

ADAMS COUNTY BOARD OF SUPERVISORS MEETING
 Adams County Board Room, July 16, 2013 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of June 18, 2013 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims: Johnson, Kotlowski, Licitar, Miller, Morgan and Pisellini.
10. **Claims:** None
11. **Correspondence:**
12. **Appointments:**
13. **Unfinished Business:**
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Administrative Coordinator/Director of Finance report
 - Daric Smith, RIDC
 - Town of Rome Ordinance No. 13-03, an ordinance to revise and consolidate, amend, supplement and codify the general ordinances and by laws of the Town of Rome.
 - Town of Rome Res. #13-08 amending Chapter 10 Zoning, 10.03 Regulations, 10.13 Business district, 10.21 Regulation of communication towers.

15. Review Committee Minutes			
Ad Hoc 3/7/12, 3/12/12, 6/13/13	County Board 6/18 Executive 6/11	Library 5/20 Library Long Term Plan 5/20	Property 5/20, 6/17, 6/18, 7/2
Admin & Fin 6/10, 6/18	H&HS 6/14	Parks 5/7, 5/14	PS&J 6/12, 6/18
Airport 6/10	Highway 6/13	P & Z 6/5, 7/3	Solid Waste 6/12
BOA 5/8, 6/26	Land & Water 6/10		Surveyor 6/2013
			UW Ext 6/11

16. Anticipated closed session pursuant to Chapter 19, Wis. Stats.:
 The Board may consider a motion to convene in closed session pursuant to Wis. Stats. § 19.85(1)(f), considering social or personal histories of specific persons, which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, to wit: to discuss issues surrounding an employee matter.
17. The Board will reconvene in open session per Wis. Stats. § 19.85(2), to consider and vote, if applicable, on appropriate matters relating to the issues discussed in closed session.
18. **Resolutions:**
 - Res. #55:** To sell county advertised foreclosure property.
 - Res. #56:** To adopt the Adams County Emergency Response Plan.
 - Res. #57:** To approve out-of-state travel for Donald Genrich, UW-Extension Agriculture and Natural Resources Agent.
 - Res. #58:** To recognize Jill Helgeson for her 25 years of service to Adams County, with the last 15 years as the Elderly Benefits Specialist in the Aging unit for the Health and Human Services Department.
 - Res. #59:** To appoint Mr. Kenneth M. Wagner to the position of Corporation Counsel for Adams

County at an annual salary of \$78,000.

Res. #60: To authorize the Administrative Coordinator/Director of Finance to apply for a grant from the WDNR Lake Management Grant Fund for the purpose of completing the printing, preparation and distribution of 1300 waterfront property owners informational packets.

Res. #61: To approve the commercial lease agreement (attached) between Adams County and the Village of Friendship for the storage of the Emergency Management mobile command trailer.

19. **Ordinances:**

Ord. #08: Rezone an A1-15 Exclusive Agriculture District to an A3 Secondary Agriculture District; Property located in the SE ¼, NW ¼, Section 11, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin.

Ord. #09: Rezone a Recreational/Residential District to a General Purpose District; Property located in the W ½, NW ¼, Section 8, Township 14 North, Range 6 East, Lots 1-2, Block 2, Plat of Plainville at 3716 State Road 13, Town of Dell Prairie, Adams County, Wisconsin.

Ord. #10: Amendment of the Adams County Private Onsite Waste Treatment Systems Ordinance.

20. **Denials:** None

21. **Petition:** None

22. Approve Claims

23. Approve Per Diem and Mileage

24. Motion for County Clerk to correct errors

25. Set next meeting date

26. Adjournment



Trena Larson

Administrative Coordinator/Director of Finance

400 N. Main Street P.O. Box 102 Friendship, WI 53934-0102
Phone: 608-339-4579 Cell: 608-403-1618 Fax: 608-339-4509
Trena.Larson@co.adams.wi.us

County Board 7/16/13

Office Activities

1. Manage the transition and collaborate with Corporation Counsel Office
2. Oversee the Land & Water Department
 - a. Coordinate with staff
 - b. Correspondences related to daily operations
3. Wage Study Consortium (WIPFLI)
 - a. Work with WIPFLI on slotting remaining positions into the 21 pay grades2
4. Begin to prepare for 2014 Budget
 - a. Present 2014 Budget Assumptions
 - b. Present timeline 2014

Upcoming Activities

1. Cross Training of Staff
 - a. Payroll (1st priority)
 - b. General Ledger/Account Reconciliations
 - c. Accounts Payable
2. Review Employee Handbook and General and Administrative Polices for conflicts in language
 - a. Prepare a Training
3. Complete Incident Command System (ICS) 400 – Emergency Management



Trena Larson

Administrative Coordinator/Director of Finance
400 N. Main Street P.O. Box 102 Friendship, WI 53934-0102
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2014 Budget Assumptions

Objective: Adams County will not exceed its previous years levy. Expenses are expected to increase due to inflation and regulatory changes. It is expected these costs increases will be absorbed by increasing revenues, decreasing levy contribution to enterprise funds, and by closely examining all operational expenses.

1. Adams County Government may experience limited and/or declining resources as a result of a challenged economy which results in an increased demand for mandated services by the community.
2. Adams County property values may decline or stabilize during this budget cycle, which could raise the counties mill rate. Our levy is still limited to growth of net new construction these two factors could limit local control over programming and minimize non-mandated services.
3. Costs related to employee benefits are likely to increase due to the Federal Affordable Care Act and other factors.
 - a. This would include up to a 9% increase in health insurance.
 - b. It has been projected WRS employer contributions will increase.
4. Completion of the wage study (estimated July) will initiate the following decisions:
 - a. Whether to adopt the WIPFLI Study
 - i. Will the County align pay rates with comparable entities?
 - b. To continue or to rescind the Carlson Dettmann Study
5. There will be an increased need to measure and monitor County program and service outcomes and establish outcome expectations for appropriate allocation of resources.
6. Statewide initiatives will incentivize or mandate regional collaboration between counties to deliver services.

2014 Budget Timeline – Draft (dates are subject to change as needed)

Target Date: Action Item:

**** Meetings may be called as needed to discuss budgets - mandatory attendance may be required ****

JUNE

June 10, 2013 Admin. & Finance Committee meeting - discuss budget assumptions

June 26, 2013 Department Head meeting – discuss budget assumptions

JULY

July 8, 2013 Admin. & Finance Committee meeting

July 19, 2013 Budget instruction packets and worksheets distributed via email

July – Aug. 21, 2013 Department Heads meet with Oversight Committee regarding 2014 budgets.

AUGUST

August 23, 2013 Department Heads submit oversight committee approved budget documents (one hard copy that is signed and one electronic copy) to AC/DOF office for submission to Admin. & Finance Committee. Inform AC/DOF office of any changes made by the Committee after initial revenue and expense entry was completed.

August 26 – Sept. 4 Department Heads meet Administrative Coordinator/Director of Finance

SEPTEMBER

Sept. 6, 2013 9:00 a.m. Distribute preliminary budget books to Admin. & Finance Committee

Sept. 9-10, 2013 8:00 a.m. AC/DOF and Admin. & Finance Committee meetings with Department Heads and Oversight Committee Chair (recommend chair get a per diem) (Health and Human Services, Highway, Solid Waste, and Sheriff)

OCTOBER

Oct. 4, 2013 8:00 a.m. Budget/ Admin. & Finance Committee meeting

Oct. 8, 2013 8:00 a.m. Admin. & Finance Committee meeting if needed to approve 2014 Proposed Budget

Oct. 10, 2013 Department head meeting – AC/DOF discuss preliminary budget

Oct. 15, 2013 County Board Meeting – AC/DOF presents a preliminary budget to County Board – Power Point presentation

Oct. 21-25, 2013 Budget books assembled for distribution to printer – available for pick up approx. November 4

Oct. 25, 2013 Budget Publication to Newspaper - to print October 30th

NOVEMBER

Nov. 04 1:00 p.m. Admin/Finance Committee meets to hear proposed Budget Amendments

Nov. 19 9:00 a.m. Public Hearing and adoption of 2014 Budget by County Board

ORDINANCE NO. 13-03

AN ORDINANCE TO REVISE AND CONSOLIDATE, AMEND, SUPPLEMENT AND CODIFY THE GENERAL ORDINANCES AND BY LAWS OF THE TOWN OF ROME.

The Town Board of the Town of Rome, Wisconsin, do ordain as follows:

Section 1. The amendment to the code of ordinances in book form entitled, "Municipal Code of Ordinances of the Town of Rome", having been placed on file and open to public inspection in the office of the town clerk for a period of two weeks, commencing June 27, 2013, in accordance with the procedure provided under Sec. 66.0103 of Wis. Stats. is hereby adopted as an amendment to the general code of ordinances in and for the Town of Rome, Adams County, Wisconsin.

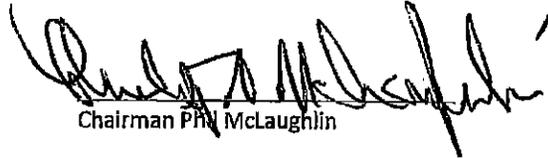
Section 2. The amendment to the code of general ordinances are hereby adopted in:

CHAPTER 10 ZONING
10.03 REGULATIONS
10.13 BUSINESS DISTRICT
10.21 REGULATION OF COMMUNICATION TOWERS

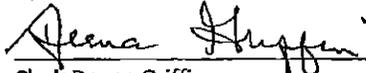
Section 3. This ordinance shall take effect upon passage and posting as required by law.

Adopted: June 27, 2013

Posted: June 28, 2013


Chairman P.H. McLaughlin

Approved, Attested by:


Clerk Deena Griffin

Deena Griffin certified that a copy of Ordinance 13-03 was posted on June 28, 2013

Municipal Building
Pritzl's Trading Post
US Bank
Nekoosa State Bank

RESOLUTION 13-08

WHEREAS, an amendment to part of the code of general ordinances entitled Municipal Code of Ordinances, Town of Rome, specifically

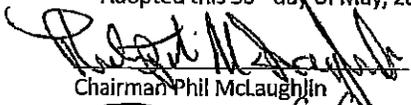
CHAPTER 10 ZONING
10.03 REGULATIONS
10.13 BUSINESS DISTRICT
10.21 REGULATION OF COMMUNICATION TOWERS

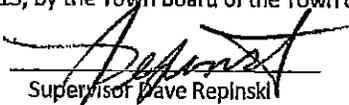
has been prepared and tentatively approved by the Town Board of the Town of Rome.

NOW THEREFORE, BE IT RESOLVED, that the amendment to part of the code will be presented for adoption by the town board at the regular meeting on May 30, 2013 and

BE IT FURTHER RESOLVED, the Town Clerk in accordance with the requirements of Sec. 66.0103 of Wis. Stats. shall file a copy of the proposed amendment to part of the code in her office for public inspection commencing May 31, 2013 and cause a copy of the following notice to be posted in three (3) places in the Town.

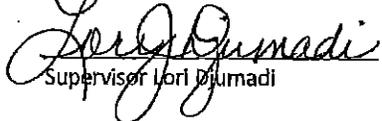
Adopted this 30th day of May, 2013, by the Town Board of the Town of Rome.

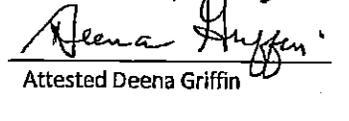

Chairman Phil McLaughlin


Supervisor Dave Repinski


Supervisor Rick Bakovka


Supervisor Jerry Wiessinger


Supervisor Lori Djumadi


Attested Deena Griffin

Deena Griffin certified that a copy of Resolution 13-08 was posted on May 31, 2013.

- Municipal Building
- Pritzl's Trading Post
- US Bank
- Nekoosa State Bank

**PLAN COMMISSION
FINDING OF FACTS
For
Zoning Code Text Amendment**

Applicant: Town of Rome
1156 Alpine Dr
Nekoosa, WI 54457

715-325-8019
zoning@romewi.com

Sections to be amended:

10.03(2) & 10.13(3)w - ag

Proposed amendment:

To add raising of domestic animals as a conditional use in the B-1 district.
The amendment is a reasonable way to accommodate property rights without creating potential for substantial interference with enjoyment of neighboring properties.

Plan Commission Chairman _____ Dated: _____

Plan Commission Recording Secretary _____ Dated: _____

PROPOSED CHANGES ARE **BOLD UNDERLINED**

- 2. R-2, R-4 and R-5 **and B-1** Districts:
 - a. Minimum two (2) acres: limit = one (1) animal unit
 - b. Minimum three (3) acres: limit = one (1) animal unit or two (2) horses
 - c. Minimum five (5) acres: limit = two (2) animal units or three (3) horses
 - d. Minimum nine (9) acres: limit = two (2) animal units or five (5) horses

Note: A conditional use permit (CUP) is required for keeping domestic animals in the B-1 District.

(w) **Raising of Domestic Animals, subject to the limitations set forth in sec. 10.03 (2)(i)**

(x)(w) Sale of machinery and equipment

(y)(w) Sale, rental, leasing, manufacture, storage or repair of manufactured homes.

**PLAN COMMISSION
FINDING OF FACTS
For
Zoning Code Text Amendment**

Applicant: Town of Rome
1156 Alpine Dr
Nekoosa, WI 54457

715-325-8019
zoning@romewi.com

Sections to be amended:

10.21(11)

Proposed amendment:

To clarify that a conditional use permit is not necessary for routine maintenance of or addition of antenna to an existing communication tower.
The purpose of this amendment is to avoid the need for Plan Commission involvement in what is an encouraged activity, while providing for Town notice and oversight of changes.

Plan Commission Chairman _____ **Dated:** _____

Plan Commission Recording Secretary _____ **Dated:** _____

PROPOSED CHANGES ARE BOLD UNDERLINED

(11) CONDITIONAL USE PERMITS REQUIRED: No person shall place, construct, or modify a wireless telecommunication tower or antenna without first having obtained a conditional use permit and a building permit. **Routine tower maintenance and the addition or replacement of antennae on an existing tower does not require a conditional use permit.** All towers and antennae **shall be** subject to plan review and inspection by the Town to determine compliance with the State of Wisconsin Uniform Building Code construction standards. The applicant shall provide to the Town all information as required by this section and other applicable ordinances of the Town at the time of application for building and zoning permits. In addition to any other requirements of this section, the permit application shall include the following:

(11) CONDITIONAL USE PERMITS REQUIRED: No person shall place, construct, or modify a wireless telecommunication tower or antenna without first having obtained a conditional use permit and a building permit. Routine tower maintenance and the addition or replacement of antennae on an existing tower does not require a conditional use permit. All towers and antennae shall be subject to plan review and inspection by the Town to determine compliance with the State of Wisconsin Uniform Building Code construction standards. The applicant shall provide to the Town all information as required by this section and other applicable ordinances of the Town at the time of application for building and zoning permits. In addition to any other requirements of this section, the permit application shall include the following:

RESOLUTION 55 -2013

RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED FORECLOSURE PROEPRTY

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED FORECLOSURE PROPERTY

FISCAL NOTE: \$9,856.00 REVENUE TO ACCOUNT NO. 100A12400-TAX PORTION; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120-TREASURER FEE; \$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS RECORDING FEES

WHEREAS: Cecilia A. Lasse has submitted a bid of \$10,056.00 for the parcel(s) of land described as follows: Tax No. 12-1991 Lot Twenty Six (26) Stoneybrook Plat, a recorded plat, and Tax No. 12-1992 Lot Twenty Seven (27) Stoneybrook Plat, a recorded plat, both being in the Town of Jackson, Adams County, WI; and Tax No. 12-125-10 Part of the Northeast Quarter of the Northeast Quarter, Section 6 and part of the Northwest Quarter of the Northwest Quarter of Section 5, both in Township 15 North, Range 7 East, described as follows: Commencing at the Northeast corner of said Section 6 and run thence N88°46'00" East along the North line of Section 5, 67.21 feet to the East line of 6th Ave. as laid out and traveled June 1, 1970; thence South 10°36'15" East 145.92 feet along the East line of said 6th Avenue; thence South 13°43'50" East along said East street line 547.76 feet; thence South 76° 16'10" West 33.00 feet to the centerline of said 6th Avenue; thence South 81°16'10" West 33.12 feet to an iron pipe on the West line of 6th Avenue and being the point of beginning; thence South 81°16'10" West 311.65 feet to an iron pipe; thence South 13°43'50" East 681.31 feet, more or less, to the South line of said Northeast Quarter of the Northeast Quarter; thence East along the South line of said Northeast Quarter of the Northeast Quarter and the South line of said Northwest Quarter of the Northwest Quarter 520 feet, more or less, to the West line of 6th Avenue: thence Northerly along the West line of 6th Avenue 840 feet, more or less, and to the point of beginning; AND EXCEPTING the Stoneybrook Subdivision lying within; and ALSO EXCEPTING the Rock Ridge Meadow Subdivision. All being in the being in the Town of Jackson, Adams County, WI; and+

WHEREAS: Adams County took deed of this property on July 12, 2011 per judgment of tax foreclosure; and

WHEREAS: Cecilia A. Lasse has submitted full payment of \$10,056.00 plus \$30 recording fee, which is on deposit with the County Treasurer.

47 **NOW THEREFORE, BE IT RESOLVED by the Adams County Board of**
48 **Supervisors**, that the above described property is hereby approved for sale to
49 Cecilia A. Lasse for the bid of \$10,056.00.

50
51 **BE IT FURTHER RESOLVED:** That the County Clerk issue to Cecilia A. Lasse a
52 Quit Claim Deed to the above described property.

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54 Recommended for adoption by the Property Committee this 17th day of June,
55 2013.

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57 George James Bill Mill
58 Jay Kottohuski Liz Guimadi
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60 Paul E Allen
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63 Adopted _____
64 Defeated _____ by the Adams County Board of Supervisors this
65 Tabled _____ 16th day July, 2013.

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67 _____
68 County Board Chair County Clerk

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70 Reviewed by Corporation Counsel 7/2/13
71 Reviewed by Administrative Coordinator/Director of Finance
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RESOLUTION 56 -2013

RESOLUTION TO REPLACE THE ADAMS COUNTY EMERGENCY OPERATIONS PLAN WITH THE NEW ADAMS COUNTY EMERGENCY RESPONSE PLAN

INTRODUCED BY: Public Safety & Judiciary Committee.

INTENT & SYNOPSIS: To adopt the Adams County Emergency Response Plan.

FISCAL NOTE: None.

WHEREAS: The Adams County Board of Supervisors, recognizes the threat that major emergencies and disaster events pose to people and property within our community; and

WHEREAS: The Adams County Board of Supervisors has determined the adoption of the Adams County Emergency Response Plan will supersede the Adams County Emergency Operations Plan that was adopted in 1995. The plan provides general guidelines and principles for managing and coordinating the overall planning, response, recovery and mitigation activities before, during and after major emergencies and disaster events that affect Adams County, Wisconsin; and

WHEREAS: Adams County is promulgating the new County Emergency Response Plan consistent with the State of Wisconsin Emergency Response Plan; and

WHEREAS: The contents of the plan are consistent with the State Emergency Response Plan and the National Response Framework and the most current version of the Federal document CPG101; and

WHEREAS: The Adams County Emergency Management Director is charged with maintaining the plan as required by the Wisconsin Emergency Management Agency and the Federal Emergency Management Agency.

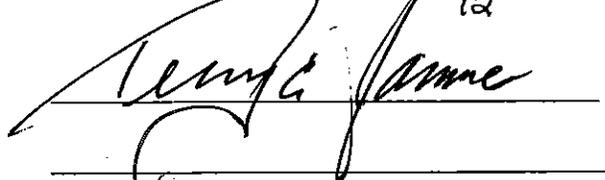
NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors, that the Adams County Emergency Response Plan be adopted as the official plan of Planning, Response, Recovery and Mitigation procedures.

Recommended for adoption by the Public Safety & Judiciary Committee this ~~15~~¹²th day of

~~June~~
July, 2013









Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
16th day of July, 2013.

County Board Chair

County Clerk

Reviewed by Corporation Counsel 6/4/13

Reviewed by Administrative Coordinator/Director of Finance

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RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR DONALD GENRICH

INTRODUCED BY: Extension Committee

INTENT & SYNOPSIS: Resolution to approve out-of-state travel for Donald Genrich, UW-Extension Agriculture and Natural Resources Agent

FISCAL NOTE: None

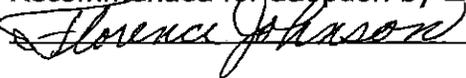
WHEREAS: Per the Adams County Personnel and General Administrative Policies, Chapter 8, Section 19.02, requires all out of state travel and related expenses be authorized by Resolution of the County Board; and

WHEREAS: Nitrogen losses to the atmosphere, surface and groundwater continues at levels that pose significant environmental and human health concerns in Adams County; and

WHEREAS: *Improving Nitrogen Use Efficiency in Crop and Livestock Production Systems: Existing Technical, Economic, and Social Impediments and Future Opportunities* conference will bring together agronomists, biogeochemists, farmers, economists, sociologists, extension agents, educators, and policy experts from both public and private sectors to identify the major impediments to improved nutrient management and to make recommendations for overcoming those impediments.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that That the Adams County Board of Supervisors hereby approves out-of-state travel for Donald Genrich, Agriculture and Natural Resource Agent, to travel to Kansas City, MO, August 12 – 15 to attend the *Improving Nitrogen Use Efficiency in Crop and Livestock Production Systems: Existing Technical, Economic, and Social Impediments and Future Opportunities* conference.

Recommended for adoption by Extension Committee this 9th day of July, 2013.



Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 16th day of July, 2013.

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

RESOLUTION TO RECOGNIZE JILL HELGESON FOR HER YEARS OF SERVICE TO ADAMS COUNTY

INTRODUCED BY: Health and Human Services Committee

INTENT & SYNOPSIS: To recognize Jill Helgeson for her 25 years of service to Adams County, with the last 15 years as the Elderly Benefits Specialist in the Aging unit for the Health and Human Services Department.

FISCAL NOTE: NONE

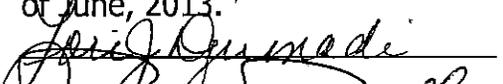
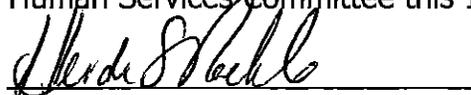
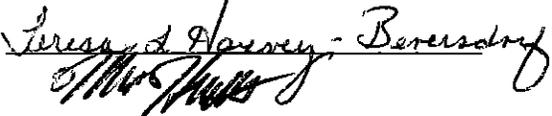
WHEREAS: The County of Adams wishes to take this opportunity to express its appreciation to Jill Helgeson for 25 years of service and dedication to Adams County; and

WHEREAS: Acknowledgement is given to Jill Helgeson for her years of conscientious and dedicated service to the citizens of Adams County.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that

- The County Board, on behalf of the residents of Adams County, does hereby commend Jill Helgeson for her 25 years of dedicated and conscientious service as an Adams County employee.

Recommended for adoption by Health & Human Services Committee this 14th day of June, 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

RESOLUTION 59 - 2013

RESOLUTION TO APPROVE THE APPOINTMENT OF
KENNETH M. WAGNER AS CORPORATION COUNSEL

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INTRODUCED BY: Executive Committee

INTENT & SYNOPSIS: To appoint Mr. Kenneth M. Wagner to the position of Corporation Counsel for Adams County at an annual salary of \$78,000.

FISCAL NOTE: None, monies are budgeted for the position in the Department's 2013 budget.

WHEREAS: On June 19 and June 24, 2013, the Executive Committee conducted first and second interviews for the position of Corporation Counsel. The Committee selected a final candidate; and

WHEREAS: The Executive Committee approved for the Personnel Director to make an offer; and

WHEREAS: The Executive Committee approved the terms of Kenneth Wagner's employment offer and recommended adoption by the County Board; and

WHEREAS: Mr. Wagner would start on approximately July 22, 2013, with an annual salary of \$78,000;

NOW THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that it is hereby approved to appoint Mr. Kenneth M. Wagner to the position of Corporation Counsel with an annual salary of \$78,000.00.

Recommended for adoption by the Executive Committee this 9th day of July, 2013.

Joseph E. Allen
John West
Florence Johnson
Garry Bohneck
Al Sebastian

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 16th day of July, 2013

County Board Chair County Clerk

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

RESOLUTION 60 -2013**RESOLUTION TO AUTHORIZE APPLICATION FOR WISCONSIN
DEPARTMENT OF NATURAL RESOURCES EDUCATIONAL LAKE
MANAGEMENT PLANNING GRANT**

INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to apply for a grant from the WDNR Lake Management Grant Fund for the purpose of completing the printing, preparation and distribution of 1300 waterfront property owners informational packets.

FISCAL NOTE: Total costs are \$11,512. The WDNR Grant rules require grantee contribution; therefore, Adams County will provide \$4687 (about 41%) of in-kind services in 2013-2014 in materials, assembly and distribution.

WHEREAS: Adams County lakes are an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS: The protection of lake watersheds and the reasonable lake use activities are paramount for the protection of water quality and the natural ecosystems of the lakes; and

WHEREAS: Adams County Land & Water Conservation Department will use the funding to print and complete the distribution of 1300 waterfront property owner informational packets that will be distributed to waterfront property owners and to the public during various forums; and

WHEREAS: Adams County Land & Water Conservation Department has the qualifications and expertise to perform the responsibilities for the grant and, as defined in the Adams County Land & Water Resource Management Plan, is assisting lake organizations and communities with implementation of lake management plans and education about waterfront property ownership.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors approves and authorizes the Administrative Coordinator/Director of Finance to apply for **\$6825** from the WDNR Lake Management Grant Fund for the purpose of completing the printing, preparation and distribution of 1300 waterfront property owners informational packets.

BE IT FURTHER RESOLVED: That Adams County shall provide \$4687 in-kind services in 2013-2014 toward the project and shall comply with State rules for the program and will meet the financial obligations under the grant by providing about 41% contribution towards the total project costs.

49 Recommended for adoption by the Land and Water Conservation Committee this ^{P17}
50 8th day of July 2013.

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52 *Al Sebastiani* _____
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60 Adopted _____
61 Defeated _____ by the Adams County Board of Supervisors this
62 Tabled _____ day of July 2013.

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64 _____
65 County Board Chair County Clerk

- 66
67 Reviewed by Corporation Counsel 7/1/13
68 Reviewed by Administrative Coordinator/Director of Finance
69

RESOLUTION NO. 61-2013

RESOLUTION TO APPROVE THE COMMERCIAL LEASE AGREEMENT FOR THE STORAGE OF THE MOBILE COMMAND TRAILER

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INTRODUCED BY: Public Safety & Judiciary Committee.

INTENT & SYNOPSIS: To approve the commercial lease agreement (attached) between Adams County and the Village of Friendship for the storage of the Emergency Management mobile command trailer.

FISCAL NOTE: Funds are appropriated for in the 2013 Emergency Management budget, with a carryover to 2014.

WHEREAS: The current commercial lease agreement between Adams County and the Village of Friendship for the storage of the Emergency Management Mobile Command Trailer, expired June 1, 2013; and

WHEREAS: The Mobile Command Trailer continues to be stored at the Village of Friendship's garage. This location provides for easy accessibility and the building is heated, which is necessary for the trailer. The fee is \$1.50 per day; and

WHEREAS: A commercial lease agreement has been in effect, each year, since 2011; and

WHEREAS: The new term of the commercial lease agreement is for 18 months from June 1, 2013 through December 31, 2014, and was extended to become consistent with the County's calendar year budget cycle; and

WHEREAS: The term of this lease agreement will last beyond the term of the current sitting Adams County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that: the attached 18-month commercial lease agreement between Adams County and the Village of Friendship for the storage of the Emergency Management Mobile Command Trailer is approved.

