



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, October 20, 2011**

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

The meeting was called to order by Chair Russell at 9:34 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.

Board members present: Kathy Ingersoll.

County staff present: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Lanser-Finance; Linda Seemeyer-Health & Human Services; Bernie Janiszewski-Lakeland Health Care Center; Michael Cotter-Land Use & Resource Management/Corporation Counsel; Shane Crawford, Kris McGill-Public Works; Kurt Picknell-Sheriff's Office; Kathy Du Bois-Treasurer's Office.

Public in attendance: Kristen Hewitt, Administrator-Lakeshores Library System.

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

Approval of minutes of last meeting(s) — September 22, 2011 — **Supervisors Stacey/Schaefer moved to approve the meeting minutes as amended with regard to the Update on Tax Incremental Financing (TIF) District(s), i.e., "Supervisors Kilkenny/Stacey moved that Lanser, as the county's representative on the Village of Whitewater's Walworth's TIF #1 Joint Review Board, not move to approve the TIF unless the county's concerns are adequately addressed and that Lanser approve recommendations the Village makes to address the concerns." Motion to approve the meeting minutes as amended carried 5-0.**

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

Unfinished business

Resolution 49-09/11 Approving and Authorizing Submission of an Application to the U.S. Department of Housing and Urban Development for Section 108 Loan Guarantee Assistance — Bretl recommended placing this item on file. A recent newspaper article indicated the developers have dropped federal financing plans for the senior housing project. **Supervisors Schaefer and Grant moved to place the resolution on file; carried 5-0.**

Resolution **-11/11 Authorizing General Fund Use of Unassigned Fund Balance/Net Assets to Fund Architectural and Engineering Services to Design the Health and Hu-

man Services Center HVAC System Replacement — **Supervisor Kilkenny moved to approve the resolution, seconded by Supervisor Grant.** Bretl asked that the resolution be amended to strike lines 7 and 8 on page 1, i.e., “WHEREAS, prior to the completion of the engineering study, \$450,000 was included in the 2012 preliminary capital improvement project requests for rehabilitation of the system; and,” Deletion of that language will ensure there is no confusion regarding funding. The Public Works Committee recommends taking this project in steps. Grant asked if the language regarding the engineering study should also be removed. Crawford said that portion is accurate because that is the reason for recommending the \$2.1 million replacement. **Supervisors Kilkenny and Grant withdrew their motion. Supervisor Kilkenny moved to approve the resolution with the specified language on lines 7 and 8 being stricken. Supervisor Russell seconded the motion.** Crawford explained that this resolution pertains to the architectural and engineering services only. When we are ready to go out for bid, the committee can then determine the desired level of replacement. Russell asked if the \$245,000 specified in the policy and fiscal note was the total amount needed for the engineering. Crawford said the figure is estimated to be 10-12% of the total project budget at the going rate. **Motion to approve the resolution as amended carried 5-0.**

Consent items — Russell asked that budget amendments PW008, PW009, SH008, and TR001, and the tax foreclosure properties be held for separate consideration. **Supervisors Stacey and Grant moved to approve the balance of the consent items; carried 5-0.**

Budget amendments

Health & Human Services (HHS)

- HS007 — Transfer funds from youth corrections facilities to youth mentoring and specialized training
- HS008 — Redistribute payroll budget to cover a staff vacancy

Lakeland Health Care Center (LHCC)

- LHCC02 — Transfer funds for residents’ wireless computer access

Public Works

- PW008 — Purchase additional auger sensors to complete Automatic Vehicle Location-Global Positioning System (ASVL-GPS) project — Crawford said this amendment relates to a State-sponsored GPS system mandated to be installed on all trucks. The expense is offset by revenue from the State. **Supervisors Stacey and Grant moved to approve budget amendment PW008; carried 5-0.**
- PW009 — Offset loss of revenue due to discontinuation of WE Energies renewable energy incentive program — **Supervisors Grant and Stacey moved to approve budget amendment PW009.** Crawford explained that this was a solar panel project to assist us in heating the pools at Lakeland School and installing covers. Russell said part of the reason the project was approved was that we were going to be reimbursed. How can WE Energies decide not to fund it? They didn’t necessarily stop the program but did divert the funds for something

else, according to Crawford. Our issue with the winning bidder is that we had asked what rebates the county was eligible to receive. None of the other contractors would guarantee the rebate either; they just said we were eligible. However, Crawford feels the project is still a good idea. On the large pool, we will recoup our costs in 5 years vs 3 with the rebate, and 8 years on the small pool vs 7 with the rebate. The utility savings for the pool cover wasn't eligible criteria when we applied for the grant and we will actually save more utility fees than first computed. Crawford recommended that we start giving projects priority that have rebates offered early in the year. **The motion to approve the budget amendment carried 5-0.** Andersen asked if we could apply for rebates before authorizing a project. In this case, the project had to be completed before we could file for reimbursement, according to Crawford.

- PW010 — Transfer funds to expedite rehabilitation of CTH D
- PW011 — Adjust budget for salt dome repairs

Sheriff's Office

- SH006 — Offset anticipated shortfall in corrections revenues
- SH007— Increase budget for radio channel project to expand coverage
- SH008 — Reflect award of Wisconsin Department of Transportation Speed Enforcement Grant — Russell asked why the Town of Geneva's grant is so much higher compared to everyone else's. Picknell didn't know but said allocations generally relate to accident factors reported to the State. **Supervisors Stacey and Grant moved to approve budget amendment SH008; carried 5-0.**
- SH009 — Reflect award of Wisconsin Department of Transportation Seat Belt Enforcement Grant

Treasurer's Office

- TR001 — Offset anticipated revenue shortfalls — In view of our intergovernmental cooperation efforts, Russell wondered why we are no longer selling tax envelopes to the municipalities. Du Bois said traditionally the tax bills were a half sheet of paper that required a special envelope. At that time, we ordered en masse and sold them to the municipalities at cost. After converting to laser tax bills 6 years ago, standard window envelopes could be used. Her staff ended up handling the envelopes several times to sell them to the municipalities. She added that some municipalities eventually chose to buy their own. Because of all of the handling, she felt it was more efficient to stop offering the envelopes. **Supervisors Kilkenny and Grant moved to approve budget amendment TR001; carried 5-0.**

Bids/contracts

- Award sale(s) of tax foreclosure property — Crawford noted that if all of the bids submitted today are approved, there will be 10 properties remaining.
- **Parcel XLRR 01607** — This parcel is a condo-hotel located at Lake Lawn Resort, according to Crawford. The highest qualified bid of \$127 would represent a loss of approximately \$25,000 to the county. Questions arose regard-

ing the property. Staff will collect additional information. **Supervisors Stacey and Grant moved and seconded tabling this item to the November Finance Committee meeting to allow staff to resolve questions regarding the property; carried 5-0.**

- **Parcel YA130400004** — Russell stated the appraised value for this parcel is \$35,000. The highest qualified bid was \$1000.01, representing a loss of \$4,396 to the county. **Supervisors Grant and Stacey moved to award the bid to CRSF Transition Trust of 11-9-10; carried 5-0.**
- **Parcel YA282400003** — This property appraised at \$35,000, according to Crawford, and received a qualified highest bid of \$3,300. It is a vacant lot zoned for multi-family. **Supervisor Stacey moved to award the bid to Kevin & Barbara Nichols. Supervisor Grant seconded the motion; carried 5-0.**
- **Parcel ZYUP 00044** — The qualified highest bid on this parcel was \$812. **Supervisors Grant and Stacey moved to award the bid to James Sizelove; carried 5-0.**
- **Parcel MIR 00016** — The qualified highest bid of \$15,052 on this parcel would result in profit to the county of approximately \$4,900, according to Crawford. There is a home on the property but it appears to be in need of repair. **Supervisors Kilkenny and Stacey moved to award the bid to Doug & Jeff Liepins; carried 5-0.**
- **Parcel MIR 00421** — This is a vacant lot. The qualified highest bid of \$2,200 would result in a small profit to the county. **Supervisors Stacey and Grant moved to award the bid to Peter Baker; carried 5-0.**
- **Parcel MPL 01090** — The highest bidder was disqualified because they incorrectly rounded their 20% down payment, according to Crawford. If they had been the only bidder, we would have given them 24 hours to submit the correct amount. He added that the original owners paid their taxes last night so this parcel was removed from the sale.
- **Parcel MPLA 00086** — The qualified highest bid on this parcel was \$123 which results in a \$5,000 loss to the county. **Supervisors Stacey and Grant moved to award the bid to Raenell & William Brennan; carried 5-0.**
- **Parcel MPLH 00061** — The qualified highest bid on this property was \$153, resulting in a \$3,300 loss to the county. The lot is vacant. **Supervisors Grant and Stacey moved to award the bid to Raenell & William Brennan; carried 5-0.**

- **Parcel JLCB 00798** — The qualified highest bid was \$400. The property is a vacant lot. **Supervisors Schaefer and Stacey moved to award the bid to Michael Eberly; carried 5-0.**
- **Parcel JLCB 00934** — The qualified highest bid for this property was \$200. The lot is vacant. **Supervisors Schaefer and Stacey moved to award the bid to David Baker; carried 5-0.**
- **Parcel JLCB 01023** — Crawford stated that the highest qualified bid was \$100, which would result in a loss of \$2,100 to the county. This is a vacant lot. **Supervisors Stacey and Grant moved to award the bid to David Baker; carried 5-0.**
- **Parcel JLCB 01189** — The property contains an old house that we are classifying as a “tear down.” Crawford stated that 2 bids were received. The highest qualified bid of \$789 would result in a loss of \$18,190 to the county. Approximately \$14,000 is owed in back taxes alone. Staff recommend the sale. **Supervisors Grant/Schaefer moved to award the bid to Alexander Tourlakes II; motion carried 5-0.**
- **Parcel ILGH 000018** — The qualified highest bid of \$15,000 would result in a profit to the county of \$1,500. **Supervisors Stacey/Kilkenny moved to award the bid to Michael & Gail Brenner; carried 5-0.**
- **Parcel GNLS 00085** — The qualified highest bid on this parcel was \$153. **Supervisors Kilkenny and Grant moved to award the bid to Raenell & William Brennan; carried 5-0.**
- **Parcel STFV 00205** — We received several bids on this parcel, according to Crawford. The qualified highest bid was \$105,000 and will result in a profit to the county of \$75,000. He added that there is a house on the property but it appears to be unfinished and no occupancy permit has been granted. **Supervisors Stacey and Kilkenny moved to award the bid to Jerry & Susan Sjoberg; carried 5-0.**

Crawford said the county realized a profit of approximately \$15,000 in today’s sale.

