



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, June 20, 2013**

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

The meeting was called to order by Chair Russell at 9:33 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-Finance; Linda Seemeyer-Health & Human Services; John Orr, Carol Nelson-Information Technology; Michael Cotter-Land Use & Resource Management; Peggy Watson-Public Works; Amanda Lagle-Sheriff's Office; Valerie Etzel-Treasurer's Office
- Members of the public: Carla Gogin & Jennifer Steiner, Baker Tilly Virchow Krause, LLP, Madison, WI; Steve Ohs & Janice Martin, Lakeshores Library System, Waterford, WI; Ed Yaeger, Lake Geneva, WI.

Agenda withdrawals — There were no agenda withdrawals. **Motion by Supervisors Grant and Schaefer to approve the agenda.** Bretl recommended reordering the agenda since there are members from outside organizations and other county departments present today. **Supervisors Grant and Schaefer withdrew their motion to approve.** After discussion, it was agreed to address the consent items first; then move items 9B, the audit presentation, and 9C, the library plan, to follow the consent items; and move item 7A, regarding TIF districts, to follow New Business. **Supervisors Kilkenny and Grant moved to approve the agenda as amended; carried 5-0.**

Approval of minutes of last meeting(s) — May 23, 2013 — **Supervisors Grant and Schaefer moved approval of the minutes; carried 5-0.**

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

Consent items — Andersen said there are no active TIF reports today. **Supervisors Kilkenny and Stacey moved approval of the consent items; carried 5-0.**

Budget amendments

Health & Human Services

- HS006 — Transfer funds for advanced practiced nurse practitioner position

Bids/contracts

- Countywide landscape maintenance services — By motion approving the consent items, the committee awarded the bid to B&J Tree and Landscaping, Inc.

Notice of emergency procurement

- Global positioning system (GPS) surveying equipment for Land Use & Resource Management (LURM) department

Reports

- Public Works report on sale(s) of tax foreclosure property
- Quarterly sales tax report – 1st quarter 2013
- Update on tax incremental financing (TIF) district(s)
- Out-of-state travel
 - Report on 2012 out-of-state travel
- Finance
 - Nicki Andersen & Jessica Lanser, 107th Annual Government Finance Officers Association (GFOA) Conference, San Francisco, CA
- Information Technology
 - Michael Wunder, Citrix Synergy Conference, Anaheim, CA
- Sheriff's Office
 - Mark Roum & Rich Paquin, Michigan Association of Traffic Accident Investigators Spring Conference, Dearborn, MI
 - John Czerwinski & Alex Torres, Indiana SWAT Officer's Association, Fort Wayne, IN
 - Scott McClory, Robert Sharp & Daniel McKinney; Midwest Gang Investigators Association Annual Conference; Merrillville, IN

Supervisor Kilkenny moved to discuss item 9A, related to sale(s) of tax foreclosure properties, following items 9B and 9C. Supervisor Grant seconded the motion; carried 5-0.

New business

Presentation by Baker Tilly Virchow Krause, LLP related to financial audit for fiscal year ended December 31, 2012 — Andersen noted that, due to production difficulties, we received delivery of the *Comprehensive Annual Financial Report (CAFR)* shortly before the meeting. Staff have not had time to review the document. She introduced Carla Gogin, Baker Tilly's partner in charge of the county's audit. Gogin introduced Jenni Steiner, the project manager. The auditors worked with many staff and departments and found everyone to be extremely cooperative. There are a number of qualified individuals in the finance department and it was a pleasure to work with them. Recognizing that the committee did not have an opportunity to review the CAFR prior to the meeting, Gogin urged the members to ask any questions they may have.

The auditors gave the county an unmodified opinion which, in earlier years, was referred to as an unqualified or clean opinion, which is the highest level of assurance you can receive on a financial audit. This is positive news and indicates that financial information during the year is consistent with that contained in the CAFR. There were no material weaknesses or significant deficiencies. Gogin said many clients hire their firm to prepare financial statements but the county's finance staff are well qualified to do that themselves. During their review of the CAFR, the auditors noted no material items or adjustments to the financial statements which would result in a material weakness. The auditors review and test key controls and activity cycles to evaluate whether there are risks with the audit. There were no instances of key controls not functioning as intended. Baker Tilly staff are working to finalize the Single Audit, which is the compliance audit for federal and state funding. They have discovered no compliance issues and anticipate providing the final report in a couple of weeks.

The auditors review three areas when looking at the health of a municipal entity: 1) capital assets and the condition of those assets, 2) the reserves, and 3) the debt position. The financial condition of Walworth County is very strong and positive. Gogin referred the Committee to the Management Discussion and Analysis which starts on page 33 in the CAFR. This is factual material derived from the financial statements themselves. Governmental activities on page 36 shows the net position, i.e., the current and capital assets less liabilities. The increase in investment in capital assets on page 37 is a positive indicator. If assets are not being added or improved, that number decreases because existing assets are depreciated over time. Reserves are discussed on page 42 of the CAFR. The unassigned fund balance for the general fund is the county's main operating fund. Another positive indicator is that the unassigned fund balance is at 45% when compared to expenditures. This allows flexibility for unanticipated expenditures as well as the option to use cash reserves for projects instead of borrowing.

The information on page 52 is important. It reflects the fund balance for the governmental funds. Another strength of the county is the number of fiscal policies in place, including one which governs the amount of the unassigned fund balance, according to Gogin. Page 49 of the CAFR reflects the full accrual financial statement. It includes governmental activities, all capital assets of the county and all long-term debt, resulting in the net position. The other statements use modified accrual and do not include long-term assets or liabilities. The county's reserves are also a positive factor. Use of reserves meets policies set by the county. The last item to look at is the county's debt position. She referred to page 86 of the CAFR. The majority of obligations are related to general obligation debt secured by the taxing authority of the county. Debt is limited to 5% of the county's total equalized value. Walworth County has plenty of debt service capacity. Gogin noted that bonds were called in 2012 before they became due, thus saving interest. The county did the same in 2013. This is an overall, positive trend with regard to capital assets, strong reserves and a very strong debt position as it relates to the county as a whole. Schaefer asked the county's maximum in terms of bonding. Gogin replied that our limit is \$686 million. Andersen explained that the limit has always been 5% of our equalized value. Kilkenny asked Gogin what her firm charges to prepare the financial statements. It can range anywhere from \$5,000 to \$10,000, according to Gogin. For the majority of their clients where her firm prepares the financial statements, usually there is an associated material weakness that they have to communicate to the gov-

erning body. That has an impact, as well, on the compliance [single] audit. Some clients have qualified CPAs on staff but, from a staffing perspective or convenience, still have Baker Tilly prepare the financials. In those situations, Gogin said they evaluate the staff's qualifications and may still be able to conclude there is no material weakness. That is not as common.

Two deliverables are pending: 1) the compliance audit which is the Single Audit related to federal and state grant funding and 2) the report of material weaknesses or significant deficiencies. Questions/concerns related to the CAFR or audit may be directed to Andersen or to Gogin herself. Russell said we are very proud of our financial group. Their efforts have resulted in the county's receiving the GFOA award for budget and financial statements for many years. The committee is proud to have all of them doing this work because they and their constituents can rely on it. **Supervisor Kilkenny moved to accept the Comprehensive Annual Financial Report for the Year Ended December 31, 2012. Supervisor Stacey seconded the motion; carried 5-0.**

Discussion and possible action regarding Walworth County Library Plan for the period January 1, 2013 through December 31, 2014 — Steve Ohs and Janice Martin from the Lakeshores Library System (LLS) were in attendance to present the Plan. Kristen Hewitt, the current administrator, is leaving July 1 and Ohs has been appointed interim administrator. Russell commented that the Plan references several attachments which are not included. She would like to review them before the committee takes action on the resolution to adopt the Plan. It was requested that this item be included on the July agenda. Martin will forward the attachments to Andersen for distribution to the committee.

Ohs explained that each county is required to fund libraries. Walworth County has had a Plan in place to hold libraries to standards in terms of collection size, the number of hours open to the public, and so forth. The Plan formalizes the expectations of libraries and provides a means to request funding. Russell asked if the standards have changed, particularly with regard to materials. Martin said they did change a couple of years ago. Ohs added that available electronic media are now better taken into account. Grant asked how long the Genoa City library has been out of compliance. Ohs responded that it has not been long. This just cropped up in the last year. LLS followed their usual protocol, which is to work with the library to construct a remediation plan and bring them back into compliance with the standards. Genoa City will be hiring another staffer to increase the number of hours they are open to the public. He anticipates compliance within a matter of weeks. Martin added that the State Department of Public Instruction computes service population to determine the standards. LLS just learned that Genoa City's service population increased to the next level. No action was taken on this item.

Discussion and possible action regarding minimum bids for sale(s) of tax foreclosure property — Watson said final payment has been received on Parcel XWUP 107R in the City of Delavan. This parcel had been offered to the Delavan Arboretum. The other remaining parcel is O SP 100039 in the Town of Spring Prairie. At the May 23, 2013 meeting, the committee instructed Brunner to negotiate with the adjacent property owner for \$4,805. Since the property owner's highest offer was \$1,000, staff requested direction from the committee. **Supervisors Schaefer and Stacey moved to accept the offer price of \$1,000 for the Town of Spring Prai-**

rie Parcel OSP 100039; carried 5-0. Supervisor Kilkenny commented that the Town of Lyons parcel NTU2 00009 sold for \$60,000. He asked Watson what the bid was on that parcel. She replied that the first bid the committee rejected was in the neighborhood of \$14-15,000. Russell commended Schaefer for bringing the real value of the property to the committee's attention.

Update on tax software project and impact on special assessments — Etzel reported that migration of data started at the end of 2012. The process has gone very smoothly. On May 23, 2013, we went live on the property lister portion of the software. During the past two months, the vendor, Transcendent Technologies, gave presentations showing the municipal clerks and treasurers how their portion of the tax software works. Information will now be available to the public in real time. Feedback from the municipalities was very positive. Since then, Transcendent has been working on agreements to get them all on board. As of today, two municipalities have signed the agreement. The deadline is July 31. Grant asked what would happen if they don't sign. Etzel replied that they would remain on the current J. Maul software. It would be extra work for the county because we would have to import that data into the new system. Implementation in the treasurer's office will be in early September after her staff complete the August tax settlement with the municipalities. The first item will be to run tax certificates for the 2012 delinquent taxes. The 2013 tax bills will be run in the new system. They ran the 2012 tax bills parallel and the test went well. From now until we go live in September, staff will also be working on the web portal to give the public access to assessment and tax information through the county web. Training will begin in October.

Orr said he is pleased with how the new software performs. Municipalities each pay about \$4-500 per year for their current J. Maul program. The cost to move to Transcendent's product is nearly comparable. We felt it was important to have one tax system used by the county and all of the municipalities. The Land Information Advisory Council decided to offer an incentive to the municipalities come on board, i.e., we would pay their first year cost. Orr introduced Carol Nelson from the IT department. He said she is the person who has been making this project happen.

Andersen explained that the issue of Walworth County getting out of the business of settling special assessments was discussed at past committee meetings. We were unable to implement a decision because the software we were using could not handle paying monthly collections to the municipalities. The tax software implementation project is close to fruition so she felt it would be good to bring the issue back for discussion. If we were to discontinue making the municipalities whole, the treasurer would have to periodically pay collected delinquent taxes back to the municipalities rather than fronting the money up front. Bretl recommended agendaizing this item next month. There is a statutory timing limit to notify the municipalities if we were to discontinue settling specials. Ideally, we would want to give them a longer notice. Orr added that the software would not be an issue. We can now accommodate the necessary payments to the municipalities. **Supervisor Kilkenny moved to continue the portion of this agenda item related to special assessments to the next agenda, have staff provide detail necessary to make a decision, and provide options for a timeline to implement. Supervisor Stacey seconded the motion which carried 5-0.**

Discussion and possible action regarding Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal 2013 — Russell reported that this is the ninth consecutive year the county has received this award. She congratulated Andersen on the achievement. Andersen said this is a team effort. She thanked her staff and the county departments for their hard work. **Supervisors Stacey and Kilkenny moved to recommend a formal award presentation at an upcoming County Board meeting; carried 5-0.**

Unfinished business

Discussion and possible action regarding Tax Incremental Financing (TIF) Districts — Bretl explained that Lanser and Andersen provided input on the ordinance amendments being presented. He feels it is important to communicate our analysis or, in some cases, our concerns, to the other members of the TIF joint review boards (JRB) prior to meetings. People are becoming more savvy with regard to the implications to their revenue stream. The more information we can share, the better. It would be also better for the comptroller, who is the county's representative on TIF boards, to carry out policies related to legitimate objections. She could use the ordinance to guide an analysis of TIF plans and share that data with the other partners. Grant asked if the ordinance will be provided to all county municipalities now. Andersen said staff historically share any changes the County Board makes.

Grant requested that line 1 on page 4 of the draft ordinance be revised from "The Walworth County Board of Supervisors has directed that I analyze the proposed TID ..." to "appointee" or "designee." Bretl suggested replacing "I" with "the county's appointee." Grant agreed.

Kilkenny distributed copies of the City of Delavan TIF #2 Plan from 1979 and their TIF #4 Plan from 2003. The 1979 Plan is more specific and outlines specific costs. The 2003 plan is more general and does not include a good narrative. Further, it states that "Any costs directly or indirectly related to the public works are considered 'project costs' and eligible to be paid with tax increment revenues of the tax increment district." The City also reserves the right to make changes. He feels this gives them a "blank check."

Kilkenny referred back to the 1979 Plan, stating that it was amended because one area where they wanted to include an office building was not designed for commercial development. That's how the process should work. The old Plans had to be specific, everyone understood what the plan was, and if there were changes, the municipality had to come back to the JRB. Russell expressed concern that our ordinance might become too detailed. We don't want to have to amend every couple of years because TIF details changed. Kilkenny said he can come up with appropriate language for the next meeting. Russell feels our partners on the JRB may not buy in if the ordinance is too onerous. Andersen thinks our past amendments have had an impact on the review boards moving forward. Russell agreed. Bretl suggested modifying Sec. 62-104(10), where it says "Dis-

tricts should not be established that...” to add (10)(c) “Where the plan reserves the unilateral right of the city to amend the projects.”

With regard to reasonable notice of meetings, Grant suggested including the number of days. Kilkenny responded that there is a statutory framework we can't change. One of the problems is that the municipalities give us just enough time to get the TIF plans done statutorily but not enough to make any changes. He would recommend including a suggestion as to timing but clearly indicate we are not attempting to override state law. **Supervisor Kilkenny moved to carry this agenda item over to the committee's July 18, 2013 meeting. The motion was seconded by Supervisor Stacey and carried 5-0.**

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for Thursday, July 18, 2013 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Supervisors Stacey and Grant, Chair Russell adjourned the meeting at approximately 10:56 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.

County Zoning Agency
MINUTES
June 20, 2013 – 4:30 p.m.
100 West Walworth Street
Elkhorn, Wisconsin
DRAFT

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, and Citizen Member Richard Kuhnke, Sr. Citizen Member Jim Van Dreser was absent, excused. A quorum was present.

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, and Associate Planner Matt Weidensee.
Present for a portion of the meeting / hearing was David Bretl / County Administrator, Debora Grube / Senior Zoning Officer, Fay Amerson / Urban Conservation Specialist, Matthew Zangl / Student Intern.

A “sign-in” sheet listing attendees on June 20, 2013, is kept on file as a matter of record.

Details of the June 20, 2013, meeting / hearing are on a recorded disc which is on file and available to the public upon request / video to view on our website:
www.co.walworth.wi.us

Richard Kuhnke, Sr. motioned to approve the agenda as amended to withdraw item 8.b.3.) JHGKL, LLC – Helga Wantschik and item 8.e.5.) Zioto Enterprises, LLC. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Dave Weber motioned to approve the May 16, 2013, Minutes. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count # 4:31:16 – 4:34:42

Subdivision Items – Old Business - none

Subdivision Items – New Business - none

Old Business – Discussion Items – none

Ordinance Amendments - none

New Business – Discussion Items

1. Discussion / Possible Action re: 112 Zoning Permits issued by the Village of Williams Bay within Walworth County Zoning Jurisdiction – Michael Cotter.

