

County Zoning Agency
MINUTES
September 20, 2012 – 4:00 p.m.
100 West Walworth Street
Elkhorn, Wisconsin

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

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

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, Senior Planner Neal Frauenfelder and Watershed Technician Chris Rieck.

Present for a portion of the meeting / hearing were Land Use and Resource Management Department Senior Zoning Officer Debora Grube and Urban Manager Fay Amerson.

A “sign-in” sheet listing attendees on September 20, 2012, is kept on file as a matter of record.

Details of the September 20, 2012, meeting / hearing are on a recorded disc which is on file and available to the public upon request / video to view on our website:
www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda with the removal of item 8.e.1. Lakewood Farms Inc. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Dave Weber motioned to approve the August 16, 2012, Minutes. Seconded by Rich Brandl Motion carried. 6-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Webcam Count #0:3:44 – 0:5:45

Subdivision Items – Old Business - none

Subdivision Items – New Business

Lake View Preserve Condominium Preliminary Plat, David Hernandez, Declarant. Located in Section 2, Town 3 North, Range 16 East, Town of Sugar Creek. Parcel #G SC 200007. The proposed plat contains 22.33 acres of land and is zoned C-2 Upland Resource Conservation District. This plat requires County Zoning Agency review and approval for a private road that will serve the proposed 4-unit condominium plat. – Neal Frauenfelder

Jim Van Dreser motioned to table this item for two months as requested by the applicant. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose
Webcam Count #0:5:46 – 0:8:27

Old Business – Ordinance Amendments – none

Old Business – Discussion Items

Discussion / possible action re: ordinance amendment to setbacks for agricultural structures – Deb Grube

Carl Redenius motioned to table. Seconded by Rich Brandl. Motion failed. 3-favor 3-oppose (Jim Van Dreser / Dave Weber / Rick Stacey)

Jim Van Dreser motioned to approve. Seconded by Dave Weber. Motion failed. 3-favor 3-oppose (Carl Redenius / Rich Brandl / Tim Brellenthin)

Dave Weber moved to deny. Seconded by Rich Brandl. Motion approved 5-favor 1-oppose (Jim Van Dreser)
Webcam Count #0:8:37 – 0:13:46

Discussion / possible action re: correspondence from the Town of Richmond relating to the Turtle Inn – Michael Cotter

Dave Weber moved to table. Seconded by Jim Van Dreser. Dave Weber withdrew his motion. Jim Van Dreser withdrew his second.

Jim Van Dreser moved to put the correspondence on file. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose
Webcam Count #0:13:47 – 0:41:28

Discussion / possible action re: James O. Jacobson Irrevocable Trust amendment of conditional use for hours of operation and number of days and hours for vendors and entertainment at The Apple Barn. Tax Parcel GA3957-1, Sugar Creek Township. – Neal Frauenfelder

Jim Van Dreser motioned to approve the requested amendments and add “Thursday and Friday” to the winery operation, and to send a letter to the Township. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose

***Amended 6-16-06
AMENDED 6-18-09
AMENDED 9-20-12**

Has been APPROVED subject to the following conditions:

1. Approved as per plan submitted and amended ~~6-18-09~~ **9-20-12** with all additional conditions.
2. Only general public sales of the items specified in the plan of operations shall be allowed.
3. Storage limited to material and goods directly associated with business.
4. On site hours of operations shall vary seasonally. Mid June through mid-July, **pick your own operation** daily **7:00 a.m to 6:00 p.m.** **Winery** 9:00 a.m. to 6:00 p.m. Mid July through August, Thursday, Friday-and Saturday **and Sunday** 10:00 a.m. to 4:00 p.m. ~~September~~ **Late August** through October, Tuesday through Saturday 10:00 a.m. to 6:00 p.m. and Sunday 11:00 a.m. to 5:00 p.m. November through mid December, Wednesday through Saturday 10:00 a.m. to 4:00 p.m. Closed Labor Day and open on Columbus Day. Private wine tasting will be allowed during non-business hours. **Hours may vary during season according to crop harvest and wine availability.**
5. Must meet all applicable Federal, State, County and local regulations.
6. Outside lighting shall be shielded and directed on site.
7. The applicant must obtain all required zoning permit approvals including a sign permit.
8. The number of employees shall be limited to four full-time employees, and eight part-time employees depending on the season.
9. The operations plan must show sufficient parking and access space meeting County requirements.
10. The project site must be kept neat, clean, and mowed.
11. Only sampling of wine shall be allowed on site. Wine sampling must be done in the presence of staff and limited in quantity for sampling purposes only. Sampling shall extend to a defined outdoor area extending 7 feet from the existing structure, as depicted on the approved amended site plan and limited to one glass per patron in the outside area.
- *12. The A-4 portion of the property must be deed restricted so it may not be separated from the **farm separation** parcel.
13. 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.

14. The Apple Barn will be allowed to have independent vendors selling farm related wares, fruits, vegetables, bakery and art along with entertainment being music and dancing demonstrations. The independent vendors and entertainment shall be allowed on site no more than ~~three times~~ **12 weekends** per year. The entertainment shall be limited to not more than ~~five~~ **eight** hours per weekend. There shall be no additional charge to customers for the entertainment.

15. Temporary parking for the Apple Barn shall be allowed on the adjacent A-1 zoned field on a seasonal basis as a farm related activity according to an amended site plan.

16. A bonded, licensed company shall be hired at the sole expenses of the applicant, whose employees shall direct and control traffic, both vehicular and pedestrian. The number of such persons shall be increased to accommodate increased traffic seasonally on the independent vendor and entertainment weekends. The control of traffic on the public roadway by the bonded licensed company shall be approved by the Town Highway Department and local law enforcement authorities.

***6-16-06 – Condition #12 is restated to include the bolded and underlined words “farm separation”.**

Webcam Count #0:41:29 – 0:52:08

Discussion / possible action re: Katzman Farms Inc., amend of conditional use for residence on a farm separation remnant for farm purposes to allow the residence to be divided off with restriction on the parent farm parcel that it shall no longer be buildable for farm residential purpose. Tax Parcel D W-13-5C. – Neal Frauenfelder

Rich Brandl motioned to approve. Seconded by Jim Van Dreser. 6-approve 0-oppose

Amended 9-20-12

Has been APPROVED subject to the following conditions:

General:

1. Approved as per plans submitted **with all additional conditions**.
2. No further ~~divisions or~~ residences are allowed on this parcel.
3. Applicant shall meet all applicable Federal, State, and local regulations.

4. **Any future separation of the farm residence from the farm parcel shall be accompanied by a deed restriction prohibiting residential construction on the parent farm parcel.**
5. **Any future agricultural structures proposed on the parent farm parcel shall require conditional use approval for building on a farm separation for farm purposes.**
6. **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.**

Webcam Count #0:52:09 – 0:55:21

New Business – Ordinance Amendments - none

New Business – Discussion Items - none

At 4:57 p.m. Rich Brandl motioned to recess before the public hearing portion of the meeting. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Public Hearing:

Chair Rick Stacey called the meeting to order at 5:33 p.m.

Lakewood Farms – East Troy will not be heard and the order of the hearings will be changed to: Schmalfeldt – Lyons / Thanks Giving – Geneva / Hard Rock – Spring Prairie / West Rod Cottage – East Troy.

Ordinance Amendments - none

Rezones with Conditional Uses

Hard Rock Farms LLC, (Jim Bolton/Reesman Excavating and Grading – Applicant), Section 4, Spring Prairie Township. The property owner is requesting to rezone approximately 41 acres of C-2 Upland Resource Conservation and 11.63 acres of A-1 Prime Agricultural to M-3 Mineral Extraction District and 3.47 acres of C-2 to C-1 Lowland Resource Conservation District along with a conditional use for a new mineral extraction site (sand and gravel pit). **Nonmetallic Reclamation Plan.** The Walworth County Land Conservation Division is currently reviewing the applicant's reclamation plan for conformance with the County Nonmetallic Mining Reclamation Standards, contained in Section 26-281, of the Walworth County Code of Ordinances. The County Land Conservation Division staff will consider all testimony related to the reclamation of this mining site. The property is located on the north side of Hwy D approximately one

mile west of the intersection of Hwy D and Hamms Road and is identified as parts of Tax Parcel O SP 400005.

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

General:

1. This conditional use approval is limited to sand and gravel extraction, screening, crushing and washing. The operation must follow the approved operations plan as submitted August 8th, 2012.
2. Time limit for completion of the project shall be set at 10 years from date of this approval.
3. Implementation of dust and noise control measures shall occur at all times on site.
4. The applicant must obtain a Construction Site Erosion and Storm Water Management Permit from the Walworth County Land Conservation Division. All construction site erosion control methods and practices must comply with Walworth County Conservation Standards, Technical Standards and Construction Standards.
5. A Nonmetallic Mining Reclamation Permit and Plan must be approved the Walworth County Land Conservation Division. Nonmetallic mining and contemporaneous reclamation will be undertaken in phases described in the Reclamation Plan. Proof of financial assurance, payable exclusively to Walworth County, must be submitted to Walworth County and kept current. The amount of the financial assurance shall equal the cost to Walworth County to complete reclamation according to the approved reclamation plan. The amount of the financial assurance will be reviewed annually by the Walworth County Land Conservation Division to assure it equals outstanding reclamation costs.
6. If for any reason, this Conditional Use is revoked, the applicant may not conduct nonmetallic mining on the site, but may conduct construction site erosion control and nonmetallic mining reclamation measures ordered by the County Land Conservation Division.
7. The post mining land use for this site shall be agriculture requiring A-1 zone district designation in the stock pile/berm area and C-2 in the extraction area. This conditional use shall not be valid without a current post mining land use rezone application being on file with Walworth County and the Town of Spring Prairie. The property owner shall submit an application, fee and a post mining reclamation plan to Walworth County allowing for rezone of the property back to the post mining land use /zone district as specified above. The post mining land use rezone application shall be required to be kept current by the property owner

during excavation and reclamation of the site. Should ownership of the site transfer prior to receiving Certification of Completion of Reclamation from the County (Sec. 26-293 (a.7)), the new property owner must re-sign the post mining land use rezone application and pay a new post mining land use rezone application fee at the current rezone rate in order to keep this conditional use valid.

8. Hours and days of operation shall be set at 6:00 a.m. to 6:00 p.m. Monday through Friday and 6:00 a.m. to noon on Saturday. No work shall be conducted on Sundays or holidays.
9. Road access and maintenance agreements shall be filed with the Township and County prior to hauling materials off site as part of the restoration plan.
10. The County will not be liable for any damage to neighboring wells due to the operation of the project.
11. Any additional Office/trailer or structures shall obtain approved zoning and sanitary permits.
12. Approval of the project shall be subject to all applicable gravel pit policies.
13. The project shall comply with all applicable Federal, State and local regulations and requirements.
14. All material storage locations must be in an approved zoning district as specified.
15. No materials shall be brought in from off site other than those materials specified in the approved restoration plan.
16. All topsoil generated from the site must remain on site for use in restoration as indicated in and regulated by the restoration plan. All topsoil will be regraded evenly on the disturbed area and may not be exported off site.
17. All site dewatering shall be conducted so as to prevent sedimentation outside of the project area in accordance with the Erosion Control and Stormwater Management permit and all technical standards for dewatering.
18. The applicant shall certify that the project plans and the conditions of this approval shall be provided and discussed with the property owner prior to excavation on site and must provide a copy of the certification signed by the owner to the Town and County.
19. Following restoration, the landowner shall petition to rezone the property back to the original zone districts. The owner of property approved for non-metallic mining shall be required to submit a signed upfront rezone application and fee for

- rezoning the property back to the pre-existing zone district. Upon completion of restoration the County shall hold a public hearing for rezoning of the property back to the original zone district. The County shall not release the required performance bond or surety until the property of concern has been reclaimed and rezoned.
20. Post mining Rezoning --- The post-mining rezoning application must be executed within 60 days following successful reclamation and the issuance of a *Certificate of Completion* by the Walworth County Land Conservation Division.
 21. The applicant must obtain a sign permit from the County Zoning Office prior to construction of any signs on site. No off premise signs or billboards will be allowed to be located in an M-3 district even under a State Hwy permit because the M-3 use is temporary and the signs must be consistent with the required zoning upon restoration.
 22. No storage of chemicals and petroleum products shall occur on site unless stored in a containment facility meeting State requirements.
 23. The applicant must stipulate that adequate liability insurance will be held at all times during excavation and restoration to cover any damages resulting from the project. The applicant has agreed to provide a copy of the liability insurance coverage document for the file.
 24. The applicant will be held solely responsible for maintaining support rights of neighboring property owners. Adequate setbacks from the proposed excavation to neighboring properties shall be provided to prevent damages resulting from potential cave in of the excavation walls.
 25. Groundwater Protection. Mining and reclamation shall be conducted in a manner that does not cause a permanent lowering of the water table that results in adverse effects on surface waters, wetlands or a significant reduction in the quantity of groundwater reasonable available for future uses of groundwater. Nonmetallic mining shall be conducted in a manner which does not cause groundwater standards in Chapter NR 140., Administrative Code to be exceeded at a point of standards application defined in that chapter.
 26. The County will not be responsible for loss of agricultural productivity of the property as a result of this project.
 27. The owner/operator shall be responsible for informing the County of any changes to the use of the site and the operations plan prior to implementation of any changes.
 28. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this

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

Specific:

29. Implementation of dust and noise control measures shall occur at all times on site in accordance with OSHA and MSHA regulations. The operator must obtain and comply with all required EPA/WDNR air quality permits. The Town Board may request copies of the EPA/WDNR compliance reports at regular intervals as per the Town.
30. Copies of all issued permits must be provided to the Town of Spring Prairie along with a copy of the Plan of Operations prior to commencing operations on site as per the Town.
31. The surety bond shall be reviewed by the Town Engineer as per the Town.
32. The owner/operator must contact the Town within 30 days of this approval to determine if a developer's agreement shall be required by the Town. If the Town requires a developer's agreement, this conditional use shall not be valid until such time as the property owner and operator sign a development agreement with the Town.
33. No operations may occur below the grades shown on the submitted restoration plan. As per Town.
34. The Zoning Administrator or respective designees may enter the pit operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. If the operation is not in reasonable compliance with the terms of the approved CUP, then this CUP may be subject to the revocation procedures of Section 71-71.1 et.seq., of the Walworth County Zoning Ordinance. Owner/operator must submit a plan to the Town of Spring Prairie for review and approval of any proposed changes to the approved plans or CUP. As per the Town.
35. All excavation boundaries, phase boundaries and any wetland boundaries must be staked or otherwise marked and may be inspected by the County Land Use and Resource Management Department or designee before operations commence under this approval. Stakes must be made of a material that will not deteriorate under normal weather conditions. Signs warning of the pit operation must be placed around the boundaries spaced no less than 200 feet apart. As per the Town.
36. There will be no crushing, washing or any other process performed for any material from outside of the site as per the Town.

37. No Storage of chemicals and/or petroleum products shall be allowed onsite unless stored in a containment facility meeting State requirements. As per the Town.
38. The applicant shall provide a copy of the certification of insurance for the site to the Town of Spring Prairie on an annual basis. As per the Town.
39. Ingress and egress points must be designated in the site operations plan. As per the Town.
40. It is the responsibility of the property owner to inform any subsequent owner or operator of these conditions. As per the Town.
41. The operator shall hold the Town harmless from any cause of action against the Town which may arise out of operations at the gravel pit which derives from acts or inaction of operator, its agents or employees, that are either inconsistent with the terms of these conditions, or are outside the scope of such conditions. Such hold harmless shall include, without limitation, claims for personal injury, property damage, nuisance claims (including dust, noise, water issues, traffic or other disturbances), or any other cause of action or claim resulting from the negligence of the operator or any of its agents or employees in the operation of the gravel pit. The operator shall reimburse the Town for any damages or other costs it may incur, including reasonable attorney's fees and other professional fees, in defending any such claim in any manner deemed appropriate by the Town. The operator may, in its discretion, assume the defense of a claim for which it is indemnifying the Town. This hold harmless by the operator under this paragraph shall not extend to any cause of action against the Town relating to the grant of any entitlement to the operator or the owner, including, without limitation, the rezone, conditional use, or any other land use approvals or permits granted for the operation of the gravel pit. As per the Town.

The rezone petition will move forward to the October 9, 2012, Walworth County Board for possible action.

Webcam Count #1:41:00 – 2:34:00

Rezones

Lakewood Farms Inc., (Stephen O'Bryan – Owner), Section 4, East Troy Township. Applicant is requesting to rezone approximately 1.95 acres of C-2 Upland Resource Conservation District & C-4 Lowland Resource Conservation District to C-2, C-4 and C-1 to correct the wetland and shoreland boundaries to match field conditions. The property is located on the north side of Hwy J approximately 300 feet west of the intersection of Hwy J and Horseshoe Lane and is identified as parts of Tax Parcels P ET 400001 & 1C.

This item was tabled to the October 18, 2012, County Zoning Agency meeting.

Webcam Count #N/A

West Rod Cottage Industries (John Stoss – Applicant), Section 18, East Troy Township. The property owner is requesting to rezone approximately .37 acres of C-4 Lowland Resource Conservation District (Shoreland) to C-2 Upland Resource Conservation District to match the wetland boundary to delineated field conditions. The property is located on the east side of Stringers Bridge Road at the intersection of Stringers Bridge Road and New Deal Ave and is identified as part of Tax Parcel P ET1800006A.

Jim Van Dreser motioned to modify and approve the request to C-3 Conservancy Residential District. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose
Webcam Count #2:34:00 – 3:09:00

Thanks Giving Properties LLC (N3382 County Road H LLC), Section 22, Geneva Township. The property owner is requesting to rezone approximately .78 acres of B-2 General Business to R-2 Single Family Residential in order to convert an existing business structure into a home and create a second residential lot. The property of concern is located on the northwest corner of the intersection of Hwy H and Elm Road and is identified as Tax Parcels JLCB 00029B & 31B.

Rich Brandl motioned to approve. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

The rezone petition will move forward to the October 9, 2012, Walworth County Board for possible action.

Webcam Count #3:09:00 – 3:11:00

Catherine Schmalfeldt and Jeffery Schmalfeldt, Section 5, Lyons Township. The property owners are requesting to rezone approximately 9 acres of A-1 Prime Agricultural to C-2 Upland Resource Conservation District and approximately 1.2 acres of A-1 to C-1 Lowland Resource Conservation District (non-shoreland) in order to create a new lot for a family member, add land to another family members existing lot and sell the remaining farm parcel. The property of concern is located on the northwest corner of the intersection of Hospital and Brook Roads and is identified as parts of Tax Parcels N LY 500006 and NA282200001.

Dave Weber motioned to approve. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose

The rezone petition will move forward to the October 9, 2012, Walworth County Board for possible action.

Webcam Count #1:36:00 – 1:41:00

Conditional Uses - none

Adjournment

Rich Brandl motioned to adjourn. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

The meeting was adjourned at 7:12 p.m.

Submitted by Wendy Boettcher, Recording Secretary.

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



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, September 20, 2012**

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

The meeting was called to order by Chair Russell at 9:40 a.m.

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

Others in attendance included:

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Stacie Johnson, Jessica Lanser, Dale Wilson-Finance; Sheila Reiff, Kristy Secord-Clerk of Courts; Kim Bushey-County Clerk; Linda Seemeyer-Health & Human Services; Suzi Hagstrom-Human Resources; John Orr-Information Technology; Bernie Janiszewski-Lakeland Health Care Center; Tracy Moate-Lakeland School; Kevin Brunner, Peggy Watson-Public Works; Connie Woolever-Register of Deeds; Dave Graves, Kurt Picknell, Amanda Lagle-Sheriff's Office; Kathy Du Bois, Valerie Etzel-Treasurer's Office
- Members of the public: Karen Beckman, Kristen Rouse, Kathleen Seeberg, Ed Snyder-Walworth County Visitors Bureau; Mary Fedorak, Jeff Schroeder, PFM Group.

Agenda withdrawals — There were no agenda withdrawals. **Motion by Supervisors Grant and Schaefer to approve the agenda; carried 4-0.**

Approval of minutes of last meeting(s) — Supervisors Grant and Schaefer moved to approve the July 10 and July 19, 2012 meeting minutes; carried 4-0.

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

Special order of business

2013 Budget

- Summary presentation of the 2013 county administrator's budget — Bretl commented on the impact of the national economy on the county's operations. The key theme with our 2013 budget is the decrease in debt service and our getting close to funding our Other Post Employment Benefits (OPEB) liability. Act 10 helped offset the levy freeze for our 2012 budget but that was one-time relief. He advised against drastic action with regard to the levy as we will still be under the State's levy freeze. Staff are available to answer questions about the 2013 budget.
- Appeals to the 2013 county administrator's budget — Russell stated that the appeals packet was distributed to the Committee prior to the start of today's meeting. An amended

Appeal C, related to the HHS positions, was approved at yesterday's Human Resources meeting and was also included.

- Human Resources Committee recommendations
- Public Works Committee recommendations
- All other budget appeals

Appeal A — This capital projects appeal, submitted by Supervisor Russell, transfers the Judicial Center lobby access elevator project to the 2014 capital plan to offset the loss of road maintenance funds (RMA) from the State. The appeal was approved by the Public Works Committee 5-0 at their meeting on September 17, 2012. Andersen clarified that the word "magnetometer" in the description should be replaced with "xray." **Supervisors Russell and Kilkenny moved and seconded approval of Appeal A. The motion carried 4-0.**

Appeal B — This capital projects appeal was submitted by Supervisor Redenius. It places conditions on the sheriff's range remodel subject to approval of an operational plan by the Public Works Committee. The Public Works Committee approved the appeal 5-0. **Supervisor Schaefer moved approval of Appeal B. The motion was seconded by Supervisor Grant, and carried 4-0.**

Appeal C — This personnel appeal, increasing 2 FTEs in the HHS department, was submitted by Supervisor Grant. The Human Resources Committee amended the appeal at their meeting yesterday, and approved the amended appeal 5-0. The increase in FTEs will be offset by the elimination of .24 FTEs of casual HS Specialist I positions in the crisis intervention unit. Russell commented that the appeal is the result of last-minute information received after the budget was prepared. Adding 2 positions this late in the budget process is fairly extraordinary but justification is appropriate, according to Bretl. These staff have large caseloads with increasing complexity. He feels the HHS caseload should be added to the threat category in the county's Strengths, Weaknesses/Limitations, Opportunities and Threats (SWOT) analysis. **Supervisors Grant and Schaefer moved approval of Appeal C, as amended by the Human Resources Committee; carried 4-0.**

Appeal D — This appeal was submitted by Supervisor Kilkenny and recommends reduction of the Visitors Bureau contribution from \$145,000 to \$130,000, equal to the 2012 budget appropriation. **Supervisors Kilkenny and Russell moved approval of Appeal D.** Seeberg explained that their requested increase would offset the cost of moving in 2013 from their current location to quarters near the intersection of I-43 and Hwy. 50 in Delavan. Signage along I-43 will direct people to the Welcome Center. Their marketing firm indicated the move and signage will cost approximately \$18,500. Kilkenny said he's not sure why county taxpayers should pay for the move. He feels the members of the Visitors Bureau should provide that support. Russell wondered whether the location would be a good one. It's far off road and on the private property of one of the members the Bureau represents. She agreed with Kilkenny that increasing the county's contribution is inappropriate, particularly with our goal being a 0% levy increase. However, she would like the \$15,000 to remain within the county's budget. **Supervisors Kilkenny and Russell agreed that the**

proposed \$15,000 decrease to the Visitors Bureau appropriation should remain within the county's budget. Russell suggested putting the money towards the Open Arms Clinic. Kilkenny asked if the funds could be put into the Contingency Fund and designated for another purpose later, rather than specifically earmarking the money now. Bretl agreed but noted that a 2/3rds vote of the Board is required to use contingency funds. Supervisors Grant and Schaefer spoke in favor of leaving the Visitors Bureau appropriation at \$145,000. Bretl explained that, if passed, the amended Appeal would transfer \$15,000 from the Visitors Bureau appropriation to the county's Contingency Fund. If the motion to approve the amended appeal fails, the original budget will stand. Russell reiterated that the Committee is voting on Appeal D, which would remove \$15,000 from the Visitors Bureau budget, bringing the county's contribution to the 2012 level of \$130,000. Kilkenny added that the \$15,000 would be transferred to the Contingency Fund. **The motion to approve Appeal C failed 2-2, with Supervisors Russell and Kilkenny voting aye and Supervisors Schaefer and Grant opposed.**

Appeal E — This appeal was submitted by Supervisor Kilkenny and recommends reduction of the Walworth County Economic Development Alliance (WCEDA) contribution from \$72,014 to \$50,000, equal to the 2012 budget appropriation. **Supervisor Kilkenny moved to approve Appeal E. Supervisor Russell seconded the motion. Kilkenny asked that his motion be amended to specify that the savings be transferred to the Contingency Fund. Russell agreed.** Kilkenny said his arguments for this appeal are basically the same as the previous one. He's not sure why funding WCEDA is a county government function. They requested additional funds to hire an intern. Russell doesn't believe WCEDA requested an outrageous amount. Bretl commented that WCEDA's director, Mike Van den Bosch, had not been notified that appeals were being heard today and is therefore not present. **The motion to approve Appeal E failed 3-1 with Supervisor Kilkenny voting aye, and Supervisors Schaefer, Russell and Grant opposed.**

- Recommendation of the 2013 county preliminary budget — **Supervisors Grant and Schaefer moved and seconded recommending the 2013 County Preliminary Budget; carried 4-0.** Bretl noted that the budget will be published and subject to a public hearing on October 30, 2012. The next part of the process is an amendment process. Staff are available to assist in preparing amendments. He urged the Supervisors to submit them as early as possible.

