

ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, September 17, 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 August 20, 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:** Letter from A-F School District regarding AFHS Achievement Partner. Adams County Nurse-Family Partnership program.
12. **Appointments:** None
13. **Unfinished Business:** None
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Administrative Coordinator/Director of Finance report
 - Daric Smith, RIDC
 - Wisconsin Family Foundations Home Visiting Program Grant presentation
 - Town of Rome Ordinance No. 13-05, an ordinance to revise and consolidate, amend, supplement and codify the general ordinances and by laws of the Town of Rome.

15. Review Committee Minutes			
Ad Hoc 7/16 BOA 8/21 CWCAC 6/12 County Board 8/20 Executive 8/7, 8/20, 9/6	H&HS 8/14, 8/20 H&HS Pub. Hrg. 8/12, 8/14 Highway 8/8 Library 8/26	LEPC 8/29 Parks 7/9 P&Z 8/7, 8/20, 9/4 PS&J 8/14	Safety 8/19 Solid Waste 8/14 Surveyor 7/2013, 8/2013 UW Ext 8/13

16. **Resolutions:**

Res. #71: To adopt the Harassment, Discrimination and Retaliation Appendix A for the Employee Handbook

Res. #72: To participate in the Wisconsin Family Foundations Home Visiting Program Grant. We have been asked by the state to participate in this grant based on the Wisconsin Department of Children and Families Wisconsin Home Visiting Needs Assessment findings. We would request that we hire a 1.0 FTE Public Health Nurse Supervisor, a 1.0 FTE Public Health Nurse to implement this grant and a 1.0 FTE billing support staff. The 1.0 FTE billing support staff will be funded through this grant at 25%, the 1.0 FTE Public Health Nurse Supervisor will be funded through this grant at 50%, and the 1.0 FTE Public Health Nurse will be funded through this grant at 100%. A contract for additional home visiting services will be provided by Renewal Unlimited, Inc.

Res. #73: To sell county advertised foreclosure property tax parcel #30-4772

Res. #74: To approve out-of-state travel for Jeff Wavrunek, director of the Adams County Library

Res. #75: Approve amendment to the contract between the Board of Regents of the University of Wisconsin System, on behalf of UW-Extension, and Adams County.

17. **Ordinances:**

Ord. #13: Rezone a portion of property, owned by Nancy Metcalf Living Trust, (5,625 sq. ft.) located in the NW ¼, NW ¼, Section 24, Township 15 North, Range 7 East, Pt of CSM 187 at 3312 2nd Avenue, Town of Jackson, Adams County, Wisconsin to be changed from a Conservancy District to a Recreational/Residential District.

18. **Denials:** None

19. **Petition:** None

20. Approve Claims

21. Approve Per Diem and Mileage

22. Motion for County Clerk to correct errors

23. Set next meeting date

24. Adjournment

August 19, 2013

Dear Community Partner,

You may be aware, Adams-Friendship High School has set a new vision to become the highest achieving high school in the state of Wisconsin by 2019! The skills needed for college and the skills needed for careers are increasingly one of the same. We are committed to building a foundation of success so that every student leaves AFHS with every door of opportunity wide open. We believe that every student at AFHS is capable of accomplishing great things in the classroom and beyond but we need our entire "village" to inspire, lead and support them. Everyone has something to offer and I am asking for your awareness, creativity, support and leadership around our high school's new vision of increased student achievement.

As an AFHS alumnus I am aware of the strong community commitment to our schools and our students. With a shared vision of excellence I believe we are capable of advancing our vision and supporting each student's dream. Educated youth bring advanced skills to our work force, positive contributions to our community's democracy, active leadership in community organizations, and a positive attitude towards progress.

Please consider ways in which you might partner with our school. Every business, organization, or individual, can have a positive impact on our students in donating time, money or resources. In recognition of your commitment a name of your choice will be painted in our academic hallway as part of our AFHS Achievement Tree, symbolizing your role as a contributor to our students' growth. The more years you contribute the more leaves you have displaying your name.

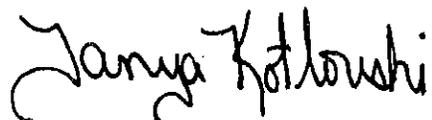
Our 2012-13 AFHS Achievement Partner program outperformed our goal with over 200 hours of volunteerism in the AFHS Learning Center, almost \$2,000 donated for student supplies, nearly \$1,000 donated toward literacy development, and close to \$900 donated of business coupons.

With your continued commitment, we hope to continue supporting program initiatives that advance the vision of excellence at AFHS. We are proud to announce this year's project priorities: 9th grade transition, parent teacher conferences, and Learning Center volunteerism.

Please consider supporting our new vision as an "AFHS Achievement Partner." We have outstanding youth in our community and we are focused on building their confidence and skills around academic potential. Your input, ideas, support and leadership are crucial as we move forward together. It takes a village!

I am happy to visit with your business, organization, or to meet a group of interested people to build a strong understanding of our new vision, including sharing exciting things that AFHS is doing to increase academic excellence, brainstorming areas of concern, and building shared leadership. I am excited to have you as a partner in this important work! For more information on our high school please visit the following website: <http://www.af.k12.wi.us/hs>

Partners for Student Success,



Tanya Kotlowski, High School Principal

AFHS Achievement Partner Commitment Form 2013-14

YOU Can Make a Difference

Please consider your commitment to our achievement mission by marking one of the following partnership opportunities:

- I would be interested in sponsoring a student(s) who meets the expectations of the *Freshmen 30-Day Challenge*. The freshmen year is labeled as one of the most challenging transitions in a person's young life. Research shows over and over again that the success of the freshmen student sets the foundation for not only success in high school, but in life after high school. Most recent research validates that what freshmen accomplish in the first 30 days of high school has a significant influence on the success they experience throughout their high school career and beyond. There is an 85% higher likelihood of student success when a student makes good choices in the first 30 days. This is just enough time for students to develop positive academic habits and confidence.

We are creating an incentive program for freshmen to motivate all students to success during the first 30 days. To see more information about the 9th Grade Transition Program, please review the enclosed brochure. Our mission is to provide an incentive program to spark goal-setting in our students to build positive academic habits and for them to experience academic success early in their stressful transition. Being a 14-15 year old is a stressful time. We are committed to ensuring their transition is the most successful it can be. It will make a difference!

- | | |
|--|--|
| <input type="checkbox"/> 1 student =\$100 | <input type="checkbox"/> 5 students=\$500 |
| <input type="checkbox"/> 2 students =\$200 | <input type="checkbox"/> 10 students=\$1,000 |
| <input type="checkbox"/> 3 students=\$300 | <input type="checkbox"/> Other |
| <input type="checkbox"/> 4 students=\$400 | |

- I would be interested in donating a "business coupon" to our parent raffle during Parent Teacher Conferences. Our vision includes increased participation of parents/guardians in their student's academic success and our objective includes getting parents involved with educational activities at the school. Parents will have options of attending several "conference events" to include education and support. If parents/guardians attend at least three event options their name will be put in a raffle to receive a business coupon to support their family.

Please allow me to sponsor a business coupon to support this objective:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> \$50 coupon | <input type="checkbox"/> Merchandise for raffle |
| <input type="checkbox"/> \$25 coupon | <input type="checkbox"/> Other |
| <input type="checkbox"/> \$10 coupon | |

- I would be interested in volunteering my personal time to support the supervision of the newly transformed high school library. Our vision includes repurposing school environments to sustain ongoing student learning outside of the regular school day. We want our students to all have a place to study so they can learn and grow. Our newly repurposed "Learning Center" is considered our hub of achievement. We would like to keep our Learning Center open to all students beyond school hours, but know we need additional supervision to do so. We would like to invite our community in to our Learning Center and your volunteerism would support this initiative.

Please allow me to sponsor the following hours in support of the new Learning Center:

- | | |
|---|---|
| <input type="checkbox"/> 30 hours of time | <input type="checkbox"/> 10 hours of time |
| <input type="checkbox"/> 20 hours of time | <input type="checkbox"/> Other |

Please mail, email, drop off or call the office for a pick-up of this commitment form.

Tanya Kotlowski
201 W. 6th Street
Friendship, WI 53934
608-339-3921 ext. 1101
kotlowski_t@af.k12.wi.us



TOGETHER, we can make a difference!



Adams County
PROMISE
Neighborhood

Lisa Curless, Project Director
201 West 6th Street
Friendship, WI 53934

Office: 608-339-3213 (ext 1022)
Fax: 608-339-6213
Email: curless_l@af.k12.wi.us



September 9, 2013

Sarah Grosshuesch, Health Officer
Adams County Health and Human Services
108 East North Street
Friendship, WI 53934

Dear Adams County Board Members:

On behalf of the Adams County Promise Neighborhood Executive Committee, I wish to extend our full support behind the Adams County Nurse-Family Partnership program. It is Adams County Promise Neighborhood's mission to "Improve education and health through collaboration and inspiration." The Nurse-Family Partnership Program will help us achieve our mission by helping first-time, low-income parents transform their lives and the lives of their children.

This program will help strengthen Adams County and support Promise Neighborhood's initiative in the areas of healthy living, economic self-sufficiency, community safety, and education preparedness. Nurse-Family Partnerships have demonstrated the following outcomes:

- 59% fewer arrests among 15-year-olds (between 2006 and 2010, the average Juvenile Arrest Rate in Adams County exploded by 227%)
- 67% reduction in behavioral/intellectual problems in children by age 6 (an estimated 200 of AFASD middle school and high school students are experiencing one or more mental, emotional, behavioral health issue)
- 48% reduction in child abuse and neglect (between 2006 and 2010 the rate of Child Abuse and Neglect reports in Adams increased by 13.4%)
- Decreases in smoking of pregnant women (Adams County currently has a 42% maternal smoking rate)
- 90% reduction in adjudications as "Person in Need of Supervision"
- 83% increase in labor force participation by child's 4th birthday
- 79% reduction in pre-term delivery among women who smoke
- 56% reduction in emergency visits for accidents and poisonings
- 50% reduction in language delays in children by age 21 months
- 20% reduction in welfare use
- 30 fewer months on welfare

IMPROVING EDUCATION AND HEALTH THROUGH COLLABORATION AND INSPIRATION!

As you can see from Adams County's statistics and the outcomes that the Nurse-Family Partnership program can provide, this is a much-needed program in Adams County.

Again, we fully support and welcome the Nurse-Family Partnership program to Adams County. Receiving this grant will help transform numerous lives for members of our community.

The following Adams County Promise Neighborhood Executive Committee Members are in full support of the Adams County Nurse-Family Partnership program:

Suzanne Hoppe, Executive Director of Renewal Unlimited, Inc.
Jeremy Normington, CEO, Moundview Memorial Hospital and Clinic
Sarah Grosshuesch, Health Officer, Adams County Health & Human Services
Barbie Gransee, Director of Pupil Services, AFASD
Kathy McCarthy, At-Risk Coordinator, AFASD
Mary Ann Schilling, Adams County UW-Extension Cooperative Representative
Betsy Feaster, Center Supervisor, Mid-State Technical College
Melissa Winsor, Parent
Jim Bayes II, AFASD School Board Member and Parent
Tanya Kotlowski, AFASD High School Principal
Tania Bonnet, Adams County District Attorney
Kate Phillippo, Professor & Researcher, Loyola University – Chicago
Hugh Davis, Executive Director, Wisconsin Family Ties
Patrick Gatterman, Adams-Columbia Electric Cooperative
Crystal Holmes, CESA5 – WIA Youth Case Manager
Sam Wollin, Adams County Sheriff's Department

Respectfully Submitted,



Lisa Curless, Project Director
Adams County Promise Neighborhood
201 West 6th Street
Friendship, WI 53934

Office: 608-339-3213 (x 1022)
Fax: 608-339-6213
Email: curless_l@af.k12.wi.us

ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT

201 WEST SIXTH STREET
FRIENDSHIP, WISCONSIN 53934-9135

PH 608-339-3213
FAX 608-339-6213
www.af.k12.wi.us

Rick Waski - District Administrator
Extension 1015

Veronica VanDerhyden - Business Manager
Extension 1014

Barbara Gransee - Director of Pupil Services
Extension 1013

Maureen Hauswald, Ed.D. - Director of Teaching & Learning
Extension 1006

September 9, 2013

Members of the Adams County Board:

It has been brought to my attention that the Adams County Board will make the final determination on whether Adams County participates in the Nurse-Family Partnership in the future. These programs, and other programs like it, have been proven through independent research to improve the likelihood of future success for school-aged parents and return up to five times more money to the community than is spent on the program. Study upon study has indicated that the most important factor in a school-aged parent's success is graduating from high school. In order to make that the norm rather than the exception; the services this program provides are essential in helping young mothers and their families in meeting that critical benchmark.

I would like to applaud the individuals that applied for this grant. The services Adams County could provide young mothers and their children will help reduce future instances of delayed cognitive development and below benchmark student achievement among local youth. As a school district, we spend a substantial amount of money on our students of greatest need. Many of these neediest students could have been helped substantially by some of the early interventions this program would offer. The Adams-Friendship area School District's administrative team is in full support of this program and we sincerely hope the county board approves going forward with supporting this initiative.

If you would like to discuss the potential impact of this program on our students, feel free to contact me at 608-339-3213 or waski_r@af.k12.wi.us.

Sincerely,



Rick Waski

District Administrator

Adams-Friendship area School District

ORDINANCE NO. 13-05

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 August 22, 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

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

Adopted: August 22, 2013

Posted: August 23, 2013



Chairman Phil McLaughlin

Approved, Attested by:



Clerk Deena Griffin

Deena Griffin certified that a copy of Ordinance 13-05 was posted on August 23, 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(4)(b)2 and 10.03(4)(C)

Proposed amendment: To change nonconforming limitations to include the 50% repair rule.

Finding of Facts: To keep town ordinance consistent with state statute.

Plan Commission Chairman _____ **Dated:** _____

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

Proposed changes are **BOLD**

2. When nonconformity is found, the Zoning Administrator shall in writing notify all interested parties of the condition. ~~If a nonconforming use of a building, premises, structure or fixture is discontinued for twelve (12) consecutive months, any future use of the building, premises, structure or fixture shall conform to the regulations of the district in which it is located.~~

(c) Nonconforming Limitations:

1. If the nonconforming use of a building, premises, structure or fixture is discontinued for twelve (12) consecutive months, any future use of the building, premises, structure or fixture shall conform to the regulations of the district in which it is located.

2. Except as provided in sec. 62.23(7)(hb) and (hc) Wis. Stats., the total structural repairs, alterations or improvements to nonconforming building, premises, structure or fixture shall not during its life exceed 50 percent of the assessed value of the building, premises, structure or fixture unless permanently changed to a conforming use. For the purpose of determining whether the 50 percent value limit has been exceeded, the assessed value, if known, in the tax year the nonconformity began shall be used as the base value. If such assessed value is unknown, the assessed value in the earliest year after the nonconformity began for which assessment records are available shall be used as the base value.

~~3.1~~ Except as provided in sec. 62.23(7)(hc), Wis. Stats., no structure shall be restored or replaced except in conformity with the regulations of the district in which it is located.

~~4.2~~ These regulations are not to be construed to prevent the necessary and routine maintenance or repairs of buildings, utilities and property.

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2
3 **RESOLUTION NO. 11 - 2013**

4 **RESOLUTION TO ADOPT HARASSMENT, DISCRIMINATION AND**
5 **RETALIATION APPENDIX A OF THE EMPLOYEE HANDBOOK**

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

7
8 **INTENT & SYNOPSIS:** To adopt the Harassment, Discrimination and
9 Retaliation Appendix A for the Employee Handbook

10
11 **FISCAL NOTE:** None.

12
13 **WHEREAS:** The Employee Handbook was adopted by the Adams County Board
14 on March 20th, 2012;

15
16 **WHEREAS:** Appendix A was in draft format and was not included upon
17 adoption of the Employee Handbook at that time and;

18
19 **WHEREAS:** Significant discussion and deliberation on the proposed attached
20 Appendix A has transpired by the Committee; and

21
22 **WHEREAS:** After review the Committee deems it appropriate and effects to
23 recommend Appendix A for the employee handbook;

24
25 **THEREFORE, BE IT RESOLVED** by the Adams County Board of Supervisors,
26 that it hereby approves Harassment, Discrimination and Retaliation Appendix A
27 for the Employee Handbook that was adopted March 20, 2012;

28
29 Recommended for adoption by the Ad Hoc Transition Committee this 22nd day of
30 August, 2013.

31 *John West* *Jim Burr*
32 *Bill Hill* *Joe Stuchel*
33 *Flouance Johnson*

34
35 **ADOPTED** by the Adams County Board of Supervisors this ____ day of August,
36 2013.

37
38 Adopted _____
39 Defeated _____ by the Adams County Board of Supervisors this
40 Tabled _____ day of _____, 2013.

41
42 _____
43 County Board Chair County Clerk

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

RESOLUTION 12 2013

RESOLUTION

RESOLUTION TO ACCEPT the Wisconsin Family Foundations Home Visiting Program Grant.

INTRODUCED BY: Health & Human Services Board

INTENT & SYNOPSIS: To participate in the Wisconsin Family Foundations Home Visiting Program Grant. We have been asked by the state to participate in this grant based on the Wisconsin Department of Children and Families Wisconsin Home Visiting Needs Assessment findings. We would request that we hire a 1.0 FTE Public Health Nurse Supervisor, a 1.0 FTE Public Health Nurse to implement this grant and a 1.0 FTE billing support staff. The 1.0 FTE billing support staff will be funded through this grant at 25%, the 1.0 FTE Public Health Nurse Supervisor will be funded through this grant at 50%, and the 1.0 FTE Public Health Nurse will be funded through this grant at 100%. A contract for additional home visiting services will be provided by Renewal Unlimited, Inc.

FISCAL NOTE: A Transfer of Funds from the HHS fund balance in the amount of \$15,753.29 will be required in 2013. However it is anticipated that HHS will have unexpended funds due to vacancies within the agency and an employee who reduced insurance coverage, which could result in the transferred funds being replaced. In addition this grant will create fiscal obligations for the years 2014-2016. See Exhibit A for estimated amounts.

WHEREAS: Adams County has a high number of child abuse and neglect referrals and all children deserve to be safe; and

WHEREAS: Adams County has poorer than state average infant and maternal health outcomes including a maternal smoking rate of 42.25% in 2012; and

WHEREAS: Adams County has been identified as one of 18 counties statewide eligible to apply for grant funds through the Wisconsin Family Foundations Home Visiting Program; and

WHEREAS: Home visiting has been used as an evidence-based service delivery method to improve pregnancy outcomes; improve family functioning; promote child health, safety, and development; and prevent child abuse and neglect; and

WHEREAS: Funding, via grant, will cover the cost of implementation of an intensive, evidence-based home visiting program for families with children age 0-3.

WHEREAS: Additional revenue will be generated as part of the Adams County Nurse Family Partnership Program funded by the Wisconsin Family Foundations Home Visiting Grant Program; and

WHEREAS: Adams County anticipates receiving a Wisconsin Family Foundations Home Visiting Program Grant for contract year 2013-2016 in the amount of \$850,313 which will be drawn against through October 31, 2016 to partially fund the new and previously

50 unbudgeted 1.0 FTE Public Health Nurse Supervisor position and, fully fund the new and
51 previously unbudgeted 1.0 FTE Public Health Nurse position and, partially fund the new and
52 previously unbudgeted 1.0 FTE Billing Support position in the Health and Human Services
53 Department; and
54

55 **WHEREAS:** Said positions have not been budgeted for fiscal years 2013 through 2016
56 and shall cease should additional funding not be secured; and;
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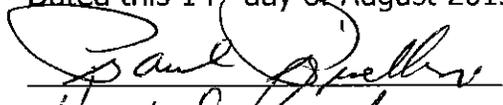
58 **WHEREAS:** A new non-lapsing account must be established for receipt and
59 administration of said funds through October 31, 2016;
60

61 **NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of Supervisors to
62 approve receipt and administration of the Wisconsin Family Foundations Home Visiting
63 Program Grant in the amount of \$850,313; and
64

65 **BE IT FURTHER RESOLVED,** to create the positions of a 1.0 FTE Public Health Nurse
66 Supervisor, 1.0 FTE Public Health Nurse, and 1.0 FTE support staff in the Health and Human
67 Services Department to implement the Adams County Nurse Family Partnership Program in
68 coordination with Wisconsin Department of Children and Families; and
69

70 **BE IT FURTHER RESOLVED:** That the Adams County Health and Human Services
71 Department will comply with State and Federal rules for the program and will meet the
72 financial obligations under the grant as stated in the fiscal impact of the resolution.
73

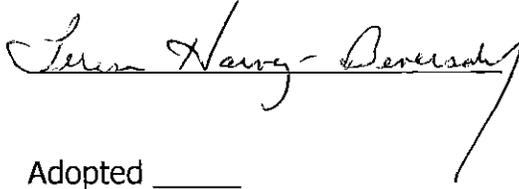
74 Dated this 14th day of August 2013.