Disc Count# 4:35:05 – 4:44:48

2. Discussion / Possible Action re: Talmer Bank & Trust – Attorney Randolph French Applicant, Section 33, Lafayette Township. A conditional use to conduct an engineered fill and cut of earthen materials and the installation of two 18” culverts within the 100 year regional floodplain in order to upgrade an existing residential driveway. Parts of Tax Parcels KBR-1, 3 and 4.

Disc Count# 4:35:48 – 4:50:57

Rich Brandl motioned to DENY based upon insufficient engineering. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose

- ~~3. Discussion / Possible Action re: JHGKL, LLC – Helga Wantschete, applicant, Section 9, Sugar Creek Township. Requesting amendment of an existing conditional use for a gravel pit to allow extension of time of operations by 10 years. Tax Parcel G-SC-9-4.~~

~~Disc Count#~~

TABLED PRIOR TO HEARING

4. Discussion / Possible Action re: Matthew and Mary Polyock – Farm City Elevator (Jake Polyock) applicant, Section 33, Linn Township. Amendment of existing conditional use to allow expansion of outdoor corn storage pad. Tax Parcel I L-33-4A.

Disc Count# 4:51:03 – 4:54:00

Rich Brandl motioned to approve with the additional condition from the Town of Linn regarding variable speed fans. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

5. Discussion / Possible Action re: Permission to proceed with the conditional use permit revocation process for two individual camp units at Willow Run Resort at the request of the Willow Run Condominium Association for continued violation of the non-permanent residency requirements. The properties of concern affect the conditional use approvals for Unit 11, Frances Ciamprone and Unit 174, Veronica Prazza.

Disc Count# 4:54:00 – 4:58:56

Jim Van Dreser motioned to approve permission to send Notice to the County Board to hold a hearing. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Rich Brandl motioned to adjourn until 5:30. Seconded by Dave Weber. Motion carried. 7- favor 0-oppose.

Public Hearing: 5:30 p.m.

Ordinance Amendments - none

Rezones with Conditional Uses

David A Hernandez and Tereasa Surratt – Anthony Colletti applicant, Section 2, Sugar Creek Township. Rezone 3.12 acres of R-1 Single Family Residential District to P-1 Recreational Park District in order to bring an existing recreational camp into compliance with the County Zoning Ordinance. The rezone is accompanied by a conditional use petition for the recreational camp. The property identified as Tax Parcels GLW-280, GLW-381 and parts of Tax Parcels G SC-2-1 and 7.

Recommended Conditions:

General:

1. The Conditional Use for the recreational youth camp is approved as per the plan submitted.
2. ~~Use of the grounds shall be limited to normal recreation youth camp use as stated in the plan of operations.~~ Use of the grounds shall be limited to **the recreation camp activities** as stated in the plan of operations **excluding shared parking.**
3. All housing for the recreational camp users shall occur in the buildings identified on the plan. There shall be no overnight stays in any structure not identified on the site plan as a cabin, guest room or caretaker's residence.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain all required County Zoning permit.
6. Hours of operation shall be as stated in the plan of operations.
7. Sufficient adult supervision must be present at all times when the camp is used by children.
8. The total capacity of the camp shall be as identified in the plan of operations with 25 onsite beds and 150 attendees for public assembly of weddings and Sunday outdoor church services.

9. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
10. The project site must meet with all County sanitary requirements.
11. All perimeter fencing shall be maintained as identified on the project plan.
12. The applicant obtaining adequate liability insurance and keep the insurance current during the life of this conditional use.
13. All lighting must be shielded and directed on to the property.
14. Parking must meet with requirements of the county zoning ordinance. All parking across from residential zoning must be setback 25 feet from the roadway. All parking must be in compliance with County requirements within 60 days of this approval.
15. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
16. 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:

17. **The parking standards have been modified by this conditional use to allow overflow parking on the grass during the occasions of events as stated in the project narrative and depicted of the project plan. Normal recreational camp (non-event) use shall use the surfaced parking as depicted on the project plan.**

Dave Weber motioned to approve as amended by the planning report. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose

The rezone petition will move forward to the July 9, 2013, Walworth County Board for possible action.

Disc Count # 5:34:28 – 5:59:45

Rezones

Adam Friemoth and Donald Barker, Section 12, Lafayette Township. Rezone 5.28 acres of A-2 Agricultural District to A-1 Prime Agricultural District and 5.28 acres of the A-1 District to the A-2 district and then swap the rezone lands between the parcels in order to make area available for a future manure storage facility on the A-2 parcel (K LF-12-2). The properties of concern are identified as parts of Tax Parcels K LF-12-2 and 2E.

The Town of Spring Prairie – Chairman Don Henningfeld Applicant, Section 15, Spring Prairie Township. The Town of Spring Prairie is sponsoring a rezone request of specified

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

The rezone petition will move forward to the July 9, 2013, Walworth County Board for possible action.

Disc Count # 6:00:02 – 6:03:37

Conditional Uses

Shawn and Jennifer Donnelly – Shawn Donnelly applicant, Section 10, Spring Prairie Township. Conditional use to expand an existing commercial horse boarding facility on lands zoned A-2 from 27 horses to 42 horses, have an outdoor horse riding arena and remove an approved dog kennel. The property of concern is identified as Tax parcel O SP-10-4C.

Recommended Conditions:

General:

1. Approved as per plan submitted for a commercial horse stable with all additional conditions.
2. The capacity of the commercial stable shall be 42 horses.
3. Retail sales shall be allowed on site to customers of the horse operation only. The tack shop will not promote off street traffic sales.
4. Any changes in the proposed use of the property will require additional County approvals.
5. Business hours shall be from 6:00 a.m. till 8:00 p.m. with extended hours from 6:00 a.m. to 10:00 p.m. during daylight savings time. On site horse care shall be allowed on a 24-hour basis during emergencies.
6. The site must meet all applicable Federal, State, County and local regulations.

7. Applicant must obtain approval of a nutrient management plan from the County Land Conservation Office. The applicant must comply with all recommendations of the approved nutrient management plan including recommendations affecting grazing areas, animal confinement, and manure stacking and spreading locations.
8. The applicant shall obtain a Walworth County sign permit prior to placement of any sign on site.
9. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
10. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

11. The conditional use granted with permit #GN113090 is replaced by the approval of this conditional use permit.

Dave Weber motioned to TABLE to July for creation and approval of design management plan. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose Disc Count # 6:03:41 – 6:12:10

RWM Holdings LLC/Payne and Dolan Inc., - William G. Buglass applicant, Section 19, Lyons Township. Conditional use for a permanent asphalt plant to be located in an existing gravel pit zoned M-3 Mineral Extraction District. The property of concern is identified as Tax Parcel N LY-19-5.

Recommended Conditions:

General:

1. Approved as per plan submitted for an asphalt plant with 400 tons per hour total capacity and the import of aggregates, recyclable asphalt materials and processed shingles with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. Outside lighting shall be shielded and directed on site.

4. The applicant must obtain all required zoning permit approvals including a sign permit.
5. No fill, debris, branches or leaves may be brought back and disposed of on site, **unless materials are used for reclamation**. No burning of waste materials shall occur on site.
6. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office.
7. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval.
8. The project site must be kept neat, clean, and mowed.
9. Implementation of dust and noise control measures shall occur at all times on site.
10. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
11. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.
12. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday through Saturday with hours after 6:00 p.m. for off premise work and returning of equipment to the premises seven days a week. No operation on Sundays or Holidays, **with hours beyond if needed by contract and submitted to the Town and County**. The heater for the asphalt plan may run during non-operation hours.
13. No general public sales allowed on premises.
14. The project must meet with all State, Federal and local regulations including wetland regulations prior to any filling on site. No fill encroachment will be allowed into the wetland area. The applicant must survey and mark the wetland boundary prior to filling for the future buildings. The applicant must contact the

U.S. Army Corp. of Engineers and the D.N.R. regarding wetland review and approval prior to construction.

15. No business activities other than specified in the plan of operations may be conducted from out of the storage facilities.
16. Outside storage of material brought in from off-site shall be limited to the type and quantities of material specified on the plan of operations and in the narrative. (See storage locations).
- ~~17. The applicant shall submit an acceptable form of bonding to cover the cost of processing any unprocessed stockpile of materials (i.e. uncrushed asphalt or concrete). The bond covering unprocessed materials shall remain in place for the life of any unprocessed materials stockpile. A copy of the bond and any renewals shall be submitted to the Land Use and Resource Management Department. Renewals of bonds shall be submitted prior to expiration on a two year limited basis.~~
18. The owner shall provide off street parking for trucks arriving prior to operation hours.
19. No storage of chemicals and petroleum products shall occur on site unless stored in a containment facility meeting state requirements.

Specific conditions:

Dave Weber motioned to approve with amendments: Strike condition #17; Amend condition #5 to include “unless materials are used for reclamation” on first sentence; Amend condition #12 to include “with hours beyond if needed by contract and submitted to the Town and County” after Sunday and Holidays. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose
Disc Count # 6:12:13 – 7:06:14

Country Estates Community Association, Raymond Gardiner Assoc. President – Kurt Davidsen (Project Engineer) Crispell-Snyder Inc., Section 8, Lyons Township. Conditional use for an emergency storm shelter on property zoned R-6 to be used by members during storm events only. The property of concern is identified as Tax Parcels NCS-1 thru NCS-308.

Recommended Conditions:

General:

1. Approved per plans submitted for an emergency storm shelter with all additional conditions.

2. The emergency shelter capacity shall be limited to a maximum of 527 people as identified in the operations plan submitted.
3. Outdoor lighting shall be shielded and directed on site.
4. A sewer permit must be obtained from the sanitary sewer district.
5. An easement must be obtained if the generator is placed on the neighboring sewer district property.
4. The applicant/owner shall obtain and maintain adequate liability insurance for the emergency shelter.
5. The owner/applicant must obtain access approval from the Town/County or State Highway Department.
6. All paved parking by the shelter shall meet the requirement of the County Zoning Ordinance. All emergency parking in the grassed areas shall be used during emergencies only and shall remain as grass.
8. 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.
9. 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:

Dave Weber motioned to approve. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose
Disc Count # 7:06:14 – 7:10:09

THT Holding LLC - Mike Healy applicant, Sections 26 & 35, Lagrange Township. Conditional use approval for expansion of an existing conditional use for outdoor food and beverage activities. The property of concern is identified as Tax Parcel HA4312-1 and HGP-18L

Recommended Conditions:

General:

1. The Conditional Use for seasonal use of the property area between the principle structure bar up to and including the roof of the boat house at the lake shore and an annex bar for outdoor food and beverage consumption is approved as per the plan submitted with the following conditions.
2. Use of the grounds shall be limited to the uses as stated in the plan of operations.
3. The total capacity of the outdoor food and beverage area shall be 150 people.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain all required County Zoning permits including a sign permit for any proposed signage.
6. Sufficient adult supervision must be present at all times when facilities are in use.
7. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
8. The applicant is responsible for obtaining adequate liability insurance and keeping the insurance current during the life of this conditional use.
9. All lighting must be shielded and directed on to the property.
10. All parking must occur in the areas identified on the approved plan. Parking must meet with requirements of the county zoning ordinance. All parking must be graded and surfaced so as to be dust free. All parking for business on site must be in compliance with County requirements within 60 days of this approval.
11. The property owner must obtain the required County sanitary permit approval for facilities to be located on site.
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.

Specific:

13. Outdoor food and beverage activities shall be limited to May 1st to October 31st of each year. Hours of operation for outdoor food and beverage activities shall be 10:00 a.m. to 12:00 a.m. as per the Town

14. All outdoor seating and all outdoor food and beverage consumption must be contained to the property area between the principle bar up to and including the roof of the boat house at the lake shore.
15. The annex bar and deck must meet with the commercial building code including all proposed lighting. Open flame tiki torches may not be used.
16. No outdoor music or music events shall be held on site.

**Rich Brandl motioned to approve. Seconded by Jim Van Dreser. Motion carried.
7-favor 0-oppose
Disc Count # 7:10:09 – 7:14:54**

TABLED

~~Zioto Enterprises, LLC, George Paziotopolus— Applicant, Section 8, Darien Township. The applicant is requesting conditional use approval for ongoing multiple contractor storage activities to occur in the A-2 and B-4 zone districts. The property is located on the southeast corner of the intersection of Hwy 11, Hwy 14 and Hwy 89 and is identified as Tax Parcels B-D-8-2 and 5.~~

Recommended Conditions:

General:

- ~~1. Approved as per plan submitted for contractor storage to be allowed on site for various potential contractors on an ongoing basis for a ten year period with required conditions as stated.~~
- ~~2. Only one contractor shall be allowed to store materials (as listed in the approved application and narrative) on site at a time.~~
- ~~3. No permanent buildings shall be allowed on site as part of this approval.~~
- ~~4. Contractor storage 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 contractor storage activities occurring on site.~~
- ~~6. All access to the site must be made as identified on the approved plan.~~
- ~~7. All contractor storage shall be located as identified on the approved plan and used as specified.~~

- ~~8. The owner and property user shall meet all applicable Federal, State and local regulations.~~
- ~~9. The applicant shall make all necessary arrangements for use and crossing of public roadways with the State, County and Town Highway Departments.~~
- ~~10. Any changes to the character, intensity or use of this site not capable of being discerned by the Land Management Department as consistent with this approval must be brought before the County Zoning Agency for additional conditional use review.~~
- ~~11. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.~~

Specific:

- ~~12. This conditional use is granted to the property owner. The property owner shall hold all responsibility for implementing and meeting all conditions of approval.~~
- ~~13. Storage related activities, including parking, shall not occur within 25 foot of the right of way or in the required vision triangle.~~
- ~~14. No other uses shall be allowed on site in conjunction with this approved temporary contractor storage. The site shall be used for storage of contract equipment and materials in the designated areas shown on the site plan according to the list of approved equipment and materials stated in the application and narrative (wood, plastic/metal piping, dozers, backhoes, cranes, tractors, office trailers, semi-trailers, dumpsters, port o potties).~~
- ~~15. There shall be no fabrication, painting, welding, washing of materials or equipment, cutting, milling, chipping, sorting etc. allowed on site. Storage of specified equipment and materials only.~~
- ~~16. The property owner shall contact the County Land Use and Resource Management Department two weeks prior to contractor storage commencing on site and provide a startup and removal date for storage activities each time the site is to be used. The owner shall provide a name of the contractor proposing to store materials and contact information (address and phone number) two weeks prior to storage on site. The owner must demonstrate the specified equipment and materials (according to the specified list of approved materials to be stored on site) shall fit in the designated storage area locations each time the site is proposed to be used. Failure to make the required contact with the County and or provide~~

~~the required information for review prior to use of the site shall result in County citation and/or enforcement.~~

- ~~17. The property owner shall pay a \$100 site inspection fee one week prior to a contractor vacating the site. The property owner shall attend an onsite inspection of the storage yard with the County Code Enforcement Officer within one week of a contractor vacating the site to determine if the site has been left in a clean, restored condition. The property owner shall be responsible for implementing all recommendations of the site inspection. Failure to implement the potential required recommendations shall result in County citation and/or enforcement.~~
- ~~18. The topsoil pile located on site shall remain for use in final restoration of the contractor storage yard.~~
- ~~19. No topsoil, fill or other earthen materials may be mined and/or removed from the site.~~
- ~~20. No earthen materials, debris and or spoils may be disposed of on site.~~
- ~~21. This conditional use will expire February 28th, 2023. All equipment storage shall be removed from the site and the site shall be restored prior to expiration of this approval.~~
- ~~22. All area utilized for contractor storage shall be covered by gravel prior to use.~~
- ~~23. The property owner shall provide temporary sanitary facilities on site when the site is used for contractor storage.~~

~~_____ motioned to approve. Seconded by _____. Motion carried. 6-favor 0-oppose
Disc Count # _____~~

TABLED PRIOR TO HEARING

Adjournment

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

The meeting was adjourned at 7:16 p.m..

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

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

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

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

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

MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE

DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011

ROBERT E. McINDOE: REP. OF WALWORTH COUNTY CONSERVATION AS OF 8/15/1

June 18, 2013 MONTHLY MEETING

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

Absent: Treasurer Schwarten; (Still, hospitalized at St. Lukes Hospital in Milwaukee)

Meeting was called to order at 7:07 p.m by Chairman Lutz

Secretary Correll read the minutes of the May 21, 2013 monthly meeting which were subsequently approved. Chairman Lutz read the April, 2013 Treasurer's Report and an abbreviated May, 2013 Treasurer's Report (Checking Acc't only), both of which were subsequently approved. (Copies of minutes and Treasurer's reports attached.)