New business

Discussion and possible action regarding Walworth County Library Plan [the Plan] — Hewitt reported that the Walworth County Library Planning Committee (WCLPC) developed a revised Plan, keeping in mind issues which were problematic at the end of 2010 when the previous Plan expired. The WCLPC recommends three standards. The first is public use internet computers per 1,000 service population. This is a new standard, replacing the previous requirement for

full-time equivalent (FTE) positions. The second relates to the hours that member libraries are open to the public and is unchanged from the previous Plan. The third standard will be material expenditures per capita and replaces the collection size from the prior Plan. This is a better approach and will allow libraries to keep their collections current rather than specifying a certain number of items. The standard also takes into consideration expenditures for electronic materials.

The new Plan identifies the version of the *Wisconsin Public Library Standards* to be used and the service population. The previous Plan left that to the LLS Administrator's discretion, according to Hewitt. The amount of time for which libraries are accountable was shortened to 2 years from the 10 years previously specified. Also, the WCLPC will review biannually to determine if changes need to be made and respond to the changing landscape with regard to libraries and their standards. Hewitt explained that there are two libraries which do not currently meet the standards proposed for December 31, 2012. One needs to add more Internet stations and a second needs to increase their materials budget, but those shortfalls are being addressed. Libraries are aware that they will be held accountable to the standards identified in the 2011-2012 Plan if the County Board approves said Plan.

Russell asked if the intent of the proposed Plan is for a 100% payment of the budget appropriation in fiscal 2012. Hewitt affirmed. Russell then asked that compliance information be furnished to the county earlier to assist in establishing the library levy. If we don't know how the libraries are performing, it is difficult to establish the levy. Hewitt responded that libraries are required to turn in their annual report data to the State by March 1 of each year. The WCLPC will meet annually on April 1 to review the data. Since the previous year's data will be reviewed in April, Russell suggested designing the Plan such that libraries must meet the 2010 standards when we set the 2012 levy.

Andersen noted that the Plan states libraries will not be required to meet standards until the end of 2012. What will be the basis for the county's 2012 payment? What standards do the libraries need to comply with for that particular year? Kilkenny asked who determines whether a non-compliant library receives funding. Andersen replied that the Finance Committee discussed that situation earlier this year because one library was not in compliance. The Committee voted to withhold a portion of the proceeds from the Lakeshores Library System until compliance was reached. The library has done so, and we have released the funds. Russell asked how those withheld funds would be handled. The library levy is strictly for libraries, according to Andersen. We would have to hold those funds in reserve and potentially reduce next year's levy. Bretl added that this is not a uniform tax so we can't spend it any other way.

Since the proposed Plan is for a two-year period, Andersen asked Hewitt to revise the cover to reflect the January 1, 2011 to December 31, 2012 time period. She also wondered if the 2012 payment will be based upon 2010 compliance. Her understanding is that the member libraries are not required to be compliant until December 31, 2012, which is after the county must make its 2012 payment to Lakeshores. Grant suggested that everyone would get the money as though they are compliant, even if they are not. **Supervisor Kilkenny moved to approve the Walworth County Library Plan with a corollary related to compliance, i.e., that the County will pay 100% of**

the 2012 allocation with no regard for compliance as the Plan states that libraries must be in compliance by December 31, 2012. Supervisor Grant seconded the motion which carried 5-0.

Hewitt added that the East Troy Library is now in compliance with the standards in effect as of December 31, 2010, having added the required number of items to their collection. Andersen was previously notified and payment of the final portion of the 2011 budget appropriation has been processed. Russell asked Hewitt to submit an annual report to the Finance Committee indicating which municipalities may have cut funding to their respective libraries. Hewitt agreed.

Resolution **-11/11 Accepting a \$10,000 Donation from Kikkoman Foods Foundation, Inc. to Support Educational Programs for Students with Autism and Other Students at Lakeland School Who Need Sensory Breaks — Supervisor Kilkenny moved to approve the resolution. The motion was seconded by Supervisor Grant and carried 5-0.

Ordinance **-11/11 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees — Andersen said HHS made additional revisions after the agenda had been posted, and we would like to include those changes as well. Supervisors Kilkenny/Grant moved approval of the ordinance, including the additional Health & Human Services revisions; carried 5-0.

Resolution **-11/11 Adopting the 2012 Appropriation of the Walworth County Budget and CIP Plan — Bretl stated that this resolution, the resolution establishing the tax levy to support the budget appropriation, and the personnel ordinance are all required for budget adoption. Supervisors may still submit amendments to the budget. Supervisors Schaefer and Grant moved and seconded approval of the resolution; carried 5-0.

Resolution **-11/11 Establishing the County Tax Levy to Support the 2012 Budget Appropriation — Supervisors Schaefer/Grant moved to approve the resolution. The motion carried 4-1 with Supervisor Kilkenny opposed.

Discussion and possible action regarding grant approval process — The Health & Human Services (HHS) Board discussed this issue pertaining to departments' ability to apply for a grant outside of the committee authorization process, according to Bretl. When the State requires a short turnaround to submit grant applications, we may have to turn down potential funding because of the length of time necessary for the county to authorize a department to apply. Bretl feels it is important for the elected body to retain the ability to approve applications but we may be able to expedite the process by allowing staff to submit an application to be brought back for committee attention. Our administrative procedures already authorize the county administrator to approve grant applications that we are unable to present to the committee prior to the application deadline. He proposed amending the ordinance to incorporate said language and that reports be brought forward at the next committee meeting. **Supervisors Kilkenny and Schaefer moved to authorize staff to draft an ordinance authorizing the county administrator to approve initial grant applications when time is of the essence and requiring staff to report to the appropriate committee at the next regularly scheduled meeting; carried 5-0.**

Reports

Update on tax incremental financing (TIF) district(s)

- **City of Elkhorn TIF District #2** — Lanser reported that the county received approximately \$250,000 in excess of project costs when the TIF district was closed.
- **Village of Walworth TIF District #1** — The joint review board met on October 18, 2011 to discuss creation of this TIF district, according to Lanser. The county requested that the proposed half-mile outside the TID not be part of the project plan at this time. We would like to find out what the development will be and add that piece later, if necessary. The Village wants the half-mile included so they can use the valuation as of January 1, 2011 and start work immediately. Lanser said she voted no, but the plan did pass 3-2. She added that the Village was responsive to her request to discuss being involved in the developer's agreement, working with the State to find a plan for Highway 14, and to use the project plan with some discretion as far as the budget amount but they need to ensure that the Village Board is agreeable.

Quarterly investment report – 3rd Quarter 2011 — Andersen stated the report was postponed to November because the senior accountant position has remained vacant. The position has now been filled and we hope to be back on a more timely schedule with the investment reports.

Quarterly delinquent tax report – 3rd Quarter 2011 — Du Bois said total delinquent taxes increased 1.04% from this period in 2010. She included an additional report this month, compiled by the Milwaukee County treasurer, which compares delinquent parcels for 2010 and 2011. Walworth County ranks 29 out of the 63 counties that responded to the survey. We had 3,433 delinquent parcels for 2010 with total delinquent taxes of \$7,566,850 for that year. Andersen added that the amount includes school and municipal taxes, not just county taxes. Kilkenny requested that Du Bois report to the committee next month with the number of Lake Lawn condos that are currently delinquent.

Out-of-state travel — Russell said no action is required as these are reports being presented. Grant asked Picknell why some of the Sheriff's Office expenses were paid by the employee. The premise of cost-sharing allowed both Nigbor and Picknell to attend. Their self-imposed ceiling identified the amount to be paid by the county, according to Picknell.

- Health & Human Services (HHS)
 - Melissa Ruiz, National Health Service Corporation Awardee Conference, Denver, CO
 - Elizabeth Aldred, Echo Peer to Peer, Portsmouth, NH
- Sheriff's Office
 - Kurt Picknell & Dana Nigbor, FBI National Academy Annual Training Conference, Long Beach, CA
- UW-Extension (UWEX)

- Jenny Wehmeier, National Extension Association of Family & Consumer Sciences Conference, Albuquerque, NM

A request was made by the Committee to include out-of-state travel reports and other similar reports in the Consent section on future agendas to try to minimize the amount of time staff are required to be in attendance.

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for November 17, 2011 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Supervisors Stacey and Schaefer, Chair Russell adjourned the meeting at approximately 10:56 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.

County Zoning Agency
MINUTES
October 20, 2011 – 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, Carl Redenius and Russ Wardle and Citizen Members Jim Van Dreser and Richard Kuhnke, Sr. A quorum was present.

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, Senior Planner Neal Frauenfelder, Associate Planner Matt Weidensee and Senior Zoning Officer Debora Grube attended the meeting.

A “sign-in” sheet listing attendees on October 20, 2011, is kept on file as a matter of record.

Details of the October 20, 2011, meeting are on a recorded disc which is on file and available to the public upon request.

Dave Weber motioned to approve the agenda as amended to remove Discussion Item 8.a.2. and items 8.e.1.) Gregory G. & Annette M. Walbrandt / Nancy C. Walbrandt / rezone / Lafayette Township and 8.f.1.) Heritage Swine Genetics LLC (Arthur Mueller – Applicant) / conditional use / Sugar Creek Township. Second by Rich Brandl. Motion carried. 7-favor 0-oppose

Rich Brandl motioned to approve the September 15, 2011, Minutes. Second by Russ Wardle. Motion carried. 7-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter / Disc Count #4:01:42 – 4:02:47

Subdivision Items – Old Business - None

Subdivision Items – New Business

Disc Count #4:02:48 – 4:15:48

Sandra R. Hamilton Trust, proposed 1-lot Certified Survey Map, Section 36, Town 4 North, Range 16 East, Town of La Grange. Parcel #'s HRP 00005, HRP 00006 and H LG3600041. The proposed CSM contains .318 acres of land and is zoned R-1 Single Family Residence District. This lot line adjustment / parcel consolidation CSM requires County Zoning Agency review and approval because it crosses the exterior boundary of an existing subdivision plat (Roughwood Park Subdivision).

Richard Kuhnke, Sr., motioned to approve with the following conditions: 1) Approval is subject to meeting all requirements of State Statutes and County Ordinances. Second by Rich Brandl. Motion carried. 7-favor 0-oppose

Thomas C. and Kathleen D. George, proposed 2-lot Certified Survey Map, Section 33, Town 2 North, Range 16 East, Town of Delavan. Parcel #'s FA384900001, FL 00001B, FSUB 00002B and FLA 00003B. The proposed CSM contains 2.01 acres of land and is zoned R-2A Single Family Residence District (sewered). This lot line adjustment CSM requires County Zoning Agency review and approval because it crosses the exterior boundary of several existing subdivision plats (Lackey's Spring Subdivision, Sunset Bluff Subdivision and The Addition to Lackey's Spring Subdivision).

