154 lodging).
- Diane Van Beek to Professional Food Manager's Recertification course on April 30, 2007 in Wisconsin Dells (\$65.00 registration, approximately \$29 mileage).
- Carol Johnson to Elder Care & Work on May 22, 2007 in Green Bay (\$125 registration, approximately \$116 mileage).
- Matt Holtman to Basic Intake Worker Training in Eau Claire from June 18-22, 2007 (\$130 registration, approximately \$115 mileage, meals, \$310 lodging).

- Mary Deane, Amy Kessler, and Matt Holtman to Housing Law Seminar presented by Tenant Resource Center on May 10, 2007 in Tomah (\$100 registration each, approximately \$44 mileage for driver, meals).
- Trish Zant to EBD training in Madison on April 25, 2007 (\$2 registration, approximately \$78 mileage, meals).
- Linda Noble, Mark Rossano, Amy Kessler, and Jessica Nichols to Emergency Mental Health: Assessment and Treatment, in Madison on April 17, 2007 (\$149 registration each, mileage for driver, meals).
- Mark Rossano and Diane Anderson to the 41st Annual WAAODA Conference in Madison on May 14-16, 2007 (\$425 registration each, approximately \$151 mileage for driver, meals).
- Tom Charles to Special Needs of Foster Children on the Autism Spectrum in Oshkosh on April 30, 2007 (use of agency vehicle, meals).
- Amy Kessler to 2007 NAMI Wisconsin Annual Conference in Wisconsin Rapids on May 4th and 5th, 2007 (\$192 registration, approximately \$59 mileage).
- Carol Johnson and Rita Reidel to Northern PSA Meeting in Minocqua on April 30, 2007 (\$15 registration each, approximately \$170 mileage for driver).
- Lisa Etheridge to CLTS DD, PD, SED Medicaid Waiver Basics in Green Bay on May 17, 2007 (\$40 registration, approximately \$118 mileage or use of agency vehicle).

Voice vote, all in favor. Motion Carried.

Purchases – None.

Unit, Advisory Committee, and Consortia Reports

◆ Aging & Long Term Support

- *Aging Advisory Committee* – Next meeting (May 2007) not yet scheduled.
- *Nutrition Advisory Committee* – Ms. Johnson had distributed the minutes of the March 21, 2007 meeting, and a summary of comments received from each site.
- *Long Term Support Advisory Committee* – Ms. Johnson had distributed the minutes of the January 18, 2007 meeting. Board members had no additional questions. Next meeting April 19, 2007.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the written report previously submitted to the Board. She informed Board members of the volunteer recognition party on Saturday, April 14th, from noon until 3pm.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to review the contents of the written report previously distributed to the Board. She noted that Candy Schraufnagel, Children's Services Coordinator, and Lisa Etheridge, Case Manager, will represent Long-Term Support at Kid's Day on April 14th.

◆ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin was present to review the contents of the written report previously distributed to the Board. She also provided Board members with an update on the Bloodborne pathogen program and an after-incident report concerning an issue at the Community Center.

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Next meeting today at 1:00 p.m.
- *Mental Health/AODA Committee* – Mr. Robinson distributed the minutes of the first Mental Health/AODA Advisory Committee meeting, which occurred on March 29, 2007. He summarized for Board members the issues discussed at the meeting, and noted that the next meeting is scheduled for April 26, 2007.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review a written report previously distributed to the Board. She informed Board members that Matt Holtman began employment as an Intake/Access Specialist on April 9, 2007. Ms. Stanley also highlighted a report regarding Intensive Supervision Services, prepared by Tracy Sipla, Foster Care Coordinator. Finally, she noted that there was a waiting list for kinship care.
- *Review of Written Report of Clinical Services Manager* – Phil Robinson was present to review the

written report previously distributed to the Board. He informed Board members that Jessica Nichols began employment as a Case Manager on April 5, 2007. He also announced that Friendship Connection had received a grant of \$1,585 from the Adams-Columbia Electric Cooperative's Operation Round-Up Program. The funds will be used to establish a work skills development program. Finally, Board members commented favorably on the Counselor's Corner articles, written by Mark Rossano, in the Times-Reporter publications.

◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet had previously distributed minutes of the March 14th meeting. Ms. Wormet and Ms. Townsend presented briefly the highlights of the April 11th meeting
- *PAW Consortium* – The minutes of the March 27th Job Center Managers meeting were included in the packet. No administrative meeting was held in March.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the written report previously distributed to the Board.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – None.

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirsenlohr reported that the vouchers (in the amount of \$408,687.31) and March 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – The subcommittee met on March 29th and interviewed candidates for the Intake/Access Specialist position. Ms. Ward reported signing the Personnel Recruitment Form for the proposed part-time Public Health Technician position approved earlier in the meeting.
- ◆ Service Evaluation Subcommittee – The entire HHS Board met as the Service Evaluation Subcommittee (*supra*).

Director's Report – None

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: 2008 Public Health needs assessment, HHSD space needs discussion, school nursing contract, energy assistance.

Confirmation of Next Meeting Date – Next regular meeting 11 May 2007 at 10:00 A.M.

Adjournment – A motion was made by Ms. Townsend and seconded by Ms. Kirsenlohr to adjourn at 12:25 P.M. Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.
Director

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

ADAMS COUNTY HIGHWAY SAFETY COMMISSION

Minutes

February 13, 2007- 11:00 am

1. Call to order – meeting called to order at 11:03 by Chief Gold. Present were Herb Barnes, Linda McFarlin, Laurie Falash, Patti Nelles, Jim Gold, Ken Romell, Adams Grosz, Ron Becker, Anthony Staxton, Captain Farenkrug and Ron Chamberlain. Absent was Mark Thibodeau.
2. Was meeting properly announced - yes
3. Approve Agenda - Motion to approve by Falash/Romell motion carried.
4. Approve previous meetings minutes – Motion to approve by Romell/Falash motion carried.
5. Public Participation - none
6. TSC Goals and issues – Falash is obtaining ICE cards from the AAA and will be distributing. The Sheriff's Department booster seat program is still in operation.
7. Proposed signals at Liberty and Main and at STH 13 & CTH D – Those at liberty and Main not justifiable per Ron Becker with the WisDOT. The signals at STH 13 and CTH D moving forward.
8. STH 13 & CTH J Sight Distance – The sight distance on at this intersection north bound was discussed and Ron Becker with the WisDOT will have it looked at for upcoming improvement projects.
9. Safe Routes to School Committee - This committee has been designated as the Safe Routes to School Committee. Pat Kotlowski, with the Highway Department, will be preparing and submitting a grant for Safe Routes to School planning. Chamberlain and Patti Nelles brought the Committee up to speed on the program.
10. Old Business – none.
11. New Business – none.
12. Round Table –
 - a. Romell informed the Committee that the access to the new industrial park was being examined.
 - b. Chamberlain briefed the Committee on the spring weight limits.
 - c. Nelles presented the attached handouts.
 - d. Becker introduced Anthony Staxton.
13. Report on County Crash History – no fatalities in the past 3 months.
14. Adjournment – Motion by Romell/Grosz to adjourn.

Respectfully submitted,

Ronald Chamberlain, Secretary

PLANNING & DEVELOPMENT COMMITTEE MEETING

DATE April 9, 2007 TIME: 9:00 a.m. PLACE: Room A260

Present: All committee members present except Dick Colby who was excused; Jodi Helgeson, Register of Deeds; LWCD staff present except Chuck Sibilisky; Nina Stensberg, WDNR; Carleton Peterson, USDA-NRCS; Don Fornasiere, Tri-Lakes Mgmt District.