Unfinished business

Discussion and possible action regarding PFM Asset Management, LLC presentation by Jeff Schroeder and Mary Fedorak related to Other Post Employment Benefits (OPEB) Fund investment strategy — Schroeder distributed an updated portfolio report. Kilkenny requested clarification of the finance department's cover memo. Does the county currently have a 30/70 ratio, with 30% being equity and 70% being bonds? Andersen affirmed, saying that the cover memo contained a typing error.

Schroeder explained that the county's portfolio was almost \$17 million at the end of the second quarter of 2012. There has been a return of approximately 7.5%, which is very good for a 30/70 portfolio, compared to historical levels. The discussion a couple of months ago was whether it was prudent to move to a 50/50 or 60/40 ratio. Kilkenny asked the average term of the county's bond investments. Fedorak said they are somewhere between 5-6 years. Today's presentation is simply to open up discussion about the investment ratio. Bonds, in general, have all-time low yields and, conversely, are at an all-time high in terms of pricing. PFM, and the market in total, believe interest rates will go back to their normal rate of 4-5% from the current 1-2% yield. When that happens, the price of bonds will go down and the total return value could decrease. PFM does not have a vested interest in how the county invests. They feel it is their duty to provide information so we can make a decision about risk and return. The committee does not need to make a decision today. Fedorak added that, if left to their own devices, PFM would probably take some of the bonds off the table and move those funds into the equity market.

While the county builds up the OPEB portfolio and reaches the acme where we are fully funded, that money should be working for us and in more aggressive investments, according to Fedorak. As our OPEB liability sunsets, we should then taper off on the aggressiveness of our portfolio. By that point, the investment income would be less important than the preservation of the principle. Most of the county's return through August 31st, which is unaudited, shows us at about 200 basis points above the benchmark. However, most of that came from the equity side of the equation. Equities are up double digits across the board with the exception of the international market. Mathematically, there may not be much more we can squeeze from the bonds. Russell asked if the bonds are in a managed fund. Fedorak and Schroeder affirmed. Russell agrees we should reduce our bond exposure. Purchase of today's bonds in the managed fund will dilute the value of the ones already there. Fedorak said a diversified portfolio is better than holding one bond. The managed fund is "a basket" of bonds which are bought, sold, and moved around as PFM managers make decisions about what is going on with stocks and bonds in general. Kilkenny asked what our portfolio might have been worth if our investments were at the 50/50, 60/40 and 75/25 ratios. Schroeder said PFM can provide that information. He and Fedorak felt it would be higher than the current 7.5%. Kilkenny asked if there are products similar to an annuity that could give us the funds to meet our OPEB liability but not be dependent on stocks or interest rate changes. Fedorak replied that there are, but those types of vehicles are prohibitively expensive. We could spend 500 basis points to get into a guaranteed contract with 3% return.

Fedorak said the updated portfolio report shows there can be risk associated with bonds, as well. There have been times in the last decade where bonds dipped below 0% return. PFM reviewed the historical return of investments over the course of an 85-year period, from 1926 to today. There were 20 times in on an annual basis that 60/40 portfolios went negative and 10 times that 30/70 portfolios did. She reiterated that the committee does not have to make a decision today. PFM welcomes an ongoing dialogue. They would be happy to attend future meetings or teleconference to discuss investment issues so the committee is comfortable with their decision.

Kilkenny asked how long the OPEB fund would be needed. When do we stop the benefits? Andersen replied that it depends on how long someone stays with us and on our health plan. Bretl commented that Act 10 changed things. Now, the whole proposition is in our hands, with the exception of law enforcement. He thinks we should stick with the original game plan. Kilkenny asked if the obligation could be tied to the market performance in some way. Act 10 allows us to make adjustments. Another way to look at it would be that the fund is out there but the amount of money available would be dependent upon fund performance, without the county supplementing it. Then we aren't playing with the taxpayers' money. Russell disagreed with the concept. She looks on this like a pension. This is an important decision and since the full committee is not available today, she recommended not making a decision now. She would like the item included on the October agenda. If we have a full committee, we can talk about it and then decide whether to change the investment ratio or wait a few months. The committee agreed.

Update on action related to special assessments and specifically regarding Alex Tourlakes purchase of a tax foreclosed property — Du Bois sent a letter to all municipalities and sanitary districts explaining the county's new procedure pertaining to tax foreclosed properties. The municipal clerk receives the notice of commencement of foreclosure so any special assessments scheduled to be paid in installments would be removed from the tax roll at the time the county takes title. She has been in contact with the Lake Como Sanitary District's attorney. The Commission met last night and approved reimbursing 5 taxpayers, including Tourlakes. When foreclosed property in the Town of Geneva has been sold, her office will also send notice to the sanitary district so they have contact information for the new owners with regard to delinquent water bills, and so forth. She explained that assessments scheduled to be paid in installments do not merge with the title when the county takes title of foreclosed properties. Those assessments are extinguished. Deferred special assessments do not appear on the tax bill. They stay with the property and are not extinguished. Du Bois added that she received an open records request from Tourlakes asking for information on all tax foreclosures in the Town of Geneva going back to calendar year 1999. She has been working on that. Bretl said he appreciates the work Du Bois has done with regard to specials.

Correspondence from Supervisor Rick Stacey in regard to property foreclosures — Supervisor Stacey was not able to attend today's meeting. **Supervisors Kilkenny and Schaefer moved and seconded tabling this agenda item; carried 4-0.**

Consent items — Russell asked that Agenda Item 9B4, regarding the sale of tax foreclosure properties, be held for separate discussion. **Supervisors Grant and Schaefer moved to approve the remaining consent items; carried 4-0.**

Budget amendments

Children with Disabilities Education Board

- LS02 — Reflect transfer of 3 positions from Federal to State aid

Clerk of Courts

- COC001 — Redistribute budget to reflect positions filled by temporary workers in 2012

County Administration

- CA002 — Offset Workers' Comp claim liability

Health & Human Services

- HS013 — Offset increased client care in Comprehensive Community Services program
- HS014 — Reflect increased care for long-term mental health inpatient services
- HS015 — Increase budget for Economic Support temporary help services and comp bank payout

Lakeland Health Care Center

- LHCC002 — Transfer funds for severance to retirees
- LHCC03 — Increase budget for temporary staffing services

Sheriff's Office

- SH004 — Reflect increased overtime expense
- SH005 — Offset program shortfalls

Bids/contracts

- Proposal award for document scanning services for the Register of Deeds office — By motion approving the consent items, the award was made to Source Code Systems, LLC.
- Proposal award for countywide occupational health care services — By motion approving the consent items, the award was made to Aurora Occupational Health.
- Proposal award for Workforce Investment Act (WIA) services for county administration — By motion approving the consent items, the award was made as follows: Adult & Dislocated Worker Case Management-Kaiser Group, Inc.; Youth Services-Kaiser Group, Inc.; and Business Services Coordination-Walworth County Economic Development Alliance (WCEDA).
- Award sale(s) of tax foreclosure property — Brunner explained that the Statutes require us to accept bids at or exceeding the appraised value since this is the first time the parcels were advertised. For some properties, all bids received were disqualified for not meeting the specified criteria. Those properties will be re-advertised. After reviewing the parcels individually, he would like to talk briefly about the remaining properties. Brunner relayed bid information, as follows.
 - *Parcel F D 3200041*, Town of Delavan — This property was redeemed and therefore removed from the sale list.

- *Parcel FLAD 00179*, Town of Delavan — The parcel will be re-advertised as the two bids submitted were disqualified.
- *Parcel FRA 00013*, Town of Delavan — The appraised value is \$1,705. Scott Peters submitted the qualified highest price bid of \$6,177. **Supervisors Schaefer and Kilkenny moved to award the bid to Peters; carried 4-0.**
- *Parcel GI 00288*, Town of Sugar Creek — The bid which was submitted was disqualified.
- *Parcel GI 00289*, Town of Sugar Creek — The bid submitted was lower than the appraised value of \$12,500 and therefore disqualified.
- *Parcel GI 00295*, Town of Sugar Creek — The appraised value is \$2,000. Kevin & Mary Zupan submitted the qualified highest price bid of \$2,650. **Supervisors Kilkenny and Schaefer moved to award the bid to the Zupan's; carried 4-0.**
- *Parcel GI 00317*, Town of Sugar Creek — The appraised value is \$2,570. Ross & Rebecca Hanson submitted the qualified highest price bid of \$6,305. **Supervisors Schaefer and Kilkenny moved to award the bid to the Hanson's; carried 4-0.**
- *Parcel GNLS 00057*, Town of Sugar Creek — The appraised value is \$2,500. PJ Electric Co. submitted the highest qualified price bid of \$2,500. **Supervisors Kilkenny and Schaefer moved to award the bid to PJ Electric Co.; carried 4-0.**
- *Parcel JLCB 00279*, Town of Geneva — The bid submitted was lower than the appraised value of \$1,185 and therefore disqualified
- *Parcel JLCB 00998*, Town of Geneva — The property is appraised at \$1,015. Two bids were received. The qualified highest price bid of \$1,500 was submitted by Antonio & Mercedes Hernandez. The highest bid of \$8,000 was submitted by Henry Buehler but disqualified because a check for the earnest money was not included with the bid. Andersen passed around a letter from the Hernandez's in which they requested the \$8,000 bid be disqualified and the property awarded to them. The committee discussed the bid process. **Supervisor Schaefer moved to award the bid to Antonio & Mercedes Hernandez. The motion was seconded by Supervisor Grant; carried 4-0.**
- *Parcel JLCB 01825*, Town of Geneva — One bid was submitted which was less than the appraised value of \$16,000 and therefore disqualified.
- *Parcel &B 1600001H*, Town of Bloomfield — The qualified highest price bid of \$8,000 was submitted by William Prottzman & Shannon Wolfe. **Supervi-**

sors Grant and Russell moved to award the bid to Prottzman & Wolfe; carried 4-0.

- *Parcel &PLA 00035*, Town of Bloomfield — The bid submitted for this parcel was less than the appraised value of \$25,000 and therefore disqualified.
- *Parcel NLY1100002B*, Town of Lyons — The qualified highest price bid of \$850 was submitted by David R. Hughes. **Supervisors Schaefer and Grant moved to award the bid to Hughes; carried 4-0.**
- *Parcel NA364000001*, Town of Lyons — This property was redeemed and therefore removed from the sale list.
- *Parcel O SP 100038*, Town of Spring Prairie — The qualified highest price bid of \$1,131 was received from Ronald & Wendy Boettcher. **Supervisors Kilkenny and Grant moved to award the bid to the Boettcher's; carried 4-0.**
- *Parcel WLB 00021*, Village of Williams Bay — The bid submitted was less than the appraised value of \$139,000 and therefore disqualified.
- *Parcel XLRR 01500*, City of Delavan — The qualified highest price bid of \$31,025 was received from Gregg Kunes. **Supervisors Schaefer and Grant moved to award the bid to Kunes; carried 4-0.**
- *Parcel XLRR 01700*, City of Delavan — The qualified highest price bid of \$31,025 was received from Gregg Kunes. **Supervisors Kilkenny and Schaefer moved to award the bid to Kunes; carried 4-0.**

Russell expressed concern about the appraisals. We want to keep them reasonably priced but some properties were assessed higher. Brunner said there has been quite a bit of discussion with the treasurer and purchasing about subsequent steps after the initial advertisement of foreclosed properties. Other counties are advertising on the Wisconsin Online Auction, with good success. Staff would like to discuss that possibility at the Committee's next meeting. He added that a legal opinion has been requested from Corp Counsel to determine whether an online auction for foreclosed properties is legal. Russell asked if we can discuss the advertising options today. If we wait until next month, the properties will be advertised a second time and we may have low bids on properties that are worth a lot more. She thought there might be a lot of phone calls resulting from an online auction and asked Brunner if his staff could handle the extra workload. One of the issues is that we would have to establish a minimum bid for an online auction, according to Brunner. On the first go-around, bids must meet or exceed the property's appraised value. After that, the Statutes allow us to accept the bid deemed most advantageous to the county. Russell agreed that it was a good idea to set a minimum bid.

Bretl commented that we want these properties to be back on the tax rolls. We don't want to be in the "property owning" business and have to deal with snow shoveling or issues like that. By the same token, people have gotten extraordinary deals on parcels because they were savvy to the county's process. Du Bois said she talked to other county treasurers. One said they don't reduce the price. They hold the appraised value through the whole process. Others may re-advertise at a lower minimum bid if a property hasn't sold for a specified period of time. Russell asked if the Committee wants to hold to the appraised value for the next go-around. The Committee agreed.

Based on the discussion, Brunner will re-advertise the unsold properties at their appraised value. Staff will also get more information regarding online auctions. Watson explained the auction process. We would have to determine the minimum acceptable bid in advance. If our requirements for sale are met, the auction company will sell the property right away. There would not be an opportunity to bring the bids back to the Committee. Bretl added that it is like eBay. Once you set it up with a price, the process is automatic. Brunner said he thought the Statutes required us to advertise the properties one more time so we would not yet be able to set them up online. Watson confirmed. Du Bois added that she has been talking with Michael Cotter, deputy corporation counsel, regarding foreclosed properties. They would like to work on a policy addressing the county's liability if we take title and a property doesn't sell.

Surplus property

- Recommendation to declare sheriff's office squad cars as surplus and to sell said vehicles at auction

Out-of-state travel

- Sheriff's Office
 - Kurt Picknell & Dana Nigbor, FBI National Academy Annual Training Conference, Grapevine, TX
 - Jamie Green, Josh Adams & John Albrecht, Prisoner transportation, Houston, TX

Reports

- Quarterly sales tax report – 2nd Quarter 2012
- Quarterly investment report – 2nd Quarter 2012
- Update on tax incremental financing (TIF) district(s)

New business

Discussion and possible action regarding Walworth County Visitors Bureau's fiscal 2011 audit — Andersen explained that county policy requires a review of the financial statements of

some of our community initiative programs, depending on the value of the county's budget allocation. Jessica Lanser and Andy Lamping performed this audit. She thanked the Visitors Bureau for their assistance and said the process went very smoothly. Lanser added that the response letter from the Visitors Bureau addresses all of the county's concerns. They agreed with our recommendations but will need time to implement them. We will audit them again next year and see if they were able to follow through. **Supervisor Schaefer moved to accept the Visitors Bureau fiscal 2011 audit. Supervisor Kilkenny seconded the motion, which carried 4-0.**

Discussion and possible action regarding Correspondence from Town of Delavan regarding Assessment Trial-WIMP No. 210020201 (Referred by the County Board) — Bretl said he has received a number of letters from the Town of Delavan on this issue. They will be appealing the judge's decision and are looking for participation from the county. This item was on the Executive Committee's agenda, as well, for analysis of legal strategies. He anticipates that it may appear on future agendas depending on the ruling. Kilkenny asked if the correspondence should be placed on file. Russell felt the Executive Committee should take the lead. Bretl agreed.

Du Bois explained the process to rescind/refund taxes. The municipality is required to file the request with the State by October 1. If approved, the county would receive notice in November. By February 1, the county would have to reimburse the municipality, and the municipality would then refund the taxpayers. Andersen added that we maintain a line item in our annual budget to refund these taxes when required. **Kilkenny moved to refer this agenda item to the Executive Committee unless there is some specific statutory or ordinance requirement necessitating Finance Committee action.** Bretl expressed concern that there may be similar appeals in the future. He pointed out that if a group is awarded a significant reassessment, that doesn't mean the overall tax burden decreases. The only thing that changes is how it is distributed. The break those individuals receive in their taxes will fall on the other taxpayers in the municipality. **Supervisor Grant seconded the motion, which carried 4-0.**

Resolution No. **-10/12 Authorizing Use of Contingency Fund Balance to Complete the Government Center 2nd Floor Meeting Room Project — Supervisors Schaefer and Grant moved and seconded recommending the resolution; carried 4-0.

Ordinance **-10/12 Amending Section 30-181 of the Walworth County Code of Ordinances Relating to Net Asset Internal Allowances — Supervisors Schaefer and Grant moved to recommend the ordinance. Motion carried 4-0.

Ordinance **-10/12 Amending Sections 30-172 and 30-174 of the Walworth County Code of Ordinances Relating to Fund Balance Commitments — Supervisors Grant and Schaefer moved to recommend the ordinance; carried 4-0.

Resolution **-10/12 Committing Fund Balances for Building/Equipment and Road Construction Projects — Supervisors Schaefer and Grant moved to recommend the resolution. Andersen explained that the ordinance in the previous agenda topic amended the Code to allow us to establish reserves for building/equipment and roadwork. This resolution will set aside \$1.5 million into that reserve as an initial start for said funding. **The motion carried 4-0.**

Discussion and possible action regarding Walworth County property insurance coverage — We received notice of a fairly significant increase in our property insurance premium, according to Andersen. Staff reviewed historical costs incurred over the years based on our current \$5,000 deductible vs the proposed increase. The increased deductible will save us approximately \$10,000 a year in premiums. Over the past 10 years, we would have saved about \$37,700 based on the types of claims if that had been our premium. Staff recommend the increase to our deductible. **Supervisor Schaefer moved to increase the county's property insurance deductible to \$10,000 starting with the 2013 policy year. Supervisor Kilkenny seconded the motion which carried 4-0.**

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- Special Finance Committee Meeting — Tuesday, October 9, 2012 (time TBD; prior to the County Board meeting), County Board Room 114 at the Government Center — The agenda topic relates to an HHS contract for which approval is needed fairly soon, according to Andersen. HHS requested a meeting on County Board day. Russell asked that the meeting time be as late as possible.
- Thursday, October 18, 2012 at 9:30 a.m., County Board Room 114 at the Government Center
- Wednesday, November 21, 2012 at 9:30 a.m., County Board Room 114 at the Government Center (Meeting rescheduled due to holiday) — Russell commented that this date was selected because other committees will also be meeting on November 21st. It was more practical than trying to set up a separate date.

Adjournment of Finance Committee

Upon motion and second by Supervisors Kilkenny and Grant, Chair Russell adjourned the meeting at approximately 11:55 a.m.; carried 4-0.

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.

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



COMMISSIONER'S MEETING
ROCHESTER PUBLIC LIBRARY
SEPT. 18, 2012

AGENDA

CALL THE MEETING TO ORDER
SECRETARY'S REPORT: AUG. 21, 2012
TREASURER'S REPORT: AUG. 2012

OLD BUSINESS

1. REPORTS
2. LAKE PROJECT

NEW BUSINESS

1. MONTHLY BILLS

ADJOURN

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, 8/26/12.)

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

SEPTEMBER 18, 2012 MONTHLY MEETING:

Present: Schwarten, McIndoe, Correl, Weinkauf:

Absent: Lutz (out-of-state vacation); Trimberger (monthly Spring Prairie Town Board mtg)

Meeting was called to order at 7:00 p.m by Treasurer Schwarten:.
Secretary Correll read the minutes of the August 21, 2012 monthly meeting which were subsequently approved. Treasurer Schwarten read the August, 2012 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:

Treasurer Schwarten indicated that he had heard nothing new about the surveys and sale of the 35-foot lot to Mr. Grams and Mr. Arbetter.

Treasurer Schwarten indicated that Cutting Edge Lawn Service had overlooked its billing for April mowing, and that it has since been submitted and paid.

New Business:

Secretary Correll indicated that she will be placing ads shortly for bids on this coming winter's snowplowing, with bids to be opened during the October meeting.

Treasurer Schwarten read the bills to be paid, with a motion then made and seconded to pay them.

A motion was made and seconded to adjourn the meeting at 7:20 p.m.

Respectfully submitted,



Robert E. McIndoe 9/19/12

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Monday, September 17, 2012
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Russell called the meeting to order at 3:47 p.m.

Roll call was conducted, and all members were present, to-wit: Chair Nancy Russell, Vice Chair Carl Redenius, Supervisors Ken Monroe, Joe Schaefer and Rick Stacey.

Others present:

County staff: County Administrator David Bretl; Director of Central Services Kevin Brunner; Public Works Director of Operations Larry Price; Public Works Business Office/Purchasing Manager Peggy Watson; Assistant Public Works Superintendent John Miller; Deputy County Administrator-Finance Nicki Andersen; Director of Information Technology John Orr; Director of Health and Human Services Linda Seemeyer; Sheriff David Graves; Undersheriff Kurt Picknell; Amanda Lagle, Sheriff's Office Business Manager; Jail Administrator John Delaney; Controller Jessica Igl; Budget Analyst Stacie Johnson; Dale Wilson, Payroll/Benefits Manager

Members of the public: Bill Henry, Kehoe-Henry & Associates

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

Supervisors Stacey and Schaefer moved to approve the August 16, 2012 meeting minutes as prepared. Motion carried 5-0.

No one from the public asked for recognition from the Chair.

Special Order of Business

Presentation of the County Administrator's five-year Capital Improvement Plan (CIP)

Bretl encouraged the committee to spend as much time on the CIP as needed. There are two appeals to the plan. If Supervisors are not comfortable with the Plan, there is another amendment process. The most noteworthy feature about next year's Plan is the ability to return the roads back to the tax levy. The ordinance amendment to accomplish that will go to the Finance Committee this week. The goal is to create a road reserve fund and eliminate the current \$3 million cap. Excess Public Works funds at the end of the year would be put into the reserve fund. Deputy County Administrator-Finance Nicki Andersen said that they want to establish an equipment and building fund for the general governmental fund. We already have those funds at Public Works, the Health Care Center and the School. Bretl said that this year, staff has started to present proposed capital improvement projects to the monthly Committee meetings for consideration so the committee isn't inundated within a span of a few weeks. Bretl added that Director Kevin Brunner suggested that the CIP be separated from the rest of the budget and presented at a different time. Bretl summarized the list of capital projects and noted that the proposed wellness center would be presented at the Committee of the Whole meeting on September 19. He encouraged Supervisors to stop him at any time to ask questions, and proceeded to go through the departmental requests. John Orr, Director of IT presented a summary of the Information Technology, Land Information and LURM requests. Dale Wilson, Payroll and Benefits Manager, explained the requests for updates to Kronos software and time clocks. Orr touched on the transition to desktop virtualization, which will reduce PC replacement costs.

Public Works Department – The three trucks for next year are tandem trucks. Staff believes Macks are the best in the market; the majority of the trucks in the fleet are Macks, which allows for lower parts inventory. In addition, the new truck boxes will be aluminum and will be equipped with "belly blades".

Bretl mentioned the Public Works Shop expansion – although the money is in the out years, it is wise to begin planning and discussing it now.

Public Works - Central services

JC lobby courtroom access elevator – \$169,000. Bretl said because of the reduction in funds from the Routine Maintenance Agreement with the State (\$131,000, which was announced by the State after the budget presentation), there is an appeal to eliminate the elevator from next year's CIP and push it out another year to make up for the reduction.

Sheriff

Undersheriff Picknell gave a brief summary of their requests. In response to Supervisor Monroe's question on the tactical support vehicle replacement, the Sheriff said the vehicle has a 1979 Chrysler engine and doesn't meet modern specifications. Picknell said the current vehicle would not be auctioned off to the public. There were no other questions from the committee.

Appeals/adjustments to the Administrator's CIP

The first appeal, sponsored by Chair Russell is to transfer the Judicial Center lobby access elevator project to the 2014 capital plan in order to offset the Wisconsin Department of Transportation reduction in the 2013 Routine Maintenance Agreement (RMA), and the increased cost of the magnetometer (x-ray machine) replacement at the Judicial Center entrance.

