



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, January 23, 2014**

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

The meeting was called to order by Chair Russell at 9:42 a.m.

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

Others in attendance included:

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Conley, Aimee Hemmer, Dale Wilson-Finance; Linda Seemeyer-Health & Human Services; John Orr, Kirstin Bakko-Information Technology; Michael Cotter-Land Use & Resource Management; Kevin Brunner, Peggy Watson-Public Works; Valerie Etzel-Treasurer's Office

Agenda withdrawals — There were no agenda withdrawals. **Motion by Supervisors Kilkenny and Stacey to move Budget Amendment FN001 to follow New Business and approve the agenda as amended; carried 5-0.**

Approval of minutes of last meeting(s) — December 19, 2013 — **Supervisors Stacey and Grant moved to approve the meeting minutes; carried 5-0.**

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

Unfinished business — There was no unfinished business presented.

Consent items — **Supervisors Stacey and Kilkenny moved to approve the consent items with the exception of Budget Amendment FN001 which was previously moved to follow New Business; carried 5-0.**

Budget amendments

2013:

Land Use & Resource Management

- LU03 — Establish budget for bond fund for gravel pit restoration

Sheriff's Office

- SH007 — Reconcile year-end compensatory and holiday bank payout accounts
- SH008 — Reconcile year-end revenues and expenses for Correctional Division

2014:

Health & Human Services

- HS001 — Reallocate staffing in behavioral health unit and community support program divisions

Bids/contracts

- Information technology consulting services for the Information Technology department
- Award sale(s) of tax foreclosure property — Russell noted that this item should have been included under Reports rather than Bids/contracts.

Emergency Purchase

- Replace damaged patrol wing #77W moldboard and trip edge

Reports

- Quarterly delinquent property tax – 4th quarter 2014
- Quarterly property loss report – 4th quarter 2014
- Update on Tax Incremental Financing (TIF) districts

New business

Resolution **-02/14 Authorizing the Transfer of Funds from the Road Construction Committed Fund Balance Account to the CTH H (CTH NN to Williams Street) Roadwork Project — Supervisors Grant and Stacey moved to approve the resolution; carried 5-0.

Resolution **-02/14 Authorizing the Closing of CTH O Roadwork Project and Transferring Remaining Funds to the Road Construction Committed Fund Balance Account — Supervisors Kilkenny and Schaefer moved approval. Bretl added that the Public Works Committee recommended approving the resolution at their meeting on January 20th. There had been issues between the engineer and contractor but he is satisfied with them signing lien waivers to resolve the issue. The motion to approve the resolution carried 5-0.

Discussion and possible action regarding unclaimed body cremation expense — Bretl explained that we have an ordinance in place to handle expenses of this nature. However, this bill is in excess of the amount stated in the ordinance so it requires Finance Committee authorization to pay. Kilkenny asked if we could increase the authorized amount. Bretl does not believe funeral homes make an excessive profit on these cremations. Andersen added that there is generally a second billing for the actual internment of the ashes. Kilkenny asked if there was a set amount for burial costs. Bretl said staff can research that and report back. Schaefer asked if the county has its own cemetery. Cotter explained that we have an area in a cemetery near Westside

School. We have not historically had to deal with many unclaimed bodies but this is becoming more of an issue. **Supervisor Stacey moved to approve payment of the invoice from Haase Lockwood Funeral Home. Supervisor Kilkenny seconded the motion; carried 5-0.**

Ordinance **-02/14 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Clerk of Courts Fees — Andersen explained that the fee changes are to coordinate with changes at state level. **Supervisors Stacey and Grant moved to approve the ordinance; carried 5-0.**

Resolution **-02/14 Accepting the KARA Foundation Donation to Continue Technological Opportunities for Lakeland School Students and Staff — **Supervisors Kilkenny and Schaefer moved approval; carried 5-0.**

Resolution **-02/14 Authorizing the Transfer of Funds from the 2014 Contingency Fund to Complete Government Center Remodel for Human Resources and Administration and to Fund the Newly Created Risk/Benefits Manager Position — This resolution pertains to the newly created human resources department and how to structure that function, according to Bretl. The position of HR Director was created and moved from county administration to its own department. Filling the position has been a lengthy process. Bretl feels strongly that the HR department should include benefits and safety functions as well as workers comp, health insurance, etc. Restructuring the department for those functions entails moving 3 individuals from the finance department to HR. We are proposing to remodel the space across from the County Board Room for an expanded HR department. This resolution pertains to personnel moves and space renovation. The contingency fund is the logical source of funding, although normally we don't utilize those funds so early in the year. Bretl added that the proposed reorganization was fully discussed at yesterday's HR Committee meeting. We have a good candidate for the HR Director in-house with Dale Wilson already being familiar with benefits and risk management. He will have an opportunity to learn the HR side of the operation. Bretl added that Wilson is a quick learner and a hard worker so he is an ideal candidate for the job. The HR Committee is recommending his nomination to the County Board.

Kilkenny asked about existing plans to remodel the County Board Chair's area to house HR staff. Bretl said the plan worked great for a 5-person HR office but bringing the benefits function into the mix necessitated further expansion. Since the project has already been awarded, we are not allowed to make change orders in excess of 15% of the original price. We will therefore bid out the remaining remodel as a separate project. Kilkenny asked about the proposed completion date. Staff will be meeting with the contractor, according to Andersen, so the final timeline is not yet available. Russell asked if a sketch of the floor plans is available. Wilson distributed copies to the committee and explained the proposed changes. Andersen said that the finance budget amendment FN001 provides available funding from both the finance and HR budgets. This resolution identifies money needed from the contingency fund to create the risk/benefits manager position and complete the necessary remodeling. **Supervisors Stacey and Kilkenny moved to approve the resolution.** Supervisor Schaefer asked what we have used from the contingency fund this year and last year. Andersen replied that \$25,000 from this year's contin-

gency fund was used for the fuel tank remediation. Last year we returned \$500,000 to the general fund because we did not use any of the 2013 contingency fund. **The motion to approve the resolution carried 5-0.**

Resolution **-02/14 Resolution Authorizing the Redemption of General Obligation Promissory Notes, Dated August 1, 2007 — We continue to call debt when bond issues reach that point and as funding is available, according to Andersen. After this one, the next available call will be the school debt in 2017. **Supervisors Kilkenny and Stacey moved to approve the resolution; carried 5-0.**

Budget amendments

2014:

Finance

- FN001 — Reallocate funding for employee benefits relocation to human resources — Andersen said this budget amendment reallocates funds available from staffing into appropriate orgs. **Supervisors Kilkenny and Schaefer moved to approve Budget Amendment FN001; carried 5-0.**

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for February 20, 2014 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Stacey/Schaefer, Chair Russell adjourned the meeting at approximately 10:17 a.m.; carried 5-0.

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, 8/25/13)

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

JOE KOLOSSO: TREASURER; (appointed 1/1/14 for bal. of 3-year term, expires 2015)

MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE

DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011

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

JANUARY 21, 2014 MONTHLY MEETING

Present: Lutz, McIndoe, Trimberger, Kolosso, Correl,

Absent: Mike Weinkauf

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

Secretary Correl read the minutes of the December 17, 2013, monthly meeting which were subsequently approved. Treasurer Kolosso read the December, 2013 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.) Copy of meeting agenda and budget also attached.

Old Business:

Chairman Lutz indicated that he had contacted Jeff Johnson about the dam boards. He and his crew have pulled the old boards and removed them across the ice rather than have to use heavy equipment over land areas. Wood for the new board assemblies has been received. (Copy of the formal agreement will be included in the February, 2014 report instead of with this report as previously indicated)

HLPRD website has been updated with Joe Kolosso's name and is now fully functional after having been "down" for a few months.

Chairman Lutz, Secretary Correll and then-Treasurer Schwarten went to the local BMO Bank to check out the existing safety deposit box and its contents. Contents were quite minimal...less than expected. Contents include; 5-6 surveys; road transfer documents; boating ordinance; Honey Lake feasibility study; HLPRD formation documents. Existing box is 3" x 10" x 21" and costs \$65.00 per year. McIndoe had previously recommended that, based upon his personal experience with BMO Bank's drastic increased charges for its services, other institutions be checked out for lesser-charged safety deposit boxes. Chase Bank provides a 5" x 10" x 21" box (two inches deeper) for the same \$65.00 charge. Chairman Lutz indicated that he has additional items which should be stored in such a box, justifying a deeper one. Considerable discussion relative to this issue, with the final resolution that the existing box at BMO should be discontinued, despite possibly having no "forgiveness" of any degree of the yearly charges, and that a larger box be obtained at the local Chase Bank.

New Business:

Discussion held relative to what HLPRD data/documents were and were not turned over to Joe Kolosso from Gerald Schwarten during the transfer of Treasurer's position. It seems that a minimal amount had been possibility been transferred. "Suspicion" is that Schwarten

possibly has been somewhat "reluctant" to let go of what has been his "life" of HLPRD service. Chairman Lutz will discuss with Schwarten to be certain that we get the original documents etc. we need for our retention, with Schwarten perhaps keeping copies he might wish to retain.

Chairman Lutz presented a coupon for "additional free" letterheads and envelopes when ordering basic reprinting. Agreed that this should be taken advantage of since there is ongoing usage.

Treasurer Kolosso read the bills ready for payment, with a motion then made and seconded for payment.

A motion was then made and seconded for adjournment at 7:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "McIndoe", with a horizontal line underneath.

Robert E. McIndoe 1/22/14

Draft

Walworth County Board of Supervisors

Public Works Committee

MEETING MINUTES

Monday, January 20, 2014

Walworth County Government Center, County Board Room 114

100 West Walworth Street, Elkhorn, Wisconsin

The meeting was called to order by Chair Russell at 3:35p.m.

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

Others present:

County staff: Public Works: Director of Central Services/Public Works Director Kevin Brunner; Highway Operations Manager Larry Price; Facilities Manager John Miller; County Engineer Joe Kroll and Business Services Manager Peggy Watson; County Administrator David Bretl; Deputy Corporation Counsel/Director of LURM Michael Cotter; Deputy County Administrator-Finance Nicki Andersen; Dale Wilson, Payroll and Benefits Specialist
Members of the Public: Derek Zwart, Real Estate Specialist, Wisconsin Department of Transportation; William Scott, attorney for Beulah Lake Management District; William Schmidt, N2572 Sunset Boulevard, Lake Geneva

Supervisors Monroe and Stacey moved to consider items e), f) and g) at the end of the meeting, and to approve as so amended. The motion carried 5-0.