Recommended for adoption by the Public Safety & Judiciary Committee this 16th day of July, 2013.



Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 16th day of July, 2013.

County Board Chair County Clerk
 Reviewed by Corporation Counsel 7/1/13
 Reviewed by Administrative Coordinator/Director of Finance

COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement, hereinafter referred to as ("Lease") is made effective June 1, 2013, by and between the Village of Friendship, hereinafter referred to as ("Landlord"), and Adams County, hereinafter referred to as ("Tenant").

Landlord is the owner of the Friendship Village Hall garage located at 507 W. Lake Street, Friendship, WI 53934, hereinafter referred to as ("the Garage").

Landlord desires to lease storage space in the Garage to Tenant, and Tenant desires to lease storage space in the Garage from the Landlord for the term, at the rental and upon the covenants, conditions and provisions set forth.

1. **Term.** The landlord hereby leases storage space in the Garage to Tenant, and Tenant leases the same from Landlord for a term commencing June 1, 2013, and ending December 31, 2014. Thereafter, the parties may renegotiate or renew this lease annually.
2. **Access.** The Landlord shall grant to Tenant reasonable access to the Garage during the term of this lease.
3. **Rent.** In consideration of the covenants contained in this lease agreement, Tenant agrees to pay rent to Landlord in the amount of \$1.50 per day (per January 7, 2013, Friendship Village Board minutes), payable to the Treasurer of the Village of Friendship.
4. **Maintenance and Utilities.** Landlord will be responsible for all maintenance and building repairs during the lease term, including snowplowing. Landlord shall provide heat at not less than 40°F, electricity, and security to the Garage for the duration of the lease.
5. **Use.** The Tenant shall not use the Garage for the purposes of storing or selling any explosives, flammable or other inherently dangerous substances, chemical, thing, or device. The Tenant shall use the storage space for the main purpose of storing the following item.
 - Scottie Command 31 trailer, Mobile Command Post (VIN #1SSTT31T2411SS105)
6. **Sub-lease and Assignment.** Tenant shall not sublease or assign any part of the storage space without Landlord's consent, such consent shall not be unreasonably held or denied.
7. **Insurance and Hold-Harmless.** Tenant shall provide proof of insurance to Landlord of the vehicle described herein which coverage shall include any damages to Tenant's vehicle while stored in the Garage or otherwise on Landlord's premises.
8. **Law, Ordinances.** The Tenant agrees to obey in all respects all state laws, regulations and ordinances that may apply to the Garage or to any activity carried on by Tenant on the Garage premises.

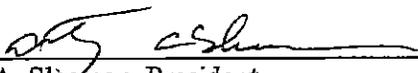
- 15. **Heading.** The headings used in this lease are for the convenience of the parties only and shall not be considered in interpreting any or any provision of this lease.
- 16. **Performance.** If there is a default in respect to any of the Landlord's, covenants, warranties, or representations under this Agreement, and if the default continues more than fifteen (15) days after notice in writing from the Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the costs thereof from the next occurring installment or installments of rent payable hereunder until Tenant shall be fully reimbursed for such expenditures.
- 17. **Final Agreement.** This Agreement terminates and supersedes all prior negotiations and agreements on the subject matter thereof. Only a further writing that is duly executed by both parties may modify this Agreement.
- 18. **Governing Law.** This Agreement shall be governed, construed, and interpreted by, through and under the laws of the State of Wisconsin.

In the event a provision of this lease is found illegal, the remaining provisions of this lease shall remain valid.

IN WITNESS WHEREOF, representatives of each party have subscribed their names below.

VILLAGE OF FRIENDSHIP, Landlord

Dated this 10th day of May, 2013.



 Anthony A. Sleeman, President

ADAMS COUNTY, Tenant

Dated this _____ day of May, 2013.

 Trena Larson
 Administrative Coordinator/Director of Finance

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Dell Prairie on November 14, 2011, such approval having been filed with the Adams County Clerk pursuant to Section 59.69 of the Wisconsin Statutes; and

WHEREAS: On Elaine Meade/Steven & Deborah Lohrmann, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on July 3, 2013, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

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

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A-2010, and the corresponding zoning maps are hereby amended to reflect that a parcel of land is changed from an A1-15 Exclusive Agriculture District to an A3 Secondary Agriculture District;

Property (20 acres) located in the SE ¼, NW ¼, Section 11, Township 14 North, Range 6 East, Town of Dell Prairie Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the 24 day of July, 2013.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 3rd day of July, 2013.



Joe Stuchlak, Chair

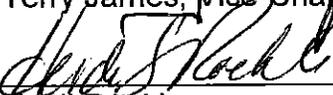


Al Sebastiani



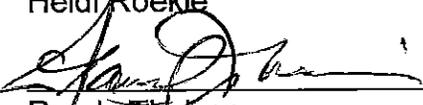
Terry James, Vice-Chair

Glenn Licitar



Heidi Roekle

Barb Morgan



Randy Thelsen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of July, 2013

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

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

ADAMS CO PLANNING & ZONING COMMITTEE

July 3, 2013– Room A260 -Courthouse
Friendship, WI 53934 – 1:00 P.M.

Elaine S. Meade/Steven & Deborah Lohrmann – After the Fact rezoning request from an A1-15 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the properties to become compliant once a survey has been recorded on properties located in the SE ¼, NW ¼, Section 11, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin.

Appearing for with testimony: Elaine Meade, owner.

No one appearing against.

Correspondence: Notification from the Town of Dell Prairie that they met on June 11, 2013 and do not object to the request and that it fits future land use plan.

Disposition: Al Sebastiani made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Heidi Roekle seconded the motion. Roll Call Vote: 5 -Yes. Motion carried.

P24

AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised as the Adams County Shoreland Wetland and Habitat Protection Ordinance on August 3, 2011, with an effective date of August 24, 2011, and

WHEREAS: On April 29, 2013, Anna Cemomordaja, owner, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a parcel (1.12 Acres) in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on July 3, 2013, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

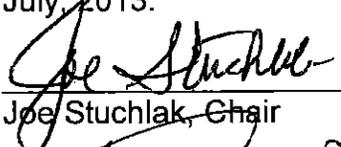
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Shoreland Wetland and Habitat Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Recreational/Residential District to a General Purpose District.

Property located in the W 1/2 , NW 1/4, Section 8, Township 14 North, Range 6 East, Lots 1-2, Block 2, Plat of Plainville at 3716 State Road 13, Town of Dell Prairie, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the 24 day of July, 2013.

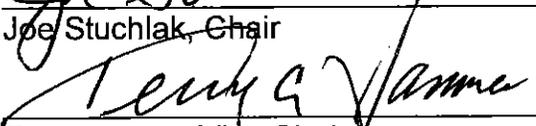
Recommended for enactment by the Adams County Planning and Zoning Committee on this 3rd day of July, 2013.



Joe Stuchlak, Chair

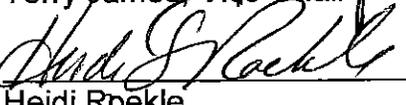


Al Sebastiani



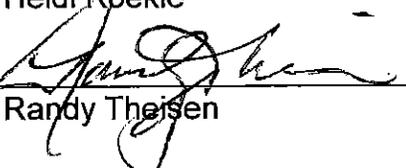
Terry James, Vice-Chair

Glenn Licitar



Heidi Roekle

Barb Morgan



Randy Theisen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of July, 2013

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

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

ADAMS CO PLANNING & ZONING COMMITTEE

July 3, 2013– Room A260 -Courthouse

Friendship, WI 53934 –1:00 P.M.

Anna Cemomordaja – Rezoning request of a parcel (1.12) acres from a Recreational/Residential District of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to a General Purpose District to allow the an auto dealership on property located in the W 1/2 , NW ¼, Section 8, Township 14 North, Range 6 East, Lots 1-2, Block 2, Plat of Plainville at 3716 State Road 13, Town of Dell Prairie, Adams County, Wisconsin.

Appearing for with testimony: Pavels Cernomordaja, owners son, Philip Smolen with questions about putting up a fence to shield neighbors and if there would be repairs, or strictly sales.

Appearing for without testimony:

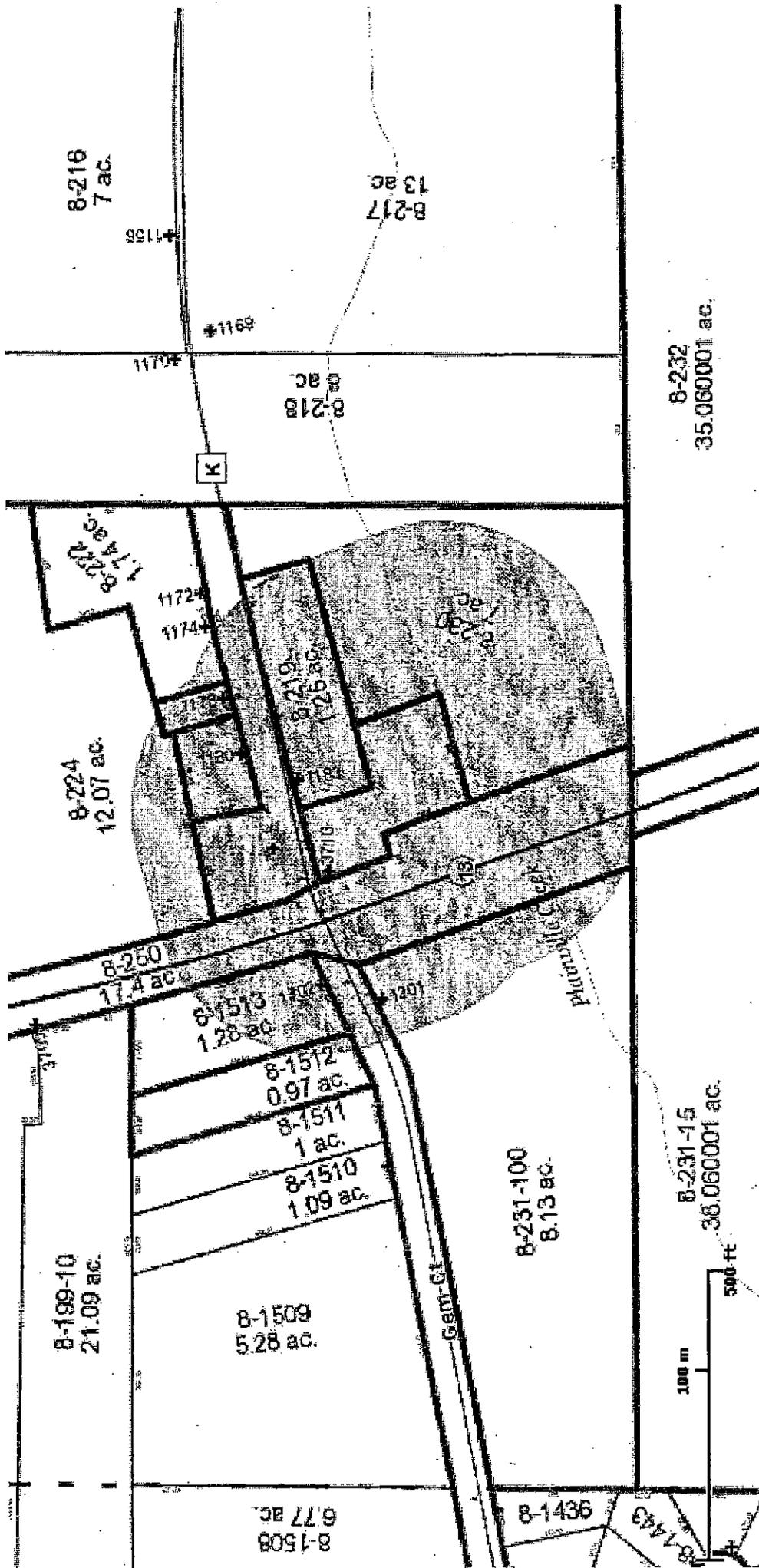
No one appearing against.

Correspondence: Notification from the Town Board of Dell Prairie that they met on June 11, 2013 and have no objection to the zoning change and that it fits future land use.

Disposition: Terry James made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Heidi Roekle seconded the motion. Roll Call. 5 – Yes. Motion carried.

CEMOMORDAJA

W, NE/8-14-6/ DELL PRAIRIE



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AMENDMENT OF THE ADAMS COUNTY PRIVATE ONSITE WASTE TREATMENT SYSTEMS ORDINANCE

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

WHEREAS; Adams County desires to protect, preserve and promote the public health and a quality environment with quality water resources; and

WHEREAS; The Adams County Board of Supervisors adopted the Adams County Sanitary Ordinance on August 28, 1968, with an effective date of October 01, 1968; and

WHEREAS; The Adams County Board of Supervisors adopted amendments to the Adams County Sanitary Ordinance on March 19, 1974 and June 23, 1992 and April 21, 2009; and

WHEREAS; Due to the State mandated sanitary system inventory and maintenance program, the number of systems requiring scheduled maintenance is increasing substantially and there are a limited number of sanitary system servicers; and

WHEREAS; The deadline date for sanitary system servicing and reporting is hereby extended; and

WHEREAS; Comm 83, the State of Wisconsin Administrative Code that governed County Private Onsite Waste Treatment Systems Ordinances {Sanitary Ordinances}, has been placed under the jurisdiction of the Department of Safety and Professional Services; and

WHEREAS; Notice of the public hearing at which this matter was considered was published on June 19, 2013 and June 26, 2013 in the Adams County Times Reporter; and

WHEREAS; The Adams County Planning & Zoning Committee conducted a public hearing on the proposed revisions to the Adams County Private Onsite Waste Treatment Systems Ordinance on July 03, 2013, and after evaluating all data and evidence presented at the hearing, said Planning and Zoning Committee moved to recommend approval as attached hereto.

NOW THEREFORE BE IT ORDAINED by the ADAMS COUNTY BOARD of SUPERVISORS THAT:

The Amended Private Onsite Waste Treatment Systems Ordinance shall become effective as of the date of its publication, following adoption by the Adams

48 County Board of Supervisors. Upon the effective date of this Ordinance
49 Amendment, all other versions of the Adams County Private Onsite Waste
50 Treatment Systems Ordinance, become invalid.

51
52 Recommended for enactment by the Planning and Zoning Committee this 3rd
53 day of July, 2013.

54
55 *Larry C. Varner* _____
56 *Al Sebastiani* _____
57 *Joe Shupe* _____
58 *Steve Raab* _____

59 Enacted _____
60 Defeated _____ by the Adams County Board of Supervisors
61 Tabled _____ this _____ day of _____, 20____.

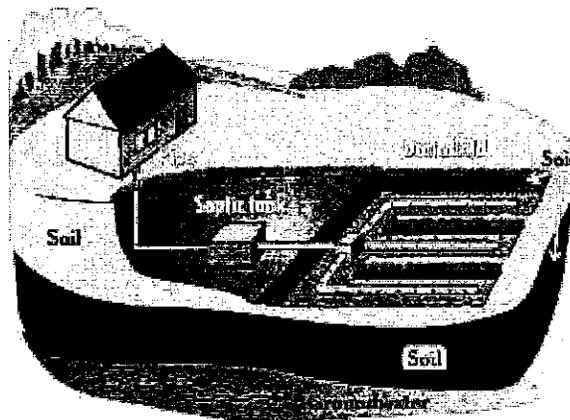
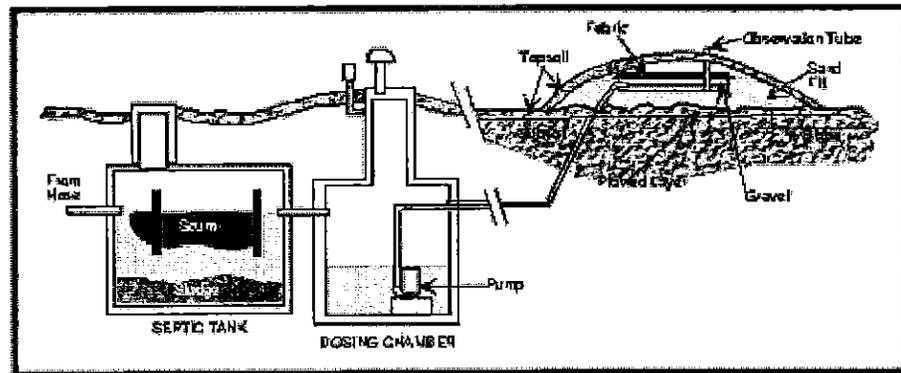
62
63 _____
64 Chairman _____ County Clerk _____

65
66 Reviewed by Corporation Counsel
67 Reviewed by Administrative Coordinator/Director of Finance
68

ADAMS COUNTY

PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS

ORDINANCE



PRIVATE ONSITE WASTE TREATMENT SYSTEMS ORDINANCE, Adams County, Wisconsin
www.co.adams.wi.gov

County Planning and Zoning Committee:

Joe Stuchlak, Chairperson
Glenn Licitar
Barb Morgan
Terry James
Al Sebastiani
Heidi Roekle
Randy Theisen

Adams County Planning & Zoning Dept.

P.O. Box 187
Friendship, WI 53934
Phone: 608 339 - 4222
Fax: 608 339 - 4504

County Board of Supervisors -

District # 18: John West, Chair
District #1: Glenn Licitar
District #2: Rocky Gilner
District #3: Larry Babcock
District #4: Al Sebastiani
District #5: Jerry Kotlowski
District #6: Dean Morgan
District #7: Joe Stuchlak
District #8: James Bays
District #9: Patrick Gatterman
District #10: Jon Roseberry

District #11: Robert Eggebrecht
District #12: Heidi Roekle
District #13: Florence Johnson
District #14: Marjorie Edwards
District #15: Jack Allen
District #16: Bill Miller
District #17: Lori Djumadi
District #18: John West
District #19: Terry James
District #20: Paul Pisellini

County Corporation Counsel -

Vacant

County Clerk -

Cindy Phillippi

Planning and Zoning Administrator -

Philip A. McLaughlin

EFFECTIVE DATE:

This Ordinance shall take effect after a Public Hearing, adoption by the County Board of Supervisors and transmittal to each Town Clerk.

ADOPTED THIS 28th DAY OF August, 1968
Effective Date: 10-01-68

REVISED THIS 21st DAY OF April, 2009
Public Hearing: 04-01-09
Board Adoption: 04-21-09

REVISED THIS 19th DAY OF March, 1974
Public Hearing: 03-07-74
Board Adoption: 03-19-74

REVISED THIS 16th DAY of July, 2013
Public Hearing: 07-03-13
Board Adoption: 07-16-13

REVISED THIS 23rd DAY OF June, 1992
Public Hearing: 06-03-92
Board Adoption: 06-23-92

ATTESTED: John West
CHAIRPERSON OF COUNTY BOARD

Cindy Phillippi
COUNTY CLERK

**ADAMS COUNTY
PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS
ORDINANCE**

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SECTION - 1 - INTRODUCTION

1-1.00 STATUTORY AUTHORITY

This Ordinance is adopted pursuant to the authorizations in sections 59.70 (1), 59.70 (5), 145.04, 145.19, 145.20, and 145.245 Wis. Statutes as may be amended from time to time.

1-1.01 CONFLICT OF LAWS. In the event of litigation involving this Ordinance, the laws of Wis. shall govern.

1-2.00 PURPOSE

This Ordinance is adopted to promote and protect the public health and safety by assuring the proper siting, design, installation, inspection, and management of Private Onsite Wastewater Treatment Systems and Non-plumbing Sanitation Systems.

1-2.01 TITLE This ordinance shall be titled and referred to, and cited as the “**Adams County Private Onsite Wastewater Treatment Systems Ordinance.**”

1-2.02 ABROGATION AND GREATER RESTRICTIONS By this Ordinance it is not intended to repeal, abrogate or impair any existing Ordinances, rules, restrictions or regulations; however, where this Ordinance imposes greater restrictions, this ordinance shall prevail.

1-2.03 INTERPRETATION Provisions of this Ordinance shall be liberally construed and shall not be deemed a limitation or repeal of any other powers granted by the Wisconsin Statutes and related Administrative Codes. As unforeseen circumstances arise that are not specifically covered under this Ordinance, the basic principles and purpose of this Ordinance shall guide its interpretation and application.

1-2.04 SEVERABILITY In the event one provision is invalid in this Ordinance the remaining provisions shall be valid.

1-3.00 REPEAL AND EFFECTIVE DATE

This Ordinance shall be effective after public hearing, adoption by the County Board and publishing or posting as required by law. The provisions of the existing Adams County Private Sewage System Ordinance dated April 21, 2009 regarding servicing and reporting deadline dates shall be repealed effective on the date this Ordinance is enacted.

1-4.00 LIABILITY

This Ordinance shall not create a liability on the part of or cause of action against the County, or any employee thereof for any **Private Onsite Wastewater Treatment Systems (here after referred to as POWTS)** or Non-plumbing Sanitation System that may not function as designed. There shall be no liability or warranty for any site that is approved or denied. The issuance of a Sanitary Permit and inspections thereof does not warrant the system's function, nor is there, a guarantee that the system is free of defects or that all aspects of the system complies with Wisconsin Statutes or Administrative Codes.

1-5.00 INCORPORATION BY REFERENCE

This Ordinance incorporates by reference the following rules, regulations, and laws, to govern the location, construction and use of a POWTS and (Non-plumbing Sanitation Systems pursuant to this Ordinance) as set forth in chapter 145, and sections 254.59, 281.48, 968.10, 59.70 (5) Wisconsin Statutes and chapters SPS 305, 381, 382, 383, 384, 385, 387, 391, and chapters NR113, and NR116 Wisconsin Administrative Codes as may be amended from time to time.

1-6.00 APPLICABILITY

The requirements of this Ordinance shall apply to all geographic areas of Adams County not served by public sewer.

SECTION - 2 – DEFINITIONS

2-1.00 GENERAL

For the purpose of this Ordinance, the following definitions and those contained in rules and regulations promulgated to ch.145 Wis. Statutes and ch. SPS 381 Wis. Adm. Codes shall apply. Other words shall be presumed to have their customary dictionary definition. Pursuant to this ordinance the Adams County Planning & Zoning Department shall be referred to as the Adams County Zoning Dept., Zoning Dept. or County.

2-2.00 DEFINITIONS SPECIFIC

2-2.01 BUILDING Items constructed, erected or placed on a property requiring a more or less permanent location on or in the ground intended or capable of temporary, intermittent or permanent human habitation or to occupy as an accessory use. Including, but not limited to, items such as a dwelling, manufactured dwelling or home, residential, commercial, industrial or public facility, accessory building, cabin, cottage or other similar uses.

2-2.02 BUILDING SEWER Portions of the drain system, which are defined as a Building Sewer or Private Interceptor Main Sewer by ch. SPS 381 Wis. Adm. Code, shall not be considered a part of the POWTS.

2-2.03 BUSINESS DAY A day the Adams County Zoning Department is open for business within the hours of 8.00 AM to 4.30 PM, excluding Saturdays, Sundays or Holidays.

2-2.04 CONVENTIONAL POWTS A type of POWTS utilizing and consisting of a septic tank with in-ground soil absorption components and gravity distribution of effluent, or Non-Pressurized In-Ground type system.

2-2.05 CAMPER UNIT See Recreational Vehicle definition.

2-2.06 CAMPER UNIT TRANSFER CONTAINER Refers to a type of sanitary holding tank used to collect and hold wastewater discharges generated by an individual camper trailer or recreational vehicle.

2-2.07 FAILING NON-PLUMBING SANITATION SYSTEM A failing non-plumbing sanitation system is defined as one which causes or results in the discharge of human wastes, excrement or partly treated sewage to:

- (A) Surface waters or groundwater.
- (B) Zones of bedrock.
- (C) The surface of the ground.
- (D) Zones of seasonal saturation.

2-2.08 FAILING POWTS As specified in s. 145.245 (4) Wis. Statutes, which reads as follows.

Note: Section 145.245(4) reads: "Failing private sewage system", means a private sewage system which causes or results in any of the following conditions: (a) The discharge of sewage into surface water or groundwater. (b) The introduction of sewage into zones of saturation, which adversely affects the operation of a private sewage system. (c) The discharge of sewage to a drain tile or into zones of bedrock. (d) The discharge of sewage to the surface of the ground. (e) The failure to accept sewage discharges and backup of sewage into the structure served by the private sewage system.

2-2.09 HUMAN HABITATION An act of inhabiting a place of abode, to occupy a structure whether intermittently or as a principle residence, as a dwelling, or as a sleeping place.

2-2.10 MODIFICATIONS TO WASTEWATER FLOW OR CONTAMINANT LOAD Modifications in wastewater flow or contaminant load discharging to a POWTS shall be considered to occur:

- (A) In public buildings, facilities or places of employment, when a change in occupancy, number of users, or the proposed modification affects either the type or number of plumbing appliances, fixtures or devices.
- (B) In dwellings, when there is an increase or decrease in the number of bedrooms.

2-2.11 NON-PLUMBING SANITATION SYSTEM Pursuant to this ordinance refers to sanitation systems or devices, within the scope of Ch. SPS 391 Wis. Adm. Code, which are alternatives to water carried waste plumbing fixtures and drain systems.

- 2-2.12 NON-PLUMBING SANITATION SYSTEM COUNTY PERMIT Refers to a permit issued by the Adams County Zoning Dept. for the installation, replacement, modification and repair of Non-plumbing Sanitation Systems with in the scope of ch SPS 391 Wis. Adm. Code not governed under a County Use or Privy Permit.
- 2-2.13 OCCUPY Pertains to and is the purpose for which a building is used.
- 2-2.14 PLUMBER A person licensed by the State of Wisconsin per s. 145.06 (1) (a) and s. 145.14 (1) (a) Wis. Statutes to perform plumbing activities as specified under s. 145.01 (10) Wis. Statute.
- 2-2.15 PORTABLE RESTROOM Pursuant to this Ordinance refers to an approved product for the use with in the scope of ch. SPS 391 Wis. Adm. Code that is a self-contained portable unit that includes fixtures incorporating holding tank facilities, designed to contain human waste and/or excrement.
- 2-2.16 POWTS Refers to and means “Private On-Site Wastewater Treatment System” as specified under s. SPS 381.01 (182) Wis. Adm. Code and has the meaning given for ‘private sewage system’ under s. 145.01(12) Wis. Statute as specified under s. SPS 381.01, (194) Wis. Adm. Code.
- 2-2.17 PRIVY, PIT A Pit Privy is an enclosed non-portable toilet with a subsurface storage chamber that consists of earthen sides and/or bottom that is not watertight, into which non-water carried human wastes and/or excrement are deposited and is not connected to a any type of water plumbing system
- 2-2.18 PRIVY, VAULT A Vault Privy is an enclosed non-portable toilet with a subsurface watertight storage chamber, into which non-water-carried human wastes and/or excrement are deposited and is not connected to any type of water plumbing system. Pursuant to this Ordinance is considered a Non-plumbing Sanitation System.
- 2-2.19 REBUILT Construction that takes place after a structure is demolished or incurred unrepairable (requires replacement of materials) damage to the extent of fifty percent (50%) or more of its current envelope volume.
- 2-2.20 RECREATIONAL VEHICLE Items of personal property designed as transportable or a vehicle that stands in seasonal or permanent location for intermittent human habitation. Having an overall length of forty-five (45) feet or less and a body width of eight (8) feet or less primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. **Recreational vehicles with water service connection shall be provided with wastewater storage capability self contained within the unit.** The basic entities are: travel trailer, tent-type camping trailer, truck camper, park model unit or motor home.
- 2-2.21 SANITARY INSPECTOR Title of person employed by Adams County to assist the Adams County Zoning Administrator and Adams County Planning & Zoning Committee with the administration and enforcement of this Ordinance.
- 2-2.22 SANITARY PERMIT Refers to a permit issued by the State or governmental unit (Adams County Zoning Dept.) responsible for the regulation of private sewage systems per s. 145.135 and 145.19 Wis. Statutes.
- 2-2.23 SANITARY PERMIT, COUNTY Refers to a permit issued by the Adams County Zoning Dept. for POWTS reconnections, repairs and alterations or items not governed under a Sanitary Permit per **Section 2-2.21**.
- 2-2.24 SEPTIC TANK Component of a POWTS used for sewage containment and treatment.
- 2-2.25 STATE Pursuant to this Ordinance refers to the State of Wis. Dept. of Safety and Professional Services.
- 2-2.26 STRUCTURE See building definition.
- 2-2.27 USE PERMIT, COUNTY Refers to a permit issued by the Adams County Zoning Dept. for Limited Holding Tank use per **Section 3-4.06 (A)**, Camper Unit Transfer Container use per **Section 3-4.08** and Portable Restroom use per **Section 2-2.14**.

