



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, February 23, 2012**

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Walworth County Government Center
County Board Room 114
100 West Walworth, Elkhorn, WI

The meeting was called to order by Chair Russell at 9:30 a.m.

Roll call — Finance Committee members present included Supervisors Jerry Grant, Daniel Kilkenny, Nancy Russell, Joseph Schaefer, and Rick Stacey. A quorum was declared.

Others in attendance included:

- Board members: There were no additional County Board members present.
- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Lanser, Todd Paprocki-Finance; Linda Seemeyer-Health & Human Services; John Orr, Rich Colbert-Information Technology; Tracy Moate-Lakeland School; Michael Cotter-Land Use & Resource Management/Deputy Corporation Counsel; Connie Woolever, Donna Pruess-Register of Deeds; Janeen Mehring-Sheriff's Office; Kathy Du Bois-Treasurer's Office
- Members of the public: Brad Viegut, Robert W. Baird & Company; Ken Monroe & Doug Mushel, Village of Bloomfield, WI.

Agenda withdrawals — There were no agenda withdrawals. **Supervisors Schaefer and Stacey moved to approve the agenda; carried 5-0.**

Approval of minutes of last meeting(s) — February 14, 2012 – Joint Special Finance/Public Works Committee Meeting — **Supervisors Stacey and Schaefer moved to approve the joint meeting minutes; carried 5-0.**

Public comment period — There were no comments from members of the public.

Unfinished business — There was no unfinished business presented.

Consent items — **Supervisor Kilkenny moved approval of the consent items. The motion was seconded by Supervisor Schafer and carried 5-0.**

Budget amendments

2011 Budget amendments

Health and Human Services (HHS)

- HS013 — Offset shortfall in Birth-to-3 program revenues
- HS014 — Offset shortfall in Children's Services Ongoing program area

- HS015 — Adjust Mental Health/AODA orgs to reflect reduction in billing revenues
- HS016 — Offset shortfall in Child Support program area

Lakeland School

- SC05 — Redistribute budget to reflect Federal IDEA claim reimbursement to districts

Sheriff's Office

- SH011 — Reconcile year-end compensatory and holiday bank accounts

2012 Budget amendments

Health and Human Services (HHS)

- HS003 — Reflect anticipated decrease in Children's Services revenue
- HS004 — Reflect decrease in Medicaid collections for the Birth-to-Three program
- HS005 — Eliminate budget related to SSI Burial program

Reports

- Quarterly investment report – October-December, 2011
- Update on tax incremental financing (TIF) district(s)
- Update regarding dog license fees

New business

Resolution **-03/12 Resolution Authorizing the Redemption of General Obligation Promissory Notes, Dated September 1, 2004 and General Obligation Promissory Notes, Dated August 1, 2005 — Viegut reported that principal payments for the county's 2004 note issue are scheduled to mature in 2013 and 2014, and those for the 2005 issue in 2013, 2014 and 2015. Those principal payments are callable and eligible for prepayment right now. The county would use \$4,760,466.42 to pay off the remaining principle on both issues on April 13, 2012. That amount also covers the interest due from April 1 to April 13. At that point, both of those obligations are gone. The interest payments that are eliminated are approximately \$302,000, which would be the savings to the county for the calls.

This resolution will be presented to the Board at their March 13, 2012 meeting. If approved, the call notice specifying the prepayments would be distributed on March 14th to note holders, as we are required to give 30-day notice when calling. The payoff date itself will be April 13th to allow for that notice. **Supervisors Kilkenny and Stacey moved approval of the resolution authorizing redemption of the 2004 and 2005 general obligation promissory notes.** Schaefer commended staff for doing a good job paying these notes off early. **Motion to approve carried 5-0.**

Discussion and possible action regarding the status of the Village of Bloomfield and the Town of Bloomfield as it pertains to changes in the county tax system — Bretl said Bloomfield's incorporation has been in the works for quite a while. There will be a number of changes, from the county's perspective. Zoning will be separate as it is a Village. Also, the incorporation

will necessitate changing our tax key numbers. Kilkenney asked if committee action is needed on this item. Bretl said today's presentation is informational and an opportunity for committee, Village and county staff discussion. Staff are not looking for a decision today.

Colbert said staff have questions resulting from the timing of Bloomfield's incorporation. Monroe replied that the property listing should already be done because it was needed for their February election. Colbert said Pruess is in the process of changing the tax key numbers. Internal county changes would be required on our website to add the new assessor and municipality to various forms. Monroe said the Village petitioned the judge of circuit court for a referendum allowing the rest of the Town of Bloomfield to vote to become part of the Village or remain as a Town. He hasn't heard back yet so the timeline isn't available right now. Mushel said they became a Village on December 22, 2011, when certified by circuit court. Trustees and a Village president were elected the first week in February. Their GIS system was updated to identify the limits of the boundary of the Village, which was needed for their February election. They had to know who was in the Village vs the Town. Pruess said Bloomfield's clerk gave her a list of the tax key numbers for parcels located in the Village. Mushel added that he can put the county's IT staff in touch with the firm working on the Village's GIS system. Russell requested clarification of the proposed referendum. Mushel said the petition is for the complete remainder of the Town of Bloomfield to be annexed to the Village.

Colbert asked how tax bills for the Town and Village would be handled if the referendum goes through. Du Bois explained that all settlement money paid in August 2012, for the 2011 tax bills, would go to the Township because there was no Village levy in 2011. Mushel said the Town and Village have an intergovernmental agreement for the highway department, police, fire and rescue, and have combined positions to take care of responsibilities for both the Town and Village. They are operating under the Town's budget and splitting between the two, as applicable. Their intent is to run "like normal" in anticipation that everything will be back to one governmental entity if the referendum passes. Du Bois said tax bills go out based on how properties are assessed as of January 1. As of January 1, 2012, there were properties in both the Town and Village so that should mean tax bills for both municipalities. Mushel said they are operating as one governmental entity from an operational standpoint and will deal with separating tax revenues internally. Pruess added that parcels are billed under their classification on January 1. If there are changes after that date, the parcel remain as is until the following January.

Colbert said county staff are already changing tax key numbers for the Village's parcels for permits. Cotter noted that permits are different from tax bills. Colbert added that we have to retire the old parcel numbers for those which were annexed to the Village. Bretl said county staff will have to check if tax key numbers are used for other purposes within the county system. As he understands it, all parcels in the Village must be assigned new numbers. Woolever explained that Pruess has to manually convert the parcels so it will take quite a bit of time. Kilkenney asked if all of the sanitary district is located within the new Village. Mushel said it is, except for two parcels erroneously left out of the incorporation limits when the description was drawn. If the annexation referendum doesn't pass, the Village will be looking to annex specific parcels to clear that up. Monroe added that the sanitary district has already been incorporated into their public works.

Kilkenny asked about the county's timeframe to implement a new tax key system. County staff have been working on that for some time now, according to Orr. Converting to a standardized, universally accepted numbering system that's used throughout most of the state is a massive project. What we are doing for Bloomfield is a small subset of the overall project. Actually, we will have to convert Bloomfield's tax key numbers twice, once for the incorporation and again when we implement a new countywide system. Purchasing staff sent a notice of Request for Proposal (RFP) to 200+ entities. Thirteen firms specifically requested an RFP but we only received two responses. The work group – staff from the treasurer, register of deeds, IT and finance departments – feel we need to reject those 2 bids, refine the RFP and send it out again. The two firms which responded had a good product, but we would like to take another look at this. Some of the original RFP specifications make us a little more unique in that we were hoping for a system that could be used by our staff as well as all of the municipalities located in the county. Possibly some companies struggled with that requirement. To ensure this project is done right, staff need to rethink specifications and determine those which are absolutely needed vs those we would like to have. The RFP is being restructured and we hope to have it out soon. Orr said he can update the committee at their next meeting.

Discussion and possible action regarding proposed County Board 2012-2013 meeting schedule; Discussion and possible action regarding proposed 2012 calendar for 2013 budget process — Bretl suggested discussing these two items jointly as both calendars have to work together. He identified key dates in the budget process. Internal planning occurs in February and March. At the Finance Committee's May 17 meeting, our 2013 budget goals will be set. These goals may be fairly constrained given the state tax cap, but it is important to define expectations for the upcoming budget. The County Board will be asked to set the target levy at their June 12 meeting. On July 13, budget forms are distributed to the county departments. Administrative review of the budget is scheduled for August 20-24. With regard to the County Board calendar, Bretl proposed eliminating the August County Board meeting. The committees' last obligation would be committee week in July, and then we wouldn't look to the Board until the first week in September. The County Administrator's Budget would be released on September 6 at the budget workshop. Supervisors would have a week to consider appeals, due September 14. Next, committee appeals would be heard the week of September 17-21. The Preliminary Budget would be distributed to the Board on October 9, and the public budget hearing is tentatively queued up for October 30. That puts us on schedule for budget adoption on November 13. Andersen added that we try to leave some time between certain key meetings for Supervisors to review budget materials and submit appeals if they choose. Kilkenny asked if we would hold committee meetings in August, if there were to be no Board meeting that month. Eliminating committee obligations that week could free up staff to concentrate on the budget. The committee agreed. Stacey noted that zoning issues may arise which need action. Bretl will discuss with Cotter.

Walworth County's budget is probably one of the earliest in the state to be released publicly, according to Bretl. There has been some criticism in the past about not having enough time to formulate appeals. However, we have a fairly limited window with regard to some statutory requirements. When we did move meetings to offer more time to formulate possible appeals, there

weren't any. He asked the committee whether they wanted to continue to hold a separate public budget hearing. If we do, should allow public comments also be allowed at budget adoption? In some years, there is quite a bit of public comment while in other years, there isn't. Sometimes those comments may be repetitive. Kilkenny spoke in support of a separate public budget hearing and would like to continue allowing public comments at budget adoption. **Supervisor Kilkenny moved to approve the proposed 2012 calendar for the 2013 budget process and recommend approval of the County Board's proposed 2012-2013 meeting schedule. The motion was seconded by Supervisor Stacey and carried 5-0.**

Resolution **-03/12 Authorizing Addition of Child Passenger Safety Enforcement Grant to Pre-Approved Recurring Grants List for Health and Human Services — Supervisors Schaefer and Kilkenny moved to approve the resolution. Andersen explained that there are two child passenger safety grants on the pre-approved list. One relates to HHS and the second is for the Sheriff's Office. Seemeyer said HHS staff work with the Sheriff's Office to purchase child safety seats. The grant has a match in both departments with an in-kind contribution in terms of the technician who installs the seats. **Motion to approve carried 5-0.**

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for March 22, 2012 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Schaefer/Grant, Chair Russell adjourned the meeting at approximately 10:22 a.m.; carried 5-0.

Submitted by Kate Willett, recording secretary. Minutes are not final until approved by the Finance Committee at its next regularly scheduled meeting.

NOTE: Items distributed at the Finance Committee meeting may be reviewed in the County Clerk's Office.

Walworth County Human Resources Committee

MINUTES

February 22, 2012 – 3:00 p.m.

County Board Room 114 – Government Center
Elkhorn, Wisconsin

Draft

The meeting was called to order at approximately 3:00 p.m. by Vice Chairperson Grant.

Roll call – In attendance were Vice Chairperson Grant, Supervisors Redenius, Brandl and Wardle. Chairperson Ingersoll was excused. A quorum was declared.

Others present – Supervisor Nancy Russell; David Bretl, County Administrator; Suzi Hagstrom, Labor/Employee Relations Director; Nicki Andersen, Deputy County Administrator – Finance; Linda Seemeyer, LHCC Superintendent/HHS Director; Dale Wilson, Payroll/Benefits Manager; Kim Bushey, County Clerk; Connie Woolever, Register of Deeds; Mary Burpee, AFSCME Organizer; Sheila Reiff, Clerk of Courts.

Approval of the agenda was moved and seconded by Supervisors Brandl and Redenius, with no withdrawals, and carried 4 – 0.

Approval of the January 18, 2012 Human Resources Committee meeting minutes was moved and seconded by Supervisors Brandl and Redenius. The motion carried 4 – 0.

Public comment period – Mary Burpee, the Council 40 Staff Representative for members in Walworth County, addressed the committee regarding the decertification of AFSCME. She stated that AFSCME members had little to gain, so they chose not to recertify. She stated that AFSCME will continue to represent public employees in the county and do everything they can to restore collective bargaining.

Discussion and possible action regarding 2013-2016 salaries for Register of Deeds, County Treasurer and County Clerk. Bretl explained that the compensation for the register of deeds, treasurer and county clerk has to be set before papers are taken out. The compensation cannot be diminished during the elected officials' terms of office. Bretl explained that Chippewa County is currently involved in litigation with its treasurer and sheriff over pension contributions. Chippewa County began to withhold the pension contributions of its elected officials, including the sheriff, which led to the litigation. The resolution setting salaries should include language indicating that benefits will be the same as those provided to department heads and should be very clear to anyone who is running for office. Bretl stated that the salaries must be set for the entire four-year term, and they must be set without regard to the individuals holding office already. In the past, the Board has looked at what other elected officials are making in other counties. The packet included that information as well as information on what our elected officials were paid during the last term. In the past, the elected officials had been given 3% annual raises, but it is very difficult to know what will happen three years from now. Supervisor

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Wardle asked what kind of benefits the elected officials get. Hagstrom stated that they get the county health insurance, but they don't get sick or vacation time or long-term disability. They also get WRS, but they are paying more than general employees. Vice Chairperson Grant pointed out that no other counties have set the salaries for their future terms. Hagstrom stated that no one has made any decisions yet. **Supervisors Wardle and Brandl moved and seconded freezing the salary for 2013 and giving a 1% increase for 2014, 1% for 2015 and 1% for 2016.** Bushey stated that this is especially difficult for counties this time because the decision has to be made earlier than ever before. Vice Chairperson Grant suggested a 1% increase each year. Supervisor Wardle pointed out that this is not about performance, it is about economic conditions. He felt that a freeze followed by 1% increases seemed appropriate for the conditions. Hagstrom pointed out that the increases for the clerk of courts, sheriff and coroner were 1.5% for each of the years of the four-year term ending in 2014. Vice Chairperson Grant called the question on Supervisor Wardle's motion. **The motion carried 3 -1 (Vice Chairperson Grant opposed).**

Discussion and Possible Action Regarding Reauthorization of Self-Insurance for Worker's Compensation. Bretl explained that every three years, the county must reauthorize self-insurance for worker's compensation. **Supervisors Brandl and Wardle moved and seconding approving the reauthorization of self-insurance for worker's compensation. The motion carried 4 – 0.**

Update on Union certification elections. Hagstrom explained that the unions must certify. The HHS Professionals and the teachers both filed elections to recertify, but AFSCME did not. Under the WERC rules, the county can then ask to have them decertified. No response was received from AFSCME, so the county asked WERC to decertify the group. **The committee did not take any action on this item.**

Discussion and Possible Action Regarding Amendments to Chapter 15 Relating to the Decertification of AFSCME Unions. Hagstrom explained that Chapter 15 had originally been set up with sections at the end for each union. With the decertification of AFSCME, we had to incorporate the changes into the rest of the ordinance. This did not drastically change things. She pointed out that in the weekend differential section, she needs to speak to the LHCC administrator about a potential change that would be an amendment on the board floor. Hagstrom stated that these changes to Chapter 15 are necessary because there are employees who we have to treat differently for different reasons, like those who work second or third shift. **Supervisors Wardle and Brandl moved and seconded approving the amendment to Chapter 15 relating to the decertification of AFSCME unions, with the caveat that whatever needs to be discussed with the LHCC administrator be taken care of before the board meeting. The motion carried 4 – 0.**

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Discussion and Possible Action Regarding an Amendment to Section 15-17 of the Code Related to the Reclassification of a Clerk IV Position in Clerk of Courts. Hagstrom stated that Reiff has been one of the best department heads over the years in terms of looking at staffing with the goal of reducing costs. Hagstrom stated that there is a slight change to the fiscal note. The savings in 2012 will be \$19,741 and \$624 annually. Reiff stated that the person working in the Clerk IV position currently is a temp. The Clerk IV that helped with traffic was changed to a public access person. The person previously in that position is a supervisor now. **Supervisors Brandl and Redenius moved and seconded approving the reclassification of the Clerk IV position in Clerk of Courts. The motion carried 4 – 0.**

Vice Chairperson Grant had no reports.