- 1 Motion to approve Agenda, Licitar/Breene. Passed unanimously.
- 2 Motion to Approve minutes of March 7, 2007 Planning and Development Committee meeting, Licitar/Breene. Passed unanimously.
- 3 Motion to Approve minutes of March 20, 2007 Planning and Development Committee meeting, Dehmlow/Licitar. Passed unanimously.
- 4 No Public participation
- 5 Agenda items for Register of Deeds
 - a) Approval of conference/training attendance if any
 - (1) Summer Conference – Appleton- June 13-15
 - b) Discuss budget activities
- 6 Agenda items for Land Information Officer
 - a) Report of ongoing activities including but not limited to parcel mapping updates, ArcIMS update, website update, flight project
 - b) Approval of conference/training attendance if any
 - (1) WLIA planning meeting April 16-17 Stevens Point
 - (2) WLIA regional meeting/workshop June 7-8 Stevens Point
 - c) Discuss budget activities
- 7 Register of Deeds/Land Information Bills/Financial report
- 8 Agenda items for Land & Water Conservation Dept.
 - a) USDA APHIS – no report given.
 - b) WDNR – Stensberg reported on tree planter rental and county tree planting activities.
 - c) NRCS report – Peterson reported on EQIP and Continuous CRP.
 - d) Staff presented March reports and April goals.
- 9 Conference request from Murphy to attend County Conservationist Meeting. Motion to Approve Licitar/Dixon. Passed unanimously.
- 10 No Report presented by Committee members
- 11 Discussion on outside door key for new LWCD employee Chuck Sibilisky. Motion Keckeisen/Dixon, for Murphy to address Executive Committee to request an outside door key for Chuck. Passed unanimously.
- 12 Discussion on LWRMP. Motion Keckeisen/Breene to approve plan while acknowledging minor revisions may occur due to DATCP requirements. Passed unanimously.
- 13 Discussion on service agreement for mowing and trimming grass on dams. Motion Dixon/Breene to maintain existing service agreement so dams listed in the agreement are mowed as stated in the agreement. Roll Call Vote: Keckeisen – Yes; Licitar – No; Dehmlow – No; Dixon – Yes; Breene – Yes; Sebastiani – Yes. Motion Passed.
- 14 Discussion on dues to organizations. Motion Keckeisen/Dehmlow to approve paying dues as recommended. Passed unanimously.
- 15 Discussion on watercraft purchase. Keckeisen will investigate further and report at next meeting.
- 16 Reviewed cost share contracts. Motion Dehmlow/Keckeisen to approve Cost share contracts SWRMP 2007-1, SWRMP 2007-2, SWRMP 2007-8, Camelot-LPG-2006-13. Passed unanimously.
- 17 Communications – Schedule of activities from NCLWCA.
- 18 Bills/Financial Report reviewed and motion by Licitar/Keckeisen to approve and send to Finance Committee.

19 Items for May P & DC meeting – Outline of Stormwater and Erosion Control Ordinance; report on watercraft.

20 next meeting date set for 5/7/07, 9:00 am Room A260.

21 Motion to Adjourn at 11:45 am by Keckeisen/Dixon. Passed unanimously.

Respectively submitted,

Al Sebastiani, Chair

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE
MEETING: April 11, 2007 at 9:00 A.M.

ROOM A260 – COURTHOUSE

FRIENDSHIP, WISCONSIN

At 9:00 A.M. Al Sebastiani, Chairman, called the Adams County Planning and Development Committee meeting to order with the following members present: Mike Keckeisen; Sylvia Breene; Fran Dehmlow; Richard Colby and Glenn Licitar. Robert Dixon, Vice- Chairman, was excused. Others present were: Phil McLaughlin, Zoning Administrator; Diane Kopitzke, Recording Secretary; Gregory Rhinehart, County Surveyor and Ronald Carlson.

Public Hearings were held for the following: Bizzco LLP/Mike Bisswurm – Modification request under Section 4.63 of the Adams County Land Division Ordinance to create a non-conforming parcel for trade for an existing non-conforming parcel that does not meet the depth to width ratio on property located in the SW 1/4, SE 1/4, Section 6, Township 19 North, Range 7 East, Town of Colburn, Adams County, Wisconsin. Richard Colby made a motion to grant the Modification request, on the above-described property. Glenn Licitar seconded the motion. Roll Call Vote: 6-Yes. 1-Excused (Dixon). Motion carried. Judith Schleipp – Rezoning Request from an A-1 Exclusive Agricultural District to an R-1 Single Family Residential District of the Adams County Zoning Ordinance to split off approximately 1.43 acres for residential use from the 40 acre parent parcel on property located at 238 County Road J, in the SW 1/4, SE 1/4, Section 35, Township 18 North, Range 7 East, Town of Richfield, Adams County, Wisconsin. Mike Keckeisen made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Sylvia Breene seconded the motion. Roll Call Vote: 6-Yes. 1-Excused (Dixon). Motion carried. Glenn W. Zant – Rezoning Request from an A-1 Exclusive Agricultural District to allow 30 acres to be changed to A-1 (15) and 5 acres to be changed to a A-3 Secondary Agricultural District of the Adams County Zoning Ordinance for residential use on property located at 911 County Road J, in the NE 1/4, NE 1/4, Section 3, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. Fran Dehmlow made a motion to recommend enactment of the zoning change, on the above-stated property, to the County Board for final action. Glenn Licitar seconded the motion. Roll Call Vote: 6-Yes. 1-Excused (Dixon). Motion carried. Herbert & Kay Theisen – Rezoning Request from an A-1 Exclusive Agricultural District to allow 5 acres to be changed to an A-3 Secondary Agricultural District and the remaining acreage to be changed to an A-1 (15) District of the Adams County Zoning Ordinance for residential & agricultural use on property located at 1370 State Road 82, in the SE 1/4, SW1/4 of Section 18, Township 15 North, Range 6 East, Town of Springville, Adams County, Wisconsin. Fran Dehmlow made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Sylvia Breene seconded the motion. Roll Call Vote: 6-Yes. 1-Excused (Dixon). Motion carried. Teresa Klepczarek – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to allow the 40 acre parcel to be split into four 10 acre lots on property located in the SW 1/4, NE 1/4, Section 2, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin. Mike Keckeisen made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Richard Colby seconded the motion. Roll Call Vote: 6-Yes. 1-Excused (Dixon). Motion carried. Loris Harrison/Marsha Johnsen/Jeff Thompson – Rezoning Request

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MONTHLY MEETING MINUTES: APRIL 11, 2007

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from an A-1 (15) Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance on a portion of property, five acres, for residential & agricultural use on property located at 540 Gulch Avenue, in the SW 1/4, SE 1/4, Section 32, Township 14 North, Range 7 East, Town of New Haven, Adams County, Wisconsin. Richard Colby made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Glenn Licitar seconded the motion. Roll Call Vote: 6-Yes. 1-Excused (Dixon). Motion carried.

Mike Keckeisen made a motion to take a 10-minute recess. Richard Colby seconded the motion. All in favor. Motion carried.

RECESSED: 9:40 A.M.

RECONVENED: 9:50 A.M.

Mike Keckeisen made a motion to deviate from the agenda and hear item #6 on the agenda. Glenn Licitar seconded the motion. All in favor. Motion carried.

Preliminary Plat: Rustic Ridge Estates in Quincy Township. Gregory Rhinehart presented the Preliminary Plat to the Committee for their review. He stated that there will be 13 Lots in the proposed plat and it is located behind the Sandy Cove Subdivision. Mike Keckeisen made a motion to accept the above-stated preliminary plat as presented. Sylvia Breene seconded the motion. All in favor. Motion carried.

Gregory Rhinehart, County Surveyor, presented the Surveyor's Report for the month of March 2007 for the Committee's review. Gregory Rhinehart submitted one voucher for the Committee's signature before submitting to Finance Committee. Glenn Licitar made a motion to accept the Surveyor's report as presented and submit the signed voucher to the Finance Committee. Richard Colby seconded the motion. All in favor. Motion carried.

10:10 A.M.: Greg Rhinehart left meeting

Phil McLaughlin presented the minutes from the March 2007 meeting of the Adams County Planning & Development Committee for review. Mike Keckeisen made a motion to accept the minutes as presented.