2-2.28 ZONING ADMINISTRATOR Title of person employed by Adams County charged with the administration and enforcement of this Ordinance.

SECTION - 3 - GENERAL REQUIREMENTS

3-1.00 COMPLIANCE

All structures residential or commercial in Adams County provided with a water plumbing system intended for permanent or intermittent human habitation or to occupy as an accessory use not connected to public sewer, shall be served by a State approved Private On-Site Wastewater Treatment System design into which all domestic wastewater and sewage shall enter for holding or treatment and dispersal that complies with the provisions of this Ordinance. Recreational Vehicles as defined by this Ordinance do not require a POWTS.

3-1.01 All POWTS or Non-plumbing Sanitation Systems new or replacement installations, repairs, modification, testing or reconnections shall be inspected and approved by the Adams County Zoning Department prior to being placed into service or any structure served by same may not be occupied or used unless otherwise exempted by the State or the Adams County Zoning Department pursuant to this Ordinance.

3-2.00 ALLOWABLE USES & LIMITATIONS

3-2.01 WATER SUPPLY If a water plumbing system is installed in a structure and/or potable water is supplied to a structure serviced by a non-plumbing sanitation system, an acceptable method of sewage disposal in addition to the non-plumbing sanitation system, (except Vault Privies pursuant to Section 3-2.03) shall be provided.

3-2.02 PORTABLE RESTROOM Portable Restroom use is allowed upon issuance of an Adams County Portable Restroom Use Permit which is an annual use permit requiring annual renewal or re-issuance. An Adams County Portable Restroom Use Permit is not required when the proposed placement on a parcel will not exceed thirty (30) days or for construction site, commercial or public uses. The Portable Restroom must be an approved product for the use and the pumping, transportation, and disposal of the contents shall be in accordance with ch. NR 113 and shall be maintained pursuant to this Ordinance.

3-2.03 VAULT PRIVY Only Vault Privy Non-plumbing Sanitation System type privies are permitted pursuant to this Ordinance, and only when a structure or premises served by a vault privy is not provided with an indoor water plumbing system. When a water plumbing system is installed into a structure served by a vault privy or a vault privy is on the same parcel, the vault privy shall be abandoned as per the requirements of ch. SPS 391 Wis. Adm. Code and an acceptable method of sewage disposal other than a vault privy must be provided.

3-2.04 FLOODPLAIN Any POWTS, or Non-plumbing Sanitation System or portion(s) thereof, installed within a floodplain shall comply with all applicable requirements of ch. NR116 Wis. Adm. Code, and the Adams County Zoning and Floodplain Ordinances.

3-2.05 NON-PLUMBING SANITATION SYSTEM Non-plumbing Sanitation Systems not limited by this ordinance are permitted when installed and maintained pursuant to ch. SPS 391 Wis. Adm. Code and this Ordinance. As a provision to this Ordinance Non-plumbing Sanitation Systems within the scope of ch SPS 391 Wis. Adm. Code are **not recognized as an existing POWTS design for a replacement Holding Tank Permit.**

3-2.06 HOLDING TANK Installation or use of holding tanks shall be prohibited for any new POWTS design, or method as a POWTS component except as provided in (A) exception. A Sanitary Permit application that designates a holding tank as a replacement system or as a system failure contingency plan shall not be approved unless a Soil and Site Evaluation determines that the property is unsuitable for a soils based POWTS design.

(A) **Exception** Limited use of an approved POWTS design tank component as a holding tank, may be allowed with an approved Adams County Limited Holding Tank Use Permit **only when** connection to a public sewer approved by the Department of Natural Resources is to be made; or **only with** an issued new or replacement Sanitary Permit for a soils based POWTS design that shall be installed to serve the structure or property.

3-2.07 BUILDING SEWER Building sewer pipes shall exit a building such that a minimum of eighteen (18) inches of soil cover is provided above the sewer pipe. If placement of eighteen (18) inches of soil cover results in less than eight (8) inches of separation between untreated or unprotected building materials an approved method of insulation or insulated pipe product shall be used.

3-2.08 CAMPER UNIT TRANSFER CONTAINER Camper Unit Transfer Container use is allowed upon issuance of an Adams County Camper Unit Transfer Container Use Permit that shall require annual renewal or re-issuance. The servicing of Camper Unit Transfer Containers as to pumping, transporting and disposal of the contents shall be in accordance with ch. NR 113 and shall be maintained pursuant to this ordinance.

(A) The Camper Unit Transfer Container must be an Approved Product for the use with a capacity not to exceed three hundred (300) gallons limited to servicing one Camper Unit per container. The container shall be installed under the camper unit when ever possible or placed no more than 12 inches horizontally from the camper unit body recessed into the finish grade no more than 4 inches with adequate anchoring to prevent flotation and provisions made to protect the unit from physical damage.

3-2.09 PUBLIC SEWER When, public sewer approved by the Department of Natural Resources becomes available to a structure or property served by an existing POWTS, connection to the public sewer shall be made within one (1) year from date of availability. The date public sewer becomes available for connection is established by the local sewer service entity. The disconnected existing POWTS shall be abandoned per **Section 3-4.00**.

3-3.00 IDENTIFIED FAILING POWTS or NON-PLUMBING SANITATION SYSTEM

When a POWTS or Non-plumbing Sanitation System is identified as failing, its use shall be discontinued within that period of time required by an Adams County Zoning Department order. When any component of a POWTS or Non-plumbing Sanitation System fails to operate or function as designed the entire system shall be evaluated for compliance to the Wis. Adm. Code in effect at the time the system was installed including a soils evaluation for those components that utilize in-situ soils for treatment or dispersal.

3-3.01 When an unlawfully altered or installed POWTS or Non-plumbing Sanitation System or component thereof is identified, the entire system shall be evaluated pursuant to this section and an order shall be issued to the responsible person(s) to correct or replace with a State approved system or component.

3-4.00 ABANDONMENT OF POWTS

When public sewer connection is required or components of an existing POWTS are not part of an approved replacement POWTS design or are identified as failing the existing POWTS or components thereof shall be abandoned pursuant to ch. SPS 383 Wis. Adm. Code prior to connection of the replacement POWTS or public sewer. The contents of all abandoned tanks, seepage pits, or cesspools shall be pumped out and disposed of in accordance with ch. NR 113.

3-5.00 SUBDIVISION PLATS NOT SERVED BY PUBLIC SEWERS

The provisions of this section are to establish lots and elevations with sufficient areas and soils to permit the installation and use of soils based POWTS designs to serve one and two family dwellings that shall apply to all proposed subdivision plats not served by public sewer. Proposed standard building lots on subdivision plats shall comply with the lot standards, zoning, and dimensional requirements of all applicable Adams County Ordinances. Words and phrases pursuant to this section apply as defined by this ordinance and the Adams County Land Division Ordinance.

3-5.02 A proposed subdivision plat not served by public sewer shall be submitted to the Zoning Department for review with all applicable fees and must be accepted and approved prior to final plat recording with the Register of Deeds Office. In addition to the requirements of the Adams County Land Division Ordinance a proposed subdivision plat submitted for review shall be drawn to scale that clearly indicates and includes:

(A) All lot areas that do not meet the area, width, elevation, soil, wetlands, floodplain or zoning requirements shall be delineated with limitation(s) identified and restricted by a clearly labeled outlot restriction on the plat. This restriction shall prohibit the construction of buildings and POWTS installations.

(B) Identify all lots that will have structures built to be served by a community type POWTS design and identify all areas where a community type system will be located.

(C) Ground grade elevation contour lines at one (1) to two (2) foot intervals related to a vertical elevation reference point (benchmark). The location of all soil profile evaluation excavations with undisturbed grade elevations established and for all areas where land slopes exceed twenty percent (20%).

(D) A Soil and Site Evaluation Report conducted by a Certified Soil Tester per s. SPS 305.33 Wis. Adm. Code with profile descriptions and interpretations performed and reported as specified in ch. SPS 385 Wis. Adm. Code at a minimum of one (1) soil profile evaluation excavation per each continuous three (3) acres of plat area, excavated to a depth of at least four (4) feet below an expected POWTS infiltrative surface elevation.

1. Additional soil profile evaluation excavations shall be ordered as determined to be necessary at the discretion of the Zoning Administrator and/or Sanitary Inspector prior to approval of a proposed plat.
2. The use of existing documentation that may verify the soil conditions of all or part of a proposed plat may be allowed with pre-approval by the Zoning Administrator and/or Sanitary Inspector.

3-6.00 SOIL AND SITE EVALUATION REPORTS

Soil and Site Evaluation Reports shall be performed and submitted pursuant to ch. SPS 385 Wis. Adm. Code.

(A) Soil and Site Evaluation Reports recorded prior to January 1, 1981 or that do not indicate grade elevations for soil borings related to a vertical reference point shall require soils and site verification by a Certified Soil Tester if used as supporting documentation for a Sanitary Permit or County Sanitary Permit application. Verification shall require a complete Soil and Site Evaluation Report pursuant to this section with a **minimum** of one (1) soil profile evaluation excavation performed within the previously tested area.

3-7.00 POWTS RECONNECT

An Adams County Sanitary Reconnect Permit is required when a structure serviced by an existing POWTS is replaced or rebuilt with a new or different structure or before a disconnected POWTS may be reconnected. Prior to issuing an Adams County Reconnect Permit, the existing POWTS shall be examined to determine that it is functioning properly, not failing, and capable of handling the proposed wastewater flow and contaminant loads.

3-7.01 An Adams County Sanitary Reconnect permit is not required when replacing a structure with a new or different structure within two (2) years from the date of original Sanitary Permit issuance. To allow Reconnect Permit exception the original or most recent plumber of record shall be required to submit a detailed plot plan per **Section 4-4.00 (C)** and a statement the existing POWTS was not altered and a modification in wastewater flow or contaminant loads will not occur.

3-8.00 CONSTRUCTION NOT AFFECTING WASTEWATER FLOW OR CONTAMINANT LOAD

Prior to starting construction of a structure, an addition to or a structure modification serviced by an existing POWTS the owner shall provide documentation to the Adams County Zoning Dept. that the proposed construction will not cause or affect an increase in wastewater flow and/or contaminant load to the existing POWTS.

3-9.00 CONSTRUCTION AFFECTING WASTEWATER FLOW OR CONTAMINANT LOAD

Construction of a structure, an addition to or a structure modification determined to cause or affect an increase in wastewater flow and/or contaminant load to the POWTS serving the structure or property, the owner(s) shall possess a Sanitary Permit to modify the existing POWTS or to install a replacement POWTS that will accommodate the increase in wastewater flow and/or contaminant loads prior to starting construction. Or the property owner(s) shall provide documentation to the Adams County Zoning Department that a POWTS with sufficient soil conditions and of adequate size to accommodate the increase in wastewater flow and/or contaminant load already exists to serve the structure. This documentation shall include a plot plan per **Section 4-4.00 (C)** with

the locations of the proposed structure, addition to or structure modification and all existing POWTS components identified to confirm all required setback distances are met.

3-10.00 ALTERNATIVE WASTEWATER FLOW CALCULATIONS

Construction of a structure, an addition to or a structure modification that is determined to cause or affect an increase in wastewater flow and/or contaminant load to the POWTS servicing the structure as originally permitted, may be allowed without installing a new, or modifying the existing POWTS if an alternative method of calculating wastewater flow and/or contaminant load other than the number of bedrooms is used. **The property owner(s) shall:**

- (A) Provide documentation of an alternative method of calculating wastewater flow and/or contaminant load based on a per capita occupancy (number of users), or on water meter flow data, or on comparable data on flow and load from similar uses or on influent wastewater analytical data if the contaminant load is affected. **(Adams County Alternate Design Flow Calculation and Affidavit of, Alternate Design Flow forms)**

3-11.00 DOCUMENTS AND FORMS

All documents and forms created and approved for the administration of this ordinance shall be considered part and inclusive to this ordinance.

3-11.01 RECORDED DOCUMENT(S) Pursuant to the Wis. Adm. Codes, Recorded Document(s) are created to establish and implement the management and maintenance requirements and responsibilities, ownership and use restrictions for Private On-site Wastewater Treatment and Holding Systems and pursuant to this Ordinance for Non-plumbing Sanitation Systems, Use permits or items not governed under a Sanitary Permit. Such document(s) shall be recorded as an affidavit and restrictive covenant with the Adams County Register of Deeds Office and Adams County Zoning Department in a manner that will permit the existence of the document(s) to be determined by reference to the property. The requirements and responsibilities as prescribed by such document(s) are binding upon the property owner(s) or any subsequent owner(s), their heirs, and assignees and shall run with the land. Applicable items to be recorded prior to Permit issuance shall include but not be limited to the following:

- (A) If a POWTS or parts thereof are located on a different parcel than the structure served, an appropriate overhead and under ground access, operation and service easement.
- (B) If a POWTS serves more than one (1) structure under different ownership or owned by a party other than the owner of the parcel on which it is installed, a document identifying all parties that have ownership of the parcel, the system, and the structure(s) to be served by the system. All owners are jointly and severally responsible for the operation and maintenance of the POWTS.
- (C) If a POWTS design wastewater flow from a dwelling is based on methods other than the number of bedrooms, a document identifying and establishing the method used with occupancy limitation or use restriction to the dwelling determined by an Alternate Design Wastewater Flow Calculation per Section 3-10.00.

SECTION - 4 - PERMITS AND APPLICATIONS

4-1.00 SANITARY PERMIT

A Sanitary Permit shall be obtained prior to issuance of a building permit for construction, establishment or installation of a structure requiring connection to a POWTS per s. 145.195 Wis. Statute. Every POWTS installation, component replacement and/or modification, permit renewal, revision, transfer or change of plumber shall require a separate application and Sanitary Permit. Sanitary Permit Applications and Design Plans shall be submitted for review with all appropriate documentation pursuant to **Sections 4-3.00, 4-4.00 and Section 6** with review fees to the Adams County Zoning Dept.

- (A) **Inspection Access** An application for any permit governed by this ordinance or a Soil and Site Evaluation Report submitted to the Adams County Zoning Dept. for review grants consent from the property owner(s) to the Zoning Department staff to enter the owner(s) properties during normal working hours to perform installation, operation, maintenance or soils inspections pursuant to the permit or Soil and Site Evaluation Report submitted at the discretion of the Zoning Administrator or Sanitary Inspector.

(B) **Evaluation** Sanitary Permits for POWTS component replacement and/or modification or County Sanitary Permits for POWTS repair or reconnection shall require that all existing or remaining components of the POWTS be evaluated for compliance to the Wis. Adm. Codes in effect at the time originally installed. As part of a permit application a system evaluation shall be submitted as supporting documentation including a soil and site evaluation report for those components that utilize in situ soil for treatment or dispersal.

(C) **Fees** Monetary fees are herein established to defray the cost of administration of this ordinance, and shall be required as part of a permit application and for, but not limited to sanitary document review and inspections. The fees shall be set and amended from time to time by the Adams County Planning & Zoning Committee.

4-1.01 **SANITARY PERMIT REVISION** A Revision Permit is required for a proposed change in use, component(s) or design modification to a previously approved Sanitary Permit design. Applications for a Sanitary Permit Revision shall be submitted for review to the Adams County Zoning Dept. with review fees and all applicable documentation including any State approved design revision and/or variance as required by the Wis. Adm. Codes. A design revision may require the Management and Maintenance Agreement Management Plan be amended including servicing agreement(s) and contract(s).

(A) If identified during inspection pursuant to **Section 5** that a permit revision is required to a previously approved Sanitary Permit POWTS design, an application for Sanitary Permit Revision shall be submitted to the Adams County Zoning Department within thirty (30) days from the date of inspection.

4-1.02 **CHANGE OF PLUMBER** A change of plumber permit is required for a proposed change in plumber of record to a previously approved Sanitary Permit POWTS design prior to expiration. An approved POWTS design plan that does not bear the original stamp of an architect, engineer or registered POWTS designer cannot be transferred as part of a change of plumber permit application. A new POWTS design would be required.

4-1.03 **PERMIT TRANSFER TO NEW OWNER** To transfer a valid Sanitary Permit from the current permit holder to a new owner a Transfer Permit is required. Transfer of ownership transfers all Management and Maintenance requirements and servicing responsibilities to the new owner and shall not affect the original Sanitary Permit expiration date. Applications for Permit Transfer to New Owner shall be signed by the original Plumber of record with documentation to support the change in property ownership and original Sanitary Permit posting card.

4-1.04 **HOLDING TANK PERMIT** As part of a Sanitary Permit Application for a Holding Tank the property owner shall enter into an Adams County Holding Tank Agreement that will require the property owner to agree:

(A) To have a water meter installed in the structure(s) to be serviced by the holding tank pursuant to this Ordinance and to be responsible for the purchase, installation, maintenance and repair of the water meter(s). Water meters are not required for Temporary Holding Tank Use or Non-plumbing Sanitation Systems.

(B) To enter into a servicing contract with a person licensed under ch. NR 113 Wis. Adm. Code who shall submit to the Adams County Zoning Department as prescribed by the Management Plan a report on all water meter readings and servicing events of the Holding Tank.

4-1.05 **PERMIT POSTING CARD** Permit posting cards issued by the Adams County Zoning Dept. to the property owner shall serve as the Sanitary Permit and/or County Permit (Sanitary or Use). The permit card shall contain all the information required by Wis. Statute ch. 145 and this Ordinance. The original or most recent issued Sanitary Permit posting card shall be returned as part of an application for Sanitary Permit transfer or renewal. The permit card shall be displayed at the site in such a manner that it will be visible from the road abutting the lot during all construction phases. Failure to display the permit card shall be a violation of this Ordinance.

4-2.00 COUNTY SANITARY PERMIT

An Adams County Sanitary Permit is required for POWTS repairs, reconnections, or items not governed under a Sanitary Permit per **Section 2-2.22**.

4-2.01 **RECONNECT PERMIT** Pursuant to **Section 3-7.00** an Adams County Sanitary Reconnect Permit application shall be prepared and submitted per **Sections 4-3.00** and **4-4.00 (A) & (C)** with the following.

- (A) The existing POWTS shall be entered into the Adams County Mandatory POWTS Management and Maintenance Program or amend the existing Management Plan including servicing agreement(s) and contract(s) pursuant to **Section 6.00**.
- (B) A report by a credentialed person per s. SPS 383.25 (2) (d) 3 Wis. Adm. Code relative to the condition of the existing POWTS components, including but not limited to pumps, pipes, filters, switches, alarms, electrical systems, verification of setbacks and that the existing POWTS is not failing.
- (C) A report by a Certified Septage Servicing Operator under ch. NR114 Wis. Adm. Code on the condition of all existing holding or treatment components including capacities, water tightness, baffles, risers and riser covers.
- (D) A Soil and Site Evaluation Report per **Section 3-6.00** that references the vertical elevation separation distance between the infiltration surface of the existing POWTS and estimated high groundwater and bedrock is required, unless a valid report is on file with the Zoning Dept. that would support the existing POWTS.

4-2.02 **REPAIR PERMIT** An Adams County Sanitary Repair permit shall be required for repairs to POWTS components identified as failed or nonfunctional. Including but not limited to septic, holding, ATU and dosing tank risers and riser covers, effluent pumps, switches or alarms and wiring components, inlet or outlet baffles, building sewer pipes, ATU unit components and observation or vent pipes.

4-3.00 SANITARY PERMIT APPLICATION(s)

Sanitary Permit and County Sanitary Permit applications shall be submitted with all applicable State and Adams County documents including review fees, and the following but not limited to, any additional information or documentation requested by the Zoning Dept. **The Zoning Dept. reserves the right to refuse incomplete or incorrectly prepared permit applications and to delay permit issuance until applications are corrected.**

- (A) A completed County Permit Application with parcel identification number, legal description, and site address.
- (B) Soil and Site Evaluation report pursuant to **Section 3-6.00**.
- (C) System Design plans pursuant to **Section 4-4.00**.
- (D) Recorded documents pursuant to **Section 3-11.01** with verification of recording.
- (E) A Management and Maintenance Agreement and Management Plan pursuant to **Section 6**.

4-3.01 When any official State action is required as part of a proposed POWTS design, an original approval letter and when applicable design plan bearing an original stamp of approval from the Wis. Dept. of Safety and Professional Services.

4-3.02 The Adams County Zoning Department may require floodplain and wetland delineations for a proposed POWTS area and building site related to the POWTS design with vertical grade elevations to be tied to floodplain elevation datum by a Registered Land Surveyor.

4-4.00 DESIGN PLANS

A POWTS design plan submitted for review to the Adams County Zoning Department shall comply with the requirements of s. SPS 383.22 Wis. Adm. Codes composed of all original documents including the following but not limited to any additional information or documentation requested by the Zoning Dept.

- (A) A cover page that identifies the title (project name), location, parcel ID number, design manual(s) used with SDB number(s), index of content, signed, sealed, and dated by and with the license number of the submitting individual pursuant to s. SPS 383.22 (2) (c) Wis. Adm. Code.

- (B) A detailed construction plan depicting how the system is to be installed, with sizing, installation, operation requirements including manufacturer specific cross-section drawings for each holding, treatment, dosing, filter, and POWTS dispersal component used.
- (C) A detailed site plan pursuant to s. SPS 383.22 (2) (a) 3 c Wis. Adm. Code that delineates all new and existing POWTS components, property lines and roads with all separating distances and dimensions.

4-5.00 COUNTY PERMIT NON-PLUMBING SANITATION SYSTEM

To install a Non-plumbing Sanitation System within the scope of ch. SPS 391 Wis. Adm. Code not limited by this Ordinance shall require an Adams County Non-plumbing Sanitation System Permit with a Maintenance and Management Agreement pursuant to **Section 6**. Each Non-plumbing Sanitation System installation, repair or replacement shall require a separate application, review and approval.

4-5.01 NON-PLUMBING SANITATION SYSTEM An Adams County Permit application for a Non-plumbing Sanitation System pursuant to **Section 3-2.05** shall be submitted per **Section 4-3.00 (A) (D) & (E)**. The applicant shall provide as part of an application the manufactures State product approval, installation instructions and servicing requirements, and a Management Plan with a servicing contract from a licensed provider.

4-5.01 VAULT PRIVY PERMIT An Adams County Permit application for a Vault Privy pursuant to **Section 3-2.03** shall require the property owner(s) to enter into an Adams County Privy Installation Agreement and Holding Tank Servicing Agreement to establish the property owner(s) installation requirements and Management Plan servicing responsibilities. The applicant shall also submit as part of an application a detailed **plot plan** per **Section 4-4.00 (C)** depicting the Vault Privy location with servicing access and horizontal setbacks.

4-6.00 COUNTY USE PERMIT

An Adams County Use Permit is required for Limited Holding Tank use pursuant to **Section 3-2.06 (A)** or Camper Unit Transfer Container use pursuant to **Section 3-2.08** or Portable Restroom use pursuant to **Section 3-2.02**. A County Use Permit application shall be submitted pursuant to **Section 4-3.00 (A) (D) & (E)**. Each placement and/or use shall require a separate application, review and approval.

4-6.01 LIMITED HOLDING TANK USE A County Use Permit application for limited holding tank use shall include a Sanitary Permit for a Holding Tank POWTS design and Dept. of Natural Resources public sewer approval verification, with a written statement from the municipality or sanitary district, verifying the date that public sewer will be available for connection or an issued Sanitary Permit for a soil based POWTS design with limited holding tank use approval. As part of an application the property owner(s) shall be required to enter into an Adams County Holding Tank Agreement per **Section 4-1.04** and an Adams County Limited Holding Tank Use Agreement to establish by provision to this ordinance as an agreement the following requirements:

- (A) To connect to public sewer once it becomes available or; if public sewer fails to become available, to soil test the parcel and if the site will support to permit, install and connect to a soil based POWTS design.
- (B) To connect to the pre-approved soil based POWTS design.
- (C) To discontinue use and properly abandon the holding tank with in thirty (30) days of permanent connection to Public Sewer or to the pre-approved soil based POWTS design.

4-6.02 PORTABLE RESTROOM USE A property owner(s) wishing to place a Portable Restroom on a property shall complete a County Use Permit application with a detailed **plot plan** pursuant to **Section 4-4.00 (C)** depicting the Portable Restroom location with servicing access. The applicant shall provide as part of an application the Portable Restroom manufactures State product approval and a Management Plan with a servicing contract from a licensed provider for the duration of use or placement.

4-6.03 CAMPER UNIT TRANSFER CONTAINER USE A property owner(s) wishing to place a Camper Unit Transfer Container on a property shall complete a County Use Permit application with a detailed **plot plan** pursuant to **Section 4-4.00 (C)** depicting Camper Unit location and servicing access with Transfer Container setback or exposure from the Camper Unit body and how it is to be anchored and protected from physical damage.

The applicant shall provide as part of an application the Camper Unit Transfer Container manufacture's State product approval and a Management Plan with a servicing contract from a licensed provider for the duration of use or placement.

4-7.00 PERMIT EXPIRATION AND RENEWAL OR DENIAL

4-7.01 **EXCEPTION** A Sanitary Permit pursuant to **Section 2-2.22** or County Sanitary Permit pursuant to **Section 2-2.23** not installed, inspected, and accepted by the Zoning Dept. shall expire two (2) years from the date of issuance. A Sanitary Permit or County Sanitary Permit and all other County Permits must be renewed prior to the expiration date of the original or most recent issued permit by written application to the Zoning Dept. Approved permit renewals are affective for two (2) year periods thereafter except as provided in (A) and (B).