The next regular meeting of the human resources committee was confirmed for March 21, 2012 at 3:00 p.m.

Adjournment. On motion and second by Supervisors Wardle and Brandl, Vice Chairperson Grant adjourned the meeting at approximately 3:29 p.m.

Respectfully submitted by Tammy Werblow, assistant to the county administrator.
These minutes are subject to approval by the committee.

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

JOHN LUTZ: CHAIRMAN; (re-elected for 3-year term, 8/22/10.)

JUDITH CORRELL: SECRETARY; (re-elected for 3-year term, 8/28/11.)

GERALD SCHWARTEN: TREASURER; (re-elected for 3-year term, 8/23/09.)

MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE

DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011

ROBERT E. McINDOE: REP. OF WALWORTH COUNTY CONSERVATION AS OF 8/15/11

FEB. 21, 2012 MONTHLY MEETING:

Present: Lutz, Correll, Schwarten, McIndoe, Trimberger, Weinkauf

Meeting was called to order at 7:02 p.m. Secretary Correll read the minutes of the January 17, 2012 meeting which were subsequently approved. Treasurer Schwarten read the January Treasurer's Report which was subsequently approved. (copies of these minutes and Treasurer's Report are attached, along with the agenda for this meeting.)

Racine County Sheriff Deputy Don Vandervest was in attendance and reported on a vehicle stoppage in the Honey Lake District with drug-related charges (present and past)

Old Business:

Chairman Lutz attended the 1/20/12 court hearing for Mr. Hinds relative to his continued usage of District property as his own. Mr. Hinds has continued to dispute the ownership of the property in question. (Past improper communication of surveying and deed registration data has contributed to this dispute) Mr. Hinds has been granted an extension to 3/5/12 for a second hearing. Bob Wetzel of B.W. Surveying will testify on the District's behalf at that hearing.

A 3/9/12 court date has been set for the issue of Mr. Chaulkin's encroachment on District property along Crescent Place. Chairman Lutz will be in attendance.

A motion was made and seconded that Chairman Lutz be compensated by the District for all employment time lost in order to attend these court hearings.

All required signatures of the dam Emergency Action Plan have been obtained and forwarded to the DNR for approval. Once approved, we will be o.k. for the next 10 years. Chairman Lutz has requested the DNR give sufficient advance notification of all future such engineering and

inspection requirements so that the District might include funding into its budget. (Past costs have approximated \$15,000)

New Business:

(Nothing "new")

Discussion held, primarily between Chairman Lutz and Comm. Michael Weinkauf, relative to an individual who has indicated an interest in doing the District's mowing and other maintenance. (Michael Weinkauf, as a member of the Rochester Board is familiar with that individual since he has done work for that community)

Pending bills were approved for payment.

Meeting was adjourned at approx. 7:50 p.m.

Respectfully submitted,



Robert E. McIndoe 2/21/12

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**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Monday, February 20, 2012
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Russell called the meeting to order at 4:00 p.m.

Roll call

A quorum of members was present: Nancy Russell, Joe Schaefer, Rick Stacey and Russ Wardle. Supervisor Kathy Ingersoll was absent with excuse.

Others present:

Board Supervisors: David Weber

County staff:

County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Public Works Director of Operations Larry Price; Public Works Business Office/Purchasing Manager Peggy Watson; Public Works Assistant Superintendents John Miller and David Woodhouse; Jail Administrator John Delaney; Director of Health and Human Services Linda Seemeyer; Deputy Corporation Counsel/Director of LURM Michael Cotter

Members of the public:

Bill Henry, Kehoe-Henry & Associates Architects; Robert Leibsle, Godfrey, Leibsle, Blackburn & Howarth, S.C.; Sandra Wagie Troemel and Margaret Downing, Walworth County Alliance for Children

Agenda withdrawals/approval

Supervisors Schaefer and Stacey moved to approve the agenda as presented. The motion carried 4-0.

Approval of February 14, 2012 joint meeting minutes

Supervisors Schaefer and Wardle moved to approve the February 14, 2012 joint meeting minutes as prepared. The motion carried 4-0.

Public comment period

No one came forward.

Regular Business

Review/approval of easements to the Walworth County Alliance for Children for the Child Advocacy Center

County Administrator Bretl said the easements are a follow up to approval by the Board for the donation of land to build the Child Advocacy Center. The zoning committee subsequently approved the conditional use permit. The agreement for the donation of land called for an easement for parking and access. Bretl said he talked to Mr. Leibsle, the attorney for the Walworth County Alliance for Children (WCAC) before the meeting, and there are several points to consider concerning the easement. The WCAC's architect, Bill Henry of Kehoe-Henry and Associates, and Mr. Leibsle showed the committee the diagram of the proposed easement for

parking and access. The Center would be allowed to use the driveway serving the Health and Human Services building, and the county would plow and maintain the driveway, Bretl added. The second component is the need by the Center for occasional overflow parking. The Center will have 8 parking spots on their site, which is the minimum required under the ordinance. Parking at Health and Human Services can be scarce at times, with the client population using the building and the frequent large meetings held in the auditorium. Linda Seemeyer, Director of Health and Human Services, said that clinics held on Tuesdays typically draw a large number of clients and could be problematic. Bretl suggested an alternative to granting the permanent easement would be to grant a license for parking to the WCAC for a set period of time. The second issue is the driveway access for the property. If the property were to be sold in the future to another type of operation, the county probably would want that entity to have its own access to the property, particularly if it were a commercial operation. The easement could include a clause stating that any new property owners in the future would have to obtain their own access to the property. Attorney Leibsle said he is concerned that the parcel not become "landlocked" and that there would be a possibility of future access to the property from CTH NN. Chair Russell asked if the committee could conceptually approve a driveway, not constructed, directly off CTH NN in the future. Also, her recollection was that if the Center expanded in the future that accommodations for additional parking would have to be added. She concurred with the suggestion of issuing a license for parking for a number of years with the right of renewal, or cancelation should the facility expand. Attorney Leibsle said that the requirement for independent access could be written into the easement should the property be sold in the future. Bretl said he would be reluctant to grant a curb cut driveway now, when a sale of the property may never occur. Bretl suggested at least a year for the duration of the parking license to allow the Center to be constructed and operational. Leibsle said if the Center expanded, the WCAC would have to amend their conditional use, and at that time the additional parking could be addressed. Bill Henry said that the Center will have three full-time employees and that 8 stalls are adequate for day to day operations. For teleconferencing or board meetings, there may be need for overflow parking. There are currently WCAC employees housed and parking at Health and Human Services, and when operations move to the Center, those parking spots at Health and Human Services would be vacant. Henry added that there is a driveway apron off the south side of CTH NN which was used by the residence formerly on the property. That drive will be used for construction operations, and the plan is not to remove the "flare" at the end of construction so that the drive might be used in the future. Supervisor Schaefer asked who would maintain the acreage owned by the WCAC, and Henry said they would have to contract for lawn maintenance. The WCAC is aware that lawn maintenance and any associated costs are their responsibility. Russell asked if all stipulations have been satisfied thus far, and Bretl said that everything would be handled simultaneously at closing, including the easement. **Supervisors Wardle and Russell moved to approve a two-year parking license to the Alliance for use of the Health and Human Services parking lot, renewable at the administrative level, provided that parking is not a problem. In addition, access to the Child Advocacy Center by easement is approved but will extinguish upon the sale of the property in the future, provided independent access directly from CTH NN can be obtained. The motion carried 4-0.**

Discussion/action concerning bid award for architectural design and engineering services for Health and Human Services building HVAC system replacement project

Bretl said that prior discussion centered around the scope of the project, when the question arose as to whether or not to replace just the boilers or the entire system. Last month, the idea was to retain as much flexibility as possible before proceeding, and see if the bids come in favorably. Peggy Watson, Public Works Business Office/Purchasing Manager, explained the bid

clarification in the agenda packet. The first scenario, **for the complete replacement of the HVAC system, which includes the boiler replacement**, quotes complete design through the bidding phase - \$74,800; and the fee for construction administration - \$13,900. The total cost would be \$88,700. The second set of figures is for **replacement of the boilers only**: the complete design through bidding would be \$74,800; the fee for construction administration would be \$3,100, for a total of \$77,900. The fees for **design** and replacement of the boilers only are as follows: \$18,700 for the design through bidding for replacing the boilers only; \$3,100 for construction administration. Total fees for those services are \$21,800. Chair Russell asked for a recommendation from Administrator Bretl. He said the committee has all the facts and the fees for each service broken down, and he advised keeping the process going to see what prices we get. The Chair said the system is at the end of its useful life and feels that replacement of the boilers only won't solve most of the heating/comfort issues. She added that she didn't think we would get a better price in the future as the economy improves. The other committee members concurred with Ms. Russell. **Supervisors Stacey and Wardle moved to approve \$74,800 for the fee for complete design for the replacement of the HVAC system, including the boilers, through the bidding phase. The motion carried 4-0. Directive was for staff to bring the bid specifications back to committee for approval before they go out.** Larry Price emphasized that the boiler specifications need to go out as soon as possible because of the lead time for ordering the equipment.

Discussion/action concerning bid award for parking lot lighting upgrade project

Peggy Watson explained that the evaluators re-reviewed the bids for the lighting upgrade project and there were several discrepancies, i.e., new fixtures vs. refurbished. It was decided it was in the county's best interest to reject all bids, make clarifications and rebid the project. The new bid deadline is March 29.

Discussion/action concerning bid award for security upgrades for Huber dorms A-G windows and doors at Sheriff's Office

Bretl said that although the project seems costly, upgrading the security in the Huber dorms will defer a great deal of cost in expanding the jail facilities. Jail Administrator John Delaney said the upgrades will be done in Huber dorms A, B, C, D, E, F and G. The upgrades include installing security glazing, replacing exterior doors with detention grade doors, and upgrading the fire sprinkler system with detention grade sprinkler heads. The upgrade will allow housing of those who fail electronic monitoring and minimum security inmates. **Supervisors Schaefer and Stacey moved approval of the bid award to Scherrer Construction Co., Inc., in the amount of \$99,915.00 for the security upgrades to Huber dorms A – G. The motion carried 4-0.**

Approval of specifications for concrete saw

Price reported that the concrete saw is a walk-behind saw with a 30" blade used on road repairs. The one the department has now is at the end of its useful life. **Supervisors Stacey and Schaefer moved to approve the specifications for the concrete saw.** Supervisor Wardle asked if the specifications are for a specific model, and Assistant Superintendent David Woodhouse said it was, because this one comes with a better warranty. He added that there are multiple places that carry this particular saw, not just one vendor. **The motion carried 4-0.**

Approval of specifications for bulldozer

Price said that staff has previously discussed buying a bulldozer for the department with the committee. The department has rented in the past, but availability has been a problem. With last year's projects, Price said, they were able to do away with a lot of guardrail situations and

plan on using it to shave off ditch high spots, etc. Woodhouse said the ball park estimate on the cost of the bulldozer is in the mid- \$70,000 range. **Supervisors Stacey and Wardle moved approval of the specifications for the bulldozer. The motion carried 4-0.**

Capital project final pay requests – CTH A, J and ES roadwork

Price reported that the final pay requests from B.R. Amon are on hold because of the lien filed against Amon's subcontractor, Mann Brothers, and Walworth County. Public Works is withholding money on each project until B.R. Amon has the lien waivers and the subcontractors have signed off. Bretl said that this happens occasionally with projects of this size. Price has talked to the general contractor, who is diligently trying to resolve the matter. **No action needed by committee.**

Discussion concerning the Wisconsin Department of Transportation and Town of Delavan request to amend the Year 2035 Walworth County Jurisdictional Highway System Plan to incorporate Wisconsin Department of Transportation planning for State Highway 50

Bretl said that many public meetings were held on the 2035 Plan before adoption. The most controversial was the USH 12 bypass issue, and eventually STH 50 became a concern. Now the Town of Delavan and Department of Transportation (DOT) want to revisit the plan and have STH 50 widened to four lanes between CTH F (north) and STH 67. Initially, there was a sense of urgency to have the current Board take up the issue and hold a meeting prior to this meeting and send it to the Board before April. However, staff and the Chair had discussion and agreed that the meeting date needs to be pushed out so that the Southeastern Wisconsin Regional Planning Commission (SEWRPC) has adequate time to notice the public of the meeting of the Jurisdictional Highway Planning Committee. After that meeting, the Public Works Committee and the full Board will have opportunity to vote on the recommendation of the Planning Committee. Chair Russell said she and Price agreed that a 30-day notice in the newspaper would give everyone time to plan ahead for the meeting. Sometime in May has been tentatively selected for the meeting of the Planning Committee. **Price was directed to contact SEWRPC and coordinate a meeting time.** Price said that the plan originally incorporated in the 2035 Plan was not favorable with DOT; their engineering study and long range plan supports widening that portion of STH 50 to four lanes. Bretl said that the original objection to four lanes was the effect on property owners along the route. He reminded the committee that the 2035 Plan is advisory only to the DOT.