Sylvia Breene seconded the motion. All in favor. Motion carried

Phil McLaughlin presented the Financial Report for the month of March 2007 to the Committee for review, with input from Diane Kopitzke. Mike Keckeisen made a motion to accept the Financial Report as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Vouchers were presented and signed. Mike Keckeisen made a motion to submit the signed vouchers to the Finance Committee for their review. Glenn Licitar seconded the motion. All in favor. Motion carried. Diane Kopitzke stated that the final check for North Central Wisconsin

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE

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Regional Planning Commission was submitted for the final payment for the Comprehensive Plan. Discussion on street naming and building numbering duties: Phil McLaughlin stated that he was contemplating having the Planning & Zoning Department take over the street naming and addressing duties of the Adams County Street Name and Building Numbering Ordinance. He further stated that during a meeting on April 2, 2007, he had asked the Real Property Lister to provide a copy of the entire procedure in regard to those duties. Phil did receive a procedure list, but stated that it was insufficient in fully explaining the procedure including timelines and details. Mike Keckeisen made a motion that the Planning and Zoning Staff (Phil McLaughlin, Diane Kopitzke and Cathy Allen) take over the assignment of street naming and building numbering; that their job descriptions would be amended to include those duties, and that a ***highly detailed** description of procedure would be provided to Phil McLaughlin by the Real Property Lister's Office no later than April 30, 2007. ***Bolded at the request of Keckeisen.** Sylvia Breene seconded the motion. Roll Call Vote: 5-Yes. 1-Excused (Dixon). 1-No (Dehmlow). Motion carried. Fran Dehmlow voted no because they have already taken away a portion of the duties in the Real Property Lister's Office and taking this duty away would lessen the duties even more. Fran Dehmlow also stated that she felt that the Planning and Zoning Department was already overburdened with work.

Correspondence: None.

Mike Keckeisen made a motion to recess until Wednesday, May 2, 2007 at 9:00 A.M. for the next monthly meeting of the Adams County Planning and Development Committee. Glenn Licitar seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:59 A.M.

Alfred Sebastiani, Chairman

Robert Dixon, Vice-Chairman

Mike Keckeisen

Fran Dehmlow

Sylvia Breene

Richard Colby

Glenn Licitar

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE
MEETING: MAY 2, 2007 at 9:00 A.M.
ROOM A260 – COURTHOUSE
FRIENDSHIP, WISCONSIN

At 9:00 A.M. Al Sebastiani, Chairman, called the Adams County Planning and Development Committee meeting to order with the following members present: Robert Dixon, Vice-Chairman; Richard Colby, Fran Dehmlow, Mike Keckeisen, Glenn Licitar, Sylvia Breene. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; and Greg Rhinehart, County Surveyor.

Greg Rhinehart, County Surveyor, presented the Surveyor's report and one voucher for the month of April to the Committee for review and approval. Bob Dixon made a motion to approve the surveyor's report and to submit the signed voucher to the Administrative and Finance Committee as presented. Sylvia Breene seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the April 2007 Adams County Planning & Development Committee for review. Richard Colby made a motion to accept the minutes as presented. Bob Dixon seconded the motion. All in favor. Motion approved.

Phil McLaughlin presented the Financial Report for the month of April 2007 to the Committee for review. Mike Keckeisen made a motion to accept the Financial Report as presented. Richard Colby seconded the motion. All in favor. Motion carried.

Vouchers were presented and signed. Bob Dixon made a motion to submit the signed vouchers to the Administrative & Finance Committee for their review. Sylvia Breene seconded the motion. All in favor. Motion carried.

Discussion was held regarding the duties involved in the naming of streets and building numbering. Phil McLaughlin informed the Committee that he is moving forward with revisions to job descriptions and is on the Executive Committee's agenda. Al Sebastiani asked when the department anticipated taking over the responsibility of issuing addresses. Mr. McLaughlin stated that office staff would need to meet with Sue Theisen in Real Property Listers Office to see what is involved in the process, so a couple months would seem reasonable.

Comp-time Report of Planning & Zoning Office staff was distributed to the members.

Correspondence: Phil McLaughlin informed the Committee that he received a letter from Tri-Lakes Management District in support of revising the Adams County Shoreland Protection Ordinance as soon as possible. Mr. McLaughlin stated that he has been working on revisions and will e-mail a copy to the DNR for review, but that next year there will be a new Administrative Code and the ordinance would likely have to be revised again to accommodate those changes.

Mike Keckeisen made a motion to adjourn until June 6, 2007 at 9:00 A.M. Glen Licitar seconded the motion. All in favor. Motion carried.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE
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ADJOURNED: 9:42 A.M.

Alfred Sebastiani, Chairman

Robert Dixon, Vice-Chairman

Mike Keckeisen, Secretary

Glen Licitar

Sylvia Breene

Fran Dehmlow

Richard Colby

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

PLANNING & DEVELOPMENT COMMITTEE MEETING MINUTES

DATE: May 7, 2007 TIME: 9:00 a.m. called to order. PLACE: Room A231

Present: All committee members; Jodi Helgeson, Register of Deeds; LWCD staff; Don Fornasiere, Tri-Lakes Mgmt District; Terry James, Camelot Lake Assoc; Jim Abbs, Adams Lake Alliance; Patt Pisellini, Gypsy Moth Control Program Volunteer, Bria Radtke, DNR Gypsy Moth Coordinator; Phil McLaughlin, P&Z Director; Jani Zander, Courthouse Union Rep.

Motion to approve Agenda with revision to eliminate “set for 5/7/07, 9:00 am Room A260” in 8(r) and eliminate items 4(a) and 4(b). Breene/Keckeisen. Passed unanimously.

Colby/Dixon, Motion to Approve minutes of April 9, 2007 Planning and Development Committee meeting. Passed unanimously.

Public participation – none.

Agenda items for Register of Deeds

No requests for conference/training attendance.

Discussion of budget/office activities occurred. Motion Keckeisen/Licitar to approve financial report. Passed unanimously.

Agenda items for Land Information Officer

Report by Helgeson and Todd Halverson, MSA of ongoing activities.

No requests for conference/training attendance.

Discussion on budget activities. Motion Dixon/Keckeisen to approve financial report. Passed unanimously.

Agenda items for Land & Water Conservation Dept.

Report given by Pisellini, Radtke and discussion on Gypsy Moth Program.

Keckeisen/Breene motion to deviate to agenda item “Discussion on Conservation Clerk vacancy”. Passed unanimously.

Discussion on Conservation Clerk vacancy occurred with Zander, Murphy, Pisellini providing input. Consensus of committee for Murphy to proceed with developing options to address Gypsy Moth Control Program and Conservation Clerk.

Keckeisen/Breene motion to return to agenda. Passed unanimously.

Report from McLaughlin, input from Abbs, and discussion on Shoreland Protection Ordinance revision.

Presentation by Murphy and Gatterman followed by discussion on proposed Erosion Control and Stormwater Management Ordinance. Keckeisen/Dehmlow motion for LWCD to complete rough draft of Erosion Control and Stormwater Management Ordinance and deliver to reviewing agencies by June 1, 2007. Passed unanimously.

**Keckeisen/Colby motion to return to agenda item “Shoreland Protection Ordinance revision”. .
Passed unanimously.**

Keckeisen/Colby motion for to complete rough draft of Shoreland Protection Ordinance revision and deliver to reviewing agencies by June 1, 2007. Passed unanimously.

Murphy reviewed Arrowhead-LPG-2007-1; Camelot-LPG-2006-10 and Peppermill-LPG-2007-1 with committee. Keckeisen/Dehmlow motion to approve. Passed unanimously.

Murphy reviewed Soil and Water Resource Management cost share contracts 2007-7; 2007-10; and 2007-11. Colby/Keckeisen motion to approve. Passed unanimously.

Discussion on Resolution for Big Roche A Cri Lake Protection Grant occurred. Colby/Dixon motion to approve. Passed unanimously.

Discussion on Resolution for Paul Grefe Farmland Preservation Agreement occurred. Licitar/Dixon motion to approve. Passed unanimously.

USDA APHIS report – none. WDNR report – none. NRCS report – none.

Staff reports presented. Licitar/Breene motion to approve. Passed unanimously.

Travel and training request presented. LicitarDehmlow motion to approve Keckeisen attend RC&D training in Rosholt and Keckeisen/Murphy attend Spring NCLWCA meeting. Passed unanimously.

Committee members reports – RC&D-none, Colby presented CWWP report and NCLWCA-none.

Report by Keckeisen on watercraft funding opportunity. Evans will follow up.

Communications – none.

Bills/Financial Report – reviewed and motion to approve Keckeisen/Breene. Passed unanimously.

**Items for June P & D Committee meeting – Gypsy Moth Control Program and Conservation Clerk.
Next meeting date: June 11, 2007**

Motion to Adjourn, 12:50 pm, Keckeisen/Breene. Passed unanimously.

