

County Zoning Agency
MINUTES
March 21, 2013 – 5:30 p.m.
100 West Walworth Street
Elkhorn, Wisconsin

Chair Rick Stacey called the meeting to order at 5:30 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 was Debora Grube, Senior Zoning Officer.

A “sign-in” sheet listing attendees on March 21, 2013, is kept on file as a matter of record.

Details of the March 21, 2013, meeting / hearing are on a recorded disc which is on file and available to the public upon request / video to view on our website:
www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda as amended to withdraw item 8.c.3.) God’s Country Ranch LLC and item 8.e.1.) Talmer Bank & Trust. Seconded by Tim Brellenthin. Motion carried. 6-favor 0-oppose

Rich Brandl motioned to approve the February 21, 2013, Minutes. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #5:32:05 – 5:36:34

Subdivision Items – Old Business - none

Subdivision Items – New Business - none

Old Business – Discussion Items - none

New Business – Discussion Items

Discussion / possible action re: August County Zoning Agency Meeting Options – Michael Cotter

Dave Weber motioned to hold the August 15th, 2013, Walworth County Zoning Agency meeting. Seconded by Richard Kuhnke, Sr. Motion carried. 6-favor 0-oppose

Disc Count #5:36:35 – 5:40:51

Public Hearing:

God's Country Ranch LLC – Lafayette Township / Talmer Bank & Trust – Lafayette Township will not be heard.

Ordinance Amendments

Amendment to Sec. 74-264 Floodplain appendix of the Walworth County Code of Ordinances. The format of the text of this amendment does not allow publishing in this legal notice. A copy of the amendment is available for review at the Land Use and Resource Management Department or the County Clerk's Office at 100 W. Walworth St., Elkhorn, Wisconsin, Monday through Friday during normal business hours.

The County Zoning Agency took testimony during the Public Hearing. This item will be placed on the agenda of the April 18, 2013, Walworth County Zoning Agency meeting for a decision.

Disc Count #5:43:28 – 5:45:45

Rezoning with Conditional Uses

Robert A. Pearce Farms Inc. – Robert A. Pearce Applicant, Section 3, Walworth Township

Rezone 4.82 acres from A-1 Prime Agricultural District to A-4 Agricultural Related Manufacturing, Warehousing and Marketing District to allow for conditional use approval for expansion of seasonal activities at an existing seasonal fruit and vegetable market. The expanded activities would include a petting zoo, haunted house, a non-concert / non venue music stage and helicopter rides. The property is identified as part of Tax Parcel E W-3-1.

Has been APPROVED subject to the following conditions:

General:

1. Approved as per plan submitted for a farmer's market with a haunted house, helicopter rides, a petting zoo, non-concert/non-paid venue stage and concession stand with all additional conditions.
2. Sales allowed on site shall be limited to the products identified in the project narrative on a seasonal basis. The business shall be open during the months of July, August, September and October.

3. Storage shall be limited to material and goods directly associated with business. Outside storage shall be limited and located as identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.
4. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. seven days a week.
5. The site must meet all applicable Federal, State, County and local regulations.
6. Outside lighting shall be shielded and directed on site.
7. The applicant must obtain all required zoning permit approvals including a sign permit.
8. The number of employees shall be limited to the owners and five employees.
9. No fill, debris, branches or leaves may be disposed of on site. No burning of waste materials shall occur on site.
10. The property owner must maintain adequate liability insurance during use of the property.
11. The helicopter landing pad must meet all requirement of the Federal Aviation Administration.
12. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office if required by the ordinance.
13. All parking and access to the site shall meet County and State D.O.T. requirements. All parking shall be installed according to County requirements within 60 days of this approval.
14. The project site must be kept neat, clean, and mowed.
15. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

Specific:

16. No permanent structures/rides or petting zoo shall be placed in the children's play area.

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

The rezone petition will move forward to the April 16, 2013, Walworth County Board for possible action.

Disc Count #5:45:46 – 5:50:59

Scott Smith – Kevin Remer Applicant, Section 35, Spring Prairie Township. Rezone 10.24 acres of A-1 Prime Agricultural land to A-4 Agricultural Related Manufacturing and Marketing District to allow for a wood milling business with sales of wood products, mulch, composting, landscape materials, meats and special event vending of agricultural related products. The property is identified as part of Tax Parcel O SP-35-1.

Has been proposed subject to the following conditions:

General:

1. Approved as per plan submitted for a wood milling business with sales of wood products, mulch, composting, landscape materials, meat products, special event vending of agricultural related products and a caretaker's residence for an employee who works for the business (Arbor Images Inc.) with all additional conditions.
2. Storage limited to material and goods directly associated with business. Outside storage shall be limited and located as identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.
3. On site hours of operation shall be 8:00 a.m. to 5:00 p.m. Mondays through Fridays for general retail sales and 6:00 a.m. to 6:00 p.m. for product drop off or pick up seasonally (spring to fall).
4. Must meet all applicable Federal, State, County and local regulations.
5. Use of the residence shall be limited to use by a caretaker's for the onsite business. If the residence is no longer used for housing a caretaker, the applicant must notify the Walworth County Zoning Office.
6. Outside lighting shall be shielded and directed on site.
7. The applicant must obtain all required zoning permit approvals including a sign permit.
8. Wood chips, branches, leaves and grass brought on site for composting must meet with the specified material listed in the project narrative and DNR approvals.

9. The property owner must have adequate liability insurance at all times when the facility is in use.
10. No burning of materials shall occur on site.
11. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office.
12. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval.
13. The project site must be kept neat, clean, and mowed.
14. 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.
15. 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 conditions:

16. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
17. General public sales allowed on premises must be agriculturally related and consistent with the project narrative.
18. Seasonal produce sales shall be allowed in the existing barn and shall be limited to the products identified in the project narrative on a seasonal basis during the months of July through October.
19. Garden art and wood carvings sales shall be allowed in the existing barn on a seasonal basis during the months of October through March.
20. The sales of meat products grown on the farm must meet all State and Federal regulations and shall be allowed in the existing barn as identified on the

project plan on a year round basis. No slaughtering or meat packing shall be allowed on site.

21. Outdoor special vending events consisting of fresh produce vendors, artesian crafters of various wood products, ornamental garden art, nursery stock and musical entertainment along with concessions shall be allowed on site four times a year (one in the spring, summer, fall and winter). A special vending event shall be for two days, eight hours per day. The musical entertainment would be non-paid venues and only occur during the special vending events.
22. The owner shall keep a log of the dates and time of the special events and provide a schedule of events to be held each year to the County Lane Use and Resource Management Department prior to holding events on site.
23. Composting as located on the project plan shall be limited to a total of 563 cubic yards on site at any one time and shall meet with all requirements of NR Chapter 502.
24. Dying of the mulch materials must be conducted indoors within the chipping machine.

Dave Weber motioned to approve to move the rezone on to the April 2013 Walworth County Board for possible action and to approve the conditional use request with all conditions except for the sign which will be brought back for further review with the artist rendering and information about comparable existing signs. Seconded by Rich Brandl.

Dave Weber amended his motion to suggest the applicant, at the next hearing, bring before the Committee some kind of artist's rendering for both of the signs requested. Rich Brandl amended his second. Motion carried. 6-favor 0-oppose

The rezone petition will move forward to the April 16, 2013, Walworth County Board for possible action.

Disc Count #5:51:00 – 6:25:42

God's Country Ranch LLC – Attorney Richard Torhorst Applicant, Section 7, LaFayette Township. Rezone 15.45 acres of A-1 Prime Agricultural District and .92 acres of M-3 Mineral Extractive District to the P-1 Park District for creation of a recreational camp and firearms range by conditional use approvals. The property of concern is identified as parts of Tax Parcels K LF-7-6 and KA3409-1.

This item was withdrawn from the agenda at the applicant's request.

Rezoning

The Town of Spring Prairie – Chairman Don Henningfeld Applicant, Section 15, Spring Prairie Township. The Town of Spring Prairie is sponsoring a rezone request of specified units within The Highlands of Paradise Valley and Phase Two of The Highlands of Paradise Valley Subdivisions from B-5 Planned Commercial-Recreational Business to R-1 Single Family Residential District (un-sewered) at the request of the unit owners. The properties proposed to be rezoned are identified as Tax Parcels OH-1 thru OH-7, plus OH-14 and OH2-8 thru OH2-10 and OH2-12 thru OH2-28 and O SP-15-1K1 including all Town roads within the Subdivisions.

Rich Brandl motioned to approve. Seconded by Richard Kuhnke, Sr. Motion carried. 6 -favor 0-oppose

The rezone petition will move forward to the April 16, 2013, Walworth County Board for possible action.

Disc Count #6:25:43 – 6:29:36

Conditional Uses

Talmer Bank & Trust – Attorney Randolph French Applicant, Section 33, Lafayette Township. Conditional use to conduct an engineered fill and cut of earthen materials within the 100 year regional floodplain in order to upgrade an existing residential driveway. The property of concern is identified as parts of Tax Parcels KBR-1, 3 and 4.

This item was withdrawn from the agenda.

Adjournment

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

The meeting was adjourned at 6:29 p.m..

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



DRAFT

**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, March 21, 2013 — 9:30 a.m.**

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

The meeting was called to order by Chair Russell at 9:32 a.m.

Roll call — Finance Committee members present included Supervisors Jerry Grant, Nancy Russell and Joseph Schaefer. Chair Russell said Supervisor Dan Kilkenny would be arriving a few minutes late. Supervisor Rick Stacey was absent and excused. A quorum was declared.

Others in attendance included:

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen-Finance; Linda Seemeyer, Health & Human Services; Bernie Janiszewski-Lakeland Health Care Center; Kevin Brunner, Peggy Watson-Public Works; Amanda Lagle, Kevin Williams-Sheriff's Office; Valerie Etzel-Treasurer's Office
- Members of the public: John Tessmann, Band Box Cleaners & Laundry, Inc..

Agenda withdrawals — There were no agenda withdrawals. **Motion by Supervisors Schaefer and Grant to approve the agenda; carried 3-0.**

Approval of minutes of last meeting(s) — March 12, 2013 Joint Finance Committee/Lakeland Health Care Center Board of Trustees special meeting — **Supervisors Schaefer and Grant moved approval of the meeting minutes; carried 3-0.**

Public comment period — John Tessman, with Band Box Cleaners, introduced himself. He offered to answer any questions the committee may have with regard to their services for the linen contract for the Lakeland Health Care Center. There were no questions for Mr. Tessman.

Unfinished business

Discussion and possible action concerning financing options in the event the County purchases park land in the Town of Lyons — Bretl included this item on the Finance Committee agenda to follow up after the March 18th public meeting. The topic will be on April Parks Committee and County Board agendas. Applying for the stewardship grant has already been approved. Public Works may propose the use of capital funds for some relatively minimal improvements.

Supervisor Kilkenny arrived at 9:35 a.m.

We will have to decide what we want to include in the stewardship grant which will also impact how we finance this acquisition. The property owner wants us to purchase the en-

tire parcel. If we put the entire parcel into the grant application, that has certain ramifications as to what we may do with regard to farm leasing and with the house. We could exclude the farmland from the grant, and sell it. Brunner said there will be a special Parks Committee meeting on April 8 to review not only the acquisition and the grant application for the land and property itself as well as a potential development grant. Staff propose adding two small parking lots to serve the parcel as well as a new boat landing. This would be funded on a 50/50 program just like our grant to acquire the property. The county's portion would come from "forced labor," which is an in-kind account. The DNR advised us that it may be prudent to exclude the house from the acquisition. The result could be a stronger grant application with more flexibility. That would allow us to do whatever we wished with the house, including leasing or selling it, although the exclusion would reduce the amount of grant funds. The exclusion could also eliminate potential environmental issues with the DNR. There are one or two fuel tanks adjacent to the house which have not been used in 50 years, according to the current owner. Both the DNR and the county are getting a separate appraisal for the house and one acre. Two resolutions would be forwarded to the Board, one for the acquisition grant and the other for the development grant.

Schaefer asked what the annual maintenance of the park might cost. Brunner said staff prepared a 5-year operating pro forma showing revenues to lease the farm and house as well as limited permit fees. They projected expenses based on what we currently spend at Price and Natureland Parks. Staff anticipate net revenue of \$94,000 over a 5-year period. Revenues are projected to exceed the expense of operating the park. The barn located on the property may become a nature or education center. The maintenance expense itself may be around \$22,000 a year. Schaefer asked how the acquisition might affect equalized value in the Town of Lyons. Bretl said it is a miniscule amount relative to the Town's equalized value, which is on the higher end. He added that the property would come off the tax roll when purchased by the county. Andersen said the current owner is taxed at a lower rate for the farmland because of the ag use valuation. There was further discussion with regard to equalized value.

Staff hope to have the appraisal numbers when this item goes to the Parks Committee and County Board in April, according to Brunner. He explained that the DNR will qualify one of the two appraisals. He has been told that, in 90% of the cases, they qualify the lower one.

Consent items — Russell asked that agenda item 8C3 regarding tax foreclosed property be held for separate discussion. Grant requested that agenda item 8A1a, budget amendment HS005, also be discussed. **Supervisors Schaefer and Grant moved to approve the balance of the consent items; carried 4-0.**

Budget amendments

Health & Human Services

- HS005 — Add family health and dental insurance to a Child Support position —

Grant asked why insurance is being added at this point. Seemeyer said this is a current employee who must have had a life qualifying event. Andersen commented that it sounds as though the person may not have utilized county coverage before. **Supervisors Kilkenny and Grant moved to approve budget amendment HS005; carried 4-0.**

Sheriff's Office

- SH002 — Offset the duplication of jail assessment revenues recorded during the 2013 budget process

Bids/contracts

- Proposal award for linen services for the Lakeland Health Care Center — By motion above, the proposal was awarded to Band Box Cleaners & Laundry, Inc.
- Bid award for communications equipment maintenance for the Sheriff's Office and Public Works Department — By motion above, the bid was awarded to Radicom, Inc.

Reports

- Quarterly sales tax report – 4th quarter 2012
- Update regarding Build America Bonds interest subsidy
- Public Works report on sale(s) of tax foreclosure property — Brunner reported that two parcels were sold online on February 25th. Both exceeded the minimum bid. Additionally, ten properties were offered to adjoining landowners at no cost. These were wetlands or vacant parcels with not much value. Seven will be transferred by quit claim deed at no cost, although the property owner will have to pay recording fees. Three are left. Staff are still trying to contact adjacent owners and would like to keep working towards transferring those by quit claim deed also.

Brunner added that we still have 20 parcels listed. He reviewed them with the treasurer and the purchasing manager, Peggy Watson. Staff recommend listing these parcels online one more time with a minimum bid that reflects our costs incurred instead of 25% of fair market value. Schaefer wondered why the parcel in the Town of Lyons has not sold. It is located in the Tuscany subdivision which is one of the most affluent areas in the Town. Brunner said we received an earlier bid of \$15,101 on that parcel. The minimum bid listed online is \$41,229 which is 25% of the fair market value. He added that the Town of Geneva parcel JLCB 01825 received a bid of \$6,200 from a previous sale. The City of Delavan parcel XWUP 00107R received an earlier bid of \$2,550. Staff would like to contact those bidders to ask if they are still interested. Revising the minimum bid to cover taxes, interest, penalties and fees would lower the listing on the Town of Lyons parcel to \$17,047. Schaefer feels we should hold off on that. Watson added

that staff learned the Tuscany subdivision has building requirements which require that a \$500,000 home be put up. That might be one of the drawbacks on the parcel.