Old Business:

Chairman Lutz reported:

****That there has been no further damage by the beavers.**

****Leftover glass etc. from the Spring Cleanup on the parking lot and adjoining West Lakeshore Drive has been cleaned up.**

****No feedback from Jeff Johnson on his attempt to find a good source for the new boards for the dam area.**

****As reported previously, the young man who has been doing the daily lake area cleanup (Derek) has indicated that, having now graduated from high school, he wants to obtain a full-time job. No replacement has been found at this time. Chairman Lutz indicated that he does not want to hire another "16 year old" because of the follow-up and "baby sitting" often required. Job requires about 2 hours a day, 7 days a week, cleaning and raking the beaches, cleaning out the drains, checking and emptying the garbage cans, and using the "weed whacker" as required. Pay has been about \$10.00 per hour.**

New Business:

Chairman Lutz reported:

****Grass has been growing at a rate requiring weekly mowing**

****Several trees along East Lakeshore Drive (some already fallen) require removal. After discussion a motion was made and seconded to have Chairman Lutz work with Bienemann**

. Tree Service to have the trees removed.

**** There is a big problem with the accumulation of weeds in Lake Tahoe. Removal by hand-dragging a removal rake does not seem to be practical. DNR requires a "certified" individual if mechanized removal is done. Not certain what removal by chemicals such as "Round-up" would be required. Something needs to be done soon, because the weeds are greatly impacting the necessary "out flow" of the water. Lutz will investigate further.**

Fairly lengthy discussion followed regarding the ongoing apparent decision by the Town of Spring Prairie to eliminate Rochester from fire and EMT service and rely solely upon Lyons and East Troy.

Chairman Lutz 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 7:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mac", with a horizontal line underneath.

Robert E. McIndoe 6/21/13

Walworth County Board of Adjustment

MINUTES

June 12, 2013 - Hearing – 8:30 AM

June 13, 2013 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on June 12 & 13, 2013, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on June 12, 2013, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, Matthew Zangl, Intern and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on June 13, 2013, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, Matthew Zangl, Intern and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. "Sign-in" sheets listing attendees on June 12, 2013, and June 13, 2013, are kept on file as a matter of record.

The June 12, 2013, hearing was called to order by Chair John Roth at approximately 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as printed. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. Gregory E. Guidry motioned to approve the May 8 & 9, 2013, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Gregory E. Guidry motioned to recess until 8:30 A.M. on Thursday, June 13, 2013. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The June 12, 2013, hearing went into recess at approximately 10:31 A.M.

On June 13, 2013, 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 printed. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Gregory E. Guidry motioned to adjourn until the July 10, 2013, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The June 13, 2013, decision meeting adjourned at approximately 8:50 A.M.

Three variance hearings were scheduled and details of the June 12, 2013, hearings and the June 13, 2013, decisions are on audio recorded discs which are on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

New Business – Variance Petitions

Disc #1 Hearing – Count #8:35:20 – 8:46:27 / Disc #2 Decision – Count #8:30:20 – 8:35:19
The First Hearing was Allan J. Polyock, owner – Section(s) 28 / 33– Linn Township

Applicant is requesting a variance from Section(s) 74-51 / 74-92 / 74-102 of Walworth County's Code of Ordinances – Zoning to permit the location of grain bins, grain dryer, leg elevators and ag structure.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' side and rear yard setback in the A-4 district and a 20' side yard and 25' rear yard setback on a substandard parcel zoned A-1 and requires leg elevators not exceed in height their distance from lot line.

VARIANCE REQUEST: The applicant is requesting a 17.8' and 38.6' side yard setback, a 15.8' rear yard setback in the A-4 district and a 0', 12' and 15.7' setback for ag structure shared by IZ 00028, I L 3300002 and I L 3300003. The request is a variance from Section(s) 74-51 / 74-92 / 74-102 of Walworth County's Code of Ordinances – Zoning to permit the location of grain bins, grain dryer, leg elevators and ag structure.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 12 & 13, 2013, for the petition of Allan J. Polyock, owner, voted to **APPROVE** the request for a 17.8' and 38.6' side yard setback, a 15.8' rear yard setback in the A-4 district and a 0', 12' and 15.7' setback for ag structure shared by IZ 00028, I L 3300002 and I L 3300003.

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 unique / exceptional circumstances in the fact that the operation is family owned and the surrounding properties are historically owned by the family trust. The Board found the structures have existed for some time and have caused no harm to public interests. The Board found to require the owner to move the existing structures would cause unnecessary hardship. The Board found the family intends to continue the agricultural operation and the structures are necessary to continue the agricultural business. The Board found to approve the variance request would bring the property more into compliance with the Walworth County Code of Ordinances. There was one letter of support from the Town of Linn. There was no opposition.

Disc #1 Hearing – Count #8:46:40 – 10:02:27 / Disc #2 Decision – Count #8:32:20 – 8:40:40
The Second Hearing was Terry P. Loch Trust, owner / Terry & Kathy Loch, applicants – Section(s) 3 – Richmond Township / Section(s) 34 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a deck and to permit grade changes within the shore yard.

REQUIRED BY ORDINANCE: The Ordinance requires a 59.6' shore yard setback (average) and all earth movement within 75' of the OHWM shall be limited to minimal grade changes.

VARIANCE REQUEST: The applicants are requesting a 53' shore yard setback for an uncovered deck and to make a 2 ½' grade change within 75' of shore. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a deck and to permit grade changes within the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 12 & 13, 2013, for the petition of Terry P. Loch Trust, owner / Terry

& Kathy Loch, applicants, voted to **APPROVE** the request for a 53' shore yard setback for an uncovered deck and to make a 2 ½' grade change within 75' of shore.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the grade change request would bring the property closer to the natural grade. The Board found to approve the grade change request would cause no harm to public interests. The Board found to approve the grade change request would improve water runoff on the property and bring the grade closer to that of the neighboring property. The Board found to approve the variance request for the deck would cause no harm to public interests as neighboring properties have structures closer to the lake. The Board found the owners did attempt to change setbacks to comply with ordinance requirements during the planning of the project. The Board found the project did have the support of neighboring property owners and the Town. Attorney John Maier of Sweet & Maier, S.C., Warren Hansen of Farris, Hansen & Associates Inc., Richard Lynam of South Shore Custom Homes and Don Rudat of McCormack + Etten Architects LLP spoke in support. There were letters of support from the Town of Whitewater and a neighboring property owner(s). There was a letter of comment from the Town of Richmond. There was no opposition.

Disc #1 Hearing – Count #10:02:35 – 10:31:10 / Disc #2 Decision – Count #8:40:41 – 8:44:54
The Third Hearing was Paul J. Smyczek, owner / Don Rudat, McCormack Etten Architects, applicant – Section(s) 9 – East Troy Township

Applicants are requesting a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to permit grade changes in the shore yard setback.

REQUIRED BY ORDINANCE: The Ordinance requires all earth movement within 75' of the shore shall be limited to minimal grade changes.

VARIANCE REQUEST: The applicants are requesting to make grade changes of approximately 3.25' in the shore yard. The request is a variance from Section(s) 74-167 of Walworth County's Code of Ordinances – Shoreland Zoning to permit grade changes in the shore yard setback.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 12 & 13, 2013, for the petition of Paul J. Smyczek, owner / Don Rudat, McCormack Etten Architects, applicant, voted to **APPROVE WITH CONDITION** the request for grade changes of approximately 3.25' in the shore yard.

A motion was made by Gregory E. Guidry to approve the variance request. Seconded by Ann Seaver for discussion.

Gregory E. Guidry rescinded his motion to approve to include the condition the owner does stick with the landscape plan that was presented to or approved by the appropriate Board members or Department here with the County. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found the slope of the property to be an exceptional or unique circumstance to the property. The Board found to approve the variance request would improve safety on the property. The Board found to approve the variance request is a small increment of relief. The Board found to approve the variance request would correct the grade change created by a previous owner. The Board found to approve the variance request would help bring the property back to the original grade of the property. The Board found to approve the variance request would improve water runoff for the property and neighboring properties. The Board found approval of the variance request with the condition the owner implements the landscape plan submitted to the Board of Adjustment, subject to approval by the Walworth County Land Conservation Division, will protect the shoreyard. There were letters of support from the Town of East Troy and a neighboring property owner. There was no opposition.

Other

- A. Discussion / possible action on Township correspondence – none
- B. Discussion / possible action regarding training

Board members were informed that in conjunction with the July 11, 2013, BOA decision meeting, the annual update training will be held using the WisLine training session materials regarding variances and appeals.

Staff Reports

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

Proposed discussion for next agenda

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

- A. Discussion / possible action on Township correspondence
- B. Court cases update
- C. Oath of Office – Gregory E. Guidry
- D. Distribution of reports, handouts and correspondence

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Tuesday, June 11, 2013
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Russell called the meeting to order at 4:32 p.m.

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

Others present:

County Board Supervisors: Tim Schiefelbein, Tim Brellenthin, Rich Brandl, Dave Weber, Rick Stacey, Jerry Grant

County staff: Kevin Brunner, Director of Central Services; County Administrator David Bretl; Assistant Public Works Superintendent John Miller; Human Services Director Linda Seemeyer; Deputy County Administrator-Finance Nicki Andersen, Director of Special Education Tracy Moate.

Members of the Public: None

Agenda withdrawals/approval – Supervisors Stacey and Schaefer moved and seconded approval of the agenda. The motion carried 5 – 0.

Public comment period – There was no public comment.

Regular business

Health and Human Services HVAC project - change order request #BR-001

Assistant Public Works Superintendent John Miller distributed maps and other information to the committee. Bretl agrees with the change orders, as he feels that the changes are necessary. He stated that some of the changes are to portions of the building that were not remodeled. Brunner stated that the special meeting was necessary because the project needs to keep progressing. Many of the issues could not have been foreseen. Brunner added that even with the change order, there are still adequate funds left in the project's contingency fund. Miller went over all of the various changes included on the change order request. He added that there are some code issues that must be rectified. Chair Russell asked if they expect to have the same issues in the other areas of the building. Miller stated that they anticipate some insulation costs and some minor asbestos removal costs. Miller added that he feels all the requested changes are necessary. **Supervisors Monroe and Redenius moved and seconded approval of the HHS HVAC project change order request. The motion carried 5-0.**

Next Public Works Committee meeting date and time: Monday, July 1, 2013 at 3:30 p.m.

Adjournment. On motion and second by Supervisors Stacey and Monroe, Chair Russell adjourned the meeting at 4:54 p.m.

Meeting minutes recorded by Tammy Werblow, County Administration

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

Walworth County Children with Disabilities Education Board

MINUTES

May 22, 2013 5:00 pm

County Board Room 114 – Government Center

Elkhorn, Wisconsin

The meeting was called to order at 5:45 pm. by Chair Weber.

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

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

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

Minutes Approval – **Minutes from the March 20, 2012 CDEB meeting were approved on a motion from Supervisor Grant and seconded by Supervisor Monroe. Approved 3-0**

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

New Business – Discussion and approval of the 2013/2014 Lakeland School calendar. Two draft copies of the proposed calendars were sent out with the agenda packet. Greg Kostechka explained the only difference between the 2 calendars is the in-service days before school starts. The teachers previously had 2 set days and could choose one other day as a floating day. The calendar that the administration is recommending has 3 set days with no floating day. Greg explained that the first two days are filled with mandatory meetings and training. Setting up meetings with families and staff would be easier with everyone being here the 3rd day. **A motion was made to approve Draft #2 (administration) as a more efficient calendar by Supervisor Grant, seconded by Supervisor Monroe. Motion passed 3-0.**

Resolution for Terry Murphy – Tracy Moate presented a resolution that will be presented to him at the Lakeland School graduation. Terry is retiring after 24 years of service with Walworth County. **Motion and second to approve the resolution was made by Supervisors Monroe and Grant. Motion carried 3-0.**

Teen and young adult play area – Tracy Moate requested the board approve an upgrade to the play area for the teen and young adult students. Two pictures of the current equipment and layout were handed out along with a diagram of the proposed play area. Tracy recommended using Federal Flow Through Dollars that that were freed up due to reduction of CESA services. There are 3 project options for the Supervisors to choose from. **Supervisor Monroe made a motion to approve the option to start the project this summer and have completion by Fall, seconded by Supervisor Grant, motion carried 3-0.**

DRAFT

Discussion and approval of Resolution No 27-05/13 Fund Balance – Tracy Moate presented the resolution regarding remaining dollars from the 2012 budget to be used for future debt service and equipment/building maintenance. **Motion and second by Supervisors Grant and Monroe to approve the resolution was made, motion passed 3-0.**

Reports and correspondence -

CDEB Director Tracy Moate reported on the termination of tuition contract with Beloit Turner School District. Contract was terminated 5/14/2013.

Set time and date of next meeting – June 19, 2013 at 5:00 pm.

Motion to adjourn was made by Supervisor Grant, seconded by Supervisor Monroe, passed 3-0 at 6:05 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 Board Human Resources Committee
Wednesday, May 22, 2013 – 3:00 p.m.
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin
Draft Minutes

Chairman Brandl called the meeting to order at 3 PM.

A quorum of members was in attendance, including Chairman Brandl, Vice Chairman Grant and Supervisors Brellenthin, Grant and Redenius. Also in attendance were Supervisors Nancy Russell and Dave Weber; Sheila Reiff, Clerk of Circuit Court; Dave Bretl, County Administrator; Suzi Hagstrom, Labor/Employee Relations Director; Detective Robert Schiltz, Sheriff's Office; Matt Boray, Senior Account Executive/M3 Insurance Partner; Mia Anderson, HHS Case Worker; and, Linda Seemeyer, HHS Director/LHCC Superintendent.

Agenda approval, with no withdrawals, was moved and seconded by Grant and Redenius, and carried 5 – 0.

The April 24, 2013 Human Resources Committee minutes were approved on motion and second by Grant and Monroe, and carried 5 – 0.

There were no public comments.

Unfinished business

Discussion regarding health plan information from Wisconsin Counties Association (WCA) and rates for HSA-eligible plans and information provided by Vice Chairman Grant regarding State health plan. Bretl said the committee requested this information as part of its ongoing evaluation. Wilson distributed a memo enclosing the WCA's Group Health Trust (GHT) proposed benefit plans with plan 1 and plan 2, and M3 benefits, rate and estimated run-out costs. The information had been distributed to the committee prior to the meeting for review. Bids were solicited from fully insured providers. Boray from M3 said a couple of providers declined to quote. United Health Care only provided its proposal through the WCA GHT. Boray and Andersen said key findings in the summary were illustrative only because most carriers want to quote based on data provided closer to the start date of a proposed plan, in this case, January 2014. Moving from a self-funded to fully insured plan, the county would be required to submit a disclosure form as well as projections on run-out liability to account for claims incurred (up to 120 days prior to a quote) but not reported. Boray said the plan quotes are similar to the costs in the county's current plan. The rate comparison chart was enclosed with M3's information. Attachment 3A in the memo compares GHT proposed benefit plans 1 and 2, including in-network and out-of-network costs, and co-pays. Proposed rates for single and family plans are gross rates not reduced by contributions to the health fund balance. There would be a one-year liability for claims incurred but not yet reported. Fully insured carriers will not take on liability for claims prior to a plan start date. Plan 1 in the GHT proposal is similar to the county's current tier one plan; plan 2 is similar to county's tier two plan, which covers Deputy Sheriffs Association (DSA) employees. Andersen said the federal Affordable Care Act (ACA) provides for a true unlimited lifetime maximum coverage. Attachment 4A explained current funding rates by plan, comparing the current Auxiant plan to the WCA GHT proposed plan. Andersen said last year's claims came in at 86% of projection. Wilson said at present, claims are running at 98% of projection; there is historically a swell during the beginning of each year. The WCA GHT sets aside funds for a wellness grant. Disbursement

amounts depend on the nature of the wellness plan in which a county participates. The HSA (Health Savings Account) comparative analysis showed in-network out-of-pocket employee deductible amounts. There would be no co-pays in the HSA-eligible plan prior to the deductible being met. Prescription drug expense is included as part of the deductible. Health insurance network provider information is available to county employees online only, and not in printed form, because the list changes regularly, Andersen said. In HSA option 1, the full deductible amount, which must be satisfied, is a family cumulative amount. It was stated that this is sometimes overlooked by plan members when deciding what plan to participate in. For its comparative analysis, GHT used a \$500 deductible, which is most comparable to the county's current plan options. Vice Chairman Grant said under the state plan, the maximum deductible is \$1,000 per person and \$2,000 per family. Andersen said employers can cover up to a certain maximum pursuant to State Act 10. Supervisor Grant is currently a member of the State health plan. He receives a bulletin every three months, showing every doctor added to a network, medications covered, etc. Mercy Health Care already has many health care facilities in Walworth County. Data shows that employees use both Mercy and Aurora network providers. Converting to an HMO option, a family would be required to select the network it would use. Currently the three major health care networks in Walworth County are Anthem, Humana and United Health Care. Under the current health plan, some families are split, with members accessing different networks. Grant shared background regarding the City of Whitewater participation in the state health plan. Bretl said not deciding will mean continuing status quo with the current plan. He suggested holding this item open until after the closed session.

