



**Walworth County Board Finance Committee  
MEETING MINUTES  
Thursday, May 23, 2013 — 9:30 a.m.**

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

The meeting was called to order by Chair Russell at 9:30 a.m.

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

**Others in attendance included:**

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Lanser, Dale Wilson-Finance; Liz Aldred-Health & Human Services; Dave Ortin-Information Technology; Tracy Moate-Lakeland School; Michael Cotter-Land Use & Resource Management; Kevin Brunner, Peggy Watson-Public Works; Valerie Etzel-Treasurer's Office
- Members of the public: Ed Yaeger, Lake Geneva, WI.

**Agenda withdrawals** — There were no agenda withdrawals. **Motion by Supervisors Grant and Schaefer to approve the agenda; carried 5-0.**

**Approval of minutes of last meeting(s)** — April 25, 2013 — **Supervisor Stacey moved approval of the minutes. The motion was seconded by Supervisor Grant; carried 5-0.**

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

**Unfinished business**

**Discussion and possible action regarding communication from Supervisor Rick Stacey regarding zoning fees** — Stacey explained that this topic was discussed at last month's County Board meeting. If the Finance Committee finds a way to implement his proposal, he thinks it would be great for the county. For the record, Chair Russell read Stacey's motion from the April 16, 2013 Board meeting, i.e., **"I move that the Board supports, in concept, a waiver of all fees imposed under Chapter 74 for three months beginning in October 2013, but that final approval be subject to approval by the County Board of an ordinance implementing the same, as well as a budget amendment transferring money from the contingency fund to the appropriate accounts to make up for any loss in permit revenue, and further that the ordinance and budget amendment be brought back to the County Board at our next meeting for consideration."** Supervisor Stacey moved as stated. Supervisor Schaefer seconded the motion. Schaefer supports the motion but expressed concern regarding the bigger picture. There are potential developments coming in which would normally generate a lot of revenue. If we eliminate some of the fees, how would we handle the larger organizations? Cotter said it would be up to the committee. Kilkenney asked what we anticipated Shodeen's fees to be.

Based on their most recent proposal, they could be upwards of \$250,000, according to Cotter. He added that their proposal is different now because the City of Delavan lawsuit scaled it all back. Stacey commented that he is not interested in giving big corporate discounts but feels there's a need for relief for people in other areas. Bretl suggested potential options. First, there are a lot of different fees in the Land Use and Resource Management (LURM) Code. The department does review them annually. Some are policy matters so you could probably simply reduce them. Ask yourselves if this is a model for cost recovery or if we should do a more comprehensive and permanent review of the Code. Second, you could try to provide for economic activity to take place but would have to provide enough time for people to react to the fee changes. We could also take an amnesty approach. Publicize that if people are out of compliance with the Code, come clean and we would waive certain fees. The downside to that approach is that the person who already paid their fee would say they should have waited. If you want to tailor the proposal, determine the kind of behavior you want to promote and target specific areas. Some fees are statutory and cannot be waived. Bretl added that implementing something like this could be a challenge. If you were to go to the County Board in June with a proposal, you would need to publicize the changes for at least 6 months.

Another factor to consider is that revenues have been declining. We would have to determine the financial impact of using the contingency fund to hold the department harmless. Cotter said LURM revenue for all areas was about \$1 million in 2003-2004. This past budget cycle, they budgeted about \$420,000. He mentioned that his department was recently inundated with speculative gravel pit operators calling staff members for information because they are interested in buying formerly owned properties. LURM receives no income from that, and it takes hours of staff time. Stacey asked if we could impose a fee for such consultations. Cotter replied that he proposed an "as you go" or hourly rate years ago but it was not adopted. Working with large corporations is frustrating because staff can expend hundreds of hours on their "what if" situations, with very little revenue. He would propose cost recovery to be applied across the board in some manner. He added that we incur additional hard costs for hearing fees because we have to publish in the newspaper and send out notices. If the State Legislature would allow publishing on the internet, we could save thousands of dollars. Stacey agreed that LURM needs to recover its costs but he would like to help people move forward a little bit.

Russell said almost 43% of the county's total equalized value is from villages and cities which are incorporated and have their own zoning. We are already giving people in unincorporated places a benefit that doesn't go to taxpayers in cities and villages. There's no way we could control how much revenue this proposal might cost us. She also does not think it will encourage large developments. We have a fee schedule that includes other areas besides LURM. Why reduce zoning and permit fees when we don't reduce fees in those other areas? She doesn't feel that would be consistently fair to everyone in the county. Russell agrees that we should review our fees and said she likes the hourly rate idea.

Bretl does not feel an across-the-board cut would be prudent. The next question is whether the committee believes we can encourage economic activity through the fee schedule. If that is the case, then the next question is to determine the area to target or encourage. Sin-

gle family residential construction? Promote industrial development? Promote agribusiness? Next, review fees specific to the desired area. If the committee prefers to create an amnesty situation, target that and focus on applicable fees. Stacey spoke in favor of encouraging people who can't afford permits for septic tanks or to put up a shed, or who can't make payments on their house, and so forth. As an example, he mentioned a person who was looking at a foreclosure that didn't meet the setback requirements. The property would therefore need a conditional use permit, and the person couldn't afford the fee. Cotter explained how setbacks work. Kilkenny doesn't feel this area drives economic activity. He thinks Stacey's motion is too broad but sees that he is trying to narrow the focus. Russell spoke in support of Cotter's idea of an hourly rate for staff consultations. It would be more fair and equitable and might be the best solution. She asked how the committee should proceed in order to go to the Board with a different recommendation from what they started with. Bretl replied that this proposal doesn't seek to increase the county's recovery of fees but to subsidize in order to spur development. We need to be far more specific before going to the board. He doesn't think there's a consensus of the committee as to what we should do. The first question should be whether we believe we can encourage development by lowering some fees. If the answer is yes, then the next question must determine the kind of development we want to encourage. Do we want this to be a permanent or temporary change? At the end of the day, if the committee doesn't think we can encourage development but wants to review the fee schedule, that can be done. This needs to go back to the Board in some manner. Bretl added that the committee can send with no recommendation. Pursuant to questions from the committee, Cotter explained that there may be technology LURM could use that may help reduce fees. They could incorporate one-person survey technology but he added that we can't certify the work. The technology can't take the place of a registered land surveyor and won't result in dramatic changes to the fees. **The motion was defeated 3-2.**

Supervisor Stacey was excused at 10:21 a.m.

**Consent items** — Russell asked that agenda item 8C1, the investment report, be pulled for separate discussion. Tax foreclosures are included as part of agenda item 9A and therefore not part of the consent items. **Supervisors Grant and Schaefer moved to approve the balance of the consent items; carried 4-0.**

### **Budget amendments**

Children with Disabilities Education Board

- LS01 — Transfer funds to purchase accessible play equipment

Finance

- FN001 — Adjust 2013 health insurance budget

Information Technology

- IT002 — Allocate funds for joint County/City of Elkhorn GIS project

Sheriff's Office

- SH003 — Adjust corrections division payroll budget

### Notice of emergency procurement

- Asbestos abatement for the Health & Human Services HVAC system replacement project

### Reports

- Quarterly investment report – 1st quarter 2013 — Russell commented that this is an outstanding report. The investment pool is paying 0.16%, which is a terrible return. Our money market account at Associated is only getting 0.15%. Andersen said staff notified Associated that the return is below the pool rate and that if they cannot do better, we will pull our funds. They came back with a 5 basis point increase. Staff continue to monitor the rates for all investments.

Supervisor Stacie returned at 10:25 a.m.

- Public Works report on sale(s) of tax foreclosure property
- Out-of-state travel
  - Information Technology
    - Dave Ortin, Tyler Connect 2013, Boston,

### New business

**Discussion and possible action regarding sale(s) of tax foreclosure property** — Brunner reported that all properties have been sold except 3. The Town of Lyons parcel NTU2 00009 received a bid of \$51,000 but the bidder did not follow through with the purchase. The parcel has been re-listed online. Since the last meeting, we received a raze order on the Town of Spring Prairie parcel O SP 100039. We complied to the extent that utilities were cut off and asbestos removal was done. The remainder of the process will likely be completed next week. We had received a bid of \$4,805 which was withdrawn after we informed the bidder of the raze order. The adjacent property owner owns land on both sides of this parcel. Staff recommend that we list the parcel at \$4,805, the amount of the online bid, and approach the adjacent property owner after the raze order is completed. Schaefer asked what costs we have incurred. Brunner said delinquent taxes, interest, and penalties are \$9,400 with an additional \$7-8,000 to raze. The last of the three properties is the City of Delavan parcel XWUP 00107R. The Finance Committee previously directed Brunner to negotiate with the City. The City offered \$3,000 in addition to the amount owing for the current year's tax liability which is \$3,580. Since then, the New Delavan Arboretum Estates Condominium Association offered a bid of \$7,000. Their purchase would keep this property on the tax rolls. The City agreed to defer to the condo association. **Supervisor Grant moved to approve staff recommendations with regard to the 3 remaining parcels. The motion was seconded by Supervisor Schaefer and carried 5-0.** Brunner added that the current foreclosure proceeding is down to 58 properties from an original 70. By statute, we have to post these twice before considering other options such as the online auction. Staff will bring the properties to the committee as we go through the process.

**Resolution \*\*-06/13 Committing Children with Disabilities Education Board 2013 Fund Balances** — Bretl requested that this agenda item be moved to precede 9B, the TIF discussion. **Supervisors Grant and Kilkenny moved to approve the resolution.** Bretl explained that the account was set up to allow CDEB to carry funds over. Some of the funds will be used to prepay bonds. Moate said that a large portion of the lapsed funds from the 2012 budget were from staff positions being transferred to the school districts. She has been working with the finance department to designate dollars to be used to pay down bonds, with another \$50,000 designated for buildings and maintenance. **Motion to approve carried 5-0.**

**Discussion and possible action regarding Tax Incremental Financing (TIF) Districts** — Lanser reported that the cities of Delavan and Lake Geneva TIF reports were included in the agenda packet pursuant to the committee's request to see the difference between the two types of reports which were submitted. We also received a supplement to the agenda packet, i.e., the annual report from the City of Genoa City. Their TIF is scheduled to close. Approximately \$650,000 will be returned, with the county's share being approximately \$125,000. The City of Lake Geneva voted not to close their TIF 4 as there are projects which have not yet been started. Russell asked if Lanser knew what the proposed blight projects were that Dennis Jordan, Lake Geneva's city administrator, mentioned in the email referenced in Lanser's memo. Lanser said she did not.

Kilkenny commented on TIF administrative costs. He feels some municipalities may include a portion of their internal expenses under the TIF. In addition to required reports, the City of Delavan maintains a spreadsheet which breaks out the improvements and expenses for each year and allocates them to specific projects. He would like to see more specificity with regard to the reports. Although municipalities have stated it is too difficult or expensive to maintain and update spreadsheets, he thinks when they're spending \$18-19 million, we should know where the money is going.

Russell asked if a TIF joint review board was able to call a meeting. Bretl said he reviewed the statutes and Lanser researched this issue, too. The question is whether the joint review board is a temporary or permanent TIF board. The municipality may create a permanent TIF board to remain active for the life of the TIF. These may be dissolved any time the municipality wants. Any member of a permanent TIF review board could utilize the statute to call a meeting. Temporary review boards are disbanded at the approval of the board. He feels we are having an impact with regard to TIFs, encouraged the committee to continue, and suggested consideration that we strengthen our ordinance to include a "best practice" section. We could set a target amount that administrative costs should not ordinarily exceed. Bretl added that all we have is our vote and ability to influence other members on the TIF board, but thinks we do have an impact. Perhaps if reports are not in the requested format, such as that used by the City of Delavan, our representative could vote "no" as a matter of course. We could also include a requirement that the TIF board be permanent and that there be adequate oversight, voting "no" if the municipality is not committed to doing so. At some point, we will have impact on some of the other partners in the enterprise. Russell asked if Bretl would draft an ordinance. He replied that it would require finance's input.

Kilkenny said project plans are usually put out by the cities, late, and not modified. Projects should be specifically described. Municipalities should get preapproval when they want to spend more than is allocated in the project plan. Changes should be brought back to the TIF review board. He thinks it is a good idea to put these requirements into an ordinance. Russell agreed. That would give Lanser County Board instructions as to when she can or should vote "no." Bretl added that there is still a massive amount of confusion regarding TIFs. Our recommendations aren't unreasonable and would let members know in advance what our concerns may be. Kilkenny commented that there is seldom enough time to thoroughly review project plans. Andersen agreed. Timing is one of the biggest hurdles we have. Project plans are often submitted to TIF review board members shortly before the meetings. Generally, the municipality schedules the review board and their council the same night so there is little time for the TIF board to review the project plan. Russell feels that when insufficient time has been given to evaluate the project plan, consideration should be given for a "no" vote. As Kilkenny mentioned earlier, this is a partnership. This is "city money" but those taxpayers are being deprived of revenue for their operations. Also, part of the county's equalized valuation is being siphoned off for TIFs.