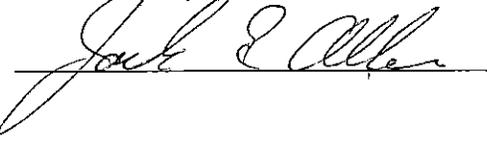
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83 Adopted _____
84 Defeated _____ by the Adams County Board of Supervisors this
85 Tabled _____ day of _____, 2013.
86
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88 _____
89 County Board Chair

_____ County Clerk

90 Reviewed by Corporation Counsel August 8, 2013

91 Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED FORECLOSURE PROPERTY

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED FORECLOSURE PROPERTY

FISCAL NOTE: \$1629.68 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION; \$1421.32 REVENUE TO ACCOUNT NO. 100. 10.48350 - PROPERTY SALES; \$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: Richard Foss has submitted a bid of \$3,251.00 for the parcel of land described as follows: Lot Four (4) in Appleby Addition to Lake Camelot in Section 15, Town 20 North, Range 6 East, Town of Rome, Adams County, Wisconsin. Tax Parcel 30-4772

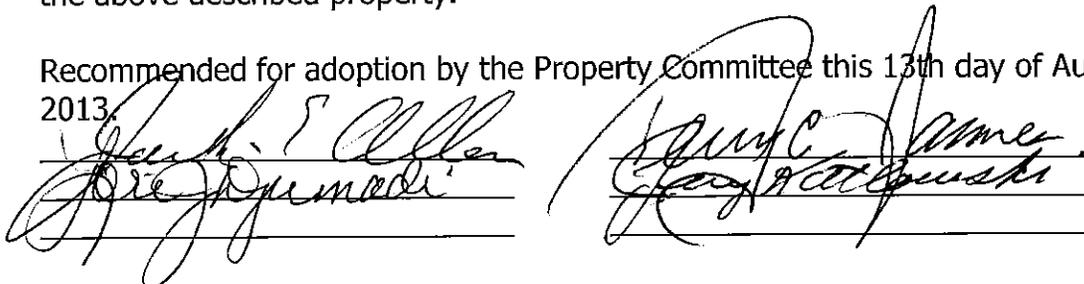
WHEREAS: Adams County took title to this property on August 7, 2012 per judgment of tax foreclosure; and

WHEREAS: Richard Foss has submitted full payment of \$3,251.00 plus \$30 recording fee, which is on deposit with the Adams County Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors, that the above described property is hereby approved for sale to Richard Foss for the bid of \$3,251.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to a Quit Claim Deed of the above described property.

Recommended for adoption by the Property Committee this 13th day of August, 2013.



Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 17th day September, 2013.

County Board Chair
 Reviewed by Corporation Counsel

County Clerk
 Reviewed by AC/DOF

RESOLUTION 74 -2013

RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR
JEFF WAVRUNEK

INTRODUCED BY: Library Board of Trustees

INTENT & SYNOPSIS: Resolution to approve out-of-state travel for Jeff Wavrunek, director of the Adams County Library

FISCAL NOTE: The conference has been accounted for in the 2013 budget.

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: Jeff Wavrunek will attend the annual conference of the Minnesota Library Association to further his ability to better serve the citizens of Adams County.

WHEREAS: This conference will also provide required in-person continuing education credits that will fulfill Mr. Wavrunek's professional accreditation needs in maintaining a grade 1 certification that allows Mr. Wavrunek to maintain directorship of the Adams County Library.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Library Board of Trustees hereby approves out-of-state travel for Jeff Wavrunek, Adams County Library Director, to travel to St. Cloud, Minnesota, October 10 – 11, 2013 to receive training to better serve the citizens of Adams County and to maintain his grade 1 library certificate.

Recommended for adoption by the Extension Committee this 6th day of September.

Kathleen Chalover

Leslie E. Fugate

Mary L. Nelson

Patricia B. Townsend

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this 17th Day of September 2013

Tabled _____

County Board Chair

County Clerk

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

**RESOLUTION TO APPROVE AMENDMENT TO ADAMS COUNTY
EXTENSION AGENTS CONTRACT, 133-PRJ56JZ**

INTRODUCED BY: Extension Committee

INTENT & SYNOPSIS: Approve amendment to the contract between the Board of Regents of the University of Wisconsin System, on behalf of UW-Extension, and Adams County.

FISCAL NOTE: \$44,796 included in 2013 Budget; \$44,795 included in proposed 2014 Budget

WHEREAS: In consideration of the programs that Extension provides to Adams County under contract 133-PRJ56JZ, Adams County agrees to fund a portion of the salaries and fringe benefits of professional staff members; and

WHEREAS: The term of contract 133-PRJ56JZ is July 1, 2012 – June 30, 2013 (the University of Wisconsin System fiscal year) or until amended, renewed or terminated as defined in section 4E of the contract; and

WHEREAS: Amendment No. 1 to contract 133-PRJ56JZ is to extend the term of the contract for an addition fiscal period, July 1, 2013 to June 30, 2014, and agree to the amount Adams County will pay for salaries and fringe benefits of professional staff members, as listed.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors to approve Amendment No. 1 to contract 133-PRJ56JZ between the Board of Regents of the University of Wisconsin System, on behalf of UW-Extension, and Adams County.

Recommended for adoption by Extension Committee this 10th day of September, 2013.



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

County Board Chair

County Clerk

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Reviewed by Corporation Counsel 8/27/13
Reviewed by Administrative Coordinator/Director of Finance

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

Please find the following attachments for the September 17th, 2013 board packet:

- Administrative Coordinator/Director of Finance report
- Res. #71-2013 Harassment Policy Appendix A
- Res. #72-2013 Job descriptions
- Res. #75-2013 Amendment to Contract 133-PRJ56JZ



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

9/17/13

Office Activities

1. Prepare for 2014 Budget
 - a. Assist and answer other departments questions related to their budget preparation
 - b. Meet with all departments overview of budgets
 - c. Prepare all misc. budgets
 - d. Calculate debt service
 - e. Prepare and present to Admin/Finance 2014 Budget
2. Oversee the Land & Water Department
 - a. Coordinate with staff
 - b. Correspondences related to daily operations
3. Wage Study Consortium (WIPFLI)
 - a. Work with consortium and consultant on reviewing data
4. Prepare for Child Support Director vacancy

Upcoming Activities

1. 2014 Budget
2. Cross Training of Staff
 - a. Payroll (1st priority)
 - b. General Ledger/Account Reconciliations
 - c. Accounts Payable
3. Review Employee Handbook and General and Administrative Polices for conflicts in language
 - a. Prepare a Training
4. Complete Incident Command System (ICS) 400 – Emergency Management

HARASSMENT, DISCRIMINATION AND RETALIATION POLICY

a. Statement of Policy

Federal and state law prohibits employment discrimination on the basis of race, color, religion, creed, sex, age, disability, national origin or sexual preference. Among these prohibitions is the harassment of fellow employees. Adams County is committed to maintaining a place of employment and a work environment that is free from discrimination and any form of harassment whatsoever.

Harassment is unlawful and is conduct that exposes both Adams County and individuals engaging in harassment to significant liability under the law. Employees at all times should treat other employees respectfully, with dignity and in a manner so as not to offend the sensibilities of a co-worker. Accordingly, Adams County is committed to vigorously enforcing this Harassment, Discrimination and Retaliation Policy at all levels within Adams County.

No employee should be subjected to behavior that is personally offensive, which lowers morale or interferes with productivity in the workplace. Each employee has a duty to help maintain a workplace free from harassment. This duty involves refraining from any insulting, degrading, demeaning or exploitative behavior toward other employees, including sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about harassment or discrimination against the individual raising the concern or against another individual.

Examples of conduct that would be considered harassment or regarded as retaliation are set forth in the Statement of Prohibited Conduct below. These examples are provided to illustrate the kind of conduct prohibited by this Policy and the list is not exhaustive.

Adams County has an affirmative duty to investigate and eradicate all forms of harassment, discrimination and complaints about conduct in violation of this Policy. All employees should be advised that Adams County will impose strict penalties for all confirmed violations of this Policy.

b. Statement of Prohibited Conduct

Adams County considers the following conduct to represent the kind of acts that violate this Harassment, Discrimination and Retaliation Policy:

1. Physical Contact of a Degrading, Demeaning or Sexual Nature. This includes:
 - a) Any punching, hitting, slapping, rape, battery, molestation or attempts to commit any such assaults; and
 - b) Intentional physical conduct that is offensive or sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
2. Unwanted Sexual Advances, Propositions, or Other Sexual Comments. This includes:

- a) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
- b) Preferential treatment or promises of preferential treatment to any employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
- c) Subjecting or making threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making performance of the employee's job more difficult because of that employee's sex.

3. Sexual, Discriminatory or Otherwise Offensive Displays or Publications Anywhere in the Workplace by Employees. This includes:

- a) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are offensive to other employees, sexually suggestive, demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display, or view at work.

Materials will be presumed to be offensive to other employees if such materials depict persons, symbols, situations, objects, caricatures, language or any other thing known to be generally offensive to certain classes of persons or known to be offensive to a particular employee.

Materials will be presumed to be sexually suggestive if such materials depict through words, symbols, situations or in any other way a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work and who is posed for the obvious purpose of displaying or drawing attention to the private portions of his or her body.

- b) Reading or otherwise publicizing in the workplace or during work-related activities, materials that are in any way offensive to other employees, sexually suggestive, demeaning or pornographic; and
- c) Displaying signs or other materials purporting to segregate an employee by sex, race, creed, color, age, disability or sexual preference in any area of the workplace.

4. Retaliation for Harassment Complaints. This includes:

- a) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
- b) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above.

5. Other Acts:

- a) Any language or gesture depicting hostility toward any employee because of that employee's race, color, creed, sex, age, disability or sexual preference.

Please note that the prohibited conduct listed above is illustrative and not exhaustive of all acts prohibited under this

Policy.

c. Penalties for Misconduct

Harassment is unlawful and hurts other employees. Every incident of harassment creates a negative work environment in which all employees suffer the consequences. Harassment and sexually based conduct has no legitimate business purpose. Accordingly, any employee who engages in such conduct will be made to bear the full responsibility for such unlawful conduct, up to and including termination.

d. Procedures for Making, Investigating and Resolving Harassment and Discrimination Complaints

1. Complaints: Adams County will provide its employees with a convenient, confidential and reliable mechanism for reporting incidents of harassment and retaliation.

Complaints of harassment or retaliation that are in violation of this Harassment, Discrimination and Retaliation Policy will be accepted in writing and should be directed to the following designees.

- a) If the harasser is an employee other than a department head, the complaint should be made to the employee's department head;
- b) If the harasser is a department head, the complaint should be made to the Personnel Director;
- c) If the harasser is a county board member, the complaint should be made to the County's Corporation Counsel or Personnel Director; who will forward the complaint to the Mutual to request outside counsel assignment.

Anyone who has observed sexual harassment or retaliation should report it in writing to designated personnel immediately. A complainant need not be the person who was the target of harassment or retaliation. All employees have an affirmative duty to report any harassment, discrimination or retaliation that they have personally witnessed.

The identity of complainants will be revealed only to those persons who have an immediate need to know. All persons contacted in the course of an investigation will be advised that the parties involved in a charge are entitled to confidentiality and respect and that any breach of such confidentiality and respect or other act of retaliation or reprisal against the complainant or other individuals involved with the complaint is a separate, actionable violation of this Policy.

2. Investigations

Once a complaint has been received by any of the designees above, it may be referred to the County Mutual Insurance for investigation. The investigator will produce a written report, which, together with the investigation file, will be shown to first, the designee then the complainant within a reasonable time. The designee will promptly consider and act upon the investigation findings per Policy. Adams County will maintain a file on all harassment charges and the particulars of the investigation.

3. Cooperation

An effective sexual harassment policy requires the support and example of Adams County personnel in positions of authority. Adams County agents or employees who engage in harassment or retaliation or who fail to cooperate with Adams County-sponsored investigations of harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, those covered by this policy, who refuse to implement remedial measures, obstruct the remedial efforts of other Adams County employees, and/or

retaliate against harassment complainants or witnesses may be discharged.

****Agent:** Anybody that officially represents or acts on behalf of Adams County.

Approved by Ad Hoc Transition Committee 8/22/2013

Approved by County Board _____

JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Public Health Nurse Supervisor

STATUS: Full Time (40 hours per week); FLSA Exempt

DEPARTMENT: Health and Human Services

SUPERVISOR: Public Health Officer

GENERAL DESCRIPTION

The Public Health Nurse Supervisor (PHN Supervisor) performs broad public health functions, acting as a supervisor of the professional nursing staff, and handling administrative, and leadership responsibilities with considerable independence. The PHN Supervisor has basic knowledge of all public health programs administered by the department. The PHN Supervisor participates in agency program planning, coordination, supervision, and evaluation. The PHN Supervisor assumes responsibility and authority for the health department in the absence of the administrator and is responsible for assisting with the supervision of the public health programs and staff.

JOB DUTIES

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

1. The PHN Supervisor shall act as the first-line supervisor of the professional nursing staff of the department. The PHN Supervisor shall effectively recommend hiring and firing of professional nurses, conduct annual and other performance evaluations, handle scheduling and all time off for professional nurses, and impose any discipline needed to handle problems with the professional nursing staff. The PHN Supervisor may suspend employees with pay pending investigation of serious allegations of misconduct or poor performance.
2. The PHN Supervisor trains and performs all PHN level functions which are as follows:
 - Conducts health education presentations, participates in workshops, and attends seminars.
 - Maintains accurate and complete records and prepares detailed reports. (i.e.: program activity reports, time sheets, mileage sheets, schedules, correspondence, memos, forms, notices, and updates clients charts.)
 - Is responsible for strict maintenance of client confidentiality.
 - Provides direct public health client services.
 - Serves as a resource to the community in a variety of health related issues. Acts as a liaison between department/program and health advocacy groups and agencies including elder groups, human service agencies, medical care providers, therapists, schools, Head Start, law enforcement, and county and municipal officials. Must maintain proficiency in clinical skills. Maintains knowledge of current public health policies and procedures. Participates in professional training and development.
 - Cooperates, coordinates, and collaborates with other professionals.
 - Performs other duties and responsibilities as assigned.
 - Conducts community health assessments with agency administrator.
 - Ability to explain and interpret public health rules and regulations.
 - Ability to plan, assign, and supervise all public health staff in absence of director
 - Assists with staff appraisals, orientation, and provides guidance as necessary. This includes providing individual counseling and supervision of staff. The employee will consult with staff regarding specific persons or families, special programs, or service problems.

- Assures that agency policies and rules are implemented and followed, through oversight of the PH program and supervision of the professional nursing staff.
- Ability to assume administrator's responsibility in the absence of the department administrator.
- Participates in management team meetings as needed.
- Assists in the development of employee orientation, professional guidance, and continuous in-service education.
- Makes joint visits with staff as indicated.

REQUIRED QUALIFICATIONS

In addition to meeting one of the criteria for education listed below, this position requires meeting two or more years of full-time experience in a generalized public health nursing service including supervision responsibilities.

Current certificate of registration as a registered professional nurse under Ch. 441, Stats., plus one of the following:

1. A Bachelor's Degree from a nursing program accredited by the National Professional Nursing Education Accrediting Organization, or from a nursing program accredited by the Board of Nursing under Ch. 441, Stats. The program shall include preparation in public health nursing.
2. A Master's Degree from a nursing program accredited by the National Professional Nursing Education Accrediting Organization, or from a nursing program accredited by the Board of Nursing under Ch. 441, Stats. The program shall include preparation in public health nursing.
3. A public health nurse certificate issued by the department prior to 12/01/84.
4. Requires outstanding interpersonal and leadership skills, problem solving and organizational abilities, including:
 - a. The ability to provide leadership and direction to diverse individuals and groups in the context of a natural disaster, public health emergency, bioterrorism or other incident, etc.
 - b. The ability to conceptualize problems and solutions on a population as well as an individual level.
 - c. The ability to work harmoniously, constructively, and cooperatively with other staff.
 - d. A solution-oriented approach and the ability to generate creative helpful solutions to problems.
 - e. The ability to follow directions, fairly applies appropriate public health policies, complete projects in a timely manner, and be a team player.
 - f. The ability to comprehend complex public health problems, identifies alternate solutions, and prepares appropriate recommendations.
 - g. Have the ability to establish and maintain effective working relationships with public officials, contract agencies, other county units and members of the public.
5. Requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments and reports.
6. Requires the ability to plan and direct the work of others.
7. Requires the ability to work with minimal supervision and to prioritize and follow through tasks in a fast-paced and stressful environment focusing on the health of the community overall.
8. Requires the ability to operate within the strictest legal and ethical standards regarding the privacy and confidentiality of client and employee information.

9. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health Services.
10. Experience using applicable State of Wisconsin information systems and Microsoft® Office® software is desirable.
11. Desired qualifications include:
 - a. experience in quantitative and qualitative evaluation of social programs and systems,
 - b. experience in data analysis
 - c. experience in long range planning,
 - d. demonstrate initiative.
12. Requires a valid Wisconsin driver's license.
13. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health & Family Services, and pre-employment drug and other screenings conducted as required by County policy.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Applicant must be able to use:
 - Computer connected to statewide and national networks.
 - Typewriter
 - Calculator
 - Facsimile machines
 - Copiers
 - Multiple line telephone system
 - Postage meter
 - Cell phone
 - Pager
 - Inter-county radio system
2. Ability to coordinate eyes, hands, and limbs in performing movements requiring skill and training, such as injections, and typing.
3. Must be able to communicate, to hear and comprehend verbal communications, and to assess and monitor client's behavior and /or physical condition visually.
4. Must be able to tolerate extended periods of sitting and the artificial lighting, heating, and air conditioning of an office environment.
5. Must be able to tolerate long periods of clinic noise such as crying, and large numbers of persons speaking in one room.
6. Must be able to travel independently to various locations.
7. May be required to work with disruptive clients or in situations where communicable diseases are present.
8. Occasional moderate lifting (approximately 25 pounds) or carrying may be required.
9. Must be able to tolerate the stresses associated with multiple, simultaneous demands.
10. Probability of exposure to Blood-borne pathogens – HIGH.

JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Public Health Nurse
STATUS: Full or Part Time; non-exempt
DEPARTMENT: Health & Human Services
SUPERVISOR: Health Officer/Manager

POSITION SUMMARY

The Public Health Nurse is responsible for the management of assigned nursing programs. The Public Health Nurse must also have basic knowledge of other public health programs administered by the department. Under general administrative direction, coordinate referrals from physicians and health care facilities for patients; provides a significant level of patient education related to their illness and planned treatment.

PROGRAMS

- Health Navigator

JOB DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required. A Public Health Nurse:

1. Is knowledgeable about the practice of public health nursing, health promotion and preventative medicine, especially pertaining to the prevention and control of communicable diseases.
2. Is required to be highly knowledgeable regarding his/her assigned programs and follow the program's policy, procedures and protocols. May be asked to assist in updating policy and procedure as it pertains to his/her programs.
3. Conducts health education presentations, participates in workshops and attends seminars.
4. Maintains accurate and complete records and prepares detailed reports.
5. Serves as a resource to the community in a variety of health related issues.
6. Cooperates, coordinates, and collaborates with other professionals.
7. Must maintain proficiency in clinical skills.
8. Works to promote Department values, such as community integration of persons with physical, mental, and developmental disabilities, the principle of normalization, the right of self-determination and choice, the responsibilities of citizenship, an attitude which promotes customer satisfaction, etc.
9. May serve as point of contact for the Health and Human Services Department relative to assigned external agencies, programs, or services. As assigned, may represent the Department at professional meetings, community events, etc. Consults with the Health Officer or designee regarding issues raised and articulates Unit positions and policies in applicable areas.
10. **Patient Coordination.** Works closely with physicians in all specialty areas to coordinate patient's care plan communication; works with multidisciplinary team to maintain and implement up-to-date coordinated care plan; communicates with all members of the healthcare team on behalf of the patient
11. **Patient Referral.** Uses clinical protocols to refer patients to appropriate specialist for diagnosis or treatment and assists patients and their families in obtaining referrals to needed specialists. Provides support and counseling, as appropriate to the clinical situation.
12. **Patient Education.** Works with marketing and outreach departments to educate referring physicians and facilities on available services.