Dave Weber motioned to approve with the following conditions: 1) Approval is subject to meeting all requirements of State Statutes and County Ordinances. Second by Russ Wardle. Motion carried. 7-favor 0-oppose

Lance and Tracy Cromey proposed restriction removal and affidavit of correction located in Section 14, Town 3 North, Range 16 East, Town of Sugar Creek, Tax Parcel #GI 00658B consisting of lots 8, 21 and the reserved Lot in Block 75 in the 5th Map of Interlaken Subdivision. The parcel of land contains .529 acres and is zoned A-1. The owners request to remove the restriction located in Block 75 that states "Reserved for Water Supply and Playground Purposes" so that their entire parcel will be buildable.

Russ Wardle motioned to approve with the following conditions: 1) Approval is subject to the applicant recording the Affidavit of Correction with the Register of Deeds Office. 2) Approval is subject to meeting all applicable State Statutes and County Ordinances. Second by Dave Weber. Motion carried. 7-favor 0-oppose

Old Business - None

New Business – Discussion Items

Disc Count #4:15:49 – 4:37:26

Discussion and possible action: Town responses to setbacks for buildings used to house animals – Deb Grube

After discussion, **Jim Van Dreser motioned to move this item forward to public hearing. Second by Dave Weber. Motion carried. 6-favor 1-oppose (Carl Redenius)**

Discussion and possible action: Correspondence from Town of Linn re: creating Agri-business Zoning District

The Town of Linn Chair requested this item be tabled until the November 17, 2011, County Zoning Agency meeting.

Rich Brandl motioned to adjourn until 5:30 p.m. Second by Jim Van Dreser. Motion carried. 7-favor 0-oppose

New Business – Public Hearing

Chair Rick Stacey called the meeting to order at 5:30 P.M.

Ordinance Amendments - None

Amendments to the Multi-Jurisdictional Comprehensive Plan Map for Walworth County 2035:

Disc Count #5:33:28 – 5:54:05

Marc A. Benaim Trust c/o Bruce Kaufman, Trustee No. 36-6947948 (Property Owner), Section 32, Town of Delavan. Amend approximately 7.75 acres of the 2035 Land Use Plan Map from the Primary Environmental Corridor Land Use Category to the Commercial Land Use Category in order to match the land use category with the existing B-3 Waterfront Business zoning. Tax Parcel F D-32-73 and the Primary Environmental Corridor portion of Tax Parcel F D-32-73A.

Dave Weber motioned to approve with the condition the existing sanitary sewer service plan Primary Environmental Corridor area remain. Second by Richard Kuhnke, Sr. 7-favor 0-oppose

This item will go before the Walworth County Board on November 8, 2011, for possible action.

Berg Construction Inc., Cheryl Berg – Owner c/o Marty Kern – Applicant, Section 1, East Troy Township. Amend approximately 11 acres of the 2035 Land Use Plan Map from the Extractive land use category to the Agricultural Related Manufacturing, Warehousing and Marketing land use category for an indoor and outdoor contractor storage yard with a caretaker's residence. Part of Tax Parcel P ET-1-3F.

Jim Van Dreser motioned to approve. Second by Rich Brandl. 7-favor 0-oppose

This item will go before the Walworth County Board on November 8, 2011, for possible action.

Rezones With Conditional Uses

Disc Count #5:54:06 – 6:53:05

Berg Construction Inc. (Cheryl Berg – Owner, Marty Kern / Axel Brynelson LLP, representatives), Section 1, East Troy Township. Applicant is requesting to rezone 10.5 acres of land in the M-3 Mineral Extraction District to the A-4 Agricultural Related Manufacturing, Warehousing and Marketing District. The rezone is accompanied by a conditional use petition to allow for a contractors storage yard and caretakers residence on the property. Part of Tax Parcel P ET 100003F.

Richard Kuhnke, Sr., motioned to table the conditional use request until a complete application has been submitted. Second by Rich Brandl. 7-favor 0-oppose

Jim Van Dreser motioned to approve the rezone request. Second by Russ Wardle. 7-favor 0-oppose

The rezone request will go before the Walworth County Board on November 8, 2011, for possible action.

Gary P. and Donan M. Johnson, Section 35, Troy Township. Rezone approximately 3.02 acres of C-3 Conservancy-Residential District to A-5 Agricultural-Rural Residential District to allow for a one lot Planned Residential Development (PRD) as a conditional use. Tax Parcel LA250400002.

Dave Weber motioned to approve. Second by Jim Van Dreser. 4-favor 3-oppose (Rich Brandl / Richard Kuhnke, Sr. / Carl Redenius)

The rezone request will go before the Walworth County Board on November 8, 2011, for possible action.

A conditional use permit for a one lot Planned Residential Development (PRD) to allow for the addition of a garage to an existing home, and described as follows:

Has been APPROVED subject to the following conditions:

General:

1. Approved as per plan submitted as a one lot Planned Residential Development with all additional conditions.
2. The owner must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction if required by ordinance. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. The quantity of topsoil generated from one lot may not be located on another lot within the development at the expense of the lot from which the topsoil was generated. No materials may be removed from the site.
3. The owner must obtain all required zoning and sanitary approvals prior to construction.
4. The owner must meet all Town, County and/or State highway access requirements.
5. The project must meet all Federal, State, County and local Ordinances.

6. The governing covenants for the PRD shall be submitted to the County Land Management Department for review for consistency with County ordinances and approval requirements. Any changes to the restrictive covenants that may affect this approval must obtain additional County conditional use review and approval. The property owner shall be held solely responsible for addressing all restrictive covenants or rules beyond those enforceable under County ordinance and regulations.
7. The proper preservation, care and maintenance by the original and all subsequent owners of the design of the PRD and all common structures, facilities, essential services, access and open spaces shall be assured by deed restriction referencing the C.S.M and shall be recorded meeting standard document format as per 59.43(2m). All property within the PRD must remain as part of the PRD and may not be removed from the PRD without County approval.
8. The County reserves the right to rescind this conditional use upon any violation of County regulations.
9. 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.
10. 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:

11. The property owner must record a deed restriction limiting the parcel from further land division and only allowing household pets on the parcel.
12. The design of the PRD will allow for accessory structures meeting the A-5 requirements.

Rezones

Disc Count #N/A

Gregory G. & Annette M. Walbrandt / Nancy C. Walbrandt, Section 22, Lafayette Township. Applicant is requesting to rezone .361 acres of land in the A-5 Agricultural-Rural Residential District to the A-1 Prime Agricultural Land District and to rezone .733 acres of land in the A-1 Prime Agricultural Land District to the A-5 Agricultural-Rural

Residential District to complete a lot line adjustment. Part of Tax Parcel K LF2200001B and part of Tax Parcel K LF2200007.

This item was tabled.

Conditional Uses

Disc Count #N/A

Heritage Swine Genetics LLC, (Arthur Mueller – Applicant), Section 33, Sugar Creek Township. Applicant is requesting conditional use approval to expand an existing swine farm operation from 420 animal unites to 644 animal units by construction of a new swine housing building with a manure storage structure below the building. Tax Parcel GA3952-1A.

This item was tabled.

Adjournment

A motion was made by Rich Brandl to adjourn. Second by Dave Weber. Motion carried. 7-favor 0-oppose

The meeting was adjourned at 6:53 p.m.

Submitted by Wendy Boettcher, Recording Secretary.

Minutes are not final until approved by the committee at its next meeting.

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

OCT. 18, 2011 MONTHLY MEETING:

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

Meeting was called to order at 7:00 p.m. Secretary Correll read the minutes of the September 20, 2011 meeting which were subsequently approved. Treasurer Schwarten read the September, 2011 Treasurer's report which was subsequently approved. (copies of these minutes and Treasurer's report are attached, along with the agenda for this meeting.

Old Business:

Nothing new to report relative to the past survey & inspection of the dam and dike areas by Ayres. They will be giving the District a copy of the report before sending it to the DNR so that the District can comment or make any objections. The dikes have been mowed for the final time of this season.

Chaulklin property on Crescent Place: During the September meeting, a motion was passed giving Mr. Caulklin 60 days to remove all of his impediments from the road-right-of-way. Att'y Dubis has notified the District that, because of that "motion", the intent to sue cannot be initiated until after that 60 day period has lapsed. Interesting to note that Mr. Chaulklin has not as yet been advised of that "60 day" notification ...but that the "60 day" period started with the September 20, 2011 "motion". Att'y Dubis has also informed the District that Honey Lake cannot recoup any incurred costs relative to this matter.....i.e., it can't recoup the past surveying costs, legal costs, nor any future costs if the District must arrange for itself to have the impediments removed.

Chairman Lutz announced that he is once again on Board of The Walworth County Lakes Association.

New Business:

The Board approved \$950.00 for the removal of a large dead tree at the intersection of Beach Road and Casa Loma Drive.

The Board approved a quoted cost of \$1,700.00 for the removal of scrub growth along the east side of the dike.

The Board approved quoted costs of \$3,400 for brush trimming along all of the roads east of County Line Blvd. (Rochester side) and another \$3,400 for the same trimming along all roads west of County Line Blvd. (Spring Prairie side). Chairman Lutz will discuss with the contractor and attempt to reduce the quoted amounts somewhat.

Newspaper ads had been placed for snowplowing bids for this season. One bid was received (from the same individual who has done the plowing for several years.) The bid was \$20,000.00. (The bid for 2010-2011 was \$18,000.00; The bid for 2009-2010 was originally \$10,000.00, but due to the severity of the snowfall and breakdowns (2) of the operator's equipment, the District actually compensated him for \$18,000.00.

Pending bills were approved for payment.

Meeting was adjourned shortly after 8:00 p.m.

Respectfully submitted,



Robert E. McIndoe 10/18/11

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Monday, October 17, 2011
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Russell called the meeting to order at 4:01 p.m.

Roll call was conducted with all following committee members present, to-wit: Kathy Ingersoll, Nancy Russell, Joe Schaefer, Rick Stacey and Russ Wardle

Others present:

County Board Supervisors: Jerry Grant

County staff: County Administrator David Bretl; Deputy County Administrator-Central Services Shane Crawford; Deputy County Administrator-Finance Nicki Andersen; Public Works Director of Operations Larry Price; Public Works Business Office/Purchasing Manager Peggy Watson; Linda Seemeyer, Director of Health and Human Services

Members of the Public:

Tony Balestrieri; Cynthia Balestrieri, Dan Kehoe-Kehoe Henry & Associates Architects; Jeff Knight, Greater Whitewater Community; Kevin Brunner, City of Whitewater Manager

Agenda withdrawals/approval

Supervisors Stacey and Wardle moved to approve the Agenda as presented. The motion carried 5-0.

Supervisors Ingersoll and Schaefer moved to approve the September 19, 2011 meeting minutes as prepared. The motion carried 5-0.