**Resolution \*\*-06/13 Recognizing Trina Adams for Receiving the American Payroll Association's Citation of Merit — Supervisors Stacey and Kilkenny moved to approve the resolution. Motion carried 5-0.**

#### **Correspondence**

- Wisconsin Department of Children and Families correspondence regarding the audit report for year ending December 31, 2011 — **Supervisors Stacey and Kilkenny moved to place the correspondence on file; carried 5-0.**

#### **Confirmation of next Finance Committee meeting:**

- The next Finance Committee meeting was confirmed for Thursday, June 20, 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 Kilkenny and Stacey, Chair Russell adjourned the meeting at approximately 10:56 a.m.; carried 5-0.**

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

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

# HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

## BOARD OF COMMISSIONERS

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

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

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

**MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE**

**DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011**

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

## MAY 21, 2013 MONTHLY MEETING

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

**Absent: Treasurer Schwarten; (in ICU at St. Lukes Hospital in Milwaukee)**

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

**Secretary Correll read the minutes of the April 23, 2013 monthly meeting which were subsequently approved. There was no Treasurer's Report due to the Treasurer's illness.)**

### Old Business:

**Chairman Lutz said that all of the dam and spillway repairs had been taken care of. Jeff Johnson has agreed to take care of the board replacements and is checking with Kevin Remer of local Arbor Images to see if he can provide the boards to our specifications.**

### New Business:

**Some more trees have been removed by Bienemann's Tree Service...and that completes all of the necessary removal, (Well, there also have been three trees "removed" by the local resident beaver.)**

**Due to the recent heavy rainfall, there were many logs and other floating debris in the dam area which were then removed by Bienemann's prior to the annual raising of the lake level a few days later.**

**Chairman Lutz said that Derek, the young local man who has done much of our cleanup etc. in the past now wants to seek a "real job". He has, however, agreed to continue to help us until a replacement is found. Chairman Lutz has someone else in mind and will pursue further.**

**The storage of the District's past records is becoming to be a problem, spacewise. The District's Attorney, Dubis, recommends getting rid of everything "hardcopy" older than ten (10) years that we are not required by State and Federal mandates to retain. (primarily correspondence) This is to be discussed at the next annual meeting. Chairman Lutz and Commissioner Weinkauf to check and determine if there is possibly any storage space available at the Rochester Village Hall.**

**Discussion followed on what needs to now be done due Treasurer Schwarten's hospitalization and further recovery. Chairman Lutz will obtain the District's checkbook and immediately take care of all bills. Long range, if the Treasurer is unable to continue in that capacity, he will**

**have to resign and the Board will then appoint a replacement to continue in that position for the balance of Schwarten's elected term.....(August, 2015 Annual Meeting).**

**Commissioner Weinkauff spoke of the many roadwork projects to be done in the Rochester area during 2013 and 2014. The major impact locally, and to others who travel thru the community, will be the complete removal and replacement of the Main Street bridge, by Racine County, over the Fox River in 2014. That bridge substructure will be five (5) feet closer to the water level that it is presently. Commissioner Trimberger mentioned that Spring Prairie will also be doing work on many of the roads in it's jurisdiction beginning this Spring.**

**Chairman Lutz read two bills ready for payment, with a motion then made and seconded for payment.**

**A motion was then made and seconded for adjournment at 7:45 p.m.**

**Respectfully submitted,**



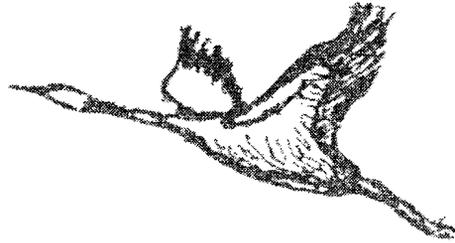
**Robert E. McIndoe 5/24/13**

# ***HONEY LAKE***

Protection and  
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



COMMISSIONER'S MEETING  
ROCHESTER VILLAGE HALL  
300 W. SPRING ST.  
May 21, 2013 -- 7:00 P.M.

## **AGENDA**

Call the Meeting to Order

Secretary's Report: April 23, 2013

Treasurer's Report: April 2013

## **OLD BUSINESS**

1. Reports
2. Lake Project

## **NEW BUSINESS**

1. Monthly bills.

## **ADJOURN**

**Walworth County Land Conservation Committee**  
MINUTES  
May 20, 2013 – 2:00 p.m.

County Board Room 114 – Government Center  
Elkhorn, Wisconsin  
***DRAFT***

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The meeting was called to order at approximately 2:00 p.m. by Chairperson Kilkenny.

Roll call – In attendance were Chairperson Kilkenny, Vice Chairperson Russell, Supervisor Schiefelbein and Citizen Member Badame. Citizen Member Bellman was absent. A quorum was declared.

Others present – Supervisor Carl Redenius; David Bretl, County Administrator; Michael Cotter, Deputy Corporation Counsel/LURM Director; Louise Olson, Deputy LURM Director; Fay Amerson, Urban Conservation Specialist, Matt Zangl, LURM Student Intern, and Merilee Holst.

Approval of the agenda was moved and seconded by Supervisor Schiefelbein and Vice Chair Russell, with no withdrawals, and carried 4 – 0.

Approval of the April 22, 2013 Land Conservation Committee meeting minutes was moved and seconded by Supervisor Schiefelbein and Citizen Member Badame, with no withdrawals, and carried 4 – 0.

Public comment: None.

Discussion/Possible Action – Volunteer Notice of Noncompliance Farmland Preservation Program: Donald Klaehn, Trust; Thomas Woellert, Baker Farms, Inc., Joyce Welch Trust, Payne Family Trust, Robert P. Joost, Etheleen Haak, Wayne & Carl Redenius, Leroy Redenius Trust - Louise Olson (enclosure, pages 1-23 ) Discussion by Deputy LURM Director Louise Olson regarding the notices of non-compliance for Farmland Preservation having been initiated at the request of property owners. Said requests are noted by the Committee.

Discussion/Possible Action – State Support for County Land Conservation Departments/ Division submitted to Governor Scott Walker, Walworth County -Wisconsin Senators and Representatives – Louise Olson (enclosures, pages 24-26) Discussion by Deputy LURM Director Louise Olson regarding correspondence submitted to Governor Walker and Walworth County Legislators, and response from Rep. Dave Craig regarding budget issues to be presented on May 21, 2013 to the Joint Finance Committee at the State Capital.

Discussion/ Possible Action - Wisconsin Water Use – 2011 Report - Louise Olson (enclosure, pages 27-28) Discussion by Deputy LURM Director Louise Olson regarding Walworth County

*Draft*

receiving 3<sup>rd</sup> new grant with the WI DNR to prepare county-wide Ground Water Usage / Lake Planning Grant to assist in reduction of water usage and education.

Discussion/ Possible Action – Urban Storm Water Pollution Prevention Program Grant - Fay Amerson (enclosure, pages 29-30) Discussion by Urban Conservation Specialist Fay Amerson regarding the grant to assist communities in developing storm water pollution prevention plans and municipal permitting.

Discussion/Possible Action – General Discussion of Administrative Hearings under Chapter 68 of the Wisconsin Statutes – David Bretl. Discussion by Administrator Bretl regarding due process rights and procedures pursuant to statute and alternatives. Discussion at a later date.

Discussion/Possible Action - Non Metallic Mining Bonding Discussion Joint Meeting with CZA – Michael Cotter. Discussion by Michael Cotter, Deputy Corporation Counsel/LURM Director regarding possible joint meeting with LCC and CZA to discuss general bonding issues on July 18, 2013 at 4:00 p.m.

Chairperson Kilkenny did not have any announcements.

The next regular meeting of the land conservation committee was confirmed for Monday, June 17, 2013, 2:00 p.m.

Adjournment. On motion and second by Supervisor Schiefelbein and Citizen Member Badame, Chairperson Kilkenny adjourned the meeting at approximately 2:35 p.m.

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Respectfully submitted by Sheril Oldenburg, LURM Assistant.  
These minutes are subject to approval by the committee.

**DRAFT**

**Walworth County Board of Supervisors  
Public Works Committee  
MEETING MINUTES  
Monday, May 20, 2013  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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

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

County Staff present:

County Staff: Kevin Brunner, Director of Central Services/Public Works; County Administrator David Bretl; Tracy Moate, Director of Special Education-Lakeland School; Public Works Director of Operations Larry Price; Deputy County Administrator-Finance Nicki Andersen; Assistant Public Works Superintendent John Miller; Purchasing/Public Works Business Office Manager Peggy Watson

**Agenda withdrawals/approval**

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

**Supervisors Schaefer and Stacey moved to approve the April 22, 2013 meeting minutes as prepared. The motion carried 5-0.**

**Public comment period.** No one from the public was present.

**Regular Business**

**Lakeland School request for teen and young adult play area**

Tracy Moate, Director of Special Education at Lakeland School, summarized the issue paper on the proposed play area that was included with the agenda packets. The plan is to utilize existing federal flow through dollars they had for previous projects which they have subsequently reorganized. She distributed photos of the proposed area for the equipment and a diagram of the play area. The existing playground was purchased in 2006 and moved to the new school when it was built. This area is primarily for students ages 3 to 12 years old. Currently there are 18 students in wheelchairs, and the play area for the older children only has 4 swings and two sets of basketball hoops. The new play area would accommodate those who need handicap accessible equipment and provide more opportunities for the older children and young adults. Moate put together three options for committee consideration: 1) bid the project/sole source, construct it this summer and be ready for fall 2013, using existing 2012-13 Federal IDEA funds; 2) bid the project in fall 2013, complete the site preparation and complete installation in summer of 2014; or 3) submit the project for the 2014 CIP, complete it in 2014, with funding to come potentially from federal and/or local dollars. Chair Russell brought up a proposal from another group who want to install an all-inclusive play area at Babe Mann Park – would it be possible to collaborate with them? Moate replied that they have been approached on this and similar projects, but she is concerned about liability issues. If a joint venture were involved, the

county would not be allowed to regulate use and supervision. The play area she is proposing addresses a specific group of students with various problems, including visual impairment, physical disabilities and autism. Bretl said this is a \$100,000 project and needs to be competitively bid. He asked if Public Works staff would be available this summer to manage the project, given the other public works projects that are also underway. Central Services Director Kevin Brunner said that he and Assistant Public Works Superintendent John Miller met with Ms. Moate last week to discuss the project, and he believes they can accomplish the project within a timeframe to accommodate the school's schedule. **Supervisors Monroe and Schaefer moved to approve option 1 of the proposal, to bid the project out, construct it this summer, complete it in fall of 2013 and use Federal IDEA dollars to fund the project. The motion carried 5-0.**

#### **Bid award recommendations**

- **Plow blades**

**Supervisors Schaefer and Stacey moved to approve the bid award to the four firms recommended in the amount of \$30,824.48. The motion carried 5-0.**

- **Roadway materials**

**Supervisors Stacey and Schaefer moved to approve the seven pre-qualified vendors for roadway materials for the estimated contract amount of \$245,682. The motion carried 5-0.**

- **Demolition dump trailer**

**Supervisors Schaefer and Stacey moved to approve the bid of De Cleene Trailer sales, in the amount of \$34,700. The motion carried 5-0.**

- **Tandem axle trucks**

Public Works Director of Operations Larry Price said the new tandem axle, single wing plow trucks will have the new emissions standards. Price said the belly blades that will be installed on the new trucks work on the order of a motor grader, and are used in shoulder work and peeling off hard packed snow and ice on the roads. He thanked the committee for allowing the belly blades to be part of the specifications for the trucks. He added that if they work out well, staff is hoping to standardize the inclusion of the blades in future truck specifications. Brunner added that the budget for the trucks as \$690,000. **Supervisors Monroe and Redenius moved approval of the bid award to CIT Group, Inc. and Burke Truck & Equipment, for a proposed contract amount of \$647,883.96. The motion carried 5-0.**

#### **Authorization to submit Congestion Mitigation and Air Quality (CMAQ) grant application for CTH NN pedestrian trail**

Brunner said this new grant program is limited to the seven counties in the southeastern region and 3 or 4 in the northeast region of the State who meet the criteria of location in or benefit to an air quality non-attainment or maintenance area. As part of the upcoming CTH NN road project, there will be a separate pedestrian bike trail from Elkhorn to the county campus, which will eventually loop around the campus to the north and join the White River Trail. The grant application is due in mid-June, and needs committee approval as it is not on the county's pre-approved grant list. The estimated cost of the trail project is \$234,478, plus engineering fees and contingency. Brunner said he is working closely with the State on this project, as the USH 12 bridge will be replaced in 2015 also. The entire project is included in the county's out year CIP, but he is hoping to receive the CMAQ grant to offset a portion of the project costs. **Supervisors Stacey and Monroe moved to approve the grant application. The motion carried 5-0.**

**Government Second Floor Meeting Rooms project – Change Order #KH-TRIN-003**  
**Supervisors Schaefer and Stacey moved to approve the change order in the amount of \$5,495. The motion carried 5-0.** Brunner said the final payment request for the meeting room project should be brought to the next regular meeting. The rooms have been in constant use for a couple of months already.

**Public Works Department 2012 Report of Financial Operations**

The agenda packet contains a summary of the 2012 Public Works enterprise fund operations. Brunner highlighted that the Public Works Enterprise Fund had a total net position at the end of 2012 of \$13,611,689, up from \$13,426,800 at the end of 2011. The full report is posted on the Department's website, and anyone who wishes a hard copy of the full report can call Peggy Watson, Public Works Business Office Manager. He said any questions could be reviewed at a future meeting. Committee consensus was that the summary is sufficient information.