Respectively submitted,
Al Sebastiani, Chair

PUBLIC SAFETY & JUDICIARY

DATE: April 11, 2007

TIME: 9:00 a.m.

PLACE: A231

Adams County Courthouse

400 Main Street

Friendship, WI 53934

MEMBERS PRESENT: Harry Davis, Florence Johnson, Cynthia Loken, Jerry Kotlowski

EXCUSE-D ABSENT: John West

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Dennis McFarlin, Terry Scheel, Nick Segina, Deb Barnes, Terry Warner, Dee Helmrick, Jane Grabarski, Becky Kirslenlohr, Shirli Suchomel, Roberta Sindelar

1. Call to Order – At 9:02 a.m. Vice Chair Johnson called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Johnson, Loken, Kotlowski, Davis present.
4. Approve the Agenda – **MOTION** by Kotlowski/Davis to approve the agenda for the April 11, 2007, meeting. MC/Unan.
5. Approve minutes of March 14, 2007, meeting – **MOTION** by Loken/Davis to approve the minutes from 03/14/07 Public Safety & Judiciary Committee meeting. MC/Unan.

Coroner's Report- Coroner Scheel gave his report and submitted vouchers. He reported 10 deaths and two re-investigations in March. He informed Committee of a training conference in Janesville where he wants to send two deputy coroners; however, the budget will only allow for one. For the next agenda: Letters of Understanding with American Tissue Service and Columbia County.

Family Court Commissioner – Dennis McFarlin had no vouchers. He explained functions of the Municipal Procedures Act concerning governmental agencies and stated his duties could include handling these cases.

MOTION by Kotlowski/Loken to approve the Coroner's vouchers. MC/Unan.

Child Support –

1. At 9:32 a.m. Deb Barnes distributed her Performance Measures March report. The numbers are good and they are ahead of last year.
2. Conferences/training: Barnes requested one extra night's lodging and meals at the Spring Conference Director Dialog in Stevens Point April 19-20, which Committee approved in the March meeting. The funds are in the Child Support budget. **MOTION** by Loken/Kotlowski to approve Deb Barnes's request for the additional Wednesday night lodging and meals at the Spring Conference. MC/Unan.
 - a. Tori and Janet have a financial roundtable coming up May 10 in Chippewa Falls, at the cost of travel and meals only. Barnes requested Committee approval for this training. **MOTION** by Loken/Davis to approve Tori and Janet's May 10, 2007, financial roundtable training. MC/Unan.
 - b. DocGen issue: not addressed.
3. Office activities: Vacant position issue – Barnes wished to wait for the closed session to discuss this.

Committee deviated the agenda to **Register in Probate**. At 9:49 a.m. Terry Warner submitted a training request to attend a conference in Madison May 16-18 with travel and meals, which is covered in her budget. She submitted her vouchers and left the meeting.

Child Support (continued) Barnes explained a federal regulation for receiving and sending child support payments, and then requested the meeting be closed. **MOTION** by Davis/Loken to convene in closed session per Section 19.85 (1)(c) and (1)(g) Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely

to become involved: Update on Grievance No. 03092007, filed by Courthouse Union Local 1168. ROLL CALL VOTE: Davis: Yes. Johnson: Yes. Loken: Yes. Kotlowski: Yes. Meeting closed at 9:56 a.m. and all parties except Committee members and Barnes exited the meeting. **MOTION** to go into open session per Wis. Stat 19.85(2) was made by Kotlowski/Davis. ROLL CALL VOTE: Davis: Yes. Johnson: Yes. Loken: Yes. Kotlowski: Yes. Unanimous. At 10:40 a.m. meeting reconvened in open session.

4. Payment of March 2007 bills: Vouchers for Child Support were signed. **MOTION** by Kotlowski/Davis to approve the vouchers for Child Support and Register in Probate. MC/Unan.

Clerk of Court – not present

District Attorney – not present

Emergency Management

1. County Communication Systems discussion – Jane Grabarski reported that the communication towers project is going to appear on Tuesday's County Board agenda. She explained the monetary differences between renting and building towers. Cindy Loken had two letters of support for this project from the Town of Rome and from Adams County Fire Officers.
2. Municipal Plans status – Townships of Adams, Lincoln, New Chester, and Springville have completed their emergency operations planning.
3. No training.
4. Grants update – Auditors will be here next week to see that monies received have been put into proper revenue accounts.
5. Office activity – The Kingsway dam repairs are finished and the lakes are filling at a rate of five inches per day, first Camelot, then Sherwood. Target date for completion is May 1, 2007. The six-month report was in Committee's packet and Grabarski explained it.
6. Vouchers were signed.

Clerk of Circuit Court –

1. Clerk of Court presented her vouchers along with the District Attorney's, and stated that no one from the District Attorney's office would be attending today's meeting. She explained one unbudgeted expense of needing a wall outlet for new CCAP machinery. Committee directed her to give the bill to Maintenance.
2. No conferences or training.
3. Community Service report was compiled by Shannon, the LTE. Sandy Davis will be the Community Service Coordinator on April 9, 2007, and has requested a second telephone for her office. There has been no change in the personnel problem. Helmrick's LTE is finished on April 18 or 19. She is requesting a different position, non-deputized, of Collections Clerk and she is writing a job description to include accounts receivable and collections. She reported that the judge is enthusiastic about starting video conferencing, and Helmrick requested Committee support for this.

MOTION by Davis/Kotlowski to approve Emergency Management vouchers

Sheriff's Department

1. Communications – Sheriff Renner stated: WRJC radio invited him to do an interview on Friday. The Quincy rescue air boat is on display at 5:00 p.m. tonight at the Town Hall. The Sheriff's Department will have a Kid's Day booth. Two new hires for Road Officer are starting: Patrick Heuer on the 16th, and Samuel Klumb on the 17th. One new hire is coming on in the near future. He presented a letter from Shirli Suchomel requesting an evaluation of duties.
2. Animal Shelter/Animal Control reports were in Committee's packet.
3. Chief Deputy Report:
 - a. Inmate revenue – Chief presented a written report requested by Finance Committee for information only, no action.
 - b. Additional part-time transport officer has been hired as one more option for the transport team. More will be said in closed session.
 - c. Update on Spillman and E-911 – Spillman is up and running. E911 has a problem with Verizon stalling on its end of bargains, but their promises are well documented and the grant can be extended, so the project is on target now.
 - d. Conferences/Training: none.

On behalf of John West, Loken asked Chief if the five new squad cars have arrived and Chief stated they have. She asked who was assigned to which car and he reported that four new squads replaced the worst of the fleet, and one is now the Sheriff's whose old squad was then rotated back to the fleet. The sergeant in charge of fleet maintenance was consulted by the Sheriff and the Chief Deputy to determine which squads were most in need of replacement. Of the 11 squads that were requested only five were granted, so this will affect squad rotation for years to come.

4. Jail Captain Report
 - a. Jail Inspection – Jail painting was done by inmate labor, which saved money. The Jail Inspector said that medical records have to be moved from their current location into a separate area under lock and key. He has issue with inmate movement near armed officers in the department, which is an architectural issue that will be eliminated with the Space Needs project. It is now documented this way in the Jail Inspector's report.
 - b. Safekeeper Report was included in Committee's packet. Captain explained the State Inmate contract.
 - c. Inmate monitoring system- Captain Beckman reported he is still working on it, and it is still a no-cost issue.
 - d. Swanson kiosk – Captain wants this as a no-cash outlay project. Eventually orders will be placed by inmates from a machine in the recreation area.
 - e. Vote on use of Inmate Telephone Revenue to replace fingerprint machine which is no longer functional – Captain explained that our fingerprint machine is so out of date that no repair can be made to it, and he requested Evercom telephone profits be used to purchase the new machine that is compatible with the State and with Spillman. He consulted County Clerk, and he has a letter from the State of Wisconsin approving this use of inmate telephone profits. He gave the cost of \$24,670 which includes training and a year's maintenance contract, the machine, and a printer. **MOTION** by Loken/Kotlowski to approve purchase of the new fingerprint machine to be funded by the Inmate Telephone revenue, per State of Wisconsin recommendation. MC/Unan.
 - f. Social Security Revenue – Adams County is the best in the State of Wisconsin at reporting incarcerated recipients of Social Security. A \$400 bounty per person is paid to the jail, and over the years \$22,000 revenue was generated from this program. Sgt. Tina Fennell and Sgt. Dawn Bradshaw did an outstanding job recouping these funds.
 - g. Facility Security Update – To establish a perimeter around the facility, SGTS has recommended a card reader, not a card swiping system, to automatically open doors that the employee has clearance to enter. The start-up cost is \$25,000 and it will eliminate "lost" keys, as each card can be de-activated and no retooling of locks will ever have to be done.
 - h. Issues discussed at Southern Region Jail Administrators Meeting – Inmate classification and sub-classifications training is available for spring and summer.