Public comment period

Mr. Tony Balestrieri, representing the Redline Group, urged the committee to proceed with the Environmental Impact Study (EIS) as incorporated in the 2035 Jurisdictional Highway Plan. The City of Whitewater and the University of Wisconsin-Whitewater are also involved in urging the State to undertake the EIS as soon as possible.

Regular Business

Discussion/action concerning Health and Human Services building HVAC system

replacement/repair Deputy County Administrator-Central Services Shane Crawford said that this item was carried over from the September 19 meeting to allow time to review the engineering study. The options have changed, Crawford said. Our engineers are suggesting that either the entire system be replaced at once (approximately \$2.1 million), or, if the committee wished, just the boilers could be replaced, rather than phasing a group of components together. The boilers could be replaced in 2012, and the rest of the system replacement could be budgeted in an out year. There is enough money in the county's unassigned fund balance/net assets to do the entire project. Supervisor Schaefer asked if the supervision of the project would be bid, and Crawford said that all projects over \$250,000 have to be competitively bid. If the choice would be to just replace the boilers, staff has the expertise to supervise that project. Supervisor Wardle suggested allocating money for the boiler replacements now from the general fund, and then budgeting for the entire system replacement in 2013. Supervisor Jerry Grant expressed his concern that if the entire replacement were to be postponed until 2013, if some other

component failed it would necessitate an emergency repair and could shut down the entire building. County Administrator Bretl said that there are sufficient funds to do the entire project; however, if there is an economical way to piece the replacement together, that would also be an option. The logical resolution would be to do the project now, if the entire system will ultimately need replacing. Chair Russell asked if the building would last more than the life of a new HVAC system, and Crawford said that it would; the biggest concern is lack of space. **Supervisors Schaefer and Ingersoll moved to authorize replacing the entire HVAC system at the Health and Human Services Center.** Discussion ensued. Crawford said that the project was initially identified as boiler replacement in the 2013 CIP, and staff authorized the engineering study when additional problems arose. The original request for 2012 was \$450,000, which was for just the boilers and the engineering, but pending the results of the study, a decision was made at administrative review to stand down and wait for the engineer's finding. He added that at this point, the best course of action would be to bid for architectural and engineering services to design the system. Supervisor Stacey said that he is not comfortable with doing the entire project at once, and asked if the boilers could be bid as an alternate to see how the pricing would come in. **Supervisors Stacey and Wardle moved to amend the original motion to permit Public Works to go through the competitive bidding process to retain an engineer to design specifications for boiler replacement and/or replacement of the entire HVAC system at the Health and Human Services Center.** Supervisor Schaefer said he is opposed to separating the boilers from the rest of the project. Supervisor Wardle asked if funds would be taken from the unassigned fund balance, would next year's capital improvement plan reflect the expenditure – for example, perhaps the Sheriff's range remodel would have to be postponed. Chair Russell expressed concern that the Board was not aware of the magnitude of the project. Crawford reiterated that after the initial budget submission, the engineer's study results were received, revealing the multiple problems with the system, which necessitated immediate review and reconsideration of costs and options.

The Chair called for a vote on the amendment to the original motion. The amendment carried 4-1, with Supervisor Schaefer voting no. The original motion, as amended, was voted on and carried 4-1.

Resolution Urging the Wisconsin Department of Transportation to Proceed as Quickly as Possible with the USH 12 Environmental Impact Study

Bretl said the Jurisdictional Highway Plan for 2035 was several years in the development stage. One of the options was to expand Highway 12 to four lanes of traffic to Whitewater. The approved "redline" route was originally identified in 1967, and ultimately adopted as the preferred route in the Plan. The purpose of the resolution is to urge the State to proceed with the Environmental Impact Study (EIS). Chair Russell invited members of the public in attendance to speak on this issue. Jeff Knight of Whitewater, representing the Greater Whitewater Community, stated that the top priority is to proceed to complete the EIS on the Highway 12 bypass. Previous studies have already shown that traffic numbers on the road are at unsafe levels. Whitewater is encouraging expansion of its industrial park, and the redline route is needed for improved access to Madison, Milwaukee and the Rockford area. The University of Wisconsin-Whitewater is growing, and can bring in larger number of students, due to less costly tuition than that of comparable schools in Illinois. Knight urged the committee to support the resolution and send it to the legislature and Governor's office. Whitewater City Council will be considering a similar resolution to forward to the State. Once the EIS is completed, Knight added, it will demonstrate the need to move forward with the transportation plan. No dollars can be spent until the State Transportation Planning Committee approves the funding for the EIS. Knight thanked SEWRPC and Walworth County for its time and consideration in preparing the Plan. City of Whitewater Manager Kevin Brunner also thanked the committee for their active role in promoting the plan. He added that Whitewater has invested a great deal of time and money in making improvements to attract business, and the redline route is an integral part of the City's growth plan. Tony Balestrieri, Town of LaGrange, encouraged the committee to support the resolution. He said that the State re-evaluates the Plan every 3-4 years, and that Walworth County's continued support is needed to keep the plan in place and get the EIS

underway. He emphasized that the study needs to be made a priority by the State and completed, even if the State delays construction. **Supervisors Wardle and Schaefer moved to approve the Resolution Urging the Wisconsin Department of Transportation to Proceed as Quickly as Possible with the USH 12 Environmental Impact Study. The motion carried 5-0.**

Discussion/action concerning Government Center second floor meeting rooms (2012 Capital Improvement Plan request)

Crawford said the finishing of the unused space on the southern half of the west wing of the second floor of the Government Center was discussed at the September 19 Capital Improvement Plan Appeals. Staff was directed to investigate whether elevator access to that area was possible. Crawford reported that the area can be secured by installing a symmetrical entrance, and the central elevator could be used. Locking double doors on the east side of the lobby could be installed, and as the Finance Department on the west side is locked, that would solve the security issue. Access to the UW Extension Department, Room 214, the new meeting space and restrooms could be isolated. **No action on this item was required.**

Update on 2011 roadwork projects

Crawford said we are 95% complete on roadwork projects, which came in significantly under budget. Public Works Director of Operations Larry Price gave an overview of the roadwork, stating that 27 miles of rehabilitation was completed. CTH A is entirely complete; 6.5 miles were done on CTH J; and 3.1 miles on CTH ES. The projects ran smoothly and B.R. Amon & Sons did a high quality job. The dam on CTH J (Lake Beulah) has been repaired to DNR standards, he reported.

Engineering and road construction – CTH D project

Crawford reported that because the projects were managed so well, and no base problems were discovered, the roadwork came in approximately \$2.7 million under budget. The CTH D roadwork is currently scheduled for 2013, and the remainder funds from the 2011 roadwork projects should cover funding for the project. Thus, Crawford proposed completing the engineering in 2011 and moving construction from 2013 to 2012. Price explained that the work on CTH D would be from ES all the way to Honey Creek and the county line. Crawford drew attention to the budget amendment in the packet to transfer funds from the roadwork projects for the engineering services, which is approximately \$166,238. Transferring remaining funds from the 2011 roadwork will allow us to expedite spending down on bonded funds eliminate borrowing for the project in 2013. **Supervisors Schaefer and Russell moved to engineer the CTH D roadwork project in 2011 and move construction to 2012, using bond funds remaining from the 2011 roadwork projects.** In response to Supervisor Wardle's question concerning bonding, Bretl said the bonds for the roadwork were for 10 years – we could hold the money, but arbitrage reporting has to be done on the interest. Schaefer asked if the county is catching up on its maintenance plan throughout the county, and Price said the 27 miles completed this year has helped keep us on track. Crawford added that one of the items he will be bringing to the committee in the next few months as part of the capital improvement project review is our roadwork plan.

Supervisor Wardle asked about the possibility of imposing a gasoline tax to pay for our roadwork instead of borrowing for the projects. Bretl said it could be figured out; however, state law governs that issue. Perhaps an advisory resolution could be forwarded to the state for consideration. **Staff was directed to put this item on the next Public Works and Finance Committee agendas for further consideration. The Chair called for a vote and the motion carried unanimously.**

State of Wisconsin 2011 Routine Maintenance Agreement

Crawford reported that he didn't sign the 2010 Agreement until last December. Counties routinely don't receive the Agreement in time for their budget preparations. In addition, there is nothing in the Agreement guaranteeing pay for work directed to be performed on state roads – i.e., mowing ditches. The Southeast Wisconsin Region has collectively voiced these concerns to the State, and it created some

Walworth County Board of Supervisors

October 17, 2011 Public Works Committee meeting minutes

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momentum for changes to future Agreements. Crawford notified the committee that he would be signing the 2011 Agreement within the next 30 days.

Establishment of timelines for Capital Improvement Plan projects

Crawford noted that there are a number of costly items in the next few years in the Capital Improvement Plan. Over the next several months, he would like to discuss specific out year requests as plans and information become available. In November, he will discuss the Public Works Department roadwork plan. He and Larry Price have been working on developing a plan to accelerate maintenance to decrease the need for major road rehabilitation in the future. The discussion can incorporate options for eventually taking the roadwork off the levy. In December, he has asked the Sheriff's Office to present the study on the range remodel and the proposed phases to complete the project. In January and February, discussion on the updates to the Public Works shop and expansion of the unfinished courtrooms at the Judicial Center are planned.

Next regularly scheduled Public Works Committee meeting date and time: Monday, November 14, 2011 - 4:00 p.m.

Adjournment

Supervisors Stacey and Schaefer moved adjournment. The motion carried 5-0, and the meeting adjourned at 5:08 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 meeting.

DRAFT 10-17-11

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
FINANCE COMMITTEE MEETING
SATURDAY, OCTOBER 15, 2011, 8:05 AM
LAGRANGE TOWN HALL

MINUTES

Present: Ted Slupik, Chairman, Kevin Smith, Bob Arnold, Rick Callaway, Pat Katchur,
Marcia Sahag, Paul Higdon

Absent:

Public Attendance: Dave Stamm

Approval of Agenda: Motion to approve the Agenda (Kevin/Paul). Carried.

Approval of Minutes: Motion to approve the Minutes of the 8/6/11 Finance Committee meeting
(Rick/Pat). Carried.

Review of final policies for payment of invoices: Ted will develop a record of the schedule for
financial and tax information and the deadlines. Recommendations for the
policies and procedures to approve invoice payments as presented by Ted were
reviewed. A copy of the payment requisition form will be given to the elected
board members. Item #4 was amended.