**Supervisors Schaefer and Stacey moved to accept the Public Works Department 2012 Report of Financial Operations. The motion carried 5-0.**

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

Brunner said the reason for the July 1 meeting was to allow time to assess how the CTH O project is proceeding and make a decision on whether or not we will have sufficient funds to do the CTH M project this year.

**Adjournment**

**Supervisors Stacey and Schaefer moved to adjourn the meeting. The motion carried 5-0 and the meeting adjourned at 4:15 p.m.**

Meeting 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.*

**County Zoning Agency**  
**MINUTES**  
May 16, 2013 – 4:30 p.m.  
100 West Walworth Street  
Elkhorn, Wisconsin  
**DRAFT**

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Vice-Chair Dave Weber called the meeting to order at 4:30 p.m.

Roll call – Committee members present were Vice-Chair Dave Weber, Supervisors Carl Redenius and Tim Brellenthin, and Citizen Member Jim Van Dreser. Chair Rick Stacey was absent, Supervisor Rich Brandl was absent, excused; Citizen Member Richard Kuhnke, Sr. 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 Walworth County Administrator, David Bretl and Nick Sigmund, Code Enforcement Officer.

A “sign-in” sheet listing attendees on May 16, 2013, is kept on file as a matter of record.

Details of the May 16, 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](http://www.co.walworth.wi.us)

**Tim Brellenthin motioned to approve the agenda as amended to withdraw item 8.b.3.) Talmer Bank & Trust, item 8.c.2.) West Rod Cottage Industries, item 8.e.4.) Tower View Properties, Inc., and 8.e.6.) Zioto Enterprises, LLC. Seconded by Carl Redenius. Motion carried. 4-favor 0-oppose**

**Tim Brellenthin motioned to approve the April 18, 2013, Minutes. Seconded by Carl Redenius. Motion carried. 4-favor 0-oppose**

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter  
Disc Count #4:35:22 – 4:41:40

Subdivision Items – Old Business - none

Subdivision Items – New Business - none

Old Business – Discussion Items – 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 # 4:42:12 – 5:13:58

**Jim Van Dreser motioned to bring this matter back next month based upon guidance at the meeting and remuneration/reimbursement issues. Seconded by Carl Redenius. Motion carried. 4 -favor 0-oppose**

2. Discussion / possible action re: General Bonding Issues – Michael Cotter.  
Disc Count # 5:13:58 - 5:27:53

Ordinance Amendments - None

**Public Hearing: 5:38 p.m.**

Ordinance Amendments - none

**Rezones with Conditional Uses**

S. Terry Woods, Ltd., Inc. – Terry Woods owner/applicant, Section 31, Linn Township. The owner/applicant is requesting to rezone approximately .85 acres of A-2 Agricultural District zoned property to the A-4 Agricultural related Manufacturing, Warehousing and Marketing District for a sausage making business as a principle use. In addition a request is being made for amendment of an existing conditional use for addition of buildings and relocation of a retail sales area and storage area with addition of honey and mead products production. The properties are located on the north side of State Line Road approximately 3200 west of the intersection of State Line Road and Swamp Angel Road and identified as parts of Tax Parcel I L-31-7 for the rezone and IA4223-1 for the conditional use amendment.

**Recommended Conditions:**

**\*Amended 5-16-13**

1. Approved as per plan submitted (and amended 12/18/08 **and amended 5/16/13**) with all additional conditions for a creamery including production of natural and processed cheese, production of creamery butter, fluid milk processing and a commercial kitchen for the canning of fruits, vegetables, preserves, jams and jellies as well as the canning of specialty foods **and production of honey and mead products**. The request includes a small area (500 sq ft.) for retail sales of products. The retail sales shall include the items made in the creamery and kitchen and items used to make, store, cut or serve those products and the sales locally produced sausage.

2. Storage limited to material and goods directly associated with business. Outside storage shall be limited and located as identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.
3. On site hours of operation shall be from 6:00 a.m. to 9:00 p.m.
4. Must meet all applicable federal, state, county and local regulations.
5. Outside lighting shall be shielded and directed on site.
6. The applicant must obtain all required zoning permit approvals including a sign permit.
7. No fill, debris, branches or leaves may be brought back and disposed of on site. No burning of waste materials shall occur on site.
8. The applicant must obtain a Walworth County Land Disturbance Erosion Control and Stormwater Management Permit from the Walworth County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the Walworth County Conservation Office.
9. All parking and access to the site shall meet county requirements. All parking shall be installed according to county requirements prior to opening the operation.
10. The project site must be kept neat, clean, and mowed.
11. Any changes to the character, intensity or use of this site not capable of being discerned by the Walworth County Land Use and Resource Management Department as consistent with this approval must be brought before the Walworth County Zoning Agency for additional conditional use review.

Specific conditions:

12. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
13. The owner will be allowed a 400 square foot additional storage building, meeting all zoning permit approvals.
14. Additional ancillary uses shall be allowed in and on the cheese factory grounds as stated in the narrative for amendment of the conditional use as approved 12/18/08.
15. **The .85 acre A-4 rezone area for the sausage production facility shall be attached to the adjacent A-4 area and only used for a principal use unless further conditional use approval is granted by the Town and County.**

**Jim Van Dreser motioned to approve. Seconded by Tim Brellenthin. Motion carried. 4 -favor 0-oppose**

The rezone petition will move forward to the June 11, 2013, Walworth County Board for possible action.

Disc Count # 5:41:15 – 5:47:21

**Rezones** - None

**Conditional Uses**

Dreamfield, LLC c/o Wrigley Management, Inc. – Timothy C. Lynch, Lynch & Associates – Engineering Consultants, LLC applicant, Section 34, Geneva Township. Conditional use for land restoration by the creation of non-agricultural earthen berms on A-2 zoned property. Part of Tax Parcel JA4328-2.

Recommended Conditions:

General:

1. Approved as per plan submitted for the construction of non-agricultural earthen berms as land restoration with all additional conditions.
2. ~~Time limit for completion of the project shall be within three years of the date of approval.~~
3. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater permit from Land Conservation. The applicant must comply with all established standards of the Land Restoration and Land Disturbance, Erosion Control and Stormwater Management permits.
4. The applicant must follow phases of excavation and restoration as part of the approval under the County's Land Disturbance Erosion Control and Stormwater Management Ordinance. The applicant must submit a project-sequencing schedule for each phase leading to completion prior to approval.
5. Implementation of dust and noise control measures shall occur at all times on site.
6. Hours and days of operation shall be set at 6:00 a.m. to 6:00 p.m. Monday through Friday and 6:00 a.m. to noon on Saturday. No work shall be conducted on Sundays or holidays.
7. Any additional Office/trailer or structures shall obtain approved County zoning and sanitary permits.

8. The project shall meet all applicable Federal, State and local regulations.
9. All soil and equipment storage must be in an approved location.
10. No materials shall be brought in from offsite other than those materials specified in the approved operations plan.
11. All soil generated from the site must remain on site for use in restoration. All topsoil will be graded evenly on the disturbed area consistent with the approved restoration plan.
12. All site dewatering shall be conducted so as to prevent sedimentation outside of the project area. The site may not be dewatered until all sediment has settled in the open water area of the disposal site.
13. No storage of chemicals and petroleum products shall occur on site.
14. The County shall not be party to the soil disposal project. The applicant shall be held solely responsible for any damages resulting from use of the disposal site. The County will not be liable for any damage to the property affected by the fill or to any neighboring property or drain tiles due to the project.
15. The applicant must provide the County with documentation of notice to all neighboring property owners regarding the intent to fill on site. The notice must specifically request any known information details regarding drain tiles and stormwater management concerns.
16. The applicant must stipulate that adequate liability insurance will be held at all times during excavation and restoration to cover any damages resulting from the project. The applicant has agreed to provide a copy of the liability insurance coverage document for the file.
17. 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.
18. 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:

18. The property owner shall provide a notarized signed and dated statement indicating that they have agreed to the disposal of soils on the property and assume all liability and risks associated with damages resulting to the field's productivity, drainage and effects on neighboring properties.
19. Time limit for completion of the project including complete restoration and ground cover seeding shall be by October 15<sup>th</sup>, 2013 as per the Town.
20. All construction traffic shall be accessed from Highway 50 and not from Snake Road as per the Town.

*Per Town recommendation, #2 three year time frame is stricken; Amended #19 time frame and #20 traffic control added by Matt Wetdensee per Town direction.*

**Jim Van Dreser motioned to approve as amended. Seconded by Carl Redenius**  
**Motion carried. 4 - favor 0 - oppose**  
Disc Count # 5:47:33 – 5:53:03

Robert A. Pearce Farms, Inc. – Robert A. Pearce owner/applicant, Section 3, Walworth Township. Conditional use for a second residence on a farm parcel for a farm laborer's quarters on land zoned A-1 Prime Agricultural District. Tax Parcel E W-3-1.

Recommended Conditions:

General:

1. Approved per plan submitted for a second residence on a farm parcel for a farm laborer with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. The applicant must obtain Township approval for access prior to construction on site.
4. No further land divisions of the parcel will be allowed without County approvals.
5. The applicant must obtain the required zoning approval for the construction of the residence prior to plat review and approval. The residence shall be used for the stated agricultural purpose consistent with this approval.
6. The residence shall not be separated from the farm parcel.
7. The property owner shall contact the County Land Use and Resource Management Department if the farm laborer's residence is vacant or not used by a farm laborer. The owner shall be required to remodel the laborer quarters so that

it no longer meets the definition of a dwelling if it is not used for farm laborer quarter's purposes.

8. Only one additional residence of any kind shall be allowed on the parcel without further County approval.
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:

**Jim Van Dreser motioned to approve. Seconded by Tim Brellenthin. Motion carried. 4 - favor 0 - oppose**  
Disc Count # 5:53:03- 5:56:07

Stana Erman - Elizabeth Erman applicant, Section 10, East Troy Township. Conditional use for a home occupation for a home based office on lands zoned R-2 Single Family Residential District (sewered). Tax Parcel PMR-147.

Recommended Conditions:

General:

1. Approved per plans submitted as a home occupation for an office for a home assessment business with all added conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking must be in compliance with County requirements within 60 days of this approval.

4. Hours of operation (IE mailing and deliveries) shall be from 7:00 a.m. to 6:00 p.m. Monday through Saturday.
5. All Signage must be identified on the plan of operations and the applicant must obtain the required sign permit from the County Zoning Office.
6. Access to the site must be as identified on the plan.
7. All lighting shall be shielded and directed onto the property.
8. No outside storage of goods or materials shall be allowed on site.
9. No sales of goods shall occur on site.
10. Use of the site shall be limited to 25% of one floor of the residence.
11. Employees of the home occupation shall be limited to the residence of the home and a maximum of two non-resident employees.
12. No alteration of the exterior design of the home may occur.
13. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
14. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

**Jim Van Dreser motioned to approve. Seconded by Tim Brellenthin . Motion carried. 4 - favor 0-oppose**  
Disc Count # 5:56:07 – 5:59:29

Kevin and Heidi Dawson, Travis and Amy Henry – Applicant, Section 11, Lafayette Township. Conditional use for a veterinary clinic and commercial horse stable on an existing commercial stable facility. The property is identified as Tax Parcel K LF1100004B.

Recommended Conditions:

General:

1. Approved as per plan submitted as a veterinarian clinic and commercial horse boarding facility with all additional conditions.
2. Retail sales shall be allowed on site to customers of the horse operation only. The tack shop will not promote off-street traffic sales.
3. Any changes in the proposed use of the property will require additional County approvals.
4. Business hours shall be from 7:00 a.m. till 7:00 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.
5. All waste and medical disposal must meet with Local, State and federal regulations.
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.
8. All animal waste, garbage and recycling shall be removed by a commercial dumpster.
9. The commercial horse boarding facility shall have a total maximum capacity of 25 horses including both inside and outside boarding.
10. The on-site home will be used as a caretaker's facility.
11. The applicant shall obtain a Walworth County sign permit prior to placement of any sign 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.
13. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three

year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

14. Veterinary education shall be allowed on site for up to three days, six times per year for other area veterinarians with up to 14 people per lab.
15. There shall be no dogs boarded outside.

**Tim Brellenthin motioned to approve. Seconded by Carl Redenius. Motion carried.**  
**4 - favor 0-oppose**  
Disc Count # 5:59:39 – 6:03:35

### Adjournment

**Tim Brellenthin motioned to adjourn. Seconded by Carl Redenius. Motion carried.**  
**4 - favor 0-oppose.**

The meeting was adjourned at 6:04 p.m..