- i. Purchase of OSHA Personal Protective Equipment – Captain had to purchase waterproof suits to perform forced showers of inmates who refuse to shower.
 - j. Tuberculosis tests to be offered to Jail Deputies per OSHA – RN Becky Koehn will perform these tests on our jail officers free of charge to fulfill OSHA requirements.
 - k. Jail Ministry Program – Classes for clergy are being conducted on jail security, and clergy will be contacted for inmate counseling in addition to or in place of Social Services at inmate request.
 - l. Summer Teaching Program at the Library – Jail Officer Darin Babcock has become involved in this children’s program for public relations in community events.
5. Committee Reports, Accident Reports, Purchase Orders/Vouchers, Financial Reports, and

Payroll/Overtime reports were all in Committee’s packet.

MOTION at 11:40 p.m. by Kotlowski/Johnson to approve the Sheriff’s Department vouchers and District Attorney’s vouchers and send them to Finance. MC/Unan.

6. The next Public Safety & Judiciary Committee meeting will be Wednesday, May 9, 2007, at 9:00 a.m., Adams County Courthouse Conference Room to be determined.

MOTION by Davis/Loken to approve the Clerk of Court’s vouchers. MC/Unan.

MOTION by Kotlowski/Davis to approve the District Attorney’s vouchers. MC/Unan.

Harry Davis deviated the agenda back to Communications and he read a letter by Michael Goc of the Historical Society concerning any courthouse expansion projects, asking consideration for the historical significance of the courthouse lawn, which was donated to the County as its original park.

MOTION by Loken/Kotlowski to go into closed session per Wis. Stat. 18.95(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Coroner’s matter; and Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or

conducting other specified public business, whenever competitive or bargaining reasons require a closed session:
Discussion of WPPA CBA Negotiations Update. ROLL CALL VOTE: Davis: Yes. Johnson: Yes. Loken:
Yes. Kotlowski: Yes. Unanimous. At 1:10 p.m. all parties except Sheriff, Chief, and Committee left the
room. Per Cindy Loken, **MOTION** at 2:20 p.m. to adjourn was made by Kotlowski/Davis. ROLL CALL vote
was unanimously in favor. Meeting adjourned.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

These minutes are not yet approved by Public Safety & Judiciary Committee (04/20/07)

ADAMS COUNTY PUBLIC WORKS COMMITTEE

THURSDAY, APRIL 12, 2007, AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI

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

OTHERS PRESENT: *Ronald Chamberlain ~ Highway Commissioner*
Myrna Diemert ~ Solid Waste Director
Darren Tolley & Fran Dehmlow ~ Adams County Parks Dept.

*Joe Kaminski, Kathleen Gerdes, Pat Grover, Gloria Hays,
Harry Hays, Harold Stewart. Ron Lyman, Jerry Olson, Lester
York and Alice York.*

MEMBER ABSENT: *Robert Dixon*

CALL MEETING TO ORDER: The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, April 12, 2007.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, MORGAN, RENNER, AND JOHNSON. MEMBER ABSENT: DIXON
~ EXCUSED.

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

APPROVAL OF MINUTES OF LAST MEETING (MARCH 8, 2007 & MARCH 20, 2007):
Motion by Johnson to approve the Minutes as printed of the Adams County Public Works Committee Meeting for March 8, 2007 & March 20, 2007, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

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

- ATV Route CTH "C" (BETWEEN CTH "Z" & 18TH AVE.)

HIGHWAY

ATV ROUTE CTH "C" (BETWEEN CTH "Z" & 18TH AVE.): A video was viewed showing the proposed ATV Route. Public Participation allowed people to voice their opinions in favor of and against the ATV Route. *Motion by Johnson, second by Babcock to approve the ATV Route on CTH "C" between CTH "Z" and 18th Avenue contingent on an alternative route by September 1, 2007 being acquired and at time of alternative route or September 1, 2007, which ever comes first this route would be closed, additionally:*

- *If Adams County Parks Department grant fails, trail to be closed*
- *This route is not to be signed or officially opened for use*

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING
APRIL 12, 2007 ~ 9:00 A.M.**

ROLL CALL VOTE: Babcock-YES, Morgan-YES, Renner-YES, Johnson-YES, 1-ABSENT. MOTION CARRIED.
(LETTER FROM PROPERTY OWNER ATTACHED TO MINUTES)

CTH “J” COOPERATIVE AGREEMENT: Motion by Morgan to forward final document for Intergovernmental Agreement to the Village of Friendship for the County Road “J” Project, and to present the Intergovernmental Agreement back to the Adams County Public Works Committee for action at the May 2007 Meeting, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & AWARD LIMESTONE BID: The followings limestone bids were received:

Vendor	Price/ton	Price 7500 tons
Kraemer	\$10.35	\$77,625.00
Midstate Trucking	\$13.60	\$102,000.00
Dehmlow Trucking	\$11.95	\$89,587.50
Fenner	\$10.45	\$78,375.00
Milestone	\$10.45	\$78,375.00

Motion by Renner to award the limestone bid to Kraemer for \$10.35 ton, 7,500 ton for an amount of \$77,625.00, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

CTH “Z” (CTH “F” TO STH 82) DESIGN CHANGE ORDER: Motion by Johnson to approve the Design Change Order for the CTH “Z” Project, between CTH “F” to STH 82, for a cost not to exceed \$41,385.93, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

CTH “J” PRIVATE UTILITY: Motion by Johnson to approve a County Road “J” Private Utility Permit for Mr. Schliepp to move an irrigation system within the county right-of-way and to waive fees because moving the irrigation system would accommodate the highway construction operations, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

CTH “M” & CTH “G” RIGHT-OF-WAY BRUSHING: Motion by Renner to adhere to the Adams County Brushing policy reference CTH “M” & CTH “G” brushing in the right-of-way and to grant the property owner an extension concerning the fence removal, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

INDIAN RESERVATION ROADS: Motion by Renner, second by Morgan to table until the May 2007 Public Works Meeting, pending legal opinion, concerning the Indian Reservation Roads, which are:

- **CTH “Z” ~ 17.1 Miles**
- **CTH “N” ~ 3.5 Miles**
- **CTH “J” ~ 4.2 Miles**

VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING
APRIL 12, 2007 ~ 9:00 A.M.

WETLAND BANK: *Motion by Renner to continue with the Wetland Bank for the Seven Sisters Site and to compile a cost analysis of the STH 21 Site for further Committee consideration, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

COUNTY CONSTRUCTION INSPECTION FOR SURFACE TRANSPORTATION PROGRAM (STP): *Motion by Morgan for future STP Construction Projects, construction inspection and oversight consultants be paid for by the Adams County Highway Department and selected by the Adams County Public Works Committee, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

BRIDGE LOAD RATING CONTRACT: *Motion by Renner to hire SEH (Short Elliott Hendrickson) to perform bridge load ratings for all bridges in Adams County at a cost of \$14,093.60, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

UNDER WATER BRIDGE INSPECTION CONTRACT: *Motion by Morgan to hire Ayres Associates to perform underwater bridge inspections for five bridges in Adams County that are required to have this type of inspection, for a total cost of \$3,925.00, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

CTH VIDEO INVENTORY: *Motion by Morgan, second by Babcock to approve a contract with Mandli Communications for \$5,000.00 to video record the following County Roads:*

- *CTH "I" (CTH "B" TO COUNTY LINE)*
- *CTH "A" (STH 13 TO COUNTY ROAD "EE")*
- *CTH "O" (STH 13 TO COUNTY LINE)*
- *CTH "W" (STH 13 TO COUNTY ROAD "O")*
- *CTH "D" (STH 13 TO STH 73)*
-

VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

LIVING SNOW FENCE: The next section of County Roads that the Highway Department is considering for Living Snow Fence is on County Road "B", between Elk Avenue and Elk Drive. Highway Commissioner will compile estimated costs for Living Snow Fence on this section of County Road "B" and report back to the Public Works Committee at the May 2007 Meeting.

