

DRAFT 6/23/12

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, JUNE 23, 2012, 11:40 AM
CAMP POTTAWATOMIE HILLS

MINUTES

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

Absent:

1. Approval of Agenda: Motion to approve the Agenda (Bob/Doug). Carried unanimously.
2. Election of Officers: Motion to nominate Dave for Chairman (Doug/Don). Carried unanimously.
No other nominations. Motion to close the nominations (Bob/Don). Carried unanimously.
Motion to nominate Marcia for Secretary (Dave/Ted). Carried unanimously.
No other nominations. Motion to close the nominations (Don/Doug). Carried unanimously. Motion to nominate Ted for Treasurer (Dave/Don). Carried unanimously.
No other nominations. Motion to close the nominations (Pat/Don). Carried unanimously.
Motion to approve the slate of officers by show of hands (Don/Pat). Carried unanimously.
3. Authorization Resolution for bank account signers: Motion to adopt the Resolution for authorized bank account signers with Dave Stamm as chairman, Ted Slupik as treasurer and Pat Kachur as commissioner as signers (Doug/Don). Carried unanimously.
4. Approve application for small scale grant: Motion to approve applying for a small scale grant for the drain improvement project in addition to the large scale grant (Marcia/Dave). Carried unanimously.
5. Resolution for small scale grant application: Motion to adopt the Resolution for Lake Planning Grant 2012-04 authorizing Marcia Sahag to act on behalf of the District for the drain improvement project small scale grant (Ted/Dave). Carried unanimously.

Motion to adjourn at 11:50 am (Pat/Don). Carried.

Respectfully submitted,

Marcia M Sahag, Secretary

DRAFT 6/24/12

PLEASANT LAKE PROTECTION & REHABILITATION DISTRICT
ANNUAL MEETING & BUDGET HEARING
CAMP POTTAWATOMIE HILLS, WENDAT LODGE
N8005 PLEASANT LAKE ROAD, EAST TROY, WI 53120
SATURDAY, JUNE 23, 2012, 10:20AM

District Commissioners Present: Dave Stamm (chair 2012), Ted Slupik (treas 2012), Marcia Sahag (sec 2013), Doug Behrens (2013), Pat Kachur (2014), Don Sukala (Town), Bob Arnold (County)

District Commissioner Absent:

1. Welcome comments: presented by Dave.
2. Approval of Agenda: Motion to approve the Agenda (Doug Behrens/Pat Kachur). Carried unanimously.
3. Approval of Minutes: Motion to approve the Minutes of 6/18/11 (Rick Callaway/Sue Short). Carried unanimously.
4. Commissioner Election of 2 positions with terms ending 2015: Motion to nominate Dave Stamm as commissioner with term ending 2015 (Pat Kachur/Doug Behrens). Carried unanimously. No other nominations. Motion to close the nominations (Marcia Sahag/Richard Mertes). Carried unanimously. Motion to nominate Ted Slupik as commissioner with term ending 2015 (Marcia Sahag/Doug Behrens). Carried unanimously. No other nominations. Motion to close the nominations (Bert Clarbour/Bernie Slupik) Carried unanimously. The ballots were tabulated and results presented by the election committee of Peter Schuler, Phil Holland and Rick Callaway: Dave Stamm received 36 votes with no opposition. Ted received 40 votes with no opposition.
5. Treasurer's report: Account balances as of December 31, 2011: checking account \$31,679.12, money market reserve account \$52,417.82, total funds \$84,096.94. Motion to approve the Treasurer's report (Bernie Slupik/Doug Behrens). Carried unanimously.
6. Resolution designating depository bank: Motion to adopt the Resolution designating People's Bank as the depository bank for the Pleasant Lake Protection & Rehabilitation District (Lee Wayne/Anne Goodwin). Carried unanimously.
7. Resolution for spending authorization: Motion to adopt the Resolution authorizing the PLPRD Board of Commissioners to approve or disapprove additional projects having a total cost to the PLPRD not to exceed \$5000 (Rick Callaway/Pat Kachur). Carried unanimously.
8. Audit report: The committee was impressed with the record keeping improvements and organization. The Board has policies and procedures now in place for handling financial matters. No discrepancies were found and all transactions were documented. Motion to approve the audit report (Pat Kachur/Phil Holland). Carried unanimously.
9. Aquatic Plant Management report: The DNR required update to the Pleasant Lake Aquatic Plant Management Plan will be done in 2013 by SEWRPC which is also assisting in completing the DNR grant application. The cost of the update is \$4500 with receipt of anticipated grant funds of \$3000. There were new restrictions for the chemical used to treat milfoil that were discovered the day of treatment (6/7/12). There is no

swimming for 24 hours after treatment and no irrigation for 21 days. Last year 2 acres of milfoil was treated, this year it is 7 acres perhaps more. Due to lake conditions additional treatment is needed probably in July. Time of treatment has many variables one of which is the milfoil growth. We will try to give more timely and informative notice depending on the applicator and DNR. Understanding its importance, the District's policy has been and remains to be as proactive as possible in controlling milfoil and other invasive aquatic plants.

10. Goose Control report: Since the goose count is 11 it is not cost effective to have a goose round up this year. Low goose population may be attributable to our use of egg oiling in early spring. Other approved methods are harassing the geese and early hunting in September.

11. Drain maintenance, project and grant application report: Last year the District directed and authorized the Board to have an engineering firm study the drain situation and get recommendations for a new design for the drain, for a way to repair or replace the drain. To do so, the Board is working with the engineering firm of RA Smith National and the DNR. The Board is also applying for a grant for part of the engineering study cost. The engineering study is needed to get the recommendations and to get DNR approval. Several alternative approaches will be considered. Each task of the engineering study is a separate step although they are interrelated. Only the completed tasks are paid for. Needed tasks are based on DNR requirements as tasks progress. It is difficult to know the effect the different alternatives may have on the study cost. The Board recommends budgeting for the out of pocket cost of the grant request, presented with the Budget, as a best estimate.

At this time the drain is clogged.

12. Approval of 2013 Budget and Tax Levy: Ted presented the budget proposal and discussion followed. Motion to approve the proposed Budget and Tax Levy as presented (Doug Behrens/Richard Mertes). Carried unanimously.

13. Other business: There are changes to legislation regarding piers. The Pier Survey provides documentation for existing piers in 2012. Pier surveys for 50 properties have been received. Those who haven't submitted the survey should do so.

Motion to adjourn at 11:40am (Rick Callaway/Richard Mertes). Carried unanimously.

Respectfully submitted,

Marcia M Sahag, secretary

County Zoning Agency
MINUTES
June 21, 2012 – 4:00 p.m.
100 West Walworth Street
Elkhorn, Wisconsin

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

Roll call – Committee members present were Chair Rick Stacey, Vice-Chair Dave Weber, Supervisors Rich Brandl, Carl Redenius and Tim Brellenthin, and Citizen Member Richard Kuhnke, Sr. Citizen Member Jim Van Dreser was absent, excused. 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 Walworth County Administrator David A. Bretl and Land Use and Resource Management Department Senior Planner Neal Frauenfelder.

A “sign-in” sheet listing attendees on June 21, 2012, is kept on file as a matter of record.

Details of the June 21, 2012, meeting / hearing are on a recorded disc which is on file and available to the public upon request / video to view on our website:
www.co.walworth.wi.us

Dave Weber motioned to approve the agenda with the removal of items 8.b.1. and 8.f.2. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose

Rich Brandl motioned to approve the May 17, 2012, Minutes. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter / Disc Count #4:05:30 – 4:08:09

Subdivision Items – Old Business - none

Subdivision Items – New Business

Ela Living Trust, proposed 1-lot, Certified Survey Map, Section 9, Town 4 North, Range 18 East, Town of East Troy. Parcel #'s PA 50200001, PMB 00010B. The proposed CSM contains .68 acres of land and is zoned R-1 Single Family Residence District. This lot line adjustment CSM requires County Zoning Agency review and approval because it crosses the exterior boundary of an existing subdivision plat (Beulah Manor Subdivision).
Disc Count #4:08:16 – 4:09:27

The applicant was unable to attend the CZA meeting and requested that his petition be tabled until the July 19, 2012, CZA meeting.

Richard Kuhnke, Sr. motioned to table this item to the July 19, 2012, agenda. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose

Lake View Preserve Condominium Preliminary Plat, David Hernandez, Declarant. Located in Section 2, Town 3 North, Range 16 East, Town of Sugar Creek. Parcel #G SC 200007. The proposed plat contains 22.33 acres of land and is zoned C-2 Upland Resource Conservation District. This plat requires County Zoning Agency review and approval for a private road that will serve the proposed 4-unit condominium plat. / Disc Count #4:09:28 – 4:10:42

The applicant requested that this item be tabled until the July 19, 2012, CZA meeting.

Rich Brandl motioned to table this item to the July 19, 2012, agenda. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Gary Wallem request for a restriction removal on a parcel of land located in Block 25 of the Third Map of Interlaken Subdivision, Section 11, Town 3 North, Range 16 East, Town of Sugar Creek. Tax Parcel #GI 00662A. This parcel is zoned R-1 Single Family Residence District and is served by University Road and Walnut Road. The applicant wishes to remove the platted reservation for water supply and playground purposes. / Disc Count #4:10:43 – 4:13:48

Richard Kuhnke, Sr. motioned to approve. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose
Conditions of approval: 1) Approval is subject to recording the Affidavit of Correction with the Register of Deeds Office.

Lakes Brick and Block LLC, proposed 1-lot Certified Survey Map, Section 28, Town 1 North, Range 17 East, Town of Linn. Parcel #'s IZ 00029A, IZ 00033, I L 2800012, I L 2800012A, I L 2800012B, I L 2800012C, I L 2800012D and I L 2800012E. The proposed CSM contains 10.40 acres of land and is zoned M-2 Heavy Industrial District, A-1 Prime Agricultural Land District and A-4 Agricultural-Related Manufacturing, Warehousing and Marketing District. This lot line adjustment / parcel consolidation CSM being part of lots 7 and 8 and lots 9 thru 11 and outlot 2 of Block 5 of Zenda Subdivision, together with a part of the former railroad right of way requires County Zoning Agency review and approval because it crosses the exterior boundary of an existing subdivision plat. / Disc Count #4:13:49 – 4:26:04

Dave Weber motioned to approve. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose
Conditions of approval: 1) Approval is subject to applying for a building setback variance for building “B” (the production building located on the proposed revised CSM). 2) Approval is subject to preparing a maintenance agreement for the

stormwater management facilities. 3) Approval is subject to meeting all requirements of state statutes and county ordinances.

Old Business – Ordinance Amendments – none

Old Business – Discussion Items

Discussion / possible action on 2011 – 2012 off season resident occupancy violations at Willow Run Condominium. Request for rescinding of conditional use for Unit 11 (Frances Ciamprone) and Unit 174 (Veronica Prazza). / Disc Count #4:26:13 – 4:38:48

Dave Weber motioned to have LURM send a letter to the Willow Run Condominium Association on behalf of the County Zoning Agency in support of the lawsuit against two condominium owners who are violating their conditional use permits. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose

New Business – Ordinance Amendments - none

New Business – Discussion Items

Discussion / possible action re: Warren & Wallace & Kathleen Tober / L T 1200003 / Amendment of conditional use for the removal of screening from a telecommunication tower by possible removable of Condition #6 / Disc Count #N/A

This item has been tabled to the July 19, 2012, agenda of the County Zoning Agency.

At 4:39 p.m. Rich Brandl motioned to recess before the public hearing portion of the meeting. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Public Hearing:

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

Ordinance Amendments - none

Rezones with Conditional Uses

Michael Nigbor, Section 9, Lafayette Township. The owner is requesting to rezone 3.88 acres of A-1 to A-5 with a conditional use for a Planned Residential Development to restrict the property from further division and rezone the parent A-1 parcel and an adjacent second residence on a farm parcel from A-1 to A-2 and combine the parent parcel and second residence parcel with a restriction that the new parcel is not further divisible. The properties are located on the northeast corner of the intersection of Hwy

ES and Kulow Road and are identified as Tax Parcels K LF 900007 and KA363400001. /
Disc Count #5:33:28 – 5:49:05

Rich Brandl motioned to approve with the removal of the property from the Prime Agricultural Preservation area on the Farmland Preservation Plan prior to certification by DATCP. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

The rezone petition will move forward to the July 10, 2012, Walworth County Board for possible action.

Conditional use described as follows: The owner has two existing parcels. Lot 1 of C.S.M. 3634 is 1.537 acres, zoned A-1 and was created as a Second Residence on a farm. Tax Parcel K LF-9-7 is 25.917 acres, zoned A-1 and is substandard (less than 35 acres). There is a house and accessory structures on each parcel. The goal is to do a lot line adjustment between the two parcels to end up with two conforming parcels (after the rezone). A CSM would be done to complete the lot line adjustment. **Part of Tax Parcel K LF-9-7 would become lot 1 and have 3.694 acres, zoned A-5 and be restricted by a conditional use for a PRD against further division.** Tax Parcel KA3634-1 would become lot 2 of the new CSM and be 22.358 acres zoned A-2,

Has been APPROVED subject to the following conditions:

The rezone and conditional use would not be part of the farmland preservation area if removed from the Prime Agricultural Land Use category prior to Farmland Preservation Plan certification by DATCP. The committee did approve to remove the property from the Prime Agricultural Preservation area on the Farmland Preservation Plan prior to certification by DATCP.

General:

1. Approved as per plan submitted with all additional conditions.
2. The owner must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. The quantity of topsoil generated from one lot may not be located on another lot within the development at the expense of the lot from which the topsoil was generated. No materials may be removed from the site. A long-term maintenance plan and agreement must be prepared for the storm water management practices and storm water management areas proposed on this development. The storm water management plan maintenance agreement, approval and recording provisions must comply with Section 26-16 of the Walworth County Code of Ordinances.

3. The owner must obtain all required zoning and sanitary approvals prior to construction.
4. The owner must meet all Town, County and/or State highway access requirements.
5. The project must meet all Federal, State, County and local Ordinances.
6. The governing covenants for the PRD shall be submitted to the County Land Management Department for review for consistency with County ordinances and approval requirements. Any changes to the restrictive covenants that may affect this approval must obtain additional County conditional use review and approval. The property owner shall be held solely responsible for addressing all restrictive covenants or rules beyond those enforceable under County ordinance and regulations.
7. The proper preservation, care and maintenance by the original and all subsequent owners of the design of the PRD and all common structures, facilities, essential services, access and open spaces shall be assured by deed restriction referencing the C.S.M and shall be recorded meeting standard document format as per 59.43(2m). All property within the PRD must remain as part of the PRD and may not be removed from the PRD without County approval.
8. The County reserves the right to rescind this conditional use upon any violation of County regulations.
9. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
10. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

11. The property owner shall file deed restrictions stating that no further division of the PRD parcel zoned A-5 (Lot 1) and the parent parcel zoned A-2 (Lot 2) shall be allowed. The restrictions shall be filed on both parcels.

Rezones

Eva Nancy Raufman Hughes, Section 20, Whitewater Township. The owner is requesting to rezone approximately 2.07 acres of A-1 Prime Agricultural District area to A-5 Agricultural-Rural Residential District for creation of a single family residential lot. The property is located on the northeast corner of the intersection of Island and Taylor Roads and is identified as part of Tax Parcel D W 2000003. / Disc Count #5:49:06 – 6:00:01

Richard Kuhkne, Sr. motioned to table this item until the County Zoning Agency receives verification from the State regarding the soil test. Seconded by Tim Brellenthin. Motion carried. 6-favor 0-oppose

5 Walworth LLC, Section 25, Walworth Township. The owner is requesting to rezone approximately .27 acres of R-1 Single Family Residential District to C-4 Lowland Resource Conservation District and .01 acres of C-4 to R-1 for correction of the wetland mapping as depicted in the field. The rezone area is located on the north side of Lakeville Road approximately 800 feet west of the intersection of Lakeville Road and Linn Walworth Road and is identified as part of Tax Parcel E W 2500008./ Disc Count #6:00:02 – 6:02:54

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

The rezone petition will move forward to the July 10, 2012, Walworth County Board for possible action.

Conditional Uses

Geneva Ridge Inc., (Geneva Ridge Development Group II LLC, Bruce Block Attorney for owner), Section 32, Geneva Township. Applicant is requesting conditional use approval to convert an existing condominium hotel (Geneva Ridge) into a hotel containing retirement home and nursing home facilities in the B-4 Zoning District. The property is partially located in the Shoreland Zoning jurisdiction of Lake Como. The property is located on the north side of Hwy 50 immediately east of the intersection of Hwy 50 and Interlaken Dr. and is identified as Tax parcels JLGR-All. / Disc Count #6:02:55 – 6:57:52

Dave Weber motioned to approve with the conditions of approval. Seconded by Tim Brellenthin. Motion carried. 6-favor 0-oppose

AMENDED 6-21-12

****AMENDED 9-22-06**

***AMENDED 1-20-06**

NAME: Anvan Companies (Atty. John L. Maier, Jr., App.)

A conditional use permit for expansion of an existing hotel to include 212 new hotel rooms, an aquatic center and maintenance buildings under condo ownership as specified in Chapter 74, Division 4, Walworth County Code of Ordinances, Walworth County, Wisconsin, on lands proposed to be zoned B-4 Highway Business District, and described as follows:

Part of Tax Parcel #'s JA 83300003 and J G 3200006 and all of Tax Parcel #'s J G 3200005A, J G 3200005B, and JA 83300003A1, all described as follows:

A parcel of land currently zoned B-5 to be zoned B-4; being Lot 1 of a proposed Certified Survey Map located in part of the Southwest ¼ and Southeast ¼ of the Southeast ¼ of Section 32, Town 2 North, Range 17 East, Town of Geneva, Walworth County, Wisconsin; more particularly described as follows:

Commencing at a found concrete County monument marking the South ¼ of said Section 32 (T2N,R17E); thence along the South line of said southeast ¼, N 89DEG 06MIN 30SEC E, 63.32 feet; thence N 00DEG 53MIN 30SEC W, 90.02 feet to the Northerly right-of-way line of S.T.H. 50 and the Easterly right-of-way line of Interlaken Drive (a private roadway) and the Point of Beginning; thence along said Easterly right-of-way line, 95.35 feet along the arc of a curve to the right with a radius of 70.00 feet and a chord which bears N 42DEG 47MIN 08SEC E, 88.15 feet; thence continue, 142.24 feet along the arc of a curve to the left with a radius of 160.00 feet and a chord which bears N 56DEG 20MIN 33SEC E, 137.60 feet; thence continue, N 30DEG 52MIN 30SEC E, 51.00 feet; thence 258.40 feet along the arc of a curve to the left with a radius of 275.00 feet and a chord which bears N 03DEG 57MIN 23SEC E, 249.00 feet; thence continue, N 22DEG 57MIN 45SEC W, 132.18 feet; thence continue, 94.25 feet along the arc of a curve to the right with a radius of 270.00 feet and a chord which bears N 12DEG 57MIN 45SEC W, 93.77 feet; thence continue, N 02DEG 57MIN 45SEC W, 76.41 feet; thence N 87DEG 44MIN 30SEC E, 233.02 feet; thence S 02DEG 12MIN 58SEC E, 54.80 feet; thence N 89DEG 21MIN 17SEC E, 1,192.60 feet; thence S 00DEG 58MIN 01SEC E, 277.44 feet; thence N 88DEG 58MIN 20SEC E, 188.08 feet to the Westerly right-of-way line of Red Chimney Road; thence along said Westerly right-of-way line, S 01DEG 01MIN 40SEC E, 349.41 feet to the Northerly right-of-way line of S.T.H. 50; thence along said Northerly right-of-way line, 1479.85 feet along the arc of a curve to the left with a radius of 23,058.30 feet and a chord which bears S 89DEG 26MIN 57SEC W, 1,479.60 feet; thence continue, S 79DEG 37MIN 20SEC W, 292.95 feet to the Point of Beginning. Containing 937,467 square feet (21.52 acres) of land, more or less. Has been APPROVED subject to the related rezone passing County Board and the following conditions:

1. Approved per plans submitted (**revised 9-22-06 / 6-21-12**) with all additional conditions as stated.
2. The project must meet all Federal, State, County and local Ordinances.
3. The applicant shall be responsible for meeting all requirements of the Condominium Ownership Act (State Chapter 703) and the County

Subdivision Control Ordinance. The transfer of ownership of any units may only include, therewith, a fractional interest in the site on which the unit is located and such transfer shall not result in the subdivision of minor subdivision as defined under the Walworth County Subdivision Control Ordinance.