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

# Wisconsin River Rail Transit Commission

FULL COMMISSION Meeting - Friday, May 10, 2013 @ 10am  
 Dane County Hwy Garage, 2302 Fish Hatchery Rd, Madison, WI

1. 10:01 AM **Call to Order – Karl Nilson, Chair**
2. Roll Call. **Establishment of Quorum – Mary Penn**

Crawford	Tom Cornford, 3 <sup>rd</sup> Vice Chair (XCom)	x	Rock	Ben Coopman, Alternate	
	Rocky Rocksford	x		Wayne Gustina	x
	Vacant			Alan Sweeney, 1 <sup>st</sup> Vice Chair (XCom)	x
				Terry Thomas (10:48 AM)	excused
Dane	Gene Gray, Treasurer (XCom)	excused	Sauk	Marty Krueger, Alternate	
	Jim Haefs-Fleming	excused		Carol Held	x
	Chris James	x		John Miller	x
				Dennis Polivka, Asst. Secretary (XCom)	x
Grant	Gary Ranum	x	Walworth	Jerry Grant	x
	Vern Lewison	x		Richard Kuhnke, 4 <sup>th</sup> Vice Chair (XCom)	
	Robert Scallon, 2 <sup>nd</sup> Vice Chair (XCom)	excused		Allan Polyock	x
Iowa	Charles Anderson, Secretary (XCom)	x	Waukesha	Karl Nilson, Chair (XCom)	x
	William G Ladewig (10:02)	x		Dick Mace	
	Jack Demby	x		Fritz Ruf	x

**Others present for all or some of the meeting:**

<ul style="list-style-type: none"> <li>• Mary Penn, WRRTC Administrator</li> <li>• Troy Maggied, SWWRPC Planning Manager</li> <li>• Jim Matzinger, Dane County</li> </ul>	<ul style="list-style-type: none"> <li>• Ken Lucht, Ben Meighan, Roger Schaalma, WSOR</li> <li>• Roger Larson, Ron Adams, Frank Huntington, WDOT</li> <li>• Alan Anderson, Pink Lady RTC</li> </ul>
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Commission met quorum.

3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Penn**
  - *Motion to approve public notice of meeting – Sweeney/Grant, Passed Unanimously*
4. Action Item. **Approval of Agenda – Prepared by Penn**
  - *Motion to approve agenda – Cornford/Held, Passed Unanimously*
5. Action Item. **Approval of draft March Meeting Minutes– Prepared by Penn**
  - *Motion to approve draft March Meeting Minutes – Gustina/Ruf, Passed Unanimously*
6. Updates. **Public Comment – Time for public comment may be limited by the Chair**  
 There were no public comments.

7. Updates. **Correspondence & Communications – Discussion may be limited by the Chair**  
 Penn reported she had received copies a number of completed applications for utility work as is standard. She said that she had received and forwarded to Jim Matzinger the invoice from the Richgels Schaefer Agency for the renewal of the WRRTC’s Public Employee’s Blanket Bond. Penn then reported she was now receiving dockets via email from the Office of the Commissioner of Railroads including one in regard to the recommendation of a crossing in the Village of Mazomanie and a notice of a review of a siding issue in the Village of Muscoda. She also told the Commission she had received 2 letters and a number of phone calls from a Mr. Jasper Losicero who is a very enthusiastic passenger rail advocate. She said she had advised Mr. Losicero to contact ProRail, a Wisconsin based passenger rail advocacy group, thanking Ken Luc.ht for providing the contact information at ProRail. She next told

the Commission she had received notice via email that Mr. Don Cesar had left WSOR. Lastly, she distributed 2 handouts on rail issues courtesy of Forrest Van Schwartz.

**8. Updates. Announcements by Commissioners – No Discussion Permitted**

There were no announcements by any Commissioner.

**REPORTS & COMMISSION BUSINESS**

**9. Discussion, commendations, possible action, and friendly roast on resolution on Resolution to honor Ron Adams, WDOT – Karl Nilson, Chair**

Karl Nilson introduced Ron Adams and read the resolution in its entirety to the Commission.

- *Motion to pass resolution honoring Ron Adams, WDOT - Ruf/Anderson, Role Call Vote, Passed Unanimously*

Nilson talked of his history with the Commission and how he got to know Adams, voicing his appreciation of the public private partnership between WDOT, WRRTC, and WSOR, commenting on how much work has gone into the relationship resulting in so much advancement in rail in the State. Alan Sweeney thanked Ron for his advocacy for economic development in the region. He emphasized that this Commission is a regional project. Ken Lucht thanked Adams on behalf of WSOR; he said he appreciated Adams' leadership over the last 30 years. Ben Meighan said that he joined in 1980 and without the organizational skills of WDOT and the counties stepping forward with the foresight and finances, the creation of the railroad vision would never have happened. Meighan also spoke of all the economic value that has resulted along the corridor and without Adams stewardship during the most important time of WSOR's growth, WSOR and the WRRTC could not have prospered as they have. Nilson talked about how good Adams' staff is and spoke of their challenges when it all began. Nilson said Adams kept everything together and kept the railroad going; it has been a great partnership". Alan Anderson of the Pink Lady RTC talked about what a great thing the railroad is and that he believed it to be unique in the country. Nilson said the partnership between WDOT and WRRTC has been wonderful. Dennis Polivka said he is new to the commission but in the past year he has learned more in one year than he ever imagined. He spoke of the changes in Spring Green's railroad activity and its increasing traffic. He said he has continued to learn about who has been behind this increase in rail and how interesting it has been. Frank Huntington said that a lot of the decisions that moved the Commission forward were a result of Adam's decision making skills and his ability to make things happen. Roger Larson said that working with Adams has resulted in a wonderful team. Nilson then presented Adams with a plaque that was signed by WSOR's General Manager and Karl Nilson, WRRTC Chair.

Adams spoke about his experiences when he came to Wisconsin in 1984 and how he never anticipated that he would still be here 29 years later. When he came, the RTCs were lucky if there were 8000 cars on the tracks and if they could keep the line open and get up to 20,000 cars that would have been considered "nirvana". Today there are so many more and bigger cars and more and more commodities being shipped. Adams said the whole program was started as a local initiative to save railroads and preserve railroad service. He said Wisconsin was fortunate that in the very beginning they were able to get early federal dollars which is how the state was able to start this program. Adams said there was a fight for abandonment but today because there has been less shipping, abandonments are not fought so much anymore. But due to collaboration between the State, the counties, and the railroad, together it has made all the difference and he can hear the whistle's from where he lives and it's the "sound of commerce". He thanked his staff and the WRRTC. Nilson said that long ago people with vision started this project and staffed it with people with vision. Adams said they were tremendously fortunate that Bill Gardner came along and united the disparate pieces, had the financial support, and took the personal risk with courage. Charles Anderson asked if Adams had trained his replacement well and Adams said that hopefully an announcement would be made next week but he did not know who that person would be. He said whoever they are they will do well but will have to learn as he had to, gaining experience.

At this point Nilson introduced Troy Maggied to the Commission, asking why he had wanted to attend. Maggied said he wanted to know what the Commission did.

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

- Treasurer's Report for March and April and Payment of Bills

Jim Matzinger gave his report, saying that 2012 projects have been closed out; he also outlined the income and noted two bills, one of which was an invoice for a Public Employees Blanket Bond from Richgels-Schaefer Agency, Inc.

- *Motion to approve treasurer's report and two bills - Sweeney/Anderson, Passed Unanimously*

Prior to voting, Anderson asked for clarification on the Richgels Schaefer Agency invoice, wanting to know if it were insurance or a bond. He was told it was insurance. Lucht had a question about the 2012 projects and what was paid which Matzinger answered.

**11. Wisconsin & Southern Railroad’s Report on Operations**

- Update on Monthly Maintenance Activities
- Update on Capital Projects
- Update on Business Development
- Other continuing issues/topics

Lucht said that the OCRR would require a crossing at Mazomanie and last Wednesday he had met with representatives in Jefferson County about capital upgrades that would be necessary to improve their railroad infrastructure. He said it was just an informational meeting; nothing was decided. He noted that Jefferson County supervisors wanted to know if they joined the WRRTC if would there be work on their line (the part of the track in Jefferson Co.) in return for their county contribution. He believed Jefferson County is thinking they will have to seriously consider joining WRRTC. He said WRRTC would be contacted soon to talk with county representatives, on the possibility of joining in the near future.

Ben Meighan introduced his replacement Roger Schaalma who has 17 years’ experience and Meighan said he hoped to be around to get Schaalma settled.

Schaalma talked about the maintenance projects currently occurring, saying that 8500 ties were intended for the Fox Lake sub, with 2000 on the Elkhorn sub to keep it at class 1. He said 3000 ties were for the Prairie Sub (mostly between Boscobel and Prairie du Chien); otherwise they were working in IL on the Fox Lake Sub. Meighan said they would be going after a TIGER grant to get funding for the Prairie sub work, adding that there were 28,000 ties on the sub and they could back that out of the grant request which would hopefully increase their chances for funding. He said there would hopefully also be more cars on the Prairie sub which could help get funding.

Ken said WSOR is near to completing its 5 year capital project plan and told the Commission to expect it soon.

Gary Ranum asked about an upcoming crossing issue in Muscoda. Meighan said the siding tracks need to be extended to accommodate the grain elevator and Ranum said to expect some pushback by the Village. Ranum then asked if the frac sand coming thru on the Prairie sub was cleaned or “raw” sand (unprocessed) and Meighan said it is hot, processed sand. Huntington asked if the sand was heated and Meighan confirmed it is to keep it from clumping. Ranum said that the WI Riverway Board has been getting concerned with the frac sand issue.

Polivka commented on the Fox-Wisconsin Heritage Parkway, saying they are trying to get local county support and their goal is to control an area 2 to 6 miles from the river (which involves the trackage).

Maggied said SWWRPC would be open to working with WSOR in their bid for a TIGER Grant.

Fritz Ruf reported that Waukesha County was very pleased with the track upgrades that have been done and that he enjoyed hearing the Empire Builder going thru. Nilson asked Lucht if the “S” curve had been done and Lucht said it had. Meighan said there would be some additional work on that line to drop some of the noise of the trains.

**12. WRRTC Administrator’s Report – Mary Penn, WRRTC Admin.**

Penn gave the Administrator’s Report.

1. Requested administrator’s email be added to Office of Commissioner of Railroad’s docket list. Penn now receives WSOR related dockets as they occur.
2. Wrote Marlene Lane (McHenry Co., Ill.) of meeting discussion re: a drainage issue addressed at March mtg.
3. Unclaimed property check received (\$240); sent same to Jim Matzinger 4/22/13
4. To date Penn has recieved four appointments or reappointments to the Commission:
  - a. Dick Mace, Waukesha County
  - b. Jack Demby, Iowa County
  - c. Jerry Grant, Walworth County
  - d. Terry Thomas, Rock County

Penn said some counties still need appointments or are pending appointments including Dane (Gene Gray), Grant (Gary Ranum), and Sauk (Carol Held). Carol Held told Penn she had received verbal confirmation of her reappointment, as had Gary Ranum.

Nilson called a break at 11:00 AM  
Meeting was reconvened 11:12 AM

**13. WDOT Report– Frank Huntington, WDOT**

First, Huntington told the Commission that the 2013 rail/harbor map was available if anyone wanted one. Next, he announced that the UP purchase of the Reedsburg track is still moving ahead, with the evaluation of the property title completed. There will a conversation on a purchase contract, so pretty soon they will be talking about price. He said in a couple months WDOT will have a good idea of the price. He also said there has been a lot of talk about the budget. The Governor asked for \$60M, however it ended up being \$52M which is an increase from the \$30M granted in the past.

In other project, Huntington said there were projects submitted in February which included the possible acquisition of CN trackage in northern WI but he cautioned the Commission that this was very preliminary. He said there were also a number of project in the southern part of the state. One of the biggest project items was bridges, as there are up to 60 that need work.

Huntington then told the Commission that he had heard from Ron Brisbois, Grant County Economic Development Corporation head about the potential of a trail proposal between Wauzeka and Woodman which encompasses a railroad bridge. Huntington asked if the any of the Commissioners had heard anything about the issue and Tom Cornford said Crawford County Board had been presented with the idea. Huntington said WDOT would have to wait until approached formally but he did point out that the possibility of a trail using an active railroad bridge was problematic.

Ruf asked Huntington how the frac sand was being hauled out of Prairie du Chien. Huntington said it was trucked from Iowa and then loaded at Prairie and then shipped out via rail. Huntington said that there have been some dust and road damage concerns to date but as of now, this is the facility they have. Vern Lewison said that sand has been trucked out of Grant County. Bill Ladewig asked if there was money available from the state and Adams said for counties to contact their legislative representation. Meighan said sand is getting shipped to Janesville where it gets hooked up to UP trains,, with some going east and some is going southeast.

Nilson asked about the 100yr old bridges and where do they stand and has anyone admitted ownership. Huntington said that many of those old bridges are owned by railroads although the maintenance and replacement is done usually through the State's bridge replacement program (because they are not a high priority for the railroad but are so for the local towns). Jack Demby asked about how the rating of bridges is done. Meighan said there is a standard they use, encompassing a yearly review which looks at bridge components individually. He said their structural engineer makes the final assessment and there are individual component replacements but not necessarily a complete bridge replacement. He said WSOR is part of a federal bridge replacement study currently and they are evaluating every structure they have and trying to prioritize them. Currently WSOR has 140 structures that are rated "1" (highest danger). He said some bridges have to be assessed after every train passes or on a weekly basis. Meighan mentioned the Spring Green Bridge as an example: some of the pilings have shifted. Due to silting, the pilings shift on the "jello" like substance that they are sitting and personnel constantly have to monitor and correct for the shifting.