LEAVE OF ABSENCE: *Motion by Johnson to grant a Leave of Absence to a Highway Department Employee for Union Business, being a Union Officer, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPRENTICESHIP: *Motion by Johnson to approve a request from the Adams-Friendship Area Schools to sponsor a Shop Apprenticeship, this request was also brought before the Highway Department Union Members and was approved by their organization, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PLOW TRUCKS: *Motion by Renner to consider a tandem truck for the 2008 plow truck purchase, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING
APRIL 12, 2007 ~ 9:00 A.M.

DISTRIBUTOR OPERATIONS: *Motion by Renner to dispose of Distributor and the Hot Oil Tank as directed by the Public Works Committee through Internet Sale, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

EQUIPMENT DISPOSAL: *Motion by Johnson to approve of the disposal of the following equipment by Internet Sale: CONCRETE SAWS, PLOW TRUCK, PICKUP TRUCK, BENDER, BLADE SHARPENER, DISTRIBUTOR, HOT OIL TANK, AIR COMPRESSOR, SPREADER, PARTS WASHER AND WHEEL BALANCER, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON UNION POSTINGS: *Motion by Renner to approve the Union Postings: SWEEPER #185 ~ no signatures and TRI-AXLE TRUCK #159 ~ no signatures, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- ✓ April 30, 2007 Craddock, Winegarden and Petersen are attending a Manual Transmission Clinic at CATCO in Wisconsin Rapids; cost is \$10.00 each for a total of \$30.00.
- ✓ April 10 & 11 Craddock and Petersen are attending an Etnyre School in Oregon Illinois.
- ✓ Pat Kotlowski will be attending WisDOT sponsored Bicycle/Pedestrian Accommodation courses on April 16 and 18.
- ✓ The 10-hour day work schedule will be commencing on April 23, 2007.
- ✓ Crack filling on STH 82 will commence on April 23, 2007, weather permitting.
- ✓ Pat Kotlowski will attending a WDNR/WisDOT sponsored culvert class on April 24, 25 and 26 April 2007.
- ✓ The new pickups are delivered and are in the process of being equipped.
- ✓ Brushing along CTH E from CTH G to the Marquette County line is nearing completion.
- ✓ The overlay projects on CTH N, F & J will be bid out later in April for consideration and possible award at the May Public Works meeting.

FINANCIAL REPORT: *Motion by Morgan to approve the March 2007 Financial Report as audited, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

SOLID WASTE

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented a letter from Jane Grabarski, Emergency Government, asking for support of the Communication System Improvement Resolution. Ms. Diemert asked that the Public Works Committee support the resolution since our Department does use the radio system.

Ms. Diemert next presented a letter from the DNR announcing the Recycling Grant Award for 2007 in the amount of \$118,583.48 to be paid in June of 2007.

Ms. Diemert presented the application form for the fair booth and explained that she was considering not having a booth this year because of the cost of having personnel at the booth.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING
APRIL 12, 2007 ~ 9:00 A.M.**

Discussion was held. It was decided that we should set up a booth and have materials available to take but that it does not need to be manned during all hours. This way our materials will be taken by those interested and we will not have the cost of paying labor to sit there.

Ms. Diemert next pointed out a section in the County Board packet from the March 15 Admin & Finance Committee meeting stating that only two County Board members can attend the same conference. It was questioned whether this was that Committee or all Committees. Discussion was held and more discussion will take place when this is clarified.

There were no other communications, correspondence, or other business to bring before the Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the March 2007 Financial Report, the 2006 Year End Report, and three Friday Checks for discussion and approval. *Motion by Johnson, second by Renner, to approve the March 2007 Financial Report, the 2006 Year End Report, and three Friday checks as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report for dated April 12, 2007 (see attached copy) and discussion was held. *Motion by Morgan, second by Babcock, to approve the Site Report as presented. All in favor. Motion carried.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: **Ms. Diemert had no new training requests to present.**

REI GRANT PARTNER AGREEMENT(S): **Ms. Diemert stated that she had one REI Grant Agreement between MRA, Adams County, Jackson County, Monroe County, Vernon County, and Juneau County to coordinate educational programs for schools and special events, as well as the purchase of Clear Stream Recycling bins for special events and the coordination to share the bins between Counties.** *Motion by Renner, second by Johnson, to approve the REI Agreement and to authorize Myrna Diemert to sign any documents necessary to implement the Agreement. All in favor. Motion carried.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms. Diemert stated that she had no new items to place on the next agenda at this time. Ron Chamberlain asked that discussion on the Oxford Pit be added to their meeting.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Thursday, May 3, 2007 at 9:00 A.M. at the Highway Department and Wednesday, May 9, 2007 at 7:00 P.M. at the Solid Waste Department. *Motion by Johnson, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 3:27 P.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Site Report

April 12, 2007

Solid Waste Department

TIPPAGE REPORT: 2,243,400 lbs of garbage were brought in which is the second highest amount ever brought into the landfill for March. A large amount of this, however, came from a large demolition job in Strongs Prairie.

There were 21 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,260 annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,625 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board on Tuesday, March 20th as well as the special Public Works Committee meeting prior to County Board.

Attended a meeting and gave a presentation on our hauling operations to the DNR, adjacent Counties, County Board Supervisors, and private haulers to discuss future waste management alternatives on Tuesday, April 3rd in Tomah.

Attended the Department Head meeting on March 22, 2007.

Attended a REI Grant meeting in Sparta on March 22, 2007.

Met with Corporation Counsel on March 26th to screen applications for the Office Supervisor/Loss Control & Safety Coordinator. Also attended the special PW Committee meeting on April 9th to interview. Brenda Rhinehart was selected as the most qualified candidate and will be offered the position following Corporation Counsel conducting a background check.

Attended a meeting with NEWCMG members regarding recycling marketing and the fall conference in Waupaca which is tentatively scheduled for September 24-26th.

Will attend the Loss Control Committee meeting on April 25th.

Will also attend the Department Head meeting on April 26th.

Will also give a tour to a home-schooled student group on April 26th.

Attended other various meetings through the month.

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

INSPECTIONS: The DNR made an inspection of the landfill and demolition cells. There were no violations noted. No other inspections were performed during the month.

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

Site Report

April 12, 2007

Solid Waste Department

Will attend the mandatory Sexual Harassment Training for Supervisors on April 29th.

The Annual MRF Self-Certification Renewal & Reporting is due the end of March. Work has started on putting this date and narratives for this report.

Completed an information sheet from the DNR regarding landfill data on potential migrating landfill gas volumes.

The monthly Hazardous Waste inspection was completed as required.

Director will attend the ICS 400 mandatory training through Emergency Govt. & MSTC. They will be held 4 evenings and will be 4 hours each night.

The DATCP Vehicle Scale Operator License was received and posted as required.

A new NCIC Check form was completed for one employee as required to maintain the prison contract.

Groundwater monitoring was done by MSA Professionals on March 21st. No VOC's were detected. Improvement was seen in other wells that had shown salt chemicals most likely from snow maintenance.

The DNR Self Certification report was completed and submitted by the due date of March 31, 2007. This allows us to meet that requirement of the Recycling Law and we remain eligible for grants.

The Recycling Fee and License Fee Surcharge Report and invoice was completed for the first quarter 2007.

A safety meeting was held on March 16, 2007. Agenda topics included BBP, Animal Sharps, particulate masks, and proper completion of daily vehicle inspection forms.

The annual required Diesel fuel tank monitor maintenance check and cathodic protection test was scheduled for the 10,000 underground fuel tank.

One employee tipped the garbage truck over on it's side when he began to slide during the large snow storm in March. He was entering the landfill cell area when his truck began to slide on the ice and then hit a soft spot causing him to flip the truck on its side. The employee was not injured but the truck sustained damage to the mirror and door area that will need to be replaced. First notice of injury and an accident investigation was performed.