Brunner recommended listing the 20 parcels online one more time, with a minimum bid to cover taxes, interest, penalty and fees. If they do not sell, other options would be reviewed. The Town of Lyons parcel could be excluded, if the committee wishes. Russell asked if it costs us anything to list online. Brunner said it doesn't. Russell recommended listing the parcel again at \$41,229. **Supervisor Grant moved to authorize staff to list the aforementioned unsold parcels on the online auction with a minimum bid to cover taxes, interest, penalties and fees; to list the Town of Lyons parcel NTU2 00009 with a minimum bid of \$41,229; and to offer the three parcels discussed earlier to adjacent property owners with transfer to be by quit claim deed if they are interested in acquiring the parcels. Supervisor Schaefer seconded the motion which carried 4-0.**

New business

Discussion and possible action regarding minimum bids for sale(s) of tax foreclosure property — Russell noted that this item was included in the previous discussion.

Ordinance **-04/13 Amending Section 30-156 of the Walworth County Code of Ordinances Relating to Acceptance and Use of Donations — This amendment would allow Public Works to accept donations for parkland development and their solid waste program, according to Andersen. **Supervisors Schaefer and Kilkenny moved approval; carried 4-0.**

Resolution **-04/13 Authorizing the Closing of CTH D Roadwork Project and Transferring Remaining Funds to the CTH M and CTH O Roadwork Projects — **Supervisor Grant moved approval. Supervisor Schaefer seconded the motion.** Schaefer expressed concern that prices might go up if bidders are aware we have more money in the budget for these projects. Bretl suggested transferring the remaining funds to the road reserve fund instead. Public Works could then pull funds if needed, and they would lapse to the general fund if not needed. Brunner explained that estimates changed. We had anticipated using the recycled asphalt process but can't on that particular road. We have to have a certain sub-base. Also, there could potentially be a loss to local competition in the bidding process. When we receive the numbers, staff will ensure the contract fits within our available funds. He added that engineering estimates are trending a little higher. **Supervisors Schaefer and Kilkenny moved to amend the resolution to specify that remaining funds from the CTH D roadwork project be transferred to the "road reserve" fund; carried 4-0. The original motion to approve the resolution carried 4-0.**

Ordinance **-04/13 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Park Damage and Clean Up Deposits — **Supervisors Kilkenny and Schaefer moved to approve.** Grant asked for an explanation of the 30-day period. Brunner replied that people who want to use a shelter have to make a reservation. Under this ordinance, they would also have to provide a deposit. Thirty days gives staff time to process a refund of the deposit, if applicable. We might have to clean up or repair damage, and that could take a few days. The

intent is for staff to do an inspection the day after the event. Russell suggested we consider a fee for groups using county parks for special events rather than just the shelter. The fee would be based on wear and tear and our administrative costs to make reservations. Schaefer asked if a fee would be charged for groups using the park for educational purposes. Russell thought we could waive the fee if it is a non-profit organization. Schaefer expressed concern about alcohol use in county parks and who would police the areas. Bretl referred to Section 42-1(1) of the County Code of Ordinances, i.e., "Possession, use, sale or consumption of alcohol is prohibited." He added that the sheriff's office is responsible for policing the parks. Brunner suggested that policy issues such as these be addressed by the Parks Committee. If we acquire new parkland, there are a number of policy issues to be addressed. **Motion to approve carried 4-0.**

Ordinance **-04/13 Amending Section 30-181(c) of the Walworth County Code of Ordinances Establishing a Net Assets Internal Designation for Future Building Costs in the Lakeland Health Care Center — Supervisors Kilkenny and Grant moved approval. Andersen explained that some of our other funds have been fortunate enough to set aside funding for future building repairs or replacements. The nursing home is now in a position to do that. The ordinance specifies the maximum they would be allowed to set aside on an annual basis. If the LHCC doesn't have sufficient funds in a specific year, they can put in less or none. **Motion to approve carried 4-0.**

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for Thursday, April 25, 2013 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Supervisors Schaefer and Grant, Chair Russell adjourned the meeting at approximately 10:28 a.m.; carried 4-0.

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

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

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

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

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

GERALD SCHWARTEN: TREASURER; (re-elected for 3-year term, 8/26/12.)

MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE

DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011

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

MARCH 19, 2013 MONTHLY MEETING

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

Meeting was called to order at 7:00 p.m by Chairman Lutz

Secretary Correll read the minutes of the February 19, 2013 monthly meeting which were subsequently approved. Treasurer Schwarten read the January, 2013 and February, 2013 Treasurer's reports which were subsequently approved.(copy of these minutes and the Treasurer's reports are attached.)

Old Business:

Ref: explanation of the \$14.00 service fee by Chase Bank: Treasurer Schwarten checked and reported that this service fee is applicable whenever the account balance is less than \$5,000.00.

Rochester Rep. Weinkauf advised Treasurer Schwarten that the Honey Lake Road Fund held by Rochester currently amounts to \$14,304.21.

Chairman Lutz reported that the lakes and dam have held up well in spite of the amount of ice. He also reported that there are many pot holes and cracks on the District's roads which will need attending to.

Chairman Lutz also reported on the condition of County Line Blvd. (which is in Spring Prairie) The road is in very bad condition for about 200 ft. south of the intersection with Hwy "DD". This is primarily due to the roots of many trees abutting the road and the flooding of the road. Many of these trees need to be removed and the stumps and roots ground, then that portion of the road needs to be redone and raised. The issue of drainage needs to be examined and possible solutions determined. McIndoe suggested that, to reduce costs, the rebuilding of the road be combined with the road work to be done by Spring Prairie later this year.

Chairman Lutz reported that he had preliminary discussions with Curt Fredrich who has replaced the dam boards in past years. He will check with Kevin Remer (owner of Arbor Images) to see if he will be able to handle the sawing and preparing of the boards when he moves to his new location at Cty Hwy "JS" (old Hwy "11").

NEW BUSINESS:

Rochester Rep. Weinkauf read a letter from the Village of Rochester to the Town of Spring Prairie. (copy attached) The letter pertains to Spring Prairie's recent decision to drop fire and

EMT coverage provided by Rochester and go only with that coverage provided by Lyons and East Troy, effective 1/1/14. (Spring Prairie made that decision based upon a notification from Rochester that Spring Prairie would be billed approx. \$40,000 as its share of the \$277,510 cost of a new fire engine being purchased by Rochester.) (It appears that the Spring Prairie Board made that decision without further contact with, or discussion with, the Rochester Fire Dept.)

Rochester Rep. Weinkauff indicated that fire trucks need to be replaced approx. every 20 years, and that there are 6 units. Spring Prairie's costs are deemed to be 16% of those purchase prices.

Extensive discussion followed, primarily between Spring Prairie Rep. Trimberger and Rochester Rep. Weinkauff. Weinkauff indicated that Rochester is willing to "renegotiate". Considerable discussion about the impact of this decision upon the Honey Lake community. Chairman Lutz indicated that the distance from East Troy to Honey Lake is approx. 9.9 miles; from Lyons it is 6.9 miles; and from Rochester it is 4.3 miles. There is an unknown impact upon individual homeowners insurance based upon the distance from the covering fire department. Some concern is based upon possible delays due to the railroad crossing on Hwy "FF" between the Rochester Fire Dept and the east boundary of Honey Lake.

After all this discussion, Trimberger was requested to contact the Spring Prairie Town Chairman to determine if the decision to drop Rochester fire coverage can be "reopened" and /or placed on the next monthly Town Board meeting for discussion. McIndoe stressed that the "16%" of replacement costs be discussed with Rochester to determine its accuracy and that the current contract with Rochester (dated 1981) possibly be renegotiated and brought into the same "pattern" as those with Lyons and East Troy.

Chairman Lutz indicated that the annual "Spring Clean Up" day held at the Spring Prairie garage and Honey Lake area will be May 18th.

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

A motion was made and seconded to adjourn the meeting at 8:20 p.m.

Respectfully submitted,



Robert E. McIndoe 3/20/13

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Monday, March 18, 2013
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Russell called the meeting to order at 4:14 p.m.

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

Others present:

County Board Supervisor Tim Schiefelbein

County Staff: County Administrator David Bretl; Director of Central Services Kevin Brunner; Sheriff David Graves; Captain David Gerber; Captain Kevin Williams; Lt. Jamie Green; Public Works Director of Operations Larry Price; Public Works Assistant Superintendent John Miller; Public Works Business Office/Purchasing Manager Peggy Watson

Members of the Public: Robert Arnold; Dean Ohms, Clarence Cammers

Agenda withdrawals/approval

Supervisors Schaefer and Stacey moved to move item 5. b) for consideration first by the committee to accommodate the audience, and to approve the agenda as amended. The motion carried 5-0.

Approval of February 18, 2013 meeting minutes

Supervisors Schaefer and Stacey moved to approve the minutes with the insertion on page 2 that Mr. Nerud agreed to delete the clause in the lease to the Elkhorn Pistol Club concerning subletting/reassignment. The motion to approve, with the amendment, carried 5-0.

Public comment period

The Chair asked if any audience members wished to speak, and County Administrator Bretl suggested that those wishing to address the range issue be allowed to speak during consideration of that item of business.

Discussion/possible recommendation concerning the County range

Bretl said the committee spent considerable time on this issue at the last meeting. He encouraged public input, gleaning information on the history of the range and the original source of funding and whether there is current grant funding available to offset the costs of the range remodel. Sheriff Graves, Captain Gerber and Lieutenant Green addressed the committee. Graves said the range was constructed in the 1970s and partially funded through a \$20,000 Pittman Robertson grant. Green checked with the Department of Natural Resources and confirmed that the 20-year compliance period of the grant funds had expired; however, the DNR did not have any records to confirm the funds were disbursed. Thus, there currently is not a commitment to the DNR or the federal wildlife service. Green added that the current grant funding period begins in July, and he is researching available opportunities. Green added that potential grant awards are dependent upon the number of applicants, the project scope, and the

estimated project costs. Under grant conditions, the range would have to be open to the public a minimum of 100 days per year, which Sheriff Graves said would prohibit use by his staff and other law enforcement agencies. The range is already fully scheduled. Green said that they put examples in the draft of fees that other ranges charge for the committee to review. Graves said he wanted to make it clear that the Sheriff's office and the Board have been fully supportive of continuing Hunter Safety courses at the range. Chair Russell asked for public input. Clarence Cammers, 1124 Amos Road, Elkhorn, stated that he is a certified Hunter Safety instructor. He is glad to hear about the range upgrade, and was concerned about the future of the Hunter Safety Program. He confirmed that in the 1970's they received a Pittman Robertson grant from the DNR to build the range, which land was donated by the former owner of a gravel pit at that location. He stated that without the Hunter Safety program, the range wouldn't exist, and he is encouraged that the program will continue in the future. Dean Ohms, 2049 Beulah Avenue, East Troy, addressed the committee. He said he began teaching Hunter Safety in 1967 and has had over 1,000 students. He brought and distributed pictures of the range property before it was built and in its early stages. He also said the DNR gave the group \$20,000 and, to his recollection, the county matched the funds. Mr. Ohms built the benches at the 100-yard range, helped finish the concrete, and put the roof on the building. He said that if anyone had questions about the history of the range, he would be happy to talk to them. Supervisor Tim Schiefelbein stated his support for the range and emphasized that it was important to continue to provide Hunter Safety training at the range. He requested that there be assurance that the program would continue and not be subject to change by a new sheriff. Bretl suggested that if the Board wished, the major concerns could be addressed in an ordinance in the future. Bretl added that there are also municipal law enforcement agency fees to consider and asked if there were other concerns. Mr. Cammers suggested that the county investigate other organizations that might be willing to donate, such as Pheasants Forever, the National Wildlife Federation, etc. Sheriff Graves apologized that the operations plan wasn't submitted in time to go out with the packets and urged the committee to take time to review it. Chair Russell also said she wanted to address the two conditions set forth in the February 18, 2013 minutes: 1) the range plan is to be certified by a range expert; and 2) an environmental report on the property needs to be completed. Supervisor Monroe asked if the Public Works Department was "charging" the Sheriff's Office for range maintenance. Business Office Manager Peggy Watson said that department staff time was absorbed by Public Works and outside repairs were charged to administration, not directly to the range itself. The Sheriff reiterated he is not in favor of opening up the range for public use 100 days of the year, adding that it would cause more wear to the facility and generate more noise. The committee concurred with the Sheriff. Vice Chair Redenius brought up the Gateway Technical College plan to build its own range and asked whether the county might be able to use it, and what the user fees would be. Graves predicted their range would probably be located near Racine or Kenosha where the bulk of law enforcement is. He said he was not aware of their definite plans, what the user fees would be and whether or not Gateway could even accommodate the county. Supervisor Monroe asked that the operations plan contain a clause whereby user fees would be revisited every few years.

Bretl said the environmental impact study could be done now, but that certification of the plan would have to be done after the architects finish their work. Central Services Director Brunner said that they are working on the Quality Based Selection for the architect, and that those issues have been taken into consideration in the QBS. Graves asked that on page 2, under "Hours of Operation," that only the Sheriff would determine "exigent circumstances." **No action on this item – referred to April committee meeting.**

Referral from March 12, 2013 County Board meeting: Correspondence from Supervisor Schiefelbein concerning the Sheriff's tactical response vehicle and response from Undersheriff Picknell

Supervisor Schiefelbein addressed the committee, saying that he put forth the idea of trailering the tactical response vehicle to save wear and tear on an expensive piece of equipment, with the idea that it be done when the vehicle was not being deployed in an emergency situation. He said he initially addressed his idea informally, and when he did not receive a response, he put it in written form. Sheriff Graves said he appreciates Schiefelbein's concern, and staff contacted the manufacturer of the vehicle, who told them that it needs to be driven on a regular basis. He also said he was unaware of any agency who trailers such vehicles, which are very heavy (approximately 16 tons) and often used to tow other vehicles. In addition, the person driving the trailered vehicle would need to have a CDL. Public Works Director of Operations Larry Price was asked if his department had a trailer that could accommodate the request. He replied that they did, but he could not guarantee that the trailer wouldn't be in use when the Sheriff's Office needed it. Lt. Green added that if the response vehicle were trailered during non-emergency situations, his crews wouldn't get enough driving experience with the vehicle, except in emergencies. Shiefelbein thanked the Sheriff's Office for their response.