4. This Condominium Hotel is approved as condominium subject to a condominium declaration. The proper preservation, care and maintenance by the original and all subsequent owners of the exterior design of the condominium and all common structures, facilities, essential services, access and open spaces shall be assured by deed restriction referencing the condominium declaration.
5. Use of the common area, private areas and limited common areas shall be restricted to those identified in the plan of operations and the approved condominium declaration.
6. There shall be No alterations of the shoreland setbacks or wetlands without obtaining County required approvals.
7. The roads shall meet County road standards as provided for in the County Land Division Ordinance. The owner must meet all Town, County and/or State highway access requirements.
8. The declaration for the condominium association must assure that sewerage waste load will not increase over time without providing necessary sewerage capacity.
9. The applicant must obtain all required zoning permit and sanitary approvals for each structure prior to construction on site. No additional structures shall be added to the plan without obtaining County approval and a zoning permit. This permit does not include conditional use approval for any amenity that is not specifically identified on the project plans as approved. The Zoning Office prior to issuance of a zoning permit shall further review all structure locations. All structures in the shoreland area will be required to meet the requirements of the County Shoreland Zoning Ordinance.
10. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction if required by Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Management standards contained in Section 26 of the Walworth County Code of Ordinances. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from

which it was removed or in areas in need of the topsoil. No soil may be removed from the site without County approval. An operation and maintenance plan for each stormwater best management practice must be prepared and included in the covenants and restrictions or other documents governing the homeowner association created for this development. The plat prepared for this development must show the location and label each stormwater best management practice planned to serve the development.

11. The applicant must provide a tree cutting, landscaping and restoration plan meeting ordinance requirements for review and approval. Tree cutting shall be limited to that specified on the approved plan and narrative.
12. The applicant shall submit an outdoor lighting plan for review and approval prior to construction. All lighting shall be shielded and directed on site.
13. The County reserves the right to rescind this conditional use upon any violation of County regulations.
14. The property owner shall be held solely responsible for addressing all restrictive covenants beyond those enforceable by County regulations (including those within the condominium declaration). The condominium declaration must be submitted to the County Land Management Department for review for consistency with County ordinances and requirements and the conditional use approval. Any wording of the condominium declaration, which in the opinion of the County Land Management Department is inconsistent with County approvals including the plan, amended narrative, ordinances or requirements will require County conditional use review and approval.
15. The applicant must phase construction substantially in compliance with the approved plan, use restrictions and condominium declaration. Any changes to phasing, ownership or specified use within each phase must be added to the condominium declaration by addendum and reviewed by the Land Management Department for approval.
16. Application with Walworth County for approval of the condominium plat, recording of the plat and the entire project plan shall occur within 6 months of this conditional use approval. The condominium plat shall be accompanied by the complete condominium declaration.
17. Any changes to the character, intensity or use of this site not capable of being discerned by the Land Management Department as consistent with this approval must be brought before the County Zoning Agency for additional conditional use review.

Specific:

18. Due to multi-jurisdictional review resulting from extraterritorial zoning, this conditional use was reviewed and approved by the County under County Shoreland Zoning Ordinance jurisdiction for the shoreland portion of the property only. Environmental reviews and approvals shall take into consideration all impacts upon the shoreland portion of the property from both on and off site.
19. The roadways are intended to remain private. The roadway shall be identified as a common element in the condominium declaration and on the approved plan.
20. The declaration for the condominium association shall assure that sewerage waste load will not increase over time without providing necessary sewerage capacity. The applicant shall provide verification of available sewerage capacity for the project prior to construction starting on site.
21. No boat access to the lake shall be approved as part of this hotel approval.
22. The condominium units with the hotel shall be for transient use only. No stays of 30 days or longer shall be allowed. The units shall be rented out as hotel rooms by a hotel management agency (Agency). The Agency shall keep records of all occupancies and lengths of occupancies for each unit that may be reviewed at any time by the County or Town to assure the transient use of units.
23. This conditional use is only valid if all jurisdictional municipal approvals are granted for the development.
24. The construction of the new additions onto the existing hotel shall require the installation of the proposed water tower for fire safety purposes.
25. The property owner must file the required plats for the remnant CSMs and tax parcels resulting from the removal of lands to be added to the hotel and have these plats approved in conjunction with the creation of the hotel parcel or submit a master plat plan showing that remnant parcels will not be created.
26. The signature of the president of the condominium association must be affixed to the joinder letter prior to this conditional use being valid.
27. No backwashing of the filter systems from the swimming pools into the stormwater treatment facility shall be allowed.
28. **The Spa shall be allowed to be open to the general public including the indoor pool in the hotel.** **

29. The applicant must submit a revised use plan for the convention center specifying the types of uses (consistent with the original approval) and location of uses within the convention center. **

***Amended 1-20-06 – The size of the pool area on the Highway 50 side of the site has been reduced and the size of the pool area on the Lake Como side has been increased by the same amount.**

****Amended 9-22-06 – Amendment eliminates original condition #23 that approved the waterpark and renubers succeeding conditions up to #27. Then adds conditions #'s 28 and 29.**

Amended 6-21-12 – Amendment adds a Senior Living Facility, a Retirement Home Facility and a Nursing Home Facility.

NAME: Anvan Development Company (Applicant – Vance Antoniou)

The property owner is requesting to amend an existing conditional use for a Geneva Ridge (a Condominium Hotel) with meeting area and conference area by elimination of certain conference area and meeting area and vacating the use of three wings of the building as a condominium hotel. A new conditional use petition is proposed for the three vacated wings of the building once used as condominium hotel for the installation of an elderly senior housing facility. The senior housing facility would include both nursing home and retirement home conditional uses. The three wings of the building would contain independent senior housing and assisted living senior housing. The new senior housing portion of the building would provide for phased progression of seniors as they age allowing transition from independent living to assisted care facilities. A single condominium plat would be filed to replace the current hotel condominium plat. The new plat would address all uses (Condominium Hotel, nursing home and retirement home) within the building complex. The new plat would provide assurance against use conflicts between the condominium hotel and senior housing elements by regulation of common area and limited common area uses and lockout limited access doors between the facilities on the first floor.

Part of Tax Parcel #'s thru JLGR-6427, all described as follows:

Has been APPROVED with the following conditions:

1. Approved per plans submitted **for an existing hotel to include 202 hotel rooms, a 160 unit senior housing facility with independent living facilities and assisted living facilities and outdoor recreational area for outdoor food and beverage under condominium ownership as a Planned Unit Development (PUD)** with all additional conditions as stated.
2. The project must meet all Federal, State, County and local Ordinances.

3. The applicant shall be responsible for meeting all requirements of the Condominium Ownership Act (State Chapter 703) and the County Subdivision Control Ordinance. The transfer of ownership of any units may only include, therewith, a fractional interest in the site on which the unit is located and such transfer shall not result in the subdivision of minor subdivision as defined under the Walworth County Subdivision Control Ordinance.
4. This Planned Unit Development is approved as condominium subject to a condominium declaration. The proper preservation, care and maintenance by the original and all subsequent owners of the exterior design of the condominium and all common structures, facilities, essential services, access and open spaces shall be assured by deed restriction referencing the condominium declaration.
5. Use of the common area, private areas and limited common areas shall be restricted to those identified in the plan of operations and the approved condominium declaration.
6. There shall be No alterations of the shoreland setbacks or wetlands without obtaining County required approvals.
7. The roads shall meet County road standards as provided for in the County Land Division Ordinance. The owner must meet all Town, County and/or State highway access requirements.
8. The declaration for the condominium association must assure that sewerage waste load will not increase over time without providing necessary sewerage capacity.
9. The applicant must obtain all required zoning permit and sanitary approvals for each structure prior to construction on site. No additional structures shall be added to the plan without obtaining County approval and a zoning permit. This permit does not include conditional use approval for any amenity that is not specifically identified on the project plans as approved. The Zoning Office prior to issuance of a zoning permit shall further review all structure locations. All structures in the shoreland area will be required to meet the requirements of the County Shoreland Zoning Ordinance.
10. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be in compliance with County requirements within 60 days of zoning permit approval.
11. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction if required by

Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Management standards contained in Section 26 of the Walworth County Code of Ordinances. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. No soil may be removed from the site without County approval. An operation and maintenance plan for each stormwater best management practice must be prepared and included in the covenants and restrictions or other documents governing the homeowner association created for this development. The plat prepared for this development must show the location and label each stormwater best management practice planned to serve the development.

12. The applicant must provide a tree cutting, landscaping and restoration plan meeting ordinance requirements for review and approval. Tree cutting shall be limited to that specified on the approved plan and narrative.
13. The applicant shall submit an outdoor lighting plan for review and approval prior to construction. All lighting shall be shielded and directed on site.
14. The County reserves the right to rescind this conditional use upon any violation of County regulations.
15. Implementation of this conditional use is subject to all requirements of Wis. Chapter 703 regarding changes to condominium plats and declarations. The property owner shall be held solely responsible for addressing all restrictive covenants beyond those enforceable by County regulations (including those within the condominium declaration). The condominium declaration must be submitted to the County Land Management Department for review for consistency with County ordinances and requirements and the conditional use approval. Any wording of the condominium declaration, which in the opinion of the County Land Management Department is inconsistent with County approvals including the plat, amended narrative, ordinances or requirements will require County conditional use review and approval. The condominium declaration and any other separate declarations, covenants and restrictions on this property shall be consistent with the plat created for the development and comply with and or not conflict with all requirements of Wis. Statute 703.
16. The applicant must phase construction substantially in compliance with the approved plan, use restrictions and condominium declaration. Any changes to phasing, ownership or specified use within each phase must be added to the condominium declaration by addendum and reviewed by the Land Management Department for approval.

17. Application with Walworth County for approval of the condominium plat, recording of the plat and the entire project plan shall occur within one year of this conditional use approval. The condominium plat shall be accompanied by the complete condominium declaration.
18. Any changes to the character, intensity or use of this site not capable of being discerned by the Land Management Department as consistent with this approval must be brought before the County Zoning Agency for additional conditional use review.
19. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

20. Due to multi-jurisdictional review resulting from extraterritorial zoning, this conditional use was reviewed and approved by the County under County Shoreland Zoning Ordinance jurisdiction for the shoreland portion of the property only. Environmental reviews and approvals shall take into consideration all impacts upon the shoreland portion of the property from both on and off site.
21. The roadways are intended to remain private.
22. The declaration for the condominium association shall assure that sewerage waste load will not increase over time without providing necessary sewerage capacity. The applicant shall provide verification of available sewerage capacity for the project prior to construction starting on site.
23. No access to the lake is approved as part of this PUD approval. **The unit owners are non-riparian and have no private property rights to Lake Como. The neighboring riparian property owners may not make general arrangements for allowing access to Lake Como for the hotel and adult living facility unit owners without obtaining conditional use approval for a public marina.**
24. The condominium units within the hotel portion of the PUD shall be for transient use only. No stays of 30 days or longer shall be allowed. The units shall be rented out as hotel rooms by a hotel management agency (Agency). The Agency shall keep records of all occupancies and lengths of occupancies for each unit that may be reviewed at any time by the County or Town to assure the transient use of units.

25. This conditional use is only valid if all jurisdictional municipal approvals are granted for the development.
26. The construction of the new additions onto the existing hotel shall require the installation of the proposed water tower for fire safety purposes.
27. No backwashing of the filter systems from the swimming pools into the stormwater treatment facility shall be allowed.
28. The Spa shall be allowed to be open to the general public including the indoor pool in the hotel.
29. This conditional use shall replace the existing approval for the site as solely a condominium hotel and allows a 202 room hotel, a 160 unit senior housing facility with independent living facilities and assisted living facilities and outdoor recreational area for outdoor food and beverage under condo ownership as a Planned Unit Development (PUD) as specified in Chapter 74, Division 4, Walworth County Code of Ordinances, Walworth County, Wisconsin, on lands zoned B-4 Highway Business District.
30. Any changes to utility easements, stormwater management practices, use intensity or improvements upon the adjoining tax parcels as a result of the PUD must obtain the neighboring property user's and owner's approval (I.E. Interlaken Condominium Association)
- 31. The new plat shall provide assurance against use conflicts between the condominium hotel and senior housing elements by regulation of common area and limited common area uses and card controlled lockout limited access doors between the facilities on the first floor only.**
- 32. The property owner shall obtain legal rights of access on Red Chimney Road and Interlaken Drive by either owning the road or obtaining and recording access easements prior to this conditional use being valid.**
- 33. The property owner shall obtain legal rights to the off-site stormwater management basins and utilities to serve the project by either owning the property or obtaining easements prior to this conditional use being valid.**
- 34. The County is not party to nor in approval of the submitted "Project Development Agreement" dated May 21, 2012 and will require any future land divisions, use changes, access and utility easements to meet with all County ordinances and requirements prior to recording of the new condominium plat and declaration.**
- 35. The water, sewer, stormwater, utility and drainage systems including safety and maintenance of the detention basins shall be reviewed and approved by the Town Plan Commission and Board prior to installation as per the Town.**

- 36. Any future amendments of the Conditional Use plan shall be reviewed by the Town Plan Commission and Board as per the Town.**
- 37. The Agreement of May 21, 2012 shall be part of the Town Developer's Agreement as per the Town.**
- 38. A Town approved Developer's Agreement shall be in place prior to the issuance of a Town building permit and commencement of construction as per the Town.**
- 39. The capacity and design of the sanitary force main sewer plans shall accommodate and be available for hook up by the units on the south shore of Lake Como as per the Town.**
- 40. Construction of the Adult Living Facility shall commence within two years of this approval or come back to the Town Plan Commission for a new recommendation from the Town Board as per the Town.**

Robert E. Dobroth, Section 8, East Troy Township. The applicant is requesting conditional use approval for a Home Occupation for a property management office in a home on land zoned R-1. The property is located on the east side of Windy Way approximately 350 feet south of the intersection of Windy Way and Lake Road and is identified as Tax Parcel PLBE 00004. / Disc Count #N/A

This item has been tabled until a decision has been received from the Town.

Shawn & Lana Klumb, Section 15, East Troy Township. The property owner is requesting conditional use approval to build a home on a farm separation remnant. The property is located on the North side of Hwy L approximately 400 feet west of the intersection of Hwy L and Hilburn Mill Road and is identified as Tax Parcel P ET1500002. / Disc Count #6:57:53 – 7:02:26

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

Has been APPROVED with the following conditions:

General:

1. Approved per plan submitted with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. The applicant must obtain Township approval for access prior to construction on site.

4. No further land divisions of the parcel will be allowed without proper County approvals.
5. Only one residence of any kind allowed on this parcel without additional County approval.
6. The residence must be used for housing serving the stated agricultural purpose.
7. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
8. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Katzman Farms, Inc., Section 20, LaGrange Township. The property owner is requesting conditional use approval to expand a farm from 1573 to a total of 2511 animal units by addition of a steer barn and manure storage facility. The property of concern is located on the southeast corner of the intersection of Hwy 12 and Hwy O and is identified as Tax Parcel H LG2000004C. / Disc Count #7:02:27 – 7:07:10

Rich Brandl motioned to approve with amendment of the number of animal units stated in Condition #1 (rather than the number of animals). Seconded by Richard Kuhnke Sr. Motion carried. 5-favor 0-oppose

The Conditional Use Petition has been APPROVED after the appropriate findings were made as required by State Farmland Preservation Program s91.75(5) and subject to the following conditions:

1. Approved as per plan submitted **and amended June 21, 2012** as a commercial feedlot with a limit of ~~1573~~ **2511** animal units subject to all additional conditions.
2. Hours shall be 24 hours per day seven days per week.
3. The site must meet all applicable Federal, State, County and local regulations including any State well or water supply requirements.
4. The applicant must obtain the required zoning permit prior to construction.

5. Applicant must obtain approval of a nutrient management plan from the County Land Conservation Office. The plan must meet with all requirements of the County and the Wisconsin Dept. of Natural Resources. The applicant must comply with all recommendations of the approved nutrient management plan.
6. The applicant must install and maintain safety fencing around the manure storage facility if required by the manure storage ordinance.
7. The applicant must provide adequate manure storage. Storage shall be available for at least 4 months on site in order to allow storage during the winter months when manure will not be able to be incorporated to reduce odor. All manure from County approved storage facilities must be incorporated in the ground within 24 hours of spreading in order to limit odor from the farm operations. The storage facilities must be emptied within two weeks of any time that spreading begins. The applicant shall keep a record of the date that spreading begins and the date on which the storage facility has been emptied. If the applicant cannot empty the manure storage facility in the required time frame using existing equipment and farmland then the applicant may need to make arrangements with a commercial manure disposal company.
8. All outside lighting must be shielded and directed on site.
9. The applicant will be responsible for cleaning tracked soil or manure resulting from the farm operations off the Township or County Roadways on a daily basis.
10. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
11. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

12. An animal waste storage permit must be applied for and the manure structure must be designed and approved by a licensed engineer according to NRCS Technical standard 313.

Findings: A farm operation with greater than 500 animal units is consistent with the Farmland Preservation statutes.

Adjournment

A motion was made by Rich Brandl to adjourn. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

The meeting was adjourned at 7:07 p.m.

Submitted by Wendy Boettcher, Recording Secretary.

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



**Walworth County Board of Supervisors
Finance/Public Works Committees
JOINT MEETING MINUTES
Thursday, June 21, 2012**

DRAFT

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

Chair Nancy Russell called the meeting to order at 9:30 a.m.

Roll call

- Finance Committee members present included Supervisors Jerry Grant, Daniel Kilkenny, Nancy Russell, Joseph Schaefer, and Rick Stacey. A quorum was declared.
- Public Works Committee members present included Supervisors Ken Monroe, Carl Re-denius, Nancy Russell, Joseph Schaefer, and Rick Stacey. A quorum was declared.

Others present included:

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Lanser-Finance; Sheila Reiff-Clerk of Courts; Linda Seemeyer, Liz Aldred-Health & Human Services; John Orr, Dave Ortin-Information Technology; Larry Price, John Miller, Peggy Watson-Public Works; Kurt Picknell, Kevin Williams-Sheriff's Of-fice; Christine Regester, Josh Clements-UW-Extension.
- Members of the public: Renee Messing & Sean Walker, CliftonLarsonAllen, LLP; Jef-frey Schroeder & Mary Fedorak, PFM Asset Management, LLC.

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

Approval of minutes of last meeting(s) — **Supervisors Stacey and Grant moved approval of the minutes of the May 17, 2012 Finance Committee meeting; carried 5-0.** There were no Public Works Committee minutes presented.

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

Unfinished business — There was no unfinished business presented.