Motion to approve the Policies and Procedures as amended for recommendation
to the District Board (Pat/Paul). Carried. Recommendations are:

1. The Treasurer shall be the custodian of the financial records and responsible for the safekeeping of invoices and financial records.
2. A Payment Requisition Form will be used to approve and request payment of all invoices and receipts. The Form will be accessible to download from the Website for Board members only.
3. Budgeted expenditures require
 - a. an invoice or expense receipt(s)
 - b. the use of the payment requisition form approved by the person who has knowledge of the expenditure to be submitted with the invoice/receipt(s) to the Treasurer for payment.
4. Invoices for more than 110 percent of the Budget line item (with a limit of \$500.00) must go to the Board for approval.
5. Checks for approved payments require one signature up to \$2500.00. Checks for more than \$2500.00 require two signatures. Three Board members are authorized signers. (Treasurer, Chairman and a Finance Committee member)
6. Checks for reimbursement of expenditures must be approved by a Board member other than the submitter and may not be signed by the "payee".
7. Any non-budgeted item over \$1000.00 will need to be approved by the Board.
This item will be charged to the contingency line item.

Update on drain expenses: No expenses are yet incurred. The field study by RA Smith, the DNR and County is scheduled for October 28, 2011, at 11:00 am. Recommendations will follow. The grant process has started by meeting with Heidi Bunk, DNR.

The next Finance Committee meeting is scheduled for January 28, 2012.

Motion to Adjourn at 8:50 AM (Paul/Kevin). Carried.

Respectfully submitted,

Marcia M Sahag

DRAFT 10-17-11

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, OCTOBER 15, 2011, 9:05 AM
LAGRANGE TOWN HALL

MINUTES

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

Approval of Agenda: Motion to approve the Agenda (Ted/Pat). Carried.

Approval of Minutes: Motion to approve the Minutes of 9/10/11 (Pat/ Bob). Carried.

Treasurer's Report: Account balances total \$86,443.24 (copy attached). Ted will develop a schedule of financial and tax information and filing deadlines.
Motion to approve Treasurer's report (Dave/Bob). Carried.

Drain Project Report: There was a meeting with Heidi Bunk, DNR, regarding procedures and feasibility of a grant for the engineering study, and the grant process has started. The field study by RA Smith, the DNR and County is scheduled for October 28, 2011, at 11:00am.
Recommendations will follow.

Finance Committee Report: Presentation to the Board of the Finance Committee recommendations is deferred to the February Board meeting. Ted will send a report to board members.

Goose Control Report: Dave will talk with Doug about the feasibility and scheduling of a "goose roundup".

Weed Control Report: No report.

POA Report: Fish--Peter Schuler reported that arrangements with Key Stone Hatcheries, approved by the DNR, have been made to stock the lake with 80 10 to 16 inch northern for \$896.00 and 293 yellow perch for \$304.00. Stocking date is determined by the hatchery probably at the end of October. This is in addition to the DNR stocking program. There is the potential for building and placing Fish Cribs in the lake. Peter will maintain contact with the game warden regarding ice fishermen taking more than the legal limit of fish. Website—Ted reported an increased number of people listing email addresses for contact purposes. There was discussion of the POA hosting a Walworth County Lakes Association meeting in 2012.

Appointment of temporary Chairman: Dave appointed Doug to serve as Chairman in his absence.

Motion to Adjourn at 10:50 am (Bob/Don). Carried.

Respectfully submitted,

Marcia M Sahag, Secretary

Draft

Walworth County Land Conservation Committee
MINUTES

Monday, October 17, 2011 at 1:30 p.m.

Walworth County Board Room 114
Elkhorn, WI 53121

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

Roll call - Committee members present included: Supervisors, Grant, Hawkins, USDA/FSA Representative Bellman and Citizen Member Burwell. Supervisor Kilkenny was absent, excused. 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; Matt Weidensee, Associate Planner; Neal Frauenfelder, Sr. Planner; and Joann Douglas, Recording Secretary.

Also in attendance –. Nancy Russell, Walworth County Board Chair; David Terrall, USDA Wildlife Services.

Approval of the Agenda – **Supervisor Hawkins and Citizen Member Burwell moved and seconded approval of the agenda. Motion carried 4-0.**

Approval of the Minutes – **Supervisors Hawkins and USDA/FSA Representative Bellman moved and seconded approval of the September 19, 2011 LCC meeting minutes. Motion carried 4-0.**

Public Comment – none

USDA Wildlife Abatement Program, Wildlife Program Budget and Crop Approvals – David Terrall, handed out copies of the 2011 Crop Price Proposal for Walworth County and the 2012 Walworth WDACP Preliminary Budget. After discussion, **Supervisor Hawkins and USDA/FSA Representative Bellman moved and seconded approval of the crop price proposals as presented. Motion carried 4-0** David Terrall then explained the Preliminary Budget was a pass through with no direct cost to Walworth County. **Citizen Member Burwell and Supervisor Hawkins moved and seconded approval of the Wildlife Program Preliminary Budget as presented. Motion carried 4-0.**

Walworth County Potters Lake Representative Replacement – Louise Olson explained that Roy Lightfield left a verbal message that he no longer wanted to be on any county committees. A written letter of resignation has not been submitted as the county's Potter's Lake Representative, which negates the need for a replacement until May 1, 2012 after the County Board elections. Discussion followed regarding this sensitive issue while following the Walworth County Code of Ordinances [Section 2-143(d)(3)]. Ms. Olson will e-mail an explanation to Barry Bonneau, Potter's Lake P&R District Chair and Dale Marciniak who sent a Notice of Interest to Serve.

WLWCA Voting Proxy – Louise Olson. **Supervisor Hawkins and USDA/FSA Representative Bellman moved and seconded appointment of Dorothy Burwell as the official delegate who has authority to vote at the WLWCA annual meeting December 9, 2011. Motion carried 4-0.** Louise Olson provided the voting proxy form for Vice Chair Grant's signature.

WLWCA 2011 Annual Conference Registration and Silent Auction – Louise Olson. Dorothy Burwell will be attending the conference. Vice Chair Grant will be donating a bottle of wine to the silent auction. Ms Olson distributed auction forms in case anyone else wanted to provide auction items

WLWCA/WALCE Possible Merger – Louise Olson. Ms. Olson explained advantages of the merger of WLWCA comprised of Land Conservation Committees and WALCE comprised of Land Conservation Employees. **Supervisor Hawkins and USDA/FSA Representative Bellman moved and seconded to have staff write a letter of support for the WLWCA/WALCE merger and attach a copy of the LCC minutes. Motion carried 4-0.**

Farmland Preservation Plan Update – Louise Olson said DATCP has approved our request for an extension to the Farmland Preservation Plan to December 31, 2013. Ms. Olson said 674 residents with A-1 land have other zoning districts also and would be impacted if the plan is not approved by DATCP as submitted. **Supervisor Hawkins and Citizen Member Burwell moved and seconded approval of the Extension Amendment #1 to the agreement between WIDATCP and Walworth County. Motion carried 4-0** Vice Chair Grant signed the extension agreement.

Next Meeting Date – Monday, November 14, 2011 at 1:30 p.m.

Adjournment – **On motion and second by Supervisors Hawkins and Citizen Member Burwell, Vice Chair Grant adjourned the meeting at 2:25 p.m. Motion carried 4-0.**

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

WHITEWATER / RICE LAKE MANAGEMENT DISTRICT MINUTES

October 13, 2011

Final Draft

The October 13th, 2011 Whitewater/Rice Lake Management District board meeting was called to order by board member Rich Charts at 6:03 PM. The board members present were Ernie Roy, Chuck Chamberlain, and Brad Corson. Brian Morris present by tele-conference. Norm Pruesner Town Representative and County Representative Jerry Grant were also present.

Clerk present: Susie Speerbrecher

Guests: Art Speerbrecher, Jeff Widner, Larry Brady, and Frank Gailloreto

ADMINISTRATIVE

Minutes from the September 8th, 2011 board meeting were approved as presented by a motion from Brad seconded by Rich. Motion Carried Minutes from the board meeting that followed the Budget Hearing / Annual Meeting on August 27, 2011 were approved as presented by a motion from Brian and seconded by Rich. Motion Carried.

Brad and Ernie gave an update from the GWLPOA fall meeting. Buoys and ski team donations will remain the same as last year. There are 265 members of which 75 are new members. A new directory will be published in the near future. There was a discussion of gravel needing to be put in by the Cruise Boat Landing and because of the usage by the Lake Management District Ron Fero asked us to consider contributing to some form of repair. Norm commented it needs to be repaired correctly and will look into different materials that could be used and report back at the November board meeting. There was a discussion on the "abuse of wakes and waves". No further commitments or comments at this time.

Deputy Sherriff Sean Blanton approached Rich and asked him to research possibilities of purchasing a new patrol boat. Rich will investigate costs and report back at our next board meeting. We will help in the preliminaries but not take ownership of it. Rich also mentioned buoys placed by the bog caused enforcement confusion. It was suggested a board member be a link between Sean.

COMMITTEE REPORTS

Chemical - Ernie reported Lakes and Ponds will do a chemical test on Thursday October 20, 2011.

Equipment - Chuck reported he met with Jeff and received a bid for winter storage of our equipment. He also witnessed bog removal procedures. Chuck recommended and motioned we purchase a new motor for the transport every other year rather than every year. Brad seconded the motion. Motion Carried. He discussed numbering of equipment should be abandoned and use a description of the equipment for monitoring maintenance and repairs. Brad and Chuck will work this out together.

The board reviewed Jeff's bid for winter storage of our equipment. Inside storage of all equipment with a three (3) year contract @ \$6000.00 or a one year contract @ \$7500.00 was discussed. Chuck motioned we engage in a three (3) year rental agreement with J N T Marina for the storage of all our equipment so that every piece that we own would be under roof with the contingency it has to be approved at the annual meeting for a multi -year contact, and if that doesn't happen we would owe J N T Marina an additional \$1500.00 Brad seconded the motion. Motion Carried Rich went on to motion we start investigating the cost and necessary steps to put together a district pole barn for the equipment. Jerry seconded the motion. Motion Carried. Chuck discussed the 10 year plan and refurbishing the 10' harvester and trailer. He will put together an RFP which will include transportation to and from the repair shop.

Bog – Brian reported bog went down sooner than expected and removal was completed in 22 days. Removal was successful and a substantial amount was removed.

Fish Stocking - In Tom's absence Brian reported Tom is perusing the carp issue with the DNR. He has contacted a contractor who has DNR approval who will net carp this fall as a test to see if the carp would be beneficial to his business.

FINANCIAL

Brad presented the expenditures for September 2011. Rich motioned to approve \$38,201.71 as presented. Chuck seconded the motion. Motion Carried. Brad then reviewed the 2011 Detail Comparative Income Statement showing a year end projection surplus of \$31,703. He also stated there will be an insurance claim check for damage done to the red truck arriving within the next week.

OLD BUSINESS

None

NEW BUSINESS

Jerry Grant spoke to the board about the "Open Meeting Law" and gave each member a handout to review prior to the next meeting. Further discussion will take place at the November board meeting.