**14. Consideration and Possible Action on letter to Wisconsin Legislators supporting the Freight Railroad Preservation Program (FRPP) in the 2013/2015 Biennium – Ken Lucht, WSOR**

Lucht reminded the Commission that they had received a copy of the draft letter in their packet and said that the amount asked for by the Governor (\$60M) had actually been supported to \$ 52M, which he said showed there was a lot of support in the Legislature for RR. While it was not the original amount asked for, it was a 73% increase. Lucht asked for the Commission's support (with 4 edits) via the included letter and asked that it be forwarded to the Legislature. Lucht outlined necessary changes to the letter and said he would get all the information to Mary Penn for distribution. Jerry Grant asked if it would be worth asking for the \$60M but Lucht said that would be counterproductive at this point.

- *Motion to approve the letter to Wisconsin Legislators supporting the Freight Railroad Preservation Program (FRPP) in the 2013/2015 Biennium – Sweeney/Ladewig, Passed Unanimously*

**15. Consideration and Possible Action on sponsoring a proposed U.S. DOT TIGER V Application and authorization to direct staff to send a letter of support for the application – Ken Lucht, WSOR**

Lucht said that to date, WSOR had not gotten a TIGER grant but there is a new grant cycle beginning and he was confident that they could put together a very competitive proposal. He said WRRTC co-sponsored WSOR's TIGER grant last year which was very competitive as it demonstrated good public/private partnership, but because there were so many good highway projects, not a lot of

freight rail projects were funded last year. He said applications are due June 3<sup>rd</sup> and WSOR wants to apply again with the same project scope with Iowa County willing to sponsor and apply on their behalf and submit the application as WSOR, as a private company cannot do as it must be a public entity applying. He asked the Commission to co-sponsor the application (which would be a non-financial, non-binding support) which would demonstrate the private/public partnership in WRRTC area. This project would be work between Middleton and Lone Rock and would include, among other things, continuous welded rail.

- *Motion to co-sponsor a US DOT TIGER V Grant Application and to authorize a letter of support for the application – Ruf/Polivka, Passed Unanimously*

**16. Action Item. Adjournment**

- *Motion to adjourn at 11:40 AM – Gustina/Lewison, Passed Unanimously*

DRAFT

## Walworth County Board of Adjustment

### MINUTES

May 8, 2013 - Hearing – 8:30 AM

May 9, 2013 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

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A hearing and decision meeting of the Walworth County Board of Adjustment was held on May 8 & 9, 2013, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on May 8, 2013, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on May 9, 2013, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. “Sign-in” sheets listing attendees on May 8, 2013, and May 9, 2013, are kept on file as a matter of record.

The May 8, 2013, hearing was called to order by Chair John Roth at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Gregory E. Guidry motioned to approve the agenda as amended to remove item 6.A.3. Ronald R. & Andrea K. Jarecki / East Troy Township. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the April 10 & 11, 2013, Minutes and dispense with the reading. Seconded by Gregory E. Guidry. Motion carried 1-favor, 0-oppose. John Roth and Gregory E. Guidry abstained from voting. After testimony of all cases, Gregory E. Guidry motioned to recess until 8:30 A.M. on Thursday, May 9, 2013. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The May 8, 2013, hearing went into recess at approximately 9:17 A.M.

On May 9, 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 amended to remove item 5.A.3 Ronald R. & Andrea K. Jarecki / East Troy Township. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. After the decisions were completed, John Roth motioned to adjourn until the June 12, 2013, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The May 9, 2013, decision meeting adjourned at approximately 8:42 A.M.

Three variance hearings were scheduled and details of the May 8, 2013, hearings and the May 9, 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](http://www.co.walworth.wi.us).

### **New Business – Variance Petitions**

Disc #1 Hearing – Count #8:34:39 – 8:53:52 / Disc #2 Decision – Count #8:32:11 – 8:36:04  
The First Hearing was Sigmund B. Bergesen Trust, owner / Delavan Lake Sanitary District, James DeLuca, Administrator, and Attorney Stanley H. Riffle, applicants – Section(s) 27 – Delavan Township

Applicants are requesting a variance from Section(s) 74-181 / 74-232(3) of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a single-family residence and to create a maintenance easement to serve the Delavan Lake Sanitary District.

**REQUIRED BY ORDINANCE:** The Ordinance requires a 10' side yard setback for a single-family residence and a 10' setback from all structures for a maintenance easement providing ingress / egress.

**VARIANCE REQUEST:** The applicants are requesting a 9.73' and 9.3' side yard setback for a residence and a 1.3' setback from a residence for a maintenance easement. The request is a variance from Section(s) 74-181 / 74-232(3) of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a single-family residence and to create a maintenance easement to serve the Delavan Lake Sanitary District.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 8 & 9, 2013, for the petition of Sigmund B. Bergesen Trust, owner / Delavan Lake Sanitary District, James DeLuca, Administrator and Attorney Stanley H. Riffle, applicants, voted to **APPROVE** the request for a 9.73' and 9.3' side yard setback for a residence and a 1.3' setback from a residence for a maintenance easement.

**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 the existing vegetation, the location of a drainage swale, and the location of the lift station on the property to be unique limitations. The Board found approval of the variance request will correct the location of a single-family residence constructed in 1992. The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request would correct the easement issue by allowing the easement to be titled for its actual usage of ingress / egress. The Board found to approve the variance request will allow the access needed to maintain the lift station now and in the future. The Board found to deny the variance request would cause unnecessary hardship in requiring the relocation of the lift station. There was no support. There was no opposition.

Disc #1 Hearing – Count #8:54:08 – 9:17:20 / Disc #2 Decision – Count #8:36:05 – 8:41:25  
The Second Hearing was Darin & Tracy Collings, Lisa Collings & Will Cleaveland, owners / William Cleaveland, applicant – Section(s) 24 – La Grange Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a deck, stairs and retaining wall.

**REQUIRED BY ORDINANCE:** The Ordinance requires all structures to meet a 75' shore yard setback.

**VARIANCE REQUEST:** The applicants are requesting a 0' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a deck, stairs and retaining wall.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 8 & 9, 2013, for the petition of Darin & Tracy Collings, Lisa Collings & Will Cleaveland, owners / William Cleaveland, applicant, voted to **APPROVE** the request for a 0' shore yard setback for a deck, stairs and retaining wall.

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

**BOARD OF ADJUSTMENT FINDINGS:** The Board found the steep slope to the lake to be a unique property limitation. The Board found the deck existed without a permit at the time of purchase by the current owner. The Board found no harm to public interests as the deck will be smaller in size and will encroach 2' less into the shore yard. The Board found the owner is making an effort to bring the structures more into compliance. The Board found the variance request to be a small increment of relief. The Board found the retaining wall was better than vegetation. There was one letter of comment from the Walworth County Land Conservation Division. There were two letters of support from neighboring property owners. There was no opposition.

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

**The Third Hearing was Ronald R. & Andrea K. Jarecki, owners – Section(s) 8 – East Troy Township**

Applicants are requesting a variance from Section(s) 74-167 / 74-181 of Walworth County's Code of Ordinances – Zoning to reconstruct a single-family residence and to construct a driveway, deck, porch, terrace, stairway and sidewalk.

**REQUIRED BY ORDINANCE:** The Ordinance requires all structures to meet a 75' shore yard setback and a sidewalk and walkway not to exceed 60" wide.

**VARIANCE REQUEST:** The applicants are requesting a 57.5' shore yard setback and a sidewalk 8' wide. The request is a variance from Section(s) 74-167 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct a single-family residence and to construct a driveway, deck, porch, terrace, stairway and sidewalk.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 8 & 9, 2013, did not vote on the petition of Ronald R. & Andrea K. Jarecki, owners.

**BOARD OF ADJUSTMENT FINDINGS:** The petition has been cancelled at the owner's request.

#### **Other**

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

#### **Staff Reports**

- A. Court cases update - none

B. Distribution of reports, handouts and correspondence

1. The Board members received an invitation to an event re: Walworth County Economic Development. Attendance is optional.
2. The Board was advised re: approval of the Minutes for any given month, as long as one Board member can attest to the content of the Minutes, another Board member can “second” those Minutes having attended the meeting without having sat on the Board for that meeting.

**Proposed discussion for next agenda**

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

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

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ANN SEAVER  
WALWORTH COUNTY BOARD OF ADJUSTMENT

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





**Walworth County Health and Human Services Committee**  
**MINUTES**

April 24, 2013 Meeting – 1:15 p.m.

Walworth County Board Room  
Government Center – Elkhorn, Wisconsin

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The meeting was called to order by Chair Grant at 1:45 p.m.

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Juliet Young, Health and Human Services; Lori Muzatko, Health and Human Services Manager; David Bretl, County Administrator; Nancy Russell, County Board Chair

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

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

The Health and Human Services minutes from the March 20, 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 –

Andy Kerwin worked with Greater Wisconsin Agency on Aging Resources (GWAAR) and stated their recommendation is to establish a Transportation Coordination Committee (TCC). Mr. Kerwin asked that the TCC include members of the HHS Board, members of the ADRC and public representation.. He talked about a study that he shared with Mr. Bretl, Chairperson Russell and Ms. Muzatko. He stated that more funding is needed and he urged this committee to take action now to position themselves for the future with the growing aging population.

Unfinished business –

*Transportation Update* – Ms. Seemeyer discussed handout. She stated that DHHS is recommending the formation of a TCC.

Citizen Representative Wagie-Troemel agreed that there should be a committee and feels it will be really important to the county. Ms. Seemeyer stated she is looking for a consultant or firm to help with training and safety. Laura Griswold has been temporarily named the supervisor of the Transportation Program.

Mr. Bretl suggested an ordinance be established for the formation of the TCC. Discussion followed.

Citizen Representative Wagie-Troemel wanted to know Ms. Seemeyer's recommendation for who should be on this new committee. Ms. Seemeyer stated Cindy Simonson from VIP should be on. Ms. Muzatko stated that consumer Ken Sathern has declared interest along with Mr. Kerwin. Further recommendations of consumer and agency advocates along with hospital representation were made. It was also recommended that several units from DHHS be represented.

Supervisor Schiefelbein stated it would be better to extend an invitation to both Mercy and Aurora to have representation on this committee. Ms. Muzatko concurred.

Supervisor Schiefelbein stated applications should be completed and open to the public. Chairperson Russell stated she would be interested in being on this committee.

Supervisor Schiefelbein asked for clarification on state statute regarding the requirements for this committee. Mr. Bretl's initial reading of the statute indicates a minimum of nine members including the County Board Chair, VIP, Aurora, Mercy, Consumers and DHHS staff.

**Motion and second made by Citizen Representative Wagie-Troemel/Supervisor Monroe to recommend the passage of an ordinance for the formation of a Transportation Coordinating Committee (TCC) to the county board and to begin soliciting and accepting applications for this committee. Motion carried 7-0.**

There was further discussion with how VIP and DHHS could better utilize resources. Opportunities and a study on an action plan will be brought back to this Board in the future.

Supervisor Schiefelbein asked if there were any recent changes to the current transportation program. Ms. Seemeyer stated that nothing has changed.

Supervisor Schiefelbein asked about a safety coordinator. Ms. Muzatko stated that the Department is currently looking for someone to do a safety component.

*Human Services Day at the Capitol Talking Points and Possible Action Regarding Proposed MAPP Changes in Governor's Budget* – Ms. Seemeyer asked Supervisor Monroe about his perceptions of this event. Supervisor Monroe thought it was a productive day.

Medicaid Purchase Plan (MAPP) is a work services program that helps individuals to qualify for Medicaid. The state is proposing changes regarding that will require work to be subject to tax withholding which will disqualify many from participating in the program.

This could result in many consumers being unable to afford their medications. It will also result in a substantial loss of Medicaid revenue in the Department's budget.

**Motion and second made by Sandy/Brellenthin to recommend the resolution urging the State Legislature to reject the proposed MAPP changes to the county board.**

**Motion carried 7-0.**

New Business –

*New Walworth County Family Care Management Care Organizations (MCOs)* – Ms. Seemeyer this is an informational item for the board. Milwaukee County Family Care and Care Wisconsin will be joining Community Care as new MCOs for the county. She stated the intent is to give consumers a choice.

Reports –

*Biennial Budget Update* – Ms. Seemeyer point out changes in Income Maintenance. The Department needs to prepare for changes due to the Affordable Care Act and Medical Assistance eligibility changes. Additional workers will need to be hired. Details as far as where these workers will be located within the consortiums are still being worked on.

Supervisor Schiefelbein asked how funding is divided in the consortium. Ms. Seemeyer stated that the number of caseloads in each county in the Moraine Lakes Consortium determines percentage of money.

*HVAC Project Update* – Ms. Seemeyer stated the staff in the Aging and Disability Resource Center have been relocated and the contractors are moving in.

Correspondence – There were no correspondence.

Announcements –

A Memorandum of Understanding with Community Health in Beloit has been signed for dental services this summer to happen at Inspiration Ministries.

Supervisor Schiefelbein reminded everyone of the Mission of Mercy dental event this summer. Ms. Seemeyer stated volunteers are still needed and that interested parties can apply online. There will also be a tour with high ranking members of the state and Ms. Seemeyer encouraged this board to be on this tour.

Supervisor Schiefelbein asked if Volunteer Connections has been contacted to help out. Ms. Seemeyer stated she has not contacted them yet but will be soon.

Citizen Representative Wagie-Troemel stated that the WCAC will be having an open house for their new “tree house” this Friday.

