

AMENDED ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, March 20, 2012 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 February 21, 2012 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, Keckeisen, Kotlowski, Licitar, Miller and Morgan.
10. **Claims:** None
11. **Correspondence:** Letter from County Board Supervisor Bev Ward.
12. **Appointments:** Veterans Service: Tom Shackelford to replace Rushell Moyer (term expires 4/2103), Jim Kane to replace Gerry Camp (term expires 4/2014), reappointment of Ed Heideman (expire 4/2015). Appoint members to Board of Adjustment: **Tom Feller and Bob Beaver. ~~Bob Donner, Catherine Croke, David Grabarski, Ivan Morrow, Ron Jacobson and Dale Helm.~~**
13. **Unfinished Business:** Res. #8 To amend the Adams County Personnel & General Administrative Policies adopted November 2011.
14. **Reports and Presentations:**
 - A. Miscellaneous
 - Administrative Coordinator/Director of Finance report
 - Daric Smith, RIDC
 - Adams County Cancer Awareness Team & UW Carbone Cancer Center (10 minute presentation)
 - 2011 Dog License Report
 - 2011 Annual Fair/Agricultural Society Report
 - Ordinance 1 & 2-2012 Town of Rome Chapter 10 Zoning

15. Review Committee Minutes

| | | | |
|---|--|--|---|
| Admin/Fin. 2/17, 2/21 Airport 2/13 CWAC 12/14/11 County Board 2/21 | Executive 2/14 H&HS/V 12/9/11, 1/13 Highway 2/9 Land & Water 2/13 | Library 2/27 LEPC 2/27 Parks 12/7/11 P & Z 2/1, 3/7 | PS & J 2/21 Solid Waste 3/7 Surveyor 3/7 UW Ext 2/14 |
|---|--|--|---|

16. **Resolutions:**

Res. #14: RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF \$5,550,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012A

Res. #15: To recognize Greg Soley's retirement on April 9, 2012, and honor his 25 years of service to Adams County and the Adams County Highway Department.

Res. #16: Resolution to approve out-of-state travel and accommodations for Sarah Grosshuesch, Health Officer, to Chicago, IL on April 11 to April 13, 2012 and December 5 to 7, 2012.

Res. #17: To increase the hourly wages for on-call Sheriff's Office employees who work in Dispatch and Animal Control from \$11.00/12.00 to \$15.00; Jail from \$11.00 to \$16.00; Transport from \$11.00 to \$14.00; and Patrol Deputies from \$12.00 to \$17.00.

Res. #18: To re-establish three (3) Patrol Sergeant positions for a total of four (4) Patrol Sergeants and one (1) Dispatch Sergeant in order to increase the internal management capabilities of the Adams County Sheriff's Office.

Res. #19: To establish the annual compensation for the positions of County Clerk, Register of Deeds, and Treasurer; and establish the employee contribution portion of the health insurance and Wisconsin Retirement System (WRS) contribution for eligible elected officials.

Res. #20: To provide initial approval of a limited guaranty by Adams County for Midwestern Disaster Area Revenue Bond Financing for Hilbert Communications, LLC to finance a project for acquisition, construction and installation of certain telecommunications infrastructure, for purpose of providing wireless internet and telephone communication services to businesses, governmental units and residents of rural communities where such service is currently unavailable or prohibitively expensive. Adams County guarantee shall not exceed \$2,200,000, equal to the amount

of improvements for said infrastructure made within Adams County.

Res. #21: To pay the sum of \$5,000.00 from Adams County Contingency Fund Account #100 E 75 59100 to the Oxford Library System.

Res. #22: To revise the 2012 Adams County Land & Water Conservation Department Budget to include additional grant funds.

Res. #23: To amend Resolution 59-2008 to acknowledge and substitute Eyes of Hope Shelter, Inc., in lieu of the Adams County Humane Society, as the designated pound or humane society to receive funds from dog license fees.

Res. #24: Resolution to approve out-of-state travel for Jennifer Swensen, UW-Extension 4-H/Youth Development Educator.

Res. #25: Resolution to Commemorating the 100th Anniversary of Cooperative Extension, a division of the University of Wisconsin-Extension.

Res. #26: To adopt amended rules to govern the County Board consistent with the requirement of seating a new County Board.

Res. #27: To freeze the scheduled 2012 step increases for positions evaluated on the Carlson-Dettmann Adams County Pay Structure.

Res. #28: To amend the Adams County Personnel & General Administrative Policies adopted November 2011 and create a separate employee handbook.

17. **Ordinance:**

Ord. # 02: To amend the Adams County Shoreland Wetland & Habitat Protection Ordinance to rezone a portion of land in Town of Rome to change from Conservancy District to a Recreational/Residential District.

18. **Denials:** None

19. **Petitions:** 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.

March 9, 2012

Adams County Board of Supervisors
P O Box 278
Friendship, WI 53934

I am sending the following to the Adams County Clerk, Cindy Phillippi and wanted to make sure all Supervisors see it.

I want to extend my apology to you for my non-action on the fiscal note on two of the resolutions at the February County Board Meeting. You should never have been put in the position to point out the consequence of our non-action, especially when it did not affect your office. I was being stubborn as I am one of twenty and thought it was time for others to take action.

I do know that other Supervisors bring items forward after they are notified by a Department Head or someone else but very seldom do I hear one of them bring it up on their own.

The Fiscal Notes should have been corrected by the Administrative Coordinator/Director of Finance or the Corporation Counsel when they reviewed the resolutions before they were given to your office for the County Board Packet.

When these two resolutions were on the floor being discussed it was the responsibility of the Supervisors to make a motion to correct the fiscal note or even the Administrative Coordinator/Director of Finance to bring it to the Boards attention, as it would have an effect on that office.

All but a few Supervisors are what I call seasoned (meaning they have been on the Board for at least two terms (4 years) and they know how a resolution should read and what it should contain. They (the Supervisors) have to be accountable for their actions.

The Board should be Thankful that you were willing to state that the Board was remiss in passing these resolutions and that they should correct them before adjourning. I have heard some criticism regarding your action at the Board Meeting which I think is uncalled for. If anyone should have been criticized, it should have been the Supervisors. During your terms as County Clerk, you have consistently corrected or advised the Board and Committees on issues that have kept us out of trouble. I am not sure if any of us ever remember to say Thank You or the problems not created by what you have said.

You, as the Clerk for the Board Meetings, are responsible only for recording the actions taken by the Board at the meeting, but I for one am glad that you point out errors in resolutions instead of just leaving them to be adopted. I consider us very fortunate to have a County Clerk who is not afraid to correct errors to keep the County out of unnecessary paper work, possible added expenses and liabilities.

Without your input on reports given to the Administrative Finance Committee at their meetings, we could have very remiss by taking action on them as presented and it could have resulted in financial problems.

You have spent many hours working with the Administrative Coordinator/Director of Finance on the budget process, financials reports, etc. I applaud you for all those hours as you were passed over for the position but at the same time you are training another person. I applaud you for listening to and helping

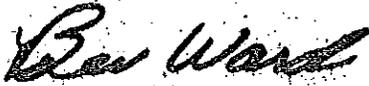
out other departments on their many questions regarding many different subjects that they don't think they are being correctly advised on.

As my term is ending, I want to Thank You, Cindy, for the quality and quantity of work you do regarding duties which were removed from the County Clerks Office. I know that if I was in your position, after a few weeks, I would not have been that big of a person as I am sure many others would not be either. I would tell the person you have your own work to do and just don't have time.

THANK YOU CINDY PHILLIPPI FOR THINKING NOT ONLY AS A COUNTY CLERK BUT ALSO AS A COUNTY TAXPAYER.

Sincerely,

Bev Ward
Outgoing Supervisor for District #14

A handwritten signature in black ink that reads "Bev Ward". The signature is written in a cursive, slightly slanted style.

Adams County Administrative Coordinator

402 Main Street P.O. Box 102 Friendship, WI 53934-0102

Trena Larson, Administrative Coordinator / Director of Finance

Phone: 608-339-4579 Fax: 608-33-4509

Trena.larson@co.adams.wi.us

Department Head Meeting Amended Agenda

Thursday, March 15, 2012

8:15 a.m. – 10:00 a.m.

County Board Room

1. Worker's Compensation
2. Wage reporting for retirement, Social Security, Medicare - December
3. Future Agenda items
4. Roundtable Discussion
5. Introduction of Assistant to Administrative Coordinator – Jenny Keller
6. RMM Helpdesk

Future Agenda Items

1. Pay increase for non-represented exempt employees.
2. Email etiquette / computer use - Remember they're open records.
3. Computer use policy – training?
4. Social Marketing issues, ie: smart phones, texting.
5. Skyward – Skyport.
6. Emergency preparedness.
7. Carry over balances – change in procedure.
8. Early Retirement options.
9. Bill Miller – Transition Committee update

Next meeting is scheduled for April 19, 2012 at 8:15 a.m.

ADAMS COUNTY CLERK
DOG LICENSE REPORT
2011

| Municipality/County | Males | Neutered Males | Females | Spayed Females | Total | Kennel | Extra Kennel |
|-------------------------|-------|-------------------|---------|-------------------|-------|--------|--------------|
| Town of Adams | 9 | 33 | 7 | 33 | 82 | 0 | 0 |
| Town of Big Flats | 3 | 20 | 3 | 32 | 58 | 0 | 0 |
| Town of Colburn | 1 | 7 | 0 | 4 | 12 | 0 | 0 |
| Town of Dell Prairie | 9 | 48 | 3 | 60 | 120 | 0 | 0 |
| Town of Easton | 11 | 27 | 2 | 38 | 78 | 0 | 0 |
| Town of Jackson | 9 | 21 | 5 | 44 | 79 | 0 | 0 |
| Town of Leola | 3 | 4 | 1 | 12 | 20 | 0 | 0 |
| Town of Lincoln | 9 | 17 | 0 | 23 | 49 | 0 | 0 |
| Town of Monroe | 6 | 12 | 0 | 18 | 36 | 0 | 0 |
| Town of New Chester | 2 | 11 | 4 | 13 | 30 | 0 | 0 |
| Town of New Haven | 10 | 27 | 6 | 30 | 73 | 0 | 0 |
| Town of Preston | 0 | 4 | 0 | 7 | 11 | 0 | 0 |
| Town of Quincy | 8 | 29 | 5 | 38 | 80 | 0 | 0 |
| Town of Richfield | 5 | 8 | 2 | 8 | 23 | 0 | 0 |
| Town of Rome | 4 | 79 | 4 | 90 | 177 | 0 | 0 |
| Town of Springville | 8 | 40 | 4 | 46 | 98 | 0 | 0 |
| Town of Strongs Prairie | 7 | 24 | 10 | 36 | 77 | 0 | 0 |
| City of Adams | 23 | 48 | 15 | 70 | 156 | 0 | 0 |
| Village of Friendship | 1 | 10 | 0 | 6 | 17 | 0 | 0 |
| County Treasurer | 60 | 163 | 48 | 200 | 494 | 25 | 99 |
| Totals | 188 | 632 | 119 | 808 | 1770 | 25 | 99 |

County Treasurer issued 3 male/female puppy licenses at \$6.50 each,
2 neutered male/spayed female puppy licenses at \$4.00 each

11 replacement license at no charge, \$485.00 in regular late fee, \$195.00 in kennel late fees, 4 lost.

1 free service dog



Division of Animal Health
 PO Box 8911, Madison, WI 53708-8911
 Phone: 608-224-4872 Fax: 608-224-4871

ANNUAL DOG LICENSING REPORT FOR 2011

CH. 174, WIS. STATS.

| | |
|---|--|
| COUNTY OF: ADAMS | ADDRESS: 402 Main St. Friendship, WI 53934 |
| CONTACT NAME: Cindy Phillippi, County Clerk | EMAIL: cphillippi@co.adams.wi.us |
| CONTACT PHONE: 608-339-4200 | RETURN BY APRIL 1, 2012 |

| DOGS LICENSED BY TOWN, VILLAGE OR CITY TREASURERS | | TOTAL FEES |
|---|--------------------------------------|--------------------|
| Number of Males | 188 @ \$13.00 fee = | \$2,444.00 |
| Number of Females | 119 @ \$13.00 fee = | \$1,547.00 |
| Number of Neutered Males | 632 @ \$8.00 fee = | \$5,056.00 |
| Number of Spayed Females | 808 @ \$8.00 fee = | \$6,464.00 |
| Number of dogs 5 months old after July 1 | 3 @ \$6.50 fee = | \$19.50 |
| Number of Neutered dogs 5 months old after July 1 | 2 @ \$4.00 fee = | \$8.00 |
| Number of Multiple dog licenses | 25 @ \$35.00 fee = | \$875.00 |
| Dogs in excess of 12 per multiple dog license | 99 @ \$3.00 fee = | \$297.00 |
| TOTAL FEES | | \$16,710.50 |
| MISSING DOG TAGS | | 4 |
| AMOUNT PAYABLE TO WI DEPARTMENT OF ADMINISTRATION (5% of total fees) | | \$835.53 |
| Amounts and dates paid | \$0.00 1/00/2012 \$0.00 1/00/2012 | \$0.00 1/00/2012 |
| TOTAL AMOUNT PAID BY COUNTY FOR DOG DAMAGE CLAIMS IN 2011 | | \$0.00 |
| NUMBER OF FREE TAGS FOR SERVICE DOGS | | 1 |

Personal information you provide may be used for purposes other than that for which it was originally collected - s. ATCP 15.04(1)(m), Wis. Stats.

ANNUAL REPORT

(Do NOT add, change or delete lines)

Adams Co

Fair &/or Agricultural Society for the year 2011 which is made in accordance with the

provisions of State Law. The State Aid Law requires that this be filed on or before December 31 of the calendar year in which the fair is held.

RECEIPTS

| | |
|--|----------------------|
| Administrative Income..... | \$ 347 ¹³ |
| Aid--State..... | 4335 ⁵⁶ |
| Aid--County and Other Governmental..... | 5000 ⁰⁰ |
| Advertisements..... | — |
| Gate Receipts (Include Parking)..... | 9497 ⁰⁰ |
| Grandstand (Include Tax)..... | — |
| Space Rental to Concessionaires and Commercial..... | 2065 ⁰⁰ |
| Contest Entry Fees..... | 2460 ⁰⁰ |
| Fair Operated Concessions: 10% gross..... | 2858 ⁴⁵ |
| Stall and Pen Fees..... | — |
| Exhibitor Entry Fees..... | 245 ⁰⁰ |
| Gifts..... | — |
| Loans..... | — |
| Use of Grounds Rentals (Non-Fair Income) Sale of Utilities..... | 4385 ⁰⁶ |
| Sponsorships, Donations, etc..... | 14438 ⁰⁰ |
| Merchandise, Sold..... | — |
| Milk Sales..... | — |
| Fairest of the Fair Contest..... | — |
| Vendor (Recovery) Insurance..... | — |
| Carnival Income..... | 11395 ⁰⁰ |
| Meat Animal Sale..... | — |
| Merchandise..... | — |
| Miscellaneous (Itemize Items Over \$500) | |
| a..... | \$ |
| b..... | |
| c..... | |
| Total Miscellaneous..... | |
| Total Receipts..... | 57023 ²⁰ |
| Cash on hand (Last Report)..... | 4213 ⁹⁵ |
| Total..... | 61237 ¹⁵ |

DISBURSEMENTS

| | |
|--|-----------------------|
| Administrative Expense..... | \$ 3217 ⁰⁰ |
| All Federal Taxes..... | — |
| All State Taxes..... | — |
| Salaries and Cost for Service..... | 2217 ²⁵ |
| Officers' Salaries and Expense..... | 4549 ⁴⁰ |
| Superintendents and Assistants..... | — |
| Judges..... | 1560 ⁰⁰ |
| Premiums..... | 6677 ⁵⁰ |
| Supplies, Ribbons, and Trophies..... | 315 ⁸² |
| Printing, Premium Books, and Programs..... | 826 ⁶⁰ |
| Advertising..... | 1697 ³⁵ |
| Association Dues and Memberships..... | 476 ⁰⁰ |
| Insurance..... | 4536 ⁰⁰ |
| Utilities..... | 10857 ¹² |
| Rental of Equipment..... | 608 ⁹⁰ |
| Special Acts, Features, and Contests..... | 11714 ⁶⁶ |
| Fair Operated Concessions..... | — |
| Merchandise, Bought for Resale..... | — |
| Maintenance, Buildings and Grounds..... | 3702 ¹⁰ |
| Fairest of the Fair Contest..... | 79 ⁰⁵ |
| Plant and Equipment (Permanent)..... | — |
| Meat Animal Sale..... | — |
| Interest on Loans..... | — |
| Repayment of Loans..... | — |
| Miscellaneous (Itemize Items Over \$500) | |
| a..... | \$ |
| b..... | |
| c..... | |
| Total Miscellaneous..... | |
| Total Disbursements..... | 53034 ³⁰ |
| Cash on hand..... | * 8202 ⁸⁵ |
| Total..... | * 61237 ¹⁵ |

RECEIVED MAR 06 2012

STATEMENT MUST BALANCE

FINANCIAL STATEMENT

As of 31 Dec 2011 2

ASSETS

LIABILITIES

cash \$ 8202⁸⁵
 receivables -
 land (Adams Co owns grounds) -
 buildings Adams Co own building -
 their own equipment -
 fixtures & furniture 47932³¹
 Total 56135¹⁶

Payables \$ -
 Bonds, Mortgage Loans -
 Capital Stock Outstanding 56135¹⁶
 Surplus -
 Total 56135¹⁶

STATEMENT MUST BALANCE

planatory statement * Adams Co fair allows other non profits to use
owns and/or Bldgs but must pay ALL utilities cost & provide INSURANCE

AFFIDAVIT OF OFFICERS

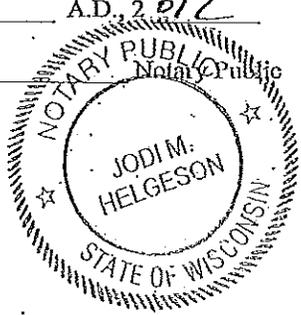
State of Wisconsin

County of Collins
Collins, James Patrick Treasurer, and Liana Slavin, Secretary of the above-named Agricultural Society, being severally duly sworn on oath depose and say that the foregoing is a true and correct statement of receipts and disbursements of said Society for the past year and a true and correct statement of attendance at its annual fair held on

January 11, 2012.

Subscribed and sworn before me this 11th

of January A.D. 2012
Jodim Helgeson



Laurie Olsen President
James Patrick Treasurer
Liana Slavin Secretary

ORDINANCE NO. 12-01

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 February 09, 2012, 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:

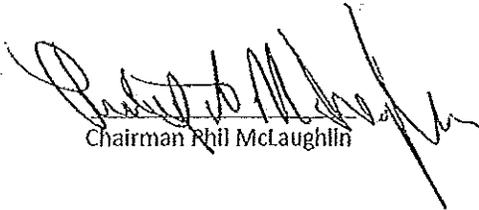
CHAPTER 10 ZONING
ZONING MAP

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

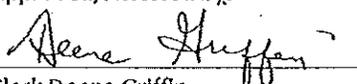
Adopted: February 09, 2012

Posted: February 10, 2012

Published:


Chairman Phil McLaughlin

Approved, Attested by:


Clerk Deena Griffin

Deena Griffin certified that a copy of Ordinance 12-01 was posted on February 10, 2012

Municipal Building
Pritzl's Trading Post
US Bank
Nekoosa State Bank
Published in the Daily Tribune



ADVANTAGE
Plumbing & Heating, Inc.

advantageplumbingandheating.com

608.403.1710

291 Matterhorn Trail
Nekoosa, WI 54457
in the Alpine Village Business Park
Town of Rome

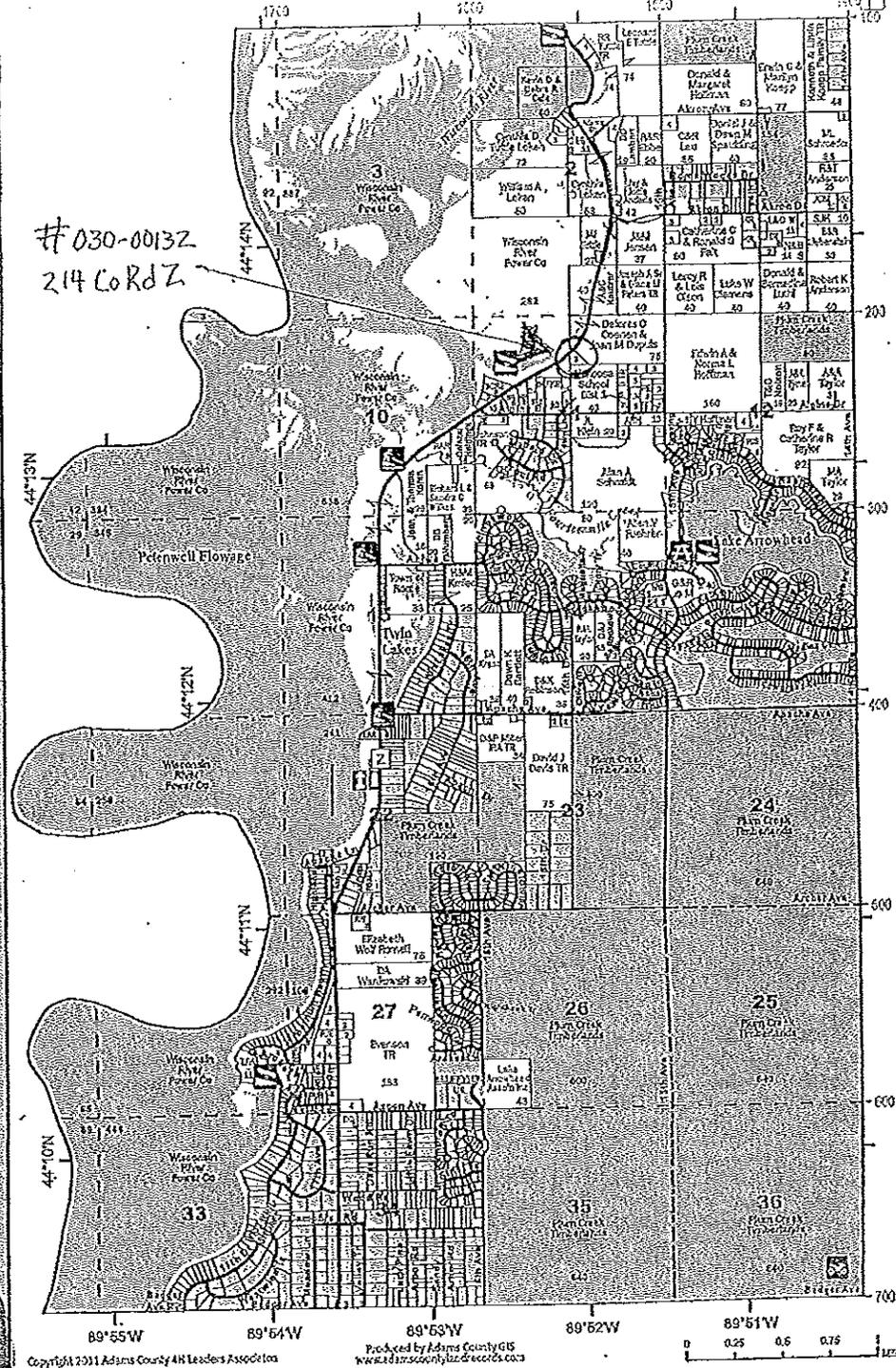
Plumbing
New Construction
Remodel • Repair Service

Septic
Soil Testing • Installation
System Design • Repair
Inspections

Wells
6" Wells • Pumps
Repair • Water Quality
Inspections

Heating/AC
Furnaces • Air Conditioning
In-Floor/Boiler

Retail Sales
Faucets • Toilets
Sinks • Pumps
Modiles



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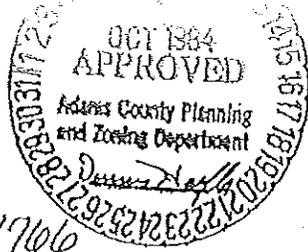
(608) 339-3388 • (800) 466-6461 • Fax (608) 339-3380

537 North main St., PO Box 70, Adams, WI 53910 • www.pavelecreealty.com • info@pavelecreealty.com



30-13
 214 City 2
 A+B

Stock No. 26273



295363

ADAMS COUNTY CERTIFIED SURVEY MAP NO. 1706

PART OF THE NW $\frac{1}{4}$ OF THE NE $\frac{1}{4}$ SECTION 11, TOWNSHIP 20N, RANGE 5 E. TOWN OF ROME, ADAMS COUNTY, WISCONSIN

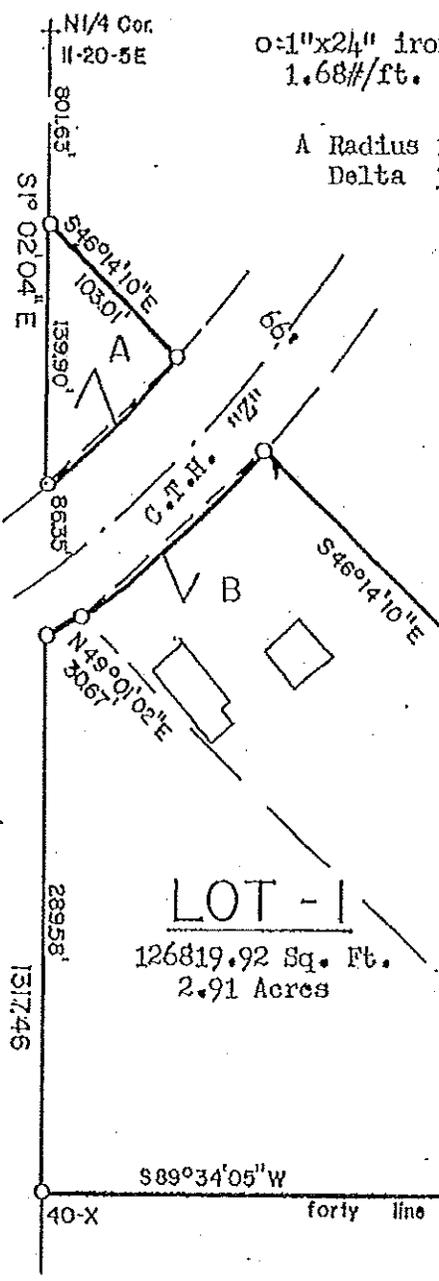
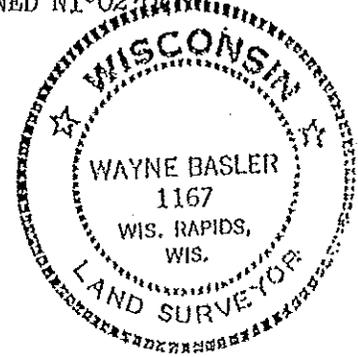
LEGEND

NOTE: N-S QUARTER LINE ASSIGNED N1°02'04"W

o=1"x24" iron pipe
 1.68#/ft.

A Radius 1583.90'
 Delta 3°35'43"

B Radius 1649.90'
 Delta 5°59'44"



SURVEYOR'S CERTIFICATE

I, WAYNE BASLER, REGISTERED LAND SURVEYOR, hereby certify:

that I have surveyed, divided and mapped this certified survey located in part of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ Section 11, Town 20 N, Range 5E, Town of Rome, Adams County, Wis., bounded and described as follows:

A Commencing at the N $\frac{1}{4}$ Cor. 11-20-5E; thence S1°02'04"E 801.63'; to the point of beginning of this description; thence S1°02'04"E 139.90'; thence along the arc of a curve to the left whose chord bears N46°19'25"E 99.37'; thence N46°14'10"W 103.01' to the point of beginning. } SS
 REGISTER'S OFFICE
 ADAMS COUNTY, WIS.

Received for record the 9 day of OCT A. D., 1984 at 9:03 o'clock A. M., and recorded in Vol 7 of Subdiv page 17
 Kevin B. Jarrick By
 Julie A. Goodhue Deputy

B Commencing at the N $\frac{1}{4}$ Cor. 11-20-5E; thence S1°02'04"E 1027.88' to the point of beginning of this description; thence S1°02'04"E 289.58'; thence N89°34'05"E 525.06'; thence N46°14'10"E 570.89'; thence along the arc of a curve to the right whose chord bears S46°45'16"W 130.18'.

ORDINANCE NO. 12-02

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 February 09, 2012, 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

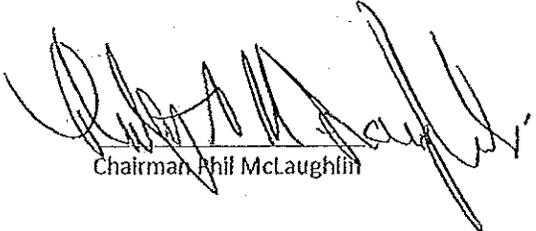
10.03(5)(b)
10.04(4)(b)2
10.04(11)(a)2(c)
10.07(2)(b)
10.07(4)(d)4
10.07(5)(c)4
10.16(2)(i)
10.20(2)

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

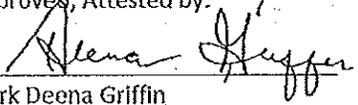
Adopted: February 09, 2012

Posted: February 10, 2012

Published:

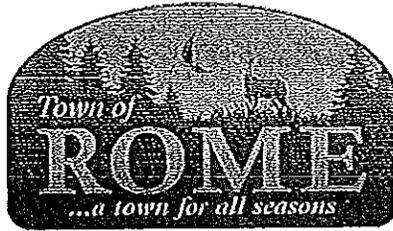

Chairman Phil McLaughlin

Approved, Attested by:


Clerk Deena Griffin

Deena Griffin certified that a copy of Ordinance 12-02 was posted on February 10, 2012

Municipal Building
Pritzl's Trading Post
US Bank
Nekoosa State Bank
Published in the Daily Tribune



**Town of Rome Plan Commission
Public Hearing and Regular Meeting Agenda
Tuesday January 3rd, 2012
Rome Municipal Building
5:30 PM**

1. Call to Order
2. Roll Call
3. Certify Posting of the Meeting

Open Public Hearing:

- a. Proposed Comprehensive Plan/Zoning amendment – Land use classification / zoning change, from Conservancy / R – 4 Rural Residence District to Residential Rural (1) / R – 1 Single Family Residence District relating to the property owned by Thomas E. Bandle described as:

Parcel # 030-00132-0000 described as PT NW1/4, NE1/4, Sec. 11, T20N, R5E, Lot 1 CSM 1766, with an address of 214 County Road Z.
- b. Amendment to Section 10.03(5)(b) to exclude size of lot frontage as a basis for nonconforming use limitations for parcels in existence prior to January 1, 2009.
- c. Amendment to Section 10.04(4)(b)2 to require the Zoning Administrator to mail a notice of the Public Hearing to all parties of interest and to the owners of other properties located within two hundred feet of the land included in the application.
- d. Amendment to Section 10.04(11)(a)2(c) to add language as follows: In all districts, unclassified or unspecified uses may be permitted by the Plan Commission upon review and approval of a Conditional Use Permit in accordance with the requirements of this chapter.
- e. Amendment to Section 10.07(2)(b) to remove obsolete reference to manufactured buildings.
- f. Amendment to Section 10.07(4)(d)4 to change overhang requirements for manufactured homes from minimum of 10 inches to 3 inches for a building width of 17 feet or less and 8 inches for a building width greater than 17 feet.
- g. Amendment to Section 10.07(5)(c)4 to change overhang requirements for manufactured homes from minimum of 10 inches to 3 inches for a building width of 17 feet or less and 8 inches for a building width greater than 17 feet.
- h. Amendment to Section 10.16(2)(i) to allow non-residential buildings or structures used for the raising of wildlife and fish, the practice of forestry, and research in the rehabilitation of natural resources.
- i. Amendment to Section 10.20(2) to add Forestry as a permitted use in the SP Special Purpose District.

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:

Section 10.03(5)(b)

Proposed amendment:

To exclude size of lot frontage as a basis for nonconforming use limitations for parcels in existence prior to January 1, 2009.

See attached ordinance section.

Findings of Fact:

*1/1/2009 zoning ordinance created many nonconforming lots
this ordinance will bring them into compliance*

Plan Commission Chairman

Ronald J. Ferguson

Dated: *1/3/2012*

Plan Commission Recording
Secretary

Jan Family

Dated: *1/5/12*

(b) In the LD, R-1, R-2, R-3 and R-4 Districts, a parcel in existence on January 1, 2009, shall not be considered non-conforming for the purpose of construction of a building that is permitted in the applicable district, if the sole basis for the non-conforming status is that the parcel does not meet the minimum lot and/or frontage size requirement for the applicable district; provided, however, that the parcel must be able to meet the requirements of Comm 83 of the Wisconsin Administrative Code. This provision shall be construed to apply only to area and frontage requirements, and ~~not~~ it shall be construed to apply to other requirements including, but not limited to, setbacks ~~and~~ frontage requirements.

(b) In the LD, R-1, R-2, R-3 and R-4 Districts, a parcel in existence on January 1, 2009, shall not be considered non-conforming for the purpose of construction of a building that is permitted in the applicable district, if the sole basis for the non-conforming status is that the parcel does not meet the minimum lot and/or frontage size requirement for the applicable district; provided, however, that the parcel must be able to meet the requirements of Comm 83 of the Wisconsin Administrative Code. This provision shall be construed to apply only to area and frontage requirements. It shall be construed to apply to other requirements including, but not limited to, setback requirements.

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:

Section 10.04(4)(b)2

Proposed amendment:

To require the Zoning Administrator to mail a notice of the Public Hearing to all parties of interest and to the owners of other properties located within two hundred feet of the land included in the application.

See attached ordinance section.

Findings of Fact:

*confirm ordinance to existing practice and
to the procedure that the BOA follows.*

Plan Commission Chairman

Ronald E. Freyer

Dated:

1/10/12

Plan Commission Recording
Secretary

Jan Janz

Dated:

1/5/12

Plan Commission: Notice of the time and place for hearings for zoning amendments or modifications and conditional use requests before the Plan Commission shall be published as a Class 2 Notice, under Ch. 985, Wis. Stats., and at least ten (10) days prior written notice shall be given to the Clerk of any municipality whose boundaries are within one thousand (1,000) feet of any lands included in the hearing application. Failure to give such notice to any such municipal clerk shall not invalidate any action taken by the Plan Commission. The Zoning Administrator shall also mail a copy of the Notice to all parties of interest and to the owners of other properties located within two hundred (200) feet of the land included in the application.

Plan Commission: Notice of the time and place for hearings for zoning amendments or modifications and conditional use requests before the Plan Commission shall be published as a Class 2 Notice, under Ch. 985, Wis. Stats., and at least ten (10) days prior written notice shall be given to the Clerk of any municipality whose boundaries are within one thousand (1,000) feet of any lands included in the hearing application. Failure to give such notice to any such municipal clerk shall not invalidate any action taken by the Plan Commission. The Zoning Administrator shall also mail a copy of the Notice to all parties of interest and to the owners of other properties located within two hundred (200) feet of the land included in the application.

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:

Section 10.07(2)(b)

Proposed amendment:

Remove obsolete reference to manufactured buildings.

See attached ordinance section.

Findings of Fact:

Existing language is outdated and unnecessary.

Plan Commission Chairman

Ronald E. Fregein

Dated:

1/10/12

Plan Commission Recording
Secretary

Jan Leub

Dated:

1-5-12

10.07 R-2 ONE & TWO FAMILY & MANUFACTURED DWELLING RESIDENCE DISTRICT: (1)
Purpose: The R-2 District is designed to provide a mixed development of housing and to protect residents from traffic hazard and the intrusion of non-compatible land use.

(2) PERMITTED USES:

- (a) Any permitted use in the R-1 District
- (b) ~~Manufactured Buildings as that term is defined in sec. 101.71 (12) Wis. Stats.~~
- (c) (b) Manufactured Homes, as that term is defined in sec. 101.91 (2) (am) Wis. Stats.
- (d) (c) Duplex
- (e) (d) Camping Limit: Two (2) camping units.

10.07 R-2 ONE & TWO FAMILY & MANUFACTURED DWELLING RESIDENCE DISTRICT: (1) Purpose: The R-2 District is designed to provide a mixed development of housing and to protect residents from traffic hazard and the intrusion of non-compatible land use.

(2) PERMITTED USES:

- (a) Any permitted use in the R-1 District
- (b) Manufactured Homes, as that term is defined in sec. 101.91 (2) (am) Wis. Stats.
- (c) Duplex
- (d) Camping Limit: Two (2) camping units.

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:

Section 10.07(4)(d)4

Proposed amendment:

Change overhang requirements for manufactured homes from minimum of 10 inches to 3 inches for a building width of 17 feet or less and 8 inches for a building width greater than 17 feet.

See attached ordinance section.

Findings of Fact:

The amendment will accommodate one of the existing permitted uses, manufactured houses. Prior to the amendment, the current language effectively prohibits manufactured bldgs less than 17 feet in width.

Plan Commission Chairman

Ronald E. Freigen

Dated:

1/10/12

Plan Commission Recording Secretary

Jan Janby

Dated:

1-5-12

4. Overhang: Min. 10 in.

- a. Building width 17 ft. or less: Min. 3in.
- b. Building width more than 17 ft.: Min. 8in.

4. Overhang:

- a. Building width 17 ft. or less: Min. 3in.
- b. Building width more than 17 ft.: Min. 8in.