Discussion and possible action concerning an MOU with Jefferson County relative to Household Hazardous Waste Clean Sweep & Pharmaceutical Collection Services

Bretl said he asked to add this and the other items following because the contracts are up for renewal. The county used to have a separate Solid Waste Board, but now the Public Works Committee has responsibility for the former duties of the Solid Waste Board. This cooperative agreement with Jefferson County allows Jefferson County residents to use the Whitewater collection site. The participation from Jefferson County is limited to 70 residents. This past year, 20 people from Jefferson County used the Whitewater site for waste drop off. **Supervisors Wardle and Schaefer moved approval of the Memorandum of Understanding between Walworth County and Jefferson County for Household Hazardous Waste Clean Sweep and Pharmaceutical Services in 2012. The motion carried 4-0.**

Discussion and possible action concerning professional services agreement for Solid Waste magician educational performances

Bretl said the professional services agreement with Tim Glander's Magic has been a long-standing practice. He said this came up at budget time, and as hiring a magician is not something

the county does routinely, he feels at some point the elected body should review the agreement and learn more about it. **Chair Russell and Supervisor Wardle moved not to approve the Agreement for 2012, but to allow the performances already scheduled with schools in the month of February.** Chair Russell said that there are other ways to promote recycling, such as through advertising, press releases, etc. **Discussion ensued. Staff was directed to investigate alternatives and bring them back to committee for consideration. The motion carried 4-0.**

Review/approval of revised Discretionary Traffic Maintenance Agreement with the State of Wisconsin Department of Transportation

Bretl said there was a revision to this year's traffic maintenance agreement with the State, and this is a good opportunity for the committee to review it. In addition, the Agreement requires the Highway Commissioner's signature and we currently do not have a Commissioner. Price reported that discretionary maintenance is different from routine maintenance – discretionary maintenance allows the State to ask the county to do aluminum sign replacement, signing and marking on state highways, and plywood sign replacement. The money is broken into labor and equipment. The county orders all the paint and passes the costs through to the State. The State buys whatever we order if they want the county to stock it. Price added that the county has participated in this agreement for years. Watson said the only change this year is that the county is buying the paint directly, and the cost for fronting the money is not included in the 2012 budget; thus a budget amendment will have to be prepared for the cost of the paint, which is \$47,700. The county will be fully reimbursed by the State for the purchase. **Supervisors Schaefer and Wardle moved to approve the Discretionary Traffic Maintenance Agreement and to authorize Larry Price to sign the agreement. The motion carried 4-0.**

Next regularly scheduled Public Works Committee meeting date and time: Monday, March 19, 2012 - 4:00 p.m.

Adjournment

Supervisors Stacey and Schaefer moved to adjourn the meeting. The motion carried 4-0, and the meeting adjourned at 5:20 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

Note: meeting minutes are not considered final until approved by the committee at the next regularly scheduled committee meeting.

DRAFT

**Walworth County Land Conservation Committee
MINUTES**

Monday, February 20, 2012 at 1:30 p.m.

Walworth County Board Room 114
Elkhorn, WI 53121

The meeting was called to order by LCC Chair Kilkenny at 1:30 p.m.

Roll call - Committee members present included: Supervisors, Kilkenny, Grant, Citizen Member Burwell and USDA/FSA Representative Bellman. Supervisor Hawkins was absent. A quorum was declared.

County staff present – David Bretl, County Administrator; Michael Cotter, Director of Land Use & Resource Management (LURM); Louise Olson, Deputy Director, LURM; Fay Amerson, Urban Manager; Deb Grube, Sr. Zoning Officer; Neal Frauenfelder, Sr. Planner; and Joann Douglas, Recording Secretary.

Also in attendance –. Nancy Russell, Walworth County Board Chair; Carl Redenius, CZA member; Jody, Godfrey Law Office; an unidentified person who did not sign in.

Approval of the Agenda – **Supervisor Grant and USDA/FSA Representative Bellman moved and seconded approval of the agenda. Motion carried 4-0.**

Approval of the Minutes – **Citizen Member Burwell and Supervisor Grant moved and seconded approval of the January 16, 2012 LCC meeting minutes as presented. Motion carried 4-0.**

Public Comment – none

Ordinance Amendment for Agricultural Structures - Discussion ensued regarding a proposed zoning ordinance amendment to reduce agricultural setbacks to buildings where animals are housed, as CZA is looking for a recommendation from the LCC. Points brought up were to be less restrictive, the conditional use is overly burdensome and costly and the overall animal unit per acre should be reviewed. It will be brought back before the LCC at the next meeting with recommendations from staff.

Land Conservation Division 2011 Annual Report – An annual report to the state from the LCC is a requirement under s.s. Ch. 92. Staff provided a copy of the report. **Supervisor Grant and Citizen Member Burwell moved and seconded placing the report on file. Motion carried 4-0.**

Communication Received from Secretary Ben Brancel, DATCP, Acknowledging Receipt of Resolution No. 77-01/12 – Opposing Further Land Conservation Staffing Grant Cuts – Louise Olson said that although Secretary Brancel did acknowledge receipt of the resolution, the cuts went through and the resolution was ignored. **Supervisor Grant and Citizen Member Burwell moved and seconded placing the correspondence on file. Motion carried 4-0.**

Farmland Preservation Plan Strategy and Legal Opinion – David Bretl said the legal opinion should be completed in approximately one week. It was decided after the legal opinion is given, a meeting will be planned with Kenosha County prior to scheduling a meeting with Secretary Brancel, DATCP. At this time, no action is required. However, if necessary, a special meeting could be called prior to the March LCC meeting.

Proposed ordinance amendment to Chapter 2 regarding Land Conservation Committee staff designation of responsibilities to County Conservationist – Michael Cotter said the language for a resolution brought up during the last LCC meeting to go before the Executive Committee was: to “review all Non-Walworth

County Conservation grant applications and forward a recommendation to the Walworth County Board of Supervisors. In cases where time limits prevent full board review, the Walworth County – County Conservationist may consider, respond, and endorse Non-Walworth County Conservation Grant applications after consulting Walworth County planning documents and general conservation practices.”

New LCC Draft for February 2012 meeting to be considered:

(5) The county soil and water conservation staff is responsible for the administration of the county soil and water conservation program and may exercise the powers granted to the land conservation committee under s.s 92.07. Staff will present Chapter 2 changes in language to present to the Executive Committee.

Citizen Member Burwell and Supervisor Grant moved and seconded to approve the language in item 5 and sending on to the Executive Committee. Motion carried 4-0.

DNR Stormwater Grant – Louise Olson said this grant was applied for in the past but was not awarded to Walworth County; it is a grant with a 50% match utilizing existing staff. Changes in criteria for the grant may make the state more receptive to our grant application. **Citizen Member Burwell and Supervisor Grant moved and seconded approval of the grant application to go on to the Walworth County Board. Motion carried 4-0.**

Next Meeting Date – Monday, March 19, 2012 at 1:30 p.m.

Adjournment – **On motion and second by Supervisors Grant and Citizen Member Burwell, Chair Kilkenny adjourned the meeting at 2:30 p.m. Motion carried 4-0.**

Submitted by Joeann Douglas, Recording Secretary. Minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

County Zoning Agency
MINUTES
February 16, 2012 – 4:00 p.m.
100 West Walworth Street
Elkhorn, Wisconsin

Chair Rick Stacey called the meeting to order at 4:00 p.m.

Roll call – Committee members present were Chair Rick Stacey, Vice-Chair Dave Weber, Supervisors Rich Brandl and Carl Redenius, and Citizen Member Jim Van Dreser. A quorum was present.

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter and Associate Planner Matt Weidensee.
Present for a portion of the 4:00 p.m. meeting was Senior Planner Neal Frauenfelder from the Land Use and Resource Management Department.
Present for all or a portion of the 5:30 p.m. hearing was County Board Chair Nancy Russell.
A “sign-in” sheet listing attendees on February 16, 2012, is kept on file as a matter of record.

Details of the February 16, 2012, meeting / hearing are on a recorded disc which is on file and available to the public upon request / video to view on our website:
www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda with item numbers 8.d.1 / 8.d.3 removed. Second by Dave Weber. Motion carried. 5-favor 0-oppose

Item numbers 8.d.1 and 8.d.3 will be tabled to the March 15, 2012, Walworth County Zoning Agency agenda.

Dave Weber motioned to approve the January 19, 2012, Minutes. Second by Rich Brandl. Motion carried. 5-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter / Disc Count #4:03:30 – 4:03:56

Subdivision Items – Old Business - none

Subdivision Items – New Business - Disc Count #4:03:57 – 4:11:37

Estate of Dale Smith Proposed 1-lot Certified Survey Map, Section 9, Town 2 North, Range 15 East, Town of Darien Parcel #B D 900016. The proposed CSM contains 6.39 acres of land and is zoned C-2: Upland Resource Conservation District. The proposed CSM needs CZA review and approval due to there being more than two lots utilizing a

private road / easement. The proposed 85 foot wide private road / easement will access onto State Trunk Highway 11.

Dave Weber motioned to approve with the following conditions: 1) Approval is subject to correcting and recording the updated maintenance agreement for the Ingress and Egress Easement. The text of the driveway agreement shall be corrected to reflex that the parcel is located in the Town of Darien. 2) Approval is subject to meeting all requirements of State Statutes and County Ordinances. Second by Rich Brandl. Motion carried. 5-favor 0-oppose

Old Business – Ordinance Amendments – none

Old Business – Discussion Items - none

New Business – Ordinance Amendments – none

New Business – Discussion Items

Discussion and Possible Action - City of Delavan Resolution R-547 and Ordinance No. RC-314 Adopting Interim Zoning Exercising Extraterritorial Zoning Jurisdiction / Disc Count #4:11:38 – 4:13:52

No action required. **Rich Brandl motioned to place this on file. Second by Dave Weber. Motion carried. 5-favor 0-oppose**

Joy Baptist Camp Association (Scott Hatchett – Applicant), Section 26, Whitewater Township. Applicant is requesting to **amend an existing conditional use permit** for a recreational camp to allow for the upgrade and relocation of the entrance sign and installation of a batting practice area at Camp Joy near the existing soccer field. Tax Parcel(s) D W 2500004 / D W 2600001 / Disc Count #4:13:53 – 4:17:53

Dave Weber motioned to approve. Second by Jim Van Dreser. Motion carried. 5-favor 0-oppose

Amended 2-16-12

Amended 11-18-10

NAME: Joy Baptist Camp Association (Christopher D. Kidd, A.I.A., A.L.S., App.)
/ **Joy Conservative Baptist Camp of Wis Inc (Scott Hatchett – Applicant)**

TOWN: Whitewater

A conditional use for a revised master plan for Camp Joy as specified in Chapter 74, Division 4, Walworth County Code of Ordinances, Walworth County, Wisconsin, on lands proposed to be zoned P-1 Recreational Park District and also zoned C-2 Upland Resource Conservation District, and described as follows:

All of Tax Parcel #D W 2500004 / **D W 2600001**

Has been approved subject to the related rezone passing County Board and the following conditions:

General:

1. The Conditional Use for the recreational youth camp and conference center is approved as per the plan submitted **and amended 8/19/10 for use of a portable sawmill and wood splitting on site and amended 2/16/12 for a batting cage and upgrade and relocation of the entrance sign.**
2. Use of the grounds shall be limited to normal recreation youth camp and conference center use as stated in the plan of operations.
3. The recreational camp and conference center shall be used by the individuals housed in the buildings identified on the plan.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain all required County Zoning permits.
6. Hours of operation shall be as stated in the plan of operations.
7. Sufficient adult supervision must be present at all times when the camp or centers are used by children.
8. The total capacity of the camp and conference center shall be as identified in the plan of operations.
9. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
10. The project site must meet with all County sanitary requirements.
11. All perimeter fencing shall be maintained as identified on the project plan.
12. The applicant obtaining adequate liability insurance and keep the insurance current during the life of this conditional use.
13. All lighting must be shielded and directed on to the property.
14. Parking must meet with requirements of the county zoning ordinance. All parking across from residential zoning must be set back 25 feet from the roadway.

All parking must be in compliance with County requirements within 60 days of this approval.

15. The owner / applicant must provide a tree cutting and restoration plan meeting ordinance requirements for review and approval. Tree cutting shall be limited to that specified on the approved plan of operations.
16. Any changes to the character, intensity or use of this site not capable of being discerned by the Land Management Department as consistent with this approval must be brought before the Land Management Committee for additional conditional use review.

Specific:

17. The rifle range and skeet shooting ranges shall be identified on the approved plan showing the fenced area, direction of target shooting and bullet backstop for the rifle range. The hours of operation for discharging firearms on site shall be from 12:30 p.m. – 4:00 p.m. The range may not be used without (certified) adult supervision. There shall be one adult supervisor per eight (8) children using the range or skeet shooting area. Skeet shooting shall occur no more than twelve (12) times per year. Skeet shooting activities shall be pre-scheduled. The rules for the range and skeet shooting shall be posted within each area.
18. The recreational camp is approved with buildings for overnight accommodations for guests. Joy Baptist Camp Association shall not promote or encourage outdoor camping on this site. Use of tents or campers on site shall be ancillary to the use of the site as a recreational camp. People staying in tents or campers must be assigned a cabin. No individual cooking / fire rings, or kitchens shall be provided for tents, portable camper use or in the cabins.
19. Only one boathouse may be located in the 75-foot shoreland setback and may only be located if a natural slope of less than 12 percent exists at this location.
20. Only one lake access may be located in the shoreyard and it must be the minimum necessary to access the lake.
21. This conditional use is approved for two phases of construction: Phase 1 shall be the construction of buildings south of Kettle Moraine Drive, excluding buildings on the P-1 rezoned area on which the only approved conditional use activities shall be construction of a miniature golf course as depicted on the plan.

Phase 2 shall be the construction of all buildings identified on the plan north of Kettle Moraine Drive. The maximum use capacity of the individual buildings shall be the number of users as identified per building in the submitted narrative.

22. Quiet hours shall be from 11:00 p.m. – 7:00 a.m. and no outdoor music shall be played onsite after 10:00 p.m.
23. **A portable sawmill (saw) and wood splitting shall be allowed on site as depicted on the revised site plan. The portable saw shall be used a maximum of 20 days per year between the hours of 8:00 a.m. and 4:00 p.m. The wood processed from the saw shall be for construction and repair of the camp and for camp projects. No wood cut on site by use of the saw shall be allowed to be transported off site. All wood to be processed by use for the saw shall be from on site.**
24. **There shall be a limit of 18 horses allowed on the site. The horses shall be for the recreational use of the campers only.**

Amended 11-18-10 – See conditions #1, 23, & 24.

Amended 2-16-12 – See condition #1

At 4:18 p.m. Rich Brandl motioned to recess before the public hearing portion of the meeting. Second by Dave Weber. Motion carried. 5-favor 0-oppose

Public Hearing:

Chair Rick Stacey called the meeting to order at 5:30 p.m.

Ordinance Amendments - none

Rezoning

Delavan Lake Enterprises, LLC (Dana Montana – Owner), Section 25, Delavan Township. Applicant is requesting to rezone .88 acres of M-2 Heavy Industrial District to B-4 Highway Business District. The rezone is accompanied by a conditional use petition for an animal boarding and dog and cat groom facility with retail sales for clients. The property is identified a part of Tax Parcel F D 2500002. / Disc Count # N/A

This item has been tabled to the March 15, 2012, County Zoning Agency agenda as no Town decision on the conditional use was submitted to the County.

Lakes Brick and Block, LLC, Section 28, Linn Township. Applicant is requesting to rezone approximately 1.4 acres of M-3 Mineral Extractive District to M-2 Heavy Industrial District to bring an existing block storage area into compliance with the County Zoning Ordinance by obtaining a conditional use approval for expansion of a concrete block and brick company with outdoor storage. The rezone property is identified as part

of Tax Parcel IZ 00029A. The conditional use shall involve all parcels owned by Lake Brick and Block LLC. / Disc Count #5:36:32 – 5:41:01

Dave Weber motioned to approve. Second by Rich Brandl. Motion carried. 5-favor 0-oppose

The rezone petition will move forward to the Walworth County Board on March 13, 2012, for possible action.