Supervisors Schaefer and Stacey moved to approve the December 16, 2013 meeting minutes as prepared. Motion carried 5-0.

Public comment period. No one came forward.

Regular Business

Discussion/possible action on STH 50 right-of-way issue. Derek Zwart, Wisconsin Department of Transportation (DOT) Real Estate Specialist, addressed the committee, along with Mr. William Schmidt, who purchased right-of-way (ROW) from the county in 2004 via a quit claim deed. Zwart said when the DOT was working on STH 50 last summer, he checked with ROW along that section of 50 and that his limited research revealed that the DOT still owned the property in question; state crews subsequently went onto the ROW and took down trees and demolished Mr. Schmidt's plantings, etc., when putting in a drainage facility. The ROW is located at the intersection of STH 50 and Sunset Boulevard in the Town of Geneva. Zwart said the DOT still rightfully owns the property and wants the county to resolve the issue and restore the title to the DOT. The Chair asked Mr. Schmidt to provide information on his purchase of the ROW. Schmidt said in 2004, he talked to one of the county corporation counsels at the time and was asked to submit a bid for the property. The attorney called him back and said that the County Board required that the property be advertised for sale. There were no other bids submitted and the county accepted Schmidt's bid and issued a quit claim for the ROW. Schmidt said the ROW is used as an entrance to his subdivision and he has made improvements to the property. Zwart said that he has no documentation that the State gave up its land rights to the ROW and that the quit claim has no warranty for title. County Administrator Bretl asked Mr.

Schmidt what he thought a fair outcome would be for him, and advised Mr. Schmidt to file a claim with the county stating what he believes he is owed as recompense.

Bid award for construction services for Human Resources and Veterans Services office remodel project. Central Services Director Kevin Brunner recommended award to the low bidder, C3T, Inc. a Milwaukee based firm. Brunner said that there will be a reorganization in the Human Resources Department that will require further remodeling, which will be bid separately from this project because of the amount of additional work. **Supervisors Monroe and Stacey moved to award the \$89,890 bid to C3T, Inc. for the initial project. The motion carried 5-0.**

Approval of specifications for trailer-mounted infrared heater. Supervisors Schaefer and Monroe moved approval. **The motion carried 5-0.**

Approval of specifications for vacuum truck. Brunner said the budget for the truck is \$259,000. A large amount of the cost will be recouped through the Routine Maintenance Agreement with the State. **Supervisors Schaefer and Redenius moved to approve the specifications. The motion carried 5-0.**

CTH O roadwork project:

Final payment request. Supervisors Stacey and Monroe moved approval. **Motion carried 5-0.**

Resolution Authorizing the Closing of CTH O Roadwork Project and Transferring Remaining Funds to the Road Construction Committed Fund Balance Account

Brunner noted that the remaining project funds of approximately \$1.15 million would be transferred to the Road Construction Committed Fund Balance. **Supervisors Stacey and Redenius moved to recommend the resolution to the Finance Committee. The motion carried 5-0.**

Judicial Center court security upgrades project change order request #PRA- JPC-001
Bretl advised the committee if they wished more detail on the change order that discussion be held in closed session because of security reasons. **Supervisors Schaefer and Stacey moved to approve the \$8,681 change order. The motion carried 5-0.**

Update on winter maintenance activities, including road salt status. Brunner said, as everyone is well aware, we are experiencing a record winter – through the 19th of this month, it is already the 9th snowiest January on record. Public Works has expended approximately 3,100 hours of overtime for winter maintenance since the beginning of December. Twelve of the municipalities are already over their salt allocations and have been notified that they will not get more until the county can obtain additional salt. Sand/salt mix is still available. The Department is trying to find additional sources to purchase salt above our reserves. Larry Price said that every morning when he wakes up, he fills like Bill Murray in the movie “Groundhog Day,” as it seems to be the same snowy weather day after day. We have had 17 snow events since November 11, and per the old formula of adding the age of the new moon and the date of the first snow together, we should only have two more events this season! Most of the “events” as defined by DOT have lasted 2 to 3 days. Thus far this season, Milwaukee has had 32” inches of snow, compared to last year’s 7.1” at this time. Since the beginning of December, it has snowed 70% of the days, and the cold temperatures, wind and ice have made it

even more severe. Price said we are getting some of our reserve salt fills today. He has been communicating with Jones Island and they have 12 ships scheduled to deliver salt in the near future; the questions is, how soon will it arrive and how much will be available. North American Salt is committed to filling their contracts first. Right now salt is averaging approximately \$53/ton, but as supplies deplete, the cost will most likely rise. Price praised the Highway crews for their tremendous dedication – many patrolmen haven't had a day off since December 8 and worked through all the holidays. He added that he can't describe the frustration when, after having worked 14 hours straight, the call comes in that the snow is starting up again. The shop mechanics have managed to keep 35 trucks roadworthy with minimal turnaround, despite the many extremely cold days. Pavement conditions are worsening because of the weather, especially on STH 50 and STH 67 north of the old Silver Arrow. It's difficult to keep plows on the surface when the roadway is in poor shape. Chair Russell and Supervisor Schaefer commended the staff for the great job they have been doing in keeping our roads clearer and safer than most other counties in the region. Russell added that it's unfortunate that the crew driving the trucks don't get the credit they deserve. Brunner added that the crew and superintendents are his heroes. The Superintendents typically put in 16-20 hour days during the winter season. Management tries to limit the crews to 16 hours at a stretch whenever possible.

Discussion and possible action concerning multiple issues surrounding the Lake Beulah Dam project, including, but not limited to: Consideration of possible Presentation by the Lake Beulah Management District of possible a proposed intergovernmental agreement

Bretl said this was continued in December in order for the Lake Beulah Management District to submit a proposal for the dam. The draft agreement is in the packet. After discussion, the committee will convene in closed session to debate alternate positions, negotiations, etc. Attorney William Scott, counsel for the Lake District, thanked the committee and drew attention to the draft agreement in the packet, which the County's corporation counsel didn't have opportunity to review before it went to the committee. Scott said the Department of Natural Resources (DNR) is aware of the District's request concerning the modified draw down structure but hasn't yet responded to the proposal from the District. Scott believes the DNR wants the draw down structure and is in favor of the proposed change, but wants a stop where water wouldn't be drawn down, and a coffer dam. The District's goal is to make sure the main body of the lake isn't drawn down more than 6". The County could build the dam with the draw down structure and could decide when to draw down and replenish the water. If the water would be drawn down more than 6", a coffer dam would have to be constructed. Scott said the District has bid out on a pre-arranged contract for a coffer dam, which the District would pay for under certain circumstances. He estimates a cost of \$25,000. If a coffer dam were to be built for inspection, maintenance or repair of the dam, the County would bear 100% of the cost. In the case of a "Level 1" or "Level 2" emergency, the District would agree to pay half of the cost, with the County paying the other half. Scott showed various diagrams and angles of the proposed construction of the dam, which contained 6" high stop logs that could be pulled out and allow the drawdown of water between the dam and the coffer dam while performing maintenance. Scott said the District wants the issue resolved by February 25, and would bring any modifications, etc., back to this committee at the February 17th meeting. Scott said as soon as he receives assurance from the DNR that they will not prevent the coffer dam, the project could move forward. **Supervisors Stacey and Monroe moved to convene in closed session pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote was 5-0, and the meeting continued in closed session**

to discuss the proposed intergovernmental agreement with Lake Beulah Management District.

Upon motion by Monroe and Stacey and unanimous approval, the committee reconvened in open session. Supervisors Monroe and Schaefer moved to direct staff to proceed as discussed in closed session. The motion carried 5-0.

**Discussion and possible action concerning additional engineering costs being incurred by the county relative to the Lake Beulah Dam project
Supervisors Stacey and Schaefer moved to place this item on the next committee meeting agenda. The motion carried 5-0.**

**Authorizing appropriate staff to proceed with the Lake Beulah Dam project
Supervisors Monroe and Schaefer directed staff to deliver a counteroffer, with terms to be reached no later than February 14. If terms are not reached, staff is directed to proceed with the dam project. The motion carried 5-0. or February 14, if not, direct staff to proceed with the dam. The motion carried 5-0.**

Next regularly scheduled Public Works Committee meeting date and time: Monday, February 17, 2014 at 3:30 p.m.

Adjournment

Supervisors Stacey and Schaefer moved to adjourn. The motion carried 5-0, and the meeting concluded at 5:25 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

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

County Zoning Agency

MINUTES

January 16, 2014 – 4:30 p.m.

100 West Walworth Street

Elkhorn, Wisconsin

*** * * D R A F T * * ***

Chair Rick Stacey called the meeting to order at 4:30 p.m.

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

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, and Associate Planner Matt Weidensee.

Present for a portion of the meeting / hearing was County Administrator David Bretl, Debora Grube, Senior Zoning Officer.

A “sign-in” sheet listing attendees on January 16, 2014, is kept on file as a matter of record.

Details of the January 16, 2014 meeting / hearing are on a digital recording 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.b.1.) Mark McKibben, 8.b.2.) Zioto Enterprises and 8.f.1.) Whitewater Limestone, Inc. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Richard Kuhnke, Sr. motioned to approve the December 19, 2013, Minutes. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #4:33:38 – 4:38:23

Subdivision Items – Old Business - None

Subdivision Items – New Business – None

Old Business - Ordinance Amendments – None

Old Business – Discussion Items - None

New Business - Ordinance Amendments -

1. Amendment to Section(s) 74-44 of the Zoning Ordinance and Section(s) 74-171 of the Shoreland Zoning Ordinance, Walworth County Code of Ordinances relative to chickens in the R-1, R-2, R-3,

R-5, R-5A and C-3 districts and modified requirements in the agricultural and C-2 districts. 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 West Walworth Street, Elkhorn, WI Monday through Friday during normal business hours. Copies of the Ordinance changes may also be viewed on the Walworth County web page at (www.co.walworth.wi.us).