Supervisors Russell and Stacey moved approval of the appeal. The motion carried 5-0.

The second appeal, sponsored by Supervisor Redenius, is to establish conditions upon which the Sheriff's range remodel shall be contingent. The conditions include: 1) who may use the range; 2) supervision of the range by the Sheriff's office to ensure it is used safely and not damaged; 3) future of the Elkhorn gun Club's use of the range; 4) potential fee on cost recovery by the Sheriff for use of the range; 5) after-hours use of the range by Sheriff's Office personnel and other law enforcement personnel; and 6) hours of operation. Bretl encouraged discussion on the proposal to impose conditions on the range. Sheriff Graves said that when the remodel is complete, there will be decisions made as to allowed users. He added that he does not have sufficient staff to supervise every time an outside party is using the facility. The Range Manager has set rules and every user department is aware of them. He agreed that the fee schedule should be revised. As to after-hours use of the range, the Sheriff's Office does use it sometimes at night. Sundays the range is rarely used, except in special situations, i.e. rehearsal for tactical operations. The Pistol Club was an original partner in the range development, and they donated labor, funds and built a building on the site. Bretl said that the issue of equity to other groups needs to be considered. Supervisor Redenius said that he has had complaints about after-hours use of the range by officers and asked whether friends of officers are allowed use of the range. Graves said they allow after-hours use by the department but strongly discourage use by non-law enforcement individuals. Chair Russell said this will be a new facility and we want to take care of it. Now is the time to set parameters, and she suggested limiting use to Walworth County municipalities. She said she saw obvious disrespect for the property when they were there on the tour. She added that there should be "quiet time" at the range so the neighbors aren't disturbed all the time. Redenius expressed concern over safety (bullets found outside the range parameter). Undersheriff Picknell responded that building up the berm and a containment area is included in the range remodel plans. Director of Central Services Kevin Brunner said the remodel of the range is a significant public investment and suggested the Sheriff consider entering into a long-term lease arrangement with the Pistol Club, listing conditions of use and giving due consideration to their contributions toward the range in the past. He added that Dane County has just built a new range facility and that he and members of the Sheriff's office will tour the Dane County facility.

Supervisors Redenius and Monroe moved to amend the CIP to include the appeal establishing conditions upon which the Sheriff's range remodel will be contingent. The motion carried 5-0.

Recommendation of the five-year CIP to the Finance Committee

Supervisors Schaefer and Stacey moved to recommend the Administrator's Five Year Capital Improvement Plan to the Finance Committee as amended. The motion carried 5-0.

Regular Business

Discussion concerning Shodeen/Lake Prairie Business Park

Bretl said the issue of realigning of CTH F for a business park goes back several years. At one point, the county had a developer's agreement with a former corporation but it never came to fruition. Brunner said he met with Shodeen and the Town of Delavan. In 2006, the county entered into an agreement with Hardom, Inc., that the county would commit to \$280,000 to help relocate CTH F. Director of Operations Larry Price said the county milled and overlaid the road from STH 67 north to Holig Lane and waited for Hardom to get started on the project. When Hardom subsequently abandoned the project, the county came back and milled and overlaid existing CTH F, at the county's expense. Now, Shodeen has indicated to the county and the Town of Delavan that it wants to construct the realignment of CTH F next year. The Town and the Sanitary District have negotiated an agreement with Shodeen and deferred to the county on the improvements to CTH F. In 2011, this committee supported the current alignment of CTH F. Shodeen said that the State is requiring the realignment now because of the expansion plan for STH 50. Shodeen wants the county to honor its commitment, even though the original developer's agreement is null and void, as it was never transferred to Shodeen. Brunner said this committee was straightforward about wanting to keep CTH F at its current alignment. The State's plan for STH 50 has changed that somewhat. The question to the committee is whether the county feels an obligation to participate financially in the realignment. Chair Russell said the State is going forward with its plan; wouldn't it be more appropriate for Shodeen to ask the State Department of Transportation (DOT) to contribute? Monroe agreed, and said he doesn't believe the county should be involved. Last April, Price said that Public Works staff met with officials from Shodeen and they and the DOT said they were okay with F at its current alignment. Now we were recently informed that the DOT is requiring the realignment. DOT would prefer it if the development goes in; however, Price said the developers said that hinges on how much it will cost to do the realignment. **Supervisors Stacey and Monroe moved that the developer pay the cost to realign CTH F; authorize staff to prepare a developer's agreement as discussed; and to authorize staff to meet with DOT to apply for funding from DOT on behalf of the developer. The motion carried 5-0.**

Government Center second floor west wing meeting rooms project

➤ Resolution authorizing use of contingency fund balance to complete the project

The 2012 budget included \$250,000 for the remodeling of the west wing of the second floor of the Government Center to add secured meeting space. Brunner said we received several competitive bids; however, the lowest bid exceeds the amount budgeted for the project as the scope increased to include security doors. Architect Bill Henry said an extension of the scope resulted after discussion with the users: UW-Extension asked for a full training kitchen instead of a kitchenette and the ability to have four meeting areas, which resulted in additional operable partitions. **Supervisors Stacey and Redenius moved approval of the resolution authorizing the use of contingency fund balance to complete the project. The motion carried 5-0.**

➤ Bid award for construction work

Supervisors Monroe and Stacey moved to approve the bid of Tri-North Builders, Inc., in the amount of \$311,591, for the Government Center second floor meeting rooms project, contingent upon approval of the necessary transfer of funds. The motion carried 5-0.

Bid award for county driveway paving projects

Supervisors Stacey and Redenius moved to approve the bid award for the Health and human Services driveway, Lakeland Health Care Center driveway and Public Works parking lot and driveway project, in the amount of \$58,366.35. The motion carried 5-0.

County farmland rental – County campus and Price Park

Brunner said currently the county is receiving \$244 per acre for the rental of the 492.7 acres of farmland at the county campus, and \$83 an acre for the 5.8 acres on Hodunk Road (Price Park). The leases expire December 31, with the option to renew under the same terms and conditions for an additional two-year period. Based on staff research of farmland rental rates, Brunner said they are confident that the campus rate reflects current market value. The Hodunk Road property is generating less than \$500 per year, and

staff would like to explore putting that land into prairie plantings and perhaps harvesting some of the forested area to provide for new growth. Brunner asked that a decision on the Hodunk Road lease be deferred until he can discuss the idea with the Park Committee in October and get their recommendation. **Supervisors Monroe and Stacey moved to renew the farm lease for the property at the county campus and defer a decision on the property on Hodunk Road. The motion carried 5-0.**

Major capital projects:

➤ **Health and Human Services boiler project:**

Change order requests (2) for owner direct purchases

Change order request for tax savings on owner direct purchases for HHS boilers #1 and #2

Business Office/Purchasing Manager Peggy Watson asked to defer these items until staff receives the necessary documentation from the contractor.

➤ **Jail security upgrade project:** During the course of the upgrades, it was discovered that some of the original fire sprinkler heads were too close to the soffits, and in order to comply with code, 11 of them had to be repositioned. **Supervisors Schaefer and Stacey moved to approve change order #DPW-SC-001 in the amount of \$2,172. The motion carried 5-0.**

Report on Public Works Department safety initiatives

Brunner said after the tragic accident in July, the State Department of Safety and Professional Services performed an inspection and came back with a list of items needing correction, most of which were “housekeeping” items. The most significant on the list is the need for a written departmental safety program. Assistant Superintendents Dale Poggensee and John Miller chair the department safety team, comprised of five representatives from our line staff, Brunner, the County Administrator and Human Resources Director. The team has met twice and is making significant progress. Brunner asked John Miller to report on the team’s progress to date. Miller said all the deficiencies have been corrected, with the exception of the completion of the written program and marking of specific pedestrian lanes in the shop. On September 27, the team is meeting with Alpha Terra, our safety consultant, for a walkthrough and recommendations above and beyond state recommendations. Miller said staff is working on the pedestrian lanes this week and will proceed to draft the written policies with guidance from Alpha Terra. Bretl added that safety training procedures have been in place at the department for years, but the written plan needs to be completed. The plan will be reviewed annually. Chair Russell suggested safety policies should be investigated on a countywide basis.

Next regularly scheduled Public Works Committee meeting date and time: Monday, October 15, 2012 - 3:30 p.m.

Adjournment

Supervisors Stacey and Schaefer moved to adjourn. The motion carried 5-0, and the meeting concluded at 5:55 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

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

DRAFT

**Walworth County Land Conservation Committee Meeting
MINUTES**

Monday, September 17, 2012 at 2:00 p.m.

Walworth County Board room 114
Elkhorn, WI 53121

The LCC Meeting was called to order by chair Kilkenny at 2:00 p.m.

Roll Call – Committee members present included: Supervisors Kilkenny, Russell, and Schiefelbein; Citizen Member Badame; and USDA, FSA Representative Sue Bellman. A quorum was declared.

County Staff present – David Bretl, County Administrator; Louise Olson, Deputy Director, Land Use & Resource Management (LURM); Fay Amerson, Urban Manager, LURM; and Joann Douglas, Recording Secretary.

Also in attendance – Merilee Holst, Geneva Lake Conservancy; Lynn Ketterhagen, Geneva Lake Conservancy; and Sarah Schuster, Geneva Lake Conservancy

Approval of Agenda – **Supervisors Russell and Schiefelbein moved and seconded approval of the agenda as presented. Motion carried 5-0.**

Approval of Minutes – **Supervisor Schiefelbein and Citizen Member Badame moved and seconded approval of the July 16, 2012 minutes. Motion carried 5-0.**

Public Comment – None

Certification of the Walworth County Farmland Preservation Plan – Louise Olson said Farmland Preservation certification has been received and we can now start implementing the soil and water conservation and nutrient management requirements that go hand in hand with the Farmland Preservation program. DATCP's needs for the plan were satisfied after meeting with them in Madison with the help of the IT Department for map compliance issues and no further changes were necessary.

ACE, McHenry County, IL discussion – Nancy Russell and Rosemary Badame both attended the meeting held in McHenry County, Woodstock, IL to compare how counties meet challenges such as local production of food by encouraging sustainable local food production and processing, farmland protection, access to food by eliminating food deserts, and creating awareness about local food through education. The purchase of development rights was also discussed. None of the counties have enough money to do anything substantial regarding development rights. Walworth County has encouraged that through our zoning which allows farm families to have businesses where they are producing and selling to the general public. It keeps agriculture strong in our county, provides an income source for farmers, and is also good for tourism.

Southeast Area Land and Water Conservation Tour, Wednesday, October 17, 2012; host, Kenosha County – Louise Olson asked that anyone wishing to attend let her know by the first week in October. Rosemary Badame will be attending. Others will check their schedules.

DNR Nonmetallic Mining Performance Review report for Walworth County – Louise Olson said there were two inspections completed by the Department of Natural Resources when we were audited on our nonmetallic mining program. Presently we cannot discuss the Baker Site because we have received notification that Baker would like to have a hearing. We have 15 days and must have the hearing by Friday, September 28, 2012. Our intent is to present it before the Land Conservation Committee to hear all the findings. Ms. Olson did submit the final DNR review, August 31, 2012 of our entire audit that indicates we are in compliance. Fay Amerson reviewed the conclusions and recommendations in the audit report. The DNR concluded that Walworth County is currently administering the Nonmetallic Mining Program in substantial compliance with State requirements.

Hackmatack Named Chicago Region's First National Wildlife Refuge – Louise Olson wanted the committee to be aware of the project, and said we have not been active in this proposal. She introduced Lynn Ketterhagen from the Geneva Lake Conservancy who has attended a recent Hackmatack meeting. Lynn said the majority of the Hackmatack corridor is in Bloomfield township with another section in Linn township. She wanted to know if there is any collaboration work they can do to be more involved. Nancy Russell suggested making sure it is in the Park and Open Space Plan. Sarah Schuster, Geneva Lake Conservancy also spoke regarding land acquisition. No land has been purchased yet but two parcels are being looked at for acquisition. One is in Genoa City just north of the German Settlement. Money, approximately \$29 million, comes from the Federal Duck Stamp fund and the Land and Water Conservation Fund. The Illinois DNR has also made \$5 million dollars available for their side.

Results of DATCP County Survey of Impacts Related To Reductions in State Funding – Louise Olson said DATCP sent out a survey to determine the county's funding concerns. Bottom line is more work, less people, less funding from the state. The survey concerns were shared with the DATCP Director who in turn will share with the Board and others.

Next Meeting Date – Ms. Olson notified the LCC that there will be a special Hearing meeting on Friday, September 28, 2012 at 1 p.m. David Bretl spoke briefly regarding conducting a formal and somewhat more adversarial hearing than is usually the case. Mr. Bretl said the LCC will be the decision makers and urged the committee to check their calendars to make sure they were available, and to allow sufficient time for the hearing. Chair Kilkenny also reminded them that discussion is not allowed until the hearing takes place. The regularly scheduled October meeting is Monday, October 15, 2012 at 2:00 p.m.

Adjournment – **On motion and second by Supervisor Schiefelbein and Citizen Member Badame, Chair Kilkenny adjourned the meeting at 2:35 p.m. Motion carried 5-0**

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

Walworth County Board of Adjustment

MINUTES

September 12, 2012 - Hearing – 8:30 AM

September 13, 2012 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on September 12 & 13, 2012, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on September 12, 2012, were Chair John Roth, Vice-Chair Gregory E. Guidry, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on September 13, 2012, were Chair John Roth, Vice-Chair Gregory E. Guidry, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, Fay Amerson, Urban Manager, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Gregory E. Guidry stepped down and Elizabeth Sukala sat in for both the hearing and decision of Marjorie J. Delo – Josh & Stefanie Adams / Richmond Township in order to avoid possible conflict of interest due to Gregory E. Guidry's building inspector duties in the Town of Richmond. "Sign-in" sheets listing attendees on September 12, 2012, and September 13, 2012, are kept on file as a matter of record.

The September 12, 2012, hearing was called to order by Chair John Roth at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Gregory E. Guidry motioned to approve the agenda as revised to remove item #5 (Alice R. Reilly Trust / La Grange Township) and to hear the Delo – Adams / Richmond Township petition last. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the August 8 & 9, 2012, 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 8:30 A.M. on Thursday, September 13, 2012. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. The September 12, 2012, hearing went into recess at approximately 10:17 A.M.**

On September 13, 2012, at 8:30 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 revised to remove item #5 (Alice R. Reilly Trust / La Grange Township). Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Gregory E. Guidry motioned to adjourn until the October 10, 2012, hearing at 8:30 A.M. Seconded by John Roth. Motion carried. 3-favor, 0-oppose. The September 13, 2012, decision meeting adjourned at approximately 9:29 A.M.**

Six variance hearings were scheduled and details of the September 12, 2012, hearings and the September 13, 2012, decisions are on audio recorded discs which are on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

New Business – Variance Petitions

Disc #1 Hearing – Count #8:38:11 – 9:08:49 / Disc #2 Decision – Count #8:33:08 – 8:41:01
The First Hearing was Karasik Living Trust, owner / M. Levberg, applicant – Section(s) 35 – Whitewater Township

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

REQUIRED BY ORDINANCE: The Ordinance requires a 45.85' shore yard setback (average).

VARIANCE REQUEST: The applicants are requesting a 35.6' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a deck and replace deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 12 & 13, 2012, for the petition of Karasik Living Trust, owner / M. Levberg, applicant, voted to **DENY** the request for a 35.6' shore yard setback.

A motion was made by Gregory E. Guidry to not approve the variance request. Seconded by John Roth. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found the deck is not necessary for ingress / egress to the residence. The Board also found the request to be personal and not unique to the property. The Board found to deny the variance request would cause no unnecessary hardship. The Board found compliance with the strict requirements of the zoning ordinance would not unreasonably prevent the owner from using the property for a permitted purpose. There was no support. There was no opposition.

***The owner / applicant shall contact the Walworth County Land Use & Resource Management Department immediately to bring the property into compliance with the requirements of the Walworth County (Shoreland) Zoning Ordinance.**

Disc #1 Hearing – Count #9:08:50 – 9:28:52 / Disc #2 Decision – Count #8:41:02 – 8:46:32
The Second Hearing was Thomas G. & Paula R. Tomek Trust, owner / Thomas & Paula Tomek, applicants – Section(s) 26 – La Grange Township

Applicants are requesting a variance from Section(s) 74-163 / 74-181 / 74-221 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (shed) and a deck.

REQUIRED BY ORDINANCE: The Ordinance requires a 25' street yard setback for an accessory structure and a 9' side yard setback for an open deck.

VARIANCE REQUEST: The applicants are requesting a 10' street yard setback for a shed and a 4.5' side yard setback for a deck. The request is a variance from Section(s) 74-163 / 74-181 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (shed) and a deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 12 & 13, 2012, for the petition of Thomas G. & Paula R. Tomek Trust, owner / Thomas & Paula Tomek, applicants, voted to **DENY** the request for a 10' street yard setback for a shed and voted to **DENY** a 4.5' side yard setback for a deck.

A motion was made by Gregory E. Guidry to break the variance request decision into two parts, the deck separate from the pole building. Seconded by Ann Seaver.

A motion was made by Gregory E. Guidry to deny that variance location for the pole building. Seconded at that location by Ann Seaver. Motion carried. 3-favor 0-oppose

A motion was made by Gregory E. Guidry to deny the 4 ½' variance on the deck and bring it back to the 9' and be in compliance. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

DENIAL of a 10' street yard setback for a shed: The Board found the property owner did not prove exceptional or unique circumstances to the property not generally found on other neighboring properties rather than considerations personal to the property owner. The Board found the owner has options to comply with the ordinance setback requirements for a shed. The Board found the owner did not meet the criteria necessary to approve a variance.

DENIAL of a 4.5' side yard setback for a deck: The Board found the property owner did not prove exceptional or unique circumstances to the property not generally found on other neighboring properties rather than considerations personal to the property owner. The Board found the owner can meet the requirements of the ordinance. The Board found the owner did not meet the criteria necessary to approve a variance.

There were six letters of support from neighboring property owners. There was one letter from the Town of La Grange in support of the accessory structure and in opposition of the deck.

***The owner / applicant shall contact the Walworth County Land Use & Resource Management Department immediately to bring the property into compliance with the requirements of the Walworth County (Shoreland) Zoning Ordinance.**

Disc #1 Hearing – Count #10:05:51 – 10:17:21 / Disc #2 Decision – Count #8:46:33 – 8:50:18
The Third Hearing was Marjorie J. Delo, owner / Josh & Stefanie Adams, applicants – Section(s) 27 – Richmond Township

Applicants are requesting a variance from Section(s) 74-38 / 74-52 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (pole barn).

REQUIRED BY ORDINANCE: The Ordinance permits a total of 3650 square feet of accessory structure on a 4.56 acre parcel.

VARIANCE REQUEST: The applicants are requesting a total of 4348 square feet of accessory structure. The request is a variance from Section(s) 74-38 / 74-52 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (pole barn).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 12 & 13, 2012, for the petition of Marjorie J. Delo, former owner / Joshua D. & Stefanie E. Adams, current owners & applicants, voted to **DENY** the request for a total of 4348 square feet of accessory structure.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the variance request to be a large increment of relief. The Board found to deny the variance request would cause no unnecessary hardship. The Board found the owner had the ability to meet the ordinance and the request was personal and not unique to the property. There was one letter of support from the Town of Richmond. There was no opposition.

Disc #1 Hearing – Count #9:28:53 – 9:49:23 / Disc #2 Decision – Count #8:50:19 – 8:53:13
The Fourth Hearing was Kings Parkway LLC, owner / Attorney Randall G. Leece, Leece & Phillips S.C., applicant – Section(s) 17 – East Troy Township

Applicants are requesting a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a boathouse.

REQUIRED BY ORDINANCE: The Ordinance prohibits a boathouse to exceed 14' in height measured from the lowest finished grade.

VARIANCE REQUEST: The applicants are requesting a boathouse 14' 10" in height corrected to a 14' 8" height at the hearing. The request is a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a boathouse.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 12 & 13, 2012, for the petition of Kings Parkway LLC, owner / Attorney Randall G. Leece, Leece & Phillips S.C., applicant, voted to **APPROVE** the request for a boathouse 14' 8" in height.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found measurements may not have been taken accurately at the time the boathouse was constructed. The Board found erosion may have been a factor in the change of grade which would skew measurements of the boathouse height. The Board found to require the owner to remove a portion of the boathouse would cause unnecessary hardship. The Board found the variance request to be a small increment of relief. The Board found the boathouse has existed for some time without complaint from neighboring property owners. The Board found to approve the variance request would cause no harm to the public's interest in navigable waters. There was one letter of support from the Town of East Troy. There was no opposition.

Disc #1 Hearing – Count #N/A / Disc #2 Decision – Count #N/A

The Fifth Hearing was Alice R. Reilly Trust, owner / Kurt Nelson, The Fixer Guys LLC, applicant – Section(s) 26 – La Grange Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the construction of an addition, roof, alteration and decks.

REQUIRED BY ORDINANCE: The Ordinance requires a 45.28' shore yard setback (average) and an 11.2' side yard (16% lot width).

VARIANCE REQUEST: The applicants are requesting an approximate 27.4' shore yard setback and an approximate 2.4' side yard. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the construction of an addition, roof, alteration and decks.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 12 & 13, 2012, did not vote on the petition of Alice R. Reilly Trust, owner / Kurt Nelson, The Fixer Guys LLC, applicant.

BOARD OF ADJUSTMENT FINDINGS: This petition has been moved to the October 10 & 11, 2012, Board of Adjustment agenda at the applicant's request.

Disc #1 Hearing – Count #9:49:24 – 10:05:50 / Disc #2 Decision – Count #8:53:14 – 8:58:49

The Sixth Hearing was Thomas G. & Charleen R. Smith, owners / Tom DuVal, applicant – Section(s) 26 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct a deck, stairs and screen porch.

REQUIRED BY ORDINANCE: The Ordinance requires a 59.5' shore yard setback (average) and a 19' street yard setback for a deck /stairway.

VARIANCE REQUEST: The applicants are requesting an approximate 2.9' shore yard setback and an approximate 17' street yard setback. The variance request was revised at the hearing to remove the request for the approximate 17' street yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct a deck, stairs and screen porch.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 12 & 13, 2012, for the petition of Thomas G. & Charleen R. Smith, owners / Tom DuVal, applicant, voted to **APPROVE** the request for an approximate 2.9' shore yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the exceptional circumstances on the property to be the extremely steep slope. The Board found the structure was constructed before adoption of the Walworth County Code of Ordinances. The Board found to approve the variance request would address health and safety issues by permitting the ingress / egress required for the residence by the Uniform Building Code. The Board found the request to be less than what currently exists. The Board found to deny the variance request would cause unnecessary hardship. The Board also found that reducing the structure in the shoreyard would reduce the impact to the shoreland. There was one letter of support from the Town of Whitewater. There was no opposition.

Other

- A. Discussion / possible action regarding status of Catherine Thompson Trust, owner / Richmond Township

Gregory E. Guidry stepped down and Elizabeth Sukala sat in to avoid any possible conflict of interest due to Gregory's building inspector duties in the Town of Richmond.

Board of Adjustment members were reminded this is a reconsideration of a Board of Adjustment decision and not a public hearing. A packet was provided to the Board members with information regarding the past two Board of Adjustment decisions. Fay Amerson, Urban Manager in the Land Conservation Division was present. The Board had the option to 1) Approve revisions to conditions of approval granted by the Board of Adjustment in June of 2010 and June of 2012, 2) Deny a revision to the conditions, 3) Deny variances previously granted with conditions, or, 4) Recommend a new variance hearing if enough new information is presented to bring it to a public hearing level. John Thompson appeared as the representative for the Catherine Thompson Trust.

After discussion John Thompson agreed to work with a landscaper to build a shore yard buffer from the rocks 24" out (2' wide) and to keep the grass that remaining few feet to walk in front of the patios and to be the walkway from pier to pier, to leave an opening for the north pier and the south pier (space to walk onto the piers), to have a shore yard buffer on either side and to run the full length of the lakefront shoreline, to be installed in the Spring of 2013. Per Fay Amerson then there will be the buffer from the shoreline, from the waterline, back, and then the mowed grass in front of the patio that can be walked.

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

- B. Discussion / possible action regarding status of Board of Adjustment members

Franklin Jones has expressed interest to the Walworth County Administration Office to be appointed to the Board of Adjustment. It is under consideration at this time.