New Business

Correspondence from Nicki Andersen, Deputy County Administrator - Finance, regarding the 2014 budget calendar. This information was provided to help the committee with calendar deadlines for evaluating position changes for the 2014 budget year. No action was required.

Request by the Deputy Sheriffs Association (DSA) for cooperation and support in conducting an independent study of the County's health plan. There is a pending lawsuit filed by the DSA against the county. Bretl recommended being mindful of this but at the same time reviewing the DSA's request openly. Detective Robert Schiltz was in attendance representing the DSA collective bargaining unit, which wants to conduct an independent study with assistance from the county. The DSA wants to evaluate HSAs versus standard PPO plans and is prepared to hire a consultant to conduct an independent review. Consultants advised the DSA they would need access to claim data to conduct analyses and solicit bids. Many employees who live outside Walworth County do not utilize providers in the Mercy Health Care network that has many facilities in the county. Schiltz requested permission for a consultant, if hired, to have access to claims data as a basis upon which to request insurance proposals. Andersen said it's possible to select high cost and ongoing claims data based upon criteria that does not include individual claimant data. Pending claims data is important because of risk analysis. She suggested the possibility of a three-party agreement. The DSA needs to decide if they want a quote for a fully insured plan. Bretl indicated the issue could probably be resolved with a pledge of cooperation and request that the DSA settle on a consultant. The DSA bargaining unit wants to review design plan changes, state health plan options and HSA options. Both consultants the DSA contacted quoted 30-day turn-around once they have the claims data to use for their analysis. From Finance staff's perspective, a determination must be made soon regarding the health care plan for 2014 to provide sufficient time to inform employees. Concern was expressed about allowing an additional thirty days for an independent study. Schiltz said the DSA has pushed to eliminate the county

residency requirement for DSAs, and in the future, will be considering health care plans outside the county. Bretl said it seemed unclear what data the DSA wants access to. Schiltz stated that without knowing what type of information the county will permit access to, the DSA wasn't sure what to request. Bretl suggested Andersen and Schiltz meet with the DSA's consultant to iron out exactly what the DSA wants. If a fully insured plan quote is requested, the county could submit the data directly since that is information all parties want. July would be the earliest window of opportunity for information to be provided to the HR committee. There is no August county board meeting scheduled. Bretl noted that time constraints might preclude waiting for the DSA's consultant to provide a quote before the county must make a decision about 2014 health care coverage. Boray clarified that M3's information was based on status quo and "apples to apples" comparison. There was no action by the committee.

Amendment to Chapter 15 of the Code relating to the creation of a Circuit Court Commissioner position. Bretl indicated that Reiff's proposal made sense; the new position would take on more duties. He encouraged committee support. The judges are in favor of one commissioner handling small claims and other duties listed in Reiff's memo in the packet. Reiff said state law doesn't permit a circuit court commissioner to practice law in the county where they preside. She said the recording system currently utilized negates the need for a clerk to always be in court with the judge, and Judge Koss uses a laptop for electronic data exchange for restraining order hearings. Currently two part-time contracted commissioners are paid \$41,000 total. If comparing on an FTE level, this change would be an increase from .62 to .75. The commissioner must be available for 2 - 3 hours on Sundays for bail setting hearings. Andersen said the federal Health Care Reform Act will require the county to provide health insurance for positions that are .75 and greater. The law also states that employers must make the insurance affordable to those employees. Vice Chairman Grant said he supports the proposal and defers to the judges' request. The Clerk of Courts' purchased services account can cover the proposed increase in 2013. The position requires a lot of knowledge and is important to county operations. The benefits component is also an important consideration. Department staffing needs to be determined based upon what is going to be most cost effective. The accompanying resolution in the agenda packet calculated an employee contribution to health care at 30%. Of the two current commissioners, one is interested in the new position, the other is not. Hagstrom provided revised figures at \$83,874 annually and \$41,112 for the remainder of 2013 to fund the position; however, the salary calculations are subject to confirmation after a final decision is made on the salary. **Grant moved approval of the ordinance amendment creating a .75 circuit court commissioner position; Monroe seconded the motion, which carried 5 – 0.**

Resolution regarding setting the salary for the Circuit Court Commissioner. The proposed salary, without benefits, would be \$60,000. Reiff said the judges support paying this. The full-time court commissioner's salary was used as a basis for comparison. The Family Court Commissioner's current salary is in low \$90s. Reiff said some circuit court commissioner duties are similar to the Family Court Commissioner's duties. Brandl asked if we looked at commissioner salary in other counties. Reiff said she didn't check Kenosha and Racine. She said other counties' pay was not considered relevant because our county approaches this position differently. Commissioner pay is established by resolution of the county board, and the position has not been part of the pay-for-performance plan but is evaluated by the judges. Bretl said the committee was free to implement a pay range. He suggested passing this along to the full board to allow Sheila a few weeks to pull together salary range information. Approval of the resolution would set the salary at \$60,000 unless the board took a different direction based upon information that is presented. **Brandl**

suggested approving a range between \$50 - \$60; so moved and seconded by Grant and Monroe and forwarding the resolution to the board. Motion carried 5 – 0.

Amendment to Section 15-17 of the Code relating to the creation of six project Economic Support Specialists and the reclassification of an HS Worker II to an Economic Support Specialist. Bretl expressed support of Seemeyer's proposal to handle increased HHS economic support workload and maintain participation in the multi-county Moraine Lakes Consortium. The Governor's budget includes money to boost support for participation in the economic support consortiums. If the budget passes, medical assistance will change, and there will be changes in food share. Able bodied people without dependents will be required to be actively seeking employment or participating in job skills training. Governor Walker has proposed providing additional funding to consortiums in anticipation of the increased workload. Additional funding will be divided based upon the county caseload. Seemeyer said training of case workers takes about two months. Positions will be ramped up and then trickle off in 2015. The county will have unemployment compensation costs but could hire positions for 18 months instead of 24. Staff requested six positions; Seemeyer guessed HHS might end up needing just five. One HHS employee would be reclassified, permanently, from HS Worker II to Economic Support Specialist. The positions are in the same pay range, and the HS Worker II already carries a small economic support caseload. This change would allow for a larger caseload to be assigned to the position. Seemeyer said the intention is to not spend one penny of county tax levy on funding the positions. At the end of 18 months, the lead worker would return to the position currently held. Russell said she didn't object but wants the ordinance to specify that positions will sunset on a date specific because there could be a different board in place by then. She said the 18-month clock should start running from the date of hire. Since the State budget hasn't passed yet, Bretl suggested specifying 18 months from July 1, 2013 with a sunset date of 12/31/14. Seemeyer was asked about staggered hiring; she stated a preference to hire all positions at once. **Grant moved approval of a start date to begin 7/1/13 and sunset 12/31/14 for the six positions and one permanent position reclassification. Brellenthin seconded the motion, which carried 5 - 0.** Hagstrom approximated total cost at \$379,698, subject to confirmation.

Amendment to Section 15-359 of the Code relating to special pay premiums for Health and Human Services Employees. Consistent with the above-noted discussion, the last piece of this request is to temporarily have one Economic Support Specialist be elevated to provide lead worker direction. This person would receive a premium for the hours spent as a lead worker during this special project period. **With inclusion of the 18-month "sunset clause" from 7/1/13 to 12/31/14, Grant and Brellenthin moved and seconded approval. The motion carried 5 – 0.**

Request for an alternate work schedule for the Administrative Assistant – Highway in Public Works. Bretl said the 4-10 schedule is very typical in highway departments. The State does not want workers on the highways on Fridays. Under County ordinance, the County Administrator can authorize the 4-10 schedule each year. Central Services Director Brunner has requested that the highway administrative assistant be permitted to work the same schedule as the highway workers. Although Brunner stated in his memo it is not a "perk," Hagstrom said some view it as that. She proposed two staff working 8-hour shifts to provide coverage for the 10-hour highway worker shift. Grant said he agreed with Brunner's arguments. Cross training was mentioned by Hagstrom as being important, for example, for adequate coverage if the highway administrative assistant was unexpectedly absent or on vacation. She also cited outside parties calling on Friday

and getting a voice mail instead of a live person. **Grant said he deferred to Hagstrom's arguments and moved to deny the request. Redenius seconded the motion, which carried 5-0.**

Chairman Brandl had no announcements or reports.

The next human resources committee meeting was confirmed for Wednesday, June 19, 2013 at 3:00 p.m.

At approximately 4:50 PM, on motion and second by Grant and Brellenthin, the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1)(e) of the Wisconsin Statutes, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" relative to:

- Discussion of a potential option for an on-site clinic building

The committee reconvened in open session at 5:15 PM, on motion and second by Grant and Monroe, and took the following action: **Grant moved to forward a recommendation to the county board to apply to the Wisconsin ETF to become part of state health care plan. The motion was seconded by Redenius.** Under state law, the county would pay a percentage of each employee's health care premium. DSAs would be included. Employees would be required to see a provider within one of the state health provider networks. Weber said the 30% surcharge to join the State plan skews the numbers in the comparative analysis. Grant said under the state plan, the potential surcharge is assessed the first year, cut in half the second year and is reduced to nothing the third year. Rates and proposals by insurance companies are reviewed by the state insurance commissioner. Retirees would be covered under an "umbrella" of out-of-network care when out of the state. **Grant's motion failed by a 2 - 3 vote (Brandl, Brellenthin and Monroe opposed).** Bretl suggested forwarding this topic to the county board, as well as the potential option for an on-site wellness clinic. An HSA plan would be a new plan document, requiring at least a couple of months in preparation, according to Andersen and Wilson. If plan re-design is recommended, finance benefits staff can move forward based upon that, working with vendors to develop a new plan design. Health plan selection will determine the premium rates loaded into the 2014 budget. Andersen and Wilson said there is significant detail involved in a third party administrator adjudicating a new plan document. Bretl suggested including a general topic on the June 11 county board agenda, without a specific HR committee recommendation, and a closed session to discuss potential acquisition of an on-site clinic. **Grant moved bringing the entire insurance issue to the board and providing for a closed session discussion. Brellenthin seconded the motion, which carried 5 - 0.**

Chairman Brandl adjourned the meeting at 5:35 PM on motion and second by Monroe and Grant.
Submitted by Suzanne Harrington, County Administrator's office. Minutes are subject to HR committee approval.

Walworth County Health and Human Services Committee

MINUTES

May 22, 2013 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chair Grant at 1:23 p.m.

Roll call – Committee members present included Supervisors Grant, Schaefer, Brellenthin, Schiefelbein, Monroe and Citizen Representatives Wagie-Troemel, Pious and Seegers. Supervisor Schiefelbein and Citizen Representative Wucherer were 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; Mia Anderson-Inman, Health and Human Services Supervisor; Nancy Russell, County Board Chair; Suzi Hagstrom, Human Resources

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

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

The Health and Human Services minutes from the April 24, 2013 meeting were approved. **Motion and second made by Supervisor Schaefer/Citizen Representative Wagie-Troemel to approve the minutes. Motion carried 7-0.**

Public Comment – There was no public comment.

Unfinished business – There were no items of unfinished business.

New Business –

Transportation Request for Proposal (RFP) – Ms. Seemeyer asked the Committee for approval to proceed with a RFP to seek a vendor to provide all or some transportation for the county. She stated that the vendor can be either a profit or not-for-profit agency. The department will advertise for approximately three weeks and will need to reach a decision by August. If approved the new contract will be budgeted to begin in January 2014.

Supervisor Grant believes the Transportation Coordination Committee (TCC) should be involved. Ms. Seemeyer stated this is a time sensitive issue. After some discussion it was determined to go forward with the request for proposal and that the TCC would review before any contracts were signed.

Citizen Representative Wagie-Troemel asked if this committee will approve the contract. Ms. Seemeyer stated that the TCC would make a recommendation to this committee. Any changes to the budget would then go to the County Board for approval.

Supervisor Monroe asked how many county drivers DHHS has at this time. Ms. Seemeyer stated there are three full-time and one casual driver.

Supervisor Monroe asked about other counties' transportation contracts. Ms. Seemeyer stated the contracts are with not-for-profit vendors.

Supervisor Monroe asked there were any transportation vendors in Walworth County. Ms. Seemeyer stated there is VIP and a company in Kenosha.

Supervisor Grant asked if Volunteers Connections could provide assistance. Ms. Seemeyer stated they could help with Seniors on the Go.

Motion and second made by Citizen Representatives Wagie-Troemel/Pius to approve initiating the Request for Proposal for transportation services. Motion carried 7-0.

Criminal Justice Grant Application – Ms. Seemeyer explained the grants that were approved by Executive Committee. There is a cost in adding contracted staff and supervisor.

Citizen Representative Seegers asked about match requirements. Ms. Seemeyer stated it requires a match which is the budgeted tax levy.

Motion and second made by Citizen Representatives Wagie-Troemel/Seegers to approve submitting the application for the Criminal Justice Grant. Motion carried 7-0.

Income Maintenance Update and Request for Project Positions – Ms. Seemeyer stated Affordable Care Act will have a huge impact on our ESS unit as there are a lot of changes in Medical Assistance and Food Stamps. The Governor has proposed additional funding in the budget to provide for additional workers. Moraine Lakes share is over \$1 million.. New Economic Support workers require a minimum of six months training. The positions are projected to be 18 months in duration. The money is a one-time payment and there is concern over unemployment compensation for workers after the 18 months. Due to the training time workers need to be hired now to be ready for October.

Supervisor Grant asked for clarification on the positions. Ms. Seemeyer stated the hope is that through attrition these new workers can fill current positions.

Supervisor Grant asked if the positions can be contracted out. Ms. Seemeyer stated they cannot be contracted out due to federal laws that require this work must be done by a government employee.

Citizen Representative Seegers asked why the training takes six months. Ms. Anderson-Inman stated the eligibility process is very complicated.

Citizen Representative Seegers asked if workers are paid during training. Ms. Anderson-Inman stated that they were.

Mr. Bretl reviewed history of this consortium. He stated this is a huge undertaking and many models were viewed.

Citizen Representative Seegers was concerned that putting an 18 month time limit on this project would limit quality of applicants. Ms. Seemeyer stated that it could be a concern but attrition situation might appeal to some. Ms. Seemeyer added she believes this will be a difficult process when since they will be also be looking for bi-lingual workers. Supervisor Grant commented on the high cost of interpreters. Ms. Anderson-Inman stated Walworth County is fortunate to have several bi-lingual workers on staff.

Supervisor Schafer asked about the division of new workers among the counties in the consortium. Ms. Seemeyer stated it was based on caseloads and Walworth County has the 2nd highest caseload.

Motion and second made by Citizen Representatives Wagie-Troemel/Pius to recommend the request for positions to the Human Resources Committee. Motion carried 7-0.

Reports –

HVAC Project Update – Ms. Seemeyer reviewed the handout. She stated a change order would be taken to the Public Works Committee in the near future.

Supervisor Grant asked about records from the last remodel project. Mr. Bretl stated that they were unclear on the scope of what was done.

Supervisor Grant asked if there would be bonding issues with these changes. Mr. Bretl stated not at this time as there is a contingency fund.