Dave Weber motioned to approve this item. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose

This item will be forwarded to the February 11, 2014 County Board meeting for discussing/possible action.

Disc Count #4:39:00 - 4:40:27

New Business – Discussion Items

ITEM TABLED PRIOR TO MEETING PER REQUEST OF APPLICANT

1. ~~Discussion / Possible action re: **Mark McKibben**, request for amendment of an existing conditional use for Uriel Pharmacy to include Oil Dispersion Bath Therapy in designated area of the pharmacy building. Tax Parcel LA2753-1, Troy Township – Matthew Weidensee~~

ITEM TABLED PRIOR TO MEETING PER REQUEST OF APPLICANT

2. ~~Discussion / Possible action re: **Zioto Enterprises**, request for amendment of an existing conditional use for a contractor storage yard to include a weight scale for the current operator. Tax Parcels B D-8-2 and 5.~~

3. Discussion / Possible action re: Zoning Information Certification Concept – Rick Stacey.

Dave Weber motioned to have staff investigate possibilities of a certification letter/categories. Second by Rich Brandl. Motion carried. 7-favor, 0-opposed.

Disc Count #4:40:35 – 5:03:40

PUBLIC HEARING: 5:30 p.m.

Ordinance Amendments - None

Rezones with Conditional Uses - None

Rezones –

1. **Timothy A. Lightfield**, Section 17, Spring Prairie Township. Rezone approximately 3.27 acres of A-1 Prime Agricultural District property to C-2 Upland Resource Conservation District. Part of Tax Parcel O SP-17-5.

**Jim Van Dreser motioned to approve. Seconded by Dave Weber. Motion carried.
7-favor 0-oppose.**

The rezone petition will move forward to the February 11, 2014, Walworth County Board for possible action.

Disc Count #5:34:12 – 5:37:48

Conditional Uses

TABLED PRIOR TO MEETING PER REQUEST OF APPLICANT

1. ~~Whitewater Limestone Inc., Section 9, Whitewater Township. Conditional use to extend the life of an existing limestone quarry operation by 15 years and to deepen the limestone quarry excavation by 40 feet. Tax Parcel D W 9 4.
Disc Count #5:~~
2. Jacob Keizer Trust, Section 12, Darien Township. Conditional use to operate a recycling center and store dumpsters along with approval to import recyclable asphalt and concrete to an existing gravel pit. Part of Tax parcel B D-12-1.

General:

1. Approved per plans submitted for a recycling center for steel, tin, copper, aluminum, glass and cardboard from roll-off dumpsters as part of Keizer and Sons Disposal business as specified by the plan of operations and for import of recyclable asphalt and concrete to the Keizer gravel pit with all additional conditions.
2. Use of the site shall be limited as described by the plan of operations. Changes in the type or quantity of materials recycled shall result in a need for additional approval.
3. No business activities other than specified in the plan of operations may be conducted from the facilities.
4. The project shall meet all applicable Federal, State, County and local regulations.
5. No storage of materials outside of the designated areas shall be allowed.
6. The County Highway Department must approve access to the site.
7. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater Permit from the County Land Conservation Office.
8. Hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday – Friday and 6:00 a.m. to noon on Saturday with hours for return of equipment from off site until 9:00 p.m.
9. All vehicles shall be parked in the marked spaces as identified on the approved plan of operations. Parking must meet with requirements of the county zoning ordinance. All parking must be setback

25 feet from the roadway. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be non-compliant with County requirements within 60 days of this approval.

10. Access roads shall be watered at a regular interval to reduce dust emanating from the access road.
11. The entrance to the site shall be fenced to prevent entry during closed hours.
12. The project site must be kept neat, clean, and mowed. The site shall be maintained in a nuisance free condition. The owner shall be held solely responsible for the control of dust, odors, fire, vermin, insects, rodents, filth, groundwater and surface water contamination and windblown materials resulting from past and future operations on this site. Any paper and/or wind-blown debris shall be picked up daily.
13. No burning of waste materials shall occur on site.
14. No fluids, oils or other waste products may be stored or disposed of on site.
15. All unloading of recyclable materials shall be supervised by the owner/operator at all times.
16. County personnel shall be authorized to make unannounced visits to assure compliance during reasonable hours.
17. No storage of chemicals and petroleum products shall occur on site unless stored in a containment facility meeting state requirements.
18. 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.
19. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

20. The quantity of recyclable concrete brought on site and stockpiled shall be limited to 2000 cubic yards and the quantity of recyclable asphalt shall be limited to 1500 cubic yards.
21. All concrete and asphalt shall be crushed into recycled product within six months of being brought on site.
22. All materials associated with the recycling center shall be containerized at all times.
23. All remaining non-recyclable materials associated with the recycling center shall be immediately hauled to a State licensed landfill ~~(the same day)~~ **(within 24 hours)**.

24. The property owner shall contact the Town and County prior to relocating from recycle center Area #1 to Area #2 and back again.
25. The owner/operator shall be responsible for obtain any required licensing and or approvals for handling refrigerants or coolants within appliances prior bring then on site to recycle.
26. The property owner shall remove all recycling activities (both concrete and asphalt and the recycling center) from site in conjunction with final restoration of the gravel pit.
27. The property owner must contact the State of Wisconsin to determine if the operators of the recycling facility are required to obtain Mine Safety Training.

Richard Kuhnke, Sr. motioned to approve with recommended changes from same day to within 24 hours in condition #23. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Disc Count #5:37:58 – 5:44:47

3. **Wisconsin Power and Light Company, Steven M Betz – Applicant for WPL, Section 28, Sharon Township. Utility conditional use to rebuild an existing electric substation on land zoned A-2 Agricultural District. Tax Parcel A S-28-10.**

General:

1. Approved as per plan submitted for a utility power station with required conditions added.
2. Any proposed buildings shall be of ~~an earth tone or a neutral color (I.E. beige or tan)~~ **as agreed upon with the neighboring property owner.**
3. Construction plans for the site shall be submitted to the County Zoning Office for review and permit approvals prior to the project beginning.
4. Construction related activities are only allowed on site between sunrise to sunset.
5. The applicant must obtain a Land Disturbance Erosion Control and Stormwater Management permit from the County Land Conservation Office prior to any construction activities occurring on site.
6. All spoils spreading activities must be conducted in the approved identified locations.
7. All access to the site must be made as identified on the approved plan.
8. All contractor storage yards for rebuild of the power station shall be located as identified on the approved plan and used as specified.
9. The applicant shall meet all applicable Federal, State and local regulations.
10. The applicant shall make all necessary arrangements for use and crossing of public roadways with the State, County and Town Highway Departments.

11. The pre-existing contours of all floodplain areas affected by the utility installation must be adequately matched during restoration so as to meet the requirements of the County shoreland/floodplain regulations.
12. 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.
13. 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:

14. The property owner is responsible for removal of the utility if it is no longer in use. If the utility is not operated for a continuous period of 12 months, it shall be considered abandoned. Abandoned utilities may be required to be removed within 90 days.

Dave Weber motioned to approve amending condition #2 regarding color. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose
Disc Count #5:44:47 – 5:53:26

4. **Raboine Investments, LLC, S&G Self Storage – Steve Edinger** applicant, Section 10, East Troy Township. Conditional use to construct mini warehouse storage buildings on a portion of the property. Tax parcel PA1379-1.

General:

1. Approved as per plan submitted for a phased mini-warehouse storage facility with all additional conditions.
2. No general public sales allowed from the storage facility. No business activities other than specified in the plan of operations may be conducted from out of the storage facilities.
3. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. seven days a week.
4. Must meet all applicable Federal, State, County and local regulations.
5. Outside lighting shall be shielded and directed on site.
6. The applicant must obtain all required zoning permit approvals including a sign permit if different from the present sign.
7. No burning of waste materials shall occur on site.
8. The applicant must obtain the required Town, County and/or State Highway approval for the access.

9. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management permit from the County Conservation Office if required by ordinance.
10. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be in compliance with County requirements within 60 days of this approval.
11. The project site must be kept neat, clean, and mowed in all areas.
12. No new equipment may be stored outside without County approval.
13. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
14. 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:

15. There is no guarantee that conditional use approval of a mini-warehouse facility in the center of the existing parcel will result in favorable review of a future three lot C.S.M.

Rich Brandl motioned to approve. Seconded by Tim Brellenthin. Motion carried.

7-favor 0-oppose

Disc Count #5:53:27 – 6:05:45

Adjournment

Rich Brandl motioned to adjourn. Seconded by Tim Brellenthin. Motion carried. 7-favor 0-oppose

The meeting was adjourned at 6:06 p.m.

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

Walworth County Board of Adjustment

MINUTES

January 8, 2014 - Hearing – 8:30 AM

January 9, 2014 – 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 January 8 & 9, 2014, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on January 8, 2014, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on January 9, 2014, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. “Sign-in” sheets listing attendees on January 8, 2014, and January 9, 2014, are kept on file as a matter of record.

The January 8, 2014, hearing was called to order by Chair John Roth at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Gregory E. Guidry motioned to approve the agenda as printed. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the December 11 & 12, 2013, Minutes and dispense with the reading. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Gregory E. Guidry motioned to recess until 8:30 A.M. on Thursday, January 9, 2014. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The January 8, 2014, hearing went into recess at approximately 9:10 A.M.

On January 9, 2014, at 8:30 A.M., Chair John Roth called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to add discussion / possible action regarding a reconsideration request for Brian R. & Kathleen A. Polczynski – Town of East Troy. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Gregory E. Guidry motioned to adjourn until the February 12, 2014, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The January 9, 2014, decision meeting adjourned at approximately 9:04 A.M.

Two variance hearings and one reconsideration request were scheduled and details of the January 8, 2014, hearings and the January 9, 2014, decisions are digitally recorded 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 #8:33:05 – 8:52:03 / Disc #2 Decision – Count #8:32:45 – 8:40:46

The First Hearing was John P. O’Connor, owner / Mike O’Connor, O’Connor Building Corp., applicant – Section(s) 21 – Delavan Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct a single-family residence and deck outside the envelope of an existing residence.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback for a residence and deck, a 5' side yard setback (substandard), and an 18.8' rear yard (established) setback for a residence.