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:

Section 10.07(5)(c)4

Proposed amendment:

Change overhang requirements for manufactured homes from minimum of 10 inches to 3 inches for a building width of 17 feet or less and 8 inches for a building width greater than 17 feet.

See attached ordinance section.

Findings of Fact:

Same as 10.07(4)(d)4.

Plan Commission Chairman

Ronald E. Fregier

Dated:

1/10/12

Plan Commission Recording
Secretary

Jan Leuby

Dated:

1/8/12

4. Overhang: Min. 10 in.

- a. Building width 17 ft. or less: Min. 3 in.
- b. Building width more than 17 ft.: Min. 8 in.

4. Overhang:

- a. Building width 17 ft. or less: Min. 3 in.
- b. Building width more than 17 ft.: Min. 8 in.

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:

Section 10.16(2)(i)

Proposed amendment:

Allow non-residential buildings or structures used for the raising of wildlife and fish, the practice of forestry, and research in the rehabilitation of natural resources.

See attached ordinance section.

Findings of Fact:

The amendment will permit private landowners to have such buildings. The prior limitation is unnecessary.

Plan Commission Chairman

Ronald E. Frey

Dated: *1/10/12*

Plan Commission Recording
Secretary

Jan Lamb

Dated: *1-5-12*

(i) Non-residential buildings or structures used by public agencies or groups for the raising of wildlife and fish, the practice of forestry and research in or the rehabilitation of natural resources.

(i) Non-residential buildings or structures used for the raising of wildlife and fish, the practice of forestry and research in or the rehabilitation of natural resources.

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:

Section 10.20(2)

Proposed amendment:

Add Forestry as a permitted use in the SP Special Purpose District.

See attached ordinance section.

Findings of Fact:

The Town is legally required to have at least one permitted use in each district. Forestry is an appropriate permitted use given that much of the town is forested.

Plan Commission Chairman

Ronald E. Frejier

Dated:

1/10/12

Plan Commission Recording
Secretary

Jan Lantry

Dated:

1-5-12

(2) PERMITTED USES: ~~None~~ Forestry

(2) PERMITTED USES: Forestry

Committee Meeting Minutes
February 17, 8:00 a.m., Room A160

The meeting was called to order by Chairman West at 8:00 a.m.

The meeting was properly noticed.

Present: Renner, Ward, West, Sebastiani and Kotlowski. Also present: Phillippi, Kaye, Djumadi, Larson, Benish, Wollin, Barnes, McLaughlin, Albert, Grosshuesch, Wellumson, Shannon McMullen and Delaney McMullen.

No correspondence.

Motioned by Sebastiani/Renner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Sebastiani to approve January 13, 2012 minutes. Motion carried by unanimous voice vote.

Barnes present at 8:27 a.m. Benish left at 8:28 a.m.

Motioned by Sebastiani/Kotlowski to deviate to item #9 on the agenda. Motion carried by unanimous voice vote.

Larson provided handouts to the committee.

Motioned by Ward/Sebastiani to deviate to item #10C on the agenda. Motion carried by unanimous voice vote.

Motioned by Renner/Sebastiani to proceed with resolution for refinancing debt issues from 7/1/2005 for \$6,000,000 and the debt issue from 3/1/2004 for \$2,980,000. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to approve check register. Motion carried by roll call vote, 4 yes and 1 no. Voting no, Ward.

Motioned by Ward/Kotlowski to deviate and discuss employee wages; (8:20 a.m.) Motion carried by unanimous voice vote.

Grosshuesch, McLaughlin, Albert and Wellumson present at 8:50.

Albert left at 9:15 a.m.

McLaughlin and Barnes left at 9:50 a.m.

Motioned by Ward/Renner to put into effect (pay scales) step increases as previously in Collective Bargaining Agreements, retro to January with no percentage increase. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to take a 5 minute recess at 10:30 a.m. Motion carried by unanimous voice vote.

Meeting was called back to order at 10:40 a.m. All present.
Murphy was present at 10:40 a.m.

Administrator Coordinator report was given. Budget revisions for Land and Water Conservation including \$171,128 R/E and \$197,125 R/E was discussed.

Motioned by Sebastiani/Ward to try on a 6 month trial basis, contract in lieu of filing computer support specialist position. Motion carried by unanimous voice vote.

Next Meeting Date: March 9, 2012 – 8:00 a.m.

Items for next agenda:

- Discuss and/or act on Oxford Library funding
- Resolution relating to Animal Shelter financing

Motioned by Kotlowski/Ward to adjourn at 12:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

ADMINISTRATIVE & FINANCE MEETING MINUTES
February 21, 2012 – 5:30 p.m., Room A160

The meeting was called to order by Chairman West at 5:30 p.m.

The meeting was properly noticed.

Present: Renner, Ward, West, Sebastiani and Kotlowski. Also present: Phillippi.

Motioned by Ward/Kotlowski to open a checking account for the "American Spirit Trip" being coordinated by UW Extension. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to adjourn at 5:31 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

Adams County Airport Commission
Minutes for the February 13, 2012 Meeting

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

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

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

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

Approve the Minutes: Motion by Pollina, Second by Reuterskiold to approve the December 12, 2011 minutes (there was no January meeting). All voted aye, motion carried.

Airport Managers Report:

Correspondence:

Scott gave a run down of the Federal Aviation Reauthorization Bill. After 23 extensions Congress finally passed a new aviation reauthorization bill. The bill reduces the total airport improvement programs (AIP) from 2011's \$3.55 billion to \$3.35 billion for 2012. What this means to airports in the State of Wisconsin is that sponsors share will rise from 2.5% to 5% of the project. Scott does not know how the current project for the runway design will be affected.

Scott has received information on three new towers. One is located in Necedah and another in Dell Prairie, well outside the airports 3 mile ring for height zoning. The third is located in Preston, just outside the 3 mile ring. Scott noted the towers are getting larger with one proposed at 300' AGL. No action required.

Another Airport Sponsor Workshop will be held on March 20, 21 and 22 in Madison. Scott has attended the free programs before and have found them useful. He will not be able to attend this workshop due to 2 days of continued education for his business but he encouraged others to attend.

A letter from Investment Management of the Division of Transportation requesting completion of the annual rates and survey was received. Scott will gather the information and submit to the DOT.

And Scott reported receiving another letter from Investment Management of the DOT, this time requesting an update to our long range planning for the airport's 6

Adams County Airport Commission
Minutes for the February 13, 2011 Meeting

year improvement plan. Our current plan runs through 2016 and Scott asked the members to consider beyond that. A new snow plow had been discussed previously and will be included in the update.

Financial Review Monthly Check Summary:

Scott reported the statements he last received in time for analysis before the meeting were those ending 12/31/2011 indicating the wages, social security, telephone services and repair/maintenance-vehicles were all over budget. However, total expensed were below budget. Also, revenue was well below budget due to the high price of fuel substantially reducing volume.

Fuel Report:

Scott reported the airport sold 519 gallons of fuel year to date. He did not have the sales from the prior year readily available but felt it was less than last year.

Emergency Government – Discuss and Act on request to store generator:

Emergency government is looking for indoor storage for their portable generator. The generator measures 6'10" high, 4'4" wide and 12'2" long which is too large for the snow removal equipment building. Discussion then turned to the possibility of storing it in a hangar. One hanger is for sale and is currently rented to house an airplane. However, the airport's state approved minimum standards require the principal purpose for a hangar to be storage of aircraft. To store the generator in a hangar would require state approval. In addition, the use of a hangar by the county could adversely affect the airport's revenue. No action taken.

Current Airport Improvement Program - Update:

Scott informed the commission that the airport was closed on Friday February 3rd from 8 am to 4 pm to allow for soil borings in and around the runway for the runway design that is part of the airport's current 6 year Airport Improvement Program.

Hangar Site/Access Leases – Status:

Scott reported that all but 3 tenants have paid their lease fees for 2012. Reminders will be sent out.

Motion by Reuterskiold, Second by Pollina to accept the manager's report. All voted aye, motion carried.

Adams County Airport Commission
Minutes for the February 13, 2012 Meeting

Grounds Keeper Report:

Sundsmo indicated there is not much to report. There has been little snow to plow which is good considering the cost of last years snow plow truck repairs. Regardless, all is operational.

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

Audience Comments: Mike Hartz mentioned that Necedah Airport no longer has fuel available on the field. Club members must fly to other fields for fuel. Because of our location to Necedah there may be an opportunity to increase fuel sales. Many currently are flying the Mauston-New Lisbon because they have less expensive fuel. Scott indicated that the county has a minimum markup for fuel above cost but could look into it.

Next meeting set for March 12, 2012 at 7PM at the Welcome Center.

There being no further business a motion was made by Reuterskiold to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 7:40 PM.

Respectfully Submitted,



Michael L. Scott
Airport Manager



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: December 14, 2011
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Bill Gomoll, Dave Repinski, John Atkinson, Jim Layman,
Joe Garvin, John Wenum, Dave Singer, John Earl, Don Nobs, and
Kristine Koenecke

Absent: Ross Swinehart, Scott Beard, Teresa Sumnicht, Muriel Harper,
and Jim Layman

Unexcused Absence: None

Staff Present: Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams,
Lily Ana Palacios, and Donna Lynch

Guests: None

Opening

1. Motion was made by Jim Layman to approve the motion appointing Dave Repinski as the new Elected Official Representative for Adams County replacing the vacancy of Karl Klingforth. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

Motion was made by John Wenum to adopt the agenda. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

Motion was made by Kristine Koenecke to adopt the October 26, 2011 meeting minutes. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

2. Presidents Comments

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 Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams, and Lily Ana Palacios. John informed the board of upcoming surgeries for Muriel Harper and Donna Lynch and also asked for thoughts and prayers for Ross Swinehart. He shared a letter from Ross' dear friend in Adams expressing sincere appreciation to board members for coming to sing Christmas carols which meant so much to him. Next year will be another

busy year and John suggested a summer bus tour for board members to visit all CWCAC locations including apartment buildings and offices.

3. Executive Director's Report

Fred thanked John Earl, board members, and managers for their hard work and support. He presented 2011 agency highlights including three Neighborhood Stabilization Program homes being rehabilitated and sold; American Recovery & Reinvestment Act (ARRA) completion and all the work Kari and the agency did to spend out the funding; completion of Holly Heights, the eight-unit affordable apartment building in Necedah; successful Holiday Train and Golf Event fundraisers, implementation of new Accounting software system; successful 2010 Financial Audit; and on-going services for clients provided by agency staff. All board members are invited to the All-Staff Meeting being held on Tuesday, December 20th.

Motion was made by Bill Gomoll to approve the Executive Director's Report of December 14, 2011. Seconded by Don Nobs. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari and managers presented the Budget & Finance Report including the 2012 Projected Budget. The budget summary reflected total revenues in 2011 of \$6,390,250 and in 2012 of \$6,310,409; total expenses in 2011 of \$6,385,994 and in 2012 of \$6,309,544. Total number of funding sources for 2011 was 42 and for 2012 was 38. Our largest reimbursement grant is Weatherization at \$3,020,139. The percentage of expenses breakdown includes 53.6% to direct client benefits, 26% to program wage/fringe, and 6.8% to administration. The Corporate/Unrestricted budget for all agency buildings reflected total planned expenses of \$482,684 and funds available of \$522,933 and Community Services Block Grant (CSBG) reflected total planned expenses of \$253,032 and funds available of \$253,031. Craig presented the 2012 Housing & Energy Unit budget with total planned expenses of \$3,887,753 and funds available of \$3,887,752. The Community Development Block Grant (CDBG) has total planned expenses of \$116,676 and funds available of \$118,000. Lisa presented the 2012 Food Pantry & Section 8 Rental Assistance Unit budget with total planned expenses of \$1,174,980 and funds available of \$1,134,274. Susan presented the 2012 Homeless Intervention & Prevention Unit budget with total planned expenses of \$359,499 and funds available of \$359,499.

Motion was made by Bill Gomoll to accept the Budget & Finance Report of December 14, 2011. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

Bill Gomoll asked board members to review the PBP Committee report of November 11, 2011. The meeting was called to order and roll call was taken with six Committee members present. Motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the minutes of the October 14, 2011 PBP Committee meeting. Ed presented a report on maintenance and repairs at each of our buildings. We will pursue competing for Community Development Block Grants for Portage, Randolph, and Columbia and Dodge Counties. We currently manage the Columbia County Emergency Assistance Program. Fred presented information from his trip to the Florida NCAF Energy Conference regarding Weatherization Fee-for-Services with a team being formed to work on the project. Committee members discussed the possibility of purchasing the Portage Office Building with a 100% mortgage option; \$150,000 @ 5% interest over 30 years would be \$804 per month or \$9,600 annually, with annual rent revenue at \$22,500 and expenses at \$21,000, profit would be \$1,500. Rental space available could provide an additional \$3,600 per year. After discussion motion was unanimously passed approving pursuit of purchasing the Portage Office Building with a 100% mortgage option and an appraisal being conducted. The Senior Housing Survey should be mailed out to seniors in the Village of Necedah by the end of next week. Our property in Wyocena might be a possible location for our next housing project. Fred provided an update on a HUD complaint filed by the Wyona Lake Apartments tenant who is scheduled for eviction with a jury trial pending on November 17th. The next meeting will be held on Friday, December 9, 2011.

John Earl asked board members to review the combined EPF&A and PBP Committee report of December 9, 2011. The meeting was called to order and roll call was taken with four of the five EPF&A Committee members present and four of the six PBP Committee members present. Motion passed by unanimous vote approving the agenda with the revision of #6 to read "Review Executive Directors Performance Evaluation & Salary". Motion passed by unanimous vote approving the minutes of the November 11, 2011 EPF&A Committee meeting and the November 11, 2011 PBP Committee meeting. Kari Labansky presented the 2012 Agency Annual Budget. We are moving forward with the Weatherization For-Profit LLC business to supplement any funding reductions. We have entered into a Reasonable Accommodation Agreement with the Wyona Lake Apartments resident who was to be evicted in November. Committee meeting dates were discussed. We will continue to meet on the second Friday of each month pending further discussion in January. A Weapons Restriction Policy relating to the recently enacted Concealed Carry Law was discussed. Motion was passed by unanimous vote for Fred to research and bring back to the Committees for further discussion. Fred reported on the Holiday Train and Turkey Raffle raising approximately \$18,000 for the food pantry. All board members are invited to the All Staff Meeting on Tuesday, December 20th. Ed presented the report on buildings maintenance and repairs. The Necedah Housing Survey went out last Friday. We are bidding on three Community

Development Block Grants; City of Portage, Columbia County and the Village of Randolph. Fred reported on the Portage Building Mortgage Purchase Option. Fred recently met with a representative from the Bank of Wisconsin Dells who is interested in working with us on loan consolidation. The next meeting will be held on Friday, January 13, 2012.

Motion was made by Dave Repinski to accept the PBP Committee report of November 11, 2011 and the combined EPF&A and PBP Committee report of December 9, 2011. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl commented that the combined EPF&A and PBP Committee meeting minutes of December 9, 2011 were just discussed however asked for any questions or comments. With no further discussion, John asked board members to review the EPF&A Committee report of November 11, 2011. The meeting was called to order and roll call was taken with three members present. Motion passed by unanimous vote approving the agenda. Motion was passed by unanimous vote approving the minutes of the October 14, 2011 EPF&A Committee meeting. Fred reported on Personnel issues with our Receptionist, Veronica Mejia leaving the agency in December. Kari presented the Finance Report. She provided summary pages of our Form 990 and Department of Regulation & Licensing form. A review was provided of the five audit bids received and after discussion motion unanimously passed recommending full board approval of continuing to use WIPFLI as our 2011 Financial Auditors. Kari mentioned that budgets are still being worked on and will be presented at the December EPF&A Committee meeting. Motion was unanimously approved thanking Kari for all her hard work. Committee meeting dates were reviewed and will currently stand at the second Friday of the month with further review at the next EPF&A Committee meeting. Fred presented information from his trip to the Florida NCAF Energy Conference regarding Weatherization Fee-for-Services with a team being formed to work on the project. Fred mentioned that the house in Oakdale was sold with the agency netting approximately \$18,000. Fred provided an update of the WISCAP Quarterly meeting. Committee members discussed the possibility of purchasing the Portage Office Building with a 100% mortgage option; \$150,000 @ 5% interest over 30 years would be \$804 per month or \$9,600 annually, with annual rent revenue at \$22,500 and expenses at \$21,000, profit would be \$1,500. Rental space available could provide an additional \$3,600 per year. After discussion motion was unanimously passed recommending full board approval of pursuit in purchasing the Portage Office Building with a 100% mortgage option with a lesser amount being offered and an appraisal being conducted. Fred provided an update on a HUD complaint filed by the Wyona Lake Apartments tenant who is scheduled for eviction with a jury trial pending on November 17th. Board members are invited to attend and participate in a Poverty Simulation being conducted by CAP Services at the Poverty Matters Conference being held on Wednesday, November

16th at Chula Vista. Board members are invited to attend our All Staff Christmas Gathering on December 20th. The next meeting will be held on Friday, December 9, 2011.

Motion was made by Bill Gomoll to accept the EPF&A Committee report of November 11, 2011 and the combined EPF&A and PBP Committee report of December 9, 2011. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

6. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction
- d. Employment & Training
- e. Business Development

Program Reports were distributed in the Board Meeting Packets for review prior to the meeting. Craig Gaetzke reported the Weatherization Contract is right on schedule with 104 clients served and \$243,424 spent in the month of October. There were a total number of 58 freezers, 53 furnaces, 26 water heaters, and 40 windows installed to date. Susan Tucker presented the Homeless Unit Report. Due to decreased FEMA funding the number we serve is drastically down this year. Through October 2010 the number served was 1,291 compared to 671 in 2011. Lisa Williams presented the Hunger Reduction Program Report. In October 2011 there was a 7% increase in households served, a 20% increase in donated and/or purchased foods, and a 72% decrease in USDA commodities. USDA is predicted to decrease over the next three years. We currently have 114 Section 8 vouchers and now have been re-allotted our original number of 121. Lisa reported on the successful Holiday Train and Country Keg Turkey Raffle fundraisers.

Motion was made by Jim Layman to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Reports of December 14, 2011. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Bill Gomoll to approve Executive, Personnel, Finance & Audit Committee and Planning, Building, & Programs Committee recommendation of pursuing purchase of the Portage Office Building with a 100% mortgage option with a lesser amount being offered

and an appraisal being conducted. After discussion, seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

Motion was made by Dave Repinski to approve the Executive, Personnel, Finance & Audit Committee recommendation of approving the 2012 Proposed Budget. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED.

Motion was made by John Wenum to approve the Executive, Personnel, Finance & Audit Committee recommendation of continuing to use WIPFLI as our 2011 Financial Auditors. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

Motion was made by Bill Gomoll to approve a Resolution of Appreciation for Ross Swinehart which reads, "WHEREAS: Ross Swinehart recognized the need of poor people in Adams County; and WHEREAS: Ross volunteered his precious time to assist those in need by volunteering his time at the Adams Food Pantry; and WHEREAS: Ross extended his commitment to ensure that poor people and families had access to all available programs by serving as a Board of Director for CWCAC, Inc.; and WHEREAS: CWCAC Board of Directors, sensing Ross' leadership, elected him as an officer serving as the Vice-President; and WHEREAS: Ross applied his skills as a board member influencing change and progress; and WHEREAS: Ross displayed his pride as a member of the CWCAC team; NOW THERE FOR LET IT BE RESOLVED THAT: The Board of Director, Management, and Staff of Central Wisconsin Community Action Council, Inc. express their gratitude and total appreciation for Ross' years of unconditional dedication and exceptional performance of service. 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, December 14, 2011 and signed by the Board President & Agency Executive Director." Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

9. Next Meeting

Wednesday, February 22, 2012 @ 10:00 a.m.

10. Adjourn

Don Nobs made a motion to adjourn. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

Adams County Board Room
February 21, 2012 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairman Sebastiani at 6:05 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #10-Heidi Roekle; Dist. #11-Jack Allen; Dist. #12-Florence Johnson; Dist. #13-Mike Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West, Dist. #17-Bill Miller; Dist. #18-Terry James, Dist. #19-Dave Repinski; Dist. #20-Lori Djumadi. Excused, Dist. #09-Patricia Townsend. Also present, Beckman, Metoyer, and Theisen from the SAYL program.

Motioned by Allen/Roekle to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/Repinski to approve January 17, 2012 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Claims: None

Correspondence: None

Appointments: Motioned by Djumadi/Stuchlak to appoint to Ad Hoc County Board Rules Committee; John West, Bev Ward, Joe Stuchlak, Bill Miller, and Jack Allen. Motion carried by unanimous voice vote.

Motioned by Ward/Babcock to appoint David Repinski to the Aging & Disability Resource Center Committee (ADRC). Motion carried by unanimous voice vote.

Unfinished Business: None

Reports and Presentations:

- Administrative Coordinator/Director of Finance gave a report.
- Daric Smith, RIDC gave a report.
- Motioned by Ward/Stuchlak to accept the 2011 Annual Report from Register of Deeds. Motion carried by unanimous voice vote.
- Motioned by James/Stuchlak to accept the 2011 Annual Report from Land Information-Register of Deeds. Motion carried by unanimous voice vote.
- Motioned by Ward/Renner to accept the 2011 Annual Community Service Program. Motion carried by unanimous voice vote.
- Motioned by Ward/West to accept the 2011 Annual Clerk of Court Receipts and Disbursements. Motion carried by unanimous voice vote.
- Motioned by Ward/James to accept the 2011 Annual Report Basic Jury System Evaluation from Circuit Court. Motion carried by unanimous voice vote.

Res. #07: Motioned by Kotlowski/Djumadi to adopt Res. #07 to sell County Advertised Tax Foreclosure Property, 032-01606. Motion to adopt Res. #07 carried by roll call vote 19 yes, 1 excused. Excused, Townsend. (3 SAYL, yes, non-binding vote)

2008-2011. Motioned by Allen/West to amend 2.08 to read: On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call has two functions; (1) carrying the pager – employees serving on-call by carrying a pager will be paid 1-1/2 times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour for after-hours availability during week days and. Employees required to be on-call during weekends and holidays will be paid \$1.75 for availability during weekends and holidays. (2) Responding to an emergency – When responding to a call, or handling crisis, employees will be paid their normal rate of pay up to 40 hours and 1-1/2 times their rate of pay for hours worked beyond their 40-hour work week. per hour. This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations. Motion to amend carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Keckeisen. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Motioned by Ward/Gatterman to amend 2.10 to read: Shift Differential. If an employee (dispatch/jailers jail/janitor only) works a regular shift between the hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents (\$.20) per hour. Motion to amend carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Keckeisen. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Motioned by Miller/Allen to amend part of section 1 – vacation as: After one full year of employment every full-time employee must use at least five consecutive vacation days each year or one (1 consecutive work week). An exception may be made by the department head. Inadequate vacation banks would be exempt from this provision.

To add "ed" to report in section 1.02 related to PPE and add "in their possession" to section 1.02 of inventory. Motion to amend carried by roll call vote, vote, 18 yes, 1 no, 1 excused. Voting no, Keckeisen. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Motioned by West/Ward to amend Section 1 - Vacation

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

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

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

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

schedule:

| Years of Service | Vacation accrued per Year | Vacation accrued per pay period |
|------------------|---------------------------|---------------------------------|
| 0-6 | 80 Hours | 3.077 hrs |
| 7-12 | 120 Hours | 4.616 hrs |
| 13-19 | 160 Hours | 6.154 hrs |
| 20+ | 200 Hours | 7.693 hrs |

Motion to amend carried by roll call vote, 19 yes, 1 excused. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Motion to adopt amended Res. #8 carried by roll call vote, 14 yes, 4 no, 1 abstaining, 1 excused. Voting no, Djumadi, England, James, and Kotlowski. Abstaining, Keckeisen. Excused, Townsend.

Res. #09: Motioned by Stuchlak/James to adopt Res. #09 to authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for \$97,000 from WDNR Aquatic Invasive Species Grant Program for the purpose of funding a staff person and operations to provide educational and technical assistance for prevention and control of aquatic invasive species for 2013 and 2014. Motion to adopt Res. #09 carried by roll call vote 18 yes, 1 no, 1 excused. Voting no, Djumadi. Excused, Townsend. (3 SAYL, yes, non-binding vote)

RECESS: Motioned by Allen/Johnson to recess at 7:04 p.m. Motion carried by unanimous voice vote.

RECONVENE: Called back to order by Chairman Sebastiani at 7:15 p.m. 19 present, 1 excused. Excused, Townsend.

Motioned by Repinski/Kotlowski to reconsider Res. #8. Motion to reconsider Res. #8 carried by roll call vote, 13 yes, 6 no, 1 excused. Voting no, Babcock, Gatterman, Keckeisen, Miller, Roekle, and Ward. Excused, Townsend. (3 SAYL, 2 yes, 1 no, voting not Beckman, non-binding vote) Motioned by Allen/Roekle to table Res. #8. Motion to table Res. #8 carried by roll call vote, 12 yes, 7 no, 1 excused. Voting no, Babcock, Gatterman, Keckeisen, Licitar, Miller, Ward and West. Excused, Townsend.

Res. #10: Motioned by Babcock/Allen to adopt Res. #10 to authorize the Department of Health and Human Services of Adams County to increase the part time Economic Support position to a full time position. Motioned by Ward/Repinski to amend Res. #10 striking the entire fiscal note and inserting "No Impact to 2012 budget." Motion to amend Res. #10 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Gatterman. Excused, Townsend. (3 SAYL, yes, non-binding vote) Motion to adopt amended Res. #10 carried by roll call vote, 19 yes, 1 excused. Excused Townsend. (3 SAYL, yes, non-binding vote)

Res. #11: Motioned by Keckeisen/Renner to adopt Res. #11 to authorize the Department of Health and Human Services of Adams County to reclassify a current Clerk/Receptionist position to a Clinic Coordinator/Receptionist. Motion to adopt Res. #11 carried by roll call vote 15 yes, 4 no, 1 excused. Voting no, Djumadi, Johnson, Kotlowski, and Ward. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Res. #12: Motioned by Licitar/Stuchlak to adopt Res. #12 to authorize the Clerk of Circuit Court for Adams County to reclassify a current Collections Specialist position to a Deputy Clerk of Court

position. Motion to accept Res. #13 carried by roll call vote. 19 yes, 1 excused. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Res. #13: Motioned by West/Ward to adopt Res. #13 a resolution providing for the sale of approximately \$5,580,000 general obligation refunding bonds. Motion to adopt Res. #13 carried by roll call vote, 19 yes, 1 excused. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Ord. # 01: Motioned by Stuchlak/Licitar to enact Ord. #01 to rezone parcels of land in Town of Colburn that were based on incorrect acreage calculations and not zoned according to existing use and additional parcels as appropriate and to enact Ordinance 17A, 2010. Motion to enact Ord. #01 carried by roll call vote 19 yes, 1 excused. Excused, Townsend. (3 SAYL, yes, non-binding vote)

Denials: None

Motioned by Kotlowski/Roekle to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. (3 SAYL, yes, non-binding vote)

Motioned by Allen/Johnson to approve per diem and mileage as submitted. Motion to approve per diem and mileage carried by unanimous voice vote. (3 SAYL, yes, non-binding vote)

Motioned by Repinski/Johnson to bring back Res. #11 & 12. Motion carried by voice vote. Voting no, Keckeisen. Excused, Townsend. Motioned by Ward/Kotlowski to amend Res. #11 & 12 fiscal striking them entirely and inserting "No Impact 2012 budget". Motion to amend carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Djumadi. Excused, Townsend.

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

Set next meeting date for March 20, 2012, 6:00 p.m.

Motioned by Johnson/Roekle to adjourn at 8:30 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Adams County Clerk

These minutes have not yet been approved.

The meeting was called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Larry Babcock, and Joe Stuchlak; Excused: Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Chuck Price, HHS Director; Wendy Pierce, HHS Fiscal & Support Service Manager; Dana Henriksen, HHS Economic Support Specialist; Phil Robinson, HHS Clinic Manager; Phil McLaughlin, Zoning Director; and Lori Djumadi, County Board Supervisor.

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

Motion by Babcock, seconded by Stuchlak, to approve the Minutes of the January 10, 2012 Executive Committee meeting. Motion carried by unanimous vote.

There will be public participation as needed. There is no new correspondence.

Item 11 was struck from the Agenda.

Discussion was held on approving job description for Clinic Coordinator/Receptionist and reclassification of one current HHS Clerk/Receptionist position to Clinic Coordinator/Receptionist. **Motion by Stuchlak, seconded by Babcock, to approve the job description and reclassification of one current HHS Clerk/Receptionist position to Clinic Coordinator/Receptionist, and to forward to County Board for approval. Motion carried by unanimous vote.**

Discussion was held on changing the Health & Human Services Economic Support Specialist position from part-time to full-time. **Motion by Babcock, seconded by Renner, to approve changing the Health & Human Services Economic Support Specialist position from part-time to full-time, and to forward to County Board for approval. Motion carried by unanimous vote.**

Discuss and/or act on reclassifying the Clerk of Circuit Court Collection Clerk (Group Four, PAII - Collections Specialist) to Deputy Clerk of Court (Group Six, PAIII). **Motion by Stuchlak, seconded by Renner, to approve reclassification of Court Collection Clerk (Group Four, PAII - Collections Specialist) to Deputy Clerk of Court (Group Six, PAIII), and to forward to County Board for approval. Motion carried by unanimous vote.**

The Committee recessed at 10:13 for a break, and reconvened at 10:25 a.m.

Discussion was held regarding setting wages for elected officials. Marcia Kaye presented research on comparable counties' pay structures and demographic information which should be considered in setting annual salary for the upcoming term of office for County Clerk, Register of Deeds and Treasurer. Sebastiani stated that the Committee needs more time to review Kaye's materials and the matter can be brought back next month. No action was taken.

Discussion was held regarding revision to Personnel & General Administrative Policies Chapter 4, Section 1. Kaye stated that COLA/Pay Scale was discussed at the last Executive Meeting, and it went to Admin/Finance for discussion. Renner indicated that non-represented employees did not receive a COLA adjustment for the past two years. He wants to wait and see what happens with WPPA Local 355 before addressing pay scale issues.

Motion by Stuchlak, seconded by Renner, to convene in closed session at 11:27 a.m. 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 strategy for conducting negotiations with Adams County Deputy Sheriff's Association Local 355. The Committee reconvened in open session per Wis. Stats. §19.85(2) at 11:40 a.m., to consider and vote on appropriate matters. No motions were made post-closed session.

Trena Larson presented the Administrative Coordinator/Director of Finance monthly report including

Attend health insurance seminar and discussed the following topics:

- Health insurance premiums. The County can expect double-digit increases. An effective health insurance program can help mitigate costs.
- MERP (Medical Expense Reimbursement Plan) may be considered to reimburse high deductible costs.
- Obama Care effect on counties. We need to plan and strategize our plan. Committee members may contact Trena for additional information.
- Roles/Tools of County Administration Supervisor. The County Board should set a vision and tone to implement.
- County Organization including Executive/Administrator/Administrative Coordinator concepts.
- Financial Metrics. Resources are available through University of Wisconsin. Trena will have a Power Point presentation for committee members to view.

Attended the Legislative Exchange Seminar and discussed the following topics:

- Chief Economist stated that the workforce shrunk 5% due to the recession.
- The economy will stay weak unless there is investment and growth. We need job creation. People are immobile because they are tied to their current economic status. We need to see the whole picture of our County.
- Michael Ford, Wisconsin Policy Research Institute said that surveys were taken across Wisconsin asking how to keep our economy on track. People are focusing on quality of live, local government and economic growth. People want measurable results. There is a need to increase and improve how we serve people.
- The Deputy Secretary of the Department of Agriculture discussed the DATCAP program. Adams County lost about \$17,000,000.
- J.B. Van Hollen reported they are examining the effectiveness of probable cause hearings, and there may be a change in standards for indigent legal representation.
- Sauk County HHS discussed family care. There has been a cut in Youth Aids which is a program keeping kids from entering the system. HHS is reviewing budgets. Adams County is not currently participating in the Family Care Program. The program is in the process of lifting the cap and Adams County may participate. The State wants more self-directed supports, i.e., pill dispensers in the client's home.

Trena's take-away from the seminar: We need to review county policies and decisions for years to come. Anticipate cuts and utilize tools to do things more effectively.

Marquette County's Chair wants to revive relationships with counties. Sebastiani stated that quarterly meetings were dropped when AC/DOF Petkovsek left, and we need to reinstate the meetings which had great success and value addressing issues impacting the county.

We need to reevaluate and redesign our Wellness program to increase employee participation, focusing on cost savings. Committee members can contact Trena for additional information.

These minutes have not yet been approved by the Executive Committee.

stray/abandoned animals. Trena talked with these vendors and the newspaper. The paper will print an article on Wednesday of this week focusing on the Humane Society post-county. Next week the paper will highlight the two new vendors. Trena did a follow-up with the vendors and the transition went well. There is a good working relationship with Adams County. Djumadi received feedback that the public does not fully understand the transition and the public is concerned that Mauston Veterinary kills cats. Albert said that the Adams County Human Society did euthanize animals. Eyes of Hope is a no-kill organization. Sebastiani said that pick-ups average about 1 a week just for stray/abandoned animals. We don't go out for every call.

Jack Albert presented the Corporation Counsel Department monthly report including court caseload, department representation, status of pending lawsuits, document review, seminar attended, and department operations.

Marcia Kaye presented the Personnel Department monthly report including status of hiring process for dispatcher, jail officer, Interim Director of HHS, MIS, Highway worker retirement and resulting truck driver position opening. Kaye is reviewing job descriptions to develop a floating position for clerical worker and meeting with Solid Waste and Highway to develop a pool of drivers, some limited term and some on-call for emergency situations at both departments. We will need to cross-train and define job descriptions, pay, licensing, and drug testing.

FMLA requests average about 1 a week, but some employees are working light duty.

Kaye attended the WPELRA State Conference and topics of group discussions and sessions focused on County policy changes, wages and comparable pay scales, changes in managing in a non-union environment. Some counties are also transitioning to pay for performance where wage increases are based on their actual performance levels.

Kaye discussed her understanding of the status of January 1st pay increases. To date, all Unions except WPPA Sheriff Local 355 have notified that they will not be recertifying.

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

The next regular meeting date is set for **March 13, 2012 at 9:00 a.m.** Action items for next meeting:
Discuss and/or act on negotiations with WPPA Sheriff Local 355.

Motion by Renner, seconded by Stuchlak, to adjourn the meeting at 12:17 p.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

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

Roll Call of Board Members:, Diane England, Dr. Hatton, Heidi Roekle, Fran Dehmlow, Jack Allen Dave Repinski & Terry Harvey-Beversdorf. Excused: Pat Townsend & Maureen Bruce

Health & Human Services Staff: Charles Price, Wendy Pierce, Carol Johnson, Sarah Grosshuesch, Sherrie Manning & Phil Robinson

Veterans Service Staff: Dave Guerin

Motion by Allen/Hatton to approve Agenda and Compliance with Open Meetings Law. Motion carried by unanimous voice vote (UVV).

Motion by Repinski/Roelke to approve the November 18, 2011 minutes with the change as mentioned. Motion carried by UVV.

New Business – none

Public comment - none

Correspondence – none

Veterans Service

VSO's Vouchers and Financial Report and calendar were distributed. Motion by Hatton/Allen to approve VSO's Vouchers and Financial Report. Motion carried by UVV.

Health & Human Services

Financial Report – Financial Report was provided. Motion by Repinski/Roekle to approve November Vouchers and Financial Report. Motion carried by UVV.

Thrift Store Financial Report – Year to date gross plus sales \$258,917.68 as of 12/3/11

Conference & Workshop Attendance: none to report

Unit Reports:

Youth Services: Charles Price reported for the Youth Services unit.

Clinical Services: Phil Robinson reported for the Clinical Services unit.

Aging: Carol Johnson reported for the Aging unit.

Long Term Support Services: Charles Price reported for the LTS unit.

Health Officer: Sarah Grosshuesch reported for the Public Health unit.

Economic Support Services: Charles Price reported for the ESS unit.

Roof/Remodel Updates – Charles Price gave the Board an update on the Roof/Remodel project and took Board Members on a tour of Health and Human Services Building.

Amended Item: Personnel – Children and Families- Discuss and/or act on job description updates/changes for Children and Families Social Work position. Motion by Hatton/Repinski to approve job description updates/changes for Children and Families Social Work position. Motion carried by UVV.

Personnel – Children and Families – Discuss and/or act on approval to start the recruitment of a Children and Families Social Worker as of January 1, 2012 as approved in the 2012 budget. Motion by Hatton/Roelke to approve the start of recruitment of a Children and Families Social Worker as of January 1, 2012. Motion carried by UVV.

Amended Item: Personnel – Long Term Support – Discuss and/or act on job description updates/changes to Case Manager position. Motion by Allen/Roelke to approve job description changes to Case Manager position. Motion carried by UVV.

Director's Report – Charles Price gave the Board an update of what he has been working on in various areas of Health & Human Services, meetings and conferences he has attended as well as upcoming meetings that he plans to attend.

Next Regular Meeting Date – January 13, 2012 at 9:00 a.m.

Adjournment: Acting Chairperson England asked if there was any further business to consider. Motion by Repinski/Bruce to adjourn meeting. Motion carried by UVV.

Meeting adjourned at 10:25 a.m.