Another employee put a small hole in a roll-off truck when he hit our container. An incident report was completed. This was a very cramped area and the truck turning radius was compromised.

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

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

Site Report

April 12, 2007

Solid Waste Department

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

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

Continued to coordinate new curbside and residential route customer orders. We had 23 new customers since the last report that adds \$6,265.00 in annual revenues to the department. Many other inquiries and order changes have been received. Ordered containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program.

Arranged for an appliance and tire round-up to be held on Saturday, June 9, 2007. Contractors and Huber people were arranged to assist for the day. United Way 211 was notified, pamphlets are being handed out to customers, and the ad was placed on the County Website.

Received the Federal Correctional Institution Contract Interim/Final Performance Reports for fiscal year 2005 and 2006. Our performance score was Excellent for both years.

Will attend the Land Conservation Tree & Shrub/Master Gardener sale on Friday and Saturday, April 19th & 20th to sell bagged compost. Letters were sent to all people purchasing products to notify them of the compost sale. The compost test results and instructions for use were also included.

Completed the Recycling Grant final report for 2006 that is due April 30, 2007.

Will meet with Chula Vista to discuss using our services.

Was notified that the County Auditors will be in our office on April 18th.

The "get tough" campaign was started for people using black & brown bags and not recycling. Letters were sent to drop-off site attendants, private haulers, Town/Village/City officials, and individual property owners regarding this new policy. Ads were also placed in all papers covering Adams County.

Also sent notices to contractors in the area discussing our new pricing system for construction dumpsters. Included was information on recycling cardboard at construction sites.

Discussed adding containers at FCI outside the fenced area for shipping area debris and recyclables.

Arranged for the Master Gardeners to get bulk compost loaded at the landfill two Saturdays.

Arranged for Dean Swenson, MRA, to give recycling presentations to Castle Rock, Roche-A-Cri, Pineland, and AF Middle Schools. This is part of our REI agreement with 4 other counties to get reduced rates for this educational service. Recycling pamphlets and Tire & Appliance Round-up flyers were provided to hand out to all the students.

Site Report

April 12, 2007

Solid Waste Department

Provided all County Board members with information on the Solid Waste Department portion of the bond resolution coming before County Board on April 17th.

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

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

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

LANDFILL CONSTRUCTION: No new construction was performed.

ADAMS COUNTY PUBLIC WORKS COMMITTEE

TUESDAY, APRIL 17, 2007, AT 5:00 P.M.
ADAMS COUNTY COURTHOUSE / ROOM A260
FRIENDSHIP, WI 53934

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

OTHERS PRESENT: Ronald Chamberlain ~ Highway Commissioner
Adams County Parks Dept.: Fred Nickel & Darren Tolley
County Board Supervisors: Dave Grabarski, Dave Repinski, Al Sebastiani,
Fran Dehmlow and Bob Neuenfeldt
Others Present: Barb Morgan, Lavern Wetland, Tom Hammer, Rich Kilps,
Sue Kaminski, Joe Kaminski, Kathleen Gerdes, Pat Grover, Lester York and
Alice York.

CALL MEETING TO ORDER: The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 5:02 P.M., on Tuesday, April 17, 2007.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

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

- Committee to review and possibly take further act on Adams County Parks Recreation Department request for an ATV Route on CTH “C” (Between CTH “Z” & 18th Ave.)

HIGHWAY

COMMITTEE TO REVIEW AND POSSIBLY TAKE FURTHER ACT ON ADAMS COUNTY PARKS RECREATION DEPARTMENT REQUEST FOR AN ATV ROUTE ON CTH “C” (BETWEEN CTH “Z” & 18TH AVE.): Fred Nickel ~ Adams County Parks and Recreation Department was asking the Public Works Committee to approve County Road “C” to be opened as an ATV Route from CTH “Z” to 18th Ave., Town of Monroe, Adams County:

- Adams County Parks and Recreation Department to provide and sign road route according to WisDOT and DNR Guidelines.
- Parks Department continues to look for alternative trail or route crossing and report back to the Public Works Committee annually or sooner if an alternative route or trail is proposed or secured.
- ATV Route only becomes open if Petenwell Park becomes available for ATV camping.

ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING

APRIL 17, 2007 ~ 5:00 P.M.

Public Participation allowed people to voice their opinions in favor of and against the ATV Route.

Motion by Renner, second by Dixon to maintain motion for the ATV Route on CTH "C" as recorded at the April 12, 2007 Public Works Meeting , which was:

Motion by Johnson, second by Babcock to approve the ATV Route on CTH "C" between CTH "Z" and 18th Avenue contingent on an alternative route by September 1, 2007 being acquired and at time of alternative route or September 1, 2007, which ever comes first this route would be closed, additionally:

- If Adams County Parks Department grant fails, trail to be closed
- This route is not to be signed or officially opened for use

ROLL CALL VOTE: Babcock-YES, Morgan-YES, Renner-YES, Johnson-YES, 1-ABSENT.
MOTION CARRIED.

ROLL CALL VOTE: Babcock-YES, Dixon-YES, Johnson-YES, Renner-YES, Morgan-OPPOSED. MOTION CARRIED.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Thursday, May 3, 2007 at 9:00 A.M. at the Highway Department and Wednesday, May 9, 2007 at 7:00 P.M. at the Solid Waste Department. ***Motion by Johnson, second by Renner, to adjourn until the next meeting. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

Meeting adjourned at 5:45 P.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Resources and Recreation Committee Meeting
April 4, 2007
10:00 a.m.
Adams County Courthouse Conference Room A260

Call to Order: Meeting was called to order at 10:05 a.m., by Chairman Repinski.

The meeting was properly announced.

Roll Call: Committee Members: Dave Repinski, Bob Neuenfeldt, Fran Dehmlow, Glenn Licitar, and Bev Ward at 10:20. Others present: Fred Nickel – Parks Director, Rita Kolstad – Parks Admin. Clerk/ Bookkeeper, Darren Tolley – Petenwell Park Manager, Marv Bennett – Castle Rock Park Manager, Harold Stewart, and Ron Lyman – Monroe Prairie ATV Club Representatives.

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

Previous Minutes: Motion by Licitar/ Neuenfeldt to approve the March 14, 2007, minutes as presented. Motion carried.

Agenda Items:

1. ATV Reps reported the off-road trails are in the process of being cleaned and groomed and will be ready for the re-open date of May 19.
2. Motion by Neuenfeldt/Dehmlow to approve the Arkdale Church Youth Group's request to hold a pancake breakfast at Petenwell Park on May 27, 2007, per Adams County Park Ordinance #6-1990, Sec. 1.6. Motion carried.
Motion by Ward/Licitar to approve the Castle Rock Bassmasters request to hold a fishing tournament June 23 & 24, 2007, at Castle Rock County Park to include use of the shelter building June 23, 2007, per Adams County Park Ordinance #6-1990, Sec. 1.6. Motion carried.
3. No recreation report from committee member(s).
4. Coordinator reported both the 2007-2008 ATV and snowmobile aid requests will be mailed this week. Motion by Neuenfeldt/Licitar to approve the ATV trail addition be sponsored by Adams County till the State funding is approved. Motion carried.
Motion by Ward/Neuenfeldt to forward the proposed Phase II Petenwell Park Campground Expansion development for ATV users per 100% grant funding resolution to county board for approval. Motion carried. The project would begin fall of 2007, after State approval and grant funding received.
Motion by Ward/Neuenfeldt to approve Dehmlow and Licitar attend the Hwy Committee meeting April 12, 2007, regarding County Road C for ATV use. Motion carried.
5. Outlying Parks caretaker returned to work April 2 for 20 hrs. per week for the month of April and will begin a maximum of a 40 hr. work week in May for the remainder of the summer season. The Department will be seeking Community Service workers to assist with the Outlying Parks workload. Due to the rising costs in unemployment to the Department's seasonal employees will be worked more hours verses paying it out in unemployment beginning now.
Castle Rock and Petenwell Park's 2006 employees have all indicated they will be returning for the 2007 season.
There will be vacant positions in the Summer Swim Program and those will be announced soon.
6. Petenwell Park dredging project is completed.
Camelot and Sherwood boat launch improvement projects will be completed this spring.

