



June 12, 2012 – Walworth County Board Meeting

**Report of the County Clerk Regarding
Communications Received After the Agenda Mailing**

County Clerk

The following items were placed on Supervisors' desks and are attached to this cover sheet:

Kimberly S. Bushey
County Clerk

- Ord. No. 731-06/12 – Amending Section 15-17 of the Walworth County Code of Ordinances Relating to Positions in the Finance Department and Treasurer's Office – *Vote Required: Two-Thirds* (The Human Resources Committee will consider at a special meeting prior to the June 12, 2012 County Board meeting)
- Notice of Claim – Keith Miller vs. Walworth County and Walworth County Agricultural Society, Inc. – To be referred to the Executive Committee
- Correspondence from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) in regard to the 2012 Southeastern Wisconsin Regional Planning Commission (SEWRPC) Transportation Planning Certification Review – To be referred to the Public Works Committee
- *Walworth County Aging & Disability Resource Center News*, June 2012 – To be placed on file

These items were received after the agenda mailing before the meeting. Other items that were placed on the Supervisors' desks at the meeting are not included on this report. Please contact the County Clerk's office for information regarding those items.

ORDINANCE NO. 731 – 06/12

AMENDING SECTION 15-17 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO POSITIONS IN THE FINANCE DEPARTMENT AND TREASURER'S OFFICE

1 THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS
2 FOLLOWS:

3
4 PART I: That Section 15-17 of the Walworth County Code of Ordinances is hereby
5 amended to read as follows (additions shown by underline; deletions shown by strike-
6 through):

7
8 "Sec. 15-17. Authorized positions by department.

9
10 (i) *Finance*

11	CLASSIFICATION TITLE	FTE
12		
13		
14	Account Clerk IV	1.00
15	Accounting Assistant	1.00
16	Administrative Assistant	1.00 <u>2.00</u>
17	Benefits Assistant	1.00
18	Benefits Specialist	1.00
19	Budget Analyst	1.00
20	Comptroller	1.00
21	Deputy Administrator – Finance	1.00
22	Finance Manager	1.00
23	Payroll & Benefits Manager	1.00
24	Payroll Assistant	1.00
25	Payroll Specialist	1.00
26	Senior Accountant	2.50
27	Total Finance FTEs	14.50

28
29 (q) *Treasurer*

30	CLASSIFICATION TITLE	FTE
31		
32		
33	Account Clerk I	0.05
34	Account Clerk II	2.00
35	Accountant	1.00
36	<u>Accounting Assistant</u>	<u>1.00</u>
37	Clerk III ¹	0.09
38	County Treasurer (elected)	1.00
39	Property Tax Specialist	1.00

1 Receptionist/Clerk¹ 0.19
2 Total Treasurer FTEs 5.33
3 ¹Reports to Children with Disabilities Education Board
4

5 **PART II: The ordinance shall be effective July 16, 2012.**

6
7 **PART III: The Accounting Assistant position will expire and be removed from this**
8 **Chapter effective January 6, 2013.**

9
10 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 12th day of June,
11 2012.

12
13
14
15
16 _____
17 Nancy Russell Kimberly S. Bushey
18 County Board Chair Attest: County Clerk

County Board Meeting Date: June 12, 2012

Action Required: Majority Vote _____ Two-thirds Vote X Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

<u>DA-276</u>	<u>6/12/12</u>	<u>Nick Andersen/SJ</u>	<u>6/12/12</u>
David A. Bretl	Date	Nicole Andersen	Date
County Administrator/Corporation Counsel		Deputy County Administrator-Finance	

If unsigned, exceptions shall be so noted by the County Administrator.

Ordinance No. 731-06/12
Fiscal Note and Policy Impact Statement

I. Title: Amending Section 15-17 of the Walworth County Code of Ordinances Relating to Positions in the Finance Department and Treasurer's Office

II. Purpose and Policy Impact Statement: The purpose of this ordinance amendment is to create a temporary Accounting Assistant position in the Treasurer's Office to allow for a smoother transition in 2013 for the newly elected Treasurer. The ordinance amendment also reclassifies the vacated Accounting Assistant position in Finance to an Administrative Assistant.

III. Is this a budgeted item and what is its fiscal impact: The position in the Treasurer's Office is not a budgeted item; however, funds exist in the Treasurer's 2012 budget to cover the \$37,500 cost of the position. The position in the Finance Department is a budgeted position, and the Administrative Assistant classification resides in the same pay range as the Accounting Assistant classification, so there will be no increased costs for the reallocation.