Minutes respectfully submitted by Beth Czerwinski
THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

Beth Czerwinski

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

Roll Call of Board Members: Dr. Hatton, Heidi Roekle, Jack Allen, Dave Repinski, Maureen Bruce & Terry Harvey-Beversdorf. Excused: Pat Townsend, Diane England, Fran Dehmlow

Health & Human Services Staff: Charles Price, Wendy Pierce, Carol Johnson, Mandy Stanley, Phil Robinson, Diane Osborn, Dana Henriksen, Sarah Grosshuesch & Sherrie Manning

Veterans Service Staff: Dave Guerin

Motion by Repinski/Hatton to approve Agenda and Compliance with Open Meetings Law. Motion carried by unanimous voice vote (UVV).

Motion by Hatton/Repinski to approve the December 9, 2011 minutes as submitted. Motion carried by UVV.

New Business – none

Public comment - none

Correspondence – none

Veterans Service

VSO's Vouchers and Financial Report and calendar were distributed.

Veterans Service Officer's report.

Personnel – Discussion hours of Deputy Veteran's Service Officer for 2012. HHS Board agreed to keep the position on a reduced schedule as needed.

Health & Human Services

Financial Report – Financial Report was provided. Motion by Roekle/Bruce to approve December Vouchers and Financial Report. Motion carried by UVV.

Thrift Store Financial Report – Year to date gross plus sales \$287,326.11 as of 12/31/2011

Conference & Workshop Attendance: Chuck Price, Sarah Grosshuesch & Phil Robinson – Health Wisconsin Leadership Institute (2/1-2/2, Tomahawk); Sarah Grosshuesch – New LHO Orientation (2/7-2/8, Wausau); Chuck Price – WCA Legislative Exchange (2/7-2/8, Madison); Lauren Heitman – Intake Training (3/14-3/16, Wausau); Chris Saloun – Preparedness Training (2/2, Wisconsin Dells)

Unit Reports:

Long Term Support Services: Diane Osborn reported for the LTS unit.

Economic Support Services: Dana Henriksen reported for the ESS unit.

Health Officer: Sarah Grosshuesch reported for the Public Health unit.

Youth Services: Mandy Stanley reported for the Youth Services unit.

Clinical Services: Phil Robinson reported for the Clinical Services unit.

Aging: Carol Johnson reported for the Aging unit.

Thrift Store: Sherrie Manning reported for the Thrift Store.

Presentation – Public Health – Environmental Health, Mitch Lohr

Roof/Remodel Updates – Charles Price gave the Board an update on the Roof/Remodel project and informed board that the County Board passed a resolution that approved an additional \$48,000 to complete remodel project.

Personnel – Aging and Disability Resource Center (ADRC) - Discuss and/or act on adopting job description for Intake/Options Counselor position. Discussion included the recommendation to remove the weekly number of hours from the description. Motion by Hatton/Roekle to adopt job description for Intake/Options Counselor with recommended change. Motion carried by UVV.

Personnel – Aging and Disability Resource Center (ADRC) – Discuss and/or act on approval to start the recruitment of an Intake/Options Counselor position as approved in the 2012 budget. Motion by Repinski/Hatton to approve the recruitment for the Intake/Options Counselor position as approved in the 2012 budget. Motion carried by UVV.

Personnel – Aging and Disability Resource Center (ADRC) – Discuss and/or act on adopting job description for Disability Benefits Specialist Position. Discussion held. Action for agenda item is tabled.

Personnel – Aging and Disability Resource Center (ADRC) – Discuss and/or act on approval to start recruitment of a Disability Benefits Specialist Position. Discussion held. Action for agenda item is tabled.

Director's Report – Charles Price gave the Board an update of what he has been working on in various areas of Health & Human Services, meetings and conferences he has attended as well as upcoming meetings that he plans to attend.

Next Regular Meeting Date – February 10, 2012 at 9:00 a.m.

Adjournment: Acting Chairperson Allen asked if there was any further business to consider. Motion by Hatton/Roekle to adjourn meeting. Motion carried by UVV.

Meeting adjourned at 11:20 a.m.

Minutes respectfully submitted by Beth Czerwinski
THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

Beth Czerwinski

THURSDAY, FEBRUARY 9, 2012 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI

MEMBERS PRESENT: Larry Babcock, Chairperson
Florence Johnson, Vice-Chairperson
Patrick Gatterman, Secretary ~ Arrived at 9:10 a.m./Excused
at 12:30 p.m.
Dean Morgan
Michael Keckeisen
Alexandria Beckman – SAYL Member

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Sarah Stoll,
Dianne Schubert, Bruce Engel and John Knott

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, February 9, 2012.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, KECKEISEN, MORGAN AND SAYL
MEMBER ~ BECKMAN. MEMBER ABSENT: GATTERMAN ~ EXCUSED ~ ARRIVED
AT 9:10 A.M.

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

APPROVAL OF MINUTES OF LAST MEETING (JANUARY 12, 2012
REGULAR MONTHLY MEETING): *Motion by Morgan to approve the Minutes as printed
of the Adams County Highway Department Committee Meeting for JANUARY 12, 2012
Regular Monthly Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION
CARRIED.*

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

- County Road "G" Brushing Concerns ~ Property Owner Stoll
- County Road "G" Brushing Concerns ~ Property Owner Knott
- Fuel Purchases ~ Wisconsin River Co-op Services

COUNTY ROAD "G" BRUSHING CONCERNS ~ PROPERTY OWNER STOLL:
Sarah Stoll was present to discuss her concerns reference the right-of-way brushing that is being
done on her property on County Road "G". *Motion by Gatterman continue to brush and limb
trees per the Highway Policy adopted in 2007 and agree to meet with land owner on site to
verify trees that are on the right-of-way line, second by Johnson. VOICE VOTE, ALL IN
FAVOR. MOTION CARRIED.*

COUNTY ROAD "G" BRUSHING CONCERNS ~ PROPERTY OWNER KNOTT:
John Knott was present to discuss his concerns reference the right-of-way brushing that is being done on his property on County Road "G". *Motion by Gatterman continue to brush and limb trees per the Highway Policy adopted in 2007 and agree to meet with land owner on site to verify trees that are on the right-of-way line, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

FUEL PURCHASES ~ WISCONSIN RIVER CO-OP SERVICES: Dianne Schubert representative for the Wisconsin River Co-op Services was present to discuss the fuel purchasing for the highway department and inquire if this could be open for bidding. Currently the Highway Department gets their fuel from Scully Oil Company, which was bid several years ago and that agreement has not changed. Highway Commissioner was instructed to find out if the Highway Department is in a contract agreement with Scully Oil Company. *Motion by Keckeisen to tabled until the March 2012 Highway Committee Meeting, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ADVERTISE FOR BIDS:

A) CTH E CONSTRUCTION: *Motion by Keckeisen to advertise for bids on the County Road "E" (County Road "G" to 1st Avenue) Construction Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

B) CTH B OVERLAY: *Motion by Keckeisen to advertise for bids on the County Road "B" (State Road 82 to County Road "E") Overlay Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

C) TRUCK: *Motion by Keckeisen to advertise for bids on purchasing a tandem axle truck, with a clause in the bidding documents that states there will be a late fee charge of \$100.00 per day if truck is not delivered by an agreed date, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

HIGHWAY DEPARTMENT OPERATIONS / TRANSITION COMMITTEE UPDATES: Highway Commissioner updated the Highway Committee on discussion and decision made at the Transition Committee Meetings.

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Gatterman to approve the Offering Price Reports as prepared by Timber-Selissen Land Specialist for parcels: 138, 222, 223 & 224 on the County Road "Z" (18th Lane to Wood County Line) Project, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

RESOLUTION COUNTY ROAD "Z" TIGER GRANT: *Motion by Gatterman to apply for the 2012 TIGER GRANT if the prior application, 2011 TIGER GRANT Project placed in the top 100, providing the engineering cost for submitting the project is an acceptable amount, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ASE CERTIFICATIONS: Discussed the ASE certification status of shop employees and that the Transition Committee has not addressed this topic yet. *Motion by Keckeisen to require all shop employees hired after 9/28/11 be ASE certified per job description, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ADAMS COUNTY HIGHWAY DEPARTMENT
FEBRUARY 9, 2012 - 9:00 A.M.

HIGHWAY COMMITTEE MEMBER PATRICK GATTERMAN WAS
EXCUSED AT 12:30 P.M.

ACT ON LETTER OF RESIGNATION FOR HIGHWAY EMPLOYEE: Highway Employee Greg Soley submitted a letter of resignation effective April 9, 2012. *Motion by Keckeisen to accept the letter of resignation effective April 9, 2012 for highway employee Greg Soley, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON STATE D.O.T. TRAFFIC MAINTENANCE AGREEMENTS: *Motion by Johnson to approve the State D.O.T. Traffic Maintenance Agreements for 2012 in the amount of \$134,820.00, which consists of the following projects: North Central Pavement Marking \$128,000.00 / Traffic Signing \$6,820.00, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Crack fill on County Road "B" between State Road 82 and County Road "B"
- Brushing on County Road "G" between State Road 21 and State Road 73
- Winter Maintenance ~ citizen concerns

FINANCIAL REPORT: *Motion by Keckeisen to approve the December 2011 Financial Report ~ Prior to Audit as presented, 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 February 7, 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator / Director of Finance Department. *Motion by Keckeisen to approve the Monthly Check Summary report as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Fuel Quotes
- Oil Quotes
- ASE Certifications
- Road Weight Postings
- Winter Maintenance ~ Ice Slicer

SET NEXT MEETING DATE AND ADJOURN: *Motion by Keckeisen, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, March 8, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 1:30 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Adams County Land and Water Conservation Committee Minutes for 2/13/12 meeting

Meeting called to order at 9:00 am. All Committee members present except Keckeisen who was excused.

It was determined the meeting was properly noticed.

James/Morgan motion to approve agenda. Motion passed unanimously.

Morgan/Bork motion to approve 1/9/12 meeting minutes and 1/17/12 meeting minutes with corrections that were made in pen. Motion passed unanimously.

Public participation – none.

Barry Benson reviewed 2011 Wildlife Abatement Program Damage Claims. Licitar/Morgan motion to approve claims. Motion passed unanimously.

Jon Robaidek, WDNR Biologist, reported on 2011 Adams County deer harvest and County activities pertaining to Wolf Removal Permits.

There was no NRCS report.

Land and Water Conservation Department Monthly report was reviewed and Murphy answered question about Animal Waste Management Ordinance and lake level monitoring at Easton Dam.

Licitar reported next Central Wisconsin Windshed Partners meeting is 4/3/12.

There was no North Central Land and Water Conservation Department report. Since we are not paying dues for 2012 it was agreed this item shall not be on future agendas.

James provided a Golden Sands Resource, Conservation and Development report including 40th Anniversary activities; website activities, Hydrofrac presentation, annual fees will increase to \$250 and the Waupaca Chain of Lakes has zebra mussels. Stuchlak added the Prairie Chicken Festival is 4/13-15/12.

Bork reported on 2011 USA Production Report.

Murphy distributed January 2012 financial report. James/England motion to approve financial report.

James/England motion to approve Memorandum of Agreement between County of Adams and Town of Rome for placement of now wake buoys. Discussion about notification of buoy damage occurred. Motion passed unanimously.

England/Licitar motion to approve Resolution to Apply for WDNR Aquatic Invasive Species Grant. Murphy reviewed with Committee costs and percentage the County will be responsible for. Motion passed unanimously.

James/Bork motion to approve Agreement with Ayres and Associates for Camelot Dam repairs. Murphy reviewed items in agreement. Discussion occurred about repairs. James requested copy of Agreement. Motion passed unanimously.

Morgan/Licitar to approve Agreement with Easton Lake District to install Handicap path at Easton Dam. Murphy reviewed with Committee items in agreement. Motion passed unanimously.

Murphy reported he has received no response to letter sent to Chuck Pfeiffer regarding ownership of the Friendship Dam.

Communications: Licitar shared J.A.M. Corn and Soybeans Annual meeting notice; Stuchlak shared news article about Heartland Farms receiving an award for good conservation practices on their farm; Murphy shared news about the 2011 DATCP Allocation Plan; James shared news that there may be delayed communications for a short period of time with Tri-Lakes Management District due to their Clerk missing time due to injury.

No items were identified for the next meeting which was set for 3/12/12.

Licitar/England motion to adjourn.

Adams County Library
Board Minutes
2/27/12

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

President Nelson verified that the meeting was properly announced.

Motion to approve the agenda was made by Albrecht, 2nd by Townsend and carried unanimously.

Public input was invited. No one was present.

Recommended Actions: minutes, bills and financial report:

Motion to approve the minutes of the January meeting was made by Townsend, 2nd by Kreten and carried unanimously.

Information on the bills was included in the Financial Report and reviewed. There were no recent bills.

Motion to approve the Financial Report for January was made by Challoner, 2nd by Kreten and carried unanimously.

Communications & Reports:

Discussed the Jackson Township meeting concerning the Oxford Library.

South Central Library System report:

Nelson reported that updates to KOHA were done on Feb. 7th and 9th. A KOHA users meeting will be March 6th. Portage Library will be expanding. SCLS needs an alternate representative from the Adams County Library. Townsend agreed to serve as alternate representative.

Budget:

Discussed the discrepancy between the budget voted on and the actual printed document. Wavrunek to reseach.

Director's Report:

- A. Circulation for January was up 25-30% from January of last year.
- B. A draft of the Annual Report was disseminated and discussed.

Staffing Meeting Reports:

The next staff meeting will be in March. Discussed concerns over increased circulation and part-time staff hours.

Update from Auditing Committee:

Tabled until March.

Legislative Day:

Legislative day was Feb. 14th

Review By-Laws:

Motion to approve the By-Laws as currently written was made by Challoner, 2nd by Kreten and carried unanimously.

Identify possible upcoming items for future meetings:

- A. Staffing Meeting Reports
- B. Town of Jackson Update

The meeting was adjourned at 2:10 p.m.

The next meeting will be held Monday, March 26th at 1:00 at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary



Adams County Local Emergency Planning (LEPC) Committee
Monday, February 27, 2012
9:30 a.m. – Community Center Building, Conf. Rm. 103

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held on Monday, February 27, 2012, in Conference Room 103 at the Adams County Community Center. Chair Dean Morgan called the meeting to order at 9:30 a.m. The meeting was properly noticed.

Members present: Dean Morgan, Chair/County Board Representative; Florence Johnson, Vice-Chair/County Board Representative; John Frantz, Chief, Rome Fire Dept., Todd Hanson, City of Adams Chief of Police; Sam Wollin, Sheriff; Les Beckman, Captain/Acting Chief Deputy; Jodi Stormoen, DNR Ranger, Scott Firlus, Wis. River Cooperative; Chris Saloun, Public Health, Jeff Rogers, ARES/RACES; Pat Kotlowski, Highway Commissioner and Jane Gervais, Emergency Management Director. Members not present: Scott Switzer, Moundview Memorial Hospital; Isolina Jackson, WDKM Radio and Ann Taff, American Red Cross. Others present: Darcie Beckman, Times-Reporter Printing Company.

Motion by Johnson/Firlus to approve the agenda. Motion carried.

Motion by Stormoen/Firlus to approve the minutes of August 8, 2011, with the correction on page two to change the date from February 6, 2011 to February 27, 2012 for the next meeting date. Motion carried.

Update on Level "B" Hazmat Team (Gervase Thompson, Juneau County EM Director); 2011 & 2012 EPCRA computer and equipment grant status.

Gervase Thompson, Juneau County Emergency Management Director and Bruce Holsclaw, Deputy Director, were present. Gervase Thompson gave an update on the Hazmat team. They have five members from Adams County that are on the team. The contract requires five members. Four are regular attendees. They are in the process of accepting new members from Adams County. Adams County is required to furnish five physicals. These physicals are costly, over \$1,000.00 each. Gervase is looking into another alternative for physicals that would be less costly. The State Hazmat Coordinator can bring down the Minnesota travel trailer to conduct physicals that would only cost approximately \$200.00.

Hazmat alternates their meeting locations between the two counties. They are meeting over in Adams County this month.

The grant submitted last year paid for the majority of the Hazmat trailer. The truck that pulls the trailer is from a Homeland Security grant. They were previously looking for a place to store the Hazmat Trailer and found a spot at Volkfield in cold storage.

Gervase announced to the Committee that the Hazmat truck and trailer are available for a tour out in the parking lot.

Bruce Holsclaw discussed one of the things he has discovered is how do you keep members actively interested in the team participating. Training is at cutting edge, yet keeping that interest up is a challenge and essentially you are doing that with volunteers who have other jobs. Holsclaw commented that they are very impressed by several of the Rome members that attend the meetings in Juneau County and that includes not only the Tech personnel, but also the support people. Not only do they make it to the meetings, but they also participate in the trainings.

Gervase Thompson mentioned the 2012 EPCRA computer and equipment grant request had been submitted for just under \$10,000 (\$9,485.00). The 2011 EPCRA computer and equipment grant reimbursement request was for \$8,759.83. The grants are lessening each year.

Update on 2011 2nd half Emergency Planning and Community Right to Know Act (EPCRA) Grant Award. Gervais reported that Adams County was awarded \$3,032.00 for the 2nd half 2011 EPCRA Emergency Planning Grant.

Discuss and/or act on Procedures for Review of Hazmat Response Expenditures, review of and any recommendations. There were no recommendations for any changes to the Procedures. **Motion by Firlus/Hanson to approve the current Procedures. Motion carried.**

LEPC Bylaws. Review of and any recommendation. Gervais updated the Bylaws as follows: Page 2 Quarterly meetings to twice a year; Page 3, No. 3, changed Emergency Management Committee to Public Safety & Judiciary Committee. **Motion by Hanson/Firlus to approve the current bylaws to include the revisions. Motion carried.**

LEPC Membership, review and act on recommendations for appointment. **Motion by Johnson/Firlus to approve the appointment of Darcie Beckman, Times Reporter Print Media, to the LEPC Committee, to replace Nancy Sorensen, and to forward the appointment on to Public Safety & Judiciary Committee and then on to County Board. Motion carried.**

Discuss and/or act on LEPC Compliance Inspector, Designation of State. **Motion by Firlus/Johnson to designate the State of Wisconsin as the Compliance Inspector for Adams County LEPC. Motion carried.**

Discuss and/or act on Update of Adams County Strategic Plan. Gervais discussed the proposed changes necessary to update the Adams Countywide Strategic Plan that develops policies and procedures for responding to hazardous materials incidents and/or incidents. **Motion by Firlus/Les Beckman to accept the revisions and approve the Strategic Plan. Motion carried.**

Review/approval of off-site Plans for Facilities with Extremely Hazardous Chemicals. Gervais explained revisions made to the EPCRA Offsite Plans for the three facilities: Rock Tenn (formerly Smurfit Stone), Grande Custom Ingredients and Level 3 Communications. Other recommendations from Committee were to add .4 miles to Grande Cheese Vulnerability Zone map and add the Wastewater Treatment Plant to the Grande Cheese Plan. **Motion by**

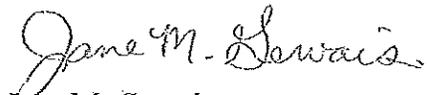
Frantz/Firlus to approve the three off-site facility plans with the changes as discussed. Motion carried.

Public Input. No public input.

The next meeting date of this committee will be Monday, August 20, 2012, at 9:30 a.m.

Motion by Frantz/Firlus 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.

Courthouse Conference Room A231
December 7, 2011 8:00 a.m.

Call to Order: Meeting was called to order at 8:00 a.m. by Chairperson Kotlowski.

The meeting was properly announced.

Roll Call: Committee Members: Jerry Kotlowski, Dave Renner, Bill Miller, Lori Djumadi, and Heidi Roekle. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Rita Kolstad – Parks Admin. Clerk/Bookkeeper.

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

Previous Minutes: Motion by Miller/Djumadi to approve the October 12, 2011, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: None.

Public Participation on Agenda Items: None.

Recreation Report by Committee Members: Miller reported there were no deer season fatalities State-wide. The deer harvest was down in Adams County this year. A 4-day additional hunt in certain zones is this weekend.

2012 Budget Review: Director reported after review by County Clerk, Admin. Coordinator, and himself it was determined the Parks Department still owes the General Fund \$31,000 which will be paid back out of the 2012 budget. Revenues were increased in the Castle Rock Park and Petenwell Park 2012 budgets to offset the expense.

The 2012 raffle license application was approved in the 2012 budget and has been approved by Corp. Counsel.

Set 2012 Park User Rates: A 2000-2011 user fee changes spreadsheet was distributed to Committee for review. Director reported the Parks Department recommends no fee increase(s) for 2012. Discussion followed. Motion by Djumadi/Roekle to increase the day user fee to \$5.00 and all other fees are to have taxes included in the posted price then rounded up to next dollar amount. Department is to bring new fee schedule to the next Committee meeting. Motion carried by unanimous vote.

Equipment Sales: Castle Rock Park old tractors/mowers were sold for \$6955.00 and Petenwell Parks sold for \$10,907.00. Sales are reflected under miscellaneous revenue in the revenue reports. All items for sale sold.

Trails Management Report: Plum Creek Timber Company is looking at some of their other properties for ATV trail expansion. ATV trails are closed for the season. Snowmobile trails tentative opening date is set for December 12, 2011, providing there is enough snow. The Snowmobile Association has made changes to trail openings/closures that will be printed in the local newspaper this week. Snowmobile trails must have a minimum of a 6 inch base County-wide and groomed before trails will be opened for the 2011-2012 season. When conditions deteriorate and warrant closing, trails will be closed County-wide as well. If the north end of the County has plenty of snow; however, the south end only has a couple inches of snow, the trails will not be

opened till the south end has a minimum of 6 inches of snow. Trails tentatively will not be opened or closed on the weekends, only on weekdays. A 48-hour notification by the Snowmobile Association President or Vice President to the Trails Coordinator when trail openings/closures occur is required. The Parks Administration office will notify the local radio station to announce trail openings/closures as well as the website, trails report phone line, the Sheriff's Department, etc. When trail closures occur the snowmobile clubs are responsible for posting trail closure signs on their trail segments.

Coordinator received the two snowmobile bridge projects agreements and forwarded to the Admin. Coordinator to sign per policy; however, Coordinator will be meeting with her to discuss her concern that a Resolution needs to be brought to County Board before she can sign them.

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

Expense Check Summary Report and Expense Report: Reviewed by Committee. Director to notify Chairperson and/or Committee when Chamber members are assisting the Parks Department at tourism shows when reimbursement monies for lodging, meals, or mileage is involved.

Future Agenda Items: Public Hearing for 5-Year Outdoor Recreation Plan. 2012 User Fees.

Set Next Meeting Date: Committee meeting date to be determined in late January or February. Public Hearing on the proposed 5-year outdoor recreation plan will be held immediately following meeting.

Adjourn: Motion by Miller/Renner to adjourn at 8:50 a.m. Motion carried by unanimous vote.

Submitted by,



Lori Djumadi
Parks Committee
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: February 1, 2012

Site Visit at the Dale Haddon property at 562 Golden Court in the Town of New Haven, Adams County: Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee to order at 8:30 A.M. on Wednesday February 1, 2012 with the following members present. Glenn Licitar, Barb Morgan, Randy Theisen, Diane England and Terry James. Mike Keckeisen was absent. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; was this meeting properly announced? Phil McLaughlin stated that it was. Mr. Haddon informed everyone present at the onsite that there is approximately 37 acres, which they have owned for about 37 years. The house was built in 1974, has 4 bedrooms and sleeps 11. The garage has an apartment above the garage and sleeps 9. They have been renting out the property for twelve years and currently advertise on a website. A rental contract is required, with rules posted in each building. Mr. Haddon stated that they are licensed through the state to rent their property as a resort and the property is inspected yearly by the Health Department. Representatives from the Town Board, fire department and neighbors were present to voice concerns regarding fireworks and firearms. Chairman Stuchlak stated that the Committee would be driving by the Zachary Nemitz property at 710 Gale Avenue in the Town of Springville to view a property condemned by the County and would then reconvene at the Courthouse in Friendship for the scheduled Public Hearings and business portion of the meeting.

RECESS from site visit: 8:45 A.M.
RECONVENE at the courthouse: 9:36 A.M.

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee to order at 9:36 A.M. Roll call was taken with all members present. Was this meeting properly announced? Phil McLaughlin stated that it was. Terry James made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried.

Public Hearings: Terry James made a motion to bring the tabled Dale Haddon conditional use request from the table. Randy Theisen seconded the motion. All in favor. Motion carried. Phil McLaughlin explained that it was brought to his attention and has since been confirmed by Corporation Counsel regarding case law that if a Conditional Use is not specifically listed as a conditional use, it cannot be granted. Existing nonconforming uses were also discussed. The Planning & Zoning Department will now be implementing a Nonconforming Use Registration to document these uses that existed prior to County Zoning. Mr. McLaughlin further stated that he advises that the Committee not vote on this request as the County Zoning Ordinance does not specifically list short term rental as a Conditional Use in A1-15. Discussion followed. Adjacent owners were allowed to speak and asked who they should contact and what could be done in a case of renters shooting guns and fireworks, they were advised to contact Sheriff Wollin to find out in advance what the Sheriff's Department would be able to address in a nuisance complaint situation. Chairman Stuchlak stated that the Committee would move onto the next request. Evelyn Voboril Revocable Living Trust & Central States Tower II -- Conditional Use Permit request under Section 3-5.00 of the Adams County Comprehensive Zoning Ordinance to allow a 250' self supporting communications tower with a 12' x 26' equipment building on property located in the NW ¼, SE ¼, Section 23, Township 18 North, Range 6 East on 8th Drive, Town of Preston, Adams County, Wisconsin. Glenn Licitar made a motion to grant the Conditional Use Permit. Barb Morgan seconded the motion. Roll Call Vote: 7 - Yes. Motion carried. Josef Limbrunner/Ryan & Paul Roeder & SBA Towers/Verizon Wireless - Conditional Use Permit request under Section 3-5.00 of the Adams County Comprehensive Zoning Ordinance to allow a 300' communications tower on property located in the NW ¼, SW ¼, Section 5 and NE ¼, SE ¼, Section 6, Township 14 North, Range 6 East at 3671 State Road 13, Town of Dell Prairie, Adams County, Wisconsin. Mike Keckeisen made a motion to grant the Conditional Use Permit. Barb Morgan seconded the motion. Roll Call Vote: 7 - Yes. Motion carried.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
FEBRUARY 1, 2012
PAGE #2

Mike Keckeisen made a motion to take a recess. Terry James seconded the motion. All in favor. Motion carried.

RECESS: 10:45 A.M.
RECONVENE: 10:51 A.M.

Public Hearing for Amendments to the Zoning Map for the Town of Colburn – Zoning change on parcels that were zoned based on incorrect acreage calculations, parcels that were not zoned according to the existing use and additional parcels as appropriate. Phil McLaughlin explained to everyone present that the Town of Colburn adopted County Zoning on December 7, 2011. This hearing is to take proactive corrective action with regard to the zoning of parcels on the newly adopted Zoning Map that were incorrectly zoned because of parcel size. In addition to those parcels, there were several others that needed to be changed because of imminent land splits or were overlooked as being business or public areas. Discussion followed Terry James made a motion to adopt the noted changes and forward that recommendation to the County Board for final approval. Glenn Licitar seconded the motion. Roll Call Vote: 7 Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and noted that public participation would be taken as needed.

Diane England made a motion to approve the minutes from the January 4, 2012 meeting as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

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

Register of Deeds: Jodi Helgeson mentioned that GCS has been working really slow recently and was informed that is because there are issues with permitting software for the Planning & Zoning Department. Land Information: Ms. Helgeson explained that the County mapping system is changing over to all digital within the next year, which means the paper maps will be phased out. Tyler Grosshuesch will explain the work flow. The Committee suggested that he wait until the April meeting in the event that there are new Committee members. Randy Theisen made a motion to accept the Register of Deeds and Land Information reports as presented. Terry James seconded the motion. All in favor. Motion carried.

Planning & Zoning Updates: Phil McLaughlin informed the Committee that the office has been working with the GCS software for the permitting system.

Discussion was held regarding the transfer of Nonmetallic Mining Reclamation Ordinance from LWCD to P&Z for administration and enforcement. Randy Theisen made a motion to transfer the Ordinance to Planning & Zoning. Barb Morgan seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the Financial Report for the month of December and the Comp Time Report to the Committee for review. Glenn Licitar made a motion to approve the Financial Report and Comp Time Report as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
FEBRUARY 1, 2012
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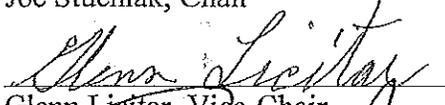
Correspondence: None.

Next meeting date: March 7, 2012

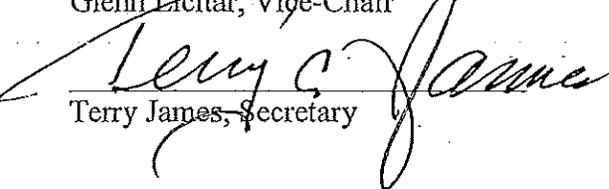
Terry James made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

Adjourned: 11:52 A.M.

Joe Stuchlak, Chair



Glenn Licitar, Vice-Chair



Terry James, Secretary

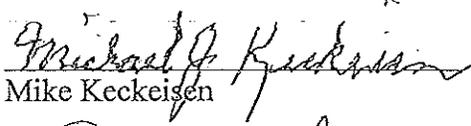
Diane England



Randy Theisen



Barb Morgan



Mike Keckeisen



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: March 7, 2012

Site Visit at the Thomas Bandle property at 214 County Road Z, Town of Rome, Adams County: Vice-Chair Glenn Licitar did not call the meeting to order as there was not a quorum present.

Vice-Chair Glenn Licitar called the Adams County Planning & Zoning Committee meeting to order at 9:30 A.M. on Wednesday March 7, 2012 with the following members present. Mike Keckeisen, Barb Morgan, Terry James, Randy Theisen. Diane England and Joe Stuchlak were excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Randy Theisen seconded the motion. All in favor. Motion carried.

Public Hearings: Thomas Bandle – Rezoning request of portions of property zoned Conservancy to a Recreational/Residential District of the Adams County Shoreland, Wetland and Habitat Protection Ordinance to allow residential use on property located in Pt of the NW ¼, NE ¼, Section 11, Township 20 North, Range 5 East, Lot 1 of CSM 1766 at 214 Cty Trk Z, Town of Rome, Adams County, Wisconsin. Upon completion and review of the Committee Findings Checklist and based on a total score of 207 points with an average score of 52, the Committee was unanimous in its decision for recommendation of the zoning change. Terry James made a motion to approve the zoning change from Conservancy to Recreational/Residential and forward that recommendation to the County Board for final action. Mike Keckeisen seconded the motion. Roll Call. 5 – Yes. (Theisen, Morgan, Licitar, Keckeisen and James.) Motion carried. MS Real Estate Holdings, LLC – Conditional Use Permit request under Section 5-3.03(23) of the Adams County Comprehensive Zoning Ordinance to allow the expansion of a previously approved livestock facility on property located in the SE ¼, Section 8, Township 16 North, Range 7 East, at 2563 5th Avenue, Town of New Chester, Adams County, Wisconsin. Terry James noted that the Town of New Chester did not make a recommendation on the request. Terry James made a motion to grant the Conditional Use Permit. Randy Theisen seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Vice-Chair Licitar closed the Public Hearing portion of the meeting and noted that public participation would be taken as needed.

Terry James made a motion to take a recess. Mike Keckeisen seconded the motion. All in favor. Motion carried.

RECESS: 10:27 A.M.
RECONVENE: 10:38 A.M.

Barb Morgan made a motion to approve the minutes from the February 8, 2012 meeting as presented. Terry James seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of February to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Register of Deeds/Land Information: Jodi Helgeson was away at conference, but had a written report to be distributed to the Committee. Terry James made a motion to accept the Register of Deeds and Land Information reports as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

PA 1062

Discussion was held regarding demolition services and landfill costs to raze the Nemitz structure at 710 Gale Avenue in the Town of Springville and how the County would pay the costs up front and add those fees to the tax bill. Terry James made a motion for Corporation Counsel to continue pursuing action for razing the Nemitz structure and place on next month's agenda for discussion and action. Barb Morgan seconded the motion. All in favor. Motion carried.

Phil McLaughlin distributed a fact sheet highlighting major revisions to the Adams County Shoreland, Wetland and Habitat Protection Ordinance. Discussion was held. Terry James made a motion to approve the fact sheet for distribution as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Planning & Zoning Updates: Discussion was held regarding the new permitting software. Phil McLaughlin informed the Committee of possible revisions needed to the comprehensive zoning ordinance. The Committee requested Mr. McLaughlin to compile a list of possible revisions to the Comprehensive Zoning Ordinance and they would discuss whether a revision is justified.

Barb Morgan stated that New Chester residents had asked for a moratorium on Frac Sand mining and she asked if the County was going to put a moratorium on all county zoned townships or if New Chester should do it on their own. Discussion was held. It was the Committee's consensus not to take any action as Frac Sand Mining would be a Conditional Use in an A1 Exclusive Agriculture District, which would come before the Planning & Zoning Committee, and conditions could be put on the project at that time.

Phil McLaughlin presented the Financial Report for the month of January to the Committee for review. Terry James made a motion to approve the Financial Report as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Correspondence: None.

Next meeting date: April 4, 2012

Randy Theisen made a motion to adjourn. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Adjourned: 11:48 A.M.

Joe Stuchlak, Chair

Randy Theisen

Glenn Licitar, Vice-Chair

Barb Morgan

Terry James, Secretary

Mike Keckeisen

Diane England



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Public Safety & Judiciary Committee

Tuesday, February 21, 2012

4:30 pm – Conference Room A260

AMENDED MINUTES

1. Call the Meeting to Order. Meeting called to order at 4:30 pm.
2. Was the meeting properly announced? Yes
3. Roll Call. James, Sebastiani, Miller, Keckeisen, Ward
4. Approve the Agenda. James/Miller, Motion Carried, Unanimous
5. Public participation (*If requested by the Committee Chair*). As needed.
6. Correspondence. None

7. Sheriff's Department - Sheriff Wollin and Captain Beckman
Discuss/Act on filling vacancy in Dispatch. Motion to approve by Miller/James. Motion carried. Unanimous.
Discuss/Act on Resolution to increase on call wages for Sheriff's Office on-call employees. Motion by Keckeisen to raise the hourly on-call wages for employees who work in Dispatch and Animal Control from \$11/\$12 to \$15/hour; Jail from \$11 to \$16/hour; Transport from \$11 to \$14/hour; and Patrol Deputies from \$12 to \$17/hour. Second by Miller. Passed 4-1. Motion by Miller to move forward with changes to the resolution. Second by James. Motion carried. Unanimous
Discuss /Act on Resolution to re-establish Sergeants positions within the Sheriff's Office. Motion by James to approve of changes to the 3rd "whereas". Second by Miller. Passed 4-1 as Keckeisen abstained from the vote.

8. Adjourn. Motion by Keckeisen/James to adjourn at 5:12 pm. Motion carried. Unanimous

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Bonnett/ Cada / Hinze / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Larson

ADAMS COUNTY SOLID WASTE COMMITTEE

March 7, 2012, 6:00 PM

Room A160, Courthouse, Friendship, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Nick Theisen, SAYL

MEMBERS ABSENT/EXCUSED: Patrick Gatterman
Mike Keckeisen

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Barb Morgan

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:02 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, BECKMAN AND THEISEN. ABSENT/EXCUSED: GATTERMAN AND KECKEISEN. *Motion by Johnson, second by Morgan, to approve the Agenda as corrected. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM FEBRUARY 8, 2012: *Motion by Morgan, second by Johnson, to approve the Open Session minutes as presented for the February 8, 2012 meetings. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: None.

LANDFILL DEPT. WORKING WITH HWY DEPARTMENT/HWY COMMISSION: No further discussions have taken place.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for February 2012 along with the Check Summary Report. Discussion was held. *Motion by Johnson, second by Morgan, to approve the Financial Report and the Check Summary Report for February 2012. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated March 7, 2012 (see attached copy). *Motion by Morgan, second by Johnson, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

DISCUSS AND APPROVE CONTRACTS/AGREEMENTS/LEASES: Ms. Diemert updated the Committee on the progress with IROW. She reported that the contract is being reviewed by IROW's attorney. Discussion is taking place on whether an RFP needs to be done.

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: Ms. Diemert reported on the Freightliner tractor trucks available through Federal Property at a cost of \$4,500 each. We have acquired two of them so far, one has 11,000 miles and the other just over 8,000 miles and are in excellent condition. She also reported the Peterbilt 40cy front load compacting truck that we picked up.

EMPLOYEE UPDATE: Ms Diemert asked the SW Committee members support wage increases for Solid Waste employees or to be included in any wage studies that are done. She next discussed what the procedure that will be followed for individual Department policies such as uniforms, tool allowances, etc. Discussion was held on the new County policy and employee handbook that are still in the process. It was the consensus of the Committee that when the policies are passed at County Board the individual departments will bring individual policies for their departments to the Committee.

Ms. Diemert updated the committee on the progress of the Part-Time Scale Clerk/Secretary hiring. Testing interviews need to be done. She also reported on the Part-Time Driver/Laborer position and that testing and interviews will be done at the landfill.

Ms. Diemert updated the Committee on the two employees that are still under partial release for work. They can drive the truck but cannot throw garbage bags or lift cans at this time.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Any updates needed.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, April 11, 2012 at 5:30 PM at the Courthouse. *Motion by Johnson, second by Babcock, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:13 P.M..