Review/approval of cell tower lease – Linn Township

Capt. Kevin Williams reported that the Sheriff's Office wanted to lease space on the US Cellular tower in Linn Township for an antenna and dish and use their shelter for their public safety radio telephone base station transceiver and associated equipment. This would be a five year lease with two renewal terms of five years. There is no license fee associated with the leased space. **Supervisors Stacey and Schaefer moved to approve the lease of space on the US Cellular tower in Linn Township. The motion carried 5-0.**

Approval of bid specifications for tandem plow trucks

Brunner reported that these are scheduled fleet replacements, and the first three units that will have the under-body scrapers. In addition, all of our trucks will now have aluminum boxes. He asked that surplus of the replaced trucks be delayed, dependent upon whether our routine maintenance agreement will be increased next year and we might need to deploy the older trucks. **Supervisors Stacey and Redenius moved to approve the bid specifications. The motion carried 5-0.**

Approval of bid specifications for demolition dump trailer

Brunner said the new trailer will replace the 1992 dump trailer we purchased in 2002, which will be sold. The trailer is used for chip sealing, by the tree crew, etc. **Supervisors Stacey and Monroe moved to approve the bid specifications for the dump trailer. The motion carried 5-0.**

Capital improvement projects

Approval of final pay request – Phase I of the Health and Human Services HVAC replacement project

The boiler replacement is complete. Brunner complimented John Miller on his excellent supervision of the project, which came in \$60,000 under budget. **Supervisors Stacey and Redenius moved to approve the final payment. The motion carried 5-0.**

Resolution Authorizing the Closing of the CTH D Roadwork Project

CTH D is complete. Brunner said the county has not yet made a final payment to B.R. Amon & Sons, but he is confident there is enough remaining in the budget. The excess from the CTH D

project will be transferred to the 2013 projects. The preliminary estimates are higher than anticipated; as geotechnical analysis revealed that the county can't use the "hot in place" asphalt on CTH M. In addition, although we haven't received bids yet (which went out this date), Brunner said it is likely we will not have as much local competition this year. **Supervisors Stacey and Monroe moved to approve the Resolution. The motion carried 5-0.**

Set date and time for Public Works shop and facilities tour
Committee consensus was to tour the Public Works Department shop and facilities after the April 22 committee meeting adjourns. Supervisors will drive to the Public Works Department after the committee meeting in their own vehicles.

Report on 2013 Clean Sweep and Pharmaceutical Collections

Chair Russell commended Kevin Brunner and Janet Cline for their fantastic job on the donation requests, and for "thinking outside the box" on coming up with alternatives to continue the Clean Sweep and pharmaceutical collections. Brunner said he has been encouraged by the positive response from their meetings with potential partners thus far, and he thanked Chair Russell for her assistance.

Report on Public Works Department strategic plan

Brunner said the department has conducted surveys on their Highway, Facilities and Purchasing divisions; performed a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, and from that information are in the process of developing a vision and mission statement and departmental goals. He will bring a draft plan to the next committee meeting.

Next regularly scheduled Public Works Committee meeting date and time: Monday, April 22, 2013 - 3:30 p.m.

Adjournment

Supervisors Redenius and Monroe moved to adjourn the meeting. The motion carried 5-0 and the meeting concluded at 5:13 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.

Walworth County Board of Adjustment
MINUTES

March 13, 2013 - Hearing – 8:30 AM

March 14, 2013 – 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 March 13 & 14, 2013, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on March 13, 2013, were Acting Chair Ann Seaver, 1st Alternate Elizabeth Sukala and 2nd Alternate Frank Jones. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on March 14, 2013, were Acting Chair Ann Seaver, 1st Alternate Elizabeth Sukala and 2nd Alternate Frank Jones. 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 March 13, 2013, and March 14, 2013, are kept on file as a matter of record.

The March 13, 2013, hearing was called to order by Acting Chair Ann Seaver at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Elizabeth Sukala motioned to approve the agenda as printed. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the February 13 & 14, 2013, Minutes and dispense with the reading. Seconded by Elizabeth Sukala. Motion carried. 2-favor, 0-oppose.** Frank Jones abstained from voting. **After testimony of all cases, Ann Seaver motioned to recess until 8:30 A.M. on Thursday, March 14, 2013. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The March 13, 2013, hearing went into recess at approximately 11:03 A.M.

On March 14, 2013, at 8:30 A.M., Acting Chair Ann Seaver called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Elizabeth Sukala motioned to approve the agenda as printed. Seconded by Frank Jones. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the April 10, 2013, hearing at 8:30 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The March 14, 2013, decision meeting adjourned at approximately 10:04 A.M.

Three variance hearings were scheduled and details of the March 13, 2013, hearings and the March 14, 2013, 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 #8:37:26 – 10:02:28 / Disc #2 Decision – Count #8:32:17 – 9:44:50
The First Hearing was Donna J. Milne Trust, owner / John Redel, applicant – Section(s) 9 – East Troy Township

Applicants are requesting a variance from Section(s) 74-163 / 74-167 / 74-221 / 74-232 of Walworth County’s Code of Ordinances – Shoreland Zoning to permit the location of retaining

walls, patio, decks, boathouse, stairway and to create a buildable parcel.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback, a 69' shore yard setback for a deck as permitted in a 1997 permit, a shore yard stairway not to exceed 60" in width, retaining walls only where necessary and a substandard lot to be buildable provided the lot or parcel has never been developed with one or more of its structures placed partly upon an adjacent lot or parcel.

VARIANCE REQUEST: The applicants are requesting on Lot 1 a retaining wall and patio with a 30.9' shore yard setback, a deck with a 65.3' shore yard setback and to create a substandard parcel. The applicants are also requesting on Lot 2 to permit the location of an accessory structure (boathouse) on a vacant parcel, a shore yard stairway 6' – 20' wide, a deck with a 0' shore yard setback and a patio with a 0' shore yard setback. The request is a variance from Section(s) 74-163 / 74-167 / 74-221 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of retaining walls, patio, decks, boathouse, stairway, and to create a buildable parcel.

The request for the shore yard stairway 6' – 20' wide on Lot 2 was withdrawn during the hearing, as it will be brought into compliance with the zoning ordinance.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 13 & 14, 2013, for the petition of Donna J. Milne Trust, owner / John Redel, applicant, voted on LOT 2 to APPROVE with CONDITION the request to permit the location of an accessory structure (boathouse) with a deck on a vacant parcel; voted to DENY the request for a patio with a 0' shore yard setback but to APPROVE a maximum 5' wide walkway instead of the patio to allow access to the pier and bridge and to attach to the walkway in back of the boathouse; AND on LOT 1 voted to APPROVE the removal of a duplex and the creation of a substandard parcel on Lot 1; voted to DENY the request to permit a retaining wall and patio with a 30.9' shore yard setback but to APPROVE a retaining wall and patio to project 10' from the house into the shoreyard; and voted to APPROVE a deck with a 65.3' shore yard setback.

A motion was made by Elizabeth Sukala to allow the boathouse to remain on the lot as an accessory structure with no primary structure. Seconded by Ann Seaver.

An amended motion was made by Elizabeth Sukala to approve the boathouse on a vacant parcel with a one year time limit from the filing date. Amended second by Ann Seaver. Motion carried. 3-favor 0-oppose

A motion was made by Elizabeth Sukala to deny the patio in entirety but to allow for a 5' walkway to both the pier and the bridge to attach to the walkway in back of the boathouse. Seconded by Ann Seaver for discussion. Motion carried. 3-favor 0-oppose

A motion was made by Ann Seaver to approve the side deck at a 65.3' shore yard setback. Seconded by Frank Jones. Motion carried. 3-favor 0-oppose

A motion was made by Elizabeth Sukala to approve Lot 1 to remain as a substandard lot with the house as it is placed upon it. Seconded by Ann Seaver.

An amended motion was made by Elizabeth Sukala to include the removal of the existing duplex within one year. Amended second by Ann Seaver. Motion carried. 3-favor 0-oppose

A motion was made by Ann Seaver to remove part of the paving bricks on the patio, allowing the remaining not to exceed 10' of the brick from the house to match the current curve and width of the sidewalk and allow the wall to remain. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

LOT 2:

Boathouse and deck: The Board found to approve the location of an accessory structure boathouse with a deck on a vacant parcel with the condition the construction of a primary structure begin within one year from the filing date of this approval preserves the purpose and intent of the zoning ordinance. The Board found the boathouse and deck have existed since the 1930's without harm to public interests.

The Board found similar structures are generally found on other neighboring properties. The Board found the adoption of Act 170 and zoning ordinances determined the structures to be non-compliant. The Board found that with the construction of the primary structure, the boathouse and deck will become code compliant.

Patio: The Board found a Plat of Survey from 2005 shows no patios. The Board found the patios were installed without Walworth County permit review and approval. The Board found the owner has permitted use of the property without the patio areas. The Board found to replace the impervious surface with Land Conservation approved vegetation would be less detrimental to the shore. The Board found to approve a maximum 5' width walkway will provide the owner with access around the boathouse as well as to the pier and the bridge.

LOT 1:

Substandard lot: The Board found to allow the substandard lot to remain as it is with the single-family residence placed upon it will preserve the purpose and intent of the zoning ordinance. The Board found to condition the approval with the requirement the duplex will be removed with one year of the filing date of this decision.

Deck: The Board found to approve the (northwest lakeside) deck at a 65.3' shore yard setback is a small increment of relief. The Board found the deck was constructed in 1997. The Board found to approve the request would cause no harm to public interests or to the navigable waters.

Patio: (northeast lakeside), patio and retaining wall: The Board found to permit the patio to come out 10' from the residence to meet the current curve of the sidewalk would preserve the purpose and intent of the zoning ordinance. The Board found approval of the variance for a 10' patio with retaining wall would provide adequate outdoor space. The Board found the patio / paver areas were installed without Walworth County zoning permit review and approval. The Board found to require removal of all but 10 feet of the patio would lessen impervious surface area. The Board found the owner has permitted use of the property without the large patio. The Board found to require removal of all but 10 feet of the patio would cause no unnecessary

hardship. The Board found to allow the large patio to remain would cause harm to the public's interests in navigable waters. The Board found to allow the retaining wall to remain would provide stability to the slope.

There was one letter of support from the Town of East Troy and one person spoke in support. There were letters of opposition from the Wisconsin Department of Natural Resources and from the Walworth County Land Conservation Division.

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

Disc #1 Hearing – Count #10:02:29 – 10:29:47 / Disc #2 Decision – Count #9:44:51 – 9:49:19
The Second Hearing was L&W Revocable Trust, owner / Larry & Judith Loizzo, applicants – Section(s) 35 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct additions to a single-family residence.

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

VARIANCE REQUEST: The applicants are requesting a 62.4' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct additions to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 13 & 14, 2013, for the petition of L&W Revocable Trust, owner / Larry & Judith Loizzo, applicants, voted to APPROVE the request for a 62.4' shore yard setback.

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 erosion over a period of time on the steep slope of the property has adversely affected the foundation of the residence. The Board found the age and condition of the home did justify the maintenance requested to enable the structure to become a year-round residence. The Board found the Chapter NR 115 Shoreland Zoning codes had changed after the owners had invested a significant amount of time and planning to ensure the project would be code compliant, and before permit application could be made. The Board found to require the owner to start over with new plans at this point would be an unnecessary hardship. The Board found the owner did stop work when made aware of the code change and did work closely with Walworth County Zoning and Land Conservation Divisions to maintain code compliance. The Board found the variance request to be a small increment of relief. The Board found to approve the variance request would cause no harm to neighboring property owners or to public interests. The Board found the residences on neighboring properties to be located closer to the lake than the residence of the applicant. There was one letter of support from the Town of Whitewater and a neighboring property owner spoke in support. There was no opposition.

Disc #1 Hearing – Count #10:29:48 – 11:03:07 / Disc #2 Decision – Count #9:49:20 – 10:03:46
The Third Hearing was Kyle Mayes, owner – Section(s) 35 – Whitewater Township

Applicant is requesting a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a single-family residence, deck, patio and detached accessory structure (garage).

REQUIRED BY ORDINANCE: The Ordinance requires the residence, deck and patio to meet a 42.9' shore yard setback (average), a 25' street yard setback for the house and a 19' street yard setback for a deck. The Ordinance also requires an accessory structure to meet a 75' shore yard setback, a 25' street yard setback and a 15' side yard setback.

VARIANCE REQUEST: The applicant is requesting Option 1: a residence, deck and patio with a 35' shore yard setback and a 15' street yard setback. An accessory structure with a 54' shore yard setback, 0' street yard setback and a 4' side yard setback. Option II: a residence with attached garage, deck and patio with a 35' shore yard setback and a 24.83' street yard setback. The request is a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a single-family residence, deck, patio and detached accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 13 & 14, 2013, for the petition of Kyle Mayes, owner, voted to APPROVE with CONDITION the request for Option 2: a residence with attached garage, deck and patio with a 35' shore yard setback and a 24.83' street yard setback. The CONDITION is that the applicant work with the Land Conservation Department to establish a buffer to mitigate the construction and protect the shore.

A motion was made by Elizabeth Sukala to approve the variance request for Option 2. Seconded by Frank Jones

An amended motion was made by Elizabeth Sukala to include the applicant will meet with the Land Conservation Division to provide for a shore yard buffer. An amended second was made by Frank Jones. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found the property to be a uniquely structured lot that is steep, narrow and small in size. The Board found the property is buildable but options for placement of a residence on the property are limited. The Board found to approve Option 2 would protect public interests and improve safety with the attached garage being set back from the road. The Board found to approve Option 2 would provide for parking on the property rather than on the street. The Board found to approve Option 2 would permit road maintenance without interference of a detached garage at the road. The Board found to approve Option 2 would create less land disturbance and be less detrimental to the shoreland than Option 1. The Board decided the owner will work with the Walworth County Land Conservation Division to create a shore yard buffer compliant with County Conservation Standards.

There was a letter of support from the Town of Whitewater and a friend spoke in support. There were letters of comment from the Wisconsin Department of Natural Resources and the Walworth

County Land Conservation Division.

Other

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

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 April 2013 agenda, if applicable:

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

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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



DRAFT

**Walworth County Board of Supervisors
Finance Committee and
Lakeland Health Care Center Board of Trustees
JOINT SPECIAL MEETING NOTICE
Tuesday, March 12, 2013 — 4:00 p.m.**

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

The Finance Committee was called to order by Chair Russell at 4:06 p.m.

Roll call

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

The Lakeland Health Care Center Board of Trustees was called to order by Chair Jerry Grant at 4:06 p.m.

Roll call

- Lakeland Health Care Center Board of Trustees members present included Supervisors Jerry Grant, Kenneth Monroe, Joe Schaefer and Tim Schiefelbein. Supervisor Tim Brelenthin was absent and excused. A quorum was declared.

Others in attendance included:

- Board members: Carl Redenius, David Weber.
- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Lanser-Finance; Linda Seemeyer-Health & Human Services; Bernie Janiszewski-Lakeland Health Care Center; Kevin Brunner-Public Works.
- Members of the public: Attorney John L. Maier, Jr., Sweet & Maier, S.C.; Attorney Ann Murphy, Quarles & Brady; Mike Zukerman & David Roos, Geneva Ridge Senior Housing Facility project.

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

Approval of minutes of last meeting(s) — February 21, 2013 Finance Committee — **Supervisors Stacey and Schaefer moved to approve the minutes of the Finance Committee meeting; carried 4-0.**

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

Unfinished business — There was no unfinished business.