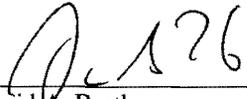
IV. Referred to the following standing committee(s) for consideration and date of referral:

Committee: Human Resources Committee Date: June 12, 2012

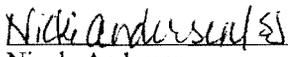
Vote:

County Board Meeting Date: June 12, 2012

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

 6/12/12

David A. Bretl Date
County Administrator/Corporation Counsel

 6/12/12

Nicole Andersen Date
Deputy County Administrator-Finance

NOTICE OF CLAIM

TO: WALWORTH COUNTY CLERK
WALWORTH COUNTY COURTHOUSE
100 WEST WALWORTH STREET
POST OFFICE BOX 1001
ELKHORN, WISCONSIN 53121

PLEASE TAKE NOTICE Pursuant to Wisconsin Statute § 893.80(1)(b) that the undersigned is making a claim for injuries and damages against you by virtue of the reasons set forth hereafter:

NAME OF CLAIMANT:

KEITH MILLER

DATE AND TIME OF INJURIES SUSTAINED:

JULY 31, 2010 at 11:30 A. M.

PLACE OR LOCATION WHERE INJURY OR DAMAGES OCCURRED:

WALWORTH COUNTY FAIRGROUNDS
411 E. COURT STREET
ELKHORN, WISCONSIN

MANNER IN WHICH DAMAGES OR INJURIES WERE RECEIVED OR OCCURRED:

Claimant, Keith Miller, was at the Walworth County fairgrounds to attend an auto show. As Mr. Miller was walking around the fairgrounds, he came upon a wire mesh screen while walking in between the buildings and tripped and fell on the mesh screen, causing injuries. Claimant reported incident to the manager of the fairgrounds.

GROUND ON WHICH CLAIM IS MADE:

Negligence on the part of Walworth County, and the Walworth County Agricultural Society, Ins., by its agents, servants, and employees including but not limited to failure to provide signs and/or barricades warning the public of the danger so as to prevent from stepping into the wire mesh screen and failure to provide and maintain the area in between the buildings so that they would be safe for citizens using same.

GENERAL DESCRIPTION OF INJURIES AND DAMAGES:

PERSONAL INJURIES:	Left Shoulder Sprain, Left Shoulder Complete Rotator Cuff Tear, Subacromial Decompression, Disturbed Sleep
MEDICAL EXPENSES	\$38,718.60
PAIN AND SUFFERING	\$60,000.00
MILEAGE	\$ 358.27

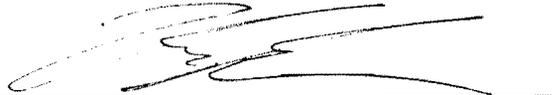
PLEASE TAKE NOTICE that satisfaction for such injuries or damages is claimed, and that pursuant to Section 893.80(1)(b), Wisconsin Statutes, an itemization of Special Damages is attached hereto and this demand is in the sum of Ninety Eight thousand seventy six dollars and eighty seven cents (\$98,076.87)

Dated at Milwaukee, Wisconsin, this 1 day of June, 2012.

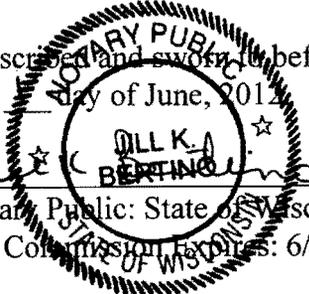
Claimant: KEITH MILLER
19250 W. COLLEGE AVENUE
NEW BERLIN, WISCONSIN 53151

ACTION LAW OFFICES

BY:


PATRICK M. BERTRANDT
Attorney for the Claimant
933 North Mayfair Road
Suite 200
Milwaukee, Wisconsin 53226
Telephone: (414) 456-1111

Subscribed and sworn to before me
this 1 day of June, 2012.