Respectfully submitted,
Myrna Diemert, Recording Secretary

~~THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE~~

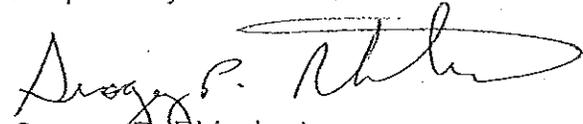
ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 459
March 7, 2012
Report for the month of February, 2012

The 2012 Monument Maintenance Program in Towns of New Chester, Lincoln, Richfield, and Colburn is proceeding. The project is about 60% complete. Work on the project is continuing and should be completed in April or May

I am continuing with the duties of my office.

Respectfully Submitted;

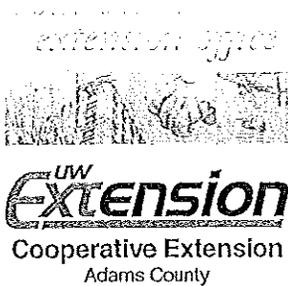


Gregory P. Rhinehart,
Adams County Surveyor

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

SUMMARY OF ACCOUNTS 2012

| | <u>RETAINER</u> | <u>PROJECTS</u> | <u>MISCELLANEOUS</u> |
|-------------|-----------------|-----------------|----------------------|
| Budget | \$3,600.00 | \$21,500.00 | \$ 400.00 |
| JANUARY | 300.00 | | 100.00 |
| Balance | \$3,300.00 | \$21,500.00 | \$ 300.00 |
| FEBRUARY | 300.00 | 13,698.99 | |
| Balance | \$3,000.00 | \$ 7,801.01 | \$ 300.00 |
| MARCH | | | |
| Balance | \$ | | |
| APRIL | | | |
| Balance | \$ | | |
| MAY | | | |
| Balance | \$ | | |
| JUNE | | | |
| Balance | \$ | | |
| JULY | | | |
| Balance | \$ | | |
| AUGUST | | | |
| Balance | \$ | | |
| SEPTEMBER | | | |
| Balance | \$ | | |
| OCTOBER | | | |
| Balance | \$ | | |
| NOVEMBER | | | |
| Balance | \$ | | |
| DECEMBER | | | |
| Balance | \$ | | |
| Grand Total | \$ | | |



Extension Committee
Minutes of Meeting
February 14, 2012 @ 1:00PM
Adams County Community Center
569 N. Cedar Street, Extension Conference 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:** Florence Johnson, Diane England, Glenn Licitar and Dave Repinski – Present. Jack Allen - Excused
Extension Staff: Don Genrich, Jennifer Swensen, Theresa Wimann, and Linda Arneson – Present. Mary Ann Olson – Excused
SaYI Member: Brittany Metoyer – Arrived 1:10 p.m.
Others Present: Paul Pisellini
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Repinski and Second by Licitar to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar Second by Repinski to accept minutes of the Extension Committee Meeting of January 10, 2012 presented. Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
 - a) Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann: Committee discussed the monthly reports. Motion by England Second by Repinski to place Monthly Reports on file. Motion carried.
 - b) Review Calendars of Extension Education Staff: Committee reviewed February calendars for all education staff.
 - c) Review Check Summary and Financial Statement for January 2012: January Check Summary and Financial Statements were reviewed. Motion by England Second by Licitar to place January 2012 Check Summary and Financial Statements on file. Motion carried.
 - d) Report on First NELD Session – Genrich: The first NELD session was held in Colorado and consisted of participants learning about “emotional intelligence” and “intercultural leadership”; taking a trip to the Air Force Academy to learn about the leadership program used by the Air Force. Participants also prepared a vision statement.

- e) Community Center Landscaping: The Community Center Department and two White House (Master Gardeners) met on January 27th.
- Genrich will research info/prices for landscaping and the flagpole
 - Johnson will research info/prices for blinds
 - Wavrunek will research info/prices for upgrading technology
- f) Support Staff Hours/Support Requests - Arneson: Arneson gave a report on the hours worked by support staff for the time period January 30th – February 10th. Arneson also provided information on support requests received since the January Committee Meeting.
- g) Extension Centennial Celebration: Discussion was held on University of Wisconsin Cooperative Extension celebrating its 100th anniversary in 2012. Mary Ann Olson and Theresa Wimann are both involved in a display called “Dressed for Success”. Antique clothing and biographies are used to tell the story of the Family Living Program throughout the years. This display will be set up at the Community Center from July 4th – July 7th. This is the same time that the city of Adams will have a display set up at the Community Center.
- h) Facebook Page: Arneson told the Committee about the Facebook page setup by the Extension office and encouraged them to take a look at it. Extension will be using this as another way of communicating with people. This page will include info on programs and workshops along with general information from Extension.
- 9: Set Next Meeting Date: Next regular meeting will be March 13, 2012 at 1:00 p.m. at the Adams County Community Center.
10. Agenda Items for Next Meeting:
- 4-H American Spirit Trip Resolution
 - Community Center
 - Extension Centennial Celebration
- 11: Adjourn: Motion by Repinski and Second by England to adjourn. Motion carried. Meeting adjourned at 2:43 p.m.

Minutes taken by
Linda Arneson
Clerk/Bookkeeper
UW-Extension, Adams County

Diane England, Committee Secretary

These minutes have not been approved by the Extension Committee.

RESOLUTION NO. 2012- 08

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**RESOLUTION TO AMEND THE
ADAMS COUNTY PERSONNEL & GENERAL ADMINISTRATIVE POLICIES**

INTRODUCED BY: AD HOC TRANSITION COMMITTEE

INTENT & SYNOPSIS: To amend the Adams County Personnel & General Administrative Policies adopted November 2011.

FISCAL NOTE: None.

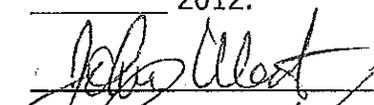
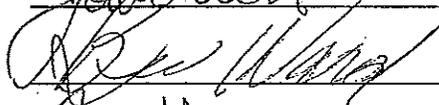
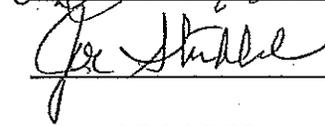
WHEREAS: Due to implementation of Wisconsin Acts 10 and 32 it is determined that the County's Personnel & General Administrative Policies need to be modified; and

WHEREAS: Significant discussion and deliberation on the proposed amendments transpired between Department Heads, employees and the Ad Hoc Committee; and

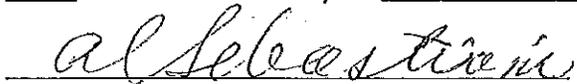
WHEREAS: The Committee reviewed the attached changes and updates, deeming them appropriate for effective and efficient County operational needs.

THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors, that it is hereby approved that the current Personnel & General Administrative Policies, adopted November 2011, be amended to reflect the attached changes incorporated as if contained herein, retroactive to January 1, 2012.

Recommended for adoption by the Ad Hoc Transition Committee this ____ day of _____ 2012.

| | |
|---|--|
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| _____ | _____ |
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|  | _____ |
| _____ | _____ |

ADOPTED
DEFATED by the Adams County Board of Supervisors this date ____
TABLED day of _____, 2012.


County Clerk

County Board Chair



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

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

Add, A & B, to section 2.02,

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

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

Add the following to pages 21 - 22

2.08 On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call has two functions; (1) carrying the pager – employees serving On-call by carrying a pager will be paid ~~1-½ times their rate of pay for hours worked beyond their 40-hour workweek.~~ ~~Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour for after-hours availability during week days and.~~ ~~Employees required to be on-call during weekends and holidays will be paid \$1.75 for availability during weekends and holidays.~~ (2) Responding to an emergency – When responding to a call, or handling crisis, employees will be paid their normal rate of pay up to 40 hours and 1-1/2 times their rate of pay for hours worked beyond their 40-hour work week. ~~per hour.~~ This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.

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

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

Change numbering:

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

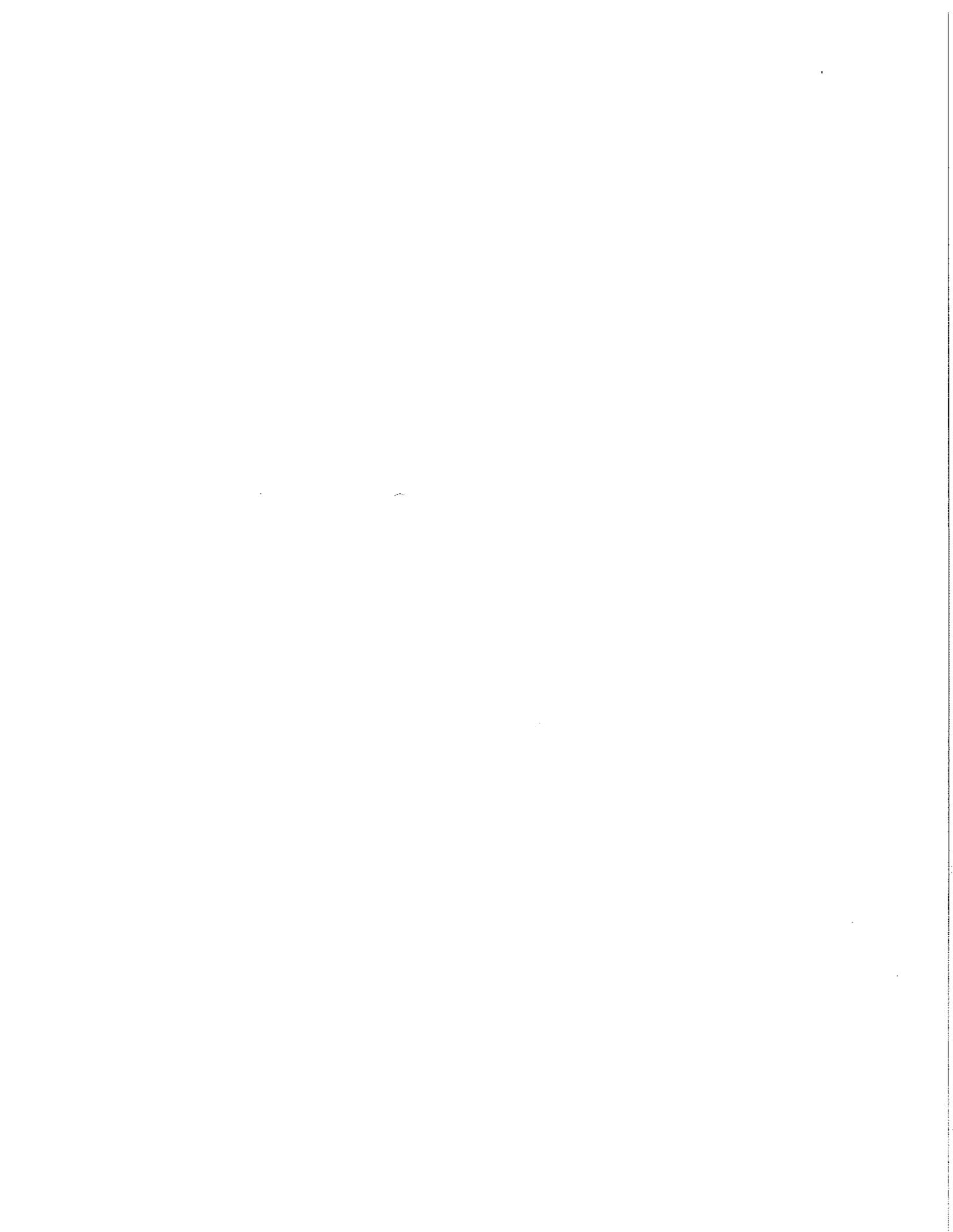
Chapter 6, Page 27, change and/or modify:

SECTION 1 - VACATION

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

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

After one full year of employment every full-time employee must use at least five consecutive vacation days each year or one (1 consecutive work week). An exception may be made by the department head. ~~Inadequate vacation banks would be exempt from this provision.~~



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

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

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

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

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

| Years of Service | Vacation accrued per Year | Vacation accrued per pay period |
|------------------|---------------------------|---------------------------------|
| 0-6 | 80 Hours | 3.077 hrs |
| 7-12 | 120 Hours | 4.616 hrs |
| 13-19 | 160 Hours | 6.154 hrs |
| 20+ | 200 Hours | 7.693 hrs |

Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

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

Chapter 6, Page 28, strike:

SECTION 2 - HOLIDAYS AND FLOATING HOLIDAYS PERSONAL DAYS

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

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day



- G. Day after Thanksgiving
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. ~~Any other holiday granted to a union employee by union collective bargaining agreement.~~

Chapter 6, Page 28,

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

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

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

2.04 Work on Holiday.

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

B. For those employees ~~that~~ who are called into work on a holiday, any hours worked on the holiday shall be paid at double time in addition to the standard holiday pay.

Chapter 3, Page 11,

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

Chapter 4, Page 23,

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

Chapter 6, Page 28,

3.04 Eligibility.

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

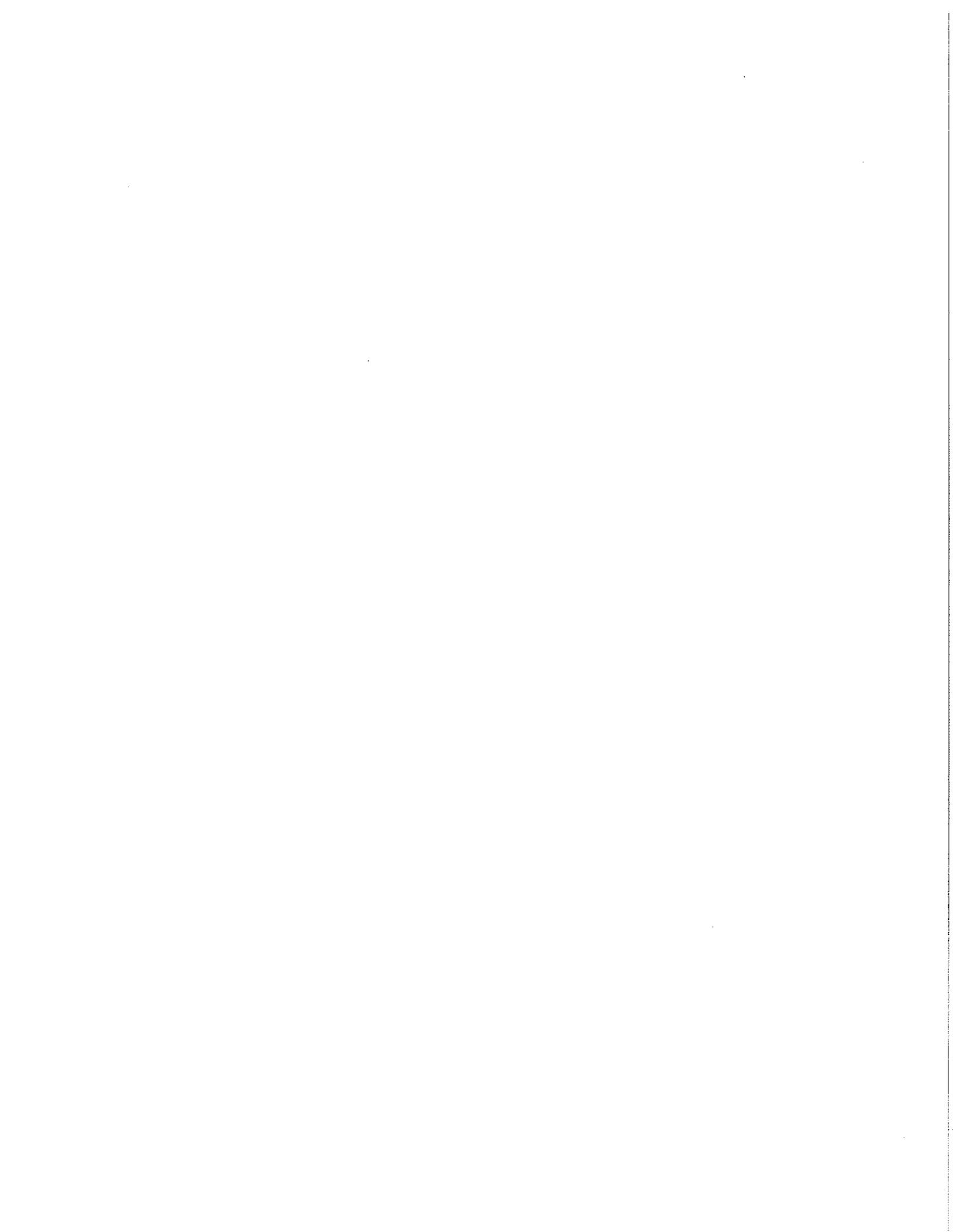
Chapter 6, Page 27,

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

Chapter 6, Page 36

SECTION 10 - CATASTROPHIC LEAVE

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



Add:

Section 20 - PAYMENT OF PERSONAL PROTECTIVE EQUIPMENT

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

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

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

Section 21 - TOOLS AND TOOL REPLACEMENT PROCEDURES

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

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

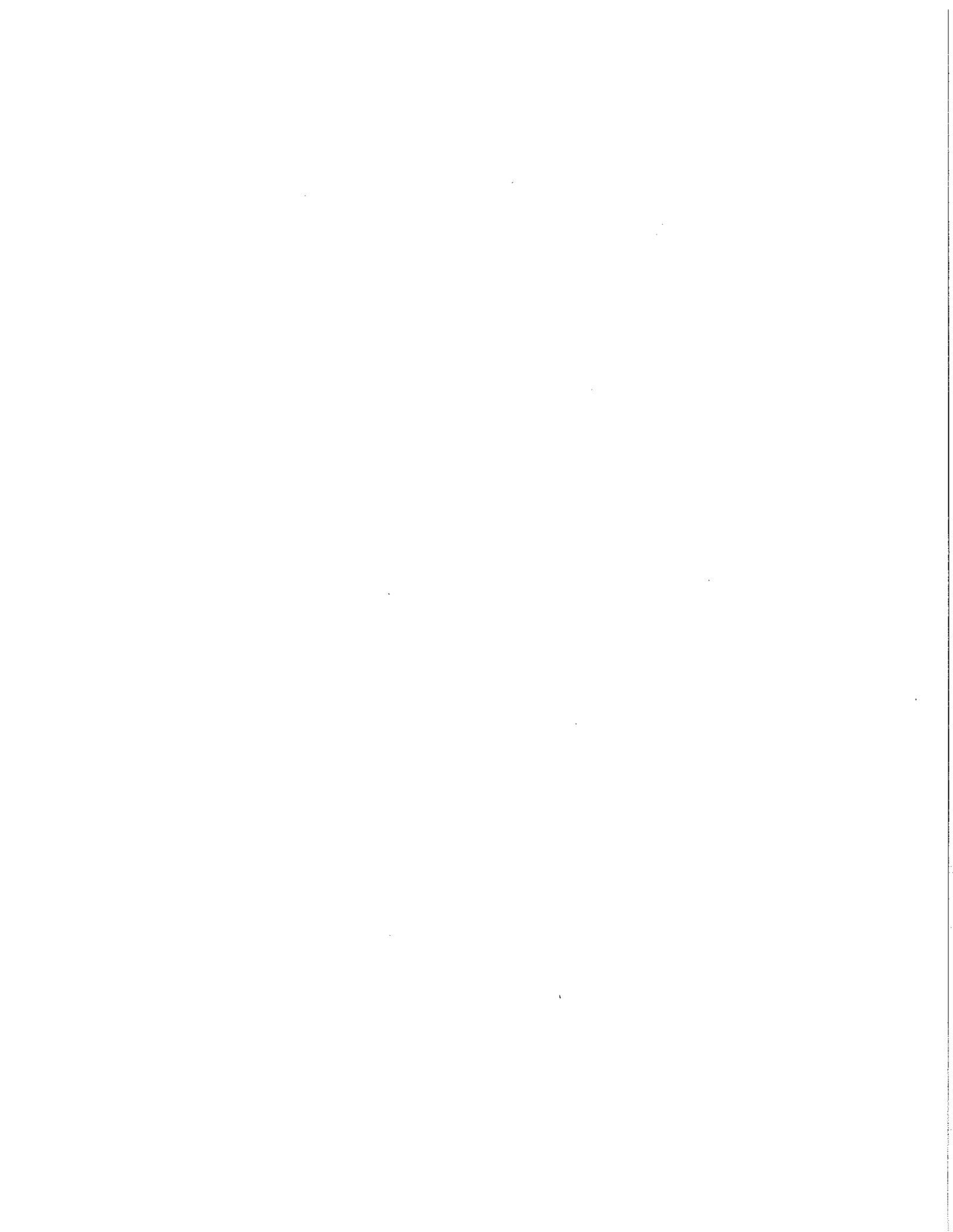
2.01- Tool Replacement: Replacements for broken or worn-out tools or equipment will be handled by your Department Head. All tools must be turned in prior to replacement.

Renumber: sections on page 53-55 accordingly

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

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

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Monitor work conditions, practices and methods to prevent safety violations.
- Correct as needed and instruct employees concerning safety laws, rules, regulations and practices.
- Comply with Personal Protective Equipment (PPE) standards as required by the Occupational Safety and Health Administration (OSHA).
- Exceptions to the rule as defined by the OSHA Standard include, but are not limited to:
 - Safety footwear
 - Logging boots
 - *Job Specific uniforms*
 - Ordinary weather-related gear
 - Prescriptive safety glasses



RESOLUTION NO. 14-2012

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
\$5,550,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012A

WHEREAS, the County Board of Supervisors of Adams County, Wisconsin (the "County") hereby finds and determines that it is necessary, desirable and in the best interest of the County to raise funds for the purpose of refunding obligations of the County, including interest on them, specifically, the 2013 and 2014 maturities of the General Obligation Refunding Bonds, dated March 1, 2004 (the "Refunded 2004 Bonds") and the 2014 through 2025 maturities of the General Obligation Refunding Bonds, dated July 1, 2005 (the "Refunded 2005 Bonds") (collectively, the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding"), and there are insufficient funds on hand to pay said cost;

WHEREAS, the County Board of Supervisors deems it to be necessary, desirable and in the best interest of the County to refund the Refunded Obligations for the purpose of achieving debt service cost savings;

WHEREAS, counties are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance their outstanding obligations; and

WHEREAS, it is the finding of the County Board of Supervisors that it is necessary, desirable and in the best interest of the County to authorize the issuance of and to sell its general obligation refunding bonds (the "Bonds") to Bankers' Bank (the "Purchaser"), pursuant to the terms and conditions of its bond purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

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

Section 1. Authorization and Sale of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of FIVE MILLION FIVE HUNDRED FIFTY THOUSAND DOLLARS (\$5,550,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted, and the Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an acceptance of the Proposal on behalf of the County. To evidence the obligation of the County, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the County, the Bonds aggregating the principal amount of FIVE MILLION FIVE HUNDRED FIFTY THOUSAND DOLLARS (\$5,550,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds, Series 2012A"; shall be issued in the aggregate principal amount of \$5,550,000; shall be dated April 17, 2012; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on June 1 of each year, in the years and principal amounts as set forth on the

Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest is payable semi-annually on June 1 and December 1 of each year commencing on December 1, 2012. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 2A. Designation of Maturities. For purposes of State law, the Bonds of this issue maturing on or before June 1, 2015 are designated as being issued to refund the Refunded 2004 Bonds, and the remaining balance of the Bonds is designated as being issued to refund the Refunded 2005 Bonds.

Section 3. Redemption Provisions. The Bonds maturing on June 1, 2020 and thereafter shall be subject to redemption prior to maturity, at the option of the County, on June 1, 2019 or on any date thereafter. Said Bonds shall be redeemable as a whole or in part, and if in part, from maturities selected by the County and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption. If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2012 through 2024 for the payments due in the years 2012 through 2025 in the amounts set forth on the Schedule. The amount of tax levied in the year 2012 shall be the total amount of debt service due on the Bonds in the years 2012 and 2013; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Bonds in the year 2012.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The County hereby appropriates from taxes levied in anticipation of the issuance of the Bonds, amounts levied to pay debt service on the Refunded Obligations or other funds of the County on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay the interest on the Bonds coming due on December 1, 2012 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$5,550,000 General Obligation Refunding Bonds, Series 2012A, dated April 17, 2012" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. The County Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the County above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the County and disbursed solely for the purpose for which borrowed or for the payment of the principal of and the interest on the Bonds. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. In order to accomplish the purpose for which the Bonds are issued, a portion of the proceeds of the Bonds shall be transferred to the Escrow Account, as provided in Section 19 hereof. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose for which the Bonds have been issued has been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the County Clerk or County Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book.

No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the County and on file in the County Clerk's office.

Section 16. Official Statement. The County Board of Supervisors hereby approves the Official Statement with respect to the Bonds and deems the Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Official Statement and any addenda or Final Official Statement. The County Clerk shall cause copies of the Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the County Clerk, or other officer of the County charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 18. Redemption of the Refunded Obligations. The Refunded 2004 Bonds are hereby called for prior payment and redemption on July 1, 2012 at a price of par plus accrued interest to the date of redemption.

The County hereby directs the County Clerk to work with Ehlers & Associates, Inc. ("Ehlers") to cause timely notice of redemption, in substantially the form attached hereto as Exhibit D and incorporated herein by this reference, to be provided at the times, to the parties and in the manner set forth on Exhibit D. All actions heretofore taken by the officers and agents of the County to effectuate the redemption of the Refunded 2004 Bonds are hereby ratified and approved.

Section 19. Escrow Agent; Escrow Agreement; Escrow Account. Associated Trust Company, National Association, Green Bay, Wisconsin, is hereby appointed escrow agent for the County, for the purpose of ensuring the payment of the principal of and interest on the Refunded 2005 Bonds (the "Escrow Agent").

The Chairperson and County Clerk are hereby authorized and directed to execute an escrow agreement substantially in the form attached hereto as Exhibit E (the "Escrow Agreement") (such form may be modified by said officers prior to execution, the execution of such agreement by said officers to constitute full approval of the County Board of Supervisors of any such modifications), with the Escrow Agent, for the purpose of effectuating the provisions of this Resolution.

The Bond Proceeds allocable to refunding the Refunded 2005 Bonds shall be deposited in a refunding escrow account which is hereby created with the Escrow Agent, pursuant to the Escrow Agreement, for the purpose of retaining the required amount of cash, if any, and acquiring the United States obligations provided for in the Escrow Agreement.

Upon transfer of the Bond Proceeds and any other necessary funds allocable to refunding the Refunded 2005 Bonds to the Escrow Account, the taxes heretofore levied to pay debt service on the Refunded 2005 Bonds shall be abated to the extent such transfer together with investment earnings thereon is sufficient to pay the principal of and interest on the Refunded 2005 Bonds, but such abatement shall not affect the County's pledge of its full faith, credit and resources to make such payments. The refunding escrow account created by the Escrow Agreement shall hereinafter serve as the debt service (or sinking) fund account for the Refunded 2005 Bonds. The Escrow Agent shall serve as custodian of said debt service (or sinking) funds.

Section 20. SLGS Subscriptions. The Escrow Agent and Ehlers are authorized to submit subscriptions for United States Treasury Securities - State and Local Government Series and to purchase other U.S. government securities on behalf of the County in such amount as is necessary in order to carry out the Refunding of the Refunded 2005 Bonds.

Section 21. Redemption of the Refunded 2005 Bonds. The Refunded 2005 Bonds are hereby called for prior payment and redemption on June 1, 2013 at a price of par plus accrued interest to the date of redemption.

The County hereby directs the Escrow Agent appointed above to cause timely notice of redemption, in substantially the form attached to the Escrow Agreement (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice.

Section 22. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct

statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 23. Bond Insurance. If the Purchaser of the Bonds determines to obtain municipal bond insurance with respect to the Bonds, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 24. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 20, 2012.

Al Sebastiani
Chairperson.

ATTEST:

Cindy Phillippi
County Clerk

(SEAL)

Lee Ward

EXHIBIT A

Bond Purchase Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on June 1, _____, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on June 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on June 1, _____

| <u>Redemption Date</u> | <u>Amount</u> |
|------------------------|------------------|
| _____ | \$ _____ |
| _____ | _____ (maturity) |
| _____ | |

For the Term Bonds Maturing on June 1, _____

| <u>Redemption Date</u> | <u>Amount</u> |
|------------------------|------------------|
| _____ | \$ _____ |
| _____ | _____ (maturity) |
| _____ | |

For the Term Bonds Maturing on June 1, _____

| <u>Redemption Date</u> | <u>Amount</u> |
|------------------------|------------------|
| _____ | \$ _____ |
| _____ | _____ (maturity) |
| _____ | |

For the Term Bonds Maturing on June 1, _____

| <u>Redemption Date</u> | <u>Amount</u> |
|------------------------|-------------------|
| _____ | \$ _____ |
| _____ | _____ (maturity)] |
| _____ | |

EXHIBIT C

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
ADAMS COUNTY
NO. R-___ GENERAL OBLIGATION REFUNDING BOND, SERIES 2012A \$___

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
June 1, ___ April 17, 2012 ___% ___

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, Adams County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on June 1 and December 1 of each year commencing on December 1, 2012 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the County Clerk or County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$5,550,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the County pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the purpose of refunding certain outstanding obligations of the County, all as authorized by resolutions of the County Board of Supervisors duly adopted by said governing body at meetings held on February 21, 2012 and March 20, 2012. Said resolutions are recorded in the official minutes of the County Board of Supervisors for said dates.

The Bonds maturing on June 1, 2020 and thereafter are subject to redemption prior to maturity, at the option of the County, on June 1, 2019 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the County and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Bonds maturing in the years _____, _____ and _____ are also subject to mandatory redemption by lot as provided in the resolution authorizing the issuance and sale of the Bonds at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the County Board of Supervisors as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the County appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, upon surrender of this Bond together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and County may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Adams County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

ADAMS COUNTY, WISCONSIN

By: _____
Al Sebastiani
Chairperson

(SEAL)

By: _____
Cindy Phillippi
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT D

NOTICE OF FULL CALL*

Regarding

ADAMS COUNTY, WISCONSIN
GENERAL OBLIGATION REFUNDING BONDS
DATED MARCH 1, 2004

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the County for prior payment on July 1, 2012 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

| <u>Maturity Date</u> | <u>Principal Amount</u> | <u>Interest Rate</u> | <u>CUSIP No.</u> |
|----------------------|-------------------------|----------------------|------------------|
| 07/01/2013 | \$540,000 | 3.50% | 006191FC9 |
| 07/01/2014 | 530,000 | 3.75 | 006191FD7 |

The County shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before July 1, 2012.

Said Bonds will cease to bear interest on July 1, 2012.

By Order of the
County Board of Supervisors
Adams County
County Clerk

Dated _____

* To be provided by facsimile transmission, registered or certified mail, or overnight express delivery to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 55 Water Street, 50th Floor, New York, NY 10041-0099, not less than thirty (30) days nor more than sixty (60) days prior to July 1, 2012 and to the MSRB.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org

RESOLUTION RECOGNIZING GREGORY SOLEY FOR HIS YEARS OF SERVICE TO ADAMS COUNTY

INTRODUCED BY: Highway Committee

INTENT & SYNOPSIS: To recognize Greg Soley's retirement on April 9, 2012, and honor his 25 years of service to Adams County and the Adams County Highway Department.

FISCAL NOTE: NONE.

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

WHEREAS: Acknowledgement is given to Gregory Soley for his years of conscientious and dedicated service to the citizens of Adams County;

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

- The County Board, on behalf of the residents of Adams County, does hereby commend Gregory Soley for his 25 years of dedicated and conscientious service as an Adams County employee.
Further, that best wishes are extended to Gregory Soley for a long and enjoyable retirement.

Recommended for adoption by the Highway Committee this 8th day of March, 2012.

Handwritten signatures of Larry Babcock, Florence Johnson, Michael J. Keskeisen, and Dean R. Morgan on lines.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this 20th day of
Tabled _____ March, 2012.

County Board Chair County Clerk

1 RESOLUTION NO. 16 -2012

2
3 RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR SARAH
4 GROSSHUESCH (HEALTH OFFICER)
5

6 INTRODUCED BY: Health & Human Services Board
7

8 INTENT & SYNOPSIS: Resolution to approve out-of-state travel and
9 accommodations for Sarah Grosshuesch, Health Officer, to Chicago, IL on April
10 11 to April 13, 2012 and December 5 to December 7, 2012.
11

12 FISCAL NOTE: Mileage \$ 170.28; a total of \$ 170.28.
13

14 WHEREAS: The Adams County Personnel and General Administrative Policies
15 chapter 8, Section 19.02, requires all out-of-state travel and related expenses be
16 authorized by Resolution of the County Board; and
17

18 WHEREAS: Mid America Regional Public Health Leadership Institute (MARPHLI)
19 provides Fellows a unique opportunity to build personal leadership skills,
20 professional networks, and to interact with national public health experts;
21 whereas Sarah Grosshuesch was selected by the Wisconsin Association of Local
22 Health Departments and Boards Southern Region to be its representative on the
23 2012 MARPHLI Team; and whereas all travel and costs from Madison to Chicago
24 are being paid for by the Wisconsin Infrastructure Grant held by the state of
25 Wisconsin.
26

27 NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of
28 Supervisors hereby approves out-of-state travel in the amount of \$ 170.28 for
29 Sarah Grosshuesch, Adams County Health Officer to Chicago, IL to attend the
30 Mid America Regional Public Health Leadership Institute from April 11 to April 13,
31 2012 and December 5 to December 7, 2012.
32

33 Recommended for adoption by the Health & Human Services Board on this
34 ____ day of ____ 2012.

35
36 Patricia B. Townsend [Signature]
37 Jan E. E. Allen [Signature]
38 [Signature] Andrew Bruce

39 ADOPTED

40 DEFEATED

41 TABLED by the Adams County Board of Supervisors this ____ day of _____,
42 2012.
43

44 Al Sebastiani, County Board Chair

Cindy Phillippi, County Clerk

**ADAMS COUNTY
TRAINING/CONFERENCE APPROVAL REQUEST FORM**

Person Attending Sarah Grossman Date of Request 2/21/12

Department HHS - Public Health Date(s) of Attendance April 11-13, 2012

Course/Conference Information (attach agenda and enrollment form) Dec 5-7 2012

Location Chicago Provider Mid America Regional Public Health Leadership Institute

Purpose (check any that apply)

- Mandated by grant (identify grant) _____
- Required to maintain job-related professional certification
- Summarize training requirements and status of your compliance

Critical to current or future job duties (list relevant job duties)

Covers indyokh training for community health
 Other (describe) improvement planning and Public Health Accreditation

Cost of Attendance (actual or estimate)

| | | |
|-----------------|--------------|--|
| Registration | <u>0</u> | |
| Travel | <u>72.44</u> | (travel to madison 'back) = 170 |
| Meals/Per Diem | _____ | |
| Lodging | _____ | |
| Books/Materials | _____ | |
| Other | _____ | |
| | | TOTAL \$ <u>170.28</u> |

Approval and Payment Authorization

Checks Needed

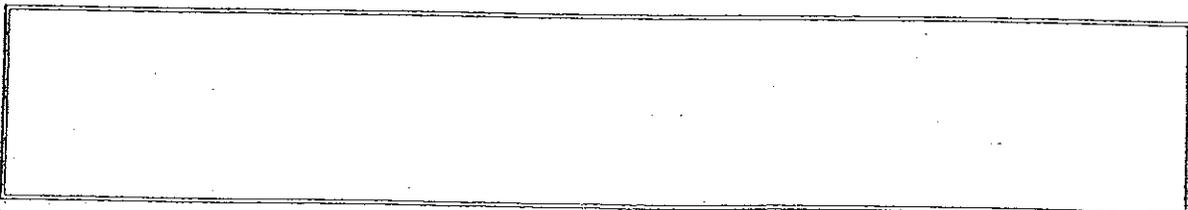
Payee _____ Amount _____ Date Due _____

Payee _____ Amount _____ Date Due _____

Payee _____ Amount _____ Date Due _____

2/22/12 Date Approved [Signature] Department Head Signature

_____ Date Approved _____ Committee Chair Signature _____ Committee



RESOLUTION NO. 2012- 17

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RESOLUTION TO INCREASE THE WAGES OF ON-CALL STAFF FOR THE SHERIFF'S OFFICE

INTRODUCED BY: Public Safety & Judiciary Committee

INTENT & SYNOPSIS: To increase the hourly wages for on-call Sheriff's Office employees who work in Dispatch and Animal Control from \$11.00/12.00 to \$15.00; Jail from \$11.00 to \$16.00; Transport from \$11.00 to \$14.00; and Patrol Deputies from \$12.00 to \$17.00.

FISCAL NOTE: These positions will be paid from existing budget lines within the Sheriff's Office budget.

WHEREAS: The on-call wages have not been increased since December 2005; and

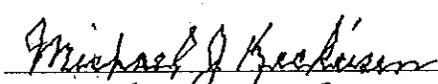
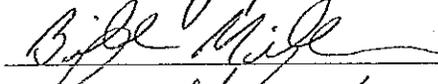
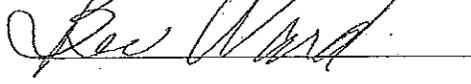
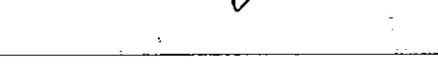
WHEREAS: The changes that occurred with Union contracts and bargaining rights, the Sheriff's Office can better utilize on-call employees to fill vacancies and reduce the amount of paid overtime; and

WHEREAS: Due to the varied hours and lack of a consistent schedule, it is difficult to attract and retain dedicated people to these on-call positions; and

WHEREAS: These on-call positions are not considered typical part time work, as they relate to potential life threatening situations, which results in taking on more stress and responsibility than other County on-call positions.