Correspondence –

Referral from County Board re: Wisconsin Department of Children & Families Single Audit Report – Ms. Seemeyer stated this good news for DHHS.

Citizen Representative Wagie-Troemel asked if DHHS received the report from the State from the Quality Service Review. Ms. Seemeyer stated it was almost done and that changes had been made to the report and that Secretary Anderson also recently visited Walworth County.

Supervisor Grant asked about seeing a draft of the report. Ms. Seemeyer stated the State would be issuing a final report and she would share sections that did not contain confidential information with the be brought to this committee next month.

Announcements –

Citizen Wagie-Troemel announced the Walworth County Alliance for Children annual golf outing.

Ms. Seemeyer reviewed results from the DHHS consumer satisfaction survey.

Citizen Representatives Seegers and Wagie-Troemel asked about comments made on the survey. Ms. Aldred stated the list is being worked on.

Next Meeting Date – The next meeting is scheduled for June 19, 2013 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

Adjournment – On motion and second by Citizen Representative Wagie-Troemel/Supervisor Monroe. Chair Grant adjourned the Health and Human Services meeting at approximately 2:04. 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 Lakeland Health Care Center Board of Trustees
MINUTES

May 22, 2013 Meeting – 1:00 p.m.

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

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

Roll call – Committee members present included Supervisors Grant, Brellenthin, Monroe and Schaefer. Supervisor Schiefelbein 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; Bernadette Janiszewski, Nursing Home Administrator; Juliet Young, Health and Human Services; Ella Eva Pious, Health and Human Services Citizen Representative; Sandy Wagie-Troemel, Health and Human Services Citizen Representative; James Seegers, Health and Human Services Citizen Representative; David Bretl, County Administrator; Mia Anderson-Inman, Health and Human Services Supervisor; Nancy Russell, County Board Chair; Peggy Watson, Purchasing; John Miller, Public Works; Suzi Hagstrom, Human Resources

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

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

The Lakeland Health Care Center Board of Trustees committee minutes of the April 24, 2013 were approved. **Motion and second made by Supervisor(s) Schafer/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 –

LHCC Lawn Care – Ms. Janiszewski gave a brief overview of the concerns about the landscaping at LHCC. The problems date back to when the new facility was built. The weeds need to be sprayed, grass seed planted and the water swales for drainage need to be repaired. A vendor has submitted a proposal to perform the work in two phases. Routine lawn mowing will be done by the new maintenance staff.

Supervisor Grant asked who previously mowed the lawn. Ms. Janiszewski stated it was done by Huber workers, under the direction of Public Works.

Supervisor Grant asked if the drainage problem was a grading or storm sewer issue. Ms. Janiszewski stated the problem is a need for topsoil. The sewers are fine.

Supervisor Grant asked for clarification on the phases. Ms. Janiszewski stated that Phase I includes killing the weeds, planting grass seed and doing the grading work to alleviate the sewer issue in the front of the building. Ms. Janiszewski stated that this is a time sensitive issue because of the need to apply weed killer as soon as possible. Supervisor Grant was concerned that it was too late in the year to start this process. Ms. Janiszewski stated that the vendor felt there was enough time if the process started now. Phase II involves the back of the building.

Mr. Bretl indicated he signed off on sole source request.

Motion and second made by Supervisors Monroe/Brellenthin to approve the lawn care recommendation. Motion carried 4-0.

The Affordable Care Act and Long Term Care – Ms. Janiszewski gave a Powerpoint presentation outlining the changes needed due to this new legislation.

Supervisor Grant commented that Ms. Janiszewski and her staff have their work cut out for them and wished them good luck.

Reports –

LHCC Administrator's Report and Financial Update – Ms. Janiszewski stated that the budget is on track and that there were no unusual worker's compensation claims.

Correspondence – There were no correspondence.

Announcements –

Three candidates have accepted the maintenance technician positions at LHCC. These new employees make a well-rounded team with many skills between them, including electrical, long term care and HVAC.

Next Meeting Date – The next meeting is tentatively scheduled for June 19, 2013 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 1:22PM. 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
MEETING NOTICE
May 20, 2013 – 10:00 AM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin
Draft Minutes

Chairman Weber called the meeting to order at 10 AM.

A quorum of members was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl, Russell and Schiefelbein. Others in attendance included Josh Clements, Community and Economic Development Educator; Carlo Nevicosi, HHS Behavioral Health Services Manager; Sheila Reiff, Clerk of Court; Nicole Andersen, Deputy County Administrator – Finance; Katie Behl, OWI Court Coordinator; Kim Bushey, County Clerk; Linda Seemeyer, Health and Human Services Director; Dave Bretl, County Administrator; Marilyn Putz, Walworth County Job Center Manager and Michelle Blanchard, her successor.

Agenda approval was moved and seconded by Brandl and Russell. The motion carried 5 – 0.

Approval of the April 22, 2013 executive committee minutes was moved and seconded by Brandl and Russell, and carried 5 – 0.

During the public comment period, Marilyn Putz, Walworth County Job Center Manager and Workforce Development Board member introduced Michelle Blanchard, Ms. Putz's successor. Michelle will take over on July 1, 2013. Blanchard has been employed in Workforce Development work for seven years, beginning in the Kenosha County Job Center and transitioning into management roles there. Ms. Putz offered to attend the June executive committee meeting and provide an update report on Workforce Development and Workforce Investment Act activities and allocations. Chairman Weber thought that was a good idea.

Ongoing/unfinished business

Review and final approval of video tour guide project produced by C.G.I. Communications, Inc. Josh Clements, Community and Economic Development Educator, indicated that CGI had made most of the changes suggested by the committee in April. CGI produced the videos and made several revisions for the county at no charge. Bretl recommended getting the videos on the county's web page soon. The committee viewed three videos, which included the most recent changes.

Russell and Kilkenny moved and seconded approval, which is required pursuant to the county's agreement with CGI Communications, Inc. The motion carried 5 – 0.

Discussion and possible recommendation concerning request from the Wisconsin Economic Development Corporation (WEDC) to reallocate Qualified Energy Conservation Bonds (QECBs). The committee discussed whether to relinquish bonding authority to the WEDC. The county's allocation provides an opportunity to issue interest-free bonds for energy efficiency projects. WEDC informed us there is private business in Milwaukee County business that could use the bond credits. Josh Clements sent a memo to municipal governments in Walworth County to gauge interest in utilizing the bond credits. The Town of Linn contacted Josh, and the City of Elkhorn might be interested in using the credits for renovations to its municipal hall. QECBs are used primarily for energy efficiency and infrastructure projects, as well as energy education programs. The QECB allocation is determined based upon population; up to twenty percent of a government's allocation

can be used on private sector projects. Clements said WEDC has been diverting the unused allocations to school districts. Unused allocations may be called back by the federal government. If we relinquish our allocation, WEDC can use the credits anywhere in the state. Waukesha County relinquished a part of its authority to WEDC, stipulating that the credits be used for projects in Waukesha County. We have not used our \$1.5 million allocation, which is underwritten by the US Dept. of the Treasury. Issuing these bonds can be very complicated, and transaction costs would be significant. If the county doesn't have anything in the next budget cycle or any projects awaiting funding, perhaps relinquishing our credits to a local government in Walworth County makes sense, said Bretl. WEDC's request is "team playing" in terms of regional economic development. It's not a lot of money relative to issuing bonds. There are some energy projects in the county that the credits could be used it for, although there is nothing pressing. Bretl said we could take time to explore options with municipal governments. Kilkenny favored keeping the QECB allocation and checking with municipal governments; Schiefelbein agreed. There is no sunset built into the QECB law, established in 2007. If we relinquish our allocation, WEDC will reallocate it very quickly. Many counties, Clements said, have not used their allocation because of transaction costs. Bretl suggested bringing this back to committee in November. If no local government has expressed interest in using the credits by then, the county could relinquish its allocation. **Schiefelbein moved proceeding to solicit interest among local governments. Russell seconded the motion, which carried 5 – 0.**

Pre-trial Diversion grant and CJCC recommendation. The executive committee previously approved the grant subject to approval by the CJCC, whose members expressed concern about the approximate \$70,000 of the \$80,000 proposed to fund an assistant district attorney's salary. The CJCC specified that more funding be directed to programming. The CJCC does not think an Assistant D.A. is the most appropriate staff to oversee the program. Early stage grant modifications determine the target population. Katie Behl is working with the Department of Corrections to determine the number of probationers charged with minor offenses that would qualify, for example, disorderly conduct, minor theft and possession of marijuana. Conviction for these would not necessarily result in driver's license suspension. Concerns were expressed that some grant funding be directed to provide transportation and support participation in HHS counseling, to free HHS transportation funding for disabled and elderly needs. Behl said OWI court program participants know when they agree to participate that they must be able to consistently provide their own means of transportation to and from court-ordered activities. Following CJCC review and guidance, approximately \$70,000 of the grant will be directed to programming and not salary. Any program funding not utilized this year would have to be returned. The CJCC held several meetings focused on providing direction and structure for this grant process. Bretl said executive committee approval was not required today to proceed working on the grant application.

Appointments

Aging & Disability Resource Center (ADRC) Board. Administrator Bretl's nomination of Ryan Keller was recommended on motion and second by Brandl and Schiefelbein, and carried 5 – 0.

Board of Adjustment. The committee discussed incumbent Greg Guidry's interest in continuing to serve. Bretl indicated that the BOA makes non-appealable decisions. Brandl asked if the committee could forego the interview. Given the BOA's authority, Bretl recommended inviting Guidry to an interview. Schiefelbein said as a new committee member, he was interested in participating in the interview process with a BOA candidate. **Schiefelbein moved inviting Guidry to an interview at the June 17 meeting. The motion was seconded and carried 5 – 0.**

Consent items. The mileage and expense reimbursement claims listed below were approved by a vote of 4 – 0 on motion and second by Brandl and Schiefelbein (Russell abstained).

- i. Supervisor Nancy Russell – two claims totaling \$261.90
- ii. Supervisor Rick Stacey – three claims totaling \$57.63
- iii. Michael Krejci, Ag-Extension Ed. Committee member - claim in the amount of \$317.54

New business

Application by the Criminal Justice Coordinating Committee (CJCC) for FY 2013 Competitive Joint Adult Drug Court Grant To Enhance Services, Coordination, and Treatment. This grant is for OWI Court program treatment enhancements and is unique because it is a joint adult court grant for substance abuse and mental health services administration. The county must apply for both federal grants but would be awarded only one, in the amount of \$300,000, in the competitive grant process. More funding is needed for OWI fourth offenses. The grant would help fund a night treatment group as well as individualized and specialized treatment. Nevicosi said there is a lot of state and federal money available for well-operated programs. Some now participating in the program are agreeable to participating in expanded programming if the county is awarded a grant. We are seeing more individuals with complex problems and specialized needs, said Nevicosi. Seven participants have graduated; only one has left the OWI program. As far as matching County funding, HHS allocates one FTE to the OWI court; the position is paid \$80,000 - \$90,000 annually. Members asked how participants being tracked following graduation. Behl said there is follow-up every six months for three years. The county's CATE program has, in essence, merged with the new OWI court. From 2008 to the present, only four of 100 CATE graduates have been convicted of subsequent OWI offenses. CATE relies on DOT records to track graduates. In OWI court, self-reporting is the major mechanism used in addition to DOT and CCAP data. Russell asked if Katie would be able to meet the June 13, 2013 grant deadline. Behl was confident she could. Seemeyer said the grant is a wonderful opportunity to enhance inter-departmental cooperation but indicated that HHS won't be able to administer the enhanced programming without supervisory assistance for Nevicosi. Larger grants to enable extended programming would require outside staffing assistance. Savings of hundreds of thousands of dollars in incarceration costs should help to offset the cost of funding a position. Assuming the grant is awarded, staff would request board approval to fund an HHS position. Bretl said considering all aspects, he recommended approving the grant application subject to CJCC input. The Sheriff's budget also needs to be carefully reviewed to identify any incarceration cost savings. **Russell and Kilkenny moved and seconded grant application approval subject to CJCC input. Motion carried 5 – 0.**

Advisory resolution pertaining to bail bondsmen in Wisconsin. State Representative John Nygren chairs the committee on bail bonds. In Wisconsin, bond money is held until sentencing, whether posted by the defendant, friend or family, and applied to restitution, fines and court costs before any is returned. The CCAP reports that there is \$32 to \$33 million per year in costs of this type. These costs would no longer be collected up front if bail bondsmen collected and posted bond for defendants. Reiff said there is a lot of work involved in these collections. Bail bondsmen do not supervise defendant court appearances. The District Attorney pursues bail jumping charges, and warrants are issued for those who "jump" bail, violating bond conditions. In 1995, there was statewide interest in collecting money for the above-stated costs, which are turned over to the state. Reiff does not feel it is in the state's best interest to re-introduce bail bondsmen. Schiefelbein stated support for Reiff's request. Her office collected nearly \$700,000 in bonds in 2011 and \$620,000 in 2012. Walworth County does not have as big a problem with bail jumping as some counties do. Reiff said those arrested are notified when bond is posted that their bond will be forfeited. **Russell**

moved drafting a resolution opposing re-introducing the use of bail bondsmen in Wisconsin; Schiefelbein seconded the motion, carried 5 – 0. Sheila said she wasn't aware of any Walworth County legislators that support re-introducing bail bondsmen. Those supportive of the initiative are not in our district. The joint committee on finance has not scheduled a public hearing on this.

Resolution recognizing Joshua P. Grube, Deputy District Attorney, on receiving the 2013 Voices of Courage Award conveyed by the Wisconsin Coalition Against Sexual Assault. District Attorney Necci indicated that both he and Deputy District Attorney Grube were available to attend the June county board meeting for this recognition. **Brandl and Schiefelbein moved and seconded support. The motion carried 5 – 0.**

Ordinance amending sec. 2-151 of the Walworth County Code of Ordinances relating to rules and duties of members. Bretl said we need to reduce the volume of paperwork we produce. Historically, the board's operating rules are mailed to all supervisors every April. The rules have gotten more voluminous over the years. Bushey and Bretl recommended mailing the ordinance to new board members, together with any proposed changes or amendments, seven days prior to the April biennial organizational meeting of the board. Changes are being made all the time to Chapter 2 of the Code, which is available online through the county's website. **Kilkenny and Brandl moved and seconded county board adoption of the ordinance; motion carried 5 – 0.** Russell suggested at some point providing all board members a packet of information that reflects current board rules.

Outagamie County Resolution No. 136--2012-13 opposing allowing the board of canvassers conducting a recount to determine to conduct the recount of a specific election by hand unless a court orders the recount to be conducted by another method. The committee addressed this and Oconto County resolution 31-2013 together. The question is whether the board of canvass should determine how re-counts will be conducted. Prior to re-counts, the clerk has met with programming company representatives to create a program to conduct a re-count, which must be completed in 13 days. If a local municipality had an election re-count to conduct, there would be a lot of work involved in auto-tabulating versus hand-counting considering the small number of votes cast. Presently local clerks don't have the discretion to determine whether to hand-count or use automated tabulating equipment; the Board of Canvass determines it. Once the board of canvass convenes, the 13-day clock begins ticking. The County Clerk's association has been divided on this issue. Bushey said the cost of re-count programming involves creating a software program, using the automated tabulating equipment in our clerk's office. In counties that don't already have the equipment, there would be a cost to purchase automated tabulating equipment. Kim was asked if it would make sense to establish a cut-off point for the number of ballots, below which a clerk had the discretion to hand count. She didn't know if the legislation that authorizes the board of canvass to determine how s recount is conducted would permit that. **Kilkenny and Schiefelbein moved and seconded placing this and Oconto County Resolution 31-2013 on file; motion carried 5 – 0.**

Oconto Co. Resolution No. 31-2013 To Support Modification of Recount Procedures To Allow Either Hand Count or the Use of Automated Tabulating Equipment (See action/vote on previous item above.)