13. The Health & Human Services Department's staff operates on a team approach; therefore you might be asked to do something other than your regular duties by the Health Officer for the efficiency of the department. For example, you may be asked to provide support for the agency in the absence of other staff, or in the event of an emergency or crisis, etc. or you may be asked to perform other on-going duties appropriate to your job classification as assigned by the Health Officer or designee.

PERSONAL ATTRIBUTES

1. Responsible for the strict maintenance of client confidentiality. Assures that records that contain client names or other personal information are not visible to the public during office hours and are stored securely during non-office hours. Does not discuss client cases or other confidential agency information with anyone (staff or collaterals) at any time, unless there is a demonstrable need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or other confidential agency information with members of the general public, including members of his/her family. Adheres to Code of Conduct in maintaining privacy and confidentiality.
2. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination on a systemic or individual client basis. Responsible for identifying problems and barriers and for recommending appropriate solutions. Responsible for contributing to a productive, harmonious, and cooperative work environment.

REQUIRED QUALIFICATIONS

1. Requires a current license as a registered professional nurse under Chapter 441, Wisconsin Statutes, plus one of the following:
 - a. Bachelor of Science degree in nursing from an accredited nursing program.
 - b. A Master's degree from an accredited nursing program.
 - c. A Public Health Nurse Certificate issued prior to 12/01/84.
2. Requires outstanding interpersonal and leadership skills, problem solving and organizational abilities, including:
 - a. The ability to work constructively, and cooperatively with other staff.
 - b. A solution-oriented approach and the ability to generate creative helpful solutions to problems.
 - c. The ability to follow directions, apply fairly appropriate public health policies and complete projects in a timely manner.
 - d. The ability to comprehend complex public health problems, identifies alternate solutions, and prepares appropriate recommendations.
 - e. Have the ability to establish and maintain effective working relationships with public officials, contract agencies, other county units and members of the public.
3. Requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments and reports.
4. Requires the ability to plan and direct the work of others.
5. Requires the ability to work independently or with minimal supervision and to prioritize and follow through tasks in a fast-paced and stressful environment focusing on the health of the community overall.
6. Requires the ability to operate within the strictest legal and ethical standards regarding the privacy and confidentiality of client and employee information.

7. Must possess a current Wisconsin driver's license, automobile, and automobile insurance as required by Wisconsin State law.
8. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health & Family Services, and pre-employment drug and other screenings conducted as required by County policy.
9. Applicant must be able to use:
 - Computer connected to statewide and national networks.
 - Typewriter
 - Calculator
 - Facsimile machines
 - Copiers
 - Multiple line telephone system
 - Postage meter
 - Cell phone
 - Pager
 - Inter-county radio system

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Ability to coordinate eyes, hands, and limbs in performing movements requiring skill and training, such as injections and typing.
2. Must be able to communicate, to hear and comprehend verbal communications, and to assess and monitor client's behavior and /or physical condition visually.
3. Must be able to tolerate extended periods of sitting and the artificial lighting, heating, and air conditioning of an office environment.
4. Must be able to tolerate long periods of clinic noise such as crying, and large numbers of persons speaking in one room.
5. Must be able to travel independently to various locations.
6. Must be able to tolerate the stresses associated with multiple, simultaneous demands.
7. May be required to work with disruptive clients or in situations where communicable diseases are present.
8. Occasional moderate lifting (approximately 25 pounds) or carrying may be required.
9. Must be able to work in outside environment even in inclement weather during emergencies.
10. Probability of exposure to Blood-borne pathogens-high.

Approved by the Health & Human Services Board this 12th day of April, 2013.

JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Accounts Receivable/Billing Specialist
STATUS: Full-time; non-exempt
DEPARTMENT: Health & Human Services
SUPERVISOR: Fiscal & Support Services Manager

POSITION SUMMARY

Under general supervision, the Accounts Receivable/Billing Specialist is responsible for management of the accounts receivable portion of the agency's business functions. Maintains accounts for agency clients: posting (inpatient and outpatient) charges and receipts into the agency computer system, generating, transmitting, and following up insurance claims and working with insurance companies and other third party payors, monitoring the status of client payments, maintaining and updating prior authorizations as necessary, and working with designated agents in identifying and collecting delinquent accounts. Responsible for processing Case Management Time and Billing Logs, including billing Medical Assistance (EDS) and for posting, coding, and depositing funds received. Assists in the reconciliation of agency accounts and documents received from the State and County accounting systems. Responsible for implementing agency billing and collection policies. Assists in the development and revision of agency fiscal policies as requested, in accord with applicable rules and regulations (e.g. Title 18, Title 19, Uniform Fee System, Social Security Administration, etc.). Generates monthly fiscal reports as requested or required by the management staff of the Health & Human Services Department.

JOB DUTIES

1. Responsible for the management of agency accounts receivable. Maintains client account information, including: insurance coverage; client demographic information; charges for services by therapists, counselors, psychologist(s), and psychiatrists, etc.; amounts billed to and received from applicable payors, etc. using the agency computer system.
2. Responsible for the accurate generation, timely transmittal, and continual tracking of claims and/or statements to insurance companies, Medicare, Medicaid, and other payment sources. Responsible for recommending modifications to existing or purchase of additional billing and collection software from contractual vendor(s).
3. Responsible for processing claims to Medical Assistance (through EDS) for Case Management, Personal Care, and other certified fee-for-service programs, as documented by applicable agency staff. Serves as resource to staff regarding types of services which are billable.
4. Responsible for accurately posting charges and revenues to appropriate client account, for coding receipts to pertinent accounts within the agency chart of accounts, and for making deposits into agency accounts (with the County Treasurer and/or applicable financial institutions).
5. Maintains client financial files, including applicable authorization forms, remittance advices, invoices, etc. Responsible for assuring that releases, authorizations, etc. are current so that claims may be filed in a timely manner.
6. Responsible for monitoring of delinquent accounts and for the implementation of agency policy regarding efforts to collect on those accounts. Identifies delinquent accounts and attempts to achieve payment. Consults with Corporation Counsel regarding further local collection attempts. Works with State Collection Service, Inc. to collect delinquent accounts when local efforts fail.
7. Responsible for working directly with those insurance providers (e.g. Medicaid, HMO Wisconsin, etc.) requiring prior authorization for services, including the accurate completion and submission of appropriate prior authorization forms. Maintains information, on an individual client basis, regarding the number of authorized visits remaining. Anticipates the need for obtaining, and obtains, new authorization.

8. Responsible for assisting service providers (e.g. counselors, therapists, psychologists, psychiatrists, etc.) obtain and retain credentialing with third-party payors requiring such enrollment (e.g. Medicaid, HMOs).
9. As requested, serves as resource to the agency for (re-)determination of client financial responsibility.
10. Prepares monthly reports of funds received, accounts receivable, and delinquent accounts for use and as directed by agency management staff.
11. The Health & Human Services Department's staff operates on a team approach; therefore you might be asked to do something other than your regular duties by the department management staff for the efficiency of the department. For example, you may be asked to provide clerical support for the agency in the absence of other clerical staff, including typing, receptionist duties, entry of data into the agency computer system, etc. or you may be asked to perform other on-going clerical and support duties as assigned by the Fiscal & Support Services Manager or Director.

PERSONAL ATTRIBUTES

1. Responsible for the strict maintenance of client confidentiality. Assures that records that contain client names or other personal information are not visible to the public during office hours and are stored securely during non-office hours. Does not discuss client cases or other confidential agency information with anyone (staff or collaterals) at any time, unless there is a demonstrable need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or other confidential agency information with members of the general public, including members of his/her family. Adheres to Code of Conduct in maintaining privacy and confidentiality.
2. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination on a systemic or individual client basis. Responsible for identifying problems and barriers and for recommending appropriate solutions. Responsible for contributing to a productive, harmonious, and cooperative work environment.

REQUIRED QUALIFICATIONS

1. High School Diploma or equivalent. Three to five years of accounts receivable experience, with an emphasis third party billing, is desirable. Requires keyboarding and typing skills of 50 wpm.
2. Requires knowledge of accounting practices and of applicable Federal, State, and County requirements. Requires thorough knowledge of the policies and regulations of Medicare, Medicaid, and Social Security, as well as applicable State of Wisconsin regulations (Uniform Fee System, Collection Users Guide, etc.).
3. Requires the ability to enter data rapidly and accurately into the agency's midrange computer system. Requires exceptional attention to detail and the ability to monitor closely the status of simultaneous, multiple insurance claims.
4. Requires experience and expertise in several software programs, including Microsoft Windows, Microsoft Office (Word and Excel) Corel WordPerfect Office (including Quattro Pro), etc. Prior experience with scheduling and billing software desirable.
5. Requires excellent interpersonal skills, and problem-solving and organizational abilities, as well as the ability to support the work of clinicians and other professionals. Requires a solution-oriented approach and the ability to generate creative helpful solutions to problems. Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects in a timely manner, and be a team player.
6. Requires the ability to work with minimal supervision in a fast-paced and stressful environment focusing on client treatment and habilitation. Requires the ability to maintain the confidentiality of client, staff, and agency information.

- 7. Requires the ability to work independently and to deal calmly with and prioritize multiple simultaneous demands, and the ability to plan and process work efficiently and accurately under pressure. Requires excellent interpersonal skills, pleasant telephone voice, phone etiquette, helpful attitude, and a problem-solving approach to internal/external situations.
- 8. Requires good analytical and organizational abilities, a solution-oriented approach, and the ability to generate creative solutions to problems. Requires self-direction and sound time management skills.
- 9. Requires the ability to understand and carry out written and oral instructions, complete projects in a timely manner, and be a team player, and to communicate effectively with the public, even under duress.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- 1. Work indoors in controlled environment.
- 2. Work normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.
- 3. Activities include frequent verbal and written communication, utilizing multi-line telephone systems and computer applications.
- 4. Must have good hand-eye coordination.
- 5. Ability to perform moderately active work consisting of a combination of walking, standing, bending, stooping, lifting and carrying.
- 6. Ability to operate a variety of office equipment such as computer terminal, facsimile machine, calculator/adding machine, computer printer, and photocopier.
- 7. Must be able to meet deadlines and to maintain a balanced workload. Must be able to tolerate the stresses associated with deadlines, internal and external customer service, and quality enhancement.
- 8. Exposure to blood borne pathogens is considered minimal.

Approved by the Health & Human Services Board this 16th day of September, 2005.

Approved by the Personnel Committee this ____ day of _____, _____.

Revised: September 16, 2005

Res # 75-2013

Amendment No. 1 to Contract (Acct. #133-PRJ56JZ)
Between Adams County and
Board of Regents of the University of Wisconsin System

By this amendment, Adams County (County), pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56 (3) of the Wisconsin Statutes, and the Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin-Extension, Cooperative Extension Division (Extension), agree to amend their existing contract as follows:

1. Fiscal Period - The term of this amendment is: July 1, 2013 to June 30, 2014.
2. In consideration of the programs that Extension provides to the County under the contract, for the fiscal period of this amendment, the County agrees to pay Extension \$89,591. (For twelve-month contracts, there will be two billings: \$44,796 upon full execution of the amendment, and \$44,795 in April, 2014.) The University of Wisconsin-Extension shall bill the County at (address): 569 N. CEDAR ST., SUITE 3
ADAMS, WI 53910

_____ attention:
The County shall pay the amount billed within 30 days of the billing. This payment is allocated as follows:

Salaries of professional staff members:	\$60,781
Fringe benefits (rate is 47.4% of salaries):	28,810
Subtotal	\$89,591
Reconciling amount from previous agreement:	0
Total	\$89,591

All other sections of the existing agreement remain in force.

By: _____
County Representative

Date:

By: _____
Region Director

Date:

By: _____
Richard Klemme, Dean/Director
Cooperative Extension

Date:

Board of Regents of
The University of Wisconsin System

By: _____
Contract Officer
University of Wisconsin-Extension

Date:

Adams County FY2014 Budget
 July 1, 2013 through June 30, 2014
 133-PRJ56JZ

<u>Personnel</u>	<u>State Budget</u>	<u>State FTE</u>	<u>County Budget</u>	<u>County FTE</u>
Genrich, Donald	\$34,755	0.60	\$23,175	0.40
Schilling, Mary	27,876	0.60	18,584	0.40
Swensen, Jennifer	28,541	0.60	19,022	0.40
Total Salaries	91,172	1.80	60,781	1.20
Fringes (47.4%)	43,215		28,810	
Total Budget	\$134,387	1.80	\$89,591	1.20

All salaries reflect a 1% pay increase effective July 1, 2013.

	<u>Salary</u>	<u>Fringes</u>	<u>Total</u>
1st Invoice			
Genrich, Donald	\$11,588	\$5,493	\$17,081
Olson, Mary Ann	9,292	4,404	13,696
Swensen, Jennifer	9,511	4,508	14,019
reconciling amount			0
			<u>\$44,796</u>

	<u>Salary</u>	<u>Fringes</u>	<u>Total</u>
2nd Invoice			
Genrich, Donald	\$11,587	\$5,493	\$17,080
Olson, Mary Ann	9,292	4,404	13,696
Swensen, Jennifer	9,511	4,508	14,019
			<u>\$44,795</u>

Adams County FY2013 Reconciliation
July 1, 2012 through June 30, 2013
133-PRJ56JZ

<u>Personnel</u>	<u>Budget</u>	<u>Actual</u>	<u>Change</u>
Genrich, Donald	\$22,946	\$22,946	\$0
Olson, Mary Ann	18,400	18,400	0
Swensen, Jennifer	18,834	18,834	0
Fringes	24,674	24,674	0
Totals	<u>\$84,854</u>	<u>\$84,854</u>	<u>\$0</u>

AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 24, 2011, and

WHEREAS: On July 10, 2013, Nancy Metcalf Living Trust, owner, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of property (5,625 sq. ft.) in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on September 4, 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 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 Conservancy District to a Recreational/Residential District.

Portion of property (5,625 sq. ft.) located in the NW ¼, NW ¼, Section 24, Township 15 North, Range 7 East, Pt of CSM 187 at 3312 2nd Avenue, Town of Jackson, Adams County, Wisconsin.

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

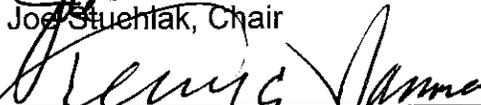
Recommended for enactment by the Adams County Planning and Zoning Committee on this 4th day of September, 2013.



Joe Stuchlak, Chair



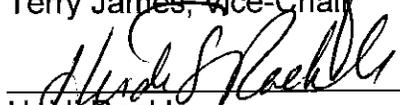
Al Sebastiani



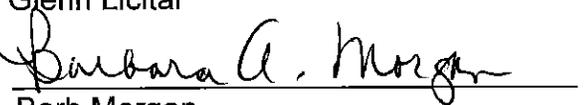
Terry James, Vice-Chair



Glenn Licitar



Heidi Roekle



Barb Morgan



Randy Threisen

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

John West, Board Chair

Cindy Phillippi, County Clerk

PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: Met CALP DATE: 9/4/2013 PARCEL #: _____

True	False	Base considerations to evaluate Conservancy land rezone requests.
		The Town did not object to the proposal.
		Those noticed / contiguous did not object to the proposal.
		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
		The site is not waterfront.
		The site is not wet or mapped as wetland.
		The site is high / dry ground.
		There is development adjoining or in close proximity.
		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses.
		The overall proposal is environmentally sound.
		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				✓	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
				✓	(B) The proposed rezone is in the best interest of Adams County citizens.
					(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				✓	(D) No **significant adverse impact upon storm and flood water storage capacity.
				✓	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				✓	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				✓	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				✓	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
			✓		(I) No **significant adverse impact upon wildlife habitat.
			✓		(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
			✓		(K) Petitioner provided *proof that the proposed rezone will not have "***significant adverse impact".
			✓		(L) The Applicant's Inventory Checklist does not indicate any concerns.
			76	35	TOTAL: 51 {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments:

51

COMMITTEE SIGNATURES: _____

[Handwritten Signature]

PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: NANCY METCALF DATE: 9-4-13 PARCEL #: _____

True	False	<i>Base considerations to evaluate Conservancy land rezone requests.</i>
✓		The Town did not object to the proposal.
✓		Those noticed / contiguous did not object to the proposal.
		The DNR did not object to the proposal.
✓		The request is consistent with the Comprehensive Plan.
✓		The site is not waterfront.
✓		The site is not wet or mapped as wetland.
✓		The site is high / dry ground.
✓		There is development adjoining or in close proximity.
✓		There is adequate infrastructure in the area (roads, utilities etc.)
✓		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
✓		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
✓		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
✓		There are no reasonable alternatives to the proposal or components of the proposal.
✓		The proposal does not conflict with surrounding land uses.
✓		The overall proposal is environmentally sound.
✓		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	<i>Specific Conservancy rezone request / requirements compliance:</i>
				✓	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
				✓	(B) The proposed rezone is in the best interest of Adams County citizens.
				✓	(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				✓	(D) No **significant adverse impact upon storm and flood water storage capacity.
				✓	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				✓	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				✓	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				✓	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
				✓	(I) No **significant adverse impact upon wildlife habitat.
				✓	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
				✓	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact*.
				✓	(L) The Applicant's Inventory Checklist does not indicate any concerns.
					TOTAL: 60 {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: G.L.

COMMITTEE SIGNATURES: _____

PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: Nancy Metcalf DATE: 9/4/13 PARCEL #: _____

True	False	Base considerations to evaluate Conservancy land rezone requests.
✓		The Town did not object to the proposal.
✓		Those noticed / contiguous did not object to the proposal.
✓		The DNR did not object to the proposal.
✓		The request is consistent with the Comprehensive Plan.
✓		The site is not waterfront.
✓		The site is not wet or mapped as wetland.
✓		The site is high / dry ground.
✓		There is development adjoining or in close proximity.
✓		There is adequate infrastructure in the area (roads, utilities etc.)
✓		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
✓		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
✓		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
✓		There are no reasonable alternatives to the proposal or components of the proposal.
✓		The proposal does not conflict with surrounding land uses.
✓		The overall proposal is environmentally sound.
✓		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				✓	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
				✓	(B) The proposed rezone is in the best interest of Adams County citizens.
				✓	(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				✓	(D) No **significant adverse impact upon storm and flood water storage capacity.
				✓	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				✓	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				✓	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				✓	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
				✓	(I) No **significant adverse impact upon wildlife habitat.
				✓	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
				✓	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact".
				✓	(L) The Applicant's Inventory Checklist does not indicate any concerns.
TOTAL: 60					{A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: _____

COMMITTEE SIGNATURES: Barbara A. Morgan _____

PLANNING & DEVELOPMENT COMMITTEE/FINDINGS CHECKLIST

APPLICANT NAME: NANCY METCALF TRUST DATE: 9/4/13 PARCEL #: _____

True	False	Base considerations to evaluate Conservancy land rezone requests.
✓		The Town did not object to the proposal.
✓		Those noticed / contiguous did not object to the proposal.
✓		The DNR did not object to the proposal.
✓		The request is consistent with the Comprehensive Plan.
✓		The site is not waterfront.
✓		The site is not wet or mapped as wetland.
✓		The site is high / dry ground.
	✓	There is development adjoining or in close proximity.
✓		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
✓		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
✓		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
✓		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses.
✓		The overall proposal is environmentally sound.
✓		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				✓	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
		✓			(B) The proposed rezone is in the best interest of Adams County citizens.
		✓			(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				✓	(D) No **significant adverse impact upon storm and flood water storage capacity.
				✓	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				✓	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				✓	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				✓	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
				✓	(I) No **significant adverse impact upon wildlife habitat.
				✓	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
	✓				(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact**.
✓					(L) The Applicant's Inventory Checklist does not indicate any concerns.
1	9		40		TOTAL: 50 {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: _____

COMMITTEE SIGNATURES: _____

PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: Delores Nancy Metcalf DATE: 9/4 PARCEL #: _____

True	False	Base considerations to evaluate Conservancy land rezone requests.
X		The Town did not object to the proposal.
X		Those noticed / contiguous did not object to the proposal.
X		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
X		The site is not waterfront.
X		The site is not wet or mapped as wetland.
X		The site is high / dry ground.
X		There is development adjoining or in close proximity.
X		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
X		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
X		There are no reasonable alternatives to the proposal or components of the proposal.
X		The proposal does not conflict with surrounding land uses.
X		The overall proposal is environmentally sound.
X		The site / area is not in a floodplain.