(A) **Limited Holding Tank Use Permit.** An approved Adams County Limited Holding Tank Use Permit shall expire **twelve (12) months** from the date of issuance unless renewed prior to original permit expiration. Renewals or subsequent re-issuance of an expired Adams County Limited Holding Tank Use Permit servicing a structure or property are only allowed if site conditions were to exist that would inhibit connection to public sewer or installation and connection of the pre-approved soil based POWTS design. Permit renewals shall not exceed **four (4) years** in total from the date the original Limited Holding Tank Use Permit was issued.

(B) **Portable Restroom and Camper Unit Transfer Container County Use Permits** Adams County Use Permits for Portable Restroom or Camper Unit Transfer Container use are annual use permits requiring annual renewal or re-issuance **affective from March 2nd to March 1st**.

4-7.02 **PERMIT RENEWAL POWTS** An application for Sanitary Permit or County Sanitary Permit renewal shall be signed by the original Plumber of record and include all applicable renewals for maintenance agreements, management plans, servicing contracts and recording documents with the original Sanitary Permit posting card.

4-7.03 **PERMIT RENEWAL COUNTY PERMITS** An application for a County Non-plumbing Sanitation System or Use Permit renewal shall be signed by the existing property owner(s) of record and include all applicable renewals for maintenance agreements, management plans, servicing contract and recording documents.

4-7.04 **PERMIT DENIAL** Permit applications submitted for review to the Adams Zoning Department found not in compliance with applicable provisions of the Wis. Statutes and Wis. Adm. Codes or this Ordinance shall be denied. Reasons for the denial shall be forwarded to the property owner(s) and plumber of record and when appropriate, Department of Safety and Professional Services representative(s) and Adams County Corporation Counsel. An applicant may appeal the decision in accordance with Wis. Statute ch. 68 and **Section 8-2.02**.

SECTION - 5 – INSPECTIONS

5-1.00 INSPECTIONS GENERAL

To insure that proper materials and methods are used that comply with all applicable Wis. Statute and Adm. Codes each Private On-site Wastewater Treatment System installation, component replacement, modification, repair, or system reconnection shall be inspected by the Adams County Zoning Dept. pursuant to s. SPS 383.26 Wis. Adm. Code and this Ordinance. Each Non-plumbing Sanitation System and Use Permit component installation, removal or repair shall be inspected by the Adams County Zoning Dept to insure that proper materials and methods are used that comply with the manufactures installation instructions, Wis. Adm. Codes and this Ordinance. After the initial inspection(s) each POWTS or Non-plumbing Sanitation System or Use Permit component shall be inspected at the discretion of the Sanitary Inspector for compliance with the Management and Maintenance Agreement operational and/or servicing requirements.

5-1.01 **NOTICE OF INSPECTION POWTS** Notice for inspection shall be given in accordance with the requirements of s. SPS 383.26 Wis. Adm. Code. The plumber in charge shall identify and schedule the inspection and/or testing with the Adams County Zoning Dept. at least one (1) full business day excluding weekends or holidays prior to requested inspection time.

5-1.02 NOTICE OF INSPECTION Non-plumbing Sanitation Systems or Use Permits The person in charge shall schedule the inspection with the Adams County Zoning Dept. and coordinate with the Sanitary Inspector at least two (2) full business days excluding weekends or holidays prior to requested inspection time.

5-1.03 NOTICE OF INSPECTION Experimental Systems and Package Systems Not Recognized. The plumber in charge shall coordinate and schedule with the Adams County Zoning Dept. and the Dept. of Safety and Professional Services at least two (2) full business days prior to any pre-construction meeting(s), and/or inspection(s) as required.

5-1.04 RE-INSPECTION Re-inspections shall be required when the plumber or person in charge is not present at the scheduled inspection time, when the system or component installation is incomplete (not ready for inspection) or when the initial inspection discloses non-compliance with the Wis. Adm. Codes or this Ordinance.

(A) A re-inspection is subject to the provisions of **Sections 5-1.01 & 5-2.00 & 5-2.01** and a re-inspection fee.

5-1.05 FINAL INSPECTION A final inspection is required for any POWTS design with a finished grade elevation that is greater than the original grade or when a system elevation is less than twelve (12) inches below the original soil grade or when seeding and mulching, electrical connection or component testing are a design requirement and for all installations pursuant to **Section 5-1.06 Self-inspection, County**. A POWTS installation requiring a final inspection shall not be placed into service until inspected and accepted by the Zoning Department.

(A) **Exception.** The Adams County Zoning Department may allow a POWTS placed into service prior to final inspection at the discretion of the Sanitary Inspector upon request by the installer or property owner when an interruption of service to an occupied dwelling were to accrue or when unusual design or site conditions exist.

5-1.06 SELF INSPECTION, COUNTY Pursuant to this ordinance the Plumber in charge shall perform a self-inspection and complete a self-inspection report provided the scheduled inspection cannot be made by the end of the next workday excluding weekends and holidays from the scheduled inspection time.

(A) The plumber in charge shall record on forms provided by the Zoning Dept. (**Adams County Self-Inspection Report**) all requested elevation and site information for the POWTS installation, component replacement, modification, repair, or system reconnection. Adams County Self-Inspection Report forms shall be submitted to the Zoning Dept. **within ten (10) business days from the date of requested inspection.**

5-2.00 INSPECTION, SPECIFIC

Private On-site Wastewater Treatment System inspections are normally performed at the time all components of the system are completed prior to backfilling. Additional inspections shall be required at the discretion of the Sanitary Inspector including but not limited to; before, during and after plowing of the ground surface, excavations for sanitary component(s), placement and bedding of septic tank(s) and drain field components; including sand fill, aggregate, leaching chambers, distribution piping, pumps, effluent filters or system and/or component(s) testing. The plumber in charge shall be present at the scheduled inspection time and provide the proper apparatus, equipment and necessary assistance with the inspection as directed by the Sanitary Inspector. A copy of the approved POWTS design plan shall be made available to the Sanitary Inspector and maintained at the site until the installation is completed, inspected, and approved.

5-2.01 Non-plumbing Sanitation Systems and Use Permit Components inspections are normally performed at the time all components of the system are completed, prior to being placed into service. Additional inspections shall be required at the discretion of the Sanitary Inspector, including but not limited to; before, during and after system or component installation, connection or testing. The person in charge shall be present at the scheduled inspection time and provide the proper apparatus, equipment and necessary assistance with the inspection as directed by the Sanitary Inspector. A copy of the manufactures installation instruction shall be made available to the Sanitary Inspection and maintained at the site until the installation is completed, inspected and approved.

5-3.00 SITE CONSTRUCTED HOLDING TANK INSPECTION

All site constructed holding tanks shall be inspected before and after the floor is poured and the key way and water stop are installed or after the forms for the tank walls have been set, but in all instances, before any concrete for the walls has been poured. Concrete walls may be poured only after it has been determined that the tank as formed complies with the State approved design plan. The completed installation shall be inspected before backfilling.

5-4.00 SOIL AND SITE EVALUATION REPORT INSPECTION

The Adams County Zoning Department shall require site inspections of submitted Soil and Site Evaluation Reports to verify reported data pursuant to s. SPS 385.50 Wis. Adm. Code to determine the suitability of a proposed or existing POWTS design at the discretion of the Sanitary Inspector prior to or after the issuance of a Sanitary Permit or system installation. The responsible Certified Soil Tester shall be present at the time of inspection and provide the proper apparatus, equipment and necessary assistance with soil profile evaluation excavation(s) constructed as directed by the Sanitary Inspector to allow adequate visual and physical observation of the soil profiles. County Soil and Site Evaluation Report verification inspections shall result in the following.

- (A) Approval or denial of the Soil and Site Evaluation Report.
- (B) Holding action on a Sanitary Permit application pending clarification of reported information.
- (C) Require a revised Soil and Site Evaluation Report that would support the proposed or existing POWTS design or an alternative POWTS design the soil and site conditions would support for the proposed or existing use.
- (D) Issuance of a Stop Work Order if site verification performed at time of system installation determines the Soil and Site Evaluation Report does not support the approved POWTS design. The POWTS shall remain inoperable until such time a revised Soil and Site Evaluation Report is submitted and approved by the Zoning Dept. that would support the installed POWTS. If the soil and site conditions do not support the installed POWTS design it shall be removed and replaced with a soils based POWTS design the site will support.

5-4.01 County soil and site verification inspections are allowed upon request by the responsible Certified Soil Tester prior to submitting a Soil and Site Evaluation Report, and/or a completed Sanitary Permit application.

5-5.00 SOIL SATURATION DETERMINATION INSPECTION

The Adams County Zoning Dept. shall require inspections of Soil Saturation Determinations pursuant to s. SPS 385.60 Wis. Adm. Code and this Ordinance at the discretion of the Sanitary Inspector. The responsible Certified Soil Tester shall notify and coordinate with the Sanitary Inspector prior to performing a Soil Saturation Determination. Inspections shall be performed pursuant to **Section 5-4.00** with groundwater observation pipe installations prepared and made available for inspection as directed by the Sanitary Inspector.

SECTION - 6 - MANAGEMENT AND MAINTENANCE

6-1.00 ADAMS COUNTY MANDATORY MANAGEMENT AND MAINTENANCE PROGRAM

The purpose of this section is to establish by provision to this ordinance the Adams County Mandatory Management and Maintenance Program to ensure proper monitoring, maintenance and reporting for all new or existing POWTS or Holding Systems within the scope of ch. SPS 383 Wis. Adm. Code pursuant to ch SPS 383 Subchapter V – Management. The Adams County Mandatory Management and Maintenance Program is, herein integrated with the POWTS Replacement / Rehabilitation Grant Program pursuant to this ordinance and shall comply with the requirements, enforcement authority and maintenance as set forth in ch. SPS 383 and ch. SPS 387 Wis. Adm. Code.

6-1.01 The purpose of this subsection is to establish by provision to this ordinance the proper servicing, operation and maintenance reporting for Non-plumbing Sanitation Systems within the scope of ch. SPS 391 Wis. Adm. Code and Use Permit Components pursuant to this ordinance as part of the Adams County Mandatory Management and Maintenance Program.

6-2.00 IMPLEMENTATION

All new or existing POWTS or Holding Systems shall be entered into the Adams County Mandatory Management and Maintenance Program as part of a permit application under any ordinance governed by the Adams County Zoning Dept. or as prescribed by any Wis. Dept. of Safety and Professional Services official action, program or Adm. Code. As part of program entry, all existing POWTS shall be examined per **Section 4-2.01 (B) (C) (D)** to determine that they are functioning properly, not failing and capable of accepting the existing wastewater flow and contaminant load.

6-2.01 All Non-plumbing Sanitation Systems or Use Permit Components shall be entered into the Adams County Mandatory Management and Maintenance Program as part of an Adams County Non-plumbing Sanitation System or Use Permit application.

6-3.00 MANAGEMENT AGREEMENT

POWTS As part of the Adams County Mandatory Management and Maintenance Program, the owner(s) of a Private On-site Wastewater Holding System shall enter into a Management Agreement pursuant to s SPS 383.52 and 383.54 Wis. Adm. Code. The Management Agreement shall be binding upon the property and POWTS owner(s) and any subsequent owner(s), their heirs or assignees and will run with the land to be recorded with the Adams County Register of Deeds Office and Zoning Dept. per **Section 3-11.01** of this Ordinance.

6-3.01 **NON-PLUMBING SANITATION SYSTEM & USE PERMIT COMPONENT** The owner(s) of a property with a Non-plumbing Sanitation System or Use Permit Component shall enter into a Non-plumbing Sanitation System or Use Permit Component Management Agreement as part of the Adams County Mandatory Management and Maintenance Program pursuant to this Ordinance. The Management Agreement shall be binding on the property owner(s) and any subsequent owner(s), their heirs or assignees and will run with the land and shall be recorded with the Adams County Register of Deeds and Zoning Dept. per **Section 3-11.01** of this Ordinance.

6-4.00 MANAGEMENT PLAN

POWTS As part of an Adams County POWTS Management Agreement a Management Plan shall be required to establish the management responsibilities with servicing and reporting requirements for a Private On-site Wastewater Treatment or Holding System pursuant to s SPS 383.54 and 83.55 Wis. Adm. Code.

6-4.01 **NON-PLUMBING SANITATION SYSTEM & USE PERMIT COMPONENT** As part of an Adams County Non-plumbing Sanitation System or Use Permit Component Management Agreement a Management Plan shall be required to establish the management responsibilities with servicing and reporting requirements of the Non-plumbing Sanitation System or Use Permit Component pursuant to this Ordinance.

6-5.00 SERVICING AND REPORTING REQUIREMENTS

All inspections, maintenance or servicing events as specified in a Management Plan for **POWTS or Holding Systems shall be reported to the Adams County Zoning Dept. pursuant to s SPS 383.55 Wis. Adm. Code and this ordinance.** All inspections, maintenance or servicing events as specified in a Management Plan for **Non-plumbing Sanitation Systems or Use Permit Components** shall be reported pursuant to ordinance. The inspections, maintenance or servicing event frequency as specified in a Management Plan begins on the date a POWTS or Holding System is inspected and accepted by the Zoning Dept. or when a Non-plumbing Sanitation System or Use Permit Component is placed on a property. Pursuant to this ordinance **Section 6-5.01** shall establish a fixed reporting date that may cause the inspection, maintenance or servicing event frequency as specified by a Management Plan to be rescheduled for the first reporting cycle if the system was inspected and accepted by the Zoning Dept. after July 31 in the year the servicing events were scheduled. Notice of inspection, maintenance or servicing as prescribed by a Management Plan shall be given to the current property owner(s) by the Zoning Dept. on or before April 30 of the year the servicing event is scheduled.

6-5.01 **SERVICING** The pumping out of treatment components or inspection events that may result in pumping shall be performed by October 31 of the year the servicing event is scheduled pursuant to the Management Plan.

6-5.02 REPORTING The purpose of this subsection is to establish by provision to this ordinance a fixed reporting date for all POWTS inspections, maintenance or servicing events as prescribed by a Management Plan and for servicing events not conducted in winter weather conditions that may have an adverse affect on the performance of a POWTS. **The pumping out of treatment components or inspection events that may result in pumping shall be reported to the Zoning Dept. on or before November 30 of the year the servicing event is scheduled pursuant to the Management Plan.** All other performance inspections, maintenance or servicing events shall be performed and reported to the Zoning Dept. on or before Oct. 31 of the year the servicing event is scheduled.

(A) The reporting of inspections, maintenance or servicing events for Non-plumbing Sanitation Systems or Use Permit Components shall be performed and reported in a manner as prescribed by the Management Plan to the Zoning Dept. on or before Dec. 31 of the year the events were scheduled and/or performed.

SECTION - 7 - GROUNDWATER ELEVATION OBSERVATION PIPE PROGRAM

7-1.00 INTENT

To establish the placement, operation and maintenance of permanent Groundwater Elevation Observation Pipes in Adams County.

7-2.00 PURPOSE

To provide a means to accurately monitor and establish regional water table fluctuations in deep sandy soils in the Central Sands areas in Adams County for uses pursuant to Soil Saturation Determinations Hydrograph Method as set forth in the Wisconsin Administrative Codes.

7-3.00 FUNDING

Program funding shall be provided through a review fee levied for each Soil Saturation Determination Hydrograph Method form submitted to the Adams County Planning & Zoning Department for review. The amount of this review fee shall be set and adjusted by the Adams County Planning & Zoning Committee. The funds procured shall be placed in an independent account used exclusively to meet the financial demands of this program. Revenue shall be allowed to accumulate to the greater of the following; \$10,000.00 or 150% of the total value of equipment installation and operation costs, including but not limited to annual maintenance and support services, pipe replacement or relocation, and all devices used to obtain, transmit, read, or store groundwater elevation data.

7-4.00 PLACEMENT AND CONSTRUCTION

Groundwater Elevation Observation Pipes shall be placed on county or public lands in secure locations and placed in uniform sandy soils to a depth sufficient to provide consistent and accurate water table fluctuation information. Groundwater Elevation Observation Pipes shall be constructed of similar materials and installed in like manner.

7-4.01 PROPERTY All Groundwater Elevation Observation Pipes are the property of, and are under the administrative authority of the Adams County Planning & Zoning Department. Entry into any shared use agreements on properties with other county departments, towns, state or public entities shall require the approval of the Adams County Planning & Zoning Committee.

7-5.00 NONASSUMPTION

This program shall not be construed as assuming any liability on the part of Adams County or any official or employee thereof, for damages to anyone injured, or for any groundwater contamination, or property damage.

SECTION - 8 - ADMINISTRATION

8-1.00 THE ADAMS COUNTY ZONING ADMINISTRATOR

The Zoning Administrator shall be responsible for the administration of this ordinance and may delegate issuing of abatement orders, to the County Health Department. The Sanitary Inspector shall assist the Zoning Administrator and/or the Adams County Planning and Zoning Committee with the administration of this ordinance.

8-1.01 POWERS AND DUTIES In the administration of this ordinance, the Zoning Administrator shall have the following powers and duties to assure full and complete compliance with this Ordinance and related Wis. Statutes and Administrative Codes.

- (A) Perform and/or delegate his or her responsibilities and duties to personnel employed by the Adams County Zoning Dept. as considered appropriate by the County or State.
- (B) Issue and enforce Orders for Correction to the responsible person(s) including but not limited to Plumbers, Soil Testers, Septic Servicing Providers, property owners, their agents or contractors.
- (C) Advise applicant concerning the provisions of this ordinance and assist them in preparing a permit application.
- (D) Review POWTS Sanitary Permit Applications for one and two family residences or as approved through agent status by the Department of Safety and Professional Services. Review Adams County Permit Applications for POWTS, Non-plumbing Sanitation Systems or Use Permits within the scope of this ordinance
- (E) Issue Sanitary and Adams County Permits and keep records of all permits issued, inspections made, work approved, official actions and report violations of this ordinance to the Adams County Corporation Counsel.
- (F) Perform inspections for compliance pursuant to this ordinance and related Wis. Statutes or Administrative Codes with access to any premises for the purpose of performing official duties between 8:00 a.m. and 4:30 p.m. or upon issuance of a special inspection warrant in accordance with s. 66.0119 (1) (2) Wis. Statute.
- (G) Apply for and distribute grants obtained through the Wisconsin Fund Grant Program.

8-2.00 BOARD OF ADJUSTMENT

The County Board Chairman is hereby directed to appoint a Board of Adjustment according to s. 59.694 Wis. Statute consisting of five (5) members. The members shall all reside within Adams County and outside of limits of incorporated cities and villages; provided, however, that no two (2) members may reside in the same town. The Board shall choose its own chairman and other officers as may be needed. No member shall be a member of the Adams County Planning and Zoning Committee or be a member of the Adams County Board of Supervisors or be a member of a Town Board. Term of office shall be for three years (3) beginning July 1. Vacancies shall be filled for the un-expired term of any member whose term becomes vacant.

8-2.01 PROCEDURES. The Board of Adjustment shall adopt such rules, as it deems necessary for the conduct of business and may exercise all of the powers conferred on such boards by s. 59.694 Wis. Statute.

- (A) The Board shall hear and decide appeals, where it is alleged there is error in any order requirement, decision or determination made by an administrative official in the enforcement or administration of this ordinance.
- (B) The Board may authorize upon appeal, in specific cases, such variance from the terms of the ordinance as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship and so that the spirit of the ordinance shall be observed and substantial justice done. No variance shall have the effect of allowing standards lower than those required by state law.

8-2.02 APPEALS TO THE BOARD Appeals to the Board of Adjustment, may be taken by a person who is aggrieved, by an officer, department, board or bureau of a municipality, affected by a decision of the Zoning Administrator. Such appeal shall be taken within thirty (30) days of the date or written notice of the decision or order of the Zoning Administrator, by filing with the office from whom the appeal is taken and with the Board of Adjustment, a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed was taken.

8-2.03 HEARING OF APPEALS The Board of Adjustment shall fix a reasonable time for the hearing of an appeal, give public notice and such notice shall be published in the official newspaper of Adams County by publishing a class two (2) notice thereof as defined in ch. 985 Wis. Statute, as well as due notice to the parties in interest, including mailing notice to the Department of Safety and Professional Services at least ten (10) days prior to the hearing date. Such notice shall specify the date, time, and place of the hearing and matters to come before the Board with decisions regarding the appeal made as soon as practicable. Any party may appear in person, by agent or attorney.

(A) The secretary of the Board shall in the form of a written resolution or order sign the final disposition of an appeal or application to the Board of Adjustment. Such resolution shall state the specific facts that are the basis for the Board's determination and shall either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or prosecution or grant the application. A copy of any decision granting a variance shall be mailed to the Department of Safety and Professional Services.

SECTION – 9 – ENFORCEMENT AND PENALTIES

9-1.00 VIOLATION ENFORCEMENT

Any property owner, their agent, contractor or responsible party(s) who fails to comply with the provisions of this ordinance or applicable State of Wisconsin Statutes and/or Administrative Codes will hereafter be establish in violation. The Adams County Zoning Administrator or Sanitary Inspector may report violations of this ordinance to the Adams County Planning and Zoning Committee, or upon reasonable cause or question as to proper compliance, revoke or suspend any County Sanitary Permit and issue directives or Orders for Correction and report the violations to the Adams County Corporation Counsel. Any person issued an Order for Correction by the Adams County Zoning Department in accordance with this ordinance who resists enforcement or violation correction, shall be subject to being issued a Court Citation and Complaint and/or a penalty as provided in **Section 9-3.00** of this ordinance.

9-2.00 ENFORCEMENT PROVISIONS

Nothing in this ordinance shall preclude Adams County from initiating any appropriate action to prevent or remove a violation of any provision of this ordinance. The Adams County Corporation Counsel shall expeditiously prosecute violations to this ordinance.

9-2.01 Items under construction found in violation of this ordinance, shall cease upon written or on-site notification of a **Stop Work Order** by the Zoning Administrator or Sanitary Inspector, and all construction work shall remain stopped until the Zoning Administrator or Sanitary Inspector release the order.

9-2.02 If the owner of a POWTS, Holding Tank or Non-plumbing Sanitation System fails to have his or her system properly serviced in accordance with the Adams County Mandatory Management and Maintenance Program in response to orders issued by the Adams County Zoning Department to prevent or abate a human health hazard as described in s. 254.59 Wis. Statute, the County may enter upon the property and cause to have the servicing performed and place the actual costs of such servicing on the property tax bill as a special assessment for current services rendered, as prescribed by s. 66.60 Wis. Statute.

9-3.00 PENALTY PROVISION

Any person who violates any of the provisions of this ordinance, except as otherwise provided shall upon conviction of such violation be subject to a penalty. Any person who upon conviction is found guilty of violating

this ordinance or any part thereof shall forfeit not less than one hundred dollars (\$100.00) or not more than one thousand dollars (\$1,000.00) for each offense, in addition to the costs of prosecution. Each day a violation continues or occurs, shall constitute a separate violation and offense.

9-3.01 EXECUTION AGAINST DEFENDANT'S PROPERTY. Whenever any person fails to pay any forfeiture and costs of prosecution upon the order of any court for violation of any ordinance of Adams County, the court may issue a lien against the property of the defendant for such forfeiture and costs.

The meeting was call to order at 2:00 p.m. by Chairman, Miller. Present, West, Ward, Johnson, Croke, Sumpter and Cohen. Excused: Stuchlak. Also present: Borowski, Wollin, Kotlowski, K. Bays, Larson and Kaye.

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

Discussion on recommended changes to the policy manual adopted November 2011 took place. Discussion related to post January 1, 2012 employee benefits/policies in light of budget repair bill took place.

Miller passed out a copy of Holiday Hours for 2009-2010-2011 and projected 2012 of the cost of sheriff's department holiday

Discussion regarding conversion of Administrative Policy Manual into Employee Handbook took place.

The following items were discussed and proposed modifications to the administrative manual adopted November 2011, items in red identify changes made during the meeting.

Chapter 4. Section 2, Page 20 change the heading to:

SECTION 2 - OVERTIME, COMPENSATORY TIME, On-call, Call-in, and Shift Differential

Add, A & B, to section 2.02,

2.02 Overtime. Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

- A. For non-law enforcement employees, Overtime is based on the Fair Labor Standards Act.
- B. Employees who meet the FLSA 207(k) exemption

Add the following to pages 21 - 22

2.08 On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call employees will be paid 1-½ times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour. Employees required to be on-call during weekends and holidays will be paid \$1.75 per hour. This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.

2.09 Call-in Pay. If an employee is called-in and physically reports to work at other than their normal time, the employee will receive a minimum of two-hours of pay for such work or pay for the actual time worked, whichever is greater. The two-hour minimum will be calculated as hours worked for the pay period. For the purposes of calculating call in pay, the two-hour minimum will not be stacked if called back within the same two-hour period.

2.10 Shift Differential. If an employee (dispatch/jailers jail only) works a regular shift between the hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents (\$.20) per hour.

Change numbering:

~~215~~ **212 Reimbursement for Travel Time.** Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday only if he drives an automobile to the conference. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

Chapter 6, Page 27, change and/or modify:

SECTION 1 - VACATION

1.01 This vacation schedule applies to all non-represented employees.

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.

After one full year of employment every full-time employee must use at least five consecutive vacation days each year an exception may be made by the department head. ~~Inadequate vacation banks would be exempt from this provision.~~

- Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

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

Full-time employees working 75 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	75 Hours	2.885 hrs
7-12	112.5 Hours	4.327 hrs
13-19	150 Hours	5.769 hrs
20+	187.5 Hours	7.212 hrs

Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs

20+	200 Hours	7.693 hrs
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Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

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

Chapter 6, Page 28, strike:

SECTION 2 - HOLIDAYS AND PERSONAL DAYS

2.01 Holidays. Each regular full-time employee shall be granted the following holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day
- G. Day after Thanksgiving
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. Any other holiday granted to a union employee by union collective bargaining agreement.

Chapter 6, Page 28,

2.03 Personal Day. In addition to the holidays listed above, one (1) personal day shall be granted to all employees upon hire. A second (2) personal day shall be granted to those employees who have been employed by the County for at least three (3) years, on January 1st, following the third (3rd) year of employment. Personal day(s) shall be used during the calendar year in which they are earned or they shall be considered waived by the employee. There is no cash payout for the floating holiday personal day upon termination.

In lieu of the day after Thanksgiving, those employees assigned to dispatch/jailers-jail shall recognize Easter Sunday as a holiday.

The sheriff's department shall calculate holiday pay occurring on the actual date of the legal holiday.

2.04 Work on Holiday.

- A. For those departments that are required to schedule employees on the above-mentioned holidays, an employee who is scheduled to work shall be paid 1½ times their rate of pay for hours worked in addition to the standard holiday pay.
- B. For those employees that who are called into work on a holiday, any hours worked on the holiday shall be paid at double time in addition to the standard holiday pay.

Chapter 3, Page 11,

~~1.03 Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement~~

Chapter 4, Page 23,

4.01 Pay Schedule. Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday.

Chapter 6, Page 28,

3.04 Eligibility.

Sick leave benefits shall begin with the first (1st) day of qualifying absence. Sick leave shall be used minimum of one-quarter (¼) hour increments of work missed.

Chapter 6, Page 27,

1.03 Vacation time will be accrued and be available for use on a bi-weekly basis. The Department Head as deemed necessary may limit the number of employees on scheduled time off, including denying vacation and or personal days. Vacation may not be taken without prior approval of the Department Head or their designee.

