

**DRAFT**

**Walworth County Board of Supervisors  
Public Works Committee  
MEETING MINUTES  
Monday, January 28, 2013  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Chair Nancy Russell called the meeting to order at 3:38 p.m.

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

Others present:

County Board Supervisors:

Tim Brellenthin and David Weber

County Staff: Director of Central Services Kevin Brunner; County Administrator David Bretl; John Orr, Director of IT; Dave Ortin, Supervisor of Network Operations; Undersheriff Kurt Picknell; Lt. Jamie Green; Health and Human Services Director Linda Seemeyer; Public Works Director of Operations Larry Price; Assistant Public Works Superintendents John Miller, Steve Kinney and Dave Woodhouse; Payroll/Benefits Manager Dale Wilson

Members of the public: Charles Getka, Straight Edge Concrete

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

**Supervisors Stacey and Schaefer moved to approve the December 17, 2012 meeting minutes as prepared. The motion carried unanimously.**

**Public comment period.** Charles Getka, owner of Straight Edge Concrete, a subcontractor on the CTH D roadwork project, was recognized by the Chair. He said Public Works leadership has been forthcoming with the situation with B.R. Amon & Sons concerning their nonpayment to subcontractors. He asked the committee if there was anything that could be done by the county to resolve the problem. Director of Central Services Kevin Brunner said that letters have been sent to the contractor with a deadline for payment to the subcontractors. Mr. Getka said he appreciated the information and brought the issue up in the public forum so Board members would be aware of the ongoing issue.

**Regular Business**

**Referral from January 8, 2013 County Board meeting: Rock County Resolution No. 12-12A-214 Urging State Legislators to Vote in Favor of Transportation Dollars for Transportation.** Bretl said this is an advisory resolution, asking the legislature to take a second vote prohibiting legislators from raiding the transportation fund. Brunner said the State Commission on Transportation Finance just issued a report stating that within the next 10 years the state will be 4 billion dollars short on transportation funding, just to maintain existing transportation infrastructure. Proponents of the segregation of funds are hoping that there will be a constitutional amendment to prohibit using transportation dollars for anything else in the future. Supervisor Monroe attended some legislative meetings on this issue, and commented that even if the amendment passed there would still be ways to take money from the transportation fund. 54 counties have passed resolutions supporting the amendment. **Supervisors Stacey and Monroe moved to pass a resolution supporting the measure. The motion was defeated. Supervisors Stacey and Redenius moved to place the request on file. The motion carried 5-0.**

**Request from Sheriff's Office for authorization to purchase armored tactical vehicle through General Services Administration (GSA).** Bretl said the vehicle was included in the budget, and although some taxpayers felt there wasn't a need for such a vehicle, he supports the purchase. Undersheriff Kurt Picknell said that the need for the vehicle and the general specifications were presented at the October 15 Public Works Committee meeting, and entertained any further questions from the committee. Picknell said their department would order the vehicle through GSA, with certain options which would be added onto the vehicle. **Supervisors Stacey and Monroe moved to authorize the Sheriff's Office to purchase an armored tactical vehicle through a GSA contract. Motion carried 5-0.**

**Review/approval of asset management software project – John Orr, Information Technology (IT) Director.** Bretl said that this issue has been considered for several years, driven by the county's and some of our municipalities' increasing needs for asset management software. John Orr said they initially thought added applications could go with our Geographic Information Systems (GIS), but since then the project has expanded to tie into our highway asset management system (CHEMS) and perform other functions. Orr said a number of years ago his department brought in municipalities who utilize the GIS, and they have asked IT to investigate options to track their infrastructure, generate work orders, repair history, etc. When Kevin Brunner came to the county, Orr said they brought him into the project because Public Works could utilize the program for better managing all of its assets and for better tracking preventive maintenance and replacement scheduling, which would benefit long range planning and budgeting. Brunner said he is excited about the project, which will integrate operational and financial information. Orr said that funding will come from Land Information fees collected by the county. **Orr requested that the committee authorize the project and solicitation of proposals. Supervisors Stacey and Monroe moved to approve the request. The motion carried 5-0.**

**Update on Lake Beulah Dam project.** On December 19, Brunner met with the Wisconsin Department of Natural Resources, Patrick Engineering and representatives from the Lake Beulah Management District and Owners' Association. The main concern of the District and Owners' Association is the draw down structure and how it would be utilized. We have submitted a request for an extension of the plan submission to April 8 in order to discuss the plans further with the Management District, obtain soil borings, etc. The plan is for construction to commence after Labor Day. As for the draw down structure, Brunner said it is for emergency and maintenance purposes and the Department of Natural Resources will require the structure as part of its approval process.

**Review of 2013 Capital Improvement Plan (CIP) projects and procurement process.** In the packet is a listing of the 2013 CIP projects Public Works is responsible for. The listing is informational only, and includes carryforwards from 2012. Brunner said management staff reviewed the current procurement process and decided to bring it to committee to discuss expectations with regard to what level of detail the committee wants with respect to bid specifications, what pre-bid authorization should be required, and options to streamline the procurement process. Additionally, Brunner asked the committee if they wanted to see bid specifications before the department enters into competitively bid cooperative purchasing agreements. Supervisor Monroe stated that the purchases have already been approved at budget adoption and added that he does not feel that technically detailed specifications need review by the committee. Brunner asked for direction from the committee. Bretl said that this has been an issue with many committees and the bid process has run the gamut from furnishing abbreviated specifications to providing volumes of detailed information. The primary issue that has been consistently raised by the committee, Bretl said, is the desire to open up the bidding to attract more vendors. Bretl understands the committee's concerns, and suggested perhaps raising the current threshold of \$25,000 for equipment purchases which requires specification review and bid award by committee. Bretl emphasized that public works projects require the bid specifications to be approved, and committee bid award and approval of change orders and final payments. Business Office/Purchasing Manager Peggy Watson said that local vendors are authorized under the cooperative purchasing agreements and as participants, they must honor the pricing set in the agreements, so in most cases, the county is purchasing through an in-state vendor. Bretl said

that if the committee still wished to review specifications, some accommodation of what detail is requested needs to be made. Watson pointed out that the equipment items on this agenda have more than one option through different cooperative purchasing contracts. Assistant Superintendent Dave Woodhouse asked if an equipment item is already in the budget, and staff can get it through cooperative purchasing, would the committee authorize staff to purchase the item. He added that all involved staff in the Public Works Department carefully review the contracts. After the purchase, staff could report to the committee. Again, Bretl said he would be comfortable with raising the dollar limit on equipment, if the committee so authorized. Discussion ensued. **Supervisors Stacey and Monroe moved to approve raising the limit requiring committee approval of specifications, bid awards and authorization to purchase through cooperative purchasing from \$25,000 to \$50,000. The motion carried 4-1, with Supervisor Schaefer voting No.**

**Approval of bid specifications/authorization for cooperative purchase. Supervisors Stacey and Monroe moved to approve the specifications for the track skidsteer, the cold planer and the wheel loader; and to authorize utilizing cooperative purchasing agreements for the equipment purchases. The motion carried 5-0.**

**Bid award for Phase II – Health and Human Services HVAC project.** Two bids were received, and Brenner Corporation was the low bid. Staff recommended awarding the bid to Brenner. Brunner referred to the project budget estimate included in the agenda packet. Furniture and equipment, phone and data charges and carpeting, which were discussed at the December committee meeting, have been included in the overall project budget. Brunner estimates that total project costs will be well within the \$1.7 million established for the construction portion of this project. Construction is planned to commence April 1, with 264 days of construction. **Supervisors Stacey and Monroe moved to approve the low bid from Brenner Corporation, in the amount of \$1,206,200. The motion carried 5-0.**

**Approval of temporary lease for relocation of Aging and Disability Resource Center (ADRC).** Brunner referred to the copy of the proposed lease in the packet for the premises at 220 E. Commerce Street. The space meets the needs of the ADRC, who will move into that space during the duration of the construction process. The lease is for a term of 9 months, and rent is \$5,401.25 per month. Public Works, Health and Human Services and IT staff are meeting regularly, and the continued coordination should help the project go smoothly. **Supervisors Monroe and Stacey moved to approve the lease for the premises at 220 E. Commerce Street, Elkhorn. The motion carried 5-0.**

**Review/approval of proposed ordinance - County highway maintenance standards.** Bretl said he is pleased that the county is formalizing the policy on highway maintenance standards. The purpose of the ordinance is to maintain an average 7 PASER (road rating) rating, which will drive long-term planning, and require public information meetings prior to commencement of county road improvement projects. **Supervisors Stacey and Monroe moved to approve the ordinance, subject to striking the word “average” in sec. 16.24 (a) (3) and substituting the word “targeted.” The motion carried 5-0.**

**Next regularly scheduled Public Works Committee meeting date and time: Monday, February 18, 2013 - 3:30 p.m.**

#### **Adjournment**

**Supervisors Stacey and Monroe moved to adjourn the meeting. The motion carried 5-0, and the meeting concluded at 5:00 p.m.**

Minutes recorded by Becky Bechtel, Public Works Department

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

**County Zoning Agency**  
MINUTES  
January 17, 2013 – 4:00 p.m.  
100 West Walworth Street  
Elkhorn, Wisconsin

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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 Members Richard Kuhnke, Sr. and Jim Van Dreser. A quorum was present.

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter and Associate Planner Matt Weidensee.  
Present for a portion of the meeting / hearing were County Administrator David A. Bretl, Senior Planner Neal Frauenfelder and Senior Zoning Officer Debora Grube.

A “sign-in” sheet listing attendees on January 17, 2013, is kept on file as a matter of record.

Details of the January 17, 2013, meeting / hearing are available to the public upon request on a recorded disc / video to view on our website: [www.co.walworth.wi.us](http://www.co.walworth.wi.us)

**Rich Brandl motioned to approve the agenda as printed. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose**

**Richard Kuhnke, Sr., motioned to approve the December 20, 2012, Minutes. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose**

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter  
Webcam Count #0:9:21 – 0:10:09

Subdivision Items – Old Business - none

**Subdivision Items – New Business**

Estate of Dale Smith Proposed 1-lot Certified Survey Map, Section 9, Town 2 North, Range 15 East, Town of Darien Parcel #B D 900016. The proposed CSM contains 6.39 acres of land and is zoned C-2: Upland Resource Conservation District. The proposed CSM needs County Zoning Agency review and approval due to there being more than two lots utilizing a private road / easement. The proposed 85 foot wide private road / easement will access onto State Trunk Highway 11. – Neal Frauenfelder

**Jim Van Dreser motioned to approve this item with the following conditions:**

- 1) **Approval is subject to updating and recording a maintenance agreement for the Ingress and Egress Easement.**
- 2) **Approval is subject to meeting all requirements of state statutes and county ordinances.**

**Seconded by Dave Weber. Motion carried. 7-favor 0-oppose**  
Webcam Count #0:10:10 – 0:17:48

Edward Blomeyer and Judy Vose, proposed 2-lot Certified Survey Map, Section 11, Town 1 North, Range 16 East, Town of Walworth. Parcel #'s EM 00001 and E W 1100001B. The proposed CSM contains 5.98 acres of land and is zoned R-1 Single Family Residence District. This CSM requires County Zoning Agency review and approval because it crosses the exterior boundary of an existing subdivision plat (Mogg's Subdivision) and may also require approval for modifications to the Walworth County Subdivision Ordinance private roads standards. – Neal Frauenfelder

**Dave Weber motioned to approve this item with the following conditions:**

- 1) **Approval is subject to addressing the remnant of lot 2 of Mogg's Subdivision.**
- 2) **Approval is subject to removing the second residence on lot 1.**
- 3) **Approval is subject to removing the accessory structure from lot 2.**
- 4) **Approval is subject to preparing and recording a maintenance agreement for the ingress and egress easement.**
- 5) **Approval is subject to meeting all requirements of state statutes and county ordinances.**

**Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose**  
Webcam Count #0:17:49 – 0:33:32

Old Business – Discussion Items - none

New Business – Discussion Items - none

**At 4:40 p.m. Rich Brandl motioned to recess before the public hearing portion of the meeting. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose**

**Public Hearing:**

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

Ordinance Amendments - none

Rezones with Conditional Uses - none

**Rezones**

Mt. Zion Christian Temple, Inc., Section 19, Lyons Township. The applicant is requesting a rezone of 15 acres from A-1 Prime Agricultural to P-2 Institutional Park District. The property is located on the west side of Hwy 120 approximately 1600 feet south of the intersection of Hwy 120 and Krueger Road and is identified as Tax Parcel NA162500001. – Matt Weidensee

**Richard Kuhnke, Sr., motioned to approve. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose**

The rezone petition will move forward to the February 12, 2013, Walworth County Board for possible action.

Webcam Count #1:32:53 – 1:42:44

David & Deborah Vanderwerff, Section 19, Spring Prairie Township. The applicant is requesting a rezone of 2.04 acres of A-1 Prime Agricultural and 1.83 acres of A-2 Agricultural Land Districts to C-2 Upland Resource Conservation District allowing the entire property to be divided into two C-2 zoned lots. The property is located on the south side of Potter Road approximately ½ mile west of the intersection of Potter Road and Highway 120 and is identified as part of Tax Parcel OA139800001. – Matt Weidensee

**Rich Brandl motioned to approve with the conditions as stated (The property owner would need to seek a temporary use variance from the County Board of Adjustment in order to leave the shed on the new proposed lot and the temporary use variance would need to be obtained prior to approval of a land division should the C-2 rezone be approved.) Seconded by Dave Weber. Motion carried. 7-favor 0-oppose**

The rezone petition will move forward to the February 12, 2013, Walworth County Board for possible action.

Webcam Count #1:42:45 – 1:46:28

Walworth County at the request of The Wisconsin Department of Natural Resources (DNR) is required to remove a stream tributary to Lake Como from the navigable stream inventory. The DNR determination of non-navigability shall result in adjustment of the shoreland boundary by removal of the shoreland designation outside of the 1000 foot shoreland designation from the Lake. The water course of concern is located in the NW ¼ of Section 28 of Geneva Township beginning near the intersection of Uranus Road and Longfellow Drive flowing southeast to Lake Como. (Locational map is available at the Walworth County Land Use and Resource Management Department) – Matt Weidensee

Walworth County at the request of The Wisconsin Department of Natural Resources (DNR) is required to remove a stream tributary to Lake Como from the navigable stream

inventory. The DNR determination of non-navigability shall result in adjustment of the shoreland boundary by removal of the shoreland designation outside of the 1000 foot shoreland designation from the Lake. The water course of concern begins in the SW ¼ of Section 22 of Geneva Township at the intersection of Rosewood Road and Park Drive flowing southeast to Lake Como. (Locational map is available at the Walworth County Land Use and Resource Management Department) – Matt Weidensee

**Dave Weber motioned to approve both DNR navigability items. Both items seconded by Rich Brandl. Motion carried. 7-favor 0-oppose**

These items will move forward to the February 12, 2013, Walworth County Board for possible action.

Webcam Count #1:46:29 – 1:53:27

Conditional Uses - none

### **Adjournment**

**Rich Brandl motioned to adjourn. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose**

The meeting was adjourned at 5:52 p.m..

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



**DRAFT**

**County Board Finance Committee  
MEETING MINUTES  
Thursday, January 17, 2013**

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

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

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

**Others in attendance included:**

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Lanser-Finance; Linda Seemeyer-Health & Human Services; John Orr-Information Technology; Michael Cotter-Land Use & Resource Management; Kevin Brunner, Peggy Watson-Public Works; Jon Albrecht, Dave Gerber, Amanda Lagle-Sheriff's Office; Valerie Etzel-Treasurer's Office.
- Members of the public: Ron and Shirley Kastein, Delavan, WI.