VARIANCE REQUEST: The applicants are requesting a 52' shore yard setback for a deck, a 58.5' shore yard setback for a residence, a 3.1' and 3.0' side yard setback and a 13.7' rear yard setback for a residence. The request is a variance from Section(s) 74-167 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct a single-family residence and deck outside the envelope of an existing residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 8 & 9, 2014, for the petition of John P. O'Connor, owner / Mike O'Connor, O'Connor Building Corp., applicant, voted to **APPROVE** the request for a 52' shore yard setback for a deck, a 58.5' shore yard setback for a residence, a 3.1' and 3.0' side yard setback and a 13.7' rear yard setback for a residence.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the small lot size to be a unique property limitation. The Board found it would cause unnecessary hardship to require the remodeling necessary to bring the structure up to code rather than to allow the tear down and rebuild. The Board found the additional square footage to the back of the house is in line with the two neighboring properties. The Board found to approve the variance request would improve safety by providing additional parking space off the road. The Board found to approve the request would cause no harm to public interests. There was one letter of support from the Town of Delavan. There was no opposition received at the hearing.

Disc #1 Hearing – Count #8:52:11 – 9:10:05 / Disc #2 Decision – Count #8:43:40 – 9:02:59

The Second Hearing was Wisconsin Power & Light, Real Estate Department, owner / Steven M. Betz, Alliant Energy, Wisconsin Power & Light Co., applicant – Section(s) 28 – Sharon Township

Applicants are requesting a variance from Section(s) 74-51 / 74-66(4) / Chapter 64 of Walworth County's Code of Ordinances – Zoning to upgrade an electric substation to include a monopole, H-frame, transformers and a metal-clad switch gear control house.

REQUIRED BY ORDINANCE: The Ordinance requires an 85' street yard setback and 50' setback from property lines for a monopole and a 50' setback from all property lines for a utility.

VARIANCE REQUEST: The applicants are requesting a 20' rear yard and a 6' side yard setback for a monopole and at the closest point a 20' street yard setback, a 19 ¼' side yard setback (east), a 10 ½' side yard setback (west) and an 8 ⅜' rear yard setback for a utility. The

request is a variance from Section(s) 74-51 / 74-66(4) / Chapter 64 of Walworth County's Code of Ordinances – Zoning to upgrade an electric substation to include a monopole, H-frame, transformers and a metal-clad switch gear control house.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 8 & 9, 2014, for the petition of Wisconsin Power & Light, Real Estate Department, owner / Steven M. Betz, Alliant Energy, Wisconsin Power & Light Co., applicant, voted to **APPROVE** the request for a 20' rear yard and a 6' side yard setback for a monopole and at the closest point a 20' street yard setback, a 19 ¼' side yard setback (east), a 10 ½' side yard setback (west) and an 8 ⅜' rear yard setback for a utility.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the substation has been located on the parcel since 1937. The Board found the utility has limited options for placement of structures due to the small parcel size. The Board found to have the public served by antiquated equipment would cause unnecessary hardship. The Board found to approve the variance request would benefit public interests and improve safety with updated electrical service. The Board found to approve the request would cause no harm to neighboring property owners. There was one letter of support from the Town of Sharon. There was no opposition.

Other

- A. Discussion / possible action regarding a reconsideration request for Brian R. & Kathleen A. Polczynski – Town of East Troy

After discussion the Board found to approve the reconsideration request and amend their decision of December 12, 2013.

REQUIRED BY ORDINANCE: The Ordinance requires a 25' street yard setback and a 12.92' side yard setback for a residence, a 6.92' side yard setback and 75' shore yard setback for a deck, landing and stairs and limits a boathouse to 400 square feet in size and 14' in height.

VARIANCE REQUEST: The applicants are requesting a 14.9' street yard setback and a 5.62' side yard setback for a residence, a 4.84' side yard setback and a 72.6' shore yard setback for a deck, landing and stairs and a 410 square foot boathouse 14' 8" in height. 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 an addition, a deck, landing and stairs to a single-family residence and to locate a boathouse in the shore yard. The request for the 72.6' shore yard setback request was withdrawn by the owner at the hearing.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of December 11 & 12, 2013, for the petition of Brian R. & Kathleen A. Polczynski, owners, voted to **APPROVE** the request for a 14.9' street yard setback and a 5.62' side yard setback for a residence, voted to **DENY**** a 4.84' side yard setback for a deck, landing and stairs and voted to **APPROVE** a 410 square foot boathouse 14' 8" in height.

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of 14.9' street yard setback and 5.62' side yard setback for a residence:

The Board found unique property limitations in the narrow steeply sloped lot. The Board found the unnecessary hardship to be the previous variance approval for a detached garage closer to the property line and the existing foundation of the detached garage to be in need of repair. The Board found the proposed attached garage would better meet the intent of the ordinance than the existing detached garage. The Board found to approve the request would cause no harm to public interests.

APPROVAL of 410 square foot boathouse 14' 8" in height:

The Board found unique property limitations in the narrow steeply sloped lot. The Board found it would be an unnecessary hardship to deny the repurposing of the existing garage. The Board found it would be more beneficial to the view corridor to permit the owner to relocate the existing garage than to deny the variance request.

The Board found to approve the request would cause no harm to public interests.

DENIAL (see reconsideration below) of 4.84' side yard setback for deck, stairs and landing:

The Board found the owner did agree to comply with the 75' shore yard setback requirement. The Board found to deny the 4.84' side yard setback would not cause unnecessary hardship as the owner had code compliant options for placement of the deck, stairs and landing. The Board found the variance request did not meet the criteria necessary for approval.

The contractor spoke in support, there was one letter of support from a neighboring property owner and a letter of support from the septic installer. There was one letter of opposition from the Wisconsin Department of Natural Resources.

***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.**

****RECONSIDERATION ON JANUARY 9, 2014**

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on January 9, 2014, for the petition of Brian R. & Kathleen A. Polczynski, owners, voted to APPROVE the reconsideration request for:

a 4.84' side yard setback for a landing and stairs.

John Roth motioned to approve the stairs with a side yard setback of 4.84'. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

1-09-14 BOARD OF ADJUSTMENT FINDINGS: The Board found to amend their approval to include the 4.84' side yard setback for the stairs. The Board found there was no objection from neighboring property owners, the shore yard setback was in compliance, and the Wisconsin Department of Natural Resources submitted an e-mail stating they had no objection to the 4.84' side yard setback for the stairs.

B. Discussion / possible action on Township correspondence - none

Staff Reports

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence
 - 1. The Board members received a copy of the 2013 Board of Adjustment Annual Report and a copy of the 2013 Board of Adjustment Follow-Up Request Annual Report.

Proposed discussion for next agenda

The following items were requested to be put on the February 2014 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.

Walworth County Health and Human Services Committee

MINUTES

December 18, 2013 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

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

Roll call – Committee members present included Supervisors Grant, Schaefer, Brellenthin, Monroe and Citizen Representatives Wucherer, Seegers and Wagie-Troemel. Citizen Representative Pious 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 of Health and Human Services; Juliet Young, Health and Human Services; David Bretl, County Administrator; Nancy Russell, County Board Chair; Janis Ellefsen, Health and Human Services Manager; Erica Bergstrom, Public Health; Megan Dreger, Public Health; Beth Walsh, Public Health Supervisor; ETTY Wilberding, Health and Human Services Manager

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

Moment of Silence in Honor of Supervisor Tim Schiefelbein – The committee and those in attendance observed a moment of silence for Vice Chair Schiefelbein.

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

Motion and second by Supervisors Schaefer/Monroe to nominate Supervisor Brellenthin as Vice Chair. With no other nominations, the Chair closed nominations. Motion carried 7-0.

The Health and Human Services minutes from the November 20, 2013 meeting were approved. **Motion and second made by Supervisor Monroe/Citizen Representative Wagie-Troemel to approve the minutes as amended. Motion carried 7-0.**

Public Comment – There was no public comment.

Unfinished business –

Discussion on Current Environmental Health and Future Plans – Ms. Seemeyer asked the committee if they had any questions. She stressed that the Department is not looking for action at this time and this is just a discussion.

Citizen Representative Wagie-Troemel asked about approval for these proposed changes. Ms. Seemeyer stated that any additions outlined in the plan would need to have ordinances approved and those ordinances have not been drafted at this time. Ms. Ellefsen discussed

the proposed timeline which would implement the proposed changes over a five year timeline. Ms. Wagie-Troemel stated that she thought Ms. Ellefsen and her staff did a great job answering the questions submitted and appreciates their effort.

Citizen Representative Wucherer asked for clarification on the current system and the issues with the State. Ms. Ellefsen stated that the State admits to not having the personnel to do the job. She gave an example of approving a pool that was empty. Ms. Ellefsen stated the key issue is prevention. Ms. Bergstrom gave an example of outbreak response is three to four days in counties with local agents compared to fifteen days for counties that rely on the State. Ms. Dreger discussed an example showing the difference in outbreak responses and said that the State usually does not go out for a second inspection follow up, unless it was a serious incident, due to time constraints. Ms. Ellefsen stated that gastrointestinal illnesses are believed to be underreported, as much as 95% are not reported.

Supervisor Grant asked about the procedure for a consumer to contact Public Health to report a gastrointestinal illness. Ms. Dreger stated that the nurse will ask a series of standard questions and file a complaint report with the State. When a lab confirms the illness there is an additional ten page packet that needs to be completed.

Supervisor Grant asked about the reporting of positive test results. Ms. Ellefsen stated it is mandated reporting by labs and providers and that information goes into a Statewide software system.

Supervisor Grant asked for clarification on an outbreak. Ms. Ellefsen stated that if at least two people get the same confirmed illness from the same location it is considered an outbreak. Ms. Bergstrom described the protocol that is followed for an outbreak.

Supervisor Grant asked how it is know that gastrointestinal illnesses are underreported. Ms. Bergstrom explained how the Center for Disease Control (CDC) conducted a study and determined that only 5% of consumers reported an illness.

Citizen Representative Wucherer asked if other counties were contacted that have local agents to ask how they felt about having this program in their county. Ms. Ellefsen stated she has contacted other counties that have local agents and the responses were overwhelmingly in favor of the program and thought it was the best thing they ever did for their community. Ms. Ellefsen gave an example involving a chemical fire and a nearby restaurant.