THEREFORE BE IT RESOLVED By the Adams County Board of Supervisors, that it is hereby approved to increase the hourly wages for on-call Sheriff's Office employees who work in Dispatch and Animal Control from \$11.00/12.00 to \$15.00; Jail from \$11.00 to \$16.00; Transport from \$11.00 to \$14.00; and Patrol Deputies from \$12.00 to \$17.00.

Recommended for adoption by the Public Safety and Judiciary this 21st day of February 2012.

| | |
|---|--|
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Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of March, 2012

County Board Chair County Clerk

50 **WHEREAS:** After the Patrol Sergeant and Dispatch Sergeant positions would be
51 filled and established, one (1) Lieutenant position would be eliminated, therefore
52 reducing the Lieutenants positions to two (2) within eighteen (18) months of the
53 passing of this resolution.

54
55 **THEREFORE BE IT RESOLVED** By the Adams County Board of Supervisors,
56 that it is hereby approved to re-establish three (3) additional Patrol Sergeant and
57 one (1) Dispatch Sergeant positions in the Adams County Sheriff's Office to
58 increase efficient operations and provide adequate supervisory staffing to
59 maintain the safety of the citizens of Adams County and Sheriff's Office staff.
60 The three positions shall be paid in accordance with the current (2011) Local 355
61 Deputy Sheriff's Association Collective Bargaining Agreement. As such the
62 increase in pay for 2012 would be approximately \$2,064. The increase for the
63 Dispatch Sergeant will be approximately \$2,298.40, depending upon the final pay
64 scale for the successor agreement with WPPA Local 355.

65
66 Recommended for adoption by the Public Safety and Judiciary this 21st day of
67 February 2012.

68
69 Michael J. Keckisen Levy G. James
70 Bill Miller at Schestrom
71
72
73 [Signature] _____
74

75 Adopted _____
76 Defeated _____ by the Adams County Board of Supervisors this
77 Tabled _____ day of March, 2012

78
79 _____
80 County Board Chair County Clerk

47 refinancing of, "projects" located inside and outside of the State of Wisconsin (the
48 "State"); and

49 **WHEREAS:** The cost of the Project is presently estimated to be \$25,540,000, and the
50 amount proposed to be financed with one or more series of tax-exempt Midwestern Disaster
51 Area Revenue Bonds and/or taxable bonds does not exceed \$25,540,000; and

52
53 **WHEREAS:** The Project includes necessary infrastructure for essential services by and for
54 the County and local units of government in the County and is in furtherance of the public
55 purposes set forth in the Act and the Joint Exercise Agreement; and

56
57 **WHEREAS:** A substantial portion of the Project will be constructed and installed in the
58 rural areas of Wisconsin counties that lie within the designated area in which certain
59 types of capital projects qualify for tax-exempt bond financing under the "Midwestern
60 Disaster Area Relief" provisions of Section 1400N (as amended by Section 702(a) of Tax
61 Extenders and Alternative Minimum Tax Relief Act of 2008 (Division C of Public Law 110-
62 343) of the Internal Revenue Code of 1986, as amended, to wit: the Counties of Adams,
63 Calumet, Columbia, Crawford, Dane, Dodge, Fond du Lac, Grant, Green, Green Lake,
64 Iowa, Jefferson, Juneau, Kenosha, La Crosse, Manitowoc, Marquette, Milwaukee, Monroe,
65 Ozaukee, Racine, Richland, Rock, Sauk, Sheboygan, Vernon, Walworth, Washington,
66 Waukesha, and Winnebago; and

67 **WHEREAS:** Pursuant to Section 66.0304(11)(a) of the Wisconsin Statutes, the financing
68 of the Project must be approved by each political subdivision of the State within whose
69 boundaries the Project is to be located; and

70
71 **WHEREAS:** Adams County, Wisconsin (the "County") is a political subdivision of the
72 State within whose boundaries the Project is located; and

73
74 **WHEREAS:** The Company has requested that the County and other participating
75 counties who will directly benefit from the Project to each provide a limited guaranty to
76 enhance the collateral position of the Company and any Participating Subsidiaries in an
77 amount equal to the pro-rata portion of the project costs incurred and essential services
78 benefits derived in such participating county.

79
80 **NOW, THEREFORE, BE IT RESOLVED** by the Adams County Board of Supervisors as
81 follows:

- 82
83 1. The County hereby approves that the Authority shall:
- 84 (a) Finance the Project in an amount not to exceed \$25,540,000; and
 - 85 (b) Issue Midwestern Disaster Area Revenue Bonds in one or more series
86 of tax-exempt and/or taxable bonds (the "Bonds"), in an amount not to exceed
87 \$25,540,000 in order to finance costs of the Project.
88
89
90

91 2. The County hereby approves in principal, the provision of a limited general
92 obligation guaranty of the County in an amount not to exceed \$2,200,000, subject to
93 such conditions and other terms as shall be identified by the Company and the
94 underwriter, and approved by the County.

95
96 3. The aforesaid plan of financing contemplates, and is conditioned upon, the
97 following:

98
99 (a) The Bonds shall be limited obligations of the Authority payable solely
100 from revenues provided by the Company and any Participating Subsidiaries and
101 secured in part by the limited guaranty of the County;

102
103 (b) The Project shall be subject to property taxation in the same amount
104 and to the same extent as though the Project were not financed with Midwestern
105 Disaster Area Revenue Bonds;

106
107 (c) The Company and any Participating Subsidiaries shall find a purchaser
108 for all of the Bonds; and

109
110 (d) The County's out-of-pocket costs, including but not limited to legal
111 fees, in connection with the issuance and sale of the Bonds shall be paid by the
112 Company and any Participating Subsidiaries.

113
114 4. The aforesaid plan of financing shall not be legally binding upon the County
115 nor be finally implemented unless and until:

116
117 (a) The details and mechanics of the same are authorized and approved
118 by further resolutions of the County and the Authority;

119
120 (b) All documents required to consummate the financing have been duly
121 authorized and delivered; and

122
123 (c) The Company and any Participating Subsidiaries receive an
124 appropriate designation for Midwestern Disaster Area Revenue Bonds from the
125 Governor.

126
127 Recommended for adoption this 9th day of March, 2012.

128 David Renner _____
129 Jeff Kottowski _____
130 _____

131 Adopted _____
132 Defeated _____ by the Adams County Board of Supervisors this
133 Tabled _____ 20th day of March, 2012.

134
135 _____ County Board Chair _____ County Clerk
136 I, the undersigned, the duly appointed and qualified Clerk of Adams County,
137 Wisconsin do hereby certify that the foregoing resolution was duly adopted by the County

138 Board of Supervisors at a meeting of said County held in open session in accordance with
139 the requirements of Subchapter V of Chapter 19 of the Wisconsin Statutes on March 20,
140 2012.

141

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ADAMS COUNTY, WISCONSIN

Cindy Phillippi
Adams County Clerk

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RESOLUTION 2012- 22

**RESOLUTION TO REVISE 2012 ADAMS COUNTY
LAND & WATER CONSERVATION DEPARTMENT BUDGET**

INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To revise the 2012 Adams County Land & Water Conservation Department Budget to include additional grant funds.

FISCAL NOTE: Budget Neutral.

WHEREAS: Adams County Budget was adopted for fiscal year 2012; and

WHEREAS: Subsequent to the adoption of said budget, the Adams County Land & Water Department realized additional grant funds; and

WHEREAS: The Land & Water Conservation Department budget should be amended to reflect the addition and reapportionment of grant funds as follows:

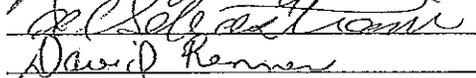
| Account No. | Fund Name | 2012 Original | 2012 Revised |
|------------------------|---------------------------|---------------|--------------|
| 100 R 44 43583 000 000 | DATCP SWRMP ST GRANT | \$171,103.00 | \$197,125.00 |
| 100 R 44 49300 000 601 | Erosion Control Practices | \$65,000.00 | \$66,710.00 |
| 100 E 44 56185 433 000 | Convention Fees | \$0.00 | \$1,022.00 |
| 100 E 44 56185 491 000 | Erosion Control Practices | \$60,242.00 | \$85,242.00 |
| 100 E 44 56201 491 601 | Erosion Control Practices | \$65,000.00 | \$66,710.00 |

NOW THEREFORE, BE IT RESOLVED: That the County Board of Supervisors hereby approves the revision of Adams County Land & Water Department 2012 Budget to include additional grant funds, and for reapportionment of grant funds, as above stated.

BE IT FURTHER RESOLVED, that the Adams County Land & Water Department 2012 Budget unchanged by this Resolution shall remain in full force and effect.

Dated this _____ day of March, 2012.

38
39
40
41
42

43 Adopted _____
44 Defeated _____ by the Adams County Board of Supervisors this
45 Tabled _____ day of March, 2012.

46
47
48 _____
County Board Chair

County Clerk

1
2 **RESOLUTION 2012 - 23**
3 **RESOLUTION AMENDING RESOLUTION 59-2008**
4

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

6 **INTENT & SYNOPSIS:** To amend Resolution 59-2008 to acknowledge and
7 substitute Eyes of Hope Shelter, Inc., in lieu of the Adams County Humane Society, as
8 the designated pound or humane society to receive funds from dog license fees.

9 **FISCAL NOTE:** None

10
11 **WHEREAS:** Effective January 1, 2012, Eyes of Hope Animal Shelter, Inc., provides
12 services to Adams County for abandoned or stray dogs; and Adams County Humane
13 Society no longer provides services to Adams County for abandoned or stray dogs
14 effective January 1, 2012; and

15 **WHEREAS:** Resolution 59-2008 was adopted by the Adams County Board on October
16 21, 2008, providing an increase in dog licensing fees and stating that "the County of
17 Adams currently levies and pays \$3,333.33 per month (\$39,999.96 annually) to County
18 Animal Shelter" and "any surplus in excess of \$1,000.00 remaining from the dog license
19 tax in any license year, as of March 1 of the succeeding year, shall be paid to the
20 County Humane Society"; and

21 **WHEREAS:** Resolution 59-2008 should be amended, in part, retroactive to December
22 31, 2011, striking the language, "the County of Adams currently levies and pays
23 \$3,333.33 per month (\$39,999.96 annually) to County Animal Shelter" and "any surplus
24 in excess of \$1,000.00 remaining from the dog license tax in any license year, as of
25 March 1 of the succeeding year, shall be paid to the County Humane Society," and
26 adding language stating that "any surplus funds in excess of \$1,000 remaining from the
27 dog license tax in any license year, as of March 1 of the succeeding year, shall be paid
28 to Eyes of Hope Shelter, Inc., effective January 1, 2012."

29 **NOW THEREFORE, BE IT RESOLVED:** That Resolution 59-2008 is hereby amended,
30 in part, retroactive to December 31, 2011, striking the language, "the County of Adams
31 currently levies and pays \$3,333.33 per month (\$39,999.96 annually) to County Animal
32 Shelter" and "any surplus in excess of \$1,000.00 remaining from the dog license tax in
33 any license year, as of March 1 of the succeeding year, shall be paid to the County
34 Humane Society," and adding language stating that "any surplus funds in excess of
35 \$1,000 remaining from the dog license tax in any license year, as of March 1 of the
36 succeeding year, shall be paid to Eyes of Hope Shelter, Inc., effective January 1, 2012."

37 **BE IT FURTHER RESOLVED,** that all other terms and conditions of Resolution 59-
38 2008 shall remain in full force and unaffected by this Resolution.

39 Recommended for adoption by the Administrative & Finance Committee this ____ day
40 of March, 2012.

41 _____
42 _____
43 _____

44 Adopted _____
45 Defeated _____ by the Adams County Board of Supervisors this
46 Tabled _____ day of March, 2012.

47
48
49 _____
County Board Chair

County Clerk

RESOLUTION 24 -2012

RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR
JENNIFER SWENSEN

INTRODUCED BY: Extension Committee

INTENT & SYNOPSIS: Resolution to approve out-of-state travel for Jennifer Swensen, UW-Extension 4-H/Youth Development Educator.

FISCAL NOTE: \$280.00 for Meals and \$44.40 for mileage. Funds for meals and mileage are included in 2012 Extension Budget. All other expenses are funded through the trip.

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: Per annually the UW-Extension Central District 4-H Program arranges a "American Spirit Trip" for 4-H members to the east coast, where stops are made at various historical sites; and

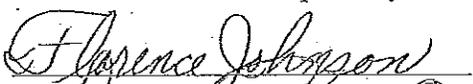
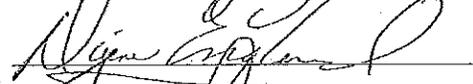
WHEREAS: The UW-Extension Central District 4-H/Youth Development educators rotate the responsibility for making the arrangements/chaperoning this trip through the 13 Central District Counties; and

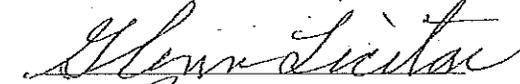
WHEREAS: It is the Adams County 4-H/Youth Development Educator's turn to arrange/chaperone the trip in 2012; and

WHEREAS: The 4-H members selected to go on this trip have demonstrated leadership skills and individual dedication to 4-H. As youth leaders on the American Spirit Trip, the 4-H members will learn firsthand about the founding of our nation by visiting locations in Pennsylvania, New York and Massachusetts. Now more than ever, we need young people who understand the past so that when it's their turn, they can plan the future.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel for Jennifer Swensen, 4-H/Youth Development Educator, to travel to Pennsylvania, New York and Massachusetts June 21 - 28 2012 as an organizer/chaperone of the 2012 4-H American Spirit trip.

Recommended for adoption by the Extension Committee this 13th day of March 2012.


Adopted _____
Defeated _____ by the Adams County Board of Supervisors this 20th Day of March 2012
Tabled _____

County Board Chair

County Clerk

RESOLUTION 25-2012

RESOLUTION COMMEMORATING THE 100TH ANNIVERSARY OF COOPERATIVE EXTENSION, A DIVISION OF THE UNIVERSITY OF WISCONSIN-EXTENSION

INTRODUCED BY: Extension Committee

INTENT & SYNOPSIS: Resolution to Commemorating the 100th Anniversary of Cooperative Extension, a division of the University of Wisconsin-Extension.

FISCAL NOTE: None

WHEREAS: Ernest L. Luther was appointed the state's first county extension agent in Oneida County on February 12, 1912; and

WHEREAS: 2012 marks the 100th anniversary of this unique educational partnership between the counties of the state and Cooperative Extension; and

WHEREAS: this partnership as pioneered in Wisconsin embodies the true meaning of the "Wisconsin Idea" — that the resources and knowledge of the university shall be extended to the people of the state wherever they live and work; and

WHEREAS: the 100th anniversary of Mr. Luther's appointment commemorates the contributions of all Cooperative Extension educators to the growth and development of the entire state; and

WHEREAS: Cooperative Extension's purpose is to teach, learn, lead and serve, connecting the people with the University of Wisconsin, and engaging with them in transforming lives and communities; and

WHEREAS: the vitality of today's Cooperative Extension programs can be credited to the men and women of vision who accepted the challenge in 1912 to create the Wisconsin county extension system.

NOW, THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby commends the UW-Extension, its division of Cooperative Extension, and its local county extension educators for their cooperation and support, which allows people of Adams County to apply the research and knowledge of the University of Wisconsin in their lives, homes, farms, schools and businesses.

Recommended for adoption by the Extension Committee this 13th day of March 2012.

Florence Johnson
Wing Sorenson
[Signature]

Cheryl Luster
Jack E. Allen

Adopted _____
Defeated _____
Tabled _____

by the Adams County Board of Supervisors this 20th Day of March 2012

County Board Chair

County Clerk

1 RESOLUTION NO. 262012

2
3 RESOLUTION TO ADOPT THE RULES OF THE BOARD FOR THE ADAMS
4 COUNTY BOARD OF SUPERVISORS, AS AMENDED

5
6 **INTRODUCED BY:** Ad Hoc Rules Committee.

7
8 **INTENT & SYNOPSIS:** To adopt amended rules to govern the County Board
9 consistent with the requirement of seating a new County Board.

10
11 **FISCAL NOTE:** None.

12
13 **WHEREAS:** The current Adams County Rules of the Board provide for the
14 adoption of the amended Rules of the Board; and

15
16 **WHEREAS:** The Ad Hoc Rules Committee, properly appointed by the Board
17 Chairperson, has met to review, edit and amend, as necessary, said Rules; and

18
19 **WHEREAS:** The Rules Committee, having completed its review, has proposed
20 the attached Rules of the Board, as amended; and

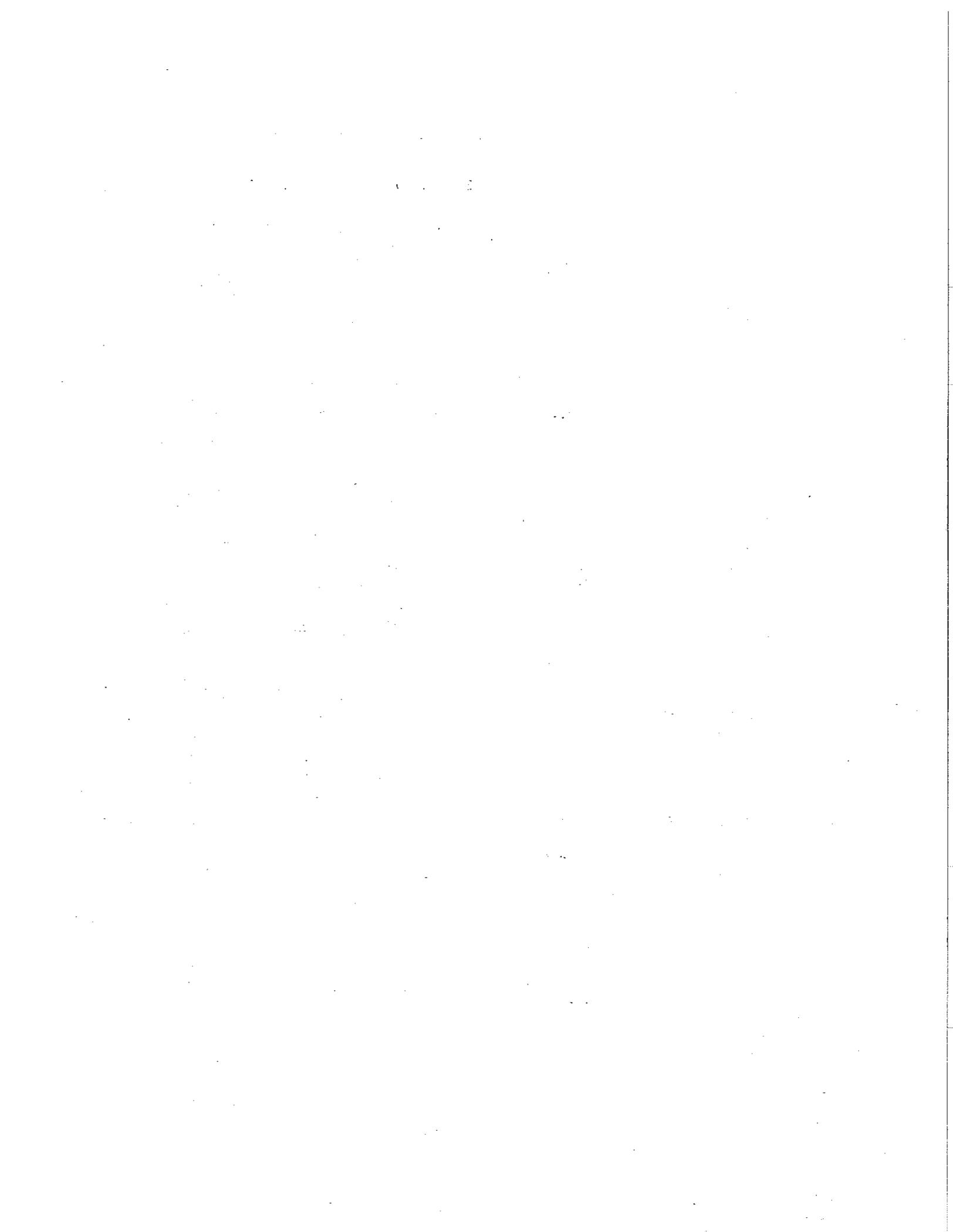
21
22 **WHEREAS:** All previously adopted Rules of the Board should now be rescinded.

23
24 **NOW, THEREFORE, BE IT RESOLVED:** by the Adams County Board of
25 Supervisors that the attached Adams County Rules of the Board, as Amended,
26 are hereby adopted and all previously adopted Rules of the Board are hereby
27 rescinded.

28
29 Submitted this day of March, 2012.

30 
31 _____
32 _____
33 _____

34
35 **ADOPTED**
36 **DEFEATED** by the Adams County Board of Supervisors this date _____
37 **TABLED** day of _____, 2012.



| | |
|--|-----------|
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| RULE IV: PARLIAMENTARY PROCEDURE | 2 |
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RULE I: COUNTY BOARD OF SUPERVISORS

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County. ~~These are the governing rules of the County Board of Supervisors; if a rule is not specifically expressed then Roberts Rules of Order will be followed.~~

RULE II: TERM OF OFFICE

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

RULE III: HOME RULE

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, ~~these Rules~~ this chapter shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power. ~~not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects the County.~~

RULE IV: PARLIAMENTARY PROCEDURE

- A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable.
- B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.
- C. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.
- D. When a motion is made and seconded, it shall be stated by the Chair before debate. ~~If a majority of the Supervisors present require it, the motion, except to adjourn, postpone, table or commit, shall be reduced to writing and.~~ If a motion contains several points, a Supervisor may require the motion to be divided.
- E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes ~~unless withdrawn.~~
- F. ~~Every Supervisor shall vote when a question is put to vote, unless, after a reason is given for abstaining, the County Board Chair may excuse the Supervisor from voting.~~
- G. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, he shall address the Chair, confine his remarks to the question under debate, and avoid personality.
- H. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1st).
- I. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- J. All questions shall be put in the order in which they were moved except privileged questions. When a question is under debate, no motion shall be received except:

| | Need a Second? | Vote Debatable? | Required for Passage? |
|---|-------------------|--|--------------------------|
| 1. To adjourn | Y | N | Majority |
| 2. To lay on the table | Y | N | Majority |
| 3. For the previous question | Y | N | $\frac{2}{3}$ rds |
| 4. To postpone to a certain day | Y | Y | Majority |
| 5. To commit to a standing Committee | Y | Y | Majority |
| 6. To commit to a Committee | Y | Y | Majority |
| 7. To amend | Y | Y, if motion to be amended is debatable. | Majority |
| 8. To postpone indefinitely | Y | Y | Majority |
| 9. To reconsider | Y | Y | Majority |

All other separate motions shall have precedence in order in which they are named.

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

RULE V: ORGANIZATIONAL MEETING

- A. ~~At the beginning of a new term of a new County Board,~~ The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:
 1. Call the meeting to Order by the County Clerk
 2. County Clerk to indicate if the Meeting was properly announced
 - ~~3. Reading of the Certificate of Membership by the County Clerk~~
 4. Administration of the Oath of Office
 5. Roll Call
 6. Moment of Silence
 7. Pledge of Allegiance
 8. Approve the Agenda
 - ~~9. Adoption of the Rules of the Board of the Adams County Board of Supervisors~~

10. Election of the County Board Chair (two (2) year term)
11. Election of 1st Vice-Chair (two (2) year term)
12. Election of 2nd Vice-Chair (two (2) year term)
13. Go to regular business under Rule XXII.

RULE VI: CALL OF THE ROLL

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

RULE VII: VOTING

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless it is requested by the Chair calls to have a voice vote. ~~A vote on any question shall be taken by roll call when called for by any member of the County Board and shall be recorded in the minutes by the County Clerk.~~ Anytime the County Board or a Committee votes on any matter, the Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

RULE VIII: RULES OF THE BOARD

The Rules of the Board are adopted in even number years with each new County Board at the Organizational Meeting March regular County Board Meeting and shall govern the County Board for its term in Office. ~~All previously adopted rules of the Board shall be rescinded upon said adoption by the new County Board.~~

RULE IX: RULE CHANGE

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

RULE X: ELECTION OF OFFICERS

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

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

RULE XI: COMMITTEE ON APPOINTMENTS

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

RULE XII: DUTIES OF THE CHAIR OF THE COUNTY BOARD

The Chairperson shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The ~~County Board~~ Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest. The Chair may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. The Chair shall be an ex-officio member of all Committees, but may vote only in the absence of a member of the Committee. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

The Chair is a member of the County Board, and has the same rights in debate as any other member. ~~However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair wants to discuss issues on the floor, the Chair must relinquish his seat before addressing the County Board. The 1st Vice Chair or 2nd Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.~~

RULE XIII: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR

- A. The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. ~~A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of ninety (90) days or less.~~
- B. ~~The 1st Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the Board. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the County Board, the Chair may resume his seat.~~
- C. The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. ~~A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds ninety (90) days.~~ The 2nd Vice Chair shall be moved to 1st Vice Chair position and an election, as provided in Rule X, shall be held to elect a new 2nd Vice Chair for the remainder of the term.
- D. In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the 2nd Vice Chair shall assume the Chair's duties and responsibilities.

RULE XIV: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR

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

RULE XV: COUNTY BOARD VACANCY

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

RULE XVI: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

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

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

RULE XVII: SPECIAL MEETING

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

RULE XVIII: ATTENDANCE

- A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4), Wisconsin Statutes. ~~If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least (2) two days prior to the meeting with an explanation of the absence. The Supervisor's absences shall be entered in the County Board minutes as excused.~~ Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.
- B. ~~If circumstances render advance notice of the absence impossible due to an emergency, the Supervisor shall contact the Chair within (1) one week of the absence. At the next meeting, the Chair shall enter into the minutes that the Supervisor was excused.~~
- B. The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

Unexcused Absences.

- A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ($\frac{2}{3}$) vote of the members present. ~~Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.~~
- B. Supervisor that has (3) three consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. ~~Only the Committee Chair may excuse absences. Excused and unexcused absences must be documented in the minutes.~~ The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ($\frac{2}{3}$) vote of the members present.
- C. If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor.

RULE XIX: QUORUM

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

RULE XX: OPEN MEETINGS

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

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session, pursuant to §19.89, Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law, pursuant, to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least twenty-four (24) hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without (24) hours notice, but ~~requires approval of the Corporation Counsel and~~ noticed emergency meetings do require at least two (2) hours ~~prior to the meeting~~ notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.
- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within ten (10) working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

RULE XXI: REIMBURSEMENT FOR SERVICES

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

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

The per diem rate for attendance at County Board meetings is forty-five dollars (\$45.00). The per diem rate for attendance at all other meetings and events is thirty-five dollars (\$35.00).

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

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

Mileage, Meals, and Lodging. All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all County Board meetings. County Board member's shall only be paid mileage if they actually drive to all other Committee meetings. The County Board shall be paid for mileage, meals, and lodging as provided in the Personnel Policies.

Expense Vouchers. Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All Non-County Board members of Committees or other sub-units of County Government who have claims shall submit them within ~~sixty (60)~~ thirty (30) days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.

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

RULE XXII: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES

A. **County Board Agenda.** All Resolutions and Ordinances shall be in printed hard copy delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before each meeting of the County Board, present to each Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda (7) seven days prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. ~~On the last day of the Session, the minutes for that day may be read by the County Clerk and, before the final adjournment, corrected by the County Board.~~ The order of business for all regular County Board meetings may be as follows:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of Minutes
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims
10. Correspondence
11. Appointments
12. Unfinished Business (includes reconsideration of previous months action - see preceding months agenda.)
13. Reports and Presentations:
 - a. Administrative Coordinator/Director of Finance
 - b. Department
 - c. Miscellaneous
14. Review Committee Minutes
15. Resolutions
16. Ordinances
17. Denials
18. Petitions
19. Approve Claims
20. Per Diem and Mileage for this Meeting read by the County Clerk
21. Motion for County Clerk to correct errors

22. Set next meeting date
23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes.
24. Adjournment.

B. **Committee Agenda.** The Home Committee Chair shall approve their meeting agendas when possible, before it is sent to the Committee members. ~~Agenda items generally listed as: any other business, any unfinished business, any new business, miscellaneous reports, or for the good of the Department, shall not be included.~~ Items to be discussed shall identify the topic to be discussed with enough specificity so the members of the Committee and the public will know what will be discussed. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:

Time:

Place:

Agenda:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Roll Call.
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation (if requested by the Committee Chair)
7. Communications
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute. (This shall have the approval of the Corporation Counsel as to contents.)
13. Adjournment

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

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

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

D. **Public Participation.** Community members may address the County Board and Committee meetings at the portion of the agenda listed as PUBLIC PARTICIPATION. Citizen members shall sign their name, address, and the topic on which the citizen will be speaking on the lines provided on the public participation sign up sheet. The citizen member's name will be called when it is their turn to speak.

E. **Community members are asked to follow these guidelines for PUBLIC PARTICIPATION:**

1. The topic may be any item related to County Government.
2. Identify yourself and if representing a group, identify the group.
3. State clearly and concisely the issue, limiting comments to a maximum of THREE MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.)
4. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
5. Plan group representation by appointing one or two members to present an issue

Following the public participation portion, discussion at the meeting is limited to members of the County Board. ~~or Committee Members.~~ Department heads shall be recognized by the County Board Member Chair before speaking.

F. **County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting either in the County newspaper or in the copy sent to them by the County Clerk before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board. The minutes of the County Board meetings will be printed in the County Board Proceeding Book. All minutes shall include the time of adjournment.

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

Committee Meeting Minutes. The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder of the minutes shall also include the time of adjournment in the minutes, and shall sign the minutes verifying they are true and accurate. The recorder is responsible for submitting a hard copy of the meeting minutes with associated and hand outs/attachments to the County Clerk within ten (10) working days after the meeting. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alternation of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and a hard copy given to the County Clerk's Office within ~~ten (10)~~ 5 working days of the meeting and shall be made available to the public as requested. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE.

RULE XXIII: COMMITTEES, BOARDS AND COMMISSIONS

After the initial appointment to the Committees, the County Board Chair subject to confirmation by the County Board shall make all future appointments. The County Board and Committee Duties and Structure shall be as follows:

County Board General Duties:

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board shall be responsible for the Adams County Personnel and General Administrative Policies and review them annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
 1. County Budget.
 2. Collective Bargaining Agreements.
 3. Transfer of General Funds.
 4. Establish Committees, Boards and Commissions.
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes.
- E. Elect the County Highway Commissioner per Wisconsin Statutes.

Standing Committees General Duties:

- A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments within the Committee's oversight, and refer to the Administrative Coordinator/Director of Finance for further action.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight.
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve items per the Adams County Personnel and General Administrative Policies including but not limited to:
 1. Departmental budget
 2. Departmental policies and procedures
 3. Staffing levels and hours
 4. New positions
 5. Grant applications and acceptances
 6. Establish Departmental fee schedules
 7. Establish Departmental short and long range goals.
- F. Approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law.
- G. Bring forth resolutions and ordinances for action by the County Board.

ADMINISTRATIVE & FINANCE COMMITTEE

- A. **Membership.** The Administrative & Finance Committee shall be comprised of (5) five County Board Supervisors, (1) one of which would be a member of the Executive Committee. ~~Chair, First Vice Chair, or Second Vice Chair of the County Board.~~
- B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making responsibilities for the following Departments: County Clerk, County Treasurer, Director of Finance, and MIS.

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

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

1. Examine all claims against the County as referred to the committee.
2. Provides oversight for all routine County financial matters including review and approval of: audit reports, investments, insurance policies, bonding, contingency funds, and recommends budget amendments to the County Board;
3. Review on a monthly basis the Treasurer's report on County investment activities per §59.62, Wisconsin Statutes.
4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment.
5. Approve the implementation of a five (5) year technology plan for the County.
6. Review and update all computer and technological policies annually.
7. Review and update budget and accounting policies annually.

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

1. **Rural Industrial Development Commission.**

a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. Ex Officio members include the President of the Village of Friendship, Mayor of the City of Adams, and all Chairpersons of all Town Boards within the County. The Commission shall consist of representatives from the following and shall be appointed by the County Board Chair and approved by the County Board:

1. Adams Columbia Electric Cooperative
2. Adams County Board Supervisor
3. Adams County Banks
4. Local Business Community
5. Towns
6. City of Adams
7. Village of Friendship

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

1. This is an advisory Commission, not a policy making Commission.
2. The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
3. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board.

2. **Revolving Loan Fund.**

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

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

1. This is an advisory Board, not a policy making Board.
2. Serve new and expanding businesses in Adams County
3. Provide gap financing
4. Encourage investment
5. Encourage creation of permanent, year round jobs
6. Encourage retention and expansion of existing businesses

7. Attract new business
8. Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County.

3. **Technology Steering Committee.** The MIS Department will coordinate the formation of a Technology Steering Committee whose purpose is to identify; areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

- a. **Membership.** The Technology Steering Committee will include 7 members. The Committee members should be named as follows: MIS Manager and/or representative Administrative Coordinator/Director of Finance or representative ((ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term,)) a member of GIS, Health and Human Services ((1) designated by the oversight committee), Public Safety & Judiciary ((1) designated by the oversight committee)) and (1)County Board Member (as designated/appointed by the County Board Chair

EXECUTIVE COMMITTEE

- A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:
 1. County Board Chair
 2. First (1st) Vice Chair
 3. Second (2nd) Vice Chair
 4. Two (2) appointed County Board Supervisors at large.
- B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel, Personnel Director and Administrative Coordinator.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. Interview up to three (3) candidates recommended by the Executive Committee which shall include two (2) members of the Oversight Committee for appointment to the position of Department Head. The Executive Committee shall recommend an appointee for the position of Administrative Coordinator/Director of Finance, Corporation Counsel and Personnel Director to the County Board for confirmation.
 2. ~~Responsible for review and implementation of the Rules of the Board and Personnel & General Administrative Policies. (amended 4-30-2010 by Adams County Board Supervisors, 20 yes).~~
 3. Introduce Policy Resolutions that are not the responsibility of another committee or that affect the County Government as a whole.
 4. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
 5. Review proposed state and local legislation concerning County Government and make recommendations.
 6. Review, approve and update the County's mission and goals.
 7. Develop short and long range plans for the County.
 8. Set parameters, goals, and give Policy directions to the Administrative Coordinator/Director of Finance, Corporation Counsel, and Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel and Personnel Director

shall meet with the Committee and discuss the status of negotiations and receive further direction.

9. All proposed union contracts shall be submitted to the Committee and County Board for final approval.

10. Reviews and recommends salaries, benefits and compensation structure for all personnel to the County Board for final approval.

D. **Sub Committees, Boards, and Commissions.** None.

HEALTH & HUMAN SERVICES BOARD

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

1. Five (5) shall be County Board Supervisors one (1) of which will be a member of the Executive Committee.

2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:

a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health.

b. A good faith effort shall be made to appoint a Physician.

c. A good faith effort shall be made to appoint a Registered Nurse.

d. No public or private provider of services shall be appointed to the Health & Human Services Board.

B. **Terms.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year.

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

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

1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations.

2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes.

3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes.

4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes.

5. Develop Policies and authorize direction and planning for the delivery of all human services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government.

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

E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to its subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall have interaction and

communication with the Veteran Services Commission, Central Wisconsin Community Action Council, ~~Housing Authority~~, and North Central Wisconsin Workforce Development Board. (amended 6-15-10 by Res. #34)

1. Aging Advisory Committee.

- a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least fifty percent (50%) of older individuals. At least five (5) members will be age sixty (60) and over, and five (5) shall be citizen members. The remaining members shall be the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
- b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
- c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. This is an advisory Committee, not a policy making Committee.
 2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging.
 3. Meetings are held quarterly.

2. Central Wisconsin Community Action Council (CWCAC).

The County Board Chair shall appoint (1) one County Board Supervisor to the CWCAC. The Council meets (6) six times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge. (amended 6-15-10 by Res. #34)

- a. ~~**Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:~~
 - ~~1. Prepare, carry out, acquire, lease and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.~~
 - ~~2. Own, hold, clear and improve property.~~
 - ~~3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.~~
 - ~~4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.~~

3. Nutrition Advisory Committee.

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

4. **Long Term Support Advisory Committee.**

- a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least thirteen (13) members, which shall consist of the following:
1. Two (2) County Board Supervisors
 2. Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence);
 3. One (1) representative from each of the following:
 - (a) County Health Department
 - (b) Commission on Aging (~~amended 6-15-10 by Res. #34~~) (~~amended 6-15-10 by Res. #34~~)
 - (c) Health & Human Services Department
 - (d) Local nursing home
 - (e) Local home health agency
 - (f) Local medical center.