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

**Approval of minutes of last meeting(s)** — December 20, 2012 — **Supervisors Schaefer and Stacey moved to approve the minutes; carried 4-0.**

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

**Unfinished business**

**Discussion and possible action regarding mobile data computers in sheriff's office squad cars** — Captain Gerber distributed a report tallying complaints about the mobile data computers (MDCs) received from deputies for the period of January 9-16, 2013. They average almost 500 complaints per year. Staff are requesting additional MDCs to replace these units. Bretl explained that the MDCs are currently in squad cars. The sheriff's office plans to replace them with newer ones and move the older units to areas of their operation where they wouldn't be used as much. Gerber requested authorization to use funds budgeted in 2013 to purchase the new units. The sheriff's office budget contains approximately \$46,000 which would allow them to purchase 10-12 MDCs. At last month's meeting, there was discussion about combining \$17,000 from the 2012 budget, which would lapse to the general fund, with funds from their 2013 budget to purchase 15 units. They are no longer asking for the additional funds, just approval to use what is already in their 2013 budget. Bretl commented that this item is on the agenda because the

timing deviates from our normal 5-year replacement schedule for computers. He added that Orr did not object to the request, per se, but wants committee authorization to deviate from county policy. **Supervisors Schaefer and Grant moved to authorize the sheriff's office request to use 2013 funds to purchase the specified mobile data computers; carried 4-0.**

**Discussion and possible action regarding Other Post Employment Benefits (OPEB) fund investment strategy** — When this issue was discussed in October 2012, we were advised to review the bond portion of the county's portfolio, according to Bretl. PFM Asset Management, our investment advisors, feel that bonds may have peaked. Staff are requesting the committee's direction regarding investment in bonds.

Russell commented that everyone giving financial advice recommends getting out of bond funds. She feels we should transfer our bond investments into cash and leave the equity portion of the portfolio as is. Bretl indicated that our mix of conservative bonds and equity has beat the expected returns. This issue has received considerable discussion. If the committee is at the point where they want to start moving money out of bond funds, then they can give that direction to staff. Russell suggested getting advice from PFM regarding bond investments. Andersen's opinion is that they would still recommend re-allocating our portfolio and putting more into equity. They think that's where the market will increase. She understands the committee's concern about getting out of fixed income but would hesitate to put the funds into cash or short-term investments since the rate of return would be so low. Over the course of the OPEB liability, we projected to earn about 4% interest. If we move bond funds into a market where we get less than half a percent, our actuarial calculation will have to be revised. We could have a higher estimated liability due to the lower return.

Bretl sees a couple of steps to this process. Understanding that moving our bond investments into cash will give a very low – though still positive – return, he doesn't think one necessarily excludes the other. The consensus of our investment advisors and this committee seems to be that we ought to get out of bonds. We could do this in pieces by first getting out of bonds and then figuring out how to enter the equity market. Andersen asked the portion to which the committee wanted to draw down the bond funds. The portfolio is currently at 70% bonds and 30% equity. Russell said if it were her money, she would draw down to 0%. She wouldn't be opposed to putting maybe another 10% into equities, keeping the rest in cash, and waiting it out. Bretl suggested directing finance staff to work with PFM in a judicious manner to transfer our funds from bonds into cash. At that point, we can take a pause, bring the PFM advisors back, and decide how to rebalance our portfolio. **Supervisors Russell and Schaefer moved to direct staff to transfer our investments out of the bond fund entirely, put those funds into cash, and bring the investment advisors back at the next meeting, if possible, to discuss future strategy.** Bretl recommended giving finance staff discretion to proceed in a planned manner. Andersen commented that a planned way to get out of bonds would be not selling all of the bonds in one lump sum. Russell said she would like them sold be-

fore the next meeting. Andersen asked what the committee's reaction would be if PFM suggests keeping a minimum amount in bonds to ensure a balanced portfolio. Grant wondered if it is wise to remove all of our bond investments and then put some back in. **Supervisor Russell amended her motion to authorize changing the portfolio percentages temporarily. Supervisor Schaefer seconded. The motion carried as amended 4-0.**

**Consent items** — Russell asked that Item 8B1, sale of tax foreclosure property, be pulled for separate discussion. Grant requested that the quarterly property loss report, Item 8C2, also be pulled. **Supervisors Stacey and Schaefer moved approval of the remainder of the consent items; carried 4-0.**

### **Budget amendments**

#### *2012*

##### Health & Human Services

- HS020 — Reflect award of additional funds for kinship benefits grant Public Works
- PW009 — Transfer funds for additional costs related to Martin Street-Village of Sharon roadwork project

#### *2013*

##### Health & Human Services

- HS001 — Redistribute 2013 payroll allocation

##### Sheriff's Office

- SH001 — Supplement funds to purchase 2013 squads

### **Bids/contracts**

- Award sale(s) of tax foreclosure property — Brunner reported that Simple Solutions submitted the qualified highest price bid of \$2,879.00 on the Town of Sugar Creek parcel GI 00289. **Supervisors Schaefer and Stacey moved to award the bid to Simple Solutions; carried 4-0.**

### **Reports**

- Quarterly delinquent tax report
- Quarterly property loss report – 4th Quarter 2012 — Grant asked what we plan to do with the damaged chillers purchased for salvage in 2010. Bretl's understanding is that public works would use them for parts. Brunner affirmed.
- Update on tax incremental financing (TIF) district(s)

- Out-of-state travel
  - Sheriff's Office
    - J. Albrecht, J. Adams & J. Green; Prisoner Escort, Livingston, TX

### **New business**

**Discussion and possible action regarding concerns of Ben, Ron and Shirley Kastein relating to their purchase of a tax foreclosed property** — Russell indicated that when similar questions arose in the past, we referred them to our lawyer who is familiar with State law regarding foreclosed property. She would be willing to forward the Kastein's inquiry to him for review. Otherwise, we have to follow our stated procedure to ensure we don't treat people differently. Cotter explained that a few years ago, the Kasteins received a deed in January and did not pay the previous year's taxes. This time, they received the deed in December because of the timing of the sale, and were then responsible for the prior year taxes. We don't prorate the way residential closings are. If you take title in the tax year, you are responsible to pay the taxes. Ms. Kastein explained that they assumed this purchase would be handled the same as their previous one. In 2008, they purchased a property that was titled in the 2<sup>nd</sup> week of 2009. The 2008 taxes were part of the purchase. Because the title was recorded in 2009, the 2009 taxes were also included in the purchase. They purchased this parcel December 7, 2012. The taxes from 2012 became their burden and were not included in the purchase, as had been done previously. They feel the price they paid for the property has ample money to cover the 2012 taxes, which they assumed it would. Andersen clarified that historically the county has tried to sell and transfer properties before December 31<sup>st</sup> of the year in which we acquired the parcels simply because the law says whomever owns as of January 1<sup>st</sup> is responsible for that tax bill. She believes the Kasteins were benefactors in 2008 because the paperwork was not processed in as timely a fashion as we normally do. That was an exception versus the norm. Bretl added that conveyance is made when the purchaser owns the property. It's not up to our discretion, being a statutory requirement. We can ask our attorney for an opinion but he doesn't know whether we have the authority to deviate from the uniform tax law. State law says we have to appraise these properties, according to Bretl. In the first round of sales, we cannot accept a bid lower than appraisal. **Supervisor Schaefer moved to request that the county's tax foreclosure attorney provide a legal opinion. Supervisor Grant seconded the motion; carried 4-0.**

**Discussion and possible action regarding sale of county-owned properties** — Brunner said there are a number of properties which haven't sold as of the end of the year. After reviewing the list with the treasurer, he and Watson concluded ten are non-buildable, wetlands, or adjacent to properties where that owner might be interested in them. The accumulated taxes, interest, penalties and fees on these parcels is \$16,212.24. Staff recommend approaching adjacent property owners to ask if they are interested in taking ownership, on a first come/first served basis, so we can get these parcels back on the tax rolls. Russell asked about having the tax key number for these foreclosures incorporated into the adjacent property's tax key. Otherwise, the properties could be purchased, the new owner could eventually stop paying the taxes, and we could end up with them on the foreclosure list again. Cotter indicated that combining the two into one tax key

number could be as simple as a lot line adjustment but might mean a survey would have to be done, which is costly. He added that municipal zoning requirements will also be a factor. This is a complicated issue because the situation with every lot can be different. Brunner said we don't receive many bids on lots like these, and they can be low amounts such as \$20-30. Staff suggest sending a letter to the adjacent property owners, requesting their response as soon as possible. If we hear from both, we will randomly select one of the property owners. Supervisor Grant recommended that the letter include a deadline. Bretl suggested that we state preference will be given to someone who will combine the two parcels into a single tax key. If we get two responses and no one wants to combine, then we would draw a name.

Brunner said the remaining 22 parcels will be placed for sale online on the Wisconsin Surplus site. We have to establish a minimum bid. We can either set 25% of fair market value, or use a percentage of fair market value equal to slightly over the county's cost incurred to date. He referred to the Town of Lyons parcel NTU2 00009 which was discussed at last month's meeting. Our incurred cost is \$17,047.14. A minimum bid of 25% of fair market value would be \$41,229. Last month, the committee suggested a \$50,000 minimum bid. Neither methodology would work in that case. Russell said the 25% minimum would be acceptable. She suggested notifying the previous bidder that we will be auctioning this parcel online. Brunner's staff will do that for all parcels. We will also announce the auction on the county web. Photos will be posted on the county web and as much information provided as possible so potential bidders are informed as to what they would be buying. Russell suggested sending a press release to the newspapers. Watson indicated that there will be links between the county's web and the auction company so potential buyers can access Register of Deeds records and GIS. **Supervisor Stacey moved to direct staff to proceed as discussed, i.e., contact adjacent property owners to ascertain interest in purchasing adjoining parcels and offer Quit Claim Deeds, establish the minimum bid for online auctions at 25% of fair market value, and notify all former bidders on these parcels that they will be offered online. Supervisor Schaefer seconded the motion; carried 4-0.**

Schaefer asked Bretl if the county ever forgives interest on taxes. Bretl said the Statutes don't allow us to waive interest on a case-by-case basis. Etzel explained that the first percent of the interest is State-mandated and the half-percent reflects the county's penalty. When people say they are unable to pay their taxes, her office encourages them to pay the first installment, which is due by the end of January. Once that is paid, they have until July 31 to pay the remainder. The State allows us to take in as little as \$25/month to get that paid up before the July 31<sup>st</sup> deadline. Otherwise, interest and penalties go back to February 1 and start accruing at a percent and a half each month. The treasurer's office does not set up payment plans but people have the opportunity to pay what they can, when they can. Interest accrues on the remaining balance so they would pay less than if the full balance of their taxes was owing. Schaefer said taxes for the Geneva School District increased about 17%. The DOR told people involved in the Timber Ridge appeal that they would get a credit next year but that doesn't help them this year.

**Resolution \*\*-02/13 Authorizing Addition of Intoxicated Driver Program (IDP) Enhancement Grant and Children First Grant to Pre-approved Recurring Grants List** — Seemeyer reported that the HHS Committee approved this resolution at their meeting yesterday. There are

no county matching dollars required. **Supervisor Stacey moved approval. The motion was seconded by Supervisor Grant and carried 4-0.**

**Correspondence** — No correspondence was presented.

**Confirmation of next Finance Committee meeting:**

- The next Finance Committee meeting was confirmed for Thursday, February 21, 2013 at 9:30 a.m. in County Board Room 114 at the Government Center

**Adjournment of Finance Committee**

**Upon motion and second by Supervisors Stacey and Grant, Chair Russell adjourned the meeting at approximately 10:53 a.m.; carried 4-0.**

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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 VILLAGE HALL  
300 SPRING ST.  
JAN. 15, 2013 -- 7:00 P.M.**

## **AGENDA**

Call the Meeting to Order

Secretary's Report: Dec. 18, 2012

Treasurer's Report: Dec. 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

## JANUARY 15, 2013 MONTHLY MEETING:

Present: Lutz, Schwarten, McIndoe, Correl, Weinkauf, Trimberger.

Meeting was called to order at 7:03 p.m by Chairman Lutz

Also present was: Racine County Deputy Cindy Milam.

Secretary Correll read the minutes of the December 18, 2013 monthly meeting which were subsequently approved. Treasurer Schwarten read the December, 2013 Treasurer's Report which was subsequently approved. (copies of these minutes and Treasurer's Report are attached.

Treasurer Schwarten was questioned about the #14.00 fee by Chase Bank for "low balance" on the "Payroll Account".

He felt that the balance had to remain above \$4,000 to avoid such a service charge. McIndoe indicated the report indicated the balance appeared to have always remained above that figure. In addition, HLD has two other accounts currently in excess of \$35,000 and \$41,000. Treasurer Schwarten is to check further with Chase Bank to determine what the minimum balance correctly is to avoid further such service charges, and to also determine if maintaining larger balances on those other two accounts can possibly preclude any service charges on this other smaller account.

## Old Business:

Chairman Lutz indicated that since he, like MANY others, had been contending with a virus condition, he had not had a chance to check out the condition of the service bridge, but would do so B/4 the next meeting. Commissioner Weinkauf said that he had personally needed some heavy planking for his farm, and that he had obtained it from an Amish source in Gay's Mills, west of Madison, at a very reduced cost. He offered to check that source for the HLD needs if Chairman Lutz would give him the specs. Chairman Lutz indicated that he would do so.

## NEW BUSINESS:

Brief discussion on the icy condition of some of the District's roads. Chairman Lutz to check further to determine if some degree of salting might be required, even though we normally do NOT salt due to the proximity of the lake.

At the November, '12 meeting, we discussed the possibility of having a three-year contract for snowplowing, rather than on a yearly basis. Chairman Lutz, asked Commissioner Weinkauff how Rochester handles that. Commissioner Weinkauff indicated that the individual who had been doing that plowing for the community suggested a three-year contract, at the same dollar amount each year, which would then give him the ability to plan his needs for future years, (i.e, equipment needs, etc.) The Rochester Board agreed to this plan. NOTE: On this basis, it is then handled as a "service contract", and is not subject to bidding requirements. HDL will discuss when it becomes time for next season's snowplowing requirements.

Deputy Milam said that she, accompanied by a representative of the Rochester Board, had talked with Mr Kempken about various problems concerning his property. He was cited for zoning violations, illegal structure usage, and illegal vehicle storage/registration. He has a Feb. 1, 2013 court date. Deputy Milam indicated she has not been aware of any illegal usage of ATV's or snowmobiles on the HLD roads. She also reported having been contacted for a minor "dog fight".

Since this was the first meeting held in the new Rochester Municipal building instead of in the Rochester Library, brief discussion was held on whether to hold the annual meeting in this facility instead of in the Spring Prairie Town Hall. Secretary Correll is to contact the Rochester facility to see if a date for our annual meeting is available.

Short discussion held on how to compensate Arlene Avadian for her work in scanning past District documents (ref: Dec. 2012 report) Since she still has more to scan, we will discuss further at next month's 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 7:43 p.m.