The Conditional Use Permit Application has been APPROVED subject to the following conditions:

General:

1. Approved per plans submitted for a block and brick manufacturing business with outdoor storage as specified with all additional conditions.
2. All storage areas, materials and equipment shall be located as defined on the plan of operations.
3. The site shall meet all applicable Federal, State, County and local regulations.
4. The applicant must obtain all required zoning permit approvals including a sign permit.
5. No filling shall occur on site without proper permit approvals.
6. Access approval must be obtained from the County Highway Department.
7. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction if required by Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Management standards contained in Section 26 of the Walworth County Code of Ordinances.
8. Hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday – Friday and 6:00 a.m. to noon on Saturday with hours for return of equipment from off site until 9:00 p.m.
9. No burning shall be allowed on site without a State burning facility license and any required local approvals.
10. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this

approval, then those changes must be brought before the County Zoning Agency for approval.

11. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

12. The owner/applicant must obtain County Land Conservation Office approval of a spill prevention plan (SPP) and a stormwater pollution prevention plan for this site if required by ordinance.
13. The property owner shall file a CSM to combine all the parcels on which the business is located into one within 60 days of this approval.
14. The stormwater detention basins identified on the stormwater plan for the adjacent grain elevator project must be identified by easements on the CSM prior to approval. The three storage pile areas shown on present tax parcels I L-28-12A and 12C must be reconfigured as this area is preserved as the stormwater drainage and basin area for the facility. The storage in this area must be redrawn so it does not interfere with the drainage.

Conditional Uses

Gordon & Jeanette H. Polyock Family Trust (Jacob Polyock – Applicant), Section 33, Linn Township. Applicant is requesting conditional use approval for a soybean cleaning facility containing three bins, a cleaning shed and leg elevator. The proposal also includes a dust control building and a 105 foot leg elevator to serve the existing grain storage facility. The property is zoned A-4 Agricultural Related Warehousing, Manufacturing and Marketing District. Part of Tax Parcel I L 3300003. / Disc Count #5:41:05 – 6:01:05

Dave Weber motioned to approve. Second by Jim Van Dreser. Motion carried. 5-favor 0-oppose

Has been APPROVED subject to the following conditions:

General:

1. Approved as per plan submitted as an addition of a soybean cleaning building, dust control building, **four** leg elevators and three additional soybean cleaning bins to a grain elevator facility with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. Outside lighting shall be shielded and directed on site.
4. The applicant must obtain all required zoning permit approvals including a sign permit.
5. No fill, debris, branches or leaves may be disposed of on site. No burning of waste materials shall occur on site.
6. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office.
7. The applicant must submit a road access and maintenance agreements with the governing municipality prior to hauling to the site.
8. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval. Vehicle parking for trucks arriving prior to operation hours shall be located as identified on the approved plan of operations.
9. The project site must be kept neat, clean, and mowed. The site shall be maintained in a nuisance free condition. The owner shall be held solely responsible for the control of dust, odors, fire, vermin, insects, rodents, filth, groundwater and surface water contamination and windblown materials resulting from past and future operations on this site.
10. Implementation of dust and noise control measures shall occur at all times on site.
11. Any additional Office/trailer or structures shall obtain conditional use approval and an approved zoning and sanitary permit.
12. No general public sales allowed on premises.
13. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
14. Outside storage shall be limited to the type, quantities and location of material identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.

15. No storage of chemicals, petroleum products and flammable materials shall occur on site unless stored in a containment facility meeting State requirements.
16. Staff may conduct inspections necessary to ensure site is operated and maintained according to applicable regulations.
17. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

Specific conditions:

18. **Lights (except for those required by FAA) shall be extinguished when the business is not in operation.**
19. Grain elevators must have proper ventilation meeting the requirements of the State and Federal codes. Exhaust systems shall meet all requirements of the State and Federal code including hours of operation and noise.
20. The owner shall obtain approval of a pollution prevention plan from the County Land Conservation Office and a hazardous spill plan from the State if required by law.
21. The property owner must provide a copy of the easement crossing the neighboring property for the railroad spur for the conditional use file prior to this conditional use being valid.
22. The property owner must provide a copy of the agreement with the railroad company providing for the installation and use of the railroad spur for the conditional use file.

Deborah A. Mischka (U.S. Cellular – Applicant), Section 24, Whitewater Township.
Applicant is requesting conditional use approval for a 250 foot tall self-support telecommunications tower with capacity of four colocation sites on property zoned A-2 Agricultural Land District. Part of Tax Parcel D W 2400010. / Disc Count #6:01:06 – 6:05:31

Rich Brandl motioned to approve. Second by Dave Weber. Motion carried. 5-favor 0-oppose

Has been APPROVED subject to the following conditions:

General:

1. This project must meet and comply with all requirements of the County Telecommunications Tower, Antennas, and Related Facilities Ordinance. See submittals required following the conditional use approval section (4.15.070(4)).
2. Approved as per plan submitted with required conditions added.
3. The applicant/owner must meet all annual report, fees, and security for removal requirements.
4. Signage shall be limited to a 12"x 12" identification plaque.
5. The building shall be of an earth-tone or neutral color (I.E. beige or tan).
6. Vegetative screening and landscaping shall be installed as shown on the plan within 60 days of this approval or as weather allows.
7. Outside lighting used shall be shielded so as not to go beyond the property lines.
8. The tower shall provide for collocation as indicated in the plan of operations if technically feasible.
9. Construction plans for the site shall be submitted to the County Zoning Office and Land Conservation Office for review and Zoning and Land Disturbance, Erosion Control and Stormwater Management permit approvals prior to any disturbance on site.
10. Lighting of tower antenna shall be limited to the minimum requirements of the FAA and under no conditions shall strobe lighting be permitted.
11. Fencing shall be installed and maintained as indicated on the approved plan.
12. The applicant is responsible for removal of the tower if it is no longer in use. If the tower is not operated for a continuous period of 12 months, it shall be considered abandoned. Abandoned towers may be required to be removed within 90 days.
13. The applicant shall meet all applicable Federal, State and local regulations.
14. The applicant must provide the required certified engineering information for the structural design of the tower within 30 days of this approval.
15. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

16. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

17. The property owner shall not withhold approval of expandable lease areas as shown on the site plan to future co-locators on the approved tower.

Fred L. Kirsch Trust (Tim Dieball – Applicant), Section 9, Delavan Township. Applicant is requesting conditional use approval for a Planned Unit Development (PUD) to allow multiple business activities on a single parcel zoned M-1 and M-2 Industrial Districts. The businesses include welding, powder coating, property management, machining, trucking and storage business in existing industrial buildings. Tax Parcel FA341400001. Disc Count #N/A

This item has been tabled to the March 15, 2012, Walworth County Zoning Agency agenda as Walworth County has not received a decision from the Town of Delavan.

Rock Road Companies Inc., Section 1, Lafayette Township. Applicant is requesting conditional use approval to have a temporary asphalt plant located in an existing gravel extraction site with expanded hours of operation for Interstate Hwy 43 repair projects. The parcel is identified as part of Tax Parcel K LF 100001B. / Disc Count #6:05:32 – 6:12:25

Rich Brandl motioned to approve. Second by Dave Weber. Motion carried. 5-favor 0-oppose

Has been APPROVED subject to the following conditions:

General:

1. Approved as per plan submitted for a temporary asphalt plant for use during I-43 projects with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. Outside lighting shall be shielded and directed on site.
4. The applicant must obtain all required zoning permit approvals including a sign permit.

5. No fill, debris, branches or leaves may be brought back and disposed of on site. No burning of waste materials shall occur on site.
6. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office.
7. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval.
8. The project site must be kept neat, clean, and mowed.
9. Implementation of dust and noise control measures shall occur at all times on site.
10. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
11. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific conditions:

12. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday through Saturday with hours after 6:00 p.m. for off premise work and returning of equipment to the premises seven days a week. No operation on Sundays or Holidays. Hours may be expanded out of those identified above for I-43 projects requiring work activities during the night with two weeks' notice and approval from the Town and County Land Use and Resource Management Department. (as per the Town and County)
13. Flashers shall be used during any approved night time hours in replacement of backup beepers.
14. No general public sales of asphalt shall be allowed on premises.
15. The applicant shall submit an acceptable form of bonding – The bond shall remain in place for the life of the pit plus one full year after final restoration to

allow for final stability review. A copy of the bond and any renewals shall be submitted to the County Land Conservation Office. Renewals of bonds shall be submitted prior to expiration on a two year limited basis.

16. No storage of chemicals and petroleum products shall occur on site unless stored in a containment facility meeting state requirements.
17. Recycled asphalt shingles may be used in the asphalt production but must be stored in a containerized fashion prior to being incorporated into the asphalt plant as per the Town and County.
18. No operation involving asphalt production shall occur during Alpine Valley music events with the exception of the operation of the heating element for the plant.
19. The owner shall amend the reclamation plan for the gravel pit to include measure to be taken to remove the asphalt plant from the site to the satisfaction of the County Conservation Office.
20. The asphalt plant shall not be located in the extraction site (pit) once excavation beings below the groundwater table.
21. The asphalt plant will be removed and the site cleaned up with a sunset date of March 1, 2016 or when the I-43 projects are fully completed, whichever comes first as per the Town.

Northwestern University Settlement Association, Section 31, Delavan Township.

Applicant is requesting conditional use approval for expansion of an existing Recreational camp (House in the Wood). The parcel is identified as Tax Parcel F D 3100009. / Disc Count #6:12:26 – 6:31:07

Dave Weber motioned to approve with the amendment of Condition #16 to change the three-year time period to five years. Second by Jim Van Dreser. Motion carried. 4-favor 1-oppose (Rich Brandl)

Has been APPROVED subject to the following conditions:

General:

1. The Conditional Use for the recreational camp approved as per the plan submitted.
2. Use of the grounds shall be limited to normal recreation camp use as stated in the plan of operations.

3. All housing for the camp users shall occur in the buildings and tent sites identified on the plan.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain all required County Zoning permit including a sign permits if required.
6. Hours of operation shall be as stated in the plan of operations.
7. Sufficient adult supervision must be present at all times when the camp is used by children.
8. The total capacity of the camp shall be 90 campers and the staff as identified in the plan of operations.
9. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
10. The project site must meet with all County sanitary requirements.
11. All perimeter fencing shall be maintained as identified on the project plan.
12. The applicant obtaining adequate liability insurance and keep the insurance current during the life of this conditional use.
13. All lighting must be shielded and directed on to the property.
14. Parking shall be located as identified on the approved plan.
15. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
16. Failure to actively exercise this conditional use within **five** years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original **five** year period. Any extension requested during the **five** year active exercise period greater than one year beyond the original **five** year period shall require additional Town and County committee approvals.

Specific:

17. The portable fire rings must be relocated outside of the 75 foot shoreland setback and may not be replaced in the shoreland setback area unless approved by the County after historic review.
18. The trails within the shoreland setback may not be maintained unless approved by the County after historic review. Trails parallel to the lake in the shoreland setback are not provided for in the County Shoreland Zoning Code.
19. All exterior lighting shall meet the Yerkes Observatory standards as per the Town.
20. The property owner shall install a dry hydrant and turn around for fire protection as per the Town.

Walworth County / Alliance for Children (Applicant), Section 4, Geneva Township.
Applicant is requesting conditional use approval for a child advocacy center. The property of concern is identified as part of Tax Parcel J G 400002. / Disc Count #6:31:10 – 6:48:31

Dave Weber motioned to approve. Second by Jim Van Dreser. Motion carried. 5-favor 0-oppose

Has been APPROVED subject to the following conditions:

General:

1. Approved as a child advocacy center children consistent with all necessary State and Federal licenses according to the operations plan submitted and all additional conditions.
2. Outdoor lighting shall be shielded and directed on site.
3. The applicant/owner shall obtain and maintain adequate liability insurance for the center.
4. The owner/applicant must obtain access approval from the County Highway Department.
5. The applicant must obtain all required zoning permit approvals including a sign permit.
6. All parking shall meet with the requirements of the County Zoning Ordinance.

7. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater Permit approval if required by Ordinance. A stormwater permit would be required if the land disturbance is greater than one acre.
8. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
9. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

10. The property owner shall obtain an easement for access to the site from the County and record the access easement on the CSM for the parcel.
11. The property owner shall seek review and approval for abandonment of existing groundwater sampling wells on site.
12. An off-site business sign at the location of the adjacent County complex shall be allowed with sign permit approval.

Adjournment

**A motion was made by Rich Brandl to adjourn. Second by Jim Van Dreser.
Motion carried. 5-favor 0-oppose**

The meeting was adjourned at 6:48 p.m.

Submitted by Wendy Boettcher, Recording Secretary.
Minutes are not final until approved by the committee at its next meeting.



**Walworth County Board Finance & Public Works Committees
JOINT MEETING MINUTES
Tuesday, February 14, 2012**

Walworth County Government Center
County Board Room 114
100 West Walworth, Elkhorn, WI

Chair Nancy Russell called the meeting to order at 5:16 p.m.

Roll call

- *Finance Committee:* Members present included Supervisors Jerry Grant, Daniel Kilkeny, Nancy Russell, Joseph Schaefer, and Rick Stacey. A quorum was declared.
- *Public Works Committee:* Members present included Supervisors Nancy Russell, Joseph Schaefer and Rick Stacey. Supervisors Kathy Ingersoll and Russ Wardle were absent and excused. A quorum was declared.

Others in attendance included:

- Board members: Richard Brandl, Carl Redenius and Dave Webber.
- County staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen-Finance; Linda Seemeyer-Health & Human Services; Tracy Moate-Lakeland School; Larry Price, Peggy Watson-Public Works.
- Members of the Public: Dan Richardson & Doris Reinke, Walworth County Historical Society.

Agenda withdrawals — There were no agenda withdrawals. **Motion by Supervisors Schaefer and Stacey to approve the agenda; carried unanimously.**

Approval of minutes of last meeting(s):

- Public Works Committee - January 16, 2012 — The revised draft minutes were distributed to the committee. **Supervisors Stacey and Schaefer moved and seconded approval of the revised minutes; carried 3-0.**
- Finance Committee - January 19, 2012 — **Supervisors Grant and Schaefer moved and seconded approval of the minutes; carried 5-0.**

Public comment period — There were no comments from members of the public.

Unfinished business — There was no unfinished business.

Consent items — There were no consent items presented.

New business

Resolution 89-02/12 Approving a Loan in the Amount of \$100,000 to the Walworth County Historical Society for the Purpose of Property Acquisition — Bretl said the Historical Society has experienced problems with lack of space for quite some time. Over the years, the old Betts Funeral Home building has been considered as a potential acquisition. The Public Works

Committee already approved the concept of providing a \$100,000, no-interest, 10-year loan to the Historical Society for this purpose. The Society has an accepted offer on the property and would like to move ahead with the loan.