Supervisor Grant asked for more details about the fire. Ms. Ellefsen stated it was a garden center that experienced the fire. Local agents were able to test food at a nearby restaurant as a safety precaution and the restaurant was able to open soon after the fire.

Supervisor Brellenthin asked if a budget had been developed for this program. Ms. Ellefsen stated that she has put together a basic budget for this program. Facilities pay for licensing fees and those funds are used to support the program. Ms. Ellefsen feels the

program can be self-sustaining when at full agent status. Supervisor Brellenthin asked if it would be included in the 2015 budget. Ms. Ellefsen stated her plan is to start with licensing of grocery stores in 2015 and be at a limited agent status for the rest in 2016 and 2017 with full agent status not until 2018. She stated she does not want to rush the implementation of this program. Supervisor Brellenthin asked for clarification on the program for the first couple of years. Ms. Ellefsen stated it would not be self-sustaining in the first couple of years. She added the only change in 2014 is in-house water lab.

Citizen Representative Wucherer felt that the timeline was good and asked when the program would start adding new staff. Ms. Ellefsen stated new staff would not be added until July 2015 according to her proposed timeline.

Supervisor Schaefer commented that he felt the current system was fine, albeit a little slow and suggested contacting the State to get inspections up-to-date. Citizen Representative Seegers asked if forming a consortium with other counties was an option. Mr. Bretl stated there is flexibility in the law and that the State model is to contract with counties so that there is a local presence. Citizen Representative Wagie-Troemel stated that she felt other counties were too busy and that there would be better service independent of a consortium.

Supervisor Grant asked about the State no longer funding this program in the future. He mentioned that Zoning is going through a similar issue at this time. Ms. Bergstrom stated that the program would not rely on the State for funding.

Supervisor Grant asked what the job duties would be for the proposed sanitation workers. Ms. Bergstrom stated that they would do licensing, follow up and other similar duties. Given the number of licensed entities in Walworth County three workers would be needed. Ms. Seemeyer stated she would like to come back to this committee in the future with an ordinance that would have more detailed information.

Supervisor Russell expressed concern over the county becoming a local agent and cited an example involving the state contract for mowing medians. She is concerned that there will be an increase in costs and drive establishments out of business. She asked that this issue be brought before the County Board as she feels other areas deserve attention rather than this one.

Supervisor Grant asked about state issued citations on reported illnesses. Ms. Bergstrom stated that the Department does not receive this information. She stated the goal of the program is not to cite establishments but to use it as a teaching opportunity for prevention. Supervisor Grant asked if the Department has made a request for this information. Ms. Dreger stated that the Department has made requests but has not received any responses. Supervisor Grant asked who was contacted at the state. Ms. Ellefsen stated that she has talked with the head of the department at the State level and he acknowledged there is a problem.

Supervisor Grant agreed with Supervisor Russell that this matter needs to be presented to the full County Board. Citizen Representative Wucherer asked about the protocol for

taking this to the County Board. Supervisor Grant stated it would have to be a recommendation for this committee to go before the County Board.

Mr. Bretl stated that while he feels licensing fees would increase it would probably not put most establishments of business. He suggested asking the public and trade groups how they felt about this proposed change and then take “milestones” to the County Board. Supervisor Grant agreed that there should be a public hearing on this issue. Discussion followed on the date and time for this public hearing.

Motion and second by Citizen Representatives Wagie-Troemel/Wucherer to approve the water lab portion of the proposed environmental health plan and to conduct a public hearing on the remainder of the plan at the March DHHS Board meeting. Motion carried 6-1 with Supervisor Grant dissenting.

Mr. Bretl stated that a recommendation was not needed to the County Board for the water lab since the equipment has already been purchased and there is no additional staff for the lab.

Supervisor Monroe asked how many restaurants are licensed in Walworth County. Ms. Bergstrom stated there are 762 establishments and 200 under the Department of Agriculture contract. Supervisor Monroe asked about the current fees. Ms. Ellefsen stated she did not have the information with her at this time.

Prevention Services Ordinance – Ms. Seemeyer stated that one of the missions of the Department is to do something every year that focuses on prevention. In tough economic times it is the custom to just do mandated programs. Prevention program can help save monies in the long run and is asking for approval on this ordinance stating the Department will make an effort to budget for prevention.

Motion and second by Citizen Representative Wagie-Troemel/Supervisor Monroe to recommend draft option #2 of this ordinance to the County Board. Motion carried 7-0.

New Business – There were no items of new business.

Closed Session – Roll call was taken and the committee went into closed session.

Reports –

Income Maintenance Update – Ms. Seemeyer stated that the Department has not seen a significant increase in traffic due to the Affordable Care Act. She stated there is talk that the federal government may identify Wisconsin as an assessment state. She will notify this committee of any information about this matter.

Supervisor Grant asked about a meeting advertisement. Ms. Seemeyer stated that Walworth County was going to hold an enrollment network and fair in January.

HVAC Project Update – Ms. Seemeyer is happy to announce that the project is completed and that all staff have returned to Health and Human Services Center. She thanked both the Department of Public Works and Information Technologies for a good job and being good partners to work with on this project.

Follow up to Quality Service Review – Ms. Wilberding asked if anyone had any questions. There were no changes to announce at this time.

Citizen Representative Wagie-Troemel asked about items that were to be completed by the end of the year. Ms. Wilberding stated all have been completed except for one item. The Department is waiting to hear back from the State on a regional meeting.

Correspondence – There were no correspondence.

Announcements –

Ms. Seemeyer announced there will be a change in leadership at DHHS due to the resignation of two supervisors, Liza Drake in Crisis Intervention and Cindy Emerson in the Children's Unit.

Citizen Representative Wagie-Troemel asked when these resignations were effective. Ms. Aldred stated both were at the end of the year.

Ms. Aldred also announced that the Department is being encouraged to take part in the governor's initiative to be part of the mental health coordinated service team. She stated more information would be brought to this committee in the future.

Supervisor Grant asked about the financial package of this initiative. Ms. Aldred stated there was \$62,000 available and that she is still learning the details.

Next Meeting Date – The next meeting is scheduled for January 22, 2014 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

Adjournment – **On motion and second by Citizen Representatives Wagie-Troemel/Wucherer Chair Grant adjourned the Health and Human Services meeting at approximately 2: 43. Motion carried 7-0.**

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

Walworth County Human Resources Committee

MINUTES

December 18, 2013 – 3:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

DRAFT

The meeting was called to order at approximately 3:03 p.m. by Chairperson Brandl.

Roll call – In attendance were Chairperson Brandl, Vice Chairperson Grant and 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; Linda Seemeyer, HHS Director; Kurt Picknell, Undersheriff; Kevin Brunner, Director – Central Services; Nancy Pirkey, Labor Counsel; John Miller, Assistant DPW Superintendent – Facilities.

Bretl asked the committee to move the closed session for Deputy Sheriffs Association bargaining to precede the closed session to discuss Cotter's contract. Approval of the agenda with that change was moved and seconded by Supervisors Brellenthin and Monroe, and carried 5 – 0.

Approval of the November 20, 2013 Human Resources Committee meeting minutes was moved and seconded by Supervisors Brellenthin and Monroe, and carried 5 – 0.

Public comment period – none.

Discussion and possible action regarding an amendment to Section 15-17 of the Code relating to a re-title of the Grounds Supervisor position in Public Works. Bretl explained that Brunner was requesting to change the title of the new Grounds Supervisor position to Head Groundskeeper. He wants applicants to have the expectation that they will be out in the field. Brunner requested permission to post the position with the new title. Brunner added that he wanted to make it clear that this is a working foreman position. He added that this is a brand new position that was created in the 2014 budget. Vice Chairperson Grant questioned what services are contracted out. Miller stated that currently, the county contracts with a landscaping firm to do maintenance four times per year. The sole responsibility of the head groundskeeper will be to maintain the grounds. Vice Chairperson Grant asked if this would enable the department to eliminate the landscaping contract. Miller stated that the hope was to scale the contract down considerably. Brunner stated that they were seeking a candidate with an associate's degree in horticulture or landscape management.

Vice Chairperson Grant and Supervisor Monroe moved and seconded approval of the amendment relating to the re-title of the Grounds Supervisor position in Public Works and approval of advertising for the position with the new title. The motion carried 5 – 0

Discussion and possible action regarding clarification of pay for performance for red-circled employees. Bretl explained that there are currently two red-circled employees in the management pay plan. Because of changes to Chapter 15, the committee no longer approves the

Draft

pay matrix. Chapter 15, however, does not give any guidance on how to treat red-circled employees. In past years, a red-circled employee would receive a one-time bonus payment. The question is whether or not red-circled employees should get a one-time bonus payment for 2014 or nothing. Bretl stated that it was the market study that caused the employees to be red-circled. Wilson gave the hypothetical of an employee in the MX plan who was one penny below the top of their range. The employee would receive the one penny per hour increase but then also receive a one-time bonus payment which would not be added to their base pay. A red-circled employee could be one penny above the top of their range, but they would not receive a bonus. There seems to be a discrepancy in how that is handled. Andersen stated that this should be looked at from a motivational perspective. She, for example, sets lofty goals for employees. It is motivational for someone to be able to earn more money. She wants to encourage employees to keep doing a good job. She clarified that the bonus payment is not added to the base and that it would not be multiplied in future years. It is based on performance. An employee could be a high level performer this year but average next year. Past practice has been that if an employee hit the top of their range, they would be eligible for a bonus. Bretl stated that the employee would get a lump sum payment. The employee would continue to be red-circled until their pay range moved. In 2013, red-circled employees did not receive a bonus. In prior years, a red-circled employee would get half of the fourth quartile increase paid out as a bonus payment. Supervisor Russell felt that practice should be continued. She is concerned that employees will feel unappreciated if they no longer get the bonus payment as they have in the past. If the maximum increase was 3.5%, for example, Supervisor Russell suggested giving the employee half of that as a lump sum. Chairperson Brandl felt that an employee who was already being paid above what the market calls for was in effect already receiving a bonus. Vice Chairperson Grant pointed out that if this is approved, it applies to two employees in the entire organization. To calculate this, Bretl suggested taking half of the fourth quartile percentage. For example, a high level performer would be eligible for a 2.5% to 3.5% increase. If the employee was red-circled, he or she could receive 1.25% to 1.75% as a bonus payment. Bretl estimated the cost of this being approximately \$3200.