New business – Finance Committee/Lakeland Health Care Center Board of Trustees

Resolution 72-03/13 Advancing Funds to Lakeland Health Care Center to Call 2006 Outstanding Debt — Andersen explained that the 2006 bond call differs from previous ones. This borrowing was split into two parts – road construction and construction of the new Lakeland Health Care Center (LHCC). The LHCC has been paying their share of the bond up to this point. Two years remain on their payment schedule. The bond is now callable and we have sufficient funds in the General Fund to call. Staff recommend making an advance to LHCC so their portion of the bond may also be called, thus saving interest countywide. We would save approximately \$202,000 in interest. LHCC anticipates repaying the advance by making their standard payment on the current adopted bond schedule. **Supervisors Grant and Stacey moved to approve the resolution; carried unanimously by both committees.**

Resolution 73-03/13 Resolution Authorizing the Redemption of General Obligation Promissory Notes Dated April 1, 2006 — Andersen said this resolution was drafted by the county's bond counsel. If approved, we will notify our financial consultant and have the 2006 bond called in April 2013. **Supervisor Grant moved to approve the resolution. Supervisor Monroe seconded the motion, which carried unanimously by both committees.**

Set/confirm next Lakeland Health Care Center Board of Trustees meeting date and time — Grant stated that the next meeting of the LHCC Board of Trustees will be Wednesday, March 20, 2013 at 1:00 p.m., County Board Room 114 at the Government Center.

Adjournment of Lakeland Health Care Center Board of Trustees — Upon motion and second by Supervisors Monroe and Schaefer, Chair Grant adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 4:13 p.m.; carried 4-0.

New business – Finance Committee

Discussion and possible action regarding Geneva Ridge Senior Housing Facility — Bretl introduced attorney John Maier, who is representing the parties with regard to this project. The Finance Committee is not being asked to make a decision today. The developer's notice of public hearing had to be re-published so this discussion is informational. The project was brought to the Finance Committee earlier, with a different financing plan which was ultimately withdrawn. The County is being asked to essentially approve the project. Walworth County will not be guaranteeing the financing and approval will not count against our ability to issue debt.

Maier introduced Mike Zukerman and David Roos, who represent the project owners, and Ann Murphy from Quarles & Brady, who is bond counsel on this matter. He explained that the developer proposes to add a wing to the Lodge at Geneva Ridge, former-

ly Interlakken Resort. The wing would contain 100 independent living apartments, 40 assisted living apartments and 20 memory care units. The Town of Geneva has given their approval and the County Zoning Agency approved zoning. The project is within the extraterritorial zoning district for the Village of Williams Bay, which gave its approval last fall. This site was developed in the 1970's with about 300 condos that were purchased over the years for rentals or second/vacation homes. There is also a hotel on the site. Zukerman and his team are doing other senior housing projects around the country but also in Wisconsin and Milwaukee. Their marketing study for this project showed the highest demand anywhere. The proposed wing would be physically attached to the existing hotel. Maier added that municipalities used to see this type of financing as revenue bonds. If an industry was needed, a municipality would lend its name to the bond. The government requires that the County and Town approve this project in order to qualify for tax exempt bonds as part of the financing. Murphy explained that the bonds would be issued by the Public Finance Authority (PFA), an organization formed in Wisconsin. The Wisconsin Counties Association and League of Wisconsin Municipalities were involved in forming the association. She anticipates a few series of bonds but the majority would be tax exempt. Because of the section of State law under which the PFA was formed, project approval from both the Town and County is needed, according to Murphy. Neither the County nor the Town would have any liability, nor would the PFA with respect to the bonds. Russell asked if the developers would be applying for exemption from property taxes on this project. Zukerman said they would not.

Correspondence – There was no correspondence presented.

Set/confirm next Finance Committee meeting date and time — Russell stated that the next Finance Committee meeting would be Thursday, March 21, 2013 at 9:30 a.m., County Board Room 114 at the Government Center.

Adjournment of Finance Committee — Upon motion and second by Supervisors Stacey and Schaefer, Chair Russell adjourned the Finance Committee meeting at approximately 4:28 p.m.; carried 4-0.

Submitted by Kate Willett, recording secretary. Minutes are not final until approved by the Finance Committee and Lakeland Health Care Center Board of Trustees at their next regularly scheduled meetings.

NOTE: Items distributed at the joint special Finance Committee/Lakeland Health Care Center Board of Trustees meeting may be reviewed in the County Clerk's Office.

Minutes of the 2013 Commissioners Meeting of the Potter's Lake Protection and Rehabilitation District held Saturday, February 23rd, 2013 at Town Hall, East Troy, Wisconsin.

Present: Commissioners Barry Bonneau, Robert Rice, Christine Celley, Joyce Reed, and Jack Basso

Presenters: Kathy Aron and Paul Celley

Chairman Bonneau called the meeting to order at 8:00 am

Commissioners gathered at the town hall to discuss and go over the 2013 Aquatic Plant Management Plan drafted by Kathy Aron. Kathy was present and went over her proposed plan with the group. The importance of native plant life in our lake was stressed as well as trying to control the invasives that are currently in our lake and taking the necessary precautions to protect our lake from new invasives. We have identified problems with Eurasian Watermilfoil as well as Curly-Leaf Pondweed and will continue to chemically treat areas approved and permitted by the DNR and harvest as needed to maintain the lake to best of our abilities. We do have some native plants that are good for our lake (Sago Pondweed, Chara, Nitella, Elodea, and Slender Naiad). The board questioned Kathy about the effectiveness of past chemical treatments and asked if a higher concentration of chemical could be applied to control the invasives. Bottom line is that the DNR will control the concentration of the chemical depending on the size of the area being treated as well as the amount of natural vegetation is in the treatment area. Concentration can not exceed the recommendation on the label of the chemical being used. It was also suggested that we incorporate water quality monitoring for our lake. The USGS out of Madison does this and grant money is available to help fund the cost. This program is estimated to run our district about \$5,000 per year. A motion was made to move forward with contacting USGS and moving forward with the water quality monitoring program. Motion was approved unanimously. Another motion was made to continue working with Marine Bio Chem for the year of 2013 and was approved unanimously. A copy of the 2013 Aquatic Plant Management Plan is available on our web site for download.

Paul Celley submitted a proposal to manage the harvesting program for the district for the summer of 2013. Responsibilities include hiring and overseeing of staff, training, overseeing of maintenance on equipment, and reporting of harvesting operations and disposal of weeds. After questions on the proposal the board agreed to move forward with the proposal submitted. All present commissioners, except for Christine who abstained; voted and approved his proposal.

10AM

Respectfully submitted,

Robert C Rice
Secretary

Telephone: (262) 728-4140
Fax: (262) 728-4142

WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT

975 W. Walworth Ave. • Delavan, WI 53115

www.walcomet.org

SPECIAL MEETING AND CLOSED SESSION

FEBRUARY 23, 2013

8:45 a.m.

CALL TO ORDER

The Special Meeting was called to order at 8:47 a.m. by Commissioner Logterman.

ROLL CALL

Present: Dean Logterman, yes; Ron Henriott, yes; James Hensch, yes, Harold Shortenhaus (arrived 9:02),

OTHERS PRESENT:

Cindy Moehling, Assistant Administrator

VISITOR'S COMMENTS

None

MOTION FOR CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85 (1) (c) AND (f) FOR THE PURPOSE OF INTERVIEWING CANDIDATES FOR ADMINISTRATOR AND CONSIDERING PERFORMANCE EVALUATION AND FINANCIAL, MEDICAL, SOCIAL, AND PERSONAL HISTORIES OF EACH SUCH CANDIDATE WHICH, IF DISCUSSED IN PUBLIC, WOULD BE LIKELY TO HAVE A SUBSTANTIAL ADVERSE EFFECT OF THE REPUTATION OF ANY SUCH CANDIDATES.

Commissioner Henriott made a motion for Closed Session, seconded by Commissioner Hensch and roll call as follows:

Commissioner Logterman, Yes
Commissioner Henriott, Yes
Commissioner Hensch, Yes

The Closed Session convened at 8:48 a.m.

Commissioner Shortenhaus arrived at the Closed Session at 9:02 a.m.

MINUTES OF SPECIAL MEETING

Page 2 of 2

February 23, 2013

RECONVENE INTO OPEN SESSION – ACTION, IF ANY, ON CLOSED SESSION MATTERS

Commissioner Hensch made a motion to reconvene into Open Session at 10:55 a.m.

Commissioner Henriott seconded and roll call was as follows:

Commissioner Logterman, Yes

Commissioner Henriott, Yes

Commissioner Hensch, Yes

Commissioner Shortenhaus, Yes

Commissioner Hensch made a motion to make an offer of employment for the position of Administrator to the candidate interviewed during the February 23, 2013 Closed Session, subject to Commissioner Logterman's discussion and review with the WalCoMet managers. Commissioner Henriott seconded and the motion unanimously passed.

ADJOURNMENT:

Commissioner Henriott made a motion to adjourn, seconded by Commissioner Shortenhaus and the Special Meeting adjourned at 10:58 a.m.

Respectfully submitted,

Ron Henriott,
Assistant Secretary

APPROVED: _____

PUBLISHED: _____

DRAFT

①

Walworth County Children with Disabilities Education Board

MINUTES

February 20, 2013 5:00 pm
County Board Room 114 – Government Center
Elkhorn, Wisconsin

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

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

County Staff Present – CDEB Director Tracy Moate, County Administrator Dave Bretl, Lakeland School Principal Greg Kostechka, and Supervisor Nancy Russell

Agenda Approval - **Approval of the agenda, as presented, was moved and seconded by Supervisors Grant and Schiefelbein with no withdrawals. Motion carried 4-0.**

Minutes Approval – **Minutes from the November 13, 2012 CDEB meeting and from the December 11, 2012 Joint CDEB/Finance were both approved on a motion from Supervisor Monroe and seconded by Supervisor Grant. Approved 4-0**

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

New Business – CESA contract. Tracy Moate gave a brief summary of the contract between CESA and the CDEB. Services provided by CESA included deaf and hard of hearing, audiology, orientation and mobility and vision. CDEB now employs both a vision and hearing teacher. The contract with CESA is developed during the summer and is paid in three installments. The first two payments had been made before the two individuals left CESA and were hired by Walworth County, leaving us with a credit of \$17,410. A fair settlement amount for the disputed contract was proposed by Tracy Moate for \$1100.00. Discussion followed; Supervisor Weber and County Administrator both recommended approval of the settlement amount. **A motion was made by Supervisor Grant, seconded by Supervisor Monroe to approve the amount of \$1100.00. Motion passed 4-0.**

Vocera Upgrade – Vocera is an instant communication system used at Lakeland School. With the device, we are able to locate staff members without interrupting the whole school. Tracy Moate feels the wireless system is a lifeline for the school and is an important tool for us in emergency and everyday situations. The school had an intruder lockdown drill on January 16th. Two members of the Sheriff's Department participated in the drill and were very impressed with how the staff and students handled the situation and how useful the Voceras were. Tracy explained that we now have 25 badges with many staff members sharing badges. She is recommending ordering 25 more badges so all staff members would have one. The estimated cost of the additional badges would be \$46000.00 with an annual maintenance/support fee of \$3500 to \$4000. This item will be held open for a vote until information on Federal IDEA and budget revisions is discussed in reports and correspondence,

DRAFT

Reports and Correspondence

Chair Weber brought up an article in the Janesville Gazette or Journal regarding Governor Walker's proposed choice issue and special ed voucher. Tracy Moate stated that the proposed \$8000 per student would never cover any student's education at Lakeland. Dave Bretl suggested putting this item on the next CDEB meeting agenda.

Director Moate presented the Crisis Response Plan that the Administrators have created. There will be two binders, one kept at the school and the other one will be at the Sheriff's Office. The book contains vital information on staff and students and would be a valuable tool in case of an emergency.

Federal IDEA – Tracy Moate summarized how special education funding is based on local State and Federal dollars. The Federal dollar allocation is based on student headcount and valuation of the students with a 1, 2, or 3. In the past Federal flow through dollars have been used for the CESA contract. Since we have eliminated two positions with CESA we are left with money that can be budgeted for other areas. This is where the funding for the Vocera badges would come from. Tracy Moate will bring to the Board next month a detailed report with the areas that could be funded with Federal dollars. **A motion to purchase the Vocera badges with Federal dollars was made by Supervisor Monroe, seconded by Supervisor Schiefelbein, motion carried 4-0.**

Set time and date of next meeting – March 20, 2013

Adjourn - A motion to adjourn was made by Superintendent Grant, seconded by Supervisor Schiefelbein at 6:10 pm, motion passed 4-0.

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 Health and Human Services Committee

MINUTES

February 20, 2013 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chair Grant at 1:32 p.m.

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director Health and Human Services; Juliet Young, Health and Human Services; Nancy Russell, County Board Chair; Kevin Brunner, Public Works Director; Ety Wilberding, Health and Human Services Manager; David Bretl, County Administrator; Elizabeth Walsh, Public Health Nurse; Janis Ellefsen, Public Health Supervisor; Pat Grove, Public Health Manager

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

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

The Health and Human Services minutes from the January 16, 2013 meeting were approved as amended. **Motion and second made by Citizen Representative Wagie-Troemel/Supervisor Schaefer to approve the minutes. Motion carried 8-0.**

Public Comment – There were no comments from the public.

Unfinished business –

Holiday Care – Ms. Seemeyer noted that Holiday Care is a beloved tradition in the department but felt that it was time for a review of the program by the Board.. Ms. Aldred gave a PowerPoint presentation giving an overview of the program.

Supervisor Grant suggested having Volunteer Connections help out more, such as picking up items from local businesses. He also asked about the Sheriff's Department's golf outing. Ms. Aldred stated that golf outing is used to buy toys for the day of giving. Supervisor Schiefelbein clarified that it is the Deputy Sheriff's Union that conducts the golf outing.

Citizen Representative Wagie-Troemel stated she is in favor of keeping this program and suggested looking into available grants. Ms. Seemeyer stated that letters are sent to area

businesses for donations. Supervisor Schiefelbein added that Wal-Mart gives a discount on toys purchased by the Deputy Sheriff's Association.

Supervisor Russell suggested asking for food gift cards instead of toys on giving trees found in the community.

Mr. Bretl asked about the referrals in 2012 and awareness of the event. Ms. Aldred stated the referral sample was larger this past year and people are only aware of the event if they have been selected.

Supervisor Grant asked if there were leftover toys. Ms. Aldred stated that there were enough toys for the day of giving and leftover toys have been stored safely in the basement for the next year.

Supervisor Grant stated that if participants do not want toys they should not receive food gift cards. Supervisor Schiefelbein stated he was opposed to county tax levy being used for this program.

Citizen Representative Wagie-Troemel stated she was in favor of Supervisor Russell's idea. She is, however, bothered by the randomness of how participants are selected and asked if the list is reviewed prior to the letters being sent out. Ms. Aldred stated it would be difficult to review the list since most participants are members of the Moraine Lakes Consortium and do not have a case manager.

Supervisor Monroe asked if there is a set budget for this program or if it was just donations. Ms. Aldred stated that intention of the program is to base the budget on the previous year's fundraising.

Supervisor Brellenthin suggested soliciting churches to help out. Supervisor Schiefelbein suggested outsourcing the program to another agency? Ms. Seemeyer stated that Volunteer Connections would be used more for helping with fundraising. Due to HIPAA issues it would be difficult to have another agency administer the program.

Supervisor Schaefer suggested contacting the American Legion as a possible partner.

Supervisor Grant asked if the Department would pay to have this program outsourced to another agency. Ms. Aldred stated the Department would not pay for an agency but another charity group would be selected, however this is not a favored option by staff.