Bretl said there are several reasons staff are recommending this loan. First, a number of counties have a museum, or department of government, providing historical functions. We are fortunate to have a nonprofit Historical Society to bear those costs, with volunteers providing support. Second, the Society has a history of prudent financial management. They have acquired buildings, paid them off, and subsequently turned the buildings over to the county. Third, the additional property would allow them to expand for more exhibits, be able to properly display them, and provide more variety for museum goers. Reinke gave an overview of the Historical Society's buildings. They built an annex behind the Webster House about 20 years ago, moved a barn built in the 1840's onto the property, and purchased adjacent property for a library and resource center which opened in 2003. She added that it's hard to believe they have already outgrown that space. More and more people are donating items of historical interest to the Society, and they'd like to be able to display them. The Betts property would be convenient as it is located right across the street from the Webster House, according to Richardson. He stressed that they plan to maintain a neighborhood atmosphere.

With regard to repaying the loan, Reinke would prefer to write a check to the county each year. Bretl said that would be cleaner in terms of recordkeeping. **Supervisor Kilkenny moved to approve the resolution on behalf of the Finance Committee. The motion was seconded by Supervisor Schaefer and carried 5-0. Supervisor Schaefer moved approval on behalf of the Public Works Committee. Supervisor Stacey seconded the motion which carried 3-0.**

Richardson thanked the county on behalf of the Historical Society. Russell expressed appreciation for all of the work that the Society and its volunteers do for the county.

Correspondence — There was no correspondence presented.

Confirmation of next meeting(s):

- The next Public Works Committee meeting was confirmed for Monday, February 20, 2012 at 4:00 p.m. in County Board Room 114 at the Government Center
- The next Finance Committee meeting was confirmed for Thursday, February 23, 2012 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment

Upon motion and second by Supervisors Stacey and Grant, Chair Russell adjourned the meeting at approximately 5:28 p.m.; carried 5-0.

Submitted by Kate Willett, recording secretary. Minutes are not final until approved by the Finance and Public Works Committees at their next regularly scheduled meetings.

NOTE: Items distributed at the joint Finance and Public Works Committee meeting may be reviewed in the County Clerk's Office.

WISCONSIN RIVER RAIL TRANSIT COMMISSION

FULL COMMITTEE MEETING - FRIDAY, FEBRUARY 10TH 2012 @ 10AM
DANE COUNTY HWY GARAGE, 2302 FISH HATCHERY RD, MADISON, WI

1. 10:00 AM **Call to Order** – *Karl Nilson, Chair*
2. Roll Call. **Establishment of Quorum** – *Mary Penn*

Crawford	Tom Cornford, X-Committee	X	Rock	Ben Coopman, Alternate	
	Rocky Rocksford	X		Wayne Gustina	X
	Vacant			Alan Sweeney, Vice Chair	X
		Terry Thomas		X	
Dane	Gene Gray, Treasurer	X	Sauk	Scott Alexander	X
	Jim Haefs-Fleming	excused		Joel Gaalswyk	X
	Forest Van Schwartz, Advocate	X		Marty Krueger, Alternate	
		Rob Sinklair, Asst., Secretary		excused	
Grant	Ivan Farness	X	Walworth	Jerry Grant	X
	Margaret Ruf, Secretary	10:08 AM		Richard Kuhnke, X-Committee	
	Robert Scallon, 2 nd Vice Chair	X		Allan Polyock	X
Iowa	Charles Anderson, X-Committee	excused	Waukesha	Karl Nilson, Chair	X
	Gerald Dorscheid, Vice-Treasurer	X		Richard Manke	X
	Robert Zinck			Fritz Ruf	X

Other present for all or some of the meeting:

- Amy Seeboth and Mary Penn, SWWRPC and WRRTC Administration;
- Bill Gardner, Ken Lucht, Ben Meighan WSOR;
- Rick Webb, Stefan Lobe WATCO;
- Frank Huntingdon, Kathy Chung, Roger Larson, WDOT;
- Scott LaRose, Scot Forge, Spring Grove, IL;
- Allen Anderson, Pink Lady RTC.

3. Action Item. **Certification of Meeting's Public Notice** – *Noticed by Penn – Grant/Thomas, passed unanimously*
4. Action Item. **Approval of Agenda** – *Prepared by Penn – Cornford/Van Schwartz, passed unanimously*
5. Action Item. **Approval of draft minutes from the December meeting (January meeting was cancelled)**– *Prepared by Penn – F. Ruf/Manke, passed unanimously*
6. Updates. **Public Comment** –*Jerry Dorscheid offered a number of free railroad books to whoever wants them.*
7. Updates. **Correspondence & Communications** – *Penn presented a number of updates:*
 - Ben Coopman emailed question of “one of the commissioners mentioned on the track inspection drive that there are about 5 old cabooses for sale at a local campground in his area. Do you know who that might be or where they might be?” was identified as the East Troy Electric Railroad.
 - Penn told the Commission that WRRTC had received a public hearing notice for a sign siting variance on the old Chicago Milwaukee St. Paul and Pacific Railroad right-of-way line scheduled for January 26, 2012.
 - Via Amy Seeboth, Penn received confirmation from the NRCS by email that crossing permits cannot be granted to lands intended to be enrolled in NRCS programs that have had access cut off by the railroad. To be eligible for any of the NRCS programs (such as the Wetland Reserve Program), the land would need to have permanent access and the WRRTC’s crossing permits do not allow for permanent access. Seeboth noted that this issue has come up in the past and reiterated that WRRTC does not grant “permanent” access crossing permits.
 - Penn distributed and Karl Nilson, Chair, read a copy of the letter received by WRRTC from State Secretary of Transportation Mark Gottlieb who was responding to the WRRTC’s letter sent to the Secretary in January in response to a State Journal newspaper article written by reporter Dee Hall.
 - Penn distributed copies of two articles: “For Midwesterners, more boxcars mean cleaner air”, Dec. 28, 2011, The Nelson Institute for Environmental Studies, and “Truck Size and Weight Increase Poses Competitive Issue to Freight Rail Industry”, January 17, 2012, UPVoices.com sent to her for the Commission by Van Schwartz. He gave a brief explanation as to their content.

8. WRRTC Financial Report – Jim Matzinger, Dane County CPA / WRRTC Accountant

Penn told the Commission that Jim Matzinger was on vacation but had left the 2012 budget and the December and January checks for the meeting. Gene Gray, Treasurer, went through the checks received by the Commission. In response to the acknowledgement of a check from WSOR, Ben Meighan gave a short update on their projects noting that WSOR is sending out RFPs for future bridgework and that the plan is that all work would be completed by fall of 2012. Meighan also noted there might be money left over and that those excess funds could be used for necessary bridge work.

- **Motion to acknowledge receipt of the December's and January's treasurer's report and approval of bills –Van Schwartz/Thomas, passed unanimously**

9. Consideration and Approval of amendment to private crossing permit for Scot Forge, Spring Grove, IL

Penn distributed copies of the private crossing permit of Scot Forge, Spring Grove, IL, as well as a copy of map showing the site to the Commission. Seeboth said that the permit was approved with some exceptions in September but that the permit was never distributed. She said that the Commission could choose to require the permit fee be paid again. Scott La Rose representing Scot Forge discussed the need for the permit amendment along with the need for a new siding, saying that the original permit was for a temporary crossing and he knew there was going to be a need in the future for a heavy duty crossing. However, progress on site had happened much more quickly than expected so La Rose decided to pursue the heavy crossing permit (by amending the original permit) instead. Seeboth read the permit application to the Commission. Meighan confirmed that the permit as delineated by Scot Forge would work with the needs and requirements of WSOR and that Scot Forge is working with WSOR to meet their standards. Nilson asked if the crossing was in the same location, and La Rose noted that the location is somewhat different. Nilson added that no new fee would be necessary.

- **Motion to accept the Scot Forge permit amendment with approval from WSOR – M. Ruf/Scallon, passed unanimously**

10. Consideration and Approval of lease for siding at Scot Forge, Spring Grove, IL

Meighan noted that there is going to be some more land necessary for the siding but that WSOR is working with Scot Forge to accommodate the site. La Rose told the Commission that a rough site plan had been sent to Penn but had been received too late for the meeting. However, the distributed map associated with the permit in Item 9 was highlighted by Bill Gardner who identified the location of the new siding on the map. According to La Rose, the siding will be on Scot Forge property but for reasons of safety, they are asking for access to the WRRTC right-of-way.

- **Motion to move forward with approving the lease for a siding at Scot Forge with approval from legal counsel – Dorschied/Gustina, passed unanimously**

11. Consideration and Action to use a Transfer Car at Scot Forge, Spring Grove, IL

La Rose described a "crawler on wheels" aka Transfer Car that is intended to move across the rail without contacting the train tracks. The Transfer Car is intended to move rail bound pieces of equipment and will be used to move such equipment back and forth and thus prevent numerous forklift trips across the tracks. The Car is suspended above the rails and La Rose showed the Commission both images and a short video of it in action. Meighan confirmed what La Rose presented, noting that the crossing need only used by the Car roughly twice a day and that a crossing schedule could be assigned in the interest of safety. Gardner said that if the number of trains per day go up, then a safety schedule would be highly necessary. Meighan said that an "interlocking system" (put in and paid for by Scot Forge) would also be needed. The Car would run on custom wide tracks perpendicular to the rail track, running above the rails: the Car would never touch the train tracks. La Rose explained the power and braking systems and gave Car dimensions (roughly 15' long).

- **Motion to approve a joint exploration between WRRTC / WSOR / Scot Forge with approval of legal counsel in developing a lease between parties – F. Ruf/M. Ruf, passed unanimously**

12. Wisconsin & Southern Railroad's Report on Operations

- Update on Operations

Gardner introduced Rick Webb, WATCO President, Stefan Lobe WATCO, and Ken Lucht WSOR. He described work on the Milton-Madison project, noting that there were no defects found when the tracks were checked, adding that the train now can now go 49 mph (up from 40 mph). He said that defects had been found on other track and Meighan noted that those defects are being corrected. He said 160 or so defects had been found but now there are less than 80 to date. Overall there were fewer defects than anticipated and that new ties will drop the defect counts. However ultimately there will be a need for new, heavier rail to compete with other carriers. Gardner noted that usually the rail defect check cannot run in December (as they did this year due to a mild winter) and April through October will be a better time to do defect runs. Gardner also said that WSOR is experiencing increased traffic and that an inspection tour is in the works for 2012 to show the Commission this work. Gardner said that in 2011 WSOR increased the amount of completed work and that this would also true in 2012, as they are moving more freight. Future projects include increased tie work, laying rail from Slinger to Milwaukee, laying rail through the GM plant on the west side of Avalon through Pearl Street, laying rail out of Prairie du Chien (he noted that since this part of the line is a priority since it is located in a wetland and therefore is difficult to get to and if

there were a derailment due to old rail, it would be very difficult to clean-up). Van Schwartz and Meighan confirmed there had been some very complicated and expensive crossing work in the past year on WSOR tracks.

At 11:06 Nilson called a break
Resumed session at 11:16 AM

- Discussion on Business Development

Gardner gave a power-point presentation on WSOR commodities carried and their associated percentages. He showed the revenue streams, and made special note of increasing “frack” sand shipping. Rick Webb noted that energy exports are going up. Robert Scallon asked about the number of oil refineries in reference to the frack sand discussion.

- Presentation on Madison to Milton Jct.

Gardner spoke about the Madison to Milton Junction project and its associated costs. He noted that it is almost 96% completed (with ties and bridges) and that it came in well under budget. Ken Lucht clarified the billings on the project. Frank Huntingdon said that WDOT is working on a review of program funding as requested by Sen. Cullen to audit WSOR funding with the State.

- Phase II Rail Project

Gardner said that \$17M was budgeted for the project. Lucht noted this was the approved budget/funding and it was completed at \$11M so it came greatly under budget, and that the remaining funds can be put into other projects.

- Continued (Dec. 2011) Discussion regarding WATCO/WSOR ownership transfer

Gardner explained why WSOR decided to go with WATCO and the reasons behind their new partnership. He introduced Rick Webb who emphasized that WATCO and WSOR will have a good relationship because they both have customer service as their central mission. He noted that trails are good but it is the active track that has led to the success of WSOR and that the Commission and Wisconsin have an excellent (“the best”) railroad system making it a great place to work. Webb said there will be no changes in the future to WSOR but that the partnership will be able to offer more to customers. He also said that WSOR has a great future because there are so many upcoming opportunities. Webb noted that WATCO is open and eager for questions. Gardner clarified that WATCO is the majority owner and that WSOR is looking to expand its track in the future and is thinking about getting more tracks (up north was mentioned) in the future. Gardner also said that there are some larger projects on the WSOR system that must be done and that it will require capitol to do that and that they will have to be work to try to raise the money. He said that the 3 trains of 100 trains of today will be increasing as grain and sand shipping needs are increasing. He gave the example of an Iowa County sand owner trucking his sand to Prairie du Chien to exemplify the increased need for train shipping. Gardner reminded the Commission of the need of support letters to State in pursuing funding and noted that Meighan will be working double crews to meet the needs of all the projects (Meighan will be doing both ties and rails as opposed to working on them separately). Meighan added that there will be a need of at least 80 local hires this year.

13. WRRTC Administrator’s Report – Mary Penn, WRRTC Admin.

Penn updated the Commission on a number of items, including the search for at least three missing leases is ongoing, both at the SWWRPC office as well as Eileen Brownlee’s office. She also told the Commission that she will be generating reappointment letters in March/April as since elections will be coming up in April. She also told the Commission that she intends to update both the WRRTC website and its email list (including updating the website’s photo with a freight car photo). She also said she will be determining how many crossing permits are granted each year (this was from a request in December,2011).

14. WisDOT – Frank Huntington, WisDOT

Huntingdon of WDOT said that the FRIP grant deadline was February 1st and that there were a number of applicants (WSOR among them). He added that there is about \$15 M grand dollars available. Gardner asked what WDOT grant programs should there be? Huntington said that the amount of money available is reflective of the need of the tracks and that there is talk of increasing funding up to \$30M but that is up to the legislature. He added that TIGER funds are also available.

Joel Gaalswyk and Fritz Ruf Left the meeting at 11:42PM

15. Consideration and Approval of H.R. 721 / S.672 – Federal Short-Line Tax Credit Letter

Penn distributed copies of a draft letter of support of HR 721 Tax Credit written by Lucht and reviewed by Seeboth, noting that the Commission was being asked to review the content, rather than the format and editing. Penn will be sending the letter to all WI reps. Lucht clarified the issue, saying that the tax credit expired in December of 2011 and the letter asks for a renewal of the credit. He noted that the program was very good for WSOR and asked the Commission approve the letter to be sent to the Wisconsin representatives barring those who have already indicated their support (eg. Ron Kind) but representatives Ryan, Baldwin, Sensebrenner, Kohl, and Johnson are the main letter recipients.

- **Motion to approve the letter of support for renewal of HR 721 – Van Schwartz/Dorschied, passed unanimously**

16. Consideration and Approval of disposal of railroad wig-wag signals to Mid-Continent Railroad Museum, North Freedom, WI

Huntingdon said that Jeff Bloom from the Mid-Continent Railroad Museum in North Freedom asked for a set of signs for the museum. The Museum does not have a set and would like one. There are 4 or 5 sets available and since WRRTC is part owner of the signs, they are being asked for their approval. Wig-wag signs are no longer legal so they cannot be used and Gardner said that they're available on EBay for \$2500 to \$5000 so there's a chance WRRTC could make some money selling theirs.