Vice Chairperson Grant and Supervisor Monroe moved and seconded approval of the bonus payment for red-circled employees as discussed. The motion carried 4 – 1. (Chairperson Brandl opposed).

Discussion and possible action regarding changes to Section 15-17 of the Code relating to the positions of Maintenance Assistant, Maintenance Specialist and Senior Maintenance Specialist. Bretl distributed a memo to the committee. Bretl stated that Brunner's suggestion with regard to the positions makes sense. The idea is to create consistency among the maintenance positions in the county. At LHCC, there are maintenance technicians and a maintenance coordinator. The 2014 budget created the positions of maintenance assistant, maintenance specialist and senior maintenance specialist in Public Works. The current building maintenance engineers will be moving into those positions. Miller explained that when they began looking at creating the new positions, they looked at the job descriptions, which hadn't been updated since 2007. The skillsets of the employees maintaining the buildings should all be the same. They want equality among the different positions. The maintenance in all other county buildings should be

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considered the same as the maintenance at LHCC. Miller did point out that each building does have its own set of maintenance rules. There may be additional responsibilities depending on the particular building. All of the maintenance employees should have the same basic level of training with more specific training depending on the building they are responsible for maintaining. Brunner feels that this issue is really a question of equity and fairness. Brunner felt that putting the LHCC maintenance positions under the direction of LHCC was the right thing to do, but there needs to be consistency across the board with maintenance. There is no difference in the qualifications and the work being done. Brunner wants to put a certification program in place for the maintenance employees for electrical and mechanical systems, etc. It would be a four step evaluation process. A candidate must have certification in those areas to be hired for those positions. The positions would require a higher level of qualifications to match the higher level of pay. The pay ranges that were set for the maintenance positions at LHCC are right on target with the market. Bretl supported the proposed change on balance. The additional cost associated with increasing the ranges can be absorbed in the budget. Brunner explained that he was out on medical leave during the first part of the budget process when many of the changes had been proposed. When he was able to look at the numbers, he realized there was inequity among the maintenance positions. Brunner explained the proposed changes. BME IIIs would become Senior Maintenance Technicians. BME IIs would become Maintenance Technicians. One BME I would become a Maintenance Technician and the others would become Maintenance Assistants. The BME and Janitor positions will all be eliminated. The Senior Maintenance positions would be lead worker positions reporting to Miller. If Miller is gone, one of the Senior Maintenance employees would be put in charge.

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded approval of the changes to the maintenance positions as presented. The motion carried 4 – 1. (Supervisor Redenius opposed).

Discussion and possible action regarding an amendment to Chapter 15 of the Code relating to ethical standards for employees. Bretl stated that he wanted to simply begin discussion on this item. There was no need to move it on to the county board at this time. This item came out of discussions with the auditors on fraud. The employee code of conduct needs to be strengthened. A fraud reporting mechanism is also being pursued with Finance as well. Bretl would like the county to adopt the local government code of ethics as much as possible. Not all of those rules apply to employees, however. Bretl distributed a draft ordinance. He suggested addressing this in January. The ordinance includes definitions for gifts, immediate family, etc. Sections of the current code could be retained. The ordinance would make it clear that employees cannot use their public positions for financial gain.

Vice Chairperson Grant and Supervisor Monroe moved and seconded holding this item until January. The motion carried 5 – 0.

Deputy Sheriffs Association Bargaining. Chairperson Brandl read the closed session language. Vice Chairperson Grant and Supervisor Brellenthin moved and seconded going into closed session. Roll call was taken. At approximately 4:05 p.m., the committee convened in closed

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session pursuant to the exemption contained in Section 19.85 (1)(e) of the Wisconsin Statutes, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." At approximately 4:47 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 proceeding as discussed in closed session. The motion carried 5 – 0.

Discussion and possible action concerning extension of the employment contract of Michael Cotter, Deputy Corporation Counsel. Chairperson Brandl read the closed session language. Supervisors Brellenthin and Vice Chairperson Grant moved and seconded going into closed session. Roll call was taken. At approximately 4:48 p.m., the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1)(c) of the Wisconsin Statutes, "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." At approximately 4:54 p.m., on motion and second by Vice Chairperson Grant and Supervisor Redenius, the committee reconvened in open session.

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded extending Cotters contract through 2016 with the terms as presented. The motion carried 5 – 0.

The next regular meeting of the Human Resources Committee was confirmed for January 22, 2014.

Adjournment. On motion and second by Supervisor Monroe and Vice Chairperson Grant, Chairperson Brandl adjourned the meeting at approximately 4:55 p.m.

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

Walworth County Lakeland Health Care Center Board of Trustees
MINUTES

December 18, 2013 Meeting – 1:00 p.m.

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chair Grant 1:02 p.m.

Roll call – Committee members present included Supervisors Grant, 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 of Health and Human Services; Bernadette Janiszewski, Nursing Home Administrator; Juliet Young, Health and Human Services; William Wucherer, Health and Human Services Citizen Representative; Sandy Wagie-Troemel, Health and Human Citizen Representative; James Seegers, Health and Human Services Representative; David Bretl, County Administrator; Nancy Russell, County Board Chair; Janis Ellefsen, Health and Human Services Manager; Erica Bergstrom, Public Health; Beth Walsh, Public Health Supervisor; Etty Wilberding, Health and Human Services Manager;

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

There were no agenda withdrawals. **Supervisor(s) Brellenthin/Monroe moved to approve the agenda. Motion carried 4–0.**

Motion and second made by Supervisor(s) Brellenthin/Schaefer to close the nominations and elect Supervisor Brellenthin to vice chair. Motion carried 4–0.

The Lakeland Health Care Center Board of Trustees committee minutes of the November 20, 2013 were approved. **Motion and second made by Supervisor(s) Schaefer/Brellenthin to approve the minutes. Motion carried 4–0.**

Public Comment – There were no comments from the public.

Unfinished Business – There were no items of unfinished business.

New Business –

Supplemental Payment Program (formerly IGT) – Ms. Janiszewski stated that the State receives payments from the federal government and allocates the funds to government owned nursing homes to help cover Medicaid deficits.

Supervisor Grant asked where these funds are allocated to. Ms. Janiszewski stated the monies were deposited into the equity fund. They were not spent.

Recruitment of a Director of Nursing – Ms. Janiszewski stated that the H.R. Department is actively recruiting for this position. The nurse manager from the memory care unit is acting as the interim DON. Interviews will be held sometime in January or February.

Supervisor Grant asked if current employees were being considered for this position. Ms. Janiszewski stated that interested employees will be considered. They need to apply through the County's website.

Supervisor Grant asked if this was an additional staff person. Ms. Janiszewski stated this is to fill a vacant position.

Reports –

LHCC Administrator's Report and Financial Update – Ms. Janiszewski's budget is on track and there is nothing unusual to report. She stated that the changes suggested by the safety committee for the kitchen area have resulted in no worker's compensation incidents reported for November in the dietary department.

Supervisor Grant asked about those injuries that caused time lost. Ms. Janiszewski stated those were back injuries. Supervisor Grant asked if the injuries occurred due to improper lifting. Ms. Janiszewski stated they were the result of strains when providing care, not lifting.

Correspondence – There were no correspondence.

Announcements –

Upcoming Events – Ms. Janiszewski invited everyone to attend the events listed.

Supervisor Grant asked about the fundraiser luncheons. Ms. Janiszewski stated that these occur monthly and that all county employees, as well as residents and family members, are invited.

Next Meeting Date – The next meeting is tentatively scheduled for January 22, 2014 at 1:00 p.m.

Adjournment – **On motion and second by Supervisor(s) Schaefer/Monroe, Chair Grant adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 1:09PM. Motion carried 4-0.**

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

County Board Executive Committee Minutes
Monday, December 16, 2013 at 10 AM
County Board Room 114 - Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Chairman Weber called the meeting to order at 10:00 AM. A quorum of members was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl and Russell. Others in attendance included Mike Van Den Bosch, WCEDA Executive Director; Captain Scott McClory; Undersheriff Kurt Picknell; Assistant Corporation Counsel Michelle Zaccard; Alpine Valley Theatre Manager Brian Rutkowski; County Comptroller Jessica Conley; County Treasurer Val Etzel; Clerk of Circuit Court Sheila Reiff; and, County Administrator Dave Bretl.

The agenda was approved 4 - 0, with no withdrawals, on motion and second by Russell and Brandl.

The November 18, 2013 executive committee minutes were approved on motion and second by Russell and Kilkenny; motion carried 4 – 0.

There was no comment during the public comment period.

Public hearing and consideration of Alpine Valley Music Theatre 2014 Business and Sanitary License Application and Operations Plan. Mr. Bretl said he had not been made aware of any concerns by County staff that reviewed the plan and application. County Health and Human Services, Sheriff's Office and Land Use staff has reviewed the operations plan. About two to four shows are forecast for summer 2014. Brian Rutkowski indicated the most notable change in the 2014 plan is updated times for concerts and Alpine's accounting method for ticket scans, which is now digital instead of by hand count. Picknell said the Sheriff's Office recommends leaving the fee structure as it currently is since it covers county costs. Russell asked whether the amount of liability insurance was adequate. Bretl indicated the amount is what has been submitted in the past; it will be reviewed for the next license period. Rutkowski discussed the LiveAnalytics report, an economic impact study conducted for Live Nation for all of its venues. There was \$3.2 million per event direct economic impact in 2013, in Walworth County, from concerts and events at Alpine Valley Theatre. Guests staying in the county spend an average of \$142 per person per day. Rutkowski commented on the good communications between the Sheriff's Office and Alpine staff. Chairman Weber called for any public comment; there was none. **Weber closed the public hearing on motion and second by Russell and Brandl; motion carried 4 – 0. Russell and Kilkenny moved and seconded approval of the 2014 operations plan and license application. The motion carried 4 – 0.**

Appointments. The committee reviewed and recommended, on motion and second by Kilkenny and Brandl, County Administrator Bretl's nominations listed below. The motion carried 4 – 0.