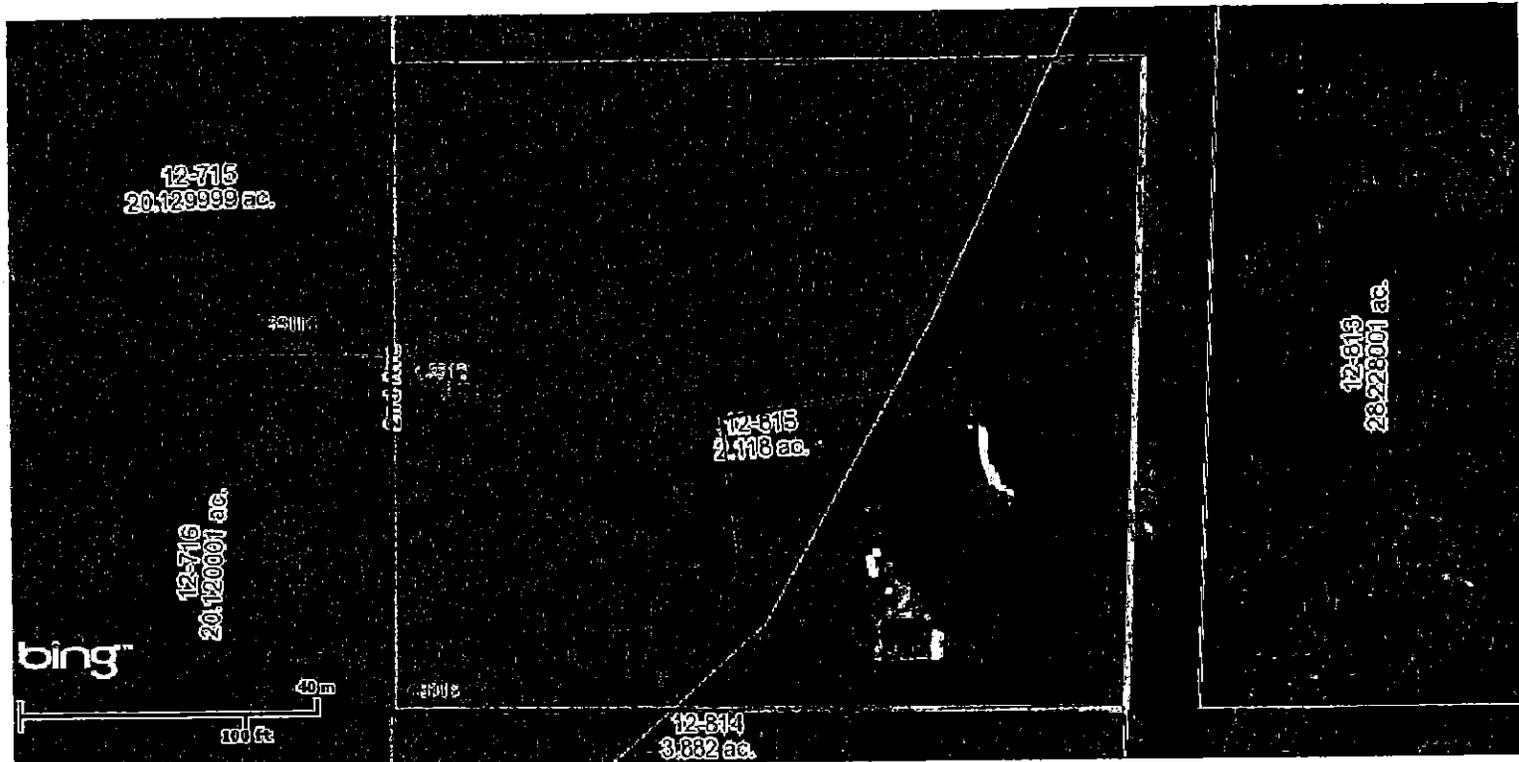
Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				5	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
		5	4		(B) The proposed rezone is in the best interest of Adams County citizens.
			4		(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				5	(D) No **significant adverse impact upon storm and flood water storage capacity.
				5	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				5	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				5	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				5	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
				5	(I) No **significant adverse impact upon wildlife habitat.
				5	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
				5	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact**.
				5	(L) The Applicant's Inventory Checklist does not indicate any concerns.
		8		50	TOTAL: {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: _____

COMMITTEE SIGNATURES: Heidi J. [Signature] _____

My Map



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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

September 4, 2013 – Room A260 -Courthouse

Friendship, WI 53934 – 1:00 P.M.

Nancy Metcalf Living Trust – Rezoning request of a portion of a parcel (5,625 Sq. Ft.) from a Conservancy District to Residential/Recreational District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the residence to become conforming and to construct an addition on property located in the NW ¼, NW ¼, Section 24, Township 15 North, Range 7 East, Pt of CSM 187 at 3312 2nd Avenue, Town of Jackson, Adams County, Wisconsin.

Appearing for with testimony: Steve Slatter, Champion Construction of Madison

Appearing for without testimony: Nancy Metcalf, owner; Sarah Antisdell, neighbor

No one appearing against.

Correspondence: Notification from the Town Board of Jackson that they met on August 13, 2013 and have no objection to the zoning change as the residence existed prior to the Conservancy Zoning District. Email from Mike Wenholz of the DNR with comments as to only the minimum lot area should be considered to be rezoned.

Disposition: Upon completion and review of the Committee Findings Checklist, with a total score of 279, the average of combined totals was 55.8. (Stuchlak- 51; Licitar- 60; Morgan- 60; James- 50; Roekle- 58; Theisen- abstain; Sebastiani- excused) Terry James made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Barb Morgan seconded the motion. Roll Call. 5 – Yes. Motion carried.

AD HOC TRANSITION COMMITTEE MEETING MINUTES
July 16, 2013 Room A160 8:00 a.m.

The meeting was called to order by Chairman Miller at 8:10 a.m. Present: Johnson, Miller, Stuchlak and West. Excused: Bays. Also present: Cable, Wollin, Murphy, Genrich, Roseberry, Rogers, Kotlowski, Kaye, Diemert, McLaughlin, Phillippi, Chuck Sibilsky, Jim Vandenberg (Executive Director/Land & Water Conservation Association), Kathy Pielsticker (Director/Land & Water Resources Bureau DATCP) and Sarah Grosshuesch.

Motioned by Stuchlak/West to approve the agenda. Motion carried by unanimous voice vote. Motioned by West/Stuchlak to approve the June 13, 2013 minutes. Motion carried by unanimous voice vote.

Item #4 Discuss and/or act on concepts of consolidating Land & Water with another department. The Land & Water Conservation Association has checked into 20 other county's Land Conservation Departments. Waushara County has a Land Conservation office with a County Conservationist there. Waushara County's department merger retained Land Conservation as a separate division with a Land Conservationist; tighter coordination between the two departments, but did not necessarily save money in the process or eliminate any positions. Dane County merged departments but still retained Land & Water identity. The leadership aspect of Land & Water Conservation Department is critical to help put in place a vision as is related to conservation practices. The following is a list of concerns.

New Chester Dairy:

- Impact on the ground water resource
 - A lot of pressure on natural resources
 - Someone needs to respond to calls

Murphy explained it was extremely important that there was an understanding of state priorities and about funding allocations.

- Department of agriculture's #1 priority is agricultural productivity and the survival of it.
- Priority of watershed funding is low.
- Agricultural practices have a higher priority now.
- Their focus and effort is heavily on issues related to agriculture as opposed to non-agricultural issues.

Sibilsky was present to represent the LCD staff. Everyone echoes the same concerns. We need the monies to do the work, there will be more work within the future. They need someone as the focal point of the office.

Grants:

- Money could go someplace else if someone is not dedicated as a Land Conservationist in maintaining leadership
- Some salaries for the Conservation Department staff are paid for by grant money
 - Annual staff grants for 2014 under current structure approximately - \$136,000
 - \$114,949 with changes
- Handout provided
 - In 2011, \$94,436 was granted to Adams Co. & used for landowners
 - In 2012, \$64,771 was granted to Adams Co. & used for landowners
 - \$500,000 has been granted to Adams Co. over the last 8 years

High Cap Well Issues:

- Growing issues
- Water quality impact

Watersheds:

- Storm water run-off issues

Genrich stated a Vision/Mission/Value statement is being worked on by the County Board and is in its draft stage. Goals are: preserving the natural resources, the beauty, the livability of the county – this is the primary job of the Land & Water Department (enforcement agency), whereas UW Extension is the educational arm. This needs to be maintained in the county.

McLaughlin stated that 100% of the time would have to be spent overseeing the Land & Water division and the paperwork he supplied mirrors a lot of what's been presented.

Director/Land & Water Resources Bureau – Kathy Pielsticker:

- Provides grant money for our conservation staff
- Provides cost sharing for farmers with conservation practices
- Works thru UW Extension and Land & Water Conservation
 - Nutrient Management training within counties
 - Adams County owns 9 dams
 - She gets things done by working thru counties and with them.

Genrich agreed with Vandenbreck and Pielsticker that we need a County Conservationist with a strong background in issues such as water quality and quantity land use and management, considering the agricultural greed in the agricultural community exploiting resources.

During the 2011 consolidation committee, it was decided at that time that the departments should not be combined. No financial benefits had been demonstrated. Murphy & McLaughlin stated that after researching the options, each department should be kept separate to maintain the integrity of each department. McLaughlin said that other counties don't have money problems, but Adams County does, we don't have extra resources available. Overall we have no excess staff. Waushara's pay levels are also higher than ours. West sees the value of conservation, but we should streamline the department by having less supervisory and more productive work hours. West stated that we could merge all 3 departments; Land & Water, Parks and Planning & Zoning, having 1 department head over the division. It was stated by Vandenbreck that it would be too overwhelming for one person to supervise all 3 departments. Overwhelming a person by creating elevated programmatic responsibilities cannot be as effective, dealing with personnel and program administration can cost you more at the top in the end. Having one person being the entire manager of that many divisions of stuff is difficult at best. Murphy said that the cost savings could be in the support staff. Genrich said that there is a different skill level for being a conservationist versus a department head. We would have to train the staff to be at an appropriate skill level for each department. Miller said that he did not see anything to convince him to want to combine departments. The county is agricultural, natural resources not industrial. West said that a good conservationist can concentrate on those practices, not on higher administrative functions. Phillippi agreed with West's concept of merging to share staff, still having a conservationist sharing a department head, for the two divisions on a trial basis. Time would be saved with one department head representing two departments saves administrative time. Phillippi stated that

everyone was describing/identifying the perfect person in the perfect world. That no one could be capable of filling the role as described. Pielsticker talked of a tech savvy person with a strong background to include leadership skills to provide direction to meet the needs of the department. Vandebreck stated the main concern is that we have someone in place with the necessary skill level to perform the job; have an understanding of DATCP, DNR and EPA programs, as well as the programs that Adams County manages: stormwater run-off, watershed issues, stream monitoring, soil & animal waste issues, etc. Murphy explained the department layout with different programs under different employees being responsible for the management of them. Johnson doesn't understand the concept of the suggested merger, leave each department individual as she sees no savings or benefit to merging them. The workload can be managed better if left separate. Larson stated that we need the technical skill level to focus on what there is to do here. A higher expertise contracting services is too expensive. After much discussion, it was decided that the Land Conservation department should be retained in some form.

Motioned by Stuchlak/Miller to fill the Land & Water Conservationist position as is. Motion carried by unanimous voice vote.

Item #5 Discuss and/or act on process/procedures for updating Policies & Procedures Manuals/Employee Handbook/Administrative Manual. West explained what the Executive Committee did. Department heads looked at 2 or 3 sections depending on size. There were a few changes, but the majority of the content is good. Policy changes were made to the Harassment section.

Item #6 Discuss short term goals.

- Harassment Policy Appendix A to be emailed out to all department heads
- To be reviewed at the department head meeting if needed or wanted
- Returned to be approved and moved forward to County Board in September

Administrative Manual:

- Broken into small sections
- Reviewed by department heads
- Comments submitted to clerk for the committee
- Committee works on – moves it forward for approval to County Board

Larson requests that the agendas be sent to all department heads. Genrich would like the same as extractions from Friday notices make it difficult to understand.

Phillippi and Genrich exchanged conversation related to extractions of meeting notices. After much discussion, the extractions were not essential or substantial content, Genrich was referring to the numbering outline extraction. It was determined by the audience that all committee notices be sent to all department heads.

Item #7 Discuss department head comments. Miller stated that he was gone last week. He'd make copies of all comments and place them in the supervisor's mailboxes, comments will be discussed at the next meeting.

Grosshuesch expressed concerns related to team work grant opportunities and missing out when everyone's not willing to do their part. Grosshuesch said that she was not a department head, but was interested in going back to item #4 on the agenda. Her office saw a trend in state

regionalization. There is no health officer in Marquette County. She is frustrated with the lack of interaction and push back from departments. Genrich expressed concerns related to IT and wireless building and grounds at the community center. Accomplishing tasks are difficult. Community Center requests are for the benefits of the community. Departments need to work together. We are a team and need to support/help one another; need training. Larson stated that departments build silos, are the ruler of their silos, the county needs the bigger pictures; engaging in 2 way conversations. Rogers said that training won't work. We need to be adults, have adult behavior, build good relationships. Which isn't always easy, some like keeping people separated, fostering negative behavior. We need teamwork with common goals. Department heads behavior can demonstrate appropriate behavior. Committee condoned the conduct. Teamwork approach should be a common goal. We need to determine what is and is not appropriate department behavior. Concerns should be shared. Department heads should be informed of money issues; what is best for the county and should be discussed. Community grants should be discussed. Johnson said that with not all departments in the same buildings, when something needs to be done, we may need to contract outside. Committees should be giving advice, departments should be able to rely on them, but not solving the problem.

Excused: West at 10:29 a.m.

Code of conduct expectations was discussed. Cable/Larson stated employees should have clear expectations; mutual respect for each other. Cable questioned how vision/mission/values statements are carried out; conduct expectations and how it's managed. We need to have an accountability task.

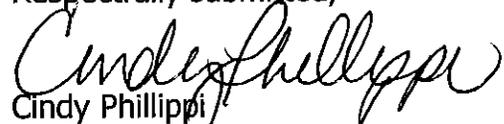
Items for next agenda:

Discuss and/or act on process/procedures for updating Policies & Procedures Manuals/Employee Handbook/Administrative Manual;
Discuss department head comments;
Discuss and/or act on Harassment Appendix A;
Discuss proposed Code of Conduct.

Next meeting date set for August 22nd, 2013 at 8:00 a.m.

Motioned by Stuchlak/Johnson to adjourn at 10:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

ADAMS COUNTY
BOARD OF ADJUSTMENT
MONTHLY MINUTES:
August 21, 2013

Vice-Chairman Tom Feller called the Adams County Board of Adjustment meeting to order at 9:30 A.M. with the following members present; Cathy Croke, Secretary and Bob Benkowski. Bob Beaver and Bob Donner were excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Bob Benkowski made a motion to approve the Agenda as noticed. Cathy Croke seconded the motion. All in favor. Motion carried. Public Hearings: Anthony Rossi & Sons – Special Exception Permit request under Section 5-4.01(c) of the Adams County Shoreland Wetland & Habitat Protection Ordinance to allow filling & grading of more than two thousand (2,000) square feet on slopes of less than twelve (12) percent on property locate in the SW 14/, SE ¼, Section 32, Township 18 North, Range 6 East, Tract H at 1135 Czech Pass, Town of Preston, Adams County, Wisconsin. It was noted that the Town of Preston did not object. Mike Wenholtz from the Department of Natural Resources had no objections. After some discussion on buffer restoration and erosion control measures Bob Benkowski made a motion to grant the request. Cathy Croke seconded the motion. Roll Call Vote: 3 – Yes. Motion carried. Jerome L. & DeAnne M. Klein – Variance request under Section 3-4.01 (A) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the horizontal expansion to the existing dwelling at a setback of 52’ to the Ordinary High Water Mark on property located in the SW 14, NW ¼, Section 8, Township 19 North, Range 5 East, Lot 1 of CSM 5665 at 835 Cty Trk Z, Town of Monroe, Adams County, Wisconsin. The Town of Monroe; Patrick Kotlowski, Highway Commissioner; and adjacent owner Parrilli Trust had not objections. Mike Wenholtz objected to the request and suggested alternatives such as vertical expansion and mitigation measures. Randy Ziebarth was present to represent the Klein’s. Discussion was held and it was noted that two lots had been combined so no mitigation would be required for the expansion. Bob Benkowski made a motion to grant the request without the 4’ x 4’ deck. Cathy Croke seconded the motion. Bob Benkowski amended his motion to include that the property owner follows the directives for buffer & impervious surface requirements. Cathy Croke seconded the motion. Roll Call Vote: 3 – Yes. Motion carried. River Country Hunting Club, LLC – Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance to allow the construction of an accessory building for storage without a primary structure present on property located in the NE ¼, NE ¼, Section 30, Township 19 North, Range 7 East on 6th Avenue, Town of Colburn, Adams County, Wisconsin. It was noted that the Town of Colburn has not met regarding this matter. Property is to be used for hunting purposes. The building would be stubbed in for plumbing and electric and would be used for storage to begin with. After membership increases, the building would be combination storage/living/clubhouse space. Currently there are two box trailers on the property. Bob Benkowski made a motion to grant the request with the requirement that one box trailer would be removed from the premises and the other placed in the building when erected. Also, if the Town of Colburn objects to the request, the matter can be returned to the Board of Adjustment for future review and consideration. Cathy Croke seconded the motion. Roll Call Vote: 3 – Yes. Motion carried.

Chairman Feller closed the Public Hearing portion of the meeting.

Board of Adjustment
Meeting Minutes
August 21, 2013
Page #2

Minutes: Phil McLaughlin presented the Board with the minutes from the July 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: Phil McLaughlin distributed an informational letter from Jeff Reabe, President of the Wisconsin Agricultural Aviation Association.

The next Board of Adjustment Meeting will be at 9:30 A.M. on September 25, 2013.

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

ADJOURNED: 10:21 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 MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: June 12, 2013
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Bill Gomoll, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Muriel Harper, Dave Singer, Joan Smoke, Renee Greenland, and John Earl

Absent: Rocky Gilner, Jim Layman, Denise Herbst, John Wenum, and Charlie Krupa

Unexcused Absence: None

Staff Present: Craig Gaetzke, Susan Tucker, Kari Labansky, Jim Dahlke, Lisa Williams and John Jorgensen

Guests: None

Opening

1. Motion was made by Joan Smoke to adopt the agenda. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

Motion was made by Bill Gomoll to adopt the April 26, 2013 meeting minutes. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. John welcomed guests Craig Gaetzke, Susan Tucker, Kari Labansky, Jim Dahlke, Lisa Williams and John Jorgensen.

2. Board Membership/Elections

Motion was made by Bob McClyman to approve Low-Income and Interest Group Representatives: Adams County - *Bill Gomoll*, Housing Development and *Sandy Wormet*, Low-Income Rep; Columbia County - *John Atkinson*, Low-Income Rep and *Scott Beard*, Major Minority; Dodge County - *Muriel Harper*, Volunteerism; Juneau County - *Charlie Krupa*, Education and *Dave Singer*, Low-Income Rep; and Sauk County - *Renee Greenland*, Low-Income Rep and *John Earl*, Economic Development. Seconded by Joan Smoke. Passed unanimously. MOTION CARRIED.