Next Meeting Date – The next meeting is scheduled for May 22, 2013 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

**Adjournment – On motion and second by Supervisors Monroe/Brellenthin. Vice Chair Schiefelbein adjourned the Health and Human Services meeting at approximately 2:29. Motion carried 7-0.**

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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**

April 24, 2013 Meeting – 1:00 p.m.

Walworth County Meeting Room 111  
Government Center – Elkhorn, Wisconsin

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The meeting was called to order by Vice Chair Schiefelbein at 1:03 p.m.

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; 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; William Wucherer, Health and Human Services Citizen Representative; David Bretl, County Administrator; Michael Cotter, Corporation Counsel; Lori Muzatko, Health and Human Services Manager

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

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

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

Public Comment – There were no comments from the public.

Unfinished Business –

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

Supervisor Schiefelbein wanted to know what, in Ms. Janiszewski's opinion, would be the best choice. Ms. Janiszewski stated she would like to see a small adjustment to the payer source mix. Adjusting the mix to Medicaid 65-72% and Medicare/Private Pay 28-35% allows for more Medicare beds. Ms. Janiszewski is also in favor of gradually reducing the tax appropriation over the next several years. She stated reducing the memory care unit from 60 to 30 beds is up to this committee. Even with reducing the number of beds in this unit, the needs of the community will still be met. Supervisor Schiefelbein is in favor of the memory care change at this time and is wondering what the process and expense is. Ms. Janiszewski stated that there would be an initial cost of approximately \$30,000 for moving the doors. This would be a 2014 CIP project and residents would be relocated,

through attrition, during the rest of 2013. Supervisor Schiefelbein asked if reducing the number of beds would also result in a reduction in staff. Ms. Janiszewski stated there would not be a staff reduction due to this change.

Supervisor Brellenthin asked how a reduction of beds in the memory care unit will save money. Ms. Janiszewski stated it is more of a change in philosophy. Residents should live in the least restrictive environment as possible.

Supervisor Monroe asked if this was a lockdown unit. Ms. Janiszewski stated it was not.

Mr. Wucherer asked if potential residents were denied admission based on their pay source. Ms. Janiszewski stated admissions are not denied. The Health Care Center uses a referral list, not a waiting list.

Supervisor Schiefelbein asked about possible new wings/buildings in strategic planning. Ms. Janiszewski stated that, at this time, there are no plans to expand. The facility is designed to accommodate changes, if needed, in the future.

Supervisor Schaefer asked Mr. Bretl about debt service for county. Mr. Bretl stated he would have to check on that number.

Mr. Bretl stated that departments would soon be planning their 2014 budget request. . He agrees with Ms. Janiszewski that it's important to look at operations from time-to-tome. Committee members should ask for more information on specific items of interest.

Supervisor Schaefer asked about Walworth County's need for Community Based Residential Facilities (CBRF) or Assisted Living homes. Ms. Janiszewski stated she would have to investigate, but feels if this route was taken it would be viewed as competition by area facilities. Supervisor Schaefer asked if Assisted Living was a private pay situation. Ms. Janiszewski stated that Assisted Living was private pay. She further stated that sometimes residents are admitted to LHCC when they exhaust their funds. Supervisor Schaefer asked about Medicare for residents admitted from the hospital to the LHCC. Ms. Janiszewski stated it that Medicare is extension of hospital benefits.

**Motion and second made by Supervisor(s) Monroe/Brellenthin to reduce the number memory unit beds from 60 to 30. Motion carried 4-0.**

**Motion and second made by Supervisor(s) Schaefer/Brellenthin to approve the change in the payer mix as outlined in the presentation. Motion carried 4-0.**

New Business –

*Self-report Survey Results* – Ms. Janiszewski explained a citation received as a result of self-reporting. In January, staff noticed a mark on a resident's arm. Because staff could not immediately determine what had occurred, the injury of unknown source was reported to the State. This led to a determination by a surveyor that not all CNAs were well-versed in the procedure regarding the heating of hot compresses.

Supervisor Schiefelbein asked if there were any consequences with the citation. Ms. Janiszewski stated that a plan of care was submitted along with retraining of staff on the proper procedure for heating hot compresses. LHCC has formed a task force to monitor ongoing education for staff. The LHCC plan of correction was accepted by the Department of Quality Assurance. If nothing had been done, the facility could have incurred fines. Reports –

*LHCC Administrator's Report and Financial Update* – Ms. Janiszewski stated that the budget is on track and a couple worker's compensation incidents were reported due to some slips and strains.

Correspondence – There were no correspondence.

Announcements –

*Upcoming Resident Events* – Ms. Janiszewski reviewed the upcoming events.

Next Meeting Date – The next meeting is tentatively scheduled for May 22, 2013 at 1:00 p.m.

**Adjournment – On motion and second by Supervisor(s) Schaefer/Monroe, Vice Chair Schiefelbein adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 1:45PM. Motion carried 4-0.**

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

**Walworth County Human Resources Committee**

**MINUTES**

April 24, 2013 – 3:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

***DRAFT***

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

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

Others present – Supervisor Nancy Russell; David Bretl, County Administrator; Nicki Andersen, Deputy County Administrator – Finance; Dale Wilson, Payroll/Benefits Manager; Suzi Hagstrom, Labor/Employee Relations Director; Linda Seemeyer, HHS Director/LHCC Superintendent; Dave Ortin, Supervisor of Network Operations; John Orr, Information Technology Director; Josh Pollock, Benefits Specialist.

Approval of the agenda was moved and seconded by Supervisors Brellenthin and Monroe, with no withdrawals, and carried 4 – 0.

Approval of the March 20, 2013 Human Resources Committee meeting minutes was moved and seconded by Supervisors Brellenthin and Redenius, and carried 4 – 0.

Public comment period – none

Discussion regarding comparable county health plan information. Bretl explained that this item is a continuation from previous meetings. Andersen distributed information regarding comparable counties. She added that two of the counties are members of the State plan. Wilson went over the major differences among the counties' plans. Andersen pointed out that there are more competitive markets in terms of health care providers in other counties. Bretl reminded the committee, as they look at all of the plans, that there are different benefit levels. They also need to consider the fund balance that the other counties have. Wilson explained that HRAs and HSAs are similar in that you set money aside to pay for medical expenses. With an HRA, however, if an employee leaves the county, the money in their HRA does not go with them. With an HSA, that money goes with the employee when he or she leaves regardless of whether or not it was the employee or employer who contributed. If the county were to go to an HSA plan, they would look at maintaining a certain differential between the two premiums.

**The committee did not take any action on this item.**

Discussion and possible action regarding an amendment to Section 15-17 of the Code relating to a reorganization in Information Technology. Bretl stated that he was supportive of IT's request. Orr stated that as they look at the progression of the IT department, he questions the need to have application/programmers on staff. Instead of writing programs, IT is implementing programs. About a year ago, Orr began looking at where they need to go with this. He was originally planning on bringing a reorganization plan forward with the 2014 budget, but due to some recent

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vacancies in the department, he is asking to implement a reorganization now. Orr feels that the county should begin to outsource the writing of programs. A great deal of money is spent to train staff. Then they begin writing applications, and something new and better comes out and they have to start all over. The positions being eliminated are on the applications side, and Orr will continue to monitor the operations side. Orr stated that the goal is to reduce the labor needed. If there are issues that need to be addressed in the future, it will be on the operations side. Orr plans to shift responsibilities. He spent a great deal of time looking at this. He looked at the responsibilities of the two positions being eliminated. He received unanimous support from staff that they can take on the additional responsibilities. Bretl asked for the committee's cooperation and for their understanding if Orr has to request positions back later.

**Supervisors Monroe and Brellenthin moved and seconded approval of the amendment to Section 15-17 of the Code relating to a reorganization in Information Technology. The motion carried 4 – 0.**

Hagstrom stated that she has revised numbers for the fiscal note. The savings are actually higher.

Discussion and possible action regarding an amendment to Section 15-727 of the Code relating to critical incident leave. Bretl stated that in the past, paid leaves were typically used in the context of a disciplinary action. However, in instances in which an employee has been involved in something traumatic, such as an officer-involved shooting or workplace fatality, the employees need time to “reset,” so to speak, and putting them on paid leave would be the right thing to do. The amendment to Section 15-727 would allow the county administrator to grant such a leave.

**Supervisors Brellenthin and Redenius moved and seconded approval of the amendment to Section 15-727 of the Code relating to critical incident leave. The motion carried 4 – 0.**

Discussion and possible action regarding an amendment to Section 15-339 of the Code relating to conversion of sick leave to health insurance credits. Hagstrom explained that this ordinance amendment is the result of a request from finance to clarify, for procedural purposes, when employees have to turn in their election form for the conversion of sick leave. This is not a change in benefits.

**Supervisors Monroe and Brellenthin moved and seconded approval of an amendment to Section 15-339 of the Code relating to conversion of sick leave to health insurance credits. The motion carried 4 – 0.**

Walworth County Deputy Sheriff's Association, Inc. and Robert Schiltz v. Walworth County. Chairperson Brandl read the closed session language. Supervisors Brellenthin and Monroe moved and seconded going into closed session. Roll call was taken. At approximately 3:54 p.m., the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental

*Draft*

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.” At approximately 4:03 p.m., on motion and second by Supervisors Brellenthin and Monroe, the committee reconvened in open session.

**The committee did not take any action on the closed session item.**

Establishing guidance/parameters for negotiations with LEA, HHS Professionals, and Deputy Sheriffs Association for successor agreements. Chairperson Brandl read the closed session language. Supervisors Brellenthin and Monroe moved and seconded going into closed session. Roll call was taken. At approximately 4:04 p.m., the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1)(e) of the Wisconsin Statutes, “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” At approximately 4:26 p.m., on motion and second by Supervisors Brellenthin and Monroe, the committee reconvened in open session.

**Supervisors Monroe and Brellenthin moved and seconded scheduling a closed session to discuss bargaining at an upcoming County Board meeting. The motion carried 4 – 0.**

Chairperson Brandl did not have any announcements.

The next regular meeting of the human resources committee was confirmed for May 22, 2013 at 3:00 p.m.

Adjournment. On motion and second by Supervisors Brellenthin and Monroe, Chairperson Brandl adjourned the meeting at approximately 4:27 p.m.

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

**County Board Executive Committee**  
**April 22, 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 the executive committee was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl, Russell and Schiefelbein. Others in attendance included Kristen Hewitt, Lakeshores Library System Director; Royce DeBow, Immediate Past President – Lakeshores Library System Board of Directors; Dave Graves, Walworth County Sheriff; Nicole Andersen, Deputy County Administrator – Finance; and, County Administrator Dave Bretl.

The agenda was approved on motion by Supervisors Brandl, moving item 9a regarding the SHARE inter-library system up on the agenda to follow public comment. Supervisor Russell seconded approval of the agenda with this change, and the motion carried 5 – 0.

Approval of the March 18, 2013 executive committee minutes was moved and seconded by Brandl and Schiefelbein. The motion carried 5 – 0.

There was no comment made during the public comment period.

*Discussion and possible recommendation concerning administration of the SHARE inter-library system.* Bretl indicated this was brought to his attention about a month ago, and he talked with Royce DeBow, Lakeshores Library System (LLS) past president. Both the LLS, which serves fifteen libraries in Racine and Walworth counties and Mid Wisconsin Federated Library System, which serves 27 libraries in Jefferson, Dodge and Washington counties, participate in the SHARE intersystem cooperative agreement. Inter-system loaning has been a positive service for patrons in the five counties. The two library systems share IT resources. The SHARE agreement spells out sharing costs specifically. Some operational issues have changed since inception of the agreement and need to be addressed. A joint ad hoc committee of Mid Wisconsin Federated and LLS met recently to discuss SHARE agreement issues. There is cautious optimism that SHARE will be maintained; it must be approved by both library boards. LLS Director Kristen Hewitt said SHARE services would continue, within Racine and Walworth counties, if the two boards can't reach agreement. The question is whether SHARE can continue in a manner that is equitable for all five participating counties. The Kenosha library system, as a separate entity, has not wanted to participate in the SHARE agreement. Since inception of the inter-system cooperative agreement, LLS has employed two technicians, as required under the agreement; Mid Wisconsin Federated has not. DeBow and Hewitt said the libraries in Racine and Walworth counties have been underserved because the two LLS technicians have had to spread their commitments over 42 libraries in the five counties. Dissolution of the agreement requires a six-month notice. Statutes do not require any action by the county board to enter into or dissolve the inter-library SHARE agreement. **Russell and Brandl moved and seconded asking the county board to support the efforts of the Lakeshores Library System to ensure that the SHARE agreement provides for**

**an equitable sharing of costs and termination of the agreement in the event that can't be achieved; motion carried 5 – 0.**

#### **Ongoing/unfinished business**

*Resolution Setting the Annual Salary for the County Board Elected in 2014.* This was discussed in March. **Vice Chairman Kilkenny moved to send the resolution to the board without a recommendation; Schiefelbein seconded.** Weber stated that there should, at some point, be an adjustment for the level of participation by the board chair. Current Chair Russell said she is reluctant to submit mileage expense reimbursement requests and hasn't done so. Kilkenny said Russell's participation is at a high level, and he stated support of additional compensation for her, as did Brandl. The committee discussed amending the County ordinance, at some future point, to specify the duties of the county board chair in representing the board at community events and functions. Brandl suggested an additional \$200/month compensation for the board chair. Basing compensation on the current or any particular chair's participation in activities would not be a consistent or fair approach. Russell said she would be satisfied with receiving mileage compensation. Bretl agreed with the approach of specifying board chair duties by ordinance and recommending compensation irrespective of the current individual serving in the position. **Kilkenny amended his motion, recommending \$1,200 per month for the county board chair and not specifying compensation for other supervisors. Schiefelbein agreed to the amendment, and the motion carried 5 – 0.**