Ms. Seemeyer made note that the Board was in favor of retaining the program but said the agency would make every effort to implement their suggestions.

Specific, Methodical and Consistent (SMaC) Recipe – Ms. Seemeyer reviewed the SMaC Recipe along with agency's Mission, Vision and Value statement. Supervisor Russell's suggestion at last month's meeting has been tentatively added.

Supervisor Schiefelbein has concerns on language regarding restrictive needs of placement. Ms. Seemeyer stated this language was used to mirror the state statute. Citizen Representative Seegers suggested changing the language to most appropriate instead of least restrictive. Supervisor Schiefelbein agreed to this change.

Ms. Seemeyer stated she wanted to take it back to the DHHS leadership team for their input. Citizen Representative Wagie-Troemel and Supervisor Grant stated they are fine with the current language as long as safety over cost is emphasized. Mr. Bretl supported Ms. Seemeyer's plan to take the suggestions back to the leadership team. He stated that a definition of safety be included in the SMaC Recipe.

New Business –

Appointment of Interim Public Health Officer – Ms. Seemeyer stated the appointment of Janis Ellefsen as Interim Public Health Officer would be made by Mr. Bretl and that it will go before the County Board for approval. Elizabeth Walsh will be named as an interim Public Health Supervisor. Current Public Health Officer, Pat. Grove stated she feels good about the appointments.

Children's Division Program Overview – Ms. Seemeyer introduced Ms. Wilberding who gave a PowerPoint presentation on the Children's Division.

Supervisor Schiefelbein asked about funding for Children's Long Term Services (CLTS). Ms. Wilberding explained that state and federal is one waiver with local 40% match. Family Support Program is used for this match when possible otherwise it is matched with budget levy.

Supervisor Schiefelbein asked about consumers in the Functional Family Case Management (FFCM) program. Ms. Wilberding explained the Department is using current consumers.

Supervisor Schiefelbein asked about the child death review. Ms. Wilberding stated it was the same as the Keeping Kids Alive program.

Reports –

State Budget Update – Ms. Seemeyer stated the budget was released today. She will know more after it is reviewed.

HVAC Project Update – Ms. Aldred handed out information on this project and gave a brief review. Ms. Seemeyer stated that the Department is working closely with Public Works and Information Technologies.

Citizen Representative Wagie-Troemel asked why the anticipated start date was changed from April 1st to May 1st. Ms. Aldred explained it was mostly due to Informational Technology issues.

Correspondence – There were no correspondences.

Announcements –

Supervisor Russell distributed a letter from the Wisconsin Counties Association inviting members to participating in the County Ambassador Program (CAP) team. Ms. Seemeyer will coordinate team. Supervisor Monroe has done this previously. She invited this Board to participate.

Citizen Representative Wagie-Troemel stated that the WCAC plans on moving into their new building on April 15th.

Next Meeting Date – The next meeting is scheduled for March 20, 2013 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 2:55. Motion carried 8-0.**

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

Walworth County Lakeland Health Care Center Board of Trustees
MINUTES

February 20, 2013 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, Schiefelbein, Brellenthin, Monroe and Schaefer. A quorum was declared.

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director Health and Human Services; Bernadette Janiszewski, Nursing Home Administrator ; Juliet Young, Health and Human Services; Nancy Russell, County Board Chair; Kevin Brunner, Public Works Director; Sandy Wagie-Troemel, Health and Human Services Citizen Representative; James Seegers, Health and Human Services Citizen Representative; Ella Eva Pious, Health and Human Services Citizen Representative; Ety Wilberding, Health and Human Services Manager; David Bretl, County Administrator; Suzi Hagstrom, Human Resources Director; Elizabeth Walsh, Public Health Nurse; Janis Ellefsen, Public Health Supervisor; Pat Grove, Public Health Manager

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

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

The Lakeland Health Care Center Board of Trustees committee minutes of the January 16, 2013 were approved. **Motion and second made by Supervisor(s) Brellenthin/ Schaefer to approve the minutes. Motion carried 5–0.**

Public Comment – There were no comments from the public.

Unfinished Business –

Strategic Planning - Planning for the Future Presentation – Ms. Janiszewski continued the monthly presentations regarding future planning for the operation of Lakeland Health Care Center, this month focusing on the capital improvement projects.

Supervisor Grant asked for written notes on this presentation. Ms. Janiszewski stated she would get these notes to the Board.

Supervisor Schaefer asked about the occupancy on the memory care unit. Ms. Janiszewski stated that the sixty beds are full. Supervisor Schaefer asked whether dialysis services are covered under Medicare. Ms. Janiszewski stated that dialysis in a nursing home setting can be paid by Medicare, Medicaid, or paid privately. Other potential revenue sources

will be presented in April. Supervisor Schiefelbein asked how having a dialysis unit would impact occupancy rates. Ms. Janiszewski stated that facilities that have a dialysis unit dedicate a specific number of beds to the unit. In March we will consider the human resources needed to run specialty units and in April we will consider whether the expense is worth creating other revenue sources. Supervisor Grant asked about competing with hospitals was a good move. Ms. Janiszewski stated that this is something to consider when we talk about specific revenue sources in April. It is not our intention compete with any other entities. Supervisor Schaefer asked if dialysis residents would be permanent residents at LHCC. Ms. Janiszewski stated yes, if this is something the Board considers, it would only be for LHCC residents.

Dr. Seegers asked how many dialysis patients would be at LHCC. Ms. Janiszewski stated that dialysis was just a possible option and she is not looking to recommend adding inpatient dialysis to LHCC. Ms. Seemeyer added this was just an example of one type of specialty unit.

Supervisor Schaefer asked about a lockbox for money set aside. Mr. Bretl stated Lakeland Health Care Center is an enterprise fund, keeping revenue separate from the general fund and that Ms. Janiszewski is just being proactive in planning future LHCC's budgets.

New Business –

Annual Survey Update and Maintenance Staff Reassignment – Ms. Janiszewski stated that overall the survey went well but there were some repeat building citations. She is working with Public Works to try and find a solution. Ms. Seemeyer added the citation for substandard care is a serious deficiency.

Supervisor Grant asked if there was a corrective plan in place. Ms. Janiszewski stated that the situation has been analyzed and a performance improvement plan as well as a punch list prioritizing tasks has been created. The next step is to consider the day to day operations in the maintenance department. Changes will occur over the next several weeks. Supervisor Grant asked if there is a timeline for the corrections. Ms. Janiszewski said that some items need to be corrected right away and others need to be done by August. Things such as the day to day operations in the maintenance department will be addressed as soon as possible.

Supervisor Schiefelbein asked if it was a performance or procedural issue in the Public Work Department. Mr. Bretl stated it is both.

2012 Supplemental Payment (formerly called IGT) - Ms. Janiszewski stated that the Health Care Center received \$8,934 in additional Supplemental Program payments in 2012 and \$144,317 in CPE funds.

Reports –

LHCC Administrator's Report and Financial Update – Ms. Janiszewski stated that the budget is on track and that eight workers comp injuries were reported by staff in January. One claim was filed. Most injuries were due to winter weather falls. There were 33 admissions in January, following the hold on admissions due to the flu outbreak.

Correspondence – There were no correspondence.

Announcements –

Upcoming Resident Events – Ms. Janiszewski stated that memorial services have been well received by residents and their families. She stated that the Memory Cafe is a successful new program and encouraged attendance.

Next Meeting Date – The next meeting is tentatively scheduled for March 20, 2013 at 1:00 p.m.

Adjournment – **On motion and second by Supervisor(s) Brellenthin/Monroe, Chair Grant adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 1:32PM. 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 Human Resources Committee

MINUTES

February 20, 2013 – 3:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

DRAFT

The meeting was called to order at approximately 3:04 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; Nicki Andersen, Deputy County Administrator – Finance; Dale Wilson, Payroll/Benefits Manager; Suzi Hagstrom, Labor/Employee Relations Director; Kevin Brunner, Director – Central Services; Steve Kinney, Assistant DPW Superintendent – Shop.

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

Approval of the January 16, 2013 Human Resources Committee meeting minutes was moved and seconded by Supervisor Monroe and Vice Chairperson Grant, and carried 5 - 0.

Public comment period – none

Discussion regarding an amendment to Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Lakeland Health Care Center Employees. Staff distributed a revised ordinance. This amendment makes it clear that the employees listed, who begin work at 11:30 a.m. or later, get the shift premium. The account clerk has been getting the shift premium, and the LHCC Administrator would like to continue that practice.

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded approval of the revised amendment to Section 15-359 of the Code relating to Special Pay Premiums for LHCC employees. The motion carried 5 – 0.

Discussion regarding creation of Section 15-394 of the Walworth County Code of Ordinances Relating to Safety Shoes for Public Works Employees. Hagstrom stated that certain public works employees will be required to have steel-toed shoes. Brunner explained that after the tragedy last summer, it became apparent that public works needed a much more rigorous safety program. Alpha Terra was hired to help develop the safety policies. Brunner explained that about 90% of the work they do in facilities and highway should require safety shoes. That being the case, he felt that the county should assist employees in acquiring the shoes. He stated that most other counties that require safety shoes offer some sort of reimbursement. He feels that \$75 is fair. Many employees would be spending more than that. The finance department has asked that for the first year, the \$75 be a reimbursement. In subsequent years, it would be a stipend.

Draft

Brunner would like employees to be responsible for purchasing the shoes and requesting reimbursement for the first year. Vice Chairperson Grant questioned why they were switching to a stipend after the first year. Brunner stated that the Sheriff's Office uses a stipend for uniforms, etc. Wilson stated that the downside of a stipend is that it is a taxable benefit. The downside to the reimbursement is that it requires more staff time to process. Finance had suggested slightly increasing the stipend because of the taxability issue. Vice Chairperson Grant felt that if employees simply get a stipend, there would be no accountability for the money. He was concerned that employees would not use the money for the safety shoes. Brunner wanted to avoid the taxability issue. He thinks it comes down to enforcing this at the departmental level. He would reserve the right to send an employee home if he or she is not wearing the proper footwear. Hagstrom stated that they will need to come back to the committee in 2014 to make the change to the stipend. Supervisor Russell suggested changing the ordinance and fiscal note to read safety shoes rather than steel-toed shoes, since not all safety shoes are steel-toed anymore. She hoped that the employees covered by the new policy would be required to wear the safety shoes at work at all times.

Vice Chairperson Grant and Supervisor Monroe moved and seconded approval of the creation of Section 15-394 of the Code Relating to Safety Shoes for Public Works Employees with the language change to safety shoes. The motion carried 5 – 0.

Discussion regarding an amendment to Section 15-17 of the Walworth County Code of Ordinances Relating to the Elimination of a Janitor III and a Building Maintenance Engineer I and the Creation of a Mechanic II at Public Works. Brunner stated that he is looking at the organization at public works, and he will have a few more recommendations coming forward in the future. Fleet operations and services need to be addressed. There are two positions that have become vacant (Janitor III and BME I), and he thinks those can be eliminated. He would like to create one mechanic position. There are currently four employees servicing almost 400 pieces of equipment, and they are behind right now. Some of the preventive maintenance work is not being completed. Brunner added that this year's budget included GPS for each vehicle. This will enable them to automatically send out maintenance reminders. Actually performing the maintenance is another issue. Public Works services vehicles for the Sheriff's Office, LURM and HHS. When a vehicle is added to the fleet, there is a great deal of setup involved. Adding another mechanic would allow them to get the new vehicles on the road quicker. In addition, the department has been contacted by surrounding communities to do some work on their fleet vehicles. For example, public works did some emergency work for the Towns of Lafayette and Sugar Creek. With the extra manpower, they could provide such services on a more routine basis. Brunner added that some of the welding, etc, had been contracted out to Mann Brothers, but Mann Brothers is no longer in business. Brunner feels that this additional position simply makes economic sense. Hagstrom distributed a revised fiscal note. Brunner reiterated that he is still working on reorganizing the department, so he may come back to the committee to try and use the savings elsewhere. At this point, Brunner would like to eliminate two positions and create one. Chairperson Brandl asked if they would be looking at someone in-house or someone from a trade school. Brunner stated that it would be advertised as a position open to the public.

Draft

Some of the employees who work for the department on a limited-term basis may be qualified for the position. Supervisor Monroe thinks that this is a great idea. They have had to take Village trucks to Madison for repairs. This would help municipalities a great deal. Brunner clarified that they charge the municipalities for the services, but it is a great convenience for them. Some of the municipalities are already coming to DPW for salt anyway. The City of Elkhorn has expressed interest in possibly looking at joint facilities.

Supervisor Monroe and Vice Chairperson Grant moved and seconded approval of the elimination of the Janitor III and BME I positions and the creation of the Mechanic II position. The motion carried 5 – 0.

Update regarding contracted safety coordinator. Bretl stated that there was no need at this point for any specific action on this item. Unfortunately, the search for a safety coordinator is not going in a very positive direction. The county had identified the need for a safety coordinator several years ago. Money had been included in the budget for the safety coordinator, either through a purchased service or through another organization. The county had work for such a position, but only at a 50-60% level. A couple of years ago, the county attempted to find a partner to share the position, but with no success, so they went back to the drawing board. The county looked at working with WMMIC, our liability insurance carrier. There were several other counties that were interested, including Jefferson and Marathon. WMMIC thought they might hire someone within the company. However, it has proven to be difficult to recruit qualified candidates. Only two individuals applied. One of the individuals was highly-qualified. Bretl and Andersen participated in the interviews, but ultimately, the candidate turned the position down. The county is still looking for a partnership model if possible. Jefferson and one other county may still be interested. There is a significant need for the safety coordinator, but the county is trying to meet that need in the most cost-effective manner possible. Bretl stated that he may have to come back to the committee to request a full-time position. That would be a significant financial burden. Bretl had put together a safety committee who compiled a list of nine different duties for the safety coordinator to perform. A specific list of safety training would be identified for each department. The safety coordinator would work with department heads to arrange and document the training and help develop policies with respect to safety. Establishing some sort of internship program might be an option. Bretl reiterated that he didn't want the committee to be surprised if he came back with a request regarding the safety coordinator.

The committee did not take any action on this item.

Notice of Complaint – Charge of Discrimination filed by Enoch L. Wilson vs. Walworth County. Chairperson Brandl read the closed session language. Vice Chairperson Grant and Supervisor Brellenthin moved and seconded going into closed session. At approximately 3:36 p.m., the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to

Draft

litigation in which it is or is likely to become involved.” At approximately 3:47 p.m., on motion and second by Vice Chairperson Grant and Supervisor Brellenthin, the committee reconvened in open session.

Vice Chairperson Grant and Supervisor Monroe moved and seconded directing administration to proceed as discussed in closed session. The motion carried 5 – 0.

Chairperson Brandl reminded the committee of the Committee of the Whole meeting on March 12th at 4:30 p.m. for the presentation on health insurance.

The next regular meeting of the human resources committee was confirmed for March 20, 2013 at 3:00 p.m.

Adjournment. On motion and second by Vice Chairperson Grant and Supervisor Redenius, Chairperson Brandl adjourned the meeting at approximately 3:48 p.m.