Oconto Co. Resolution No. 32-2013 To Oppose Set Hours for Obtaining Absentee Ballots. Bushey said she concurred with the premise of this resolution. In small municipalities with part-time clerks, those clerks would be required to be in attendance full-time during hours set for obtaining absentee ballots. Local clerks are required to publish the hours they're available for absentee ballots to be

cast. Legislation setting hours would prohibit clerks arranging mutually agreeable times with electors. **Kilkenny and Brandl moved and seconded a resolution opposing legislation setting or restricting hours for obtaining absentee ballots; the motion carried 5 – 0.**

Milwaukee County Resolution Opposing State Assembly Bill 85 (AB 85) and Senate Bill 95 (SB 95) and Oconto County Resolution #35-13 in Opposition to Assembly Bill 85. This issue can be viewed as one of local control or separation of powers. Bretl suggested placing it on file. Russell said she didn't feel Walworth County should take a position on resolutions pertaining to issues in which we don't have a vested interest. **Kilkenny and Schiefelbein moved and seconded placing the resolution on file; motion carried 5 – 0.**

Door County Resolution No. 2013-29 Supporting Efforts To Maintain the Tax-exempt Status of Municipal Bonds. There is federal legislation that proposes to eliminate the tax-exempt status of municipal bonds. Nicole Andersen said the Government Finance Officers Association (GFOA) supports efforts to maintain the tax-exempt status of municipal bonds. Bretl said staff will research this and provide additional information to the committee. **Kilkenny moved placing this on hold; Russell seconded the motion, which carried 5 – 0.**

Vernon County Resolution #13-2013 in Opposition to Increasing Acreage of Alien Land Ownership. There is a proposal in the governor's biennial budget pertaining to removing the current restriction on how much land foreigners can own. One of the concerns is that foreigners buying large parcels is driving up the price of agricultural land. Brandl said he thought the joint finance committee had removed the proposal from the state biennial budget. **Brandl moved placing the Vernon County resolution on file. Schiefelbein seconded the motion, which carried 5 – 0.**

Chairperson Weber had no announcements or reports.

The next executive committee meeting date was confirmed for Monday, June 17, 2013 at 10:00 AM.

Claims and litigation. On motion and second by Kilkenny and Brandl, all members voted "aye" to convene in closed session at 11:45 AM, to discuss the following topic(s) pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," relative to the items listed below.

- a) Claim of Thomas R. Austin
- b) Claim of Ronald Oehm
- c) Walworth County Deputy Sheriff's Association, Inc. and Robert Schiltz v. Walworth County

The committee reconvened in open session on motion and second by Kilkenny and Russell.

Consistent with closed session discussion, Russell and Schiefelbein moved and seconded placing items b and c on hold, with no recommendation. The motion carried 5 - 0. Kilkenny and Brandl moved and seconded denying the Thomas Austin claim; the motion carried 5 – 0.

Chairman Weber adjourned the meeting at 11:55 AM on motion and second by Kilkenny and Brandl.

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

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

WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT
975 W. Walworth Ave. • Delavan, WI 53115

May 14, 2013
1:30 p.m.

CALL TO ORDER

The Regular meeting was called to order at 1:30 p.m. by Commissioner Logterman.

ROLL CALL

Commissioner Hensch, yes; Commissioner Henriott, yes; Commissioner Logterman, yes; Commissioner Eck, yes.

Others present:

Cindy Moehling, Assistant Administrator
Leslie Sammon, Axley Brynelson
Ron Altmann, Operations Manager
Steven Scheff, Maintenance Manager
Diana Dykstra, Village of Darien
Mark Olson, McGladrey & Pullen, LLP
Betty Stephens, McGladrey & Pullen, LLP

VISITOR COMMENTS/PUBLIC COMMUNICATIONS/OTHER BUSINESS

Commissioner Logterman acknowledged receipt of a letter from the Walworth County Public Works Department concerning financial assistance request for the Clean Sweep program. This is an agenda item that will be discussed later in the meeting.

APPROVAL OF MINUTES OF MARCH 12, 2013

Commissioner Eck made a motion to approve the minutes of the regular Commission meeting of April 9, 2013 as presented. Commissioner Henriott seconded and the motion unanimously passed.

STAFF REPORT

Assistant Administrator Cindy Moehling reviewed and summarized the Staff Report for May, 2013.

YEAR 2013 MAINTENANCE PROJECTS STATUS REPORT

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

The Maintenance Budget has \$12,133 in expenditures at this time, with approximately 87.5% of the budget remaining. Projects in progress include; storage tank mixer service, building heating and ventilation repair, and biosolids transport tractors inspection and service. The Collection System Services Budget has expenditures totaling \$18,652 at this time, with approximately 88% of the budget remaining. Costs include collection system services repair and laboratory contracted analysis testing.

PERMIT COMPLIANCE UPDATE

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

Commissioner Shortenhaus arrived at this time in the meeting.

STAFF TRAINING ACTIVITIES

Paul Wilson, Peter Borgo, Krista Edmunds, and Tom Johnson are scheduled to attend the Southeast District WWOA meeting on May 22nd hosted by the Fontana-Walworth Water Pollution Control at the Abbey Resort in Fontana.

SEPTAGE RECEIVING STATION UPDATE

Staff has continued to evaluate some of the variables as to the scope of the project for a septage receiving station at WalCoMet, continuing to use the Delavan lift station site as the location for the facility. Staff studied the use of a new sampling point for the City of Delavan, along with evaluating connection points to the lift station, access for trucks, and other alternatives to reduce the costs associated with the original plans. Due to the reevaluation of the physical requirements of the station, and the uncertainty from the additional survey results, staff is waiting to proceed further until the new Administrator has time to review and provide input into the project.

UNION BARGAINING

The initial bargaining session scheduled for Monday, April 22nd was cancelled by the AFSCME staff representative due to a last minute conflict in her schedule. Leslie Sammon was present at the meeting to update the Commission on bargaining issues during the closed session.

The report was accepted as presented.

RECEIPTS AND DISBURSEMENT REPORT

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

ACCOUNTS PAYABLE LISTING

After review, Commissioner Henriott made a motion to approve the Accounts Payable listing for May, 2013 in the amount of \$125,749.45. Commissioner Hensch seconded and the motion unanimously passed.

OLD BUSINESS

Commissioner Logterman stated that there were no Old Business items on the agenda. Commissioner Hensch stated he was disappointed that the septage receiving station was not on the agenda under Old Business. Commissioner Hensch stated that he had asked at the last meeting for the item to be on the agenda and at that time he would make a motion to approve the project, and it then could be approved or defeated as the Commission wished. Commissioner Shortenhaus said he felt the item had been taken off the agenda and would be put forth on the call of the Chair. Commissioner Logterman said that the project was tabled originally and therefore was discussed in the Staff Report at this meeting. Commissioner Hensch said he had wanted it on the agenda since enough time had been spent on the project. Commissioner Logterman pointed out that staff was requesting a review by the new Administrator. Commissioner Hensch then asked for a second to approve his motion, at which time Commissioner Henriott mentioned that it couldn't be acted on since it was not on the agenda. Commissioner Hensch asked how an item can be requested to be on the agenda and Commissioner Logterman said that it would be back on the agenda at a later meeting.

NEW BUSINESS

- a) **Year 2012 Financial Report:** Mark Olson and Betty Stephens of McGladrey and Pullen, LLP were present to review the Financial Report and the reports to the Board with the Commission. Mark Olson reviewed the Financial Reports stating that the financial position declined by approximately \$793,000 in 2012 as compared to a decline of \$884,000 in 2011. Total assets in 2012 decreased by \$2.5 million resulting from a decrease in capital assets of \$2.1 million, encompassing depreciation of \$2.5 million and additions to assets of \$400,000, and cash and investments decreased by \$400,000 compared to 2011. Total liabilities in 2012 decreased by \$1.7 million primarily from reductions of long term debt of \$1.8 million through normal debt service and bond refunding. Operating revenues in 2012 increased by \$260,000 compared to 2011 primarily due to increases in user charges of \$250,000. Operating expenses decreased by \$110,000 in 2012 compared to 2011 primarily due to decreases in operations and maintenance expenses of \$180,000. Betty Stephens reviewed the reports to the Board of Commission. She stated that these reports summarize the auditor's and management's responsibilities for the audit as was outlined in the arrangement letter dated December 18, 2012. It was indicated that there were no changes in accounting practices including policies, accounting estimates and financial statement disclosures during 2012. The internal control material weakness from 2011 was reiterated in 2012, noting that the cash receipts control element of the weakness has been addressed by management in 2012, but the cash disbursements element of the weakness has not been addressed primarily due to the departure of the District's Administrator during 2012. Commissioner Shortenhaus inquired if the 2012 decrease in capital contributions (connection fees) compared to 2011 is similar to other districts in Wisconsin. Mark Olson stated that not every district in Wisconsin would have similar results because of the varying factors among the locations of the district and economics which play a big part in driving this revenue source each year. The decrease in revenue in 2012 should not be perceived as unusual and is comparable to other districts in Wisconsin most likely resulting from the state of the overall economy. Commissioner Shortenhaus made a motion approving the Financial Report as of December 31, 2012 as presented. Commissioner Eck seconded and the motion unanimously carried.
- b) **Kingdom Hall of Jehovah Witness (a.k.a. Living Waters Assembly of God) Sewer Extension: New Server & Workstations Proposal:** On behalf of the City of Elkhorn, the engineering firm of Farris, Hansen & Associates, Inc. submitted plans and specifications for the Kingdom Hall of Jehovah's Witness Sewer Extension off Meadow Lane. Staff has reviewed the plans along with Commissioner Logterman and it is recommended approval as submitted. Commission Hensch made a motion adopting Resolution 2013-04 accepting the plans and specifications of the Kingdom Hall of Jehovah's Witness (a.k.a. Living Waters Assembly of God) Sewer Extension with the incorporation of comments submitted by WalCoMet Staff. Commissioner Eck seconded and the motion unanimously carried.
- c) **Sand Filter Feed Pump No.3 Motor Replacement:** Steve Scheff reported that the sand filter feed pump No.3 electric motor failed and was sent to Badger Electric for a repair estimate. Total repairs were quoted at \$4,690. This was an original motor installed in 1981 and utilized a magnetic clutch unit. In 1987 the clutch unit was removed and the motor was retrofitted with a variable frequency drive. After review of this repair, staff determined that the purchase of a new motor was the best alternative. Horner Industrial quoted a new motor cost of \$4,998 and provided the shortest delivery time of 39 days. Commissioner Logterman was contacted for permission to place the order due to the extended delivery date. Commissioner Eck made a motion to approve the purchase of a new sand filter feed pump No.3 electric motor from Horner Industrial in the amount of \$4,998 plus an approximate 6% delivery cost. Commissioner Shortenhaus seconded and the motion unanimously carried.
- d) **Walworth County Clean Sweep Program Contribution:** Commissioner Logterman stated that as had been included in the packet under Public Comments/Correspondence/Other Business, staff had received correspondence from the Walworth County Public Works Department asking for financial support for the Clean Sweep Program. He stated that he felt it was a worthwhile cause and WalCoMet should indeed support the program. Commission Henriott made a motion to

approve a donation of \$100 to the Walworth County Clean Sweep Program. Commissioner Hensch seconded and the motion unanimously carried.

- e) **Contracted Lawn Service:** Commissioner Logterman stated that we have used contracted lawn care services for WalCoMet's remote facilities in the past. Since staffing levels are down at this time, and this appears to be a more economical approach at this point, staff solicited proposals from three different services. Cutting intervals will be "as needed" and adjusted by growth with a maximum of 1 cut per week from mid-May through October. Commissioner Shortenhaus made a motion to approve contracting with Four Seasons Home Care, LLC to complete lawn service of remote sites as specified for a combined sum of \$415 per cutting with a maximum service of once per week and that the Commission approve "reallocation" of \$10,000 from the 2013 budgeted "Treatment Plant Salaries and Fringe Benefits" to the 2013 budgeted "Treatment Plant Maintenance and Supplies" to cover this service. Commissioner Eck seconded and the motion unanimously carried.
- f) **April 18, Wet Weather Event:** Ron Altmann reported on the April 18th wet weather event and the effect on our facilities. WalCoMet recorded its highest peak flows ever experienced, with the highest hourly flow and peak instantaneous flows both measuring 28.8 mgd. Adjustments were made at the plant to accommodate the increased flows. Staff set up portable pumps to remove water from two clarifier troughs and a portion of water was blended around the sand filters. The plant was staffed throughout the night on April 18th. Ron Altmann included tables and graphs to compare this rain event with dry weather flow using January monthly average flow as a comparison. He also included graphs showing other historical wet weather events, as well as graphs for the plant and lift stations comparing the wet weather event from June 13, 2008 and the recent event.

CLOSED SESSION

Commissioner Shortenhaus made a motion to convene into a Closed Session. Commissioner Eck seconded.

Commissioner Logterman read the following in its entirety: **MOTION FOR CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(e) FOR THE PURPOSE OF DELIBERATING AND FORMULATING STRATEGY WITH RESPECT TO NEGOTIATIONS OF A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT, CONSISTENT WITH APPLICABLE PROVISIONS OF WISCONSIN STATE STATUTES SECTION 111.70, ET. SEQ., AS AMENDED.**

Roll call was as follows:

Commissioner Hensch, yes;
Commissioner Henriott, yes;
Commissioner Logterman, yes;
Commissioner Shortenhaus, yes;
Commissioner Eck, yes

The Closed Session convened at 2:20 p.m.

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

Commissioner Henriott made a motion to reconvene into Open Session. Commissioner Shortenhaus seconded and the motion unanimously carried.

No action taken.

The Regular Open Session meeting reconvened at 3:01 p.m.

No business transacted.

ADJOURN: Commissioner Eck made a motion to adjourn, seconded by Commissioner Henriott and the motion unanimously carried. The Regular meeting adjourned at 3:02 p.m.

Thomas Eck
Secretary

APPROVED:

PUBLISHED:

Booth Lake Management District

P. O. Box 778

East Troy, WI 53120

Phone: 262-642-7285 Fax: 262-642-7493 Email: gmheg@wi.rr.com

NOTICE OF

Booth Lake Management District Commissioners Meeting

Saturday, May 11, 2013 at 9:00 AM

Town of Troy Town Hall, N8870 Briggs Street

AGENDA

1. Call meeting to order
2. Approve minutes of the Meeting of September 29, 2012
3. Treasurer's Report
4. Chairperson's Report
5. Old Business
 - a. D & PA: BLMD Representative to Park Board
6. New Business
 - a. D & PA: Proposed 2014 Budget
 - b. D & PA: Board Membership and Election
 - c. D & PA: July 21, 2013 Annual Meeting and Proposed Agenda
7. Public/Commissioners Comments
8. Adjourn

Respectfully submitted

G. M. Hegeman

Commissioner/Secretary

April 22, 2013

Persons with disabilities who need accommodations to attend meetings should contact the BLMD Secretary at gmheg@wi.rr.com or 642-7285 soon as possible so that needs can be reasonably met. Meetings posted at three locations in the Town of Troy: Troy Town Hall F/D, N8870 Briggs St, Little Prairie Cemetery, Palmyra Rd., Little Prairie, Landmark Services Cooperative, N8265 Cnty Rd. N. Agenda subject to change 24 hours prior to meeting.

BOOTH LAKE MANAGEMENT DISTRICT
P.O. BOX 778
EAST TROY, WISCONSIN 53120-0778
REGULAR MEETING OF THE BLMD COMMISSIONERS
May 11, 2013

Present:

Hank Hubbell, Gary Hegeman, Barry Loveland, Greg McElwee, Stan Muzatko (County Board Rep.), John Kendall (Town Board Rep.)

1. Meeting called to order at 9:02 am.

2. APPROVAL OF MINUTES

May 11, 2013 Meeting

Motion for approval of the minutes of the May 11, 2013 meeting, with the following annotation: "Since the 5/11/13 Board Meeting it was learned that Jack Guebard, Booth Lake property owner, is currently a member of the Pak Board.", by Stan Muzatko, 2nd by Barry Loveland. Motion approved.

3. TREASURER'S REPORT

Treasurer's Report was tabled until next meeting. The Commissioners noted the use of Paul Nyffeler, CPA, to help with budget management duties is working well.

4. CHAIRPERSON'S REPORT

- Hank reported that the water sampling last Fall showed improvement over the Spring sample. None of the tests showed results that could be considered outliers.
- Hank noted he will be requesting the permit for weed control from the DNR in the near future to assure the permit is approved in time.
- Water levels in Booth Lake currently are at a "normal" level.
- The Commissioners discussed the need to get younger people involved in BLMD activities and the concept of succession planning. It was suggested that succession planning be discussed at the Annual Meeting.
- Hank indicated he would like to ask Mike Poliak to make a brief presentation at the Annual Meeting on the water quality test he completes.