Respectfully submitted,



Robert E. McIndoe 1/16/13

**Walworth County Board of Adjustment**  
MINUTES

January 9, 2013 - Hearing – 8:30 AM  
January 10, 2013 – Meeting – 8:30 AM  
County Board Room  
Government Center – Elkhorn, Wisconsin

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A hearing and decision meeting of the Walworth County Board of Adjustment was held on January 9 & 10, 2013, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on January 9, 2013, were Vice-Chair Gregory E. Guidry, Secretary Ann Seaver and 1<sup>st</sup> 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. Those present on January 10, 2013, were Vice-Chair Gregory E. Guidry, Secretary Ann Seaver and 1<sup>st</sup> Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. “Sign-in” sheets listing attendees on January 9, 2013, and January 10, 2013, are kept on file as a matter of record.

The January 9, 2013, hearing was called to order by Vice-Chair Gregory E. Guidry at 8:35 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as printed. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the December 12 & 13, 2012, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 2-favor, 0-oppose, 1-abstain (Gregory E. Guidry). Gregory E. Guidry motioned to recess until 8:30 A.M. on Thursday, January 10, 2013. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The January 9, 2013, hearing went into recess at approximately 8:39 A.M.

On January 10, 2013, at 8:30 A.M., Vice-Chair Gregory E. Guidry called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Elizabeth Sukala motioned to approve the agenda as printed. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the February 13, 2013, hearing at 8:30 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The January 10, 2013, decision meeting adjourned at approximately 8:39 A.M.

One variance hearing was scheduled and details of the January 9, 2013, hearing and the January 10, 2013, decision 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](http://www.co.walworth.wi.us).

**New Business – Variance Petitions**

Disc #1 Hearing – Webcam #0:2:27 – 0:06:36 / Disc #2 Decision – Webcam #0:02:46 – 0:03:26  
**The First Hearing** was Philip & Victoria Corcoran, owners / Jonathan Krubert, Kruboy Services, 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 do grade changes in the shore yard and to

construct retaining walls, patios, walkways and a fire pit in the shore yard.

**REQUIRED BY ORDINANCE:** The Ordinance prohibits grade changes in the shore yard, permits retaining walls only where necessary for erosion control, all structures are required to meet a 75' shore yard setback, and permits one access to the shore on this parcel.

**VARIANCE REQUEST:** The applicants are requesting to make grade changes for a patio, and to construct retaining walls, patios, walkways, cobble and fire pit within the shore 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 do grade changes in the shore yard and to construct retaining walls, patios, walkways and a fire pit in the shore yard.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of January 9 & 10, 2013, for the petition of Philip & Victoria Corcoran, owners / Jonathan Krubert, Kruboy Services, applicant, voted to **CANCEL** the request to make grade changes for a patio, and to construct retaining walls, patios, walkways, cobble and fire pit within the shore yard.

**On Wednesday, January 9, 2013, as no-one appeared for the hearing, a motion was made by Gregory E. Guidry to cancel the variance request. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose**

**BOARD OF ADJUSTMENT FINDINGS:** No appearance was made by the owner or applicant.

**Other**

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

**Staff Reports**

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence
  - 1. Board members received copies of the Board of Adjustment 2012 Annual Report / Board of Adjustment 2012 Follow-Up Request Annual Report
  - 2. Board members were informed of the May 15, 2013 E.T.N. session offered at the Walworth County Government Center regarding zoning appeals and variances

**Proposed discussion for next agenda**

The following items were requested to be put on the February 2013 agenda, if applicable:

- A. Discussion / possible action on Township correspondence
- B. Court cases update
- C. Distribution of reports, handouts and correspondence

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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.





# WISCONSIN RIVER RAIL TRANSIT COMMISSION

EXECUTIVE COMMITTEE MEETING - FRIDAY, JANUARY 4, 2012 @ 10AM  
 DANE COUNTY HWY GARAGE, 2302 FISH HATCHERY RD, MADISON, WI

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

Crawford	Tom Cornford, 3 <sup>rd</sup> Vice Chair (XCom)	x	Rock	Ben Coopman, Alternate	
	Rocky Rocksford	x		Wayne Gustina	x
	Vacant			Alan Sweeney, 1 <sup>st</sup> Vice Chair (XCom)	x
				Terry Thomas	
Dane	Gene Gray, Treasurer (XCom)	excused	Sauk	Marty Krueger, Alternate	
	Jim Haefs-Fleming	excused		Carol Held	
	Chris James (10:08AM)	x		John Miller	
				Dennis Polivka, Asst. Secretary (XCom)	x
Grant	Gary Ranum	x	Walworth	Jerry Grant	
	Vern Lewison			Richard Kuhnke, 4 <sup>th</sup> Vice Chair (XCom)	x
	Robert Scallon, 2 <sup>nd</sup> Vice Chair (XCom)	x		Allan Polyock	
Iowa	Charles Anderson, Secretary (XCom)		Waukesha	Karl Nilson, Chair (XCom)	x
	William G Ladewig			Richard Manke	
	Jack Demby			Fritz Ruf	

**Others present for all or some of the meeting:**

<ul style="list-style-type: none"> <li>• Mary Penn, WRRTC Administrator</li> <li>• Ken Lucht, WSOR</li> </ul>	<ul style="list-style-type: none"> <li>• Ron Adams, Kim Tollers, WisDOT</li> <li>• Forrest Van Schwartz</li> </ul>
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3. Action Item. **Certification of Meeting’s Public Notice** – *Noticed by Penn*
  - **Motion to Approve Public Notice** - *Gustina/Kuhnke, Passed Unanimously*

4. Action Item. **Approval of Agenda** – *Prepared by Penn*  
 Karl Nilson recommended changing “their” to “the Commission’s” on item 8 (first word, third line). There were no other changes.
  - **Motion to Approve Agenda as Amended** – *Kuhnke/Cornford, Passed Unanimously*

5. Action Item. **Approval of draft November Meeting Minutes**– *Prepared by Penn*
  - **Motion to Approve November Meeting Minutes** – *Polivka/Scallon, Passed Unanimously*

6. Updates. **Public Comment** – *Time for public comment may be limited by the Chair*  
 There were no public comments. Nilson suggested that future agendas have an additional item to be listed as “Announcements by Commissioners”. Questions would be allowed but no discussion. Penn said she would include this on the WRRTC’s future agendas.

7. Updates. **Correspondence & Communications** – *Discussion may be limited by the Chair*  
 Penn told the Commission that she had spoken briefly with Tony Roach, City of Fitchburg Administrator who, along with Mike Grace of the Village of Oregon, is working with WSOR and WDOT on the possibility of reactivating the line in Oregon (which runs to Evansville). Everything is very preliminary but this issue may come back later in the year. She also distributed two handouts from Forrest Van Schwartz, adding that she had also forwarded an email from Van Schwartz showing a mudslide that derailed a train in the NW part of the country. Finally, she said she had sent out a press release Dec. 4<sup>th</sup> regarding the WRRTC’s resolution honoring Bill Gardner, after recommendation by the Commission at their November meeting.

Van Schwartz briefly discussed his two handouts which dealt with 2012 US freight rail tonnages and improved railroad industry safety records for the past year.

## WRRTC XCom Meeting: January MINUTES –DRAFT

Nilson commented that Canadian National (CN) has reopened their line to haul frac sand between Berian and Ladysmith and are moving a lot of cars. Van Schwartz said that frac sand and the location of a sand cleaning facility along the line was why this line reopened.

### REPORTS & COMMISSION BUSINESS

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

Jim Matzinger gave the Treasurer's report. He said that he had not gotten all the bills to end the year but once they came in (specifically Management and Accounting) he would be able to close everything out.

- **Motion to Approve November Treasurer's Report** – *Sweeney/Kuhnke, Passed Unanimously*

Prior to Ken Lucht's report, Nilson introduced Gary Ranum to the Commission. Mr. Ranum is one of the commissioners representing Grant County on the WRRTC, replacing Ivan Farness who resigned in November 2012. Lucht introduced himself to Ranum as the representative of WSOR and gave him some brief introductory WSOR background.

#### 9. **Wisconsin & Southern Railroad's Report on Operations**

- Update on Monthly Maintenance Activities

Lucht said moving snow is about the only work going on, along w/some brush cutting, but basically there is just routine maintenance. He said a safety maintenance team went out on a "safety blitz" which resulted in some good communication and education for operation employees and the safety team.

- Update on Capital Projects

Lucht said WSOR is developing a 5 year capital improvement plan which will have some repercussions to the WRRTC. WSOR is looking for growth opportunities which might result in projects including upgrading lines. Lucht said they're hoping to present their plan to the respective RTCs by March of this year. This plan will give RTCs and associated counties a look at what WSOR sees for future funding.

- Update on Business Development

Lucht said sand is starting to move again after a December lull. Two trains are currently moving: frac sand to Texas and another is on its way to Janesville. The Texas business has two trains in constant movement. He said that of the two test trains (mentioned in November), the first train was found to be overloaded (which was not WSOR's fault). The load was corrected in Janesville and sent on to Texas. A big challenge is the number of hours it takes trains between Prairie du Chien and Janesville (10-11 hours) due to slow (10mph) train speeds in some areas. He said that upgrading the Praire du Chien line would let them to run at 25mph in some areas, which will help shorten travel time. Lucht also spoke about the Lycon business in Oregon that Penn mentioned in Item 7. Lycon wants a facility to open in June but the associated communities want it to wait until the line is able to move materials by trains, rather than have increased truck traffic. He said there was also an issue with an apartment complex built next to the track: the developer wants welded rail in this area to lessen train noise. WOSR will be applying for funds by the end of the month to help fund this project. Lucht added that WRRTC would be the manager of the line as contracts already exist with WSOR as the operator. The communities are showing interest in collecting a rental fee for stored cars between them so they can have a decision on where cars are stored. Authority by the communities is an issue to be addressed between them and WDOT. Lucht said that sand originating in Janesville would be inbound only and that this facility would not replace the Lycon facility in Madison. Lucht expressed optimism that WSOR and the communities involved can resolve their issues.

- Other continuing issues/topics

WSOR met with Union Pacific (UP) on Wednesday to discuss acquisition of the track between Reedsburg and Madison (3 different line segments). An appraisal was done three years ago and UP wanted to know if there is support locally, regionally, and at state level for this transaction. Lucht said that all indications show that the Governor supports this transaction. UP is a very interested seller. Lucht said there is the possibility that WRRTC would "inherit" this track which would require a conversation with the Pink Lady RTC. He said the next step is to come up with a value to give to UP so the discussion can continue.

Lucht said Jim Fuchs was named General Manager of WSOR. Mr. Fuchs has been with WSOR for a year and is very safety oriented. He was unable to attend the meeting but intends to come to either the February or March meeting.

Lucht said that a Santa Train, running between Milton and Madison, was run in November for Toys for Tots. He said that 10 or 12 barrels of toys were collected for over 200 kids in the Dane County area. Lucht also told the Commission WSOR entertained over 50 of their customers on the cars so the customers could meet the WATCO parent company management personnel. As a result, there have been follow up meetings arranged to discuss future business.

## WRRTC XCom Meeting: January MINUTES –DRAFT

He said there has been some snowmobile traffic both on and beside tracks. He said the recreationists are trying to reach established trails. No crossings have iced up yet but WSOR is anticipating a lot of trespassing issues. WSOR will be working with the state snowmobile organization to try to address this which is a serious safety issue.

Lucht also brought 2013 WSOR calendars for the Commissioners. Lastly, he said if there were any questions or concerns about WSOR or WATCO, to call or email him. He said there has been some negative information out there and they want to address anything that might come up.

Alan Sweeney said that the Evansville line budget has about \$170K and wanted to know what that money was intended for. Lucht said that those dollars were paid by the communities to the RTC and was intended to be used to buy the corridor back if that was desired. At this point, WSOR was not intending to use that money. Sweeney wanted to know where the track was owned. Lucht said that UP is the owner and WDOT does not have any property on it. He explained the way of the line, saying that the UP property ends at the north end of Fitchburg. In regard to Lycon's second plant, WSOR would take over the operation of the line as the communities aren't interested in doing that. If the line opens up, there will be cars in "temporary storage" that would need to be moved and the likely location for them would be south of Oregon. However, Oregon may object to that so this issue will have to be discussed. Sweeney said that he had spoken with people from Landmark in Evansville that they would like to have access to the northern corridor, in order to get to Prairie du Chien, and access soybean/corn movement. Van Schwartz noted that this material would require big cars which in turn would require a major upgrade to the line. Robert Scallon commented that he had heard that railroads in the Milwaukee area were hiring for safety inspections but Lucht said that was not WSOR.

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

Penn reported that she had received the 2011 audits from Johnson Block and had copies for Commissioners if they wanted one. Electronic versions are also available. Nilson advised that she mail a copy to each of the member counties as well as email an electronic version to them. She next thanked Scallon for notifying her of the difficulties of the Village of Blue River in getting paid for mowing along the ROW. Penn was able to resolve the issue. Scallon asked Lucht if other communities billed WSOR for mowing. Lucht said very few do but WSOR had agreed to pay Blue River "back in the day".

Penn then distributed schedule of her days and work times, telling the Commission that since she worked 34 hours a week, there were some times during the week when she was not available and hoped that this would encourage better communication between Commissioners and herself.

Penn then informed the Commission that she had received a lease renewal from Lamar (in Illinois) and had sent it on to Eileen Brownlee for her review. Penn anticipated that this would be an agenda item in February. She then said that Brownlee's fees had increased by \$10/hr for 2013, noting that the Commission gets "good value for the money". Nilson concurred. Finally, she notified the Commission that the working committee formed between members of WRRTC and the Pecatonica Rail Transit Commission were scheduled to meet following the regularly scheduled PRTC meeting on January 25<sup>th</sup> to discuss funding issues between the two commissions.

### 11. WisDOT Report–Ron Adams, Kim Tollers, WisDOT

Ron Adams said that WDOT is redoing all the deeds on the Reedsburg line. This should be done by the end of January so a purchase price can be determined and how an offer to UP can be structured.

He discussed a passenger train that originated in Milwaukee traveling to Pueblo, CO. The train was in Prairie de Chien the Saturday after Thanksgiving. He said a lot of people were involved to make something like this possible.

Adams said that WDOT had submitted their \$60M budget to the Administration Department. He said that the Governor has expressed support for the Reedsburg line purchase. He also reported that WDOT is waiting for applications in February for grant dollars and due to some operators backing out of sales up north, there are more dollars available than anticipated, in addition to dollars from the budget which should be passed by July 1<sup>st</sup>.

Nilson asked Adams to comment on the November 14, 2012 WDOT Freight Rail Conference in Madison, encouraging Commissioners to attend the conference next year as it is a great place to get good information. Adams said 130 people registered and the frac sand presentation was very well attended. Adams asked the Commissioners that if they had ideas for the next conference to let him know; it is usually held the second week of November.

10:59AM Nilson called a ten minute break. Meeting resumed at 11:11AM

## WRRTC XCom Meeting: January MINUTES –DRAFT

### 12. **UW- Madison Freight Rail Study Update**– *Forrest Van Schwartz, Consultant*

Van Schwartz updated the Commission on the study's progress, saying that the survey resulted in 87 shipper responses (an almost 50% return). He said that one of the most significant results was the number of businesses (32.5%) who would have to leave or most likely leave if rail service went away. A draft of the study will hopefully be available by the February meeting. Lucht said that the numbers coming back are "eye opening" particularly in regard to annual wages and spending associated with these businesses and hopefully the study will be completed by March 2013

### 13. **Consideration and Approval of 2013 Staff Services Agreement**

Nilson read the service agreement to the Commission and asked if there were any questions or comments; there were none.

- *Motion to Approve the 2013 Staff Services Agreement with SWWRPC – Sweeney/Gustina, Passed Unanimously*

### 14. **Discuss upcoming members' local spring elections and WRRTC membership terms**

Penn distributed a list showing Commissioners names, offices and terms, noting that there were a few members whose terms will be up in 2013. Upon Nilson's advice, she will bring and email this list to the full commission meeting in February.