Rich handed out a draft of a Record-Keeping Development Plan. It was questioned what the state requires us to keep and for how long. Rich will research this further and put together a record retention policy. Chuck moved we accept his plan. Norm seconded the motion. Motion Carried.

Rich motioned to adjourn the meeting. Brad seconded the motion. Motion Carried.

Meeting adjourned at 8 PM

Next meeting November 10, 2011

Respectfully Submitted

Susan Speerbrecher, Clerk

Walworth County Board of Adjustment

MINUTES

October 12, 2011 - Hearing – 8:00 AM

October 13, 2011 – Meeting – 8:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on October 12 & 13, 2011, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on October 12, 2011, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on October 13, 2011, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. 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 October 12, 2011, and October 13, 2011, are kept on file as a matter of record.

The October 12, 2011, hearing was called to order by Chair John Roth at 8:00 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 Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the September 14 & 15, 2011, Minutes and dispense with the reading. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Gregory E. Guidry motioned to recess until 8:00 A.M. on Thursday, October 13, 2011. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The October 12, 2011, hearing went into recess at approximately 9:15 A.M.

On October 13, 2011, at 8:00 A.M., Chair John Roth 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 Gregory E. Guidry. Ann Seaver motioned to approve the agenda as amended. Seconded by Gregory E. Guidry to approve the amended agenda. Motion carried. 3-favor, 0-oppose. After the decisions were completed, John Roth motioned to adjourn until the November 9, 2011, hearing at 8:00 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The October 13, 2011, decision meeting adjourned at approximately 8:37 A.M.

One tabled variance hearing and two variance hearings were scheduled and details of the October 12, 2011, hearings and the October 13, 2011, decisions are on a recorded disc which is on file and available to the public upon request.

Old Business – Variance Petitions

Disc #1 Hearing - Count #9:01:10 – 9:14:49 / Disc #2 Decision – Count #8:05:03 – 8:08:04
The Tabled Hearing was Kenneth J. & Karen M. Borkowski, owners / Prairie Builders LLC, applicant – Section(s) 18 – East Troy Township

Applicants are requesting a variance from Section(s) 74-162 / 74-163 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct a new residence and garage.

REQUIRED BY ORDINANCE: The Ordinance requires a 50' vision triangle from intersections for all structures, an 11.02' street yard setback (established) and a 5' side yard setback for a residence and a 5' side yard setback (existing substandard) for an accessory structure.

VARIANCE REQUEST: The applicants are requesting to expand the footprint of a residence and envelope of an accessory structure located in a vision triangle, a 5.08' street yard (north) and a 2.82' side yard setback for a residence and a 1.73' side yard setback for an accessory structure. The request is a variance from Section(s) 74-162 / 74-163 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct a new residence and garage.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on October 12 & 13, 2011, for the petition of Kenneth J. & Karen M. Borkowski, owners, / Prairie Builders LLC, applicant, voted to **APPROVE** the revised request to expand the footprint of a residence and envelope of an accessory structure located in a vision triangle and a 5.08' street yard (north), a 2.82' side yard setback for a residence which was modified at the hearing, and a 1.73' side yard setback for an accessory structure.

A motion was made by Gregory E. Guidry to approve the variance request as per the revised set of drawings. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found unique property limitations in the narrow width of the lot and the right of way to the north of the property. The Board found to approve the revised variance request would bring the residence more into compliance with zoning setbacks. The Board found no harm to public interests as the residence would not encroach into the vision triangle any further than the existing garage. The Board found the owners worked with the zoning staff to revise the variance request to bring the entire project more into compliance. The Board found the revised variance request would reduce the heights of the garage and residence and did meet the criteria necessary for approval. There were letters of support from the Town of East Troy and two neighboring property owners. There was no opposition.

New Business – Variance Petitions

Disc #1 Hearing - Count #8:03:27 – 8:24:10 / Disc #2 Decision – Count #8:08:05 – 8:13:41
The First Hearing was Robert M. & Terese K. Densmore, owners – Section(s) 26 – La Grange Township

Applicants are requesting a variance from Section(s) 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition (screen room) to a single-family residence.

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

VARIANCE REQUEST: The applicants are requesting an approximate 10' street yard setback. The request is a variance from Section(s) 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct an addition (screen room) to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on October 12 & 13, 2011, for the petition of Robert M. & Terese K. Densmore, owners, voted to **APPROVE WITH CONDITIONS** the request for an approximate 10' street yard setback.

A motion was made by Gregory E. Guidry to approve the variance request for discussion. Seconded by Ann Seaver for discussion.

An amended motion was made by Gregory E. Guidry to approve the variance request with conditions. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the variance request with the following conditions:

- 1) The owner must maintain access to the well per DNR regulations.
- 2) The structure must remain a post footing structure as opposed to a foundation structure per the DNR well regulations.
- 3) The structure must remain a screen room and cannot be enclosed as a 3-season room per the Town of La Grange and Walworth County.

The Board found the small size of the lot and the off-center location of West Shore Drive to be unique property limitations. The Board found to approve the variance request would cause no harm to public interests. There was a petition of support from neighboring property owners. There was no opposition.

Disc #1 Hearing – Count #8:24:11 – 9:01:09 / Disc #2 Decision – Count #8:13:42 – 8:19:27
The Second Hearing was Peoples Bank, Ronald L. Condroski, Chairman, owner / Godfrey, Leibsle, Blackburn & Howarth, S.C., Attorney Robert C. Leibsle, applicant – Section(s) 35 – La Grange Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a shoreyard deck.

REQUIRED BY ORDINANCE: The Ordinance requires a 47.1' shoreyard setback (average) or replacement of structures within the footprint and envelope if located closer than shoreyard average.

VARIANCE REQUEST: The applicants are requesting a 32' shoreyard setback to exceed the envelope of a previous structure. The request is a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a shoreyard deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on October 12 & 13, 2011, for the petition of Peoples Bank, Ronald L. Condroski, Chairman, owner / Godfrey, Leibsle, Blackbourn & Howarth, S.C., Attorney Robert C. Leibsle, applicant, voted to **APPROVE** the request for a 32' shoreyard setback to exceed the envelope of a previous structure.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found unique property limitations in the lot size and the steep topography. The Board found the deck to be smaller in size and more in compliance than the previously approved patio located under the deck. The Board found to approve the variance request would cause no harm to public interests. The Board found to deny the variance request and require removal of the deck would be an unnecessarily burdensome and could create a more unsafe situation than to leave the deck in place. There was one letter of support from the Town of La Grange. There was no opposition.

Other

- A. Discussion / possible action regarding possible change of Board of Adjustment start time

The Board was informed beginning January 3, 2012, the Land Use & Resource Management Department hours will be 8:00 A.M. – 5:00 P.M. After discussion

A motion was made by John Roth to change the Board of Adjustment start time in January, and from then on, to 8:30 A.M. Seconded by Gregory E. Guidry. Motion carried. 3-favor 0-oppose

- B. Discussion / possible action on status of Board of Adjustment alternate member

The Board was informed that if statutorily acceptable, it is possible a 6th Board of Adjustment member may be appointed in the future.

- C. Discussion / possible action regarding timing of town recommendations

Board of Adjustment members received a copy of correspondence from the Town of Troy regarding timing issues the Town has encountered with the County's applications for variances for the Board of Adjustment. The Board members discussed options to resolve the issues.

- 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 November 2011 agenda:

- A. Discussion / possible action on status of Board of Adjustment alternate member
- B. Discussion / possible action on Town of Troy correspondence regarding timing of town recommendations
- 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.

Walworth County Health and Human Services Committee

MINUTES

September 21, 2011 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chairman Grant at 1:29 p.m.

Roll call – Committee members present included Supervisors Grant, Hawkins, Ingersoll, Schaefer and Redenius; and Citizen Members Pious, and Seegers. Citizen Representative Wagie-Troemel was excused. A quorum was declared.

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director of Health and Human Services; Juliet Young, Health and Human Services; Nancy Russell, County Board Chair and David Bretl, County Administrator

Public in attendance – There were no members of the public in attendance.

There were no agenda withdrawals. **Motion and second made by Supervisors Schaefer/Hawkins to approve the agenda. Motion carried 7-0.**

The Health and Human Services minutes from the August 17, 2011 meeting were approved. **Motion and second made by Supervisors Schaefer/Hawkins to approve the minutes. Motion carried 7-0.**

Public comment – There were no comments from the public.

Unfinished business –

Discussion and Possible Action Regarding Service Providers – Ms. Seemeyer handed out a spreadsheet showing the breakdown of the Lutheran Social Services (LSS) contracted services with DHHS. Representatives from LSS were invited to this meeting but had to decline due to a prior engagement. They have requested to meet with Ms. Seemeyer and Mr. Bretl after they hear from the State.

Supervisor Grant asked why DHHS is not contracting with LSS for case management services in 2012. Ms. Seemeyer stated that contracts are done based on consumer needs and there isn't a need contract with LSS at this time.

Supervisor Russell asked if Mr. Bolle was receiving services. Ms. Seemeyer stated that he receives services from Kenosha County. The Bolle family had been receiving in-home therapy services through CHATT as part of the State Autism Waiver program. CHATT is subcontracted by LSS.

Mr. Bretl advised the Board to be prepared for media attention as a result of this case. He is checking to see if DHHS can legally put a clause in their contract with LSS on restricting subcontractors. Families are allowed to choose their therapy service providers.

Supervisor Grant asked if a family chooses a provider and DHHS objects is there anything signed. Mr. Bretl stated that the Autism waiver is a State program to provider deal.

Supervisor Ingersoll asked the process of how families come in contact with service providers. Ms. Seemeyer stated she did not know the process since it is not our contract.

Income Maintenance Update – Ms. Seemeyer gave her monthly update to the Board regarding the change to the consortium model that Economic Support will change to in the new budget. By October 1, 2011 DHHS needs to sign a consortium agreement. Fond du Lac County has volunteered to be a fiscal agent for this consortium. Details are still be finalized and a one year agreement is being prepared. Per the State recommendations DHHS should have three additional workers based on the caseload but the budget will not allow this and DHHS will work with present staff. Human Resources will post the vacant ESS bi-lingual position and this will help.

Ms. Seemeyer wanted to thank the Board for their direction for

Supervisor Grant asked if DHHS will be ready by the end of the year. Ms. Seemeyer stated that there is a lot to be done but anticipates changing to the consortium model prior to the end of year.

Supervisor Grant asked if the completed consortium agreement can be brought to the Board. Ms. Seemeyer stated she would present it to the Board and that Income Maintenance will be a monthly update on the agenda.