- a) Agriculture & Extension Education committee – Kelly Pickel for a term to begin upon County Board confirmation and end on December 30, 2015, filling the position vacated by Pamela Knorr.
- b) Veterans Service Commission – Leslie F. Allen for an additional three-year term.

Consent items

Kilkenny and Brandl moved and seconded approval of mileage reimbursement claims submitted by Supervisors Russell and Stacey, with removal of \$6.50 from Supervisor Russell's October claim, approving 193 miles reimbursed at .565/mile for a total of \$109.05 (Russell abstained); motion carried 3 – 0.

New business

WCEDA 2013 Outcomes Report and 2014 Outcome Measures update. Mike Van Den Bosch explained that WCEDA took over a portion of the WIA contract. Kaiser/Dynamic Workforce Solutions formerly provided all services covered in the contract. In the packet was a report on their collaborative efforts and outcomes, including incumbent worker training in 2013-2014, not offered by other organizations, primarily for youth and dislocated workers. This was added by WCEDA in 2013. Additionally, site visits were made to local high schools, not done in the past. It's been a very successful program, especially in the Delavan-Darien high school, Weber said. Russell serves on the economic development board and said that reports about WCEDA's work in this area have been very positive. Students are again considering careers in manufacturing. Many youth had a mistaken perception about manufacturing careers. Walworth County is fortunate with beautiful examples of career opportunities in clean modern facilities. Manufacturing is a field in which one can advance a career, beginning on the floor and advancing. WCEDA made site visits to the high schools in Delavan, Elkhorn and Lake Geneva in 2013. In 2014, the goal is to involve all other school districts in the county. **Brandl and Russell moved and seconded accepting the report; the motion carried 4 – 0.**

Update regarding sister county partnership activities in October 2013 with the Landkreis Waldeck-Frankenberg. The school exchange has been the most positive and visible development of the partnership formed in 2003. Following about six years of not much activity, our sister county announced partnership activities scheduled for October 2013. Sheila Reiff offered to attend from October 3-6, 2013 to represent the county, involving no expenditure of tax dollars. State Assembly Representative Steve Nass went, as well. Waldeck-Frankenberg officials have partnership agreements with Austrians, Czechs, Russians and Americans. She attended dinner meetings at which education, energy and health care were discussed. Russians have no health care in that country. Sister county officials took her to visit the highest ski jump and hill in Europe. She had lived in Europe for seven years many years ago. Twenty American students from the Elkhorn Area School District will be going to Germany as exchange students in 2014. Weber said he and his wife were treated like royalty when they attended as county delegates several years ago. He encouraged maintaining the sister county partnership. There are now windmills in Germany used for alternative energy production, Reiff said. Bretl said we've always tried to keep the partnership in perspective. The resolution adopted by the board prohibits the expenditure of any taxpayer dollars; therefore, it's a financial commitment to visit as a county representative. The student exchange is a very tangible result of the partnership. Reiff said officials in Waldeck-Frankenberg want to visit here again in 2014. Committee members thanked Ms. Reiff for her participation and report.

Ordinance Amending Chapter 38 of the Walworth County Code of Ordinances Relating to School Attendance. The ordinance amendment brings the County code into compliance with changes in Wisconsin law. Bretl recommended favorable committee action. 1982 was the last time the

ordinance section was updated, with the exception of one change in 2006. Assistant Corporation Counsel Zaccard said she reviewed the law with the goal of ensuring that the County ordinance mirrors Chapter 118 Wis. Stats. A definition section was added for consistency. In addition, State law includes a section regarding five-year-olds and parental compliance with attendance requirements. The ordinance also indicates that Gateway is now a technical college rather than a vocational school. Kilkenny asked if the ordinance is applicable to Lakeland School. Zaccard and Bretl indicated the requirements are applicable to *all* schools. The Sheriff's Office can write citations under this ordinance as can local municipal governments. Russell questioned section 38-61 where the reference to 18-years old had been struck. Bretl said the balance of the ordinance addressed that age-specific group. Zaccard said she would review the draft ordinance to ensure compliance with state law. Ordinance section 38-63 addresses attendance by 16-year-olds and older. Weber expressed concern about parents ensuring that their children attend school or an alternative program. The county ordinance is a tool to make attendance enforcement easier. Zaccard said she thought one section might have been missing; she will review the ordinance. **Kilkenny and Russell moved and seconded postponing action on the amendment to January to permit staff time to review it and make appropriate changes. The motion carried 4 – 0.**

Chapter 38 amendment pertaining to alcohol licensing. This amendment does not grant new authority to write citations for certain alcohol violations. It tweaks the county's current ordinance. Counties must strictly conform to State law in regard to alcohol licensing and violations thereof. Undersheriff Picknell and Captain McClory met with Deputy Corporation Counsel Cotter to review the current ordinance, how it is enforced and proposed changes. Chapter 125 of the Wisconsin Statutes is far reaching and broad. The county's ordinance was revised to address a narrower scope. Law enforcement in the county was polled over the past year to help determine what the focus of the ordinance should be; the amendment incorporates recommendations received. The Sheriff's Office collaborates with the county's towns, cities and villages regarding alcohol licensing violations. Bretl recommended adoption of the amendment. **Russell and Brandl moved and seconded adoption by the board; motion carried 4 -0.**

Resolution supporting State legislation changing the manner in which counties settle delinquent taxes with local taxation districts. On December 10, the Board adopted a resolution supporting legislation changing the method a municipality may collect the costs of razing a building from a special tax to a special charge and not requiring the county to pay a municipality's razing costs. Current law the cost of razing a building to be charged in full or in part against the real estate a building or structure is located on if the owner fails or refuses to comply with a municipal raze order. Because there is little incentive for real estate owners to pay a special tax on a building that will be torn down, counties are left with the burden of paying the special tax by settling this cost with the municipalities. **Russell and Kilkenny moved and seconded sending Walworth County's 2011 resolution to the WCA with a letter requesting consideration of including it in WCA's legislative platform. The motion carried 4 – 0.**

Chairman Weber had no announcement or reports. The next executive committee meeting was confirmed for January 20, 2014 at 10 AM.

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.
Kilkenny/Brandl.

- a) Summons and Complaint – Walworth State Bank, Plaintiff vs. Mark A. Anderson and Kymberley A. Anderson, County of Walworth, State of Wisconsin Bureau of Child Support/Department of Children and Families, Defendants
- b) EEOC Complaint – Jennifer L. Davis v. Walworth County.

The committee reconvened in open session at 11:30 AM on motion and second by Russell and Brandl and took the following action regarding the above-referenced agenda items. Kilkenny and Brandl moved and seconded proceeding as discussed in closed session regarding both claims/litigation matters. The motion carried 4 – 0.

Adjournment. Chairman Weber adjourned the meeting on motion and second by Russell/Kilkenny.

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

Transportation Coordinating Committee

MINUTES

November 22, 2013 Meeting – 10:00 a.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chair Russell at 10:07 p.m.

Roll call – Committee members present included Supervisors Grant and Russell, Citizen Representatives Davis, Kerwin, Hallatt and Health and Human Services staff Seemeyer and Muzatko. Citizen Representative Simonsen and Leffelman were excused.

Others present – Juliet Young, Health and Human Services; David Thompson, Deputy Director Health and Human Services; David Bretl, County Administrator; Laura Griswold, Health and Human Services Supervisor; Laverne Duncan, ADRC Governing Board

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

There were no agenda withdrawals. **Motion and second made by Supervisor Grant/ Citizen Representative Davis to approve the agenda. Motion carried 6–0.**

Supervisor Russell and Citizen Representative Kerwin made some corrections to the minutes from the last meeting. **Motion and second made by Citizen Representative Hallatt/ Supervisor Grant to approve suggested changes to the November 19, 2013 meeting minutes. Motion carried 6–0.**

Motion and second made by Supervisor Grant/ Citizen Representative Davis to approve the minutes as amended from the November 19, 2013 meeting. Motion carried 6–0.

Public Hearing –

Supervisor Russell introduced Ms. Muzatko as the public hearing officer. Ms. Muzatko introduced the members of the public to the various county employees and an ADRC Governing Board member. She then reviewed the rules of conduct for the public hearing and explained the comment form. Ms. Muzatko explained the purpose of today's public hearing was to receive comments on the county's proposed 2014 85.21 grant application.

Ms. Muzatko and Ms. Griswold gave a Powerpoint presentation giving an overview of the transportation program and the key points to the application. Ms. Muzatko then opened the public hearing to testimonials from the public.

Testimony of James Campos of Elkhorn – Mr. Campos, who is legally blind, stated the need for not only volunteer drivers, but for someone to assist him once he has reached his destination whether it is filling out medical forms or grocery shopping.

Testimony of Patti O'Brien from Volunteer Connections – Ms. O'Brien spoke on behalf of Volunteer Connections expressing concern over costs and that low income individuals cannot afford transportation. She suggested a sliding fee for transportation costs.

Testimony of Ken Micheloni of Elkhorn – Mr. Micheloni had an idea for a bus service for Walworth County about three months ago. He plans to advocate for this system in Madison. His plan is to use volunteers and donations to make this plan work. Bus service will be for both medical and shopping needs as well as recreational trips.

Testimony of Lucienne Keizer of Elkhorn – Ms. Keizer wants the emphasis to be on the personalization of services and not the monetary aspects of transportation.

Testimony of Betty Sanders of Lake Geneva – Ms. Sanders is a building manager at Geneva Crossing. She stated that VIP is a good organization with good people.

Testimony of Laverne Duncan of Williams Bay – Ms. Duncan serves on the ADRC Governing Board and encourages this committee to learn from other counties. With an increase in both the aging population and special needs transportation will be a vital link in the future. She stated transportation is a statewide concern and referenced Vernon and Shawno Counties as examples of successful transportation programs.

There was one correspondence received from Harriett Guedtner of Lake Geneva. Ms. Muzatko read Ms. Guedtner's letter which states she relies on the transportation program to get her to appointments and wants the program to continue.

Mr. Micheloni added that he thinks young people should conduct a census to find out transportation needs in Walworth County.

With no further testimonies Ms. Muzatko closed the public hearing.

Old business – There were no items of old business.