### 15. *Action Item.* **Adjournment**

- *Motion to adjourn at 11:21AM – Cornford/Polivka, Passed Unanimously*



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

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

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The meeting was called to order by Chair Russell at 9:31 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:**

- Board members: Tim Brellenthin.
- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Lanser, Dale Wilson-Finance; Linda Seemeyer-Health & Human Services; John Orr, Dave Ortin-Information Technology; Kevin Brunner, Peggy Watson-Public Works; Dave Gerber, Steve Sax, Amanda Lagle-Sheriff's Office; Kathy Du Bois, Valerie Etzel-Treasurer.
- Members of the public: Kristin Perry, Executive Director, Lakeland Animal Welfare Society, Inc., Elkhorn.

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

**Approval of minutes of last meeting(s):**

- December 11, 2012 — **Supervisors Grant and Kilkenny moved approval of the December 11, 2012 joint meeting minutes; carried 4-0.**
- November 21, 2012 — **Supervisors Schaefer and Grant moved approval of the November 21, 2012 regular meeting minutes; carried 4-0.**

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

**Unfinished business**

**Discussion and possible action regarding contract with the Lakeland Animal Welfare Society, Inc. (LAWS) regarding animal seizures** — Andersen reported that she and Cotter met with Kristen Perry, the shelter's executive director, regarding the August 2012 seizure. LAWS' invoice was subsequently reduced from over \$30,000 to \$17,576. Andersen thanked Perry for her willingness to discuss this issue and negotiate a settlement. She said they also agreed upon an addendum to the current contract that 1) specifies the county will receive weekly invoices pertaining to seizures so we are apprised of the ongoing cost and 2) if the humane officer is unable to get the individual to transfer ownership to LAWS, Andersen, Cotter and LAWS staff will meet after the 7-day grace period, on a case by case basis,

to develop a plan. Andersen thanked Grant for pointing out typos in the contract addendum, i.e., “human officer” should be “humane officer.” Staff will make those corrections before the resolution is forwarded to the Board. **Supervisors Kilkenny and Grant moved and seconded approval of the resolution and contract addendum; carried 4-0.** Russell thanked LAWS for being so understanding and cooperative.

**Consent items** – Russell noted that Agenda Item 8A2B, budget amendment HS018, was removed when the agenda was amended. The following items were pulled for separate consideration: 8A2a, budget amendment HS017; 8A3a and 8A3b, budget amendments TR-1 and TR-2; 8A4b, budget amendment SH009; 8B1, the disaster recovery services bid recommendation; 8B3, sale of tax foreclosure property; and 8C3, update on TIF districts. **Supervisor Kilkenny moved approval of the remaining consent items. Supervisor Grant seconded the motion; carried 4-0.**

### **Budget amendments**

#### Finance

- FN003 — Adjust 2012 health insurance revenues to reflect actuals

#### Health & Human Services

- HS017 — Upgrade the HHS ECHO system with regard to required State reporting changes — The ECHO system needs to be modified for the State’s new reporting system so we can submit electronic reports, according to Seemeyer. **Supervisors Kilkenny and Grant moved approval of budget amendment HS017. Motion carried 4-0.**
- HS019 — Implement Information Technology department’s virtual desktop project

#### Treasurer

- TR-1 — Transfer funds to pay court mandated property tax refunds for Town of Lyons Timber Ridge Condominiums related to assessed values — Dubois said this amendment related to an over-assessment on the 2010 and 2011 tax rolls for the Timber Ridge condos in the Town of Lyons. It was settled by court action this year and an appeal submitted to the State by the municipality. The State approved the chargeback to all taxing jurisdictions. The amendment reflects the county’s share for the two years. We pay the municipality and the municipality will, in turn, reimburse the applicable taxpayers. Technically, we have until February 1, 2013 to pay. This item was not included in the 2013 budget because we did not know about it in time. We currently have funds in the interest on delinquent taxes account to cover the cost, according to Du Bois. **Supervisors Schaefer and Grant moved to approve budget amendment TR-1.** Schaefer asked how the municipality would distribute the refund. Bretl explained that the court felt the assessment for specific taxpayers was improper, therefore, the funds will be returned to the suing property owners. **Motion carried 4-0.**

- TR-2 — Transfer funds to offset tax foreclosure action on 2008 real estate taxes — Supervisors Kilkenny and Grant moved approval of budget amendment TR-2; carried 4-0.

Sheriff's Office

- SH008 — Adjust Community Development Block Grant (CDBG) to reflect actual 2012 revenue and expenses
- SH009 — Purchase additional radios to support the new Jail Radio Repeater System — Bretl noted that the Public Works Committee discussed this project on Monday with a favorable recommendation. The radios are to be converted from analog to digital as the units could fail at any point. He was not sure why funding had not been included in the 2012 or 2013 budget. Bretl added that there have been more requests now than in prior year-ends to spend unanticipated revenues. The tradeoff is that we have extra money which can be used to buy extra things versus budget planning. However, we depend on the undesignated fund for next year's budget. We could have problems later if we gravitate to spending at the end of the year. That being said, things happen during the course of the year and it may be prudent to purchase these radios. In the realm of public safety, we are at a disadvantage not knowing how critical this is.

Sax explained that there are new staff in jail administration who weren't involved in the budget process and also didn't know the scope of the project. In 2012, we replaced a 17-year-old analog system in the jail. The initial plan was to purchase 5-10 digital radios per year and eventually convert everyone to digital. However, there are major delays because the old analog radios don't work with the new digital system and vice versa. We need to switch to all digital and can't piece it in, as originally planned. By the time staff figured this out, the budget process was in full swing and it was too late to add the rest of the radios. Bretl noted that this budget amendment actually addresses two separate issues. The purchase of the additional radios is anticipated to cost \$70,000. Additionally, the sheriff's office is asking to transfer \$34,000 to offset overtime worked by corrections staff.

Kilkenny expressed concern about buying radios in December because we have unanticipated revenue. He asked what process was used to decide on these units. Grant spoke in favor of the purchase. With regard to the safety of employees and inmates, we don't have much choice if the money is available. Russell asked if the vendor informed staff that it would not work to have analog and digital at the same time. Sax replied that the system works, except there is a huge delay because transmissions have to go through the full analog system, back through the digital system, and then back out at the digital radios, and vice versa going from digital to analog. Delays can be up to 30 seconds, which is significant when it comes to any sort of emergency. The project was originally budgeted in 2011

but implemented in October 2012. That's when we discovered that we can't run both systems at the same time. We have a contract with Radicomm, our current vendor, and will purchase the additional radios from them. Bretl recapped the discussion. Staff in the inmate pods need rapid communications. Second, we have command staff at the jail who weren't involved in the budget process. If the plan was to filter radios in, the system isn't working because of the long delay. As to purchasing protocols, if this budget amendment is approved, the money is available to carry forward. We could plan in a timely fashion or use this money versus taking it out of contingency funds later.

With regard to the overtime aspect of the budget amendment, he wondered why that expense increased. Lagle explained that there have been vacancies in corrections and some staff have been out on FMLA. A mid-year budget amendment was submitted but those funds are exhausted and we are running over again. Also, we will have to start paying out comp banks at the end of the year because of Chapter 15 and are trying to anticipate those funds. All comp time in the banks was paid out in January but we are getting hit twice because of this end-of-the-year payout. **Supervisor Grant moved to approve budget amendment SH009. Supervisor Kilkenny seconded the motion; carried 4-0.**

#### **Bids/contracts**

- Bid recommendation for disaster recovery services for information technology (IT) department — We budgeted for a new, more efficient backup system, according to Orr. With our current vendor, if an emergency were to occur, staff would have to go to Chicago to access backed-up key systems such as payroll. There has been much new technology over the years. This RFP addresses disaster recovery in the cloud. We would be able to access our backed up data from any location. Our RFP specified that we have a current backup system and are just looking for key components of a cloud-based disaster recovery system. This price is comparable to what we paid our previous vendor but is a much more flexible solution. Additionally, our in-house backup will remain. **Supervisors Grant and Kilkenny moved and seconded awarding the bid to nScaled, Inc.; carried 4-0.**
- Proposal recommendation for weapons screening services at the Judicial Center for the sheriff's office — **By earlier motion, the committee approved awarding the proposal to JBM Patrol & Protection Corporation.**
- Award sale(s) of tax foreclosure property
- Reconsideration of Paul Lichter bid (Referred by the County Board) — Brunner said the bid Lichter submitted in October was lower than both the appraised value and the minimum bid established for the property. Lichter is asking that we reconsider his bid. We are in the 4<sup>th</sup> round of bids and there were no bids for this

parcel this time around. Kilkenny asked Bretl if he felt comfortable with the bid being accepted. Bretl responded that, under the circumstances and since there are no other bids, it is within the committee's purview to grant the request. **Supervisor Kilkenny moved to reconsider the bid submitted by Paul Lichter in October 2012 for the Town of Geneva Parcel JLCB 01481 and to accept the bid amount of \$750.00, notwithstanding that the bid is below the appraised value of the parcel. Supervisor Grant seconded the motion; carried 4-0.**

- Bids dated December 7, 2012:
  - Town of Sugar Creek Parcel GI 00662 — Brunner reported that James and Elizabeth Wulff submitted the highest qualified price bid of \$5,555.00. **Supervisors Kilkenny and Schaefer moved to award the bid to James and Elizabeth Wulff; carried 4-0.**
  - Town of Lyons Parcel NTU2 00009 — The bid on this parcel doesn't reach the appraised value but it does meet the minimum bid requirement, according to Brunner. **Supervisors Kilkenny and Grant moved and seconded awarding the bid to BE Property Management, LLC.** Kilkenny pointed out the disparity between the bid amount and the appraised value. Can we try to market this parcel more aggressively? Bretl said we need to solicit bids but that doesn't preclude marketing or taking another look at the bids. Brunner said today's agenda includes an ordinance under New Business pertaining to sale of tax foreclosure properties. Staff would like to be more competitive by putting them on an online auction site. We could try to generate more interest that way, if the committee recommends. Bretl agreed it might be a good test case. Russell asked if we are obliged to accept the current bid. Brunner said we are not. **Supervisor Kilkenny withdrew his motion to award the bid and amended the motion to reject the bid. Supervisor Grant withdrew his second and seconded Kilkenny's amended motion; carried 4-0. Supervisor Grant then moved to direct staff to auction this parcel online. Supervisor Schaefer seconded the motion.** Brunner recommended establishing a minimum bid. Watson added that, by Statute, we can do what is in the best interests of the county. We need to let the online company know our minimum bid so they can proceed and close the auction. She added that the ordinance included later in the agenda authorizes staff to sell by sealed bid or by online auction. Kilkenny asked if we notify real estate brokers. Watson said we notify adjacent property owners and municipalities as required by State Statutes, we post foreclosures on the county web, and advertise them in the *Shopper Advertiser* and *Janesville Gazette*. Our website includes links to the treasurer's tax page so potential bidders can look up information on parcels in which they are interested. Russell asked how the auction company is paid. Watson replied that they get a percentage of the sales price, which is in addition to the high bid. The

bidder pays the auction company, which keeps its percentage and sends a check to the county for the amount of the high bid. Russell recommended not accepting less than \$50,000 for this parcel. Kilkenny agreed. Grant asked if we can approve putting this online now or if we should wait until the ordinance has been changed. Bretl said advertising online needs to wait until the Board approves the ordinance. Supervisor Kilkenny recommended authorizing staff to advertise the Town of Lyons Parcel NTU2 00009, contingent upon passage of the ordinance related to the sale of tax-deeded lands. **Supervisors Grant and Schaefer amended their motion as recommended by Supervisor Kilkenny. The amended motion carried 4-0. Supervisor Grant then moved to establish a \$50,000 minimum bid on the referenced parcel. Supervisor Schaefer seconded the motion which carried 4-0.** Brunner asked if the committee wanted DPW staff to review future foreclosed properties and recommend minimum bids for the first round of sales. The majority of minimum bids are based on what the county's costs have been, but that may not make sense going forward. Kilkenny suggested developing a formula staff could use as a filter. Otherwise, if there is something about a property that merits review, come back to the committee with a different recommendation. Brunner agreed.

Bretl suggested the committee address New Business and then return to Reports. That will allow staff awaiting particular items on the agenda to get back to work.

### **Reports**

- Progress of outsourcing the 24/7/364 information technology management services
- Quarterly sales tax report – 3rd Quarter 2012

### **New business**

**Discussion and possible action regarding 2013 Children First Program Plan grant application** — Seemeyer said the Kaiser Center applied for and administered this grant for the past several years as part of the job center. The funds provide training and job assistance to non-custodial parents to increase child support payments. Kaiser was not able to apply for the grant this time and asked us to do so instead. Our intent is to subcontract back to them and let Kaiser administer it. Russell noted that the HHS Board voted in favor of the grant application. **Supervisors Schaefer and Grant moved to authorize staff to apply for the grant; carried 4-0.**

**Discussion and possible action regarding public works outstanding bad debt** — Public Works is asking to write off write off accounts receivable balances totaling \$7,330.59 as an accounting clean-up. We received insurance settlements on two claims, which comprised the bulk of the proposed write-off, but the items weren't removed from receivables at that time, according to Watson. Staff will work with finance to monitor these more closely. We will either turn them over to a collection

agency or do a tax intercept. She added that DPW is setting up a formal procedure regarding receivables. **Supervisors Grant and Kilkenny moved to authorize the write off; carried 4-0.**

**Discussion and possible action regarding sheriff's office budget amendment for mobile data computers in squad cars** — Bretl explained that he denied a budget amendment the sheriff's office submitted to finance because replacing the mobile data units now is a deviation from county policy. The normal replacement cycle is every 5 years. These units have only been in place 3 years. Gerber explained that the sheriff's office is asking for a one-time exception. Deputies on the road use these units for all records management, citations, accident reports, etc. They were purchased in 2009. Since then, we went from modem connectivity to hotspots to transfer data from squads. The machines are running really slowly and locking up. The sheriff's office purchased 3 computers last year, newer models with faster processors. They are working well with no disconnection issues or slowdowns. Staff would like to upgrade the current units with newer models. Russell asked for Orr's input. He said the 5-year replacement cycle has been in place for many years and doesn't want the county to go to anything less. He added that IT staff rebuilt one of the units in question but they haven't heard back on how it has been working. Gerber said the computer is still slow and locks up. Grant asked if just the problem units could be replaced. Gerber said that would be about all of them. Kilkenny asked if this is a connectivity issue rather than a problem with the units. Orr said you can hit spots where there are issues. Bretl explained that there are two budget amendments related to this request. The sheriff's office submitted a 2012 request to transfer funds from small items of equipment. Another budget amendment is pending in the Munis system for fiscal 2013. One amendment would be about \$17,000 and the other \$48,000. Russell referred to a memo from Orr to Bretl which indicated most municipalities are in the 5-year replacement range. She would be reluctant to deviate from that. Grant said the fact that the computers lock up concerns him more than their being slow. He considers this a safety issue and suggested making an exception this time. Gerber added that the squads run 24/7/365. Computers are being used continually and asked to do things we couldn't have anticipated in 2009 when we purchased them. Also, the system we were using at that time was far less robust. Much more data is being transmitted now. We switched from Sprint to US Cellular to mobile hotspot devices to try to keep the best connectivity. He feels the issue is the machines, not the connectivity.

