

ADAMS COUNTY BOARD OF SUPERVISORS

County Board Room

December 3, 2013

1:00 p.m.

1. Call meeting to Order;
2. Was the meeting properly announced;
3. Roll Call;
4. Pledge and moment of silence;
5. Review and approve county mission, values and other matters related to strategic planning;
 - Res. #119-2013 To adopt Adams County Mission Statement;
 - Res. #120-2013 To adopt Adams County Vision Statement;
 - Res. #121-2013 To adopt Adams County Values Statement;
6. Ord. #22-2013 Regulating Distribution of Manure by Spray Irrigation;
7. Review Administrative Coordinator/Director of Finance Position Description and approve changes, if necessary;
8. Review Administrative policies and organizational matters related to the policies;
9. Adjournment.

ADAMS COUNTY

MISSION STATEMENT

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

RESOLUTION 120 -2013
RESOLUTION TO ADOPT ADAMS COUNTY VISION STATEMENT

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INTRODUCED BY: Ad Hoc Transition Committee

INTENT & SYNOPSIS: To adopt Adams County Vision Statement

FISCAL NOTE: None

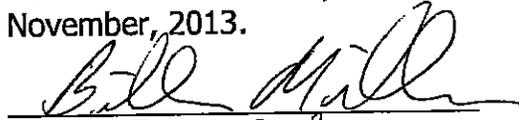
WHEREAS: The Adams County Board of Supervisors have held numerous Strategic Planning Meetings and have agreed to develop a Vision Statement as an important resource for guiding and improving the decision making process; and,

WHEREAS: The Board has given consideration of the stakeholders in the development of such statement and believes that endorsement by the Board, will demonstrate the basic nature of organizational decision making philosophy; and,

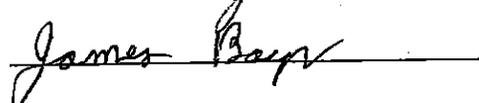
WHEREAS: The Vision Statement will be posted in a manner that is visible and always present to demonstrate Adams County's commitment.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the attached hereto Vision Statement is effective immediately upon adoption.

Recommended for adoption by the Ad Hoc Transition Committee this 21st day of November, 2013.







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

County Board Chair

County Clerk

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

ADAMS COUNTY

VISION STATEMENT

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

ADAMS COUNTY

VALUES STATEMENT

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

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SECTION 5. License Required. No person or entity shall operate a Spray Irrigation Manure Distribution System in Adams County unless such person or entity shall first obtain a license for such operation from Adams County.

SECTION 6. Application. Any person or entity desiring or intending to operate a Spray Irrigation Manure Distribution System in Adams County shall, before operating the same, apply to Adams County for a license for such operation. Said license application shall include, at a minimum, the following:

- a. The name and address of the applicant.
- b. The name and address of the owner of the property upon which said System is intended to be operated.
- c. The dates or range of dates when such operation is intended to occur.
- d. A detailed description of the material intended to be distributed by the System.
- e. The legal description and address of the property upon which the System is to be operated.
- f. The manner in which the volume of material to be distributed by the System is intended to be regulated.
- g. The name and addresses of the owners of all property located within 1,000 feet of the property line of any parcel upon which the proposed Spray Irrigation Manure Distribution System is to be operated.

At the time of application, the applicant shall pay to Adams County an application fee in the amount of \$400.00 or such other fee as may be determined by the Adams County board by resolution.

SECTION 7. Public Hearing. Upon receipt of an application for a license for operation of a Spray Irrigation Manure Distribution System, Adams County shall hold a public hearing within forty-five (45) days upon receipt of an application for a license for operation of a Spray Irrigation Manure Distribution System. Notice of such hearing shall be mailed by the Land and Water Department, by certified mail, not later than ten (10) days before the date of the hearing to all property owners of property located within 1,000 feet of the property line of any parcel upon which the proposed Spray Irrigation Manure Distribution System is to be operated. If direct service is used in lieu of certified mail, service shall occur no later than five (5) days before the public hearing. Such notice shall also be published as a Class 2 notice.