New Business –

Approval of the 85.21 Grant Application – Ms. Muzatko reviewed the grant application.

Supervisor Russell asked if the new transportation vendor, VIP, will be added where applicable. Ms. Muzatko stated that it would.

Supervisor Grant asked about the coordination statement. Ms. Seemeyer stated that this statement was not a commitment but rather a suggestion.

Supervisor Grant asked who owns the vehicles. Ms. Muzatko stated that vehicles listed as a, b and c are owned by VIP and are leased to Health and Human Services. Vehicles D and E are owned by the department. Supervisor Grant asked if the title is held by VIP on the lease. Ms. Muzatko stated that VIP is listed on the lease.

Ms. Seemeyer asked if the co-payments would be negotiated with VIP. Ms. Muzatko stated that VIP is aware that these are rates established by the County. Supervisor Russell asked about rate changes. Ms. Muzatko stated that there were changes for dialysis and that the rates can be reviewed.

Supervisor Russell stated she made some small changes in the application and will give them to Ms. Muzatko. Discussion followed on small changes on the application. Supervisor Russell asked for a final copy of the application. Ms. Muzatko stated that this would be distributed to the committee.

Citizen Representative Davis asked for clarification on the rates listed on the recommendation. Ms. Muzatko explained those rates are between the Health and Human Services and VIP. There are not the rates that consumers will be paying.

Citizen Representative Davis asked about increase in ridership. Ms. Muzatko stated that there is a 5% increase that will be in the agreement.

Motion and second made by Supervisor Grant/ Citizen Representative Kerwin to approve the proposed 85.21 grant application. Motion carried 6-0.

Correspondence – There were no correspondence.

Announcements –

The meeting scheduled for December 11, 2013 has been cancelled.

Next Meeting Date – The next regular meeting is January 6, 2014 at 1:00 p.m.

Adjournment – On motion and second by Supervisor Grant/Citizen Representative Hallatt, Chair Russell adjourned the Transportation Coordinating Committee meeting at approximately 11:19. Motion carried 6-0.

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



DRAFT

Walworth County Children with Disabilities Education Board

MINUTES

November 20, 2013 5:00 pm

County Board Room 114 -- Government Center
Elkhorn, Wisconsin

Children with Disabilities
Education Board

The meeting was called to order at 5:30 pm. by Chair Weber.

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

County Staff Present – CDEB Director Tracy Moate, County Administrator Dave Bretl,

Agenda Approval - **Approval of the agenda, as presented, was moved and seconded by Supervisors Grant and Monroe with no withdrawals. Motion carried 3-0.**

Minutes Approval – **Minutes from the September 18, 2013 CDEB meeting was approved on a motion from Supervisor Monroe and seconded by Supervisor Grant. Motion carried 3-0.**

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

Unfinished Business – Revision of the CESA #2 contract. Tracy Moate presented the revised contract to the Board.. It was recommended by the Board at the September meeting that the portion of the contract dealing with unemployment insurance, loss, damages or negligent misconduct needed to be amended. **The revised contract was reviewed by the Board and a motion to accept the contract was made by Supervisor Monroe, seconded by Supervisor Grant, motion passed 3-0.**

New Business – Educator Effectiveness Grant - Beginning with the 2014-2015 school year, DPI will require school districts to implement the teacher evaluation process. Tracy Moate explained that the evaluation process is a requirement for school districts under WI statute s.115.415. DPI is presenting a grant to all districts to help cover the costs of the evaluation process. The grant will reimburse districts \$80 per educator. **A motion to approve the grant was made by Supervisor Grant, seconded by Supervisor Monroe. Motion passed 3-0**



Children with Disabilities
Education Board

DRAFT

Artsonia – Tracy Moate explained to Board members the Artsonia online student art museum. Students can put their art work on line. This is a free online service that gives families and friends the ability to go online and view and purchase items that the students have made. A brochure was included in the agenda packets with detailed information regarding the program. **A motion to approve the program was made by Supervisor Monroe, seconded by Supervisor Grant, motion passed 3-0.**

Reports and Correspondence –

CDEB Chair – nothing to report on

CDEB Director –

Tracy Moate summarized three events at Lakeland School. The UNICEF carnival, waffles with Santa, and the holiday program.

Time and Date of next meeting – December 12, 2013 at 5:00 pm.

Adjourn – Motion and second to adjourn was made by Supervisors Monroe and Grant, motion carried 3-0. Meeting adjourned at 5:45 pm.

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 Agriculture and Extension Education Committee

MEETING MINUTES

Monday, September 30, 2013 – 1:00 PM

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

The meeting was called to order by Chairman Kilkenny at 1:01 p.m.

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

County Staff Present – County Administrator David Bretl, Department Head/Family Living Educator Jenny Wehmeier, Horticulture Educator Christine Wen, Agriculture Agent Peg Reedy, 4-H Youth Development Educator Debbie Burkman, 4-H Youth Development Instructional Specialist Chelsea Dertz, and Volunteer Coordinator Colleen Lesniak were in attendance.

Public in Attendance – Matt Hanson, UW-Extension Southwest Region Director.

There were no amendments or withdrawals from the agenda. **Supervisor Schiefelbein and Knorr moved and seconded approval of the agenda. The motion carried 7-0.**

There were no additions or corrections to the minutes from the July 15, 2013 meeting. **Supervisors Schiefelbein and Russell moved and seconded approval of the minutes. The motion carried 7-0.**

Public Comments – There were no public comments.

Unfinished Business – There was no unfinished business.

New Business

Introduction of New 4-H/Youth Development Coordinator – Wen stated that interviews for this position were conducted the previous Thursday. Hanson continued by stating that the state office has contacted the chosen applicant, but a confirmation has not yet been received.

Introduction of New Wisconsin Nutrition Education Program Coordinator – Hanson noted that interviews were also conducted for this position, the finalist has been contacted, but a confirmation has not been received.

Introduction of New Clerk III, Brittany Wierzbach, began September 23, 2013 – Wehmeier re-introduced Brittany Wierzbach as the UW-Extension Clerk III, who began as a fulltime county employee on the previous Monday.

Discussion and Possible Action on 2014 Administrator's Budget Proposal for Community, Natural Resources, and Economic Development Educator and Agriculture Educator Positions – Bretl explained that this is a recommendation he made to make staffing changes in the Extension office. Any questions, comments, or amendments that the committee has will be passed on to the full board. The proposal recommended the addition of a second Agriculture agent and the elimination of the CNRED position for 2014. He felt that the addition of an

Walworth County Agriculture and Extension Education Committee

Monday, September 30, 2013

Agriculture agent would be more beneficial to the county in the next couple of years due to the upcoming Farm Technology Days and the possible retirement of the current Agriculture agent in the future. He plans to spend time in 2014 relooking at the CNRED position to determine if reinstating the position would benefit the county. There was discussion regarding the advantages, disadvantages, and benefits of both positions. Bretl stated that this change has already been approved at the Finance Committee level. The budget hearing is on October 29, and the committee has until the week before November 12 to put any amendments through. No action was made.

UW-Extension Board of Regents – Walworth County 133 Contract – Wehmeier stated that this is an annual document presented to the committee to provide financial support to the Extension office. There are a few more footnotes than normal due to anticipated changes in staffing. Wehmeier would like the copies of the contract to be signed today. Bretl noted that the document can be amended after it is signed.

Supervisor Russell and Merwin moved and seconded to convene in closed session pursuant to the exemption contained in § 19.85 1 (c) of the Wisconsin Statutes, for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. There being no opposing votes, the committee convened in closed session at approximately 1:40 p.m. Staff members Bretl, Wehmeier, and Wen remained as well as Hansen. The committee discussed details of the UW-Extension Board of Regents – Walworth County 133 Contract. They also discussed the market increase for the Horticulture Educator. At approximately 2:00 p.m., the committee reconvened in open session and took the following actions:

Supervisor Russell and Merwin moved and seconded to approve the UW-Extension Board of Regents – Walworth County 133 Contract. The motion carried 7-0.

Supervisors Russell and Schiefelbein moved and seconded to approve the market increase for the Horticulture Educator. The motion carried 7-0.

Reports

4-H Centennial Update – Mary Kaye Merwin and Ginny Hall, Chairs – Hall mentioned that she and Merwin spent time at the Walworth County Fair to gather information about past alumni of 4-H. They received information from over 400 alumni, most from Walworth County. Their goal is to gather information to get a background of who some of the living alumni are and whether or not they are willing to share their memories of 4-H to document for its centennial next year. Hall did a compilation of the history of 4-H, and a section was published in the *Shopper* about a month ago. She shared a copy of the article with the committee (enclosure 1). Linn 4-H Club, the first 4-H club in Wisconsin, is in the process of raising money for things they want to do in the county to commemorate the 100 year celebration, including restoration and expansion of the historical marker, benches and memorabilia at the county fair, community service projects, local committee meetings, and more. Hall shared an article from *The Economist*, *September 7 Issue* that deals with the impact 4-H has had in the development of agriculture for the past 100 years (enclosure 2). Merwin added that they are hoping to establish a 4-H history detective for members to interview and use as a project.

2016 Farm Technology Days Update – Peg Reedy, Executive Secretary – Reedy stated that the Farm Technology Days (FTD) committee has made a lot of progress since the last AEE meeting. They solicited applications for a host farm and had an informational meeting for potential applicants. Three farms were present at the meeting, and one farm continued to submit

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the application. The FTD executive committee visited the applicant farm and had a meeting with the farmer to answer any questions. They are planning a press event to announce that Steve Snudden's farm will be the host farm for the 2016 FTD. The committee is very pleased with his farm, and they agree that it would have been a top contender even if more farms had applied. Additionally, the food committee is set, fundraising is set, and the first donations have been received from the Meat Animal Sale Committee and a few businesses. In the coming weeks, they will be meeting with Linn Township, where the farm is located, and also with the Walworth County Sheriff's Department regarding traffic, parking, and emergencies. The event is well underway.

UW-Extension outreach and educational events – Upcoming program and event flyers are attached in the packet for your information.

Chairperson's Report – Chairman Kilkenny had no report.

Announcements – There were no announcements.

The Monday, November 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 Supervisor Schiefelbein, Chairman Kilkenny adjourned the meeting at 2:20 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.