- **Motion to approve the donation of one railroad wig-wag signal to Mid-Continent Railroad Museum, North Freedom, WI and put the rest up for sale for WRRTC revenue – Scallon/Grey, passed unanimously**

After the Motion passed M. Ruf asked how the revenue would be handled in regard to taxes for the Commission. Nilson said the signs are owned by the railroad and if not required under a contract, the property can be sold.

17. Consideration and Approval of Request for Economic Impact Study by Dane County Extension Agent (Bill Rizzo)

Van Schwartz said that an economic impact study would be to the advantage of all, adding that the work done in Sauk County was well done. He said there would be no charge to the Commission or the railroad and that all the Dane county commissioners on the WRRTC approved of this. Allen Anderson of Pink Lady added that Prof. Steve Deller helped do the Sauk County project and that since Dane County is bigger, it would be a bigger project. He also said that a state economic impact study might be something to pursue although it would have a cost associated with it as a student would need to be hired to do the work. Huntingdon noted that something like this might be done in the future by the State.

- **Motion to authorize Gene Grey and Forrest Van Schwartz to request Dane County Extension for an economic impact study – M.Ruf/Cornford, passed unanimously**

18. Consideration and Approval of WRRTC sponsorship/applicant to Federal TIGER Grant (to upgrade public railroad infrastructure between Middleton and Lone Rock, WI)

Lucht explained what the grant is meant for and who is eligible, adding that WSOR had applied 2 years ago, partnering with Rock County. Since the intended project is on the west side of the state, WSOR is looking for a partner that is more westerly (ie. Dane and Iowa counties). Lucht said that these grants are for any type of public transportation project and that WSOR put together a project of about 30 miles of track for \$25M and requesting \$10 M from the WDOT grant program. He noted that last time there was only \$4M secured, and that in the past highway projects have been the biggest awardee's. Due to the short deadline, WSOR's biggest need is for a public partner that has a Grants.gov account. Lucht said that he had spoken to Curt Kephart (Iowa County administrator) as a potential partner (Feb. 20th is the filing deadline) and that WSOR will do all the work if Iowa County partners with them and submits the application.

Seeboth reminded the Commission that WSOR had asked to partner with SWWRPC in the past which required at least 8 hours of work on her part. In the end, WSOR decided to partner with a County. Maintaining a Grants.gov account takes quite a bit of time to maintain and WRRTC's had lapsed. She said that SWWRPC would act as partner if necessary but wanted the Commission to understand why SWWRPC would not be WSOR's partner on this round of application.

Lucht said there is no financial obligation to Iowa County and he asked for an endorsement from the WRRTC. M. Ruf said this project would impact Grant County as well so Grant County might be considered as a partner if necessary. Scallon asked if the Governor could turn down TIGER funding but Seeboth said that as this is a local project the Governor had no authority to do so.

- **Motion to request an endorsement by WRRTC in approving Iowa County as partner with WSOR in applying for Federal TIGER Grant funds – Gray / Manke, passed unanimously**

19. Continued (Dec. 2011) Discussion of WSOR Rail Inspection Tour, Nov. 14th, 2011

Nilson thanked WSOR for putting on the tour and that it was very enjoyable and encouraged all to do the next one which is being organized by Lucht.

20. Consideration and Approval of 2012 Staff Services Agreement

Penn distributed copies of the 2012 staff services agreement to the Commission and Seeboth told the Commission that the amount shown had not increased in at least 3 years.

- **Motion to approve 2012 Staff Services Agreement – Polyock/ Dorschied, passed unanimously**

21. Consideration and Approval of 2012 WRRTC Budget

Penn distributed copies of the 2012 WRRTC budget generated by Matzinger, Treasurer to the Commission.

- **Motion to approve 2012 WRRTC Budget – Forrest/Jerry Grant, passed unanimously**

22. Discuss upcoming members' local spring elections and WRRTC membership terms

Jerry Dorscheid announced he will be leaving the Commission after the April elections due to other commitments. Nilson asked the Commission to show their appreciation for all Mr. Dorscheid's work. M. Ruf also said that she may not be able to continue to serve, since the County Board may not reappoint her. Nilson reminded the Commission that WRRTC officers will be elected in the May meeting. Van Schwartz also announced that the Madison Model Rail Convention will be next weekend.

23. Adjournment

- **Motion to adjourn at 12:19PM** – *Scallion / Gray, passed unanimously*

Walworth County Board of Adjustment

MINUTES

February 8, 2012 - Hearing – 8:30 AM

February 9, 2012 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on February 8 & 9, 2012, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on February 8, 2012, were Vice-Chair Gregory E. Guidry, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on February 9, 2012, were Vice-Chair Gregory E. Guidry, Secretary Ann Seaver, 1st Alternate Elizabeth Sukala and 2nd Alternate Roy Lightfield. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. “Sign-in” sheets listing attendees on February 8, 2012, and February 9, 2012, are kept on file as a matter of record.

The February 8, 2012, hearing was called to order by Vice-Chair Gregory E. Guidry at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as printed. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the January 11 & 12, 2012, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Ann Seaver motioned to recess until 8:30 A.M. on Thursday, February 9, 2012. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The February 8, 2012, hearing went into recess at approximately 8:51 A.M.

On February 9, 2012, at 8:30 A.M., Vice-Chair Gregory E. Guidry called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as printed. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** Gregory E. Guidry stepped down and Ann Seaver acted as Chair for the Cannon / Spring Prairie Township decision to assure no conflict of interest. After the Cannon decision, Ann Seaver stepped down as Chair. **After the decisions were completed, Ann Seaver motioned to adjourn until the March 14, 2012, hearing at 8:30 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The February 9, 2012, decision meeting adjourned at approximately 8:45 A.M.

One variance hearing was scheduled and details of the February 8, 2012, hearing and the February 9, 2012, decisions are on audio recorded discs which are on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business – Variance Petitions

Disc #2 Decision – Count #8:32:01 – 8:37:45

Lorenzo J. & Michelle Cannon, owners – Section(s) 33 – Spring Prairie Township

Applicants are requesting a variance from Section(s) 74-51 / 74-52 of Walworth County’s Code

of Ordinances – Zoning to permit the location of an agricultural storage structure.

REQUIRED BY ORDINANCE: The Ordinance requires a 100' rear yard setback.

VARIANCE REQUEST: The applicants are requesting an 86.2' rear yard setback. The request is a variance from Section(s) 74-51 / 74-52 of Walworth County's Code of Ordinances – Zoning to permit the location of an agricultural storage structure.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on February 8 & 9, 2012, for the petition of Lorenzo J. & Michelle Cannon, owners, voted to **APPROVE** the request for an 86.2' rear yard setback with **conditions**.

A motion was made by Roy Lightfield to approve the variance request. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the variance request with the conditions as recommended by the Town of Spring Prairie was in keeping with the purpose and intent of the zoning ordinance. The Conditions of Approval are that no further additions to the building be allowed, no animals are to be housed in the building at any time for any reason and all other structures on the property are to comply with the county zoning code. The Board found to approve the variance request would cause no harm to public interests as no animals will be housed in the structure and no further additions will be allowed and the Town is in support as conditionally approved. There was one letter of support from the Town of Spring Prairie. There was no opposition.

New Business – Variance Petitions

Disc #1 Hearing - Count #8:35:45 – 8:51:09 / Disc #2 Decision – Count #8:37:48 – 8:41:50
The First Hearing was Peter & Kimberly Rizzo, owners / Sweetwater Builders LLC, applicant – Section(s) 36 – La Grange Township

Applicants are requesting a variance from Section(s) 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a covered porch.

REQUIRED BY ORDINANCE: The Ordinance requires a 25' street yard setback.

VARIANCE REQUEST: The applicants are requesting a 15' street yard setback. The request is a variance from Section(s) 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a covered porch.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on February 8 & 9, 2012, for the petition of Peter & Kimberly Rizzo, owners / Sweetwater Builders LLC, applicant, voted to **APPROVE** the request for a 15' street yard setback.

A motion was made by Elizabeth Sukala to approve the variance request. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found the oddly configured lake lot made it difficult to place a home that could meet all the setback requirements. The Board found to deny the variance request would cause unnecessary hardship. The Board found to approve the variance request would cause no harm to public interests. The lot is located in a cul-de-sac and the volume of traffic is low. The Board found the property owner and builder have worked with staff to make the structure as code compliant as possible and to approve the variance request will bring the structure more into compliance as it was constructed in 1977. The Board found to approve the variance request was in keeping with the previous variance approval. The Board found the Town of La Grange to be in support of the variance as requested and there were no objections from neighboring property owners. The Board found to approve the street yard variance request will protect the public's interest in navigable waters. There was one letter of support from the Town of La Grange. There was no opposition.

Other

- A. Discussion / possible action regarding status of Board of Adjustment members
The Board members were advised that the terms of John Roth, Elizabeth Sukala and Roy Lightfield expire in 2012.

- B. Discussion / possible action on Township correspondence - none

Staff Reports

- A. Court cases update
None

- B. Distribution of reports, handouts and correspondence
None

Proposed discussion for next agenda

The following items were requested to be put on the March 2012 agenda, if applicable:

- A. Discussion / possible action regarding status of Board of Adjustment members
- B. Discussion / possible action on Township correspondence
- C. Court cases update
- D. Distribution of reports, handouts and correspondence

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

These minutes are not final until approved by the Board of Adjustment at the next scheduled hearing date.

DRAFT 2/8/12

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, FEBRUARY 4, 2012, 9:30 AM
LAGRANGE TOWN HALL

MINUTES

Present: Doug Behrens (acting chair 2013), Ted Slupik (2012), Marcia Sahag (2013), Bob Arnold (County)
Absent: Dave Stamm (2012), Pat Kachur (2014), Don Sukala (Town)
Public Attendance: Bernie Slupik, Peter Schuler

1. Approval of Agenda: Motion to approve the Agenda (Bob/Ted). Carried.
2. Approval of Minutes: Motion to approve the Minutes of 10/15/11 (Bob/Ted). Carried.
3. Treasurer's Report: Account balances total \$84,096.94 (copy attached). Motion to approve Treasurer's report (Bob/Marcia). Carried. Ted suggests changing to Peoples Bank after June 30, 2012.
4. Drain Project Report: Marcia reported the grant application has been submitted. The DNR requested the addition to the proposal of the rate and amount of water level reduction with each alternative. This increased the proposal by \$828 to a total of \$23,598. The DNR requested share is \$15,811 (67%). The District share is \$7787 (33%). Upon grant approval by the DNR the District may request an advance of 75% of the DNR share, \$11,858. The 25% balance will be paid by the DNR at the completion of the engineering study upon receipt of all applicable records from the District. The District needs available cash of the District share (\$7787) plus the DNR 25% (3953) plus any permit fees (possibly \$2000) or about \$13,740 until reimbursement of the DNR 25%. The District must account in detail for all monies received from the DNR and all expenditures for the engineering study. Ted will open a separate account at People's Bank specifically for this project grant. Budget considerations should include costs for water level gauge(s) installation, possible easement changes and Task VI (\$5000). There was discussion that residents in the Bay are concerned that if the water level becomes too low, nothing will be done to keep the Bay open and accessible. A second gauge needs to be installed in the Bay. Possible dredging of the Bay's channel that would be assessed to the entire District needs to be explored to assuage their concerns. Doug reported that Tom Short, Town Chairman Frank Taylor and he worked on clearing the clogged drain on December 28, 2011. The tanker load of 3000 gallons of water was used.
5. Finance Committee Report and Recommendation: Ted presented the recommendations for policy and procedures for approving invoice payments. Motion to adopt the Finance Committee recommended policy and procedures to approve invoice payments (Marcia/Bob). Carried. An audit committee will be selected at the next Finance Committee meeting.

6. Goose Control Report: Doug will monitor the number of geese and work with the DNR to determine if a goose roundup this spring is cost effective. Nothing can be decided until May.

7. Aquatic Plant Management Report: Doug reported in May Roy Carlson of Lakes and Ponds Solutions will survey the aquatic plants in the lake to determine the extent of the invasive milfoil and purple loose strife. An update is required by the DNR to the 2007 Aquatic Plant Management Plan for Pleasant Lake done by SEWRPC. Motion to adopt the Resolution for Lake Planning Grant 2012-02 as presented authorizing Marcia Sahag to act on behalf of the District for the Aquatic Plant Management Plan update required by the WDNR (Ted/Doug). Carried. (Resolution attached) Motion to request SEWRPC to assist in preparing the grant and to develop a proposal for the WDNR required study update to the Pleasant Lake Aquatic Plant Management Plan to be done in 2013 (Doug/Bob). Carried.

8. POA Report: Peter reviewed the fish stocking as in the 10/15/11 Minutes. Other POA projects include building and placing Fish Cribs in the lake. The website is being revised to be more user friendly. A website demonstration is planned for May 5, 2012, between the POA board meeting at 8:00am and the District meeting at 9:30 am.

9. Organization memberships: The POA is a member of WAL (Wisconsin Association of Lakes) and the District is a member of WCLA (Walworth County Lakes Association).

10. Next Board Meeting Date: Saturday, May 5, 2012.

Motion to adjourn at 10:50 am (Bob/Ted). Carried.

Walworth County Human Resources Committee

MINUTES

January 18, 2012 – 3:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

Draft

The meeting was called to order at approximately 3:00 p.m. by Chairperson Ingersoll.

Roll call – In attendance were Chairperson Ingersoll, Vice Chairperson Grant, Supervisors Redenius, Brandl and Wardle. A quorum was declared.

Others present – Supervisor Nancy Russell; David Bretl, County Administrator; Suzi Hagstrom, Labor/Employee Relations Director; Nicki Andersen, Deputy County Administrator – Finance; Linda Seemeyer, LHCC Superintendent/HHS Director; Dale Wilson, Payroll/Benefits Manager; Kurt Picknell, Undersheriff; Kevin Williams, Captain; Larry Price, PW Director of Operations; Bernie Janiszewski, LHCC Administrator.

Approval of the agenda was moved and seconded by Supervisor Brandl and Wardle, with no withdrawals, and carried 5 – 0.

Approval of the December 13, 2011 and December 21, 2011 Human Resources Committee meeting minutes was moved and seconded by Vice Chairperson Grant and Supervisor Brandl. The motion carried 5 – 0.

Public comment period – none

Discussion and Possible Action Regarding an Amendment to Section 15-17 of the Code Related to the Creation of Two AODA Grant Positions in HHS. Hagstrom explained that the county received a state grant lasting between two and four years. Staff is requesting the creation of two full-time HS Specialist I positions to compete the grant work. The positions would begin in mid-February.

Vice Chairperson Grant and Supervisor Redenius moved and seconded approval of the creation of the two AODA grant positions in HHS. The motion carried 5 – 0.