New Business

Discussion and possible action regarding Health and Human Services (HHS) HVAC re-placement project and related bid recommendation — Bretl explained that this project was bid out in two ways to allow flexibility, i.e., 1) replace just the boiler, or 2) replace the entire HVAC system. First and foremost, we need to replace the boiler, at the very least as the unit is already on order. We would have economy of scale by doing the entire project at

once. However, the advantage of replacing just the boiler now would be that we can consider the staging in a more planned manner.

Seemeyer noted that one of HHS's two boilers went down in 2010. When they tried to fix it, staff realized the unit was 20 years old and beyond its useful life. Although temperatures in HHS already differ quite a bit in various areas of the building, when one boiler was down, the situation was more pronounced. One hall was 80 degrees while staff were wearing coats and gloves in another. A new boiler will provide a heat source but won't fix the discrepancy between heating and cooling levels in the building because the air handlers are also old. At that point, public works director Shane Crawford had suggested a study. In August 2011, the engineer estimated \$340,000 to just replace the boiler and \$2.1 million for the entire system. She apologized that communication with regard to this project has been bad. At Monday's Public Works Committee meeting, it was explained that staff and clients would have to be re-located while the air handling system is being replaced in wings of the building. There is no space available in HHS to "stage" staff during construction.

Seemeyer referred to a handout distributed at the beginning of the meeting which details what staff feel are viable options for staging. The first listing is the old Wells Fargo bank building on Commerce Street and is staff's preferred solution. There would be private space, which is important when meeting with clients. Also, the space is handicapped accessible. The recommendation is to move the ADRC group out there. The HVAC in the ADRC section of the HHS building would be replaced first, and then the area would be used to "stage" other groups as the project continues throughout the building. With some work, space could be made available in the Government Center, the Judicial Center, or the HHS auditorium as a second option. As a third option, we could rent trailers and convert them to temporary office space. Seemeyer explained the pros and cons of each scenario. The costs to move computers and phones are from our vendor, Miller provided the building costs involved in remodeling the various areas to be usable for HHS purposes, staff talked to a vendor about renting trailers and to the City of Elkhorn for the electrical estimate. There is a 15% contingency built into each scenario. Given that we don't have a contractor on board, staff are comfortable with these projections. Seemeyer stressed that this decision is up to the committee. Staff will be fine with whatever is decided. She reiterated the temperature discrepancies in the various parts of the HHS building and added that, because it is so humid in there, they have also had occasional problems with the fire alarms.

Grant asked how long the entire project was expected to take. Seemeyer responded that the engineer estimates 6-8 months. Bretl asked if that timeline has been discussed with our contractor. These plans could very easily change if the contractor projects a different timeline. Miller said that all we have now are bids; technically, we don't have a contractor. Bretl commended staff for pulling together all of this information so quickly. However, we cannot premise everything on our timetable and then learn that the contractor has something different in mind. Miller said he won't know how long the project will take until he meets with the builder about each phase. Kilkenny asked if we could pay a bonus to get the work done more quickly. Bretl replied that we are limited to what was in the original bid specs. We cannot

add language to a contract, such as damages for time overruns or a bonus for finishing early, that was not in the bid specs.

Supervisor Kilkenny was excused at 10:01 a.m.

Bretl reiterated that executing staging perfectly is integral to the success of this project. He expressed concern that a “glitch” could turn the project into a nightmare. However, we can decide to just do the boilers now and have the advantage of time to better plan the staging. Russell asked if there could be damage to the boilers if they were hooked up to the current air handling system and the rest of the project done later. Miller replied there should be no damage, per se, but he can’t guarantee that we will have a reliable heat source or be able to get the heat into the building. Further discussion ensued regarding the options for staging. **Supervisor Schaefer moved to award the bid for the boiler replacement to Butters-Fettings, Co., Inc. Supervisor Stacey seconded the motion.** Stacey recommended including the replacement of the rest of the HHS HVAC system on the 2013 budget. Bretl added that once the new Public Works Director, Kevin Brunner, is on board and has had a couple of months to get up to speed, staff will bring this item back with a plan. **The motion awarding the bid carried 5-0 by roll call vote of the Public Works Committee.** Bretl stated that the boiler portion of the project is within our budget so a Finance Committee vote is not necessary.

Resolution **-07/12 Amending Budget for HVAC System Project for Health and Human Services Facility — This item was discussed in conjunction with the overall HVAC project. Separate action is not required as the resolution is not needed at this time.

Adjournment of Public Works Committee — Supervisors Monroe and Schaefer moved to adjourn the Public Works Committee. The motion carried 5-0, and the joint meeting adjourned at 10:21 a.m.

Consent items — Lanser said she does not have a TIF report to present. **Supervisors Schaefer and Stacey moved and seconded approval of all consent items. Motion carried 4-0.**

Budget amendments

- Health & Human Services
 - HS009 — Transfer funds for temporary help services
- Information Technology
 - IT-2 — Purchase disk storage
- Sheriff’s Office
 - SH003 — Replace safety glass in the jail

Bids/contracts

- Request for Proposal (RFP) award for the Sheriff’s Office communications center information technology support services project

- Request for Proposal (RFP) award for Clerk of Courts custody studies

Reports

- Quarterly sales tax report – 1st Quarter 2012
- Update on tax incremental financing (TIF) district(s)
- Out-of-state travel
 - Finance
 - Trina Adams, American Payroll Association (APA) 30th Annual Conference, Orlando, FL
 - Health & Human Services
 - Lori Muzatko, 2012 RouteMatch User Conference
 - Human Resources
 - Suzi Hagstrom, World at Work Total Rewards Conference 2012, Orlando, FL
 - Sheriff's Office
 - Robert Craig, Computer Enterprise and Investigation Conference, Summerlin, NV
 - Mark Roun, Kettering University Crash Safety Center Spring Live Crash Testing, Flint, MI
 - UW-Extension
 - Joshua Clements, National Association of Community Development Extension Professionals Annual Conference, Park City, UT
 - Debbie Burkman, Embryology Egg Pick-up, Miles, IA

New business

Presentation by CliftonLarsonAllen, LLP related to financial audit for fiscal year ended December 31, 2011 — Andersen introduced Renee Messing and Sean Walker from CliftonLarsonAllen. Messing distributed her audit presentation and the Management Letter. She summarized the audit process and results referenced in the audit presentation. As part of the audit process, governmental fund balances are converted to full accrual basis, similar to how a business would report. Certain receivables and internal service funds are added, and long-term obligations deducted. On a business-type basis, the county has net assets of \$144 million, which includes infrastructure and land. Next, Messing summarized the Lakeland Health Care Center and Public Works enterprise funds. The county's internal service funds represent employee benefits and insurance, as well as risk management funds. Revenues are primarily charges to other county departments for those services. Expenses reflect payouts of health and dental claims and other risk management costs. Schaefer asked how the Governmental Fund's unassigned funds are handled. Andersen replied that we maintain that unassigned fund at 15-20% of the general fund revenues plus tax appropriation revenue for the other funds. The amount exceeding that percentage will be allocated towards 2013 capital projects. We are looking at calling another bond and putting some towards road construction. Schaefer

requested that the audit presentation be expanded to include a comparison to the previous year's figures. Messing said she can build that data into the presentation next year.

Messing noted that the auditors also review and test the county's internal controls. The Audit Communication Letter will address the county's accounting policies and significant estimates. The latter relate to estimates for our Other Post Employment Benefit (OPEB) liability and claims payable in health insurance funds. The letter identifies no difficulties or disagreements with management in performing the audit process, no audit adjustments, and more importantly, recognizes a high level of accuracy and integrity in the county. Her firm also issues the Management Letter. Two items are identified in this document. The first relates to departmental accounting. Messing stated that the finance department worked with other significant county departments over the last several years to centralize accounting functions and are about halfway through that implementation process. She stressed that centralization is very beneficial in terms of having strong oversight of accounting functions by finance as well as providing additional support and information to county departments. She recommended adding centralization or support for other departments. The second item in the Management Letter relates to segregation of duties in HHS software. Although the Echo software has been implemented, full segregation of the technology controls has not yet been achieved. Staff are working on that and expect to be complete by August 2012. The last part of the audit process is the Single Audit, which is a review of federal/state funding and related compliance and internal controls, according to Messing. Her staff expect to complete the Single Audit in the next couple of weeks. Messing added that there were no issues, however. The county's audit was very clean this year. Bretl asked for advice to enhance our procedures to prevent fraud. Walker responded that the county already has an advantage in our current segregation of duties, which is actually the best way to prevent most fraud. During the audit process, they typically ask county staff if they take vacations. Although this pertains to cross training as well, when someone takes vacation, you need to make sure the work doesn't sit until they return. Having staff take time away from the job, and having other staff know what that job is trying to accomplish, is beneficial.

Russell thanked the auditors for their presentation. She congratulated Andersen and Lanser. We are very proud of our audit. Andersen expressed her thanks to Lanser; the finance manager, Andy Lamping; the rest of the finance staff and all of the county departments. The audit process is a team effort.

Presentation by PFM Asset Management, LLC regarding investment strategy for Other Post-Employment Benefits (OPEB) Fund — Andersen introduced Jeff Schroeder and Mary Fedorak from PFM. Schroeder distributed copies of their OPEB Portfolio Update. He explained that this investment differs from typical county investments for operating funds, which are relegated to short-term, fixed income, highly conservative investments. OPEB funds are long term in nature so it makes sense to invest in a similar fashion utilizing equity, stock and bond funds, and a mixture of domestic and international investments. The county established a conservative OPEB portfolio at 30/70, with 30% in equity or stock and 70% in fixed income or bond-type funds.

Portfolio growth has been good. With an initial deposit of a little over \$9 million and a net inflow of an additional \$5 million, the portfolio has made \$2 million in earnings. The total value as of March 31, 2012 was just under \$17 million. The average annual rate of return for the last two years has been 7.55% for the combined portfolio. Schroeder emphasized that PFM established a very disciplined and solid portfolio but the market drives the return. Economic factors that may have an impact are the federal gross domestic product (GDP) forecast, monthly job creation, and the situation in Europe and their debt crisis. With 70% of the portfolio in fixed income or bond-type funds, keep in mind such investments are driven by interest rates. There is an inverse relationship between the interest rate and the bond price. Currently, prices are at an all-time high and we are seeing an all-time, historic low for interest rates. That was good for the investment portfolio because bond funds appreciated over the last few years. Schroeder said PFM is concerned about moving forward. The economy is not predicted to rebound anytime soon and price appreciation has mostly run its course. Eventually, there will be some recovery in the economy, at which point, bond prices will fall.

Fedorak referred to the portfolio allocation comparison in their handout. Although the county's strategy is currently 30/70, the comparison also shows 50/50 and 75/25 options as a guide. The diversification chart shows portfolio assumptions over a 5-year horizon. A 50/50 portfolio may return somewhere in the 6.5% range. Schroeder added that although the county's portfolio earned approximately 7.5% already, PFM staff anticipate closer to 4.7% going forward in the next 5 years. We achieved a nice capital appreciation in bond funds as interest rates went down, but won't be able to continue to capture that rate. Because of the inverse relationship between bond prices and yields, Fedorak said their staff don't believe there is much space for those yields to go higher. Based on where equity prices are, comparable yields, and the price of bonds, they feel equities are a better place to be in terms of making our investments work as hard as possible within the county's allocation.

Bretl commented that we started planning to fund our OPEB liability back in 2004. We have to balance our needs against having too much money in the fund, which would be a problem. Fedorak said the ideal scenario with an OPEB portfolio is to take more risk as you move toward full funding. That may seem counter-intuitive. Schroeder said 60/40 is a more common ratio with governments entities that have OPEB funds. A 50/50 portfolio would be more conservative than the norm but put us in position for the next 5 years to avoid risking interest rates. Some fixed income portfolio managers might have durations of 3-5 years in short-term investments. You wouldn't have the price risk but the yield would be practically nothing. It is better to be in the market for the long term. Russell commented that finance staff provide excellent, quarterly reports on how our investments are doing. She would like time to consider PFM's suggestions. Also, one of the Finance Committee members is not here so she would rather not make any decisions today.

Bretl asked if we have exposure to the European debt, perhaps Spanish bonds. Fedorak replied that our portfolio is heavily diversified. As an organization, PFM moved away from Europe. She will check but does not think we own any Spanish bonds. Bretl asked the differ-

ence between adjusting our investment strategy from 30/70 to 50/50 as opposed to market timing. The latter is similar to day trading, according to Fedorak, where hundreds of shares are traded on a daily basis. That's not what PFM does. Portfolio managers work within their clients' specified range. As the market moves, the range allows them to avoid trading every day but also provides the tactical leeway to have the money work as hard as it can. PFM has not been comfortable with what has been going on in Europe. As the county has taken money out of the OPEB portfolio on a monthly basis, they took those funds more out of bond stock which is why equity is closer to 32% than 30%. Schroeder would not suggest changing our allocation very often but feels this is a worthwhile discussion at this point since we have a fairly new and conservative portfolio.

Resolution **-07/12 Accepting a \$6,000 Donation from AAA to Purchase a Speed Trailer — Picknell requested that the resolution be amended to reflect AAA Wisconsin, the entity making the donation, rather than simply AAA. **Supervisors Schaefer and Stacey moved to accept the donation with revision to the name as indicated; carried 4-0.**

Ordinance **-07/12 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Clerk of Courts Fees — Andersen noted that these are updates to the Clerk of Courts fees. **Supervisors Stacey and Schaefer moved approval; carried 4-0.**

Andersen referred to the investment strategy presentation. Bretl recommended including it on the Finance Committee's July 2012 agenda.

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for Thursday, July 19, 2012 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee — **By unanimous voice vote, the meeting was adjourned at 11:28 a.m.**

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

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

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

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

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

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

MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE

DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011

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

June 19, 2012 MONTHLY MEETING:

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

Meeting was called to order at 7:00 p.m. Secretary Correll read the minutes of the May 15, 2012 meeting which were subsequently approved. Treasurer Schwarten read the May Treasurer's Report which was subsequently approved. (copies of these minutes and Treasurer's Report, along with a corrected April Treasurer's Report, are attached, along with the agenda for this meeting.)

Racine County Sheriff Deputy Don Vandervest was NOT in attendance.

Old Business:

Beaches and Parks have been cleaned up.

Chairman Lutz reported that the Spring Clean-up went well again this year.

New Business

Resident Kevin Grams was present and indicated a desire to purchase a 10' x 100' strip of property from the 40' wide strip of District property adjoining his on the Racine County portion in Honey Lake. It is his wish to build a shed on that additional property. (This is something which the District has done occasionally in past years, establishing a selling price on a square foot basis based upon the land value). The Board agreed with his request and indicated that he is to arrange for and pay for a survey, then return at the next meeting to finalize the conditions of sale.

Mr. Chaulklin was in attendance (the only time we have seen or heard him) and indicated that he had cleared away "most" of the offending impediments from along the roadside. He requested that he be allowed to retain two trees in that area. Some Board members had driven past the area prior to going to the meeting. The Board also looked at some photos taken earlier in the day and some on-line shots of the area. Much

discussion took place over what might be acceptable and what would not. Mr. Chaulklin indicated that many vehicles (mainly trucks) drive over that roadside area abutting his leach bed while backing up, either because they cannot make the road curve ahead or due to a low overhanging service wire at the far exit end of that short road.

It was resolved that: 1) The district will investigate that reported "low overhanging wire" and have the responsible utility correct it. 2) The Board has no objections to retaining the two aforementioned trees. 3) Mr Chaulklin is to further till, level, and seed that remaining area along the roadside currently heavily weeded. 4) To "protect" that roadside area from being overrun by trucks, Mr. Chaulklin has been given approval to sink two wooden posts. However, he was requested to first "flag" the positions for District review and approval by 7/10/12.

Pending bills were approved for payment.

The Annual meeting is be held on Aug. 26, 2012 at the Spring Prairie Town Hall. Treasurer Gerald Schwarten is up for re-election.

Meeting was adjourned at approx. 8:05 p.m.

Respectfully submitted,



Robert E. McIndoe 6/21/12

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Monday, June 18, 2012
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Nancy Russell called the meeting to order at 3:33 p.m.

Roll call was present with all members present, to-wit: Chair Nancy Russell, Vice Chair Carl Redenius, Supervisors Ken Monroe, Joe Schaefer and Rick Stacey (arrived at 3:40 p.m.).

Others present: County Staff: County Administrator David Bretl; Public Works Director of Operations Larry Price; Assistant Public Works Superintendents Brent Blehinger and John Miller; Public Works Business Office/Purchasing Manager Peggy Watson; Director of Health and Human Services Linda Seemeyer; Director of IT John Orr; Deputy County Administrator-Finance Nicki Andersen; Deputy Corporation Counsel/Director of LURM Michael Cotter; Undersheriff Kurt Picknell, Jail Administrator John Delaney, Captain David Gerber and Lieutenant Jamie Green, Sheriff's Office; Deputy Director of Health and Human Services Liz Aldred, Confidential Secretary Juliet Young and ADRC Director/Manager Lori Muzatko; David Ortin, Supervisor-Network Operations, IT. Members of the Public: Allen Curler, W4140 Woodview Trace, East Troy, Wisconsin; Paul Brown, PSJ Engineering; Mike Bahr, Plunkett Raysich Architects; Bob Arnold and Jim Nehrud, Elkhorn Pistol Club

Agenda withdrawals/approval

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

Approval of May 14, 2012 meeting minutes (pp. 1-4)

Supervisors Monroe and Schaefer moved to approve the May 14, 2012 meeting minutes as prepared; motion carried 4-0.

Public comment period – no one in the audience asked for recognition to speak.

Referred from June 12, 2012 County Board of Supervisors meeting:

Correspondence from the Town of Linn requesting a flashing traffic light at the intersection of CTH B and Linton/Academy Road in Linn Township

Price said that the Town of Linn previously requested a flashing red stop sign at the intersection of STH 120 and CTH B. The Walworth County Highway Safety Commission determined that based on traffic counts and accidents, a flashing light was not warranted at that intersection. Price said that this particular request could be referred directly to the Highway Safety Commission for consideration, or the committee could make a recommendation. Price added that because of the expense of the flashing lights, staff recommendation is to allow the Town of Linn to install the flashing stop light if the Town agrees to pay for and maintain the sign in perpetuity. Bretl said that he had already referred the request to the Highway Safety Commission for their next meeting. **Supervisors Monroe and Redenius moved to recommend that the Walworth County Highway Safety Commission approve the flashing sign at the intersection of CTH B and Linton/Academy Road, contingent upon the Town of Linn purchasing and maintaining the flashing sign in perpetuity; motion carried 4-0.**

Correspondence from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) concerning the 2012 Southeastern Wisconsin Regional Planning Commission (SEWRPC) Transportation Planning Certification Review
Supervisors Schaefer and Monroe moved to place the correspondence on file. The motion carried 4-0.

Unfinished Business

Request from Allen Curler concerning a zoning issue for a building located on property in the Town of Troy

Chair Russell read excerpts from the letter received from John Kendall, Chair of Troy Township. Mr. Kendall stated the Town Board's opinion is to request that Mr. Curler's overhang be brought back 2.5 feet. In the packet is a memo from the Walworth County Zoning Agency recommending that the Public Works Committee issue Mr. Curler a deed granting him a portion of the county right of way needed to bring his overhang into compliance with the zoning code. Allen Curler addressed the committee, stating that he just saw the letter from the Town of Troy and that he was at the Troy Town Board meeting. He said that the 2.5 feet was not mentioned at the meeting, but rather that the roof should be removed to a point 6" outside of the post. Curler said the concrete is already setting a precedent, and it has not been altered since it was poured. He added that the property to the south of his was built in 2004 and constructed on the county right of way. Chair Russell said it was her understanding that the Zoning Code Enforcement Officer said the overhang would have to be removed completely since it had been altered. **Supervisors Schaefer and Stacey moved to approve the recommendation of the Walworth County Zoning Agency.** Bretl suggested that if the county is going to grant a deed for a portion of right of way that the committee create a record as to why they are allowing it in this specific case. **Supervisors Schaefer amended their motion to grant Allen Curler a portion of the county right of way needed to bring his overhang in compliance, and to document on the deed that the county right of way remains accessible and that CTH N is not likely to be widened in that location in the foreseeable future. The motion carried 4-1, with Supervisor Redenius voting No.** The recommendation will be sent to the County Board for consideration at the July 10 meeting.