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

County Board Executive Committee
February 18, 2013 - 10:00 AM
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin
Draft Minutes

Chairman Weber called the meeting to order at 10:00 AM. A quorum of the committee was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl and Russell. Supervisor Schiefelbein was absent, excused. Also in attendance were Josh Clements, UW-Extension Community and Economic Development Educator; Mikell Coleman, Special Prosecutor, District Attorney's Office; Katie Behl, OWI Court Coordinator; Linda Seemeyer, Health and Human Services Director; Kim Bushey, County Clerk; Dave Graves, Sheriff; Dave Bretl, County Administrator/Corporation Counsel; Nicole Andersen, Deputy County Administrator – Finance; Sheila Reiff, Clerk of Circuit Court; Mike Van Den Bosch, Executive Director - Walworth County Economic Development Alliance, Inc.

Agenda approval was moved and seconded by Supervisors Brandl and Russell, moving items 'g', 'h' and '9k' to the beginning of "new business" items, immediately following appointments. The motion carried 4 – 0.

The December 11, 2012 and January 14, 2013 executive committee were approved unanimously on motion and second by Supervisors Russell and Brandl.

There was no comment from the public during the public comment period.

Ongoing/Unfinished Business

The executive committee is awaiting input from the CJCC regarding an advisory Outagamie County resolution requesting elected state officials and the Governor to re-examine the policies that have led to historically high incarceration rates in Wisconsin. Bretl said he hoped the CJCC would be reviewing the resolution in March. This will be agendaized for the March 18 executive meeting.

Appointments

Supervisors Brandl and Russell moved and seconded recommending for appointment County Administrator Bretl's nominations of the following candidates.

Local Emergency Planning Committee (LEPC):

Michael Katzenberg to replace Jason Roberts as Wisconsin DNR representative
Chief Mark Ruosch to replace Bruce Vander Veen to represent the Fire Chiefs Assn.
Elizabeth Walsh to replace Pat Grove as public health representative

Wisconsin River Rail Transit Commission (WRRTC): Jerry Grant for an additional three-year term of service.

New Business

JAG Problem-Solving Courts-2011 federal enhancement grant to expand OWI court. Sheila Reiff and Katie Behl updated the committee. This grant submitted by the CJCC was previously approved by the executive committee. Russell and Brandl moved and seconded authorizing the CJCC to accept the grant funding; the motion carried 4 – 0.

Update regarding CJCC application for Bureau of Justice Assistance (BJA) Adult Drug Courts Discretionary Grant Program competitive grant. Sheila Reiff and Katie Behl said the CJCC approved applying for this grant. In January, the executive committee had authorized staff to proceed on this. The application deadline is February 21, 2013. Funding would be \$200,000 over two years with an approximate \$67,000 county "in kind" match. The match would be staff support provided by a clinical coordinator at HHS, and the grant program is to offer treatment options in OWI 4th offender felony cases involving alcohol or drug offenses. In 2012, there were thirteen offenders that were eligible for these treatment options. **Kilkenny and Brandl moved and seconded approval of the grant application; the motion carried 4 – 0.**

JAG Pre-Trial Diversion Program 2011 Grant. Special Prosecutor Mikell Coleman described the grant, which is subject to approval of the CJCC. The grant opportunity is through the Office of Justice Assistance (OJA), which administers federal grant monies for justice assistance. Funding is to be used to create a pre-trial diversion program in Walworth County. Notification was received that funding will be awarded for one year in the amount of \$80,000, retroactive to the beginning of 2013. The grant would mainly offer dispositional programming for misdemeanor offenders. Successful completion of the program requirements could mean reduced or dismissed charges for offenders. It will be primarily for low-risk offenders and is and would provide a treatment alternative to incarceration and avoid incarcerating low-risk offenders with high-risk offenders. Program funding is through the state prosecutor's office but would need to be disbursed by the county. The county's role will be to receive the funds and pay the person in the position that supports the rehabilitation program. There is no "hard" match requirement. Grant funds will pay for one staff position. Coleman said computer equipment is covered by grant funding; no equipment needs have yet been identified. There is no obligation to continue the program beyond the funding year (2013); however, the OJA does fund such programs over multiple years. Coleman said the COMPASS risk assessment tool will be used in this program. It is a tested actuarial risk assessment tool. Supervisor Russell said the grant application demonstrates the cooperative efforts at the CJCC. Sheila Reiff was asked how this program might impact the Clerk of Court's operation. She stated she had just learned about it and was not sure exactly how it would impact her office. Restitution and community service are activities typical of diversion programs. HHS Director Linda Seemeyer was asked if the grant would be sufficient to pay staff support from any contracted services (diversion program) in HHS. Seemeyer said she was not aware of the specific services that HHS staff would need to provide as part of the program; she indicated that more information was needed. Bretl recommended conditional committee approval pending staff questions about the grant being answered. Kilkenny said he was supportive, like Russell; however, he said it seemed the decision not to jail all offenders was more philosophical than operational. If the diversion program makes individuals less likely to re-offend but will overburden county and district attorney staff resources, the impacts of it need to be better understood before proceeding. Ms. Coleman said the DA reviews program criteria and potential cases, and determines offender eligibility for the program, perhaps avoiding multiple court appearances. Prosecuting attorneys make the judgment call. She was asked how the COMPASS assessment plays into the diversion referral. Coleman said the diversion coordinator would review the types of cases that are eligible to participate; COMPASS determines what type of rehabilitation activity is appropriate for the offender. The DA's office needs to reach a consensus about the types of cases that will be reviewed for eligibility for the program. Kilkenny suggested staff needs to review not just the type of offense but also individual offenders. Reiff asked about the diversion process, whether cases would be handled strictly in the DA's office and how they would impact her office. She asked if it could be stipulated that the Clerk of Court could close cases that could then be re-

opened when program requirements had been completed. Coleman said a case would be dismissed and no judgment entered if stipulations were met by the offender. The criteria can be reviewed by the DA and Clerk of Court. Chairman Weber expressed support of trying the program if it might help to reduce incarceration rates. Bretl indicated that conceptually the OJA pre-trial diversion program grant is consistent with the committee's direction over the past three years, i.e., reducing incarceration, helping to rehabilitate offenders and keeping the community safe. He suggested executive committee approval should be subject to grant program and budget review by county staff as to the impact of administering the grant, and also CJCC review and approval. CJCC members will need to sign letters of support, as required by the grant. The Clerk of Circuit Court and HHS staff has seats on the CJCC. Bretl indicated that receipt of the grant money should be (1) subject to the CJCC members' approval and letters of support, (2) no requirement of a county match or continuing financial obligation, and (3) HHS staff's ability to provide the services contemplated to be provided by the grant funding/program within HHS's existing budget.

Kilkenny moved support of the grant, conditional upon the CJCC's recommendation specific stipulations enumerated by Bretl. Russell seconded the motion, which carried 4-0. This will be re-visited by the executive committee following the CJCC's March meeting.

Recommendation regarding draft County Board of Supervisors 2013-2014 meeting schedule.

The finance committee will also review this because the budget process drives the board's meeting schedule. If the executive committee recommends an August break from meetings, as the board did in 2012, it will impact the finance department budget planning schedule, which the finance committee approves and recommends. Bretl said that from an operational standpoint, not holding August meetings greatly assists staff in budget preparation. Not only is time spent in meetings a significant investment of staff time, but committee and county board packet preparation take a lot of time. He indicated that staff focus was better last year with the break, and he would support taking a break from August meetings in 2013. If known well in advance, zoning petitioners can be told early that July petitions will be agendized for decisions in September. In 2012, the decision to not hold August meetings was made late in the year, and the CZA did end up holding an August meeting. Supervisor Weber commented that any special board meeting should be driven by demand. If the board wants to forego an August zoning meeting, then petitioners should be notified as soon as possible. The meeting schedule can be recommended without inclusion of August board or committee meetings, and then input can be solicited regarding the need for a special CZA meeting. Russell said she didn't think there was any issue with holding a special quick county board meeting in August to approve July CZA petitions. Brandl said a special board meeting to approve July CZA petitions should be held in July and coincide with and immediately follow CZA. Recommending the meeting schedule early in the calendar year will assist staff with planning. **Kilkenny moved recommending the draft schedule, not holding August committee meetings and scheduling a quick county board meeting to immediately follow the CZA meeting in July, as necessary. Brandl seconded the motion, which carried 4-0.**

Update regarding comprehensive economic development plan for Walworth County. The Executive committee is responsible for oversight of economic development activities. Mr. Bretl said he wants to establish regular reporting to the committee on this. A year ago Mike Van Den Bosch and Josh Clements met to discuss a comprehensive economic development plan following USCDA guidelines. The initial goal and timeline is to have a rough draft for WCEDA's annual meeting in November 2013. Clement's role is liaison with the public sector and utilizing University of Wisconsin resources for analytical capacity; Mike's role is liaison with the private sector. WCEDA is very active in the cities of Lake Geneva and Whitewater. In Walworth County,

economic development (ED) activities are disbursed more broadly than in other counties. This cooperative plan will consolidate efforts to reach all businesses and organizations in the county and focus on what is best for the majority. The EDA (Economic Development Association) no longer funds county programs. The comprehensive ED plan is intended to provide a better focus for county officials in understanding specific economic development efforts in the county. Kilkenny asked if he could obtain a copy of the USCDA report referred to in the Clements/Van Den Bosch memo. The EDA model provided a framework for the comprehensive plan. There are no plans to spend money on an outside consultant during the plan development. Weber said the cooperative effort and inventory of businesses helps to better direct economic development efforts by understanding exactly what each organization does best. WCEDA is currently compiling data on potential development sites for each of the communities and business parks in the county. Ideas suggested by the committee included facilitating interface between the WCEDA board members and business owners contemplating locating in the county, and quarterly meetings with each local economic development group. Weber said interactions with Kevin Brunner when he was Whitewater City Manager were positive, and Kevin's interactions with business owners at business luncheons were very productive. **The proposed comprehensive economic development plan presented by Clements and Van Den Bosch was approved 4 - 0 on motion/second by Brandl and Russell.**

County board compensation for 2014 - 2016 elected term. Every two years the board must recommend compensation for the next elected board. The county board will need to adopt/enact the salary for the next elected board by December 1, 2013, which means it will be part of the 2014 budget for the 2014-2016 elected board. Bretl's office requested comparable county salary information from the WCA, which is still compiling the information. The number and type of programs that a county operates and board size are more relevant measures, said Bretl, than some other considerations. As an example, Walworth County operates a special needs school and nursing home, two programs most other counties do not operate. Board with fewer members have a greater workload. Our board members, individually, serve on more committees than supervisors in some counties. Rock County's supervisor pay is \$366/bi-weekly, \$9,500 annually. In Waukesha County, the board chair is paid \$58,000 annually. Rock pays \$50/meeting to its 29-member board; the board chair is paid \$5,199 annually. Bretl stated that he thinks a reasonable increase is well justified. Supervisors commented that it is difficult to make comparisons between Walworth County and neighboring counties. Benefits are also part of the picture. Some counties provide benefits to supervisors; Walworth County does not. Most supervisors on our board do not take a vacation because of their committee and board meeting obligations. Bretl said in order to attract good candidates we need to offer attractive compensation. Kilkenny said Act 10 has forced many difficult decisions and the economy is still in a state of recession, and this is combined with a lot of political activism both in the public sector and among former employees who were in county positions that were eliminated. With all of these issues and focus to keeping the tax rate increase at 0%, Kilkenny stated he was not necessarily comfortable with or supportive of an increase for board members. He said it would not reflect well on the board as leaders, even though well deserved. Brandl and Russell said because of supervisors' time commitment an increase was warranted, but he admitted there is never a good time, although it might be another ten years before the board enacted another increase. Weber said people could take the view that someone is running for the office or running to supplement income. He indicated that he recognized the level of commitment by our county board chair at meetings and functions representing the county. Brandl said he is paid \$5,000 as Sharon Town Board Chair. Kilkenny thought the town of Darien paid its chairman \$10,000/annually and its board members \$4,700. There will always be people

who disagree when the board votes to give itself a raise. Our county moved away from paying per diem for meeting attendance many years ago. In Milwaukee County, the board is not involved in contracts and some other functions; it tends to lighten supervisor workload. The Walworth County Board is very engaged in department functions, which has improved public confidence and has also increased supervisor responsibility. The PW committee is going to debate increasing the threshold of approval for purchase of highway equipment from \$25 K to \$50 K. The board empowering staff to make such decisions currently reviewed by the committees can, in theory, have lighten supervisor workload, said Bretl. If supervisors are comfortable with the current paradigm, then compensation is important. The positive aspect of an 11-member board is interaction among the members. Supervisors need the greatest amount of information to be effective in their roles representing constituents. The compensation needs to be equal to the effort and workload. Bretl said our board is very effective at deciding issues at the full board level. Weber stated support of additional compensation for the additional activities the board chair undertakes. He said beyond that, it would be difficult to get eleven board members to agree on what the increased compensation should be or the best model for shifting workload to lighten it for county board supervisors and still give them appropriate oversight. Kilkenny said we should wait for the economy to improve before enacting any pay increase. He thinks those committed to their communities will step forward as candidates to serve on the board. Weber asked about tabling the discussion and recommendation, and Bretl suggested holding until March and said he could inform the board, in his report and update, that this would be discussed and request their input. If the WCA sends the information it is gathering, it will be provided at the March meeting. It was noted that Kenosha County just restored health insurance for supervisors. Kim Bushey said she might be able to provide some county comparable information from the clerk's association, from an existing report that was recently completed. **Discussion was tabled to March by a vote of 4 - 0 on motion/second by Brandl and Russell.**

Resolution establishing a committee of the whole meeting date for a presentation by the Southeastern Wisconsin Regional Planning Commission regarding its organization and mission as well as services it provides to counties. Kilkenny and Weber stated support of committee of the whole meetings, and Bretl said requests to make presentations to the board have become more common. Kilkenny moved approval and including the date in the board meeting schedule; Brandl seconded the motion, which carried 4 - 0.