*Review and final approval of video tour guide of Walworth County produced by CGI Communications, Inc.* Josh Clements has worked with CGI Communications on this project since it began. The videos were produced at no cost to the county; businesses were contacted and given the opportunity to advertise with CGI. Russell's said her biggest concerns include how much alike all of the video clips look, and there's a lot of video in Lake Geneva and no other communities. She thought the reference to "serene libraries" could be removed since libraries are no longer necessarily serene places. Schiefelbein suggested a reference to the Walworth County fairgrounds and activities it hosts. Others noted that Sharon, Darien and Genoa City were not highlighted. Brandl said Sharon hosts model T days and Darien hosts corn fest. In addition, perhaps the agricultural aspect of the county wasn't highlighted enough. A video shot of the Lake Geneva ice sculpture contest was suggested as well as footage of Mercy Walworth hospital's new facility. The Kettle Moraine, Whitewater Lake, Lake Como and Delavan Lake are popular recreational destinations that weren't highlighted. If it is still possible for CGI to do further editing, a brief mention of one activity or highlight from each community in the county would be ideal. It was noted that CGI has thus far made three edits to the videos, which were produced free of charge. **Brandl and Schiefelbein moved and seconded asking Josh Clements to provide the committee's suggestions to CGI and have them finalize the videos. The motion carried 5 – 0.**

**Consent items.** Brandl and Schiefelbein moved and seconded approval of two mileage reimbursement claims submitted by Supervisor Stacey totaling \$38.42, and one expense claim in the amount of \$123.45 submitted by Rich Kuhnke, citizen member on the Wisconsin River Railroad Commission. The motion carried 5 – 0.

#### **New business**

*Wood County Resolution #13-3-5 requesting the state to enact legislation that prohibits an entity from foreclosing on property unless that entity has a recorded interest in the property.* This has resulted from the banking crisis and high number of foreclosures. Bretl said state legislation might

help implement a more orderly process for . Kilkenny said he supports enacting legislation for the purpose of providing public information about the most current actions on a property. Russell said she recently heard that some mortgage companies have not been following the law. **Kilkenny and Schiefelbein moved and seconded the county board adopting a resolution requesting the state to enact legislation that prohibits an entity from foreclosing on property unless that entity, itself, has a recorded interest in the property. Motion carried 5 – 0.**

*Request of Wisconsin Economic Development Corporation (WEDC) to reallocate Qualified Energy Conservation Bonds (QECBs).* Community & Economic Development Educator Josh Clements' memo in the agenda packet explained that QECBs are “tax advantage” bonds. Each county has allocations that often are not spent, that is, debt is not issued. Bretl advised holding any recommendation at this point and asking municipal governments if they have any projects that would qualify for the bond funds. Transferring authority to WEDC to fund a private entity may not be the most appropriate use of federal and state tax dollars; however, providing money for a public interest project at 0% interest is not a bad idea. Weber asked whether any local school district might be able to use the funds. Bretl said his office would contact local units of government to gauge any interest in utilizing the bond credits. **Schiefelbein and Brandl moved and seconded holding a recommendation to allow time to assess interest among local governments in using the QECB credits. The motion carried 5 – 0.**

*Outagamie County Resolution No. 120--2012-2013 requesting the state legislature re-examine Wisconsin State Statute 968.255 regarding strip searches of newly incarcerated inmates.* Sheriff Graves co-chairs the Wisconsin Sheriffs and Deputy Sheriffs Assn. and Badger State Sheriffs Assn., which both support Wisconsin modifying its law to align with the Court's ruling. The Supreme Court ruled that it is okay to conduct strip searches. There is no current legislative bill, but the Sheriffs' associations are working on garnering support to enact legislation. Schiefelbein said it is an oversight in the state law not to permit strip searches of newly incarcerated inmates. He said permitting searches is in the interest of the public. **(see discussion below for motion)**

*Outagamie County Resolution No. 127--2012-2013 supporting the exemption of off-duty officers from current state law prohibiting a licensee from carrying a firearm on school grounds and certain posted private properties.* Both state sheriffs associations and the police chiefs support changing the legislation to permit off-duty officers to carry on school grounds. Graves said he doesn't have a problem with retired officers carrying. State law and the Sheriff's Office require that retired officers recertify on an annual basis, and the Police Officers Protection Act requirements have gotten more stringent than ever, requiring re-testing of retired law enforcement officers. Sheriff Graves said Assembly Bill 9, sponsored by Assembly Representative Kleefisch, is in the current legislative session.

**Schiefelbein moved and Russell seconded county board support of a resolution requesting the legislature to re-examine Wisconsin State Statute 968.255 regarding strip searches of newly incarcerated inmates, and one supporting the exemption of off-duty officers from current state law prohibiting a licensee from carrying a firearm on school grounds and certain posted private properties. The motion carried 5 – 0.**

*Outagamie County Resolution No. 128--2012-2013 supporting extending the time period from 12 months to 24 months for a county to seek reimbursement for certain expenses incurred from a person sentenced to a county jail or placed on probation and confined to jail.* Longer recovery

time gives those released from jail a longer time to pay. Kilkenny said he thought sheriffs associations could do a good job of educating the legislature and influencing change concerning this issue. **Kilkenny moved support of a county board resolution; motion was seconded by Schiefelbein and carried 5 – 0.**

*Outagamie County Resolution No. 138--2012-13 supporting indication of veteran status on an operator's license or identification card.* **Russell/Schiefelbein moved and seconded approval; motion carried 5 – 0.** Bretl stated he wasn't sure what the status would qualify veterans for; however, the basic premise of identification as a veteran is supported by Walworth County's Veterans Services Officer.

*Outagamie County Resolution No. 139--2012-13 opposing freezing the renewable energy requirements.* Bretl said this is not particularly a county issue. The concern of environmentalists was that the state budget didn't provide utilities the ability to do more energy renewable initiatives. Brandl and Kilkenny moved and seconded placing the Outagamie County resolution on file; the motion carried 5 – 0.

Chairman Weber had no reports or announcements.

The next meeting date and time was confirmed for May 20, 2013 at 10 AM.

**Claims and litigation.** The committee convened in closed session at 11:25 AM, on motion and second by Supervisors Brandl and Russell, 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. All members voted "aye" to convene in closed session.

- a) Notice of Injury – Jeffrey S. Bierman vs. City of Whitewater and Walworth County
- b) Summons and Complaint – Eagle Pointe Condominium Association, Inc., Plaintiff, vs. Jay R. Adams and Lisa G. Adams, Discover Bank, Capital One Bank USA, NA, Portfolio Recovery Association, LLC, Citibank (South Dakota) N.A. n/k/a Citibank, NA, County of Walworth, and State of Wisconsin Department of Workforce Development, Defendants
- c) Walworth County Deputy Sheriff's Association and Robert Schiltz vs. Walworth County
- d) Estate of Patrick Krueger, et al. Walworth County Circuit Court Case no. 13-CV-208

The committee reconvened in open session Kilkenny and Schiefelbein and took the following action on the above-referenced agenda items: Russell and Schiefelbein moved and seconded proceeding pursuant to closed session discussion. The motion carried 5 – 0.

Chairman Weber adjourned the meeting at 11:50 AM on motion and second by Brandl and Russell.

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

**Walworth County Land Conservation Committee**  
**MINUTES**

April 22, 2013 – 2:00 p.m.

County Board Room 114 – Government Center  
Elkhorn, Wisconsin

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The meeting was called to order at approximately 2:00 p.m. by Chairperson Kilkenny.

Roll call – In attendance were Chairperson Kilkenny, Supervisor Schiefelbein and Citizen Member Badame. Vice Chairperson Russell and Citizen Member Bellman were excused. A quorum was declared.

Others present – Supervisor Carl Redenius; David Bretl, County Administrator; Michael Cotter, Deputy Corporation Counsel/LURM Director; Louise Olson, Deputy LURM Director; Fay Amerson, Urban Conservation Specialist; and Andrew Baker and James Baker.

Approval of the agenda was moved and seconded by Supervisor Schiefelbein and Citizen Member Badame, with no withdrawals, and carried 3 – 0.

Approval of the March 18, 2013 and March 25, 2013 Land Conservation Committee meeting minutes was moved and seconded by Supervisor Schiefelbein and Citizen Member Badame, with no withdrawals, and carried 3 – 0.

Public comment period – Bretl advised against allowing public comment.

Discussion/Possible Action - Baker Final Determination – Burdick Trucking and Excavation, Inc. Mining Site Operator, Baker Enterprises, Owner. Bretl explained that the committee members should have received the briefs along with clarification from Attorney Bill White. Bretl stated that the committee should consider only the facts that have been placed into evidence when making their determination. Bretl can assist the committee with the preparation of the written decision. The committee deliberated on the issue. Chairperson Kilkenny's inclination was to uphold LURM's decision. Citizen Member Badame supported the decision of the Land Use and Resource Management Department as well. With respect to the committee's final determination, Supervisor Schiefelbein and Citizen Member Badame were comfortable with Chairperson Kilkenny signing the determination without the committee's review.

**The motion and second was made to sustain the decision of the LURM department and deny the appeal of the Bakers; to direct corporation counsel to draft a final decision in this matter; to delegate the chair of the committee to sign the same provided the written decision is consistent with the deliberations that took place at today's hearing; and to direct corporation counsel to serve the final determination on the parties. The motion carried 2 – 1. (Supervisor Schiefelbein opposed).**

Chairperson Kilkenny did not have any announcements.

The next regular meeting of the land conservation committee was confirmed for May 20, 2013 at 2:00 p.m.

Adjournment. On motion and second by Supervisor Schiefelbein and Citizen Member Badame, Chairperson Kilkenny adjourned the meeting at approximately 2:32 p.m.

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

**Walworth County Agriculture and Extension Education Committee**

**MEETING MINUTES**

Monday, April 1, 2013 – 8:30 AM

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

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The meeting was called to order by Chairman Kilkenny at 8:30 a.m.

**Committee Members Present**

Roll call was conducted. Committee Chairman Daniel Kilkenny, Supervisor Tim Schiefelbein, Supervisor Nancy Russell, Michael Krejci, Kathleen Papcke, and Mary Kaye Merwin were present. A quorum was declared. FSA/Ag Representative Sue Bellman and School Representative Pam Knorr were absent.

**County Staff Present**

County Administrator David Bretl and UW-Extension Agriculture Agent Peg Reedy were present.

**Amendments or Withdrawals from Agenda**

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

**Public Comments**

Terry Papcke of the Walworth County Farm Bureau commented that he believes it is a good idea for Walworth County to host Farm Technology Days (FTD).

**Unfinished Business**

1. Recommendation for Walworth County to host and submit application for 2016 Farm Technology Days

Reedy stated that the purpose of this meeting is to answer any questions that may have come up at the previous AEE meeting, at which she was not in attendance, and ultimately vote on whether or not to host FTD in Walworth County in 2016. Chairman Kilkenny explained that the committee wanted to ensure that Reedy fully supported FTD before moving ahead with the recommendation. They also wanted to make sure that the rest of the office staff would be able to handle the additional work. Reedy responded that she is fully committed to FTD. She added that it is mainly an agriculture event. Many of the other departments will take part in it and have tents, but it should not take away from their normal programming. She said it is similar to the fair where they will mostly be busy the week before and the week of the event. Reedy also stated that there will be an entire committee devoted to the Walworth County FTD, which will help with the added workload. Positions, income, and finances were discussed. Reedy stated that once the bid is accepted, an executive committee will be formed. One of the positions on that committee is the Chief Financial Officer/Treasurer, who will work in conjunction with Farm Technology Days, Inc. to deal with the finances. Farm Technology Days, Inc. asks that some or all of the profit goes to something agriculture or 4-H related in the county. Reedy added that it has been suggested to put some of that money toward a new 4-H building on the Walworth County Fairgrounds. She stated that the farming community is very supportive of FTD, as it has never been held here. The committee discussed the location, hours, liability, and programming of FTD. County Administrator Bretl stated if Reedy is prepared to host FTD, he believes the event is mature and structured, and there is nothing that jumped out to him as a problem. **Supervisor Schiefelbein moved to recommend Walworth County hosting the 2016 Farm Technology Days as long as the county will be fully reimbursed for its expenses, which was seconded by Papecke. The motion carried 6-0.**

**New Business**

1. Approval of resolution supporting Walworth County bid to host 2016 Farm Technology Days (enclosure)

**Supervisor Russell moved to approve the resolution with the recommended modification. Krejci seconded the motion. The motion carried 6-0.**

**Set/confirm next meeting date and time**

The Monday, May 20, 2013 committee meeting at 1:00 p.m. in Room 114 at the Government Center was confirmed.