Regular Business

Bid specifications for replacement of safety glass windows at Sheriff's Office

Jail Administrator John Delaney and Public Works Assistant Superintendent John Miller addressed the committee. Delaney said some security windows near the medical suites and some of the cells have delaminated and need replacement. He said the current condition of the windows could compromise security. Miller distributed a sample of the glass to show the type of security glass in question. It appears that only the windows on the south and southeastern exposure, which are subjected to the sun all day, have problems. Jail Administration wants the windows replaced this year. The money for the replacement would come from Jail Assessment funds, Miller thought. Delaney added that there is no way the failure of the windows could have been anticipated by staff. The windows are 16 years old and had a warranty of 5 years. Bretl questioned the brevity of the specifications in the packets, and staff said they typically summarize the specifications on smaller projects. Miller said he took the summary directly from the original specifications for the windows. Schaefer questioned whether other facilities have experienced problems with these security windows. Miller said he could send a sample of the glass back to the manufacturer. The estimate of costs is between \$25,000 and \$30,000. Bretl directed staff to check out the warranty details and the life expectancy of the glass. Miller said he would have the information when the bid recommendation is presented. **Supervisors Schaefer and Stacey moved to approve the specifications and directed staff to check on the original warranty and life expectancy of the product. The motion carried 5-0.**

Bid specifications for Lakeland Health Care Center door upgrades

Price reported the internal bathroom pass through doors (which are only 5' tall and used by laundry staff to replace laundry without having to enter the room) originally were approved by the state and passed inspection. The next year, the new inspector said they weren't in compliance because the interior of the rooms wasn't sprinkled. Staff obtained a variance from the fire chief. Now the State has determined that a variance isn't adequate. A specialized grille will be installed to allow water from the sprinklers to go through the vent. Assistant Superintendent Brent Blehinger said there is \$30,000 in the 2012 CIP for the project. **Supervisors Monroe and Schaefer moved to approve the bid specifications for the door upgrades; the motion carried 5-0.**

Bid specifications for elevator modifications at Health & Human Services

The elevator no longer meets the new safety codes, and has been problematic for a long time. Bretl commented that the project has been deferred since he has been with the county. There is \$90,000 in the 2012 CIP for the rebuild of the elevator. There are two elevators in the building, so accessibility won't be a problem when the work begins. **Supervisors Schaefer and Stacey moved to approve the bid specifications for the modification to elevator "B" at Health and Human Services. The motion carried 5-0.**

Bid award recommendation for Health and Human Services HVAC replacement

Bretl said that everyone has become familiar with the proposed project. An engineering study conducted came in over \$2 million dollars for replacement of the system. Replacing only the boilers would be \$350,000. The committee directed staff to send for bids, with alternates for replacement of just the boilers or the entire system. The bids came in more favorably than anticipated. However, at this point, Bretl's concern is that the project will require staging and relocation of personnel. Human Services has no extra space; therefore, temporary accommodations would have to be arranged for at least one department in the building during the project. A concrete plan is needed for this process, which might involve leasing space for at least 6 months. The potential cost could be hundreds of thousands of dollars, Bretl added. John Miller gave a power point presentation, illustrating the phases of the proposed moves. The boilers have been ordered, and the goal is to have the boilers up and operational by October. He explained which areas of the building will be affected and when. Work needs to be done above the ceiling during each phase of the project, and it would be dangerous to have employees in the area when work is underway. In addition, there will be no heat or air while installation occurs in the staging areas. One complication is that the building is on two separate phone closets, which is problematic in relocation certain departments within the facility. After meeting with the department head, administrator and engineer, it was determined that the Aging and Disability Resource Center (ADRC) (approximately 18 employees) would be the most likely to be able to be relocated offsite. If the bid is awarded this week, by December, the project would be at a point to begin moving people out temporarily. The estimated project completion, if the bid is timely awarded, is the end of October 2013, Miller said. Price said when we got the original \$2.2 million estimate from the architects, there was an allowance for potential relocations, but it was never specifically identified. Bretl said that the moving component of the project was never explained thoroughly. Staff developed some options, such as the empty space on the second floor of the west wing of the Government Center and the unfinished 3rd floor of the Judicial Center, of which Bretl is not in favor. Leasing space seems at this point to be the best option; however, the phone and computer hookups would be costly. John Orr said that once it's determined what departments would be relocated, his department would have to investigate what State applications they have as far as dedicated circuits, phone transfer capabilities, keeping the phone numbers the same, etc. Re-wiring would be problematic and costly also, Orr said. Director of Health and Human Services Linda Seemeyer said that the State requires them to do a "warm" transfer to disrupt clients as minimally as possible, rather than replacing phone numbers, etc. Transferring the calls from the switchboard to cell phones was discussed, but that limits the ability for employees to transfer calls to other agencies for their clients. Seemeyer added that it is difficult to estimate certain expenses since the contract has not been awarded yet. Stacey and Schaefer

expressed concern that they were never fully apprised of the costly undertaking the move could be. Bretl said before the contract is awarded, estimates with reasonable certainty need to be provided to the committee. He said that if someone else sees the space at the Judicial Center differently, that could be brought back into play, but he does not want to finish the space now and redo it later. In addition, the courts would need to be involved in this scenario. Seemeyer said the required security checks at the Judicial Center would prohibit locating the ADRC in that building. Miller said he had developed a plan based on using Judicial Center space or bringing in trailers, but now the lease option has developed. Bretl said the trailers were unpalatable, given the inadequate space, heat issues and parking. Deputy County Administrator-Finance Nicki Andersen said currently there is \$2.06 million earmarked in the unassigned fund balance for the project. 15-20% would be held in reserve to keep us within the allowable range. Miller said the alternates were put into the bids with the recommendation to award the first part of the project for the boilers and equipment, and then based on a follow-up meeting, additional funds could be appropriated to complete the rest of the project. Bretl recommended holding a special meeting with the Finance Committee so staff can bring back a reasonable relocation plan with costs. **Supervisors Stacey and Redenius moved to hold a joint meeting with the Finance Committee and direct staff to come back with options for relocation with associated costs. The bid recommendation will be postponed until the Thursday, June 21 joint meeting.** Miller said the pricing for using current unoccupied county space to leasing a space ranges from \$200,000 to \$300,000. The lease costs would be over what is in reserve, Miller said. Seemeyer said that the figures on the lease pricing are the asking price and probably are negotiable. In addition, costs for a year lease were included and they probably would only need a 6-month lease on a month-to-month basis. Orr stated he wasn't comfortable in giving pricing for technology at this point. Stacey said he felt rushed to make a decision and that more planning needs to be done. Business/Purchasing Office Manager Peggy Watson distributed a worksheet and explained the project estimates to date. Bretl apologized to the members and stated that they won't move forward until favorable options are presented to the committee. **The Chair called for a vote and the motion carried 5-0.**

Sheriff's Office flooring replacement project – change in scope

Price said we allocate funds each year in the CIP for flooring replacement in building areas. In the 2012 CIP, funds were identified to replace the north half of the main jail corridor. The flooring is lifting up in inmate populated areas, and staff is requesting to do that area first, which is a change in scope.

Supervisors Monroe and Stacey approved the change in scope to the Sheriff's Office flooring replacement project. The motion carried 5-0.

Renewal of Memorandum of Agreement between Kenosha, Racine and Walworth Counties for a 2013 Joint Agricultural Clean Sweep Program

Price said Walworth County has participated in the joint program in 2007 and 2010, and both programs were successful. Extra points are awarded if the grant is applied for jointly. **Supervisors Schaefer and Stacey moved to approve the Memorandum of Agreement for the 2013 Joint Agricultural Clean Sweep Program. The motion carried 5-0.**

Major capital projects

Sheriff's shooting range remodel

Captain Dave Gerber thanked the committee for the time to reintroduce their plan for the Sheriff's range. Architect Mike Bahr from Plunkett Raysich Architects (PRA), who conducted the range study, and Lt. Jamie Green were present to address questions from the committee. Gerber reported that over the years, many options have been explored for the upgrade/rebuild/relocation of the shooting range, which was built circa 1968-70. Mike Bahr said the range was originally built with donated labor, which is a combination of an outdoor/indoor range with classrooms. The range has been minimally maintained and the finishes are all in poor repair. Bahr said the mechanical equipment is not functioning property, which is a health hazard, and there are numerous tripping hazards on site. The buildings are not ADA compliant

and not up to code. Several scenarios were examined for the future of the range, including building new by the county burn pit off CTH NN, and staying in the current location and renovating and possibly adding another building. Green handed out copies of the Range Study performed by PRA, which contains detailed photographs of the buildings and the disrepair. Chair Russell said she took a pistol class at the range and commented that the facility is in even worse shape than depicted in the photos. She added that this project has been in the CIP for several years, and she would like to see something done. As it stands, there are funds currently in 2013, 2014 and 2015 to phase the renovations to the range. Gerber said the phasing was planned so as not to burden the budget in one year. They would prefer doing the renovations in one year, as it makes logistic and economic sense. Bretl said he is trying to bring the major capital projects to committee for information and consideration before the budget process. Supervisor Schaefer asked about revenue from the 18 outside agencies using the facility and Gerber said that in 2008-2009 they took in approximately \$6,000 from outside entities. Once the range is renovated, those fees would be adjusted upward accordingly. Green said he could get the current revenue totals, and Bahr added that he would like to update the original \$1.3 million cost projections for renovation of the current facility and provide them to the committee. Bob Arnold, Elkhorn Pistol Club said that one of their 4H students recently qualified for the national Junior Olympics and placed 3rd nationally. Supervisor Redenius asked if membership in the Pistol Club was open to all county residents, and Jim Nehrud, Pistol Club Board member, said that they have a limited membership of 50, which includes individual and family memberships. Currently about 70 members are using the range, and they have a waiting list for membership. Redenius asked who uses the range, and asked how it was scheduled. Gerber said priority is given to those using it for training, and that the range isn't open to the public because of liability issues. Redenius asked if the Sheriff's Office does its training during duty time or outside of working hours and Gerber said the training is done during duty hours, but the deputies can also use it on their own time. Redenius asked if the Sheriff's Office investigated the costs to use an outside, updated facility for training, and Gerber replied that it had been considered, but would be cost prohibitive because of travel time. Redenius commented that he thought the user fees were too low to support the remodel and continuing maintenance of the facility. Green offered to take any Board members interested on a tour of the facility. **No action on this item.**

Next Public Works Committee meeting dates and times: Thursday, June 21 at 9:30 a.m. (joint meeting with Finance Committee); Regular business meeting Monday, July 16, 2012 - 3:30 p.m.

Adjournment

Supervisors Stacey and Schaefer moved to adjourn the meeting. The motion carried 5-0, and the meeting concluded at 5:47 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

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

DRAFT

Walworth County Land Conservation Committee

MINUTES

Monday, June 18, 2012 at 2:00 p.m.

Walworth County Board Room 114

Elkhorn, WI 53121

The LCC Meeting/Second FPP Public Hearing was called to order by Chair Kilkenny at 2:00 p.m.

FPP Second Public Hearing – Louise Olson said after the first Farmland Preservation Plan Revision was sent to DATCP they had additional recommendations. After meeting with DATCP, the LURM staff addressed the additional recommendations and the plan is now coming back to the LCC. Also included in the revised plan was Table (3.3) which is 2010 data just received for 2010 from the Southeast Wisconsin Regional Planning Commission (SEWRPC). It reflects an increase of 6,052 acres which is primarily due to Turtle Valley Wildlife Area and more accurate wetland inventory/identification of wetlands. Better skill in delineating surface water also increased that amount to 707 acres. The hearing was opened to the public for comment. No members of the public chose to speak at the hearing. **Supervisor Schiefelbein and Vice-Chair Russell moved and seconded to close the public hearing. Motion carried 4-0.**

Roll call - Committee members present included: Supervisors, Kilkenny, Russell, and Schiefelbein and Citizen Member Badame. USDA, FSA Representative Sue Bellman was absent, excused. A quorum was declared.

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

Also in attendance – Marilee Holst, Geneva Lake Conservancy; Tom Oasen, USDA, FSA; and Greg Igl, USDA, NRCS.

Approval of the Agenda – **Supervisor Schiefelbein and Vice-Chair Russell moved and seconded approval of the agenda as presented. Motion carried 4-0.**

Approval of the Minutes – **Supervisor Schiefelbein and Citizen Member Badame moved and seconded approval of the May 14, 2012 minutes with correction to Supervisor Schiefelbein's official title. Motion carried 4-0.**

Public Comment – none

Walworth County Farmland Preservation Update – Louise Olson submitted highlighted copies of changes and a draft resolution. **Vice-Chair Russell and Citizen Member Badame moved and seconded to approve the Farmland Preservation Plan with changes mentioned and the resolution approving the Farmland Preservation Plan update. Motion carried 4-0.**

Walworth County Farmland Preservation Ch. 26 Ordinance Amendments – Louise Olson said a Ch. 26 ordinance amendment and public hearing for the Farmland Preservation update is necessary prior to it going on to Walworth County Board. **Vice-Chair Russell and Supervisor Schiefelbein moved and seconded to proceed next month (July) to update the Ch. 26 Ordinance Amendment and have a public hearing. Motion carried 4-0.**

Groundwater and Geneva Lake Summary – Louise Olson said the summary is good information and is related to the Lake Management Planning Project Grant Application.

ACE and Farmland Protection Commission Meeting Invitation – Michael Cotter said McHenry County is inviting the LCC to exchange ideas about Agricultural Conservation Easements and farmland protection. Nancy Russell added it would be in our best interests to go, since McHenry County and Waukesha County affects our deep aquifer. Mr. Cotter will post the meeting notice.

Lake Management Planning Project Grant Application – Louise Olson said if awarded the grant, we would be using existing staff and resources for implementation. She provided a draft resolution and fiscal note. The Lake Management Planning Project Grant Application is due to WDNR August 1, 2012. **Vice-Chair Russell and Supervisor Schiefelbein moved and seconded to approve the draft resolution supporting the Lake Management Planning Project Grant Application. Motion carried 4-0.**

Next Meeting Date – Monday, July 16, 2012 at 2:00 p.m.

Adjournment – **On motion and second by Supervisor Schiefelbein and Vice-Chair Russell, Chair Kilkenny adjourned the meeting at 2:29p.m. Motion carried 4-0.**

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

Walworth County Board of Adjustment

MINUTES

June 13, 2012 - Hearing – 8:30 AM

June 14, 2012 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on June 13 & 14, 2012, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on June 13, 2012, were Chair John Roth, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on June 14, 2012, were Chair John Roth, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. “Sign-in” sheets listing attendees on June 13, 2012, and June 14, 2012, are kept on file as a matter of record.

The June 13, 2012, hearing was called to order by Chair John Roth at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to remove item #6.A.2. Paul Demchenko and item #6.A.5. Roger A. & Peggy L. Beauchaine. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the May 9 & 10, 2012, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Ann Seaver motioned to recess until 8:30 A.M. on Thursday, June 14, 2012. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The June 13, 2012, hearing went into recess at approximately 9:36 A.M.

On June 14, 2012, at 8:30 A.M., Chair John Roth called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to remove item #6.A.2. Paul Demchenko and item #6.A.5. Roger A. & Peggy L. Beauchaine. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the July 11, 2012, hearing at 8:30 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The June 14, 2012, decision meeting adjourned at approximately 9:13 A.M.

Five variance hearings were scheduled and details of the June 13, 2012, hearings and the June 14, 2012, decisions are on audio recorded discs which are on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

New Business – Variance Petitions

Disc #1 Hearing - Count #8:34:47 – 9:11:27 / Disc #2 Decision – Count #8:33:15 – 8:49:55

The First Hearing was Catherine Thompson Trust, owner / David T. Smith, Esquire, The Law Offices of Smith & Janik LLC, applicant – Section(s) 3 – Richmond Township

Applicants are requesting a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a patio and retaining wall in the near shore area.

REQUIRED BY ORDINANCE: The Ordinance prohibits structures in the shore yard and only permits retaining walls and terracing where the applicant can prove to Land Conservation that there is an erosion problem that cannot be remedied by resloping and revegetation and walls shall not be used to provide level outdoor living space in near shore area.

VARIANCE REQUEST: The applicants are requesting to permit the location of a patio and retaining wall with an 8.3' shore yard setback. The request is a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a patio and retaining wall in the near shore area.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 13 & June 14, 2012, for the petition of Catherine Thompson Trust, owner / David T. Smith, Esquire, The Law Offices of Smith & Janik LLC, applicant, voted to **APPROVE with condition(s)** the request to permit the location of a patio and retaining wall with an 8.3' shore yard setback.

A motion was made by Ann Seaver to postpone the variance request to receive more information. Seconded by Elizabeth Sukala for discussion. Motion failed. 0-favor 3-oppose

A motion was made by John Roth to approve the variance request as presented. Motion failed.

A motion was made by Elizabeth Sukala to approve the variance request (pad, railing, retaining wall) with the condition that the owner establish a permanent shoreland buffer consistent with County Conservation standards. Seconded by John Roth. Motion carried. 2-favor 1-oppose (Ann Seaver)

BOARD OF ADJUSTMENT FINDINGS: The Board approved the variance request with the condition that the applicant will establish a permanent shoreland buffer and reduce the height of the retaining wall, consistent with County Conservation standards. The Board found the footprint of the existing pad and retaining wall was not changed when the envelope was enlarged. The Board found to require the owner to bring the patio and retaining wall into compliance with the ordinance would be unnecessarily burdensome. The Board found to approve the variance request would cause no harm to public interests. The Board found neighboring property owners did approve of the improvements made by the applicant. The Board found evidence the structures were pre-existing and to approve the request would not increase the impact on the waters. The Board also found that establishing a permanent shoreline buffer would minimize the impact to the water. There was a reaffirmed (6-13-12) letter of comment from the Walworth County Land Conservation Division and two letters of support from neighboring property owners. There was no opposition.

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

The Second Hearing was Paul Demchenko, owner / Attorney Robert C. Leibsle, Godfrey, Leibsle, Blackburn & Howarth, S.C., applicant – Section(s) 35 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a single-family residence.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback, a 25' street yard setback, retaining walls only necessary for erosion control / no grading within the shore yard.

VARIANCE REQUEST: The applicants are requesting a 31' shore yard setback, a 10' street yard setback, retaining walls and grade changes within the 75' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 13 & 14, 2012, did not hear the petition of Paul Demchenko, owner / Attorney Robert C. Leibsle, Godfrey, Leibsle, Blackburn & Howarth, S.C., applicant.

BOARD OF ADJUSTMENT FINDINGS: This petition will be heard at the July 11 & 12, 2012, meeting of the Board of Adjustment.

Disc #1 Hearing – Count #9:11:28 – 9:22:53 / Disc #2 Decision – Count #8:49:56 – 8:52:18

The Third Hearing was Thomas M. & Susan M. Schnell, owners – Section(s) 35 – La Grange Township

Applicants are requesting a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to locate a boathouse and retaining walls.

REQUIRED BY ORDINANCE: The Ordinance requires a boathouse to be located on slopes of less than 12%, retaining walls only where necessary for erosion control and to locate a boathouse in the access / viewing corridor.