Bretl said another way to look at this is that there is one issue with the funds not being included in the budget like we would normally do for an IT project. Second, we should approach this like any new project. Do we have sufficient information about the number of computers that drop connections, the difference in speed, and so forth? If the committee is satisfied with the available information, then they may choose to allow an exception. Orr agreed the units are doing a lot more than 4 years ago. He is not sure he can provide a recommendation based on the current information. Bretl recommended that Gerber's staff pull together a report for IT identifying the compelling data and bring this issue back in January. Russell agreed with Bretl's recommendation. Gerber was asked to report on the number of times a computer locks up, whether the issue is specific to particular units or all machines of that vintage, how many times units dropped connections, the number of times there was a disconnect vs lock-up, the difference in speed for the various reports they run, and any other information he feels would be germane to recommending an exception to our replacement policy. Kilkenny asked that he include whether disconnects/lock-ups cause the officers to lose time

or whether they lose critical information. **Russell moved to authorize staff to report as stated, with this item to be brought back in January 2013 as a charge against the contingency fund.** Bretl clarified that the sheriff's office already has \$48,000 sitting in the 2013 budget. The committee's action would uphold his denial of the budget amendment and that if additional funds are needed, the contingency fund would be utilized. **Supervisor Schaefer seconded the motion which carried 4-0.**

**Ordinance \*\*-\*\*/13 Amending Sections 62-1 and 62-43 of the Walworth County Code of Ordinances Relating to the Sale of Tax-Deeded Lands** — Bretl said Cotter worked with the treasurer to provide more guidance to staff in dealing with tax delinquent parcels. He anticipates that a related administrative procedure will be adopted at the staff level to incorporate specific steps. **Supervisors Kilkenny and Schaefer moved to approve the ordinance.** Russell asked if bidders can withdraw their bids before being accepted by the committee. Bretl wanted to know if they are bound once they make an online bid. Watson replied that we sell surplus equipment online. Sometimes the prevailing bidder does not make payment, which could be interpreted as withdrawal of their bid. The auction company doesn't allow them to bid in future auctions if they default. That has happened with our sealed bid process also. Bidders pay the deposit but not the final payment. The deposit is considered earnest money and the county can keep it if the bidder defaults. Russell asked if earnest money will be required for online auctions. Watson believes the vendor will process just like when equipment is sold. The bidder has a certain amount of time to pay the auction company. The county will not convey the property by quit claim deed until we receive payment from the auction company. Russell mentioned the rounding issue brought up last month. She suggested that instead of rounding, we truncate the cents. Bretl agreed. **Supervisor Kilkenny amended his motion to include language correcting the rounding error discussed at the prior meeting. Supervisor Schaefer seconded; the amended motion carried 4-0.**

**Discussion and possible action regarding revision to health plan** — Bretl explained that we are required by law to have a Health Plan document and that it be in accordance with certain legal guidelines. We have administrative authority to make changes necessitated by law. There are two specific, substantive changes that are being proposed regarding ambulance providers and smoking cessation. At the point when he and Andersen discussed them, it was too late to amend the Human Resources agenda which was the logical conduit for this item. Both changes are relatively low cost. Bretl is supportive of them but wanted Supervisors to be able to provide feedback. The Finance Committee isn't the most appropriate venue but this meeting was an opportunity to present the updates. Subsequently, Supervisor Brandl asked that a special Human Resources Committee meeting be held this afternoon regarding this topic. Bretl added that he is not asking the Finance Committee for formal action other than providing their input. Having these changes on the books on January 1<sup>st</sup> will save staff a significant amount of work distributing Plan changes to the employees.

Wilson said our process to amend the Health Plan differs from prior years. This document was amended over the years as needed. This year, staff reviewed the "legalese." Our third party administrator (TPA) legal department provided a standard Plan template. Staff ensured the language in our Plan is up to date and they fit our benefits into the template. Two areas of difference were identified. Tier 1 is a grandfathered Plan. The Tier 2 Plan is for new hires and deputies hired on

or after January 1, 2013. This Plan is non-grandfathered because the benefit levels changed. Wilson explained that, from equity and wellness standpoints, staff believe it makes sense to implement the Tier 2 differences into the Tier 1 plan.

Ambulance service providers don't belong to a network and employees don't have a choice regarding which one responds. That caused problems because our deductibles for in and out of network are filled separately. If the ambulance is out of the network, the entire bill becomes the employee's responsibility. In the Tier 2 Plan, ambulance services are considered in network. Staff believe it makes sense to include that benefit in Tier 1. Right now, ambulance services aren't delineated as being in-network in the Tier 1 Plan and are processed accordingly by our TPA. Second, as part of the Health Care Reform, we had to implement smoking cessation in our Tier 2 plan. This program is not currently offered in Tier 1 but we will have to implement it there, as well, as of 2014. Staff feel that it is in our best interest, from a wellness perspective, to offer limited prescriptions to help people kick the habit. The county's exposure would be minimized by limiting the timeframe to a 90-day supply on a calendar basis.

Discussion ensued regarding the proposed changes. Russell suggested limiting smoking cessation to twice every 5 years rather than allowing prescriptions every calendar year. Wilson agreed some onus needs to fall on the individual. We can set maximums and instruct Auxiant, our third-party administrator. He cautioned that as the cost of prescription drugs increases, the authorized amount could be a moving target we might have to amend down the road. Schaefer asked if retirees are on the same Health Plan and whether rates charged for ambulance services differ if a person is on Medicare. Wilson agreed there could be different rates. With Medicare as the insurer, the squad has to accept whatever Medicare is willing to pay. If you have supplemental insurance or are on the county's Health Plan, they will subrogate and the county picks up the difference. The fee charged is set by each municipality to cover the squad's costs for the transport. Some may be significantly higher because they have a larger budget to cover. The cost charged by the municipality is out of our control.

Various options regarding smoking cessation prescriptions were discussed. Wilson commented that each doctor may prescribe differently. He would rather specify the number of days allowable for prescriptions rather than limiting people to 2 attempts over their lifetime or over a certain period of time. It would be easier to administrate based on an allowable number of days. Grant asked if we would establish a dollar limit. Dale said staff recommend against a specific dollar amount unless we start seeing an escalation in cost. He added that the Finance Committee's input will be presented to the Human Resources Committee at their meeting this afternoon.

**Ordinance \*\*-01/13 Amending Sections 30-170, 30-181 and 30-182 of the Walworth County Code of Ordinances Relating to Net Position** — Lanser explained that this is a terminology change required by the Government Accounting Standards Board. **Supervisors Schaefer and Kilkenny moved to approve the ordinance; carried 4-0.**

**Pursuant to request by Supervisor Grant, discussion and possible action regarding JPMorgan Chase Bank status** — Andersen thanked Grant for bringing the news article to her attention.

This appears to be industry-wide. Russell said the recommendation is to hold with JPMorgan Chase. No action is needed on this item.

**Discussion and possible action regarding Walworth County Investment Guide** — Updates are highlighted in red. Andersen explained that staff periodically review the Guide to ensure the information is current. **Supervisor Kilkenny moved to approve the amendments to the Walworth County Investment Guide. Supervisor Grant seconded the motion; carried 4-0.**

**Discussion and possible action regarding award of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2011** — Russell congratulated Andersen and her staff. **Supervisors Kilkenny and Schaefer moved and seconded recommending an award presentation at an upcoming County Board meeting.** Andersen thanked Lanser, Andy Lamping and all of the county's accounting staff.

## **Reports**

- **Update on tax incremental financing (TIF) district(s)** — Kilkenny pointed out that the summary report in the packet shows "Costs to Be Recovered" for the City of Lake Geneva at nearly \$6 million. It concerns him that the City has not given us any reports since 2009. In 2008, they furnished a limited, one-page report. He commented that the City of Delavan's TIF report is provided annually. The report includes a balance sheet, a summary of project costs, an historical summary of funds usage, and supplemental information. The City also prepares a separate spreadsheet for the municipality's Board members. That report lists specific cost breakdowns for every project with a great deal of specificity. Russell asked if the \$6 million was from the City of Lake Geneva's 2008 report. Lanser said they have \$5.9 million today, according to an email from Dennis Jordan, the City's administrator. She requests a report every year but has not received any. We were originally told the City planned to close the TIF district in 2012. However, Jordan indicated the Common Council voted to keep it open through 2014 to determine whether to proceed with projects that were in the original plan. Basically, he's telling us the City will spend all of the funds. Russell recommended sending a formal letter requesting the pending TIF reports. Grant suggested copying the City Manager, President of the City Council and whomever else might be necessary to get the ball rolling. Kilkenny would like to ask that the City not spend large sums of money without getting back to us. He suggested asking the City of Lake Geneva to come before the Committee. Russell commented that, to be fair, the City isn't just sitting on a pile of money without any concrete plans to use it. Projects have been added and subtracted over the years. She does think we should formally request the annual reports, specifying in our letter that we asked for them in the past and are now formally requesting these reports. **Supervisor Kilkenny moved to authorize staff to contact the City of Lake Geneva and request detailed TIF district reports. Supervisor Schaefer seconded the motion.** Russell suggested that Lanser contact the Mayor as he may not have been aware of our previous requests. **The motion carried 4-0.**

**Correspondence** — There was no correspondence presented.

**Confirmation of next Finance Committee meeting:**

- The next Finance Committee meeting was confirmed for Thursday, January 17, 2013 at 9:30 a.m. in County Board Room 114 at the Government Center

**Adjournment of Finance Committee**

**Upon motion and second by Supervisors Kilkenny and Schaefer, Chair Russell adjourned the meeting at approximately 12:35; carried 4-0.**

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

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

**Walworth County Human Resources Committee**

**MINUTES**

December 20, 2012 – 3:30 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

***DRAFT***

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The meeting was called to order at approximately 3:30 p.m. by Chairperson Brandl.

Roll call – In attendance were Chairperson Brandl and Supervisors Redenius and Brellenthin. A quorum was declared. Vice Chairperson Grant and Supervisor Monroe were excused.

Others present – David Bretl, County Administrator; Suzi Hagstrom, Labor/Employee Relations Director; Nicki Andersen, Deputy County Administrator – Finance; Dale Wilson, Payroll/Benefits Manager; Josh Pollock, Benefits Assistant; Citizen, Rich Kuhnke.

Approval of the agenda was moved and seconded by Supervisors Brellenthin and Redenius, with no withdrawals, and carried 3 – 0.

Public comment period – none

Discussion and possible action regarding revision to health plan. Bretl explained that County procedures allow for technical changes to the plan document to be made administratively. An example of such a change would be changes in language due to IRS regulations. If changes to the plan document are being made that would expand or reduce benefits, those changes must go to the Board. There are two changes currently being proposed having to do with coverage for smoking cessation and ambulance services. To implement these changes, we need to amend the plan, which would involve sending a mailing to all of the health plan participants. If the changes meet with the committee's approval, Bretl will sign off on the plan, and it will be brought to the Board in January for final approval. The changes would go in effect retroactively. Wilson explained that the health plan has two tiers. New hires are on Tier 2, and beginning in 2013, deputies will also be on Tier 2. While Tier 1 is still grandfathered, there are some benefits that had to be put into Tier 2 because of health care reform. The proposed changes to ambulance coverage, for example, were not required. Currently, if you call for an ambulance in Walworth County, there are no in-network providers. The in-network and out-of-network deductibles are separate. If, for example, you are in a car accident with your family, each family member would have to meet the out-of-network deductible for the ambulance services. Staff recognized this as a problem and included language in Tier 2 to the effect that all ambulance providers would be processed as in-network. Staff is suggesting that this change be implemented for Tier 1 as well. The finance committee discussed the varying amounts for ambulance fees. Fees can range from \$0 to \$1500. It is staff's intent to monitor this as they go along. If it becomes unsustainable to keep processing all ambulance charges as in-network, they can take a look at that. Chairperson Brandl was concerned that \$1500 seemed high for ambulance charges and questioned whether or not a limit could be put in place. Wilson stated that the proposed language for Tier 1 is the same as in Tier 2 except for the co-insurance percentage. Staff did not originally look at placing a

*Draft*

limit, but they could look into that. Chairperson Brandl suggested looking at this again next year to see if there were any exorbitant fees. Bretl stated that the finance committee was in favor of the language as proposed. With respect to smoking cessation, staff was recommending adding a benefit for coverage to the Tier 1 plan to match what is in the Tier 2 plan. To help people kick their smoking habit, a limited scale benefit for smoking cessation had been implemented. A prescription drug benefit for smoking cessation drugs is also being proposed for three months of prescription coverage per calendar year. The finance committee suggested a change to the proposed language. Finance had recommended changing that to six months of prescription coverage per lifetime. Based on the most common prescription for smoking cessation, staff recommended 180 days per lifetime. Finance was comfortable with that recommendation. Hagstrom stated that Vice Chairperson Grant was in favor of the ambulance coverage changes and the re-worded language for smoking cessation coverage. Chairperson Brandl requested that the impact of these changes be reviewed in one year.

**Supervisors Brellenthin and Redenius moved and seconded accepting the proposed changes to the health plan with respect to ambulance coverage and smoking cessation, with the amendment to 180 days for the smoking cessation prescriptions. The motion carried 3 – 0. The impact of these changes will be reviewed in one year.**

Chairperson Brandl had no reports.

The next regular meeting of the human resources committee was confirmed for January 16, 2013 at 3:00 p.m.

Adjournment. On motion and second by Supervisors Brellenthin and Redenius, Chairperson Brandl adjourned the meeting at approximately 3:52 p.m.

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

**Walworth County Health and Human Services Committee**

**MINUTES**

December 19, 2012 Meeting – 1:15 p.m.

Walworth County Board Room  
Government Center – Elkhorn, Wisconsin

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The meeting was called to order by Chair Grant at 1:19 p.m.

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director Health and Human Services; Juliet Young, Health and Human Services; David Bretl, County Administrator; Dawn Stack, Health and Human Services Supervisor; Nancy Russell, County Board Chair; Pat Grove, Health and Human Services Manager; Jan Ellefsen, Health and Human Services Supervisor; Beth Walsh, Health and Human Services Nurse; Michael Cotter, Corporation Counsel

Public in attendance – There were 4 members of the public in attendance.

There were no agenda withdrawals. **Motion and second made by Supervisors Schiefelbein/Schaefer to approve the agenda. Motion carried 8-0.**

The Health and Human Services minutes from the November 13, 2012 meeting were approved. **Motion and second made by Supervisors Schiefelbein/Brellenthin to approve the minutes. Motion carried 8-0.**

Public Comment – There were no comments from the public.

Unfinished business – There were no items of unfinished business.

New Business –

*Office of Justice Assistance Grant* – Ms. Aldred asked the board to approve an application for an Office of Justice Assistance grant that will be used in conjunction with a pilot prevention program being conducted in partnership with the East Troy Municipal Court. Ms. Aldred stated the maximum allowed in this grant is \$60,000 but Health and Human Services will be asking for less than that amount. .

Michael Cotter stated he has been a judge in the East Troy Municipal Court since 2000. This is a program that is already being done and the grant request is to help defray some of the costs involved. Mr. Cotter's goal is to impact one child.

Supervisor Grant asked if parental consent is needed. Mr. Cotter stated the initial screening will be court-ordered. Follow up after the initial screening is not court-ordered and is up to the parents. Ms. Seemeyer stated that prevention is one of our goals stated in our Mission, Vision and Value statement and is supportive of this pilot program.

Supervisor Grant asked how long has Mr. Cotter been thinking about doing a program like this one. Mr. Cotter stated he has expressed frustration over wanting a prevention program like this in place and the Health and Human Services was willing to work with him. He also stated at a recent Bar Association meeting that other judges were interested in doing similar programs.