John Earl asked board members to review Officer Nominations presented in the board packets, reminded them that nominations could be accepted from the floor, and turned the meeting over to Fred. Fred thanked John and mentioned that we received two nominations for Board President; John Earl and Charlie Krupa. Fred stated that Charlie Krupa had called and thanked the board for the nomination but respectfully declined. With no nominations from the floor, motion was made by Bob McClyman that nominations be closed and a unanimous ballot be cast for John Earl as Board President. Seconded by Bill Gomoll. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

Fred congratulated John and passed the meeting back to him. John thanked the board for their continued support and allowing him to assume the role of Board President for another year.

John continued with the Board Vice-President election. The nominee was Bill Gomoll. With no nominations from the floor, motion was made by Joan Smoke that nominations be closed and a unanimous ballot be cast for Bill Gomoll as Board Vice-President. Seconded by Bob McClyman. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

Bill thanked the board for their continued support.

John announced that the nominations for Board Secretary were Muriel Harper and Renee Greenland. With no nominations from the floor, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the election of Muriel Harper as Board Secretary.

Muriel thanked the board for their continued support.

John announced that nominations for Board Treasurer were John Atkinson, Dave Singer, and Renee Greenland. With no further nominations from the floor, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the election of Dave Singer as Board Treasurer.

Dave thanked the board for their continued support.

John reminded board members that one person will be asked to serve as fifth member of the EPF&A Committee and declared the elections complete.

Motion was made to accept election results reflecting John Earl as Board President, Bill Gomoll as Board Vice-President and PBP Committee Chair, Muriel Harper as Board Secretary, and Dave Singer as Board Treasurer. Seconded by Scott Beard. Passed by unanimous vote. MOTION CARRIED.

3. President's Comments

John stated how important elections are each year and the elected officials are thankful to the board for their confidence in them. He encouraged board members to attend our 2013 Golf Outing being held at Trappers Turn on June 13th. We continue to work on grants to support our next building projects.

4. Executive Director's Report

Fred thanked John and extended congratulations to the officers. He commended all nominees and mentioned that all board members are welcome to attend both committee meetings. Fred expressed thanks to the board and managers for support of him in his role as Executive Director. We welcome a special guest today from Florida, John Jorgensen. All board members are welcome to attend the golf outing. Our Community Services Block Grant continues to diminish which means we will be losing money which helps support several of our programs. Weatherization funds have been cut again, however we anticipate additional funding being awarded this winter or early spring.

Motion was made by Dave Singer to approve the Executive Directors Report of June 12, 2013. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

5. Budget & Finance Report

Kari Labansky presented the Revenue & Expense Statement for period ending March 31, 2013. Total revenue reflected \$1,180,487.85 and total expenditures reflected \$1,217,115.76. A breakdown of expenses included \$480,319 for personnel, \$242,230 for contract labor, \$205,169 for other, \$191,117 for assistance to clients, and \$98,281 for occupancy. Jim Dahlke presented Cash Balances and Weatherization Billings for period January 2012 to May 2013 which reflected fluctuations due to when contracts begin and expire.

Motion was made by Bill Gomoll to approve the Budget & Finance Report of June 12, 2013. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

6. Committee Reports

a. PBP Committee

Bill Gomoll asked board members to review the PBP Committee report of May 10, 2013. Bill Gomoll called the meeting to order and roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the April 12, 2013 PBP Committee meeting. Ed presented the report on buildings

maintenance and repairs. Fred is working with Glenville Timberwrights to possibly refinance through a WHEDA lender to generate \$50,000 for our agency to invest in our business development program. The Adams County Clerk is researching the status of our payment in lieu of taxes for Pine Grove Apartments. The HOME grant has been submitted for Rolan's Senior Village and Federal Home Loan Bank Grant due June 28th. A Senior Housing Survey for Lot 2 was completed on April 30th with 100% favorable responses. Ed and George gave an informative presentation on the steps it takes to weatherize a home. We are currently working on Federal Home Loan Bank grant applications to supplement our weatherization deferral and home rehab programs. Renee reported the Baraboo homeless shelter closed on May 1st and is due to open again around the 1st of November. The annual board meeting including election of officers will take place on June 12th. The next meeting will be held on June 7, 2013.

Bill Gomoll asked board members to review the PBP Committee report of June 7, 2013. Bill Gomoll called the meeting to order and roll call was taken with six members present. Motion passed by unanimous vote approving the agenda and minutes of the May 10, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Motion was approved by unanimous vote to replace the awning at the Portage Office building. Rolan's Senior Village HOME grant was submitted to the State; we're working with them on project details. Fred asked committee members to consider senior housing market rate units and addition of a senior center component for our Lot 2 project with anticipation of groundbreaking in March of 2015. We may be experiencing changes to some of our programs (CDBG, Home Rehab, Rental Voucher Assistance, etc.) depending on our budgets. Fred has been working with Waushara County ensuring a smooth transition to a local shelter workshop by August or September. Renee reported she is still gathering information from a church in Baraboo regarding status of the shelter. She also described her positive experience working with Linda Faivre in the Transitional Housing Program. John Atkinson announced a \$10,000 donation to the Rio Food Pantry by the Rio Area FFA Student Leadership Program. The next meeting will be held on July 12, 2013.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of May 10, 2013. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the April 12, 2013 and April 26, 2013 EPF&A Committee meetings. Fred reported that we

may have some preliminary staff changes after review of the budget. Kari reported on 2012 unrestricted gains and losses with a major loss in the Home Rehab Program. Jim reported on cash balances from January 2012 through April 2013. The financial audit took place last week; Jean from WiPFLI will be presenting results at the August board meeting. Motion passed by unanimous vote approving the Finance Report with thanks to Kari and Jim. Committee members had many positive comments regarding our 10 Year Wisconsin Dells Building Anniversary Celebration. Committee members discussed the annual board meeting coming up in June including the officer elections process. Motion passed by unanimous vote changing the annual Board Meeting date to June 12, 2013. Fred is recruiting for a Low-Income Representative for Dodge County. With possible changes coming to the Community Services Block Grant we are moving forward with standardizing procedures and creating an annual plan to ensure compliance. The next meeting will be held on June 7, 2013.

John Earl asked board members to review the EPF&A Committee report of June 7, 2013. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the May 10, 2013 EPF&A Committee meeting. Fred reported on Personnel issues. Dennis Friend, one of our food pantry employees passed away. We may be experiencing staff layoffs or reduction of hours at the end of June. Jim Dahlke presented a positive report on our Representative Payee Program which has doubled and revenues increased by 62% in one year. Motion passed by unanimous vote to approve the Finance Report with thanks to Jim for his great work. Fred updated the committee on our involvement with "Toys for Tots" and "Kops for Kids". Motion was passed by unanimous vote to approve the Resolution of Appreciation for Retired Lieutenant Colonel John Jorgensen which will be presented at the June 12th board meeting. Letty knows someone who may be interested in becoming our Low-Income Representative for Dodge County. Fred updated the committee on a food drive being held by Paul Bunyan for our food pantry here in the Dells. The next meeting will be held on July 12, 2013.

Motion was made by Muriel Harper to accept the PBP and EPF&A Committee reports of May 10, 2013 and June 7, 2013. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

7. Program Reports
 - a. Weatherization
 - b. Homeless

- c. Hunger Reduction
- d. Employment & Training
- e. Business Development

Craig Gaetzke reported we on track with the Weatherization contract. Total clients served were 234 including 449 audits done and a service goal of 225. To date 156 freezers/refrigerators, 76 furnaces, 51 water heaters, and 67 windows were installed. Our Weatherization contract has decreased for the coming year, however we expect another funding award sometime in winter or early spring. Susan Tucker presented the Homeless Unit Report. Direct client benefits included \$55,398.03 compared to \$45,985.23 in 2012 and amount of rental assistance paid was \$6,777.25 compared to \$7,305.64 in 2012. The transitional housing program is completely full right now. New Beginnings Homeless Shelter has been almost filled; anyone we can't serve is offered a motel voucher. Lisa Williams presented the Hunger Reduction Program Report. There was a 2% increase in households served in 2013 over 2012 corresponding with a 13% increase in donated and/or purchased foods and a 19% increase in the USDA commodities. There was a less than 7% increase in households served in 2013 over 2012 corresponding with a 16% decrease in donated and/or purchased food and a 67% increase in USDA commodities received. We currently have 102 Section 8 vouchers in place and are fully leased up according to our budget appropriation. We have applications for two new TEFAP outlets in Dodge and Juneau Counties.

Motion was made by Joan Smoke to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Reports of June 12, 2013. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

8. Old Business

None

9. New Business

Motion was passed by unanimous vote to approve the Resolution of Appreciation which reads, "*WHEREAS: The Board of Directors of CWCAC, Inc. expressly demonstrates their recognition of our military force serving in harm's way at each formal board meeting; and WHEREAS: The Board of Directors of CWCAC, Inc. has a unique opportunity to personally thank and express gratitude to a soldier who served his country; and WHEREAS: This soldier, John Jorgensen, a special guest at today's meeting, a native of the State of Vermont, who received his commission as a Second Lieutenant from the ROTC program at Norwich University as an Armor Officer; and WHEREAS: Second Lieutenant John Jorgensen was promoted to the senior officer rank of full (bird) Colonel after thirty (30)*

*years of devoted and unconditional commitment in the United States Army serving two (2) tours of duty in Vietnam at the height of the war receiving, among many other awards, a CIB (Combat Infantry Badge) for courage and display of warrior tenacity with a rifle in hand; and WHEREAS: Colonel Jorgensen provided decisive leadership in various capacities, particularly as both a Battalion Commander and Brigade Commander of Tank Units; and WHEREAS: Colonel John Jorgensen also served as a Senior Advisor during the war against terrorism, Desert Storm; **NOW THERE FOR LET IT BE RESOLVED THAT:** "THE BOARD OF DIRECTORS, HAS THE HONOR TO OFFER GRATITUDE AND APPRECIATION TO RETIRED COLONEL JORGENSEN FOR THIS LONG AND ILLUSTRIOUS CAREER AS TANK COMMANDER AND LEADER OF OUR MEN AND WOMEN WHO SERVE, AND HAVE SERVED, IN OUR ARMED FORCES, UNITED STATES ARMY, AND IN DEFENSE OF OUR COUNTRY, THE UNITED STATES OF AMERICA. *And Further Resolve*, that this Resolution of Appreciation will be displayed in the Board Room of Central Wisconsin Community Action Council, Inc., Wisconsin Dells, WI. *Unanimously approved by roll call vote on this date, June 12, 2013 and signed by the Board President & Board Vice-President.*" Passed by unanimous vote. **MOTION CARRIED.***

This award was presented to retired Lieutenant Colonel John Jorgensen who graciously accepted on behalf of all soldiers, sailors, airmen, and marines who have served and are currently serving. He stated he was honored to attend our meeting today and expressed his confidence in Fred as our Executive Director.

Renee announced there is a Madison Non-Profit Day celebrating the awareness of non-profits being held on October 29th if anyone is interested in attending. She also gave a short presentation on how inspired she is by CWCAC, what the agency means to her, and the positive experience she's had with the agency which summed up reads, "Committed to working with the Community to Alleviate the Challenges of Poverty".

10. **Next Meeting**

Wednesday, August 28, 2013 @ 10:00 a.m.

11. **Adjourn**

Dave Singer made a motion to adjourn. Seconded by Bob McClyman. Passed unanimously. **MOTION CARRIED.**

Signed by:


Fred Hebert, Executive Director

8-14-13
Date

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES
Adams County Board Room, August 20, 2013 6:00 p.m.

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. #02 Rocky Gilner; 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. SAYL student Present: Feldner. **Excused:** Dist. #03-Larry Babcock and SAYL student Theisen.

Motioned by Bays/Roekle to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Licitar/Edwards to approve July 16, 2013 minutes. Motion carried by unanimous voice vote.

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

Claims: None
Correspondence: None
Appointments: None

Unfinished Business: Motioned by Allen/Miller to bring Res. #55 to sell county advertised foreclosure property (Cecilia Lasse), and amend line 20 back on the floor. Motion carried by unanimous voice vote.
Motioned by Allen/James to amend Res. #55 by inserting line 20 after "Tax No. 12-125-10 and before "Part" to read: *All of the North One-Half of the Northeast Quarter (N 1/2 NE 1/4) of Section 6, Township Fifteen (15) North, Range Seven (7) East of the Fourth Principal Meridian, excepting that part thereof which lies within the following premises previously conveyed:* Motion to amend Res. #55 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. Chairman requested roll call vote on Res. #55 in its entirety, 19 yes, 1 excused. Excused, Babcock.

Reports and Presentations: 2012 Audit presentation was given. Administrative Coordinator/Director of Finance report was submitted in the board packet. RIDC report will be handed out. Presentation on Circuit Court was given by Terry Reynolds. Presentation on the Library was given by Jeff Wavrunek. Employee picnic reminder: Castle Rock County Park, August 21st at 5:00 p.m.

Resolutions:

Res. #62: Motioned by Allen/Kotlowski to adopt Res. #62 to sell county advertised foreclosure property 30-6315. Motion to adopt Res. #62 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #63: Motioned by James/Eggebrecht to adopt Res. #63 to quit-claim the Easton Boat Landing property to the Town of Easton for public use. Motion to adopt Res. #63 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #64: Motioned by Sebastiani/Miller to adopt Res. #64 to approve the Airport Management Agreement. Motion to adopt Res. #64 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #65: Motioned by Djumadi/Licitar to adopt Res. #65 to transfer \$940 from the General Fund/Unassigned Fund to Veterans Service Non-lapsing Account 100-R-34-48500. Motion to adopt Res. #65 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #66: Motioned by Djumadi/Sebastiani to adopt Res. #66 to amend County Board Rules, Section XXIII – C both of the Administrative & Finance and Executive Committee. Motion to adopt Res. #66 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #67: Motioned by Roekle/Stuchlak to adopt Res. #67 to authorize the Administrative Coordinator/Director of Finance to apply for a grant from the WDNR Lake Protection Grant Fund for the purpose of continuing the shoreland buffer education and restoration activities. Motion to adopt Res. #67 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Roseberry. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #68: Motioned by Eggebrecht/Sebastiani to adopt Res. #68 to approve a three (3) year Agreement from January 1, 2012 through December 31, 2014, with the Adams County Deputy Sheriff's Association, Local 355, of the Wisconsin Professional Police Association. Motioned by Miller/Roekle to amend Res. #68 Fiscal Note line 17 and line 18 by striking ~~general~~ and inserting: *protected*. Motion to amend Res. #68 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)). Motion to adopt amended Res. #68 carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Djumadi and Stuchlak. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #69: Motioned by Edwards/James to adopt Res. #69 to approve the renewed agreement with Mid-State Technical College (MSTC) to provide educational services to inmates while incarcerated in the Adams County Jail. Motion to adopt Res. #69 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Roseberry. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Res. #70: Motioned by Eggebrecht/Sebastiani to adopt Res. #70 to replace funds in the Sheriff's Office budget that were inadvertently omitted from the attachment to Resolution 59-2012 which resulted in funds being placed into the general fund. Motion to adopt Res. #70 carried by roll call vote, 19 yes, 1 excused. Excused, Babcock. (SAYL students 1 yes, Feldner. Excused, Theisen. (non-binding vote)).

Recess: Motioned by Allen/Eggebrecht to recess at 7:25 p.m. Motion carried by unanimous voice vote.

Reconvene: Meeting called back to order by Chairman West at 7:34 p.m. 19 present, 1 excused. Excused, Babcock. Excused, SAYL students, Feldner and Theisen.

Ordinances:

Ord. #11: Motioned by Stuchlak/Licitar to enact Ord. #11 to rezone a parcel of land (2.49 acres) owned by Joan & Robert Stallman located in the SW ¼, NE ¼, Section 35, Township 16 North, Range 6 East, Outlot 1, CSM 5200 on Evergreen Drive, Town of Easton, Adams County, Wisconsin, from an A-3 Secondary Agriculture District to an R1LL Single Family Residential District. Motion to enact Ord. #11 carried by roll

call vote, 19 yes, 1 excused. Excused, Babcock.

Excused: Babcock, Gatterman, Sebastiani and West

Motioned by Miller/Allen to suspend rules and make Phillippi, County Clerk acting chair for Ord. #12. Motion to suspend rules carried by roll call vote, 16 yes, 4 excused. Excused, Babcock, Gatterman, Sebastiani and West.

Ord. #12: Motioned by Roekle/Stuchlak to enact Ord. #12 to rezone a parcel of land owned by Adams Columbia Electric Co-op, located in the SW ¼, SW ¼, Section 16, Township 15 North, Range 6 East, Lot 1 of CSM 509 at 1098 State Road 82, Town of Springville, Adams County, Wisconsin, from a PSP-1 Public and Semi-Public District to an I1 Industrial District. Motion to enact Ord. #12 carried by roll call vote, 15 yes, 1 no, 4 excused. Voting no, Roseberry. Excused, Babcock, Gatterman, Sebastiani and West.

Phillippi steps down as Acting Chair, West takes over as Acting Chair.

Public Participation: Ray Bildings gave an update on Bugtussel.

Denials: None

Petition: None

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

Motioned by Edwards/Bays 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: September 17th, 2013 at 6:00 p.m. West will be excused, Sebastiani will be Acting Chair.

Motioned by Roekle/Djumadi to adjourn the meeting at 8:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Adams County Clerk

These minutes have not been approved.

Minutes of Executive Committee Meeting
August 7, 2013 – 8:00 a.m.
Adams County Courthouse, Conference Room A-260

John West, Chair, called the meeting to order at 8:07 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, and Jack Allen.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Kenneth M. Wagner, Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Djumadi; Sheriff Sam Wollin; Highway Commissioner Pat Kotlowski; Hether Bitsky; and HHS Fiscal & Support Services Manager, Wendy Pierce.

There was no new Correspondence.

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

Motion by Babcock, seconded by Allen, to approve Minutes of the Executive Committee Meeting held July 9, 2013. **Motion carried by unanimous vote.**

Motion by Allen, seconded by Babcock, to move agenda item 9 to agenda item 8. **Motion carried by unanimous vote.** Discussion was held on waiver to grant catastrophic leave to Hether Bitsky. **Motion by Allen, seconded by Sebastiani,** to approve grant of catastrophic leave to Hether Bitsky. **Motion carried by unanimous vote.**

Discussion was held regarding Department Head concerns over County Employee Benefit package. Larson inquired on behalf of Department Heads as to what changes the Committee might be proposing? Allen suggested forming a committee which includes 3 department heads to discuss and analyze further.

The **Administrative Coordinator/Director of Finance** budget was presented by Trena Larson. Larson explained that the amount of levy request was decreased this year. Larson will make changes to her budget. No motion was made.

The **Corporation Counsel Department** budget was presented by Ken Wagner who discussed reductions due to one employee not taking health insurance benefits, and a change in salary. Wagner spoke of the need for additional security for staff safety and proposed installation of three doors. Allen acknowledged employee concerns, and suggested that the expense is more properly brought before the Property Committee. The \$3,000 cost was eliminated from the Corporation Counsel budget. The Maintenance Budget should be amended to accommodate the cost of the inside door, and estimates should be obtained for the hallway doors. **Motion by Allen, seconded by Babcock,** to approve the 2014 Corporation Counsel Budget as amended and forward to the Finance Committee for review. **Motion carried by unanimous vote.**

THESE MINUTES HAVE BEEN APPROVED BY THE EXECUTIVE COMMITTEE

The **Personnel Department** budget was presented by Marcia Kaye. Legal expenses were reduced to \$4,000. Safety training was discussed. RFPs for safety training will be returned in August for referral to the Safety Committee. **Motion by Babcock, seconded by Allen**, to approve the Personnel Department budget as amended, and forward to the Finance Committee for review. **Motion carried by unanimous vote.**

Motion at 10:03 a.m. by Sebastiani, seconded by Allen, to recess for five minutes. **Motion carried by unanimous vote.**

The meeting reconvened at 10:12 a.m.

Motion at 10:12 a.m. by Allen, 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. **Motion carried by unanimous vote.**

The Committee reconvened at 11:00 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. Allen requested a comparison of Corporation Counsel outside attorney fees versus salary saved during the vacancy in that office.