VARIANCE REQUEST: The applicants are requesting to locate a boathouse on slopes greater than 12% outside the access / viewing corridor and retaining walls to support a boathouse. The request is a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to locate a boathouse and retaining walls.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 13 & 14, 2012, for the petition of Thomas M. & Susan M. Schnell, owners, voted to **APPROVE** the request to locate a boathouse on slopes greater than 12% outside the access / viewing corridor and retaining walls to support a boathouse.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the owner did prove exceptional or unique circumstances with the very steep slope of the property. The Board found the owners options for the placement of the structure were limited. The Board found the location of the structure to be hidden from view and does not obstruct the neighbors' views of the lake. The Board found the structure to be small and its location to be approximately 40' from the shore. The Board found no objection from neighbors. The Board found the owners had received Town approval. The Board found the structure not to be located near the shoreline and approval of the request would have no impact on the shore. There was a collective letter of support from neighboring property owners. There was no opposition.

Disc #1 Hearing – Count #9:22:54 – 9:33:03 / Disc #2 Decision – Count #8:52:19 – 8:54:57
The Fourth Hearing was Daniel. & Joan A. Salem Trust, owner / Daniel & Joan Salem, applicants – Section(s) 4 – East Troy Township

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

REQUIRED BY ORDINANCE: The Ordinance limits the height of a boathouse to 14'.

VARIANCE REQUEST: The applicants are requesting to install a pitched roof on an existing boathouse for a height of 20'. The request is a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to permit a roof alteration to a boathouse.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 13 & 14, 2012, for the petition of Daniel N. & Joan A. Salem Trust, owner / Daniel & Joan Salem, applicants, voted to **APPROVE** the request to install a pitched roof on an existing boathouse for a height of 20'.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the existing flat roof to be deteriorating and in need of repair to allow continued use of the structure. The Board found to approve the variance request would permit the roof to have a 4/12 pitch. The Board found to approve the request would not affect the neighbor's view of the lake. The Board found to approve the request would cause no harm to public interests in the navigable waters of the state. The Board found the owner is working with an environmentally responsible contractor to ensure the recycling of debris removed during construction. There was one letter of support from the Town of East Troy. There was no opposition.

Disc #1 Hearing – Count #N/A / Disc #2 Decision – Count #N/A
The Fifth Hearing was Roger A. & Peggy L. Beauchaine, owners / Jason R. Bernard, applicant – Section(s) 33 – Geneva Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a residence

and a 2nd story addition, a covered porch, deck and stairs, raised roof lines and replacement of a deck and four-season room.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback and a 25' street yard setback.

VARIANCE REQUEST: The applicants are requesting an approximate 37.6' shore yard setback and an approximate 4.9' street yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a residence and a 2nd story addition, a covered porch, deck and stairs, raised roof lines and replacement of a deck and four-season room.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 13 & 14, 2012, did not hear the petition of Roger A. & Peggy L. Beauchaine, owners / Jason R. Bernard, applicant.

BOARD OF ADJUSTMENT FINDINGS: This petition has been moved to the July 11 & 12, 2012, Board of Adjustment agenda at the applicant's request.

Other

- A. Discussion / possible action regarding status of Board of Adjustment members
Appointments have been made for two of the three Board of Adjustment positions due to expire in 2012.
- B. Discussion / possible action on Township correspondence
 - 1. Town of Troy
Board members discussed correspondence from the Town Troy regarding applicants who may not ask for a recommendation from the Town before requesting a variance at the County level. A letter from the Town of Richmond stated similar concerns.

Staff Reports

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence - none

Proposed discussion for next agenda

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

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

ANN SEAVER

WALWORTH COUNTY BOARD OF ADJUSTMENT

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



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**Walworth County Board of Supervisors
Finance/Public Works Committee
JOINT MEETING MINUTES
Tuesday, June 12, 2012**

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

The meeting was called to order by Chair Russell at 5:15 p.m.

Roll call:

- Finance Committee members present included Supervisors Jerry Grant, Daniel Kilkenny (arrived shortly after roll call), Nancy Russell, Joseph Schaefer, and Rick Stacey. A quorum was declared.
- Public Works Committee members present included Supervisors Ken Monroe, Carl Rendenius, Nancy Russell, Joseph Schaefer and Rick Stacey. A quorum was declared.

Others in attendance included:

- Board members: Tim Brellenthin, Tim Schiefelbein
- County Staff: David Bretl-County Administration/Corporation Counsel; Val Etzel and Kate Willett-Finance; Linda Seemeyer-Health & Human Services; Peggy Watson and Larry Price-Public Works; Ann Weber and Kathy Du Bois-Treasurer's Office
- Members of the public: Rich Kuhnke, Jim Van Dreser

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

Approval of minutes of last meeting(s) — There were no meeting minutes presented.

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

Unfinished business — There was no unfinished business presented.

Consent items — There were no consent items presented.

New business

Discussion and possible action regarding funding for temporary creation of accounting assistant position in the treasurer's office, pursuant to budget amendment TR001 — Bretl explained that this item required a vote only from the finance committee. He stated that the position changes that were just approved by the human resources committee need to be funded. A budget amendment has been prepared to cover the cost of the temporary position in the treasurer's office, and that amendment requires finance committee action due to the amount. The cost of the position for the remainder of the year is \$37,500, which is available in the treasurer's

budget. Bretl recommended moving forward with this. Du Bois explained that the county budgets for and receives payments in lieu of taxes. The amount received is more than the department had projected, making those funds available to cover the cost of the temporary position. She feels transferring Etzel's position to her department will be very good for the Treasurer's Office, and it will be helpful to Etzel as well given that there is a great deal for her to learn.

Supervisors Stacey and Grant moved and seconded approving the budget amendment for the treasurer's office. The motion carried 5 – 0 on a roll call vote of the Finance Committee.

Discussion and possible action regarding funding for the CTH X bridge projects, pursuant to budget amendment PW006, and contracting for said projects — Supervisors Grant and Monroe moved and seconded approving the budget amendment for the bridge project and contracting for the project. Bretl explained that this was a quickly developing issue from the state. The county has been put in a position to have to give the state a decision regarding whether or not to move forward with the Hwy X bridge project. Price stated that this all started years ago. The state gave the county a list of qualified engineers to design the bridge. The county picked an engineer who then designed the bridge over a period of about two years. The state hired another engineering firm to oversee the whole project. The state's engineering firm thought the cost was too high for the project, and the bid was reduced. Bridge regulations are much more stringent now, and the bid was \$300,000 higher when the state bid the project than what was estimated. The county could do nothing right now and bid this again in November, but we are almost guaranteed a higher bid. The state had capped their portion of the cost of the project at 80% of their initial estimate. The county asked the state if they would increase that amount, and the state agreed to pay 80% of the new estimate if the county agrees to move forward with this project now. There is enough money in the budget to cover the cost of this project, but with no contingency fund. It would be irresponsible to move forward without a contingency for such a large project.

On a roll call vote of both the public works committee and the finance committee, the original motion carried unanimously.

Correspondence — There was no correspondence presented.

Confirmation of next Committee meetings:

- The next Public Works Committee meeting was confirmed for Monday, June 18, 2012 at 3:30 p.m. in County Board Room 114 at the Government Center.
- The next Finance Committee meeting was confirmed for Thursday, June 21, 2012 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment

Upon motion and second by Supervisors Stacey and Kilkenny, Chair Russell adjourned the meeting at approximately 5:25 p.m.; carried unanimously.

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

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

Walworth County Human Resources Committee

MINUTES

June 12, 2012 – 5:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

Draft

The meeting was called to order at approximately 5:05 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, Rick Stacey, Dave Weber, Joe Schaefer and Tim Schiefelbein; David Bretl, County Administrator; Suzi Hagstrom, Labor/Employee Relations Director; Linda Seemeyer, LHCC Superintendent/HHS Director; Ann Weber, Deputy Treasurer; Kathy Du Bois, Treasurer; Val Etzel, Accounting Assistant; Larry Price, Director of Operations; Kate Willett, Administrative Assistant; Peggy Watson, Office/Purchasing Manager.

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 May 16, 2012 Human Resources Committee meeting minutes was moved and seconded by Vice Chairperson Grant and Supervisor Brellenthin. The motion carried 5 – 0.

Public comment period – none

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. Bretl pointed out that he had included a memo in the Report and Update regarding this item. He explained that Du Bois had decided not to run for re-election. Val Etzel, from the Finance department, turned in all of the required signatures and will be the only person on the ballot, so she will be the new treasurer. We have the opportunity to move Etzel into the treasurer's office before she takes office. July is a very busy time in the treasurer's office due to tax collections. It would be advantageous to have Etzel on board to help the treasurer out and to allow her to participate in the process and see how everything works. The treasurer's office is also in the midst of a major IT project relative to new tax software. Etzel will be responsible for the implementation of that project when she takes office. This situation is different than the standard overfilling requests in that Etzel will retain her accounting assistant title until she takes over as treasurer. The treasurer's office has funds available to cover the cost of the position. The ordinance amendment adds an accounting assistant position to the treasurer's office from July 16th to January 6th, and also reclassifies the accounting assistant position in finance to an administrative assistant.

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded approving the ordinance amendment to Section 15-17 relating to positions in the finance department and the treasurer's office. The motion carried 5 – 0.

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Chairperson Brandl had no reports.

The next regular meeting of the human resources committee was confirmed for June 20, 2012 at 3:00 p.m.

Adjournment. On motion and second by Supervisors Monroe and Redenius, Chairperson Brandl adjourned the meeting at approximately 5:09 p.m.

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

Walworth County Executive Committee
Tuesday, June 12, 2012 at 5:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin
Draft Minutes

The meeting was called to order by Chairman Weber at 5:30 p.m.

In attendance were Chairman Weber, Vice Chairman Kilkenny, and Supervisors Brandl, Russell and Schiefelbein. A quorum was declared.

Others in attendance included County Administrator Bretl; Supervisors Ken Monroe, Carl Redenius, Joe Schaefer and Rick Stacey; Jim Van Dreser and Rich Kuhnke.

Agenda withdrawals, if any. There were no withdrawals.

The agenda was approved 5 – 0 on motion and second by Supervisors Brandl and Russell.

Public comment period. There was no comment.

County Zoning Agency appointments. The committee conducted a brief interview with the County Administrator's nominees, Rich Kuhnke and Jim Van Dreser. The nominees were asked the following questions:

1. What is the greatest challenge currently facing Walworth County planning and zoning?
2. Briefly describe your vision of Walworth County thirty years from now.
3. Explain what you know about "Smart Growth" and describe your thoughts about it.
4. Do you think farmland preservation is important? How would you accomplish it?
5. Explain what single attribute you believe makes you the best-qualified candidate for appointment to the CZA.
6. What are your thoughts on countywide zoning?
7. Have you or any family members had any experience with the Walworth County zoning division and if so, what was it?
8. What relevant experience have you had, if any, regarding zoning matters?
9. Are you presently receiving any salary, compensation or fees for services that could be construed as a conflict of interest with regard to serving on the County Zoning Agency committee?

On motion and second by Supervisor Russell and Vice Chairperson Kilkenny, the recommendation to approve the appointments of Jim Van Dreser and Rich Kuhnke was made. The motion carried 5 – 0.

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

June 18, 2012 at 10 AM was confirmed as the next regular Executive Committee meeting.

Chairman Weber adjourned the meeting on motion and second by Supervisors Brandl and Russell at approximately 5:42 p.m.

Submitted by Tammy Werblow, County Administrator's Office. These minutes are subject to committee approval.



DRAFT

Walworth County Children with Disabilities Education Board

MINUTES

May 16, 2012 5:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

Children with Disabilities
Education Board

The meeting was called to order at 5:00 p.m. by Chair Weber.

Roll call – In attendance were, Chair Weber, Secretary Grant, Supervisors Monroe, Schaefer, and Schiefelbein. A quorum was declared.

County Staff Present – Director WCCDEB Tracy Moate, and County Administrator Dave Bretl.

County Supervisors Present – County Chair Nancy Russell.

Agenda withdrawals – None

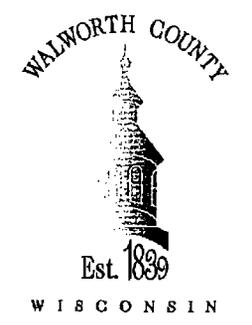
Agenda Approval - Approval of the agenda was moved and seconded by Supervisors Schaefer and Grant with no withdrawals. Motion carried 5-0.

Minute approval – Supervisors Schaefer and Grant moved and seconded approval of the April 25, 2012 minutes as prepared. Motion carried 5-0.

Public comment period – None

Unfinished business – Summer School - At the April CDEB meeting Supervisor Grant had questions regarding summer school and state aid. CDEB Director Moate explained how summer school is a supplement to the student’s education that is provided during the school year. Districts that do get aid for their summer school programs go through a process to apply for equalization aid. CDEB is not a school district and therefore does not qualify for equalization aid. Tracy Moate summarized the differences between the equalization aid and the CDEB aid.

New Business – Parent/Guardian Survey – Tracy Moate provided information on the new statewide compliance requirement in regards to seeking feedback from parents on special education services. The information will be collected and used to improve delivery of instruction. A copy of the letter and survey being sent home to parent/guardian was passed out to the supervisors at the meeting. The survey is unique to the services provided at Lakeland School and will give the staff and administration information on how effective they have been in meeting the needs of the students and their families. Discussion followed regarding the process of sending the surveys out, who to return them to and who would collate the information. **Motion to approve the survey was made and seconded by Supervisors Schiefelbein/Monroe. Motion carried 5-0.**



Children with Disabilities
Education Board

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Senate Bill 461 – Tracy Moate presented information on the recent Senate Bill regarding the Educator Effectiveness system for Wisconsin teachers and principals. This bill will be implemented by the 2014-15 school year. Discussion followed regarding the timeline and guidelines to implement the process.

Reports and Correspondence –

CDEB Chair – None

CDEB Director – Tracy Moate shared end of the year events and dates. The Spring Concert was held April 26, 2012. Schoolfest was held on May 12, 2012. Both events were well attended and successful. Lakeland School graduation will take place June 4, 2012 at 7:00 pm. There will be 27 students graduating, with 7 participating in their final graduation. The students last day of school will be June 7th and teachers last day will be June 8th. LEO golf outing will be June 25th at Geneva National. There is a Push, Walk & Ride event the day before. All are invited to participate. Calumet County CDEB will be holding their May meeting at Lakeland School on Thursday May 24, 2012. They will meet at 10:00 am and tour the building following their meeting. An open meeting notice will be posted.

Set time and date of next meeting – June 20, 2012, 5:00 pm.

Adjourn - On motion from Supervisor Schiefelbein and seconded by Secretary Grant, the meeting was adjourned at 6:00 pm on a 5-0 vote.

Minutes recorded by Kathy Kramer, CDEB

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

Walworth County Human Resources Committee

MINUTES

May 16, 2012 – 3:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

Draft

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

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

Others present – Supervisor Nancy Russell; David Bretl, County Administrator; Suzi Hagstrom, Labor/Employee Relations Director; Nicki Andersen, Deputy County Administrator – Finance; Linda Seemeyer, LHCC Superintendent/HHS Director; Dale Wilson, Payroll/Benefits Manager; Liz Aldred, Deputy HHS Director; Nancy Pirkey, Attorney from Buelow Vetter.

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

Approval of the April 25, 2012 Human Resources Committee meeting minutes was moved and seconded by Supervisor Monroe and Vice Chairperson Grant. The motion carried 5 – 0.

Public comment period – none

Overview of management pay policy. Bretl explained that this item was a follow-up to the closed session at the last meeting regarding pay for an employee. Staff felt it might be beneficial to go over the history of the pay plan. In the past, many of the management benefits mirrored what was found in Union contracts. For example, both Unions and management might get an annual, across-the-board increase, as well as a longevity increase. Combined, this meant that employees could see a 6 or 7% increase, but the across-the-board increase is the only thing that the public would actually see. Employees would get a step pay increase even if they were poor performers. When the county first began using the pay for performance model in 2005, there were 28 different pay ranges, but that number later went down to 17. The midpoint of the range was the market rate. There was a faster progression through the first quartiles of the matrix, but that would slow down as the employee hit market range. Employees in the Unions were still getting across-the-board and step increases. Another criticism of the present pay for performance plan is that the range of raises provided, in recent years, has been very compressed. Bretl acknowledged that there is probably an element of “grading inflation” in the pay plan. Very few employees end up with an average rating. Bretl explained that staff had conducted a study on the pay for management positions in our comparable counties. Bretl feels that we now need to look at the pay for “rank and file” positions. The question came up as to whether or not our comparables should be revisited, or if private industry should be included in the salary study as well. Bretl added that whatever plan the committee promotes, we still need to think about what to do to recruit and retain employees. All jobs are not equal in terms of demand. The

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county is having difficulty recruiting and retaining employees in certain job classifications. Hagstrom has copies of the management pay study if anyone is interested in taking a look at it.

The committee did not take any action on this item.

Overview of Public Works compensatory bank history. Hagstrom explained that last year, when changes were made to work rules, one area that was a concern to management and employees was the compensatory bank limit. The employees in highway always had a 120-hour limit. The employees would typically accrue more overtime in the winter, and then employees could use that time to take off in the summer. The decision was to leave the cap at 120 hours, but to pay the banks down to 60 hours to see how many hours the employees accrued from January to the present. Even with the warmer winter, some employees earned upwards of 152 hours. Hagstrom feels that the decision regarding the comp bank limits is a decision that the new director should be involved in making. Hagstrom would like to put this item back on the agenda in August. Supervisor Russell pointed out that comp time is earned at 1.5 times, just as overtime is earned. When an employee then takes that time off, the county would have to pay someone to cover their position, thereby paying overtime twice. Hagstrom said that we would have to look at whether or not overtime was required to cover for a person who had taken comp time off. Bretl stated that this was probably the most controversial aspect of the Chapter 15 “work rule” changes. The changes in Chapter 15 gave management the flexibility to send an employee home after they worked 40 hours. Hagstrom clarified that with the highway employees, if someone calls in sick, for example, they do not call someone in to cover for them. At the Sheriff’s Office, however, someone would have to be called in to cover for an absence. Hagstrom stated that between now and August, we will be able to see when the comp time is being used.

The committee did not take any action on this item.

Correspondence from Nicki Andersen, Deputy County Administrator – Finance regarding the 2013 budget calendar. Andersen stated that this item is to notify the committee of the budget timeline. Personnel requests would come to the human resources committee for recommendation and approval and then on to the finance committee for budget development. Personnel appeals will be heard at the September 19th human resources committee meeting. Bretl explained that he prepares the first draft of the budget. Supervisors review it and can suggest budget appeals. All of the appeals go to the Finance Committee who approves the preliminary budget.

The committee did not take any action on this item.

Approval of an Employment Agreement By and Between Walworth County and Kevin Brunner as Director of Central Services. Bretl explained that this is part of the process of bringing a department head on board. The Public Works Committee made a favorable recommendation for Brunner’s appointment. This item will go to the County Board at tomorrow’s special meeting.

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Bretl wanted Brunner to be able to give the City of Whitewater enough notice, which is why he is asking the County to approve this now. The pay range was lowered and the title was revised for this position after Shane Crawford left. Given Brunner's experience and abilities, this is a fair contract from Bretl's point of view. Bretl pointed out that the contract does not provide Brunner with a county vehicle or cell phone. The contract does allow for Brunner to waive the health insurance and instead receive an annual stipend. The committee's favorable recommendation was requested.

Vice Chairperson Grant and Supervisor Monroe moved and seconded confirmation of Bretl's appointment of Brunner as Director of Central Services and approval of the employment agreement between Walworth County and Brunner. The motion carried 5 – 0.