Supervisor Grant asked if Mr. Cotter if he suspected some of the juveniles that received citations had problems with alcohol and drugs. Mr. Cotter stated that he did.

Citizen Representative Seegers asked about the requirements to report on this evidence-based program. Ms. Aldred stated that the Department coordinates with the state on a risk behavior survey which goes into a national database.

Supervisor Schiefelbein offered his congratulations and asked about the electronic monitoring and incentives. The monitoring will be part of the existing monitoring program and the incentives will be gift cards that will only be given out upon successful completion.

Supervisor Schiefelbein is concerned with high costs if this pilot program is established in the other municipalities in Walworth County. Ms. Seemeyer stated if this program is successful that funding options would have to be reviewed. She did state that prevention efforts are not as expensive as out-of-home placements or juvenile corrections. Supervisor Schiefelbein asked if the federal government would be able to help fund this prevention program. Ms. Seemeyer stated it would be helpful and that all funding options would be explored.

Supervisor Schaefer asked about instances where Walworth County juveniles are cited in neighboring counties and vice versa. Mr. Cotter stated that follow through was dependent on their county. Supervisor Schaefer asked about referrals from other counties. Mr. Cotter stated that referrals were more likely to go through Health and Human Services than through the court system.

Mr. Cotter wanted to clarify the incentive portion of the program. He wanted to state that this portion is still being worked on but juveniles will have to do a lot of work in order to receive an incentive reward.

Supervisor Grant wishes success to Health and Human Services and the East Troy Municipal Court.

**Motion and second made by Supervisors Schaefer/Schiefelbein to approve this grant application. Motion carried 8-0.**

*2013 Children's First Program Plan* – Ms. Seemeyer explained that this grant's purpose was to provide non-custodial parents with help securing work so that they would be able to pay child support. She stated that due to timing issues this grant application has already been submitted. She further explained that in the past this grant was applied for by the Kaiser Group and said that the department would continue to subcontract with the Kaiser Group to for the actual work.

**Motion and second made by Supervisors Monroe/Schiefelbein to approve this grant application. Motion carried 8-0.**

*Upcoming Budget Amendment for Space Related Needs* – Ms. Seemeyer stated that this budget amendment has been pulled from the Finance Committee agenda.

Supervisor Grant asked if any action by this committee was required. Ms. Seemeyer stated that no action is required.

Supervisor Schiefelbein asked about the medical records scanning project. Ms. Seemeyer stated this would be outsourced.

*Retirement of Public Health Officer – Interim Appointment* – Ms. Seemeyer stated that Pat Grove has announced her retirement and an interim appointment needs to be proposed by the County Board chair.

Supervisor Grant asked if a retirement date has been set. Ms. Grove stated that she is working with Wisconsin Retirement System and believes the date will be sometime in either February or March of 2013. She also added that it has been a privilege to have worked with the county for the past 31 years. Supervisor Grant thanked Ms. Grove for her years of service, wished her a happy retirement and gave her advice to not take on too much. Mr. Bretl added that Pat has done a great job and wished her well in her retirement.

*Overview of Public Health* – Ms. Seemeyer introduced Ms. Grove, Public Health Officer, Ms. Ellefsen, Public Health Supervisor and Ms. Walsh, Public Health Nurse. The trio gave a PowerPoint presentation giving an overview of the Public Health department.

Supervisor Grant asked if Walworth County Public Health was involved in the hospital newsletter. Ms. Grove stated Public Health is a partner.

Supervisor Schiefelbein asked if public accolades should be made for the dentists that offer to do pro bono work in the Seal-A-Smile program. Ms. Russell stated only if the dentists want the attention. Mr. Grove stated she would check with the dentists.

Supervisor Schiefelbein asked about the WIC voucher program with the farmers markets. Ms. Walsh stated that farmers need to register and WIC participants can use the vouchers at local farm stands.

Supervisor Grant asked if about the changes in how often routine testing is required. Ms. Ellefsen stated that the timetables change all the time based on evidence that is collected and studied.

Supervisor Grant asked if Public Health works with Volunteer Connections. Ms. Ellefsen stated that they do use volunteers from Volunteer Connections.

Supervisors Schiefelbein and Grant asked how Public Health is able to provide all their services with low funding. Ms. Grove stated that various grants help out with funding. The funding presented is only tax levy that Public Health is allocated.

Supervisor Grant asked if Public Health has any contacts with the school districts. Public Health meets with school districts twice a year and has other contacts throughout the year. Public Health nurses work with school nurses on a regular basis. Public Health also regularly sends out press releases to the schools and local media.

Citizen Representative Wucherer stated he was impressed the array of services offered by Public Health. He asked how many services are state mandated. Approximately 80% of Public Health programming is state mandated.

Supervisor Schiefelbein asked for an update on the Open Arms Free Clinic and why representatives from the clinic have not been back to address this committee. Ms. Seemeyer stated that the clinic just opened in December and it will take some time to see if the clinic is sustainable. Supervisor Schaefer stated he enjoyed reviewing some of the historical items that Ms. Grove distributed as his grandfather was the chairmen of the original health board.

#### Reports –

*Holiday Care Program Update* – Ms. Seemeyer stated the Holiday Care program had another successful year. Approximately 370 families received food gift cards and toys at the pickup on the 12<sup>th</sup>, 56 families were adopted by individuals and organizations and 382 household received food gift cards. This program will be back on the agenda in February for review to keep it a sustainable program.

Supervisor Grant, who helped with the toy set up, stated there were a lot of toys donated. Ms. Seemeyer stated that the need is for funds to purchase the food gift cards. Ms. Russell suggested that on Christmas trees that have tags for people to purchase toys that there should be tags asking for people to also purchase food gift cards.

*Behavior Analyst Update* – Ms. Seemeyer presented a series of graphs that showed how the frequency of the intensity of tantrums on a particular consumer greatly reduced as a result of the Behavior Analyst.

Supervisor Monroe asked the age of the consumer presented. Ms. Seemeyer stated the consumer is around 10 to 12 years of age.

Citizen Representative Wurcker asked how much it costs to institutionalize a consumer. Ms. Seemeyer stated it is approximately \$500 a day and the current costs for this consumer is now about half that cost.

Supervisor Grant asked if these charts just represented one person and how many consumers are on the Behavior Analyst's caseload. Ms. Seemeyer stated the graphs are just for one consumer and there are many consumers on the caseload.

Supervisor Schiefelbein asked how many cases for the Behavior Analyst. Ms. Seemeyer stated approximately 60 to 80 families this year.

Supervisor Grant asked if the cases dealt with anger management. Ms. Seemeyer stated the cases were solely children with development disabilities.

Correspondence – There were no correspondences.

Announcements – Supervisor Schaefer announced he has Christmas trees available for families in need. Health and Human Services workers can contact his place of business to arrange the details.

Next Meeting Date – The next meeting is scheduled for January 16, 2013 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

Adjournment – **On motion and second by Supervisors Schiefelbein/Brellenthin Chair Grant adjourned the Health and Human Services meeting at approximately 2:48. Motion carried 6-0.**

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

**Walworth County Human Resources Committee**

**MINUTES**

December 19, 2012 – 3:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

***DRAFT***

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

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

Others present – Supervisors Nancy Russell and Dan Kilkenny; David Bretl, County Administrator; Nicki Andersen, Deputy County Administrator – Finance; Dale Wilson, Payroll/Benefits Manager; Josh Pollock, Benefits Assistant; Kevin Williams, Captain; Suzi Hagstrom, Labor/Employee Relations Director; Kevin Brunner, Director – Central Services; Linda Seemeyer, HHS Director; Sarah Anderson, Benefit Specialist; Matt Boray, M3 Consultant; Citizens Linda Eastburg and Char Staples.

Approval of the agenda was moved and seconded by Vice Chairperson Grant and Supervisor Monroe, with no withdrawals, and carried 5 – 0.

Approval of the November 5, 2012 and November 21, 2012 Human Resources Committee meeting minutes was moved and seconded by Vice Chairperson Grant and Supervisor Redenius, and carried 5 - 0.

Public comment period – none

Discussion and possible action regarding County Wellness Center survey results. Wilson distributed and went over the survey results. He pointed out that the target would be for 40% of employees to be utilizing the wellness center. Fewer people will use the center if it is further away from county offices. Wilson added that a large number of county employees live in Elkhorn. Andersen pointed out that the wellness center being located in Elkhorn would also make it a more viable option for many of the employees' dependents. Wilson stated that if the fitness piece is approved, they would be promoting dependent use as well. Wilson added that having the fitness center along with the clinic would allow for an easy transition for the medical staff at the clinic. For example, if an employee is told that they need to lose 30 lbs, the medical staff could take them to the fitness area and show them how to use the equipment. The fitness aspect is an important part of overall wellness.

**The committee did not take any action on this item.**

Correspondence from Supervisor Brandl in regard to obtaining quotes for the county's health insurance plan. Brandl explained that constituents have asked that the county bid out insurance. He thinks it is a good idea to see what is out there. Wilson distributed information. Bretl stated

*Draft*

that if the committee is interested in pursuing a fully-insured plan, it may be beneficial to see what is out there first given that the formal bid process is very time-consuming. Andersen feels that being self-funded is the most cost-effective option for an employer of Walworth County's size. Brandl would like to see what general health insurance plans different companies offer and compare them to our self-funded plan. Wilson clarified that even though the county is self-funded, there are still things that are bid out, for example, the third party administrator and the stop loss carrier. He added that on an annual basis, M3 looks at the insurance plans in the market, and Boray can confirm or deny whether or not the county is at the competitive rate for the services provided. Boray explained that the stop loss carrier is analyzed every year. There are drawbacks to being fully-insured, for example, less flexibility with plan design. The cost of a fully-insured plan typically includes a profit margin. With a self-funded plan, they can eliminate that profit margin. Boray stated that regardless of whether or not the county is self-funded or fully-insured, there will be an increase in the cost if claims go up. Boray also pointed out that with self-funding, if the county has a good claim year, the county retains those funds, whereas that money would have otherwise been paid to the insurance carrier. Vice Chairperson Grant suggested looking at two or three policies and comparing the coverage and costs to the county's plan. If it turns out that it is most cost-effective to remain self-funded, the Board can let constituents know that. Vice Chairperson Grant clarified that staff should look at plans with coverage very close to what the county currently offers. Bretl added that the Board can choose to cut benefits. In the past, the county had to match benefits because of contractual rights, but that is no longer the case. Boray suggested that perhaps they could identify two or three insurance carriers in the marketplace and compare those to the county's plan. Supervisor Russell would like staff to look at the State plans as well. Bretl asked Boray if there is any portion of the county's coverage that could be considered "out of the norm." Boray did not think that was the case. Boray stated that they could look at other plans (including the State plan) in the first quarter and come back with the findings.

**Vice Chairperson Grant and Supervisor Brellenthin moved and seconded directing staff to continue to research the options for health insurance and report back to the committee in three months with the status of their research.** Bretl suggested the committee think about what things they would like the consultant and staff to look at in January. **The motion carried 5 – 0.**

Discussion and possible action regarding the delayed implementation of reclassifying three Communication Officers to Communication Supervisors. Hagstrom explained that the 2013 budget included reclassifying three communication officer positions to supervisor positions due to the department's needs. The supervisor positions had been posted, but the recruitment process is taking longer than anticipated given the time of year and the testing, etc. involved. There is an external candidate, and it could take until the end of February before the person would actually start if hired. Bretl pointed out that the 2013 budget created the supervisor positions in Section 15-17 of the Code, but those positions will remain as officers until the recruitment process for the supervisors is complete.

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*Draft*

**Supervisor Monroe and Vice Chairperson Grant moved and seconded delaying action until necessary to fill the positions. The motion carried 5 – 0.**

Chairperson Brandl stated that there will be a brief special Human Resources Committee meeting tomorrow at 3:30 p.m. before the CZA meeting. Supervisor Monroe will not be able to make the meeting. Bretl explained that the county is looking at a small expansion of the current health insurance benefits, which would not involve a significant change in terms of dollar amount.

The next regular meeting of the human resources committee was confirmed for January 16, 2013 at 3:00 p.m.

Adjournment. On motion and second by Vice Chairperson Grant and Supervisor Brellenthin, Chairperson Brandl adjourned the meeting at approximately 4:00 p.m.

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

**County Board Executive Committee**  
**December 17, 2012 - 10:00 AM**  
**County Board Room 114**  
**Walworth County Government Center**  
**100 W. Walworth St., Elkhorn, Wisconsin**  
*Draft Minutes*

Chairman Weber called the meeting to order.

A quorum of committee members was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisor Brandl, Russell and Schiefelbein. Others in attendance included Sheila Reiff, Clerk of Circuit Court; Dave Graves, Sheriff; Kurt Picknell, Undersheriff; Connie Woolever, Register of Deeds; Donna Pruess, Register of Deeds elect; County Board Supervisor Tim Brellenthin; Michael Cotter, Deputy Corporation Counsel/Director of Land Use & Resource Management; Joshua Clements, UW-Extension Community Resource and Economic Development Agent; Kim Bushey, County Clerk; Captain Scott McClory, Sheriff's Office; and, Dave Bretl, County Administrator/Corporation Counsel.

Agenda approval (no withdrawals) was moved and seconded by Supervisors Brandl and Russell; the motion carried 5 – 0.

Approval of the November 19, 2012 executive committee minutes was moved and seconded by Supervisors Russell and Brandl, and carried 5 - 0.

There were no comments during the public comment period.