Chapter 6, Page 36

SECTION 10 - CATASTROPHIC LEAVE

10.02 Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per eligibility. Receiving employees should have a proven history of conservative usage of the County's sick leave benefit. The standard of measurement for eligibility will be retention of 40% of total accrued sick leave at the time of the qualifying event. ~~(vested)~~ Employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

Chapter 8, Page 53

CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES

Add:

Section 20 - PAYMENT OF PERSONAL PROTECTIVE EQUIPMENT

1.01 Your department per the safety policy (4.07) will be responsible for issuance of standard PPE as required by job classification and OSHA. The standard issue will be through a vender that will provide quality, uniformity, and cost effectiveness. The County will not pay for upgraded or personalized PPE requested by an employee.

1.02 The County will pay for replacement of PPE due to normal wear and tear or damaged equipment while performing their normal job duties. Must be reported it to the department head as soon as possible. The item that is being replaced shall be exchanged. The employee will be held responsible for the replacement of PPE when it is lost or the employee shows up to work without the required PPE to perform the job.

1.03 Any employee intentionally damaging PPE will be dealt with according to the disciplinary procedures.

Section 21 - TOOLS AND TOOL REPLACEMENT PROCEDURES

1.01 **Tool Issue.** Department Heads will authorize or reject tool order request(s) based on job classification. The Department Head will utilize a vender that provides quality, uniformity, and cost effectiveness.

1.02 **Inventory.** Each employee will provide a list of tools in their possession to their Department Head. This list will be kept on file the respective department and may be subject to verification by the Department Head. Lists of tools shall be reviewed and updated the first week of January each year or more often if deemed necessary by the Department Head.

2.01 **Tool Replacement:** Replacements for broken or worn-out tools or equipment will be handled by your Department Head. All tools must be turned in prior to replacement.

Renumber: sections on page 53-55 accordingly

Chapter 11, Page 78, add and/or modify:

4.07 **Responsibilities of Supervisors and Department Heads.** Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

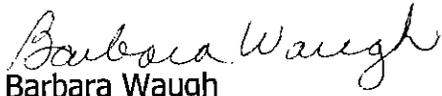
- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Monitor work conditions, practices and methods to prevent safety violations.
- Correct as needed and instruct employees concerning safety laws, rules, regulations and practices.
- Comply with Personal Protective Equipment (PPE) standards as required by the Occupational Safety and Health Administration (OSHA).

- Exceptions to the rule as defined by the OSHA Standard include, but are not limited to:
 - Safety footwear
 - Logging boots
 - Job Specific uniforms
 - Ordinary weather-related gear
 - Prescriptive safety glasses

Set next meeting date of March 12, 2012, at 3:00 p.m.

Motioned by Ward/Sumpter to adjourn at 4:08 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Barbara Waugh

Recording Secretary

These minutes have been approved.

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

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

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

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

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

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

Page 9, 3.02 – Personal Day will replace Floating Holiday
2.05 - Remove F (Compensatory time may never be used in such a manner as to constitute an opportunity to be absent from work for longer than one (1) continuous workweek.)

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

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

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

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

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

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

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

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

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

Respectfully submitted,


Linda Renner

Recording Secretary

These minutes have been approved.

The meeting was called to order at 1:02 p.m. by County Clerk, Phillippi. Present were Bays, Johnson, Miller and Stuchlak. Excused: West. Also present: Murphy, Beckman (Times-Reporter), Roseberry, Kaye, McLaughlin, Phillippi and Djumadi.

Motioned by Bays/Stuchlak to approve the agenda. Motion carried by unanimous voice vote. Motioned by Miller/Johnson to approve the March 7, 2012 and March 12, 2012 minutes. Motion carried by unanimous voice vote.

Nominations were opened to select Chairperson. Stuchlak nominated Miller. There were no other nominations. Bays cast a unanimous ballot to nominate Miller as Chairperson. None were opposed. Nominations were closed. Miller took over as Chairperson.

Nominations were opened to select Vice-Chairperson. Bays nominated Stuchlak as Vice-Chairperson. There were no other nominations. Bays cast a unanimous ballot to nominate Stuchlak as Vice-Chairperson. None were opposed. Nominations were closed.

Nominations were opened to select Recording Secretary. Motioned by Johnson/Bays to nominate Phillippi as Recording Secretary. There were no other nominations. Motion carried by unanimous voice vote. Nominations were closed.

West present at 1:08 p.m.

Discuss and/or act on Adams County organizational structure, including potential department consolidations and roles and responsibilities of administrative, management, and other positions throughout the County.

The committee is looking for:

- Ideas/suggestions for overall improvement
- Processes/Procedures
- Right system
 - What works, what doesn't
- Short term planning
 - Goals, operations, services

This list is not all inclusive.

They will accept written anonymous comments placed in Chairman Miller's inner office mailbox located in the County Clerk's office.

They would like to have an informal discussion to gather facts, ideas, clarify perceptions and generate options that could resolve particular process issues within our system and improve efficiencies.

Policy/Procedure Manual-Administrative Handbook:

They are also considering the idea of department heads breaking up into groups to review the (incomplete) Policy/Procedure Manual – Administrative Handbook. The process for this has yet to

P58 be determined. The Committee would ultimately have final say on the handbook submitted to County Board for approval.

Committee discussion consisted of:

- Confidentiality of employees i.e. Health and Human Services
- Value of Department Head experience and knowledge
- Communication issues
- Layers of Government
- Chain of command
- Committee structure vs County Administrator

Motioned by Bays/West to have Murphy and McLaughlin look at options of merging Land & Water/Planning & Zoning and to include revenues received by Planning & Zoning in relationship to building inspections for the departments to report back before the next meeting date to the feasibility of such merger. Motion carried by unanimous voice vote.

The committee was provided with a list of their responsibilities, the current County In-Line Structure and previously gathered Land & Water Department and Planning & Zoning Department Consolidation handouts. The idea of possibly consolidating Land & Water with Parks was not something the committee wanted to pursue at this time, but may, after review of Land & Water and Planning & Zoning option.

West excused at 3:45 p.m.

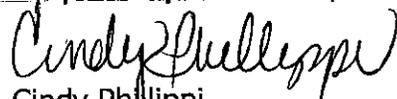
Items for next agenda:

- Discuss Consolidation with Land & Water/P & Z or other options*
- Discuss comments received from department heads;*
- Administrative procedure/policy process;*
- Short term goals.*

Next meeting date set for July 16th, 2013 at 8:00 a.m.

Motioned by Stuchlak/Bays to adjourn at 3:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

P59

June 10, 2013 8:00 AM Room A160

The meeting was called to order at 8:06 a.m. **Present:** Babcock, Djumadi, Kotlowski and West.
Excused: Sebastiani. **Also present:** Larson, Phillippi and Zander.

Motioned by Kotlowski/Djumadi to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Babcock/Kotlowski to approve the minutes from May 13, 2013. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: Djumadi reported her appointment to the Taxation Finance Committee; Gus also appointed her to the WCA Resolution Committee.

Discussion on Administrative Coordinator/Director of Finance department activities. Land & Water Department has outstanding issues, that are time consuming, they will begin to prepare for the budget; Administrative office is moving ahead with training; Chris Jefferson has completed training on payroll; Wendy Newsom will begin payroll training in July. There are increases in all of the Fund balances year end 2012. Monthly sales tax report was handed out. Undesignated Fund Balance Report: the General Fund balance on the report should be \$121,434, not \$74,258 Contingency Fund balance/Sales Tax Fund balances are both missing; the committee recommended that 2012 balances be totaled then, begin with 2013 transactions. Cash reconciliation reports were handed out. Motioned by Djumadi/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

Skipped discussion on MIS department activities until later.
County Clerk's department activities update is that business is as usual.
Discussion on Treasurer's department activities. Tax deed property:

- processed 253 searches
- remaining 212 to finish
- some have paid their taxes during this process
- final paperwork will go to court next week.

A financial report was handed out. Zander will be out of the office attending a conference next week, otherwise business is as usual.

Motioned by Kotlowski/Babcock to approve Resolution to oppose Assembly Bill 85 and Senate Bill 95 to move forward to County Board. Motion carried by unanimous voice vote.

Discussion on MIS department activities. Financial reports were handed out. Also covered in the handouts are RMM costs customer service/helpdesk/costs for 2012-2013; \$4,736 for CJIS has been spent. The phone system upgrade for the highway department was over budget, as is the mileage account. This is the first time in 6-7 years that reimbursement for mileage has been requested, causing the overage.

Motioned by Djumadi/Kotlowski to deviate to discussion on the Medical Examiner cell phone upgrade per Medical Examiner request. Motion carried by unanimous voice vote.

Larson reported that the Medical Examiner is requesting an upgrade to their cell phones. They would need phones with the following criteria:

- GPS capability
- pill identifier
- send pictures
- search phone numbers

The 3rd phone is a flip-phone, as the deputy currently uses her own cell phone. This phone will not be replaced. The additional costs would be approximately \$434 through the end of 2013. The supply account will be used to offset the additional phone costs. The supply account currently has a budget of \$2,000 with only \$660 that has been used so far. Motioned by Djumadi/Babcock to approve the upgrade for Medical Examiner's two additional phones, not to exceed \$434 per month, to include budget revision from supply account to phone account. Motion carried by unanimous voice vote.

McGee gave the committee the Technology Steering Committees draft Project Review Procedure report. They are looking for approval at the next Administrative & Finance meeting in July. Need to strike the language ~~Process-customer-service-payment~~ at the top of the flow chart because it is not applicable.

Larson reported: Discussion on the budget revisions for Emergency Management are as follows: update budget account; (19) R 48500 \$4,500 revenue; (19) E 52511 414 \$4,500 small equipment purchase; money was dated for 2012 but was recorded for 2013.

Discussion on the budget revisions for Veterans Services transpired. Larson reported: Donation money closed to the General Fund in 2012. They'd like to use these funds in 2013. A resolution was passed at County Board approving a Carryover account but not the transfer of the funds. A new resolution to transfer \$940, will need to be created and brought to next month's meeting for approval of the transfer. The committee is not in favor of a continual carryover, the belief is to use the funds in the year they are received.

Motioned by Djumadi/Kotlowski to approve the budget revisions for Enbridge funds in the amount of \$4,500 for Emergency Management. Motion carried by unanimous voice vote.

Discussion on the 2014 budget. The schedule is for September 9th-13th. West is not available September 22nd - 23rd. September 9th-10th the committee would like to meet with Hwy, Health & Human Services, Solid Waste and Sheriff first. Add dates of October 4th, October 8th and November 4th.

The budget assumptions are a work in progress and will be discussed at the Administrative & Finance meeting at 5:30 p.m. on June 18th. Prior to the meeting, the updated information needs to be faxed to Kotlowski and Sebastiani, and emailed to the rest of the committee members.

Items on next agenda:

Approve procedure for Tech Steering;
Approve Resolution for General Fund transfer of \$940, VSO donation;
The 1st quarter report with EO Johnson;
Anticipated EO Johnson savings;
Solid Waste and Highway Department 2012 budget updates;
Closed session
Next meeting date: June 18th at 5:30 p.m.
Next regular meeting date: July 8th at 8:00 a.m.

Motioned by Djumadi/Kotlowski to adjourn at 10:57 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

Tuesday, June 18, 2013 5:30 p.m. Room A260

The meeting was called to order by Chairman West at 5:31 p.m. The meeting was properly noticed. **Present:** Babcock, Djumadi, Kotlowski and West. **Excused:** Sebastiani **Also present:** Allen, Larson and Phillippi.

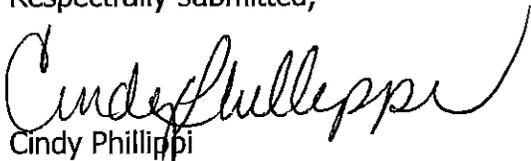
Motioned by Djumadi/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Discussion and/or acting on 2014 Budget Assumptions and preliminary schedule took place.

Motioned by Djumadi/Kotlowski to approve 2014 Budget Assumption with the following changes to be used for budget planning by all Department Heads: *amend paragraph one* to read Objective: Adams County will not exceed its previous years levy. Expenses are expected to increase due to inflation and regulatory changes. It is expected these costs increases will be absorbed by increasing revenues, decreasing levy contribution to enterprise funds, and by closely examining all operational expenses. *Also amending #1* by striking ~~locally~~; *amending #2* to read Adams County property values may decline or stabilize during this budget cycle, which could raise the counties mill rate. Our levy is also still limited to growth of net new construction. These two factors could limit local control over programming and minimize non-mandated services. Motion carried by unanimous voice vote.

Motioned by Djumadi/Babcock to adjourn at 5:41 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.

Adams County Airport Commission
Minutes for the June 10, 2013 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:00PM.

Roll Call: M. Bourke, J. Reuterskiold, S. Pollina, J. Kotlowski, and B. Miller. Also in attendance were M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: Mike Hartz, hangar owner, and Gil Pasquini, adjoining home owner.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Kotlowski, Second by Pollina to approve the agenda. All voted aye, motion carried.

Approve the Minutes for May 13, 2013: Motion by Bourke, Second by Pollina to approve the minutes. All voted aye, motion carried.

Airport Managers Report:

Review Correspondence:

The Bureau of Aeronautics is holding the next Annual Airport Operations and Land Use Seminar on the 25th and 26th of September in Wisconsin Rapids. Scott hopes to attend and asked if anyone would like to attend.

Financial/Review Monthly Check Summary:

Scott had not received the financial statements in time for an analysis and will have one for the next meeting.

Current Airport Improvement Program – Update:

Scott presented the 95% plans for the reconstruction of the north end of the runway. According to the Bureau of Aeronautics total funds available for the project are estimated at \$566,667 of which \$28,334 will be the sponsors (county) share. The funds will not be available until the end of June. The construction costs are estimated to be \$377,000, not including resident engineering, administration and change-orders. Bids are expected to be lower because of the late summer construction.

Lease Termination – Update:

Scott reported the lease termination notice has been served. The tenant has 60 days to pay the rent for 2012 and 2013 and all penalties. As of June 7th no payment had been received.

Discuss and Act on Request from Stone's Aerial Applicator Service:

Scott reported that the lease was approved by Corp Council with a couple modifications and additions that he is incorporating into the contract. There has been no further action by Stone's so Scott will follow up.

Adams County Airport Commission
Minutes for the June 10, 2013 Meeting

Motion by Bourke, second by Reuterskiold to accept the managers' report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported the rear rotors had to be replaced on the courtesy car. All other equipment is in working order. The sod runway appears to be growing slowly and there is some new growth from the seeding earlier this year. It is hoped the runway will be ready to open prior to the closing of the asphalt runway.

Motion by Pollina, Second by Kotlowski to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None

Next meeting set for July 8, 2013 at 7PM at the Welcome Center.

There being no further business a motion was made by Pollina to adjourn. Second by Bourke. All voted aye, motion carried. Meeting was adjourned at 7:22 PM.

Respectfully Submitted,



Michael L. Scott,
Airport Manager

ADAMS COUNTY
BOARD OF ADJUSTMENT
MONTHLY MINUTES:
May 8, 2013

An on-site was performed on Wednesday May 8, 2013 at 8:45 A.M. at the Mark & Laura Shaw property, located at 309 Freedom Road in the Town of Jackson, Adams County, Wisconsin. The purpose of the on-site was to better evaluate a request for a variance to setbacks in a Shoreland area. Present at the on-site were members: Cathy Croke, Bob Donner, Tom Feller and Bob Benkowski. Also present were Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Mark Shaw, owner and Jason Stroede, Building Contractor. The Board viewed the property and proceeded to the Courthouse in Friendship to conduct Public Hearings as noticed.

Cathy Croke made a motion to allow Bob Donner to Chair the meeting in the absence of both the Chair and Vice-Chair. Bob Benkowski seconded the motion. All in favor. Motion carried.

Bob Donner called the Adams County Board of Adjustment meeting to order at 10:00 A.M. with the following members present; Cathy Croke, Secretary Bob Benkowski and Tom Feller. Bob Beaver was excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Public Hearings: Mark & Laura Shaw – Tabled Variance request under Section 3-4.01 (A) of the Adams County Shoreland, Wetland & Habitat Protection Ordinance & Section 3-4.01 of the Adams County Comprehensive Zoning Ordinance to allow a deck addition to be 7' closer to the Ordinary High Water Mark than the 65' allowed by setback averaging and a Variance to Section 10-4A.01 (F) of the Adams County Shoreland, Wetland and Habitat Protection Ordinance and Section 5-6B.04(F) of the Adams County Comprehensive Zoning Ordinance to allow a deck foundation at 8' to side lot line (ordinances require 10') on property located in Pt. Gov't Lot 4, Section 27, Township 15 North, Range 7 East, Lot 1 of CSM 3448 at 309 Freedom Road, Town of Jackson, Adams County, Wisconsin. Mr. Shaw and his builder, Jason Stroede were both present. Discussion followed. The Board was in agreement noting the steep slopes and the fact that the deck would still be set back further than on adjacent properties. Bob Benkowski made a motion to grant the request as presented. Tom Feller seconded the motion. Roll Call Vote: 4 – Yes. Motion carried. Judith H. Keller – After the Fact Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance to allow two carports that were constructed without a primary structure present and without permits to remain on property located in the SE ¼, NW ¼, Section 3, Township 18 North, Range 6 East, Tract 40 of Cozy Pines Subdivision at 956 S. Chicago Court, Town of Preston, Adams County, Wisconsin. It was noted that Ms. Keller did not get Township Participation on this matter. Discussion followed. Tom Feller made a motion to table the request so that the petitioner can meet with the Town of Preston. Cathy Croke seconded the motion. All in favor. Motion carried. Ron Carlson & Carlson Inc. – Special Exception Permit request under Section 10-5A.01(K) of the Adams County Shoreland Wetland & Habitat Protection Ordinance to allow a Recreational Vehicle Park on property located in the SW ¼, NE ¼, Section 19, Township 17 North, Range 5 East, Lots 7-12 of Rustic Ridge Estates Subdivision on Blackhawk Street, Town of Quincy, Adams County, Wisconsin. It was noted that the Town of Quincy did not indicate on the Township Participation Form whether or not the request conforms to their Comprehensive Plan. Mr. Carlson presented his plan for multiple campers on existing lots with the notion that the lots could still be sold for residential use. Testimony was taken from adjacent property owners. Discussion was held on other campgrounds in the area, subdivisions and residential properties. It was the consensus of the Board that the request did not meet the criteria for suitability and compatibility for a Special Exception Permit. Bob Benkowski made a motion to not approve the request. Cathy Croke seconded the motion. Roll Call Vote: 4 – Yes. Motion to not approve carried. Peppermill Lake Management District – Variance Permit request under Section 5-6B.04 of the Adams County Comprehensive Zoning Ordinance and Section 3-1.03 of the Adams County Shoreland Wetland & Habitat Protection Ordinance to place an 8' x 9' aeration structure at 56' to the centerline of Fish Court (Ordinance requires 63') on property located in the NW ¼,

BOARD OF ADJUSTMENT
MEETING MINUTES
MAY 8, 2013
PAGE #2

NW ¼, Section 15, Township 15 North, Range 7 East, Outlot 5, 3rd Addition to Peppermill Subdivision, Town of Jackson, Adams County, Wisconsin. William Pegler, President of the Peppermill Lake District explained the request. Discussion was held. Bob Benkowski made a motion to grant the request as presented. Tom Feller seconded the motion. Roll Call Vote: 4 – Yes. Motion carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the April 17, 2013 meeting for their review. Bob Benkowski made a motion to approve the minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment Meeting will be at 9:30 A.M. on June 19, 2013.

Cathy Croke made a motion to adjourn. Tom Feller seconded the motion. All in favor. Motion carried.

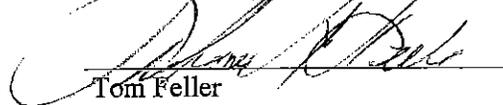
ADJOURNED: 11:47 A.M.


Catherine Croke, Secretary


Robert Benkowski


Cathy Allen, Recording Secretary


Robert Beaver, Vice-Chair


Tom Feller


Bob Donner (Alternate)

ADAMS COUNTY
BOARD OF ADJUSTMENT
MONTHLY MINUTES:
June 26, 2013

Vice-Chair Bob Beaver call the Adams County Board of Adjustment meeting to order at 9:31 A.M. with the following members present; Cathy Croke, Secretary; Tom Feller, Bob Donner and Bob Benkowski. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Cathy Croke made a motion to approve the Agenda as noticed. Bob Donner seconded the motion. All in favor. Motion carried. Vice-Chair Bob Beaver opened nominations to appoint a chair to replace Ivan Morrow. Cathy Croke nominated Bob Beaver. Nominations were closed. Unanimous voice vote to appoint Bob Beaver as Chairman. Chairman Beaver opened nominations for Vice-Chair. Cathy Croke nominated Tom Feller. Nominations were closed. Unanimous voice vote to appoint Tom Feller as Vice-Chair.

Public Hearings: Phil McLaughlin informed the Board that Judith Keller's request is tabled again, as she has not yet been before the Township. Robert J. & Michelle M. & Shawn Kau – After the Fact Variance request under Section 5-8.05 of the Adams County Comprehensive Zoning Ordinance to allow an addition that is under construction without a permit at a setback of 50' from the center of the road instead of the required 63' on property located in the SE ¼, NW ¼, Section 18, Township 16 North, Range 6 East, Lot 4 of CSM 2117 at 1354 Edgewood Drive, Town of Easton, Adams County, Wisconsin. It was noted that the Town objected to the request to be closer than the required setback to the road. Discussion was held regarding removing the addition and rebuilding on the opposite side of the house. Tom Feller made a motion to deny the request with the directive to obtain permits to allow temporary use of and to remove the noncompliant addition within two years. Bob Benkowski seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Ann M. & Richard A. Undesser – After the Fact Variance request under Section 5-6B.04(F) of the Adams County Comprehensive Zoning Ordinance and Section 10-4A.00(F) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow a 5' setback to the side lot line instead of the required 10' for an attached garage addition in which construction has been started without a permit on property located in the SE ¼, SW ¼, Section 5, Township 18 North, Range 6 East, Tract 10A, Lot 1 of CSM 2585 at 1162 Chicago Lane, Town of Preston, Adams County, Wisconsin. Discussion was held as to whether combining with adjacent property or moving the lot line were valid options. Bob Donner made a motion to grant the request. Motion died for lack of a second. Bob Benkowski is not in favor of granting the request, as they previously had a similar situation in which they made the property owner move the building. Bob Benkowski made a motion to deny the request. Bob Donner seconded the motion. Roll Call Vote: 4 – Yes. 1 – No. (Beaver) Motion to deny carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the May 8, 2013 meeting for their review. Bob Benkowski made a motion to approve the minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment Meeting will be at 9:30 A.M. on July 24, 2013.

BOARD OF ADJUSTMENT
JUNE 26, 2013
PAGE #2

Cathy Croke made a motion to adjourn. Bob Benkowski seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:41 A.M.

Bob Beaver, Chair

Tom Feller, Vice-Chair

Catherine Croke, Secretary

Robert Benkowski

Bob Donner (Alternate)


Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE BOARD.

Meeting was called to order by Chairman West at 6:02 p.m.
The meeting was properly announced.
There was a moment of silence followed by the Pledge of Allegiance.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-James Bays; Dist. #09-Patrick Gatterman; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #14-Marjorie Edwards; Dist. #15-Jack Allen; Dist. #16-Bill Miller; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #19-Terry James; Dist. #20-Paul Pisellini. **Excused:** Dist. #02-Rocky Gilner. SAYL student Present: Feldner. Excused: Theisen

Motioned by Kotlowski/Eggebrecht to approve the agenda, pulling **Res. #54-2013**. Motion carried by unanimous voice vote.

Motioned by Licitar/Roekle to approve May 21, 2013 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims Djumadi, Edwards, Eggebrecht, Gatterman, James and Johnson (Gilner excused).

Claims: None

Correspondence: Recognized letter from Jim Murphy regarding Petenwell Park Expansion Project, dated May 30, 2013.

Appointments: None

Unfinished Business: Motioned by Sebastiani/Eggebrecht to bring back to amend **Res. #38** to authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for ~~\$83,103.80~~ \$83,092.10 from the WDNR Lake Protection Grant Program for the purpose of meeting the state mandated requirement of offering financial assistance to agricultural producers for the implementation of nutrient management plans in the Tri-Lakes (Arrowhead, Sherwood and Camelot Lakes) Watershed which will reduce nutrients entering into the Tri-Lakes. Motion to bring back Res. #38 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))
Motioned by Sebastiani/Roekle to *amend* Res. #38 line #20 to strike ~~cost grant~~ and add *project costs*, also *amending* line 23 by adding *The remainder of the project costs will be funded through the WDNR Lake Protection Grant Program*. Motion to adopt as *amended* Res. #38 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Motioned by James/Sebastiani to adopt **Res. #41** to encourage the WDNR to provide a more complete and accurate method of determining high capacity well permits in a manner that will protect Wisconsin's surface and/or ground waters for the use of all. Motion to adopt Res. #41 carried by roll call vote, 16 yes, 3 no, 1 excused. Voting no, Bays, Morgan, Stuchlak. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Motioned by Allen/Bays to bring back tabled **Res. #43** to amend the Adams County Employee Handbook as follows: Chapter 1, Section 1.04 and add 1.07 – Position Categories. Motion to bring back tabled Res. #43 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused,

Theisen. (non-binding vote)) Motioned by Allen/Johnson to adopt Res. #43. Motion to adopt Res. #43 carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Djumadi, Eggebrecht. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Reports and Presentations: Administrative Coordinator/Director of Finance report was submitted in the board packet. Daric Smith gave a report for RIDC. K9 presentation was given by the Craig Orlowski. Presentations were given by Clerk of Courts and Highway Departments.

Recess: Motioned by Allen/Johnson to recess at 7:05 p.m. Motion carried by unanimous voice vote.

Reconvene: Meeting called back to order by Chairman West at 7:08 p.m. 19 present, 1 excused. Excused, Gilner. SAYL student present, Feldner. Excused, Theisen.