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

- 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 October 2012 agenda, if applicable:

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

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

DRAFT 9/4/12

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING

SATURDAY, SEPTEMBER 1, 2012, 8:00 AM
LAGRANGE TOWN HALL

MINUTES

Present: Dave Stamm (2015), Ted Slupik (2015), Marcia Sahag (2013), Doug Behrens (2013), Pat Kachur (2014), Bob Arnold (County), Don Sukala (Town)

Absent:

Public Attendance: Rick Callaway, Bernie Slupik

1. Approval of Agenda: Motion to approve the Agenda (Doug/Pat). Carried unanimously.

2. Approval of additional funding of Weed Control: Doug explained that due to the mild winter with little snow cover and the hot, dry summer and boat traffic which spreads the milfoil, the Eurasian Water Milfoil is thriving and requires another extensive treatment. The DNR with the applicator, Lake & Ponds Solutions Co., will be treating the Milfoil on Tuesday, September 18, 2012, with a rain date of Wednesday, September 19, 2012. Roy Carlson of Lake & Ponds Solutions and Garrett Lyon of the DNR completed the survey for the September treatment and reported 9 acres of milfoil. The treatment products are Weedestroy AM-40 and Weedar 64. Arrangements will be made with the Town of LaGrange to close the swim area at the public beach. Notices will be sent out to lake property owners and residents according to DNR instructions with the permits posted on the website and available at the Town Hall.

Motion to approve the budget overage costs of the next milfoil and weed control treatments for up to \$9000.00 (Dave/Pat). Carried unanimously.

Motion to adjourn at 8:25 AM (Ted/Bob). Carried unanimously.

Respectfully submitted,

Marcia M Sahag, secretary
PLPRD

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting

August 16, 2012

The Gateway Technical College District Board met on August 16, 2012 at the Elkhorn campus. The meeting was called to order at 8:00 a.m. by Ram Bhatia, Chairperson.

Open Meeting Compliance

M. Gray confirmed the meeting was duly noticed in accordance with state statutes for open meeting compliance.

In attendance were Todd Battle, Ram Bhatia, Gary Olsen, Scott Pierce, Leslie Scherrer, Jenny Trick, Roger Zacharias, and Pamela Zenner-Richards. Neville Simpson was excused. Also in attendance were Bryan Albrecht, Misty Gray, Sue Debe, Cheryl Norton, and 14 citizens/reporters.

Approval of Agenda

It was moved by S. Pierce, seconded by P. Zenner-Richards and carried to approve the agenda.

Approval of Minutes

It was moved by P. Zenner-Richards, seconded by R. Zacharias and carried to approve the minutes of the June 21, 2012 meeting.

It was moved by T. Battle, seconded by G. Olsen and carried to approve the minutes of the July 9, 2012 meeting.

Committee of the Whole Session

Facility Planning

Mark Zlevor, CFO and Vice President of Administration, provided information regarding facility planning that falls within Gateway's three year facility plan as required by the WTCS and a request by the administration to investigate a spring referendum. Other guests included: Joe Whiten, Zina Haywood, and Mike O'Donnell. Information provided included (Attachment A):

- Gateway Technical College Facilities –Two in Burlington, two in Elkhorn, six in Kenosha, the Horizon Center, iMET Center, LakeView Advanced Technology Center, and four in Racine – a total of 17.
- Facility Investments from FY 2008 – FY 2012:
 - Energy Management (new in the last three years) – \$3.5 Million
 - Expansion of 60,260 sq.ft. - \$6.7 Million
 - Remodeling - \$7.6 Million
 - Repair - \$4.6 Million
- Facility planning includes expansion, remodeling, repairs, and leases
 - Expansion Projects include new square footage - Adding to existing footprint; \$1.5 Million per campus every two years. (Racine Campus includes iMET and Kenosha includes Horizon and Burlington and Elkhorn are considered one campus)
 - FY 13 (authorized by the board)
 - iMET Center – 12,000 sq. ft.
 - FY 14 (have not been authorized)
 - Public Safety Center – 30,000 sq. ft.
 - Elkhorn South Building Expansion – 6,000 sq. ft.
 - Kenosha Conference Center – 4,000 sq. ft.
 - Kenosha Administration Center – 6,000 sq. ft.

- Racine Campus Faculty Center – 4,000 sq. ft.
 - FY 15 (has not been authorized)
 - Kenosha Student Bookstore – 1,000 sq. ft.
- Major Remodeling Projects - over \$100,000 - Improves existing facility, requires state approval, and \$1.5 Million per request up to \$10 million per year.
 - FY 13 (authorized) –
 - Elkhorn South Building
 - Racine Learning Success Center
 - Racine Culinary Demonstration Room
 - iMET Classroom
 - Restrooms
 - FY 14 (have not been authorized)
 - Kenosha Campus Conference Center
 - Racine Campus Lincoln Building
 - FY 15 (have not been authorized)
 - Kenosha Student Services Center
 - Kenosha Learning Success Center
 - Racine Lake Building Classrooms
 - Restrooms
- Current Repairs Recommended
 - Kenosha and Racine Boiler Replacement
 - Kenosha Academic Building Roof
 - Kenosha MET Wing HVAC
 - Elkhorn Job Center HVAC
 - Elkhorn North Building:
 - Corridor and Atrium
 - Window Replacement
 - District Wide:
 - Parking Lots, Lighting, and Fire Alarms
 - Automated Controls

N. Simpson arrived at 8:29 a.m.

- Referendum Proposal is based on the needs identified through the facility planning process and in concert with academic program growth, the administration recommends a study be completed to measure community support for a spring referendum. All identified referendum projects are included within the three year facility plan (in millions):
 - Racine County Public Safety Training Center - \$14.2
 - Racine Campus Lincoln Building Upgrades - \$2.0
 - Kenosha Campus Madigrano Conference Center – \$4.0
 - Kenosha Campus Program Expansions - \$1.25
 - Kenosha Campus Student Services - \$2.0
 - Elkhorn Campus South Building Renovation - \$9.5
 - District Energy Projects - \$5.0
 - Estimated Cost Total - \$37.95
- Time Line
 - August 16, 2012 – Gateway Board Committee of the Whole discussion
 - August – October 2012 – Complete community assessment of support

- October 2012 – Gateway Board presentation on results-authorization of a referendum question
- October – December 2012 – Finalize referendum budget for each project
- December 2012 – Gateway Board presentation and approval of referendum
- January 2013 – State Board presentation
- December 2012 – April 2013 – Community awareness effort
- April 2013 - Referendum

Break began 9:25 a.m., ends 9:35 a.m.

Citizen Comments

There were no citizen comments.

Chairperson's Report

It was moved by S. Pierce, seconded by R. Zacharias and carried to move item C: Action on the Committee of the Whole to before item A: Board Goals – 4th Quarter.

Action on the Committee of the Whole

It was moved by R. Zacharias, seconded by G. Olsen and carried to approve to advance to a community survey regarding a spring referendum.

T. Battle left at 9:45 a.m.

Board Goals – 4th Quarter

The results of the Board's 4th quarter goals were reviewed.

District Boards Association Meeting

R. Bhatia, R. Zacharias, and N. Simpson attended the District Boards Association Summer meeting on July 19-21, 2012 in Barneveld, Wisconsin.

President's Evaluation Ad Hoc Committee Appointment

R. Bhatia nominated N. Simpson as Chair of the President's Evaluation Ad Hoc committee, T. Battle and P. Zenner-Richards as committee members, and Bill Whyte as a staff representative to discuss the president's evaluation process.

It was moved by G. Olsen, seconded by P. Zenner-Richards and carried to appoint N. Simpson as Chair, P. Zenner-Richards and T. Battle as members, and Bill Whyte as staff.

President's Report

B. Albrecht provided report which included: Gateway as Leader, Enrollment, Learning Innovation Division (LID), Workforce and Economic Development (WEDD), Academic and Campus Affairs, Human Resources, Business Office, and Community and Government Relations. Discussion included:

- Recognition of Brian Field, Custodian/Mechanic-Burlington, who is participating in his Gateway Journey.
- Recognition of Mark Zlevor announcing his retirement and for his years of service and for being an instrumental leader for our college and community.
- Thanks to Jayne Herring and the Marketing Department for issuing *Good News*.
- Thanks to Stacy Riley for launching the QuickStart program and making a tremendous difference in enrollment.
- Recognition to Dan Clancy announcing his retirement.
- Dan Clancy provided the following State highlights:

- Congratulated Gateway for receiving one of five grants from Wisconsin Covenant Foundation – DeltaHawk.
- New Officers – Drew Petersen as Vice President and John Schwantes as Secretary.
- Be Bold 2 study commissioned by Competitive Wisconsin to focus on types of strategies the state should be taking to improve workforce development.

Operational Agenda

Action Agenda

Base Wage Agreements

It was moved by R. Zacharias, seconded S. Pierce and carried unanimously by roll call vote that the Board approve the college's base wage agreements.

Consent Agenda

It was moved by R. Zacharias, seconded by S. Pierce and carried that the Board approve the following items in the consent agenda.

Financial Statement and Expenditures over \$2,500

Approved the financial statement and expenditures as of July 31, 2012.

Cash and Investment Schedules

Approved the monthly cash reconciliation, investment schedule and investment report.

Personnel Report

Approved the personnel report of six (6) employment approvals: new hires; three (3) promotions; six (6) resignations; two (2) retirement; seven (7) employment approvals-casual, non-instructional; one (1) reduction in workforce; and one (1) return from unpaid leave of absence.

Grant Awards

Approved 17 grant awards from the Wisconsin Technical College system and one (1) from the Wisconsin Covenant Foundation

Remission of Out-of-State Tuition

Annual report to the District Board which will be forwarded to the Wisconsin Technical College System Office. Total credits remitted were 2.8; financial impact of actual credits remitted was \$156.66.

Approval of Bids

Bid No. 1377 – T & I HVAC Upgrades, Kenosha Campus

Approved contract to provide all labor and materials for the project to Arteaga Construction Inc. Milwaukee, Wisconsin for a contract value of \$107,900 with architectural and engineering fees of \$21,750 and Trane Equipment of \$93,183 for a total of \$222,833.

Bid No. 1387 – iMET Center Expansion Project, Bid Package Two, Sturtevant, WI

Approved contract to provide all labor and materials for the project to Riley Construction, Kenosha, Wisconsin for a Bid Package Two Contract Value of \$581,248 with architectural/engineering and reimbursables of \$141,545, Bid Package One contract value of \$1,072,618 for a total of \$1,795,411.

Sole Source Procurement – Trane Building Automation System Including Direct Digital Controls, iMET, Sturtevant, WI

Approved contract to provide all labor and materials for the project to Trane U.S. Inc., Milwaukee, Wisconsin for a contract value of \$102,749.

Contracts for Instructional Delivery

Approved the contracts for instructional delivery reports for June 2012 and July 2012.

Advisory Committee Activity Report

Approved the advisory committee 2012-2013 meeting schedule and new members as of August 1, 2012.

Policy Governance Monitoring Reports

Ends Statement Monitoring

Ends Statement #4 – Faculty Evaluation Process – Gateway models integrity, social responsibility, and continuous improvement in its internal and external processes and relationships. Zina Haywood provided the following information:

Faculty Evaluation will include:

- Evaluated on six core functions:
 - Instructional Delivery Skills
 - Instructional Design Skills
 - Content Expertise
 - Records Management
 - Student interaction Outside of Class
 - Use of Technology
- Sixteen (16) Criteria Rubric – receiving marks on each criteria with no overall mark.
 - Strong
 - Competent
 - Marginal
 - Unsatisfactory
- Sources of information include:
 - Students – IDEA Survey
 - Faculty Member – Self Evaluation
 - Supervisor – Observation, Blackboard Review, and Evaluation Meeting
- Timeline/Implementation 2012-2013:
 - At least 1/3 of each division go through full evaluation, including new 2012-2013 faculty
 - All faculty will complete self-evaluation
- Timeline/Implementation 2013-2014 & 2014-2015:
 - At least 1/3 of each division will go through full evaluation, if more than 1/3 was not evaluated in 2012-2013, & will include all new faculty
 - Those in categories B&C will have additional evaluation requirements.
 - All faculty will complete self-evaluations
- Evaluation Cycles:
 - Category A – have no marginal or unsatisfactory, full evaluation every three (3) years
 - Category B – no unsatisfactory, 1 or more marginal; targeted evaluation by supervisor following year; performance improvement plan
 - Category C – 1 or more unsatisfactory; full evaluation every year until no unsatisfactory; performance improvement plan
- Next Steps:
 - Faculty notified of full evaluation in September 2012 at in-service
 - 2012-2013 evaluations completed by November 30, 2012 (Summer/Fall); April 12, 2013 (Fall/Spring); August 2, 2013 (Spring/Summer)
 - Dean training August 21 2013

It was moved by R. Zacharias, seconded by P. Zenner-Richards and carried that this report is evidence that the college is making progress on Ends Statement #4.

Strategic Plan Monitoring - Vision 3.2.1

Marketing & Recruitment Strategies

Update on Gateway's new QuickStart recruitment program and general marketing strategies.

Jayne Herring provided the following on marketing strategies:

- Brand, Promotion, and Advertising at the “Create Your Future” standpoint, materials including Gateway students
- Marketing and Recruitment tools include:
 - Postcards to all residential customers
 - Billboards
 - Newspaper
 - Radio
 - Gateway *Good News*
 - Light pole banners
 - Cable TV ads
 - Facebook – updated daily
 - Electronic message board monument signs
 - Website ads
 - High school yearbook/newspaper ads
 - Event program book ads
 - “Create Your Future” look for catalog, general marketing pieces
- Promotion to target audiences implementing “grassroots” marketing to reach out to the Hispanic community as well as promotions within the Learning Success Centers
- Promotion of services such as QuickStart to help potential students overcome certain barriers
- Where we are headed – Branding/Promotion
 - Maintaining critical mass advertising
 - New website
 - Maximizing organic web search presence for programs
 - Experimenting with social media news release packages
 - Measuring ROI of *Good News* career testimonials
 - Determine ad plan that emphasizes linkages to social media

Stacy Riley provided the following information on recruitment strategies:

- Reach out to students personally with phone calls to:
 - Students accepted but not registered (240 students)
 - Application received but not complete (2190 total)
 - Financial Aid application completed but not accepted
 - Financial Aid awarded but not registered
- Six QuickStart Sessions: 2 Elkhorn, 2 Kenosha, and 2 Racine
- Purpose behind QuickStart
 - Assist students through complex enrollment process
 - Positively impact fall enrollment
 - Overview & benefits of Gateway
 - Admission
 - Testing
 - Financial Aid
 - Registration
 - WebAdvisor
- Staff Support
 - Enrollment services staff – Admissions, Testing, Financial Aid, Student Accounts, and Enrollment Services Associates
- Promotion
 - Modified radio advertising
 - Modified print advertising
 - Promote to high schools; community partners

- Internal promotions
- Website
- Awarded six \$500 tuition vouchers and Follett gift cards to students
- Results
 - 296 attendees
 - 71.7% applied for admission at the event
 - 52% Completed Financial Aid application at the event
 - 44% Registered at the event
 - 50% completed COMPASS test at the event
- FTE Impact
 - 7/11/2012 – Prior to first QuickStart
 - -6.4% Fall
 - -2.6% Current Year
 - 8/8/2012 – After last QuickStart
 - -3.0% Fall
 - +0.1% Current Year
- Continued Initiatives
 - College Connection
 - Jane Finkenbine, College Connection Director, expects 600 students
 - 70% Seniors
 - 30% Juniors
 - 171 students tested for COMPASS
 - 43 classrooms planned for transcribed credit
 - New Student Specialists
 - 2 new employees, 2 new internal transitioning, 1 new hire expected this fall
 - Refining marketing pieces
 - Defining student communication flow
 - Implementing personal student support from inquiry through admission
 - Website update
 - Implementing online instant chat
 - QuickStarts

It was moved by R. Zacharias, seconded by S. Pierce and carried to approve the Strategic Plan Monitoring report.

Board Member Community Reports

L. Scherrer participated in radio show with B. Albrecht and Debbie Davidson, WEDD Division.

R. Zacharias spoke with individuals from River Bend Nature Center about a potential partnership.

Next Meeting Date and Adjourn

Regular Meeting Date – Thursday, September 20, 2012, 8 a.m., Kenosha Campus

At approximately 11:05 a.m. it was moved by N. Simpson, seconded by R. Zacharias and carried that the meeting adjourn.

Submitted by,



Gary Olsen
Secretary



Serving Southeastern Wisconsin since 1911

Gateway Technical College
Strategic Facility Planning Guide
Fiscal Years 2013 - 2015
Kenosha, Racine and Walworth Counties
Wisconsin

Approved by Gateway Technical College Board of Trustees

June 21, 2012

Submitted to Wisconsin Technical College System Board

August 1, 2012



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
Kenosha, Racine and Walworth Counties

Table of Contents

	<u>Page</u>
Gateway Technical College Board Approval - Resolution B-2012 C.1	3
Section 1 - Executive Summary	4
Section 2 - Existing Facilities	11
Section 3 - Three-Year Project Summary	14



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
Kenosha, Racine and Walworth Counties

Gateway Technical College

RESOLUTION NO. B-2012 C.1

WHEREAS, each Wisconsin Technical College District is required to prepare and submit a Three-Year Strategic Facility Planning Guide to the Wisconsin Technical College System Board by August 1, 2012, and;

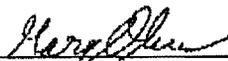
WHEREAS, the attached Three-Year Strategic Facility Planning Guide has been prepared for the Gateway Technical College District, to include fiscal years 2012-13, 2013-14 and 2014-15, and;

WHEREAS, the Gateway Technical College District Board has reviewed the Three-Year Strategic Facility Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Gateway Technical College Board, pursuant to applicable Wisconsin Technical College System Board directives, approves the Three-Year Strategic Facility Plan for fiscal years 2012-13, 2013-14 and 2014-15.



Roger Zacharias
Chairperson



Gary Olson
Secretary

June 21, 2012

Date



Strategic Facility Planning Guide

Fiscal Years 2012-13, 2013-14, 2014-15

Kenosha, Racine and Walworth Counties

Section 1- Executive Summary

Gateway Technical College consists of three campus location designations as defined by the Wisconsin Technical College System Board. Planning for each campus is the responsibility of the Dean of Campus Affairs. This plan is developed in collaboration with campus staff, facility directors and Executive Leadership Council. The plan is developed to meet the goals and priorities as set forth in the College Strategic plan.

The projects under consideration during this planning period are included in the attached Executive Summary and details of the projects are outlined in Section 3 of the **Strategic Facility Planning Guide**.



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
 Kenosha, Racine and Walworth Counties

Facility Planning
FY 2012-13

	<u>Location</u>	<u>Estimated Costs</u>
<u>Building Expansion</u>		
iMET (formerly CATI), Addition	Sturtevant	\$ 1,506,000
<u>Funding Sources</u>		
Debt Issue	\$550,000	
Outside Funding	\$956,000	
iMET (formerly CATI), Parking Lot Addition	Sturtevant	300,000
South Building, Science/Vet Tech	Elkhorn	300,000
		<hr/> 2,106,000 <hr/>
<u>Remodeling</u>		
South Building, Rehab	Elkhorn	1,500,000
Learning Success Center – First Flr., Lake Bldg	Racine	1,000,000
Health – CNA & Nursing - S 103, S 105, S112, Acad Bldg	Kenosha	375,000
Iron Chef Demonstration Room, Lake Building	Racine	352,000
Bookstore Relocation, Lake Bldg	Racine	100,000
Remodel Vacant Incubator Space, iMET (formerly CATI)	Sturtevant	100,000
Restroom Refurbishment, Academic Bldg	Kenosha	75,000
		<hr/> 3,502,000 <hr/>
<u>Repairs</u>		
Boiler System, Tech, Lake and Lincoln Bldgs	Racine	1,000,000
Roof Replacement, Academic Bldg	Kenosha	450,000
HVAC Replacement, South Bldg	Elkhorn	400,000
Main Boiler, Academic Bldg	Kenosha	400,000
MET Wing Remodel/HVAC - T103, T107, Academic Bldg	Kenosha	350,000
HVAC Replacement, Job Center	Elkhorn	280,000
Replace Electrical Service, South Bldg	Elkhorn	250,000
Window Replacement, North Bldg	Elkhorn	245,000
Roof Replacement, South Bldg	Elkhorn	150,000
Corridor and Atrium Upgrade, North Bldg	Elkhorn	125,000
Parking Lot Repair, Grounds	Kenosha	100,000
AC Expansion, Criminal Justice Classroom (T113), Acad	Kenosha	90,000
Site Repairs	Elkhorn	80,000
Exterior Lighting, South Bldg & Courtyard (energy efficient)	Kenosha	55,000
Fire Alarm Upgrades	Kenosha	50,000



Strategic Facility Planning Guide Fiscal Years 2012-13, 2013-14, 2014-15 Kenosha, Racine and Walworth Counties

	<u>Location</u>	<u>Estimated Costs</u>
Science Lab Showers, Tech Bldg	Racine	50,000
Building Automation System, iMET Center	Sturtevant	50,000
Cosmetology , Tech Bldg	Racine	45,000
Clerestory Masonry Wall, South Bldg	Elkhorn	40,000
Roof – Reflash Perimeters, Racine Bldg	Racine	36,000
Surveillance System Upgrade, Racine & iMET Data & Electr.	Racine/Sturtevant	30,000
Network Closets HVAC, Campus Wide	Racine	30,000
Emergency Shower, 496 McCanna	Burlington	30,000
Signage	Elkhorn	25,000
Signage	Kenosha	25,000
Network Closet HVAC, Academic Bldg	Kenosha	25,000
Landscaping Project	Kenosha	25,000
Concrete & Refractory Repairs	Kansasville	22,000
Sewer Ejector, Lincoln Bldg	Racine	20,000
Strainers, Tech Bldg Tower	Racine	20,000
Geo HVAC System, Ctr for Sustainable Living	Kenosha	15,000
Family Room, Lake Bldg	Racine	10,000
		4,523,000
Total Fiscal Year 2013 Projects for Consideration		\$10,131,000



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
 Kenosha, Racine and Walworth Counties

Facility Planning
FY 2013-14

	<u>Location</u>	<u>Estimated Costs</u>
<u>Facility Lease Agreement (State Board Approval)</u>		
Brookside Health Center (Joint project w/Kenosha County)	Kenosha	<u>TBD</u>
<u>Expansion</u>		
New Facility - Law Enforcement Academy	TBD	\$12,000,000
New Building – Health and Hospitality Programs	Elkhorn	8,000,000
Administration Center for IT and LID	Kenosha	3,000,000
Faculty Center - Addition Between Tech and Racine Bldgs	Racine	2,000,000
Conference Center, Front Foyer	Kenosha	500,000
		<u>25,500,000</u>
<u>Remodeling</u>		
Rehab, South Bldg	Elkhorn	4,500,000
Conference Center	Kenosha	2,500,000
Rehab, Lincoln Bldg	Racine	2,000,000
SS Visitor Parking Lot & Entrance Restructure, Acad	Kenosha	180,000
Restroom Refurbishment, Academic Bldg	Kenosha	130,000
Office Remodel - T134, Academic Bldg	Kenosha	20,000
		<u>9,330,000</u>
<u>Repairs</u>		
Building Automation Systems – Digital Controls, Campus	Racine	325,000
Roof, Lake Bldg	Racine	325,000
Building Automation Systems, Academic Bldg	Kenosha	300,000
Elevator Upgrades (2), Tech Bldg	Racine	300,000
AHU – Student Life Center, Lake Bldg	Racine	250,000
Electrical Panel Boards, Tech Bldg	Racine	190,000
Flooring Upgrade – 2 nd Flr, Racine Bldg	Racine	180,000
Flooring Upgrade – 1 st Flr, Racine Bldg	Racine	150,000
Remove Hwy 142 Overpass	Burlington	150,000
Electrical Substation	Racine	130,000
South Parking Lot Resurface	Kenosha	120,000
Sewage Line – increase to 8", Lake Bldg to Lincoln Bldg	Racine	100,000
Replace Three (3) Original Rooftop Units, HERO Ctr	Burlington	90,000
AC Expansion - T115, Academic Bldg	Kenosha	90,000
AC – 2 nd Flr Classrooms, Lake Bldg	Racine	85,000



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
 Kenosha, Racine and Walworth Counties

	<u>Location</u>	<u>Estimated Costs</u>
EOC Generator, HERO Ctr	Burlington	80,000
Lower Roof Replacement, Conference Ctr	Kenosha	80,000
Flooring, Bioscience Bldg	Kenosha	75,000
Exterior Sealant, Racine Bldg	Racine	75,000
Exterior Lighting West and North (energy efficient)	Kenosha	55,000
Fire Alarm Upgrades	Kenosha	50,000
Lighting Upgrade, High Bay & Lobby, iMET	Sturtevant	50,000
Exterior Sealant, Lincoln Bldg	Racine	45,000
Emergency Call Boxes, Racine (2), iMET (1)	Racine/Sturtevant	35,000
Pipe Insulation, Campus	Racine	30,000
Signage	Racine	25,000
Signage	Elkhorn	25,000
Signage	Kenosha	25,000
Network Closet HVAC, Academic Bldg	Kenosha	25,000
Landscaping Project	Kenosha	25,000
Annual Repairs, Ctr for Sustainable Living	Kenosha	10,000
Countertops, Bioscience Bldg	Kenosha	10,000
		<u>3,505,000</u>
Total Fiscal Year 2014 Projects for Consideration		<u>\$38,335,00</u>



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
Kenosha, Racine and Walworth Counties

Facility Planning
FY 2014-15

	<u>Location</u>	<u>Estimated Costs</u>
<u>Expansion</u>		
Student Commons/Bookstore, Academic Bldg	Kenosha	<u>\$2,000,000</u>
<u>Remodeling</u>		
Learning Success Center (incl. GS office move and Int. Design)	Kenosha	800,000
Lecture Rooms (4), Lake Bldg	Racine	250,000
Restroom Refurbishment, 2 nd Flr, Academic Bldg	Kenosha	120,000
		<u>1,170,000</u>
<u>Repairs</u>		
Fire Sprinkler System, Lake, Tech, Lincoln Bldgs	Racine	1,500,000
Chiller Replacement, North Bldg	Elkhorn	700,000
HVAC Replacement, Alternative High School	Elkhorn	300,000
Corridor Flooring, Campus	Racine	250,000
High Roof , Conference Ctr	Kenosha	220,000
West Parking Lot	Kenosha	200,000
Roof, Racine Bldg	Racine	200,000
Doors/Frames Stripping & Painting, Campus	Racine	200,000
Electrical Panel Boards, Lake & Lincoln Bldgs	Racine	150,000
Elevator Upgrade, Lake Bldg	Racine	150,000
Elevator Upgrade, Racine Bldg	Racine	150,000
Wireless Clocks, Racine & iMET (formerly CATI)	Racine/Sturtevant	100,000
Sewer Separation, Lake Bldg to Lincoln Bldg	Racine	100,000
AC Expansion - T119, Academic Bldg	Kenosha	90,000
Exterior Sealant, Lake Bldg	Racine	90,000
Green Roof, Tech Bldg	Racine	80,000
Carpet, LRC	Kenosha	75,000
Service Lot – West Wall, Lake Bldg	Racine	50,000
Fire Alarm Upgrades	Kenosha	50,000
Exterior Lighting (remainder of Campus)	Kenosha	50,000
Emergency Call Boxes, Racine (2) & iMET (2)	Racine/Sturtevant	35,000
Signage	Racine	25,000
Signage	Elkhorn	25,000
Signage	Kenosha	25,000
Landscape Project, Campus	Kenosha	25,000
Network Closet HVAC, Academic Bldg	Kenosha	25,000
Annual Repairs, Ctr for Sustainable Living	Kenosha	10,000
		<u>4,875,000</u>



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
Kenosha, Racine and Walworth Counties

Total Fiscal Year 2015 Projects for Consideration

\$8,045,000



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
 Kenosha, Racine and Walworth Counties

Section 2 - Existing Facilities

For owned facilities, in summary form, identify by campus salient information including location, land area, total building area.