*The public hearing on Alpine Valley Music Theatre's (AVMT) 2013 Business and Sanitary License Application and Operations Plan was conducted and opened to public comment.* Brian Rutkowski, general manager for AVMT, was in attendance. The ordinance pertaining to concert licensing had been provided in the committee agenda packet. Pursuant to county ordinance, notice of the hearing had been published in local newspapers and provided to towns affected by the concert license application. The public hearing invited any citizen comment on the application. The committee is charged with reviewing the operations plan and business/sanitary license application and, if county ordinance requirements have been met, re-issuing the Alpine concert license for the next year. Chairman Weber asked if Brian Rutkowski wished to change anything in Alpine's proposal; Rutkowski did not have any changes. Bretl said no objections or issues had been submitted by LURM, HHS or Sheriff's staff, and there were no apparent public issues to be addressed. Rutkowski said the only change to the license was updated seating information; additional box seats were added for VIP holders. Schiefelbein asked how many concert events were scheduled for 2013. Rutkowski said AVMT was forecasting 5 shows in 2013; ideally there would be six and, most likely, one 2-day event. In the next four to six weeks, Alpine will provide advance notice of 2013 season events to the Sheriff. Schiefelbein said years ago some bands at Alpine did two-day concerts, and attendance often exceeded 36,000. Rutkowski said there was nothing like that on the 2013 concert list. Alpine provides at least 60-day notice of events and any concerns to the county. Kilkenny suggested the possibility, in the future, of amending the county ordinance to preclude certain events, if legally permissible. Bretl said the Grateful Dead "Terrapin Station" concert, in 2002, precipitated an intense review of the concerts and events ordinance, which now limits the number of attendees. Rules were established that drastically changed Alpine operations beginning in 2002. Since then, theatre operations have

been under much better control than they previously had been. Schiefelbein expressed concern that the county doesn't have leverage concerning theatre operations once the committee approves the license. Bretl said there are limits to what the county can do, notwithstanding the issuance of the business license. He said Alpine also has rights. Bretl said he did not find there was any prohibition in the county code to open intoxicants in the Alpine parking lot, which is on private property. Another issue previously discussed was a prohibition against tailgating in the AVMT parking lot. There is signage at the venue stating a prohibition. Bretl said the County Code is silent on the issue; however, the issue could be addressed in the license itself if the committee so desired. Kilkenny said he was not opposed to leaving things as they are at present. Rutkowski said signage at the theatre was originally placed by Alpine to give management the discretion to exercise enforcement. Chairman Weber called for public comment on the operations plan and license application. There were no comments, and the public hearing was closed. **Supervisors Russell and Brandl moved and seconded approval of the 2013 business plan and AVMT concert license; the motion carried 5 – 0.**

### **Ongoing/unfinished business**

*Sheboygan County Resolution No. 14 (2012/13) Supporting Position Papers on Legislative Issues.* Mr. Bretl said he had intended to request feedback from a number of county departments regarding the position papers. He did receive input from Clerk of Circuit Court Sheila Reiff regarding court funding disparity. Reiff said some counties are seeing a decrease in funding because of a state rule that courts must use certified interpreters to qualify for a certain level of funding. She said not using certified interpreters can result in re-trials. Our county has used certified interpreters for quite some time. We did **not** incur a 10% cut in funding. Reiff agreed with court support grant funding as proposed by Sheboygan County and said 2/3 of the money her office collects goes to the state. Collections are based on a state formula. Bretl said a resolution could be drafted tailored to Walworth County. Kilkenny asked if Sheboygan County was seeking support of the positions from other counties and said he was interested in the policy underlying each position. Reiff said a large portion of court support funding is not retained by counties. Counties are not permitted to make money in the collection of guardian ad litem fees; therefore, support of the state court director's recommendation makes sense. Committee members expressed interest in reviewing a draft resolution regarding the issue of court funding disparity at their January 2013 meeting. Schiefelbein said he wanted to hear from the deputy sheriff's union about the position regarding requiring law enforcement employee pension contributions as well as enhanced 911 emergency response funding. Bretl recommended addressing these two issues separately. Kilkenny suggested asking input from county departments as to whether they agree or disagree with Sheboygan County's positions. Russell said the WCA resolutions committee she formerly served on reviews resolutions from all counties and selects a core group for focus by WCA lobbyists. Sometimes similar resolutions from different counties are "homogenized" before soliciting support in the state legislature. **Russell and Schiefelbein moved and seconded Ms. Reiff working with Mr. Bretl to draft an advisory resolution regarding court support funding for review at the January 2013 executive committee meeting; the motion carried 5 – 0.** With respect to the position paper supporting local control and adjusting statutory property tax levy limits as well as supporting local control and eliminating antiquated county tax rate limits, Bretl said staff could obtain additional information. It is impossible for government to operate without tax rate increases. Encouraging borrowing to a point that's unsustainable doesn't make sense either. Supervisor Russell said both positions deserve support. Laws regarding antiquated tax rate limits should be rescinded because they don't make sense, and county officials need to

exhibit courage in limiting their budgets without being mandated how to manage their own spending. **Russell moved drafting resolutions of support tailored to Walworth County. Kilkenny seconded the motion for discussion.** He said he would support removing antiquated tax rate limits but would *not* support the position concerning local control and adjusting statutory property tax levy limits. He said our county has budgeted responsibly and does a great job of exercising fiscal restraint. Sheboygan's position recommends a levy increase maximum of 3%. Limiting spending on the basis of new construction doesn't bear a relationship to caseloads at health and human services departments or other demands for county services. Bretl suggested addressing each of these issues separately. **Russell withdrew her previous motion. It was moved by Russell and seconded by Kilkenny to draft an advisory resolution supporting the state legislature eliminating the antiquated county tax rate limit. The motion carried 5 - 0.** In regard to adjusting statutory property tax levy limits, Russell said she liked the idea of building in a credit. If equalized value skyrocketed, counties would still have some room under the cap. Russell said she thinks the levy cap should be determined at the local level and boards should exercise fiscal discipline. Kilkenny said he struggled with this issue because new construction, at least in Walworth County, is irrelevant. He believes the public is looking to elected officials to exercise discipline in regard to budgeting. There is no option for counties, under the statutory levy limit, to seek to exceed it by referendum. Bretl said he would check with finance staff to see if they had any insight into this issue. Input will be requested from the Sheriff's Office regarding enhanced 911 funding and pension pay-in for sworn employees. These issues as well as court support funding will be reviewed at the January executive committee meeting. Mr. Bretl said he would follow up with the district attorney concerning restoring victim-witness funding. Regarding shared revenue for general transportation aids, Walworth County has never received a large amount of shared revenue so state cuts haven't impacted us much. The consensus was that this issue could be placed on file.

*Update regarding Criminal Justice Coordinating Committee application for JAG Problem-Solving grant for funding for court programs.* Last month the committee authorized applying for the grant. On December 14, the CJCC again reviewed the grant following executive committee guidance. Brandl and Russell moved support of the grant application being submitted; the motion carried 5 – 0.

### **Appointments**

*Local Emergency Planning Committee.* County Administrator Bretl nominated Dan Plutchak as media representative. Plutchak is editor of Bliss Communications, which publishes the Janesville Gazette and CSI Media LLC, which publishes the weekly Walworth County Sunday. Bretl said counties must appoint a media representative to their LEPC; residency in the county is not required. Support of Bretl's nomination was moved and seconded by Supervisors Russell and Schiefelbein. The motion carried 5 – 0.

*Library boards.* Bretl said the committee could make all appointment recommendations under one motion. Walworth County's approach to library board appointments has been inconsistent. In some cases, citizens who currently serve as town representatives will now be serving as county representatives, with the support of the local libraries. Bretl said his office would continue to work on recruiting to fill the county seats on library boards. **Kilkenny and Brandl moved and seconded forwarding all of the following nominations for county board appointment; the motion carried 5 – 0.**

- i. Lakeshores Library System Board (LLSB) - Laurie Kant-Hull and Signe Emmerich for reappointment and Amanda Pflug for appointment to a vacant seat on the LLSB
- ii. Delavan Aram Public Library Board - Robert Gray Betzer
- iii. Lake Geneva Public Library Board - Larry S. Kundert
- iv. Fontana Public Library Board - Mary Ann Pearce
- v. Walworth Memorial Library Board - Pamela Knorr and Catherine Schwenn

**Consent items.** Rich Kuhnke's claim for \$122.15 as county representative on the Wisconsin River Rail Transit Commission was approved 5 - 0 on motion and second by Supervisors Kilkenny and Schiefelbein.

(Items 11c and 11e were moved up on the agenda.)

### **New business**

*Wisconsin Register of Deeds Assn. (WRDA) Resolution #4-2012 To Amend Wis. Stats. 706.05 To Require Recording of Mortgage Assignments.* The WRDA resolution was passed at the fall register of deeds conference. Connie Woolever said there is currently no legislation governing the recordation of mortgage deeds. Mortgage Electronic Registration Systems (MERS) is a privately held company that operates an electronic mortgage registry designed to track servicing rights and ownership of mortgage registrations. It does not provide that information to individuals interested in researching mortgage histories. The MERS system basically replaces public recordation in the register of deeds office with a private system accessible to members only. Supervisor Russell asked Ms. Woolever if she was looking for a county resolution of support. The WRDA resolution suggests amending Wis. Stats. section 706.05 to add specific language that would provide more complete mortgage history disclosure to homeowners. Bretl said the WRDA proposed language made sense. The legislative committee has not yet begun work; therefore, Woolever suggested holding on this for the time being and moving forward with a county resolution after the state legislature proceeds on the WRDA resolution. Supervisor Russell requested that Donna Pruess, Register of Deeds elect, remind staff and bring this issue back to the committee when it's time to proceed.

*Resolution establishing 2013 committee of the whole dates.* Wisconsin Farm Technology Days, Inc. requested to present information to the board about its events and costs associated with hosting Farm Technology Days. On motion and second by Supervisors Russell and Kilkenny, the committee voted 5 - 0 to recommend establishing February 12, 2013 as a Committee of the Whole date for a presentation regarding Wisconsin Farm Technology Days.

*Brown County Resolution Asking the State Legislature To Amend Wisconsin's Open Records Law, Chapter 19, To Permit an Authority To Impose Fees for Actual Expenses Incurred in Accommodating Open Records Requests To Inspect and/or Hand Count Election Ballots.* Mr. Bretl said some groups have recently taken actions that are unprecedented, including using the Wisconsin Open Records Law as a means of making requests to look at and handle and view election ballots. The County Clerk's office received a request to view all June 5, 2012 gubernatorial recall election ballots and results. Kim Bushey said the Government Accountability Board (GAB) is not in charge of enforcing public records law. Every county that received the open records request took a somewhat different approach. Kim requested a legal opinion of our corporation counsel. Under elections law, Wis. Stats Sec. 19.35 (3) (c), elections officials are the

only ones who can handle ballots and their office staff time considered in calculating actual time in locating records. Michael Cotter said the cost of “locating a record” is the crux of the issue. The group that filed the open records request wanted to hand-count each ballot. Fulfilling the request involves going to the vault, locating the ballots, un-sealing and then re-sealing them. Following an election canvass, ballots and election records are sealed. Each ballot is considered a record, said Cotter, who said there could be many ways ballots could be tampered with. Walworth County is in the minority, statewide, going on record that we legally have the ability to charge for *actual* staff time involved in locating, supervising viewing, etc. Milwaukee County stated that locating a record means *only* locating record--a very narrow view. Cotter said he would stand by his legal opinion, even if the legislature opined differently. **Kilkenny moved support of adopting a resolution modified to our county and forwarding it to the state legislature and governor. Motion was seconded by Russell.** Bushey said she is storing every municipality’s ballots pending an end date to the open records request. There is election data on the memory cards her office utilizes; the data card is also part of the election record. Bushey said the memory cards used in the voting devices can be copied and are re-used for each election. Staff suggested imposing a sunset date on the open records request. A caveat was noted by Bretl that such dates would not necessarily be legally definitive. Additional suggestions included allowing a waiver associated with the records request, clarifying the sunset dates for open records and election documents, and imposing a prohibition on touching ballots. Pre-payment for copies of records is legally permissible if the cost is calculated to exceed \$50 total. Cotter said elections records are sensitive enough that it is reasonable for staff to supervise their review by anyone requesting to do so. Bushey told the requestor she would charge based on the number of hours anticipated to be spent reviewing records, which is legally permissible. The law requires retaining election ballots for 22 months, in some instances, and 30 days in other instances. Bushey and Cotter said ballot storage is a huge issue. OS Memory cards can run \$160 each, and TSX cards (handicap accessible) are considerably more costly. The clerk’s office uses 43 memory cards. Cotter said he didn’t think legislators would want to change current law. After federal elections, the state requires a percentage of ballots from each election to be hand counted; participating communities are randomly selected. Bushey said there are some groups that question the veracity of election results from electronic voting equipment. Russell stated she was supportive of an ordinance, at some point, that clarifies Walworth County’s position on the handling of records requests. Bretl suggested petitioning the legislature (resolution) and holding on the ordinance for now. He indicated it would require some time for staff to research this issue. **The Kilkenny/Russell motion carried 5 – 0.**

*Ordinance creating a section of County Code Chapter 38 relating to alcohol licensing violations.* The Sheriff’s Office requested the county adopt the statutory requirements in Wis. Stats. Chap. 125 as part of the county code so that ordinance citations could be issued for alcohol licensing violations and give law enforcement the flexibility to pursue either state charges or county ordinance forfeitures. Kilkenny asked about current enforcement. The Town of Darien issues liquor licenses but has no mechanism of enforcement, he said. Captain McClory said the Sheriff doesn’t have authority to enforce local municipal or town prohibitions concerning alcohol. For example, he cited open after-hours restrictions, licensed on-site bartender or up-to-date license requirements and appropriate signage for the same. McClory said the Sheriff’s Office currently makes a report regarding violations to the town that issued a license. The Sheriff is not informed about what happens after that. Kilkenny said his only concern would be regarding the county regulating towns and cities in a manner different from how they want to operate. Options for

enforcement of violations were explored with Deputy Corporation Counsel Cotter, and staff agreed that incorporating the entire state statute would be the best way to provide a mechanism for uniform enforcement. Schiefelbein said he supported adopting an ordinance that gives law enforcement the ability to write citations that would expedite matters and make charges more enforceable. McClory said town liaisons have told the sheriff they want something consistent and uniformly enforceable. Brandl asked if the Tavern League knew the county was contemplating adopting this ordinance. Both McClory and Cotter said they had not contacted the league. Graves said he hadn't communicated with the Tavern League but stated that it already operates under the regulations proposed in the draft ordinance. **Brandl and Schiefelbein moved and seconded support of a county ordinance, with provisions like those in Wis. Stats. Chap. 125 relating to alcohol licensing violations. The motion carried 5 – 0.**

*Update regarding Workforce Development and Workforce Development Board (WDB) activities.* Josh Clements, Community & Economic Development Educator, provides periodic updates to the executive committee about WDB activities and provided the following report. Walworth County participates with Kenosha and Racine counties in the tri-county service area and operates under an MOU with the Job Center to provide job services. Business services were awarded to WCEDA, to canvass local employers to meet employment needs. The total WDB contract period is from July 1, 2012 through June 30, 2013. The Job Center operates in a building owned and leased by Gateway Technical College. The Kaiser Group has provided job services in Walworth County for many years. Its activities are overseen by the WDB, and Kaiser is regularly audited. There are three job service programs under the contract, each with its own funding, including adult services, dislocated worker services and youth services. Those wishing to access job search assistance are assigned to a case worker, who stewards them through the job seeking process. There are pre-defined performance guidelines established by the state workforce division. Performance guidelines are updated from time to time, and there is some flexibility in structuring educational programming. The job center is required to keep records on each individual that accesses services. Many clients are referred by technical colleges to get assistance developing basic job skills. There is a predominance of clients referred by organizations that are downsizing. Companies are required to announce downsizing plans in advance, and the WDB can provide initial case consultation prior to lay-offs. There is a wide variety of clientele accessing WDB services. A fair percentage of individuals haven't finished high school. Bretl said no action was required by the committee. Periodic updates about WDB activities will be provided in the future.

*Video tour guide of Walworth County produced by CGI Communications, Inc.* Mr. Bretl said the executive committee has final approval of the product that CGI has put together, which is in draft format and open to revision. The county entered into an agreement with CGI on June 4, 2012 to produce the video tour guide. Josh Clements has worked with CGI as the county's project manager and provided draft scripts to CGI for each video segment. Videographers visited our county in September and shot footage that can be used in the final product. There will be ten videos. There are currently seven for viewing. Supervisor Russell viewed all seven and provided feedback to Clements and Bretl. The videos highlight life in Walworth County, and the production costs the county nothing. CGI makes its money by executing contracts with local businesses. Schiefelbein suggested that one of the videos inform visitors about our special needs school. Weber suggested showcasing UW-Whitewater and Aurora George Williams. Clements indicated that both colleges are highlighted in the education video. Members suggested the Wisconsin School for the Deaf could also be highlighted. Bretl said supervisors could view the

videos in his office or via a web link that could be provided if they were interested. Weber asked about highlighting our industrial base in the county. As an example, he said the screw machine industry makes parts for the medical industry and is an industry that may not receive enough credit. Clements said the county's machine industry was highlighted in the economic development video CGI produced. He has discussed with Mike Van Den Bosch preparing a more comprehensive economic development plan for the county without "breaking the bank" and without soliciting outside assistance. Bretl suggested this would be a good topic for the February 2013 executive committee meeting.