Resolutions:

Res. #46: Motioned by Bays/Johnson to adopt Res. #46 to Renew the Agreement with the Village of Plover as the backup facility for the disposal of liquid waste (leachate) accumulated at the Adams County Sanitary landfill facility. Motion to adopt Res. #46 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #47: Motioned by Roekle/Sebastiani to adopt Res. #47 to create Two (2) Intern positions in the Land and Water Conservation Department (LWCD) for the purpose of completing an inventory on a portion of the Big Roche-a-Cri (BRC) Creek. Motioned by Miller/Licitar to *amend* Introduced by to add *Executive Committee* also *amending* line #24 to strike ~~head-waters~~ and add *Adams County line*. Motion to *amend* Res. #47-2013 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)) Motion to adopt *amended* Res. #47 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #48: Motioned by Eggebrecht/Johnson to adopt Res. #48 to approve Amendments to the Ethics Inquiry Committee Section of the Adams County Board Rules. Res. #48 was originally Res. #14 to approve amendments to the Ethics section of the Adams County Board Rules. Res. #14 was Pulled and sent back to Executive Committee for review. Motioned by Djumadi/Roekle to *amend* Res. #48 by adding *Intent & Synopsis: To amend the Ethics Inquiry Committee section of the Board Rules*. Also *amending* line #53 by striking ~~Adams County Board of Supervisors~~ and adding *Executive Committee*. Motion to *amend* Res. #48 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)) Motion to adopt *amended* Res. #48 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #49: Motioned by Djumadi/Kotlowski to adopt Res. #49 to oppose Assembly Bill 85 and Senate Bill 95. Motion to adopt Res. #49 carried by roll call vote, 16 yes, 3 no, 1 excused. Voting no, Bays, Gatterman, Roseberry. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #50: Motioned by Johnson/Bays to adopt Res. #50 to authorize the Highway Commissioner to act on behalf of Adams County to apply for \$2,775,000.00 from the Wisconsin Department of Transportation Surface Transportation Program Rural Component (STP-Rural) for the purpose of funding the reconstruction of CTH Z from 18th Lane to Wood Road. Motion to adopt Res. #50 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, James. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #51: Motioned by Eggebrecht/Johnson to adopt Res. #51 to authorize the Highway Commissioner to act on behalf of Adams County to apply for \$3,836,000.00 from the Wisconsin Department of Transportation Surface Transportation Program Rural Component (STP-Rural) for the purpose of funding the reconstruction

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of CTH Z from Wood Road to Alpine Drive. Motion to adopt Res. #51 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, James. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #52: Motioned by Djumadi/Johnson to adopt Res. #52 to authorize the Highway Commissioner to act on behalf of Adams County to apply for \$3,010,000.00 from the Wisconsin Department of Transportation Surface Transportation Program Rural Component (STP-Rural) for the purpose of funding the reconstruction of CTH Z from Alpine Drive to Wood County line. Motion to adopt Res. #52 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, James. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #53: Motioned by Roekle/Djumadi to adopt Res. #53 to attend Out of State Training Regarding Disaster Behavioral Health: Facilitating a Psychologically Supportive Response to a Disaster Training. Motion to adopt Res. #53 carried by roll call vote, 19 yes, 1 excused. Excused, Gilner. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote))

Res. #54: Resolution authorizing and awarding the sale of \$3,670,000 General Obligation Refunding Bonds, Series 2013a **Pulled**

Ordinances: None

Denials: None

Petition: None

Motioned by Djumadi/Edwards to approve claims. Motion carried by unanimous voice vote.

Motioned by Roekle/Djumadi to approve per diem and mileage. Motion carried by unanimous voice vote.

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

Set next regular meeting date: July 16th, 2013 at 6:00 p.m. West will be excused. Sebastiani will be acting Chair.

Motioned by Roekle/Johnson to adjourn the meeting at 7:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Adams County Clerk

These minutes have not been approved.

Executive Committee Meeting
June 11, 2013 – 8:00 a.m. - Conference Room A-260

Minutes

John West, Chair, called the meeting to order at 8:00a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, and Bill Miller who substituted for Jack Allen, who was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney Mindy Dale, acting for Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Reesa Evans; Supervisor Djumadi; Cindy Phillippi; Diane Cable.

Correspondence was received from the lawfirm of Weld, Riley, Prenn & Ricci.

Motion by Sebastiani, seconded by Johnson, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Sebastiani, to approve Minutes of the Executive Committee Meetings held May 14, 2013. Motion carried by unanimous vote.

Discussion was held regarding a Resolution to Amend Adams County Employee Handbook Chapter 1, Section 1.04 and Section 1.07. Attorney Mindy Dale will update Adams County PGAP to clarify the hiring process for Casual Employees and On-Call Employees. The proposed Resolution was modified by adding the following language to page 2, at the end of paragraph 2: The hiring of a casual employee to fill in for a budgeted position may be approved by the Home Committee and does not require County Board action. **Motion by Babcock, seconded by Sebastiani, to approve the Resolution as modified and forward to County Board. Motion carried by unanimous vote.**

Discussion was held regarding Resolution to Revise the Ethics Section of the Adams County Board Rules. We need to synchronize the Ordinance with County Board Rules, similar to what Supervisor Djumadi drafted, just simplified. Clarify who can and cannot be members. **Motion by Babcock, seconded by Miller. Motion carried by unanimous vote.**

Discussion was held regarding Resolution to Create 2 Intern Positions in Land and Water Conservation Department. Reesa Evans presented a handout and discussed the project. **Motion by Sebastiani, seconded by Babcock, to approve and forward to County Board. Motion carried by unanimous vote.**

Supervisor Miller was excused and left the meeting at 8:58.

P72 Discussion was held regarding reclassification of the Elderly Benefits Specialist position at Health & Human Services Department to increase educational requirements to obtain grant funds. **Motion by Sebastiani, seconded by Johnson, to approve. Motion carried by unanimous vote.**

Motion at 9:07 a.m. by Sebastiani, seconded by Babcock, to convene in closed session per:

- Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act on pending WPPA Local 355 negotiations; and
- Wis. Stats. §19.85(1)(c), for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on reviewing references and choosing candidates to be interviewed for the position of Corporation Counsel.

Motion carried by unanimous vote.

The Committee reconvened at 9:35 a.m. in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. No motions were made post-closed session.

Trena Larson, Administrative Coordinator/Director of Finance gave her monthly report. Two training sessions were given at the last Department Head meeting. Department Heads discussed electronic submittal of Resolutions and Ordinances for approval by Corporation Counsel department and the AC/DOF. Larson is managing the Land & Water Department and reviewing objectives to move forward. Larson and Kaye met with most department heads regarding the Wipfli wage study. Together they reviewed 175 positions using 10 factors used on a 1-5 point scale for scoring. Department Heads offered good input on this scoring. The next step is to place the 175 positions into grades. The 2014 budget process is started.

Supervisor Miller returned to the meeting at 9:45 a.m.

The Corporation Counsel Department report was given by Diane Heider, Legal Assistant.

Marcia Kaye presented a handout and discussed CEEP training presented by Gulf States RCPI regarding catastrophic disasters and helping responders prepare their families for emergencies. Kaye has scheduled 2 department head webinars; one on Interviewing and one on Civility in the Workplace. The Wellness

Committee is challenging employees to walk 254,000 steps between June 1 and July 31 in the Walk to ^{P73}
Lambeau.

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

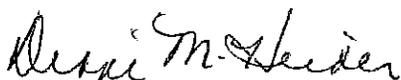
The next meeting is set for: July 9, 2013 at 8:00 a.m.

Action items for next meeting:

- Closed session regarding WPPA Sheriff's Local 355 Negotiations.

Motion by Sebastiani, seconded by Johnson, to adjourn the meeting at 9:55 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – June 14, 2013**

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Djumadi at 9:00 a.m.

Roll Call of Board Members: Lori Djumadi, Paul Pisellini, Fran Dehmlow, Dr. Mark Hatton, Heidi Roekle, Deb Johnson-Shuh, Teresa Harvey-Beversdorf. Absent excused: Rocky Gilner and Jack Allen.

Health & Human Services Staff: Diane Cable, Wendy Pierce, Kelly Oleson, Cindi Flynn, Donna Richards, Julie Edmundson. Absent excused: Sherrie Manning, Sarah Grosshuesch and Diane Osborn.

Veterans Services Staff: Dave Guerin

Motion was made by Roekle / Beversdor to approve Agenda in compliance with Open Meetings Law. Motion carried by UVV.

Motion was made by Dehmlow / Pisellini to approve the May 10, 2013 minutes as submitted. Motion carried by UVV.

Announcements – Donna Richards gave a brief statement on her visit to the Rome Town Hall Meeting. The Town of Rome Board voted to renew the Meal Site Contract for no cost. Cindi Flynn was announced as the new fiscal manager.

New Business – none

Public Comment – none

Correspondence – none

Veterans Service

Review and approved May Veterans Service vouchers and financial report. No discussion was had and a motion was made to approve the May Veterans Services Vouchers and Financial Report by Roekle / Dr. Hatton. Motion was carried by UVV.

Veterans Service Officer's report. Dave started off with announcing to the HHS Committee that June 14 was Flag Day and was also the celebration of the Army's birthday. Dave also explained to the committee that the VA continues to be back logged on paperwork which causes Vets to not get their benefits on a timely manner. A brief discussion was had on the contributions of funds that the Veterans Services Office received last year. The committee informed Dave that a

resolution is in the works for the Veterans Services Office to have access to those funds which are to be used by the end of 2013.

Health & Human Services

Review and approve February Health & Human Services vouchers and financial report. No discussion was had and a motion was made to approve the May Health & Human Services vouchers and financial report by Roekle / Pisellini. Motion was carried by UVV.

Director's Report by Diane Cable. Diane briefly highlighted a few of her key points from her written Directors Report. The first highlight was an update on TCM, the goal is to have TCM up and running by the end of 2013. Secondly, Diane commented on the up and coming Family Care Program. Diane was informed that the State of Wisconsin will not run two programs and that Adams County will need to begin a process to prepare and educate the employees on becoming a Family Care County. The State's target for Adams County to enroll in Family Care has been set for 2015. Next, Diane welcomed Cindy Flynn as the Economic Support Manager. The last item Diane spoke on was the Cleaning Contract that was recently terminated. As of July 31, 2013 the ACHHS Department will be in need of contracting out for a new cleaning service. Lori indicated that Diane informed her and Lori will have this item put on the Property Committee agenda.

Personnel Update – ADRC. A brief discussion was held on resolutions for years of service to the county. A motion was made to accept the resolution to recognize Jill Helgeson's 25 years of service to the county by Roekle / Pisellini. Motion carried by UVV.

Program Update – ADRC. A discussion was held on the reclassification of the job description for the Elderly Benefits Specialist position. The position will be reclassified to need a bachelor's degree. A motion was made to accept the reclassification of the Elderly Benefits Specialist position by Pisellini / Dr. Hatton. Motion carried by UVV.

Personnel Update - ADRC. A motion was made to approve the recruitment for the Elderly Benefits Specialist position by Dr. Hatton / Roekle. Motion carried by UVV.

Personnel Update - ADRC. A brief discussion was held on the vacant Transportation Coordinators position. A motion was made for the approval of the recruitment for filling the Transportation Coordinators position by Dr. Hatton / Beversdorf. Motion carried by UVV.

Personnel Update – Economic Support Services. An update was given by Diane Cable to the committee on the hiring of Cindy Flynn as the new Economic Support Manager. The filling of her current position will be discussed at the July's meeting.

Personnel Update – Clinical Services. Julie gave a brief introduction of the new Psychiatrist/Medical Director (Dr. Valdes). The committee held a brief discussion concerning the new Dr.'s hours and if Clinical Services will still be able to stay within their budget for the year. A motion was made to approve the appointment of Dr. Valdes as the new Clinical Services Psychiatrist/Medical Director by Beversdorf / Pisellini. Motion carried by UVV.

Program Update – Public Health. Diane Cable updated the committee on the newest updates of the Blue/Green Algae Policy. The recommendation has been made to not make this a policy but an internal process or MOU. Diane and other employees will be meeting soon and an update will be giving to the committee in the near future.

Program Update – Public Health. Information/update on the School Nurse position was tabled.

Program Update – Children & Family Services. Kelly Oleson gave a brief discussion on the funding for her department that C&FS would be receiving to help fund an interview room for children and other traumatized victims. The Office of Justice Assistance (OJA) has secured funding for C&FS, the District Attorney's office and the Sheriff's Department (working in collaboration). They will be receiving \$12,000 for the setting up and the purchasing of all equipment needed. A motion was made for the approval to secure the funding for the forensic interviewing equipment by Roekle / Dr. Hatton. Motion was carried by UVV.

Recess. A motion was made for a brief recess at 10:00am by Roekle / Pisellini. Motion carried by UVV.

Meeting called back to order by Lori Djumadi at 10:05am.

Training Request – Clinical Services. A brief discussion was had on Julie Edmundson attending the State Training for Disaster Preparedness in Minnesota. A motion was made to approve the Resolution for Julie Edmundson to attend the State Training for Disaster Preparedness by Dr. Hatton / Pisellini. Motions carried by UVV.

Property/Land Update. Diane Cable gave a brief description of what is happening in the parking lot at the HHSD. The water is not running off like it should which causes the water to back up into our parking lot. The standing water not only causes issues during the spring and fall but also causes ice build-up during the winter months. The committee suggested having this issue/concern brought to the attention of the Adams County Properties Committee.

Property Update. The question came up, why the need for protective glass in the entrance of the ADRC area? Diane and Donna explained that when the redesign of the building was done they made this entrance to look like a reception area. This office is currently being used by, two

Health & Human Services Board Meeting Minutes – June 14, 2013

Resource Specialist in the ADRC department. The office requires privacy of their clients there for; the ADRC funded the privacy glass that was installed. The HHS Committee members reminded everyone that any physical changes done to the building need to go through the Adams County Property Committee.

Meeting Date. A brief discussion was held on changing that date of the monthly meeting from the second Friday of every month to the third Friday of every month. A motion was made to move the meeting from the second Friday to the third Friday of every month by Roekle / Pisellini. The motion carried by UVV.

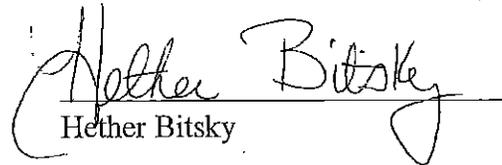
Next Regular Meeting Date – July 19, 2013 @ 9:00 a.m.

Motion to adjourn at 10:30 AM by Roekle / Beversdorf. Motion carried by UVV.

These minutes have not yet been approved by the committee.

Minutes respectfully submitted by Hether Bitsky.

Lori Djumadi – Chairperson



Hether Bitsky

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, JUNE 13, 2013 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
Florence Johnson
Patrick Gatterman
James Bays

OTHERS PRESENT: Dennis Premo – Highway Patrol Superintendent, Shawn Bula,
Mark Gieringer, Dan Rossiter, Barbara Morgan and Everett
Johnson

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, June 13, 2013.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, MORGAN AND BAYS.
ALL MEMBERS PRESENT.

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

APPROVAL OF MINUTES OF LAST MEETING (MAY 9, 2013 & MAY 21, 2013): *Motion by Bays to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for May 9, 2013 Regular Monthly Meeting and May 21, 2013 Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- Driveway Access County Road M ~ Bula-Gieringer Farms
- Update on County Road B (CTH E – STH 82) Overlay Warranty
- Review & Act on AECOM Task Order #3 / County Road B (CTH E – STH 82) Overlay Project

DRIVEWAY ACCESS COUNTY ROAD M ~ BULA-GIERINGER FARMS:
Shawn Bula and Mark Gieringer were present from Bula-Gieringer Farms to explain why they need the additional driveway access to move cattle. *Motion by Bays to allow a variance for the Bula-Gieringer driveway access on County Road M as long as it is installed in compliance with the County Ordinance and that some type of warning signage is present when cattle are moved from one side of the road to the other, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JUNE 13, 2013 ~ 9:00 A.M.**

REVIEW & ACT ON WOOD BIDS: The following bids were received for the wood:

FOR SALE: PULP LENGTH WOOD / BY BID ONLY				
6/12/13 1:00 P.M.	STH 13 & STH 21		1342 COUNTY ROAD F	
BIDDER	SITE# 1 / PINE	SITE# 1 / HARDWOOD	SITE# 2 / PINE	SITE# 2 / HARDWOOD
Larry Burrows Trucking	\$ 350.00	\$ 200.00	\$ 350.00	\$ 200.00
Bruce & Linda Mohns		\$ 967.51		\$ 617.51
Hansford Forest Products	\$ 817.00	\$ 1,232.00	\$ 836.00	\$ 414.00
Gene Schilling		\$ 1,103.00		

Motion by Gatterman to award the wood bids as presented to the highest bidders, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

UPDATE ON COUNTY ROAD B (CTH E – STH 82) OVERLAY WARRANTY: Dan Rossiter representing AECOM gave an overview of the 6/4/13 meeting that was attended by AECOM, D.L. Gasser Construction and Adams County Highway Department reference the County Road B (CTH E - STH 82) overlay warranty issues. No definite cause for pavement performance was reached or discovered.

REVIEW & ACT ON AECOM TASK ORDER #3 / COUNTY ROAD B (CTH E STH 82) OVERLAY PROJECT: Discussed the AECOM Task Order #3 for the County Road B (CTH E – STH 82) Overlay Project: would be performed on a time and material basis, so only the amount of work agreed to is to be performed. *Motion by Gatterman to accept the AECOM Task Order #3 as presented on a time and material basis for the County Road B (CTH E – STH 82) Overlay Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

BUILDINGS & GROUNDS / SALT SHED REPAIRS: The two salt sheds located at 3275 State Road 13 and the wash bay at the highway shop are in need of repairs. Estimates for repairs were obtained from two companies. *Motion by Gatterman, second by Bays to accept the buildings and grounds repairs from Altman Construction Company for:*

- two salt sheds at 3275 STH 13 ~ \$26,490.00
- wash bay at highway shop ~ 10,040.00

VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Patching roads where required
- Seal coating: CTH F, CTH N, CTH J (Village Limits to CTH Z)
- Shoulder Maintenance: State and County Roads
- Mowing: State and County Roads began last week
- LFA (Local Force Account) STH 13 North of Wisconsin Dells \$5,000.00 ~ Committee would like the Commissioner to further investigate and go ahead with project if feasible.

FINANCIAL REPORT: *Motion by Bays to approve the May 2013 Financial Report as audited, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JUNE 13, 2013 ~ 9:00 A.M.**

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the June 7, 2013, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Gatterman to approve the Monthly Check Summary report as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: NONE

SET NEXT MEETING DATE AND ADJOURN: *Motion by Gatterman, second by Bays, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, July 11, 2013 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 10:30 A.M.

Respectfully submitted,

Dennis Premo, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES

P81

Approved

June 10, 2013 at 1:00 p.m. Courthouse Conference Room: A231

Sebastiani called the meeting to order at 1:00p.m.

Roll call showed all present: Committee Members: Chair, Al Sebastiani, Vice Chair, Glenn Licitar, Joe Stuchlak, Terry James, Heidi Roekle, Kevin Bork, Barb Morgan, and acting Department Head/Director of Finance, Trena Larson. Land and Water Employees; Chuck Sibilsky, Resource Conservationist, Reesa Evans, Lake Specialist, Recording Secretary, Michelle Harrison.

Harrison stated that the meeting was properly announced.

Motion by James/Roekle to approve the agenda. Question was asked why line item 14 was struck. It was explained that the county will still be involved in the stream base flow and lake level project but Adams County will no longer be facilitating the entire project. Motion carried.

Motion made by Licitar/Morgan to approve the minutes for May 13, and May 21, 2013. Motion carried.

Public participation as we go.

Wildlife Abatement and Claims report and possible action. None

NRCS report and possible action. Komiskey reported that they are still looking for landowner/operators to take part in the Stewardship program. She reported that they have made staff changes in their office. CRP general sign up deadline is Friday, June 14, 2013.

WDNR report and possible action. None

Discuss and possible action on L&WC Department report. Harrison reported that the tree & shrub sale came in just under budget. Sibilsky reported that many construction projects have been on hold due to the weather/rain. Evans reported that she is working on the BRC inventory project.

Central Wisconsin Windshed Partners report and possible action. None

Golden Sands Resource Conservation and Development report and possible action. Administrative issues were discussed at the last meeting as well as two new members have been appointed.

USDA Farm Services Agency report. None

Financial report. Discussion took place in regards to maintenance of vehicles.

Update from Golden Sands RC&D Agronomist. Wally Sedlar, the agronomist, introduced himself and reported that he will be working with about 20 landowners on nutrient management issues.

Discuss and possible action on vehicle repair budget line item. It was explained that due to the repairs needed on the 2005 Chevy Truck that we have gone over the budgeted amount. It was decided that this issue would be revisited in October/November and if need be a revision to the budget can be done at that time.

Discuss and possible action on changing a term on resolution from LTE to Intern position for Big Roche A Cri Inventory project. Discussion took place on whether to change the term from LTE to Intern for the two positions. There was concern about the time frame and if by changing the term it would prolong the process. It was determined that it would not prolong the process. Either way it needed to go in front of the Executive Committee and then the County Board. Motion made by Roekle/Licitar to change the term from LTE to Intern for the Big Roche a Cri Inventory project. Motion carried.

Discuss and possible action on Lake Protection Cost share agreement. Sibilsky reported that he has a cost share agreement for Chuck Hanson, requesting the amount of \$6002.98 which is 75% of the total cost of the project. This is for a riparian buffer on Lake Camelot with 98 linear feet of shore. Motion made by Morgan/Roekle to approve the cost share agreement for Chuck Hanson. Motion carried.

P82 **Discuss and possible action on Cottonville Dam/Lease.** Pfeiffer explained to the committee that he would like to get out of his lease with the county for the Cottonville Dam. He found the Shanak Foundry Machine Co that is interested in taking over the lease. Robert and Ed Shanak stated that they are interested in updating and computerizing the operations. They would be interested in doing a 25-30 year lease with the understanding that if they wanted to have someone within their family take over the lease that they would not have to go through having to redo the lease again.

Motion was made by Roekle/Stuchlak to move forward with changing over the lease to the Shanak Co.

Discussion took place in regards to seeking additional legal counsel in order to move forward with this change over. Motion carried.

Discuss and possible action on filling the Vacant County Conservationist position and future department operations. There was discussion in regards to consolidating the two departments. It was stated that June 13, 2013 the transitional committee would be meeting as an organizational meeting. Committee stated to add this item as a continual agenda item for next month's agenda.

Motion made by James/Stuchlak to take a 10 min recess at 2:25p.m. Motion carried.

Chair Sebastiani called the meeting back to order at 2:32p.m.

Motion made by Stuchlak/Licitar to deviate from the agenda as listed, to proceed with item 17 and 18 and then address 16 and 19. Motion carried.

Discuss and possible action on revisions needed for resolution on the process for permitting high capacity wells. The revisions are as follows; Line 9 added; To *encourage the WDNR, and Line 43* change from *approves* to *recommends*. Motion made by James/Licitar to approve the changes to the high capacity well resolution. Roll call vote showed all yes except for Stuchlak and Morgan no. Motion carried.

Communications- A letter from the Adams County Lake Alliance was handed out and read. This letter encourages the separation of the Land and Water Conservation Department. Another hand out was given out in regards to Thistle Dairy being fined by the WDNR for pollution violations. Discussion took place on the Natural Resource Account and the funding options.

Discuss and possible action for DNR Permit for buoys for Vorticity hazard on the Tri-Lakes.

Motion made by James/Stuchlak at 2:55 p.m. to move into closed session under Wis. Stat. § 19.85(1)(g) for conferring with legal counsel 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. Motion carried.

Motion made by Roekle/Morgan at 3:28p.m. to return to open session per WI Statute 19.85 (1)(A) to take any action as necessary and appropriate on the closed session item and address the remaining agenda items.

Motion made by Stuchlak/Roekle to remove the buoys if necessary on Cottonville Lake and the Tri-Lakes. Motion carried.

Motion made by Roekle/Licitar at 3:32p.m. to move into closed session under Wis. Stat. § 19.85(1) (c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and under Wis. Stat. § 19.85(1)(f) for the preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any persons referred to in such histories or data, or involved in such problems or investigations. Motion carried.

Motion made by James/Roekle at 4:04 to return to open session per WI Statute 19.85 (1)(A) to take any action as necessary and appropriate on the closed session item and address the remaining agenda items. No action taken.

Items for next month's Land & Water Conservation Committee meeting: Discuss and/or approve filling county conservation position.

Next meeting date: July 8, 2013 at 1:00p.m. Motion by Roekle/Licitar to adjourn at 4:05p.m. Motion carried.

Submitted by - Michelle Harrison

**Adams County Library
Board Minutes
05/20/13**

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

President Nelson verified that the meeting was properly announced.

Public input was invited. No one from the public was present.

Recommended Actions: minutes, bills and financial report:

Motion to approve the agenda was made by Kreten, 2nd by Heideman. **Motion carried.**

Motion to approve the April minutes was made by Heideman and 2nd by Townsend. **Motion carried.**

Motion to approve the financial report was made by Townsend, 2nd by Fugate. **Motion carried.**

Recent bills were distributed for initialing. There was no discussion.

Communications and Reports:

There were no communications or reports.

South Central Library System report:

A SCLS employee went to Disney World for a Customer Service and Satisfaction training and they hope to use her insight to help patrons of SCLS become better satisfied customers. It was reported that there was an 18% increase in the amount of library cards distributed this year.

Mary reported this information from the minutes she received of the last meeting.

Director's Report:

Wavrunek reported that library circulation year to date was up about 25%.

A customer of the Amazon book store claimed that he was doubled billed for a book he ordered and it was handled by Amazon. Amazon has also raised their prices on shipping for audio/visual materials. We will have to raise cost on our end to compensate. It is still a struggle to get consistent help for the Amazon book store. We have another short term person who is doing well but when she obtains employment we will be recruiting again.

Jeff will report on staff meetings at the June meeting.

New library shelving is being considered. Need to get approval from Property committee for placement of shelving. Library staff will check into getting locked display cabinets or open shelves, etc.

Budget Report:

It was reported at the All Directors Meeting that SCLS is getting less funding from the state and has initiated cost cutting measures by eliminating Saturday delivery of books, except for some of the largest libraries like Madison and Fitchburg. We will not be receiving books on Saturday beginning on September 1, 2013. We may be able to adjust the amount of staff on Saturdays, one staff member and one page.

With decreased funding SCLS will be contributing less to the cost of the digital downloading of books to each library starting in 2015. Cost for this service could increase substantially. Some professional journals and magazines will not be purchased in the future due to less of a demand. They will have to be ordered through the inter-library loan service.

The technology budget formula was changed. Instead of a lump sum it will be averaged over a five year period.

SCLS will be hiring an LTE to help with some of the KOHA development. \$5000.00 will come out of the contingency fund and \$5000.00 will come from member libraries using KOHA. This line item in the budget will go up in August.

Bellevue library in Madison has donated some leftover books to our library and we will evaluate them for future Amazon sales.

Book Sale Update:

The **2013 Library Book Sale** will be held one day only and in conjunction with Crazy Days on August 3, 2013, from 10:00 a.m. until 2:00 p.m. A bake sale will be held together with the book sale. Any additional volunteer help will be appreciated.

Focus Group:

Director Wavrunek will be facilitating the Focus Group meeting at 2:00 p.m. He will be using the questionnaire handed out as a guideline for discussion.

Brat Fry Update:

The Friends of the Library brat fry will be held on June 14, 2013 at IGA. The library brat fry will be on July 19, 2013.

Reviewing of State Standards:

State standards are the same as last year. The standards indicate that a library of our size should have 13 full time workers, have a collection budget of \$103,000. Adams County library has about 25% of that amount. We are understaffed and in need of a Youth Services Librarian.

Identify possible upcoming items for future meetings:

- A. Focus group meeting review.
- B. Library shelving.
- C. Book sale staffing and bake sale.
- D. Budget priorities and options.
- E. Brat fry.

The next monthly Library Board meeting will be June 24, 2013 at 1:00 p.m.

The meeting was adjourned at 1:45 p.m.

Respectfully submitted:



Kathleen Challoner, Secretary

**Adams County Library Long Term Planning Meeting
May 20, 2013**

The meeting was called to order at 2:00 p.m. Library board members attending were: Jeanne Heideman, Mary Nelson, Kathy Challoner, Patricia Townsend, Jim Kreten and Director Wavrunek.

There was two library staff members present: Judy Taft and Stephanie Klopotet.

Citizens attending were: Wynn Jones, Kirsten Baxter, Beth Nugen, Dennis Klitzke, and Dorothy Andersen.

Mary Nelson, Library Board President opened the meeting with a statement regarding the future for the library and welcomed input from all present as to what path that will be.