District-Owned Facilities
Building Summary of Footage & Values
Sources: Districts Mutual Insurance Appraisal (01/2011)
Architectural Associates LTD (01/2003)
District Staff

<u>Bldg. No.</u>	<u>Name</u>	<u>Sq. Ft.</u>	<u>Value</u>
<u>Kenosha County</u>			
Kenosha Campus			
3520 - 30th Avenue			
Kenosha WI 53144-1690			
1	Conference Center	29,954	\$ 5,562,389
2	Administration Building	17,772	2,695,594
	Center for Bioscience and Information		
3	Technology	46,437	8,939,533
14	Academic Building	88,000	16,041,479
15	Commons Building	17,130	4,314,755
16	Science Building	41,302	8,300,475
17	Manufacturing, Engineering, Technology (MET) Building (formerly known as Trade & Industry)	49,480	12,004,577
	Pike Creek Horticulture Center (includes horticulture center addition completed 04/2012)	9,719	1,783,206
	Head House	4,314	209,300
	Horticulture Center Storage Building	200	2,846
	Conference Center Storage Building	1,821	46,146
	Academic Building Storage	529	8,380
	Kenosha Campus Storage	1,960	105,483
	Tower Shed	240	35,000
4	Horizon Center * 4940 - 88th Avenue Kenosha WI 53144	38,755	6,607,289
20	Horizon Center Storage Building	1,800	50,232
	* Land is leased to Gateway. Gateway owns the building (Advanced Propulsion Center included in sq. foot and building value).		



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
 Kenosha, Racine and Walworth Counties

<u>Bldg. No.</u>	<u>Name</u>	<u>Sq. Ft.</u>	<u>Value</u>
<u>Racine County</u>			
Racine Campus			
1001 S Main Street			
Racine WI 53403			
10	Lake Building (includes culinary arts addition to be completed 08/2012)	81,127	17,637,814
11	Tech Building (includes garage addition completed 11/2011)	87,605	17,233,525
12	Racine Building	68,786	12,786,853
13	Lincoln Building	10,080	2,233,173
	Lake Hall Storage Building	500	2,575
5	MET Center (formerly CATI) 2320 Renaissance Boulevard Sturtevant WI 53177	37,370	6,992,522
<u>Walworth County</u>			
Elkhorn Campus			
400 County Road H			
Elkhorn WI 53121			
6	100 (South) Building	39,072	6,807,113
9	200 (North) Building (includes building addition completed 11/2011)	49,341	9,456,669
	Garage Building	1,673	124,957
7	Job Center 1000 East Centralia Elkhorn WI 53121	6,468	966,050
8	Alternative High School 400 South Highway H Elkhorn WI 53121	7,600	1,387,249
Total District-Owned Facilities June 2012:		729,349	\$142,284,952



Strategic Facility Planning Guide Fiscal Years 2012-13, 2013-14, 2014-15 Kenosha, Racine and Walworth Counties

For leased facilities, in summary form, salient information including location, total lease area, lease expiration date.

District-Leased Facilities Building Summary of Footage & Values

<u>Name</u>	<u>Sq. Ft.</u>	<u>Lease Expiration</u>
Center for Sustainable Living 3217 – 34 th Avenue Kenosha WI 53144	1,844	July 31, 2020
Kenosha County Job Center 8600 Sheridan Road Kenosha WI 53143	1,026	December 31, 2013
Lakeview Advanced Technology Center 9499 - 88th Avenue Pleasant Prairie WI 53158	14,000	June 30, 2015
Burn Building (Town of Dover Fire Department) Hwy 11 Kansasville WI 53139	1,440	September 4, 2022
Burlington Centers 380 McCanna Parkway (HERO Ctr) Burlington WI 53105	22,255	December 31, 2030
496 McCanna Parkway Burlington WI 53105	33,512	June 30, 2025
Total District-Leased Facilities June 2012:	74,077	



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
 Kenosha, Racine and Walworth Counties

Section 3 - Three-Year Project Summary

Fiscal Year 2012-13

Expansion

Description	Location	Need	Estimated Budget
Building Expansion	iMET Center Sturtevant	Approximately 14,000 sq. ft. addition to the existing building located in Sturtevant WI to support manufacturing programs and training in the areas of CNC machining and welding	\$1,506,000
Parking Lot Addition	iMET Center Sturtevant	Additional parking to support the building expansion, approximately 50 spaces	\$300,000
Science/Vet Tech	South Building Elkhorn	Remodeling of existing South Building on Elkhorn campus to support new Veterinary Tech program; Project includes two multi-purpose science labs and supply rooms	\$300,000

Remodeling

Description	Location	Need	Estimated Budget
Rehab	South Building Elkhorn	Remodel existing South Building	\$1,500,000
Learning Success Center	Lake Bldg, 1 st Floor Racine	Remodel space for tutoring, GED, and Adult Basic Education	\$1,000,000
Health – CNA & Nursing	S103, S105, S112, Academic Bldg. Kenosha	Remodel space to support health related programs	\$375,000
Iron Chef Demonstration Room	Lake Building Racine	Remodel space previously occupied by bookstore into new dining room and demonstration cooking lab.	\$352,000
Bookstore Relocation	Lake Building Racine	Relocate bookstore in Lake Building to the first floor in the Racine Building, near the conference area	\$100,000
Incubator Space	iMET Center Sturtevant	Remodel space currently occupied by Alliance Enterprises into a materials lab to support engineering program and courses currently located in the center.	\$100,000
Restroom	Academic Bldg Kenosha	Refurbish out-of-date restroom to improve appearance and functionality	\$75,000



Strategic Facility Planning Guide

Fiscal Years 2012-13, 2013-14, 2014-15

Kenosha, Racine and Walworth Counties

Repairs

Description	Location	Need	Estimated Budget
Boiler System	Tech, Lake & Lincoln Bldgs Racine	Improve efficiency and energy savings	\$1,000,000
Roof Replacement	Academic Bldg Kenosha	Repair and replace roof	\$450,000
HVAC Replacement	South Bldg Elkhorn	HVAC replacement to increase energy savings	\$400,000
Main Boiler	Academic Bldg Kenosha	Improve efficiency and energy savings	\$400,000
MET Wing Remodel / HVAC	T 103 & T 107 Academic Bldg Kenosha	Remodel existing MET Wing / HVAC replacement to increase energy savings	\$350,000
HVAC Replacement	Job Center Elkhorn	HVAC replacement to increase energy savings	\$280,000
Replacement Electrical Service	South Bldg Elkhorn	Improve efficiency and energy savings	\$250,000
Window Replacement	North Bldg Elkhorn	Improve efficiency and energy savings	\$245,000
Roof Replacement	South Bldg Elkhorn	Improve efficiency and energy savings	\$150,000
Corridor and Atrium Upgrade	North Bldg Elkhorn	Improve appearance, lighting efficiency and energy savings	\$125,000
Parking Lot Repair	Grounds Kenosha	Repair and resurface parking lots	\$100,000
AC Expansion Criminal Justice Classrooms	T113 – Academic Bldg Kenosha	Provide HVAC for classrooms	\$90,000
Site Repairs	Campus Elkhorn	Parking lot and walkway repairs.	\$80,000
Exterior Lighting	South Bldg & Courtyard Kenosha	Improve and increase safety and security	\$55,000
Fire Alarm Upgrades	Campus Kenosha	Upgrade fire alarms / improve quality of safety	\$50,000
Science Lab Showers	Tech Bldg Racine	Increase safety and security in lab	\$50,000
Building Automation System	iMET Center Sturtevant	Installation of digital controls to improve efficiency and energy savings	\$50,000
Cosmetology Cabinets, Counter Tops, Light Fixtures	Racine Tech Building	Improve appearance and functionality of cosmetology classroom/lab	\$45,000
Clerestory Masonry Wall	South Bldg Elkhorn	Improve appearance of exterior	\$40,000
Roof – Reflash Perimeters	Racine Bldg Racine	Improve efficiency and energy savings	\$36,000
Surveillance System Upgrade	Racine/iMET	Improve and increase safety and security	\$30,000



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
Kenosha, Racine and Walworth Counties

Description	Location	Need	Estimated Budget
HVAC Network Closet	Campus Racine	Provide HVAC to computer equipment	\$30,000
Emergency Shower	496 McCanna Pkwy Burlington	Increase safety and security in lab	\$30,000
Signage	Campus Elkhorn	Improve site identification / increase communication	\$25,000
Signage	Campus Kenosha	Improve site identification / increase communication	\$25,000
HVAC Network Closet	Academic Bldg Kenosha	Provide HVAC / climate control to computer equipment	\$25,000
Landscaping Project	Campus Kenosha	Improve exterior appearance	\$25,000
Concrete & Refractory Repairs	Burn Building Kansasville	Improve exterior appearance	\$22,000
Sewer Ejector	Lincoln Bldg Racine	Replace obsolete plumbing system	\$20,000
Strainers	Tech Bldg Tower Racine	Replace obsolete plumbing system	\$20,000
Geo HVAC System	Ctr for Sustainable Living	Improve efficiency and energy savings	\$15,000
Family Room	Lake Bldg Racine	Provide private area for personal use by students and guests.	\$10,000

Fiscal Year 2013-2014

Facility Lease Agreement

Description	Location	Need	Estimated Budget
Brookside Health Ctr	Joint project w/Kenosha County Kenosha	Partnership with Kenosha County in the development of a clinical laboratory site for health programs	TBD

Expansion

Description	Location	Need	Estimated Budget
Law Enforcement Academy Facility	TBD	New facility to support law enforcement academy including the following: <ul style="list-style-type: none"> - Driving course - Shooting range - Scenario training Special customized training	\$12,000,000
Health and Hospitality Programs Building	Elkhorn	New facility for health related programs.	\$8,000,000



Strategic Facility Planning Guide Fiscal Years 2012-13, 2013-14, 2014-15 Kenosha, Racine and Walworth Counties

Description	Location	Need	Estimated Budget
Administration Center for IT and LID	Administration Ctr Kenosha	Expand current administration center to consolidate functions into one space to improve efficiency; Currently, IT and LID staff are located in facilities separate from the other administrative staff	\$3,000,000
Faculty Center	Between Tech & Racine Bldgs Racine	Expansion for faculty offices	\$2,000,000
Conference Center Front Foyer	Conference Center Kenosha	Expansion to Madrigrano Conference Center for provide a main entrance to the facility to accommodate large functions	\$500,000

Remodeling

Description	Location	Need	Estimated Budget
Rehab	South Building Elkhorn	Remodel and refurbish Elkhorn South Building that is 42 years old	\$4,500,000
Conference Center	Conference Center Kenosha	Remodel Madrigrano Conference Center to provide for breakout rooms, equipment storage, and improved functionality	\$2,500,000
Rehab	Lincoln Bldg Racine	Remodel and refurbish 45-year-old building including restrooms, offices and development of a Water Institute in partnership with the City of Racine	\$2,000,000
SS Visitor Parking Lot & Entrance	Academic Building Kenosha	Increase visitor parking and improve access to student success	\$180,000
Restroom Refurbishment	Academic Building Kenosha	Refurbish out-of-date restroom to improve appearance and functionality	\$130,000
Office	T134, Academic Bldg Kenosha	Improve interior appearance	\$20,000

Repairs

Description	Location	Need	Estimated Budget
Building Automation System Digital Controls	Campus Wide Racine	Improve efficiency and energy savings	\$325,000
Roof	Lake Bldg Racine	Repair and replace roof	\$325,000
Building Automation Systems	Academic Bldg Kenosha	Improve efficiency and energy savings.	\$300,000



Strategic Facility Planning Guide

Fiscal Years 2012-13, 2013-14, 2014-15

Kenosha, Racine and Walworth Counties

Description	Location	Need	Estimated Budget
Elevators Upgrade	Technical Building Racine	Upgrade / repair and improve appearance of interior	\$300,000
AHU – Student Life Ctr	Lake Bldg Racine	HVAC replacement to increase energy savings	\$250,000
Electric Panels	Tech Bldg Racine	Update electrical service	\$190,000
Flooring Upgrade	2 nd Flr, Racine Bldg Racine	Refurbish and upgrade to improve appearance	\$180,000
Flooring Upgrade	1 st Flr, Racine Bldg Racine	Refurbish and upgrade to improve appearance	\$150,000
Remove Hwy. 142 Overpass	Burlington	Improve safety and increase security, improve exterior appearance	\$150,000
Electrical Substation	Racine	Update electrical service	\$130,000
South Parking Lot Resurface	Kenosha	Repair and resurface parking lot	\$120,000
Sewage Line Increase to 8 inches	Lake to Lincoln Bldgs Racine	Replace plumbing system	\$100,000
Replace Original Rooftop Units	HERO Center Burlington	HVAC replacement to increase energy savings	\$90,000
Air Conditioning Expansion	T115, Academic Bldg Kenosha	Improve climate control	\$90,000
Air Conditioning	2 nd Flr Classrooms, Lake Bldg, Racine	Improve climate control	\$85,000
EOC Generator	HERO Ctr Burlington	Emergency generator	\$80,000
Lower Roof	Conference Ctr Kenosha	Repair and replace roof	\$80,000
Flooring	Bioscience Bldg Kenosha	Improve appearance	\$75,000
Exterior Sealant	Racine Bldg Racine	Repair building exterior	\$75,000
Exterior Lighting	West / North Campus Kenosha	Improve safety & efficiency, increase security, improve exterior appearance	\$55,000
Fire Alarm	Campus Kenosha	Upgrade alarms / improve quality of safety	\$50,000
Lighting Upgrade	High Bay & Lobby iMET Center	Improve efficiency and interior appearance	\$50,000
Exterior Sealant	Lincoln Bldg Racine	Repair building exterior	\$45,000
Emergency Call Boxes	Racine Campus (2) iMET Center (1)	Improve and increase safety and security	\$35,000
Pipe Insulation	Campus Racine	Improve efficiency and energy savings	\$30,000
Signage	Campus Racine	Improve site identification / increase communication	\$25,000
Signage	Campus Elkhorn	Improve site identification / increase communication	\$25,000
Signage	Campus Kenosha	Improve site identification / increase communication	\$25,000



Strategic Facility Planning Guide

Fiscal Years 2012-13, 2013-14, 2014-15

Kenosha, Racine and Walworth Counties

Description	Location	Need	Estimated Budget
HVAC - Network Closet	Academic Bldg Kenosha	Provide HVAC / climate control to computer equipment	\$25,000
Landscaping Project	Kenosha Campus Wide	Improve exterior appearance	\$25,000
Annual Repairs	Ctr for Sustainable Living	Improve efficiency, energy savings and appearance	\$10,000
Countertops	Bioscience Bldg Kenosha	Improve appearance	\$10,000

Fiscal Year 2014-2015

Expansion

Description	Location	Need	Estimated Budget
Student Commons/Bookstore	Academic Bldg Kenosha	Expansion for bookstore and student commons	\$2,000,000

Remodeling

Description	Location	Need	Estimated Budget
Learning Success Ctr	Kenosha (incl. GS office move and Int. Design)	Remodel space for tutoring, GED and Adult Basic Education	\$800,000
Lecture Rooms (4)	Lake Bldg Racine	Remodel existing classrooms to improve functionality	\$250,000
Restroom 2 nd Floor	Academic Bldg Kenosha	Refurbish out-of-date restroom to improve appearance and functionality	\$120,000

Repairs

Description	Location	Need	Estimated Budget
Fire Sprinkler System	Lake, Tech & Lincoln Bldgs Racine	Improve safety and code compliance	\$1,500,000
Chiller Replacement	North Bldg Elkhorn	Improve efficiency and energy savings	\$700,000
HVAC Replacement	Alternative High School Elkhorn	HVAC replacement to increase energy savings	\$300,000
Corridor Flooring	Campus Racine	Improve appearance	\$250,000



Strategic Facility Planning Guide
Fiscal Years 2012-13, 2013-14, 2014-15
Kenosha, Racine and Walworth Counties

Description	Location	Need	Estimated Budget
High Roof	Conference Ctr Kenosha	Repair and replace roof	\$220,000
Parking Lot	West Kenosha	Repair and resurface parking lot	\$200,000
Roof	Racine Bldg Racine	Repair and replace roof	\$200,000
Doors/Frames Stripping & Painting	Campus Wide Racine	Improve appearance	\$200,000
Electrical Panel Boards	Lake & Lincoln Bldgs Racine	Update electrical service	\$150,000
Elevator Upgrade	Lake Building Racine	Repair and improve appearance of interior	\$150,000
Elevator Upgrade	Racine Building Racine	Repair and improve appearance of interior	\$150,000
Wireless Clocks	Racine Campus iMET Ctr	Update clock system	\$100,000
Sewer Separation	Lake to Lincoln Bldg Racine	Replace plumbing system	\$100,000
Air Conditioning	T119, Academic Bldg Kenosha	Improve climate control	\$90,000
Exterior Sealant	Lake Bldg Racine	Repair building exterior	\$90,000
Green Roof	Tech Bldg Racine	Replace Tech Building plaza roof structure.	\$80,000
Carpet	LRC Kenosha	Improve interior appearance	\$75,000
Service Lot	West Wall, Lake Bldg Racine	Repair building exterior	\$50,000
Fire Alarm	Campus Kenosha	Upgrade fire alarms/improve quality of safety	\$50,000
Exterior Lighting	Campus Kenosha	Improve safety / security and increase energy savings	\$50,000
Emergency Call Boxes	Racine Campus and iMET Center	Improve safety and increase security	\$35,000
Signage	Campus Racine	Improve site identification / increase communication	\$25,000
Signage	Campus Elkhorn	Improve site identification / increase communication	\$25,000
Signage	Campus Kenosha	Improve site identification / increase communication	\$25,000
Landscape Project	Campus Kenosha	Improve exterior appearance	\$25,000
Network Closet HVAC	Campus Kenosha	Improve climate control	\$25,000
Annual Repairs	Center for Sustainable	Improve efficiency, energy savings and appearance	\$10,000

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Thursday, August 16, 2012
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

1. Call to order and roll call

Chair Nancy Russell called the meeting to order at 5:03 p.m.

Roll call revealed the following members present: Nancy Russell, Carl Redenius, Ken Monroe, Joseph Schaefer and Rick Stacey.

Others present:

County Board Supervisors: Tim Brellenthin, Jerry Grant, Dave Weber, Rich Brandl, Dan Kilkenny, Tim Schiefelbein

County staff: County Administrator David Bretl; Director of Central Services Kevin Brunner; Public Works Director of Operations Larry Price; Deputy County Administrator-Finance Nicki Andersen; Lakeland School Administrator Tracy Moate; HHS Director Linda Seemeyer; Assistant Superintendent-Facilities John Miller; Jail Administrator John Delaney; County Clerk Kim Bushey; Deputy County Clerk Nicole Hill; Administrative Secretary II Wendy Boettcher.

Members of the Public: Jim Van Dreser, Wayne Redenius

2. Agenda withdrawals/approval – Supervisors Stacey and Redenius moved and seconded approval of the agenda, with no withdrawals. The motion carried 5 – 0.
3. Approval of meeting minutes: Supervisors Stacey and Monroe moved and seconded approval of the July 16, 2012 minutes. The motion carried 5 – 0.
4. Public comment period. There was no public comment.
5. Regular Business
 - a) Bid award for replacement of safety glass windows at Sheriff's Office.
Supervisors Schaefer and Stacey moved and seconded awarding the bid to Stronghold Industries, Inc. The motion carried 5 – 0.
 - b) Bid award for Lakeland Health Care Center door upgrades. Staff explained that this is for the grills on the interior nurse server doors that are needed due to a change in State code. The budget for this project is \$30,000, and the lowest bid came in at \$6500. Miller explained that each resident room has a nurse server

door. Grilles will be installed on each of the 120 nurse server doors. When the facility was inspected, it was noted that the county would receive a citation if this change was not made. Chair Russell was concerned that the county did not have anything in writing stating that this would satisfy the State's requirement. Miller was confident that the county would have the same inspector again. Bretl suggested that perhaps staff could get confirmation from the State that this change will satisfy the State's requirement. **Supervisors Stacey and Monroe moved and seconded awarding the bid to Braund Building Center, LLC. Supervisor Stacey would like staff to follow up, and let the committee know if there is anything else that needs to be done. The motion carried 5 – 0.**

- c) Schedule committee tour of proposed 2013 CIP projects. Brunner stated that they would like to schedule the tour of facilities and major highway projects sometime prior to the September meeting. The tour would take approximately three to four hours. Chair Russell suggested sending out information with possible dates to give the committee options. Mondays work better for Supervisor Stacey.
 - d) Next regularly scheduled Public Works Committee meeting date and time: Monday, September 17, 2012 - 3:30 p.m.
6. Adjournment Motion and second: Supervisors Monroe and Stacey. Time of adjournment: 5:13 p.m.