5. OLD BUSINESS

BLMD Representative to Park Board: Jack Guebard, Booth Lake property owner, is currently a member of the Park Board. He was unable to attend this meeting but Hank indicated he would continue to invite Jack to attend a BLMD Commissioners' Meeting in an effort to improve communications between the Park Board and the District.

6. NEW BUSINESS

a. Proposed 2014 Budget: The Commissioners reviewed the 2013 Budget and generally felt the same budget expenditures would apply for the 2014 Budget with the exception of two line items; Septic System Ordinance (probable 5% increase) and

Water Quality Study (possible decrease). The proposed 2014 Budget will be finalized at the next Board meeting.

b. **Board Membership and Election:** The Commissioners noted the terms for the Past President (Greg McElwee) and current Treasurer (Barry Loveland) expire July, 2013. Both Greg and Barry indicated an interest in being nominated for another 3-year term. The Commissioners discussed the Board vacancy and possible individuals who could be nominated for this position. Board Membership will be discussed again at the next Board meeting.

c. **July 21, 2013 Annual Meeting and Proposed Agenda:** The Board reviewed the 2013 Annual Meeting Agenda, discussed the standard agenda items, and possible additional agenda items for the 2014 Annual Meeting, including a presentation on water quality and succession planning. The 2014 Annual Meeting Agenda will be finalized at the next Board meeting.

7. **Public/Commissioners Comments:**

- Greg received a request from Richard Jenks, Friends of the Mukwonago River, to meet with District representatives to explore ways to partner to meet objectives concerning our watershed. Richard will be invited to attend the next Board meeting.
- John reported the Town has been asked by the Park Board to consider passing an ordinance against the "power loading" of boats at the boat launch. The practice of power loading is creating a big hole at the launch. John also discussed watershed management and concerns about Lulu Lake.
- Stan presented some information on shoreline zoning he had received from Walworth County. Consideration will be given to posting pertinent information on the BLMD website.
- It was decided to hold the next Board meeting on June 22, 2013 at 9:00 am, Town of Troy Town Hall.

8. **Motion to adjourn the meeting by Gary Hegeman, 2nd by Barry Loveland. Meeting adjourned at 10:15 am.**

Respectfully submitted by
Gary Hegeman – BLMD Secretary

DRAFT 5/5/13

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, MAY 4, 2013, 10:05 AM
LAGRANGE TOWN HALL
MINUTES

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

Absent: Doug Behrens (2013)

Public Attendance: Rick Callaway, Peter Schuler, Phil Holland

1. Approval of Agenda (Dave): Motion to approve the Agenda (Pat/Bob). Carried unanimously.
2. Approval of Minutes (Marcia): Motion to approve the Minutes of 2/2/13 (Ted/Pat). Carried unanimously.
3. Treasurer's Report (Ted): As of 3/31/13, the balances in the People's Bank accounts are:

Checking	\$43,603.81
Money Market (reserve acct)	\$39,719.91

Motion to approve those balances (Dave/Bob). Carried unanimously. The written Treasurer's report, submitted later, included the Grant Fund balance of 22,227.91. (The total of funds is \$105,551.63.)
4. POA Report (Peter)
 - a. Fish Management report (Peter Schuler) As stated in the POA meeting, the DNR will stock 300-400 northern fingerlings this spring. The POA will stock northern in the fall and possibly perch. Peter is developing an historical stocking chart. Winter fishermen are catching many fish. Peter will discuss enforcement of legal limits with Doug Welsh and the Jason Roberts the game warden. The wardens were monitoring the fishing this winter.
 - b. Website & Directory Report (Ted) As stated in the POA meeting, the directories will be mailed soon. An additional notice of the annual meeting date, lighted boat parade, lake clean-up and girl scout camp painting project will be included. The improved website will be running before the annual meeting.
5. Request by the PLPOA for the District to implement the projects for the Fish Cribs, Fish Stocking, Lighted Boat Parade, Lake Cleanup, Girl Scout Camp maintenance assistance and Annual Meeting preparation and implementation with the PLPOA providing the organization and volunteers. Motion for the District to implement the projects for the Fish Cribs, Fish Stocking, Lighted Boat Parade, Lake Cleanup, Girl Scout Camp maintenance assistance and Annual Meeting preparation and implementation with the PLPOA providing the organization and volunteers (Marcia/Don). Carried unanimously.
6. Aquatic Plant Management / Weed Control Report (Dave/Marcia) Roy Carlson gave a presentation during the POA meeting. The Aquatic Plant Management update survey work is planned to begin after July 4, 2013.
7. Drain project and grant Report (Dave/Marcia) RA Smith has been working on Task IIA, the topographical map, and Task III, the engineering design. Once the alternatives are prepared they will discuss the preliminaries with Dave and Doug, possibly at the end of May. The drain is plugged with leaves with the water about ½ to 2/3 up the mouth of the drain. The lake level is about 15 inches higher than at the end of last year.
8. Goose control Report (Dave) We have the permit to do egg oiling but no manpower this year. Volunteers will be requested for next year at the annual meeting. We have the round-

up permit if we have enough geese to merit it. There should be about 20 resident geese for the department of agriculture to consider doing a round-up.

9. Discussion of Water Quality (Dave) As stated in the POA meeting, Phil has the information from what was done and researched in 2012 for blue-green algae. A notice is ready to send if needed. Richard Mertes will test the water prior to the annual meeting so the results can be presented.

10. By-Laws revisions to coincide with Chapter 33, WI Statutes governing Lake Districts (Marcia) Motion to recommend to District electors to revise the By-Laws Section 7, Project Approval, increasing the amounts of \$5000 to \$10,000 to be consistent with Chapter 33, WI State Statutes governing Lake Districts (Marcia/Dave). Ayes 3, Marcia, Dave and Don. Nays 3, Ted, Pat and Bob. Motion defeated.

11. Discussion of Budget recommendations for 2014 (Ted) Motion to recommend the proposed budget for 2014 to the District electors with using funds from capital reserves of \$22,472.00 and with a tax levy of \$18,000.00 (Marcia/Dave). Carried unanimously. There should be discussion at the annual meeting of moving the annual meeting to the end of August for more accuracy in budget preparation

12. Approval of Audit Committee members (Dave) Motion to approve the appointments of Phil Holland, Rick Callaway and Sue Short, as an alternate for Kevin Smith, to the Audit Committee for the 2012 audit (Marcia/Bob). Carried unanimously.

13. Approval of Election Committee members (Dave) Motion to approve the appointments of Peter Schuler, Phil Holland, Rick Callaway and Ray Hughes to the Election Committee for 2013 (Marcia/Don). Carried unanimously.

14. Approval of Finance Committee members (Dave) Motion to approve the additional appointments of Phil Holland and Marcia Sahag to the Finance Committee (Ted/Dave). Carried unanimously.

15. Approval of Drain Committee members (Dave) Motion to approve the appointments of Doug Behrens, Jim Mueller, Dave Stamm, Don Sukala and Marcia Sahag to the Drain Committee (Don/Ted). Carried unanimously.

16. Discussion of the election of commissioners at annual meeting. Doug and Marcia's terms expire. Marcia is a candidate for re-election. Dave will check with Doug.

17. Discussion of annual meeting preparation. Marcia will ask Rick and Doug to register District electors again this year. The sequence of meetings will be the same as last year. The POA meeting, a brief break, the District meeting, and a District Board meeting to elect officers. Registration is at 8:30 am with the meetings starting at 9am.

18. WAL Convention report (Pat) Pat reported on learning a lot of valuable information that we can use to improve the District operations and she highly recommends others to attend the convention.

19. Schedule meeting dates (Dave) The annual meeting is 6/29/13 followed by the brief District board meeting (see above). The next quarterly Board meeting is 8/3/13 Motion to adjourn at 11:10 am (Ted/Dave). Carried unanimously.

Respectfully submitted,

Marcia Sahag, secretary
Pleasant Lake Protection & Rehabilitation District (PLPRD)

Minutes of the 2013 Special Meeting of the Potter's Lake Protection and Rehabilitation District held Saturday, May 4, 2013 at Town Hall, East Troy, Wisconsin.

Present: Commissioners Barry Bonneau, Christine Celley, Bob Rice, Jack Basso Town of East Troy appointed representative, and Joyce Ketchpaw Walworth County appointed representative.

Also Present: 30 Electors and Kathy Aron

Chairman Bonneau called the meeting to order at 9:00am. and the commissioners introduced themselves.

Christine explained the audit process and asked for a volunteer to help with the audit this spring. A constituent questioned the reserves the lake district has and where it is located. The funds are located at Citizens Bank of Mukwonago and Landmark in CD's, money markets, and the checking account. Questions arose as to why none of it was being invested. Barry explained that it is in banks because of the safe guards and the possible need to access funds when the needs arise.

Kathy Aron, our lake consultant, from Aron and Associates spoke about the condition of our lake. This year we are 6-8 weeks behind schedule due to late ice out and cooler weather patterns. Plant growth has been slow due to weather conditions and most plants are still dormant. Brian Suffren has been out on the lake this year on two occasions and has yet to find any Milfoil or Curley Leaf Pondweed. Kathy is in the process of revising our plant management plan and is going to be sending out the final version to the DNR in the next few weeks so that our chemical and harvesting permits can be issued. Kathy strongly suggested that we pay close attention to the issued permits when harvesting as we are one of the lakes that they will be sampling water quality throughout the year. Barry asked for examples of what they are looking for. Kathy stated that they don't want harvesting in areas with depths of less than 3ft as well as harvesting in areas where the predominate plants are natives. The DNR was out on our lake last year and noted that a large portion of what was on the conveyor were native plants. Bob commented about the amount of shoreline pick up from home owners and how do we control what is picked up from them

. Kathy stated that home owners have a right to clear some of their frontage and that is acceptable but we need to be cautious of where we harvest. The new harvesting permit will be good for 5yrs. The DNR is also allowing large block Milfoil treatments in early spring or late fall. Spring and fall are the best times to treat to reduce the risk of dissolved oxygen levels in the lake. Kathy also suggested that a condition of the harvesting permit may be that the people who run the harvester would be required to attend a training session. Barry and Jack explained to those in attendance that the lake is being proactive and has contracted someone to manage the harvesting operations going forward. We now have a point person who will be responsible for the harvesting crew, cutting patterns, and reporting. Joyce asked what Kathy thought the outlook would be for the year. Kathy commented on the amount of rain we have had this year and all the nutrients in the run off. If the weather conditions stay cool her thoughts are that we should be alright but if we have periods of very hot weather all the added nutrients could fuel the plants and a algae bloom. Home owners should use phosphorous free fertilizer when fertilizing their yards. Kathy encouraged anything that helped to slow down

the runoff before the water enters the lake would help and noted small swales or native plants along the shoreline. Christine noted some of the homeowners who have planted natives on their shoreline and that Audrey Green is happy to assist homeowners with planning. Gerry Lycholet commented on DNR 115 and that Walworth County is more restrictive. He commented that this effect subdividing of lots and also the current shore land zoning is only a 75ft setback from the lake the new zoning will increase to 100ft from the waters edge and will affect some of the properties in Miramar. Impervious ground surfaces are also being monitored. Joyce is going to try and get a synopsis and post it to the website so that all can be informed on changes that may occur. Christine commented on the treasures report and the reserves that we have in the account are due to years with less weeds and no harvesting. On years like we had in 2012 we need a reserve to fall back on because we don't collect enough year to year to cover the entire cost of treatments. The age of our current equipment was also noted. While all of it is still functional it is older and we do run into maintenance expenses during use. Kathy stated that we do have a permit in place this year for a "Goose Round Up" and we should make a decision the first part of June if we are going to participate in the program. The birds are rounded before they get their flight feathers and then are euthanized and used in food pantries or for animals. We should budget about \$5,000 but often times the costs come in less. There is no minimum amount of geese needed to do a round up. Comment was made about treatment and weather conditions. The DNR monitors all treatments and has the final say on what gets treated and the amount of concentration that is used. There was concern about the safety of emails and spamming. Based on current spam all emails sent are ~~blind carbon copied to help prevent future cases. The dredging email that went out is not endorsed by the~~ district and was spammed. Kathy commented on dredging and that it is difficult to get permits and unless you do a large enough area the sediment fills right back in. Kathy reiterated that plants and structure are important for the lake in keeping the algae in check and maintaining the fish population. Our water quality is typical for lakes in this area. A questions arose on at what time do we decide to implement the siphon system.. Each property owner has a different situation on how high water impacts them. We worked with the town to establish an ordinance that when the lake level exceeds 8.8" we enact slow-no-wake. Depending on the weather predictions and how high above that level we reach the siphons are enacted to minimize shoreline damage. Year to year things change, last year we were 3ft low and this year we were about 1ft high. The district try's it's best to maintain the 8.6 to 8.8 lake levels but we are dependant on what nature give us. The ground water from miles around effects our lake levels and it can continue to rise for days after a rain depending on how saturated the ground is. Reference was made to the pier placement down at the launch and the gap between the pier and the launch. Barry reiterated that our district has nothing to do with the launch area and that it is controlled by the DNR. Any complaints or suggestions should be forwarded to them. Barry addressed the email that came from Miramar about our siphoning operations. He referenced an email from the DNR that stated specifically that we would not need approval from the DNR to use the siphon system. Bob commented on the Clean Boats Clean Waters program that the district runs on the weekends and the importance of making sure that you are not transporting weeds or live fish from one lake to another. Christine talked about the lake directory and hopes that we will have it done for the fall meeting. We are looking at printing it out for the home owners and maybe selling some advertisements to help raise money for the district. We will not be doing a carp out this year but will try and get one put together for next year. The 4th of July was discussed and a vote was made to make our lake celebrations the day of the 4th every year going forward. The vote passed and only one was opposed. The boat parade will start by the boat launch at 7:00pm no one brought forward ideas for themes this year. A motion was made and approved by all for a patriotic theme as it is always appropriate for 4th of July celebrations. Flares will be sold at the boat launch again this year from the people working the Clean Boats Clean Waters Program as well as from Karen Winkelman. The

annual meeting will be on September 7th with the budget meeting at 9:00am and the annual meeting at 9:30am. We will do a RSVP for the pizza party in order to get a more accurate count for food orders. Barry announced the Clean Sweep program that was going on in Mukwonago so that people could get rid of hazardous waste they may have (chemicals, fluorescent bulbs, mercury thermometers, ect.) One of the constituents shared that the Town of East Troy has a place behind the police station where some items can be disposed of as well. Fish stocking was brought up. We shared that the district did stock Northern 2 years ago. The state is reviewing their stocking plans and at this point we don't know if the DNR will be stocking fish in the lake or not. We do have the option to stock on our own like we did a few years ago as long as our choices for stocking are in line with the DNR recommendations.

There being no further business, on proper Motion, the Special Meeting was adjourned at 10:30am.

Respectfully submitted,

Robert C Rice
Secretary



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES

April 18th, 2013

The April 18th, 2013 Whitewater/Rice Lakes Management District board meeting was called to order by Chairman Rich Charts at 6:02 PM. Board members present were Ernie Roy, Brad Corson, Chuck Chamberlain, Jerry Grant, County Representative and Norm Prusener Town Representative. Also present was Team Leader, Dave Clevon. Rich asked the board if there are any changes to the agenda. No changes needed to be made. Ernie motioned to approve the agenda and seconded by Jerry. Motion Carried

Absent: Larry Brady

Clerk Present Susie Speerbrecher

Guest Present: Terry Anderson

ADMINISTRATIVE

Minutes from the March 21st, 2013 meeting was approved by a motion from Ernie and seconded by Jerry. Motion Carried.

PUBLIC INPUT – Guest, Terry Anderson introduced himself as a new home owner on Rice Lake address N 7782 Kettle Moraine Drive. He attended the annual meeting and has an interest in the Lake Management District.