The **Corporation Counsel** Department report of office management and case load was given by Kenneth M. Wagner.

Marcia Kaye, Personnel Director, presented a handout and discussed Personnel Department operations. Kaye will compare Building Inspector wages per the request of Sebastiani.

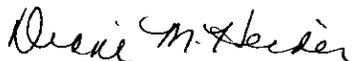
No vouchers were available for approval at this meeting.

A meeting will be held on **August 20, 2013 at 5:30 p.m.**, to discuss and/or act on Resolution to Approve the 2012-2014 WPPA Local 355 contract.

The next monthly meeting is set for: **September 6, 2013 at 1:00 p.m.** Sebastiani is excused. No action items were carried forward.

Motion by Allen, seconded by Sebastiani, at 11:25 a.m. to adjourn the meeting. **Motion carried by unanimous vote.**

Respectfully submitted,



Diane Heider
Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE EXECUTIVE COMMITTEE

**Executive Committee Meeting
Tuesday, August 20, 2013 5:30 p.m.
Conference Room A260
MINUTES**

The meeting was called to Order by John West, Committee Chair at 5:30 p.m. The meeting was properly announced.

Members Present: Jack Allen, Florence Johnson, and John West. Excused: Larry Babcock. Also Present: Ken Wagner and Marcia Kaye.

Motion by Allen, seconded by Johnson, to approve the Agenda. Motion carried by voice vote: Allen – yes; Johnson – yes; West – yes; Sebastiani – [not yet present].

Sebastiani joined the meeting at 5:32 p.m.

Motion by Allen, seconded by Johnson to Approve the WPPA Union Local 355 Contract for 2012-2014. Motion carried by unanimous voice vote.

Motion by Johnson, seconded by Allen to Adjourn at 5:35 p.m. Motion carried by unanimous voice vote.

Marcia Kaye
Acting Recording Secretary

These minutes have been approved by the Executive Committee.

Debra M. Heider

EXECUTIVE COMMITTEE MINUTES
SEPTEMBER 6, 2013 – 1:00 P.M.
ADAMS COUNTY COURTHOUSE – CONFERENCE ROOM A-260

John West, Chair, called the meeting to order at 1:04 p.m. The meeting was properly announced.

Committee members present: John West, Jack Allen, Larry Babcock and Florence Johnson. Al Sebastiani was excused.

Other present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney Kenneth M. Wagner, Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant (recording secretary); Supervisor Pisillini; Supervisor Djumadi; HHS Director Diane Cable; Highway Commissioner Patrick Kotlowski; Public Health Officer Sarah Grosshuesch; Sheriff Sam Wollin; Chief Deputy Terry Fahrenkrug; Brenda Quinnell; Karen Bays; Wendy Pierce.

There was no new correspondence.

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

Motion by Johnson, seconded by Allen to approve the Minutes of August 7, 2013 and August 20, 2013. Motion carried by unanimous vote.

Discussion was held regarding imposing a monthly fee upon any employee enrolled in the WEA Trust Health Insurance who chooses not to participate in the annual Health Risk Assessment.

Discussion was held regarding an H&HS Board Resolution to Accept the Wisconsin Family Foundations Home Visiting Program Grant, which also includes the development of the positions of Public Health Nurse Supervisor, Public Health Nurse, and Accounts Receivable/Billing Specialist, not currently budgeted for 2013. Motion by Allen, seconded by Babcock, to approve the Resolution with the following changes:

- (1) Change Line 14 to read “FTE billing support staff will be funded through this grant at 50%,”;
- (2) Change Line 20 to read, “\$13,563.13 will be required in 2012. However”
- (3) Line 48 will change at County Board.

Motion carried by unanimous vote.

Discussion was held regarding approving the new position of Sheriff’s Department Community Policing Deputy for fiscal year 2014. Motion by Babcock, seconded by Allen, to approve the new position of Patrol Deputy with the special assignment of Community Policing. Motion carried by unanimous vote.

Discussion was held regarding the Reclassification of the Lead Maintenance Technician to a Building and Grounds Director position for fiscal year 2014. Motion by Babcock, seconded by Allen, to approve the Building and Grounds Director job description and position reclassification. Per Adams County policy, it will be taken to full County Board as a Resolution

because it is a Department Head position. The wage will be established and approved as part of the WIPFLI wage study.

Discussion was held regarding clarification on the duties, responsibilities, expectation and authority of the Safety Committee and to whom they report. Supervisor West will have Administrative & Finance Committee consider the funding in the budget process.

Discussion was held regarding the County philosophy on Compensation and Benefits and how to proceed in completing the WIPFLI study. Handouts were discussed. Recommendation was given by Executive to calculate the wages at the step closest to the current wage without a decrease in pay and a second alternative as the step closest to the current wage plus one additional step. Administrative & Finance Committee will notice a joint meeting with the Executive Committee to discuss the wages once they are placed within the scale as recommended above

Administrative Coordinator/Director of Finance monthly report.

- The department priority is the budget. Budget books are ready for distribution for Administrative & Finance Committee meetings.
- Working toward transition for child support manager vacancy on September 13.
- A recommendation to PS&J will be that Corp Counsel will be temporary oversight for Child Support and report to the PS&J Committee.

Corporation Counsel reported the types and number of cases, legal opinions and documents reviewed.

Personnel Department monthly report. The Committee reviewed a handout of department activities and accomplishments.

August voucher reports were not available for this meeting. Motion by Allen, seconded by Babcock, to approve July 2013 vouchers. Motion carried by unanimous vote.

Set next meeting dates:

- Regular monthly meeting: October 7, 2013 – 9:00 a.m.
- Joint Administrative & Finance Committee and Executive Committee: October 8, 2013.

Action items for next meeting: none

Motion at 3:55 p.m. by Allen, seconded by Babcock, to adjourn. Motion carried by unanimous vote.

Respectfully submitted,



Diane M. Heider
Recording Secretary

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – August 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, Jack Allen, Heidi Roekle, Teresa Harvey-Beversdorf, Rocky Gilner. Absent excused: Dr. Mark Hatton, Deb Johnson-Shuh.

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

Veterans Services Staff: Dave Guerin

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

Motion was made by Allen / Pisellini to approve the July 19, 2013 minutes as submitted. Motion carried by UVV.

New Business – none

Public Comment – none

Correspondence – none

Announcements - none

Veterans Service

Review and approved July Veterans Service vouchers and financial report. A brief discussion was had and a motion was made to approve the July Veterans Services Vouchers and Financial Report by Roekle / Pisellini. Motion was carried by UVV.

Veterans Service Officer's report. Dave shared a brief success story with the committee.

Veterans Service Budget. Dave gave a brief presentation of his 2014 budget to the committee. A discussion was held. A motion was made to approve the Veterans Services 2014 budget by Roekle / Beversdorf. Motion was carried by UVV.

Health & Human Services

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

Director's Report by Diane Cable. Diane briefly updated the committee on the short term fix to help with the shortage of space in our building. It was decided that the space issue will be put on the next Properties Committee meeting agenda to discuss setting up an Adhoc Committee for future space needs.

Public Health – A brief discussion was held and a presentation was given by Sarah Grosshuesch on the Grant for the Wisconsin Family Foundations Comprehensive Home Visiting Program. A motion was made to move forward with this grant and to accept the personnel needed for the program by Roekle / Gilner. The motion carried by roll vote, 6 yes, 1 no, 2 excused. Voting no, Djumadi.

Clinic – Personnel – A brief discussion was held for the recruitment to fill the vacated counselor position in the Behavioral Health Clinic with a dual Mental Health/AODA certified counselor. A motion was made by Allen / Beversdorf to approve the recruitment for the Mental Health/AODA counselor. Motion passed by UVV.

Recess - A motion was made to take a 5 minute recess by Allen / Pisellini. Motion was carried by UVV at 10:05 a.m.

Meeting was brought back to order by Chairperson Djumadi at 10:10 a.m.

Administration – Diane Cable presented the HHS 2014 budget to the committee. A discussion was held and questions were answered. The voting of the budget will be held at the August, 20, 2013 meeting.

Recess – A motion was made to take a recess for the Aging Public Hearing meeting by Allen / Gilner. Motion was carried by UVV at 11:10 a.m.

Meeting was brought back to order by Chairperson Djumadi at 11:25 a.m.

New Business – Need to discuss the times and dates of the HHS Committee meetings at the next meeting.

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

Next Regular Meeting Date – August 20, 2013 @ 3:00 p.m. (Court House)

Motion to adjourn at 11:35 a.m. 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 Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – August 20, 2013**

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Djumadi at 3:00 p.m.

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

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

Public Comment – none

Correspondence – Lori shared with the committee about an upcoming meeting on transportation that the North Central Regional Planning Commission will be having on Thursday, August 22, 2013.

Announcements - none

Health & Human Services

Motion was made to amend the agenda to have item numbers 3, 4, and 5 moved before item number 2 on the agenda by Roekle / Pisellini. Motion carried by UVV.

Clinic-Personnel – No discussion was had and a motion was made to approve the recruitment of the Mental Health/AODA Counselor position by Roekle / Pisellini. Motion carried by UVV.

CPS – Personnel – A discussion was held on the need for two new FTE Social Worker positions budgeted into the 2014 Health & Human Services budget. A motion was made to approve the two FTE Social Worker positions within the 2014 Health & Human Services budget by Allen / Roekle. The motion passed by roll vote, 6-Yes and 3-Excused.

Clinic – Personnel – A discussion was held and Diane Cable explained to the committee the need for the FTE Case Manager position budgeted into the 2014 Health & Human Services budget. A motion was made to approve the FTE Case Manager position within the 2014 Health & Human Services budget by Roekle / Pisellini. Motion carried by roll vote, 6-Yes and 3-Excused.

Health & Human Services Board Meeting Minutes – August 20, 2013

Administration – Personnel – A discussion was held on the need for a FTE Business Manager position budgeted into the 2014 Health & Human Services budget. A motion was made to approve the FTE Business Manager position with the amendment of the job title to say FTE Support Services Coordinator by Roekle / Allen. Motion carried by roll vote, 5-Yes, 1-No and 3-Excused. Voting no, Dehmlow.

Administration – Budget – A discussion was held on the HHS Department budget for 2014. A motion was made to approve the budget with the amended job title for the FTE Business Manager position by Allen / Gilner. Motion carried by roll vote, 6-Yes and 3-Excused.

General – HHS Committee Meetings: A brief discussion was held on the monthly meeting dates and times for the HHS Committee meetings. It was decided that the HHS Committee meetings would be held on the 3rd Wednesday of every month at 9:00 a.m.

New Business – Items for discussion at next month's meeting.

- Job descriptions for the newly approved positions
- Security System update

Next Regular Meeting Date – September 18, 2013 @ 9:00 a.m.

Motion to adjourn at 4:45 PM by Roekle / Allen. 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 Health & Human Services
Public Hearing
Community Center – August 12, 2013**

The Adams County Health & Human Services Public Hearing meeting was called to order by Heidi Roekle at 5:30 p.m.

Roll Call of Board Members: Terry Harvey-Beversdorf, Rocky Gilner, Jack Allen, Heidi Roekle. Absent excused: Lori Djumadi, Paul Pisellini, Dr. Mark Haton, Deb Johnson-Shun, Fran Dehnlow.

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

Public Comment – no public participation.

Motion to adjourn at 5:40 p.m. by Roekle / Allen. 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 Health & Human Services
Aging –Public Hearing
Community Center – August 14, 2013**

The Adams County Health & Human Services Aging Public Hearing meeting was called to order by Chairperson Djumadi at 11:10 a.m.

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

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

Public Notice: A motion was made to approve the public notice by Roekle / Beversdorf. Motion carried by UVV.

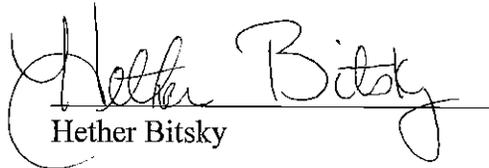
Public Comment – no public participation.

Motion to adjourn at 11:25 a.m. by Roekle / Allen. 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, AUGUST 8, 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
James Bays

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Steve Stalker
and Nick Scholtes

MEMBER ABSENT: Patrick Gatterman ~ Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, August 8, 2013.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, MORGAN AND BAYS. MEMBER ABSENT: GATTERMAN ~ EXCUSED

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

APPROVAL OF MINUTES OF LAST MEETING (JULY 11, 2013): *Motion by Johnson to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for July 11, 2013 Regular Monthly 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:

- Corre Inc.
- Driveway Access County Road E ~ Wisconsin Land Coop

CORRE INC.: Nick Scholtes Representative from Corre Inc. discussed his company's background and services with the Highway Committee and what they can offer to the County. NO ACTION OR MOTIONS MADE.

DRIVEWAY ACCESS COUNTY ROAD E ~ WISCONSIN LAND COOP: Driveway access on County Road E was denied to Wisconsin Land Coop, based on section 5.9 (Corner Lots: Where a parcel abuts more than one public road and where such roads are classified differently, access shall be required onto the road with the lowest classification, where possible) of the Driveway Ordinance #22. Steve Stalker ~ Wisconsin Land Coop was present to explain why he needed a driveway on County Road E, due to his business being located on this road and to access from 10th Avenue would not be economical. *Motion by Bays to allow a variance for the Wisconsin Land Coop driveway access on County Road E, as there is no*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
AUGUST 8, 2013 ~ 9:00 A.M.**

safety concerns in this area and they must still comply with all the provisions in the ordinance reference rules and standards, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON CREW CAB PICKUP TRUCK BIDS: The following bids were received for the crew cab truck:

COMPANY	MAKE	YEAR	PRICE
Charles Automotive	Chevrolet	2014	\$29,985.00
Rudig Jensen	Ford	2014	\$35,044.00
A-F Motors	Chevrolet	2013	\$35,753.76
A-F Motors	Chevrolet	2014	\$33,018.01

Motion by Bays to award the bid for the crew cab truck to Charles Automotive, as being in the best interest of the county and to add the Bluetooth option, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

COUNTY ROAD P BONDING / FUNDING: Highway Commissioner discussed with the Highway Committee the August 6, 2013 Administration / Finance Meeting reference the County Road P Bonding. Administration/Finance Committee instructed the Commissioner and Administrator Coordinator Director of Finance to research bonding for County Road P and to contact Ehlers the Financial Consultants reference this topic. Highway Committee would like to continue to move forward and discuss bonding for County Road P.

UNIFIRST CONTRACT: Highway Committee reviewed the Unifirst Contract, no changes were made from the previous contract. Under advisement from the County Corporation Counsel and Administrator Coordinator Director of Finance no action could be taken as the contract would exceed the sitting board term of office. NO ACTION TAKEN.

2014 PROPOSED HIGHWAY BUDGET: Highway Commissioner presented the 2014 Highway Budget to the Highway Committee with no increase in the Highway County Levy amount from 2013, which was \$3,423,672.00. The Highway Committee and Commissioner reviewed and discussed all of the documents that make up the Highway Budget. *Motion by Bays to approve and forward to the Administration/Finance Committee the 2014 Highway Budget as presented with no increase to the County Levy from the prior year: TOTAL REVENUES \$6,573,271.00, TOTAL EXPENSES \$6,573,271.00 COUNTY TAX LEVY \$3,423,672.00, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Mowing
- Seal Coating in Portage County
- Rip Rap for Colburn

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
AUGUST 8, 2013 ~ 9:00 A.M.**

- Painting
- Letter of response from D.O.T. Secretary regards STH 82 road condition
- County Road G Construction will start August 19

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

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

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- County Road E Speed Limit Ordinance

SET NEXT MEETING DATE AND ADJOURN: *Motion by Morgan, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, September 12, 2013 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:38 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Adams County Library
Board Minutes
08-26-2013**

The meeting was called to order by President Mary Nelson at 1:01 p.m. Present were Challoner, Kreten, Gilner, Heideman, Nelson and Director Wavrunek. Member Fugate arrived at 1:08 p.m. Townsend was an excused absence.

President Nelson verified that the meeting was properly announced.

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

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

Recommended Actions: minutes, bills and financial report:

Motion to approve the July minutes was made by Kreten and 2nd by Gilner. **Motion carried.**

Motion to approve the financial report was made by Kreten and 2nd by Gilner. **Motion carried.**

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

Communications and Reports:

Director reported on the Administrative Counsel meeting for the South Central Library System. Discussion on starting a committee regarding digitizing material, some representatives stated that libraries in their county would not be able to afford this and might have to close down. The question was posed as to whether SCLS could help with funding for the new technology. Jeff brought up the question of whether it was fair for a library like Adams County, which is one of the poorest funded in the state, to have to help other libraries with the cost. Committee would be addressing all sides of this issue.

South Central Library System report:

President Nelson reported that the System & Resource Library Administrative Association of Wisconsin (SRLAAW) is doing a study ahead of the state in the re-organization of the system that serves WI libraries. The goal is to create a more effective public library system by getting all libraries to use economy of scale to better serve each other, trying to eliminate waste and to meet the new standards set by SRLAAW.

Eventually the State may be looking at consolidating by possibly creating only one library system for the whole state.

Director's Report:

- A. Wavrunek reported that library circulation year to date was up about 15% last month. Director made a power point presentation to the County Board supervisors for the library. Adams County Board is in the process of developing/ approving a Mission statement for the County.
- B. Amazon book sales have been going well. Staffing for Amazon is still an issue.
- C. Brat sale and book sale went well this year.
- D. Director reported that (1) part time staff member is collecting unemployment from her previous job and those monies are now coming from the library budget.

- E. Landscaping: Master Gardeners will be putting a plan together for raised flower beds in the front and the back of the library. Property committee will be studying the logistics of the beds.
- F. The Ten Year Strategic Plan was passed out to members for their review. We will have a vote on the plan in September.

Budget Report:

At the SCLS All Director's meeting the fees for 2014 was voted on. The shared fee between the county, library and school district will jump between \$1000.00 and \$1500.00 for each library. The contract we have with SCLS to provide e-books can jump as much as 35% next year.

The Library Board went to closed session per Sec. 19.85(1)(c), Wis. Stats., to evaluate Director Wavrunek at 1:45 p.m. Director Wavrunek was excused. Returned to open session at 2:10 p.m. and Director Wavrunek rejoined the meeting.

Identify possible upcoming items for future meetings:

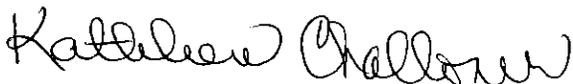
- A. Budget outcome
- B. Circulation desk issues
- C. Staff meetings
- D. Library loss issues
- E. New DVD checkout procedures
- F. Strategic Plan

A **motion** was made by Fugate and 2nd by Kreten to adjourn the meeting . **Motion carried.**

Meeting was adjourned at 2:20 p.m.

The next Library Board meeting will be at the Adams County Library on October 28, 2013 at 1:00 p.m.

Respectfully submitted:



Kathleen Challoner, Secretary

Adams County Local Emergency Planning (LEPC) Committee

Thursday, August 29, 2013, 9:30 a.m.

Community Center Building, Conf. Rm. 103

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held on Thursday, August 29, 2013, in Conference Room 103 at the Adams County Community Center. Chairman Dean Morgan called the meeting to order. The meeting was properly noticed.

Roll Call - Members present: Dean Morgan, County Board Supervisor; John Frantz, Chief, Rome Fire Dept.; Sam Wollin, Sheriff; Terry Fahrenkrug, Chief Deputy; Scott Switzer, Moundview Memorial Hospital; Chris Saloun, Public Health; Pat Kotlowski, Highway Commissioner; Darcie Beckman, Times Reporter; Katie Gaynor, American Red Cross and Jane Gervais, Emergency Management Director. Members not present: Terry James, County Board Supervisor; Nick Segina, WDKM Radio; Jeff Rogers, ARES/RACES; Dawn Miller, Allied Cooperative and representative from City of Adams Police Department. Others present: Marc Sass, DNR Forestry Ranger and Barb Morgan.

Motion by Frantz/Fahrenkrug to approve the agenda. Motion carried.

Motion by Beckman/Saloun to approve the minutes of February 18, 2013. Motion carried.

Public Input. No public input.