SECTION 8. Standards and Conditions. In addition to holding a public hearing, before issuing a license for operation of a Spray Irrigation Manure Distribution System, Adams County shall review the application for such permit. No permit shall be issued unless the Board first determines that the proposed operation will not cause undue harm to the health of nearby residents. The Board may impose

91 appropriate conditions upon the proposed operation as necessary to protect such
92 residents and the health and safety of other persons living and traveling through
93 the County. Signs advising the public shall be posted in the public road right-of-
94 way 100 feet before and after on any roadway abutting said property on which
95 manure is being sprayed, commencing one (1) day prior to dispersal, and these
96 signs shall remain posted for a one (1) day period after dispersal is complete.
97 Said signs shall at a minimum be 8½" X 11" and the wording shall advise the
98 public of the spraying application in letters at least 1½ inches in height. The
99 lettering shall be in contrast with the background color of the sign. The violation
100 of any such conditions imposed by the Board shall be deemed a violation of this
101 Ordinance.

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103 **SECTION 9. Enforcement.** Any person who operates or causes the operation
104 of a Spray Irrigation Manure Distribution System without first obtaining a lawful
105 license for such operation under this Ordinance, or operates or causes the
106 operation of such a System in a manner which violates any conditions imposed
107 by Adams County upon any such license shall be deemed in violation of this
108 Ordinance and Adams County may take action to enjoin such violation and/or to
109 impose a fine by initiating an action in Adams County Court. Any person shall,
110 upon conviction of any such violation, forfeit not less than \$1,000.00 nor more
111 than \$10,000.00 plus court costs, for each day the violation continues, together
112 with the costs of prosecution.

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114 **SECTION 10. Lien on Real Estate.** In all cases in which the County Board or its
115 duly appointed representative, takes action to enforce the provisions of this
116 Ordinance because of the unlawful operation of a Spray Irrigation Manure
117 Distribution System, the sum expended in accomplishing such enforcement shall
118 become a lien on the property where such System is located in the same manner
119 as any tax upon real estate. The Adams County Treasurer shall certify the
120 description of such property, and the costs of such removal, and the Treasurer
121 shall include the same in the annual schedule of land subject to special taxation.
122 Payment of costs included in a lien hereunder shall be enforced in the same
123 manner as a special tax upon real estate levied and collected in Adams County.

124
125 **SECTION 11. Emergency dispersion of liquid manure.** It is understood that
126 there may be times when liquid manure distribution, due to natural or
127 unforeseen events, needs to be dispersed forthwith. Such things as an
128 inordinate amount of rain, or a breach in a manure pit wall, may require liquid
129 manure to be dispersed. If such an emergency occurs, it is the responsibility of
130 the Owner to get DNR permission, through the Agricultural Runoff Specialist for
131 the West Central Region, to disperse the liquid manure immediately.

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133 **SECTION 12. Severability.** If any section, clause, provision or other portion of
134 this Ordinance is adjudged unconstitutional or invalid by a court of competent
135 jurisdiction, the remainder of this Ordinance, or Section of which it is a part, shall

136 not be affected thereby. If any application of this Ordinance to a particular
137 structure or parcel of land is adjudged unconstitutional or invalid by a court of
138 competent jurisdiction, such judgment shall not be applicable to any other
139 structure or parcel of land not specifically included in the court's judgment except
140 as expressly ordered by the court.

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142 **SECTION 13.** Effective Date. This Ordinance shall take effect and be in force
143 from and after the day of passage and publication as required by law. This
144 Ordinance is to be reviewed annually and will sunset, unless passed again, and is
145 to be further reviewed after the completion of the study being conducted by the
146 UW-Extension System regarding liquid manure distribution through Spray
147 Distribution Irrigation Systems.

148
149 Recommended for enactment by Land & Water Conservation Committee this
150 4th day of November, 2013.

151 *Hilda Schell* _____
152 _____
153 _____
154 _____

155 Enacted _____
156 Defeated _____ by the Adams County Board of Supervisors
157 Tabled _____ this _____ day of _____, 2013.
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160 Chairman _____ County Clerk _____

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162 Reviewed by Corporation Counsel
163 Reviewed by Administrative Coordinator/Director of Finance
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JOB DESCRIPTION

ADAMS COUNTY, WISCONSIN

JOB TITLE: ADMINISTRATIVE COORDINATOR/DIRECTOR OF FINANCE

STATUS: Full-time, exempt

DEPARTMENT: Administrative Coordinator

SUPERVISOR: County Board

GENERAL DESCRIPTION:

Coordinate all administrative and management functions of county government not otherwise vested by law in boards or commissions, or in other elected officers pursuant to Wis. Stat. §59.19. Under the supervision of the County Board, this person directs, administers, coordinates, and implements the activities of the County in support of policies, goals, and objectives established by the County Board. This person shall also serve as Chief Financial Officer for the County.