Discussion and Possible Action Regarding the Creation of Section 15-1324 of the Code Relating to In Charge Pay for the Communications Division. Bretl explained that the county has been doing things to make the communications division more responsive to new technology demands. Three positions were added to the division two years ago. In 2010, the idea of increased supervision was discussed, and the 2011 budget included three lead worker positions. In 2012, funds were included in the budget to revisit the supervision issue and look at other options. This is one proposal that the sheriff is making. Williams explained that the lead worker program was something Captain Maritz had generated. Before implementing that, however, staff feels that they need to evaluate

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how the operations are going and look at other options first. Williams did not think the lead worker concept would solve all of the issues. There needs to be accountability in the division. Williams anticipates coming back to the committee with a better model for supervision in the future. The lead worker was included in the budget, but Williams feels that the IC is a better fit. Williams explained that the Sheriff's Office dispatches for local police and fire departments. Communications is a critical area, and Williams needs to ensure that things are being done and that the best service possible is being provided. Williams feels that the IC concept will provide immediate relief in terms of supervision and give him time to come up with a more permanent plan. Bretl stated that the committee should satisfy itself that this plan is appropriate. He added that there needs to be equity at the Sheriff's Office and among other departments. Is \$1 per hour fair? He questioned what the in charge employee would do. He pointed out that an in charge employee may not want to be too harsh on a coworker knowing that the same coworker could be in charge the following day. With the lead worker concept, the same person would be the lead worker every day. Picknell pointed out that with the lead worker model, if the lead worker were out of the office, no one would be in charge. Supervisor Russell was very concerned with rotating the person in charge. She felt that it would cause a great deal of confusion to have a different person in charge every day. Williams stated that this would not be a permanent solution. He explained that he would establish the criteria required for an employee to be in charge, and he is confident that the employees can do what he is expecting of them. An employee would have the opportunity to be in charge between seven and nine times per month. He added that the person won't truly be a supervisor. He stated that there have been times when the employees weren't sure what to do in a certain situation, and there was no one in charge to give them guidance. In addition to providing such guidance, the in charge employee would make sure the employees are coming in to work as scheduled. The in charge employee could also try to troubleshoot some of the issues that arise. The in charge employee would get an additional \$1 per hour to take on the additional duties. Williams' goal is to come up with a comprehensive plan with different options by May of this year so as to be prepared for the 2013 budget process. Vice Chairperson Grant saw the need for the in charge position given the nature of the work. Supervisor Wardle asked how many in charge employees there would be. Williams stated that someone needs to be in charge 24/7, and a possible solution would be to have a full-time supervisor on each shift with an in charge employee covering the supervisor's days off.

Vice Chairperson Grant and Supervisor Redenius moved and seconded approval of the creation of Section 15-1324 of the Code relating to in charge pay for the communications division. Hagstrom stated that February 20th would be the start date of the first in charge employee. **Vice Chairperson Grant added, to his original motion, a 60-day review (at the April committee meeting) of the in charge concept. The motion carried 4 – 1. (Supervisor Brandl opposed).**

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Discussion and Possible Action Regarding an Amendment to Section 15-17 of the Code Related to the Reclassification of a Machine Operator Position in Public Works. Bretl stated that Crawford had done a good job of reducing the number of positions in the department, but he feels that the department is as lean as it can get at this point in terms of patrol positions. Vice Chairperson Grant asked if a machine operator was a heavy equipment operator. Price stated that the position does operate heavy equipment, which includes the six-wheeled snow plows. A machine operator is a higher position than a patrolman. They have been eliminating machine operator positions through attrition. The reclassification of the machine operator position gives the department more flexibility to assign duties as needed. Vice Chairperson Grant asked if a machine operator needs specific training. Price said that most of the training now is done on the job, but the employees are also sent to certain seminars. There are in-house tests that employees must be able to pass to perform the duties.

Supervisors Brandl and Wardle moved and seconded approval of the reclassification of the machine operator position in Public Works. The motion carried 5 – 0.

Update on pay step progression for employees hired after January 1, 2012. After the hiring freeze was lifted, Bretl had suggested that departments wait to hire new employees until after January 1st, when new hires would be under a new pay scale and insurance plan. In addition to a new pay scale, Hagstrom had worked on a new plan for pay step progression. She worked with departments and suggested a longer progression between steps. Bretl was supportive of the plan but stated that it may create a conflict with the budgeting system. The computer program prefers annual increases over increases every three years. Bretl stated that it may be easier, in terms of the system, to divide a raise up and stretch it out. Hagstrom explained the plan. She stated that the 10-year progression for 1925A (nursing home employees) was a specific request by the LHCC administrator. Each time a position is filled, staff looks at the pay range to see if it needs to be adjusted. A higher pay range for CNAs was maintained, but they extended the progression through the steps. This allows the department more freedom to hire above the minimum step if a person comes in with more experience. With the exception of 1925A, the pay step progressions were doubled for the AFSCME units, so it would take twice as long for an employee to reach the maximum. Hagstrom was not proposing a change for HHS professionals based on what other places are doing. Janiszewski added that 10 years may sound like a lot for 1925A, but Walworth County was the only place where it only took four years to max out. Six years was the lowest in the industry. Some places even had 20 years. Hagstrom stated that employees must receive an above average or higher performance evaluation in order to receive their step increase. It was clarified that this plan is only for employees hired after January 1st. Bretl stated that nearly 80% of employees are at their max already, so there was no point in changing this for current employees.

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Vice Chairperson Grant and Supervisor Wardle moved and seconded approval of the pay step progression for new hires. Bretl clarified that the increases may have to be divided up due to our computer system. The committee was agreeable to that. **The motion carried 5 – 0.**

Discussion and Possible Action Regarding the Overfilling of the Admissions Coordinator/Social Worker position at Lakeland Health Care Center and Ordinance Section 15-18. Bretl explained that Section 15-18 of the Code allows positions to be overfilled, which allows the new employee to learn from the incumbent. Bretl recommended scaling back the 90 days allowed in the ordinance. He felt that 90 days is too long. Vice Chairperson Grant suggested 30 to 45 days. The request for overfilling in this case was only for one month. Two social workers at LHCC are retiring, and one of those social workers is also the admissions coordinator. These two positions have to learn each other's job duties. One social worker is leaving February 3rd, and the other is leaving April 2nd, and it will take some time to fill those positions. Janiszewski stated that supervision will also change for these positions. All three social workers will be under her supervision. The overlap of the positions will help make the transition easier. The overlap would be from March 5th to April 2nd. Hagstrom stated that when the ordinance was originally proposed, the secretary from the Veterans Office was leaving after 30 years, and they were requesting to overfill the position for 90 days to allow adequate time for the new employee to learn about the various aspects of the position.

Vice Chairperson Grant and Supervisor Wardle moved and seconded approval of the overfilling of the admissions coordinator from March 5th to April 2nd. The motion carried 5 – 0.

Supervisor Wardle suggested changing the time limit in the ordinance to 45 days but wanted to hear input from the department heads. Andersen felt that 45 days was more than sufficient. Seemeyer felt that it depends on the position; you may not need as much time with a manager, but other positions require more specialized training. Bretl's concern with 90 days was that when a person makes the decision to leave, productivity often declines. The new worker can become demoralized. Supervisor Russell felt that 30 days was more than enough. She added that you typically wouldn't get a 30-day notice when someone is leaving.

Vice Chairperson Grant and Supervisor Brandl moved and seconded amending Section 15-18 to allow overfilling for 45 days instead of 90. The motion carried 5 – 0.

Discussion and Possible Action Regarding an Amendment to Chapter 15 of the Code Relating to Productive and Non-Productive Time and Workers Compensation. Bretl stated that this item was brought to our attention by payroll on Monday. The intent of the ordinance is to make it very clear for employees. Hagstrom explained that with the rule

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change about non-productive time not counting toward overtime, there was an impact on the workers compensation language as well. The county makes an employee whole from the date of injury. In the past, for example, if an employee was injured on Monday, took the rest of the week off, and then was called into work on Saturday, the Saturday hours would put them over 40 hours, resulting in overtime. The amendment defines productive versus non-productive and clarifies that it is countywide. In the same scenario, if a person was out on Monday due to an injury, it would be considered non-productive time, and the Saturday hours would be straight time, not overtime. Hagstrom stated that this specific instance hadn't been considered when the initial changes to Chapter 15 were made, but the intent is the same.

Vice Chairperson Grant and Supervisor Wardle moved and seconded approval of the amendment to Chapter 15 of the Code relating to productive and non-productive time and workers compensation. The motion carried 5 – 0.

Chairperson Ingersoll had no reports.

The next regular meeting of the human resources committee was confirmed for February 22, 2012 at 3:00 p.m.

Adjournment. On motion and second by Supervisors Brandl and Wardle, Chairperson Ingersoll adjourned the meeting at approximately 4:15 p.m.

Respectfully submitted by Tammy Werblow, assistant to the county administrator.
These minutes are subject to approval by the committee.

HONEY LAKE

**Protection and
Rehabilitation District**

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting

January 17, 2012

Chairman Lutz called the meeting to order at 7 P.M. at the Rochester Public Library. Commissioners present were John Lutz, Judith Correll, Gerald Schwarten, Robert McIndoe, Donald Trimberger and Michael Weinkauf.

The minutes of the December 2011 meeting were read. A motion to approve the minutes was made by Michael Weinkauf, seconded by Donald Trimberger and carried.

The treasurers report was read, copy attached. A motion to approve the report was made by Robert McIndoe, seconded by Michael Weinkauf and carried.

OLD BUSINESS

Chairman Lutz goes to court on Friday, January 20, 2012 regarding Mr. Hinds using district property that adjoins his property. He has cut trees down and has put a fire pit and other items on district property. The court date with Mr. Chaulklin to remove his impediments from the right-of-way has not been set.

The only negative response to trimming back the bushes from the roadways was one lady who complained that she could no longer put her Christmas lights on her hedge.

The dam inspection report was filed with the DNR. Chairman Lutz read a letter from Michelle Haas of the DNR about the dam inspection. The letter stated that the inspection report meets the requirements of Chapter 31.19 of the Wisconsin Statutes for owner responsible inspections of large dams. There is a list of deficiencies and recommended repairs to bring the dam into compliance. All of these deficiencies have from one to three years to be completed.

We received the first draft of the Emergency Action Plan from Ayres Associates. Chairman Lutz went through the report. Ayres provided a checkpoint list that needs to be checked every month. Discussion on the plan took place. Chairman Lutz asked the commissioners to look over the plan in the next few days and get back to him with any questions. Michael Weinkauff made a motion to approve the Emergency Action Plan right now, seconded by Donald Trimberger and carried.

NEW BUSINESS

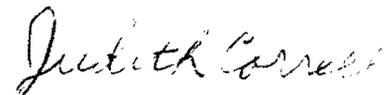
BILLS SUBMITTED AS FOLLOWS:

Comm. Comp.	John Lutz	\$ 175.00
“ “	Judith Correll	\$ 150.00
“ “	Gerald Schwarten	\$ 150.00
“ “	Robert McIndoe	\$ 25.00
“ “	Donald Trimberger	\$ 25.00
“ “	Michael Weinkauff	\$ 25.00
WE Energies	Del Rio Light	\$ 19.29
American Maintenance	Cold Patch Roads, Walworth Cty.	\$ 430.00
John Lutz	Copy Paper reimbursement	\$ 14.62
Ayres Associates	Emergency Action Plan	\$ 185.86

A motion to approve the bills was made by Robert McIndoe, seconded by Michael Weinkauff and carried.

A motion to adjourn, subject to recall, was made by Robert McIndoe, seconded by Judy Correll at 8:07 P.M.

Respectfully submitted,



Judith Correll,

Secretary HLPRD

County Board Executive Committee
MEETING NOTICE
Monday, January 16, 2012
County Board Room 114
Walworth County Government Center
Draft Minutes

Chairman Weber called the meeting to order at 10 AM.

A quorum of committee members was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl, Russell and Hawkins.

Also in attendance at the meeting were David Reddy, Branch IV Circuit Court Judge; Kurt Picknell, Undersheriff; Captain Kevin Williams, Sheriff's Communications Division; John Orr, Information Systems Director; Dave Bretl, County Administrator/Corporation Counsel; and, Nicole Andersen, Deputy County Administrator – Finance.

The agenda was approved by a 5 – 0 vote on motion and second by Supervisors Brandl and Russell, moving item 9a regarding the CJCC bylaws, to follow public comment.

Approval of the December 19, 2011 executive committee minutes was moved and seconded by Supervisors Russell and Brandl and carried 5 – 0.

There was no comment during the public comment period.

New business

Criminal Justice Coordinating Committee (CJCC) Bylaws. Judge David Reddy drafted the bylaws and reviewed them with the CJCC over several meetings. County Administrator Bretl recommended incorporating the bylaws into Walworth County's Code of Ordinances because codification will ensure the various groups concerned with criminal justice matters (CJCC, executive committee and county board) approach criminal justice matters with a common goal; and, codification will create some permanence now and in the future. Judge Reddy said drafting of the CJCC bylaws followed recent training committee members participated in with criminal justice committees in Kenosha, Walworth and Racine counties. Officials of the Criminal Justice Collaborating Council recommended the Walworth County CJCC adopt its own bylaws. Judge Reddy indicated that CJCC members agreed membership should include an elected official (sheriff) and the ability of that person to name a designee. That is addressed in Article IV, Section 1. Membership Composition of the bylaws. A probation and parole supervisor or designee is included, as recommended by local probation and parole staff. County Administrator Bretl assisted the CJCC in drafting Article IX concerning the relationship between the CJCC and the executive committee. Judge Reddy agreed that establishing and maintaining a good relationship is important and supports Mr. Bretl's recommendation to codify the bylaws. Vice Chairman Kilkenny suggested including a standing member from the private bar on the CJCC, perhaps from the local bar association. He said they would have a different perspective than the public defender's office. Mr. Bretl indicated that had been discussed by the committee; however, the CJCC did not support that idea. CJCC members are supportive of publicizing notices of the open meetings and welcoming attendance by the bar. Supervisor Kilkenny said he wanted to ensure the local bar association is informed. **Supervisors Kilkenny and Hawkins moved and seconded approval and codification of the bylaws. The motion carried 5 – 0.**

Appointments

Lakeshores Library System Board. County Administrator Bretl had submitted his nomination of Brian Broga to serve for a three-year term. Bretl explained that the incumbent, Jay Karow, whom the committee had previously recommended for reappointment, had decided not to continue serving. Mr. Broga lives in Elkhorn. Administrator Bretl said he has known Broga for a while and thinks he will do a good job. **Supervisors Brandl and Russell moved and seconded support of Bretl’s nomination and recommended county board appointment of Broga. The motion carried 5 – 0.**

Consent items. Approval of the following reimbursement claims was approved by 5 – 0 on motion and second by Supervisors Hawkins and Brandl:

- a) two mileage claims totaling \$37.74 submitted by Supervisor Rick Stacey, County Zoning Agency Chairman;
- b) Claim for WLWCA (Wisconsin Land & Water Conservation Assn.) conference expenses totaling \$203.20 submitted by Dorothy Burwell, land conservation committee citizen representative.

New business (cont’d.)