Everyone present introduced themselves and told a little about themselves and their interest in the library.

Some suggestions for future services /planning are:

1. Centralized computer listing for available translators in Adams County.
2. Hiring of Children's Services Librarian.
3. Improved security surveillance in library.
4. Continued updating of the computers in the lab.
5. Implementation of rental fee for new books and dvd's.
6. Expansion of library hours as needed.
7. Updated county directories available to the public in the library or purchased from the library.
8. User fees for more specialized library services, i.e., interlibrary loans, proctoring tests, etc.
9. Continuing use and increased use of volunteers when necessary.

Improvement suggestions:

1. Noise level when Family Visitation is occurring with Health & Human Services. May need to appropriate a different room.
2. Expansion of Saturday hours and weekly hours.
3. Services to children-addition of Youth Services Position.

Positive comments for library from those attending were:

1. Library is well run and Director is very knowledgeable.
2. Staff members are always friendly and helpful and knowledgeable.
3. Meeting rooms are usually available when needed.
4. Great reference resources for size of library.
5. Attractive/comfortable building.
6. Signage in library is very useful.
7. E-books are being well utilized and appreciated by the public.
8. Special library programs and presentations are valuable resource for the community.

Budget issues were discussed.

Jeff indicated that maintaining the current level of services will be hard as state/county aid is declining and fees for participation in SCLS are going up. We will strive to maintain present level of services.

Mary Nelson and Director Wavrunek thanked everyone for their input and attendance of the meeting.

Meeting was adjourned at 3:15 p.m.

Respectfully submitted:

A handwritten signature in cursive script that reads "Kathleen Challoner".

Kathleen Challoner, Secretary

Parks Committee Meeting
Courthouse Conference Room A231
May 7, 2013 8:05 a.m.

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Call to Order: Chairman called the meeting to order at 8:05 a.m.

The meeting was properly announced.

Roll Call: Committee Members: Bob Eggebrecht, Jerry Kotlowski, Bill Miller, Paul Pisellini, and Jake Roseberry. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Sarah Grosshuesch – Public Health Officer, Chris Murphy at 8:13 a.m., and Trena Larson – Admin. Coord./Director of Finance at 8:45 a.m.

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

Previous Minutes: Motion by Eggebrecht/Roseberry to approve the April 9, 2013, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Director read a letter from the Town of New Chester notifying the Committee the Town of New Chester will be meeting June 15th at 9:00 a.m., in the New Chester Town Hall to discuss the transfer of ownership of Patrick Lake Park to the Township from the County and will report the findings back to the Parks Department.

Public Participation on Agenda Items: Public participated as the agenda items came up.

Bluegreen Algae Policy Proposal by Health & Human Services: Public Health Officer distributed copies of the Policy to the Parks Committee that had recently been approved by the Health and Human Services Committee and planned to be brought to County Board in June. Discussion followed. Motion by Eggebrecht to not approve the Bluegreen Algae Policy until further review by the Parks Department staff and possible further discussion with all departments and committees involved. No second, motion failed. Discussion followed. It was the Public Health Officers' understanding the County Board Chairman and Corporation Counsel had made the final changes to the Policy. The Parks Department staff had suggested policy changed dated November 12, 2012, to coincide with WI Statutes, and has heard from no one until just recently. Parks Director once again expressed Adams County would have increased liability by having unauthorized agencies, per WI Statutes, involved in unauthorized Statute activity.

Land and Water Conservation Department expressed a desire to still train park personnel to monitor algae levels while reporting back to the Land and Water Conservation Department.

Health Officer reported she has to follow the State Statute guidelines and any possible deviation would have to be approved by legal counsel. No action was taken by the Parks Committee. Health Officer will schedule a joint meeting in the near future to discuss the Policy. Murphy and Grosshuesch left meeting at this time.

Patrick Lake Park: Discussed under Correspondences.

Petenwell Park and Castle Rock Park Grant Resolutions for Campgrounds Expansions: Director reviewed proposed grant resolution with Committee. Discussion followed on use of visitor sales tax. Larson and Grosshuesch joined meeting at 8:45 a.m. Larson explained the sales tax account to Committee and stated there would be monies available from that account. Without the Resolution the County is not eligible for the grant(s). Motion by Eggebrecht to approve Petenwell Park and Castle Rock Park Grant Resolutions for Campgrounds Expansions with the approval of the interim Corporation Counsel. No second, motion failed. Discussion followed.

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Motion by Miller/Pisellini to remove the sales tax from the Resolution and borrow those additional funds from the County to be paid back to the County from park user fees. Discussion followed. Miller rescinded his motion. Motion by Kotlowski/Miller to forward the Resolution to Finance Committee. Motion carried by unanimous vote.

Committee returned to the Bluegreen Algae Policy and Health Officer distributed copies of correspondence regarding a meeting that was held with the Bluegreen Algae sub-committee while Miller was on vacation out of state at the time. Miller was the Parks Department representative to the sub-committee. Grosshuesch will schedule the meeting to review the policy with all concerned.

Updates on County Park Properties as it Relates to Shoreland/Wetland/Habitat Protection Ordinance: Due to recent Ordinance change(s) the Parks Department will have only minimal changes to be made and expects to be in compliance by spring 2014, a year before mandated. The Shermalot Ski Team will not be affected for 2013.

Possible Transfer of Easton Pond Public Access to Easton Township: Written request was not received from the Township; therefore, no action was taken. Item will be placed on June agenda.

Employee Hiring Update: Hired for Groundskeeper/Landscaper I at Castle Rock Park, Groundskeeper/ Landscaper II for South Outlying Parks, and Park Patrol for Petenwell Park. Department will be hiring soon for Park Aide positions. Department did not receive enough applicants for the Swim Program so we are still taking applications for those positions and those are being broadcast on the local radio station. If positions can't be filled there will not be a swim program this season.

Parks/Rec. Operational Reports: First weekend in June will be the free day use weekend in Adams County Parks as well as free camping available to County residents to coincide with the free fishing weekend sponsored by the WI DNR. Castle Rock and Petenwell Parks will also offer free refreshments to the public that weekend.

Trails Report to Include Grant Applications and Resolution Updates: ATV trail expansion on Plum Creek property will open May 18. The Jefferson trail segment opened May 4.

Trails Coordinator and Petenwell Park Manager met with two DNR reps yesterday regarding ATV's in Petenwell Park. DNR reps approved a temporary ATV parking area within Petenwell Park while the Department is working on ATV campground development elsewhere.

Motion by Kotlowski/Pisellini to approve the annual DNR required ATV/UTV and Snowmobile Resolution. Motion carried by unanimous vote. Committee signed the Resolution.

Director reported he sent a letter to the Town of Monroe that the Parks Department is trying to find a solution to assist the Town of Monroe with monies for road improvements to Petenwell Park.

Revenue Report: Motion by Pisellini/Roseberry to approve the revenue report as presented. Motion carried by unanimous vote.

Expense Check Summary Report and Expense Report: Reports were not available at meeting time. Reports will be placed in mail slots in County Clerk's office when available.

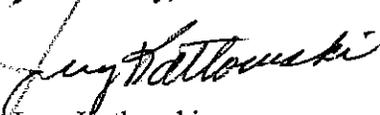
Future Agenda Items: Bluegreen Algae Policy Proposal by Health & Human Services, Town of New Chester Regarding Patrick Lake Park, Possible Transfer of Easton Pond Public Access to Easton Township, and Closed Session to Discuss Sensitive Information.

Set Next Meeting Date: May 14, 2013, 8:30 a.m., Courthouse Conference Room A231, Special Meeting to Review and Possibly Approve the Petenwell and Castle Rock Parks Resolutions for Campgrounds Expansion.

June 11, 9:00 a.m., Courthouse Conference Room A231, for the regular monthly meeting.

Adjourn: Motion by Kotlowski/Miller to adjourn at 10:03 a.m. Motion carried by unanimous vote.

Submitted by,



Jerry Kotlowski
Parks Secretary

Parks Committee Meeting
May 14, 2013
Courthouse Conference Room A231

Call to Order: Meeting was called to order at 8:30 a.m., by Chairperson Eggebrecht.

The meeting was properly announced.

Roll Call: Committee Members –Chairman Bob Eggebrecht, Paul Pisselini, Jerry Kotlowski, Bill Miller, and Jake Roseberry. Others: Fred Nickel – Parks Director and Rita Kolstad – Parks Administrative Clerk.

Approve the Agenda: Motion by Kotlowski/ Pisselini to approve the agenda as posted. Motion carried by unanimous vote.

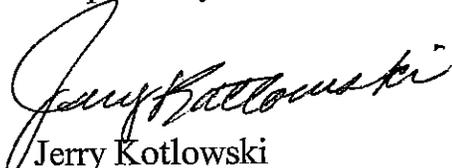
Public Participation on Agenda Items: None.

Review and/or Act on Previous Approved Snowmobile, ATV/UTV Resolution Approved May 7, 2013: Director reviewed with Committee. Motion by Pisselini/Roseberry to approve the Snowmobile, ATV/UTV Resolution as presented. Motion carried by unanimous vote.

Review and /or Act on Resolution for Petenwell and Castle Rock Parks Campground Expansion Projects: Director reviewed with Committee. Discussion followed on sales tax use. Motion by Pisselin/Kotlowski to approve the continuing Park Expansion Projects Resolution as presented. Voice vote: Roseberry – no, rest – yes. Motion carried.

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

Respectfully submitted,


Jerry Kotlowski
Secretary

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

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: JUNE 5, 2013

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. on Wednesday June 5, 2013 with the following members present: Glenn Licitar, Barb Morgan, Randy Theisen, Heidi Roekle, Terry James and Nick Theisen (SAYL member). Al Sebastiani was excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Pledge of Allegiance. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Heidi Roekle made a motion to approve the agenda as noticed. Randy Theisen seconded the motion. All in favor. Motion carried.

Public Hearings: RLF Wisconsin Properties, LLC – Conditional Use Permit request under Section 5-3.03(A) (19) of the Adams County Comprehensive Zoning Ordinance to allow non metallic mining to sell topsoil removed during construction of cranberry beds and reservoirs on property located in the NE ¼, SW ¼, Section 26, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. Terry James made a motion to grant the request with the condition that the Planning & Zoning Department perform a status review in two years to determine if there is a need for additional Committee review. Heidi Roekle seconded the motion. Roll Call Vote: 6 – Yes. 1 – Yes. (SAYLE Student-non binding vote) Motion carried. Easton J. Dreher – Conditional Use Permit request under Section 5-6B.03 of the Adams County Comprehensive Zoning Ordinance to allow temporary rental of property located in the SE ¼, NE ¼, Section 7, Township 14 North, Range 6 East, Lot 13 of Indian Shores Subdivision at 3725 13th Avenue, Town of Dell Prairie, Adams County, Wisconsin. Heidi Roekle made a motion to grant the Conditional Use Permit with the condition that if three valid police calls occur within one year, the Conditional Use Permit will be revoked. Seconded by Randy Theisen. Roll Call Vote: 3 – Yes. 3 – No. (Stuchlak, James, Licitar) 1 – Yes. N. Theisen (SAYLE Student-non binding vote) Motion failed by tied vote.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that Public Participation would be taken as needed.

Glenn Licitar made a motion to approve the minutes from the May 1, 2013 meeting as presented. Heidi Roekle seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor was excused and his report was presented in writing for the month of May to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Jodi Helgeson stated that she has hired Amy Weissinger to fill the Deputy Register of Deeds vacancy, and she is slated to start June 24th. She also informed the Committee that the State Joint Finance Committee has approved the base budget so the County aerial photo project is tentatively planned for 2015. Terry James made a motion to approve the Register of Deeds and Land Information reports as submitted. Barb Morgan seconded the motion. All in favor. Motion carried. Murray Sim, Executive Vice President of Clean Energy North America appeared before the Committee with a status update on the proposed Digester at the New Chester Dairy site. Mr. Sim also presented an overview of the preferred route that the pipeline would take and stated that Marquette County has approved the pipeline along their highways, the meeting with the Town of Westfield is scheduled and they have met with thirty-two individual land owners regarding the matter. Also presented were photos of a filling station in Indiana which dispenses the compressed biogas to semi truck tractors. A letter was submitted to the New Chester Planning Committee agreeing to a maximum of ten truck fill-ups within a twenty four hour period.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
May 1, 2013
PAGE #2

Phil McLaughlin informed the Committee that several requests have been received by office staff and Chairman Stuchlak to extend the deadline for Septic Tank Maintenance requirement. Present for this portion of the meeting were representatives from Foster's Septic & Well Service, Castle Rock Sanitation and Quinnell's Septic & Well Service. Mr. McLaughlin stated that the Sanitary Ordinance currently lists the deadline as July 31 of any given year, and as such can only be changed by Public Hearing. The deadline extension is required partly because of the implementation of the three year maintenance to include all septic systems in the County, which increased the notices mailed out, to over fifty-six hundred, and partly because of the late spring. It was suggested by plumbers/pumpers present that the deadline to pump be set at October 1. It was the consensus of the Committee to schedule a Public Hearing in July to revise the Sanitary Ordinance to address the issue.

Planning & Zoning Updates: Mr. McLaughlin stated that out of the three applicants interviewed for the Inspector position, only one was qualified and when she found out what the pay was, she withdrew her application. Also, there are currently three other municipalities with vacant positions. It seems the pay scale is an issue. The Committee requested Mr. McLaughlin to put together some figures and bring them back to them. The position will be re-advertised.

Phil McLaughlin presented the Financial Report for the month of May, 2013 to the Committee for review. Heidi Roekle made a motion to approve the Financial Report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Correspondence: None.

The next meeting was scheduled for July 3, 2013 at 1:00 P.M. Barb Morgan asked to be excused from that meeting.

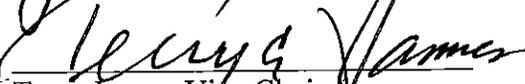
Heidi Roekle made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

Adjourned: 2:46 P.M.



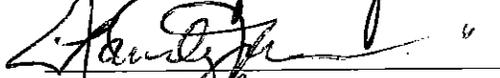
Joe Stuchlak, Chair

Glenn Licitar

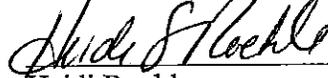


Terry James, Vice-Chair

Barb Morgan



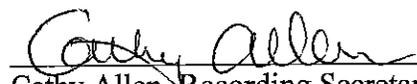
Randy Theisen



Heidi Roekle



Al Sebastiani



Cathy Allen, Recording Secretary

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: JULY 3, 2013

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. on Wednesday July 3, 2013 with the following members present: Randy Theisen, Heidi Roekle, Terry James and Al Sebastiani. Glenn Licitar and Barb Morgan were excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Pledge of Allegiance. Was this meeting properly announced? Phil McLaughlin stated that it was. Terry James made a motion to approve the agenda as noticed. Heidi Roekle seconded the motion. All in favor. Motion carried.

Public Hearings: Anna Cemomordaja – Rezoning request of a parcel (1.12) acres from a Recreational/Residential District of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to a General Purpose District to allow an auto dealership on property located in the W 1/2 , NW ¼, Section 8, Township 14 North, Range 6 East, Lots 1-2, Block 2, Plat of Plainville at 3716 State Road 13, Town of Dell Prairie, Adams County, Wisconsin. Discussion was held regarding the existing building and the property which is currently zoned B-1 Rural Business under the Comprehensive Zoning Ordinance. Mr. McLaughlin stated that the petitioner will still need to meet buffer and setback requirements of the Shoreland Ordinance. Terry James made a motion to approve the request and forward that recommendation to the County Board for final action. Heidi Roekle seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Elaine S. Meade/Steven & Deborah Lohrmann – After the Fact rezoning request from an A1-15 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the properties to become compliant once a survey has been recorded on properties located in the SE ¼, NW ¼, Section 11, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin. Al Sebastiani made a motion to approve the request and forward that recommendation to the County Board for final action. Heidi Roekle seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Proposed Revisions to the Adams County Private Onsite Wastewater Treatment Systems Ordinance. The main reason for revision to this ordinance was to extend the servicing and reporting deadlines to October 31 and November 30 respectively, with a few other minor changes. Randy Theisen made a motion to approve the Adams County Private Onsite Wastewater Treatment Systems Ordinance as amended with the date change under Section 4-7.01(B) from March 1 to March 1, to March 2 to March 1 and forward it to the County Board for final action. Terry James seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that Public Participation would be taken as needed.

Heidi Roekle made a motion to approve the minutes from the June 5, 2013 meeting as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

County Plat review. Review and discussion of a proposed plat submitted by Zenon Kurdziel for properties in the Town of Quincy south of the Timber Shores Subdivision. Mr. McLaughlin stated that the Committee would be approving the division of property only and that the Comprehensive Zoning was the Town of Quincy's jurisdiction. Terry James made a motion to approve the Plat as presented. Randy Theisen seconded the motion. All in favor. Motion carried. County Surveyor Greg Rhinehart objected because what was presented does not meet the requirements of a Preliminary Plat as required by the Land Division Ordinance, such as preparation and soil tests. Discussion followed. Terry James made a motion to rescind his previous motion and approval of a Preliminary Plat. Randy Theisen seconded the motion. All in favor. Motion carried. Terry James advised Mr. Kurdziel to go forward with his plans and submit Preliminary and Final Plats at a future date for Committee review.

Greg Rhinehart presented the surveyor's report for the month of June to the Committee for review. Terry James noted that the 2103 Government Corner Maintenance Project should read 2013 and made a motion to approve the Surveyor's report. Heidi Roekle seconded the motion. All in favor. Motion carried.

Jodi Helgeson stated that she has hired Amy Weissinger to fill the Deputy Register of Deeds vacancy, and she is doing well. Adams County will be receiving \$9002.00 from the Land Information grant which will be used for the County Surveyor's files to be available online. Ms. Helgeson was informed that the Maintenance/Management document for sanitary permits will no longer need to be recorded with the Register of Deeds office, as septic tank maintenance is now

required for all properties by the State of Wisconsin. Heidi Roekle made a motion to approve the Register of Deeds and Land Information reports as submitted. Al Sebastiani seconded the motion. All in favor. Motion carried.

Planning & Zoning Updates: Mr. McLaughlin informed the Committee that he, along with several other Department Heads will be preparing a letter to GCS with regards to unsatisfactory/untimely service. Mr. McLaughlin also presented a graph showing revenues obtained by building and zoning fees and the fact that 33% of total revenues comes from the building inspection program, with a suggestion that if the wage for the open inspector position was raised that it would help pull in more applicants. Mr. McLaughlin informed the Committee that there may be other Departments that can operate with less employees, but Planning & Zoning cannot.

Discussion was held regarding a citizen wishing to construct a straw bale house in Adams County. The Committee was of the consensus that the Department has gone the extra mile to review compliance with State Building requirements.

Phil McLaughlin presented the Financial Report for the month of May, 2013 to the Committee for review. Terry James made a motion to approve the Financial Report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Correspondence: None.

Chairman Stuchlak stated there was no need for closed session this month. He also requested that the Septic Tank Maintenance letter be added to next month's agenda.

The next meeting was scheduled for August 7, 2013 at 1:00 P.M.

Terry James made a motion to adjourn. Al Sebastiani seconded the motion. All in favor. Motion carried.

Adjourned: 3:08 P.M.

Joe Stuchlak, Chair

Glenn Licitar

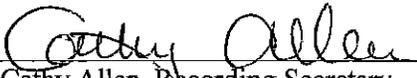
Terry James, Vice-Chair

Barb Morgan

Randy Theisen

Heidi Roekle

Al Sebastiani



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Minutes
May 20, 2013 2:00 p.m., Room A160

The meeting was called to order by Chairman Allen at 2:00 p.m. The meeting was properly announced.

Present: Allen, James, Kotlowski and Miller. Excused: Djumadi. Also present: Ellen Casbeer, Mike Berg, Tom Altmann, Jon Galloy, Molly Bucholz, Jani Zander, Fred Nickel, Donna Richards, Tracy Hamman and Paul Pisellini.

Motioned by James/Kotlowski to move Item #14 Discuss and/or act on the use of land for Community Center Gardening project before Item #6 Open and/or act on bids for tax foreclosure property and to pull from the agenda Item #8 Discuss and/or act on Easton Township taking over the Easton boat landing. Motion carried by unanimous voice vote.

Motioned by Miller/Kotlowski to approve the April 9, 2013 minutes. Motion carried by unanimous voice vote.

Donna Richards, ADRC director, has a pallet garden at the Community Center. The garden was originally put on the grass, but ADRC director was told to move it to the black top area. The garden, which was donated to them, consists of 12 pallets, 6 in a row. The hose to water the garden stretches across the driveway, which creates a safety issue, so the option is to move the pallets.

Motioned by James/Kotlowski to allow them to put the 12 pallets on the grass for the Community Center Gardening project. Motion carried by unanimous voice vote.

There were no bids taken in on the tax foreclosure properties. Corporation counsel sent an eviction notice to the people in the A-frame in Castle Wood by Castle Rock County Park. The people were to be out in February. There is water in the basement at the Cottonville Store property. Discussion on whether to clean up properties or to sell them as is. May need to reevaluate the bids for 2 properties. The committee decided to leave property as is, without cleanup.

Postpone *Item #7 Discussion and update on information gathered regarding Lead Foreman Reclassification* until Larson is present.

Update on the County owned land as it relates to Shoreland/Wetland/Habitat Protection Ordinance. Nickel said that by 2015, they should be 90% complete. The ski team needs to be able to move their platform, in order to return the area to its natural state at Lake Arrowhead. There will be a little more work at Castle Rock County Park after the rip rap project completion this fall. The shoreline at Petenwell County Park consists of 400 feet of beachfront, stretching out about one mile. About 30% is considered complete. Mason Lake, a day use park, is in compliance. Jordan Lake, which is owned by the DNR, is in compliance. The Town of New Chester will correspond back to the Parks Committee on the status of Patrick Lake. The Parks Committee would like to sell the property to the Town of New Chester. If not, they'd like to sell all of the property, except for the surveyed boat landing area.

Postpone *Item #10 Update on final punch list for Health & Human Services project* until Larson is present.

Postpone *Item #11 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project* until Larson is present.

Update on maintenance items. The boiler installation is finished and working. Simplex project postponed, should be completed this week. The panic button in the court room is being worked on. There may be a wiring routing issue. Hamman is trying to get proposals from contractors to fix roof coping. He is having difficulty getting responses. We'd like to recoat the commercial building at the fairgrounds before the fair. There are numerous issues at the Community Center, people are taking toilet paper, plugging toilets, and vandalizing the building. The Community Center toilet is currently in working order. The toilet paper holders were torn off the wall completely; they've also been snapping the door latches off the stalls. Finding replacement latches is difficult. Hamman is continuing to work on Health & Human Services/Community Center project.

Larson present.

Item #7 Discussion and update on information gathered regarding Lead Foreman Reclassification. Larson said that this is the Personnel Department's area; Marcia Kaye will be in to discuss later. James wanted to move on to the other items and return to Item #7.

Discussion related to building issues took place. Roof improvements were made to the Health & Human Services building to help correct the ice damming issue. However, this has not corrected the problem. Some thermostats were replaced in the Health & Human Services building to help regulate the overheating issues that are occurring in some offices. Contractor will be replacing more, as this has helped significantly. There are air conditioning issues. Hamman has requested that ambient (outdoor air temperature) lockouts be installed so that a/c units don't come on in winter or temperatures below 55°, as they have been doing. This is hard on the compressors. Apex Engineering will pay for the lockouts, and we will pay for the installation. The cost is \$1,944.00, which includes both the expensive and cheap lockouts and installation. The county's cost for the installation is \$624.00. The discussion continued on the ice damming issue on the east side of the building. It was suggested cutting a hole in the roof, however this would void the warranty on the roof.

Allen said that 3 engineers went into the crawl spaces of the Community Center and sprayed foam insulation and installed sheet rock, which he believed was to take care of this issue. He understands the area over the rest room is difficult to get to.

Mike said that the entire ridge vent at H&HS was replaced to provide ventilation. There may be a need to put additional soffit vents in to increase the ventilation in certain areas where the roof slopes. The temperatures were read with a raytec gun and in all three sections they were consistent at 35 degrees. Hamman found insulation falling down thru the vapor barrier where there were penetrations, which could be causing a loss of heat. James recommended Altmann fix these issues. Casbeer suggested installing an ice melt system and adding more ventilation so that there will be a better flow of air. Motioned by James/Kotlowski to add infrared imaging to the next agenda. Motion carried by unanimous voice vote.

Larson explained payments:

On 2/2013 \$6,088.66 was for application #8 from 11/2012, leaving a remainder of \$30,000. We paid Middleton \$3,496.20, and we have a \$464.00 credit. We currently owe \$26,039.80. Motioned by James/Kotlowski to pay \$25,000 to Altmann. Motion carried by unanimous voice vote.

Altmann will be back on site this week to look at the vapor barrier penetration issue/concerns Hamman noted. Larson indicated we owe Ayres \$918.00; after subtracting the \$200 deduction, we would pay \$718.00. Larson asked when the official warranty started. Casbeer stated having received a certificate of substantial completion and corrections made to the punch list, with a sign off as completed, started the warranty.

Marcia Kaye present. She was not aware of where the county was at with the Lead Foreman Reclassification process. She explained that generally they'd start the process in May and it would be finalized by January. Job questionnaire forms need to be filled out. Proposals go to Department Heads, then Oversight Committee and then to Executive Committee. They are then evaluated as part of the compensation study. James questioned whether they have ever reclassified positions during other periods in the year. Kaye said yes, that if there was an emergency or vacant position prior to recruitment, they would hire into that position in a new classification if necessary.

Larson and Allen talked about the airport monthly management report and job description. The fuel inventory contract and manager contract are combined into one contract. The Airport Committee approved this contract. This contract would end when the current county board seating ends. It will be renewed off that date and would not need to go to county board for approval. They will have to type a resolution for the new contract/management agreement.

Next meeting date set for June 17, 2013 at 8:30 a.m.

Items for next agenda:

Tour of storage facility and H&HS building;
Bud - Brownfield zone;
June building on Hwy 13;
Who will maintain Henning estate landscape;
Senior library 4H;
Airport contract;
Roof report

Motioned by Kotlowski/Miller to adjourn at 3:46 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.

The meeting was called to order by Chairman Allen at 8:30 a.m. The meeting was properly announced.

Present: Allen, Djumadi, James, Kotlowski and Miller. Also present: Diane Cable, Wendy Pierce, Stuchlak, Hamman, Phillipi and Zander.

Motioned by Djumadi/Miller to approve the agenda deviating to #19, #20 and #21. Motion carried by unanimous voice vote. Motioned by James/Kotlowski to approve the May 20, 2013 minutes. Motion carried by unanimous voice vote.

Item #19 Discuss and/or act on building modifications and/or alterations (Health & Human Services) & Item #20 Discuss and/or act on staff relocation of offices (Health & Human Services). Djumadi indicated ADRC was constructed with a more open concept to be able to welcome people better. She was informed the Resource Specialist does not have privacy when talking to people, therefore glass was installed. Donna Richards approved the installation however the proper protocol wasn't followed. Djumadi informed the Committee this information was shared with Health & Human Services Committee. Relocation of offices, moving staff, painting of walls should not occur without committee approval. IT/phone cost, and moving staff was another area of concern. Wendy Pierce explained Special Projects require moving staff for programming efficiency. Cable feels they are one department moving within one building. The Property Committee concurred that any future proposed changes, i.e. moving, painting, remodeling, will be brought to the Property Committee, prior to them occurring.