JOB DUTIES:

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

1. In conjunction with the Administrative & Finance Committee, prepares and presents to the County Board an annual budget and long-range financial plan; submits a capital improvement plan; coordinates the development of department budgets to ensure consistency with the County's overall policies, goals and objectives; prepares and presents reports to the Administrative & Finance Committee, Executive Committee, and to the County Board on a regular basis regarding the County's financial condition.
2. Prepares and presents an Annual Report to the County Board on the condition and activities of the County developed with the advice and input from each department. The Report shall include a long-range forecast of needs.
3. Coordinates the development of the County's capital improvement and related long-term plans. Coordinates implementation of the plan for capital improvements, transportation systems and intergovernmental services.
4. Proposes to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations. In conjunction with the Personnel Director, recommends changes to the County Board and

committees in the organization and staffing of departments, including creation, consolidation and elimination of programs and positions. Recommends the determination of county-wide priorities for programs and activities, including economic development

5. Assures that the legislative and related policy directives of the County Board are implemented.
6. Assists with the coordination of a grant application and administration program; includes obtaining information, research, reports, and studies for the County Board to make policy decisions. Stay informed on Federal and State grants and mandates affecting County operations.
7. Advises Department Heads concerning County Board policies, directives, and expectations. Facilitates communication among departments, committees, and the County Board by attending all meetings of the County Board, except when excused; attending committee meetings as necessary to provide information; and, acting as liaison between individual County Board members and committees or departments
8. Serves as spokesperson and representative of the County, as directed by the County Board, with other units of government, state and federal officials, other agencies, interest groups, the public and the media. Represents the County's interest at legislative meetings, hearings and other places and events as directed by the County Board.
9. Schedules and chairs regular County Department Head meetings. Receives and reviews department activity reports.
10. Develops and maintains effective community relations, ensuring timely investigation and response to citizen complaints and inquiries.
11. Conducts special projects as directed by the County Board.
12. Reports at least monthly to the Executive Committee significant initiatives, work plans and policy changes.
13. Informs the County Board of Supervisors, on at least a quarterly basis or more frequently as required, of the financial and general condition of the County including the status of individual departments. Makes recommendations for changes and future needs.
14. Oversees the investment and securities and invests surplus funds, in accordance with the County's financial policies. Develops projected cash requirements for the County to ensure that cash is available when needed according to established practices. Monitors short term cash balances and the investment of such funds to

keep the County Board current on the County's short term financial position. Manages the County's long-term debt financing program, obtains the necessary bond underwriting.

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

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in public administration, business management, accounting or closely related field; Masters degree preferred. Extensive experience with GASB rules highly desired. Substantial supervisory experience as an Administrative Coordinator or County Administrator in another County preferred.
2. Minimum five to ten years administrative and management experience in business, industry, multifunction organization or government; Experience in financial management of a large organization required; experience in County or

municipal government preferred. Must possess a valid driver's license. Must be bondable.

3. Competency and demonstrated experience in development and monitoring of large budgets.
4. Demonstrated effective oral and written communication skills.
5. Experience in risk management and insurance is desirable.
6. Excellent interpersonal skills. Experience in effective leadership.
7. Ability to conceptualize, evaluate and analyze complex issues.
8. Thorough knowledge of County organization, policies, procedures, rules, regulations and laws governing County government.
9. Knowledge of and significant experience in long-range planning of programs and services, management team development, fiscal management and budget planning. Ability to analyze and interpret statistical data and complete complex cost analysis.
10. Ability to express ideas effectively in oral and written form and to make formal presentations to the County Board, Committees, management, employees and outside groups.
11. Ability to make responsible decisions in accordance with established policies and procedures.
12. Desirable to become a resident of County within six (6) months of completing one year of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

5. Ability to operate a variety of office equipment such as computer terminal, computer printer, fax machine, photocopier, and calculator/adding machine.

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

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

Alfred Liberatore
Kevin Babcock
Joe Studdler Ken Ward