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

5. **North Central Wisconsin Workforce Development Board (NCWWDB).**

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

6. **Veteran Service Commission.**

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

HOUSING AUTHORITY

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

1. Two (2) County Board Supervisors
2. Three (3) Citizen members

- B. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:
1. Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.
 2. Own, hold, clear and improve property.
 3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.
 4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes. (amended 6-15-10 by Res. #34)

LAND AND WATER CONSERVATION COMMITTEE

- A. **Membership:** The Land and Water Conservation Committee shall be comprised of (7) total members: (5) five County Board Supervisors, (2) two of which shall serve on the Extension Committee, and the (5) five same serve on the Planning & Zoning Committee, and (2) two citizen members, (1) one of which shall be a FSA Representative.
- B. **Oversight.** The Land and Water Conservation Committee shall confer and have policy making responsibilities for the Land & Water Conservation.
1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management.
 2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith.
 3. Supervision of operation and maintenance of County owned dams.
- C. **Sub Committees, Boards, and Commissions.** The Land and Water Conservation Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Drainage Board, Lake Districts, and Golden Sands Sub Committee.
1. **Drainage Board.**
 - a. **Membership.** Pursuant to §88.17, Wisconsin Statutes, the Drainage Board shall be comprised of three (3) members, which shall be appointed by the Adams County Circuit Court.
 - b. **Duties and Responsibilities.** The Drainage Board shall carry out all duties and responsibilities as specified in §88.17, Wisconsin Statutes.
 2. **Lake Districts.**
 - a. **Membership.**
 1. The County Board Chair shall appoint a member or nominee of the County's Land Conservation Committee as the County Board's appointee
 - b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.
 3. **Golden Sands Committee.**
 - a. **Membership.** The County Board Chair shall appoint ~~two~~ (2) one (1) County Board Supervisor that shall be a member from the ~~Planning and Development~~ Land & Water Committee to the Golden Sands Committee that member must sit on the Water Quality Sub Committee.
 - b. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
 - c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
2. To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
3. To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

PLANNING & ZONING COMMITTEE

- A. Membership.** The Planning & Zoning Committee shall be comprised of (7) seven total members (5) five County Board Supervisors, the (5) five same shall serve on the ((Land and Water Conservation Committee) (1) one of which shall be a member of the Executive Committee (2) two of which shall serve on the Extension Committee,) and (2) two citizen members. The Planning & Zoning Committee shall be comprised of (5) five County Board Supervisors (1) one of which shall be a member of the Executive Committee and (2) two citizen members.
- B. Oversight.** The Planning & Zoning Committee shall confer and have policy making responsibilities for the following Departments: County Surveyor, Planning & Zoning, and Register of Deeds.
- C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
 2. Recommend amendments of the County Comprehensive Plan to the County Board.
 3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee.
- D. Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Board of Adjustments, ~~Drainage Board~~, North Central Wisconsin Regional Planning Commission, Land Information Subcommittee. *(amended 6-15-10 by Res. #34)*
- 1. Board of Adjustments.**
 - a. Membership.** The Board of Adjustments shall consist of no more than (5) five members of which the members must live within a town in the County, with no (2) two members from the same town. The County shall appoint (2) two alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered (3) three year terms appointed by the County Board Chairperson.
 - b. Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
 1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer.
 2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass.
 3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done.

2. **North Central Wisconsin Regional Planning Commission (NCWRPC).**

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

3. **Land Information Committee**

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

PROPERTY COMMITTEE

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy making responsibilities as described below:
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
1. To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, to allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation and management of all county owned property, both real and personal.
 2. To cause to be prepared by all department heads full and accurate inventories of all personal property owned by Adams County in each department no later than the 20th of January of each year and to cause the same to be filed in the office of the Administrative Coordinator. This committee shall see that such departments keep a perpetual inventory of the county-owned property, and the committee shall make at least annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. (per resolution #48-2006) The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for

public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats.

3. Appraise and advertise lands acquired by tax deed or by in rem proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in rem proceedings, requires approval of the County Board.
 4. Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.
 5. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
 6. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
 7. Review reports presented by the Airport Manager.
- D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission and Adams County Fairboard.
1. **Airport Commission.**
 - a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members from the ~~Public Works~~ Property Committee and three (3) members especially interested in aeronautics appointed by the County Board Chair.
 - b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
 1. The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
 2. The commission shall provide a report to the ~~Public Works~~ Property Committee quarterly.
 2. **Fairboard.**
 - a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Property Committee to the Fairboard as a liaison member.
 - b. **Duties and Responsibilities.** Attend Fairboard meetings as a nonvoting member to assist and ensure communication between the entities.
 1. The Fairboard shall provide a report to the Property Committee quarterly.

PUBLIC SAFETY & JUDICIARY COMMITTEE

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors, of which one (1) shall be the ~~County Board Chair~~ a member from the Executive Committee.
- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Coroner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
 2. Act as the Emergency Management Committee pursuant §166.03(4)(c), Wisconsin Statutes.
 3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
 4. Approve rules, regulations and policies specific to the Sheriff's Department.

5. Oversee the County Court and Court related processes.
 6. Pursuant §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
 7. Shall conduct public hearings pursuant to section §59.26 and any amendments, codifications or renaming of said statute.
- D. Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.
1. **Local Emergency Planning Commission.**
 - a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;
 1. Elected State and Local Officials
 2. Law Enforcement
 3. Fire
 4. Emergency Management
 5. Health Professionals
 6. Environmental
 7. Representatives of facilities subject to the Emergency Planning requirements and the Media.
 - b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
 1. This is an advisory Committee, not a policy making Committee.
 2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

SOLID WASTE COMMITTEE

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

HIGHWAY COMMITTEE

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

PARKS COMMITTEE

- A. **Membership.** The Parks Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Parks Committee shall confer and have policy making responsibilities for the Parks Departments.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - 1. General policy making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan.
 - 2. Assist in determining appropriate programs to be provided by the Recreation Program.

EXTENSION COMMITTEE

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

- B. **Oversight.** The Extension Committee shall confer and have policy making responsibilities for the following Departments: UW Extension.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. Assist in determining appropriate programs to be provided by the Extension Program.
 2. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.
 3. Assist in determining appropriate programs to be provided by the County's UW Extension.

SAFETY COMMITTEE Adams County has appointed a Safety Committee to address safety issues and oversee the County's workplace safety program. The Safety Committee consists of a County Board supervisor and two qualified individuals who may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.

SPECIAL OR AD HOC COMMITTEES

- A. **Duties and Responsibilities.** Special or Ad Hoc Committees will be created by the County Board Chair as the need arises, to carry out a specific task ordered by the Chair, which duration shall automatically cease upon completion, or at the direction of the Chair.

ETHICS INQUIRY COMMITTEE

This Policy hereby creates an Ethics Inquiry Committee.

- A. **Membership.** The Ethics Board Inquiry Committee shall be composed of the five (5) most junior members of the County Board, ~~excluding those who would be the subject of that investigation, or those who would request an exemption from selection for extenuating circumstances. Should a member be excluded from the Ethics Inquiry Committee for any reason, the next most junior member shall take their place, but must have no financial or personal interest in issues before the Ethics Inquiry Committee.~~
- B. **Duties and Responsibilities.** The Ethics Board Inquiry Committee shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph 1.11 4.13(E) below, in any case where the Ethics Board Inquiry Committee has found that probable cause exists for believing the allegations of a complaint referred to the Board Committee after preliminary review pursuant to subparagraph 1.13 of the Ethics Ordinance. ~~4.13(B) through (D).~~

RULE XXIV: COMMITTEE ORGANIZATION

The County Board Chair shall appoint all members of all Committees after receiving recommendations from the Committee on Appointments. The appointments are subject to County Board approval.

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

RULE XXV: COUNTY LIBRARY

- A. The County Library shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time.

RULE XXVI: RESOLUTIONS AND ORDINANCES

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and a hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tues morning)
- B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.
- C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). ~~Prior to preparing the agenda for the County Board meeting, The Administrative Coordinator/Director of Finance and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.~~
- D. Copies of late (should be exceptions and not the Rule) Resolutions or Ordinances shall be provided to all Supervisors, ~~Administrative Coordinator/Director of Finance, Corporation Counsel, Personnel Director and Department Heads,~~ and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.
- E. All Resolutions and Ordinances shall start with the number 1 at the beginning of each calendar year. For example: Resolution 1-2012 ~~2006-1~~ or Ordinance 1-2012 ~~2006-1~~.

RULE XXVII: NEW POSITIONS

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

RULE XXVIII: FUNDING

- A. **Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- B. **General Fund.** Any appropriation from the General Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- C. **To Borrow.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)
- D. **To Transfer.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required to permit transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.

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

RULE XXVIX: CLAIMS AGAINST THE COUNTY

- A. All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes,
- B. The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)

RULE XXX: RULES IN VIOLATION OF LAW

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

RULE XXXI: DEFINITIONS

- A. Pronouns of masculine gender used herein refer to persons of either sex.
 - B. Majority shall mean the majority of the elected or appointed Supervisors present.
- The term Committee shall be used herein to refer to Committees, Boards, and Commissions, unless otherwise specifically noted.

ADOPTED APRIL 20, 2010
AMENDED 4/30/2010
AMENDED 6/5/2010

1 Resolution No. 2012- 27

2
3 Resolution To Freeze 2012 Step Increases for Positions on
4 Carlson Dettmann Adams County Pay Structure

5
6 **INTRODUCED BY:** Executive Committee.

7
8 **INTENT & SYNOPSIS:** To freeze the scheduled 2012 step increases for positions
9 evaluated on the Carlson-Dettmann Adams County Pay Structure.

10
11 **FISCAL NOTE:** None

12
13 **WHEREAS,** Adams County previously approved Resolution No. 95-2003 to approve a
14 pay structure recommended by Carlson Dettmann Consultants; and

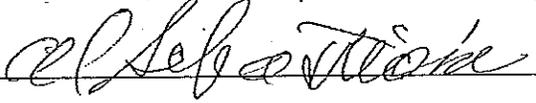
15
16 **WHEREAS,** Resolution 33-2005 was approved to provide that the positions on the
17 Carlson-Dettman Adams County Pay Structure be adjusted each year pursuant to
18 the index formula used to adjust social security benefits; and

19
20 **WHEREAS,** Employees on the Carlson-Dettmann Adams County Pay Structure
21 received a 3.6% cost of living adjustment effective January 1, 2012; and

22
23 **WHEREAS,** With the poor economy, it is not feasible to do the recommended step
24 increases at this time.

25
26 **NOW, THEREFORE, BE IT RESOLVED,** that the Adams County Board of Supervisors
27 hereby approves freezing the scheduled step increase for 2012 for positions evaluated
28 on the Carlson-Dettmann Adams County Pay Structure until further information is
29 gathered.

30
31 Recommended for adoption this 13th day of March, 2012.

32
33  _____
34
35 _____
36
37 _____

38
39 Adopted _____
40 Defeated _____ by the Adams County Board of Supervisors this 21st day of March,
41 2012.

42 Tabled _____

43
44
45 _____
County Clerk

_____ County Board Chair

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RESOLUTION TO AMEND THE ADAMS COUNTY PERSONNEL & GENERAL ADMINISTRATIVE POLICIES & TO CREATE A SEPARATE EMPLOYEE HANDBOOK

INTRODUCED BY: Bill Miller

INTENT & SYNOPSIS: To amend the Adams County Personnel & General Administrative Policies adopted November 2011 and create a separate employee handbook.

FISCAL NOTE: None.

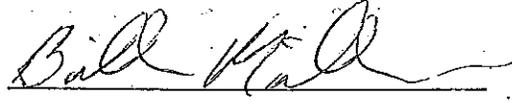
WHEREAS: Due to implementation of Wisconsin Acts 10 and 32 it is determined that the County's Personnel & General Administrative Policies need to be modified; and

WHEREAS: Significant discussion and deliberation on the proposed employee handbook transpired between Department Heads, employees and the Ad Hoc Committee; and

WHEREAS: The Committee reviewed the attached employee handbook, deeming it appropriate for effective and efficient County operational needs.

THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors, that it is hereby approved that the current Personnel & General Administrative Policies, adopted November 2011, be amended to extract the attached employee handbook language and create a separate employee handbook retroactive to January 1, 2012.

Recommended for adoption by the Ad Hoc Transition Committee this ____ day of _____ 2012.

_____ 

ADOPTED
DEFEATED by the Adams County Board of Supervisors this date ____
TABLED day of _____, 2012.

County Clerk

County Board Chair

ADAMS COUNTY

Version 3-14-2012

Employee Handbook

(table of contents will be inserted
once a final document is approved)

.....

INTRODUCTION

This Adams County Personnel Policy Manual (Manual) has been prepared to acquaint you with Adams County (County) and provides guidance and information regarding your employment with the County. You should read, understand, and comply with all provisions of the Manual. It describes many of your responsibilities and expectations as an employee and outlines the programs developed by County to benefit employees.

This Manual applies to all County employees not covered by a collective bargaining agreement and to all employees so covered when the provisions of this Manual do not contradict collective bargaining agreements or when this Manual addresses an area which is not covered by a collective bargaining agreement. This Manual is subject to any controlling ordinance, resolution, regulation, state or federal statute, code or regulation or other legally controlling authority.

Unless otherwise agreed to in writing by the Adams County Board of Supervisors, employment with the County is "at will" and is for no definite period of time and may, regardless of the date and method of payment of salary or wages, be terminated by the County or an employee, with or without cause and with or without prior notice at any time. No personnel policy, procedure, practice or representation, oral or written, abrogates or alters this "at-will" condition of employment. Nothing contained in the Manual, or any other document provided to County employees is intended to be, nor should it be construed as a guarantee that employment or any employment benefit will be continued for any period of time (except as otherwise mandated by State or Federal law). The policies set forth in this Manual are not a contract, are not intended to create a contract, nor do they create a contract of employment or an obligation of any kind between the County and any of its employees.

Individual Departments may have policies that supplement the policies in this Manual. Employees are expected to follow both the policies in this Manual and Departmental policies. If there is a conflict between the Manual and Departmental policies, the Manual will control.

The County has developed the policies and provisions in this Manual and may change, supplement or rescind them at any time. This will be done as deemed appropriate and in the sole and absolute discretion of County, with or without notice. The provisions set forth in this Manual supersede any and all prior personnel policies, procedures and practices, whether written or established by past conduct. Final interpretation and implementation of any of the policies or rules in this Manual is vested solely with the County.

CHAPTER ONE: EMPLOYMENT CATEGORIES AND VOLUNTEERS

SECTION 1 - POSITION CATEGORIES

The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term "year" shall be defined to mean the time from January 1 to December 31st of any twelve (12) month period. Once placed in a category, an employee shall remain in that category unless and until the County formally changes the employee's status to another employment category. Employees cannot automatically change employment categories. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

1.01 Regular full-time Category. A regular full-time position is authorized at either nineteen hundred and fifty (1950) hours per year or two thousand eighty hours per year (2080), and shall receive fringe benefits. For information on work hours, please refer to Chapter 3, Section 1 below.

1.02 Regular part-time Category. A regular part-time position is authorized to work less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for pro-rated benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits unless required by law.

1.03 On-call Category. An on-call employee is defined as an individual who fills in on an "as needed" basis for regular employees in the event of an emergency or extenuating circumstances within a Department. On-call employees are not eligible for fringe benefits unless required by law.

1.04 Seasonal full-time or part-time Category. Full-time seasonal employees work an average of at least thirty-seven and one half (37^{1/2}) hours per week not to exceed one hundred fifty (150) calendar days. Part-time seasonal employees work under an average of thirty-seven and one-half hours per week. Seasonal employees are not entitled to fringe benefits unless otherwise required by law.

1.05 Parks Department Seasonal Employees Category. A full-time or part-time employee shall work no more than ten (10) months per calendar year. Full-time seasonal employees who work more than eighty-five (85) hours per month shall be eligible for fringe benefits. A part-time seasonal who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part-time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. Per Sec. 213(a)(3) of the Fair Labor Standards Act (hereinafter "FLSA") related to exemptions for recreational establishments, Parks Department Seasonal employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

1.06 Limited-Term Employee (LTE) Category. An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. Summer Park LTEs may work up to one hundred (100) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy. LTEs are not eligible for fringe benefits. Per Sec. 13(a)(3) of the FLSA related to exemptions for recreational establishments, Parks Department LTE employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

SECTION 2 - VOLUNTEERS

2.01 Volunteer Defined. A volunteer is an individual who performs hours of service for the County without the promise, expectation or receipt of compensation for services rendered, except for

reimbursement for reasonable expenses, reasonable benefits, and nominal fees, or a combination thereof. All volunteer work performed for the County shall be performed in accordance with the provisions of the Fair Labor Standards Act.

2.02 Employees as Volunteers. Under the Fair Labor Standards Act, an employee of the County may not volunteer for the County when the employee's volunteer duties involve a similar or identical service as the employee performs for the County. All volunteer services provided by an employee of the County shall be performed outside of the employee's normal work hours.

CHAPTER TWO: EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION

1.01 It shall be the Policy of the County to recruit, select and promote the most qualified persons for positions in the County. Recruitment and selection shall be conducted in a manner which ensures open competition and provides equal employment opportunity in accordance with state and federal law. The County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

1.02 It shall further be the policy of the County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and state laws relating to disability. The County will make reasonable accommodation for all employees or applicants with disabilities in accordance with law.

1.03 Personnel practices within the County shall conform to the provisions of the law relating to non-discrimination in employment. Department Heads are required to follow this Policy in all hiring practices and filling of positions in their Department.

1.04 Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, Department Head or the Administrative Coordinator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

CHAPTER THREE: EMPLOYMENT INFORMATION

SECTION 1 - WORKING HOURS

1.01 The normal work week for full-time County employees will be determined by the County but will generally be either thirty-seven and one half (37 ½) or forty (40) hours per week. The work week begins at 12:00 a.m. each Sunday and ends at 11:59 p.m. each Saturday. Work periods for law enforcement employees will be established in accordance with the FLSA.

1.02 Department Heads will inform employees of their schedules and the specific hours they are required to work.

1.03 Employees shall begin work at their scheduled time and remain at their assigned places of work until the end of their shift unless expressly authorized to leave by their Department Head or supervisor.

1.04 Lunch Periods.

A. Unless otherwise determined by a Department Head or supervisor in his or her sole discretion as circumstances may require, employees who work a full time shift will be allowed up to a one (1) hour unpaid lunch break.

B. Employees may not skip lunch periods or use them at the beginning or end of the workday, without the specific approval of the employee's Department Head or supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods. Employees shall punch out at the beginning of their lunch and punch back in when returning to work. Department heads will stagger employee lunch periods as necessary for offices to remain open during the lunch hour.

1.05 Breaks.

Unless otherwise determined by a Department Head or supervisor in his or her sole discretion, each employee will be allowed a paid break of ten (10) minutes for each one-half (1/2) day of work. Break time cannot be accumulated in any manner or used to extend lunch periods or to shorten the workday. Employees are not allowed to leave the work premises during breaks. Breaks are to be scheduled so that adequate staff coverage is provided and County services are not interrupted.

1.07 Break Time for Nursing Mothers. Under Section 7 of the FLSA, employers are required to provide reasonable break time for an employee to express breast milk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk. Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

SECTION 2 - PERSONNEL RECORDS

2.01 Personnel Files. The Personnel Director shall maintain the official files of all County employees in accordance with Chapter 19 of the Wisconsin Statutes.

2.02 Public Inspection of Records. The public may request in writing to the Personnel Director to inspect personnel files. The County shall provide inspection of personnel records to the public in accordance with Chapter 19, Wisconsin Statutes with approval of the Corporation Counsel.

2.03 Employee Inspection Of Records. Employees shall be allowed to inspect documents in his or her own personnel file upon written request to the Personnel Director in accordance with the provisions of §103.13, Wisconsin Statutes. An employee who is involved in a current grievance against the County may designate in writing a representative to inspect the employee's personnel records which may have a bearing on the resolution of the grievance in accordance with the provisions of §103.13.

2.04 Employment References. Professional references concerning past employment with the County shall be given by the County Personnel Director only.

SECTION 3 - POLITICAL ACTIVITY

3.01 No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliation, except as provided for in this Section. No employees or Elected Official shall directly or indirectly use or seek to use their authority or the influence of their position to control or modify the political action of another person. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended.

SECTION 4 - NEPOTISM

4.01 No Board or Committee member, Department Head, supervisor, employee, or Elected Official, may take part in the selection, appointing of authority, evaluation, promotion, demotion, lay-off, termination or assignment of benefits or supervision of any relative. The term 'relative' refers to an immediate family member or person living in the same household. No relative can be employed in an immediate superior or subordinate relationship.

SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT

5.01 **Conflicts Of Interest And Ethics.** All County employees and elected officials shall comply with and are subject to the Adams County ethics ordinance. Copies of the County's ethics ordinance are available from the office of the Corporation Counsel or on the County's website.

SECTION 6 - MUTUAL RESPECT AND PROTECTION POLICY;
OFFICE ETIQUETTE

6.01 **Mutual Respect And Protection.** It is the duty of every employee to deal courteously and professionally with the public and other employees.

SECTION 7 - DRESS CODE

7.01 All clothing must be respectable, clean, neat and not in need of repair. There are two (2) dress code categories.

A. **Field Wear** - Specific to a department and approved by the Department Head. Clothing is chosen as it relates to job assignment/activity. When not on field duty employees will be expected to wear business casual.

B. **Office Wear** - General dress code used in all County Offices at all times unless field wear. Appropriate attire will be considered as "business casual".

7.02 **Modesty "Clause"** - Clothing that reveals too much cleavage, your back, your chest, your stomach or your undergarments is not appropriate for a place of business.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choices of clothing to wear to work. If you experience uncertainty about acceptable business casual attire for work please ask your Department Head/Supervisor.

If an employee reports to work in attire that is deemed inappropriate by a Department Head, the employee will be directed to return home and change into appropriate attire. All time spent changing attire will be unpaid.

SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY

8.01 County owned lockers, desks, file cabinets, electronic equipment, and vehicles are not the private property of the employee. There is no reasonable expectation of privacy with regard to their contents and they are subject to inspection.

SECTION 9 - CONFIDENTIALITY

9.01 General. Because of an employee's responsibilities with the County, an employee may have access to confidential, client, personnel or other sensitive information. This may include, without limitation, information concerning the financial status of a client or employee, the medical status or condition of a client or employee as well as County's business practices including purchasing and negotiating strategies, and employee records (collectively "confidential information"). This confidential information cannot be disclosed by an employee to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the Personnel Director or Department Head. There may also be special circumstances in which the information may be released only with specific signed releases that may be time sensitive. All employees are responsible for protecting confidential information from unauthorized disclosure. If an employee has any question as to whether information is confidential under this policy, they are required to consult the Personnel Director and Department Head prior to disclosing the same.

9.02 Internal Operations. No information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the Administrative Coordinator or individual Department Heads. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the Administrative Coordinator or Department Head for a response to that inquiry.

9.03 Departmental Policies on Confidentiality. All information collected by a Department, whether written or oral, is subject to the County confidentiality requirements. Each Department shall be required to implement a written policy on the confidentiality requirements. Employees who have access to the confidential information from another department shall maintain the confidentiality of the information and comply with any departmental rules governing the same.

SECTION 10 - HARASSMENT

10.01 Anti-Harassment Statement. The County is committed to maintaining a work environment that is free of illegal discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based on a person's protected status as defined by law, and as indicated in this Policy. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

10.02 Scope. This Policy applies to all Elected Officials and employees within the County as well as temporary or agency personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

10.03 Policy. The County's policy on Harassment is attached as Appendix A to this Manual.

SECTION 11 - CONFIDENTIALITY OF MEDICAL RECORDS

11.01 The County respects the confidentiality and privacy rights of all of its employees. Accordingly, the results of any test administered under this Policy and the identity of any employee participating in the County's Employee Assistance Program (EAP) or other assessment or treatment program will not be revealed by the County to anyone except as required by law. The County will release an employee's record as directed by the express written consent of the employee authorizing release to an identified person. In addition, the County will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of any individual to the County. The County may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug test or alcohol test; or as required by law, including court orders and subpoenas. The

Medical Review Officer (MRO) will not reveal individual test results to anyone, except the County Personnel or Administrative Coordinator/Director of Finance Offices, unless the MRO has been presented with a written authorization from the tested employee.

11.02 All medical records of individual employees will be maintained in individual medical files separate from the employee's personnel file. These records will be stored in a locked cabinet in the Personnel Director Office and access will only be allowed to those employees who have a legitimate need to review the records of a particular employee.

CHAPTER FOUR: SALARIES AND WAGES

SECTION 1 - WAGES

1.01 Employee salaries and hourly wages shall be determined under the County Pay Structure adopted by the County Board. No employee shall be paid per diem. Elected Official salaries shall be determined by the County Pay Structure set by the County Board, in accordance with Wisconsin State Statutes.

SECTION 2 – OVERTIME, AND COMPENSATORY TIME ON-CALL, CALL-IN, AND SHIFT DIFFERENTIAL

2.01 **Exempt And Non-exempt Employees.** Employees are generally classified under the FLSA as either exempt or non-exempt. Exempt employees are salaried employees who are not subject to federal and state overtime requirements and include, without limitation, Department Heads, supervisors, managers, and professional employees. Non-exempt employees are hourly employees who are covered by the Act and are entitled to overtime pay in accordance with the Act. Various other employees, including certain categories of law enforcement and seasonal and LTE employees in the Parks Department, may be partially or completely exempt from the overtime requirements of the FLSA. The County will designate employees as exempt, non-exempt or partially exempt in accordance with the requirements of the FLSA. If an employee has a question as to which category he or she is in, the employee shall contact the Personnel Director.

2.02 ~~Overtime Pay.~~ The County will pay overtime as required by the FLSA. Under the FLSA, non-exempt employees are entitled to be paid overtime at one and one-half (1½) times the employee's regular rate of pay for all hours worked over forty (40) in a workweek. Overtime is based on actual hours worked. Sick leave, vacation leave, compensatory time off, on-call premiums or any other paid and unpaid leaves of absence, are not considered hours worked for purposes of calculating overtime under the FLSA. Overtime pay shall be paid in the pay period in which the overtime was earned.

2.02 Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:00 a.m. through Saturday 11:59 p.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

A. For non-law enforcement employees, Overtime is based on the FLSA.

B. For law enforcement employees, overtime is based on the Employees who meet the FLSA 207(k) partial exemption to the FLSA.

2.03 **Overtime Hours.** Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

2.04 Compensatory Time For Non-exempt Employees. Subject to the Department Head or supervisor's discretion and approval, compensatory time instead of overtime may be allowed for regular full-time non-exempt employees, who work in excess of forty (40) hours in a workweek. Compensatory time should only be granted for unusual occurrences or Department requirements only. The Department Head or supervisor shall approve the earning of compensatory time by signing the employee's timecard. Compensatory time is granted rather than overtime pay at one and one-half (1½) times the hours worked in excess of forty (40) hours per workweek.

2.05 Use of Compensatory Time By Non-exempt Employees.

- A. The Department Head or supervisor prior to the employee taking the compensatory time shall approve the hours that the employee plans to be absent from work.
- B. The County may require employees to use compensatory time in accordance with the FLSA.
- C. Compensatory time will accrue in not less than fifteen (15) minute increments.
- D. Compensatory time may not be used prior to the actual earning of the compensatory time.
- E. Compensatory time may be accumulated in an amount not to exceed one hundred hours (100) and any hours in excess of one hundred (100) hours shall be paid out. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. All compensatory time earned shall be used by the December 15th or paid out by the last payroll period of each year for all employees.

2.06 An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall only transfer two (2) working days of compensatory time to the new position. The remaining balance of accumulated compensatory time shall be paid out by the Department from which the employee is moving, at the employee's rate of pay prior to the transfer, promotion, or reassignment.

2.07 Exempt Employees. Full-time exempt (salaried) employees are expected to work at least forty (40) hours per workweek. Exempt employees may be required to work in excess of forty (40) hours in a work week in connection with, among other things, attending regular or special meetings, or events, or performing other services outside of regular working hours. In return for these services, full-time exempt employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that exempt employees shall take no more than one (1) full day off consecutively for hours worked in excess of forty (40) hours for work outside of normal working hours, not to exceed four (4) calendar days in a calendar year. All full-time exempt salaried employees shall have their benefits calculated based on a forty (40) hour workweek. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee. Any violations of this policy shall be reported to the Personnel Director for appropriate disciplinary action, up to and including termination.

Exceptions to this policy shall include Park Managers of Petenwell and Castle Rock Park, and law enforcement exempt employees. Although the intent is not to allow time off on an hour for hour basis, additional compensatory time may be granted for hours worked in excess of forty (40) hours per work week, at the discretion of the Department Head.

2.08 On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call has two functions: (1) carrying the pager – employees serving on-call by carrying a pager will be paid 1-½ times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour for after-hours availability during week days and. Employees required to be on-call during weekends and holidays will be paid \$1.75 for availability during weekends and holidays; and (2) responding to an emergency – when responding to a call, or handling crisis, employees will be paid their normal rate of pay up to 40 hours and 1-1/2 times

their rate of pay for hours worked beyond their 40-hour work week, per-hour. This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.

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

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

SECTION 3 - TIMECARDS

3.01 Exempt employees under the FLSA will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the actual hours worked and any paid leaves of absence.

3.02 Non-exempt employees are required to use the time clock to record hours worked each day. Each non-exempt employee shall file an accurate timecard listing actual hours worked, vacation, personal day, bereavement, sick time, or any other paid leave of absence used, as required by the FLSA.

3.03 If an employee cannot punch his/her card, then the time may be written in and initialed by his/her department head. Employees are prohibited from punching timecards for other employees. Employees who punch time cards for other employees are subject to discipline up to and including discharge. If, by accident, an employee punches another employee's card, that the mistake must be initialed and approved by the Department Head.

3.04 Each employee shall sign their timecard verifying that the time documented is accurate and correct. It is the responsibility of the Department Head or his designee to also sign the timecard indicating he has reviewed the information and agrees the employee is paid as provided by the information on the timecard. Timecards for all employees are to be to the Administrative Coordinator/Director of Finance Office prior to 9:00 a.m. on Monday the week payroll is being processed.

3.05 Department Heads are required to sign their own timecard verifying that the time documented is accurate and correct. No other signatures will be required of a Department Head's timecard.

3.06 Non-exempt employees are not allowed to commence work prior to the established starting time or continue to work beyond the established stopping time, without the prior authorization of their Department Head. Doing so may result in discipline for the employee.

3.07 The County utilizes the policy established by the U.S. Department of Labor regarding rounding practices for recording of paid time. Minor differences between clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise doubt as to the accuracy of the records of hours actually worked. Therefore, pursuant to the rounding practices provision of the FLSA, starting time and stopping time to the nearest quarter hour is permitted. For example, when an employee punches in and commences work eight (8) minutes after their regular starting time, the starting time will be recorded to the nearest quarter hour (i.e. the employee punches in at 8:08 a.m. and is treated as having punched in at 8:15 a.m.). However, an employee who punches in and commences work prior to 8:08 a.m. is treated as having started work at the nearest quarter hour, i.e. 8:00 a.m. The same applies to an employee who works late and punches out at 4:38 p.m. the employee is treated as having worked to the nearest quarter hour, i.e. 4:45 p.m. However, an employee who works until 4:37 p.m. and punches out at that time is treated as having worked until 4:30 p.m. Presumably, this

arrangement averages out so that employees are fully compensated for all the time they actually work. For enforcement purposes the rounding rule of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all time the employee has actually worked.

SECTION 4 - PAY CHECKS

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

CHAPTER FIVE: BENEFITS

SECTION 1 - FRINGE BENEFITS

1.01 Fringe benefits participation is generally available to employees working an average of eighty five (85) hours or more per month per year. Enrollment forms and coverage information is available in the ACDF office.

1.02 It is the employee's responsibility to notify the ACDF office of all changes in address, marital status or if there has been a change in a dependents status that may affect any of the benefits offered by the County.

SECTION 2 - HEALTH INSURANCE

2.01 Regular full-time or part-time employees, and seasonal full-time employees, working an average of least eighty five (85) hours per month per year shall be eligible for health insurance coverage. On-call, seasonal part-time and LTE employees are not eligible for health insurance coverage.

- A. Any employee that participates in the County insurance shall take single insurance if they are the only person covered on the plan, and shall take family insurance if a spouse, dependent or both will be covered under the plan. Insurance coverage shall be effective the first (1st) day of the month following one (1) complete month of employment.
- B. In the event of a layoff, the health insurance can be continued until the end of the month following the month in which the layoff occurs. By law, health insurance will be continued for leaves of absence under the Family and Medical Leave Act.
- C. Upon the termination of County employment, health insurance coverage for employees with family or single coverage plans will be provided as required by law, under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- D. An employee who retires after ten (10) or more years of full-time employment with the County may remain in the group provided the retired employee pays the full premium in advance for the applicable coverage. Coverage for retirees or retirees' spouses who are over sixty five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits. These ages shall be changed to reflect any future amendments to the Federal laws governing the Social Security Administration.
- E. A spouse of a retired employee shall be eligible, subject to carrier approval and conditions, to purchase health insurance provided to current employees, relative to the unit last employing such retiree, as long as the spouse pays the premiums and any other associated costs so that there is no cost to the County, until the spouse becomes eligible for Medicare. However, should such retiree decease prior to the spouse attaining Medicare eligibility, the spouse shall be permitted the option to purchase County health insurance as required by State and Federal Law.

SECTION 3 - DENTAL AND VISION INSURANCE

3.01 The County offers both dental and vision insurance to employees. This is voluntary coverage and is paid one hundred percent (100%) by the employee. The County shall make no contributions to this coverage. New employees are eligible for enrollment at the start of their employment with the County. Insurance coverage shall be effective the first (1st) day of the month following one (1) complete month of employment. Existing employees may add or terminate coverage only during the open enrollment period in December of each year. Notification will be provided to employee of the open enrollment period by payroll check insert.

SECTION 4 - LIFE INSURANCE

4.01 All Regular full time employees who are eligible to participate in health insurance are also eligible to participate in the basic group life insurance and accidental death and dismemberment plan sponsored by the County. The County will pay one hundred percent (100%) of the premium for an employee to have a \$5000 life insurance policy. This is available for the employee only, no dependent or spouse coverage is offered on this plan.

4.02 The County also has a group life insurance plan available from Employee Trust Funds (ETF) for State and Local Governments pursuant with Chapter 40 Wisconsin Statutes. Once you have been an active member of the Wisconsin Retirement System (WRS) for at least six (6) months, you may enroll in the group life insurance program. There are four (4) coverage options, which include: Basic Plan, Supplemental Plan, Additional Plan, and Spouse and Dependent Plan.

4.03 The County offers a traditional whole life insurance plan to employees that work 20 hours or more per week as well as their spouses, dependent children and grandchildren. The plan is offered by a Company selected by the County and the premium is paid 100% by the employee and is offered via a payroll deduction.

SECTION 5 - FLEX BENEFITS PLAN

5.01 Section 125 of the Internal Revenue Code (IRC), which authorizes Flexible Benefits Plans, allows employees to convert a taxable cash benefit (salary) into non-taxable benefits after they have been employed for thirty (30) days. Employees are eligible to enroll in the flexible benefits plan if they work a minimum of eighty five (85) hours per month per year. Under a Flexible Benefits Plan, an employee may choose to pay for certain qualified expenses before taxes are deducted from his paycheck. The below options are all voluntary and employees do not have to participate in the Flexible Benefits Plan. Employee may participate in none, one (1), two (2), or all three (3) of the plan options available. Any wages contributed to these plans are tax-free. Any wages contributed will decrease and employee's State, Federal and Social Security wages, in return the employee does not have to pay State, Federal, Medicare or FICA taxes on the contributions.

5.02 This plan is subject to change according to IRS changes.

SECTION 6 - RETIREMENT BENEFITS

6.01 Wisconsin Retirement System (WRS). An employee's eligibility and coverage in the Wisconsin Retirement System is controlled by the regulations of the Employee Trust Fund and applicable statutes.

SECTION 7 - DEFERRED COMPENSATION

7.01 Deferred Compensation is a program that permits an employee, through payroll deduction, to defer a portion of his salary on a regular basis that will be invested in a tax deferred retirement savings account. This program is voluntary and the employee pays one hundred percent (100%) of the contributions.

SECTION 9 - EMPLOYEE ASSISTANCE PROGRAM (EAP)

9.01 The County recognizes that a wide range of problems not directly associated with an employee's job function can have an impact on an employee's job performance. In many instances the employee will overcome these problems on their own or with supervisory assistance. When this is not the case, the County believes it is in the best interests of the employee, the employee's family and the County to make available a service to deal with the problems of alcohol or drug abuse, personal problems, and marriage or family problems and to assist the employee in resolving the problem.

9.02 The decision to seek assistance under the EAP is the responsibility of the individual employee. Department Heads may refer employees to EAP because of job performance problems as part of a recommendation to rectify the problem. In the case of a Department Head, the Personnel Director would make a referral to the EAP.

9.03 Employees or their families' participation in the EAP is voluntary. An employee or a family member of an employee who wishes to take advantage of this program should contact the EAP Provider.

9.04 Confidential and private handling of an employee's personal information associated with EAP will be honored in accordance with law. No one will be made aware of the employee's participation in the EAP unless authorized in writing by the employee. Private discussions an employee has with the EAP staff will not be disclosed to anyone, except when failure to disclose would likely result in an imminent threat of serious bodily harm to an employee or another person.

9.05 Employees referred to and participating in the EAP will be expected to meet existing job performance standards, work policies and work rules. EAP is not a substitute for, nor does it preclude or alter disciplinary action for employee acts, omissions or misconduct occurring before, during or after participation in the EAP program.

9.06 This policy does not govern drug or alcohol testing, or follow-up treatment or counseling, required by other programs such as those governing employees holding commercial driver's licenses.

SECTION 10 - WORKERS' COMPENSATION

10.01 Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation, shall be paid per Wisconsin State Statutes.