HHS Professional Bargaining. Chairperson Brandl read the closed session language. Vice Chairperson Grant and Supervisor Brellenthin moved and seconded going into closed session. At approximately 3:37 p.m., the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1)(e) of the Wisconsin Statutes, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." At approximately 4:15 p.m., on motion and second by Vice Chairperson Grant and Supervisor Monroe, the committee reconvened in open session.

Supervisor Brellenthin and Vice Chairperson Grant moved and seconded proceeding as discussed in closed session and forwarding the closed session topic to the full board for discussion. The motion carried 5 – 0.

Chairperson Brandl had no reports.

The next regular meeting of the human resources committee was confirmed for June 20, 2012 at 3:00 p.m.

Adjournment. On motion and second by Vice Chairperson Grant and Supervisor Redenius, Chairperson Brandl adjourned the meeting at approximately 4:17 p.m.

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

Walworth County Lakeland Health Care Center Board of Trustees

MINUTES

May 16, 2012 Meeting – 1:00 p.m.

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

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

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Liz Aldred, Deputy Director Health and Human Services; Juliet Young, Health and Human Services; Bernadette Janiszewski, Lakeland Health Care Center Administrator; Nancy Russell, County Chairperson; David Bretl, County Administrator; Sandy Wagie-Troemel, Health and Human Services Board Citizen Representative; Dr. James Seegers, Health and Human Services Board Citizen Representative; Dawn Starck, Health and Human Services Supervisor; Pat Grove, Health and Human Services Manager; Laura Myers, Health and Human Services; Carlo Nevicosi, Health and Human Services Manager; Lori Muzatko, Health and Human Services manager and Jennifer Selz, Health and Human Services Supervisor

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

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

The Lakeland Health Care Center Board of Trustees committee minutes of the April 25, 2012 meeting were approved. **Motion and second made by Supervisor(s) Schaefer/Schiefelbein to approve the minutes. Motion carried 5–0.**

Public Comment – There were no comments from the public.

Unfinished Business – There were no items of unfinished business.

New Business –

Explanation of IGT Funds – Ms. Janiszewski explained this item is on the agenda for informational purposes only. This funding source, previously known as Inter-Governmental Transfer or IGT plan, is now the Supplemental Payment program. The State gives matching funds from the federal government for the loss of monies on Medicaid residents. The loss is approximately \$100 per day and Lakeland Health Care Center had 30,000 Medicaid days in 2011. The goal is of LHCC is to have 68-72% of residents be Medicaid residents.

Reports –

LHCC Administrator's Report and Financial Update – Ms. Janiszewski distributed the April 2012 income statement. There were six worker's compensation incidents in the past month. Only a back injury claim resulted in some time loss. There were no recommendations from the safety committee for changes as a result of these injuries. Ms. Janiszewski also stated that the budget on target so far for the year.

Correspondence – There were no correspondence.

Announcements – Supervisor Grant announced that the Bingo tournament held on May 11th was a success. He thanked Supervisor Russell for her participation.

Next Meeting Date – The next meeting is tentatively scheduled for July 18, 2012 at 1:00 p.m.

Adjournment – **On motion and second by Supervisor(s) Schaefer/Brellenthin, Chair Grant adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 1:05PM. Motion carried 5-0.**

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

Walworth County Health and Human Services Committee

MINUTES

May 16, 2012 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

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

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Liz Aldred, Deputy Director Health and Human Services; Juliet Young, Health and Human Services; Nancy Russell, County Chairperson; David Bretl, County Administrator; Dawn Starck, Health and Human Services Supervisor; Pat Grove, Health and Human Services Manager; Laura Myers, Health and Human Services; Carlo Nevicosi, Health and Human Services Manager; Lori Muzatko, Health and Human Services manager and Jennifer Selz, Health and Human Services Supervisor, Judy Johnson, Open Arms Clinic

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

There were no agenda withdrawals. **Motion and second made by Citizen Representative Wagie-Troemel/Supervisor Monroe to approve the agenda. Motion carried 7-0.**

The Health and Human Services minutes from the April 25, 2012 meeting were approved. **Motion and second made by Supervisors Schaefer/Brellenthin to approve the minutes. Motion carried 7-0.**

Public Comment – There were no comments from the public.

Unfinished business –

Walworth County Community Health Survey Report – Commissioned by Aurora Health Care – Ms. Seemeyer asked if any of the members had a question regarding this survey.

Supervisor Schiefelbein asked why there was an emphasis on guns. Ms. Grove, Public Health Officer, stated she was unsure as those were questions designed by Aurora Health Care.

New Business –

Child Support Overview – Ms. Seemeyer introduced Dawn Starck, Child Support Supervisor, to give a brief overview of this unit. Ms. Starck gave a PowerPoint presentation outlining the basic functions of Child Support. She is also currently working on funding issues due to cut backs at the State and federal levels.

Supervisor Schiefelbein asked where cuts would be made in the budget. Ms. Starck stated at this time she is looking to cut back on service costs, not eliminate any staff. An example of a service cut is that the State is now mailing out letters previously mailed out at the County level and therefore can reduce the amount budgeted for the postage account.

Supervisor Monroe asked how she would be able to cut costs with an increasing case load. Ms. Starck stated that there were areas she could make cuts and she would make it work.

Supervisor Grant stated that making services more efficient would save money. Ms. Seemeyer added that funding would be found for Child Support if tax levy was not possible.

ADRC/Aging Overview – Ms. Seemeyer introduced Lori Muzatko, ADRC Director and Jennifer Selz, ADRC Supervisor to give a presentation on the Aging and Disability Resource Center. Ms. Selz reported that the county tax levy was not used for ADRC costs. The ADRC is a “one stop shop” for information about resources for individuals regardless of income or assets.

Supervisor Grant asked the number of ADRC staff. Ms. Selz stated there are eight specialists and two benefit specialists.

Citizen Representative Seegers asked how many people are served through the ADRC. Ms. Selz explained there isn't a caseload. While it varies greatly, they receive approximately 3,000 to 4,000 calls per year.

Citizen Representative Seegers asked if the ADRC markets to nursing homes. Ms. Selz stated that the ADRC markets to nursing homes along with other residential facilities. There is a federal requirement that nursing homes have to ask residents if they want to return to the community. Citizen Representative Seegers asked if there was a liability if they are at home in the community. Ms. Selz stated it is a consumer's choice.

Citizen Representative Seegers stated he felt this was a wonderful program.

Supervisor Monroe asked ADRC marketing. Ms. Selz passed around a basket filled with a sample of some of the marketing items used by the ADRC. She also does presentations for various groups, has booths at health fairs and the ADRC publishes a monthly newsletter.

Citizen Representative Wagie-Troemel asked if Ms. Selz has done a presentation for AARP. Ms. Selz stated she will be doing a presentation for them in the future.

Citizen Representative Seegers asked if they marketed in newspapers. Ms. Selz stated that they do.

Supervisor Schaefer asked if the ADRC screens individuals for veterans' benefits. Ms. Selz stated they do give out information regarding the Veterans' Administration.

Citizen Representative Wagie-Troemel asked if most of the consumers who use the ADRC are low income. Ms. Selz stated that because services are available regardless of income, they do not ask about a consumer's income and therefore is unaware of their income status.

Citizen Representative Seegers asked if the ADRC gives referrals to residential facilities. Ms. Selz stated they only do resources not references.

Citizen Representative Wagie-Troemel asked if they had a list of charges for services. Ms. Selz indicated they do not.

Ms. Muzatko added that marketing is a priority in the ADRC especially with the recent cap lifted on the waiting lists for Family Care and IRIS.

Request for Approval of Office of Justice Assistance Grant – Ms. Seemeyer introduced Carlo Nevicosi, Health and Human Services Manager to give an outline of this grant request. Mr. Nevicosi stated that this \$85,000 grant will be used for at-risk youths and their families. There is a required 10% match but Health and Human Services is already spending more \$8,500 on this program so the match is already being met.

Citizen Representative Wagie-Troemel stated she is in support of this grant.

Supervisor Schiefelbein asked if this grant requires full board approval. Mr. Bretl asked if Health and Human Services has received this grant in prior years. Mr. Nevicosi stated that the Department has not, this is a new grant. Mr. Bretl asked if this grant would be going on the preapproved grant list. Mr. Nevicosi stated it is not a reoccurring grant at this time.

Mr. Bretl explained that the process is different for each grant and each one is looked at on a case-by-case basis to determine the appropriate level of approval needed. He stated that if this committee decides to support the grant his office would determine the proper course of action.

Supervisor Grant asked if the grant could be renewed after two years. Mr. Nevicosi stated that at this time it is not a reoccurring grant.

Motion and second made by Supervisor Schaefer and Citizen Representative Wagie-Troemel to approve this grant request. Motion carried 7-0.

Discussion followed.

Citizen Representative Wagie-Troemel stated that since the Department is not proposing to hire additional staff with this grant money, she does not see any issues. If after the grant ends the Department will have to either have to work the consulting services into the budget or cut back on the services. Mr. Nevicosi stated this was correct.

Supervisor Schiefelbein suggested this grant be approved by the County Board so Mr. Bretl can review it.

Citizen Representative Seegers asked if the services were sustainable after the grant expires. Mr. Nevicosi stated there would probably be other opportunities that could be explored.

Presentation by Open Arms Clinic – Ms. Seemeyer introduced Judy Johnson who is representing the Open Arms Free Clinic. Ms. Johnson gave a brief history on the creation of this clinic and is asking this committee for \$15,000 to \$20,000 to help fund opening the clinic. She explained that there are a number of professionals stepping forward to volunteer their time, a location has been rented and that equipment has been donated. She also stated that the Community Health Improvement Plan and Process (CHIPPP) that the Department has been working on for over a year had free clinic as the number one priority based on survey data. This will not be a faith-based enterprise and the application for tax exempt status is being filed by the Open Arms Clinic committee.

Supervisor Grant asked when their 501(c)(3) status would be complete. Ms. Johnson stated that her board should be filing it tonight after it is approved. She estimates it will take several months to get approval from the State.

Supervisor Grant asked if she had copies of their goals and bylaws. Ms. Johnson stated she would get this committee that information.

Supervisor Grant asked when they plan to open the doors to this clinic. Ms. Johnson stated they were hoping for July of this year.

Supervisor Schiefelbein asked if they had a proposed budget for the clinic. Ms. Johnson explained that they were waiting on quotes from Mercy and Aurora for services and that it was difficult to develop a budget without a history to base it on. She estimates that the clinic will need \$26,000 for basic operating expenses.

Supervisor Schiefelbein asked if this was going to be an ongoing expense for the county and would like to see other commitments. Ms. Johnson stated they have secured financial and in-kind donations for individuals and organizations in the community. She will come back to this committee with more detailed figures. Supervisor Grant asked for her to provide budget information along with the goals and bylaws.

Citizen Representative Wagie-Troemel asked how the Department felt about the clinic. Ms. Seemeyer stated she would also like to see a budget before making an investment in this endeavor.

Citizen Representative Seegers asked if she had talked with the medical staff at Mercy and Aurora. Ms. Johnson stated she believed other members of her board had probably talked with these groups.

Citizen Representative Seegers asked about credentialing if a doctor is not on staff with Aurora or Mercy and if they were using an independent lab. Ms. Johnson stated she would have to look into those items and come back to this committee.

Mr. Bretl stated he would also like to see a detailed budget and find out if this was a one-time or ongoing payment.

Ms. Johnson stated that fundraisers were being planned to help support this clinic.

Reports -

Income Maintenance Update – Ms. Seemeyer stated the Call Center statistics are improving as the answer rate is up and the wait time is becoming shorter. This has caused a slight slowdown in the processing of paperwork and staff are working to find a balance between the two. Internal issues mentioned at previous meetings are getting resolved. Ms. Seemeyer also alerted this committee that the State will be sending out letters regarding changes in BadgerCare co-payments. If committee members receive any complaints they can forward them to Ms. Seemeyer.

Supervisor Grant asked if the waiver was accepted by the federal government. Ms. Seemeyer stated that it was.

Correspondence – There were no correspondences.

Announcements – Citizen Representative Wagie-Troemel announced that the Walworth County Alliance for Children (WCAC) will be hosting their second annual golf outing fundraiser on June 21st. She stated that they are hoping to break ground for the WCAC facility in July.

Supervisor Grant once again graciously stated that he would match funds donated from this committee to sponsor a hole at this event. Committee members are to notify Supervisor Grant by Monday if they are interested.

Next Meeting Date – The next meeting is scheduled for June 20, 2012 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

Adjournment – **On motion and second by Supervisor Monroe/Citizen Representative Wagie-Troemel. Chair Grant adjourned the Health and Human Services meeting at approximately 2:32p.m. Motion carried 7-0.**

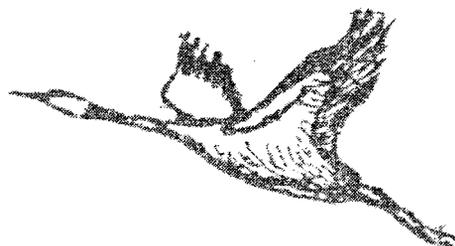
Submitted by Juliet Young, Recorder. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting

May 15, 2012

Chairman Lutz called the meeting to order at 7:03 P. M. at the Rochester Public Library. Commissioners present were John Lutz, Judith Correll, Gerald Schwarten, Robert McIndoe, Donald Trimberger and Michael Weinkauf.

The minutes of the April 17, 2012 meeting were read. There was one correction in the bills. The check for Michael Dubis listed as \$3,230.00 should have been \$2,230.00. A motion to approve the minutes with the one correction was made by Robert McIndoe, seconded by Donald Trimberger and carried.

The treasurer's report was read, copy attached. A motion was made by Robert McIndoe, seconded by Michael Weinkauf and carried.

OLD BUSINESS

Chairman Lutz received a bid from Forrest George of \$175.00 per mowing, which is \$50.00 over Cutting Edge. Chairman Lutz notified Mr. George that we decided to go with the other bid.

You have packets with numerous information:

- A. A letter from Ayres Associates regarding the dam safety inspection summarizing the observations made during the inspection. Some of the items on this report have been completed.

May 15, 2012 Page 2

B. Michelle Hase, Water Management Engineer for the DNR, sent two letters. One letter includes time frames for addressing the deficiencies and improving the safety and structural integrity of the dam as stated in the report from Ayres Associates.

C. The second letter addresses the Emergency Action Plan (EAP) and the Inspection, Operation and Maintenance Plan (IOMP) set forth by Ayres Associates. The revised plans dated March 26, 2012 were found satisfactory and are hereby formally approved by the DNR.

Some of the items that need repair will be done this year. Other items have two to three years to be completed. The DNR wants the dike mowed two or three times a year and Kenny Mosher said that it would be easier to mow if it were kept cut shorter. Also needed to be done every year is to inspect the dam for any structural damage. When all the repairs are done, we should be good for 10 years.

D. The court order from Walworth County regarding Mr. Chaulklin moving the impediments from the road right-of-way on Crescent Place. The 45 days that the court gave him to move the items is way past. We need to discuss what items should be moved and how we will move them if Mr. Chaulklin does not move them. Chairman Lutz told Attorney Dubis that we will give him another ten days to get this done. If he does not we will hire a contractor to remove them. The biggest safety issue is on the corner because it creates a blind spot

Michael Weinkauff made a motion to have Chairman Lutz accept any bids received to remove the impediments from the road right-of-way, seconded by Robert McIndoe and carried.

NEW BUSINESS

This Saturday, June 9, 2012, will be the spring cleanup on the north beach from 9 A. M. to noon.

BILLS SUBMITTED AS FOLLOWS:

| | | |
|-----------------|-------------------|-----------|
| Comm. Comp. | John Lutz | \$ 175.00 |
| “ “ | Judith Correll | \$ 150.00 |
| “ “ | Gerald Schwarten | \$ 150.00 |
| “ “ | Donald Trimberger | \$ 25.00 |
| “ “ | Michael Weinkauff | \$ 25.00 |
| CDF Enterprises | Lower Dam Gates | \$ 138.96 |

A motion to pay the bills was made by Robert McIndoe, seconded by Donald Trimberger and carried.

A motion to adjourn, subject to recall, was made by Robert McIndoe, seconded by Michael Weinkauff and carried at 8:10 P. M.

Respectfully submitted



Judith Correll

Secretary HLPRD

WISCONSIN RIVER RAIL TRANSIT COMMISSION

FULL COMMISSION MEETING - FRIDAY, MAY 11TH, 2012 @ 10AM
 DANE COUNTY HWY GARAGE, 2302 FISH HATCHERY RD, MADISON, WI

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

| | | | | | |
|----------|--|------------------|----------|-----------------------------|-------------------|
| Crawford | Tom Cornford, X-Committee | x | Rock | Ben Coopman, Alternate | |
| | Rocky Rocksford | x | | Wayne Gustina | x |
| | Vacant | | | Alan Sweeney, Vice Chair | x |
| | | | | Terry Thomas | |
| Dane | Gene Gray, Treasurer, | x | Sauk | Marty Krueger, Alternate | |
| | Jim Haefs-Fleming | X; left 11:00 | | Carol Held | x |
| | Forrest Van Schwartz, Advocate | x | | John Miller | x |
| | | | | Dennis Polivka | X 10:02 |
| Grant | Ivan Farness | | Walworth | Jerry Grant | |
| | Vern Lewison | x | | Richard Kuhnke, X-Committee | |
| | Robert Scallon, 2 nd Vice Chair | x | | Allan Polyock | |
| Iowa | Charles Anderson, X-Committee | x | Waukesha | Karl Nilson, Chair | x |
| | William G Ladewig | x | | Richard Manke | x |
| | Jack Demby | x | | Fritz Ruf | X 10:19, 12:14 |

Other present for all or some of the meeting:

| | |
|---|---|
| <ul style="list-style-type: none"> • Mary Penn, WRRTC Administration; • Ken Lucht, Bill Gardner, WSOR; • Frank Huntingdon, Marty Morin, WDOT; • Eileen Brownlee, Kramer & Brownlee, Legal Counsel | <ul style="list-style-type: none"> • Alan Anderson, Pink Lady Rail Transit Commission • Blair Dillman, Brian Dillman, Prairie Sand & Gravel • Tim Karp, WSOR 10:09 |
|---|---|

Following the Roll Call, Karl Nilson made welcome to the new members of the Commission, including Vern Lewison, Grant County, William G. Ladewig and Jack Demby, Iowa County, and Carol Held, John Miller, and Dennis Polivka, Sauk County.

3. Action Item. **Certification of Meeting’s Public Notice** – *Noticed by Penn, Motion to Approve Public Notice, Manke/Gustina, Passed Unanimously*
4. Action Item. **Approval of Agenda** – *Prepared by Penn, Motion to Approve Agenda, Van Schwartz/Cornford, Passed Unanimously*
5. Action Item. **Approval of draft April Meeting Minutes**– *Prepared by Penn, Motion to Approve April Meeting Minutes, Anderson/Gray, Passed Unanimously*
6. Updates. **Public Comment** – *No Public Comment*

7. Updates. **Correspondence & Communications** – Mary Penn distributed a handout (“Surface Transportation Board Final Rules on Railroad ROW”) and Van Schwartz informed the Commission that it was the 2nd paragraph of the handout which contained the “meat” of the communiqué and that for more information, the entire document could be read via the included web address. Penn next distributed copies of a letter from Sen. Herb Kohl to Mr. Karl Nilson in response to his HR-721 letter. Bill Gardner said that WSOR had spoken to Sen. Kohl to try to push the issue along to Sec. of Transportation Ray LaHood and that it “went well”. Lastly, Van Schwartz updated the Commission on the Freight Rail Economic Impact Analysis study (Penn noted that the contract for that study had been signed and she had received a copy) and that he had spoken with PI Dr. Steve Deller with Lia Bonneville of WDOT and Ken Lucht of WSOR on the study’s progress, saying that the database identifying users of WSOR’s services had been created. Next week the WDOT has been asked to meet with State Transportation Secretary Mark Gottlieb to convince him to send a letter of support to the project. The letter would be sent under WDOT letterhead. He also said that the WSOR Marketing Group will be emailing a survey to all railroad customers to gather data. Overall, the project is expected to be completed by the end of June or July. WSOR has already paid the first half of the project. Gene Gray asked about the survey content and questions and Karl Nilson said that the study would be an ongoing agenda item.