Minutes recorded by Tammy Werblow, County Administration

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

It is possible that a quorum of the County Board or a committee of the County Board could be in attendance

WISCONSIN RIVER RAIL TRANSIT COMMISSION

FULL COMMISSION MEETING - FRIDAY, AUGUST 10, 2012 @ 10AM
 DANE COUNTY HWY GARAGE, 2302 FISH HATCHERY RD, MADISON, WI

1. 10:05 AM **Call to Order** – *Karl Nilson, Chair*
2. Roll Call. **Establishment of Quorum** – *Mary Penn*

Crawford	Tom Cornford, 3 rd Vice Chair (XCom)	x	Rock	Ben Coopman, Alternate	
	Rocky Rocksford	x		Wayne Gustina	x
	Vacant			Alan Sweeney, 1 st Vice Chair (XCom)	x
				Terry Thomas	x
Dane	Gene Gray, Treasurer (XCom)	x	Sauk	Marty Krueger, Alternate	
	Jim Haefs-Fleming	x (left 11:17)		Carol Held	x
	Chris James	x		John Miller	x
				Dennis Polivka, Asst. Secretary (XCom)	x
Grant	Ivan Farness		Walworth	Jerry Grant	x
	Vern Lewison	x		Richard Kuhnke, 4 th Vice Chair (XCom)	x
	Robert Scallon, 2 nd Vice Chair (XCom)	x		Allan Polyock	
Iowa	Charles Anderson, Secretary (XCom)	x	Waukesha	Karl Nilson, Chair (XCom)	x
	William G Ladewig	x		Richard Manke	x
	Jack Demby	x		Fritz Ruf	x

Other present for all or some of the meeting:

<ul style="list-style-type: none"> • Mary Penn, WRRTC Administrator • Ken Lucht, Bill Gardner, WSOR • Frank Huntington & Roger Larson, WDOT • Jimmiy C. Landru Jr, Northwoods RTC • Shirley Grant 	<ul style="list-style-type: none"> • Forrest Van Schwartz • Scott LaRose, Scot Forge • Alan Anderson, Pink Lady RTC (10:13) • Harvey Kubly (10:18)
--	--

3. Action Item. **Certification of Meeting’s Public Notice** – *Noticed by Penn,*
 - *Motion to Approve Public Notice , Thomas/Gustina, Passed Unanimously*
4. Action Item. **Approval of Agenda** – *Prepared by Penn,*
 - *Motion to Approve Agenda, Ruf/Cornford, Passed Unanimously*
5. Action Item. **Approval of draft July Meeting Minutes**– *Prepared by Penn,*

On items 12 and 15 of the July minutes, Chair Karl Nilson said that during discussion on those items, it should be noted that Bill Wenzel contributed to the conversation as a citizen of Sauk County, not as a representative of the County.

- *Motion to Approve May Meeting Minutes with correction, Kuhkne/Gray, Passed Unanimously*

6. Updates. **Public Comment** – No Public Comment

Nilson told the Commission that Forrest had not been reappointed to the Commission and asked Van Schwartz say a few words to the Commission. Van Schwartz thanked the Commission for its welcoming environment. He had been “privileged and pleased” by being allowed to serve on the Commission. He said he would remain available for questions and help in the future.

7. Updates. **Correspondence & Communications** – No Report

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

- Treasurer's Report for July and Payment of Bills

Gene Gray distributed the treasurer's report, reminding the Commission that Jim will be back at meetings as usual at the September meeting

- **Motion to approve Treasurers Report and bills – Manke/Ruf, Passed Unanimously**

9. Wisconsin & Southern Railroad's Report on Operations – Ken Lucht, Bill Gardner

- Monthly Maintenance Update – Ken Lucht said he had hoped to have results of rail detection tests but the presenter of that info was not available. He said results will be released to the Commissioners by September adding that there are many miles of jointed rail showing defects which highlights the need for welded rail. Heat has continued to be a challenge, triggering restrictions on operations. Lucht said there have been numerous times in the past few months where operations have completely stopped, adding that due to sun kink, there was even a derailment on 7/4/12. Heat monitoring on the rail continues. He said that all the businesses affected by the delays and stoppages have worked with WSOR to continue shipping.
- Madison to Milton is almost complete. Some bridges remain to be completed by a sub-contractor and should be complete in the next couple months.
- 14 public crossings between Janesville and Monroe have had work begun on them this month.
- WSOR has submitted a number of applications to WDOT for the 2012/2013 the state grant funding cycle but no word yet on if they'll be funded including welded rail in Rock County (which is part of fox lake subdivision). Other projects submitted include the building of a siding outside of Milton. The siding is in a rural area and there is enough clear track (no crossings) so is a good opportunity. For building capacity, WSOR has made a joint application for the Madison /Reedsburg and Madison/Cottage Grove acquisition.
- Bill Gardner said there is an application in Walworth County to address 100 lb rail nea STH 14 towards Janesville that is so depleted, trains can only travel at 10mph. This would "take care of the whole end down there."

Gardner said that WSOR had done the appraisal on the Reedsburg line and asked Frank Huntington why WDOT was doing another appraisal. Huntington said that this was due to the legal advice of their (WDOT) attorney. Gardner expressed frustration that WSOR had invested time and money in a project that was now being done all over again. Huntington said that in matters of acquisition, WDOT often required that both buyer and seller get appraisals, adding that WDOT may use the WSOR appraisal for a comparison. Terry Thomas asked how long it would take to put the siding in if approved. Gardner said a year; Gene Gray asked if there was cost available on the Woodman bridge. Lucht said he'd get that amount to him.

10. WRRTC Administrator's Report – Mary Penn, WRRTC Admin.

Penn reported she had sent Commissioner Ivan Farness a get-well card from the Commission, sent out county contribution letters to the Commissioners, filled out the Sauk County budget request form, noting that Commissioner Dennis Polivka had offered to represent the WRRTC at the presentation to the Sauk County economic oversight committee, adding that Ken Lucht had also offered to support Polivka in his presentation. She told the Commission she had begun the creation of a data set of parcel numbers of WRRTC property in IL in the hopes that someday the parcels could be mapped and that she had received the 2013 General Liability Insurance policy from the Richgels-Shaefer Agency which is effect from 7/10/12 to 7/10/13. Lastly, she updated the Commission on the status of the various permits approved for Scot Forge, telling them that Scott LaRose of Scot Forge was at the meeting and could answer any questions they might have.

11. WisDOT Report– Frank Huntington, WisDOT

Huntington said that a number of funding applications had been submitted though some still need some questions answered. Hopefully all will be reviewed within the next couple of months. He said that bridge projects are a very big part of the work between WSOR and WDOT. He mentioned the Woodman bridge as an example of a project coming in at a higher cost than originally estimated, adding that there is a lot of bridge work as so many need work. He said funding announcements will be made within the next few weeks. The FRPP loan projects will also be announced in the next few weeks. On the UP line, WDOT is doing a title search and possibly an appraisal; there are no funds currently available to do it so it has to be funded by bonding, if approved, which is slow in coming but he hoped to have the Reedsburg line issue settled in terms of the budget by the end of the year. The Cottage Grove line is also part of this issue. Nilson asked if WSOR leases the Cottage Grove line which was affirmed. Huntington said that UP wants to sell the entire line as a package so that is how the State is approaching it. Due to the size of the acquisition, he estimated the price will be \$40-\$50M.

Although outside WRRTC area, he reported that total reconstruction work on lines near Kohler have just begin. Also, in the northern part of the state, WDOT will not be pursuing the purchase of any lines from CN or UP. They have changed their plans for selling and

he said this is a period of rejuvenation for private lines in the State. Chris James asked Lucht how many trains are going through the Cottage Grove line at this time. Lucht said there are 3/week with no plans to increase that.

12. Update on amendments to WRRTC-WSOR-WisDOT contracts in regard to insurance and reporting. Changes possible in all three agreements: WisDOT-WRRTC Land Use Agreement, WisDOT-WRRTC Grant Agreement, and WRRTC-WSOR Operating Agreement – Frank Huntington, WisDOT

Huntington said there is no additional information from WATCO/WSOR on this issue. He said things are fine because they have a special rider so the State is satisfied with coverage for now.

13. Consideration and possible action on WSOR's Proposed Capital Plan and Budgetary Request for 2013/2015 State Biennial Budget – Ken Lucht, WSOR

Lucht distributed a packet of information, and said that WSOR is preparing itself for the new State budget cycle. They expect the next 2 year budget to be signed by July of 2013. He said there are about 285 miles of publicly owned trackage in WRRTC's jurisdiction alone so the Commission has a stake in this issue. He asked the Commissioners to advise their chairs and staff to write a letter of support for this plan/budget request. He then gave a general history on the relationship of private/public freight rail service, highlighting the public/private partnership between the state and private interests in order to preserve localized freight rail service. He said WSOR maintains all rail they lease and improves the line as they need them. He next showed a map showing the WSOR active area, including WI and IL trackage. Nilson noted for the benefit of new Commissioners that the line (land, infrastructure, etc.) in IL is owned solely by the WRRTC, not the State. Lucht highlighted the need for rail freight services in the State, noting savings for businesses giving examples of direct transportation cost savings to local economies adding that rail also saves on highway maintenance. In addition, 24,000 people have freight rail service related jobs in the 20-county area WSOR serves. He said in the last 5 years, forty new businesses have been added and a dozen more are planning to be built to access rail service, highlighting United Ethanol, Leeco Steel, and Mor Agra Grain as examples. Fritz Ruf asked what percent of WSOR is ethanol related. Gardner said less than 10% is related to ethanol business. Lucht gave trending information out to 2016 on the number of car loads which showed upward trends as the economy improves. By 2016 WSOR should be at an historic level of shipping. James asked Lucht if there was an update on a business in Mazomanie and Lucht said it is going thru the permitting process. The challenge to WSOR's plan is to get support from the state, the counties, and the RTCs for basic infrastructure needs (ties, structures, etc.) which is challenging with increased tonnages. He pointed out that continued installation of welded rail needs to be done to reflect the needs of increased tonnages, adding that 75% of the rail system is in jointed rail which is not sufficient or safe for operation. He showed diagrams of degraded rails (welded vs jointed) on the Prairie du Chien line, comparing current line to new line, where they found that the 85lb rail is now only 74.5lb rail due to rail degradation. Nilson reminded new members that rail poundage is based on a 3' section of rail. Lucht showed an example of broken rail found by an inspector (on 90lb) rail which was a total break. The proposed budget asks for funding for the Prairie du Chien subdivision (partly because of increased grain shipping due to new grain elevators along that track including Boscobel). Next, he described how the Waukesha to Milton line needs work as the rail only allows for 10 mph movement and the intent is to improve it so trains can travel at 25mph). This contributes gross inefficiencies in terms of economics. Ruf asked for tie and rail costs. Huntington said that it costs \$650,000/mile of track, \$1M per mile for all costs. As a point of justification for rail endurance, Lucht said a properly maintained tie will last 30 years so there is a cost savings for rail vs roads. He said WSOR wants to update the Prairie section because of the harbor in Prairie du Chien and future shipping options. WSOR wants to acquire new corridors but also maintain the trackage it currently leases. Gardner explained WSOR's reasoning in asking for \$90M in their budget; WSOR needs at least \$60M for additional funding to be used to buy the Reedsburg line. By getting more funding, WSOR can react quickly to buy more trackage. Alan Sweeney asked if the \$60-\$90M was for projects statewide and Gardner confirmed that. Bill Ladewig asked if what the costs were for upgrading. Gardner quoted Huntington's \$650,000/mile figure. Lucht then showed some before-and-after track photos to illustrate the imperative for infrastructure improvements. He also showed photos of typical bridges on the Monroe subdivision which all showed decay and are in critical condition in terms of freight rail. He explained the FRPP program, noting that the bulk of any local match would be met by the operator with much lesser amounts being asked of the RTCs. He explained the Ad Valorem tax which is made on all of WSOR's trains, and goes directly into the State general transportation fund, saying that this would be a fully funded program and not acquired via a public tax. He highlighted the economic benefits from WSOR such as jobs, property taxes, and their associated streams of revenue. He concluded that there are 600 miles of WSOR railroad in Wisconsin and he said that WATCO/WSOR is committed to staying, maintaining, and expanding rail in the State through the public/private partnership. He asked again for a letter of support from the WRRTC to go Transportation Sec. Gottlieb to support this budget request. He also encouraged the support letter be copied to the Governor. There were some questions regarding the content of the support letter and what it should say; Nilson assured the Commission that the language of the letter would be made available to the Commissioners and they could use it as a model in drafting support letters for their respective counties.

- **Motion to draft a support letter for WSOR. Ruf – Sweeney, Passed Unanimously**

Chair Nilson called a break at 11:23 AM. Commission reconvened at 11:31 AM.

After reconvening, the Commission returned to Item 9 upon Gardner's request, whereupon he talked about WSOR's workforce and that some of their newly hired staff were young and didn't have a good work ethic. He said they've reported that the work was too hard and they often would not come back to work after a few days on the job. Nilson said if anyone knew folks who were looking for work to contact Ken Lucht because WSOR is understaffed in certain aspects. Gardner said people could apply online or call (414-438-8820 x to Human Resources). The website has all the application materials (www.wsorrailroad.com).

At this point, Nilson introduced Chris James, newly appointed Commissioner from Dane County to the whole Commission.

14. Presentation on the Northwood's Rail Transit Commission's current and on-going efforts to preserve freight rail service in Northern Wisconsin – Jimmy Landru, Jr, NRTC Vice Chair

Jimmy Landru, Jr, Supervisor for Forest County, introduced himself to the Commission as Vice-Chair for the Northwoods RTC and discussed the reasons and motivations behind the founding of the Northwood's Rail Transit Commission which currently includes 9 counties with the potential for another Wisconsin to join (Ashland) and the possibility that some Upper MI counties would also join if interstate issues could be resolved. He said Wendy Gelof from Florence County is the Chair and that the respective NRTC counties will contribute \$500/per year, adding that the North East Regional Planning Commission will be staffing the Commission for the first year. His intention in attending the WRRTC was to see how the WRRTC runs. The NRTC meets at the Oneida County Airport as it seems to be the most central to their location. Timber is the driving need for freight rail service and since loggers are only cutting at 40% of quota, there is a serious strain on the local economy. He said cutting has been reduced because of problems and lack of rail shipping option as 2/3 of northern WI railroads are out of service. He said WDOT has begun to do an economic analysis on the line to see the impacts of freight rail and to hopefully show a need for an active freight railroad. He thinks that if everything come together, the NRTC will help the northern state economy as well as open more hunting/gathering land for native American nations in the upper part of the state. Gardner said that it is very important for all the separate RTCs to work together, listing the number that currently exist and the counties that belong to them. Landru said that the NRTC supports the WSOR's \$90M Statewide request, saying that we should be working together to benefit both north and south state RTCs.

15. Discussion of current WI rail commissions' functions and relationships with each other – Karl Nilson, WRRTC Chair

Harvey Kubly, chair of PRTC and SCWRTC presented to the Commission on the issue of relations between the PRTC and the WRRTC, noting that the PRTC is an odd ball commission because one of its counties does not have active rail but trail. The Tri-County Trail Commission corridor is owned by the PRTC, not the WDOT. He said that Green County is the only member of the commission that has rail that doesn't belong to the WRRTC and for "a long time" Green County has always forwarded its county contribution to the WRRTC. However, there has been much discussion on the PRTC on the lack of a formal agreement on the funding situation between the RTCs. Therefore, he reported that in January the PRTC made a motion to address this issue as it is a long overdue issue with an outcome that, at the very least, would result in a memo of understanding (MOU) between the RTCs. Nilson said that the argument to having a little bit of railroad in a county grants access to the whole freight rail system and that the rail operator decides on what part of the track to work on, rather than the RTCs deciding. Kubly noted another PRTC issue is that Lafayette County is not contributing a county contribution but the main thing is that everyone should know what the situation is and where taxpayer money is going and that something a little more formal should be written. Sweeney said that the issue is that although the railroad (WSOR) decides where work is done, in the past there had been an attempt to create a system or an understanding on the disbursement of funds which is long outstanding and that it made sense to make at least have an MOU. He added that if there is a chance to come to some sort of formal agreement, the RTCs should take it. Nilson then asked if Sweeney would be chair of a committee to address the issue and Sweeney said that he would do so. Lucht said that the reason why the PRTC had been contributing to WRRTC for so long was because there had been no capital projects in the PRTC area. In the past few years there have been capital projects in the PRTC area and in those years, the Green County contribution has gone to those projects. Gray said that WSOR knows where the funds need to be dedicated. Lucht said that when WSOR is doing projects, they bring those to the Commissions for their input. Huntington gave a short history on past attempts to create such a document or agreement in the past.

- **Motion to request WRRTC chair establish a committee to work with PRTC on a formal funding agreement.**
Manke – Sweeney, Passed Unanimously

16. Discussion and possible action on recruitment and appointment of WRRTC Commission member as liaison between WRRTC and UW-Extension Freight Rail Study – Karl Nilson, WRRTC Chair

Nilson asked for a volunteer to replace Van Schwartz as the liaison to the Freight Rail Study. Gray volunteered to be that liaison. Jerry Grant suggested that since Van Schwartz had so much experience he could act as a consultant on this project.

- **Motion to retain Forrest Van Schwartz as advisor on the UW-Extension Freight Rail Study.** Grant – Gustina, Passed Unanimously

17. Discussion on WRRTC voting protocol – Karl Nilson, WRRTC Chair

Nilson reiterated voting protocols to the Commission, explaining what the procedures are, both on Full meetings and X-Comm meetings. He noted that any commissioner who comes to an Executive Commission meeting can speak but only one per county can vote.

18. Consideration and Approval of 2013 WRRTC Budget

Penn explained that in working with Jim Matzinger in doing the Sauk County budget request form, it seemed a good idea to do the budget in August rather than in January since that is when counties do their budgeting process and Matzinger already had the draft budget prepared.

- **Motion to accept 2013 draft budget as presented.** Grant – Gray, Passed Unanimously

19. Action Item. Adjournment

- **Motion to adjourn made at 12:19.** Manke – Cornford, Passed Unanimously

BOOTH LAKE MANAGEMENT DISTRICT
P.O. BOX 778
EAST TROY, WISCONSIN 53120-0778
REGULAR MEETING OF THE BLMD COMMISSIONERS
July 22, 2012

Present:

Hank Hubbell, Bill Sullivan, Gary Hegeman, Barry Loveland, Greg McElwee, Stan Muzatko (County Board Rep.), Kathy Tober (Town Board Rep.) One other individual was in attendance.

1. Meeting called to order at 12:07 pm.

2. APPROVAL OF MINUTES

June 9, 2012 Meeting

Motion for approval of the minutes of the June 9, 2012 meeting by Stan Muzatko, 2nd by Barry Loveland. Motion approved.

3. APPROVAL AND ADOPTION OF BUDGET FISCAL 2013

Motion to approve and adopt a property tax levy of \$140 as approved by the Electorate at the 7/22/12 Annual Meeting by Greg McElwee, 2nd by Gary Hegeman. Motion approved. This results in a budget/total expenditure of \$16,200. The approved 2013 budget is attached

4. OTHER BUSINESS

Hank Hubbell noted that Bill Sullivan's term as Treasurer and Board member was expiring. The Commissioners thanked Bill for all his years of service to the BLMD. Hank indicated he would continue to look for a replacement and hoped to have the Board position filled within a year. Hank reported he has talked to Paul Nyffeler, CPA, East Troy, WI, and Booth Lake property owner, about taking over as Treasurer. Paul did not want to be on the Board, but offered to take over as Treasurer. Hank indicated there may be a small fee yet to be determined. The Board agreed to have Paul Nyffeler take over as Treasurer, but tabled action on a motion/resolution to remove Bill Sullivan and add Paul Nyffeler as a signer on BLMD fiscal accounts until the fee scheduled was determined and approved.

5. PUBLIC/COMMISSIONER'S COMMENTS

- The Commissioners discussed the possibility of turning the septic pumping program back to Walworth County as a possible cost savings. It was agreed further information would be needed before a decision could be made.
- Stan Muzatko presented a letter from Nancy Russell, Walworth County Board Chair, reappointing Stan as County Board representative to the BLMD Board.

7. Motion to adjourn the meeting by Stan Muzatko, 2nd by Barry Loveland. Meeting adjourned at 12:34 pm.

Respectfully submitted by
Gary Hegeman – BLMD Secretary

**Booth Lake Management District
Annual Meeting of the Electorate
July 22, 2012**

1. Meeting called to order by Chairman Henry Hubbell at 11:04 am.
2. Motion for approval of minutes of the July 17, 2011 Annual Meeting by Barry Loveland, 2nd by Karen Galecke. Motion approved.
3. Motion for approval of Treasurer's report by Bob Honeyager, 2nd by Marlene Bialek. Motion approved. Hank Hubbell recognized and thanked Bill Sullivan for all his years of service as BLMD Treasurer.
4. **AUDIT COMMITTEE REPORT**
No accounting errors or irregularities were found. (Audit Report attached.) Motion for approval of the Audit Report by Greg McElwee, 2nd by Barry Loveland. Motion approved. Thanks go to Marlene Bialek and Kathy Jens for the great job they did serving as auditors.
5. **BOOTH LAKE ON THE INTERNET**
Barry Loveland made a presentation on the Booth Lake website and Facebook page. The website at www.boothlake.org is the official BLMD website where you can find minutes, meeting notices, other important BLMD documents, information about the District, and other related links. The Booth Lake Facebook page at www.facebook.com/boothlake is designed to help lake home owners and residents communicate and stay in touch with one another. Barry also provided email addresses for the BLMD Board of Commissioners and requested homeowners provide email addresses to develop a homeowners' email group.
6. **CHAIRPERSON'S REPORT**
Water Quality Study
Last summer's high nitrogen levels dropped last fall and have returned to normal this spring. The next water sample will be taken this fall. Overall, water quality is good and the water has remained very clear this year. The DNR office in Waukesha will be provided the results of several water samples and they will do a more in-depth analysis and report of Booth Lake water quality. The report, when received, will be posted on the BLMD website.
Weed control:
The Eurasian water-milfoil was treated on June 7, 2012, earlier than normal due to warmer weather. The DNR inspector distinguished between Eurasian water-milfoil and native water-milfoil and only the Eurasian water-milfoil was treated, approximately ¾ acre. The DNR inspector felt Booth Lake was one of the best lakes in Southeastern Wisconsin in terms of Eurasian water-milfoil treatment and control. Overall, the invasive species is under control. The BLMD has started a program with Audrey Greene, Walworth County Lakes Specialist, to do water sampling to check for zebra mussels and other invasive species.
7. **BUDGET FISCAL 2013**
Bill Sullivan discussed the proposed budget for 2013, noting total expenditures of \$16,200 and a decrease in the tax levy from \$200 to \$140. The decrease was due to decreased costs for lake management (weed control and water quality)

and the 2012 budget surplus. It was noted additional funds for the Legal and Professional Fund was set at \$2,000. Motion by Greg McElwee, 2nd by Barry Loveland, to approve the \$140 tax levy for 2013 and the proposed 2013 budget calling for \$16,200 in expenditures. Motion approved. (Approved budget attached.)

8. BY-LAWS

Greg McElwee provided an overview of the proposed changes made to the BLMD By-laws. The changes were primarily made to update state citations, incorporate changes made to applicable state laws, and eliminate gender specific references. Motion to approve the proposed changes to the BLMD By-laws by Bill Sullivan, 2nd by Jim Hinrichs. Motion approved: 38 in favor; 0 against.

9. ELECTION OF COMMISSIONERS

There was no Election of Commissioners as there were no nominations for the open Board of Commissioners position. The Board hopes to fill the position as soon as possible.

10. RECOGNITION OF ART TERSEN'S CONTRIBUTION TO BLMD

Greg McElwee recognized Art Tersen for his long term contributions to the BLMD, including his work to increase the size of the District. See attached statement presented/read by Greg.

11. PUBLIC COMMENT

- Briefly discussed the low number of buoys in the lake. Kathy Tober, Town Board Representative, indicated additional buoys have been purchased and should have been placed in the lake already. She will follow-up to see this is done.
- The membership discussed the water clarity. Hank Hubbell said the water is so clear because of the rapid rise in water temp this year that prevented the normal algae bloom. Mike Poliak indicated water clarity was at 21 feet in March and is currently at 16 feet.
- A discussion was held concerning the signage at the launch and how people boating on the lake are made aware of traffic patterns and speed limits on the lake. Kathy Tober indicated there has been fewer citations issued this year than last year and will provide the Board a report of citations at the end of the year. Kathy also provided the name and phone number of the local DNR warden that could be contacted in case of a significant problem: Juan Gomez, 262-818-4157.

12. OTHER BUSINESS

None.

13. Motion to adjourn by Bill Sullivan, 2nd by John Wolf, adjourned 11:48 am.

Respectfully submitted by
Gary Hegeman – BLMD Secretary

Walworth County Lakeland Health Care Center Board of Trustees

MINUTES

July 18, 2012 Meeting – 1:00 p.m.