Chair Morgan called for nominations for Vice-Chair. **Motion by Beckman/Frantz to nominate Sheriff Wollin for Vice-Chair.** Chair Morgan called three times for any other nominations. No other nominations. **Motion carried.**

LEPC Bylaws, Review of and any Recommendations. Gervais recommended the following changes: Page 3 – Under Quorum remove the words simple and members present. Replace members present with the word membership. Under Voting section, 3rd paragraph, remove the words simple and members present and add membership. Page 4, Chairperson – Remove the last sentence – The Chairperson shall be a County Board member. Chair Morgan recommended the following change: Page 2 – Under Location and Characteristics, 2nd sentence – Remove New Chester and replace with Jackson. **Motion by Frantz/Gaynor to approve the recommended changes to the Bylaws. Motion carried.**

LEPC Membership, Review and Act on Recommendations for Appointment. Gervais introduced Marc Sass, DNR Forest Ranger, who is recommended to sit on the LEPC committee to replace Jodi Stormoen. **Motion by Frantz/Saloun to approve the appointment of Marc Sass to the LEPC Committee and to forward the appointment on to Public Safety & Judiciary Committee and then on to County Board. Motion carried.**

Review/approval of off-site Plans for Facilities with Extremely Hazardous Chemicals. Gervais explained revisions made to the EPCRA Offsite Plans for three facilities: Gary Bula Farms, Wilbur Ellis and Allied Cooperative. **Motion by Gaynor/Beckman to approve the off-site facility plans with changes as discussed. Motion carried.**

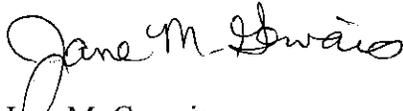
Report on HazMat Tabletop & Functional Exercise and upcoming Juneau County HazMat Team Full-Scale Exercise. Gervais advised the committee of the outcome of the HazMat tabletop exercise that was held on March 30, 2013 and the functional exercise that was held on June 22, 2013. Gervais informed the committee of a Hazmat tabletop exercise that will be held in Juneau County on Saturday, September 7, 2013.

Report on Spills in County. Gervais advised the committee about a spill that was reported to her on June 25 at the BP Station on Hwys. 13 & 21, an LP gas leak that occurred on August 6 at the GetAway Lodge on Hwy. 82, and an extremely hazardous chemical release from a railway tanker car that occurred in the Adams rail yard early this morning (August 29, 2013) at 2:00 a.m.

The next meeting date of this committee will be Monday, February 17, 2014, at 9:30 a.m., at the Adams County Community Center.

Motion by Wollin/Kotlowski to adjourn at 10:00 a.m. Motion carried.

Respectfully submitted,



Jane M. Gervais
Secretary/Coordinator of Information
Adams County Emergency Management Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

**Parks Committee Meeting
Courthouse Conference Room A231
July 9, 2013 9:00 a.m.**

Call to Order: Chairman called the meeting to order at 9:00 a.m.

The meeting was properly announced.

Roll Call: Committee Members: Bob Eggebrecht, Jerry Kotlowski, Paul Pisellini. Bill Miller and Jake Roseberry, excused. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Rita Kolstad – Parks Administrative Clerk.

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

Previous Minutes: Motion by Kotlowski/Pisellini to approve the June 11, 2013, minutes as amended to include motion on Easton Township taking over Easton Pond that the Township must keep the public access open to the general public or the property will revert back to Adams County. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: None.

Public Participation on Agenda Items: None.

Bluegreen Algae Public Information Shared: Director consulted with the County's insurance carrier's risk management consultant on the proposed bluegreen algae signage. The Parks Department will be installing kiosk's at the park entrances where information from Public Health on algae will be posted. Park office staff will refer the general public to the kiosks as they enter or register at the park. Motion by Pisselin/Kotlowski for the Parks Department to move forward with the kiosk stations. Motion carried by unanimous vote.

Town of New Chester Regarding Patrick Lake Park: Director reported the Township has decided not to take over Patrick Lake Park. Milk Source has still been doing some mowing at the park and has been notified they can no longer mow unless they sign a volunteer form. Committee is requesting a P&Z bldg. inspector evaluate the buildings for possible repairs or demolition. Committee will tour the property at the next Parks Committee meeting.

WPRA Annual Conference: Director attends part of the conference annually to work as he is on the Board of Directors of the WPRA Foundation. The Parks Department will contact the Admin. Coord. office to find out if the County Board budget has any monies for the Parks Committee staff to attend the WPRA Conference and report back at the next meeting.

Employee Hiring Update: The following promotions/hires were made at Castle Rock Park: Carol Moore was promoted to Park Aide Level III; James Van Tassel was promoted to Groundskeeper/ Landscaper Level I; and John Barber was hired to fill the vacant Park Aide Level II position. No other vacant positions are being filled at this time at either Park.

Petenwell and Castle Rock Park Projects: Director reported the Department is still waiting on the State grant requests' status.

Parks/Rec. Operational Reports: Department has received positive comments on the South Outlying Caretaker's performance.

Motion by Kotlowski/Pisellini to approve security camera purchases for Castle Rock and Petenwell Parks capital improvement budgets to thwart vandalism and theft in the boat docking areas. Motion carried by unanimous vote.

Trails /Bridge Report: Coordinator reported the snowmobile bridge project Widow Green Creek has been installed by Fenner's and came in under budget.

Adams County is eligible to apply for snowmobile trail supplemental grant monies which the Coordinator will be applying for.

Committee was given a copy of the 2012-2013 snowmobile audit recently completed.

Coordinator reported an ATV and an UTV collided head-on recently so the trails will be graded 12' wide whenever possible in the future vs. the 10' wide they currently are per State requirements.

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

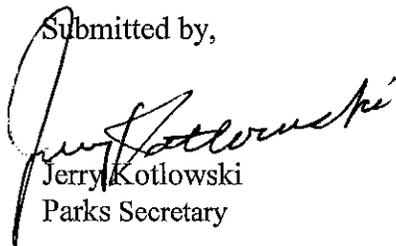
Expense Check Summary Report and Expense Report: Reviewed by Committee. Motion by Kotlowski/Pisellini to approve the expense check / report as presented. Motion carried by unanimous vote.

Future Agenda Items: Patrick Lake Park Tour.

Set Next Meeting Date: August 13, 2013, 9:00 a.m., Courthouse Conference Room A231, with Patrick Lake Park on-site tour immediately following meeting.

Adjourn: Motion by Kotlowski/Pisellini to adjourn at 9:45 a.m. Motion carried by unanimous vote.

Submitted by,



Jerry Kotlowski
Parks Secretary

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

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: AUGUST 7, 2013

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. on Wednesday, August 7, 2013 with the following members present: Glenn Licitar, Randy Theisen, Al Sebastiani, Heidi Roekle and Terry James. Barb Morgan was excused. Others present were: Phil McLaughlin, Zoning Administrator; Janene Harper, Recording Secretary, Cathy Allen, Secretary; and Greg Rhinehart, County Surveyor. Pledge of Allegiance. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Glen Licitar made a motion to approve the agenda as noticed. Heidi Roekle seconded the motion. All in favor. Motion carried. Al Sebastiani requested to abstain from Public Hearing #1 and was excused.

Public Hearings: Adams Columbia Electric Co-op/Bug Tussel Wireless, LLC – Rezoning request from a PSP-1 Public and Semi-Public District to an I1-Industrial District of the Adams County Comprehensive Zoning Ordinance to allow the existing substation to become conforming and to allow the construction of a telecommunications tower (Public Hearing for Variance to increase in height limitations July 24, 2013) on property located in the SW ¼, SW ¼, Section 16, Township 15 North, Range 6 East, Lot 1 of CSM 509 at 1098 State Road 82, Town of Springville, Adams County, Wisconsin. Glenn Licitar made a motion to grant the rezoning request and forward recommendation to County Board for final approval. Heidi Roekle seconded the motion. Roll Call Vote: 4 – Yes, 1 – No (James), 1-Abstain (Sebastiani). Motion Carried.

Joan M. & Robert B. Stallman – Rezoning request (2.49 acres) from an A-3 Secondary Agriculture District to an R1-LL Single Family Residential District to allow the property to become conforming and allow residential use on property located in the SW ¼, NE ¼, Section 35, Township 16 North, Range 6 East, Outlot 1, CSM 5200 on Evergreen Drive, Town of Easton, Adams County, Wisconsin. Terry James made a motion to grant the rezoning request and forward recommendation to County Board for final approval. Glenn Licitar seconded the motion. Roll Call Vote: 6 – Yes. All in favor. Motion carried.

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

Al Sebastiani made a motion to approve the minutes from the July 3, 2013 meeting as presented. Heidi Roekle seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor, presented the surveyors report for the month of July to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Heidi Roekle seconded the motion. All in favor. Motion carried. Mr. Rhinehart presented the County Surveyor's 2014 Budget. Terry James made a motion to approve the Surveyor's Budget as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Al Sebastiani made a motion to deviate to item #12 of the agenda, specifically the discussion and possible action on the Septic Tank Maintenance Letter. Heidi Roekle seconded the motion. All in favor. Motion carried. Chairman Stuchlak asks if anyone has a comment to make regarding the septic maintenance letter. John Levalle, private citizen, arises and states that he feels the letter is disrespectful and threatening. He feels that most people understand when the deadline is and why it is needed, so there is no need for such a rude letter. Jodi Quinnell of Quinnell Septic stated that she receives much feedback regarding many people taking offense to the letter. She also stated that the letter, along with the possibility of a fine, makes customers paranoid. She also feels that the form on back side of letter is very time consuming and difficult. She brought examples of septic maintenance letters and reporting requirements from other counties for review. Phil McLaughlin stated that all of this should be discussed at a later date and everyone agreed. Samples of other county's maintenance forms/letters from Jodi Quinnell and also Randy Thiesen were passed around.

PLANNING & ZONING
COMMITTEE MEETING
August 7, 2013
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Jodi Helgeson presented the Register of Deeds Office report. Heidi Roeckle motioned to approve the Register of Deeds report as presented. Randy Thiesen seconded the motion. All in favor. Motion carried. Jodi Helgeson presented the 2014 Register of Deeds Budget. Terry James questioned the out-of-town meetings and whether they were mandatory or not, who attends and what information is gained. Ms. Helgeson stated that she is typically the one to attend seminars so she can stay informed regarding new policies or actions in other Register of Deeds offices. Heidi Roeckle made a motion to approve the Register of Deeds Budget as presented. Glenn Licitar seconded the motion. All in favor. Motion carried. Jodi presented the Land Information report along with the 2013 WI Land Information Program Grant and 2014 Land Information Budget. Glenn Licitar made a motion to approve the Land Information Budget as presented. Heidi Roeckle seconded the motion. All in favor. Motion carried. Terry James made a motion to approve the WI Land Information Program Grant application. Glenn Licitar seconded the motion. All in favor. Motion carried.

Chairman Stuchlak made a motion for a 5 minute break. Randy Thiesen seconded. All in favor. Motion carried.

Meeting called back to order.

Discussion begins regarding possible action of increasing the wage for the Building Inspector/Code Enforcement Officer position. Al Sebastiani states that the Planning & Zoning Committee cannot raise wages. Phil McLaughlin and Joe Stuchlak both state that they are aware of this fact, and that this is a discussion regarding and possible action toward presenting information to the Executive Committee and Administrative & Finance Committee. Committee members all agree that the wage for a new hire Building Inspector/Code Enforcement officer should be higher than what is offered now. Marcia Kaye, Personnel Director, explained that policy states she can request more money to start for a position from the Executive Committee. Members of the Planning & Zoning Committee agreed that the wage should go up by \$2.00 on the high end of the scale and also on the bottom end of the scale. It was asked if Matthew Bremer's (current Building Inspector/Code Enforcement Officer) job description matches that of the posted position for a Building Inspector/Code Enforcement Officer. Phil McLaughlin stated that it was. Discussion ensues regarding raising Matt's level of pay also. Marcia Kaye states that Matt cannot receive an increase due to the wage freeze. It is stated in the hiring agreement that once the certifications are in place, the wage would increase. Marcia again stated that Matt cannot fit into the increase status with a wage freeze in place. Per job description requirements, Matt has acquired two UDC inspection credentials, but has not received a wage increase. Terry James states that Matt should get the increase because it was a contractual agreement increase, not a percentage increase. All members verbally and informally agreed. Terry James made a motion for a \$2.00 per hour increase on each end of the pay scale for the Building Inspector/Code Enforcement Officer position along with Matthew Bremer's contractual agreement for wage increase after receiving certification requirements to be presented to the Executive Committee and the Administrative & Finance Committee. Heidi Roekle seconded the motion. Roll Call Vote: 5 – Yes, 1 – No (Licitar). Motion carried.

Heidi Roekle excuses herself at 3:27 p.m.

Planning & Zoning Updates: Mr. McLaughlin stated that there have been few applicants as of late for the vacant Building Inspector/Enforcement Officer position. The one person that had all the qualifications needed and more accepted a position in Wisconsin Rapids. Septic Maintenance letter was discussed briefly and then tabled for further discussion at a future date. Mr. McLaughlin stated that when the GCS system gets online, a lot

PLANNING & ZONING
COMMITTEE MEETING
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of the problems with septic system data entry will be reduced. It was noted to discuss these issues at the next Planning & Zoning Committee meeting on September 4, 2013.

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

Closed Sessions: None

Correspondence: None.

The next meeting was scheduled for September 4, 2013 at 1:00 p.m. Chairman Stuchlak will be checking to see if Barb Morgan will be attending the next meeting or not, and if not, if someone else should be present in her place.

Randy Thiesen made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

Adjourned: 3:46 p.m..



Joe Stuchlak, Chair

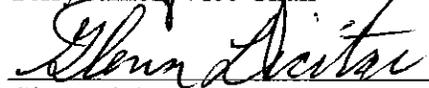


Randy Thiesen

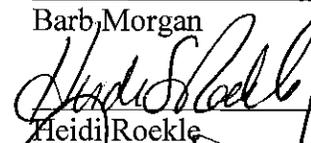


Terry James, Vice Chair

Barb Morgan

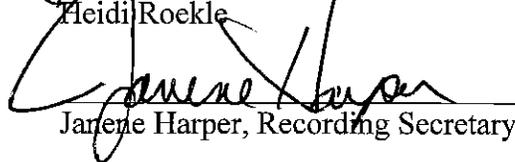


Glenn Licitar



Heidi Roekle

Al Sebastiani



Jarlene Harper, Recording Secretary

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: AUGUST 20, 2013

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 5:45 P.M. on Tuesday August 21, 2013 with the following members present: Randy Theisen, Heidi Roekle, Terry James, Al Sebastiani, Glenn Licitar and Barb Morgan. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was.

Discussion was held regarding the 2014 proposed Planning & Zoning Department Budget. After discussing the current revenue status, it was the consensus of the Committee that the anticipated revenue for 2014 should remain at \$200,000.00. Terry James made a motion to approve the 2014 proposed budget with that change and forward it to the Administration and Finance Committee. Al Sebastiani seconded that motion. All in favor. Motion carried.

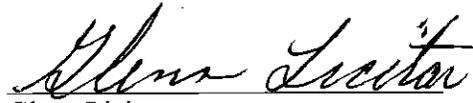
Discussion was held regarding the 2014 Lake Protection Grant Resolution to be utilized for the purpose of continuing Shoreland buffer restoration and related educational activities. Glenn Licitar made a motion to approve the Resolution and forward that recommendation to the County Board for final action. Heidi Roekle seconded that motion. All in favor. Motion carried.

Terry James made a motion to adjourn. Heidi Roekle seconded the motion. All in favor. Motion carried.

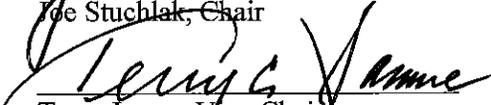
Adjourned: 6:00 P.M.



Joe Stuchlak, Chair



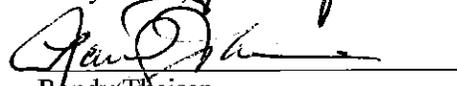
Glenn Licitar



Terry James, Vice-Chair



Barb Morgan



Randy Theisen



Heidi Roekle

Al Sebastiani



Cathy Allen, Recording Secretary

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: SEPTEMBER 4, 2013

On-Site at the Nancy Metcalf property at 3312 2nd Avenue in the Town of Jackson. Chairman Joe Stuchlak called the Onsite to order at 12:00 P.M. with the following members present: Heidi Roekle, Terry James, Glenn Licitar and Barb Morgan. After viewing the property and area proposed for an addition, Terry James made a motion to recess to the Courthouse in Friendship to proceed with the Public Hearing. Heidi Roekle seconded the motion. All in favor. Motion carried.

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. on Wednesday September 4, 2013 with the following members present: Randy Theisen, Heidi Roekle, Terry James, Glenn Licitar and Barb Morgan. 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. Heidi Roekle made a motion to approve the agenda as noticed. Glenn Licitar seconded the motion. All in favor. Motion carried.

Public Hearings: Nancy Metcalf Living Trust – Rezoning request of a portion of a parcel (5,625 Sq. Ft.) from a Conservancy District to Residential/Recreational District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the residence to become conforming and to construct an addition on property located in the NW ¼, NW ¼, Section 24, Township 15 North, Range 7 East, Pt of CSM 187 at 3312 2nd Avenue, Town of Jackson, Adams County, Wisconsin. Upon completion and review of the Committee Findings Checklist, with a total score of 279, the average of combined totals was 55.8. (Stuchlak- 51; Licitar- 60; Morgan- 60; James- 50; Roekle- 58; Theisen- abstain; Sebastiani- excused. A score of 48(80%) or higher is required for a recommendation of approval.) Terry James made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Barb Morgan seconded the motion. Roll Call. 5 – Yes. 1 – Abstain (Theisen) Motion carried.

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 August 7 and August 20, 2013 meetings as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the surveyor's report for the month of August to the Committee for review. Terry James made a motion to approve the Surveyor's report. Randy Theisen seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson reported on a new Vital Records procedure in which all death certificates will now come in electronically.

Land Information: Jodi Helgeson informed the Committee that the Grant which is to be used to continue the digitizing projects has been approved by the State. Barb Morgan made a motion to approve the Register of Deeds and Land Information reports as submitted. Glenn Licitar seconded the motion. All in favor. Motion carried.

Discussion on Septic Tank Maintenance Letter. It was the Committee's consensus to revisit the subject in November and to bring samples of the pumping statements completed by the pumpers to that meeting.

Discussion was held regarding charging a fee in 2014 for paper submittal of the POWTS Maintenance Certification Statement. The Committee feels that the Department should give the on-line reporting a year to work out any problems that may arise before taking such action.

Phil McLaughlin informed the Committee that the proposed wage increase is slated to go before the Administrative and Executive Committees for review and approval. Discussion was held regarding scheduling interviews for the vacant Building Inspector position.

Planning & Zoning Updates: Phil McLaughlin informed the Committee that he has a conference call scheduled between himself, Matt Bremer and Buzz Sorge regarding a Lake Protection Grant which will be for the buffer restoration requirements.

Phil McLaughlin presented the Financial Report for the month of July 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: An informational letter was distributed to the Committee from Jeff Reabe, President of Wisconsin Agricultural Aviation Association.

Chairman Stuchlak stated there was no need for closed session this month.

The next meeting was scheduled for October 2, 2013 at 1:00 P.M.

Barb Morgan made a motion to adjourn. Heidi Roekle seconded the motion. All in favor. Motion carried.

Adjourned: 1:51 P.M.

Joe Stuchlak, Chair

Glenn Licitar

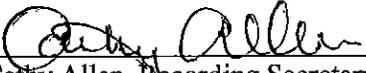
Terry James, Vice-Chair

Barb Morgan

Randy Theisen

Heidi Roekle

Al Sebastiani



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Public Safety & Judiciary Committee
Wednesday, August 14, 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, Bill Miller, and Al Sebastiani.

Others present: Carol Collins, Kris Steffens, Dennis McFarlin, Deb Barnes, Kathie Dye, Terry Reynolds, Tania Bonnett, Janis Cada, Jane Gervais, Marilyn Rogers, Sam Wollin, and Terry Fahrenkrug.

Motion by Miller to approve the agenda, seconded by Edwards. All in favor, motion carried unanimously.

Motion by Eggebrecht to approve the prior meeting minutes (July 10th), seconded by Sebastiani. Motion carried. Miller abstained.

There was no public participation. There was no correspondence.