SECTION 11 - COBRA AND HIPAA COMPLIANCE

11.01 The County shall remain compliant, as required by law, with the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Health Insurance Portability and Accountability Act (HIPAA).

CHAPTER SIX: LEAVES OF ABSENCE

SECTION 1 - VACATION

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

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.
- After one full year of employment every full-time employee must use at least five consecutive vacation days each year or one (1) consecutive work week. An exception may be made by the department head. Inadequate vacation banks would be exempt from this provision.
- Every employee must use 80 hours of vacation a year.
- Every employee must use one consecutive block of 40 hours.
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two-week pay period.
- Full-time and regular part-time employees that working up to 80 hours per two-week pay period shall accrue vacation based on the following schedule.
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two-week pay period.

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

- Newly appointed non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120-hour level. Qualifying experience to be determined by the Personnel Director.

Full-time employees shall accrue vacation based on the following schedule:

| Years of Service | Vacation accrued per Year | Vacation accrued per pay period |
|------------------|---------------------------|---------------------------------|
| 0-6 | 80 Hours | 3.077 hrs |
| 7-12 | 120 Hours | 4.616 hrs |
| 13-19 | 160 Hours | 6.154 hrs |
| 20+ | 200 Hours | 7.693 hrs |

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

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

Employee Handbook

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

| Years of Service | Vacation accrued per Year | Vacation accrued per pay period |
|------------------|---------------------------|---------------------------------|
| 0-6 | 80 Hours | 3.077 hrs |
| 7-12 | 120 Hours | 4.616 hrs |
| 13-19 | 160 Hours | 6.154 hrs |
| 20+ | 200 Hours | 7.693 hrs |

Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

| Years of Service | Vacation accrued per Year | Vacation accrued per pay period |
|------------------|---------------------------|---------------------------------|
| 0-6 | 84 hours | 3.231 |
| 7-12 | 126 hours | 4.847 |
| 13-19 | 168 hours | 6.462 |
| 20+ | 210 hours | 8.077 |

1.02 The 160 hour rate does not take effect until 13 years of service with Adams County.

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

1.04 An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

1.05 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

SECTION 2 - HOLIDAYS AND FLOATING HOLIDAYS PERSONAL DAYS

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

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day
- G. Day after Thanksgiving
- H. Christmas Eve
- I. Christmas Day

Employee Handbook

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

2.02 Observed Holiday. If a legal holiday falls on Saturday, the preceding Friday is considered the observed holiday. If a legal holiday falls on Sunday, the following Monday is considered the observed holiday. If Christmas Day falls on a Saturday, the following Monday shall be considered the observed holiday. Holiday pay shall be paid by the County on the observed holiday when the legal holiday falls on a Saturday or Sunday. Employees who work on an observed holiday shall be paid straight time for hours worked in addition to any holiday pay they are entitled to receive unless the employee qualifies for overtime under FLSA. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday, unless off due to an excused absence.

The sheriff's office shall receive holiday pay on the actual date of the legal holiday.

~~2.03 Floating Holiday. In addition to holidays, one (1) floating holiday shall be granted to all employees who have been employed by the County for three (3) or more years, on January 1st, following the third (3rd) year of employment. The floating holiday must be used during the calendar year in which it is earned or it shall be considered waived by the employee. There is no cash payout for the floating holiday upon termination.~~

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

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

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

~~2.04 Work on Holiday.~~

~~A. For those departments that are required to schedule employees on the above-mentioned legal holidays in section 2.01, an employee who is scheduled to work on a legal holiday shall be paid 1½ times their rate of pay for hours worked in addition to the standard holiday pay.~~

~~B. For those employees that who are called into work on any of the legal holidays in section 2.01, any hours worked on the such legal holiday shall be paid at double time in addition to the standard holiday pay.~~

SECTION 3 - SICK LEAVE

3.01 Accumulation. All full-time employees shall earn one (1) day per month and accumulate up to twelve (12) days of sick leave per calendar year. Regular part-time non-union employees shall be prorated based upon the average number of hours in the employee's workweek. Total maximum accumulation of sick leave is one hundred eight (108) workdays. A day shall mean the number of hours in the employee's workday. All sick leave days shall be computed on the whole basis per the following formula depending on the date of hire:

- A. On or before the 16th - First (1st) day of month hired.
- B. On the 17th or after - First (1st) day of following month hired.

3.02 Sick leave shall be construed as a form of insurance against a loss of income during a short-term

illness rather than a free leave. Sick leave does not permit an employee the right to a certain number of days off each year with pay as does vacation or holiday pay. Accrued sick leave may be used for:

- A. Personal illness
- B. Bodily injuries
- C. Maternity or paternity
- D. Medical, dental, or optical appointments
- E. Attendance for the care of immediate family. Immediate family includes mother, father, spouse, son or daughter, including stepparents and stepchildren, and grandparents.
- F. Leaves shall be taken as provided by the Federal Family and Medical Leave Act and Wisconsin Family Leave Act. Contact the Personnel Director for more information.

3.03 To use sick leave, employees should give the Department Head three (3) working days advance notice of appointments. Except when emergency conditions prevail, an employee must give notice to their Department Head or supervisor prior to the start of the employee's shift on the first (1st) day of absence, if possible to do so. If not possible to give prior notice, then notice shall be given as soon as practical.

3.04 Eligibility.

- A. ~~Sick leave benefits shall begin with the first (1st) day of absence. Sick leave shall only be used if there is a minimum of one (1) hour of work missed and can only be used if the employee was scheduled to be at work.~~ Sick leave benefits shall begin with the first (1st) day of qualifying absence. Sick leave may be used minimum of one-quarter (1/4) hour increments of work missed.
- B. For employees claiming sick leave of more than three (3) days, the County shall require a doctor's certification of the employee's illness.
- C. Employees may be allowed to use sick leave if they become ill while on vacation. However, a doctor's certificate to support this illness shall be required without request by the County.

3.05 An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated sick leave credits in the new position.

3.06 Upon layoff, retirement, resignation, or death (providing the retiring or resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he/she has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their severance bonus payment of seventy five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of accrued sick leave.

SECTION 4 - PERSONAL LEAVE

4.01 An Application for Leave of Absence Form for all personal leaves shall be completed and sent to the Personnel Director to be placed in the medical or personnel file.

4.02 A full-time employee who is to be absent from his employment for any reason not otherwise provided for, must make application for non-paid leave of absence. The Department Head may grant a leave of five (5) consecutive workdays or less without further authorization. The Department Head shall discuss leaves of absence for more than five (5) consecutive workdays with the Personnel Director and the two shall agree on any applications. All leaves of absence shall be without pay under this Section, and shall be granted only after all other paid leave has been used. If a personal emergency occurs during the workday, employees shall make a reasonable attempt to contact their Department Head or supervisor before leaving work. If the Department Head or supervisor is not available, the employee shall notify the Personnel Director.

4.03 If an employee is in an unpaid status for more than fifteen (15) days, and desires to continue health insurance coverage during the leave, the employee shall pay the premium in advance of the leave to the payroll clerk. There shall be no loss of seniority, but benefits do not accrue during the leave.

4.04 Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.

SECTION 5 - UNEMPLOYMENT COMPENSATION

5.01 Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. All unemployment compensation information shall be provided by the Personnel Director.

SECTION 6 - FAMILY AND MEDICAL LEAVE/MILITARY CAREGIVER LEAVE

6.01 **Family and Medical Leave.** Family and medical leaves are available to employees as specified in the attached Appendix B. Should the attached policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

6.02 **Military Caregiver Leave.** Military Caregiver leaves are available to employees as specified in the attached Appendix B. Should the attached policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

SECTION 7 - RETURN TO WORK PROGRAM

7.01 The Return to Work Program provides for the early return to work for employees who suffer an illness or injury that prevents them from performing their normal duties. It is in the best interest of both the employee and the County that the return to work be arranged as soon as possible. Prior to the employee returning, the County Job Assessment Form shall be completed by the Department Head and the County Return to Work Form needs to be completed by the employee's attending physician. These forms are available in the Personnel Department and shall be returned to the Personnel Director upon completion. This program offers an employee the opportunity to return to work within their medical restrictions, as identified by the employee's attending physician on the Job Assessment Form. The Personnel Director, along with the employee's Department Head, shall determine work availability. Transitional work assignments will be reviewed within the employee's Department and if nothing is available or appropriate, other Departments may be considered, on a case-by-case basis. The Personnel Director shall coordinate with other Departments to identify projects, tasks and the physical requirements of each that could be performed by the employee.

SECTION 8 - BEREAVEMENT LEAVE

8.01 In the event of a death in the immediate family or your spouse's immediate family of a regular full-time or regular part-time employee, such employee will be paid for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this Section. An employee may be required to furnish verification providing the basis for the leave. All bereavement leave shall be taken within a week of the funeral.

- A. Five (5) consecutive workdays for employee's spouse, parent or children.
- B. Three (3) consecutive workdays for employee's brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, grandparent, grandchild or other members of immediate household.
- C. One (1) workday in the event of the death of another near relative, such as an, uncle, great-uncle, aunt, great-aunt, niece, great-niece, nephew, or great-nephew or if the employee is called upon to be pallbearer or to participate in a military funeral.

8.02 All employees shall receive one-half ($\frac{1}{2}$) day funeral leave with full pay for the funeral of a fellow employee. "Fellow employee" is defined as someone employed in the same department or office as the person taking funeral leave. Department Heads may permit employees, other than fellow employees of deceased County employee, two (2) hours leave to attend the decedent's funeral. Department Heads shall not, however; close their offices during such two (2) hour period unless the decedent worked in conjunction with such department or office on a regular basis.

SECTION 9 - CATASTROPHIC LEAVE

9.01 An employee is eligible to receive catastrophic leave pursuant to this policy in the event of the death of an immediate family member (defined as spouse, child, stepchild, parent or step-parent) or for serious health conditions of an immediate family member. In an event of an employee's death, the beneficiary may apply for catastrophic leave. To be eligible for the County Catastrophic Leave Program for a serious health condition, the affected employee must also apply and be approved for the Family and Medical Leave Act. In exceptional circumstances an employee may request a waiver of the 1250 hour FMLA requirement for hours worked within the past twelve (12) months.

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

9.03 A serious health condition is defined for this Policy to be the same definition as under the Federal Family and Medical Leave Act.

9.04 Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel Director for approval with notification to the Department Head. Once approved, the form will be provided to the Administrative Coordinator/Director of Finance Office, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

9.05 Any employee that wants to donate sick leave must complete a Catastrophic Leave Donation Form. Once completed, the form shall be returned to the Administrative Coordinator/Director of Finance Office. Employee donations of sick leave time must be in whole day increments, cannot exceed five (5) days per donation, and cannot decrease the donor employee's sick leave balance to less than ten (10) days.

9.06 Donated sick leave transfers will be accepted on a first in, first used basis as determined by receipt of the authorization at the Administrative Coordinator/Director of Finance Office. Forms received after the maximum donations have been received will be returned to the donor with an appropriate explanation.

9.07 Donors should be made aware that donated time will be reflected on their official leave balances during the same pay period is actually credited to the recipient's account.

SECTION 10 - MILITARY LEAVE

10.01 Military leaves of absence will be handled according to Federal and/or State laws. Employees on bona fide military leave shall be permitted to utilize accumulated compensatory time for a period of military training up to a maximum of fourteen (14) days per year. The employee shall provide a written

copy of his military orders to his Department Head and the Personnel Director, who shall further verify the employee's accrued time status.

SECTION 11 - JURY DUTY LEAVE

11.01 During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received for jury duty by the employee shall be given to the County Treasurer.

SECTION 12 - SUBPOENA LEAVE

12.01 An employee is given time off with pay when subpoenaed by the County to appear before a court, public body or commission in connection with County business. Any witness fees received, less travel allowance, shall be returned to the County Treasurer.

SECTION 13 - DEPARTMENT HEAD TIME OFF

14.01 Department Heads who will be out of the area, or are unavailable at their home phone for three (3) or more days, shall contact the Personnel Director, Chair of their Home Committee and the Administrative Coordinator/Director of Finance in writing, or by email, to inform them of the dates the Department Head will be out of the area, the phone number where they can be reached, cell phone or pager number if available, and the name and phone number of the person responsible for the Department in their absence.

CHAPTER SEVEN: EMPLOYEE DISCIPLINE AND DISCHARGE

SECTION 1 - DISCIPLINE AND DISCHARGE

1.01 General Policy. Employees who violate County rules, regulations, policies and procedures, including, without limitation, those listed in this Manual, or who have unsatisfactory work performance are subject to disciplinary action up to and including discharge from employment. At the sole discretion of the County, various types of employee discipline may be imposed which include oral reprimand, written reprimand, suspension and discharge. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Nothing in this Manual shall be construed as establishing a "just cause" standard for discipline or discharge of an employee.

1.02 Actions that may result in Discipline or Discharge. Listed below are examples of behaviors or actions, which, in the absolute discretion of the County, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive.

- A. Incompetence or inefficiency in the performance of duties;
- B. Any unlawful manufacturing, distributing, dispensing, possessing, having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectable amount of restricted control substance in the workplace. This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee or if authorized by the Department Head for undercover work;
- C. Insubordination or failure to perform duties as instructed;
- D. Willful and intentional refusal to perform work assignment, or to follow orders of supervisor;
- E. Arguing, verbal abuse or assault of any person.
- F. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;
- G. Perform an act which he knows is in excess of his lawful authority or which he knows is

- forbidden by law to do in his official capacity;
- H. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;
 - I. Make an entry in an account or record book or return, certificate, report or statement of which in a material respect, he intentionally falsifies;
 - J. Carelessness and negligence in the handling or control of County property or theft or the unauthorized appropriation of property for their own use;
 - K. Careless or sloppy work resulting in poor quality, or concealing defective work;
 - L. Use of offensive or abusive language, discourteous, insulting, abusive or inflammatory conduct toward any person;
 - M. Tardy or absent from work without permission or proper notification;
 - N. Unauthorized absences;
 - O. Abuse of sick leave privileges;
 - P. Soliciting, accepting or offering bribes as prohibited;
 - Q. Willful falsification of a timecard or records;
 - R. Sleeping during working hours;
 - S. Leaving job without permission;
 - T. Violation of any of the policies or procedures in this Manual or any other County or departmental policies, rules, regulations or standards.
 - U. Engaging in illegal discrimination of the public, employer or fellow employee;
 - V. Engaging in harassment;
 - W. Unauthorized release of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations, or by County Policy;
 - X. If an employee is a caregiver whose employment is covered by Federal or State Law, or Department of Health and Family Services Rules and required by §48.685 and §50.065, Wisconsin Statutes, then conviction of a serious crime as defined under those laws, will be a violation of County policies;
 - Y. Determination made that the employee has abused or neglected a client or child or to have misappropriated a client's property delineated by Federal Law, Wisconsin Law, or Department of Health and Family Services Rules and as required by §48.685 and 50.065, Wisconsin Statutes;
 - Z. Gambling on County property;
 - AA. Unavailability for work because of incarceration;
 - BB. Fighting or creating a disturbance among co-workers;
 - CC. Making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of an individual or organization;
 - DD. Violation of the County's ethics ordinance;
 - EE. Employee dishonesty including, without limitation, the provision of false or incomplete information in connection with the individual's employment with the County; or
 - FF. Engaging in misconduct in public office.

SECTION 2 – RESIGNATIONS & TERMINATIONS

2.01 Resignation Notice.

- A. Employees wishing to resign in good standing shall give written notice to the Department Head not less than ten (10) business days before such resignation shall be effective. The Department Head shall provide written notice of the resignation to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Personnel Director.

B. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days written resignation notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When a resignation notice is received it shall be accepted by the Personnel Director and shall be final unless reversed by the Home Committee Chair.

C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

2.02 Payout. Employees who resign, retire, or are discharged shall be paid in full by no later than the date on which the employee regularly would have been paid under the County's established payroll schedule. In case of the death of an employee, the full amount of wages due shall be paid to the spouse, children, or other dependent living with such employee at the time of the death.

2.03 Return of County Property. Employees leaving County employment shall return all identification card, keys to all County property, all materials and equipment that belongs to the County to the Department Head on or before the last day of work. Failure to return County property may result in prosecution. Any employees transferring from one (1) County Department to another shall return all keys, material, and equipment to the Department Head prior to beginning the new position.

SECTION 3—GRIEVANCE PROCEDURE

3.01 Grievance Procedure. The County has adopted a grievance procedure in accordance with §Wis. Stat. 66.0509(1m) which allows eligible employees to grieve covered employee terminations, discipline and workplace safety. The grievance procedure outlines the actions which may be grieved, the employees who are eligible to utilize the grievance procedure and the procedures and process for resolving grievances. The Grievance Procedure is set forth as Appendix C to this Manual. If you have questions regarding the grievance procedure, please contact the Administrative Coordinator.

SECTION 4 - LAYOFFS

4.01 Layoffs. Employees may be laid off by action of the Department Head in conjunction with the Home Committee.

CHAPTER EIGHT: EXPENSE POLICIES

SECTION 1 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT

1.01 Approval. Elected Officials, Department Heads and staff personnel may attend conventions, seminars, training and tours, provided it is related to the individual's job, and is approved in the department's budget.

1.02 Out-of-State. All out of state travel and related expenses shall be authorized by resolution of the County Board.

1.03 Reimbursement for Expenses. The County will reimburse employees for expenses incurred for approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the monthly check processing. Employees shall receive approval, from their Department Head, prior to attending any convention, seminar, training or tour. The Department Head shall only approve an

employee to go to a convention, seminar, training or tour if funds are available in the budget. In order to receive reimbursement, you must submit the original receipts and appropriate forms within 30 days of the date of the expense. Reimbursed expenses may be taxable under IRS regulations.

- A. **Lodging.** Approved lodging should be reserved in the name of Adams County by use of a credit card available from the Administrative Coordinator/Director of Finance may be used to reserve a room. Employees shall pay the difference between single and double rates if lodging is shared with a non-county employee.
- B. **Mileage.** Employees who drive for County business shall hold a valid driver's license. Authorized use of an employee's automobile for County business shall be reimbursed at the rate set by the Internal Revenue Service. The employee shall use the most direct route possible. Distance shall be computed from the employee's primary residence or work location, as circumstances warrant. In order to receive mileage reimbursement, it will be necessary to provide the Administrative Coordinator/Director of Finance with a Certificate of Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability and an expiration date of the policy. The minimum limits of coverage the employee shall have are:

\$100,000 per person
\$300,000 per accident Bodily Injury
\$ 50,000 per accident Property Damage, or
\$300,000 Combined Single Limit

Employees are required to have this coverage as a minimum amount whether or not mileage reimbursement is requested. Failure to comply with these amounts will result in the employee not being authorized to drive for the County, and may result in discipline, up to and including discharge, for failure to perform assigned duties.

This shall be done at the start of employment with the County and at the time of renewal of the policy. An alternative is to obtain a Certificate of Insurance or a document from your insurance agent which names Adams County as the certificate holder and indicates the agent will contact the certificate holder if the insurance is canceled, this will be regarded as continuous coverage and will not require proof of renewal.

- 1. If a Department has a vehicle, or vehicles, and an employee attends a training or seminar, that vehicle should be used if available, rather than using a personal vehicle and charging mileage. Departments that do not own vehicles should check with Department's that do to see if one can be used, rather than using a personal vehicle and charging mileage.
- 2. No employee may claim mileage to his work place if it is the first (1st) stop of the day, or from his work place if it is the last stop of the day.
- 3. For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.
- 4. The County shall make no reimbursement, other than the per mile reimbursement specified above, to employees who use their private vehicles in the conduct of County business.
- 5. If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.

- C. **Meals.** Employees will be reimbursed a maximum of \$35.00 per day if
 - 1. The employee is attending an approved convention or seminar out of the County.
 - 2. Meal reimbursement shall be as follows:
 - a) It will be necessary to have a receipt for meals. No reimbursement shall be made for the cost of alcoholic beverages.
- D. **Parking.** Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. If possible, a receipt shall accompany the request for payment.

- E. **Advance Payment.** The County will pay in advance for registration if attendance is approved as provided in this Section.
- F. **Approval.** Department Heads shall sign and approve all expense vouchers of their employees prior to submitting the voucher to the Administrative Coordinator/ Director of Finance's Office. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.
- G. **Telephone Calls While Attending Overnight Meetings.** Employees shall be reimbursed for phone calls made, while attending overnight meetings, which pertain to County business. Personal phone calls shall not be reimbursed.
- H. **Registration.** If a request for a registration check is not submitted timely to the Administrative Coordinator/ Director of Finance's Office, the employee shall pay the cost of the registration and include that cost in the expense reimbursement request for the next monthly check run.
- I. **Transportation.**
1. **Air Travel.** Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If air travel will require additional nights of lodging and additional meals, these extra expenses and the value of lost work time shall be weighed against the airfare and the most economical choice shall be made. A receipt shall accompany the request for payment.
 2. **Auto Rental.** Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained, from the Administrative Coordinator/Director of Finance. A receipt shall accompany the request for payment.

1.04 Membership in State or National Organizations. Memberships to local, state or national organizations may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted.

1.05 Professional Licensure Fee. Fees for Professional Licensures may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted. This shall include the cost of becoming and maintaining a Notary Public for County business.

SECTION 2 - COUNTY CELL PHONE ISSUANCE

2.01 The County may issue a cell phone to an employee under certain circumstances when regular business travel or excessive use of a personal cell phone is used for County business. The Administrative & Finance Committee shall approve all requests for County cell phones.

2.02 Once approved, the MIS Director shall obtain and issue a cell phone to the employee.

2.03 Employees shall limit the use of their County cell phone to County business.

SECTION 3 - PAYMENT OF PERSONAL PROTECTIVE EQUIPMENT

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

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

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

SECTION 4- TOOLS AND TOOL REPLACEMENT PROCEDURES

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

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

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

CHAPTER NINE: INFORMATION MANAGEMENT & TELECOMMUNICATIONS

1.01 **General.** The guidelines and prohibitions established in this policy are meant to protect Adams County's computer equipment, software, and data from damage caused by the unauthorized use of the County's computers and networks by County employees or unauthorized access by third parties to the County's computers and networks. This policy is also intended to protect County employees from harm that may result from the improper use of the County's computers and networks by other employees or unauthorized third parties.

2.01 Security.

- A. All user passwords will be required to be changed every 90 days.
- B. Passwords must not be accessible to any other users other than a Department Head. Each user is solely responsible for all computer transactions, such as internet use, emails and file access, which take place using their username & password. Users are prohibited from sharing access to their computer or password with anyone other than the Department Head.
- C. Users must notify MIS immediately if they feel their password or account has been compromised.
- D. Users are responsible to manage their files by storing them in the correct location based on security requirements.

3.01 **Personal Use Of Computer System.** Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

3.02 **No Right Of Privacy.** Employees have no right of privacy when using the County's computer system, including all e-mail activity and internet use. Adams County reserves and intends to exercise the right to monitor, review, audit, access and disclose any and all files created on any county computer. Passwords are not an indicator of personal privacy from employer monitoring. Adams County's failure to monitor in particular situations is not a waiver of the

Counties right to monitor in the future.

4.01 Prohibited Conduct. County employees are responsible for preserving the integrity of Adams County's computer network and computer systems and agree not to interfere with or disrupt the County's computer network, other network users, services, programs, software, or equipment. "Interference or disruption with the Adams County network", other network users, services software or equipment includes, but are not limited to the following:

1. allowing unauthorized users to use County equipment;
2. the use of the County system and/or networks to gain unauthorized access to remote systems;
3. use of the County system to copy and/or distribute unauthorized system files or copyrighted material, such as third-party software, pictures, documents;
4. intentional attempts to "crash" the County computers or computer networks systems or program, attempting to secure unauthorized higher level privileges on the networked systems;
5. the willful or negligent introduction of computer viruses or destructive programs that could adversely affect the County computers or networks;
6. sharing User ID's and password information with any other person. If a County employee does share his or her User ID and password with another person, the employee shall be solely responsible for the actions that other person has appropriated and discipline may occur;
7. deleting, examining, or modifying files or work product belonging to other users without their prior consent; or
8. using the computers or computer networks or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail or "for-profit" messages.

It is also against Adams County policy for an employee to engage in the following conduct on the County computers or networks:

1. to use the computers or networks for unlawful activities;
2. to use abusive or obscene language in any messages transmitted on the computers or networks, including any internal or external Email messages, sexually explicit messages, cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be construed as the harassment or disparagement of others;
3. to engage in behavior on the computers or networks that is inappropriate, including pornography or any other inappropriate web surfing;
4. to engage in behavior on the computers or networks that is prohibited under the County Personnel Policies, including but not limited to, harassment, workplace violence, etc.; or
5. to engage in any other conduct that could cause congestion and disruption of the County's computers or networks and systems.

Many County policies apply to the use of electronic and telephonic communication systems, including those concerning courtesy, harassment, reporting absences, and solicitation. The County reserves the right to revise or expand its definitions of prohibited communications and place additional restrictions on Email/Internet usage at any time. Employees who fail to comply with the computer use policy or

other County policies may be subject to disciplinary action, up to and including, termination of employment.

5.01. Etiquette. All e-mails should be written in a professional and respectful manner. Users of e-mail systems shall not send email messages that contain profanity, obscenity, defamatory or abusive language.

CHAPTER TEN: GENERAL ADMINISTRATIVE AND DEPARTMENT POLICIES

SECTION 1 - PARKING POLICY

1.01 The first row of parking closest to any County building or facility shall not be utilized by County employees during normal hours of operation.

1.02 Parking for disabled individuals is generally available at all facilities pursuant to Wis. Statutes 346.503. Employees with special parking needs must request accommodation from the Administrative/Coordinator/Director of Finance.

SECTION 3 – TOBACCO USE

3.01 Smoking. There shall be no use of tobacco products allowed in any enclosed County buildings/facilities, County owned or leased property or County vehicles per Ordinance 3-2009.

3.02 Exceptions. See Ordinance 3-2009.

SECTION 4 - VEHICLE POLICY

4.01 Drivers and operators of County vehicles and equipment shall be properly trained and licensed.

4.02 Employees are not permitted to use County vehicles for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store.

4.03 Unauthorized personal use of County vehicles is prohibited conduct. Department Heads shall monitor employee's use of County vehicles to ensure all vehicles are utilized for authorized official County purposes only. No County vehicle, except those designated by Department Policy shall be driven to an employee's home after or during work hours.

4.04 No one other than County employees shall be allowed to operate a County vehicle.

4.05 The County's Vehicle Policy applies to volunteers conducting sanctioned business on behalf of the County as approved by the Department Head.

4.06 Misuse of County vehicles shall be reported to the Department Head and if necessary, the Administrative Coordinator/Director of Finance for appropriate action.

4.07 Operator Licensing. Operators of County-owned vehicles or recipients of any form of vehicle or mileage reimbursement or allowance shall possess a valid Wisconsin Driver's License.

A. Operators of vehicles or equipment requiring a special class license shall possess a license prior to operation of such vehicle or equipment.

- B. Employees who regularly operate a County vehicle shall report to the Personnel Director, through their supervisor, any suspension, revocation or restriction of their driver's license within ten (10) business days. .
- C. Current employees in employee classifications that require the ability to obtain a valid driver's license will have their driving records verified through the Department of Motor Vehicles (DMV). A current copy of driving records may be filed with the employee's records. An employee negatively affected by this record shall be afforded an opportunity to present evidence showing the record is erroneous, or that there were mitigating circumstances surrounding the negative elements of the report.
- D. Use of a County vehicle by an employee shall be reviewed by the Personnel Director as required by any Federal or State Safety Regulation or Law or as otherwise deemed necessary by the Personnel Director in his or her discretion.

4.08 Safety. Employees shall operate vehicles and equipment in compliance with the traffic laws, operator licensing requirements, vehicle dimensions and weight limits, and vehicle equipment requirements of the Wisconsin Statutes.

- A. Operators and passengers of County vehicles and equipment shall wear seat belts at all times unless exempt by law.
- B. Operators of County vehicles and equipment shall exercise every reasonable caution and care while operating County vehicles and equipment.
- C. **Illegal Drugs.** Driving any County vehicle or operating any County equipment, with a detectible amount of a restricted controlled substance or in the possession of any illegal drug, except for the transportation of such drugs that have been confiscated as evidence, is strictly prohibited. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- D. **Alcoholic Beverages.** No person shall operate County vehicles or equipment with a blood alcohol concentration above .00 (absolute sobriety). County vehicles shall not be used to transport alcoholic beverages under any circumstances, except for the transportation of such beverages that have been confiscated as evidence, or used in intoxication detection training conducted by law enforcement personnel. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- E. **Smoking.** Smoking is prohibited in all County owned or leased vehicles and equipment.
- F. **Prescription Drugs.** No person shall operate vehicles or equipment if taking prescription medications that impair or impede their ability to operate a vehicle safely. Employees taking prescription drugs that may impact their ability to safely operate a vehicle and/or equipment should immediately notify their manager and/or supervisor.

4.09 Vehicle Operations.

- A. Any operator shall be responsible for reporting any and all vehicle and equipment mechanical problems to the Department Head as soon as possible. All accidents involving County vehicles or on County time, shall be reported to the Administrative Coordinator/Director of Finance as soon as possible. Users shall also be responsible for following the Department Policies for scheduled service when notified of service due.
- B. Vehicle operators shall be responsible for fueling vehicles.
- C. County vehicle and equipment operators shall be responsible for checking oil and water levels, tire pressure, and condition while fueling, or not less than once per month.
- D. Operators shall maintain the cleanliness of vehicles.
- E. No modifications are allowed to County vehicles unless approved by the Department Head.

SECTION 5 – SOLICITATION POLICY

5.01 Adams County maintains a business atmosphere in all operations and facilities, and as such, solicitation and distribution activities on County premises by employees and non-County employees may

unduly interfere with the normal operations of the County, may interfere with efficiency, may be personally annoying, and may pose a threat to security.

5.02 Vendors of any kind are not allowed to solicit Adams County employees to purchase goods and services for their personal use during working hours on County property.

5.03 Persons who are not employed by the County are prohibited from soliciting funds or signature, conducting membership drives, posting, distributing literature or gifts, or engaging in any other forms of solicitation of County employees on County property.

5.04 There are non-solicitation notices at each building entrance. If a vendor attempts to solicit employees, the Department Head shall show the vendor a copy of this policy and direct any questions to the Administrative Coordinator/Director of Finance Office.

5.05 Adams County recognizes that employees may have interests in events and organizations outside and occasionally within the workplace. Employees may discuss these interests during their breaks and unpaid lunch hours, but may not solicit or distribute literature concerning these activities during scheduled work time.

5.06 Adams County, as a community partner, does authorize employee participation in the following activities:

- American Red Cross
- Angel Tree
- Coats for Kids
- Holiday Tree
- Humane Society
- Project Lifesaver
- Relay for Life
- Salvation Army
- Scholarship Fund
- Stuff the Bus
- United Way

Employees involved in these activities shall participate in them outside of scheduled work hours unless expressly authorized by their Department Head. Any scheduled work time incurred in these activities must be recorded.

5.07 The posting of written solicitations on County bulletin boards is also restricted to events sponsored by non-profit organizations. Further, employees shall not use the Adams County e-mail to solicit fundraisers, ticket sales or other charitable activities, unless prior approval is granted by the Administrative Coordinator/Director of Finance.

SECTION 6 – PERSONAL CELL PHONE USE

An employee may use their personal cell phone in case of emergency, to conduct their personal business while on break, lunch, before work hours or after work hours. Cell phones should have the ring tone turned off as not to disrupt work during business hours. Due to potential liability risks, employees who are driving county vehicles and conducting county business shall not use their personal cell phone while driving, unless required as part of their job duties. When it is necessary to make or accept a phone call while driving the employee shall make every effort to safely pull off the roadway until the phone business is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for county business.

CHAPTER ELEVEN: SAFETY POLICIES

SECTION 1 - SECURITY

1.01 No employee shall permit anyone in the Courthouse before 7:30 a.m. or after 4:45 p.m., unless they know the person and are doing business with them. Exceptions to this will be when the Courthouse is opened by the Maintenance Department for County Board meetings or other County related meetings in the Courthouse. The security hours may vary for other County Offices not located in the Courthouse, depending on the hours of work for certain offices. Each Department shall have an established policy for the hours in which their building and office shall be open and it shall be communicated with all employees in the Department.

SECTION 2 - NOTICE OF INJURY

2.01 Reporting an Injury. The immediate concern is to ensure that the employee or volunteer receives immediate medical attention as needed. An employee shall immediately report to his Department Head or immediate supervisor any injury, whether medical attention is required or not, that allegedly incurred while in the course of his employment. An employee's failure to report an accident within twenty-four (24) hours of the injury shall result in disciplinary action. This section shall also apply to all County volunteers. Failure to comply with the policy by a volunteer of the County may result in the volunteer not being allowed to perform volunteer duties on behalf of the County any longer.

2.02 If non-emergency medical treatment is required.

- A. If non-emergency medical treatment is required on the day of injury or suspected at a later time, provide the injured employee with the following materials:
 - 1. Job Assessment Form - to be completed by the Department Head.
 - 2. Return to Work Form - to be completed by the attending physician.
- B. Also instruct the employee to:
 - 1. Inform the attending physician that transitional duty work may be available.
 - 2. Provide the forms to his physician at the time of treatment.
 - 3. Advise that all questions regarding traditional duty work assignments should be directed to the Personnel Director.
 - 4. Obtain a completed Return to Work Form from the physician at the time of exam.
 - 5. Failure to report to work or contact a manager within twenty-four (24) hours following medical treatment may result in disciplinary action.

SECTION 3 - WORKPLACE VIOLENCE POLICY

3.01 Purpose. The County does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. This is a Zero-Tolerance Policy, meaning that the County will discipline, up to and including discharge, any employee found to have violated this Policy.

3.02 Prohibited Conduct. Prohibited conduct includes, but is not limited to:

- A. Injuring another person physically.
- B. Engaging in behavior that creates a reasonable fear of injury in another person.
- C. Engaging in behavior that subjects another individual to extreme emotional distress.
- D. Possessing or using a weapon while on County premises or engaged in County business, except Law Enforcement Officers while acting in an official capacity.
- E. Brandishing a weapon while on County premises or engaged in County business.
- F. Damaging property intentionally.
- G. Threatening to injure an individual or damage property.

H. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

3.03 Enforcement. All acts of violence, harassment, or threats committed on County premises must immediately be reported to the Personnel Director's Office and the Sheriff's Department. All employees who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline, up to and including discharge. The County will seek the prosecution of all who engage in violence on its premises or against its employees while they are engaged in County business.

SECTION 4 – WORKPLACE SAFETY

4.01 General. It is the intent of Adams County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. In order for Adams County to achieve its goals, it has developed a workplace safety policy outlining the procedures regarding employee health and safety. Each and every employee must become familiar with the policy, follow and enforce safety practices and procedures, and become an active participant in this workplace safety program. While management and the Adams County Safety Committee (Safety Committee) will be responsible for developing, organizing and implementing this policy, the policy's success will depend on the involvement of each employee. The County looks forward to your cooperation and participation.

4.02 Safety Committee. Adams County has appointed a Safety Committee to address safety issues and oversee the County's workplace safety program. The Safety Committee consists of a County Board supervisor and two qualified individuals who may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.

4.03 County Compliance With Chapter Comm 32. The County will comply with all applicable standards of Chapter Comm 32 of the Wisconsin Administrative Code.

4.04 General Safety Rules

In addition those safety rules referenced in this Manual, the following general safety rules apply to all employees of the County:

- Employees will exercise caution and observe all safety laws, regulations, rules and practices applicable to their positions and the operation of tools and equipment in their positions.
- Employees will participate in, and comply with, the County's Safety and Health Program.
- Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety laws, regulations, rules and practices.
- All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
- All employees shall familiarize themselves with the safety laws, regulations and rules applicable to their jobs and shall consult with their supervisor on any safety law, regulation or rule or practice not understood, or whenever work conditions present unforeseen hazards.
- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as necessary, provided, or directed.

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

4.05 Reporting Unsafe Conditions Or Hazards. It is the responsibility of every employee who has knowledge of any unsafe condition or hazard to immediately report such condition or hazard to their immediate supervisor and/or the department head. Unsafe conditions and hazards may also be reported to the Safety Committee. Employees are encouraged to first report an unsafe condition or hazard to their immediate supervisor or department head for resolution before referring the issue to the Safety Committee. Any report to the Safety Committee must be in writing on the County's Unsafe Condition or Hazard Report form.

4.06 Safety and Health Program. The County will maintain a safety and health program in accordance with Chapter Comm 32 of the Wisconsin Administrative Code that describes the procedures, methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control, and information and training. The Safety Committee shall be responsible for overseeing the County's safety and health program.

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

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Monitor work conditions, practices and methods to prevent safety violations.
- Correct as needed and instruct employees concerning safety laws, codes, regulations and practices.
- Comply with Personal Protective Equipment (PPE) standards as required by the Occupational Safety and Health Administration (OSHA).
- Exceptions to the rules defined by the OSHA Standard include, but are not limited to:
 - Safety footwear
 - Logging hats
 - Job Specific uniforms
 - Ordinary weather related gear
 - Prescribed safety glasses

4.087 Disciplinary Action For Safety Related Issues And Violations. The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a "just cause" standard for discipline for employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- **Drugs and Alcohol.** Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- **Violation Of Safety Rules And Regulations.** Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.
- **Hazardous Acts.** Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- **Medical Information.** Failure to provide appropriate medical information and required forms.

- Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.