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

- Treasurer’s Report for April and Payment of Bills

Due to the Dane County Highway Department’s summer schedule, Jim Matzinger was not in attendance but had left the Treasurers Report and checks to sign. Nilson said that it was unfortunate Matzinger was not at the meeting since he is needed to explain the Commission’s financial matters and he asked Gray to ask Matzinger to come to the meetings regardless of the summer schedule.

- **Motion to approve Treasurers Report and Check #1211 – Sweeney/Anderson, Passed Unanimously**

9. Wisconsin & Southern Railroad’s Report on Operations

Nilson introduced Tim Karp of WSOR, and also pointed out the other WSOR representatives (Ken Lucht and Bill Gardner) to the new RTC members. Lucht said that WSOR has begun a dialogue with the State on the budget in regard to capital projects, saying that they are hoping the FRPP funds will return to past funding levels. He said that WSOR will return to WRRTC in the future to ask for support on this issue. He also said that the “Officer on the Train” event will be hosted by WSOR to recognize Safe Crossing Awareness Week. Citations could be made during this exercise; Madison and UW-Madison and City of Middleton are included in the event and will be held May 16th. He noted that there are 30 crossings in a five-mile stretch in Madison alone. He also told the new commissioners the next WSOR newsletter will be printed and mailed soon.

Gardner said that they would send new calendars to the new members as it contained much information. Gardner then said he would “jump the gun” on the agenda in regard to what funding WSOR would be requesting from the state, saying that it had been \$60 million in the past and had been cut 50%, leaving it at \$15 million per year currently. He said they would be asking for a return to the \$60 million level in order to pay for the infrastructure necessary today (there was a map distributed at this point showing the type of track current in WSOR). He said there was discussion of a line item by the governor which would cover the sale of a UP segment to the State. Gardner said that he believes this should not be done via a line item as it makes the sale too apparent. Instead, he said they should ask for \$90 million (\$45 million per year), take \$20 million of one year’s funding and buy the UP line (aka Reedsburg line) with those funds and get it under state control, operated by WSOR, which would leave \$25 million to fix the railroad system, saying that “\$25 million could be made to work” to correct the necessary infrastructure needs. He said that there has been buy-in on this proposal and WSOR is still waiting for a response by the State Secretary of Transportation to support this. WSOR would also come back to ask WRRTC’s support on the issue at a future meeting. WSOR is meeting with other state representatives in order to make their case as to this proposal. He said he did not want to ask for too much money (e.g. “\$200 million”) as that can cause it to be rejected outright as too expensive.

In business development, Gardner reported that WSOR had gotten WDOT approval on their bridge study. There are 286 bridges and not all of them are good enough for bigger, heavier cars. He said they are collapsing as they are run over and are fixed as they fail. Gardner noted that WSOR is running up to six trains per week for Prairie Sand & Gravel (frack sand), adding that ADM is also expanding its grain shipment in Boscobel.

Gardner returned to discussing bridges, saying the next bridge on schedule to be improved is on John Nolan Drive (rail was updated last fall) and this will be begun in June via barges as car traffic cannot be interrupted. He added that grain transport is very important to business and much of it is being shipped even farther than Chicago. He said that yields are increasing and thus WSOR is seeing an increase in its shipping.

At this point, Gardner brought up the HR-721 letter and said WSOR has asked Ron Kind and Tammy Baldwin for their support and asked if those on the Commission would call their offices in support of the HR-721 letter as well, since WSOR has not gotten a response from their calls.

Gardner also said that this fall WSOR will convene a meeting with all counties and rail consortiums at the same time to bring everyone together, interjecting that there is a new RTC in the State (Northwoods RTC), with upwards of 14 counties including some Michigan counties which would equal 34 counties involved in an RTC in Wisconsin which would give added strength to state rail transit commission voices.

Next, Gardner said that he had flown with Lycon down to Chicago looking for sites; Lycon is pushing to have its facility up by next spring in Oregon and WSOR has given them rates for shipping : this is an ongoing project. Nilson asked in regard to the Northwoods RTC (Pembine to Barron, up to Ashland, spur to White Pine, MI) what the member counties might be and Frank Huntington will supply the Commission with the names of the member counties. The line in question is owned by CN and there is concern by northern counties shippers about the level of service so the counties are working to try to improve service. Huntington said there could be the possibility of state acquisition of service. Van Schwartz said there is a lot of interest. Dennis Polivka asked Lucht about rail safety on rural crossings. Lucht said that rural crossing problems are mainly vehicles not stopping or yielding. About 10 yrs ago Gardner said he had asked towns in rural locations for stop signs on rural town crossings. With stop signs in place, safety has increased in rural areas. Gardner said that there are rural crossings where there have been close misses, noting that safety can be “Russian roulette”. He

reminded the Commission of the case of the bus which stopped within the gate zone so the gate was hitting the bus top. Polivka asked about the amount of frack sand coming out of Prairie. Gardner said there is an uptick on sand, decking material, and grain shipping. Polivka said that he was kind of torn because there are a lot of people against frack sand mining in Sauk County. Gardner said that if “we” (the country) wants to be energy independent, the sand and oil deposits in the country need to be available. Karp said that frack sand is not the issue, it is the chemical solution used for fracking that is sensitive. Ladewig asked if there was a bridge-fix priority list. Gardner said there is no list because they can only fix as they fail. Huntington said there is a short list but the priority shifts due to the level of problems, adding that he would try to bring a list of the top-fix-bridges to the next meeting, noting that an upcoming fall project will help identify bridges needing work. Gardner said the feds are requiring WSOR meet new standards but with so many fixes to make, WSOR will not be able to meet the federal standards. He said that the very old bridges were not made with rebar and with the weight of the cars, parts of bridges are shearing off and repairs are on-going.

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

Penn updated the Commission on her activities of the past month, noting she had met with representatives of WDOT, WATCO, and WSOR to discuss insurance and operating agreement issues, had met, along with SWWRPC staff, with WDOT’s Kim Tollers to discuss working together to create an integrated database with the hope that it would lead to a searchable website, to allow the public more access to the RTC’s work. She also told the Commission she had sent out another permit to the Village of Blue River as the old permit had expired. Next, Penn distributed maps of the Village of Spring Grove and Hatchery Road and explained she had been contacted by the Village Administrator asking for the Commission’s direction on upgrading the road. Brownlee said that the Village has been a perennial problem and requested Mary to ask that the Village submit a work proposal to the Commission that would include a disclaimer to protect the Commission’s property. Nilson said that Penn will work with Brownlee to draft the proposal. Lastly, Penn told the Commission that SWWRPC was updating its website and RTC information would still be available and she would keep them posted as to when the new site would go “live”.

11. WisDOT Report – Frank Huntington, WisDOT

Huntington reported that WDOT is dealing with 20 – 30 projects currently and mentioned WDOT is doing an economic study in the northern part of the state (in regard to the proposed Northwoods RTC). He said there are no new projects in the southern part of the State except near Sheboygan, where a reconstruction project has been initiated; specifically, a line with track that has been idle for 15-20 years. He added there are a number of projects in Marinette County as well (particularly track for a ship building concern). Huntington also said there was an issue of buying a line located in Chippewa County. This began 3 or 4 years ago but due to an increase in frack sand shipping, the state will not be acquiring the line as the current owners are using them much more now. He also said there are eight different FRPP applications pending. Nilson asked about the bridges on the newly acquired rail, and Huntington said they need work and one bridge in particular that UP/WSOR will have to fix as it is not owned by the state.

Nilson called break at 11 AM.

Nilson recalled the meeting at 11:12 AM.

Gardner said during the break there had been a question regarding the executive committee and full commission and who should attend which? Nilson said that for the executive committee, the RTC tries to have representation from each county. Nilson asked Brownlee for her input. She said that if non-executive committee members come to meetings and there is a quorum equal to a full commission meeting, then the meeting should be posted as a full meeting, so as not to violate open-meeting law. Nilson asked if Crawford County’s Tom Cornford had been appointed by the RTC? Cornford said yes. Alan Sweeney asked Brownlee if the agenda could add if there was quorum then it would be a full commission meeting? She said that that it is not necessarily compliance (with the open-meeting law). Van Schwartz said that all new members would be invited to a RR 101 class to give them an overview of how RTCs work and the WSOR takes part in that. Robert Scallon asked if someone else could represent the county that is not on the executive committee? Nilson said in that case the RTC lets them vote which is not necessarily proper but it works.

12. Prairie du Sac Building Encroachment Issue – WSOR/WDOT/B. Sieger

Penn said she had contacted B. Sieger beforehand but he did not attend. Huntington said that the last email between he and Sieger had made it clear that the RTC had to make a decision before the architect could take any action.

13. Presentation regarding a request from Blair Dillman to relocate the spur track adjacent to the City Harbor in Prairie du Chien. – Blair Dillman, Prairie Sand & Gravel

Blair Dillman distributed a handout highlighting the Thompson Dredge made in the 30’s or 40’s. He said he had gotten permission by the City to use a site just north of the city harbor with the requirement that the track on that location be moved (over). He said that the harbor could be used even with this facility since if this track could be moved, it could be made more useable. He said the dredge could be a museum of the original railroad of Prairie de Chien (the Milwaukee / Mississippi). He reiterated that the main purpose of the project is to make this museum. The dredge is due to arrive at the City in June and Dillman said the site is “great for it”. He said if the track were moved the movement would not hamper the use of the rail and it would provide a facility for the City that has much

local support. Nilson asked if the boat would be tied up permanently? Dillman said that there was an old foundation of an old mill at the site, the boat could be floated in, set on ground (where the track currently is presumably), and made permanent on that foundation. He showed the Commissioners a blueprint of the whole area plan which includes an historic icehouse. Nilson asked again if the dredge would be tied up? Dillman said rooms could be used for educational purposes. Sweeney asked if there were action required on this today? Nilson said this issue had been refused last month's meeting and this was only an opportunity for questions. Jack Demby asked why the spur would need to be moved? Dillman explained that 15' of the ROW would need to be purchased by the City and a new ROW would need to be granted to the RTC. Charles Anderson asked what Dillman wanted? Dillman said they wanted to move the spur via the City buying the spur. Gardner praised Dillman for his work for the City and explained that WSOR and WATCO have met with Dillman and have proposed a deal which is pending but there would need to be reciprocation on the agreement. He said that WATCO would like to talk to Dillman again and WSOR would support this if WSOR gets what it wants from the pending proposal: If there was an agreement, the item could come back to the RTC. Demby then asked if the City had been involved and Dillman said that they had given approval pending approval by RTC, WDNR, and WSOR. Nilson said that if Dillman meets with all interested parties to come back at a later date when there is something more set. Nilson asked Huntington for WDOT's input and Huntington replied that WDOT wants input from the RTC and the railroad. William Ladewig said that before they next meet on this issue that everyone get a copy of the proposed project as Dillman had only one copy with him.

14. Presentation regarding location of a turn table on rail corridor property. – *Blair Dillman, Prairie Sand & Gravel*
Blair Dillman presented an existing plan of a turn-table which would involve closing two streets (which has been approved by the City of Prairie de Chien). He said that putting in a spur line on City property for the 100' turn-table would be similar to the space which existed in the 19th century which was a loop, not a turn-table but the same size. Dillman said there would be a switch put in and would part of the whole complex. Nilson asked if it were a working turn-table? Dillman said it is workable and would be put back in to be active. Van Schwartz then asked about the level of groundwater at the proposed site? Dillman said it was 14-15' to river level. When asked by Van Schwartz how often the river floods, Dillman said every time the river floods. He said during floods the water flows east, not south. The turn-table would cover a large area and would provide a site for lots of activities and perhaps have a gazebo that would revolve. Gardner said to "wait and see" in regard to the WSOR proposal and that added the turn-table would be a liability issue so there would have to be insurance on it. Dillman said it would be covered. Huntington asked if the table would be on WDOT or RTC property and Dillman said it is on City property. Ladewig then asked for an architectural rendering to see the layout.

15. Consideration and possible approval of amendments to WRRTC-WSOR-WisDOT contracts in regard to insurance and reporting. The insurance and reporting language will need to be reviewed and possibly changed in all three agreements: WisDOT-WRRTC Land Use Agreement, WisDOT-WRRTC Grant Agreement, and WRRTC-WSOR Operating Agreement – *Frank Huntington, WisDOT*

Huntington gave a brief history of the issue in regard to insurance and the need to revisit this issue due to the operator becoming part of a bigger company. The issue at hand is to increase insurance and their Self Insured Retention (SIR). Brownlee, EWRC, WRRTC, and WSOR have all been working on the issue. Tim Karp spoke to the Commission about WSOR having its own insurance, the types of insurance, and what it covered. He explained that WSOR's insurance had been incorporated into WATCO during its insurance renewal process. In reviewing agreements, Karp said WATCO's insurance needs are greater than WSOR's needs and its ability to pay so WATCO has increased its liability (crossing incidents, trespass, employee injuries, etc.) as well as increased the SIR. He explained that SIR is similar to what is commonly referred to as a "deductible". Karp said WSOR had had a \$25 million policy for one incident. The level now would go from \$25 million to \$250 million and the aggregate would go up to \$430 million (for multiple incidents). Karp said in the operating agreements there are certain required SIR's that were designed for a much smaller railroad that are not appropriate any longer. Brownlee said that much of the language in the agreements is older and "carried over" from other agreements. Karp said that WSOR/WATCO has agreed to hold harmless the WRRTC and WDOT. The occurrence level would go from \$10 million to \$5 million because it is only for property damage. WOSR/WATCO is asking for the WRRTC's approval on increasing the levels of positives and the deductibles and because things are somewhat different, how did the RTC feel about this? Brownlee said that she didn't necessarily disagree and added that the language needs to be updated but with the SIR, from her and the state's perspective, with a larger operation, is the money there? And how many times has it been encumbered? For this contract, she said, is there enough money because there are a number of entities, not just WSOR as it was in the past? Otherwise, Brownlee said she did not have a problem with this. Karp said that to try and give comfort, WATCO has a higher line of credit and has access to more money if necessary. WATCO would be linked to a Line of Credit and if that credit dropped to \$10 million, the bank would notify the Commission and the WRRTC would get a Letter of Credit (LOC) so that in the case of a derailment, the Commission would have \$1 million to help pay for the accident clean-up. Karp said the bank would have to honor the LOC if an accident happened and this LOC would give the RTC confidence that there would be money if needed. Nilson asked if the \$430 million would be available? It was then clarified that the SIR would be \$250,000 for liability (currently at \$100,000) and it would administered in-house. Ladewig asked if any money was being segregated? and was the proposal for two LOCs? One for \$250,000 SIR and one for \$1 million? Karp said the \$250,000 would be included in the \$1 million. Ladewig asked if the cash would not be available? Karp said that there was no specific set-aside other than ongoing corporate cash flow. Demby then asked if the LOC was currently available and if the approval was made, would it be conditional? Anderson asked if it were WATCO or WSOR's policy being increased? Would the County's insurance increase? Brownlee pointed out that the county insurance is a totally different policy. Karp then said that WATCO's

insurance policy was the one being discussed and it has a policy for each of its member companies and WSOR is one of those companies. Brownlee said that if you have a company with lots of insurance but is not contracted with you, it doesn't matter. Since WSOR has the contract with WRRTC, and thus required to provide insurance, now as a part of WATCO, the contract is not valid unless WATCO's insurance shows that WSOR is insured. WSOR is essentially a co-owner in the policy because WATCO's policy is WSOR's policy: it is a joint policy. Gardner said that WATCO is trying to "put WSOR under the same insurance umbrella". Van Schwartz said that there are at least three other similar WATCO type companies that have this identical policy. Nilson asked for a motion to have Eileen work this issue out with the railroad and if it passes her scrutiny, to go forward.

- **Motion that the insurance proposal from WSOR as distributed on May 11, 2012 be approved contingent upon approval by WRRTC counsel and WDOT – Van Schwartz, F. Ruf, Passed Unanimously**

Before voting, Manke asked if the Commission Attorney agreed with the language of the motion and Huntington said that the numbers distributed are in the "ballpark" and there still need to be finalized language on ratios which are not yet available and there are still things needed to negotiate, Van Schwartz noted that the EWRC have already approved this.

16. Update on possibility of comprehensive rewrite of WRRTC-WSOR Operating Agreement

Brownlee said that as pointed out in the previous agenda item, the operating agreement between the WRRTC and WSOR is about 15 years old and it has not been reviewed nor updated in about 15 years. Therefore there is a need for an update to include all the amendments, insurance language, and updating old language as to legal relevance. In respect to the insurance question, there has been talk redoing the whole operating agreement although it has a 50 year life. She said that staff is looking at the possibility of doing this in the future.

17. WRRTC 2012 Election of Officers

Nilson opened the elections by asking those present officers if they would be willing to continue to serve?

- **Motion to nominate Karl Nilson, Chair – F. Ruf/Manke, Passed Unanimously**
- **Motion to nominate Alan Sweeney, First Vice Chair – Gustina/Cornford, Passed Unanimously**

At this point Brownlee clarified the language in the Charter as how it accommodates additional counties and explained why there are 1st, 2nd Vice Chairs. In order to give each county representation on the executive committee, additional vice chair positions were added as counties were added as otherwise there would not be enough officer positions for all the member counties. Therefore she recommended that the Charter members (i.e. executive committee) be elected first. Anderson asked in order to be a voting member of the executive committee you would have to be an officer?

- **Motion to nominate Charles Anderson as Secretary – Sweeney/LAdewig, Passed Unanimously**
- **Motion to nominate Gene Gray Treasurer – Scallon/ Van Schwartz, Passed Unanimously**
- **Motion to nominate Dennis Polivka Assistant Secretary - Scallon/ Miller, Passed Unanimously**
- **Motion to nominate Robert Scallon 2nd Vice Chair – Anderson/Van Schwartz, Passed Unanimously**
- **Motion to nominate Tom Cornford 3rd Vice Chair – Polivka/Anderson, Passed Unanimously**
- **Motion to nominate Kuhnke 4th Vice Chair – Van Schwartz/Demby, Passed Unanimously**

Nilson then asked if both Gray and Van Schwartz attended an executive committee meeting, could Van Schwartz vote? Brownlee said no. The Commission concurred that he does a good job advocating for the WRRTC and would decide to keep him as an advocate but according to Brownlee, it is not a formal, voting position. Brownlee said that if the Commission wanted to create a formal position of Advocate it would involve going back to all the member counties and having them amend the Charter. Nilson asked what the quorum of the executive committee is and she replied that it would have to be greater than half (in WRRTC's case, four members).

Anderson then asked if all the counties would have to agree to a change in the Charter? Brownlee said yes. She said the Charter allows for alternates for full commission members but not for executive committee. Huntington wasn't sure why it was arranged like that. Van Schwartz asked if the Commission has the right to appoint staff? Brownlee said yes, noting herself, WRRTC Attorney, Mary Penn, Administrator, and Jim Matzinger, Financial Matters. Nilson suggested that Brownlee look into modifying the Charter to allow for executive committee to have alternates. She said the goal of the executive committee is to have representation for each county.