Ordinance amending section 66-56 of the Walworth County Code of Ordinances pertaining to the Walworth County Highway Safety Commission. The highway safety commission met for quite some time without anyone questioning the composition of the membership or who was entitled to vote. Mr. Bretl explained that during the summer of 2011, an unpaid legal intern for the county researched highway commission requirements. After meeting minimum membership requirements pursuant to the state statutes, counties are at liberty to appoint additional members. Supervisor Russell indicated she wanted to propose an amendment to the draft ordinance. **She moved approval of the ordinance amendment, for discussion purposes; Vice Chairman Kilkenny seconded the motion.** Russell explained that oftentimes a highway safety commission member sends a substitute to represent them at meetings. Captain McClory, who chairs the commission, has attended for quite some time as the sheriff’s representative. Russell thinks the ordinance should specify who has voting privileges and clarify that designated representatives may attend. There have been four people attending the meetings who do not have voting privileges. Vice Chairman Kilkenny suggested language clarifying that each member may name a designee. Mr. Bretl explained that the language in the original ordinance was not as clear as it could have been. Supervisor Russell suggested including language that would eliminate any question concerning a quorum, whoever attended, whether a regular commission member or that person’s designated representative. It was agreed the sheriff needs to be able to designate the county highway safety coordinator. The highway commission meets quarterly. **Supervisor Russell moved amending the ordinance language to the effect, “consisting of the following members or a representative designated by said member.” The motion was seconded by Vice Chairman Kilkenny and carried 5 – 0.**

Resolution Recognizing the UW-Whitewater Warhawks Football Team on the Occasion of Their Fourth NCAA Division III National Championship. Mr. Bretl stated Supervisor Grant requested that the county board recognize the team. **Supervisors Brandl and Hawkins moved and seconded approving the resolution and recognizing the team. The motion carried 5 – 0.**

Presentation regarding Sheriff's Office dispatch center. Mr. Bretl said there will be a number of issues regarding sheriff's communications that staff will be bringing to the committee. The human resources committee is scheduled to discuss certain personnel moves in the sheriff's office. Captain Williams reviewed a Power Point presentation containing background and orientation on the sheriff's communications division and technology in the dispatch center. Old fashion telephones are gone from the desks at dispatcher consoles; headsets are worn, and touch screen monitors are used in place of telephones. Keyboards can also be used. Touching the monitor screen completes the call to the headset for 911 calls as well as administrative and communications calls in the sheriff's office. Monitors are equipped with CAD (computer aided dispatch) and mutual aid system (MABAS) software. All call entries become part of the records management system. An interactive map displays call locations. Another map shows resources in municipal agency departments and tracks mutual aid resources locations in the county. One screen shows the status of all dispatch calls and a summary of calls and actions. Another touch screen is part of the radio dispatch system. There are also floor pedals and a mouse that can be used to activate system components. The sheriff's office provides dispatch services for thirteen other police departments as well as the boat patrol on county lakes in the summer. There are six primary consoles in the dispatch center and two additional consoles in the EOC that can be staffed in times of need. There are three computers at each console and six computer monitors. Williams provided an overview of the software programs used, including Liberty Shield, the telephone software program. Land line phones show home addresses. Lotus Notes is used for email. Kronos is used for employee timekeeping (work shift). The old AS400 system is being transitioned to ProPhoenix for records management. The Internet is a resource available to dispatchers. The WDA program is utilized to communicate directly to squad cars; interactive mapping is used to place 911 calls. The "Portals" software system is a time system used when there is an active warrant on a suspect. The sheriff's communications dispatch center receives all wireless 911 calls in the county. If there is an outside call from a mutual aid agency requesting assistance, the call is logged as an event in the system. There are additional demands that can be projected to be handled in the future by this modern, sophisticated system. The system has instant playback of radio calls in case a call wasn't clear. Orbicom Replay is a CD creator used by clerks in the sheriff's office to record and log open records requests. Adobe is used for staff training. In the near future, telephones in the dispatch center will be on separate trunk lines from business application lines in the sheriff's office. Undersheriff Picknell and Captain Williams said there are pilot programs nationwide to increase technology in dispatch centers for improving the ability to locate cell phone calls. Currently, the system does not track the location of *all* cell phones (those not equipped with GPS technology). There is presently no way to track the location of a text message for 911 assistance and no capability to consistently trace an email sender location. With TTY devices in homes of the hearing impaired, calls can be traced only to the physical address where the device is located. Vice Chairman Kilkenny questioned whether TTY technology is keeping pace with current 911 technology. Williams stated that most people have the ability to text so technology to trace text calls is being pursued. Cell phone calls received through a tower located out of our county can't always be traced. The future holds the capability to transfer emergency medical information electronically via telephone. In addition, long distance 911 calls, while in process, will be dialed three-way to connect with 911 emergency services in a different, remote call area, for example, another state. Through a wireless emergency alert system, dispatch centers will eventually have the capability to alert emergency service providers about locations to avoid where there might be traffic jams or accident scenes. 911 dispatch centers will use sensor data systems to relay information directly to PSAPs for redirecting police or fire personnel into locations where assistance is needed. DOT

sensors for this technology are physically located in roadways. Walworth County does not yet have these road sensors. There is currently no good way to track Internet telephones when emergency service requests are placed from them. Internet phone calls do not display and populate program data fields showing geographic call location. Chairman Weber asked whether emergency dispatch services were complicated by all of the different phone companies in the county. Williams said there is an occasional glitch with a call received in the dispatch center being “garbled.” He said that working out the 911 service agreement went smoothly, with AT&T representing the other telephone companies in the county. Staff is reviewing what would be the reasonable support level and what the sheriff’s office should be doing to coordinate upgrades and repairs in the dispatch center and systems as quickly as possible. Due to the increase in 911 technology, Walworth County needs to add more technology and implement upgrades countywide. The question is how to pay for the improved technology. Mr. Bretl indicated that the amount of money in the 2012 budget probably is not going to be sufficient to pay for needed upgrades. Staff will be providing the committee with regular updates as this issue progresses. Integrating different components of the dispatch system and emergency response center through the records management system has proved to be challenging. The sheriff’s office has researched models of communications center technology utilized by other dispatch centers. IT Director John Orr IT said his staff is on call 24/7 to support other 24/7 county operations, including the sheriff’s office, Health and Human Services and the nursing home. IT service level has adapted and evolved to meet changing demands throughout the county to ensure that critical issues are addressed timely. Mr. Bretl stated that advanced, highly technical communications technology has increased the potential demands of certain [county] positions. Rather than making it easier, the technology has made the work of dispatch positions more challenging.

Chairman Weber had no reports or announcements.

February 20, 2012 at 10:00 AM was confirmed as the next meeting date and time.

Claims and litigation (if any). Supervisors Kilkenny and Russell moved and seconded convening in closed session at 11:20 AM. All members voted “aye” to convene in closed session pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to discussion regarding the following topic:

- Marianne Armaganian v. Walworth County

The committee reconvened in open session on motion and second by Vice Chairman Kilkenny and Supervisor Brandl, and a vote of 5 – 0. The committee did not take any action relative to the closed session item.

Chairman Weber adjourned the meeting at approximately 11:30 AM on motion and second by Supervisors Kilkenny and Russell.

Submitted by Suzanne Harrington, Administrative Assistant. Minutes are subject to approval of the executive committee.

WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT
975 W. Walworth Ave. • Delavan, WI 53115

January 10, 2012

1:30 p.m.

CALL TO ORDER

The Regular meeting was called to order at 1:33 p.m. by Commissioner Logterman.

ROLL CALL

Present: Dean Logterman, Ron Henriott, Harold Shortenhaus, Brandon Johnson, Thomas Eck by speakerphone. Others present:

Karla Eggink, Administrator
Cindy Moehling, Assistant Administrator
Gail Vangen, Confidential Secretary
Timothy Fenner, Axley Brynelson
Steven Scheff, Maintenance manager
Ron Altmann, Operations Manager
Tom Johnson, Collection System Services Manager

VISITOR COMMENTS/PUBLIC COMMUNICATIONS/OTHER BUSINESS

Discussion of letter to Commissioners from McGladrey regarding the scope and timing of 2011 audit.

APPROVAL OF MINUTES OF REGULAR MEETING, DECEMBER 13, 2011

Commissioner Eck made a motion to approve the minutes of the Regular Meeting, December 13, 2011. Commissioner Henriott seconded and the motion unanimously carried.

ADMINISTRATOR'S REPORT

a. YEAR 2011 MAINTENANCE PROJECTS STATUS REPORT

Attached is a summary of the 2011 treatment plant and lift station/interceptor project reports containing a description of projects in 2011. The final report for the 2011 expenditures will not be available until all invoices from December have been received. A new report format will be implemented for the February Commission meeting.

The Treatment Plant Maintenance budget is roughly 82% expended with major expenditures for the month of December being the purchase of a service replacement vehicle as approved at the December Commission meeting. Overall this budget should be approximately 15% lower than

estimated in the 2011 budget. Major items deferred included exhaust fan replacement, digester cleaning and the purchase of Ultra Violet Radiation replacement parts. The Collection System budget remains roughly 52% expended. No major expenditures were experienced in December. The Asset Management team continues to work on tracking assets through an Excel spreadsheet while review of available software continues.

b. PERMIT COMPLIANCE UPDATE

The wastewater facility met all permit requirements for the month of December; however, a contractor hit a WalCoMet force main in Williams Bay resulting in a release of sewage. Discussion ensued regarding the cause of the accident and steps taken to contain the discharge and stop the leak.

c. STAFF TRAINING ACTIVITIES

Staff received training on John Crane pump and seals.

d. BLOWER PROJECT UPDATE

The Blower project was put in place the week of December 19th. Work continues on tying in air piping and completing the electrical connections. The unit is expected to start up on January 9, 2012 with staff training scheduled for January 12 and 13.

e. DELAVAN LAKE WIN

No work was conducted on the Delavan Lake WIN during the holidays.

RECEIPTS AND DISBURSEMENT REPORT

Commissioner Johnson made a motion to accept the Receipts and Disbursements Report for the month of December, 2011 as presented. Commissioner Shortenhaus seconded and the motion unanimously passed.

ACCOUNTS PAYABLE LISTING

Commissioner Henriott made a motion to approve the Accounts Payable listing for January 2012 in the amount of \$370,239.27. Commissioner Johnson seconded and the motion unanimously passed.

OLD BUSINESS

None

NEW BUSINESS

- a) **RESOLUTION 2012-01 AND 2011-02; DESIGNATION OF OFFICERS AND DESIGNATION OF OFFICIAL NEWSPAPER, 2012.** Commissioner Shortenhaus motioned to designate existing officers again for 2012. President, Dean Logterman;

Secretary, Thomas Eck; Assistant Secretary, Ron Henriott. Commissioner Johnson seconded and the motion passed. Commissioner Henriott motioned to keep the existing two newspapers, The Delavan Enterprise and the Elkhorn Independent, as the official designated newspapers of the District for 2012. Commissioner Eck seconded and the motion unanimously passed.

ADJOURN

Commissioner Eck made a motion to adjourn, seconded by Commissioner Johnson and the Regular Meeting adjourned at 1:53 p.m.

Thomas Eck, District Secretary

APPROVED: _____

PUBLISHED: _____

DRAFT

**Walworth County Board of Supervisors
Park Committee
MEETING MINUTES
Monday, October 17, 2011, 2:30 p.m.
County Board Room 114—Government Center
100 W. Walworth Street, Elkhorn, Wisconsin**

Call to order. Chair Grant called the meeting to order at 2:30 pm.

Roll call was conducted with the following members present: Board Supervisors: Jerry Grant, Randy Hawkins, and Committee members: Mike Hurlburt and Mariette Nowak. Absent with excuse was Daniel Kilkenny Board Supervisor.

Others present: Board members: County Board Chair Nancy Russell.
County staff: Shane B. Crawford, Deputy County Administrator – Central Services; Public Works Director of Operations Larry Price.

Public Present: Dave Schilling, Southeastern Wisconsin Regional Planning Commission's Principal Planner for Land Use Planning Division.

Agenda withdrawals/approval: Motion by Hawkins to move item 6A to after 7A. Motion seconded by Hurlburt. Motion carried 4-0.

Approval of Minutes: Motion by Hurlburt/Hawkins to approve the minutes of August 13, 2011. Motion carried 4-0.

No Public Comment

Ongoing/unfinished Business:

Update on White River State Trail pass enforcement from August 15, 2011 meeting. Crawford stated DNR was contacted and they do not have personnel available to provide enforcement of trail passes to the White River State Trail. Bretl suggested additional larger signage and a box for donations to the trail. The White River Bike Club will be putting additional signage up along the trail in the spring. **Motion by Hawkins/Nowak for staff to work with the White River Bike Club and the Wisconsin Department of Natural Resources to increase signage. Motion carried 4-0.**

Pelishek correspondence regarding the history of the Pelishek-Tiffany nature Trail and report from Deputy County Administrator-Central Services on meeting with Rock County Parks Department. Crawford stated that after meeting with Rock County they are not interested in selling a portion of the trail or having someone else work on their property. In fact, Rock County believes due to grants, they cannot sell it or transfer it. Crawford suggested using Huber labor to have a clean-up day in the spring. Rock County was open to that suggestion. Nowak asked if Rock County was not interested in either selling or allowing Walworth County to work on the trail. Crawford stated both. Nowak inquired if Crawford would notify Pelishek and Crawford stated that Rock County said they would contact Pelishek.

New Business

Discussion and possible action for a resolution to the County Board regarding the White River State Trail pass sale vendors' contributions to the success of the trail. Crawford reviewed the information regarding trail pass sales vendors and their contribution to the success of the White River State Trail.

Hawkins/Hurlburt motion to recognize the contribution of the vendors to the success of the White River State Trail. Russell suggested in addition to the vendors to thank the Bike Club, Pat's Sanitary and the Snowmobile Club Alliance. **Crawford asked for an amendment to add the Bike Club, Pat's Sanitary and the Snowmobile Club Alliance to the resolution. Motion by Hawkins and Nowak. Motion carried 4-0.**

Ongoing/unfinished business

Dave Schilling, Principal Planner of Southeastern Wisconsin Regional Planning Commission to review Park and Open Space Plan update --- draft of outline and Chapter 1. Schilling reviewed the preliminary outline and the introduction. Schilling inquired as to the Committee's wishes to hold public hearings and whether or not they would like to coordinate with the Intergovernmental Cooperation Council (ICC) meetings to review the plan. The last chapter is the summary chapter and public input would be desirable. Chapter 5 is the needs analysis chapter which includes the standards and applies them to Walworth County to identify any areas that are lacking. The Committee would provide Schilling with their wishes and what in the current plan should remain. Meeting with the ICC would be after Chapter 5. Chapter 6 is the part of the plan with open space preservation element, park and outdoor recreation, and the plan implementation. This chapter would include the possible costs for implantation. If there is the possibility of lots of public involvement a separate chapter may be needed. Nowak commented she would like to see a simple plan, with the ability to find information easily.

Schilling reviewed Chapter I introduction which basically covers the history of the plans, the request to SEWRPC, and the report format.

Motion by Hawkins, second by Nowak to accept both the preliminary outline and Chapter 1 Introduction as presented. Motion carried 4-0.

Next meeting to be held Monday, December 19 at 2:30 p.m.

Motion by Hawkins/Hurlburt to adjourn at 3:04 pm

Minutes recorded by Vicki Price, Public Works Department

Note: meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.