SECTION 5 – DRUG AND ALCOHOL TESTING

- 5.01** A County employee shall be required to submit to drug and alcohol testing in the event of the following occurring within the scope of employee's duties for the County:
- A. An accident of any nature that results in the employee seeking immediate medical treatment.
 - B. An accident or incident that results in the damage of County or personal property (outside the normal scope of duty, including but not limited to such things as a mailbox by a snowplow or wildlife).
 - C. In situation where a citation is issued to the employee for an accident or incident occurring within the scope of employee's duties for the County. Upon receiving a citation, an employee must immediately notify their Department Head.
- 5.02** In the event of any occurrence above, the employee is prohibited from consuming any alcohol until he or she has been tested and must remain available to the Department Head for testing (unless emergency medical treatment is required). In the event a Department Head has an occurrence as described above, they must remain available to the Personnel Director or the Administrative Coordinator/Director of Finance.
- 5.03** All efforts shall be made to test for alcohol within two (2) hours after the occurring event. If that cannot be accomplished, the reason for the failure must be documented by the Department Head or his/her designee and further attempts shall be made for the next six (6) hours. If testing cannot be completed within eight (8) hours, the reason for the failure must be documented.
- 5.04** A drug test shall also be conducted within 32 hours of the occurring event or the Department Head or his/her designee shall be required to document the reasons for the failure. The Department Head or their representative will determine which method will be used to transport the employee to the testing site.
- 5.05** A refusal and/or interference with required testing, per above, shall constitute a violation of this Policy and will be considered a positive test result. Refusal and/or interference to test, or a positive result, shall result in disciplinary action, up to and including termination.

SECTION 6 - POLICY ON A DRUG AND ALCOHOL FREE WORKPLACE

- 6.01 Drug And Alcohol Free Workplace.** The County declares any location at which the County conducts its business to be a tobacco, alcohol and drug-free workplace. Any employee violating this Policy is subject to discipline, up to and including discharge.
- 6.02 Use of Prescription Medication.** This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his immediate supervisor if he is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties.

6.03 **Reporting Drug Related Convictions.** Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Adams County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

SECTION 7 - MAINTENANCE AREAS

7.01 For safety, security and liability issues, only employees of the Maintenance Department shall be allowed in the Maintenance Office and any maintenance areas of the Courthouse and Community Center buildings.

SECTION 8 - COURTHOUSE CLOSING

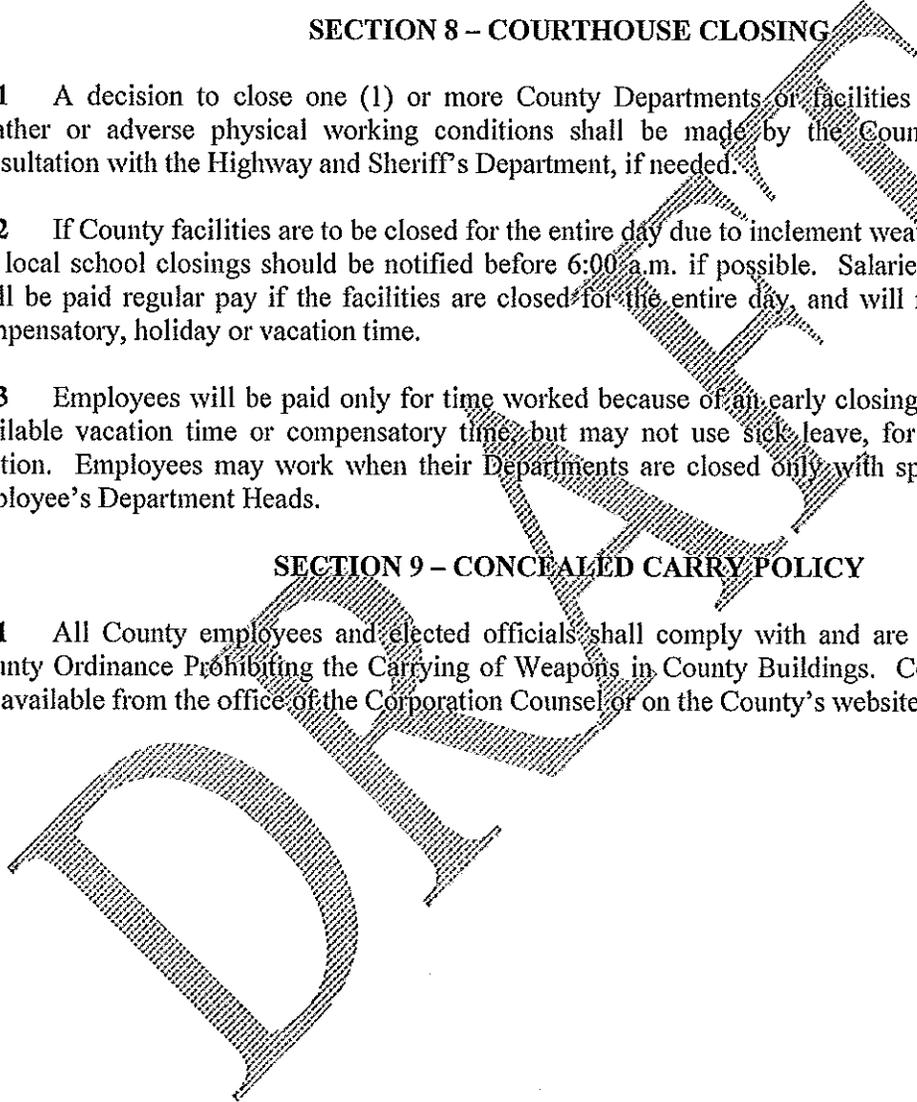
8.01 A decision to close one (1) or more County Departments or facilities because of inclement weather or adverse physical working conditions shall be made by the County Board Chair after consultation with the Highway and Sheriff's Department, if needed.

8.02 If County facilities are to be closed for the entire day due to inclement weather, radio stations that list local school closings should be notified before 6:00 a.m. if possible. Salaried (exempt) employees shall be paid regular pay if the facilities are closed for the entire day, and will not be required to use compensatory, holiday or vacation time.

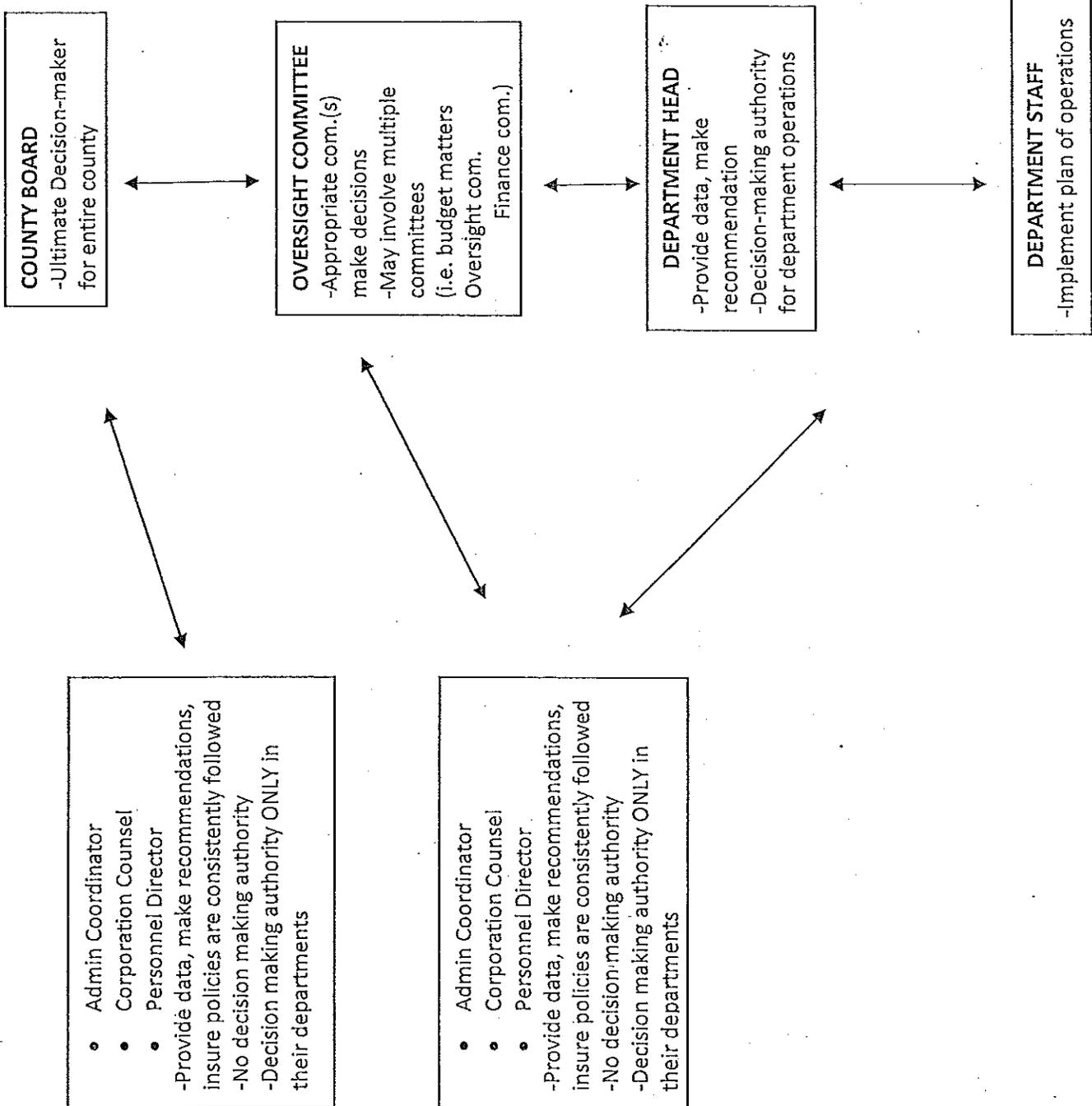
8.03 Employees will be paid only for time worked because of an early closing. Employees may use available vacation time or compensatory time, but may not use sick leave, for hours lost under this Section. Employees may work when their Departments are closed only with specific approval of the employee's Department Heads.

SECTION 9 - CONCEALED CARRY POLICY

9.01 All County employees and elected officials shall comply with and are subject to the Adams County Ordinance Prohibiting the Carrying of Weapons in County Buildings. Copies of the ordinance are available from the office of the Corporation Counsel or on the County's website.



COUNTY IN-LINE STRUCTURE





FAMILY AND MEDICAL LEAVE

Family and medical leaves are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

(1) GENERAL REQUIREMENTS.

(a) Eligibility and Length of Leave: Family & Medical Leave refers to unpaid family, care-taking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, care-taking or medical leave under Federal and/or State law.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 52 weeks to take leave in a calendar year.

1. Up to 6 weeks of family leave during any 12 month period for the birth or adoption of a child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
2. Up to 2 weeks of family leave during any 12 month period to care for a child, spouse, domestic partner, parent, or parent of a domestic partner suffering from a serious health condition.
3. Up to 2 weeks of medical leave during any 12 month period for an employee to care for his/her own serious health condition.

Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12 weeks of leave in a year, which is calculated in one of four ways prescribed by federal law, for one or more of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse or parent suffering from a serious health condition.
3. Medical leave for an employee to care for their own serious health condition.
4. Due to any qualifying exigency arising out of the fact that a child, spouse or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty in the Armed Forces.

(b) Time Allowed: Time allowed under County policies and agreements and also under federal and state statutes is to be used concurrently and not consecutively. For example, County sick leave used for the birth of a child also qualifies as birth or placement leave under the state and federal laws and, therefore, is also deducted from an employee's leave entitlement under the state and federal laws.

(c) Definitions:

1. "Serious health condition" is defined herein to mean an illness, injury, impairment, or physical or mental condition involving any of the following:

- a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility.
- b. Outpatient care that requires continuing treatment or supervision by a health care provider.

2. A "qualifying exigency" is defined as the following:

- a. Short-notice deployment.
- b. Military events and related activities.
- c. Childcare and school activities.
- d. Financial and legal arrangements.
- e. Counseling.
- f. Rest and recuperation.
- g. Post-deployment activities.
- h. Additional activities not encompassed by any of the above, but agreed to by the employer and employee.

3. "covered active duty" means:

a. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

b. In the case of a member of the reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

4. A "domestic partner" means either of the following:

a. "Registered domestic partners" are two individuals who have registered their domestic partnership with the Register of Deeds in their county of residence and meet the following criteria:

1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
3. The individuals must share a residence;
4. The individuals must not be more closely related than second cousins; and

5. The individuals must be of the same gender.

b. "Nonregistered domestic partners" are two individuals, whether the same or opposite genders, who have not registered their domestic partnership and meet the following criteria:

1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
3. The individuals must share a residence;
4. The individuals must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
5. The individuals must consider themselves to be members of each other's immediate family; and
6. The individuals must agree to be responsible for each other's basic living requirements.

5. "Week" means five eight hour work days of leave for purposes of calculating intermittent or partial leave.

6. For each work day or work week in which an employee works fewer than the regularly scheduled hours by using intermittent or partial leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.

7. "In loco parentis" means having day-to-day responsibilities to care for and financially support a child with whom one has no biological or legal relationship.

8. Calendar year refers to the months of January through December.

(2) BIRTH OR PLACEMENT LEAVE.

(a) Unpaid birth or placement leave may be used within 16 weeks before, or within 12 months following the birth of the employee's natural child, the placement of a child with the employee for adoption, or the placement of a child with the employee for 24-hour foster care that is made by or with agreement of a licensed child welfare agency or County Social Services/Human Services Department.

(b) In a calendar year, no employee may take more than 12 weeks of birth or placement leave. In addition, no more than 12 weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the County, they are entitled only to a combined total leave of 12 weeks.

(c) An employee may substitute a maximum of six weeks accrued paid sick leave or other accrued leave for the first six of the otherwise unpaid 12 week period, provided the first six weeks occur within a period of 16 weeks before to 16 weeks after the birth or placement. After the first six weeks, county policy requires that any paid vacation, floating holiday or

compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period. No substitution of accrued paid sick leave is permitted for foster care placement.

(d) An employee must submit a written request for birth or placement leave not less than 30 days before the leave is to commence and must schedule the leave after reasonably considering the County's needs. If the date of the birth, adoption or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as possible. The employee shall identify if and what type of paid accrued leave the employee intends to substitute as provided under the law. All of the notification requirements are included on the Medical Certification form available from the Personnel Department.

(e) For the first six weeks, an employee may take birth or placement leave as an intermittent or partial absence in employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of intermittent or partial absences no less than two weeks before the schedule of absences is to begin. The schedule must be sufficiently explicit so that the County is able to schedule replacement employees, if necessary, to cover the absences. Intermittent or partial leave must conclude within sixteen weeks following the birth, adoption or foster placement of a child. The remaining period of up to six weeks must be taken in a single block, but exceptions may be granted.

(f) The employee must provide medical certification as required in (6) below.

(3) FAMILY ILLNESS LEAVE.

(a) Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

1. Spouse
2. Biological, adopted or foster child
3. Child for which the employee stands "in loco parentis"
4. Biological parent or parent who stood "in loco parentis" to employee
5. Spouse's parent
6. Domestic partner
7. Domestic partner's parent

(b) In a calendar year, no employee may take more than 12 weeks of family illness leave for the employee's spouse, child or parents. A maximum of two weeks of family illness leave may be taken for a spouse's parent, domestic partner or a domestic partner's parent.

(c) An employee may substitute a maximum of two weeks accrued paid sick leave or other accrued leave for the first two weeks of the otherwise unpaid 12 week leave period. After the first two weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period.

(d) An employee must consider the needs of the County when scheduling family illness leave. If an employee intends to use family illness leave for planned medical treatment or supervision of a family member, as defined above, the employee must do the following:

1. Give the County two weeks advance written notice of the intent to take such leave, the reason for the leave, and the planned dates of the leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued time the employee intends to substitute as provided under the law.

2. Schedule medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.

3. Provide the required medical certification as required in, (6) below.

(e) When medically necessary, an employee may take family illness leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

(4) EMPLOYEE MEDICAL LEAVE.

(a) Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties. An employee may choose that any paid accrued leave be substituted for part or all of the otherwise unpaid 12 week leave. After the first two weeks, the County requires that any paid vacation, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave. No employee may take more than 12 weeks of unpaid medical leave in a calendar year.

(b) An employee may schedule medical leave as medically necessary. If an employee intends to use the medical leave for a planned medical treatment or supervision, the employee must:

1. Give the County two weeks written advance notice of the intent to take a leave, the reason for the leave, and the planned dates of leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued leave the employee intends to substitute as provided under the law.

2. Schedule the medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.

3. Provide the required medical certification as required in (6) below.

(c) When medically necessary, an employee may take employee medical leave as intermittent or partial absences from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so that it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent or partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

(5) QUALIFYING EXIGENCY LEAVE

(a) In a calendar year, an employee may take up to 12 weeks of unpaid leave due to any qualifying exigency arising out of the fact that a child, spouse or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty in the Armed Forces. The County requires that any paid vacation, personal leave, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave.

(b) In any case in which the necessity for qualifying exigency leave is foreseeable, the employee shall provide such notice as is reasonable and practicable.

(c) The request for qualifying exigency leave must be supported by a certification issued at such time and in such manner as the U.S. Secretary of Labor may by regulation prescribe. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification.

(d) An employee may take qualifying exigency leave as an intermittent or partial absence in employment in increments of no less than one-half hour, or as allowed by union agreement.

(6) MEDICAL CERTIFICATION.

(a) If an employee requests leave under this policy, the employee must obtain a Medical Certification form from the Personnel Department. This form must be completed by the employee and the health care provider treating the family member or employee. In the case of placement for adoption or foster care, a copy of the legal documentation attached to the Medical Certification form will substitute for the health care provider's certification.

(b) If requirements for certification are not completed, the County may deny the leave. The County may request a second health care provider's opinion and/or periodic recertification at the County's expense.

(7) INSURANCE AND BENEFITS.

(a) While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an

employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.

(b) If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to recover the health insurance premiums paid on behalf of the employee during a period of unpaid leave. An employee must return to work for at least thirty calendar days in order to be considered to have "returned" to work.

(8) RETURN FROM LEAVE.

(a) An employee returning from employee medical leave is required to obtain medical certification from the health care provider that the employee is able to resume work.

(b) An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(c) An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

(9) INTERPRETATION.

Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Human Resources Department for clarification.

MILITARY CAREGIVER LEAVE

(1) GENERAL REQUIREMENTS.

Federal law allows eligible employees who are family members of covered servicemembers to take up to 26 workweeks of leave in a single 12-month period to care for a covered servicemember (hereinafter "military caregiver leave").

(2) DEFINITIONS.

"Family members of a covered service member" include the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

The "next of kin of a covered servicemember" is the nearest blood relative to the covered servicemember.

A "covered servicemember" means:

(a) A member of the Armed forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

A "veteran" has the meaning given the term in section 101 of title 38, United States Code.

The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered servicemember during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

A "serious injury or illness" means:

(a) In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's official, grade, rank, or rating;

(b) In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy, "serious injury or illness" means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by a member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

(3) AMOUNT OF LEAVE.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period", provided that the employee is

entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency.

Thus, for example, an eligible employee may, during the "single 12-month period," take 16 weeks of FMLA leave to care for a covered servicemember and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the "single 12-month period," even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered servicemember.

In the case of a husband and wife who are both employed by the county, the aggregate number of workweeks of leave to which both the husband and wife may be entitled is limited to 26 weeks combined for military caregiver leave or 26 weeks combined for a combination of military caregiver leave and family and medical leave.

(4) NOTICE.

An employee may schedule military caregiver leave as medically necessary. If an employee intends to use the military caregiver leave for a planned medical treatment or supervision, the employee must:

1. Give the County two weeks written advance notice of the intent to take a leave, the reason for the leave, and the planned dates of leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued leave the employee intends to substitute as provided under the law.

2. Schedule the medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.

(5) REDUCED OR INTERMITTENT LEAVE.

When medically necessary, an employee may take military caregiver leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

(6) CERTIFICATION.

If an employee requests leave under this policy, the employee must obtain a Medical Certification form from the Personnel Department. This form must be completed by the

employee and the health care provider treating the covered servicemember. If requirements for certification are not completed, the County may deny the leave. The County may request periodic recertification at the County's expense.

(7) INSURANCE AND BENEFITS.

While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.

If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to recover the health insurance premiums paid on behalf of the employee during a period of unpaid leave. An employee must return to work for at least thirty calendar days in order to be considered to have "returned" to work.

(8) RETURN FROM LEAVE.

An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

(9) INTERPRETATION.

Any questions regarding military caregiver leave use and/or interpretation should be directed to the Human Resources Department for clarification.

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 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 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.

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 or orally and should be directed to the following people:

- a) If the harasser is a non-supervisory employee or a supervisory employee other than a department head, the complaint should be made to the employee's department head or the chair of the county board;
- b) If the harasser is a department head, the complaint should be made to the chair of the county board;

- c) If the harasser is a county board member other than the county board chair, the complaint should be made to the county board chair or the county's labor attorney;
- d) If the harasser is the chair of the county board, the complaint should be made to the county's labor attorney.

The purpose of having several persons to whom complaints may be made is to avoid situations where employees are faced with complaining to a person, or a close associate of a person, who might be the subject of a complaint. Anyone who has observed sexual harassment or retaliation should report it 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 know of.

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 people designated above, it shall be investigated thoroughly and expeditiously by such person or their designee. The investigator shall have appropriate knowledge, training and/or experience in harassment investigations. The investigator will produce a written report, which, together with the investigation file, will be shown to the complainant within a reasonable time upon request. The investigator is empowered to recommend remedial measures based upon the results of the investigation, and Adams County will promptly consider and act upon any such recommendation. 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, officials 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 immediately discharged.

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 August 24, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance, and

WHEREAS: On January 11, 2012, Thomas Bandle, owner, petitioned the Adams County Board of Supervisors to amend the Adams County Shoreland Wetland and Habitat Protection Ordinance to rezone a portion of property (approximately .63 acres) in the Town of Rome, 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 March 7, 2012, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

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

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

Property located in the NW ¼, NE ¼, Section 11, Township 20 North, Range 5 East, Lot 1 of CSM 1766 at 214 Cty Trk Z, Town of Rome, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of March, 2012.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of March, 2012.

Joe Stuchlak, Chair

Diane England

Glenn Licitar, Vice-Chair

Terry James, Secretary

Mike Keckeisen

Barb Morgan

Randy Theisen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of March, 2012

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk

ADAMS CO PLANNING & ZONING COMMITTEE
March 7, 2012 – Room A260 -Courthouse
Friendship, WI 53934 – 9:30 A.M.

Thomas Bandle – Rezoning request of portions of property zoned Conservancy to a Recreational/Residential District of the Adams County Shoreland, Wetland and Habitat Protection Ordinance to allow residential use on property located in Pt of the NW ¼, NE ¼, Section 11, Township 20 North, Range 5 East, Lot 1 of CSM 1766 at 214 Cty Trk Z, Town of Rome, Adams County, Wisconsin.

Appearing for with testimony: Thomas Bandle

Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Zoning Administrator of Rome that they have no objection to the zoning change. Notification from the Highway Commissioner that he does not have any issues with the rezoning.

Disposition: Upon completion and review of the Committee Findings Checklist and based on a total score of 207 points with an average score of 52, the Committee was unanimous in it's decision for recommendation of the zoning change. Terry James made a motion to approve the zoning change from Conservancy to Recreational/Residential and forward that recommendation to the County Board for final action. Mike Keckeisen seconded the motion. Roll Call. 5 – Yes. (Theisen, Morgan, Licitar, Keckeisen and James.) Motion carried.

PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: _____ DATE: _____ PARCEL #: _____

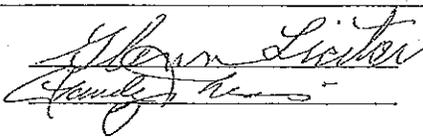
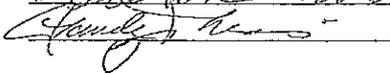
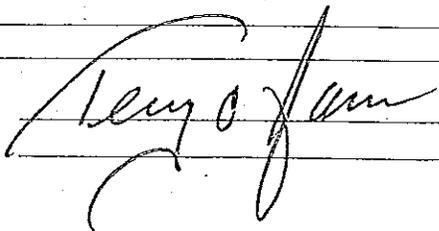
| True | False | Base considerations to evaluate Conservancy land rezone requests. |
|------|-------|---|
| / | | The Town did not object to the proposal. |
| / | | Those noticed / contiguous did not object to the proposal. |
| / | | The DNR did not object to the proposal. |
| / | | The request is consistent 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. |
| | | 3 | 20 | 20 | TOTAL: 53 {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: THOMAS BANPLE DATE: 3/7 PARCEL #: _____

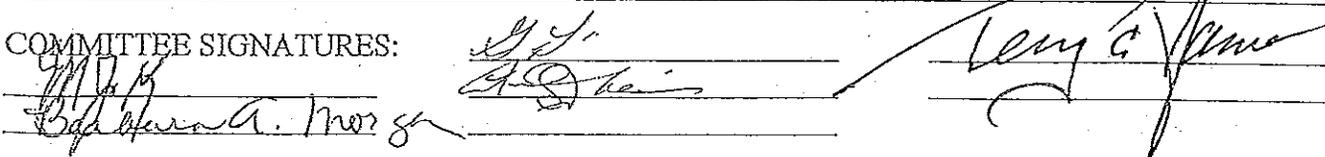
| True | False | Base considerations to evaluate Conservancy land rezone requests. |
|------|-------|---|
| ✓ | | The Town did not object to the proposal. |
| ✓ | | Those noticed / contiguous did not object to the proposal. |
| ✓ | | The DNR did not object to the proposal. |
| | | The request is consistent 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. |
| | | 6 | 24 | 20 | TOTAL: <u>50</u> (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: THOMAS BARDHE DATE: 3-7-12 PARCEL #: _____

| True | False | Base considerations to evaluate Conservancy land rezone requests. |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The Town did not object to the proposal. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Those noticed / contiguous did not object to the proposal. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The DNR did not object to the proposal. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The request is consistent with the Comprehensive Plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The site is not waterfront. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The site is not wet or mapped as wetland. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The site is high / dry ground. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is development adjoining or in close proximity. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is adequate infrastructure in the area (roads, utilities etc.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The site is at or near the fringe of Conservancy as opposed to far away / engulfed. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | There are no reasonable alternatives to the proposal or components of the proposal. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The proposal does not conflict with surrounding land uses. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The overall proposal is environmentally sound. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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: |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|---|
| | | | | <input checked="" type="checkbox"/> | (A) Only the minimum area of the lot required for the proposed use is requested for rezoning. |
| | | | <input checked="" type="checkbox"/> | | (B) The proposed rezone is in the best interest of Adams County citizens. |
| | | | <input checked="" type="checkbox"/> | | (C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens. |
| | | <input checked="" type="checkbox"/> | | | (D) No **significant adverse impact upon storm and flood water storage capacity. |
| | | | <input checked="" type="checkbox"/> | | (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. |
| | | | <input checked="" type="checkbox"/> | | (F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters. |
| | | | <input checked="" type="checkbox"/> | | (G) No **significant adverse impact upon shoreline protection against soil erosion. |
| | | | <input checked="" type="checkbox"/> | | (H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds. |
| | | | <input checked="" type="checkbox"/> | | (I) No **significant adverse impact upon wildlife habitat. |
| | | | <input checked="" type="checkbox"/> | | (J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types. |
| | | | <input checked="" type="checkbox"/> | | (K) Petitioner provided *proof that the proposed rezone will not have "***significant adverse impact". |
| | | | <input checked="" type="checkbox"/> | | (L) The Applicant's Inventory Checklist does not indicate any concerns. |
| | | <u>3</u> | <u>2</u> | <u>4</u> | <u>25</u> |
| | | | | | TOTAL: <u>52</u> {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: THOMAS BRADLE DATE: 3/1/12 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. |
| | | 12 | 40 | | TOTAL <u>52</u> (A score of 48 (80%) or higher is required for a recommendation of approval) |

Findings / Comments: _____

COMMITTEE SIGNATURES:

Barbara A. Morgan *Henry Taylor* *Verye Jean*

ADAMS CO PLANNING & ZONING COMMITTEE

March 7, 2012 – Room A260 -Courthouse

Friendship, WI 53934 – 9:30 A.M.

Thomas Bandle – Rezoning request of portions of property zoned Conservancy to a Recreational/Residential District of the Adams County Shoreland, Wetland and Habitat Protection Ordinance to allow residential use on property located in Pt of the NW ¼, NE ¼, Section 11, Township 20 North, Range 5 East, Lot 1 of CSM 1766 at 214 Cty Trk Z, Town of Rome, Adams County, Wisconsin.

Appearing for with testimony: Thomas Bandle

Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Zoning Administrator of Rome that they have no objection to the zoning change. Notification from the Highway Commissioner that he does not have any issues with the rezoning.

Disposition: Upon completion and review of the Committee Findings Checklist and based on a total score of 207 points with an average score of 52, the Committee was unanimous in it's decision for recommendation of the zoning change. Terry James made a motion to approve the zoning change from Conservancy to Recreational/Residential and forward that recommendation to the County Board for final action. Mike Keckeisen seconded the motion. Roll Call. 5 – Yes. (Theisen, Morgan, Licitar, Keckeisen and James.) Motion carried.

Shoreland Zoning and Flood Hazard

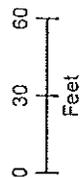
Parcel 30-132

Legend

- Floodway Outline
- Flood Fringe Outline
- Zoning
- Recreational Residential General Purpose
- Conservancy
- Shoreland Wetland
- Flood Fringe
- Floodway
- Inland Wetland
- Flood Fringe Overlay
- Floodway Overlay
- Inland Wetland - Point

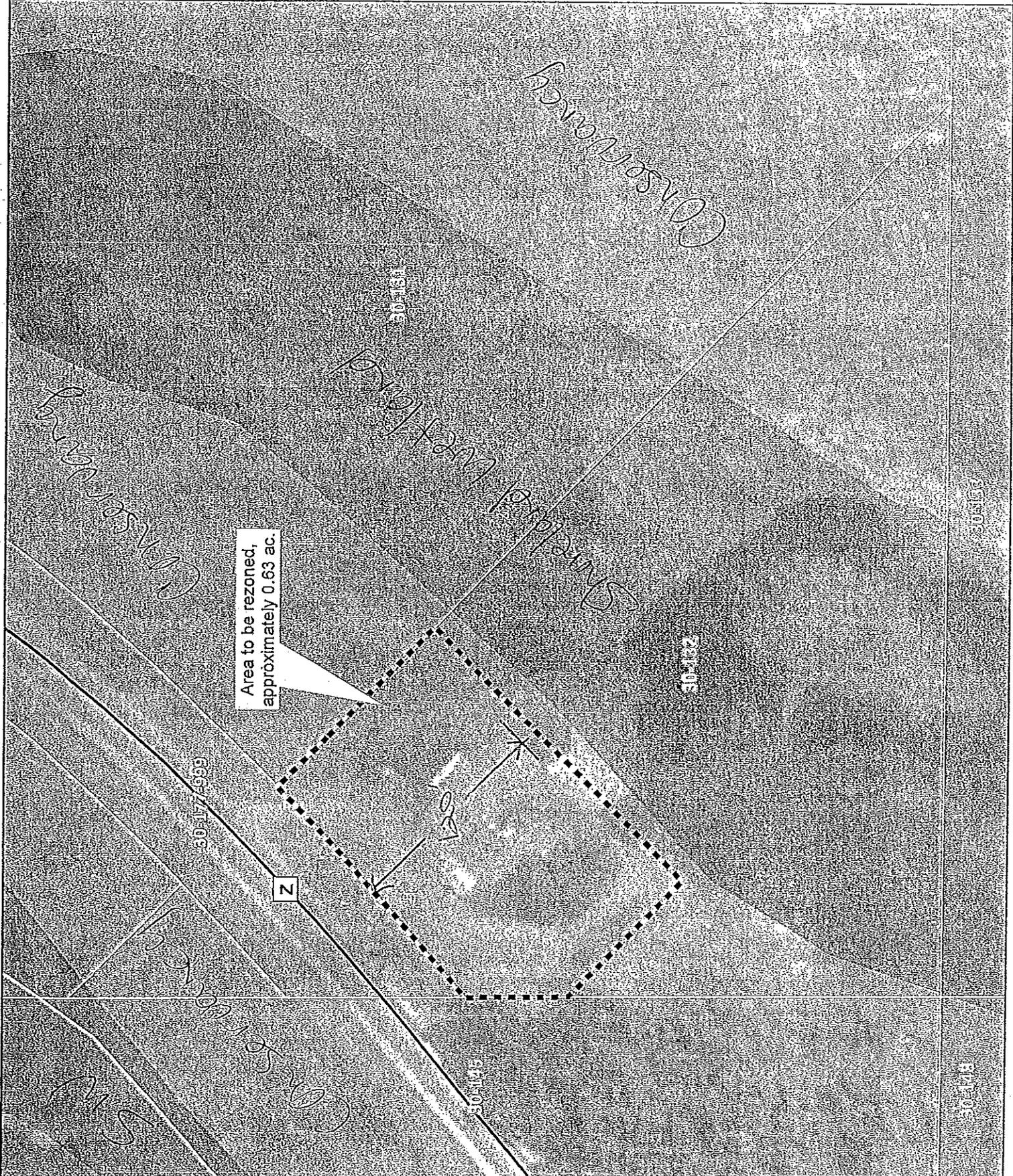
Flood Fringe is equivalent to the 100-year flood zone, excluding the Floodway

1 inch : 75 feet when printed at "actual size"



graphic scale is accurate at all printed sizes

Adams County Planning and Zoning Date: 2012-01-30



Area to be rezoned, approximately 0.63 ac.

Z

30-131

30-132

30-133

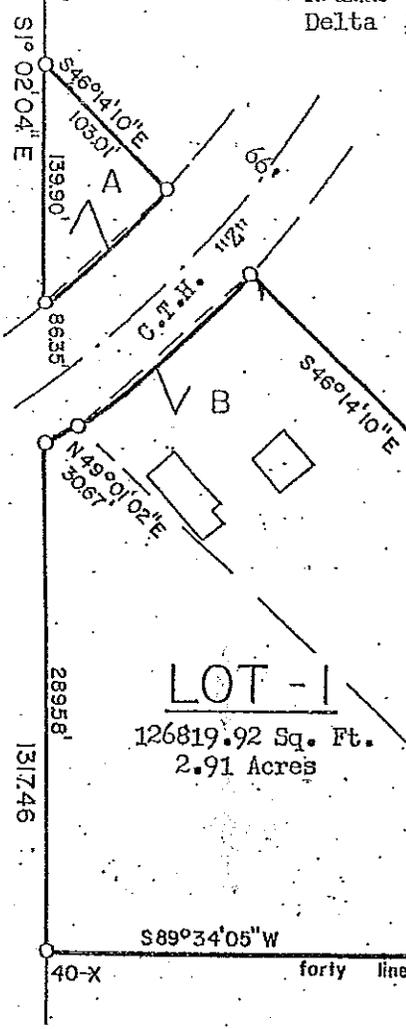
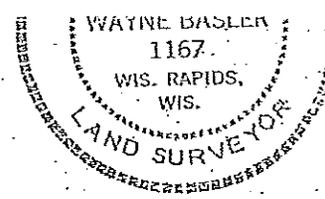
30-134

30-135

30-136

Delta 3°35'43"

Delta 5°59'44"



SURVEYOR'S CERTIFICATE

I, WAYNE BASLER, REGISTERED LAND SURVEYOR, hereby certify:

that I have surveyed, divided and mapped this certified survey located in part of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ Section 11, Town 20 N, Range 5E, Town of Rome, Adams County, Wis., bounded and described as follows:

A Commencing at the N $\frac{1}{4}$ Cor. 11-20-5E; thence S1°02'04"E 801.63'; to the point of beginning of this description; thence S1°02'04"E 139.90'; thence along the arc of a curve to the left whose chord bears N46°19'25"E 99.37'; thence N46°14'10"W 103.01' to the point of beginning.

Register's Office } SS
ADAMS COUNTY, WIS.

Received for record the 9 day of OCT A. D. 1984 at 9:03 o'clock A. M. and recorded in Vol 7 of Survey page 17

Kevin B. Jarwick By: *Julie A. Anderson* REGISTERED Deputy

LOT - 1
126819.92 Sq. Ft.
2.91 Acres

B Commencing at the N $\frac{1}{4}$ Cor. 11-20-5E; thence S1°02'04"E 1027.88' to the point of beginning of this description; thence S1°02'04"E 289.58'; thence N89°34'05"E 525.06'; thence N46°14'10"E 570.89'; thence along the arc of a curve to the right whose chord bears S46°45'16"W 130.18'; thence S49°01'02"W 30.67' to the point of beginning.

That I have made such survey, land description and map at the direction of IRENE ANDERSON; that such map is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made; that I have fully complied with the provisions of CHAPTER 236.34 of the WISCONSIN STATUTES in surveying, dividing and mapping same; that I have fully complied with the ADAMS COUNTY LAND SUBDIVISION ORDINANCE.

NOTE: THIS DOCUMENT IS SUBJECT TO A CORRECTION DOCUMENT FOUND IN VOL 398 PAGE 64. DOC. # 311938.

Oliver Reckhoff Dep.

this instrument drafted by; REGISTER OF DEEDS

WAYNE BASLER

#4 pd.

VOL. 7 PAGE 17