Rusk County resolution supporting same day voter registration. Supervisor Russell said Wisconsin has a history of same-day voter registration and she has seen no problems in the Lake Geneva community. She said she would not want anyone who is eligible to be denied the right to vote. Voter fraud in Wisconsin is insignificant. Kilkenny asked if Bushey's office had experienced any problems in regard to same day registration. Over time, the municipal clerks have reported some change, she said. Eliminating same-day registration causes more opportunity for provisional ballots. Those she has polled are in support of continuing same-day registration. Provisional ballot paperwork taxes municipal clerks at the local level. Bushey said she wasn't aware of an official position taken by the municipal clerks association. There is some current legislation proposing expanding the opportunity to permit same day registration at the Dept. of Motor Vehicles. **Kilkenny moved adopting a resolution in support of continuing same-day registration in Wisconsin. Brandl seconded the motion, which carried 4-0.**

Wisconsin Counties Association (WCA) correspondence regarding 2013 WCA Regional Legislative briefings. This correspondence is informational only. There is no need for pre-

registration for member counties. The Southeast regional meeting will be held on March 18, which will be an executive committee meeting day. Russell suggested it would be a good idea if the WCA inquired of counties what dates would work best in consideration of their board and committee schedules. Bretl said he'd follow up with WCA staff. **The WCA correspondence was placed on file on motion and second by Supervisors Brandl and Russell; motion carried 4 – 0.**

Authorizing legislation concerning Chapter 51 firearms surrender procedures. The CJCC discussed this issue following the Sandy Hook shooting. The question is what to do to ensure high risk individuals can't have access to firearms. Follow-through after court sentencing has to do with tightening local procedures. There is a program that would turn over guns to the sheriff to hold following felony sentencing. The federal Criminal Investigation Bureau allows gun dealers to have access to Chapter 51 information; however, law enforcement is not permitted this access. Law enforcement simply wants to know if someone should not have access to firearms. The Attorney General told Sheriff Graves they would assist in regard to the law to revise the statute and expand Chapter 51 information access to law enforcement. Some concern has been expressed about how far access would extend in light of protecting individuals' privacy. Local firearms surrender law requires that firearms be turned over to the sheriff's office. That is currently in practice; the sheriff has a procedure for handling this. Family and friends of those convicted of felony need to be informed about what is and is not allowed with regard to returning any firearm(s) to the person convicted. Bretl recommended waiting to see what the State Legislature does. Second Amendment proponents claim there is reason not to allow law enforcement access to Chapter 51 information. Initially, the CJCC is supportive of the law permitting law enforcement access. Kilkenny said he agreed the issue should be held. Graves said his professional associations are following this issue closely. **Brandl and Russell moved and seconded holding pending state action; motion carried 4 – 0.**

Discussion regarding County Administrator's 2013 performance goals. Bretl had provided the goals in the committee's agenda packet. Russell stated that all of the goals were commendable. In regard to long term planning, Bretl would like to review the SWOT analysis adopted with the 2013 county budget in a systematic way with this and other committees; he'd like to try to get through half of it this year. Regarding the IT document storage project, he said we need to revise the work flow for storage of electronic documents. We have the software and need to implement it for electronic document storage. Additional goals included developing emergency procedures for county staff in all county offices to use in an actual emergency situation. This project is well underway. Providing better support for citizen committee members is another proposed goal. Bretl will also continue to provide WalCoMet information to the executive committee. Weber expressed support of Bretl's goal to work on succession planning. **As agreed to by committee members, three additional goals were added, and Bretl's 2013 goals were approved unanimously (4 - 0) on motion/second by Brandl and Russell.** Bretl's office will mail the revised, approved list of goals to all supervisors.

Chairman Weber had no reports or announcements.

March 18, 2013 at 10 AM was confirmed for the next executive committee meeting.

Claims and litigation. The committee may discuss the following topic(s) in open session. The committee may convene in closed session pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, "conferring with legal counsel for the governmental body who is

rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items listed below.

Supervisors Brandl and Russell moved and seconded convening in closed session. All members voted “aye.”

- a) Notice of Claim for vehicle damage - Melody Burch vs. Walworth County
- b) Written Notice of Circumstances of Claim Pursuant to Wisconsin Statute Sec. 893.80 (1) (a) filed by Daniel White, Claimant, against Walworth County Sheriff's Department
- c) Notice of Lien Claim received from Wanasek, Scholze, Ludwig, Ekes & Iselin, S.C. on behalf of their client, George Schroeder Trucking, Inc., for subcontractor trucking services provided to B.R. Amon & Sons, Inc. for Highway D project
- d) Amended Notice of Lien Claim received from Wanasek, Scholze, Ludwig, Ekes & Iselin, S.C. on behalf of their client, George Schroeder Trucking, Inc., for subcontractor trucking services provided to B.R. Amon & Sons, Inc. for Highway D project
- e) Notice of Lien Claim received from Wanasek, Scholze, Ludwig, Ekes & Iselin, S.C. on behalf of their client, George Schroeder Trucking, Inc., for subcontractor trucking services provided to B.R. Amon & Sons, Inc. for the Human Services project
- f) Notice of Claim for Vehicle Damage Received from Daniel John Vaara
- g) Statement of Relief Sought received from Carrie Carlsen for damage sustained to her vehicle
- h) Notice of Stipulation as to Amount Due for claim for Public Improvement Lien for Walworth County Project No. 12027 – Rock Road Companies, Inc./B.R. Amon & Sons, Inc.
- i) Notice of Complaint – Charge of Discrimination filed by Enoch L. Wilson vs. Walworth County

The committee reconvened in open session on motion and second by Supervisors Kilkenny and Brandl. Supervisors Brandl and Russell moved and seconded pursuing action consistent with closed session discussion, including transferring responsibility of the Notice of Complaint filed by Enoch Wilson to the human resources committee. The motion carried 4 – 0.

Chairman Weber adjourned the meeting at approximately 12:25 PM on motion and second by Supervisors Kilkenny and Russell.

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

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
Meeting Minutes
Monday, February 18, 2013
Walworth County Government Center, County Board Room 114
100 West Walworth St, Elkhorn, Wisconsin**

Chair Nancy Russell called the meeting to order at 3:30 p.m.

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

Others Present:

County Board Supervisor: Tim Brellenthin

County Staff: Kevin Brunner, Director of Central Services; County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Public Works Director of Operations Larry Price, Assistant Public Works Superintendent John Miller; Sheriff David Graves and Captain David Gerber.

Members of the public, Charles Getka, Straight Edge Concrete, Charles Gonzales, Local Relations for American Transmission Company, Bob Arnold, Jim Nerud of the Elkhorn Pistol Club and Dan Kehoe.

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

Supervisors Monroe and Schaefer moved to approve the January 28, 2013 meeting minutes as prepared. The motion carried 5-0.

Public comment period. None

Regular Business

Referrals from February 12, 2013 County Board meeting: Correspondence from Mark C Getka, Straight Edge Concrete, concerning B.R. Amon & Sons CTH D project payouts to subcontractors.

Brunner stated that an agreement has been reached to pay each subcontractor and all parties are in agreement. Schaefer asked Getka if he was in attendance to speak. Getka stated that this has held up his financing and he hasn't paid his last concrete bill. Getka stated the County has done everything they can to get this resolved and he appreciates their efforts. Bretl stated going forward a revision will be made to contract documents to hopefully eliminate this problem in the future.

Capital improvement projects – Approval of B.R. Amon & Sons –CTH D roadwork project Brunner stated this project is under budget. **Motion by Schaefer and Stacey to make payments.** Brunner stated for future projects contractors will need to prequalify and payments to subcontractors will need to be

Walworth County Public Works Committee

February 18, 2013 Meeting Minutes

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made within 10 days of payment to the contractor. Schaefer asked if that means when the general contractor takes a draw, do the subcontractors need to be paid within 10 days? Brunner said yes.
Motion carried 5-0.

Presentation by American Transmission Company concerning new electric transmission line upgrades in the eastern portion of the County. Mr. Charles Gonzales, Local Relations for American Transmission Co (ATC), spoke regarding a potential project in Walworth County. ATC has had one open house already in Walworth County. There are two routes that are being considered. Approval for routes is required by the Wisconsin Public Service Commission. After the route is chosen additional public hearings will be held. This line will not be in service until 2019 with construction in 2017. Brunner stated that county right of ways may be involved depending on the chosen route. Monroe asked Gonzales if they had been in contact with airports and he confirmed they have been. Schaefer asked about stray voltage, Gonzales said that the subject is studied by the industry continuously. Schaefer asked who finances this project. Gonzales replied all electric users pay for it. The initial cost is approximately 80 million dollars. When the project is filed with the PSC they will have an exact amount.

Sheriff's shooting range remodel – Review and approval of operations plan and authorization to proceed with remodel project. Bretl reviewed the history of this project and reminded the committee that this project has the public's interest. Bretl reminded the committee of the two conditions; 1) he would like to have the range plan certified by a range expert and 2) an environmental report on the property. Bretl distributed to the committee a copy the 2013 appeal to Administrator's budget that lists the six operational issues to be included in the plan. Graves warned the Committee that with these improvements, fees will be increased and users may complain. Graves reminded the committee that the Elkhorn Pistol Club has a lease until 2030. Russell would like the purpose changed to address all the neighbors' concerns. Graves felt the hours of operation addresses the neighbors' concerns; but he will add language. Russell would like the wording to reflect that for non-profit groups to qualify for use of the range they must be from Walworth County. Russell also thought the hours of operation for the outdoor range should be 8:00 am not 7:00 am due to children waiting for the school bus. Graves felt that once the remodel is done there would be no worries at any hour. Russell questioned the use of the range on Sunday. Graves replied they would only need to use it on Sundays as they have in the past on an emergency basis. Russell felt the "as needed" was too broad. Gerber proposed that reservations for Sunday would be at the last resort. Russell stated that the Pistol Club's lease has a 10:30 pm. stop time for Thursdays and she feels it should be comparable to the Sheriff's use. Jim Nerud, President of the Elkhorn Pistol Club said that he feels the club would be agreeable to changing the time for outside shooting to 9:00 p.m. Russell asked that the live ammunition be picked up after shooting. Graves replied that inmates clean up the ammunition. Russell questioned section 16 of the lease with the Elkhorn Pistol Club, assignment and subletting. Bretl stated he did not draw up the agreement and the agreement expires in 2030, but we could ask the Pistol Club. Redenius questioned use of the range for personal use by personnel in the Sheriff's Department. Graves stated they encourage staff to use the

range to stay proficient. Redenius asked about Sheriff's staff sighting in hunting equipment and inviting family and friends to use the range. Redenius asked if the Elkhorn Pistol Club can bring nonmembers. Bretl stated the rules to users have not been set up, but the Sheriff and future Sheriffs would need to abide by them. Bretl said the Elkhorn Pistol Club has a lease and they do a very good job in training and community service and they self-regulate. Stacey asked who would enforce the rules. Graves replied his department. Russell asked if the rules are posted and Gerber confirmed they were. Gerber asked if a liability waiver form could be signed by non-employees, like the ride along form. Bretl said there are two concepts; one is a question of liability and two is who gets to use the facility and where do we draw the line. Redenius' concern is that public perception is that the use of the site is a benefit. Monroe asked about the Pistol Club's policy. Nerud answered the Pistol Club has 53 memberships with a cap of 53. Some memberships are family which includes spouse and children. Members can bring a nonmember twice. Stacey stated the Sheriff should come up with a list of who can use the facilities but he feels it is important that as Sheriff staff practice at the range. Graves stated that not a lot of deputies bring people out to the range. They are there primarily to train. Discussion ensued regarding fees for use of the range for any group that uses it. Russell would like anyone using the range to sign a waiver approved by corporation counsel. Fees should be used to maintain the existing structure and provide funding for rebuilding. Brunner stated the Public Works perspective is to keep this project moving forward. The operational plan does not have to be finalized before selecting an architect.

The Sheriff was directed to update the operational plan for the range that includes the responsible parties and submit an annual report regarding the range activities and maintenance at the next Public Works Committee meeting. Brunner stated in order to keep this project moving forward he would like to see the process to hire an architect commence. **Motion by Monroe/Schaefer to proceed with remodel project by beginning the process to select an architect for the project. Motion carried 5-0**

Approval of bid specifications for equipment purchases:

Flatbed chassis – Motion to approve bid specifications Stacey/Monroe. Motion carried 5-0.

Brush chipper – Motion to approve bid specifications by Stacey/Monroe. Motion carried 5-0.

Ordinance Amending Section 17-31 of the Walworth County Code of Ordinances Relating to General Procurement Policy. Brunner reminded the committee that at the January meeting the Committee approved raising the limit requiring committee approval of specifications, bid awards and authorization to purchase through cooperative purchasing from \$25,000 to \$50,000. Brunner wanted the committee to clarify whether they want to approve all equipment bids over \$25,000 or to increase this review threshold to \$50,000. Monroe stated that in his opinion \$50,000 is not much money for equipment. Russell suggested making it a trial policy and bringing it back in a year. **Motion by Stacey/Redenius to approve increasing the amount from \$25,000 to \$50,000. Motion carried 5-0.**

Discussion concerning provision of Public Works services to the Walworth County Fair Association.

Brunner explained that the Public Works Department periodically receives requests from the Walworth County Fair to provide services such as salting roads and the race track. County ordinances and State

Statute Sec. 83.018 prohibit Public Works from selling or providing salt to any entity other than municipalities. Russell stated she is a supporter of the fair, but feels there are local companies that could provide these services. Bretl suggested increasing the annual appropriation the County gives the fair each year and sending a letter notifying the Fair Association that Public Works will no longer provide services or equipment. **Motion by Russell/Stacey to notify the Walworth County Fair Association by letter that we will no longer be able to provide street and/or track salting at the County Fairgrounds. Motion carried 5-0.**

Report on letter of support for joint Agriculture Clean Sweep collection scheduled in 2013. Brunner stated this had been previously discussed at the December 2012 Committee meeting and he wanted to bring the letter and form to the committee. We will be asking agricultural businesses to provide financial contributions to help support the Agriculture Clean Sweep collection costs in Kenosha/Racine/Walworth Counties. This support is necessary due to the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) grant being underfunded by \$7,500.00. Russell stated she wanted Committee approval of the letter. **Motion by Schaefer/Redenius to approve, motion carried 5-0.**

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

Adjournment

Supervisors Schaefer/Stacey moved to adjourn the meeting. The motion carried 5-0, and the meeting concluded at 5:31 p.m.

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 Human Resources Committee
MINUTES

February 12, 2013 – 4:15 p.m.

County Board Room 114 – Government Center
Elkhorn, Wisconsin

DRAFT

The meeting was called to order at approximately 4:20 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, Dan Kilkenny, Dave Weber; David Bretl, County Administrator; Dale Wilson, Payroll/Benefits Manager; Suzi Hagstrom, Labor/Employee Relations Director; Linda Seemeyer, HHS Director; Jessica Lanser, Comptroller; Kevin Brunner, Director – Central Services; David Thompson, Deputy HHS Director; Kate Willett, Administrative Assistant.

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

Public comment period – none

Ordinance No. 763-02/13 Amending Sections 15-333 and 15-359 of the Walworth County Code of Ordinances Relating to Pay Plan Administration and Special Pay Premiums for Public Works Employees. Bretl explained that the salary studies had been completed and ordinances enacted to implement the new pay ranges. With changes of such magnitude, it is only natural that issues will arise and things will have to be fine-tuned. There is a current situation at Public Works that needs a remedy. The situation has to do with assignments out of an employee's regular pay class. Hagstrom explained that when the rules were used to implement the new pay ranges, staff looked at the ordinance to determine how that would affect secondary classes. The rule was that the employee would move to the same step in the new pay range. The machine operator was previously underpaid. A patrolman working as a machine operator would make nearly five times as much working as a machine operator than as a patrolman. To remedy this, Hagstrom was suggesting a straight pay premium instead, which would actually save the county money. Bretl pointed out that this creates a more equitable situation and reduces the county's exposure. Hagstrom stated that there are patrolmen who are at a lower rate, and they should get the same pay for doing the other class of work. Bretl explained that there had been some concern over the fiscal note. Lanser stated that they believed those issues had all been addressed, but they were waiting for confirmation on that. Bretl stated that there was some concern over the policy, but that is the committee's decision. Hagstrom stated that the way the ordinance is written, the policy would take effect as of February 17th, but payroll and public works have requested that it take effect on February 24th to coincide with the start of the pay period. She pointed out that the county would be liable for more exposure if this doesn't take effect until the 24th.

Draft

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded approval of Ordinance No. 763-02/13 Amending Sections 15-333 and 15-359 of the Walworth County Code of Ordinances Relating to Pay Plan Administration and Special Pay Premiums for Public Works Employees with an effective date of February 24th. The motion carried 5 – 0.