Eyes of Hope Shelter—Kris Steffens—Present

Steffens provided the Committee with her monthly report for July 2013. Steffens discussed her report and stated veterinary expenses have increased. She does not want to increase the adoption fees as she feels that this would slow down adoptions.

Family Court Commissioner – Dennis McFarlin – Present

McFarlin provided the Committee with the 2014 budget packet. McFarlin is requesting an increase in compensation due to the increase in his workload. He feels 40 minutes per week is warranted. McFarlin did inform the Committee that the Family Court Commissioner's salary has not been adjusted (other than COLA) since January 1, 2006. **Motion by Eggebrecht to approve the budget with the requested increase and forward it to Admin & Finance, seconded by Miller. All in favor, motion carried unanimously.**

Child Support – Deb Barnes – Present

Barnes provided the Committee with the performance measures, check summary for July 2013, budget revision for 2013, and the 2014 budget packet. Barnes stated things are going well in her office. Barnes explained the current collections rate stays constant at 75%, but the arrears collection rate continues to increase. Barnes stated she received an additional \$15,000 in revenue for 2013 with the recent restoration of funding. With the increases in her on-call, copy machine, and mileage expense lines it is anticipated that there will be \$9,000 left after the budget revision. Barnes is looking to use those funds to reorganize the office to accommodate the current staff.

Barnes started her 2014 budget discussion by informing the Committee that she is going to La Crosse County today for a second interview. Barnes stated Trena Larson recommends approving the budget as it is presented and go from there. Barnes stated the training requests are not mandatory, but with the additional changes coming with the Affordable Care Act it would be a good idea to attend. Barnes stated the expenses for the National Child Support Enforcement Association conference to be held in Portland, Oregon could be taken out of the budget as the new director would not be attending. **Motion by Edwards to approve the budget with a note of possible changes and forward it to Admin & Finance, seconded by Sebastiani. All in favor, motion carried unanimously.**

Clerk of Circuit Court – Kathie Dye – Present

Dye provided the Committee with the 2014 budget packet. Dye informed the Committee that she would like to pull the capital outlay of \$7,800 for her office remodel. The quote came in lower than anticipated and the expenses should be under \$5,000. She will add the \$5,000 to the small equipment or supplies expense lines. Dye explained the current layout of the office is inefficient and may not be safe. She will also need furniture for the Community Service Office. Dye stated she still needs a quote on the electrical and the counter that was missed but does not anticipate that the total project would exceed the \$5,000. The Committee recommended that she work on getting a final total for the project. **Motion by Eggebrecht to approve the budget as presented with the noted changes of tightening up the numbers for the remodel project and the withdrawal of the \$7,800 capital outlay and forward it to Admin & Finance, seconded by Miller. All in favor, motion carried unanimously.**

Register in Probate – Terry Reynolds – Present

Reynolds provided the Committee with the monthly expense report for July 2013 and the 2014 budget packet. Reynolds informed the Committee that there was a booth at the Adams County Fair for Teen Court to get the information out about the program. Reynolds stated there is no maintenance contract for the video conferencing at this time and is proposing to go with the 2-year contract right now so that she can get a contract in place. James recommended putting the resolution through in September for the 3-year contract as it is more cost effective to pick up the third year now.

Reynolds discussed her budget and explained the court reporter would like to move closer to the court room. Reynolds requested \$9,000 in capital improvements to move the court reporter's office and for securing the offices of the judicial assistant and court officials. The Committee stated this should be removed from her budget and placed in the property budget. Reynolds also requested an increase of \$7,000 in her legal expenses in the juvenile court budget. Her juvenile budget has already been hit hard this year. She is already at 93% in July. Reynolds explained they have no control over these expenses. **Motion by Edwards to approve the budget with striking the \$9,000 capital overlay and forward it to Admin & Finance, seconded by Miller. All in favor, motion carried unanimously.**

District Attorney – Tania Bonnett and Janis Cada – Present

Committee was provided with the 2014 budget packet. Bonnett informed the Committee that she increased the restitution surcharge revenue by \$200 and the DA fees by \$500. She also decreased the meals, mileage, and lodging expense lines. They are trying to encourage lawyers to pick up paperwork from their office so she also decreased her postage by \$200. **Motion by Miller to approve the budget and forward it to Admin & Finance, seconded by Edwards. All in favor, motion carried unanimously.** Bonnett stated she is back from her leave of absence this week and preparing for a two week trial at the end of September. Mark Thibodeau will continue on one day a week as the Assistant DA.

Emergency Management – Jane Gervais – Present

Gervais provided the Committee with the monthly expense report for July 2013 and the 2014 budget packet. There were no questions on her monthly expense report. Gervais informed the Committee that Communications Services was notified of an alarm that went off at the Oxford Communication Tower Site due to an increase in temperature, who then notified her. Maintenance Supervisor Hamman and Gervais checked the unit to see if they could fix the problem before calling someone. Hardwood Heating and Refrigeration was called. The fan cycling switch was bad on the air conditioning unit. It will cost \$723 to fix. Gervais stated she still has \$1,740 in her repair and maintenance expense line and can take the cost from those monies.

Gervais discussed the changes in her budget for 2014. Gervais stated the 2014 budget has an overall increase of \$5,536. Gervais is requesting additional monies for replacement of batteries needed for the UPS units at the communication sites, to inspect and maintain the Highway Tower and Dell Prairie Tower, filters for all tower sites HVAC units, and mice bait for the generators. The hazmat expense line has decreased which offsets the budget. Gervais explained the Highway Tower has never been inspected. Supervisor Eggebrecht would like to see a maintenance log for the

communication towers. **Motion by Sebastiani to approve the budget and forward it to Admin & Finance, seconded by Edwards. All in favor, motion carried unanimously.**

Medical Examiner – Marilyn Rogers – Present

Rogers provided the Committee with the monthly activity report, check summary for June 2013, wage/hour documentation, and 2014 budget packet. Rogers stated she has sent for a new AMB DI packet for Becky Koehn's certification. There is no money in the 2013 budget for Koehn to take the test so she would like Koehn to take the test in 2014. Rogers discussed her wage/hour documentation with the Committee and her concerns regarding compensation. Committee agreed that a wage adjustment needs to be discussed and/or addressed at the at the next Executive Committee meeting September 6th.

Rogers discussed the changes in her budget for 2014. Rogers explained there were increases in the telephone, gas, postage, copy machine, mileage, training, and physician charges expense lines. Rogers also explained that there were decreases in the repair & maintenance, office supplies, films & photo, lodging, and operating supply expense lines. **Motion by Eggebrecht to approve the budget as presented and forward it to Admin & Finance, seconded by Edwards. All in favor, motion carried unanimously.**

Motion by Sebastiani to take a 5 minute recess at 10:54 a.m., seconded by Edwards. All in favor, motion carried unanimously.

Motion by Miller to call the meeting back to order at 11:01 a.m., seconded by Edwards. All in favor, motion carried unanimously. Eggebrecht was excused from the meeting.

Sheriff's Office – Sheriff Wollin – Present

Wollin informed the Committee that the Sheriff's Office had a food booth at the Adams County Fair to raise funds for the Community Policing and K-9 programs. There were also two K-9 demonstrations. Wollin stated that it was a positive experience that we were part of the fair and not just monitoring it. The hope is to expand it a little more next year. Wollin stated the K-9 interviews are on 9/5/13 and there are four applicants.

Wollin discussed the resolution to renew the contract with MSTC for the Inmate Education Program. **Motion by Edwards to approve the resolution to renew the contract with MSTC and forward it to County Board, seconded by Miller. All in favor, motion carried unanimously.**

Wollin explained the job description for the Fiscal & Support Services Manager initially had an education and experience requirement of a Bachelor's Degree in Accounting and was changed to an Associate's Degree during the wage study. Wollin is requesting to have the education and experience requirement changed back to a Bachelor's Degree. **Motion by Edwards to support changing the job description under Education and Experience for the Fiscal & Support Services Manager back to a Bachelor's Degree, seconded by Sebastiani. All in favor, motion carried unanimously.**

Wollin discussed the changes in the 2014 budget. Wollin explained that there will be a decrease in revenues with the anticipated loss in grants. Wollin explained decreases in office supplies and uniform allowance expense lines. Wollin addressed the questions regarding the training budget and explained that Patrol Deputies and Jail Deputies are required to have 24 hours of training a year. There is also some training reimbursement to help offset some of these expenses. Wollin requested an increase in on-call wages for the patrol budget to help offset overtime costs. Wollin requested an additional patrol deputy position in the 2014 budget. Wollin explained that he would like to create a special assignment of Community Policing Deputy. Wollin stated there were positive comments from the community and fair board. Security is an issue and it is a good idea to have security in the court rooms. **Motion by Edwards to approve the budget including the Community Policing Deputy and forward it to Admin & Finance, seconded by Sebastiani. Roll call vote: Edwards – Yes, Miller – No, Sebastiani – Yes, and James – Yes. Motion carried.**

Chief Deputy Fahrenkrug – Present

Monthly revenue and expense reports for July 2013 were provided to the Committee. Fahrenkrug stated the animal control report is comparable to last year. The Animal Control Officer averages 20/hrs a week and is using his time wisely.

Motion by Edwards to approve vouchers and monthly expense reports as presented, seconded by Miller. All in favor, motion carried unanimously.

Identify upcoming agenda items: Jail tour to see the new Simplex upgrade on September 18th.

Set next monthly meeting date as September 18th at 10:30 a.m.

Motion by Sebastiani to adjourn, seconded by Miller. All in favor, motion carried unanimously. Meeting adjourned at 12:37 p.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol A. Collins
Recording Secretary

Adams County Safety Committee
Meeting Minutes
August 19, 2013

The meeting was called to order at 2:30 by Chairman Paul Pisellini.

The meeting was properly noticed.

Roll call was taken. Committee members Pat Kotlowski and Brenda Quinnell were in attendance.

Also present were Marcia Kaye. Trena Larson joined the meeting by teleconference at 2:38.

Pat moved to approve the agenda. Motion seconded by Brenda. All were in favor; motion carried.

Brenda moved to accept the minutes of the July 22, 2103 meeting; seconded by Pat. All in favor; motion carried.

There was no public participation.

There were no communications, correspondence or other business.

Paul opened the discussion to review the RFP's from MEUW and Alpha Terra. Brenda distributed copies of the RFP sent, the letter of declination received from Alpha Terra, and the proposal received from MEUW. Pat questioned this committee's responsibilities in choosing a vendor or making these decisions? Discussion was held regarding the lack of history with this committee and the lack of clear direction. What are the expectations, responsibilities, and authorities? Discussion was held regarding the previous safety committee, the previous safety program contractor used, and the reasons why things changed. It was noted that it is believed that the Alpha Terra contract was ended due to offers made by the insurance company. This led to a discussion of the services offered by County Mutual and whether the county is taking full advantage of these services? Question was raised whether the services would meet the needs of the county or only a part of what is needed? The question whether or not the current representative is fulfilling her role for the County was also raised. It was decided that this Committee would like to meet with the representative at their next meeting. It was noted that she is not available until October. Pat will contact her and ask her for dates that she would be available to meet.

Discussion was held on: the scope of work needed; the expectations from department heads, employees, and county board; lowering the mod rate; and, "just meeting standards" versus creating a "culture of safety". The question of funding was raised. Trena noted that she hoped to budget \$20,000.00 next year for safety programs. The question was asked where the money would be raised? Would it be by department usage, by employee, or some other calculation? This had not been decided yet. It was noted that \$10,000.00 budgeted for this year is still available.

Brenda moved to reject the MEUW RFP proposal on the basis that the Committee is not prepared to ask for \$26,000.00 to be budgeted; and to ask Alpha Terra to perform the first two items listed on the previously presented 2013 Adams County Regulatory Compliance Services \$10,000.00 Package in order to update our records. The Alpha Terra work is contingent on them still willing to perform the work, and on approval from Admin and Finance to spend the money on this project. Motion seconded by Pat. All in favor; motion carried. Brenda will contact Alpha Terra to ascertain if they are still willing to perform this work, and Trena will ask Admin/Finance if some of the unspent budgeted money can be spent on this. Brenda will contact MEUW to inform them of the rejection of their proposal.

The question was raised how the Committee should proceed from here for better understanding of their responsibilities, expectations, and authorities? This committee was formed out of the Transition Committee for purposes of grievance procedures in the Employee Handbook, but is also listed in the County Board Rules. Should the full County Board, the Transition Committee, the Admin/Finance, or the Executive Committee be asked for clarification? It was recommended

that the Safety Committee request to be on the agenda at the Executive Committee meeting held on September 6:00 at 1:00. Marcia will make the request to be placed on the agenda.

It was felt that the Committee was not prepared to develop a 2014 Budget for Safety Programs at this time.

It was agreed that the next meeting should include Deb DeWitt from County Mutual. Other future agenda items are dependent on the results of the meeting with the Executive Committee.

The next meeting will be determined according to the schedule of Deb DeWitt.

Pat moved to adjourn the meeting. Motion was seconded by Brenda. All in favor; motion carried. The meeting adjourned at 3:56.

Submitted by:

Brenda Quinnell

Recording Secretary

Unapproved

ADAMS COUNTY SOLID WASTE COMMITTEE
Wednesday, August 14, 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
Rich Dahlke, Fair Board

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:00 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 JULY 10, 2013: *Motion by Morgan, second by Bays, to approve the Open Session minutes as presented for the July 10, 2013 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert reported that she responded to the DNR request for documentation of the changes recommended to the fluorescent bulb and battery areas, along with documentation of shipment. There was no other communications, correspondence, or other business to present.

REVIEW AND APPROVE 2014 BUDGET: Ms. Diemert presented and reviewed the 2014 Proposed Budget documents as well as the 2014 proposed price increases. Lengthy discussion was held following the motion. **Motion by Bays, second by Johnson, to approve the proposed 2014 Budget as presented, as well as the recommended price increases. All in favor. Motion carried.**

Motion by Gatterman, second by Morgan, to deviate from the agenda to #10 to discuss the Fair Clay Project. All in favor. Motion carried.

UPDATE AND DISCUSS FAIR CLAY PROJECT: Mr. Bays and Mr. Dahlke informed the Committee that there was some confusion on the fair project and this was not to be an even trade for black dirt as the value for clay is not the same. They did not like the way the situation was handled dealing with the haulers, however, agree that the Solid Waste Dept. did have expenses for the project and should somehow get credit for the work they did. The Committee requested that Trena and the

Director work out some way to give the SW Department credit for the “voluntary” work that was performed by the employees as well as equipment used. The Fair Board did list the Solid Waste Department as a sponsor.

FINANCIAL REPORT: Ms. Diemert handed out and reviewed copies of the Financial Report and Monthly Check Summary for July 2013. *Motion by Johnson, second by Morgan, to approve the Financial Reports and Check Summary as presented. All in favor; motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated August 14, 2013 (see attached copy). Discussion was held. *Motion by Bays, second by Gatterman, to approve the Site Report as presented. All in favor. Motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: Ms. Diemert presented information on 2 large dump trucks available through Federal Property for \$3,700.00 each. These trucks are “like new” and similar trucks were recently put on the public sale site for \$35,000 each. Hank would like to purchase these trucks and dispose of the scrapers that we had previously been using to haul clay. These dump trucks have a 20 cy capacity and will make hauling clay to the cell area much faster. Funds are available in our Capital Equipment fund. *Motion by Johnson, second by Gatterman, to approve the purchase of the 2 dump trucks for a purchase price of \$3,700 each and to dispose of the scrapers. All in favor. Motion carried.* There were no other purchase requests.

APPROVE LP FUEL PRE-BUY: Ms. Diemert presented information to the Committee on this year’s Pre-Buy LP prices. Allied Cooperative has LP available for 1.259/gallon. Another local provider offered 1.51/gallon for pre-buy LP. *Motion by Johnson, second by Gatterman, to approve the LP Pre-Buy from Allied Cooperative. All in favor (Bays abstained). Motion carried.*

DISCUSS & APPROVE JUNEAU COUNTY REQUEST FOR INCENTIVE RATES: Ms. Diemert presented a request from a hauler in Juneau County regarding a reduced rate for waste brought in from their transfer station. Discussion was held regarding offering a graduated reduction in tip fees based on tonnages brought in. This will give an incentive for out-of-county haulers to bring in more waste to get the reduced fee. This out-of-county waste is required if this landfill will ever be able to operate at a profit and be off the tax levy completely. Therefore, it would be to our advantage to offer incentive rates to entice out-of-county waste to come here to our landfill. The Director was instructed to develop a graduated fee scale based on tonnages and bring back to the next meeting.

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the status of the employees.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert handed out copies of the NEWCMG Recycling Conference to be held in Waupaca on October 2nd & 3rd. *Motion by Bays, second by Johnson, to approve Committee member to attend. All in favor. Motion carried.* There were no other new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Update on 2014 Budget, Incentive Tip Fee Rates, and updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, September 11, 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 7:49 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 July, 2013

The 2103 Government Corner Maintenance Project is continuing.
The fieldwork will be completed in August.

The Government Corner Tie Sheets are available over the internet in a Beta Testing format. The next step is to integrate them with mapping.

I attended the WI County Surveyor's Association meeting last week.

I continue to respond to queries and perform the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor

8/5/2013

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

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	325.00	4,758.64	
Balance	\$ 1625.00	\$ 9,605.54	\$ 200.00
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance	\$		
Grand Total	\$ 0.00	\$ 0.00	\$ 0.00

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ADAMS COUNTY SURVEYOR'S REPORT # 477

Report for the month of August, 2013

The 2103 Government Corner Maintenance Project has continued.
The fieldwork didn't get finished in August but should be done in September.
We spent two days on a short notice project for the Highway Dept. on CTH G.

Records Modernization project:

Sue Theisen will be starting to scan the survey files this month.

The Government Corner Tie Sheets are being integrated into the GIS mapping by John Galloy.

I am continuing to respond to queries and perform the duties of my office.

Respectfully Submitted;

A handwritten signature in black ink, appearing to read 'G. Rhinehart', written over a horizontal line.

Gregory P. Rhinehart,
Adams County Surveyor

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

SUMMARY OF ACCOUNTS 2013

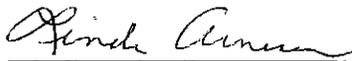
	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,900.00	\$25,500.00	\$ 300.00
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Balance	\$ 1300.00	\$ 9,605.54	\$ 200.00
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance	\$		
Grand Total	\$ 0.00	\$ 0.00	\$ 0.00



Extension Committee
Minutes of Meeting
August 13, 2013 @ 1:00 PM
Adams County Community Center
569 N. Cedar Street, Room 103
Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Glenn Licitar, Joe Stuchlak, Rocky Gilner, and Florence Johnson – Present. Jack Allen - Excused
Extension Staff: Jennifer Swensen, Mary Ann Schilling, Theresa Wimann and Linda Arneson – Present. Donald Genrich – Excused.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Gilner to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar and Second by Gilner to accept minutes of the Extension Committee Meeting of July 9, 2013 Motion carried.
6. **Public Participation:** None
7. **Communication:** Email from Stacey Feldner read to Committee.
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 Licitar Second by Stuchlak 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 July 2013: Check Summary and Financial Statements for July 2013 were reviewed and discussed. Motion by Stuchlak Second by Gilner to place July 2013 Check Summary and Financial Statements on File. Motion carried.
 - d) Review Proposed 2014 Budget: Proposed 2014 Extension Budget was reviewed by Committee. Motion by Stuchlak Second by Licitar to approve the Extension 2014 Budget as presented and forward to Finance Committee. Motion carried.

- e) Leadership Adams County Resolution – Update: Swensen advised Committee that the proposed Resolution was held over by the Administrative and Finance Committee.
- f) Community Center: Potted flowers at the Community Center were donated by a family that wishes to remain anonymous.
9. **Set Next Meeting Date**: Next regular meeting will be September 10, 2013 at 1:00 p.m. at the Adams County Community Center.
10. **Agenda Items for Next Meeting**:
- Report from Don on “*Improving Nitrogen Use Efficiency in Crop and Livestock Production Systems: Existing Technical, Economic, and Social Impediments and Future Opportunities*” Conference.
11. **Adjourn**: Motion by Stuchlak and Second by Gilner to adjourn. Motion carried. Meeting adjourned at 1:32 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.