Item #21 Discuss and/or act on Health & Human Services cleaning contract. Diane Cable does not want to continue the cleaning contract; it no longer fits their operational needs. There are concerns moving forward: Hamman wanted to know what the plan is moving forward. There is light maintenance involved, who is doing the cleaning in the interim, will there be an RFP/Bidding notice Class I with intent to contract: Pierce stated that Gary's Cleaning had an increase in the amount of money that was paid out when the contract was renewed. Pierce spoke about the contract itself; she was not aware of the Property Committees involvement in approval or bidding. Pierce informed the committee that Janet Wimmer had renegotiated the contract.

Motioned by James/Djumadi to put in a request for proposal RFP/Bidding notice Class I to replace contracted services with input from Cable, Hamman and Larson. Motion carried by unanimous voice vote.

Item #9 Discuss and/or act on Easton Township taking over the Easton boat landing. Stuchlak stated that this was approved at the Parks Committee meeting. It has to go through two more processes; County Board approval and DNR approval. Motioned by James/Kotlowski to approve Easton Township taking over the Easton boat landing property, which is less than ¼ acre and does not include the Dam, to be used strictly for boat launching. Town of Easton should pay for the recording fees for the Quit Claim Deed, add covenant in the deed, that this landing will always remain open for the public use. Motion carried by unanimous voice vote. Larson will provide the Property Committee the resolution to take over the boat landing at the next meeting.

Item #6 Open and/or act on bids for tax foreclosure property. Kotlowski opened bid from Cecilia Alasse in the amount of \$10,056 for parcel #5, 326 Court, church in Town of Jackson, 3.07 acres; check enclosed for \$1,005.60. Motioned by Kotlowski/Djumadi to approve the bid. Motion carried by unanimous voice vote.

Zander provided update of Quincy property, people will be exiting the property today or tomorrow. The property will then be sold as is, this is the practice in other counties.

Item #7 Discussion and update on information gathered regarding Lead Foreman Reclassification. Hamman

had forms completed and filled out for the committee. Djumadi stated looking back at last meeting she missed, it appeared that no one knew what was going on with reclassification of the position, indicating the committee previously had discussion and agreed that the position should become a department head that reported directly to committee. We also talked about the process, starting in May, per policy. Health and Human Services Committee has been reclassifying, through out the year and has had wages changes. Ray's wages could be used for an increase salary this year. Djumadi provided pay for other counties: Wood \$49,254; Juneau \$42,875, Waushara \$54,683, Marquette \$57,073.

Hamman reported he'd researched parks manager's job descriptions and pay scales. Larson indicated no other position is reclassified in mid year, only if position is vacant. Historically we wait until new year. Hamman reported previous discussion with Kaye/Petkovsek that this has been a goal. Larson wanted to have Kaye involved, this is not a vacant position, flows thru budget cycle. Not her area to determine wages, salary, estimates, prerequisites, and is not qualified to do that. Jan/Feb, not coming forward, no information to share, should be own department head. Motioned by Djumadi/James to department head effective January 1, 2014 and increase superintendent wages as discussed. Motion carried by unanimous voice vote.

Item #10 Update on County owned land as it relates to Shoreland/Wetland/Habitat Protection Ordinance. Djumadi asked questions relating to Lake Sherwood, was looking for clarification on the minutes. James and Miller provided a brief summary of the previous meeting giving Djumadi the clarification needed.

Item #11 Update on final punch list for Health & Human Services project. Hamman indicated the agenda should reflect warranty items and to remove punch list; 8 more thermostats installed, 16 out of 32 were replaced; remaining 16 have been working fine. Schneider and Milwaukee Stove do not want to replace them. Hamman stated that they meet specifications, but questioned if they should be replaced. They've been trying to figure looking at contingency plan to change them out; 1 compressor is not working, Schneider to repair last week, no show, by Wednesday Hamman will call service technician if no one shows up and will bill them directly. Altmann is trying to push Schneider to come and do repair. Discussion covered ice damming issues, the fan hole has been fixed at Community Center. James questioned where we were financially with the project. Larson reports looking back at last month's minutes, Ayres is \$918.00 minus \$200.00, leaving a bill of \$718.00. Altmann bill is \$30,000, of which \$25,000 has been paid; Middleton \$3,496, \$5,000 minus \$3,496.

Item #12 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. There were no new invoices.

Item #13 Discuss and/or act on roof report at Health & Human Services. The committee will read and report next month their full understanding of what they received.

Item #14 Discuss and/or act on infrared imaging to identify hot spots in roofs. It was unanimously agreed to call a professional person to deal with this. The committee needs to know what has to be done to resolve the issue and to protect the structure. Hamman will look into vendors.

Item #15 Update on maintenance items. Ambient lockouts were installed by Apex. Engineering paid for the devices, we paid for the installation. The original commercial building at the fairground is due for a recoat this year. It's been budgeted for under capital improvement. The recoat comes with a ten year warranty. The cost is \$4,500. Hamman would like this to be completed prior to the fair. Roof coupe quotes: Altmann \$9,865 – from last year, Bord Tech LLP \$13,845, EGS Stone Works (Wisconsin Rapids) \$5,940. EGS Stone Works will fill joints with flexible caulk which will not require them to replace the entire stone. These were provided by Wisconsin Valley Concrete. Hamman stated that it should be completed by December 31, 2013. Motioned by James/Miller to go with EGS Stone Works for \$5,940 to include a date within a comfortable time line. Motion carried by unanimous voice vote.

Motioned by Djumadi/Miller to recess at 9:36 a.m. Motion carried by unanimous voice vote. Reconvened at 9:42 a.m. All present.

Discussion regarding the parking lot at Health & Human Services took place. It was suggested to start by ^{P99} mowing the west side, where community service workers have put debris. Mowing the area will help stop water back up. Djumadi said that the land is sinking where the garbage dumpsters are and needs to be fixed. Hamman indicated touring facilities and how important it is for committee to know what is going on in their buildings; a lot of things need to be taken care of. Allen has been working with the contractor cutting grass at Community Center.

Item #16 Discuss and/or act on Airport Management/Contract Agreement Larson referenced this as a formality, it was a finding in the preliminary audit as no formal contract was ever approved. Previously, adopt thru budget with annual fuel inventory contract, with attached job description that was submitted. Larson reported the fuel management inventory contract; management/fuel inventory, has been reviewed by Corporate Counsel. James requested an update on airport operations. Miller provided an overview: cost to the sprayer for fuel pesticide tanks, use of airport, there is no price break on fuel, since the recession sales have reduced. Corporate people use the airport. Parking fees are charged, value added service, second homeowners fly in to use their homes. There is a minimal amount of levy dollars used to operate the airport.

The committee will read and review the contract prior to their next Property meeting and vote on it, then. Mike Scott will report to the committee as requested.

Item #17 Update and/or tour of Historical Society Building Allen looked at the building, will replace south side building; need to get bid on roof work and painting, will bring estimates to next Property meeting.

Djumadi said that the committee should do the tours first before discussing any of the other agenda items. Phillippi informed the committee they could hold a close session to obtain information on Cables decision.

The motion to do a request for proposal will be held off until the committee has a complete understanding of the cleaning contract and issues.

Motioned by James/Miller to hold a closed session immediately following the June 18th County Board meeting for Health & Human Services Department Head, Diane Cable. Motion carried by unanimous voice vote.

Next meeting date set for July 11, 2013 at 1:00 p.m.

Items for next agenda:

Discuss and/or act on Resolution for the Easton Township to take over the Easton boat landing for boat launching;

Discuss and/or act on roof report at Health & Human Services;

Discuss and/or act on infrared imaging to identify hot spots in roofs;

Discuss and/or act on Airport Management/Contract Agreement;

Update and/or tour of Historical Society Building

Discuss and/or act on Lead Foreman Reclassification to Department Head;

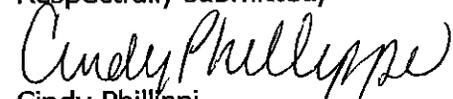
Update on final warranty for Health & Human Services project;

June 17, 2013 minutes;

Act on roof repair quotes.

Motioned by Miller/Djumadi to adjourn at 10:30 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

CLOSED SESSION

Property Committee Meeting Minutes

June 18th, 2013 8:30 p.m. or immediately there following county board meeting Room A260

The meeting was called to order by Chairman Allen at 7:55 p.m. The meeting was properly announced.

Present: Allen, Djumadi, James, Kotlowski and Miller. Also present: Diane Cable, Wendy Pierce, Mindy Dale and Phillippi.

Motioned by Kotlowski/Miller to approve the agenda. Motion carried by unanimous voice vote. Motioned by James/Djumadi to go into a closed session pursuant to Wis. Stats. § 19.85(1)(e) ~~considering employment, promotion, compensation, or performance evaluation data over which the governmental body has jurisdiction or exercises responsibility; and Wis. Stats. § 19.85(1)(f), for the purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations; and~~ and pursuant to Wis. Stats. §19.85(1)(g) for the purposes of conferring with legal counsel for the governmental body who may be rendering oral or written advice concerning strategy with respect to litigation in which it is or is likely to become involved. ~~Voboril Gary's Cleaning Services. Discuss and/or act on Gary Voboril d/b/a Gary's Cleaning Services.~~

The Board Committee will reconvene in open session per Wis. Stats. § 19.85(2), to consider and vote, if applicable, on appropriate matters relating to the issues discussed in closed session.

Next meeting date set for July 2, 2013 at 1:00 p.m.

Motioned by James/Djumadi to adjourn at 8:45 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have not been approved.

CLOSED SESSION**Property Committee Meeting Minutes**
July 2, 2013 1:00 PM

The meeting was called to order by Chairman Allen at 1:00 p.m. The meeting was properly announced.

Present: Allen, Djumadi, James, Kotlowski and Miller. Also present: Mindy Dale, Gary Voboril, Hamman and Phillippi.

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

Motioned by James/Miller to convene in closed session at 1:02 p.m. Motion carried by unanimous roll call vote.

Motioned by Miller/Djumadi to reconvene in open session at 2:48 p.m. Motion carried by unanimous voice vote.

Motioned by Djumadi/Miller to continue contract with Gary's Cleaning Services with review in up to 90 days and to execute a contract addendum to:

1. Eliminate reference to "other duties (paragraph Eii) so focus of contract is on cleaning and general maintenance only;
2. Clarify that the days of the week to perform specific duties in section I, paragraph's A through D are set forth for guidance only;
3. Clarify that any employees or subcontractors must adhere to the confidentiality provisions of the contract; the contractor is responsible to provide worker's compensation and any benefits for any of its employees and no visitors are allowed in the facility;
4. State that if contractor is not available to provide daily cleaning services, contractor must notify Diane Cable in writing.

and the committee shall review the addendum prior to executing it at its July 11th meeting.

Motioned by Kotlowski/Djumadi to adjourn at 3:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have not been approved.

P102

Public Safety & Judiciary Committee
Wednesday, June 12, 2013
9:00 a.m. – Conference Room A260

MINUTES

Vice Chairman James called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Bob Eggebrecht, Marge Edwards, Terry James, and Bill Miller. Al Sebastiani was excused.

Others present: Carol Collins, Kris Steffens, Dennis McFarlin, Deb Barnes, Kathie Dye, Terry Reynolds, Janis Cada, Jane Gervais, Trena Larson, Steve Dubberstein, and Dave Carlson.

Motion by Eggebrecht to approve the agenda, seconded by Edwards. All in favor, motion carried unanimously.

Motion by Eggebrecht to approve the prior meeting minutes (May 8th), seconded by Miller. All in favor, motion carried unanimously.

There was no public participation. There was no correspondence.

Kris Steffens was present from Eyes of Hope Shelter. Steffens provided the Committee with her monthly report for May 2013 and spring 2013 quarterly newsletter. Steffens informed the Committee that there was 10 strays, 3 surrenders, 5 reclaimed and 4 adoptions in May.

Family Court Commissioner – Dennis McFarlin – Present

McFarlin stated he is holding informational sessions at the Community Center on Tuesday evening from 5:00 p.m. to 6:00 p.m. and that is going well. McFarlin explained to the Committee the U.S. Supreme Court decision in April regarding search warrants and the impacts. McFarlin explained that there would now need to be full hearings to grant search warrants to allow blood samples and that no search warrants for blood samples can be granted unless reviewed by a magistrate. Requests for search warrants will most likely increase due to this U.S. Supreme Court decision.

Child Support – Deb Barnes – Present

Barnes provided the Committee with the performance measures and check summary for May 2013. Barnes stated their current child support collection and arrears collection rates are better than they were at this time last year. Barnes expressed to the Committee her concern regarding the copier fees. Barnes is over budget already with only January – April expenses. Barnes informed the Committee that the Joint Committee on Finance has voted unanimously to restore the \$8,500,000 in funding and contract negotiations will begin next week.

Clerk of Circuit Court – Kathie Dye – Present

Dye provided the Committee with the monthly expense report for May 2013. Dye reported that her expenses are on target except for her copy budget. Her copy budget will double this year due to the increased cost for copies. Court Commissioner Croke resigned effective 5/31/13. Attorney Loring has been appointed to fill that vacancy.

Register in Probate – Terry Reynolds – Present

Reynolds provided the Committee with the monthly expense report for May 2013. Reynolds explained that she is going to be over budget this year due to the large volume of CHIPS petitions. She has 27 cases filed so far this year. Reynolds explained she is having the same problem with her copier budget as the other departments. Reynolds reported that Teen Court is not going anywhere right now and she is trying to get it revived. Reynolds would like to see students with truancy issues sit in on Teen Court. She needs student involvement in the program.

Reynolds provided the Committee with a resolution to approve additional funds for the video conferencing maintenance contract. Reynolds budgeted \$10,304.00 in 2013 for the two-year agreement. Reynolds explained that it would cost an additional \$1,288.00 to extend the contract from a two-year agreement to a three-year agreement. Reynolds stated the video conferencing is not under contract right now. **Motion by Eggebrecht to approve the resolution for additional funds for the video conferencing maintenance contract and forward it on to Corporation Counsel and Administrative Coordinator/Director of Finance for approval, seconded by Miller. All in favor, motion carried unanimously.**

District Attorney – Janis Cada – Present

Cada provided the Committee with the monthly check summary for May 2013 and the monthly Community Service reports for April and May 2013. There were no questions. Cada reported that Tania is keeping in touch while on leave and Mark Thibodeau continues to assist in her absence. Cada informed the Committee that Jared Boucher is a law student that is receiving school credit by interning in their office again this summer. Cada stated the final audit is complete for 2012 and they came in below budget at 99.11%.

Emergency Management – Jane Gervais – Present

Gervais provided the Committee with the monthly expense report for May 2013. There were no questions.

Gervais provided the Committee with three separate quotes from Communications Services for the communication tower backup options. Steve Dubberstein was present from Communications Services to explain these options. Dubberstein explained that option one is for the main tower backup system and will cost \$2,360.00. Option two is for talkaround capability from dispatch and will cost \$2,742.00. Option three is for individual tower paging capability from dispatch and will cost \$17,617.00. Dubberstein stated that option one is the most important one to address at this time. If the main tower goes down we need something in place so we can still communicate. **Motion by Miller to forward only option one with the cost of \$2,360.00 to Admin & Finance for review, seconded by Edwards. All in favor, motion carried unanimously.**

Gervais provided the Committee with the resolution to replace the Adams County Emergency Operations Plan with the new Adams County Emergency Response Plan. Gervais explained the Emergency Response Plan conforms to the guidelines and format that was adopted by the State, converting from Annexes to Emergency Support Functions. Gervais stated the resolution has been reviewed by Corporation Counsel and Administrative Coordinator/Director of Finance. **Motion by Edwards to approve the resolution to replace the Adams County Emergency Operations Plan with the new Adams County Emergency Response Plan and forward on to County Board, seconded by Eggebrecht. All in favor, motion carried unanimously.**

Gervais stated a generator was purchased from federal surplus in 2004-2005 by the Emergency Management Department to be used at the Community Center for backup if needed. The hookups were never installed at the Community Center for the use of the generator and it could be quite costly to do so. Emergency Management has never used it and the generator is currently stored outside at Solid Waste. A couple of years ago, there were additional costs associated with damage caused by rodents chewing the wires. Solid Waste is current in need of a generator. Gervais suggested having the generator turned over to Solid Waste with the stipulation that they will maintain it and dispose of it if need be, and that they will turn it over to Emergency Management if she needs to use it for emergencies. **Motion by Miller to allow Emergency Management to turn over the generator to Solid Waste with a written agreement that allows Emergency Management to use the generator in emergency situations, and that they will maintain it and dispose of it if necessary, seconded by Edwards. All in favor, motion carried unanimously.**

Gervais stated she was contacted by Richland County to participate in a commodity flow study. There will be no cost to the County to participate as this is through the HMEP grant. The study will take a look at nonhazardous and hazardous materials/chemicals that are transported through the County and where the most traveled roads are.

P104

Medical Examiner – Trena Larson – Present

The Committee was provided with the monthly activity report and check summary for May 2013. Larson informed the Committee that Rogers approached her regarding the ATSF contract for 2013. Larson stated she had conversations with tissue banks and was informed that the fees that were received after a tissue donation were for use of the facility. ATSF comes on site and is then billed for facility usage. Larson stated ATSF will not incorporate the facility usage fees into the contract as we don't have a facility. Larson informed the Committee that per ATSF we are required to have a contract if we are going to participate in tissue donation.

Sheriff's Office - Sheriff Wollin and Chief Deputy Fahrenkrug – Not Present

Motion by Eggebrecht to approve vouchers and monthly expense reports as presented, seconded by Edwards. All in favor, motion carried unanimously.

Identify upcoming agenda items: Discuss additional tissue donation facilities.

Set next monthly meeting date as July 10th at 9:00 a.m.

Motion by Miller to adjourn, seconded by Eggebrecht. All in favor, motion carried unanimously. Meeting adjourned at 10:50 a.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol A. Collins
Recording Secretary

Public Safety & Judiciary Committee

Tuesday, June 18, 2013

5:00 p.m. – Conference Room A231

MINUTES

Chairman Sebastiani called the meeting to order at 5:00 p.m. The meeting was properly announced.

Committee members present: Bob Eggebrecht, Marge Edwards, Al Sebastiani, Bill Miller, and Terry James.

Others present: Carol Collins, Sheriff Wollin, Chief Deputy Fahrenkrug, Seth Tully, Joseph Stuchlak, Craig Orlowski, and Beverly Ward.

Motion by James to approve the agenda, seconded by Edwards. All in favor, motion carried unanimously.

There was no public participation. There was no correspondence.

Sheriff's Office - Sheriff Wollin – Present

Wollin explained to the Committee the U.S. Supreme Court decision regarding search warrants for blood draws. Wollin stated that if a person does not submit to a blood draw they would need to get a search warrant before the blood would be drawn. Wollin informed the Committee that the upgrade to the jail is now complete and invited them to participate in a walk through to see the upgrades. Committee discussed doing a walk through at their meeting in August.

Supervisor Stuchlak stated there are concerns with the fire departments regarding concealed carry. They are questioning how they are to handle those situations. Stuchlak wanted to know what the protocol is at the Sheriff's Office for concealed carry. Stuchlak also requested to have the speed indicator placed on County Road A on 4th of July weekend. Fahrenkrug stated the Click It or Ticket/Seatbelt Grant has been suspended by the State. Fahrenkrug stated he spoke to the Department of Transportation and the grant will be suspended effective 6/21/13.

Wollin informed the Committee that there was a change made under the educational requirements to the Fiscal and Support Services Manager job description from last month. The educational requirement of a Bachelor's Degree in Accounting was changed to an Associate's Degree. Committee discussed updated job descriptions and Wollin addressed their questions/concerns. **Motion by Edwards to approve the updated job descriptions, seconded by Eggebrecht. All in favor, motion carried unanimously.**

Wollin discussed with the Committee the costs to acquire a second K-9 unit. Wollin stated the approximate cost would be \$19,961.25. The costs would consist of purchasing the dog, training, hotel fees while training, dog kennel, heat alarm and door popper, and food. Wollin stated the total revenue from the surplus sales was \$4,747.01. These funds will be used, along with the K-9 donations non-lapsing funds, to offset the costs. Wollin explained that funds could also be used from the DARE account since these funds would be used for crime prevention. Wollin informed the Committee that there are adequate funds to allow the purchase of another K-9 unit. **Motion by James to approve the Sheriff to proceed with purchasing a second K-9 unit and training with available funds and half of the DARE funds, seconded by Eggebrecht. All in favor, motion carried unanimously.**

Chief Deputy Fahrenkrug – Present

Monthly revenue and expense reports for May 2013 were provided to the Committee. There were no questions at this time. Committee was provided with a spreadsheet for dog pickups by townships. Fahrenkrug reported that the animal control officer dealt with one cat in May. Hours worked in May were comparable to this time last year. Fahrenkrug explained that there are more investigations each month so the animal control officer is using his time efficiently.

P106

Motion by Edwards to adjourn, seconded by Eggebrecht. All in favor, motion carried unanimously. Meeting adjourned at 5:40 p.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol A. Collins
Recording Secretary

ADAMS COUNTY SOLID WASTE COMMITTEE
Wednesday, June 12, 2013, 6:00 PM
Landfill Office, 1420 Hwy 21, Friendship, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
 Florence Johnson, Vice-Chair
 Dean Morgan
 Patrick Gatterman
 James Bays

OTHERS PRESENT: Myrna Diemert
 Barb Morgan
 Everett Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:04 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES. ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, MORGAN, AND BAYS.

APPROVAL OF AGENDA: *Motion by Gatterman, second by Johnson, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM MAY 8, 2013: *Motion by Bays, second by Morgan, to approve the Open Session minutes as presented for the May 8, 2013 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There was no other business to present.

FINANCIAL REPORT: Ms. Diemert handed out and reviewed copies of the Financial Reports and Check Summaries from May, 2013. She also reviewed the Year End 2012 Financial Report as well. *Motion by Gatterman, second by Bays, to approve the Financial Reports and Check Summary. All in favor; motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated June 12, 2013 (see attached copy). Discussion was held. *Motion by Johnson, second by Gatterman, to approve the Site Report as presented. All in favor. Motion carried.*

DISCUSSION AND APPROVAL OF "INCENTIVE RATES" FOR WASTE: There were no requests from Out-of-County for Incentive Rates.

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: Ms. Diemert presented information on a request by Hank to purchase a 1999 Isuzu hooklift truck with 45,000 miles in very good condition. *Motion by Gatterman, second by Morgan, to approve the purchase of the 1999*

Isuzu Truck for \$17,000 plus freight, as recommended by Hank. All in favor. Motion carried.
There were no other new purchase requests.

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the LTE positions. Interviews and testing have been scheduled for Thursday, June 13th and on Monday June 17th for Spring/Summer Construction that was re-advertised at \$12-\$15.

APPROVAL OF ANY TRAININGS OR CONFERENCES: There were no new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, July 10, 2013 at 6:00 PM at the Landfill.

Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried. Meeting adjourned at 7:17 P.M.

Respectfully submitted, Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 – FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 475

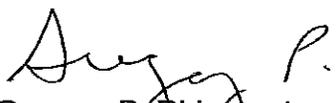
Report for the month of June, 2013

The 2103 Government Corner Maintenance Project is on schedule.

We are starting work to integrate the county survey records with the GIS mapping program.

I continue to respond to queries and perform the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor


7/1/2013

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
 P.O. BOX 187, FRIENDSHIP, WI 53934
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SUMMARY OF ACCOUNTS 2013

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,900.00	\$25,500.00	\$ 300.00
JANUARY	325.00		100.00
Balance	\$3,575.00	\$25,500.00	\$ 200.00
FEBRUARY	325.00		
Balance	\$3,250.00	\$25,500.00	\$ 200.00
MARCH	325.00	6,977.15	
Balance	\$2,925.00	\$18,522.85	\$ 200.00
APRIL	325.00		
Balance	\$2,600.00	\$18,522.85	\$ 200.00
MAY	325.00	4,158.67	
Balance	\$2,275.00	\$14,364.18	\$ 200.00
JUNE	325.00		
Balance	\$1,950.00	\$14,364.18	\$ 200.00
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance	\$		
Grand Total	\$ 0.00	\$ 0.00	\$ 0.00

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Extension Committee
Minutes of Meeting
June 11, 2013 @ 1:00PM
Adams County Community Center
569 N. Cedar Street, Room 103
Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 1:02 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Glenn Licitar, Joe Stuchlak, Rocky Gilner, and Florence Johnson – Present. Jack Allen - Excused
SaYI Member: Stacey Feldner – Present
Extension Staff: Don Genrich, Theresa Wimann, Mary Ann Schilling, Jennifer Swensen, and Linda Arneson – Present.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Joe Stuchlak and Second by Gilner to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar and Second by Stuchlak to accept minutes of the Extension Committee Meeting of May 14, 2013 Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
 - a) Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Schilling and Theresa Wimann: Committee discussed the monthly reports. Motion by Stuchlak Second by Licitar to place monthly Reports on file. Motion carried.
 - b) Review Calendars of Extension Education Staff: Committee reviewed current calendars for all education staff.
 - c) Review Check Summary and Financial Statement for May 2013: Check Summary and Financial Statements reviewed by committee. Motion by Stuchlak Second by Gilner to place May 2013 Check Summary and Financial Statements on file. Motion carried.
 - d) Report on PILD Conference – Schilling: Schilling reported on the PILD (Public Issues Leadership Development) conference she attended in Washington D.C. Among the people she had meetings with were officials from the USDA, Congressman Ron Kind and a staffer for Senator Ron Johnson.

- e) Manure Irrigation Workshop Report – Genrich: Genrich reported on the May 17th “Understanding Manure Irrigation: Public Research Symposium” that he attended.
 - f) Mapping Nitrate Levels: Genrich reported that he had met with Sarah Grosshuesch, Health Officer, Adams County Public Health to start a conversation on how to map nitrate levels in Adams County. A lot of work needs to be done in order to obtain an accurate mapping of nitrate levels. Genrich and Grosshuesch will continue meeting to work out the details and Genrich will continue to provide updates to the Extension Committee.
 - g) Community Center:
 - Genrich advised Committee that the storage room in 145B had been organized and room made for the table and chair carts.
 - Discussion was held on the need for WiFi access at the Community Center building. Consensus of the Committee was that there needs to be WiFi access to all areas/departments in the Community Center. Committee asked Genrich contact the Technology Steering Committee to make them aware of the needs regarding WiFi availability at the Community Center building.
 - Discussion on maintenance issues at the Community Center building. Motion by Licitar Second by Gilner that Genrich contact Finance Committee to ask if the rental income from the Community Center can be put into a Community Center Maintenance account. Motion carried.
9. Set Next Meeting Date: Next regular meeting will be held at 1:00 p.m. July 9, 2013 at the Adams County Community Center.
10. Agenda Items for Next Meeting:
- Manure Irrigation
 - Mapping Nitrate Levels
 - Leadership Adams County Resolution
11. Adjourn: Motion by Licitar and Second by Gilner to adjourn. Motion carried. Meeting adjourned at 2:37 p.m.

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

Jack Allen, Committee Secretary

These minutes have not been approved by the Extension Committee.