New Business –

2012 Budget Overview – Ms. Seemeyer reviewed a Powerpoint presentation to the Board regarding the 2012 DHHS budget. Adjustments have been made for a reduction in revenues and for the anticipated costs due to the Family Care cap. A couple of positions will be eliminated and others will be reallocated.

State Dental Clinic Grant – Ms. Seemeyer is seeking authorization for a grant that has already been submitted due the application deadline. The Board does have the option of refusing the grant and the application will be pulled. This grant is part of the Seal-a-Smile program.

Motion and second made by Supervisors Hawkins/Ingersoll to approve applying for State Dental Clinic grant. Motion carried 7-0.

Ms. Seemeyer is concerned over the limited time available to apply for grants that need Board approval. She is asking that the Board for a solution.

Supervisor Ingersoll asked why Board approval is needed for some grants. Mr. Bretl explained there is a list of continuing grants and those do not need Board approval. If a department is interested in applying for a grant that is not on the list, it goes before the Board to be reviewed to ensure that terms of the grant are fully recognized.

Supervisor Grant recommended that the grant process be on the next DHHS Board agenda. Ms. Seemeyer agreed but is requesting that the DHHS Chairman and County Administrator give tentative approval outside monthly Board meetings to avoid missing deadlines. The grant application would then be on the next Board agenda.

Supervisor Ingersoll feels comfortable with this proposed arrangement due to the trust factor. Ms. Seemeyer told the Board that all grant possibilities are presented at weekly DHHS management meetings and the grant must meet a certain criteria. Mr. Bretl urged caution in transitioning to a blanket approval process and Supervisor Schaefer agreed. Ms. Seemeyer stated she wants Board approval but is concerned over missing deadlines.

Reports -

LogistiCare August Report – Ms. Seemeyer reviewed the enclosure and stated so far in September there have only been two reported complaints.

Supervisor Hawkins asked if the complaint report is forwarded to anyone. Ms. Seemeyer stated that they are given to the Greater Wisconsin Agency on Aging Resources (GWAAR).

Supervisor Grant asked if the report is given to legislators. Ms. Seemeyer said that GWAAR is working with the legislature.

Citizen Representative Seegers asked what is the rule on tipping drivers. Ms. Seemeyer stated that tipping is not allowed.

Supervisor Grant asked if he could give a copy of this complaint report to his representative. Ms. Seemeyer encouraged it.

Children's Quality Service Review – Ms. Seemeyer told the Board that there was a Powerpoint presentation from the State regarding the QSR that she would distribute to Board members. The review determined that some of the weaknesses found were a need for more training and better screening of Access phone calls. They also felt the unit was understaffed, there is a lack of consistency and that the community is not aware of services offered. They also indicated a need for more transportation services, more child psychology services, local services for sexual offenders, affordable housing and more services for Spanish speaking consumers. A limited term employee has been hired by DHHS to help screen calls. The reviewers did note a big improvement from the review done three years ago.

Strengths the review found were in communication between divisions, the use of evidence-based practices, family-centered decisions, strong management and experience.

Supervisor Grant ask if there was a response to the reviewers analysis. Ms. Seemeyer stated that DHHS has been in communication with the reviewers.

Correspondence –

Communication from the Department of Children and Families regarding the audit report related to DCF programs – Ms. Seemeyer explained this letter stated that the single audit conducted does not need a response from DHHS. She recommended to have it placed on file.

Motion and second made by Supervisors Hawkins/Ingersoll to placed on file. Motion carried 7-0.

Announcements –

Building a Roadmap Conference - Ms. Seemeyer welcomes anyone who is interested in attending this conference for caregivers. She is proud of the collaborative effort among different agencies that created this conference that will help provide resources to help out caregivers.

Next Meeting Date – The next meeting is scheduled for October 19, 2011 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting

Adjournment – **On motion and second by Supervisors Hawkins/Schaefer Redenius, Chair Grant adjourned the Health and Human Services meeting at approximately 2:19 p.m. Motion carried 7-0.**

Submitted by Juliet Young, Recorder. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

Walworth County Lakeland Health Care Center Board of Trustees

MINUTES

September 21, 2011 Meeting – 1:00 p.m.

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chairman Grant at 1:00 p.m.

Roll call – Committee members present included Chairman Grant, Supervisors Ingersoll, Hawkins, Schaefer and Redenius. A quorum was declared.

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director of Health and Human Services; Juliet Young, Health and Human Services; Bernadette Janiszewski, Lakeland Health Care Center Administrator; Dr. James Seegers, Citizen Representative Health and Human Services; Ella Eva Pious, Citizen Representative Health and Human Services; Suzi Hagstrom, Labor/Employee Relations Director; Nancy Russell, County Board Chair and David Bretl, County Administrator

Public in attendance – There were no members of the public in attendance.

There were no agenda withdrawals. **Supervisor(s) Hawkins/Schaefer moved to approve the agenda. Motion carried 5–0.**

The Lakeland Health Care Center Board of Trustees committee minutes of the July 20, 2011 meeting were approved. **Motion and second made by Supervisor(s) Hawkins/Schaefer to approve the minutes. Motion carried 5–0.**

Public Comment – There were no comments from the public.

Unfinished Business –

Wireless Internet Service for Residents – Use of Alzheimer’s Donated Funds – Ms. Janiszewski informed the Board that this donated funds account was not restricted and is seeking approval for a portion of the costs for this service. authorization for the use of \$18,500 to provide internet access for the residents living in the memory care neighborhood.

Supervisor Grant asked where the how the other portion of this service was going to be funded. Ms. Janiszewski stated that the ~~donated Waddell Alzheimer’s funds~~ will be used for just the Alzheimer’s memory care unit and the rest of the service will be paid through their regular donations account.

Motion and second made by Supervisor(s) Hawkins/Schaefer to approve the use of the Alzheimer’s Donated Funds be used for the wireless internet service for residents. Motion carried 5–0.

New Business –

2012 Budget Overview – Ms. Janiszewski reviewed the LHCC 2012 budget request. Most of the changes in the 2012 budget center around reorganization in the dietary department deal with a change in hours and preparing for the federal government requirements regarding guidelines for residential resident centered care. One of the major changes will be transitioning LHCC will transition from food service workers to certified nursing assistants (CNA) positions. Displaced workers will be offered partial CNA tuition reimbursement. Ms. Janiszewski is seeking an additional payment into the OPEC-B fund. With this payment LHCC will be 69% funded. and would like. She is seeking Board approval to initiate a new revenue source, outpatient therapy services. Per a federal mandate LHCC will begin monitoring residents 30 days after discharge.

Supervisor Grant asked about the requirements for the tuition reimbursement. Ms. Janiszewski stated that displaced workers must graduate as certified nursing attendants and apply for an open position. are only required to apply for a position in order to receive reimbursement. They do not have to be hired.

Supervisor Grant asked how many positions are being eliminated. Ms. Janiszewski stated that 16.42 FTEs will be eliminated while creating 8.66. The FTE positions are really translate to 27 positions. Ten of these positions are vacant and staff has shown interest and there are vacancies and staff who are interested in transitioning to the CNA positions.

Dr. Seegers stated he admired Ms. Janiszewski work on this budget plan.

Mr. Bretl spoke to the Board stating this is a significant reorganization involving many positions. He acknowledged that change is difficult and these changes were made not only to fulfill mandates but to keep LHCC from entering a crisis situation. He also stated that savings would not be noteworthy for the first year but more savings will be seen in subsequent years from this reorganization.

Ms. Janiszewski mentioned that some of these changes had been discussed previously. Another change will be consistent staff assignments. Other facilities have found this which has been shown to be better for the overall health of the residents. CNAs will be involved in developing There will be a point system in place to to help ensure that the acuity level of residents is evenly distributed. CNAs will have a more equal distribution of assigned residents based on the residents' needs. This will be a year-long process to let staff acclimate to the new system.

Reorganization in the Dietary Department - This agenda item was discussed as part of the 2012 budget overview.

Outpatient Services in the Therapy Department - Ms. Janiszewski asked if the Board wanted the to authorize outpatient therapy services for discharged residents offered at LHCC and if services are should be offered if they can be open offered to the public.

Supervisor Ingersoll asked for clarification on the outpatient services and if there would be a rate differential. Ms. Janiszewski stated that clients would need a doctor's order and this would not be a marketed service, rather a referral service for our own physicians. -Fees would be the same as we charge for inpatient services.

Supervisor Grant stated ~~if that for the first year LHCC will~~ should start by offering therapy services for monitoring discharged residents only when they return home to just start with this service for a year before opening it up to the public. Supervisor Russell concurred stating that there are plenty of outpatient services available to the public. Ms. Janiszewski agrees and does not have intentions of competing with other outpatient services for clients.

Supervisor Grant asked if the outpatient services was part of the new accountable care requirements that will be mandated by the federal government next year. Ms. Janiszewski stated that this service helps fulfill the requirement regarding patient follow up for 30 days following discharge. ~~is part of that mandate.~~

Supervisor Hawkins asked if Ms. Janiszewski had a preference on opening up outpatient services to the public right away or putting it on hold. Ms. Janiszewski stated she did not have a preference but felt there might be an advantage in it would be better to starting the outpatient services for discharged LHCC residents and the public at the same time. There is a request for proposal currently available for ~~this~~ therapy services and she feels a better deal could be made if there were more guaranteed hours.

Motion and second made by Supervisor(s) Hawkins/Ingersoll to have outpatient services open to the public. Motion carried 4-1 with Supervisor Grant dissenting.

Reports –

LHCC Administrator's Report and Financial Update – Ms. Janiszewski reported that the LHCC is on track with regard to budget and handed out the August 2011 income statement. Ms. Janiszewski mentioned that the number of staff/residential worker's compensation injuries had gone down. She also gave an update on the current census. ~~numbers and the~~ The percentage of Medicaid beneficiaries rate is now 73% and 19% private pay.

Correspondence – There were no correspondences.

Announcements – There were no announcements.

Next Meeting Date – The next meeting is tentatively scheduled for October 19, 2011 at 1:00 p.m.

Adjournment – **On motion and second by Supervisor(s) Hawkins/Schaefer, Chair Grant adjourned the meeting at approximately 1:27PM. Motion carried 5-0.**

Submitted by Juliet Young, Recorder. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

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

September 13, 2011
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, Brandon Johnson, Ron Henriott, Harold Shortenhaus.
Thomas Eck (arrived at 1:35 p.m.)

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 AND PUBLIC COMMUNICATIONS:

No visitor comments.

APPROVAL OF MINUTES OF REGULAR MEETING, AUGUST 9, 2011

Commissioner Johnson made a motion to approve the minutes of the Regular Meeting, August 9, 2011. Commissioner Henriott seconded and the motion carried.