DRAFT

WRTC MINUTES

She said she could look into having executive committee alternates (via amending the Charter). Manke asked if Nilson is absent, who would chair? Brownlee said the Vice Chair would lead the meeting. Nilson said that Brownlee would look into this issue and it should be an agenda item for next month.

18. **Motion to adjourn meeting at 12:28 PM** – *Lewison/Demby , Passed Unanimously*

**Walworth County
Intergovernmental Cooperation Council
(ICC)**

Special Meeting
**Wednesday, May 9, 2012
2:00 p.m.
County Board Room 114
Walworth County Government Center
*Draft Minutes***

County Administrator David Bretl convened the meeting at 2:00 PM.

In attendance were Bill Loesch, East Troy Village President; Sam Tapson, Elkhorn City Administrator; Denise Pieroni, Delavan City Administrator; Dave Duwe, Sugar Creek Town Chair; Ken Monroe, Bloomfield Village President; Cameron Clapper, Whitewater City Manager's Office; Joshua Clements, UW-Extension CNRED Agent; and, Dave Bretl, County Administrator.

Discussion regarding State of Wisconsin changes to the Community Development Block Grant (CDBG) Housing method of distribution. Lacking a quorum of ICC members in attendance, no actions were taken; however, members continued to meet and held discussion regarding State of Wisconsin changes to its CDBG Housing program. There was a consensus that many unanswered questions surround the state's proposal. Dave Bretl indicated that the county board was going to address this matter at either their June or July 2012 meeting. He was concerned that if the county didn't join the consortium, individual communities would not be able to participate in the CDBG program. If town or village boards or city councils wanted to provide input, he asked that it be provided to him by early June. Dave also indicated that he would be attending an upcoming meeting of the proposed consortium and report back to ICC members.

Submitted by David Bretl, County Administrator and ICC Moderator

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**Walworth County Board of Supervisors
Park Committee
MEETING MINUTES
Monday, April 23, 2012 1:00 p.m.
County Board Room 114—Government Center
100 W. Walworth Street, Elkhorn, Wisconsin**

Call to order. Chair Grant called the meeting to order at 1:04 pm.

Roll call was conducted with the following members present: Board Supervisors: Dan Kilkenny, Nancy Russell, Timothy Schiefelbein, Michael Hurlburt, and Mariette Nowak.

Others present:

County staff: Public Works Director of Operations Larry Price, David Bretl, County Administrator.

Public Present: Penny Roehrer, 951 S Lake Shore Dr, Unit 1, Lake Geneva, Wi 53147, Margaret Lass-Gardiner, N1208 State Road 120, Lake Geneva, Wi 53147, Elizabeth Lyons, Genoa City, Wi

Agenda withdrawals/approval: Motion by Kilkenny/Russell to approve agenda. Motion carried 5-0.

Approval of Minutes: Motion by Kilkenny/Hurlburt to approve the minutes of February 20, 2012 Motion carried 5-0.

No Public Comment

Election of committee chair: Motion by Russell/Kilkenny to nominate Tim Schiefelbein as chair. Motion carried. 5-0. No additional nominations. Supervisors Russell/Kilkenny moved to close the nominations and to vote for chair. Motion carried 5-0. Schiefelbein chaired the rest of the meeting.

Election of committee vice chair: Supervisor Russell/Nowak nominated Kilkenny. No additional nominations. Supervisors Russell/Nowak moved to close the nominations and to vote for vice chair. Motion carried 5-0.

New Business

Role of the Park Committee Bretl gave a brief history on the Park Committee and requested the committee feel free to ask questions.

Discussion and possible action regarding Eagle Scout project at Natureland Park and request for overnight stay. Price stated we have received an offer from a young man to reconstruct a shelter at Natureland Park and they would like to possibly spend the night at

Walworth County Park Committee

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Natureland. Staff is to notify the Sheriff Department when an overnight will occur. **Motion by Kilkenny/Russell to approve an overnight stay by Eagle Scout project group. Motion carried 5-0.**

Discussion and possible action regarding recommendation to the Walworth County Executive Committee to reappoint Mike Hurlburt and Mariette Nowak as citizen members to Park Committee. Bretl reviewed method of appointing citizen members to committees. He believes the executive committee should meet on May 14th and hopes both Mike and Mariette can appear to answer any questions. **Motion by Kilkenny/Russell to recommend to the executive committee to reappoint both Hurlburt and Nowak to the Park Committee, motion carried 5-0.**

Discussion and possible action regarding submitting comments by April 27, 2012 from the committee to U.S. Fish and Wildlife Service concerning the Environmental Assessment for the Hackmatack Refuge. Bretl gave a brief history of the Hackmatack Refuge area that would be located in portions of Walworth, Racine and Kenosha Counties in Wisconsin and McHenry and Lake Counties in Illinois. The proposed site encompasses 350,000 acres and its approximate boundary is defined by a 30 mile radius from the village of Richmond, Illinois. Bretl then invited the public members to come forward to discuss. Penny Roehrer spoke first stating the refuge would be the only one like it in the country. The four alternatives in the environmental assessment are as follows: A) Current Direction (no action) or no refuge would be established. B) Refuge and Landscape Conservation Area – create a large contiguous block of habitat (28,127 acres), connecting a series of existing county and state conservation lands. C) Cores and Corridors (Preferred Alternative of the US Fish and Wildlife Service). This would link and expand upon existing conservation areas to benefit wildlife. D) Partnership Initiative this would be similar to C but with a reduced acreage footprint. Margaret Lass-Gardiner said additional property in Wisconsin could be added and the Friends of Hackmatack are in support of alternative C. Schiefelbein questioned whether hunting and snowmobiles are allowed in the refuge. Roehrer stated there is a link on the Friends of Hackmatack website regarding snowmobile use. Russell stated that comments need to be received by April 27, 2012 so with such a short time frame she would like to support the refuge and endorse the recommended alternative with the possibility of additional property to be added. Bretl suggested having staff prepare correspondence to the Fish and Wildlife Service in regard to the Committee's wishes. **Motion by Russell/Kilkenny to support alternative C: Cores and Corridors with a request that additional property within Walworth County should be considered to be included within the range. In addition any property acquired would be from willing buyers and snowmobile use within the refuge will not be affected. Also that Walworth County would be in favor of an expansion of the refuge into the Nippersink corridor above Peterkin Pond. Motion passed 5-0.**

Next meeting to be held Monday, June 18 at 1:00 p.m.

Motion by Kilkenny/Hurlburt to adjourn at 1:46 pm. Motion carried 5-0.

Minutes recorded by Vicki Price, Public Works Department

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

Walworth County
Intergovernmental Cooperation Council
(ICC)
Tuesday, March 27, 2012
6:00 p.m.
County Board Room 114
Walworth County Government Center
Draft Minutes

Moderator David Bretl, County Administrator, called the meeting to order at 6:01 PM.

Roll call was conducted by municipality. In attendance were Cecil Logterman, Darien Town Chair; Arvid Petersen, Fontana Village President; Darlene Johnson, Mukwonago Village Trustee; Jim Connors, Lake Geneva Mayor; Joe Klarkowski, East Troy Town Chair; Mel Nieuwenhuis, Delavan Mayor; Dave Duwe, Sugar Creek Town Chair; Ken Monroe, Bloomfield Town Chair; Bill Loesch, East Troy Village President; and, Joe Pappa, Lafayette Town Supervisor. In addition, the following were in attendance: Steve Nass, Dist. 31 State Assembly Representative; Samantha Kerkman, Dist. 66 State Assembly Representative; Tyler August, Dist. 32 State Assembly Representative; Nancy Russell, Walworth County Board Chair; Kevin Brunner, Whitewater City Manager; Mike Van Den Bosch, Executive Director, Walworth County Economic Development Alliance, Inc.; Joshua Clements, UW-Extension Community Natural Resources & Economic Development Agent; Edgar Mosshamer; and, Dave Bretl.

Approval of the agenda was moved by Ken Monroe and seconded by Cecil Logterman. The motion carried.

Approval of the October 25, 2011 ICC meeting minutes was moved by Joe Pappa and seconded Bill Loesch. The motion carried.

Heather Feigum, Energy Advisor, Cooperative Educational Service Agency, provided information regarding Wisconsin's Focus on Energy program, which is available to cities, towns and villages to assist with energy audits and potential utility cost savings on municipal building projects.

The agenda included an update concerning state economic development news from State Legislators representing Walworth County. Those in attendance included Samantha Kerkman, Assembly District 66 State Representative; Tyler August, Assembly District 32 State Representative; and, Steve Nass, Assembly District 31 State Representative.

Mike Van Den Bosch, WCEDA Executive Director, provided an update on economic development news in Walworth County, including WCEDA initiatives and employment figures. Mike reported that SimonsWerk established a North American headquarters in Whitewater; Certified Power in Elkhorn expanded its plant to 22,540 square feet; and, Generac announced it will be adding 400+ new jobs to its plants in Waukesha, Whitewater, and Eagle in 2011 & 2012. Birds Eye Foods in Darien was awarded a Community Development Block Grant (CDBG), permitting a \$40 million facility expansion and the addition of 127 jobs.

The next ICC meeting was confirmed for Tuesday, June 26, 2012 at 6 PM.

The meeting was adjourned at 7:30 PM on motion and second by Cecil Logterman and Ken Monroe.

Submitted by David Bretl, County Administrator and ICC Moderator

**Walworth County Board of Supervisors
Park Committee
MEETING MINUTES
Monday, February 20, 2012, 2:30 p.m.
County Board Room 114—Government Center
100 W. Walworth Street, Elkhorn, Wisconsin**

Call to order. Chair Grant called the meeting to order at 2:37 pm.

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

Others present: Board members: County Board Chair Nancy Russell.
County staff: Public Works Director of Operations Larry Price, David Bretl, County Administrator.

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

Agenda withdrawals/approval: Motion by Kilkenny/Nowak to approve agenda. Motion carried 3-0.

Approval of Minutes: Nowak requested the minutes be amended to indicate that the Park and Open Space Plan be prepared user friendly, so that information can be found quickly. Motion by Kilkenny/Nowak to approve the minutes of October 17, 2011 as amended. Motion carried 3-0.

No Public Comment

Ongoing/unfinished Business:

Dave Schilling, Principal Planner of Southeastern Wisconsin Regional Planning Commission to review Park and Open Space Plan updated – Chapter 3-Existing Park and Open Space Sites – Draft and Associated appendices. Chapter 3 of the Park and Open Space Plan deals with existing park and open space sites. The last update of the inventory was in 2010. The inventory included sites owned by public agencies, including State, County or local units of government and school districts and lands held in conservation easements by organizations such as WDNR and the Geneva Lake Conservancy. The inventory also includes privately owned resource-oriented outdoor recreation sites such as golf courses, campgrounds, ski hills, boating access sites, swimming beaches, hunting clubs and group camps. Sites owned by nonprofit conservation organizations like The Nature Conservancy and the Kettle Moraine Land Trust are identified as well as historic sites listed on the National Register of Historic Places.

Walworth County owns 3 park sites encompassing a total of 224 acres.

State owned park and open space sites in Walworth County total 14,961 acres or about 4% of the total area of the County. The Wisconsin Department of Transportation owns 7 sites within Walworth County; 3 highway waysides, three wetland mitigation sites and the State tourist information center along USH 12 in Genoa City for a combined acreage of 647. Russell inquired as to the status of the Tourist Information Center as she heard it has been sold to be used as an assisted living center. Nowak inquired how the SEWRPC checks out the ownership of the sites. Schilling said he goes on line using the County web site. Nowak asked if the new sites the Kettle Moraine Land Trust has acquired since 2010 have been included. Schilling will check into this.

Park and open space sites owned by local governments/school districts total 199 sites at approximately 2,670 acres, or approximately 1% of the total area of the County.

Private outdoor recreation and open space sites are identified as a total of 163 privately owned resource-oriented recreation sites. They encompass 11,252 acres, or about 3 percent of the total area of the County. Examples would be hunting clubs, stables, golf courses, boat access sites, campgrounds, subdivision parks and recreation areas associated with private schools. Nowak inquired about the Girl Scout camps that she believes were recently sold. Schilling will check into this. Nine sites in Walworth County are owned by private organizations for natural resource protection purposes. They total 1,066 acres. Schilling will update information for 2011.

There are 25 privately owned open space and environmentally sensitive sites in Walworth County protected under conservation easements. Schilling stated 10 years ago they were unheard of but they are very popular now.

Lakes and rivers are a particularly valuable part of the natural resource base of the County as they enhance the aesthetic quality of the County and are focal points for water-related recreational activities. There are 27 major lakes located entirely or partially within Walworth County and approximately 173 miles of major streams in Walworth County. Boating access is available on 21 of the 27 major lakes.

Existing bikeways and recreation trails in Walworth County accommodate a variety of users. There are 27 miles of existing off street bicycle pedestrian trails, the longest being the White River Trail. There are 36 miles of pedestrian only trails. There are 20 miles of on-street bikeways intended for bicycle use. Russell commented it would be valuable to have the parking/access to the trails on the map. Schilling will look into this.

According to the Wisconsin Historical Society there are more than 3,900 historic sites in Walworth County. In 2010 there were 36 individual sites and four historic districts within the County listed on the National Register of Historic Places.

Schilling stated he will provide copies of the maps as they are updated. Grant stated he would like the committee to not approve the chapter until the changes are seen by the committee.

New Business

Discussion and possible action for a resolution to the County Board to the Wisconsin Department of Natural Resources for Outdoor Recreation Aids. Price informed the Committee that the DNR has requested a resolution of support regarding the grant that Walworth County and the Walworth County Snowmobile Alliance apply for annually. **Motion by Kilkenny/Nowak to approve the resolution and to send the resolution to the County Board for approval. Motion carried 3-0.**

Next meeting to be held Monday, April 23 at 1:00 p.m. The next meeting will be at the new time of 1:00 p.m.

Motion by Kilkenny/Nowak to adjourn at 3:15 pm. Motion carried 3-0.

Minutes recorded by Vicki Price, Public Works Department

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



**LAUDERDALE LAKES LAKE
MANAGEMENT DISTRICT
MINUTES of 9-24-11**

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

- A. Attendance:** Present: Chairman Mason, Don Sukala, Jack Sorenson, Nestor Dyhdalo, Peter Van Kampen, Dorothy Burwell and Wally Yandel were all present.
- B. Agenda:** Wally moved and Jack seconded a motion to accept the Agenda for the meeting of September 24th, 2011, the motion passed unanimously.
- C. Minutes:** Peter moved and Wally seconded a motion to accept the Minutes of the August 6th, 2011 meeting the motion passed unanimously.
- D. Consider raising the amount requiring two signatures on checks:** Currently checks over one thousand dollars require two signatures. This policy has existed for approximately 20 years and inflation has caused many more checks to require two signatures. The Board discussed the limit and decided it was time to raise the limit to Two Thousand dollars. Wally moved and Peter seconded a motion to raise the double signature requirement on all Lake District checks from \$1,000 to \$2,000, the motion passed unanimously. Nestor will notify the concerned parties.
- E. Officer Election:** After discussion, Peter moved and Don seconded a motion to elect the following officers: Chairman - Scott Mason, Treasurer - Nestor Dyhdalo and Secretary - Dorothy Burwell (with the note that the Secretarial position does not follow the Walworth County appointed Lake District Representative position and the Secretarial position may need to be reassigned, upon Dorothy's departure), the motion passed unanimously.
- F. Committee Reports:**
- 1.) County Report: No report.
 - 2.) Town Report: Don reported that the Town is considering imposing a commercial launch fee of \$200 for commercial use of the boat launches. Don stated that three people have been apprehended in connection with recent burglaries in the area. He stated that the sewer costs in the Sterlingworth area SSA are \$3,330 per parcel and there are 61 parcels. The parcel owners have a choice of a onetime payment or payment

over ten years. He stated that the new pipe needs grouting to stop leaks and the Town will not accept it until the leakage has been stopped.

3.) Septic Report: To be addressed under Agenda item #7.

4.) Insurance: Jack reported that he will follow up on the receipt of the three pending insurance claims.

5.) Weed Harvesting: Peter reported that the weed harvesting operation will continue for one more week this year. He stated that he has received bids to repaint the weed harvester over the winter months. The weed transport will likely be painted next year.

6.) Pier Inspector: Peter stated that the first pier inspection went well. The next inspection is for a non-compliant pier. Peter will ask for five minutes on the Town of LaGrange agenda to update the Town on the pier inspection activity. The agreement with the Town expires at the end of the year; Peter will work on its renewal.

7.) Clean Boats Clean Water: Peter reported that the program has gone well this past year.

8.) Water Patrol: Nestor reported that the Patrol is winding down for the season. The Patrol will continue to mid October and then stop. Nestor stated that the Lake District will be rebuilding the inboard/outboard Patrol Boat over the winter. Chairman Mason will oversee the rebuild and document the changes and expenses. Nestor will contact the DNR to let them know of the rebuild, so that they will be aware of our investment for the DNR reimbursement program.

9.) Treasury Report: Nestor reported that the District has paid off two outstanding loans and now has just the Golf Course loan of approximately \$450,000, which is scheduled to be paid off within several years. He stated that the final Audit has been completed and received.

10.) Dam Report: No Report.

11.) Golf Course Report: Chairman Mason reported that the year was a good year. He stated the crew is working on fall projects which include fortifying wetland areas, temporary fencing and blocking access to the course for winter vehicles. Chairman Mason stated that a break-in occurred and approximately \$800 was stolen.

12.) Wetlands: Chairman Mason stated that the contractor has removed invasive plants including phragmites and purple loosestrife. He stated that he may organize a District work day.

Chairman Mason reported that the Lake District and the County both have submitted briefs pertaining to the wetland citations and the honorable Judge should render a decision by the end of the year.

13.) Community Center: Chris has been topdressing areas of the lawn where there are holes and doing general clean up of the yard.

E. Consider Septic Pumping Contract: Peter, Wally and Nestor reported on their review of the three companies who bid on the septic pumping. They also shared two separate reviews of the bids for the Lake District septic pumping. They feel that all three bidders are qualified to properly do the work and after discussion pertaining to the bid comparison and nature of our pumping requirements they recommended acceptance of the low bidder.

Peter moved and Jack seconded, a motion to accept the low bid, after further discussion pertaining to "abnormal pumping conditions" the motion passed unanimously.

The County has criteria and specifications for pumping which we will add to our requirements, they include such criteria as checking baffles, pumping thru the lids, etc. If a system can't be found or is problematic, the County gets a report and the Lake District will be a proactive to protect the lake, by acting as a catalyst to notify concerned parties about septic system issues.

Wally will draft an article pertaining to the change of contractors and articulate how the program saves money for property owners, protects the lake and other helpful septic information that lake residents should be aware of.

F. Annual Meeting Debriefing: Improving the registration process was discussed and we think that providing registration signs with the rules will help the understanding of the voting and registration process.

A review of the affidavit ballots should be given to insure their identity, should a question arise.

G. New Business:

A. Dorothy stated that she and Peter hosted Nancy Russell, County Board Chairman; as had been done with Representative Russ Wardal. This is an effort to increase communication and understanding of the District activities. They explained and showed her the size of the Lake District and its purposes and projects.

B. Jack will begin discussion with the Sterlingworth and engineers about access for investigation regarding the leak in the Lake.

C. Lake Resident Bob Lindstrom asked if the parking lot near the boat launch was re-paved using funds from the Utility District (SSA), Don stated that the lot was re-paved by the fees collected from the boat launch, not the SSA.

The next meeting will be announced.

A Motion for Adjournment was made at 9:25 A.M. by Peter and seconded by Wally, the motion passed.

Respectfully submitted by,

Jack Sorenson, Secretary