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

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

Roll call – Committee members present included Supervisors Grant, Schaefer, Schiefelbein, Brellenthin and Monroe. A quorum was declared.

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Liz Aldred, Deputy Director Health and Human Services; Juliet Young, Health and Human Services; Bernadette Janiszewski, Lakeland Health Care Center Administrator; Nancy Russell, County Board Supervisor; David Bretl, County Administrator; Sandy Wagie-Troemel, Health and Human Services Board Citizen Representative; Dr. James Seegers, Health and Human Services Board Citizen Representative; Ella Eva Pious, Health and Human Services Board Citizen Representative; Doug Koenig, Public Health Student; Danielle Garson, Crisis Intervention; Liza Drake, Crisis Intervention Supervisor; Judy Johnson, Open Arms Free Clinic

Public in attendance – There was one member of the public in attendance.

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

The Lakeland Health Care Center Board of Trustees committee minutes of the June 20, 2012 meeting were approved as amended. **Motion and second made by Supervisor(s) Schaefer/ Monroe to approve the minutes. Motion carried 5–0.**

Public Comment – There were no comments from the public.

Unfinished Business – There were no items of unfinished business.

New Business – There were no items of new business.

Reports –

LHCC Administrator's Report and Financial Update – Ms. Janiszewski distributed the June 2012 income statement. Ms. Janiszewski stated that the budget on target so far for the year. There were two injuries reported, however, no workers compensation claims were filed. Payer source is on target and revenues a little higher than expenses at this time. LHCC received some CP funds weren't anticipated. These funds are given to nursing homes by the State when there is a surplus from the federal government. This year LHCC received \$144,000. It has been several years since money has been received from this fund.

Correspondence –

James E. Walker Correspondence – Ms. Janiszewski put this item on the agenda since the committee had asked to see correspondence received from consumers.

Announcements –

Ms. Janiszewski invited committee members to attend the annual golf outing in October.

Next Meeting Date – The next meeting is tentatively scheduled for September 19, 2012 at 1:00 p.m.

Adjournment – **On motion and second by Supervisor(s) Schaefer/Monroe, Chair Grant adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 1:05PM. 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 Health and Human Services Committee
MINUTES

July 18, 2012 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chair Grant at 1:15 p.m.

Roll call – Committee members present included Supervisors Grant, Schaefer, Schiefelbein, Monroe and Citizen Representative Wagie-Troemel and Seegers. Supervisor Brellenthin excused. A quorum was declared.

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Liz Aldred, Deputy Director Health and Human Services; Juliet Young, Health and Human Services; Nancy Russell, County Chairperson; David Bretl, County Administrator; Pat Grove, Health and Human Services Manager; Doug Koenig, Health and Human Services Student, Beth Walsh, Danielle Garson, Liza Drake, Judy Johnson, Open Arms Free Clinic; Nicki Anderson, Finance, Dave Weber, County Board Supervisor

Public in attendance – There was one member of the public in attendance.

There were no agenda withdrawals. **Motion and second made by Citizen Representatives Wagie-Troemel/ to approve the agenda. Motion carried 8-0.**

The Health and Human Services minutes from the June 20, 2012 meeting were approved as amended. **Motion and second made by Supervisor Schaefer/Citizen Representative Wagie-Troemel to approve the minutes as amended. Motion carried 8-0.**

Public Comment – There were no comments from the public.

Unfinished business –

Open Arms Free Clinic – Ms. Seemeyer gave a brief overview of the Open Arms Free Clinic. She then introduced Judy Johnson from the Open Arms Free Clinic. She gave some updated in-kind information on the paperwork included on the packet. They will be tracking professional volunteer hours as part of the in-kind funds.

Ms. Johnson explained that she took this board's suggestion and talked with a business planner from UW-Extension. She also plans on meeting with Ms. Simonson from VIP and went to UW-Madison to research grants.

Ms. Johnson reviewed the budget paperwork and then presented the board several options for donations.

Supervisor Grant asked if there is a target opening date. Ms. Johnson said they are hoping to open this fall.

Supervisor Grant asked about checking into other insurance companies besides Aurora and Mercy. Ms. Johnson explained that Open Arms is using Aurora and Mercy as healthcare systems, not insurance. They will also be accepting referrals and doing background screenings. Dean clinic is collaborating with them as far as the equipment. Ms. Johnson stated they will be reaching out corporations in the near future.

Supervisor Grant asked how much of a financial donation is the Open Arms Free Clinic looking for from Walworth County? Ms. Johnson stated it was up to this board to determine. The board could make a motion for \$13,500 for the Piccolo machine or \$12,000 for the Piccolo Express machine with \$6,000 more for reagents and supplies. Or approve \$50,000 for the electronic record system.

Sandy asked if recommendations from this board go to the County Board for approval. Mr. Bretl stated it would and would need an approval vote of 2/3 of the board. The County Board will not meet again until September. He suggested an option of the County purchasing the equipment and then leasing the equipment to the Open Arms Free Clinic.

Mr. Bretl asked about the Wheat Ridge grant. Ms. Johnson explained they will not receive the money until the first of the year. At this time they have only have applied for the grant. Mr. Bretl is concerned that there is not enough cash on hand to start up the clinic.

Supervisor Grant suggested that this board would promise to purchase the Piccolo machine when there is an opening date and they get their 501c3 documentation. Mr. Bretl stated that is an option.

Supervisor Schiefelbein asked about malpractice insurance. Ms. Johnson stated that their attorney told them doctors will be covered by the state since they are not receiving money. There has not been another Open Arms Free Clinic Board meeting since the DHHS Board last met and she has not had to chance to get more information.

Citizen Representative Seegers stated that since there is a commitment from doctors malpractice concerns have probably been addressed. He asked if the clinic can use the labs at Aurora and Mercy? He also asked about patients paying even minimal amounts. Ms. Johnson stated they can use the labs but it would be costly. She also stated that their board discussed patients paying and it was decided they wanted to be a completely free clinic.

Ms. Johnson stated she will send the 501c3 documentation to David Bretl as soon as they receive it. Ms. Johnson asked how much it would cost to least the equipment if the County were to purchase it. Mr. Bretl stated it could be as little as a dollar; it is more of a security issue for the County.

Ms. Johnson stated that they are ready to go with fundraising once they get their 501c3 status. She feels this will help increase their cash on hand. She encourages the board to

check out the website at www.openarmsfreeclinic.org. She also gave them their mailing address with is PO Box 560, Fontana WI 53125.

Supervisor Schiefelbein asked about contributions from healthcare industry. Ms. Johnson explained it has been mostly in-kind donations and reduced rates. There has not been a commitment of any cash.

Supervisor Schiefelbein asked about screening of illegal immigrants. Ms. Johnson stated the only requirements is that the person be a Walworth County resident and not have insurance. They will not be asked about income levels or citizenship.

Supervisor Grant asked if the screeners will be asking for a pay stub to verify if a person has insurance or not. Ms. Johnson said there is a separate committee working on the screening process.

Citizen Representative Wagie-Troemel feels this board should wait until 501c3 status has been granted before moving forward. Supervisor Monroe stated he would feel more comfortable about making a financial commitment once the doors are open to the clinic.

Supervisor Grant stated that this board will act when there is more information. It could be brought to a vote at the September meeting and then it would go to the County Board in October, if necessary.

Supervisor Schaefer asked Mr. Bretl if this will be in the 2013 budget. Mr. Bretl said it would be up to this board and that there would be more information in September.

Citizen Representative Seegers asked Mr. Bretl if feels the County Board would support a donation. Mr. Bretl is unsure but feels there would be some support.

Discussion followed.

New Business –

Crisis Intervention Presentation – Ms. Seemeyer introduced Liza Drake, Crisis Intervention Supervisor and Danielle Garson. Ms. Drake presented a Powerpoint presentation to the Board to give them an overview of this unit.

Supervisor Schiefelbein asked if the laws were changed in 2007. Ms. Drake stated it was 2010 and Ms. Aldred added that due to the agency being proactive a significant impact happened earlier than when the laws changed.

Supervisor Schiefelbein asked if Crisis staff can relieve officers with intoxicated consumers. Ms. Drake explained that staff are not allowed, they need to wait in the emergency room.

Ms. Aldred stated that the SBIRT grant that board had approved at an earlier meeting has been successful. There was a recent site review and Walworth County was listed as the best. She invited them to present at a conference.

Supervisor Schiefelbein asked about medication monitoring. Ms. Drake explained that staff visit those consumers twice daily to make sure they are taking their medication properly.

Supervisor Schiefelbein asked how the respite bed hold program was working and has it been cost effective. Ms. Drake stated it has been very successful and cost effective. The Department is currently looking for other possible vendors to work with.

Citizen Representative Wagie-Troemel offered her congratulations to Ms. Drake and her staff on this program.

Request from Merck – Ms. Seemeyer introduced Pat Grove, Health Officer and Beth Walsh, RN from the Public Health department. Ms. Grove is looking for policy suggestions from this board. Merck Pharmaceuticals has offered to pay for an in-service on immunizations. This in-service will be directed towards parents who choose not to immunize their children.

Supervisor Grant asked if medical professionals and DHHS staff were invited to the in-service. Ms. Grove explained that it is more for the parents. Ms. Walsh added that doctors are usually not comfortable in engaging in parents' reluctance to immunizations.

Supervisor Schiefelbein asked for clarification on what Ms. Grove was asking from this board. Ms. Grove stated she is only looking for support. Public Health will be endorsing this in-service and that there will be a panel discussion of local providers. They had a similar one in Wausau and it was a huge event.

Supervisor Schiefelbein asked when this would be held.

Citizen Representative Seegers asked about Merck product selling. Ms. Walsh explained that Public Health only gets flu and adult Hepatitis B vaccinations from Merck and that Merck will be a silent partner in this in-service. Dr. Seegers feels there should be full disclosure at the in-service. Ms. Walsh stated it was stated in the welcome address in Marathon County. Supervisor Russell agrees Dr. Seegers.
Motion to approve with Merck on stuff Sandy/Tim S 8-0

New DHHS Board Appointment – Ms. Seemeyer explained that due to statute requirements this position needs to be filled.

Motion and second made by Supervisors Schaefer/Monroe to send Mr. Wurcherer's application to the Executive Committee for approval. Motion carried 8-0.

Set Dates for General, County Aging Plan 2013-2015 and 85.21 Transportation Grant Public Hearings – Ms. Seemeyer stated that the Department is looking for three dates for required public hearings. Supervisor Grant stated the Department could determine the dates and then inform this Board of the dates.

Reports –

Income Maintenance Update – Ms. Seemeyer stated that the current issue is that smaller counties want more money. Ms. Seemeyer stated she is sympathetic to their needs, but at this time the larger counties cannot afford to give them more money. This will be going to the Wisconsin Counties Human Services Association (WCHSA) for a vote. It would involve a reallocation of state funding.

Supervisor Grant agreed with Ms. Seemeyer's statement. Ms. Seemeyer is looking at various options including fraud recovery.

LogistiCare 2nd Quarter Report – Ms. Seemeyer stated that she invited LogistiCare to send a representative to today's meeting but did not receive a reply.

Supervisor Grant expressed his unhappiness with the complaints.

Supervisor Schiefelbein asked if DHHS could deny participation in LogistiCare. Ms. Seemeyer stated DHHS does not participate, it is a state program.

Supervisor Grant asked if the legislature receives these complaints. Ms. Seemeyer stated that area aging on aging is keeping them notified of complaints.

Motion and second made by Supervisor Schiefelbein/Citizen Representative Wagie-Troemel for Ms. Seemeyer to draft a letter to LogistiCare regarding complaints. Motion carried 8-0.

Correspondence –

Ashland County Resolution – Ms. Seemeyer reviewed the resolution. She asked for it to be placed on file.

Motion and second made by Supervisor Schaefer/Citizen Representative Wagie-Troemel to place the resolution on file. Motion carried 8-0.

Announcements – There were no announcements.

Next Meeting Date – The next meeting is scheduled for September 19, 2012 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

Adjournment – **On motion and second by Supervisor Monroe/Tim S Citizen Representative Wagie-Troemel. Chair Grant adjourned the Health and Human Services meeting at approximately 3:00 p.m. Motion carried 8-0.**

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

County Board Executive Committee
July 16, 2012
10:00 AM
County Board Room 114
Walworth County Government Center
100 Walworth St., Elkhorn, Wisconsin
Draft Minutes

Chairman Weber called the meeting to order.

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

Others in attendance included Kurt Picknell, Undersheriff; John Delaney, Jail Administrator; John Orr, Information Technology Director; County Board Supervisor Tim Brellenthin; Christine Wen, UW-Extension Department Head/Horticulture Educator; Josh Clements, CNRED Agent/UW-Extension Office; Sheriff Dave Graves; Jamie Green, Robert Duffey, Dave Gerber and Steve Sax, Sheriff's Office; Rich Colbert, IT Applications Supervisor; John Orr, Information Systems Director; Dean Logterman, Walworth County Metropolitan Sewerage District Commission President; Brian Drier, EDCI Consultant; Bill Raab, EDCI Practice/Business Manager; Dave Gerber, Sheriff's Office; Nicole Andersen, Deputy County Administrator – Finance; Judy O'Donnell, Lafayette Town Supervisor; Barbara Fischer, Lafayette Town Clerk/Treasurer; and, Dave Bretl, County Administrator.

With no withdrawals or changes, the agenda was approved 5 – 0 on motion and second by Supervisors Brandl and Kilkenny.

The June 18, 2012 executive committee minutes were approved 5 – 0 on motion and second by Russell and Brandl.

Public comment period. Dean Logterman wanted to know if there was anything that could be done to expedite an appointment on the WalCoMet commission that has been held open by the county. Chairman Weber thanked Logterman and said he was aware the county had been working on an ordinance pertaining to WalCoMet appointments. Administrator Bretl said the current commissioner in the position has continued to legitimately serve while the county contemplates ordinance amendments. The county has been reviewing all appointments with the goal of achieving consistency in its appointment process.

Ongoing/unfinished business

Presentation regarding ProPhoenix Records Management System (RMS) software. Mr. Bretl said the RMS software package had many advantages over the old AS400 records system, which is expensive to maintain. Other police departments that purchase the software can access the records database. The City of Elkhorn and Linn Township are currently using the software and have access. Some issues that have been addressed include how to manage this model with current staff or whether additional staff or a consultant would be needed. Staff has explored what the county would charge local police departments for access. Bill Raab, EDCI Practice/Business Manager and Brian Drier, ProPhoenix consultant, analyzed the county's infrastructure and method of delivery to local police departments. EDCI has consultants throughout Wisconsin and has done work for counties including Washington and Rock. They interviewed all stakeholders and identified multiple solutions for expanded use of the system. The committee's enclosure packet included a list of solution delivery options. IT staff has experience utilizing Cisco, a VPN (virtual private network), which is a lower cost option than others. Microwave data transmission is a higher cost option, and IT staff does not have as much experience with it. Outsourced VPN is a medium cost option, but there are many concerns about security as well as devices used in the environment so it

would not be as easy to integrate and operate smoothly. EDCI's final recommendation was to use the Cisco VPN delivery solution. Cisco meets all requirements for delivery of expanded usage of the ProPhoenix system. Drier said specific potential increased workload was not known at this time. ProPhoenix is scalable to accommodate increased volume, which would impact application staffing. Racine and Ozaukee counties have taken over support of their municipalities concerning records. Ozaukee footed the bill for the connection, and the scenario is similar in Racine County. Orr said Walworth County's environment is not the same. Cost sharing will need to be addressed in the future depending upon how many municipalities want to connect and utilize the ProPhoenix RMS. The Sheriff currently dispatches full-time for Linn Township and part-time for the city of Elkhorn. Supervisor Russell was in favor of setting up a payment structure to plan for future expansion to additional municipalities. Drier recommended the county's municipalities bear the cost of initial connection as well as share maintenance costs for continued connection. The county will maintain control over the larger network. Chairman Weber asked if the county will be able to share records with municipalities outside of the county and Wisconsin. Drier said the capability is there. Users have to agree to share their information with others that utilize the ProPhoenix RMS. Lt. Gerber said ProPhoenix can allow access to anybody on the same system to query the database for information about other counties and municipalities that have entered shared data in that system. Linn Township has access to its records, which Sheriff's staff maintains. Vice Chair Kilkenny said he wasn't clear what database information is likely to be shared locally that is not part of a larger state or federal criminal database. Captain Gerber clarified that information in a database is accessible to others in the instance of an arrest. The ProPhoenix system is *not* tied to other databases, such as those used by the FBI. An example is WiGiS, an interactive web-based data analysis system the state is implementing. Gerber said contacts are not automatically entered into database. An arrest record wouldn't be known unless a specific criminal history was run by Sheriff's staff. A query would need to be conducted through the state or FBI to learn about a criminal record. Mr. Bretl wanted to make sure the committee understood the value of the ProPhoenix system in the context that staff is requesting an expanded application. The capital investment in ProPhoenix hardware and software has already been made. Bretl summarized his understanding that the committee was seeking to quantify the value of the information maintained in the ProPhoenix database, and how much the county wanted to invest in conductivity of the system to expand accessibility to local police departments. Vice Chairman Kilkenny stated that in an environment of budget freezes, he thought it was important to quantify if this was more valuable than other expenditures. Supervisor Schiefelbein stated his support of expanding the system, and Russell said she was supportive if the RMS would keep our officers and local police officers safer by providing greater access to information about arrests and criminal records. She said this effort might also enhance the county's intergovernmental cooperation efforts. The Sheriff supports local departments bearing the cost of connecting to the system. John Orr didn't anticipate an explosion of users coming on to the system but suggested providing a municipality a document asking if they want to invest in the appliance to facilitate their network connection and access to the RMS if they had already invested in ProPhoenix. Orr said municipalities should cost share as the ProPhoenix RMS environment is built out and usage continues to grow. Picknell said staff had informed the Elkhorn and Linn police chiefs about the likelihood of the county's cost sharing/recovery study. The municipalities were fine with that arrangement because of the economy of such a proposal versus building out their own database. Mr. Bretl said in the interest of complete disclosure, he wanted supervisors to be aware that his 2013 budget proposal would likely include money for IT consulting or a position, which, in part, is going to support the ProPhoenix RMS. At present, RMS support is not a full-time job with just two or three departments using it. Bretl summarized the RMS proposal:

1. Did the committee feel the data and interconnectivity (with local police departments via ProPhoenix RMS) has value and if so, did the committee recommend other police departments be allowed to connect?
2. Did the committee recommend a uniform approach among the municipalities regarding service level and payment?
3. Did the committee recommend the county assess some type of charge for ongoing maintenance service and connectivity to the county's ProPhoenix database?
4. Did the committee recommend the municipalities be responsible for their connectivity costs, i.e., equipment, Internet connection and anything else required to connect to the ProPhoenix RMS system; and, should the municipalities pay for the costs of system maintenance? (The county would *not* be responsible to dispatch IT staff to the municipality for maintenance on their system.)
5. Did the committee recommend a uniform cost based on municipality size or anticipated use of the RMS?

Orr said the ProPhoenix system is a better RMS than the AS400, a "legacy" system that is no longer efficient, expensive to maintain and doesn't allow information sharing with municipalities. IT programmers that formerly maintained the AS400 have been transitioned to analyst positions and taken on additional duties. There may be both fixed and variable costs associated with connectivity and ongoing maintenance. Video usage of an RMS quickly accelerates storage demand, for example. Perhaps an "a la carte" menu of options could be offered to help municipalities determine which approach is most cost effective for them. **Supervisor Russell moved support of proceeding and authorizing staff to determine a fee schedule agreeable to IT and Sheriff's staff; Supervisor Schiefelbein seconded the motion.** Mr. Bretl asked whether the committee had any objection to establishing the parameters discussed by the committee as an ordinance. **Russell revised her motion to include drafting an ordinance pertaining to the RMS operation and agreements with the municipalities relative to records sharing and fee schedule. The ordinance will state that municipalities subscribing and connecting to the ProPhoenix RMS will annually be provided an update by the county so they can anticipate costs for budget planning purposes. Schiefelbein supported the amended motion, which carried 5 – 0.**

Ordinance relating to county board citizen appointments to library boards. Mr. Bretl indicated the Delavan library brought to his attention the county was not appointing the number of county representatives it is entitled to make. He requested input from libraries regarding changes the committee is considering to the county ordinance pertaining to library board appointments. Bretl wants to give local libraries ample time to ask any questions and provide feedback. He recommended the committee hold off until at least September moving the ordinance forward to the board. Lake Geneva Mayor Connors sent input asking if Lake Geneva's library board is in compliance. They and other libraries in the county are already appointing a town representative to their boards. Lake Geneva calls out their appointments by the town represented. Bretl indicated a shared process, considering municipal recommendations, might be used in making appointments. There is nothing in the statutes precluding appointing any county resident to represent a town on a library board. Supervisor Russell thought the county should insist on making the number of appointments Wisconsin Statutes entitle counties to make. She stated she was not opposed to recommendations from the local library boards. Consistency in the county's appointment process is important, she said. Vice Chair Kilkenny wondered whether a library board could end up with a quorum issue if the county authorized a certain number of seats it couldn't fill due to lack of available or qualified applicants. The timing regarding adopting the ordinance amendment will depend upon the feedback received from the libraries, said Bretl. Supervisor Russell supported the county reviewing library board appointments annually since the county's appropriation determines the number of appointments it is

entitled to make. Bretl said the ordinance would indicate the most current state report and data would be utilized. The committee consensus was to review the revised ordinance in September if libraries had provided feedback.

Ordinance relating to county board appointments of citizens to the Walworth County Metropolitan (WalCoMet) Sewerage District Commission. The draft ordinance incorporated changes discussed at the June executive committee meeting, which included a statutory requirement and preferences discussed by the committee concerning the make-up of the WalCoMet commission. The ordinance calls for an annual report by WalCoMet to the executive committee. Supervisor Kilkenny asked Dean Logterman if all members on the commission were currently from municipalities served by WalCoMet. Logterman said all five commissioners reside within the WalCoMet Sewerage District service area. WalCoMet formerly had a commissioner that moved out of the district and subsequently resigned from the commission. Bretl said the ordinance section regarding appointment of a “local elected official” could mean anything from a senator who resides in the WalCoMet service area to a commissioner that serves on another local sewerage commission. The WalCoMet board does not currently have a commissioner that also serves on another sanitary district in the county. Logterman said that might constitute a conflict. Bretl said he had researched that possibility and did not find anything that would legally constitute a conflict. Engaging WalCoMet rate payers more actively in governance of the commission is the objective of the county ordinance. Chairman Weber asked if the ordinance language could be softened in section 2-225 (b) to indicate the county “will” instead of “shall” use its best efforts regarding commission appointments. Kilkenny was interested in the ordinance being flexible regarding appointment of a local elected official in the instance an applicant appeared unqualified to serve. He suggested stating something like “preference for an elected official.” Kilkenny thought ordinance item ‘c’, pertaining to an annual invitation to WalCoMet to a meeting to provide the executive committee with an update regarding its activities, could have the most impact because there are occasionally sewer issues in the municipalities served by WalCoMet that generate debate and discussion. Supervisor Russell said Bretl had drafted the ordinance based on the committee’s discussion and preferences. She said the goal is to appoint someone who will be responsive to constituents. Kilkenny agreed to “soften” the language but said it should include consideration of appointing individuals that represent constituents and rate payers, and not a particular service area in the WalCoMet district. Bretl clarified that the ordinance will state commissioners may continue to serve until the county makes a new appointment. The committee consensus was to revise the ordinance to state the county “will use its best efforts” concerning appointments. Kilkenny said he felt that serving on another sewerage district could constitute a significant conflict with WalCoMet service. He considers it important for the county to consider appointing elected officials as long as they are not directly tied to an entity served and directly billed by WalCoMet. **Kilkenny moved to eliminate section (b) 2 from the ordinance and revise section (b) to state the county board will consider that the commission include the following representation: a local elected official (subsection 1).** Bretl confirmed the revisions would be compliant with statutes, and the ordinance would also state that current WalCoMet commissioners are free to continuing serving until the county makes an appointment.