Resolution No. 69-02/13 Approving an Off-Schedule Step Increase for the Machine Operator Position. Hagstrom stated that this is actually a second piece of the initial request. With the new pay ranges, one machine operator went from the top of the range down to step 4. This means that a machine operator would be making \$0.15 more an hour than the incumbent when doing that work. The incumbent is a 29-year employee. The request is to approve an off-schedule step increase for the machine operator for equity's sake. Chairperson Brandl feels that this is a fairness issue. Vice Chairperson Grant pointed out that when the changes to the pay ranges were made, they had decided that an employee's years of service should not factor in. Hagstrom agreed but stated that because the classification was so underpaid previously, using the rules, the employee ended up at step 4. Brunner stated that he has heard about this issue from other employees as well. It really is about fairness. It is unfair for a patrolman acting as a machine operator to make more than the machine operator. Moving the machine operator up one step makes the most sense.

Vice Chairperson Grant and Supervisor Monroe moved and seconded approval of Resolution No. 69-02/13 Approving an Off-Schedule Step Increase for the Machine Operator Position. The motion carried 5 – 0.

Chairperson Brandl had no announcements.

The next regular meeting of the human resources committee was confirmed for February 20, 2013 at 3:00 p.m.

Adjournment. On motion and second by Supervisor Brellenthin and Vice Chairperson Grant, Chairperson Brandl adjourned the meeting at approximately 4:32 p.m.

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

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WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT

975 W. Walworth Ave. • Delavan, WI 53115

February 12, 2013

1:30 p.m.

CALL TO ORDER

The Regular meeting was called to order at 1:31 p.m. by Commissioner Logterman.

ROLL CALL

Commissioner Hensch, yes; Commissioner Henriott, yes; Commissioner Logterman, yes; Commissioner Shortenhaus, yes; Commissioner Eck by speakerphone, yes.

Others present:

Cindy Moehling, Assistant Administrator

Gail Vangen, Confidential Administrative Assistant

Leslie Sammon, Axley Brynelson

Ron Altmann, Operations Manager

Tom Johnson, Collection System Services Manager

Steven Scheff, Maintenance Manager

Becky Polazzo

VISITOR COMMENTS/PUBLIC COMMUNICATIONS/OTHER BUSINESS

Commissioner Logterman acknowledged receipt of a letter from WalCoMet union members of AFSCME Local 2171 which requests "entering into good faith bargaining within the next month."

APPROVAL OF MINUTES OF REGULAR MEETING, JANUARY 8, 2013.

Commissioner Eck made a motion to approve the minutes of the Regular Meeting of January 8, 2013 as presented. Commissioner Henriott seconded and the motion unanimously passed.

STAFF REPORT

Assistant Administrator Cindy Moehling reviewed and summarized the Staff Report for February, 2013. The report was accepted as presented.

a. YEAR 2012 MAINTENANCE PROJECTS STATUS REPORT

Spreadsheet summaries of the 2013 treatment plant and lift station/interceptor project reports containing a description of projects scheduled for 2013 were provided. The itemized listing includes items above the \$5,000 authorization given to staff. Items under \$5,000 are presented in an informational format in staff memos.

There were no costs to report at this time for either the Collection System Services Budget or the Maintenance Budget.

b. PERMIT COMPLIANCE UPDATE

The wastewater facility met all Permit requirements for the month of January, 2013.

c. STAFF TRAINING ACTIVITIES

Respiratory physicals, DOT physicals, and hearing tests were completed in January. One employee had a Hep-B shot series. The Ron Altmann attended a seminar on water and wastewater departments working together to limit phosphorous in the drinking water system, thus lowering phosphorous in wastewater. Kevin Smale attended a fork truck training class and obtained certification.

CPR/First Aid is scheduled for three employees for recertification in February. Staff will be performing combined space rescue training. Ron Altmann and Tom Johnson are scheduled for a traffic control class. Ron Altmann and Krista Edmunds will attend a phosphorous management seminar. A two day phosphorous class will be held at WalCoMet focusing on passing the DNR phosphorous exam. Kevin Smale will be attending a class in updates for the National Electric Code while attending the annual PFMA Maintenance Expo.

d. ADMINISTRATOR SEARCH

Initial interviews were held on Saturday, February 9, 2013.

e. UNION BARGAINING

Attorney Fenner is not available to attend the February meeting. Attorney Leslie Sammon is in attendance for the scheduled Closed Session regarding collective bargaining.

RECEIPTS AND DISBURSEMENT REPORT

Commissioner Eck made a motion to accept the Receipts and Disbursements Report for the month of January, 2013 as presented. Commissioner Henriott seconded and the motion unanimously passed.

ACCOUNTS PAYABLE LISTING

After review, Commissioner Shortenhaus questioned the need for radios and the shared cost with DLSD. Steve Scheff, Maintenance Manager, explained that it became necessary due to changed frequencies and tightened band widths. Commissioner Henriott made a motion to approve the Accounts Payable listing for February, 2013 in the amount of \$136,985.46. Commissioner Hensch seconded and the motion unanimously passed.

OLD BUSINESS

- a) **Septage Receiving Station Engineering Report:** The Commissioners reviewed the Septage Receiving Station Engineering Report as prepared by Donohue & Associates. The report evaluates WalCoMet's capacity to accommodate additional loadings, possible locations for the receiving station, estimated construction and operating costs, and overall cost effectiveness of the project. A second survey has been sent to area septage haulers requesting additional information regarding the types and quantities of waste that would be treated at the receiving station. Discussion ensued on potential usage, rates, federal funding, interest rates, and contracts with haulers. Commissioner Logterman stated that he was leery of putting additional money into the project without legitimate revenue projections and suggested moving further discussion to the March meeting. Commissioner Eck made a motion to table the discussion of the septage receiving station until the March 12, 2013 meeting. Commissioner Hensch seconded and the

motion unanimously carried.

NEW BUSINESS

- a) **Scheduled Digester Cleaning 2013:** One of three anaerobic digesters is annually cleaned, inspected and serviced. The actual condition of the digester is unknown until the tank is drained and hatches removed. Digester cleaning is coordinated with seasonal bio-solids application to reduce disposal costs. Commissioner Henriott made a motion to approve an amount not to exceed \$5,000 to clean, inspect and service anaerobic digester No. 2, and if the condition of the digester is found which causes the project cost to exceed \$5,000, request further approval. Commissioner Shortenhaus seconded and the motion unanimously passed.
- b) **Modification to the WalCoMet Employee Handbook – Resolution 2013-03:** The three modifications addressed at this time by Attorney Sammon included: Reiteration of a “Management Rights” section, as has been included in past Collective Bargaining Agreements; a “Location of Residence” section which addresses the need to have response times stated, especially in the case of alarm calls. This section has previously been a part of the Collective Bargaining Agreement, and; a section on “Conduct of Union Business” which has also been included in past agreements. Any other modifications will be presented collectively at a later date. Commissioner Hensch suggested changing the word “position” under Management Rights #3, to “classification.” After discussion it was agreed to use the combined term “position/classification.” Commissioner Hensch made a motion to adopt Resolution 2013-03 as amended to change the word “classification” in #3 and #4 under Management Rights to “position/classification.” Commissioner Henriott seconded and the motion unanimously passed.

CLOSED SESSION

Commissioner Henriott made a motion to convene into a Closed Session. Commissioner Shortenhaus seconded and roll call was as follows: Commissioner Hensch, yes; Commissioner Henriott, yes; Commissioner Logterman, yes; Commissioner Shortenhaus, yes; and Commissioner Eck (by speakerphone), yes. The Closed Session convened at 2:18 p.m.

Commissioner Shortenhaus made a motion to reconvene into Open Session. Commissioner Hensch seconded and the motion unanimously carried. The Regular Open Session meeting reconvened at 3:19 p.m.

ACTION IF ANY ON CLOSED SESSION ITEMS:

None

ADJOURN: Commissioner Eck made a motion to adjourn, seconded by Commissioner Hensch and the Regular meeting adjourned at 3:21 p.m.

Thomas Eck, District Secretary

APPROVED:

PUBLISHED:

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WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT

975 W. Walworth Ave. • Delavan, WI 53115

www.walcomet.org

SPECIAL MEETING AND CLOSED SESSION

FEBRUARY 9, 2013

8:45 a.m.

CALL TO ORDER

The Special Meeting was called to order at 8:49 a.m. by Commissioner Logterman.

ROLL CALL

Present: Dean Logterman, yes; Ron Henriott, yes; James Hensch, yes,
Harold Shortenhaus (arrived 8:55).

OTHERS PRESENT:

Cindy Mochling, Assistant Administrator, George Blomgren, MRA Consultant

VISITOR'S COMMENTS

None

MOTION FOR CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85 (1) (c) AND (f) FOR THE PURPOSE OF INTERVIEWING CANDIDATES FOR ADMINISTRATOR AND CONSIDERING PERFORMANCE EVALUATION AND FINANCIAL, MEDICAL, SOCIAL, AND PERSONAL HISTORIES OF EACH SUCH CANDIDATE WHICH, IF DISCUSSED IN PUBLIC, WOULD BE LIKELY TO HAVE A SUBSTANTIAL ADVERSE EFFECT OF THE REPUTATION OF ANY SUCH CANDIDATES.

Commissioner Henriott made a motion for Closed Session, seconded by Commissioner Hensch and roll call as follows:

Commissioner Logterman,	Yes
Commissioner Henriott,	Yes
Commissioner Hensch,	Yes

The Closed Session convened at 8:50 a.m.

Commissioner Shortenhaus arrived at the Closed Session at 8:55 a.m.

MINUTES OF SPECIAL MEETING

Page 2 of 2

February 9, 2013

RECONVENE INTO OPEN SESSION – ACTION, IF ANY, ON CLOSED SESSION MATTERS

Commissioner Henriott made a motion to reconvene into Open Session at 11:14 a.m.

Commissioner Shortenhaus seconded and roll call was as follows:

Commissioner Logterman, Yes

Commissioner Henriott, Yes

Commissioner Hensch, Yes

Commissioner Shortenhaus, Yes

No action was taken.

ADJOURNMENT:

Commissioner Henriott made a motion to adjourn, seconded by Commissioner Shortenhaus and the Special Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Ron Henriott,
Assistant Secretary

APPROVED: _____

PUBLISHED: _____

Walworth County Agriculture and Extension Education Committee
MEETING MINUTES
Monday, January 14, 2013 – 1:00 PM

Walworth County Government Center Room 114
100 West Walworth Street, Elkhorn, Wisconsin

The meeting was called to order by Vice-Chairman Schiefelbein at 1:00 p.m.

Committee Members Present

Committee members present included Vice-Chairman Tim Schiefelbein, Supervisor Nancy Russell, FSA/Ag Representative Sue Bellman, School Representative Pam Knorr, Mary Kaye Merwin, and Kathy Baumeister. A quorum was declared. Chairman Daniel Kilkenny, Michael Krejci, and Kathleen Papcke were absent.

County Staff Present

County Administrator David Bretl, UW-Extension Department Head Christine Wen, 4-H Youth Development Educator Debbie Burkman, 4-H Youth Development Instructional Specialist Chelsea Dertz, Family Living Educator Jenny Wehmeier, and Economic Development Educator Joshua Clements were present.

Public in Attendance

Matt Hanson, University of Wisconsin-Extension Southwest Region Director, was present.

Amendments or Withdrawals from Agenda

There were no amendments or withdrawals from the agenda. **Supervisor Russell and Bellman moved and seconded approval of the agenda. The motion carried 6-0.**

Approval of Minutes

There were no additions or corrections to the minutes from the November 5, 2013 meeting. **Merwin moved to approve the minutes, which was seconded by Supervisor Russell. The motion carried 6-0.**

Public Comments

There were no public comments.

Unfinished Business

There was no unfinished business.

New Business

1. 4-H Staffing Update

Wen stated that there have been changes in the 4-H department regarding staff. Jack Krebs has been reinstated with state responsibilities and is no longer with Walworth County. Chelsea Dertz, one of the 2012 summer interns, has stepped in until a new staff member is hired. Following Krebs' dismissal, Hanson met with leaders to answer some questions. Hanson continued by stating that after one year of speaking with many people involved with 4-H, state staff decided it was appropriate to reassign Krebs to a position working in Madison under 4-H. For the short term, Dertz was brought on to help Burkman, as 4-H is a very large program. They plan to start the hiring process for a replacement very soon. There is a strong need to create a positive environment within 4-H. Hanson met with 13 adults and 2 youth and spoke with them about the situation. A representative from the state will be coming to work with the adult leaders on building

leadership, assessing needs, positive behavior, and positive role modeling. As the position is developed, it will be much clearer of what the responsibilities of each of the 4-H roles are. There was discussion of the roles of the volunteer leaders. Hanson had spent time over the last year listening and responding to emails to make an appropriate step moving forward, and his main goal is to provide Burkman with the resources and tools to work through this time. The best case scenario for the hiring time frame is three months. Support from the committee is welcome throughout this process. The committee is also welcome to attend the public hearing and 4-H group meetings. The committee asked to have a presentation on 4-H so they could get a better handle on the responsibilities of staff, leaders, and how it all fits together.

2. Discussion and Possible Action for the Reinstatement of Clerk III Position in UW-Extension (enclosure 3)

Wen explained that during the 2013 budget process, funds were allocated to continue with the current Adecco arrangement. However, once costing estimates were completed to reinstate this position back to Walworth County, it was concluded that the position could be reinstated while still meeting the budgeted amount in the 2013 allocation. Wen is looking for a motion in support of the reinstatement of the Clerk III position in UW-Extension. Wehmeier continued with some of the history that the position has undergone the last 5-7 years. When the position became vacant, the staff decided to subcontract through Adecco, which has been done for the last two years. For consistency of the department and restructuring, it makes sense at this time to reestablish this position. There is a sufficient amount of money to bring the position back to county, which would also bring added benefits and professional development opportunities. Wehmeier also noted that due to the length of time the current employee has worked for UW-Extension, that person will not have to go through the hiring process. Supervisors Russell and Schiefelbein spoke in favor of the position. **Supervisor Russell and Merwin moved and seconded supporting the reinstatement of the Clerk III Position in UW-Extension. The motion carried 6-0.**

3. 2013 Wisconsin Associated County Extension Committee (WACEC) Conference April 8-10, 2013 Madison Concourse Hotel. Legislative visits Tuesday, April 9th
Wen invited the Committee to attend the conference.

Reports

1. Joshua Clements, Community & Economic Development Educator (enclosure 4)
Clements explained the success stories and accomplishment report included in enclosure 4 of the packet to provide an idea of what he has been doing, projects he has completed during that time, presentations, and professional development.
2. UW-Extension outreach and educational events (enclosure 5)
Wen explained some of the upcoming programs included in the packet.

Chairperson's Report

Vice-Chairman Schiefelbein had no report.

Announcements

There were no announcements.

Set/confirm next meeting date and time

The Monday, March 18, 2013 committee meeting at 1:00 p.m. in Room 114 at the Government Center was confirmed.

Adjournment

On motion and second by Knorr and Bellman, Vice Chairman Schiefelbein adjourned the meeting at 1:58 p.m.

Submitted by Brittany Wierzbach, recording secretary. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.