**Adjournment**

**On motion and second by Supervisors Schiefelbein and Russell, Chairman Kilkenny adjourned the meeting at 9:22 a.m.**

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

Walworth County Children with Disabilities Education Board

**MINUTES**

March 20, 2013 5:00 pm

County Board Room 114 – Government Center

Elkhorn, Wisconsin

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

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

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

Agenda Approval – Approval of the agenda, as presented, was moved and seconded by Supervisors Grant and Schiefelbein with no withdrawals. Motion carried 5-0.

Minutes Approval – Minutes from the February 20, 2013 CDEB meeting was approved and a motion from Supervisor Schiefelbein and seconded by Supervisor Grant. Approved 5-0.

Public Comment Period – There were no comments from members of the public.

Unfinished Business – Governor Walker's proposed budget for school choice and special education was brought to discussion by Chair Weber, who felt there are no positives regarding the voucher program. No proven track record is available that this program will improve anything. It was suggested by Chair Weber that the Board compose a letter to Governor Walker asking him to take another look at this program. Tracy Moate indicated that DPI does not support the voucher program. Ms. Moate was not sure of the platforms held by the candidates running for State Superintendent, but Tony Evers has indicated he opposed the program. A motion was made by Supervisor Schiefelbein, seconded by Supervisor Grant that a letter in opposition of the voucher program be sent to Governor Walker as soon as possible. Motion carried 5-0.

Report On Federal IDEA Dollar Allocations – Tracy Moate explained how changes have been made within the Federal IDEA budget as a result of the CESA 2 program changes and the Federal government's sequestration on grant dollars. Dollars were moved to support the upgrade of the school's sound system as well as the Vocera communication system. The upgrade of the school's sound system is to be moved from the local tax dollars to the IDEA budget. Dollars have also been reassigned for the purpose of creating a play area for those children who are not able to access the current equipment. Parents have approached Ms. Moate indicating they would like to have an area where children who are unable to interact with the equipment, could do so with modified equipment. A motion was made by Supervisor Monroe, seconded by Supervisor Schiefelbein to approve the Federal IDEA budget as submitted. Motion carried 5-0.

CESA 2 Update -- Tracy Moate provided an update on the refund from CESA 2. Dollars were returned based on the elimination of two position contracted through CESA 2. **A motion was made by Supervisor Schiefelbein, seconded by Supervisor Supervisor Grant to place this item on file. Motion carried 5-0.**

New Business -- Lakeland School Parent & Student Handbook has been updated and new changes were shared with all parents at school conference on March 14<sup>th</sup> and 15<sup>th</sup>. Visitors will now be escorted to and from classrooms so that at no time visitors will be able to move about the school without knowledge of the administration and/or office. Lockdown procedures have also been tweaked to make the information more clear. A new section was added on "Procedure for Special Events". Special events held at Lakeland School will now require parents/guardians to sign at the foyer if they will be taking their child/ren home with them after the program/event. Parents will remain in the foyer or gym until such time as the teacher/staff bring the child/dren to the parent.

Reports and Correspondence

Director Moate indicated that the spring concert to be held on April 25<sup>th</sup> is centered on the spring garden and recycling. All are welcome to attend.

The timeline for all teacher contracts and letters of non-renewal are now due to be in teacher's possession by May 15<sup>th</sup> and signed contracts are due to be returned by June 15<sup>th</sup>, 2013.

This year's Lakeland School prom will be held at the Monte Carlo Room on Friday, April 19<sup>th</sup>. The theme is centered around Hollywood entitled "Everybody's A Star!"

Staff are gearing up for School Fest to be held on Saturday, May 11<sup>th</sup>. As in the past, there will be a live auction, silent auction, plant sale, craft vendors and a wide variety of food.

Lakeland School's graduation has been set for Monday, June 3<sup>rd</sup>, 2013, at 7:00 pm.

Set time and date of next meeting -- April 15, 2013.

Adjourn -- A motion to adjourn was made by Supervisor Grant, seconded by Supervisor Schiefelbein at 5:33 pm, motion passed 5-0.

Minutes recorded by Kathy Matthiesen, CDEB

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

# Walworth County Agriculture and Extension Education Committee

## MEETING MINUTES

Monday, March 18, 2013 – 1:00 PM

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

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The meeting was called to order by Chairman Kilkenny at 1:02 p.m.

### Committee Members Present

Roll call was conducted and Chairman Daniel Kilkenny, Supervisor Tim Schiefelbein, Supervisor Nancy Russell, Kathleen Papcke, and Mary Kaye Merwin were present. A quorum was declared. School Representative Pam Knorr was excused. FSA/Ag Representative Sue Bellman and Michael Krejci were absent.

### County Staff Present

County Administrator David Bretl, UW-Extension Department Head Christine Wen, 4-H Youth Development Educator Debbie Burkman, and 4-H Youth Development Instructional Specialist Chelsea Dertz were present.

### Amendments or Withdrawals from Agenda

There were no amendments or withdrawals from the agenda. **Supervisor Russell and Merwin moved and seconded approval of the agenda. The motion carried 5-0.**

### Approval of Minutes

Chairman Kilkenny asked for additions or corrections to the minutes from the January 14, 2013 meeting. Supervisor Russell suggested changing the wording of “dismissal” to “reassignment.” **Supervisor Russell moved to approve the minutes with the correction, which was seconded by Merwin. The motion carried 5-0.**

### Public Comments

There were no public comments.

### Unfinished Business

1. Debbie Burkman, 4-H Youth Development Educator, 4-H Staffing update and Program Overview (enclosure 2)

Burkman shared an overview of the 4-H program and some projects she is currently working on. She included a flowchart in the enclosure of the major things that make the 4-H program work, including activities, outreach, and partnerships. Walworth County 4-H currently has 19 clubs, 850 members, 44 general leaders, and 355 other leaders. Burkman shared that she is working on a science outreach program to connect with schools and other organizations. As it developed, it involved 4-H teams going into classrooms, teaching specific science-related programs, and promoting 4-H. In 2012, her school science program reached out to 1,499 students, of which about 1,200 are not current 4-H members. The 4-H Expansion and Review committee is currently monitoring to see how they can reach youth that are not being reached. Burkman handed out brochures of the current science program to the committee.

### New Business

1. Set and confirm date and time of 2013 annual Agriculture and Extension Education Committee Public Hearing  
There was discussion on the best month, day of week, and time. **Supervisor Schiefelbein moved to hold the Public Hearing on Wednesday, May 22 at 7:00 p.m. in the County Boardroom. Papcke seconded the motion. The motion carried 5-0.**
2. Update on Promotion for Jenny Wehmeier, Family Living Educator  
Wehmeier was fully supported by the state and promoted to Professor with Tenure.
3. Recommendation for Walworth County to host and submit application for Farm Technology Days (enclosure 3)

Wen explained the details included in the packet about the potential of submitting a bid to host Farm Technology Days in Walworth County for the summer of 2016. She stated that it is an entire county project to hold the event here, but there are many benefits. It will be a major undertaking for the entire Extension office, especially in the areas of agriculture, youth development, family living, and horticulture. The bid needs to be supported through the county first in order to apply. There was discussion on county ordinances, changes in Extension programming, budget, additional staffing needed, and potential issues that could occur. County Administrator Bretl recommended holding off on voting until UW-Extension Agriculture Agent Peg Reedy would be available to answer questions and provide more information. **Supervisor Schiefelbein moved to hold a special meeting, if necessary according to the deadline, to address Farm Technology Days, which was seconded by Papcke. The motion carried 5-0.**

### **Reports**

UW-Extension outreach and educational events (enclosure 4)

Wen stated that the Smart Gardening Day brochure was included in the packet. The program occurred the past weekend and had an attendance of around 100 people.

### **Chairperson's Report**

Chairman Kilkenny had no report.

### **Announcements**

There were no announcements.

### **Set/confirm next meeting date and time**

The Monday, May 20, 2013 committee meeting at 1:00 p.m. in Room 114 at the Government Center was confirmed.

### **Adjournment**

**On motion and second by Supervisors Schiefelbein and Russell, Chairman Kilkenny adjourned the meeting at 1:59 p.m.**

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

**Walworth County Land Information Advisory Council**

MINUTES

November 27, 2012 – 10:00 a.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

*Draft*

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The meeting was called to order at approximately 10:00 a.m. by Connie Woolever.

Roll Call – Committee members present included Nancy Russell, Connie Woolever, Kathy Du Bois, Donna Pruess, Michael Cotter, John Orr, Kevin Williams, Craig Workman, Dr. Kurt Bauer, Rich Colbert and Jerry Kroupa. A quorum was declared.

Others present – Dale Drayna, Val Etzel, Dave Bretl

Approval of the agenda was moved and seconded by Williams and Russell, with no withdrawals, and carried 11 – 0.

Approval of the May 2, 2012 Land Information Advisory Council committee minutes were moved and seconded by Bauer and Russell. The motion carried 11 – 0.

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

Update on 2012 project to purchase tax software – Progress to Date; Conversion of Tax Parcel Numbers. Colbert stated that a kickoff meeting was held on October 4<sup>th</sup>. The client installation should take place on December 12<sup>th</sup> or 13<sup>th</sup>. The project is moving along very well. The project is on schedule, and staff has been very happy with the vendor. They hope that the property lister can go live in April or May. The current system will still be up for this year's tax bills. They hope to have the new system up and running for 2013 tax bills. Colbert stated that new parcel IDs were being created for active parcels. There will then be a secondary key with the new system (Transcendent). Both parcel IDs will be able to be used in a search. The plan is to make the change to just the new IDs in 2015 in order to allow banks, etc. time to get used to the change. The new IDs are more user-friendly. Both IDs will be on documents. It was clarified that new parcels created in 2014 would only have the new ID. Orr stated that they will need to make sure the LURM software can accommodate the new numbering system. The old numbers mixing with the new numbers is something everyone will have to get used to. This is something that can be discussed with the consultant in the upcoming year. Colbert stated that from April/May through December, the property lister will have to be using the dual system.

Update on GIS applications for County/municipalities – Asset Management RFP; Concept of Document Management. Woolever recapped that Fontana was preparing to sign a contract when the committee last met. Colbert stated that Whitewater and Fontana are now live. There has been some talk among other municipalities, but nothing in the near future. There is definitely an interest throughout the county for asset management software. An RFP was put together with

additional requirements. Colbert worked with Elkhorn, Fontana, East Troy and part of Delavan to get their input. The bids are due this Friday. Public Works and the municipalities will still be included in the process. Colbert stated that they have no sense of how much this may cost. It might be something that Public Works and Land Information would split. If the cost is reasonable, Colbert would suggest moving forward with demonstrations possibly in January. Workman asked if they had heard from any vendors yet. Colbert stated they have gotten about 50 clarifying questions. Colbert stated that they have been in meetings with Fontana and the area clerks. It would be very useful to be able to store documents on a parcel level, which is a manageable idea. The consultant came back with a cost of \$26,000 for a small module. IT is planning to write this in-house. LURM already scans into a system. There will be tabs for documents associated with a parcel. Users will be able to hit a tab and see a list of the documents associated with the parcel. The municipalities liked this idea. Cotter stated that they have had this in mind for a long time in their office. This is something that could help realtors and home buyers do their due diligence on a property and also reduce the counter traffic in LURM. Colbert added that everything LURM has in project tracking will be linked to the parcel. LURM made the determination that all of the information relative to a parcel can be viewed by the public. Municipalities can mark items public or private as they choose. Colbert stated that they hope to have this developed by mid-year. Cotter suggested holding training sessions once this is developed. Colbert agreed that the municipalities would need to be trained. Kroupa added that he thinks the county's website is very helpful compared to other counties.

Update on municipal/county user group. Colbert stated that the user group met in June to talk about asset management. The next meeting has not been scheduled, but he is thinking it will take place in March. Six municipalities were represented at the last meeting. More municipalities are getting involved the more times they meet.

Update on 2013 budget items – 2013 topographic data project; 2013 LURM replacement system study. Colbert stated that they are all on board with Dr. Bauer's recommendation. The \$60,000 has been budgeted for the project. In January, they will start the RFP process, with the goal of beginning the project in April. They have the areas laid out, so now they just need the specifications. They know which 10 sections are being done. They have reached out to those areas, but not all of them have responded. With respect to LURM, Colbert stated that they will begin looking for a consultant to handle duties and get the budget numbers in for 2014. LURM will initially be involved in the search for a consultant.

Update on Fund balance in Land Information accounts. Colbert stated that there are two funds: the undesignated fund, which has a balance of \$229,000 after paying for the tax system, and the public access fund, which has a balance of \$238,500.

Reports/announcements by Chairperson. Woolever stated that Pruess is the ROD-elect. She will be sworn in on January 7<sup>th</sup>. She will remain on LIAC as the Register of Deeds, and the new property lister will be on the committee as well. A new Chairperson will have to be elected at the next meeting.

The next meeting was set for May 9, 2013 at 10:00 a.m. in Room 214.

Colbert added that if there are other ideas that the committee would like him to explore, let him know. Cotter asked if they could somehow make the lake inventories that LURM takes available. Russell felt that this would be very helpful for shoreland zoning.

Adjournment. On motion and second by Dr. Bauer and Du Bois, Chairperson Woolever adjourned the meeting at approximately 10:32 a.m.

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Respectfully submitted by Tammy Werblow, Recording Secretary for the Land Information Advisory Council. These minutes are not official until approved by the committee.