Notary Public: State of Wisconsin
My Commission Expires: 6/7/15

Keith Miller – vs – Walworth County Fairgrounds
Incident of 7/31/10

DAMAGES

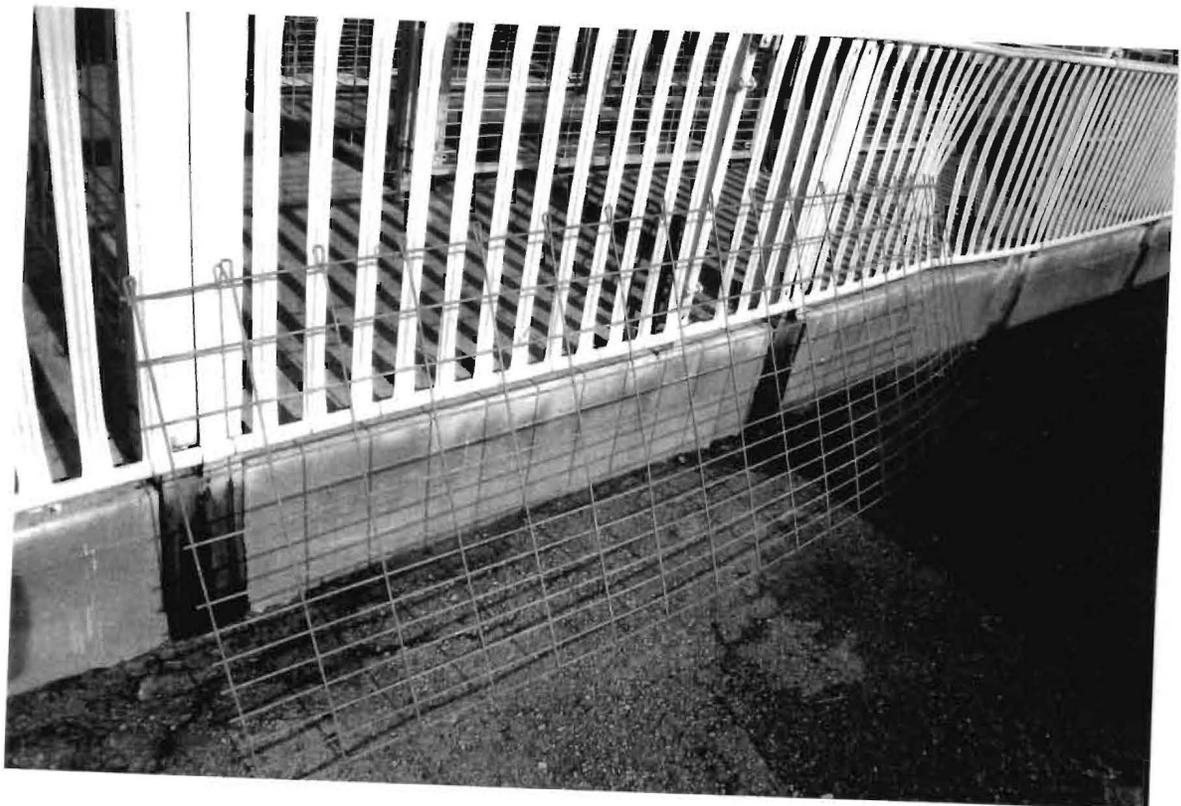
1. Medical Expenses

A. Columbia St Mary's Gateway Statements of 8/3/10 – 7/8/11	\$ 2,544.00
B. Columbia St Mary's Hospital Statements of 8/18/10 – 7/8/11	\$ 17,274.00
C. Glendale Anesthesia Associates Statement of 9/30/10	\$ 387.73
D. Wisconsin Radiology Statement of 9/2/10	\$ 450.00
E. Orthopaedic Hospital of WI Statement of 9/30/10	\$ 17,010.42
F. Prescriptions – Walgreens Statement of 1/7/11 & 7/19/11	\$ 15.00
G. Prescriptions – CVS Statement of 6/30/11	\$ 37.45

2. Mileage \$ 358.27

3. Pain and Suffering \$ 60,000.00

TOTAL DAMAGES \$ 98,076.87



CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true copy of the attached:

NOTICE OF CLAIM FORM

was served upon the hereinafter named:

Walworth County Clerk
Walworth County Courthouse
100 West Walworth Street
Post Office Box 1001
Elkhorn, WI 53121

by enclosing same in an adequately postpaid envelope, bearing the sender's name and address which was duly deposited in a U.S. Mailbox on the 4 day of June, 2012, pursuant to Section 801.14(2), Milwaukee, Wisconsin.



Jill K. Bertino, Paralegal
933 North Mayfair Road
Suite 200
Milwaukee, Wisconsin 53226
Telephone: (414) 456-1111



Federal Highway Administration
525 Junction Road, Suite 8000
Madison, WI 53717

Federal Transit Administration
200 W. Adams Street, Suite 320
Chicago, IL 60606

June 7, 2012

Ms. Nancy Russell
Chairperson, County Board of Supervisors
Walworth County
1720 Fairview Drive
Lake Geneva, WI 53147

Subject: 2012 SEWRPC Transportation Planning Certification Review

Dear Ms. Russell,

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have begun the quadrennial certification review of the transportation planning process carried out by the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the Wisconsin Department of Transportation, local transit operators, and local units of government in Southeastern Wisconsin. Title 23 of the United States Code requires the FHWA and FTA to review and certify that the metropolitan planning process in each transportation management area complies with applicable requirements of Federal law. FHWA and FTA view this certification process as one of the critical mechanisms for ensuring satisfactory implementation of Federal transportation planning requirements.

The field phase of the review is scheduled for June 26-28, 2012 at the SEWRPC offices in Waukesha. In conjunction with the review, a public hearing is scheduled for 5:00 pm on Tuesday, June 26, 2012 at the Tommy G. Thompson Youth Center.

We also offer local government officials in Southeastern Wisconsin the opportunity to meet individually with the Federal review team during this period to discuss any issues related to the transportation planning process in the region. Please contact me by June 20, 2012 at 608-829-7517 or alexis.kuklenski@dot.gov if you would like to arrange for a meeting with the review team. You are also welcome to submit written comments regarding the regional transportation planning process to the review team at the following address:

Planning Certification Review
Federal Highway Administration
525 Junction Road, Suite 8000
Madison, WI 53717

If you have any questions regarding the transportation planning certification review please contact me.

Regards,



Alexis Kuklenski, AICP

Community Planner

Federal Highway Administration

cc: Mr. David A. Bretl, Administrator, Walworth County
Mr. Larry Price, Operations Director, Walworth County Department of Public Works

ecc: Kenneth R. Yunker, Executive Director, SEWRPC
Mr. Chris Bertch, Federal Transit Administration Region 5