**Reports/announcements by Chairperson.** Chairman Weber had no reports or announcements.

The next executive committee meeting was confirmed for Monday, January 14, 2013 at 10 AM. Members took a five-minute break and reconvened at 12:20 PM.

**Claims and litigation.** The committee convened in closed session at 12:20 PM, on motion and second by Supervisors Kilkenny/Schiefelbein. All supervisors voted "aye" to convene in closed session pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," relative to the items listed below:

- a) Prime Contractor Dispute of Claim for Public Improvement lien received from B.R. Amon & Sons, Inc.
- b) Notice of Claim received from Lee Fleming, on behalf of Pamela Bockelmann, for reimbursement of lost keys
- c) Notice of Claim received from the Estate of Patrick Kevin Krueger, Jr.
- d) Summons and Complaint – Walworth county Deputy Sheriff's Association, Inc. and Robert Schiltz, Plaintiffs v. Walworth County, Defendant

The committee reconvened in open session on motion and second by Supervisors Brandl and Russell. Brandl and Schiefelbein moved and seconded pursuing action consistent with closed session discussion regarding all of the above-listed items. The committee held off taking any action. The motion carried 5 – 0.

Chairman Weber adjourned the meeting on motion and second by Supervisors Brandl and Schiefelbein.

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Submitted by Suzanne Harrington, County Administrator's Office. Minutes are subject to approval by the Executive Committee.

**Walworth County Lakeland Health Care Center Board of Trustees**  
**MINUTES**

November 13, 2012 Meeting – 1:00 p.m.

Walworth County Meeting Room 111  
Government Center – Elkhorn, Wisconsin

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

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director Health and Human Services; Juliet Young, Health and Human Services; David Bretl, County Administrator; Dawn Stack, Health and Human Services Supervisor; Nancy Russell, County Board Chair; Pat Grove, Health and Human Services Manager; Jan Ellefsen, Health and Human Services Supervisor; Beth Walsh, Health and Human Services Nurse; William Wucherer, Health and Human Services Board Citizen Representative; James Seegers, Health and Human Services Board Citizen Representative; Ella Eva Pious, Health and Human Services Board Citizen Representative, Bernadette Janiszewski, Nursing Home Administrator.

Public in attendance – There were four members of the public in attendance.

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

The Lakeland Health Care Center Board of Trustees committee minutes of the November 13, 2012. **Motion and second made by Supervisor(s) Monroe/Schaefer to approve the minutes. Motion carried 5–0.**

Public Comment – There were no comments from the public.

Unfinished Business –

*Strategic Planning - Planning for the Future Presentation* – Ms. Janiszewski gave a presentation regarding future planning for the function of Lakeland Health Care Center focusing on financial information. Handouts of the presentation were distributed among the committee members. Ms. Janiszewski will be asking policy direction regarding tax appropriation at the April Board of Trustee meeting.

Supervisor Brellenthin asked if the nursing home requirements in the Patient Protection and Affordable Care Act (commonly referred to as ObamaCare) were clear? Ms. Janiszewski stated that we are aware of some procedural changes that we need to make. As an example, the LHHC will have to reintroduce an ethical committee and change the

format of meetings. This board will be more involved in the quality assurance meetings. We will update the Board as we become aware of the financial aspects.

New Business – There were no items of new business.

Reports –

*LHCC Administrator's Report and Financial Update* – Ms. Janiszewski stated that the budget is on track and there were just four worker's compensation claims.

Correspondence – There were no correspondence.

Announcements – Ms. Janiszewski stated that a list of upcoming events is just for the committee's information.

Next Meeting Date – The next meeting is tentatively scheduled for January 16, 2013 at 1:00 p.m.

Adjournment – **On motion and second by Supervisor(s) Supervisor Brellenthin/Monroe, Chair Grant adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 1:18PM. Motion carried 5-0.**

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



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

**Monday, November 5, 2012---1:00PM**  
Walworth County Government Center Room 114  
100 West Walworth Street  
Elkhorn, Wisconsin

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

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**DRAFT\*\*\*DRAFT\*\*\*DRAFT**

Committee Chairman Daniel Kilkenny called the meeting to order at 1:08 p.m.

**Committee Members Present**

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

**County Staff Present**

UW-Extension Department Head Christine Wen, 4-H Youth Development Educator Debbie Burkman, 4-H Program Advisor Jack Krebs, and Economic Development Educator Joshua Clements were present.

**Amendments or Withdrawals from Agenda**

There were no amendments or withdrawals from the agenda. Chairman Kilkenny asked for a motion to approve the agenda, which was made by Supervisor Schiefelbein and seconded by Knorr. The motion passed 7-0.

**Approval of Minutes**

Chairman Kilkenny asked for additions or corrections to the minutes from the September 17, 2012 meeting. No corrections were made. Kilkenny asked for a motion to approve the minutes, which was made by Supervisor Russell and seconded by Merwin. The motion passed 7-0.

**Public Comments**

There were no public comments.

**Unfinished Business**

Report and Discussion of UW-Extension Public Hearing, May 22, 2012 (enclosure 2)  
Matt Hanson, Southern District Director, UW-Extension

Wen stated that the UW-Extension office wanted to include the minutes from the May public hearing so the entire committee could see them, get comments heard, find solutions, and solve problems.

Merwin asked if Wen could outline any steps taken and conclusions made. Wen explained that as far as the 4-H issues go, UW-Extension staff members are continuing good work to get the message out to volunteers regarding Extension's mission and expectations. Staff and volunteers

are working together as a group to find solutions regarding meeting places and staff commitments. They are trying to be as fair as possible. Some of the topics are sensitive and cannot be discussed at this meeting. An action plan has been developed as a result of the public hearing and similar meetings. Staff have had sensitive conversations with individuals. A goal has been developed, and staff are trying to move towards that goal. There is an action plan in coordination with staff here and state leadership, and they are trying to get as many minds as possible to find a solution. The plan is not completed, but they have taken big steps.

Supervisor Russell stated that it was said at the hearing that some people who called could not get answers immediately. Formerly, there was a support person in house and one in field, and the feeling was that this worked better. She asked if the office has figured out a way to get answers to people on a timelier basis. Wen answered that now when people call in, they have the option to push "0" and be directed to the main line. They may not have an answer right away because of staff not being available, but there is an opportunity to reach someone during business hours. Burkman added that staff try to respond to people within 24 hours, if possible.

Krejci mentioned that the time and date of the hearing worked well for people and asked if there has been movement on scheduling the next meeting in spring so there is time for publicity. Wen responded that there has not yet been movement forward, but the office staff and committee could work together to find an appropriate date and time.

Merwin stated that someone mentioned part of the problem was the old ways versus the new direction, and she asked what has been done to help bring the two sides together. Burkman answered that the issues are primarily with the people who have been here for a very long time. Staff are trying to understand their concerns as specifically as possible so they can find the exact problem and decide what actions can be taken. In the conversations that have taken place so far, they are trying to develop action plan with those people. There has been communication both ways. Matt Hanson continued by stating that he is working with the office staff to help think through steps and processes. They spent a lot of time early on talking about behavioral guidelines. They have had one-on-ones with some volunteers, given some warnings, and brought up the level of communication. There is a lot of tradition in this county. They have gotten some feedback and are trying to become more efficient. They are working to pull together different perspectives. It has been tough for many to change and build relationships with the current 4-H staff. There is dialogue happening, but it is going to take some time. Last Thursday, Hanson hosted a listening session with the 4-H program leaders. They listened to 11 adults and 3 youth. Their perspectives are very diverse, so it is hard to nail down where the center is. Hanson is working on writing reports and getting back with people. Many of the frustrations were second, third, or fourth-hand. He wanted to know firsthand experiences. There is a lot of gossip, but not a lot being seen firsthand.

Merwin asked what the committee can do to help. They don't want to see the program die from two sides fighting. There is such a thing as firing volunteers. Problems need to be solved. They don't want the problems to cast shadows on the staff. Hanson answered that their support is appreciated. The 4-H program is committed to working with staff. They are taking steps and working to refine an action plan. If there are ways to help, they will let the committee know.

Supervisor Russell stated that it is important to communicate, especially with a group that is so spread out. If someone has incorrect information and it gets passed on, people are hungry for knowledge. They have had far less problems since the newsletter in county started. It has to be factual and honest, telling what's going on and what they're doing. There needs to be training on how to run 4-H meetings. It became apparent that they did not know how to run a meeting. There were parents and adults running the meeting, not who was supposed to be. It is a learning process. It is important to communicate and get people on board. She has noticed that at the awards

ceremony there are fewer people. They need to be enthused about group activities and camaraderie as a whole, not just in individual clubs. Everyone wants information, and if people do not get it from the source, it will be spread around through whatever, and it will be erroneous. Chairman Kilkenny added that the UW-Extension staff could send a memo to the committee sharing which direction things are being taken. The specifics will need to be properly agendaized. Future memos can keep the committee updated.

#### 4-H Futures Committee Follow-Up Discussion

Burkman stated that Wehmeier asked if she could write a memo of what was going on with the monies of the Futures Committee. Since 2011, UW-Extension has assumed responsibility for 4-H clubs and groups. The Senior Leaders and other groups had excess funds that they were maintaining for long-term. The state is working with Burkman at the moment to go over a proposal made in April. They are going through proposals case-by-case. At the moment, she has had some correspondence, and she is working on getting updated information on it. Merwin asked who the parent of the EIN number is. Burkman answered that the Senior Leaders' organization is the parent. They are a chartered 4-H group. Merwin asked if Burkman had some thought as to why they are looking into not putting the money where the other 4-H money is. Burkman answered that members of the Futures committee and the Senior Leaders' committee have met to put together a proposal. They would like money that is raised locally to stay local and to have control over the principal.

#### New Business

Referral from October 9, 2012 County Board of Supervisors Meeting: Communication from Charlotte Adelman in regard to controlling the spread of Purple Loosestrife in North Lake, Town of Sugar Creek (enclosure 3)

Chairman Kilkenny asked what UW-Extension has in regard to this referral. Vice Chair Schiefelbein stated that they would like to see a volunteer organization go around and control Purple Loosestrife. Lou Olson's organization does not have the resources to do so, so it was brought to UW-Extension to address the problem. County Administrator David Bretl asked about beetles that were raised by UW-Extension to help control Loosestrife. Wen responded that some Master Gardeners had done so, but it is a lot of work. It is doable, but some land is not accessible. The initial investment is large. They have been released for the last four years. There are many management options available. Staff need to work with people to figure out best strategy for them. Supervisor Schiefelbein asked if there is a written hierarchy of what the government will and will not destroy. Wen answered there is a Wisconsin Invasive Species Identification, Classification and Control Rule, Chapter NR 40, from the DNR that highlights and defines plants and noxious weeds that are not allowed. Supervisor Schiefelbein added that the correspondent may just need to know of the list. Wen stated she would be happy to work with Lou Olson from Land Use and call to hear the correspondent's side of story. Krejci requested a link to the NR 40 list.

Out of State Travel Report, Joshua Clements, Community Natural Resources Economic Development Educator, *Growing Sustainable Communities, October 2-3, 2012, Dubuque, IA* (enclosure 4)

Clements stated that his report did go through the Finance committee a month or two ago. He attended a two-day conference focusing on communities, economic development, and energies. He thought the conference was beneficial because two other people from the county also attended, and as a result, they will likely be collaborating in the future. It is a regional meeting between Iowa, Wisconsin, and Minnesota. They get together for a day and figure out how to collaborate as states. Clements has been attending for the past year. The UW-Extension team has been covering his mileage. The agenda and minutes are enclosed in the packet. Krejci asked what the best things were that Clements got out of the conference. Clements responded that having

colleagues from the county there was a benefit because they were able to talk to each other after sessions about how it could be used in Walworth County. He also attended a half-day workshop on leadership facilitation techniques discussing how to identify barriers when going forward with a project and the environmental elements, which was very useful. Supervisor Russell mentioned that she heard recently that people do not know where current parks are in the county. She feels the county could do a better job with signage. It is helpful to have signs in immediate areas and other areas.

Promotion of Jenny Wehmeier, Family Living Educator, from Assistant Professor to Associate Professor  
Fiscal Support Report and Possible Action

Matt Hanson, Southern District Director, UW-Extension

Hanson stated that this is a promotional step for Jenny Wehmeier to professor with tenure. Hanson has already written a letter of recommendation. Traditionally, he would come before the committee to see from their perspective that they are happy as partners with the work that Wehmeier is doing before writing the letter. He is looking for a motion to approve the recommendation.

Vice Chair Schiefelbein asked what the promotion would cost the county. Hanson answered that the promotion comes with a \$3,500 increase. The state picks up 60%, so the county would pay for 40%. County Administrator Bretl added that the tenure makes a lifetime commitment to the individual to ensure that the position is not removed from the county budget. Extension is working well, and the county has approved the 133 contract for them to be funded for 2013. Hanson is asking if the committee is happy with the work Wehmeier has done and if the committee sees a long term commitment for this position in Extension. If so, then the county can accommodate for the position. Supervisor Russell responded that she believes Wehmeier is doing a great job, but she has a problem with tenure in general. The county has gone through a long process with employees. The management staff is employment at will; most of them have signed a contract with that. She has a problem with one person in the county being partially funded with guaranteed employment. It did not use to be that way. Supervisor Schiefelbein added that the Sheriff's department also has a tenure type agreement. County Administrator Bretl continued that most of the UW-Extension staff are state employees, not county. There is varied protection for all employees. Granting tenure may or may not be the best way. There are things Extension could do to get into the 21<sup>st</sup> century; however, this is the way their system works. When things have not worked out with an educator, they have moved them. It is part of the package with Extension. This is the next logical step for Wehmeier. Chairman Kilkenny asked what they would do if there was an employee the county would not want. County Administrator Bretl answered that as partners, they would find another home for that person. Chairman Kilkenny asked if a recommendation is crucial for the position and if the county actually has the ability to grant or not to grant tenure. Hanson responded that they have had situations where tenure has not been granted because of performance issues. That message is taken back to the committee, and the tenure has been denied. They have the opportunity and decision at some point that if they are unhappy with the employee, they can negotiate to move that person out of the position. Merwin asked how many other staff members in Walworth County Extension have tenure. Wen responded that Peg Reedy is the only staff member with tenure. Hanson added that from a financial standpoint, the state will be picking up part of Clements' salary. Merwin wanted to clarify if tenure guarantees that person a job. Hanson responded that tenure does not guarantee someone a job. Supervisor Russell stated that Wehmeier is doing a wonderful job. She wants to make sure the message that is sent is that she is doing great job, and the county is happy to have her. The other comments are not a reflection on Wehmeier, but rather the message that is sent to management staff other than those with Extension.

Chairman Kilkenny asked for a motion to approve Wehmeier's tenure, which was made by Krejci and seconded by Merwin. The motion passed 7-0.

**Reports**

UW-Extension outreach and educational events (enclosure 5)

Included in the packet are the Family Living programs Microwave Magic and Whole Grain Goodness that Jenny Wehmeier will be hosting shortly.

**Chairperson's Report**

Committee Chairman Kilkenny had no report.

**Announcements**

There were no announcements.

**Set/confirm next meeting date and time**

Monday, January 14, 2013 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 Vice Chairman Schiefelbein and seconded by Supervisor Russell. The motion passed 7-0. The meeting was adjourned at 2:12 p.m.

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Submitted by Brittany Wierzbach, recording secretary. Minutes are in draft form until approved by the AEE Committee at the January 14, 2013 meeting.