The committee began discussing WalCoMet quite a while ago, when the county received complaints from entities served by WalCoMet. The concern was regarding WalCoMet’s 2011 action to provide a compensation benefit to certain WalCoMet management employees whose wage was impacted by enactment of Wisconsin Act 10, which required non-represented employees to contribute toward their WRS pension. The net effect of the compensation benefit was a wage increase/offset in the amount of the required WRS contribution. The committee had discussed elected officials being more responsive than appointed officials had been to the intent of the state law, which was to provide a tool to local governments to reduce costs. Logterman said WalCoMet didn’t receive state aid and the impact of the

compensation ended up being a “small portion of the year.” Supervisor Russell asked for clarification about WalCoMet employees being reimbursed /compensated for the reduction in their wages. Logterman said WalCoMet’s action was intended to provide equity among its employees because union employees were not impacted by Act 10 and actually received a raise under their contract terms. They will begin making WRS contributions at the end of their contract period in 2012. Logterman said WalCoMet did not grant a raise to its supervisors but did grant one to its administrator. He said WalCoMet’s “key” employees were impacted first by Act 10. Of the 25 employees impacted, six supervisory employees were compensated to offset the reduction to their take-home pay. He said WalCoMet’s rate increase to utility providers followed a rate study and didn’t result from the wage compensation. Russell said Logterman had indicated WalCoMet had an equity issue through the end of the year, and she asked if he was implying that at the end of that year WalCoMet then reduced everyone’s wages. Russell stated that county employees and municipal employees statewide were required to contribute to their pension and were not given an option to have a compensation /offset to their pay. The county heard from constituents unhappy about WalCoMet’s decision to compensate certain employees. Russell said WalCoMet’s action was a way to ignore what the state intended should apply to all public employees (law enforcement excepted) to help employers balance their budgets. WalCoMet’s rates to its entities (utility providers) might have been lowered, instead of raised, had a wage compensation not be provided. Logterman said the commission had difficulty in regard to the equity issue. Russell said the equity issue was that many employees, statewide, have had to contribute, and they see others that have not had to contribute because they work in an organization where there are no elected officials. She said elected officials must be responsive to their constituents. The inequity resulting from WalCoMet’s action has caused concern.

The executive committee has discussed term limits for WalCoMet commissioners, which Supervisor Kilkenny thought should be two consecutive terms. Terms limits will give the county board appropriate oversight of WalCoMet activities. WalCoMet commissioners serve for five-year terms. Mr. Bretl indicated language about term limits could be included in the revised draft ordinance. Kilkenny stated he preferred a two term limit that would not preclude a person serving again following a period of non-service. Weber thought this particular approach was also used by other entities and allows for rotation. **Kilkenny moved to recommend the ordinance and modified his motion: remove subsection (b) 2; soften the language in (b) to indicate county board *consideration* of appointing a local elected official to the commission; include a statement that current WalCoMet commissioners may continue serving until the county makes an appointment pursuant to ordinance requirements; and, limit WalCoMet commission service to two consecutive terms. The motion was seconded by Schiefelbein and carried 5 – 0.** Mr. Bretl said if the committee was comfortable with the timing, the ordinance could be ready for the consideration and adoption at the September 6 county board meeting. To get the appointment process underway, he planned to proceed with advertising the position.

The agenda did not include any appointments or consent items.

New business

Sheriff’s update regarding implementation of electronic monitoring program. This cost-saving measure was implemented in the 2012 budget, and ten FTEs were eliminated from the sheriff’s 2012 budget. John Delaney report that cost savings have been achieved through expanded electronic monitoring. Seventeen inmates are currently on GPS monitoring. That number will be increased to 50 inmates per day. Inmates are monitored on site in their homes, at business locations, work, etc. The Huber facility has been redesigned, and Public Works is in the process of remodeling the Huber facility to house jail inmates. An additional 147 beds will be available for future use to make a total of 207 beds that can be used for Huber or jail inmates. \$159,000 in savings has been realized from the elimination of correctional officer

positions. An additional \$319,000 in savings will be realized by the end of July 2012 through attrition. To delay a potential \$11.5 million jail expansion, Huber space was reclaimed, and the jail space expanded and redesigned. GPS technology is a much better way to monitor inmates effectively, from room-to-room, in their home and elsewhere. Staff meets twice monthly with Department of Corrections staff to address and review case management. Kilkenny asked if an inmate had to be employed to qualify for the GPS/electronic bracelet program. Staff said it is presently a requirement. The weekly participation fee is \$119. In the future, those that can't pay will be able to participate. Program cost and inmate debt will be accrued, and the inmate will be allowed to re-pay the debt. Outside agencies and resources will be utilized more in the future in the electronic monitoring program to assist inmates to complete community service. Kilkenny suggested the Sheriff's Office consider doing a press release indicating inmates can work in communities to complete community service projects. Since May 1, there have been 90 participants in community service-based programs. There have been just three Huber inmates that lost privileges for alcohol-related offenses. Other offenders have completed rehabilitation. Electronic monitoring works very well to capture offenses that occur. Disciplining inmates is progressive, said Graves, with a goal of bringing inmates that violate into compliance and helping them meet family and medical needs as well as seeing that the inmates' psychological needs are met. Major violations are treated in a manner to remove the offender and any privileges. Supervisor Schiefelbein asked if the GPS monitoring program was a 24/7 operation. Superintendent Sax indicated it currently operates Monday - Friday, 6 AM - 6 PM; however, Sgt. Duffy receives text alerts of violations during the weekend from the web-based monitoring program, and deputies are dispatched to pick up violators. Duffy also receives alerts about any tampering with e-bracelets. If he is off shift, Sax receives the alerts. The program has generated revenue, reduced jail operation costs and maintained safety. Nicki Andersen said an inmate staying at home versus in the jail reduces the county's general liability; therefore, a secondary savings will be realized with the county's general liability carrier of a 10% reduction in premium because of the reduction in the number of beds at the jail. Andersen indicated WMMIC was currently putting together draft numbers for county staff to review. There was no action regarding this item.

Correspondence from Daniel D. Cooper, Town of Lafayette Chair and Judy O'Donnell regarding residents' concerns about the shooting range on Hodges Road. Mr. Bretl said one of the letters in the agenda packet referenced land use relative to the range. He advised the executive committee discussion should focus on the county's range operation and hours of operation. The letters had also been referred to the County Zoning Agency. Lt. Jamie Green is in charge of the range and will be investigating at which range the ordinance violations are occurring. There is a privately operated range just on the other side of the hill from county's range as well as a game preserve. Green explained there is a project proposal to raise a couple of berms at the county range. Range users have been informed to confine their shooting to the west side. An area resident said some ordinance rounds were discovered on his private property. The area in question is the berm on the north and west side of the range; bullets are ricocheting and leaving the range. Green said he had not yet an opportunity yet to interview the resident. Green said the NRA minimum berm height is 20 feet; Walworth County's range berms are 50 feet. The range is used approximately half of the weekends each year by non-law enforcement agencies. Non-profit groups, such as the Elkhorn Pistol Club, typically use the indoor range. The weekend of June 2 and 3, identified in the complaint letters, there was a law enforcement instructor using the range for a basic rifle instruction course. At the training, shooting began at approximately 8 AM, not 6 AM. Sheriff Graves spoke with the Lafayette Town chairman and indicated the Sheriff's office will work cooperatively with the neighbors regarding range use, and range usage times will be reviewed. Graves said officers sometimes need nighttime shooting practice. Deputies are allowed to shoot when their schedules allow. Historically, the sheriff's department does not use the range heavily on weekends. Kilkenny suggested limiting hours and consolidating shooting times. Sheriff's staff told area residents they could notify Green to reserve the

range to restrict it to indoor use when residents have family and other activities scheduled. Staff is researching modifying the shooting targets and berms without spending a lot of money. The range was built in 1974 and needs updates. As to any greater demand for range use since enactment of the conceal carry law in Wisconsin, Graves said Gateway Technical College had rented it for training but not yet used it. Supervisor Russell empathized with the neighbors and said there needs to be at least one day/week free of noise and shooting; she suggested Sunday. She also suggested limiting shooting times and establishing a curfew, perhaps 9 PM. Graves said he would report back to the Lafayette Town chair and update the executive committee. Russell asked if automatic weapons could be prohibited. Supervisor Schiefelbein stated opposition to this. Chairman Weber asked Lafayette town residents in attendance if they were comfortable with the direction the committee had taken. Barbara Fischer, Clerk/Treasurer said residents were primarily concerned about safety of children that play in the neighborhood. Town Supervisor Judy O'Donnell said Lafayette residents appreciated the past two quiet weekends. Sheriff Graves clarified that the Sheriff's Office no longer conducts rifle sight-ins for the general public. There was no committee action.

Report regarding UW-Extension Cultivating Futures Program. UW-Extension Department Head/Horticulture Educator Christine Wen recently reported on this program to the CJCC, with positive feedback. In 2009, our Public Works department requested assistance with greening up county landscapes and beautifying the grounds, utilizing volunteers trained in the Extension Office's master gardener program. Using a research-based approach and models from other counties, Wen began working with Huber inmates on electronic monitoring and then transitioned to Huber women. She said gardening has been shown to effect positive mental and physical rehabilitative benefits. Female Huber inmates came weekly throughout the summer of 2011. Wen focused on improving their employment skills and complied with rules of the electronic monitoring program. An evaluation was conducted at the end of the program. Wen said five of the eight women completed the program successfully and can now use the county as a reference with potential employers. Two of the five who successfully completed Cultivating Futures gained employment, and none have returned to Huber following completion of their mandatory time. One got a resort job and another is working at a nursing care facility. Although they are employed in work other than gardening, Cultivating Futures is thought to have had a positive effect on their rehabilitation and employability. Kilkenny expressed support for expanding the program, saying it helps inmates to develop confidence, communication and interpersonal skills. Ms. Wen spoke with the pastor from Mt. Zion about expanding and integrating the program with Mt. Zion's program, which works with drug dependent clients. Cultivating Futures has not been as extensive in 2012 as it had been; however, work has been done at the Lakeland Health Care Center, which is maintained by the master gardener program. Program expenses are included in county department budgets for landscaping. Wen works with John Miller at Public Works, containing costs to what is in each department's budget. Bretl asked if the committee had any concerns about expanding this program, including budgeting for it. Schiefelbein expressed support of expanding. Wen said either she or a trained master gardener supervises the inmates directly while they are working in the gardens and county grounds, and her staff is in contact with the superintendents at the Huber facility. As more people in the community are doing community service, an expansion of supervision will be needed. Supervisor Russell expressed support of expanding the program and funding it, and stated that our county parks could use some help, too. There was no action concerning this report.

Wood County Resolution no. 11 seeking state support of frac sand mining via policy development and allocation of state resources to assist in this area of economic development. Bretl said fracing has become an industry in the western part of Wisconsin, but it is not done in Walworth County. Hydrofracing is a technique used by the petroleum industry to extract natural gas and/or crude oil from rock formations, a

process which requires a certain quality of sand. Wisconsin has high-quality sand resources, and is seeing a substantial rise in mining permit requests for frac sand mining. The extracted sand is shipped out of state to be used at gas and oil fields for hydrocracking. Chairman Weber said some of his business customers purchase Wisconsin sand for their industry applications. Mr. Bretl indicated the Wood County resolution was advisory only. The state legislature is not currently in session. **The resolution was placed on file on motion and second by Supervisors Kilkenny and Schiefelbein and a vote of 5 – 0.**

Review specifications for draft RFPs for Workforce Development services. At the last county board meeting, an agreement was approved between Kaiser and the county for one-stop job services. The county is seeking competitive proposals for other specific services that Kaiser performed, which have never been put out for bid. Josh Clements has been working with purchasing staff on the bid specifications. There are four activities/services Kaiser has performed for the county that will be bid out, including adult and dislocated worker case management, youth services, out of school youth leadership and high school completion, and business services coordination. Adult and dislocated/displaced worker management primarily assists those out of work to access programs available through the state Workforce Development Training program. Youth services for ages 14 - 21 is similar, providing access to programs and continuing education. Business services coordination aggregates what employers need from the workforce and connects potential employers with people out of work. Kaiser, with many years' experience providing these services, had been asked for recommendations about what the county's RFP should include. Supervisor Russell, who as chair of the county board serves on the county and regional workforce development groups, said she thought the RFP was well written **and moved approving the RFP specifications; Kilkenny seconded the motion, which carried 5 – 0.**

Chairman Weber had no reports or announcements.

The next regular committee meeting was confirmed for September 17 at 10 AM. September 6 was confirmed for a special meeting preceding the county board meeting.

There were no claims or litigation matters on the agenda.

Chairman Weber adjourned the meeting at approximately 1:15 PM on motion and second by Brandl and Russell.

Submitted by Suzanne Harrington, County Administrator's Office. Minutes are subject to executive committee approval.



**Walworth County Agriculture and Extension Education Committee
MEETING MINUTES**

Monday, May 14, 2012---1:00PM
Walworth County Government Center Room 114
100 West Walworth Street
Elkhorn, Wisconsin

Supervisor Daniel Kilkenny, Chairman
Supervisor Tim Schiefelbein, Vice-Chairman
Supervisor Nancy Russell Sue Bellman Pam Knorr
Michael Krejci Mary Kaye Merwin Kathleen Papcke
(alternate citizen members: Kathy Baumeister, Bob Handel)

DRAFT*DRAFT***DRAFT**

UW-Extension Department Head Christine Wen called the meeting to order at 1:00 p.m.

Committee Members Present

Roll call was conducted and the following committee members were present: Supervisor Daniel Kilkenny, Supervisor Nancy Russell, Supervisor Tim Schiefelbein, Michael Krejci, Mary Kaye Merwin, and Bob Handel. FSA/AG Representative Sue Bellman, School Representative Pam Knorr, and Kathleen Papcke were excused from the meeting. There was a quorum.

County Staff Present

UW-Extension Department Head Christine Wen, UW-Extension Agribusiness Agent/Department Head Peg Reedy, UW-Extension Family Living Educator Jenny Wehmeier, UW-Extension Economic Development Educator Joshua Clements, UW-Extension WNEP Coordinator Kristi Jones, UW-Extension 4-H Program Advisor Jack Krebs and UW-Extension Volunteer Organizer Colleen Lesniak were present.

Amendments or Withdrawals from Agenda

There were no amendments or withdrawals from the agenda. Wen asked for a motion to approve the agenda, which was made by Supervisor Schiefelbein and seconded by Krejci. The motion passed 6-0.

Approval of Minutes

Wen asked for additions or corrections to the minutes from the March 19, 2012 meeting. No corrections were made. Wen asked for a motion to approve the minutes, which was made by Merwin and seconded by Supervisor Kilkenny. The motion passed 6-0.

Public Comments

There were no public comments.

Election of Committee Chair

UW-Extension Department Head Wen opened nominations for the position of Committee Chairperson. Supervisor Russell nominated Supervisor Kilkenny. Supervisor Schiefelbein seconded the nomination. Merwin moved to close nominations for Committee Chairperson. Supervisor Russell seconded the motion. The motion passed 6-0 and Supervisor Kilkenny was unanimously elected as Committee Chairperson by voice vote.

Election of Committee Vice-Chair

Committee Chairman Kilkenny opened nominations for Committee Vice-Chairperson. Supervisor Russell nominated Supervisor Schiefelbein, which was seconded by Chairman Kilkenny. Merwin moved to close nominations for Committee Vice-Chairperson, seconded by Chairman Kilkenny. The motion passed 6-0 and Supervisor Schiefelbein was unanimously elected as Committee Vice-Chairperson by voice vote.

Role of Agriculture and Extension Education Committee

Wen talked about the history of the AEE Committee. The Community Partner Advisory Group, CPAG, dissolved last summer and was added to AEE. The AEE Committee now consists of three County Board Supervisors, an FSA/Ag Representative, a School Representative, and three citizen members. It is an advisory committee. The Committee has a 133 contract agreement between the state and county to approve appropriate funds for Extension through the county.

Unfinished Business

Wisconsin Associated County Extension Committees (WACEC) Conference

Reedy stated that there is information about the WACEC Conference included in the packet, including a list of breakout sessions. If anyone is interested in attending, registration is due May 24. Prior to the first day of the conference is a Centennial Celebration at Lambeau Field celebrating Extension's 100th anniversary. There is a tailgate from 6:30-8:30, and a tour of the stadium is available. The conference has a lot of good breakout sessions planned and an \$85 fee. Kilkenny asked about the fee being covered by Extension's budget. Reedy confirmed that it is in Extension's budget for year, including hotel, mileage and the fee. Reedy will possibly be attending on Sunday and Monday. Meals are included. Contact Peg Reedy if interested in going. Reedy will contact absent members to see if they would like to attend.

New Business

Introduction of UW-Extension staff and Department Head team responsibilities (enclosure 4)

Wen introduced the UW-Extension staff. The department brochure is included in the packet. Debbie Burkman is the 4-H Youth Development Educator, Jack Krebs is the 4-H Program Advisor, Peg Reedy is the Agriculture Educator, Joshua Clements is the Economic Development Educator, Jenny Wehmeier is the Family Living Educator, Kristi Jones is the Wisconsin Nutrition Education Program Coordinator, Karie Lutz is the Nutrition Educator, Chrissy Wen is the Horticulture Educator, Colleen Lesniak is the Volunteer Organizer, and Sue Clark and Brittany Wierzbach are Support Staff. This summer we also have two interns, Margaret Hill and Chelsea Dertz. The interns are working with the Family Living and Nutrition Education programs, as well as helping the rest of the office. Information about UW-Extension as a whole is included in the packet. Wen went on to explain the roles and responsibilities of the Department Head team. Our office has three department heads. Wen does all of the county work that needs to be done and all day-to-day responsibilities. Wehmeier does the budget for the department. Reedy has all of the state responsibilities.

Discussion on UW-Extension program area reporting to committee

Wen questioned the committee on how they would like Extension to be reporting to them. The office has reported in a few different ways, and we want to know which way is most effective. Krejci mentioned forwarding the annual state reports to the committee. Russell said she would prefer more of a narrative than a statistical report, with 1 or 2 program areas at each meeting to get to know them more in depth. Merwin stated that the job of the committee is to support Extension. In some way, the department needs to keep the committee up-to-date so the committee knows what is going on. Kilkenny responded that a narrative would be nice, and statistics would be good if they could be summarized in advance and not necessarily the focus. The consensus is that the committee would like a verbal report with one program area per meeting and one annual report. Handel questioned what is happening with Extension throughout the state. Wen answered

that the state has been putting forth a hiring plan. They are looking at how they are going to fill positions in vacant areas. They are strategizing, seeing what specific counties need, and combining some positions. Handel asked why some counties have not replaced important positions. Wen responded that there is a lapse in state funding, and they are looking at a strategic plan to fill positions. Wehmeier said that this issue is something the committee could address as not all counties have support as Walworth County does.

Grant application submission approvals

a) Alliant Energy grant and Transform Wisconsin Active Communities grant- Jenny Wehmeier, Family Living Educator (enclosure 5)

Wehmeier explained that Extension is seeking funds through an Alliant Energy grant to cover the cost of the parenting newsletter series that is mailed to parents of children through age 3. Extension mails out 800-900 parenting newsletters per month. The only expense to the county is staff time, but there are also a lot of volunteers helping. Anyone who gives birth in Walworth County automatically receives newsletters through the first year. After the first year, parents have the option to continue. They are offered in both English and Spanish.

Wehmeier invited Christine from Transform Wisconsin Fund to help explain the second grant application for \$160,000. The fund comes from a grant that the Wisconsin Clearinghouse for Prevention Services received from the Center for Disease Control. Grants will be awarded based on three strategic directions: tobacco-free living, healthy food systems, and active communities. Applicants can either apply for a "Transformation Grant," awarding \$450,000 over 26 months targeting all three directives, or an "Impact Grant," awarding \$160,000 over 26 months targeting one issue-specific directive. The grant Wehmeier applied for is the "Impact Grant," covering active communities for the Get Moving! program. Stronger community support provides a better chance of approval. Wehmeier explained more about the Get Moving! program. Extension is taking registrations for the summer program. It involves 10 communities in the county, each sponsoring at least a one-mile walk and targeted activities. Wehmeier cooperated with county park and recreation districts, schools, and community education facilities. Families, individuals, and children have the opportunity to get outside and get familiar with the community. Wehmeier would like to move beyond just a summer program and get people engaged back into the community and schools and see that it is a countywide partnership. Part of the application process is having commitments from school districts that they would like to be involved in the grant. She currently has commitments from Lake Geneva, Genoa City, East Troy, and Elkhorn. Christine will be meeting with the Delavan/Darien district. They are looking at the higher populated free and reduced school lunch communities and underserved populations, including the Wisconsin School of the Deaf and the Spanish speaking population. Wehmeier is hoping to get the application in before June 1. She is working in collaboration with the Family Resource Coalition and Mercy Medical. Mercy set up the website (www.getmovingwalworthcounty.com). The registration fee is a low cost of \$3 for adults, \$1 for children ages 4-17, and free for children ages 3 and under. Getting votes to be awarded the grant is a key component. People can vote for the project online. Get Moving! had 83 votes as of this morning. The \$160,000 will be given over a 26-month cycle, \$60,000 for the first 2 months for startup costs, and \$50,000 per year the next two years. The money will be used to pay for personnel, including paid interns at \$9.50 per hour, supplies, weekend training, and the potential to buy out part of Wehmeier's position for the two-year period. Kilkenny asked if there are any strings attached to receiving the grant. Christine responded that five people would have to attend an action institute weekend training, Extension would need to take part in a statewide poll conducted on health issues, and there would need to be a regional mailing in the first two months. The money does not roll over if it is not used. Wehmeier stated that she is willing to work with school districts to set everything up. She is excited about a mailing and would promote the program. Russell asked if the program will be

100% paid for by the grant. Wehmeier responded that part of appeal of the grant is that the funding is coming from the Centers for Disease Control. Part of the role of the grant is to empower communities. The grant will be able to eliminate barriers. The goal is for the program not to go away and become self-sufficient. Wehmeier will do her best with the management of the program to ensure there are no additional expenses for the county. Russell suggested adding the walk around Geneva Lake and the White River State Trail to the program. Wehmeier responded that when people register, they have the option to sign-up for the email and texting program. There are additional programs not listed on brochure that are listed online on the website and will be texted or emailed to people as they come up. The brochure is the core program. The summer program is already paid for. Extra funding will take the program beyond the finish date. Merwin asked how many grants are given. Christine responded there will be 4 transformation grants and 30 impact grants, 10 given in each strategic direction. They will be spread out throughout state, giving priority to rural counties. 1/3 of the money is obligated to rural counties, with priority toward poor and underserved communities. Chairman Kilkenny asked for a motion to approve the grant application, which was made by Krejci and seconded by Schiefelbein. The motion passed 6-0.

b) Walworth County United Way grant-Christine Wen, Horticulture Educator (enclosure 6)

Wen stated that this grant application was due before this meeting. It was already handed in, but it still needs the approval of the committee in the event that it is granted to Extension. Wen applied for \$5,000 to receive pathways in the Community Garden. There are some gardeners this year with restrictions, and Wen is trying to make the garden friendlier toward everyone. She would like to have crushed limestone/rock pathways for the garden to be accessible. Russell made a motion to approve the grant. Merwin seconded the motion. The motion passed 6-0.

Reports

AEE Public Hearing to solicit citizen input on UW-Extension issues- May 22, 2012 at 7:00pm at the Walworth County Government Center room 214

Wen stated that the AEE Committee has an ordinance to have a public hearing. The date was set at the last meeting. Please attend the hearing if possible so the committee can hear what is going on and what needs people have or what needs improvement. Merwin asked how the hearing has been publicized. Wen answered that there was a public notice in the newspapers and a flyer was sent out to Extension's contacts. Handel asked if this hearing has been done before. Wen answered as far as she knows, it has not been done for our department. Russell mentioned that it is important to get the information out as quickly as possible. Wen responded that a lot of emails were already sent out. Russell stated that someone should contact the committee members not in attendance at the meeting about the hearing.

UW-Extension outreach and educational events (enclosure 7)

The Get Moving! Walworth County brochure is included in the packet.

Rock River Reflections (enclosure 8)

The Rock River Reflections newsletter is included in the packet for your information.

Chairperson's Report

Committee Chairman Kilkenny had no report.

Announcements

There were no announcements.

Handel asked about the possibility of Walworth County hosting Farm Technology Days in 2015. Reedy responded that the county is now looking at hosting in 2017.

Set/confirm next meeting date and time

Monday, July 16, 2012 at 1:00 p.m. in Room 114 at the Government Center

Adjournment

Chairman Kilkenny asked for a motion to adjourn the meeting, which was made by Merwin and seconded by Schiefelbein. The motion passed 6-0. The meeting was adjourned at 2:00 p.m.

Submitted by Brittany Wierzbach, recording secretary. Minutes are in draft form until approved by the AEE Committee at the September 17, 2012 meeting.