COMMISSIONER REPORTS

Secretary – Rich passed out a handout from the Wisconsin Lakes Partnership organization. He informed us Mary Knipper from Delevan is head of the Wisconsin Association of Lakes. Whitewater is hosting the next Walworth County Lakes Association meeting being held at the town hall on Saturday April 20th. He asked Susie to help out serving coffee and bakery and then made a motion the board pay for her time being there. Motion was seconded by Jerry and carried. Rich then spoke about the board being an employee of the district and the need to create a grievance policy. The board is doing further invest aging on this. Rich then went on to advise the board that a book called People of the Lake is available for purchase of \$10.00. He asked Susie to mail a copy of the Lake Management Plan to Larry Brady.

Finance – Brad reviewed the check register handout given to the board. There were expenses of \$1,897.13 for March. Brad motioned to accept the check register as presented. Ernie seconded the motion. Motion Carried. We have received two thirds of the money due from Town of Richmond and Town of Whitewater. Jeff asked for a cash advance of \$5000 for the start up of weed harvesting. Terms of repayment will be \$1000 weekly at the beginning of bog season.

Weed - Larry is pursuing the harvesting permits.

Chemical – Ernie reported surveying should happen on April 24th. A Hybrid Milfoil is beginning to grow which is a cross of Urainson Milfoil and Northern Milfoil and mostly in the Northern Lakes.

Bog – Rich reported he has been in touch with Travis Schroeder of the DNR and there was no indication another 10 year permit would not be permitted.

Equipment – Chuck reported there was no update on the storage trailer. He has been in touch with Dennis Cole in regards to the repairs on the 7' harvester. The hull has a large amount of water in it and maintenance performed poorly. Discussion was held on hiring someone to oversee maintenance on all our equipment. Chuck and Brad will investigate people qualified for this position.

REPORTS OF STANDING TEAMS

Fish Stocking – Brad gave a deposit to the fishery and fish should be coming soon.

Goose Management Program - Dave reported he has all permits. A discussion on the Cormorant Bird was held. Mike Jones of the Federal Wildlife Migrating Bird Association will begin an elimination process the week of May 22nd.

Safety – A boat safety class will be held May 25th and 26th. Norm discussed the need for a new boat lift to handle the newly acquired Safety Patrol boat.

Audit – No report

Water Quality – An invite will be extended for Tom to attend a meeting.

OLD BUSINESS

Review of By-Laws – tabled to next, meeting.

The Lake Management Key Timeline schedule was reviewed and will be on the agenda under Standing Teams.

DNR Grants – Rich is working with Jeff Thorton for advisement.

NEW BUSINESS

2013 Budget – Nothing to report

Kettle Moraine Land Trust – Dave Clevon spoke of his dis-interest in this organization. It was agreed an invite to attend a meeting should still be given.

OTHER BUSINESS

Rich suggested posting public social events at the three (3) locations our agenda is posted.

NEXT MEETING - May 9th, 2013, 6 PM at the Whitewater Town Hall.

Motion to adjourn the meeting was made by Ernie and seconded by Chuck. Meeting adjourned at 7:55 PM.

Respectfully Submitted

Susie Speerbrecher, Clerk

DRAFT

**Walworth County Board of Supervisors
Park Committee
MEETING MINUTES
Monday, April 8, 2013
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Schiefelbein called the meeting to order at 1:30 p.m.

Roll call was conducted. All members were present: Chair Schiefelbein; Vice Chair Dan Kilkenny; Supervisor Nancy Russell; Citizen Members Michael Hurlburt and Mariette Nowak

Others present

County Board Supervisor Carl Redenius

County staff: Director of Central Services Kevin Brunner; County Administrator David Bretl

Members of the Public:

James Houck, 6590 Hospital Road, Burlington, Wisconsin, 53105; James and Sally Downey, 6275 Sheridan Springs Road, Burlington, Wisconsin, 53105; Gerald Peterson

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

Public Comment

The Chair recognized James Houck. Mr. Houck sent a letter to Central Services Director Kevin Brunner containing his concerns about the proposed parkland. He stated he has hunted on Mr. Clark's property for many years and knows the property as well as Mr. Clark. He feels the land is overpriced, as most farmland in the area is going for \$6,500 per acre and there are only 122 acres of tillable land on the property. He also said there are not 5 miles of trails on the property: most identified are on existing fields currently being farmed, and two are dead ends. He feels that Lyons Township has sufficient parkland, including land that is on the White River already. He said that there are two underground tanks on the property near the house. He expressed concern that most of the time the White River isn't navigable, and when it is, there are already too many canoes on the water. He said that the property was over-represented to the county by the current owner. He also questioned the size of the property, stating that it is 191 acres, not 195. Hunting would not be good in the park - the deer and turkeys would vacate as soon as the trails were used. Houck also said that the Clark property fences on the west and south are encroaching on the neighbor's property. He said if corn prices keep dropping, land prices will also drop dramatically. Chair Schiefelbein said that as he was speaking during public comment, no response or debate would be allowed, and said he had to limit his speaking time. Mr. Houck urged supervisors to adjust the per acre value of the property and to take his other concerns into consideration. Supervisor Kilkenny asked how long the fences had been in place and Houck estimated at least 25 years.

Dr. James Downey, a neighbor to the east of the Clark property spoke next. He has owned his 145 acre farm for 22 years and raises beef cattle and keeps horses. He expressed concern about safety if hunting is allowed at the park. In addition, he is concerned about policing of the property and potential alcohol and drug use activities after hours. He also said that in the past canoeists using the White River have trespassed on his property. He agrees that the Clark property is a beautiful piece of land, but he feels maintaining a park would be a huge ongoing expense and would take significant acreage out of the county's productive farmland. Sally Downey asked what would happen if the county sold the park in the future, and wondered who would have control over rules for use of the park. County Administrator Bretl reported that the County Board would receive copies of all letters citizens have sent concerning the acquisition of the parkland.

Discussion and possible action to possible amend Section 42-1 (5)(8)(13?) in order to be eligible for Knowles-Nelson Stewardship Funds

Central Services Director Kevin Brunner brought to the committee's attention that five uses are required in order to be eligible for the stewardship grant: cross-country skiing; hiking/trails; fishing; trapping; and hunting. Currently, Chapter 42 of the County Code prohibits hunting and firearms in its parks. At some point, if the park is acquired, the ordinance will have to be changed. Brunner said allowing hunting is a fairly new requirement for grant eligibility. He pointed out the examples of rules from other counties who allow hunting (distributed prior to the meeting). He emphasized that hunting can be very specifically limited. **Supervisor Russell moved to table consideration of the amendment to the ordinance until the county makes a final determination on the property. Citizen Member Nowak seconded the motion.** Supervisor Kilkenny said it's important to have the materials to consider from other counties, showing that the county can control the extent of allowable hunting. The Chair said it would be a good idea to get sporting organizations involved to offer their input. Supervisor Russell said that the county has always been considerate of its neighbors and assured concerned citizens that the sheriff's office would be a presence in the park to deter prohibited activities. **The Chair called for a vote and it carried 5-0.**

Discussion and possible action regarding a possible resolution to the County Board regarding grant application for outdoor recreation aids – Snowmobile grant

Brunner said this is a pass-through grant, with income from the state equal to the actual expenditures incurred by and paid to the Walworth Snowmobile Alliance for its maintenance of the trails. **Nowak and Russell moved approval. The motion carried 5-0.**

Discussion and possible action regarding a possible resolution to the County Board authorizing the appropriate County officials to apply for a DNR Stewardship Grant for the purpose of acquiring approximately 195 acres of land in the Town of Lyons for the purpose of acquiring a park

Russell and Nowak moved approval to apply for the grant.

Brunner said this resolution is to approve the grant application and acquisition of the property. Two current appraisals have been performed: one authorized by the county and one by the DNR. The DNR's appraisal, which excludes the house and 5 acres of land, came in at \$1.9 million. The county's appraisal, excluding the house and 1 acre came in at \$1.72 million. The appraisals will be compared and the DNR will qualify one of the appraisals. Brunner will inform the County Board of what the final DNR qualified

appraisal amount will be for the Stewardship grant purposes. Supervisor Kilkenny said it is important to make the public aware that the purchase of the property is contingent upon receiving the grant funding, adding that this property has a mixed use and is not just farmland. Schiefelbein concurred, saying that Walworth County should take advantage of the funding opportunities. Brunner added that under the stewardship conditions, the county can continue to lease the farmland for 5 years. After that, the DNR may grant an exemption, but at their sole discretion. Bretl said the resolution will go to the full Board and the grant application is due May 1. He encouraged the committee to be more specific in the resolution; for example, if the house and a certain amount of acreage will be excluded it could be included in this resolution. If the committee is concerned about payment terms, that also could be added now. **Kilkenny and Nowak moved to approve the resolution with the addition of excluding the house and up to five acres of land; and to approve a purchase price of up to \$1.91 million. The motion carried 5-0.** Brunner added that the parties are exploring options for payment over time, and that the current property owner is willing to cooperate. Bretl said that it may come down to cash at closing for the full purchase price; if the committee is not comfortable with that, language to that effect should be included in the resolution.

Discussion and possible action regarding authorizing the appropriate County officials to apply for a DNR Stewardship Grant for the purpose of making certain improvements to a proposed County park in the Town of Lyons

Brunner said the DNR suggested minimal improvements be submitted as part of a stewardship development grant. In the past, the county has received some stewardship funds for development, with county forces supplying the equipment and labor which comprise the required 50% local match. He distributed a cost breakdown for improvements to the property. Total anticipated costs are \$86,592. Public Works crews would supply the labor and equipment. Improvements include development of two small parking lots, a canoe/kayak launch, restrooms, some fencing, bulletin boards and a kiosk. Long-term, a bridge upstream would be added, but the cost prohibits inclusion of that structure at the present time without the need for the County to make a cash matching contribution. **Nowak and Hurlburt moved approval of the application. The motion carried 5-0.**

**Next regular meeting June 17, 2013; 1:30 p.m.
There will not be a meeting on April 22.**

Kilkenny and Nowak moved to adjourn the meeting. The motion carried 5-0 and the meeting concluded at 2:34 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

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

DRAFT

**Walworth County Board of Supervisors
Walworth County Park Committee
MEETING MINUTES
Monday, February 18, 2013
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

Call to order: Vice Chair Dan Kilkenny called the meeting to order at 1:00 p.m.

Roll call was conducted with members present: Vice Chair Dan Kilkenny, Supervisor Nancy Russell, and Citizen Member Mariette Nowak. Chair Tim Schiefelbein and Citizen Member Michael Hurlburt was absent with excuse.

Others present:

County staff: Kevin Brunner, Director of Central Services, Larry Price, Public Works Director of Operations, David Bretl, Administrator.

County Board Members: Rich Brandl.

Members of the Public: David Schilling, Principal Planner, Southeastern Wisconsin Regional Planning Commission (SEWRPC), Dennis Horak, 1007 North Church St, Elkhorn, Marilee Holz, 2054 N. Shore Drive, Delavan, Wi., James DeLuca, Delavan Lake Sanitary District

Approval of minutes December 17, 2012 and January 8, 28, 2013. Nowak asked for a correction on December 17, 2013 minutes to indicate her concerns over the prairie seeding and dog park location being close together in case of an expansion of the dog park into the prairie area as the expensive seeding would be wasted.

Motion by Nowak/Russell to correct minutes of December 17, 2012 as stated above, motion carried 3-0.

Agenda withdraws/approval Russell/Nowak. Motion carried 3-0

Public Comment Dennis Horak expressed concerns regarding repairs to Natureland Park and the parking lot not being cleared and was the County considering closing the park. Brunner will get back to him regarding repairs and snow clearing. Bretl stated there are no plans to close Natureland Park. Marilee Holz spoke on what a good opportunity it would be to establish park at Delavan Lake.

Continuing discussion regarding plan development/recommendations of Walworth County 2035 Park and Open Space Plan and confirm dates for Public Information meetings with Dave Schilling, Principal Planner for Southeastern Regional Planning Commission. Dave Schilling reviewed the items enclosed in the packet in regard to the outdoor recreation element (see map included with packet) for the recommendations of six major parks and a system of recreational trails throughout the County as part of a larger region-wide trail system. Also Mr. Schilling reviewed the Open Space Preservation Element (see map included with packet) that recommends the preservation of environmentally significant open space lands. Schilling asked if

Walworth County Park Committee

February 18, 2013

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the committee approved, the packet would be sent out before the Intergovernmental County Committee meeting and the 4 quad meetings set up for April 4 and 24th. Russell asked for the meeting on April 24th to be rescheduled to the 17th or 18th due to a conflict with other board meetings. Brunner stated we would check to see if arrangements could be changed for use of facilities in East Troy and Whitewater

Motion by Russell/Nowak to go forward as described by Schilling and to change the April 24th meeting to either April 17 or 18. Motion carried 3-0.

Referred from the County Board January 8, 2013 meeting. Correspondence received from Delavan Lake Sanitary District in regard to park land potential on the west of Delavan Lake. Presentation by James DeLuca, District Administrator, Delavan Lake Sanitary District regarding a potential stewardship grant for potential park land on west side of Delavan Lake. DeLuca thanked Russell for considering his request for grant funding assistance. DeLuca has had discussion with WI-DNR regarding preserving a property along Delavan Lake in Delavan Township and they recommended getting multiple agencies to work together on a grant for funding. DeLuca would like to use the area for general parking, parking for the weed harvester and a low impact canoe/kayak launch with possibly a fishing pier. Russell agreed it sounded like a good project. The County would not be in a position to seek funding. The County could consider a resolution of support without any funds tied to it. Kilkenny expressed interest in this project as he does live in the Delavan area, and thanked Mr. DeLuca for his presentation.

Report by Jack Delaney, Assistant Superintendent regarding forestry management at Natureland and Price Park. Delaney distributed pictures of the operation and reviewed the recent history of these two projects. So far we have received \$2,300 for the tree removal at Price Park and with three times the acreage at Natureland he estimates \$6000 to \$7000, with this income funding prairie plantings at the parks. Delaney mentioned that an Eagle Scout will be replacing planks on the boardwalk at Natureland. Nowak mentioned possible erosion problems from removal of trees in the spring. Delaney stated we are working with the contractor and is very confident in the contractor's work.

The committee will convene in closed session pursuant to the exemption contained in Section 19.85 (1) (e) of the Wisconsin Statutes, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

In closed session, the committee will discuss the following item:

- **Potential acquisition of parkland property in the Town of Lyons.**

The committee will reconvene in open session and may take action on the closed session item.

Bretl stated in his opinion the closed session was not necessary at this time. **Motion by Russell/Nowak to dispense with the closed session (Item 9) in light of the County Board's action. Motion carried 3-0**

Discussion and possible action regarding scheduling a Public Information meeting relative to acquisition of parkland in Town of Lyons tabled at the January 28, 2013 meeting. Russell stated the County board at their meeting established a date of March 18 for the Public Information meeting. The meeting is to be held from 6:00 pm to 8:00 pm at the Government Center. **Russell/Nowak made a motion to hold a Public Informational meeting on March 18 from 6:00 pm to 8:00 pm. Motion carried 3-0.**

Bretl reviewed his vision of the meeting by using technology and having video available for the public to review at a later date. Brunner mentioned we have a purchase option with the owner of the property. Brunner has asked David Schilling from SEWRPC and Jim Jackley of Wisconsin DNR to speak regarding the property. Pictures and information on the property will be on boards and a video will be played on the screens inside the board room. Brunner will develop an operational plan and budget for the park. The operational plan will show a trail connection to the White River State Trail. Brunner will also develop comment cards to be available at the meeting and on line on the County website.

Kilkenny mentioned funding options for the park including the park lockbox fund. Bretl suggested a separate meeting for funding options. Kilkenny wanted transparency for the public regarding how the county would fund this project. Russell would like the committee to be aware that individuals have contributed to the park lockbox fund in order to obtain a park. Nowak commented that continued leasing of the farmland on the property would be an excellent way to fund the project. Kilkenny thought a history of the Knowles – Nelson Stewardship fund should be an important part of the presentation. Russell stated the County is not interested in camping at the park and the park would be a recreational type park with walking trails. Russell stated that the County would not go forward on this project without receiving funds from Knowles- Nelson Stewardship.

Confirm next meeting date and time: Monday, April 22, at 1:00 p.m.

Supervisors Russell and Nowak moved to adjourn. The motion carried 3-0 and the meeting concluded at 2:15 p.m.

Minutes recorded by Vicki L Price, Public Works Department.

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