ADMINISTRATOR'S REPORT

a. YEAR 2011 MAINTENANCE PROJECTS STATUS REPORT

A summary of the 2011 scheduled treatment plant and lift station/interceptor projects was reported. Costs in the project summaries are estimates based upon past experience or actual estimates by contractors. Actual costs frequently differ from estimates. The Treatment Plant Maintenance budget is roughly 43% spent. Fall biosolids land-spreading and associated

equipment maintenance expenditures have begun. The Collection System Services Budget is roughly 3% expended. Bids for lining the 42" gravity sewer main and 27" gravity main were opened on September 1, 2011 (New Business - b-). This expenditure will result in over 50% of this program's budget being expended in September. The Asset Management Program search has found two additional software programs used by municipalities in this area. A site visit to view these programs will be scheduled.

b. PERMIT COMPLIANCE UPDATE

The wastewater facility met all permit requirements for the month of August. Information from the Rock River TMDL indicated WalCoMet's likely permit limits will vary month to month, with a high limit of 0.35 mg/l in February and a low end limit of 0.14 mg/l in September. The proposed limits are lower than the current 1.0 mg/l limit and staff will continue to evaluate the lowest cost alternative to meet the new limits.

c. STAFF TRAINING ACTIVITIES

Paul Wilson attended the WWOA regional meeting and was elected Vice Chair of the WWOA. Six staff members attended an activated sludge microbiology class. Ron Altmann attended a management training class. Steve Scheff and Karla Eggink attended a criticism and discipline class. Staff had training on the new cathodic protection system installed in final clarifiers 1 & 2.

d. BLOWER PROJECT UPDATE

The Blower Project is on schedule, with anticipated installation in November and completion in December.

RECEIPTS AND DISBURSEMENT REPORT

Commissioner Eck made a motion to accept the Receipts and Disbursements Report as presented. Commissioner Henriott seconded and the motion passed.

ACCOUNTS PAYABLE LISTING

Commissioner Henriott motioned to approve the Accounts Payable Listing for August, 2011 in the amount of \$78,852.22. Commissioner Shortenhaus seconded and the motion passed.

OLD BUSINESS

a) **Revised Administration Building Roofing Replacement Bids:** A discrepancy in the pound-per-square weight requirement was found in the previous bids to replace WalCoMet's administration building's roof, approved by the Commission on 8-9-2011. The original three contractors that bid were asked to re-bid the job based on the correct 300 lb./sq. weight requirement. Commissioner Shortenhaus made a motion to reject all previous proposals and accept the revised proposal from low bidder, Elkhorn Roofing Co., in the amount of \$14,850.00.

NEW BUSINESS

a) **Interceptor Sewer Leaks Repair:** Visu-Sewer Inc. televised approximately 6,703 feet of 42" and 48" interceptor gravity sewer between Borg Road and the CTH O lift station

which revealed approximately 18 areas in the 48" sewer showing leaks. The leaks can be repaired with a chemical grout injected into the leak areas. The removal of two manhole cone sections is necessary for access, requiring contracting a local backhoe company. Commissioner Shortenhaus made a motion to approve the grout repair of the 48" interceptor sewer by low bidder, Great Lakes TV Seal, Inc., for approximately \$16,215 based on time and material, and approximately \$2,500 for a local contractor to remove and replace two manhole cone sections, and staff to provide water for cleaning, for an approximate total of \$18,715.00

b) 2011 Interceptor Lining Project: The CTH O and Williams Bay No. 1 27" gravity sewers Phase-1 interceptor sewer lining and manhole reconstruction project was initiated due to corrosion to the concrete gravity sewer pipes seen in video taken in 2009 and 2010. Crispell-Snyder has recommended the repair be conducted over a five year period, beginning with installing a liner in approximately 660 feet of 27" pipe, reconstructing 4 manholes on the Williams Bay No. 1 interceptor line, installing a liner in approximately 1,180 feet of 42" pipe, and reconstructing 3 manholes. The wide cost variance in bids submitted was discussed. Commissioner Eck made a motion to approve the award of the Phase-1 2011 interceptor sewer lining and manhole reconstruction project to low bidder, Visu-Sewer, Inc., for \$316,245. Commissioner Johnson seconded and the motion passed.

c) Exterior Door Replacement: Many of the plant's existing steel doors have been identified as having frame and main structure deterioration beyond repair. Doors are scheduled for replacement based upon most-in-need. Double door (ID #203) on north side of digester building is next in line. Commissioner Johnson made a motion to approve the replacement of north side digester building double door (ID #203) by low bidder, Quality Door and Hardware, for the sum of \$6,434.00. Commissioner Shortenhaus seconded and the motion passed.

Other Discussions:

Timothy Fenner informed Commissioners that WalCoMet must adopt an Employee Grievance Procedure. Act 10 of the Wisconsin Budget Repair Bill requires a resolution adopting this policy. This resolution will be on the October, 2011 agenda. Until then, WalCoMet will follow the suggested procedure developed by Axley Brynelson to meet the October 1, 2011 deadline outlined in Act 10.

ADJOURN

Commissioner Johnson made a motion to adjourn, seconded by Commissioner Eck and the Regular Meeting adjourned at 2:08 p.m.

Thomas Eck, District Secretary

APPROVED: _____

PUBLISHED: _____



**LAUDERDALE LAKES LAKE
MANAGEMENT DISTRICT
MINUTES of 8-6-11**

Meeting called to order by Chairman Mason, at the Lake District Community Center at 8:00 A.M.

A. Attendance: Present: Chairman Mason, Don Sukala, Jack Sorenson, Nestor Dyhdalo, Peter Van Kampen and Wally Yandel were all present; Dorothy Burwell was absent and excused.

B. Agenda: Wally moved and Peter seconded a motion to accept the Agenda for the meeting of August 6th, 2011, the motion passed unanimously.

C. Minutes: Wally moved and Peter seconded a motion to accept the Minutes of the July 9th, 2011 meeting the motion passed unanimously.

D. Committee Reports:

1.) County Report: No report.

2.) Town Report: Don reported that there has been an increase of burglaries and break-ins within the Town jurisdiction. The boat ramp fee box was broken into. There were 101 calls to the Town for various issues last month. The vandalism and break-ins seem to occur along route 12 and its surrounding area. Don reported that the Fire Department steak fry will be a week from today. Joanne Young asked about the timing of the sewer repair project, Don stated that they are de-watering and the project may be about one and a half weeks behind schedule. She also asked about the cost estimate, Don stated that the contract with the sewer company is approximately \$137,000 and they are estimating approximately \$200,000 for the whole project with engineering etc.

3.) Septic Report: Wally stated that the Lake District has received three bids for pumping. Wally opened the bids (per agenda item #6) and stated that he Nestor and Peter would review and compare them in-order to make a recommendation to the board.

4.) Insurance: Jack reported that the safety inspection went well.

5.) Weed Harvesting: Peter reported that the weed harvesting has remained light this year. The crew did not work last week because of light weed conditions. Peter reported that he snorkeled with a State weed and snail inspector. Mill Lake was selected by the State for testing and they collected weed and snail samples for identification, analysis and a report on invasive plants and animals.

6.) Pier Inspector: Peter stated that the final Agreement between the Town of LaGrange, Sugar Creek and the District has been executed and the work will begin this week.

7.) Clean Boats Clean Water: Floyd attended an environmental training session sponsored by the Mukwonago River Alliance.

8.) Water Patrol: Nestor reported that the Patrol has issued 5 OWI's up from 3 the last several years. There has been vandalism occurring around the Pleasant Lake Park and the launch fee box was broken into.

9.) Treasury Report: Nestor reported that we the District can only refinance \$100,000 according to our existing agreements with the Citizens Bank. We are currently paying 3.92% and if we refinance the rate could be around 2.5%. A motion was made by Nestor and seconded by Wally to pursue refinancing of \$100,000 of our current loans, the motion passed unanimously.

10.) Dam Report: No Report.

11.) Golf Course Report: Chairman Mason reported that the rounds of play were good in July and August has also been strong, so far.

12.) Wetlands: Chairman Mason stated that the trial pursuant to three citations, issued by the County, was continued on Wednesday July 13th, 2011 and the testimony was finished. Chairman Mason stated that briefs will now be filed and the Judge has been doing a lot of due diligence on the case.

E. Consider Amendments to 2012 Budget: (moved behind agenda item #8)

Nestor stated that the one of the patrol boats (the 2001 boat) has approximately 3,400 hours and that he has looked into replacement of the boat. However, he found replacement to be very expensive, in part due to the equipment and options added to the boat. After reviewing various options, he proposed adding a budget item of \$20,000 for a major refurbishing of the existing boat. After brief discussion, a motion was made by Chairman Mason and seconded by Jack to approve the revision to the 2012 budget, the motion passed unanimously.

F. Consider Board Position on Sterlingworth Storm Sewer: Jack began the discussion by stating that we have received quotes for taking soil samples and engineering guidance to determine the nature of the soils and the potential for future leaks occurring around the south Sterlingworth Bay shoreline. Should the tests indicate the likely hood of future leaks the engineering will help us to determine a proper course of action to minimize the probability of future leakage. Discussion then was directed toward the responsibility of payment for the storm sewer project being undertaken by the Town in the Sterlingworth road area. Peter stated that he feels the storm sewer is not the responsibility of the Lake District and that the Town has properly taken charge of the situation. He stated that we see it as two issues and we are following up on the issue of a leak which could affect the entire lake community. After further discussion Peter made a motion seconded by Jack, that the Lake District's position on the issue is that the Lake District is not responsible for the cost of the sewer project, the motion passed with five voting affirmatively and one opposed. There were questions regarding the voting process at the annual meeting.

G. **New Business:**

A. Chairman Mason reported that at Lauderdale Shores, as a result of a recent power outage there was a septic overflow which flowed into the lake. He stated that the e-coli readings in the lake shortly after the leak were approximately 1,500 which exceed the standard of 500. However, after a prompt cleanup the second reading in the same area was only in the range of 50. He stated that was very positive as a lot of lakes have a greater reading naturally. Chairman Mason discussed a response protocol with Russ Wardal of the County in the event such an occurrence happens on a weekend. Chairman Mason stated that the Lauderdale Shores directors had acted very responsibly and quickly and are looking at long term solutions to prevent a future spill.

B. Chairman Mason stated that he and Peter entertained Russ Wardal, County Board Representative, and explained and showed him the size of the Lake District and its activities and projects.

C. There was a comment by a member of the audience that they thought the Water Safety Patrol was becoming more predatory or aggressive rather than educational. Nestor stated that anyone can contact Ken Blanke the Chief of the Patrol and discuss details or concerns. Don stated that the Towns Water Safety Committee is scheduled to be meeting this week.

The next meeting will be announced.

A Motion for Adjournment was made at 9:41 A.M. by Wally and seconded by Peter, the motion passed.

Respectfully submitted by,

Jack Sorenson, Secretary