7. Motion by Ward/Neuenfeldt to table the dam mowing to the May Committee meeting. Dehmlow and Licitar will attend the April 9, 2007, Land & Water Conservation meeting regarding the dam mowing. Motion carried.
8. Motion by Ward/Licitar to approve the bills as presented and forward to Finance Committee for approval. Motion carried.
9. Motion by Dehmlow/Neuenfeldt for hour by hour compensatory time to be used by park employees by March 31, 2007, each year and to take to county board for approval. Motion carried.
10. Dam mowing is to be placed on the May 2007 agenda.
11. Committee set the next regular Resource and Recreation Committee meeting date for May 9, 2007, 10:00 a.m., Courthouse Conference Room A260. Bev will be excused for vacation.
12. Committee did not perform an on-site inspection.
13. Motion by Licitar/Neuenfeldt to adjourn at 12:00 p.m. Motion carried.

Submitted by,

Glenn Licitar
Committee Secretary

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

Resource & Recreation Committee
Minutes of Meeting
April 5, 2007 @ 9:30 AM
Adams County Community Center
569 N. Cedar Street, Room 103
Adams, WI 53910

1. **Call to Order:** Meeting was called to order by Chairman Repinski at 9:31 AM, in Room 103, Adams County Community Center.
2. **Properly announced:** Yes
3. **Roll Call:** Roll call was taken by Felts-Podoll; Neuenfeldt, Dehmlow and Repinski present. Staff present Don Genrich, Agriculture Agent, Edie Felts-Podoll Department Head/Family Living Agent.
4. **Agenda Approval:** Motion by Dehmlow and Second by Neuenfeldt to approve the agenda as presented. Motion carried.
Note: Licitar joined the meeting at 9:35 AM.
5. **Approve Minutes:** Motion by Neuenfeldt Second by Dehmlow to accept minutes of the Resource & Recreation Committee of March 15, 2007 as presented. Motion carried.
Note: Ward joined the meeting at 9:40 AM.
6. **Public Participation:** None
7. **Communications:** None
8. **Items for Action or Discussion**
 - a) Vouchers/Expenditures from March 2007: Motion by Dehmlow and Second by Licitar to approve the vouchers for 2007 budget as presented and send to Finance Committee. Motion carried.
 - b) Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Dehmlow Second by Licitar to place monthly reports on file. Motion carried.
 - c) Approve Calendars of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Dehmlow Second by Neuenfeldt to approve calendars of staff. Motion carried.
 - d) Support Staff Job Descriptions– Full-time Clerk Typist job description was revised. Motion by Dehmlow Second by Neuenfeldt to send revised job description to Administrative Committee. Motion carried. Full-time Secretary/Receptionist/Bookkeeper job description was revised. Motion by Dehmlow Second by Neuenfeldt to send revised job description to Administrative Committee. Motion carried. Motion by Neuenfeldt Second by Licitar to revise the part-time clerk-typist position to drop words per minute (wpm) for shorthand/speed writing and add need for valid driver’s license. Motion carried. Job descriptions were revised and signed by the committee
 - e) Compensatory Time – No excess compensatory time is accrued in the Extension office.
 - f) Vacation–Motion by Ward Second by Neuenfeldt to allow Edie Felts-Podoll to use her excess vacation by November 1, 2007. Motion carried.
 - g) Part-Time Clerical Position Vacancy – Update – Eleven people have been offered testing. Most qualified will be offered interviews.
 - h) Community Center Action Plan Update – Community Center Action Plan is going well. It will be reviewed at the Executive Committee meeting in June.
 - i) In-service Postal Changes - Motion by Licitar Second by Dehmlow to send one support staff member to the Postal Changes In-service in Portage on April 25th. Motion Carried
9. **Resource/Extension Report of Departments**
 - a) Staff Presentation- Don Genrich presented on his Horticulture Education programs.
10. **Resource/Extension Report of Committee Members**
 - a) Wisconsin Association of County Extension Committees (WACEC) – members Report. – News release and photos will be put in the Rapids, Dells and Adams Times newspapers regarding visits with Hines, Schneider and Lassa.

11. **Set Next Meeting Date** – May 3, 2007 at 10:00 AM in Room 103 at the Adams County Community Center.
12. **Agenda Items for Next Meeting:** None at this time.
13. **Adjourn:** Motion by Dehmlow and Second by Licitar to adjourn. Motion carried. .

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

Glenn Licitar, Committee Secretary

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

**Resource & Recreation Committee
Minutes of Meeting
May 3, 2007 @ 10:00 AM
Adams County Community Center
569 N. Cedar Street, Room 103
Adams, WI 53910**

14. **Call to Order:** Meeting was called to order by Chairman Repinski at 10:05 AM, in Room 103, Adams County Community Center.
15. **Properly announced:** Yes
16. **Roll Call:** Roll call was taken by Felts-Podoll; Neuenfeldt, Dehmlow, Licitar, Ward and Repinski present. Staff present Don Genrich, Agriculture Agent, Edie Felts-Podoll Department Head/Family Living Agent and Jennifer Swensen, 4-H/Youth Development Agent.
17. **Agenda Approval:** Motion by Licitar and Second by Neuenfeldt to approve the agenda as presented. Motion carried.
18. **Approve Minutes:** Motion by Ward Second by Neuenfeldt to accept minutes of the Resource & Recreation Committee of April 5, 2007 as presented. Motion carried.
19. **Public Participation:** None
20. **Communications:** None
21. **Items for Action or Discussion**
 - j) Vouchers/Expenditures from April 2007: Motion by Neuenfeldt and Second by Licitar to approve the vouchers for 2007 budget as presented and send to Finance Committee. Motion carried.
 - k) Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Neuenfeldt Second by Ward to place monthly reports on file. Motion carried.
 - l) Approve Calendars of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Neuenfeldt Second by Licitar to approve calendars of staff. Motion carried.
 - m) Support Staff Job Descriptions – Other two job descriptions for support staff positions will be reviewed by Executive Committee. Note will be sent to Executive Committee reminding the only changes are equipment and programs used.
 - n) Part-Time Clerical Position – Update – Laura Ankele has been hired.
 - o) Community Center Action Plan Update – Community Center Action Plan is going well. It will be reviewed at the Executive Committee meeting in June.
22. **Resource/Extension Report of Departments**
 - a) Staff Presentation- Edie Felts-Podoll on Insurance Forum and Strengthening Families.
23. **Resource/Extension Report of Committee Members**
24. **Set Next Meeting Date** – June 7, 2007 at 10:00 AM in Room 103 at the Adams County Community Center.
25. **Agenda Items for Next Meeting:** None at this time.
26. **Adjourn:** Motion by Dehmlow and Second by Neuenfeldt to adjourn. Motion carried. .

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

Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation 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 # 402

April 11, 2007

Report for the month of March, 2007

The Maintenance Program for 2007 is continuing. This years project area includes the Towns of Colburn, Richfield, Lincoln and New Chester.

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

Respectfully Submitted;

~
Gregory P. Rhinehart
Adams County Surveyor

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

SUMMARY OF ACCOUNTS 2007

<u>RETAINER</u>		<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
\$3,600.00		\$21,900.00	\$ 500.00
JANUARY	300.00		\$ 75.00
Balance	\$3,300.00	\$21,000.00	\$325.00
FEBRUARY	300.00		
Balance	\$ 3,000.00	\$ 21,000.00	\$325.00
MARCH	300.00		
Balance	\$2,700.00	\$ 21,000.00	\$325.00
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total			

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 # 403
May 2, 2007

Report for the month of April, 2007

Work is continuing on the Maintenance Program. Corners were checked in Colburn and Richfield during April. Grothman and Associates found two corners that appear to have been completely removed in the Towns of Jackson and New Haven. They will be applying for compensation on these corners. The remonumentation resolution allow for \$150 for each corner.

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

Respectfully Submitted;
Gregory P. Rhinehart

Adams County Surveyor

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

SUMMARY OF ACCOUNTS 2007

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MARCH	300.00		
Balance	\$2,700.00	\$ 21,000.00	\$325.00
APRIL	300.00		
Balance	\$ 2,400.00	\$ 21,000.00	\$ 325.00
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total			